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/ Gwasanaethau Democrataidd

Ein cyf / Our ref:
Eich cyf / Your ref:

Dyddiad/Date: Dydd Mawrth, 2 Mai 2023

Annwyl Cynghorydd,

CABINET

Cynhelir Cyfarfod Cabinet Hybrid yn Siambr y Cyngor Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont ar Ogwr, CF31 4WB / o bell trwy Dimau Microsoftar **Dydd Mawrth, 9 Mai 2023** am **14:30**.

AGENDA

1.	Ymddiheuriadau am absenoldeb Derbyn ymddiheuriadau am absenoldeb gan Aelodau.	
2.	Datganiadau o fuddiant Derbyn datganiadau o ddiddordeb personol a rhagfarnol (os o gwbl) gan Aelodau / Swyddogion yn unol â darpariaethau'r Cod Ymddygiad Aelodau a fabwysiadwyd gan y Cyngor o 1 Medi 2008.	
3.	Cymeradwyaeth Cofnodion I dderbyn am gymeradwyaeth y Cofnodion cyfarfod y 11/04/2023	3 - 12
4.	Polisi Rheoli Risg Corfforaethol	13 - 34
5.	Polisi Rheolaeth Ariannol Grantiau	35 - 66
6.	Adolygiad o Bartneriaethau Diogelwch Cymunedol Yng Nghwm Taf Morgannwg	67 - 110
7.	Rhaglen Moderneiddio Ysgolion - Canlyniad Proses Ymgynghori Ysgol Gynradd Coety	111 - 196
8.	Dyddiadau Arfaethedig ar gyfer Cyfarfodydd y Cabinet, Cydraddoldeb Pwyllgorau'r Cabinet A Rhianta Corfforaethol Pwyllgor y Cabinet	197 - 200
9.	Materion Brys	

I ystyried unrhyw eitemau o fusnes y, oherwydd amgylchiadau arbennig y cadeirydd o'r farn y dylid eu hystyried yn y cyfarfod fel mater o frys yn unol â pharagraff 2.4 (e) o'r Rheolau Trefn y Cabinet yn y Cyfansoddiad.

Nodyn: Bydd hwn yn gyfarfod Hybrid a bydd Aelodau a Swyddogion mynychu trwy Siambr y Cyngor, Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont ar Ogwr / o bell Trwy Timau Microsoft. Bydd y cyfarfod cael ei recordio i'w drosglwyddo drwy wefan y Cyngor. Os oes gennych unrhyw gwestiwn am hyn, cysylltwch â cabinet_committee@bridgend.gov.uk neu ffoniwch 01656 643147 / 643148.

Yn ddiffuant
K Watson
Prif Swyddog, Gwasanaethau Cyfreithiol a Rheoleiddio, AD a Pholisi Corfforaethol

Dosbarthiad:

Cynghorwyr	Cynghorwyr	Cynghorwyr
JC Spanswick	J Gebbie	JPD Blundell
N Farr	HJ David	
W R Goode	HM Williams	

CABINET - DYDD MAWRTH, 11 EBRILL 2023

COFNODION CYFARFOD Y CABINET A GYNHALIWYD YN CYFARFOD HYBRID YN SIAMBR Y CYNGOR - SWYDDFEYDD DINESIG, STRYD YR ANGEL, PEN-Y-BONT AR OGWR, CF31 4WB DYDD MAWRTH, 11 EBRILL 2023, AM 14:30

Presennol

Y Cynghorydd HJ David – Cadeirydd

JC Spanswick	N Farr	W R Goode	J Gebbie
HM Williams	JPD Blundell		

Swyddogion:

Carys Lord	Prif Swyddog - Cyllid, Perfformiad a Newid
Claire Marchant	Cyfarwyddwr Corfforaethol - Gwasanaethau Cymdeithasol a Lles
Kelly Watson	Prif Swyddog – Gwasanaethau Cyfreithiol, Adnoddau Dynol a Rheoleiddio
Julie Ellams	Swyddog Gwasanaethau Democrataidd - Pwyllgorau
Mark Shephard	Prif Weithredwr
Nicola Echanis	Pennaeth Addysg a Chymorth Cynnar
Zak Shell	Pennaeth Gwasanaethau Cymdogaeth

164. DATGANIADAU O FUDDIANNAU

Datganodd y Cynghorydd H Williams fuddiant sy'n rhagfarnu yn eitem 4, Polisi Pennu Ffioedd Cartref Gofal oherwydd bod ganddo berthynas agos mewn cartref gofal yn y Fwrdeistref Sirol. Gadawodd y Cynghorydd Williams y cyfarfod pan ystyriwyd yr eitem hon.

Datganodd y Cynghorydd J Spanswick fuddiant sy’n rhagfarnu yn eitem 6, Ymweliad Gwirio Gwelliannau Arolygiaeth Gofal Cymru (AGC) â Gwasanaethau Gofal Cymdeithasol Plant 21 - 24 Tachwedd 2022 ac aeth allan o’r cyfarfod pan ystyriwyd yr eitem hon.

Datganodd y Cynghorydd JP Blundell fuddiant personol yn eitem 8, Penodi Llywodraethwyr Awdurdod Lleol gan ei fod yn aelod o'r Corff Llywodraethu a oedd hefyd yn penodi llywodraethwr.

165. CYMERADWYO COFNODION

PENDERFYNWYD : Cymeradwyo cofnodion cyfarfodydd y Cabinet dyddiedig 22 Chwefror 2023 a 14 Mawrth 2023 fel cofnod gwir a chywir.

166. POLISI PENNU FFIOEDD CARTREF GOFAL

Cyflwynodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles adroddiad yn gofyn am gymeradwyaeth y Cabinet i roi Polisi Pennu Ffioedd Cartref Gofal o 2023/24 ar waith.

Amlinellodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles bwrpas y polisi, y cefndir a'r sefyllfa/cynnig presennol. Eglurodd eu bod wedi comisiynu’r Sefydliad Gofal Cyhoeddus, yn dilyn proses gaffael deg, agored a thryloyw, i gefnogi’r awdurdod i weithio’n annibynnol gyda chartrefi gofal ac i ddatblygu’r polisi pennu ffioedd ym Mhen-y-bont ar Ogwr. Roedd yr IPC hefyd wedi'i gomisiynu'n genedlaethol gan Fwrdd y Comisiwn Cenedlaethol i gynorthwyo eu gwaith. Roedd Polisi Pennu Ffioedd Cartrefi

Gofal wedi'i gynnwys yn atodiad 1 yr adroddiad ac roedd yn nodi'r dull gweithredu, y cyd-destun a'r cefndir a sut y pennwyd y ffioedd ar gyfer cartrefi gofal o fewn Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr.

Roedd y Dirprwy Arweinydd yn falch o nodi bod y Polisi wedi'i ddatblygu ar y cyd â darparwyr cartrefi gofal ac atgoffodd y Cabinet nad oedd unrhyw oblygiadau pellach o ran y gyllideb o ganlyniad i'r polisi hwn ac y byddent yn parhau i adolygu'r gost bob blwyddyn.

Pwysleisiodd yr Arweinydd fod yr adolygiad a oedd yn sail i hyn wedi'i gynnal gan sefydliad annibynnol ar ôl i ddadansoddiad manwl gael ei gynnal ar gost gofal o gostau gofal i'r sector annibynnol. Ychwanegodd eu bod yn agored iawn wrth rannu'r costau hyn. Roedd dyddiad yr adolygiad wedi'i drefnu ar gyfer mis Mawrth 2027, a gofynnodd am gadarnhad y byddai pwyntiau sbarduno ar gyfer adolygiadau yn ystod y cyfnod hwnnw. Gofynnodd hefyd a oedd y gwaith a wnaed ar ôl troed rhanbarthol ac, o ran y canllawiau a ddarparwyd gan LlC, pe bai unrhyw newidiadau pellach, byddai'r polisi'n cael ei adolygu'n unol â hynny i adlewyrchu'r rhain.

Atebodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles fod y ffactorau a oedd yn llywio cost gofal o fewn y polisi wedi'u nodi yn Nhabl Un yr adroddiad ac y gallai fod amgylchiadau eithriadol mewn perthynas ag unrhyw un o'r ysgogwyr penodol hynny. Rhoddodd enghraifft o sbardun penodol, sef cyfraddau nwy, trydan a dŵr yn cyfrif am 5% o'r pwysoliad a allai gynyddu neu ostwng yn y dyfodol gan arwain at yr angen i adolygu'r polisi. Ychwanegodd y byddent yn gweithredu'n unol â hynny oherwydd y ddyletswydd statudol ynghylch yr angen i ddeall y gwir gostau.
O ran y sefyllfa ranbarthol ym Mhen-y-bont ar Ogwr, roedd Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr yn rhan o Fwrdd Partneriaeth Rhanbarthol Cwm Taf Morgannwg a'r Bwrdd Diogelu Rhanbarthol ac roedd gan y 2 bartneriaeth ranbarthol statudol hyn ddiddordeb allweddol yn y sector cartrefi gofal. Cymeradwywyd adroddiad sefydlogrwydd y farchnad gan y Cabinet ym mis Gorffennaf 2021, ynghyd â'r holl Gynghorau eraill a'r Bwrdd Iechyd, a oedd yn nodi cyflwr y farchnad cartrefi gofal a blaenoriaethau'r comisiwn y gallent weithio arnynt gyda'i gilydd. Roedd y canllawiau statudol yn mynd yn ôl i 2010 ac yn nodi'r hyn a oedd ei angen i ddeall costau gofal. Roedd Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr, wrth wneud yr argymhelliad hwn, wedi penderfynu mabwysiadu arfer da ynglŷn â sut i osod polisi ffioedd cartref gofal, ond efallai y bydd yn fwy gorfodol yn y dyfodol.

Nododd yr Arweinydd fod un o'r gofynion yn ymwneud â thalu o leiaf y cyflog byw i staff gofal cymdeithasol. Roedd cyllid ychwanegol ar gael a
Phen-y-bont ar Ogwr oedd un o'r awdurdodau lleol cyntaf i fabwysiadu'r dull hwnnw.

PENDERFYNWYD : Bod y Cabinet yn cymeradwyo i roi'r Polisi Pennu Ffioedd Cartrefi Gofal ar waith, ac y bydd yn dod i rym o ddiwedd mis Ebrill 2023.

167. POLISI CWYNION Y GWASANAETHAU CYMDEITHASOL

Cyflwynodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles adroddiad yn gofyn i'r Cabinet gymeradwyo Polisi Cwynion diwygiedig y Gwasanaethau Cymdeithasol (Atodiad 1 yr adroddiad). Roedd y polisi wedi'i ddatblygu yn unol â deddfwriaeth a chanllawiau statudol ynghylch cwynion gwasanaethau cymdeithasol.

Eglurodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles ei fod yn egluro'r berthynas rhwng Polisi Cwynion y Gwasanaethau Cymdeithasol a'r gweithdrefnau a oedd yn sail i'r polisi a phrosesau a gweithdrefnau eraill a weithredir gan y Cyngor. Ychwanegodd fod y Cabinet yn derbyn adroddiad Cwynion

Gwasanaethau Cymdeithasol Blynyddol a oedd yn nodi perfformiad ynghylch cwynion a gwersi a ddysgwyd o faterion a sylwadau a godwyd.

Eglurodd y Dirprwy Arweinydd fod yn rhaid iddynt, fel rhan o arolygiad AGC, sicrhau bod yr holl bolisïau'n gyfredol ac yn cael eu rheoli'n briodol ac felly byddai'r polisïau hyn yn cael eu cyflwyno i'r Cabinet yn rheolaidd wrth symud ymlaen.

Gofynnodd yr Aelod Cabinet Adfywio pam fod yna bolisi ar wahân ar gyfer gwasanaethau cymdeithasol a pham nad oedd y maes hwn yn dod o dan y Polisi Corfforaethol.

Eglurodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles fod angen i Gyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr gael Polisi Cwynion Gwasanaethau Cymdeithasol penodol oherwydd y ddeddfwriaeth a'r canllawiau statudol cysylltiedig, fel y nodir yn fanwl yn yr adroddiad eglurhaol. Rhoddodd sicrwydd i'r Cabinet fod y ddau bolisi yn ategu ei gilydd o ran y ffordd yr oeddent yn gweithio, er mwyn sicrhau bod cynnwys neu gŵyn yn cael eu rheoli o dan y broses gywir.

Pwysleisiodd y Dirprwy Arweinydd na allent wneud dim gyda chwyn yn y gwasanaethau cymdeithasol pe bai achos cyfreithiol yn mynd rhagddo. Dylent ei gwneud yn glir, fel Aelodau, eu bod yn dilyn canllawiau ac yn cadw at gyngor cyfreithiol a chyngor yr Ombwdsmon wrth wneud hyn.

Gofynnodd yr Aelod Cabinet Cenedlaethau'r Dyfodol sut roedd y polisi hwn yn rhyngweithio â'r Polisi Blinderus. Eglurodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles fod hyn yn helpu i amlygu'r ffaith nad oedd y Cyngor hwn yn goddef unrhyw gam-drin o amgylch unrhyw aelod o staff. Roedd gan fframwaith polisi Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr bolisïau a oedd yn ategu ei gilydd ac yn gweithio'n dda ochr yn ochr â'i gilydd. Roedd y Swyddog Cwynion yn rôl statudol a byddai'n fedrus iawn wrth weithio gydag unigolion i gymryd peth amser i ymchwilio i gŵyn yn gywir ac yn briodol. O bryd i'w gilydd byddai materion a fyddai'n flinderus ac a fyddai'n gyfystyr â cham-drin aelodau o staff y byddai'n rhaid eu rheoli drwy'r Polisi Blinderus.

Pwysleisiodd yr Arweinydd na fyddai'r awdurdod yn goddef cam-drin, ymosodiad na thrais tuag at staff ac na fyddai'n oedi cyn cysylltu â Heddlu De Cymru a gweithio gyda nhw pe bai angen, i amddiffyn staff.

PENDERFYNWYD: Cymeradwyodd y Cabinet y Polisi Cwynion Gwasanaethau Cymdeithasol diwygiedig a oedd ynghlwm fel Atodiad 1 yr adroddiad.

168. YMWELIAD GWIRIO GWELLIANNAU AROLYGIAETH GOFAL CYMRU (AGC) Â GWASANAETHAU GOFAL CYMDEITHASOL PLANT 21 - 24 TACHWEDD 2022

Cyflwynodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles adroddiad Arolygiaeth Gofal Cymru (AGC) i'r Cabinet, a oedd yn seiliedig ar eu hymweliad gwirio gwelliannau â Gwasanaethau Plant Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr yn ystod mis Tachwedd 2022 ac argymhellodd fod y Cabinet yn ystyried yr adroddiad a'r sylwadau ar y Cynllun Gweithredu cysylltiedig wedi'i ddiweddaru.

Darparodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles gefndir yr ymweliad ac eglurodd fod y gwaith o wirio gwelliannau'n canolbwyntio ar y cynnydd a wnaed yn y meysydd a nodwyd ar gyfer gwelliant yn ystod yr Arolygiad Gwerthuso Perfformiad ym mis Mai 2022. Eglurodd fod y gwaith o wirio gwelliannau ar y cyfan yn dangos cynnydd cadarnhaol o ran y blaenoriaethau hynny a osodwyd, sef bod y mwyafrif o'r meysydd a nodwyd naill ai'n dangos gwelliant sylweddol neu rywfaint o

welliant a nifer o feysydd yr oedd angen gweithredu pellach arnynt, o ganlyniad i hynny. Dywedodd fod angen gwelliannau o fewn yr awdurdod o hyd, o ran gofal cymdeithasol plant, o ystyried mai cynllun gwella tair blynedd oedd y cynllun a gymeradwywyd. Nododd AGC arferion gwell o ran clywed, a gweithredu ar lais y plentyn, o fewn arfer ac o fewn ffeiliau achos a hefyd yn parhau i nodi bod y gweithlu'n teimlo eu bod yn cael cefnogaeth dda o ran eu gwaith. Roeddent hefyd yn cydnabod cryfder sylweddol o ran gweithio mewn partneriaeth a chymorth corfforaethol i ofal cymdeithasol plant a bod hyn yn gofyn am ddull Cyngor cyfan.

Amlygodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles ddau faes penodol o bryder. Un oedd breuder parhaus y gweithlu gofal cymdeithasol lle'r oedd ymdrechion sylweddol wedi'u gwneud ac yn parhau i gael eu gwneud i gadw a recriwtio gweithlu gofal cymdeithasol plant o safon uchel sy'n cael ei gefnogi'n dda ac sy'n llawn cymhelliant. Yr ail faes yr oedd angen ei wella ar frys oedd cam-fanteisio troseddol ac arfer yn y maes hwn. Byddai adroddiadau pellach yn cael eu cyflwyno i'r Cabinet ar y gwaith hwn. Ychwanegodd y byddai archwiliad o gynnydd yn erbyn y cynllun strategol 3 blynedd yn cael ei gynnal yn ystod gwanwyn a haf 2023 ac y byddai cynllun wedi'i adnewyddu'n cael ei gyflwyno i'r Cabinet ym mis Medi 2023.

Diolchodd y Dirprwy Arweinydd i'r staff gan na fyddai wedi bod yn bosibl cyflawni hyn heb ymroddiad y staff, gan gynnwys staff asiantaeth.

Ategodd yr Arweinydd y sylwadau hyn a diolchodd i'r staff am weithio'n hynod o galed. Roedd y llwyth achosion yn fawr, ac roedd staff wedi ymateb i'r her. Nododd AGC feysydd i'w gwella ond hefyd nifer o gryfderau ym mhob maes. Diolchodd hefyd i gydweithwyr ar draws y Siambr gan gynnwys Arweinwyr Grŵp a Chadeirydd y Pwyllgor Craffu. Gofynnodd am un maes penodol a oedd wedi'i nodi ar gyfer gwelliant, sef y gwaith sy'n cael ei wneud gan y Tîm Lles Emosiynol Ieuenctid. Nododd fod rhai gwelliannau wedi'u gwneud a bod y rhestr aros wedi lleihau'n sylweddol. Nid cyfrifoldeb yr awdurdod yn unig oedd y cam hwn a gofynnodd a oedd hyn yn cael ei adlewyrchu yn yr adroddiadau cynnydd a gafwyd.

Atebodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles y dylai'r cam hwnnw fod wedi'i gyfeirio ato'n benodol yn y cynllun gweithredu o ran iechyd a lles emosiynol. Roedd amrywiaeth o gamau gweithredu ar y gweill ac roedd y Bwrdd Iechyd wedi cael rhywfaint o adnoddau a buddsoddiad sylweddol i gefnogi pob ysgol ar draws ôl troed Cwm Taf Morgannwg i roi Fframwaith Nyth ar waith, sef dull ysgol gyfan at iechyd a lles emosiynol. Cadwyd llygad barcud iawn o ran unrhyw restr aros am y gwasanaethau hynny. Roedd yn argymhelliad i'r awdurdod ar y cyd â'r Bwrdd Iechyd ynghylch y gwaith hwnnw gyda CAMHS, gan wneud yn siŵr bod plant a phobl ifanc yn cael mynediad prydlon pan oedd arnynt ei angen.

Dywedodd yr Aelod Cabinet Adfywio ei fod yn galonogol i weld bod rhywfaint o gynnydd wedi'i wneud a gofynnodd a oedd unrhyw argymhellion wedi'u gwneud gan y Pwyllgor Craffu ac os felly, a oedd yr argymhellion hynny wedi'u gweithredu. Gofynnodd hefyd pa welliannau a oedd wedi'u gwneud o ran arolygiaeth rheolwyr fel y nodwyd yn yr adroddiad ac a allai'r Cyfarwyddwr ddangos tystiolaeth o sut yr oedd staff yn cael eu cefnogi.

Atebodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles mai dim ond yn ddiweddar y derbyniwyd yr argymhellion gan y Pwyllgor Craffu ac y byddent yn adrodd yn ôl i'r Pwyllgor Craffu yn brydlon. Roedd yr argymhelliad cyntaf yn ymwneud â'r strategaeth ariannol ar gyfer gofal cymdeithasol plant gan eu bod wedi bod mewn sefyllfa o orwariant drwy gydol y flwyddyn. Roedd yn amlwg bod angen iddynt weithio'n agos iawn fel un Cyngor i wneud yn siŵr bod strategaeth ariannol a oedd yn cefnogi'r gwasanaeth i gyflawni dyletswyddau statudol o fewn y gyllideb. Ar hyn o bryd roedd yn

cael trafferth gwneud hynny oherwydd y llwyth achosion sydd ganddynt. Amlinellodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles weddill yr argymhellion a rhoddodd ddiweddariad ar bob un. O ran rheoli dros y safle, roedd y Cabinet wedi cymeradwyo polisi goruchwylio newydd ar draws gwasanaethau cymdeithasol a lles, ac roedd hyn yn hanfodol fel y gwelwyd gan AGC. O ran cynorthwyo staff, roedd y Swyddog Cymorth Gwaith Cymdeithasol wedi dechrau o 1 Ebrill a byddai'n allweddol i gynorthwyo gweithwyr cymdeithasol i wneud eu gwaith cymdeithasol. Roedd cynnig lles helaeth gan gynnwys cymorth wedi'i lywio gan drawma, hefyd ar gael i staff.

Cyfeiriodd yr Aelod Cabinet Adnoddau at y cynllun gweithredu a gofynnodd i'r Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles ddarparu rhagor o wybodaeth ynghylch system graddio BRAG. Gofynnodd pa mor bell oedd y pwynt yn y coch ac a oedd cynnydd yn cael ei wneud i droi'r coch yn wyrdd. Gofynnodd pryd y byddai'r adroddiad cynnydd nesaf yn cael ei gyflwyno ac a oedd angen unrhyw beth gan y Cabinet i'w helpu i gyflawni ei nodau.

Atebodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles y byddai'n sicrhau bod cynlluniau gweithredu yn cynnwys allwedd yn y dyfodol. Eglurodd fod glas yn golygu wedi'i gwblhau, gwyrdd yn golygu ei fod ar y trywydd iawn i'w gwblhau o fewn yr amserlenni, roedd melyn yn waith ar y gweill lle'r oedd pryderon ynghylch bodloni amserlenni a choch yn nodi nad oeddent ar y trywydd iawn ar hyn o bryd. Roedd yr un dangosydd a oedd yn goch yn ymwneud â'r gweithlu. Er gwaethaf yr heriau, roedd y gweithlu'n parhau i fod yn gadarnhaol ond roeddent yn dibynnu ar staff asiantaeth o hyd a gallai hyn effeithio ar ansawdd y gwaith wrth geisio sefydlu model newydd o ymarfer gwaith cymdeithasol. Roedd croeso mawr i'r recriwtiaid rhyngwladol a byddent yn gwneud gwahaniaeth gwirioneddol dros amser. Cafwyd peth llwyddiant o ran recriwtio gweithwyr sydd newydd gymhwyso, ac fe wnaethant barhau i recriwtio i rolau rheoli. Roeddent yn recriwtio mwy i'r cynllun Datblygu Ein Hunain ac roedd hwnnw'n ateb tymor canolig, hwy i'r heriau yr oeddent yn eu hwynebu. Fel Cyngor, byddai cymorth corfforaethol parhaus a dull Cyngor cyfan yn hanfodol i gynaliadwyedd a symud i "sefyllfa dda".

Cyfeiriodd y Dirprwy Arweinydd at ddigwyddiad iechyd meddwl yr oedd wedi'i fynychu'n ddiweddar, a darllenodd gerdd a ysgrifennwyd gan unigolyn ifanc am CAMHS. I glywed y gerdd, dilynwch y ddolen ganlynol:

PENDERFYNWYD : Ystyriodd y Cabinet adroddiad AGC ar wirio gwelliannau Gwasanaethau Gofal Cymdeithasol Plant Pen-y-bont ar Ogwr a gwnaeth sylwadau ar y Cynllun Gweithredu cysylltiedig wedi'i ddiweddaru. Nododd y Cabinet ddatblygiad cynllun cynaliadwyedd i fodloni anghenion plant a theuluoedd ym Mhen-y-bont ar Ogwr yn fwyaf effeithiol fel y nodir ym mharagraff 4.15 yr adroddiad.

169. POLISI MEDDYGINIAETH

Cyflwynodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles adroddiad yn gofyn i'r Cabinet gymeradwyo'r Polisi Meddyginiaeth fel sy'n ofynnol dan Ddeddf Cofrestru ac Arolygu Gofal Cymdeithasol (Cymru) 2016 (RISCA). Eglurodd ei fod yn bolisi pwysig o ran gwasanaethau gofal cymdeithasol rheoledig a bod y polisi'n cwmpasu'r holl wasanaethau gofal rheoledig a ddarperir fel Cyngor megis cartrefi gofal preswyl i blant ac oedolion. Roedd y polisi wedi bod yn destun ymgysylltu sylweddol â chydweithwyr yn y GIG a fferyllwyr a oedd yn amlwg yn arbenigwyr ym maes meddyginiaeth.

Nododd y Dirprwy Arweinydd fod hwn yn waith lle'r oedd mentro ynghlwm ag ef a gyflawnwyd gan yr aelodau staff ar y cyflogau isaf a'i fod yn faes o bryder. Byddai hyn yn gwarchod eu lles a'u diogelwch a'r Cyngor. Ychwanegodd y byddai'r holl gostau'n cael eu talu o'r cyllidebau presennol.

Roedd yr Arweinydd yn hapus i weld rhan yr arbenigwyr yn y maes hwn wrth ddatblygu a rhoi'r polisi ar waith.

Gofynnodd yr Aelod Cabinet Adfywio gyda phwy yr ymgynghorwyd wrth ddatblygu'r polisi. Atebodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles fod datblygiad y polisi wedi'i arwain gan Dîm Datblygu'r Gweithlu Gofal Cymdeithasol a gweithwyr proffesiynol y fferyllfa, y gweithlu, Undebau Llafur a rheolwyr cofrestredig.

Cyfeiriodd yr Arweinydd at gwmpas y polisi a'r gwasanaethau yr oedd ganddynt gyfrifoldeb amdanynt nad oeddent yn cael eu rheoleiddio megis ysgolion arbennig. Atebodd y Cyfarwyddwr Corfforaethol, Gwasanaethau Cymdeithasol a Lles, o ran ysgolion arbennig, y byddai ganddynt eu polisïau eu hunain o ran meddyginiaeth.

PENDERFYNWYD : Cymeradwyodd y Cabinet y Polisi Meddyginiaeth i'w roi ar waith ar draws Gwasanaethau Rheoledig o fewn Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr.

170. PENODI LLYWODRAETHWYR AWDURDOD LLEOL

Cyflwynodd y Pennaeth Addysg a Chymorth i Deuluoedd adroddiad yn gofyn am gymeradwyaeth y Cabinet i benodi llywodraethwyr awdurdod lleol i'r cyrff llywodraethu ysgolion a restrir ym mharagraff 4.1 yr adroddiad. Eglurodd, ar gyfer y chwe lle gwag presennol ar gyfer llywodraethwyr awdurdod lleol yn y chwe ysgol, fod pob ymgeisydd yn bodloni'r meini prawf cymeradwy ar gyfer penodi llywodraethwr awdurdod lleol ac nad oedd cystadleuaeth am y swyddi gwag hyn.

Diolchodd yr Aelod Cabinet Addysg i'r ymgeiswyr a oedd wedi rhoi eu henwau ymlaen ar gyfer y dasg bwysig hon ac anogodd yr Aelodau a'r cyhoedd i wneud cais am un o'r nifer o leoedd gwag.

Anogodd y Dirprwy Arweinydd gydweithwyr i ddod yn llywodraethwyr ysgol gan ei bod yn rôl werthfawr iawn.

PENDERFYNWYD : Cymeradwyodd y Cabinet y penodiadau y manylwyd arnynt ym mharagraff 4.1 yr adroddiad.

171. POLISI GOSTYNGIAD DEWISOL TRETH Y CYNGOR

Cyflwynodd y Prif Swyddog Cyllid, Perfformiad a Newid a Swyddog Adran 151 adroddiad yn gofyn i'r Cabinet gymeradwyo Polisi Gostyngiad Dewisol Treth y Cyngor, yn unol â'r pwerau a nodir yn Adran 13A(1)(c) o Ddeddf Cyllid Llywodraeth Leol 1992 (fel y'i nodir gan Adran 10 o Ddeddf Cyllid Llywodraeth Leol 2012). Hefyd gofynnwyd i'r Cabinet gymeradwyo newid i Gynllun Dirprwyo Swyddogaethau'r Cyngor er mwyn gallu ymdrin â cheisiadau yn gyflym ac yn brydlon.

Eglurodd y Prif Swyddog - Cyllid, Perfformiad a Newid fod gan yr awdurdod bilio pwerau dewisol i leihau rhwymedigaeth treth y Cyngor lle na ellid cymhwyso gostyngiadau ac eithriadau cenedlaethol. Nid oedd gan y Cyngor bolisi y cytunwyd arno ar hyn o bryd ac amcan y polisi hwn oedd cynnig cymorth ariannol i drethdalwyr y Cyngor a oedd yn profi caledi ariannol eithriadol.

Amlinellodd y Prif Swyddog Cyllid, Perfformiad a Newid y polisi arfaethedig, y tri chategori cymhwyster a sut y penderfynir ar y ceisiadau a'r broses apelio.

Diolchodd yr Aelod Cabinet Adnoddau i'r Prif Swyddog Cyllid, Perfformiad a Newid am yr adroddiad. Cadarnhaodd mai mewn amgylchiadau eithriadol yn unig y gwneir defnydd o'r polisi ac y byddai'n fodd i gynorthwyo'r ymgeisydd am gyfnod byr.

PENDERFYNWYD : Bod y Cabinet yn:

a) cymeradwyo'r Polisi Rhyddhad Dewisol Treth y Cyngor arfaethedig yn Atodiad A;

b) cymeradwyo newid i'r Cynllun Dirprwyo Swyddogaethau, fel y nodir ym mharagraff 4.3.

172. YMGYNGHORIAD AR GANOLFANNAU AILGYLCHU CYMUNEDOL

Cyflwynodd y Pennaeth Gweithrediadau, Gwasanaethau Cymunedol adroddiad yn gofyn am gymeradwyaeth y Cabinet i gynnal ymgynghoriad cyhoeddus ffurfiol ar y posibilrwydd o gau tair Canolfan Ailgylchu Gymunedol (CRC) am un diwrnod yr wythnos ac i'r Cabinet nodi y byddai canlyniad yr ymgynghoriad yn cael ei adrodd i'r Cabinet maes o law. Eglurodd fod cwestiynau ar gyfer yr ymgynghoriad yn cael eu paratoi ac y byddai'r ymgynghoriad yn dechrau ym mis Ebrill ac yn para am 12 wythnos. Byddai costau'r ymgynghoriad yn cael eu talu o'r cyllidebau presennol.

Eglurodd yr Aelod Cabinet Cymunedau, fel rhan o Strategaeth Ariannol Tymor Canolig 2023-24 i 2026-27, a gymeradwywyd gan y Cyngor ar 1 Mawrth 2023, fod Cynnig i Leihau'r Gyllideb o £50,000 wedi'i gynnwys mewn perthynas â chyllideb y Gwasanaethau Gwastraff. Er mwyn cyflawni'r arbedion hyn, byddai angen cau pob Canolfan Ailgylchu Gymunedol am un diwrnod gwaith yr wythnos. Byddai'r ymgynghoriad hwn yn llywio trafodaethau gyda'r darparwr presennol o ran y diwrnodau mwyaf priodol. Ychwanegodd y byddai gweithredu yn ddiweddarach yn y flwyddyn felly byddai'n anodd cyflawni'r arbediad o £50,000 yn y flwyddyn gyntaf.

Gofynnodd y Dirprwy Arweinydd am fanylion ynghylch lle roedd y tri safle a’r gost wrth beidio ag agor Canolfan Ailgylchu Gymunedol y Pîl oherwydd yr oedi gyda’r drwydded gan Gyfoeth Naturiol Cymru.

Eglurodd y Pennaeth Gweithrediadau, Gwasanaethau Cymunedol fod y canolfannau ailgylchu gymunedol ym Mrynmenyn, Maesteg a Llandudwg . Roedd y sefyllfa gyda Chanolfan Ailgylchu Gymunedol y Pîl yn rhwystredig. Roeddent yn mynd trwy broses hirwyntog gyda’r contractwr presennol a Chyfoeth Naturiol Cymru (CNC) i gael y drwydded a oedd yn angenrheidiol i allu gweithredu ar y safle hwnnw. Roedd mân bethau technegol wedi ei atal rhag agor hyd yma, ac roedd y broses yn parhau. Nid oedd ganddo fanylion y costau wrth law ond byddai'n darparu manylion yn dilyn y cyfarfod. Yr effaith fwyaf oedd eu bod yn dal i orfod talu am rentu safle Llandudwg oherwydd nad oedd yn eiddo i'r Cyngor.

Cytunodd yr Arweinydd ei bod yn siomedig eu bod yn dal i aros am y drwydded gan Gyfoeth Naturiol Cymru ac y byddai’n ysgrifennu eto at Gyfoeth Naturiol Cymru oherwydd ar wahân i’r drwydded, roedd y safle’n barod i’w agor. O ran yr ymgynghoriad, roedd yn bwysig i'r cyhoedd wybod na fyddai penwythnosau'n cael eu dewis oherwydd pa mor brysur yw’r Canolfannau Ailgylchu Gymunedol ar benwythnos. Y farn bresennol oedd y byddai Canolfannau Ailgylchu Gymunedol yn cau ar wahanol ddiwrnodau o'r wythnos, felly saith niwrnod yr wythnos, byddai o leiaf dau o'r Canolfannau Ailgylchu Gymunedol ar agor ac am y rhan fwyaf o'r dyddiau, byddai'r tri ar agor.

PENDERFYNWYD :

Cymeradwyodd y Cabinet ddechrau ymgynghoriad cyhoeddus ar y cynnig i gau pob Canolfan Ailgylchu Gymunedol un diwrnod yr wythnos.

Nododd y Cabinet y byddai canlyniad yr ymgynghoriad yn cael ei adrodd i'r Cabinet maes o law.

173. CYLLID DYFODOL PARC RHANBARTHOL Y CYMOEDD

Cyflwynodd y Pennaeth Gweithrediadau, Gwasanaethau Cymunedol adroddiad yn rhoi'r wybodaeth ddiweddaraf am Barc Rhanbarthol y Cymoedd (VRP) ac yn gofyn am gymeradwyaeth, yn dilyn cais gan fwrdd Parc Rhanbarthol y Cymoedd, bod Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr yn parhau yn ei rôl fel yr un sy'n cynnal Parc Rhanbarthol y Cymoedd hyd at ddiwedd blwyddyn ariannol 2023/24. Roedd yr adroddiad hefyd yn gofyn am gymeradwyaeth i dderbyn cynnig grant o £265,000 gan Lywodraeth Cymru (LIC) ar gyfer cyllid Parc Rhanbarthol y Cymoedd ar gyfer y 9 mis sy'n weddill o flwyddyn ariannol 2023/24 yn dilyn diwedd cyllid cyfredol Cronfa Gymdeithasol Ewrop (ESF) ym mis Mehefin 2023.

Amlinellodd y Pennaeth Gweithrediadau, Gwasanaethau Cymunedol weledigaeth a phwrpas Parc Rhanbarthol y Cymoedd a'r camau a oedd wedi arwain at Ben-y-bont ar Ogwr yn gweithredu fel yr awdurdod cynnal ar gyfer tîm cyflawni Parc Rhanbarthol y Cymoedd a sut mae hynny wedi'i ariannu'n bennaf gan yr Undeb Ewropeaidd. Mae'r Gronfa Gymdeithasol i fod i ddod i ben ym mis Mehefin. Roedd trafodaethau wedi'u cynnal gyda'r Bwrdd ar gyfer Parc Rhanbarthol y Cymoedd a gyda'r Dirprwy Weinidog y Celfyddydau a Chwaraeon a chynigiwyd grant o £265,000. Byddai hyn yn talu'r costau hyd at ddiwedd y flwyddyn ariannol gyfredol a byddai'n darparu sail ar gyfer cynllunio ac edrych ar ddull mwy hirdymor, fel y gobeithir y gallai'r Parc Rhanbarthol y Cymoedd neu gyfwerth ddod â budd i'r meysydd hyn yn y tymor hir a sicrhau parhad ar unwaith.

Dywedodd yr Aelod Cabinet Adfywio ei bod yn braf bod y cynnig grant ar y gweill i barhau â'r gwaith hwn. Gofynnodd beth fyddai'n digwydd ar ôl y flwyddyn ariannol hon. Atebodd y Pennaeth Gweithrediadau, Gwasanaethau Cymunedol, fel yn yr adroddiad, y byddai gwaith yn cael ei wneud i geisio cyllid ar gyfer gweinyddu Parc Rhanbarthol y Cymoedd yn y dyfodol er mwyn sicrhau dyfodol Parc Rhanbarthol y Cymoedd neu rywbeth cyfwerth.

Cyfeiriodd yr Aelod Cabinet Cymunedau at bwynt 4.3 o'r adroddiad a gofynnodd am gadarnhad y dylai'r pwynt bwled olaf, "Datblygu cynllun busnes dichonadwy i sicrhau cyllid cynaliadwy ar gyfer Parc Rhanbarthol y Cymoedd erbyn 31 Mawrth 2029" ddarllen hyd at 31 Mawrth 2029. Eglurodd Pennaeth Gweithrediadau, Gwasanaethau Cymunedol mai'r amcan oedd cael menter hunangynhaliol erbyn hynny.

Gofynnodd y Dirprwy Arweinydd a oedd staff ar gael i redeg hyn? Atebodd y Pennaeth Gweithrediadau, Gwasanaethau Cymunedol fod yna staff, gyda rhai ohonynt ar secondiad o LIC felly ei bod yn achos o barhau â'r trefniadau sydd ar waith.

PENDERFYNWYD : Bod y Cabinet yn:

1. Nodi'r cynnydd hyd yma wrth ddatblygu Parc Rhanbarthol y Cymoedd.

2. Cymeradwyo'r cais gan Fwrdd Parc Rhanbarthol y Cymoedd i Gyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr barhau yn ei rôl fel gwesteiwr Parc Rhanbarthol y Cymoedd hyd at ddiwedd blwyddyn ariannol 2023/24.

3. Rhoi awdurdod wedi'i ddirprwyo i'r Cyfarwyddwr Corfforaethol Cymunedau, mewn ymgynghoriad â'r Prif Swyddog Cyllid, Perfformiad a Newid a'r Prif Swyddog - Gwasanaethau Cyfreithiol a Rheoleiddiol, i gymeradwyo telerau terfynol y cynnig grant, derbyn y cynnig o gyllid gan Lywodraeth Cymru ac ymrwymo i unrhyw gytundebau cyllid a chyfreithiol priodol sy'n angenrheidiol i gyflawni'r rôl fel gwesteiwr tîm cyflawni Parc Rhanbarthol y Cymoedd.

174. EITEMAU BRYS

Dim

Daeth y cyfarfod i ben am 16:00

This page is intentionally left blank

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

9th MAY 2023

REPORT OF THE CHIEF OFFICER - FINANCE, PERFORMANCE AND CHANGE

CORPORATE RISK MANAGEMENT POLICY

1. Purpose of report

1.1. The purpose of this report is to seek Cabinet approval for the updated Corporate Risk Management 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**:

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

3. Background

3.1. Good governance requires the Council to develop effective risk management processes. The Council has always recognised the importance of risk management. A formal policy was adopted in 1998 which outlines the process by which risk is identified and managed so that it does not hinder the Council's ability to achieve its corporate objectives. The policy is reviewed annually by the Insurance and Risk Officer.

4. Current situation/proposal

4.1. The updated policy contained in Appendix A identifies the risk appetite, or degree of risk that the Council is prepared to tolerate across the broad range of its activities.

4.2. The policy sets out the risk management method which is integrated into usual business practices and describes the way that risks will be identified, assessed against the Council's risk appetite, managed and reviewed.

4.3. The policy reflects the current responsibilities of groups, committees and individuals so that key corporate risks are managed within the Council.

4.4. There are no significant changes to the Risk Management Policy, but the policy has been updated to reflect the introduction of a risk management software program which will be implemented in quarter 2 of the 2023-24 financial year.

5. Effect upon policy framework and procedure rules

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

6. Equality Act 2010 implications

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

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

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

8. Financial implications

8.1. There are no cost implications resulting from adoption of the policy, although application of the policy should assist in the efficient allocation of resources.

9. Recommendation

9.1. It is recommended that Cabinet approves the updated Corporate Risk Management Policy.

Carys Lord
Chief Officer - Finance, Performance & Change
28 March 2023

Contact officer:	Karen Davies Insurance Officer
Telephone:	(01656) 643318
Email:	Karen.Davies@bridgend.gov.uk
Postal address:	Civic Offices, Angel Street, Bridgend, CF31 4WB

Background documents: None

This page is intentionally left blank

APPENDIX A

Bridgend County Borough Council

Corporate Risk Management Policy

January 2023

Index

Introduction 3

Definition of Risk 3

Aims and Objectives.....4

Strategy.....4

Accountabilities and Roles 5

Risk Management Methodology 8

Part 1 – Setting the Council's Risk Appetite.....8
Part 2 - Identifying Risk 8
Part 3 - Assessing the Raw Risk.....9
Part 4 - Managing and controlling Risks 11
Part 5 – Assessing the Residual Risk 12
Part 6 - Recording and Reviewing Risks 13

Appendix 1 - Insurance Strategy 14
Appendix 2 - Risk Management Timeline 2023-24 (Subject to agreement of Governance and Audit Committee dates).....17

Bridgend County Borough Council
Corporate Risk Management Policy

Introduction

Good corporate governance structures are essential if the Council is to achieve its vision of being “One Council working together to improve lives” within the County Borough. An essential part of governance is the mechanisms for the control and management of risk. There must be a clear focus on the significant risks that could prevent the Council achieving its corporate improvement priorities and this policy seeks to address those risks.

Good governance requires that risk management is embedded into the culture of the Council with Members, managers and staff at all levels recognising that risk management is part of their job. It is important that the changing nature of how we deliver services is acknowledged. In particular, the increasing use of partnerships, shared services and business transformation programmes provide fresh risks to manage.

This policy facilitates the management of corporate risk within the Council; it focuses attention on key areas and its outcomes will inform the budget process and the Medium-Term Financial Strategy.

Definition of Risk

The definition of risk the Council uses is:

Any potential development or occurrence which, if it came to fruition, would jeopardise the Council’s ability to:

- achieve its corporate improvement priorities
- provide services as planned
- fulfil its statutory duties, including the duty to make arrangements to secure continuous improvement.

Aims and Objectives

The aim of the policy is to facilitate effective corporate risk management throughout the Council so that risks are identified, evaluated, managed, and monitored to enable the Council to achieve its corporate improvement priorities.

This will be done by:

- Managing corporate risk via a process that is integrated into usual business planning and is aligned to budget setting and the Medium-Term Financial Strategy.

- Monitoring key corporate risks at the highest level within the Council, including:

    - Cabinet
    - Senior Management Team
    - Corporate Performance Assessment meetings, which are part of the 'informal' management arrangements involving Corporate Management Board/Heads of Service/Cabinet and Scrutiny
    - Overview and Scrutiny Committees
    - Governance and Audit Committee.

- Working closely with partner organisations and other bodies such as the Wales Audit Office and external auditors.

- Managing corporate risk via a process that is compatible with any guidance provided by regulatory bodies.

Strategy

Risk will be managed by:

- Providing for risk identification within the business planning process

- Assessing risks against a common understanding of the Council's risk appetite set by Cabinet and Senior Management Team

- Establishing appropriate control measures or other actions to manage risks to appropriate levels

- Maintaining a register of corporate risks which enables them to be recorded and regularly reviewed

- Establishing clear accountabilities and roles

- Ensuring that the risk assessment is considered within the budget setting process and the Medium-Term Financial Strategy

- Making the link to corporate improvement priorities

- Learning from incidents and near misses

- Having arrangements to monitor risks involving elected Members and senior management. (Corporate Performance Assessment Meetings and Corporate Working Groups are examples of these)

Accountabilities and Roles

A key part of the strategy is to establish clear roles, responsibilities, and reporting lines within the Council.

Governance and Audit Committee	The Governance and Audit Committee will monitor the effective development and operation of risk management and corporate governance within the Council. The Committee will consider the report on the annual risk assessment in January and a further interim report detailing changes in the year.
Overview and Scrutiny Committees	Overview and Scrutiny Committees develop a forward work programme having regard to the Council's corporate priorities and risk management framework. They review and scrutinise the decisions made by and the performance of Cabinet and Council officers. They scrutinise the performance of the Council in relation to its policy objectives and performance targets. They make recommendations to the Cabinet and Council arising from the outcome of the scrutiny process. They consider a report of incidents and near misses on an annual basis and ensure that they are satisfied with the actions taken to prevent a reoccurrence.
Cabinet	Together with the Corporate Management Board the Cabinet will set the Council's risk appetite. They will also work with the Corporate Management Board to provide oversight and information on the management of risk and opportunities arising from the various options facing the Council.
Cabinet Members	Cabinet Members provide risk management oversight of service provision in the Directorates aligned with their portfolio. They must be made aware of the key risks within their portfolio of services and within any projects or partnerships related to these.
Corporate Management Board	Together with the Cabinet the Corporate Management Board will set the Council's risk appetite. They will also "scan the horizon" for new risks to the Council and the County Borough. They will provide a view of the medium to long term impacts of Government policy, financing, business transformation and partnership working. Corporate Management Board will work with Cabinet to produce an annual risk assessment. They will review the effectiveness of actions put in place by Corporate

	Directors and Heads of Service to mitigate risk at other meetings though out the year. The Corporate Management Board will endeavour to ensure that the resources of the Council are utilised efficiently so that the objectives of the Council are delivered.
Chief Executive	The Chief Executive leads the Corporate Management Board and the wider corporate governance agenda of which risk management is a part. A position summary statement of the Corporate Risk Register including a review of the direction of travel of risk and the identification of emerging risks is included in the Annual Governance Statement. The Chief Executive will review the Annual Governance Statement and, together with the Leader, consider this and sign it off as appropriate.
Section 151 Officer	The Section 151 Officer is responsible for the proper administration of the Council's financial affairs and oversees the production of the risk register prior to its consideration by Corporate Management Board. They must ensure that risks are fully considered and aligned with the Council's Medium Term Financial Strategy.
Corporate Directors	Together with the Chief Executive Corporate Directors are integral to the risk management process, providing leadership to achieve cultural and organisational change. They are involved in the management of risks arising from corporate initiatives, business transformation, major projects, external environment, partnership working and assessing the wider implications of risk assessments and incidents and near misses associated with service provision. They also need to make arrangements to embed risk management within the services that they have responsibility for, in order to provide assurance to the Chief Executive. They have responsibility for the delivery of Directorate plans, including service improvements and efficiencies and the delivery of corporate priorities.
Corporate Performance Assessment Meetings	Led by the Chief Executive, Cabinet, Corporate Management Board and Overview and Scrutiny Chairs will consider the extent to which business plans are being delivered and challenge senior officers about progress towards the achievement of improvement priorities. This will include review of the risks which are relevant to each directorate.
Heads of Service	Heads of Service develop and implement service plans to deliver agreed objectives. They should ensure that risks and the management of those risks has been explicitly considered in framing these plans.

	They must also receive reports of incidents and near misses and manage the response for those where they have responsibility
Directorate and Service Management Teams	Managers and management teams have responsibility for delivering services. For successful delivery, many factors such as objectives, people, budget etc must be considered. Risk management is just one aspect of the overall management task. Risks which threaten the successful delivery of services must be identified through the business planning process. Managers will put in place actions to reduce the risks. These will be monitored and reviewed to ascertain the effectiveness of actions taken .
Internal Audit	Internal Audit is an assurance function that primarily provides an independent opinion on the control environment comprising risk management, internal control, and governance by evaluating its effectiveness in achieving the Council's improvement priorities. It examines, evaluates, and reports on the adequacy of the control environment as a contribution to the proper economic and effective use of resources.
Members	Members collectively are the ultimate policy makers. They will represent their communities and bring their views into the Council decision making process being advocates of and for their communities. They contribute to the continual improvement of Council services and directly to risk management via membership of the Governance and Audit and Overview and Scrutiny Committees.
Insurance and Risk Officer	The Insurance and Risk Officer will co-ordinate work on the annual risk assessment and subsequent reviews and act as a point of reference and support..
Staff	All staff have responsibility for identifying opportunities as well as risks in performing their day-to-day duties, and for taking appropriate action to take advantage of opportunities or limit the likelihood and impact of risks. They also have a responsibility to report incidents and near misses to their line manager and contribute to any subsequent investigation

Risk Management Methodology

The risk management methodology describes the way in which risks are managed within the Council. – For Further information please refer to the Risk Management Guidance document available on the Council's intranet site.

Part 1 – Setting the Council's Risk Appetite

Risks must be assessed against the Council's risk appetite. Risk appetite can be defined as the amount of risk that an organisation is prepared to accept, tolerate, or be exposed to before it takes protective action. Setting a risk appetite helps the Council to view risks in a consistent way across all service areas.

Part 2 - Identifying Risk

Risk identification is not a standalone activity which is completed in isolation from the management of service delivery. It is part of the strategic business planning and performance management processes.

It is concerned with identifying events and their consequences which could impact on the Council's corporate improvement priorities. Consequently, the starting point is understanding what these are; they are set out within the Corporate Plan.

It can help to use prompts which identify different sources of risk. These include:

- Customer/citizens: Failure to deliver services of a required standard or misunderstanding their needs
- Strategic: doing the wrong things as an organisation; missing opportunities
- Finance: losing monetary resources or incurring unacceptable liabilities
- Reputation: the Council's image, loss of public confidence
- Legal and regulatory: claims against the Council, non-compliance, new regulations resulting in new or more severe risks
- Information: loss or inaccuracy of data, systems or reported information
- Environmental: things outside of our control; environmental impact
- People: risks associated with employees, management, and Members
- Political: political embarrassment, not delivering local or national policies
- Partnerships: the risks the Council is exposed to as a result of partnerships

These categories can be used in discussion to identify events that could prevent or hinder the council from achieving its objectives.

The ideas from these discussions need to be grouped into common themes and developed into the actual risk.

The risk description should have an event which leads to a consequence which then has an impact. E.g. A loss of xxxxxxx, will lead to xxxxxxx, resulting in xxxxxxx.

When will risks be identified?

Risk identification is not a standalone activity. It forms part of good governance, business planning, decision making and performance management. A key opportunity to identify risk is during the budget process, when the Medium-Term

Financial Strategy is being agreed and when Directorate business plans are considered.

Part 3 - Assessing the Raw Risk

Once the risks that threaten the achievement of the Council's corporate improvement priorities have been identified, the next step is to assess them in terms of the likelihood that they will occur and the impact if they do. This information will then be used as a tool to inform professional judgements as to the significance of the risks to the Council.

The Council has agreed criteria for the levels of likelihood and impact. These are shown in Tables 1 and 2 below. The definitions for likelihood of occurrence are quite short. However, because the impact of the risk, should it occur, can be much wider, there is a more comprehensive set of definitions.

When considering likelihood and impact you should not take into consideration any existing controls that are in place. The risk score you have will be a raw, inherent, or uncontrolled score.

When both the likelihood and impact have been considered, multiply the likelihood by the impact to get the overall risk score. This should be mapped on to the matrix in Table 3. The colours of the matrix are a traffic light system. Those which exceed the Council's risk appetite are in the high-risk red zone and the amber zone medium zone. Low risks are the green zone.

The risk score should be used to inform your judgement, rather than dictate how risks compare and what the priorities should be. The scores help you to identify the most serious threats and to make decisions about the significance of those risks to the Council and how, or whether, they should be treated.

Table 1: Description and definitions of LIKELIHOOD of the RISK occurring

Score	Description
5	Highly likely to happen - More than an 80% chance
4	Likely to happen – 60% to 79% chance
3	Will possibly happen – 40% to 59%
2	Unlikely to happen – 20% to 39%
1	Highly unlikely to happen – Less than 20%

Table 2: Description and definitions of IMPACT of the RISK

Impact	Example Detail Description
5	Long term loss of service capability Long term negative perception of council Litigation is certain and impossible to defend Significant corporate budget realignment Breaches of law punishable by imprisonment
4	Medium term loss of service capability Adverse UK wide publicity Litigation almost certain and difficult to defend Some corporate budget realignment Breaches of law punishable by fines
3	Short term loss of service capability Adverse Wales wide publicity Litigation to be expected Budget adjusted across service areas Breaches of major statutory duty
2	Short term disruption to service capability Adverse local publicity High potential for complaint, litigation possible Financial implications contained within the Directorate Breaches of statutory regulations/standards
1	No significant disruption to service capability Unlikely to cause any adverse publicity Unlikely to cause complaint or litigation Financial implications contained within service area Breaches of local procedures or standards.

Now that the raw risk score has been calculated, you can plot the risks on to the risk prioritisation matrix in Table 3. This will be a guide of their relative significance to the Council, and how they will be managed.

Table 3: Risk Prioritisation Matrix

	Impact				
Likelihood	**5**	**10**	**15**	**20**	**25**
	4	**8**	**12**	**16**	**20**
	3	**6**	**9**	**12**	**15**
	2	**4**	**6**	**8**	**10**
	1	**2**	**3**	**4**	**5**

Part 4 - Managing and Controlling Risks

Having considered how corporate risks should be identified and assessed for likelihood and impact, it is necessary to consider how risks can be managed and controlled. The risk score should not dictate the level of management required; however, it should be taken into consideration as it does point to matters that will require managing.

This involves:

Assessing the raw risk against the Council's risk appetite

The degree to which a raw risk is tolerable should be considered against the risk **appetite score of 10**, which is set by Cabinet and Corporate Management Board, Table 3 identifies which risks are high (red zone), medium (amber zone) or low (green zone).

Assigning ownership to manage the raw risk to specific officers

The following is a guide to the correct level of ownership.

> Red Risks – These are high risks that exceed the Council's risk appetite. They require active management by senior officers. The risk owner will be a member of and report to the Corporate Management Board
>
> Amber Risks – These are medium risks that exceed the Council's risk appetite. These should be closely monitored by the risk owner who will be a Director or Head of Service
>
> Green Risks – These risks are within the Council's risk appetite and will be managed and monitored within the service.

Assessing the method of control

The Council could tolerate the risk, treat it, terminate it, or transfer it to a third party.

The cost and effectiveness of controls is a key consideration and needs to be balanced against the potential consequences (reputational, financial, or otherwise) if the event occurred. The cost of implementing and operating the control should not normally exceed the maximum potential benefit.

Depending on the circumstances controls will probably fall under one of four basic approaches

- **Tolerate the risk.** The risks arising from an activity will be scored as part of a risk assessment process. If the score is low, the correct response might be to recognise that the activity brings risk, but still continue with it. You would typically take this approach when it is not cost effective to take action, because the likely impact of the risk, should it occur, is minimal. When a decision is made to tolerate a risk, the reason should be documented. In addition, you should continue to monitor the risk so that you can ensure that your decision remains sound.

- **Treat the risk.** This is the most widely used approach. The purpose of treating a risk is to continue with the activity, but at the same time take action to bring the risk to an acceptable level. This is done through either:

  containment actions. These lessen the likelihood or consequences and are applied before the risk materialises
  or
  contingent actions. These are pre planned responses that will reduce the impact after the risk has happened.

- **Terminate the risk.** This involves stopping an activity altogether, or doing things differently so that the risk is removed.

- **Transfer some aspects of the risk to a third party.** The transfer of risk to another organisation can be used to reduce the financial exposure of the Council and/or pass the risk to another organisation which is more capable of effectively managing it. An example would be the transfer of a risk through the terms of a legal contract, such as an insurance policy. The Council has an Insurance Strategy which is shown in Appendix 1.

The cost of management and control should be understood and be proportionate to the risk being addressed. Resources should be expended on the higher-level risks that need active management.

The reasons why a particular course of action has been taken should be documented and the decision implemented by the risk owner.

Part 5 – Assessing the Residual Risk

By this stage the risks have been identified and analysed and each has a raw or uncontrolled risk score. In addition, you have assessed the available controls and made decisions about which are appropriate and will be put in place. These controls will either make the likelihood that the risk will come to fruition less or they will reduce the impact of the risk if it takes place.

As the likelihood or impact of the risk has changed you now need to re-score the risk, taking these changes into consideration. The resulting number is the residual risk score.

The mapping of the score on to the matrix in Table 3 should be repeated to record the residual risk. This will show what influence the controls have had. The residual risk score should be lower than the raw risk score. If it isn't, the mitigation measures are just having the effect of stopping the risk from deteriorating. The residual risk score needs to be at an acceptable level when considered against the Council's risk appetite. If the score does not reduce the risk to an acceptable level, you should consider the effectiveness and adequacy of the controls.

Part 6 - Recording and Reviewing Risks

It is necessary to monitor action plans to regularly report on the progress being made in managing risk. Alternative action will be needed if those actions initially taken prove ineffective.

All the information relating to the identified risks will be recorded in a risk register. This information should, as a minimum, include: the link to the corporate improvement priorities, a description of the risk; its impact; the raw risk score, the controls in place or being put in place; the residual risk score and the risk owner.

This document needs to be formally approved by the Council and this will be the responsibility of the Governance and Audit Committee in January each year following prior review by Senior Management Team and Cabinet in December.

Circumstances and business priorities can change, and therefore risks need to be regularly reviewed. The higher the risk, the more frequent the review. The corporate risk register will be reviewed quarterly by Senior Management Team and at Corporate Performance Assessment meetings. This is needed because:

- Previously identified risks will change over time.
- New risks arising will need to be added.
- It might be appropriate to delete risks. However, when this is done a record of the reasons for this should be kept.

During 2023 a new Risk Management software system will be implemented for managing and assessing Risks which will enable the production of more user-friendly data, reports and tracking information.

A timeline for the review process is shown as Appendix 2.

Whilst there is no prescribed process for review, the following is an example of how it could be approached.

Go through the risks listed in the register to consider:

- Are the risks still relevant?
- Have circumstances surrounding the risks changed?
- What progress has been made in managing the risk?
- Given the progress made, do the risk scores need revising?
- Are any further controls needed? If so, what should these be?
- Have any new risks arisen. Perhaps arising out of an adverse event or a new partnership or legislation.

The risk register should then be updated to reflect these changes. A report will be presented to the Governance and Audit Committee each September.

Appendix 1 - Insurance Strategy

What is Insurance?

All activities involve a certain degree of risk, for example of fire or accident. If these risks come to fruition, they will have a financial impact. Insurance is a risk mitigation measure whereby one organisation can transfer the financial impact of the risk to another.

This transfer is achieved when a business which provides insurance agrees to take on some of the risks of another organisation in exchange for a fee, known as a premium. It does this by providing an insurance policy, which is a legally binding contract. The premium, and the terms and conditions of the policy are based on the likelihood of the risk happening and its value. The insurer collects premiums on a number of policies and pools these funds, which it then invests to increase the amount of money held. Should the insured make a claim on a policy; the insurer will meet the claim from the pool of funds. The insurer will seek to make a profit and will be planning for the total premiums it receives in any one year, together with any money it can make through investments, to exceed the total claims it must pay out.

The benefits of Insurance to Bridgend County Borough Council

Insurance provides the council with many benefits:

1) It protects it against the financial consequences of unexpected incidents.
2) It encourages the council to undertake activities, and invest with confidence, knowing that losses will be shared with the Insurer. This will benefit the local economy and the community.
3) Insurance companies provide expert advice about how the council can prevent or control losses.
4) The council does not need to keep such significant sums of money in reserve to fund future possible losses. Funds can be released for more productive use.
5) There are social benefits. If someone is injured and it is because of the council's negligence, insurance provides them with compensation for their injuries.
6) We have access to external claims handling expertise.

However, Insurance does not provide a solution to all issues around risk of loss. This is because it rarely provides full financial compensation for the loss, it may be considered uneconomic, there are exclusions and there will be some delays in the restoration of assets to full use.

What risks can be insured?

Not all risks are insurable. To be insurable, the risk must have certain characteristics:

1) The loss must be fortuitous. It can't be inevitable and must be unexpected.
2) It must be possible to allocate a financial value against the results of the incident.
3) The council must have an "insurable interest". This exists if the council would suffer financially if an event happened. Typically, insurable interest is established by ownership, possession, or a direct relationship.
4) The only possible result of the event happening must be a loss rather than a profit.
5) The loss must be tied in to a specific identifiable event having happened.

What risks will the council insure?

The council's activities result in a certain amount of predictable financial loss. There is no point in insuring these losses because the Insurance Company will want a pound in premium for each pound it anticipates it will pay in claims. In addition, it will charge a further amount for its administrative expenses, profit, and insurance premium tax. In these circumstances the purchase of insurance is uneconomic.

The council will insure losses which would have a significant impact on budgets and the provision of services. This is generally achieved by purchasing insurance with a deductible. The overall exposure to financial loss is controlled by an aggregate deductible. This caps losses incurred in any one year to a certain amount.

The council will also buy insurance when it has to by law or where the provision of the insurance provides additional benefits which enable the activity to take place.

What information should be provided to Insurers?

The Insurance Act 2015 puts a duty on policy holders to make a "fair presentation" of the risk. This means that it must disclose to its Insurers all information, facts and circumstances which are, or ought to be, known to it, which are material to the risk. This is an ongoing duty and so if anything changes during the term of the Insurance this should be disclosed during the policy period. A "material" circumstance is one which would influence the judgement of a prudent underwriter in considering whether to provide insurance and, if so, on what basis and cost. This means that the Council is required to ascertain and disclose every material circumstance which is known by its "senior management" and by the individuals who are responsible for arranging its insurance.

The Council is also required to conduct a "reasonable search" for material information it ought to know that is available to it, which includes material information held by others outside the organisation, and by those to be covered by the insurance.

How will the council maintain the insurance arrangements?

The council will seek to keep its insurance arrangements in order so that if a loss occurs, they respond in the way intended. In particular the council will:

1) Undertake a quinquennial review of its buildings sums insured. Between reviews sums insured will be amended in line with indices provided by the Royal Institute of Chartered Surveyors.
2) Be aware of the policy wordings and understand what they mean.
3) Keep insurers appraised of changing risk features which will have a material impact on the way Insurers perceive risk.
4) Maintain comprehensive records of insurance including Insurance Policy documentation.
5) Employ the services of a professional insurance broking company who can provide expert advice
6) Only transfer risks to Insurance Companies which are financially strong.

Appendix 2 - Risk Management Timeline 2023-24 (Subject to agreement of Governance and Audit Committee dates)

Timeline	Responsibility	Action
January 2023	Governance and Audit Committee	Considers the 2023-24 risk assessment and agree proposed changes to the Risk Management Policy
February 2023	Cabinet/Council	Considers the 2023-24 risk assessment in conjunction with the Medium-Term Financial Strategy
February 2023	CPA	Risk assessment considered at quarter 3 2022-23 CPA
April 2023	CMB	Review of the 2023-24 risk assessment
June 2023	CPA	Risk assessment considered at quarter 4 2022-23 CPA
June 2023	Governance and Audit Committee	Governance and Audit Committee considers the changes made to the 2023-24 risk assessment
July 2023	CMB	Review of the 2023-24 risk assessment
October 2023	CMB	Review of the 2023-24 risk assessment
November 2023	CPA	Risk assessment considered at quarter 2 2023-24 CPA
December 2023	Cabinet CMB (CCMB)	Consider draft 2024-25 risk assessment
January 2024	CMB Governance and Audit Committee	Consider draft 2024-25 risk assessment and agree proposed changes to the Risk Management Policy Considers the 2024-25 risk assessment
February 2024	Cabinet/Council	Considers the 2024-25 risk assessment in conjunction with the Medium-Term Financial Strategy
February 2024	CPA	Risk assessment considered at quarter 3 2023-24 CPA

This page is intentionally left blank

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

9 MAY 2023

REPORT OF THE CHIEF OFFICER – FINANCE, PERFORMANCE AND CHANGE

GRANTS FINANCIAL MANAGEMENT POLICY

1. Purpose of report

1.1 The purpose of this report is to seek Cabinet approval of the updated Grants Financial Management Policy at **Appendix A** and to confirm the grant acceptance approval finance authorised signatories for the Council.

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

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

- **Smarter use of resources** – 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.

2.2 The Grants Financial Management Policy puts in place processes to ensure the appropriate use of grant funding to support the Council in the delivery of its services. It also puts in place processes to ensure that any grant funding received complies with audit requirements and seeks to ensure integration with other policies and processes.

3. Background

3.1 The Council has in place a Grants Financial Management Policy as approved by Cabinet on 23 July 2019. As a result of an internal audit review of the Capital Programme, and a requirement for the Council to have in place a Policy for the Awarding of Grants in relation to the Welsh Language, it is necessary to update the Grants Financial Management Policy.

4. Current situation/proposal

4.1 Following an internal audit review of the Capital Programme, a recommendation was made that the Policy should include reference to seeking approvals where a grant offer is changed, and in particular increased, to ensure that all appropriate approvals for grant funding are in place. To reflect this recommendation, the current Policy has been updated at Page 8 setting out that where there are variations to approved grant and/or project value, reapproval of the revised scheme and costs must be sought. The following has been included:

Variations to approved grant

Where there are variations to approved grant and/or project value, you must seek reapproval of the revised scheme costs and grant funding in line with Section 1.0 or 2.0 above. Changes in funding may have an impact on Council resources, particularly where a scheme increases in cost but the grant funding is fixed, or where grant funding is reduced. Furthermore, if additional grant is awarded it will be necessary to seek a further delegated power to accept the grant and ensure that the approval process as set out in this Policy is followed.

4.2 The Policy has also been updated to take account of the Awarding Grants protocol in relation to the Welsh Language, which is reflected at page 19-20 of the revised Policy. The Welsh Language Standards (No. 1) Regulations 2015 requires the Council to ensure that application information is produced in Welsh and that any applications received in Welsh are not treated less favourably than those in English. It also requires that if the applicant wishes to undertake any or all of the process in Welsh that the Council must ensure that this is undertaken. The following has been added to the Policy:

The Council has in place a Protocol on Awarding Grants in line with the Welsh Language Standards (No.1) Regulations 2015, which must be considered. When awarding a grant you must consider the effects on:

- *opportunities for persons to use the Welsh language, and*
- *treating the Welsh language no less favourably than the English language*

for each of the following:

- *what effects, if any (and whether positive or negative), the awarding of a grant would have*
- *how the decision could be taken or implemented (for example by imposing conditions of grant) so that it would have positive effects, or increased positive effects*
- *how the decision could be taken or implemented (for example by imposing conditions of grant) so that it would not have adverse effects, or so that it would have decreased adverse effects*
- *whether you need to ask the applicant for any additional information in order to assist you in assessing the effects of awarding a grant*

4.3 Part of the governance arrangements noted within the Grants Financial Management Policy also require having in place finance signatories to formally accept any offer of grant. The officers that are authorised to sign grant applications and acceptances are:

- Chief Officer - Finance, Performance and Change
- Deputy Head of Finance
- Group Manager – Chief Accountant
- Group Manager – Budget Management

4.4 The Policy has also been updated to reflect the Council's revised Wellbeing Objectives.

5. Effect upon policy framework and procedure rules

5.1 This report is to approve an updated Grants Financial Management Policy.

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. link to Socio-economic Duty, Welsh language requirements, and equality impact assessments. 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 There are no specific financial implications arising from this report.

9. Recommendation

9.1 Cabinet is recommended to approve the Grants Financial Management Policy at **Appendix A** and the list of finance officers as per paragraph 4.3.

Carys Lord
Chief Officer – Finance, Performance and Change
May 2023

Contact officer:	Nigel Smith Group Manager – Chief Accountant
Telephone:	(01656) 643605
Email:	nigel.smith@bridgend.gov.uk
Postal address:	Civic Offices, Angel Street, BRIDGEND. CF31 4WB

Background documents: None

This page is intentionally left blank

Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr
www.bridgend.gov.uk

GRANTS FINANCIAL MANAGEMENT POLICY

Policy and Guidance

Effective: May 2023

CONTENTS

Section		Page
	Purpose	3
1.	**Submitting a funding application**	5
2.	**Grant acceptance**	7
3.	**Grant claims**	9
4.	**Project delivery**	12
5.	**Record keeping and monitoring**	13
6.	**Revenue and Capital grants**	16
7.	**Costing Projects**	17
8.	**Awarding grants to 3rd parties**	18
9.	**Audit requirements**	21
10.	**Clawback**	24
11.	**Audit Recommendations**	25
12.	**Useful contacts**	27
13.	**Useful Information links including Grant Management Forms**	27
14.	**Glossary of Terms**	28

Purpose

The benefits of securing grant and external funding (herein referred to simply as 'grants') for the Council and its citizens can be significant and enable activities to take place that might not otherwise proceed. Similarly, the award of funding by the Council demonstrates the Council's commitment to support individuals and other organisations, which are instrumental in enabling it to achieve its corporate improvement priorities.

The **purpose** of this Policy is not to provide guidance on project management or any statutory regulations. There is already in place a Project Management Toolkit that anyone managing a project, including that funded via grants, should be using to deliver their project which is available via BCBC intranet (here). Further guidance can be sought from the Regional Engagement Team (RET).

The **purpose** of this Policy is to set out the procedures for ensuring effective and appropriate use is made of grant funding available to, and secured by, the Council, be it as a recipient and/or supplier of grant funding. It also sets out the financial management requirements for grant funding that must be followed in order to ensure it can stand up to any rigorous audit process. Whilst not all grants are audited, a significant number are and any grant can be audited at the request of the funding body.

It is recognised that the process for applying and awarding of grant funding can differ significantly between various funding sources, but this should not preclude the following of this policy in relation to the financial approval process.

Scope

Grants can be defined as any money that the Council secures which is extra to its annual allocation from the Welsh Government and that would normally be available to it through council tax, fees and charges. This extra funding could be by itself or in partnership. These resources might be secured through competitive bidding or be subject to annual allocations.

This Policy and the associated process apply to officers who are involved in:

- bidding for funding, including Expressions of Interest
- financial management of grant-funded projects
- preparing claims for grant or similar funding streams
- dealing with financial project closure, interim and final audits
- onward allocation/award of grant funding to individuals or organisations outside of the local authority.

Strategic Objectives

It is essential that all external funding is clearly linked to one or more of the Council's approved **priorities** or **well-being objectives**.

The Council's Wellbeing Objectives	
1	A County Borough where we protect the most vulnerable
2	A County Borough with fair work, skilled, high-quality jobs and thriving towns
3	A County Borough with thriving valleys communities
4	A County Borough where we help people meet their potential
5	A County Borough that is responding to the climate and nature emergency

6	A County Borough where people feel valued, heard and part of their community
7	A County Borough where we support people to live healthy and happy lives

This does not mean that they necessarily are included in service plans, as funding may be awarded after service plans have been approved. However any grant should align to the Council's priorities. It should be noted that '**opportunist bids'** for funding can often result in predetermined aims not being achieved because staff and other resources are diverted to objectives which are not corporate and are not priorities. Therefore 'opportunist bids' are to be avoided unless they align to the Council's priorities.

Role of Grants Co-ordination Officer

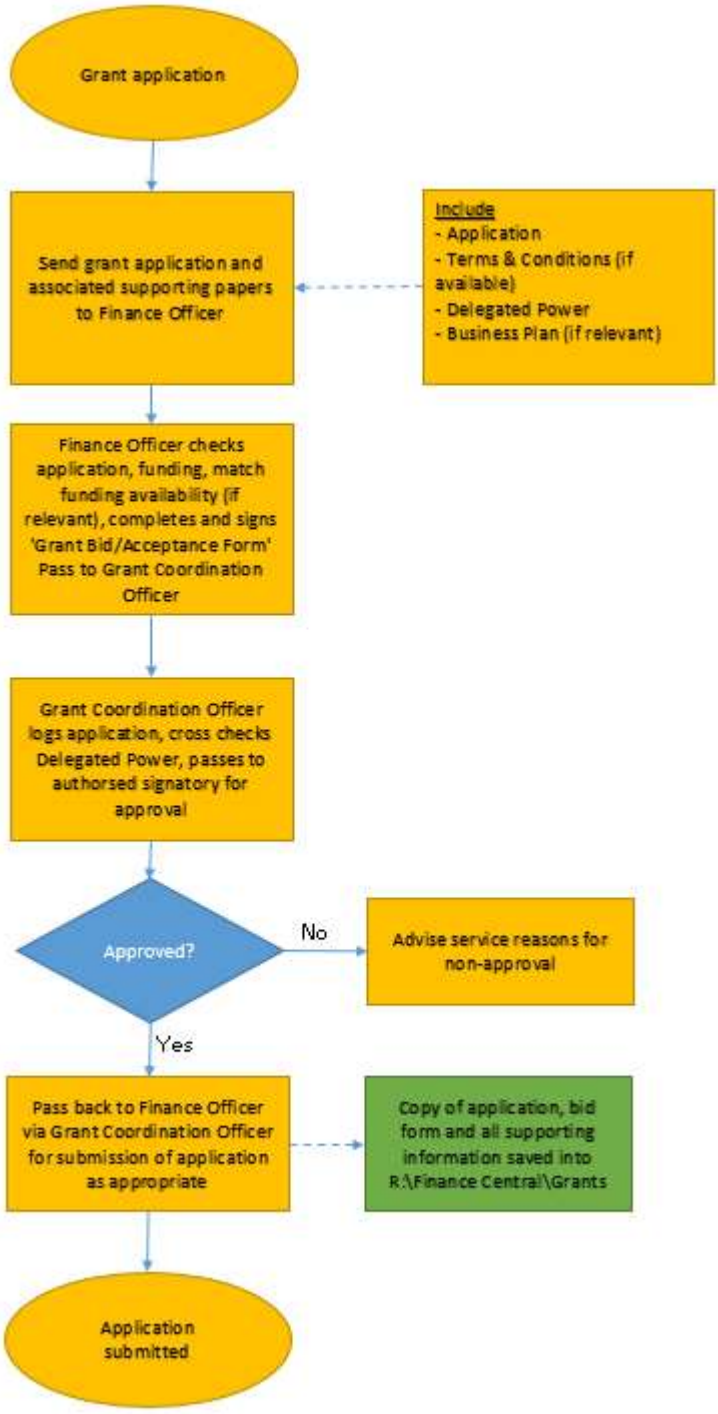
The Grants Co-ordination Officer provides the first point of contact for

- co-ordination of grant application, offer letter and claims approvals
- initial point of contact and ongoing liaison between funding bodies, external audit (Wales Audit Office) and the Council
- dealing with any audit queries insofar as practicable, and liaising with finance and other colleagues as necessary to ensure the successful audit process
- initial point of contact for advice and guidance in relation to grant processes and grant procedure rules
- review of systems and processes within the Grant Procedures to ensure compliance with changing legislation and external audit requirements
- ensuring that the Council has a complete record of all grants applied for and approved, and that income is correctly recorded on the financial ledger
- ensuring that all grants comply with this policy, by liaising and verifying information with finance and service colleagues as necessary
- completion of monthly and annual grant analysis for ongoing review and inclusion in the statutory annual Statement of Accounts

Whilst responsibility for the accurate completion of grant applications and claims rests with the Directorate, the role provides a key check to ensure the Council has in place a robust process in relation to the financial management of grants, and to minimise the risk of any audit qualification and potential clawback of grant by funding bodies.

Section 1 - Submitting a funding application

Once a project has been defined, costs calculated and funding identified, the following process must be followed:



!	**Please allow 2 working days for financial checks to be completed. Failure to do so may result in the submission deadline being missed or the application not being approved.** **Funding applications must not be submitted without Financial Approval.**

Once you have completed the application form, had it signed by your Director or designated officer if necessary, you need to send the following to your Finance representative:

- ✓ Original signed application form
- ✓ Signed Delegated power
- ✓ Grant terms & Conditions
- ✓ Grant scheme Guidance Notes (these can be emailed or hyperlink sent)
- ✓ Any supporting information to the bid (eg Business Case)
- ✓ Detailed costings/workings to support the financial request

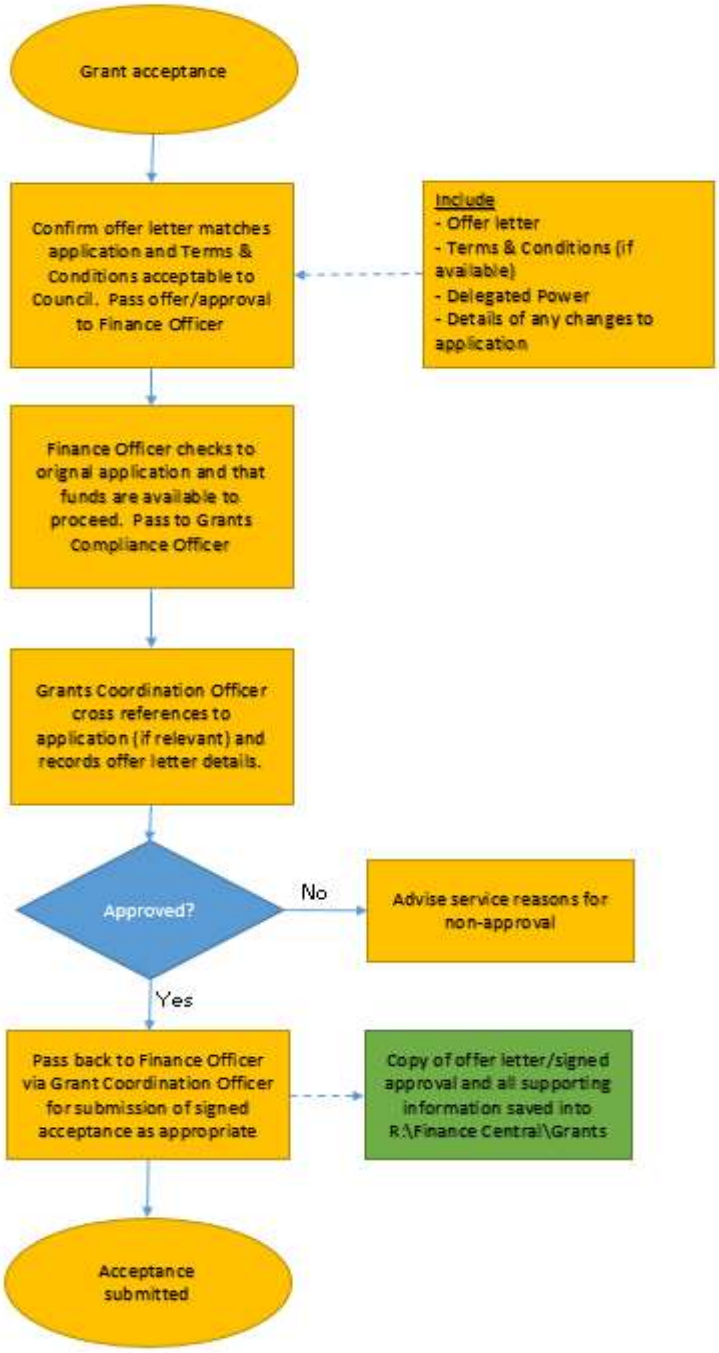
Finance Officers need to carry out checks and complete the '**GRANT BID/ACCEPTANCE FORM**', which confirms key financial data and that financial checks have been completed. Once this is done the application, supporting information and this form must be passed to the Grants Co-ordination Officer who will arrange for the necessary Finance authorisation. This is set out below:

Section 2 - Grant Acceptance

Any successful applications for grant funding must be formally accepted. **All acceptances must be authorised and signed by the Chief Finance Officer (or nominated officer) prior to formal acceptance of the grant** in addition to any Directorate signatory if required.

The funding body will normally issue a formal approval/offer letter showing the award of funding. This will either be accompanied by the Terms and Conditions or itself will set out any conditions that relate to the award and payment of grant.

The process once a grant offer has been received is set out below:



In the rare incidence of funding being awarded with no application then you will need to secure a delegated power to accept the award and financial checks will need to be carried out before the grant can be accepted.

If there has been any change in the financial profile from the original application, you need to submit a revised profile to Finance and any impact on Council Funds must be assessed. This may mean that the project is no longer viable in which case the offer would have to be rejected. However, you should discuss this first with your Finance Officer.

!	**Please allow 2 working days for Finance approval**

Variations to approved grant

Where there are variations to approved grant and/or project value, you must seek reapproval of the revised scheme costs and grant funding in line with Section 1.0 or 2.0 above. Changes in funding may have an impact on Council resources, particularly where a scheme increases in cost but the grant funding is fixed, or where grant funding is reduced. Furthermore, if additional grant is awarded it will be necessary to seek a further delegated power to accept the grant and ensure that the financial approval process as set out in this Policy is followed.

Section 3 – Grant claims

3.1 What constitutes a grant claim?

In simple terms - **any** claims made to an external body for funding. This will not always be in the format of a grant claim form but must always be treated as such and these procedures followed.

Examples of grant claims:

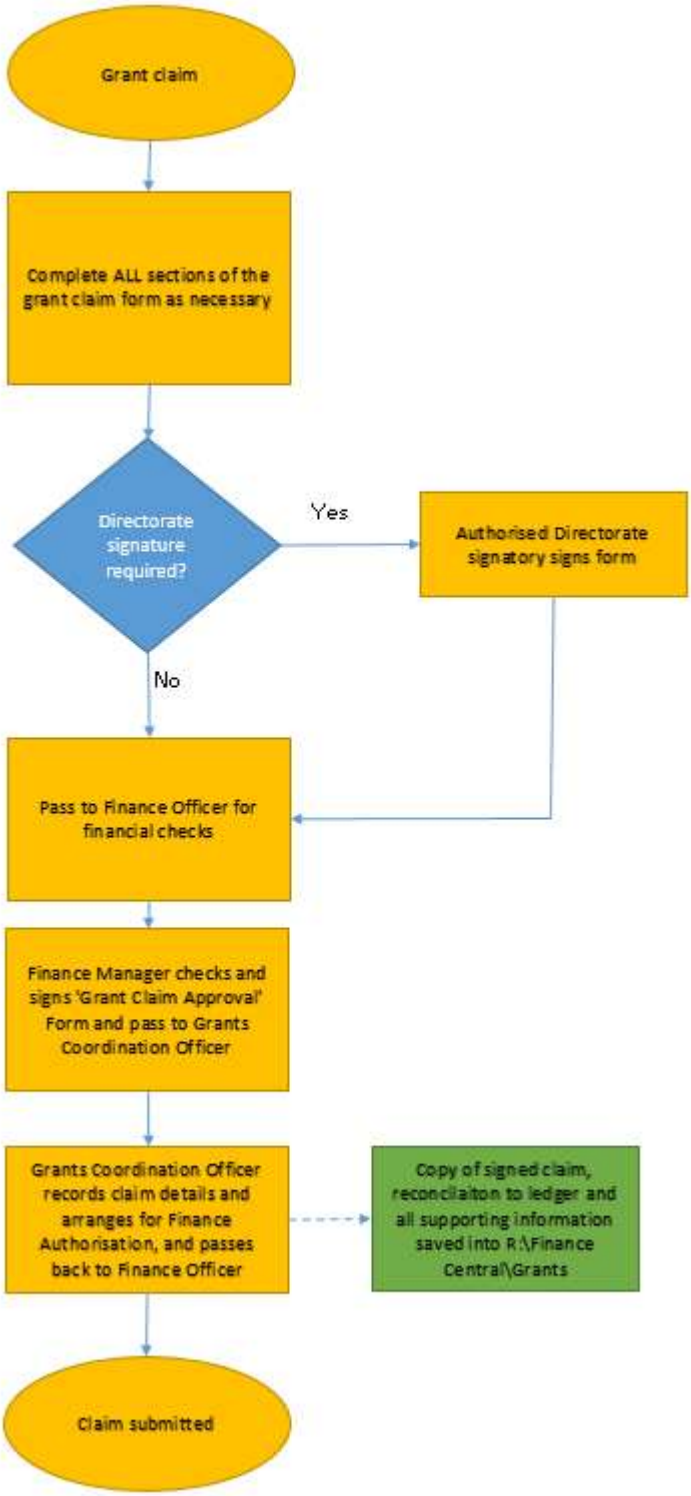
- Traditional grant claim forms
- On-line claims
- Invoices raised for grant funds
- Invoices for services via 'Sell to Wales'*
- Claims to lead authorities for collaborative projects.

* To comply with Contract Procedure Rules delivery of services under a grant scheme may require tendering. When tendering for these services you are still effectively applying for grant funding, and this policy must be adhered to. The level of evidence and audit trails required remains.

3.2 Completion of claims

A 'Responsible Officer' must be identified for each grant, who is responsible for the grant and ensuring that this policy is applied. They are responsible for ensuring that claims for grant are made in accordance with the Terms and Conditions of the grant, as laid out in the grant approval letter. The actual completion of the claims may be undertaken by another member of the team, but there must be an overall responsible officer for each grant. Finance officers will assist in this process if needed, to ensure that the financial aspects of the claim reconciles to the finance ledger.

The grant claim process is outlined below:


Grant claim
Complete ALL sections of the grant claim form as necessary
Directorate signature required?
Yes
Authorised Directorate signatory signs form
No
Pass to Finance Officer for financial checks
Finance Manager checks and signs 'Grant Claim Approval' Form and pass to Grants Coordination Officer
Grants Coordination Officer records claim details and arranges for Finance Authorisation, and passes back to Finance Officer
Copy of signed claim, reconcilaiton to ledger and all supporting information saved into R:\Finance Central\Grants
Claim submitted

The officer responsible for the completion of the claim must ensure that all of the following information is included on the claim (and available for audit):

Grant claim check-list

- Claim must include all eligible expenditure per Terms & Conditions of the grant.
- Most funding sources require expenditure to have been defrayed* before it can be claimed.
- Expenditure **must** be supported by entries on the financial ledger.
- There must be clear working papers to support the claim.
- Any non-financial elements of the claim (e.g. outputs) **must** be supported by evidence.
- Claims must be submitted within deadlines.

* Defrayed means physically paid. i.e. monies have left the Council's bank account evidenced by bank statements and not just reflected on the ledger. Seek finance guidance if unsure. This applies to ALL European Funded projects and many other funding bodies.

3.3 Grant claim form

All grant claim forms must be certified by the Chief Financial Officer or representative. In order to obtain this certification, a **Grant Claim Approval Form** (available via the intranet) must be completed and signed by the responsible Finance Manager, once the following financial checks have been completed. All documentation is then forwarded to the Grants Co-ordinator to obtain the necessary certification.

As a minimum the following financial checks are required:

- Does the claim add up?
- Are all sections of the claim completed?
- Is there a clear audit trail to the financial ledger grant code(s)?
- Is the claim supported by a reconciliation to the ledger, identifying eligible and ineligible expenditure?
- Where more than 1 signature is required on the claim, has it been signed by the relevant Directorate responsible officer (NB if only 1 signature is required this MUST be the Chief Finance Officer or their representative)?
- Is source documentation in place to support all entries in the ledger?
- Has the expenditure been defrayed (where required – but ALL European grants require this)?

Some grants require the same signatory on the claims as signed the original approval – check each grant terms and conditions carefully!

A copy of the signed claim form must be retained, and Finance Managers are required to ensure that a copy (scanned pdf) is saved to the central grants folder on the Finance shared drive.

Project Managers should also keep a copy of the final grant claim for their records.

A record is kept of all grant applications and approvals, and amounts claimed and received. This information is used to populate statutory returns including the 'Whole of Government Accounts' return completed annually. It is also used to support the annual audit and to ensure that appropriate authorisations and processes have been followed to meet audit requirements.

Section 4 - Project delivery

4.1 Project delivery

Securing funding for the Council has huge benefits for both the Council and the Community, enabling activities to be undertaken that would otherwise not be possible. However, it is essential to remember that funding is given for a particular purpose – ie to deliver outcomes. This *may* be include (as examples):

- Purchasing a specific item of equipment
- Providing training to a number of individuals
- Delivering x no. NVQ level 3 qualification
- Building a community resource or a school
- Providing community resources

It may be that the above will be delivered by a 3rd party rather than the Council, but the requirement to evidence the outcomes is essential.

Delivering these outcomes is essential to the funding and you have to evidence that these have been achieved. For capital projects this is generally straightforward – the building or piece of equipment exists and is required to be entered on the Council's Asset Register, but for revenue projects this is often more complicated to evidence and in some cases can be very difficult to demonstrate that the funding has achieved the purpose for which it was given, especially where delivery is by a 3rd party. Having robust monitoring procedures in place is especially important in these circumstances.

Officers therefore need to ensure they can not only demonstrate that the activities have been undertaken, but also that the auditable evidence is provided to prove that this is the case. There may be many ways in which to provide the evidence, and it will be necessary to consider the most suitable for each particular project.

The Terms and Conditions of the grant (or grant letter itself) will normally set out the requirements in relation to deliverables evidence required. These must be followed to ensure the requirements are met.

Should it not be possible to sufficiently evidence achievement of the project purpose the funder has the right to recover some, or all, of the funding allocated. This is particularly so for European funding, where there is significant scrutiny of project deliverables. Separate guidance is available in relation to European Funding via the Welsh Government website here.

Section 5 – Record keeping and monitoring

!	**Having a detailed and accurate audit trail is critical to minimising the risk of grant being clawed back by the funding body. Maintaining full supporting evidence of all items of expenditure/income and project outcomes is fundamental.**

5.1 The Responsible Officer's role

The Responsible Officer's role is to ensure that the project is delivered in accordance with BCBC's Grant Management Policy, the individual Terms and Conditions of the grant, the Project Management Toolkit and the European Grant Procedures (where applicable). For larger projects a specific Project Manager may be appointed, for many other grants the responsibility for the grant will be part of the day-to-day remit of the Responsible Officer. Further guidance on Project Management and the Project Manager's role can be found in section 11.6 of the **Project Management Toolkit** (available via the intranet). However, in relation to grants their role extends to include ensuring that the funding is spent in accordance to the terms and conditions of the grant; that all necessary approvals are obtained, and all records are maintained as set out in this Policy.

5.2 Records/monitoring

It is the responsibility of the Responsible Officer to ensure that all necessary records are compliant with the terms and conditions of the grant (such as **original** invoices and performance evidence) and are kept for the duration of the project and until final audit clearance has been obtained. This can often be some years subsequent to the end of the project/funding period. The Responsible Officer needs to ensure that arrangements are in place to maintain these records where any staff changes are likely.

The level of record keeping for grants should not be underestimated. Full audit trails are required for all funding sources, and especially those that are subject to grant claims and audit. Not all grants are audited, but for those that are audit scrutiny is very detailed, and specific reference is made to any grant conditions (via 'Certification Instructions' – the auditor's task list!). Further clarification of the role of audit is included later in this document.

In terms of records the grant's Terms and Conditions as well as funding and programme guidance should set out the required records but the following should be considered as the MINIMUM requirements:

- Grant funding programme/invitation to bid for funding/general programme documents and guidance – it is important to refer to the grant funding body's website for an exhaustive list of the grant funding programme and eligible expenditure
- Internal approval evidence – delegated powers, Cabinet Minutes, Corporate Management Board minute
- Grants process evidence – financial approval forms (see 'Grant Management Forms' section)
- Financial forecast
- Correctly authorised and signed application form (where an electronic submission is permitted, copy of the submission email and the application as submitted)
- Offer letter
- Signed approval letter/confirmation (signed by Chief Finance Officer or delegated officer)

- Funding terms and conditions
- Confirmation of any and all match funding – be that internal or 3rd party
- Copies of all remittances and evidence of receipt of grant funding
- Copies of all approved grant claims (quarterly/6-monthly/annually)
- FULL ledger audit trail of amounts claimed for EACH claim*
- Reconciliation of ledger to claim, showing where relevant amounts are excluded from claim and reasons why
- Explanations of any variances from approved allocations
- Evidence of approval of virements between various cost headings
- Breakdown and evidence of eligible/ineligible expenditure
- Evidence of decisions made during the project eg project meeting notes
- Copies of all correspondence with funding body
- Evidence of match funding actually provided
- Invoices – preferably original, but as a minimum certified copies**
- Evidence that payments have actually been defrayed – i.e. that payment has left the Council's bank account
- Pay details***

* Some claims are based on a proportion of the total grant. In these instances ledger extracts are still required to evidence that monies are being spent, but they will not necessarily tally to the claim amount. FULL audit trails will be needed for the final claim
** You need to liaise with either your Business Support Team or the Central Payments Team in Finance (see useful contacts) to obtain copies.

!	**Many funds and particularly European grant-aided projects require timesheets to evidence the amount of officer time spent on a project – especially where it is less than 100% of their time. Factor this administrative time demand into the requirements of the project/ funding requirements**

*** These are held on the Trent payroll system, which for non-European grants will usually be sufficient. Note however that auditors will want to see evidence of staff costs and payments for the grant. For European Grants copies will need to be requested from HR/Finance Teams and maintained on the grant files.

Where receipt of grant is dependent on outcomes or outputs, robust evidence based monitoring systems must be put in place by the Responsible Officer to prevent any clawback of grant.

5.3 Electronic records

Whilst under certain circumstances, some grant funding bodies will accept electronic records as evidence of expenditure, **BCBC requires that original hard copies of all evidence are retained for any grant Funded project. Please note the document retention timescales, particularly in relation to European Funded schemes.** The Regeneration Funding Team can provide more guidance if needed.

5.4 Record retention

It is the responsibility of the sponsoring Directorate to maintain records for the minimum specified period as set out by the funding body. In most instances this is a minimum of 7 years, but in many instances this can be 10 years or more. If unsure please check with the Grants Co-ordination Officer.

Complete project files including original invoices must be kept securely until a final audit certificate has been awarded. Retention times will vary depending on the grant body, but **no records should be destroyed unless confirmation has been received from the Grants Co-ordinator or Regional Engagement Team that this is appropriate.**

Record retention requirements

- VAT – Current financial year plus 6 years
- European projects – original invoices recommended 15 years plus
- All other projects – until final audit certificate is awarded and for at least 6 financial years plus the year in which the expenditure was incurred

Specific records retention for European Funded Projects

In the case of European projects, a central European Records Archive has been established in the Civic Offices. This archive is managed by the **Regional Engagement Team** and they should be contacted once a project is approved in order to set up standardised archiving systems and to make arrangements for record storage once the project is completed. All records relating to the delivery of the project have to be stored in the dedicated European Projects archive once the project is complete. This can be for up to 15 years after the start of the project. Documents should not be destroyed until the necessary instruction is issued from Wales European Funding Office. Failure to comply with these requirements can and will result in clawback of grant funding and financial detriment to the Council.

5.5 Project closure

At the end of each project, the project must be closed in accordance with the specific Terms and Conditions of the grant. In all instances it is necessary to ensure that all grant information is collated and kept for the duration set out in the grant Terms and Conditions.

Section 6 - Revenue and Capital Grants

Whether grants are revenue or capital needs to be agreed at the outset, as there are different implications of each, including how each is accounted for. Whilst in most cases it will be obvious, there are some grey areas. If you are unsure please contact your Finance Officer for guidance.

Revenue Grants

- All funding allocations or applications and approvals must be authorised by a Chief Officer[1]. However this function can be delegated to senior officers within their Directorate who are sufficiently knowledgeable to exercise such powers[2].
- Reference needs to be made to the relevant Directorate Delegated Powers but in most cases this will fall to the Head of Service.
- All grant applications or approvals must be supported by a signed Delegated Power **before** the application/acceptance is submitted to Finance.
- Finance Managers will check the application for both financial propriety and that all appropriate authorisations are in place and must sign to confirm this
- Finance Managers will pass all the paperwork to the Grants Co-ordination Officer who will arrange the Chief Finance Officer approval.

Capital Grants

Directors must satisfy themselves that the building/activity for which Capital grant funding is being sought will be maintained in line with the purpose of the grant for the minimum stipulated period. In many cases this may be for a minimum of 10 years. Failure to do so can result in clawback of the grant either in full or in tapered amounts. **Ongoing revenue costs must also be factored into any decision**, as these need to be met from existing resources. This could include building running and maintenance costs.

[1] Scheme of Delegation – Scheme B2 Para 1.2 – functions not subject to call in
[2] General Powers of Chief Officers paragraph 3 – Scheme of Delegation

Section 7 – Costing projects

!	**ALWAYS consider the total GROSS cost of your project over its whole life**

Make sure all relevant costs have been considered and included where eligible. Where additional costs will be incurred but are not eligible to be funded, you need to ensure you have sufficient funding from elsewhere (other funding, Council budget) to meet these costs. General areas to include are:

- staff costs (direct project staff *and* support/administrative staff)
- include National Insurance and Pension costs
- recruitment and training
- redundancy costs if the funding is time-limited
- publicity (essential in European funded projects)
- accommodation (often not eligible, but there may be additional costs that could be claimed)
- travel and subsistence
- IT and project specific equipment. NB IT recharges are generally not eligible
- supplies and services – stationery, room hire for example
- audit costs
- onward grants to partners and 3rd parties
- other management and administration (where eligible)

NOTE: European funded schemes may be able to use a set percentage of direct costs as overheads depending on the funding source of either 15% or 40%. This is known as the Simplified Cost Model and is intended to reduce the amount of paperwork and transaction checking for smaller administrative expenditure (such as mobile phones, printing and so forth). Specific guidance is available either via the WEFO website, the Regeneration Funding Team or your Finance Officer.

For capital schemes make sure you include:

- fees – design, planning, specialist advisors
- contract costs – building costs*
- ancillaries eg mechanical/electrical installations
- audit costs
- project management costs
- any additional internal costs

* NOTE: most grants do not allow contingency costs but you should allow sufficient building costs to cover any unexpected and unforeseen costs.

!	**These lists are not exhaustive and are given as examples only**

Section 8 - Awarding grants to 3rd parties

Grants may be awarded to 3rd parties from the Council's core funding or from a grant received by the Council. The requirements are the same irrespective of the source of funding.

The ability to make grants will depend on the availability of funds to the Council, the conditions of any external funding it receives, and decisions regarding its Medium Term Financial Strategy (MTFS). Any grant applications by 3rd parties must be fully completed and assessed against a set of criteria agreed by the funding Directorate in advance of any invitation of applications. The purpose of this policy is to set out the financial requirements when awarding grants to 3rd parties.

8.1 Setting grant criteria

When awarding grants to a 3rd party for specific activities it is recommended that the following requirements are taken into account when setting the grant terms and conditions:

- The criteria must state the maximum amount of funding available, and whether or not there is a matched funding element required.
- Details of how grant funding will be paid to the 3rd party – will a claim form be used or will the 3rd party submit an invoice
- Any VAT implications – transfer of grant is not normally subject to VAT, but provision of services may be (although not all services are subject to VAT). Guidance should be sought from Finance. Irrecoverable VAT can often be claimed from grant funding, but you need to check the grant provider's terms and conditions to see if this is the case.
- The applicant must provide a copy of the organisation's constitution.
- The applicant must provide copies of the most recent set of accounts / bank statements.
- The applicant must provide copies of public / employee / buildings insurance certificates, where appropriate.
- All successful applicants must provide receipts and supporting documents after the money has been spent.
- Grant applications cannot be made retrospectively.
- The grant must only be used for the purpose for which it was awarded, unless written approval has been received from the Council for a change in use.
- The Council has the right to reclaim the grant if it has not been used for the purpose specified on the application form, or revised purpose following subsequent agreement.
- Any unspent monies must be returned to the Council.
- In the case of grants awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funding approved will only be available when all other funding is secured / in place.
- On-going commitments to award grants in future years will not be made. A fresh application will be required each year.
- The criteria must state that any on-going revenue costs arising from one-off funding is the sole responsibility of the applicant.

8.2 Records

3rd party recipients need to maintain detailed records of expenditure incurred to support any claims they make on the grant to BCBC. 3rd parties are also required to provide information to the Council to support both the grant claim and audit requirements. This may well include sensitive information such as payroll and invoices, and appropriate steps needed to be put in place to safeguard this information and to provide assurance to the 3rd party that this is the case.

Such requirements can be covered in the offer letter or as an appendix of terms and conditions. However when an organisation and/or a significant amount of money is involved over a period of time, then a suitable legal agreement between the parties may be deemed necessary in order to provide the Council the assurance that all terms and conditions of the grant have been met.

It is the Project Manager's responsibility to ensure that monies spent by 3rd parties comply with the terms and conditions of the grant funding and are spent on eligible activities and expenditure. It is also the project manager's responsibility to ensure that the 3rd party has, and will provide, full audit trails of activity and expenditure to support any monies claimed and paid over.

Where contracts have been awarded to 3rd parties for an element of service delivery, the Council has to demonstrate that proper procurement processes have been followed. It is not sufficient to simply allocate grant funding to a single 3rd party. Doing so will breach procurement rules and result in clawback of grant.

In awarding funding to a 3rd party it must be made clear from the outset that these requirements need to be met before funding is agreed. Formal arrangements (via a signed agreement) must be in place before any funding is passed over to the 3rd party.

!	**3rd party recipients of grant funding must also demonstrate full audit trails and provide these to the Council to support audit requirements. Make sure 3rd parties know that this is required and is a <u>condition of funding before</u> funding is paid to them**

The above does not apply to the purchase of normal goods and services, where standard procurement rules are applied.

8.3 Welsh Language

The Welsh Language Commissioner has issued specific guidelines in relation to grants awarded to any person [or organisation] for specific activities[3]. It requires that:

- the Welsh language is treated no less favourably than the English language within that activity; and
- the Welsh language is promoted and facilitated in the context of that activity.

Directorates should establish clear procedures that will ensure that the Council's Welsh Language principles are followed when grants are awarded. The Council's Welsh Language Strategy can be found via the intranet.

The Council has in place a Protocol on Awarding Grants in line with the requirements of the Welsh Language Standards (No.1) Regulations 2015, which must be considered. When awarding a grant you must consider the effects on:

- *opportunities for persons to use the Welsh language, and*
- *treating the Welsh language no less favourably than the English language*

for each of the following:

[3] Standard 94 of the Welsh Language Standards No.1 Regulations

- what effects, if any (and whether positive or negative), the awarding of a grant would have
- how the decision could be taken or implemented (for example by imposing conditions of grant) so that it would have positive effects, or increased positive effects
- how the decision could be taken or implemented (for example by imposing conditions of grant) so that it would not have adverse effects, or so that it would have decreased adverse effects
- whether you need to ask the applicant for any additional information in order to assist you in assessing the effects of awarding a grant

Section 9 – Audit requirements

9.1 The requirement for an audit certificate

Grant-paying bodies may require a certificate from an independent auditor to provide assurance that the Council has appropriately used the grant funding that it has received. In the majority of cases this is required at both the end of each financial year and at the completion of the grant/project.

In some instances the Regional Internal Audit Shared Service is required to provide an opinion on the use of the grant and provide assurance that the terms and conditions of the grant have been complied with. In these instances the responsibilities of the Responsible Officer and Finance Manager are the same as with externally funded projects with regard to audit requirements.

The level of detail that auditors require for grants is significant. There is no allowance for errors on grants and as a result they need to be accurate and reconcile exactly to the finance ledger and comply fully with all the Terms and Conditions of each grant. Note that often pre-application grant invitations and guidance notes will set out what is eligible activity and costs that can be included, which needs to be followed in conjunction to specific grant terms and conditions. By signing up to the grant you are also signing up to these requirements.

9.2 Finance responsibilities

Finance Managers are responsible for ensuring that all relevant documentation is available for auditors when the annual and final claims are submitted for audit. A detailed checklist for Finance Managers is set out below. The Grants Co-ordination Officer will ensure that everything is completed and will act as the initial contact for Audit. Much of the audit information can be provided electronically and the Grants Co-ordinator will ensure that Finance Managers have saved all the relevant information to the central Grants folder on a regular basis.

The following 'checklist' must be used to ensure that all relevant information is available. The list will be passed to the auditors along with the claim.

Additional information can and will be requested during the audit to provide the necessary assurance to the auditors of compliance to existing procedures and protocols.

Finance checklist for documents to be saved:

- ✓ Grant invitation/guidance notes
- ✓ Delegated power/Cabinet minute approving grant application
- ✓ Authorised (signed) application form and all supporting information
- ✓ Internal grant application authorisation form
- ✓ Grant offer letter, including all Terms and Conditions
- ✓ Authorised (signed) grant acceptance form
- ✓ Grant variation letters/approvals (and acceptances if necessary)
- ✓ Grant claim(s)
- ✓ Reconciliation of the amounts claimed to the finance ledger
- ✓ Reconciliation of eligible and ineligible items
- ✓ FULL ledger extracts identifying individual lines to fully support the grant claim(s)
- ✓ Grant claim submission authorisation form (s)
- ✓ Remittance advices*

- ✓ Correspondence with the funding body (as appropriate – but certainly where financial clarification has been sought)
- ✓ Any other relevant supporting documentation (eg scanned invoices/payroll evidence)

Note: supporting information may be available for a period of time via existing systems, eg Trent for payroll, however you must consider the duration that this will be available for. Where it is for European grants you must obtain copies of all supporting information for each claim and save these to the central folder.

* Welsh Government remittance advices will be copied by Finance staff and saved into the central grants folder.

The majority of invoices are paid via Business Support Teams and are stored within EDRM. Where invoices that are not paid within the Business Teams Project Managers will need to put in place procedures to ensure invoices are retained for the required period of the grant terms and are easily retrievable. Where originals are required it is recommended that the department keep the original with the grant files (in particular European grants) and send a copy for payment certified as follows:

'I certify that this is a true copy of the original invoice, and the original is retained with the grant file which is stored [*insert location*]'

The copy must be signed and dated.

The following checklist must support annual and final claims to ensure that the minimum necessary information is available for audit:

Audit Information Checklist			
Project Name: **Funding Body:** **Project Manager:** **Department:**			
Document Required	**On File**	**Ref**	**Signed Off**
Claim submitted to Audit		**A**	
Contact Details for Grant Queries		**B**	
Copy of Grant Offer Letter, signed Acceptance and Terms & Conditions plus any agreed Variations to approval		**C**	
Copy of Delegated Powers/Cabinet Meeting minute accepting grant approval. Explanation required for non-receipt of Delegated Powers		**D**	
Full reconciliation from Finance Ledger to Grant Claim and Grant Approval, identifying items excluded from claim and reconciliation to claim/approval budget headings		**E**	
Copies of all grant remittances with CoA details		**F**	
Any other relevant supporting information/ documentation (eg tender details, contract let details etc)		**G**	

Section 10 – Clawback

If this Policy is followed it is anticipated that the risk of clawback will be minimised. However clawback of grant can occur where the terms and conditions of the grant have not been complied with, or where ineligible expenditure has been included, or where the outcomes or targets of the project have not been delivered. It may also occur where funding has been received towards land or buildings (such as land reclamation grant) and the land or building is then sold, changed (including change of use), or even demolished. Clawback will place financial pressures on the Council and may also have a reputational impact for future grant funding.

10.1 Notification

Should clawback of any amount of grant paid be necessary, at any time due to factors described in the particular grant conditions, then the Grants Co-ordinator should be informed immediately.

10.2 Financial implications

Reduction of revenue grant will reduce the income in the relevant Directorate and reduction in capital grant will have capital financing repercussions. Directorates will be expected to make good any loss of grant from their budgets. Any loss of grant places financial pressures on the Council and any significant clawback will need to be reported as part of quarterly financial monitoring reports to management and/or Cabinet.

Section 11 – Audit Recommendations

11.1 Audit Report

The External Auditors (currently the Wales Audit Office) provide BCBC with an annual statement of performance in relation to their grants audit. This will identify any weaknesses and/or shortcomings in the grant claims and grant monitoring processes and will identify recommendations for improvement on an individual grant level as well as more generally. It is essential that these recommendations are followed up and amendments implemented as necessary and in a timely manner.

The outcome of the External Audit of grant claims is reported to Audit Committee each year, including any recommendations made. It is therefore imperative that any recommendations are followed up and dealt with appropriately. The Grants Co-ordinator will take a lead role in liaising with relevant officers to put in place actions and responses to recommendations and provide updates to the Chief Finance Officer as to progress on a regular basis. This may involve liaison with Internal Audit and funding bodies as necessary.

Following the above an update report will be presented to Audit Committee identifying the management actions taken to respond to any External Audit recommendations raised. It is therefore imperative that actions are followed up and implemented as necessary.

11.2 Lessons Learnt

As part of the audit process a number of recommendations will be made to improve BCBC grant claim processes. This has a number of beneficial impacts including ensuring maximum grant is drawn down, minimising audit time on the grant and as a consequence reducing the audit fee to the Council. A record of 'common' issues will be developed and included in this document as a 'checklist' of what to check before submitting a grant claim/file for audit. There is already a checklist included at section 10.2 which provides the minimum necessary file contents for audit purposes which must be adhered to. Audit fees will increase if proper documentation is not available to support the grant, which will have an impact on Council resources.

11.3 Key audit findings

Some of the key findings from recent grant audits include the following:

- Claims not adding up correctly
- Lack of clear audit trail from grant to ledger
- Ineligible items claimed under grant
- Claiming more expenditure under a specific heading than has been approved
- Lack of evidence of agreement from funding body to vire between cost headings
- Claiming ineligible overhead costs
- Inaccurate apportionment of staff costs between projects and/or non-project activity
- Lack of evidence of staff time spent on projects (where apportioned)
- Lack of supporting evidence for allocation of grant funding to 3rd parties – ie lack of tender process, not formal approval to issue grant
- Lack of evidence of expenditure by 3rd party grant recipients – no audit trails
- No robust verification of 3rd party activity
- Items of expenditure not reserved to the correct financial year

- Grant funding programme from grant funding body not being referred to on an annual basis or when new staff join the project

It is therefore essential that you consider the above and ensure that appropriate controls and processes are in place to avoid these types of issues arising on grants that you manage. The more issues that arise during a grant audit results in an increase of an auditor's time and an increased audit fee.

Section 12 – Useful contacts

Contact	Tel no (last 4 digits internal extn)
Chief Finance Officer – s151 Officer	01656 64 3302
Group Manager – Chief Accountant	01656 64 3605
Group Manager – Financial Planning & Budget Management	01656 64 3604
Finance Manager – Financial Control & Closing	01656 64 3359
Finance Manager – Social Services & Wellbeing and Chief Executives	01656 64 2201
Finance Manager – Education & Family Support and Communities	01656 64 3303
Capital Accountant	01656 64 3608
Grant Coordinator	01656 64 3623

Section 13 - Useful information links

Grant Management Policy and forms:
http://www.bridgenders.net/finance/Pages/Grants-procedures.aspx

The following forms are available via the intranet:
http://www.bridgenders.net/finance/Pages/Grants-procedures.aspx

Grant Bid/Acceptance
Grant Claim approval
Submission to Audit - checklist

Delegated Power Form (via this link)
http://www.bridgenders.net/democracy/Pages/Schemes-of-Delegated-Functions.aspx

Project Management Toolkit:
http://www.bridgenders.net/coe/Pages/Project%20management%20toolkit%20home%20page.aspx

Procurement Contract Procedure Rules: can be found via Bridgenders A-Z – 'P':
http://www.bridgenders.net/a-z/Pages/p.aspx

Audit Committee reports: http://parliment/ieListMeetings.aspx?CId=132&Year=0

Wales Audit Office Good Practice Guide: Grants Management:
http://www.wao.gov.uk/good-practice/finance/grants-management

Section 14 – Glossary of terms

Clawback	Retrieving money already paid out. In relation to grants it is the recovery of grant money's paid to the Council, or by the Council to a 3rd party.
External Funding	Any funds received from an external source which is used to deliver a specific project or projects by the Council and for which a grant claim (in whatever form) will be made.
Grant Bid	An application form / Expression of Interest / Business Case or report used to request funding from an external source e.g. Welsh Government, WEFO, and authorised by a nominated signatory.
Grant Approval	Formal confirmation of an award of grant from the external source.
Grant Acceptance	The Council's formal acceptance of the award and the terms and conditions of the grant, authorised by a nominated signatory.
Grant Claim	A form or report used to claim external funding for expenditure identified as eligible under the terms and conditions of the grant.
Delegated Power	A form (available via the intranet) which records the performance of a Cabinet or Council function which has been allocated to specific officers under the Council's Scheme of Delegation
Chief Financial Officer	The Chief Officer – Finance, Performance & Change or nominated deputies: Deputy Head of Finance, Group Manager – Chief Accountant and Group Manager –Budget Management.
Finance Manager	The relevant Directorate Finance Manager attached to the project.
Grants Co-ordination Officer	Officer within the Finance Section responsible for the financial co-ordination of all externally funded projects within the Council.
Project Manager	The officer responsible for the completion of the bid, the management of the project and the submission of the grant claims.
Matched Funding	Public or private sector finance put forward as a contribution to gross project costs is defined as matching/matched funding or co-funding, European funds are designed to fill the funding gap for a project when all other possible sources of finance have been exhausted. A wide range of public organisations and voluntary agencies are designated as eligible for grant purposes.
Project Management Toolkit	The Council's Programme & Project Management Toolkit explains how programmes and projects are managed in the Council.
Project Initiation Document (PID)	A logical document which brings together all the key information needed to start the project on a sound basis and to convey that information to all concerned with the project.

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

9 MAY 2023

REPORT OF THE CHIEF OFFICER, FINANCE PERFORMANCE AND CHANGE

REVIEW OF COMMUNITY SAFETY PARTNERSHIPS IN CWM TAF MORGANNWG

1. Purpose of report

1.1 The purpose of this report is to update Cabinet on the findings of the review of Community Safety Partnership arrangements in the Cwm Taf Morgannwg region **(Appendix A)** and their implications for Bridgend County Borough Council as we seek to become one Cwm Taf Morgannwg Community Safety Partnership and to approve in principle the merger of the Cwm Taf Community Safety Partnership Board and the Bridgend Community Safety Partnership Board.

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**:

- **Supporting a successful sustainable economy** – taking steps to make the county borough a great place to do business, for people to live, work, study and visit, and to ensure that our schools are focussed on raising the skills, qualifications and ambitions for all people in the county borough.

- **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.

- **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 There are currently two Community Safety Partnerships (CSPs) operating across Cwm Taf Morgannwg; the Cwm Taf CSP covers Rhondda Cynon Taf and Merthyr Tydfil local authority areas whilst Bridgend CSP is for the Bridgend local authority area.

3.2 There has been an increased adoption of regional footprints by strategic groups operating within the CSP framework such as the substance misuse Area Planning Board (APB), the Violence Against Women, Domestic Abuse and Sexual Violence

(VAWDASV) steering group and the Contest Board for counter terrorism. There is also one single Safeguarding Board for the region (CTMSB), one Regional Partnership Board (CTMRPB), and the Public Services Boards (PSB) are also in the process of merging to become Cwm Taf Morgannwg PSB.

3.3 This adoption of the regional footprint has meant the statutory Population Needs Assessment and Well-being Assessment for the RPB and PSB respectively have been undertaken as exercises covering the entirety of Cwm Taf Morgannwg. The priorities identified in these assessments in respect of community safety will be relevant to all local authorities and strategic partners in the region.

3.4 The Chief Executives for Bridgend, Merthyr Tydfil and Rhondda Cynon Taf local authorities, along with the Chief Superintendent for Mid Glamorgan Basic Command Unit (BCU) of South Wales Police, agreed that a review of community safety partnership arrangements for the region was required with a view of consolidating the aforementioned already amalgamated strategic groups.

3.5 The review was commissioned by Rhondda Cynon Taf County Borough Council on behalf of its partners, Merthyr Tydfil County Borough Council, Bridgend County Borough Council and South Wales Police. The review was undertaken by an independent, external company on behalf of the Region.

3.6 The original aim of the review was to consider the establishment of a single Community Safety Partnership for the Cwm Taf Morgannwg region, the associated governance requirements and any specific infrastructure and funding needs to ensure the community safety partnership can operate as a strategic and effective partnership for the region.

3.7 The objectives for the review were to:

- Understand and map the existing meeting and partnership landscape for the Bridgend Community Safety Partnership and Cwm Taf Community Safety Partnership respectively. Ensure the current relationship with the Cwm Taf Morgannwg Safeguarding Board structures are identified.
- Understand areas of current Community Safety Partnership joint delivery on a Cwm Taf Morgannwg basis and consider further collaborative opportunities to maximise capability and capacity of all partners.
- Develop a single Cwm Taf Morgannwg Community Safety Partnership map considering current and emerging statutory functions, challenges, governance and accountability and business benefits. Ensure the new structure identifies the proposed relationship between the Community Safety Partnership and the Safeguarding Board structures.
- Identify appropriate representation for meetings / subgroups to deliver accountability across the partnership.
- As far as practicable, ensure any new Community Safety Partnership proposal considers the emerging recommendations from the Home Office review of Community Safety Partnership requirements.
- Identify the strategic planning and delivery arrangements for the Community Safety Partnership and how this will align to the priorities of the Public Services Board and each respective organisations corporate / strategic priorities.

- Identify any opportunities for scrutiny and oversight of the work of the Cwm Taf Morgannwg Community Safety Partnership that need to be established.
- Identify the infrastructure required to facilitate an effective, strategic Community Safety Partnership, specifically considering the costs / benefits / opportunities to provide dedicated analytical capacity and business support / co-ordination capacity.
- To ensure a value for money approach in the operation of a Cwm Taf Morgannwg Community Safety Partnership.
- Ensure that any review and recommendations incorporate not just the serious violence and counter terrorism duties placed upon local authorities and policing, but also the new Welsh Government Strategic Plan in relation to preventing violence against women and girls and domestic violence and abuse.

3.8 The methodology for the work included a desktop review which considered the national context and local arrangements and engagement from a wide range of individuals.

3.9 During the discussions with stakeholders, issues were identified that were needed to be considered for any new proposed arrangements. National issues that will affect the operations of a successful CSP are:

- Highly significant legislative and policy changes since commencement of the Crime and Disorder Act 1998.

- Further changes and duties are currently being developed that will fall under the responsibility of Community Safety Partnerships.

- UK and Wales policy and legislation is driving the agenda for greater collaboration between agencies and at a regional level.

- The specificity of what exactly a Community Safety Partnership is has become opaque as a result of the changes.

- Community Safety Partnerships complexities and priorities have increased but without additional funding or resources.

3.10 The request for a review into Community Safety Partnership arrangements is timely given the wider changes and anticipated new duties that will fall under the remit.

3.11 An overlap was identified between groups within the existing structures which could lead to a duplication of efforts as well as unnecessary complexities and demands on officer time. This identified the need for better integration of relevant strategic plans.

3.12 The commitment and engagement of current staff was valued and appreciated. However, whilst enthusiasm by officers is driving the Community Safety Partnership

agenda there is insufficient capacity and resource for evidence-based planning, needs analysis, monitoring of progress and assessment of data.

3.13 There appears to be widespread support for integration and alignment with other regional arrangements. It was felt that greater economies of scale and critical mass, using a combined and streamlined approach to funding bids, provides potential for more resources and more value for money.

3.14 There has been some concern that regionalisation will dominate and diminish local arrangements, with the potential dominance of some larger partners.

3.15 Issues were raised in relation to the lack of capacity for effective co-ordination. It was felt a merged business unit supporting regional bodies would deliver benefits, and the potential merger of the Regional Safeguarding Board business unit and adoption of equivalent funding formula could help fulfil the functions set out in the report.

4. Current situation/proposal

4.1 The Review, attached as **Appendix A**, identified nine specific recommendations:

i. Rhondda Cynon Taf, Merthyr Tydfil and Bridgend County Borough Councils should, together with their mutual responsible authorities, seek to establish a regional Cwm Taf Morgannwg Community Safety Partnership Board, focusing on the delivery of strategic priorities agreed between responsible agencies and with appropriate delegated responsibility.

ii. In formulating the arrangements for the Cwm Taf Morgannwg Community Safety Partnership, responsible agencies need to ensure, in collaboration with their legal departments and in collaboration with Welsh Government officials, that under the proposed arrangements the duties placed upon them by the Crime and Disorder Act 1998, subsequently amended, continue to be fully met in line with the Act and its regulations.

iii. An agreed rational structure which effectively dovetails with the new Cwm Taf Morgannwg Public Services Board and the Safeguarding Board should be established for the new Cwm Taf Morgannwg Community Safety Partnership Board.

iv. Given the broad range of responsibilities placed upon Community Safety Partnerships the thematic subgroups that have emerged at a regional level should be reviewed, and where appropriate, incorporated within the Cwm Taf Morgannwg Community Safety Partnership.

v. Mechanisms need to be established by the Cwm Taf Morgannwg Community Safety Partnership Board, working with all responsible authorities, to engage with communities paying heed to citizens' voices.

vi. A business unit should be developed to serve the Cwm Taf Morgannwg Community Safety Partnership Board to fulfil, as a minimum, the functions set out in this report.

vii. Whether or not the business unit is stand alone for the Cwm Taf Morgannwg Community Safety Partnership Board or integrated with that of the Cwm Taf Morgannwg Safeguarding Board, a funding formula should be developed to resource support arrangements.

viii. In addition to the establishment of the Cwm Taf Morgannwg Community Safety Partnership Board appropriate local arrangements should be in place to scrutinise regional activity and oversee delivery of activity extraneous to, but supportive of, the identified regional priorities.

ix. If the preceding recommendations are approved, a detailed plan for implementing the new arrangements should be developed, which would provide for:
- Further engagement with stakeholders.
- Co-production of governance and support arrangements.
- Agreeing terms of reference for and membership of groups within the regional arrangements.

4.2 The Review Report and its recommendations have been considered by the Cwm Taf Community Safety Partnership Board and the Bridgend Community Safety Partnership Board. Each Board has accepted the Report and its recommendations. The Review Recommendations are now subject to consideration by each individual local authority, as part of their statutory duties under the Crime and Disorder Act 1998.

5. Effect upon policy framework and procedure rules

5.1 There is no effect upon policy framework and procedure rules arising from this report.

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. 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 recommendations in this report demonstrate the sustainable development principle by ensuring that by meeting the needs of the present they do not compromise the ability of future generations to meet their own needs and this is evidenced through the five ways of working:

- Long term – the report seeks to effectively address the long term community safety partnership arrangements for the region and manage the evolving requirements placed on the partnership.
- Prevention – working with partners to prevent duplicated work and efforts, and ensure the best outcomes for our communities

- Integration – the review was undertaken with a view for continuing to support communities in Bridgend to be safe and cohesive, and ensuring integration between all relevant strategic boards and plans.
- Collaboration – the initiative is a collaboration between three local authorities, South Wales Police and third sector and community groups working in the community safety partnership space.
- Involvement – the review included consultation with a wide range of stakeholders, service users and staff.

8. Financial implications

8.1 There are no direct financial implications arising from this report. Any financial implications arising from a decision to implement the recommendations of the review will be subject to separate consideration by all Community Safety Partners.

9. Recommendations

It is recommended that Cabinet:

9.1 note the review into Community Safety Partnership arrangements and approve in principle the merger of the Cwm Taf Community Safety Partnership Board and the Bridgend Community Safety Partnership Board;

9.2 note that a further report will be presented to Cabinet to consider support and structure arrangements.

Carys Lord
Chief Officer - Finance, Performance & Change
20/04/2023

Contact officer:	Martin Morgans Head of Partnerships Kirsty Williams Partnership & CSP Manager
Telephone:	(01656) 642154
Email:	martin.morgans@bridgend.gov.uk kirsty.smith@bridgend.gov.uk
Postal address:	Civic Offices, Angel Street, Bridgend, CF31 4WB

Background documents: None

Review of Cwm Taf Morgannwg Region Community Safety Arrangements

Practice Solutions Ltd

Authors:
Martyn Palfreman (project lead)
Phill Chick
Helen Mary Jones
Jonathan Morgan
Sarah Richards

March 2023

Contents

Executive Summary ... 3
Overarching aims and objectives of the review ... 3
Methodology ... 3
Highlights from the research and key Conclusions ... 4
Recommended future arrangements ... 6
Recommendations ... 6
1. Introduction ... 8
2. Background and methodology ... 10
Current position ... 10
Policy and legislative background ... 10
Working together for Safer Communities ... 12
More recent Welsh Government and UK Government community safety developments ... 13
Methodology ... 14
3. The current position ... 16
Existing structures ... 16
Terms of reference and membership ... 18
CSP operation and delivery of objectives ... 19
4. Issues Raised by stakeholders concerning the Development of a CTM Strategic CSP ... 22
Strengths of current arrangements ... 22
5. Conclusions ... 26
6. Recommended future arrangements ... 29
What future arrangements might look like ... 29
Governance and accountability to the CSP and to local leadership ... 31
CSP support ... 33
7. Recommendations ... 36

Executive Summary

Overarching aims and objectives of the review

The overarching aims of the review, as articulated in the tender documentation, were as follows:

'To consider the opportunity to establish a single Community Safety Partnership (CSP) for the Cwm Taf Morgannwg (CTM) region, the governance arrangements required and any specific infrastructure and funding requirements that will ensure the CSP can operate as a strategic and effective partnership for the benefit of the CTM region'.

The following supporting objectives were identified:

- Understand and map the existing meeting and partnership landscape for the Bridgend and Cwm Taf (CT) CSPs respectively, ensuring the current relationship with the CTM Safeguarding Board (SB) structures are identified.
- Understand areas of current CSP joint delivery on a CTM basis and consider further collaborative opportunities to maximise capability and capacity of all partners, especially resources.
- Develop a single CTM CSP map considering current and emerging statutory functions/mandated areas and challenges/governance and accountability/ business benefits. Ensure the new structure identifies the proposed relationship between the CSP and the Safeguarding Board (SB) structures.
- Identify appropriate representation for meetings/subgroups to deliver accountability across the Partnership. As far as practicable, ensure any new CSP proposal considers the emerging recommendations from the Home Office review of CSP requirements.
- Identify the strategic planning and delivery arrangements for the CSP and how these will align to the priorities of the PSB and each respective organisation's corporate and strategic priorities, to ensure the CSP operates as a key strategic partnership. Identify any recommendations for scrutiny and oversight of the work of the CTM CSP that need to be established.
- Identify the infrastructure required to facilitate an effective, strategic CSP, specifically considering the cost/ benefits/ opportunities to provide dedicated analytical capacity and business support/ co-ordination capacity.
- Ensure a value for money approach in the operation of a CTM CSP.
- Ensure that any review and recommendations incorporate not just the serious violence and counter-terrorism duties placed upon local authorities and policing, but also the new Welsh Government Strategic Plan in relation to preventing violence against women and girls and domestic violence and abuse (VAWDASV).

Methodology

The review was conducted using a number of methods. A desktop review of relevant national and local literature was conducted, current arrangements were mapped, a series of one to one and group discussions were held to gather the views of stakeholders and staff supporting the operation of the existing CSPs. A steering group was established consisting of key managers representing many of the responsible authorities to guide the progress of the review and to support the review team in engaging local stakeholders.

Distinct stages of delivery were identified for the review. These included the development of proposals for terms of reference for, and membership of, groups within the recommended structure and more general governance. However, as the review progressed it became clear that the proposed merger of the existing CSPs into a single regional entity would require an incremental programme of managed change involving

significant structural adjustments within and across the statutory partners, or Responsible Authorities (RAs). The first step in that journey of change was agreed as obtaining RA approval in principle of the merger, based on evidence of shortcomings of the current arrangements and quantified opportunities of the proposed merger. Subsequent stages will involve detailed decisions on structures and support arrangements, which will need to take into account a number of considerations including Value for Money.

Highlights from the research and key conclusions

Our conclusions are summarised as follows:

1. Highly significant and specifically relevant legislative and policy changes have been introduced in the 24 years since the commencement of the Crime and Disorder Act 1998 and the introduction of, what have become, Community Safety Partnerships (CSP).

2. The consequence of these changes has been an expansion in the number of RAs and an increase in the number of duties placed upon these authorities which have become somewhat confused and opaque.

3. Welsh Government has sought to increase the connectedness of the issues of community safety with those of wellbeing and health due to the overlaps between these issues.

4. The importance of community safety has been amplified and the complexity of the necessary partnerships has significantly increased with more agencies being held directly responsible and accountable for an expanded set of priorities. However, the resource available and targeted at community safety has not kept pace with these increasing demands.

5. Policy developments include a desire to see an increase in partnership between the RAs together with other partners in statutory and non-statutory services and a strengthening of the citizen voice.

6. Some of the growth and development both nationally and within the CTM region appears to have been ad hoc with piecemeal changes introduced in response to legislative and policy amendment. The resourcing of CSPs also appears piecemeal.

7. The Community Safety landscape is therefore confused, it is not streamlined and lacks the necessary infrastructure and sustainable resource to make community safety partnership evidence based, intelligence led and wholly supported at all levels by the necessary skills and knowledge.

8. The review concluded that in both Bridgend and CT the capacity to generate, collate and analyse data is insufficient. As a result, formulating the evidence to target action is difficult, as is the ability to evaluate the impact of CSP initiatives.

9. The strategic assessments and delivery plan are no longer in date and therefore accountability for actioning current priorities is extremely challenging.

10. The engagement of citizens is not comprehensive, and action taken to ensure prevention and early intervention in the CTM region is difficult to evidence due to the lack of data and an ability to evaluate outcomes and potential long-term benefits.

11. The evidence provided during the review suggests that the CSPs currently operate sub optimally, lacking the capacity to be as preventative as they should be, as evidence based as they should be, are not as accountable as they should be and are not currently sustainably funded to meet all their duties.

12. The governance frameworks currently operating within CTM and Bridgend CSPs lack clarity and connectedness to other partnerships operating at a CTM level. A robust communication process

designed to ensure that all RAs and other stakeholders are aware of work in train and outcomes achieved is essential for effective partnership working and accountability.

13. The existing CSPs have a relationship with the SB but these differ between the Bridgend and CT CSPs. These relationships together with those to the PSB should be strengthened and clarified.

14. In order to enhance performance, lines of accountability, a means of analysing outcomes and value for money need to be more fully established as do formal streamlined governance arrangements.

15. The review has therefore concluded that the vision for Community Safety Partnerships expressed by WG in its report 'Working Together for Safer Communities 2017' is not being fully realised within the current Bridgend and CT CSP arrangements.

16. The model adopted for the CTM SB is more rational than that for CSPs. It has an established funding stream with a formula applied to the various agencies engaged in its delivery. This funding allows for an administration and lead officers to support the Board, increasing its effectiveness, efficiency and accountability.

17. The review of CSP arrangements is extremely timely because further duties and responsibilities are soon to be placed upon them when the findings of the Home Office review of CSP requirements are published and the forthcoming Welsh Government Strategic Plan to prevent violence against women and girls and domestic violence and abuse is brought into being.

18. Whilst many people and organisations supported the potential merger many contributors, expressed concerns that there is potential for one or more LAs to dominate the partnership and that the focus on the local communities within individual LAs may be diminished or worse still lost.

19. In response to current shortcomings a strong weight of support exists for the merger of the Bridgend and CT CSPs. The benefits of merger are perceived to outweigh the potential negative impacts on localism.

20. An integrated CTM CSP will need to ensure a focus is established for both effective and targeted regional strategic planning which links the Police and Crime Commissioner Plan, Wellbeing assessment and delivery plan, together with local delivery and accountability. Partners have agreed a set of strategic priorities for a regional CSP moving forward which will assist in achieving the required integration.

21. Several strategic partnerships, most notably the SB, the PSB and the APB for substance Misuse already operate on a CTM basis and a number of the more recent developments to counter terror threats, and violence against women and girls, domestic violence and abuse have been established on this footprint.

22. To merge would offer a structural solution to simplify the partnership landscape and facilitate a unified strategy within which clear priorities can be actioned regionally, whilst allowing local interpretation and application of these integrated strategic plans to meet the needs of local communities and enable the pooling of resources.

23. The review of structures necessary to establish a regional CSP must deliver not only a suitable integrated regional structure but one which ensures that arrangements for local accountability are comprehensive and precise and should not impact adversely on those agencies successfully operating locally to deliver safety to the communities they serve.

Recommended future arrangements

1. It is recommended that a CTM regional structure has at its centre a triumvirate of the CTM Public Service Board (PSB), the CTM Safeguarding Board (SB) and the CTM Community Safety Partnership Board (CSPB). The PSB, having generic responsibilities would sit at the head, but work in partnership with, the two regional boards specifically responsible for community safety and safeguarding. These three Boards should work in close partnership with aligned strategic priorities and a formal communication strategy.

2. The existing governance issues are in part due to the ad hoc development of the partnership landscape which has emerged around CSPs and the lack of a business unit to support the operation of good governance by means of a fully functioning secretariat with analytical capability and capacity.

3. It is recommended therefore that CTM should establish a common business unit supporting regional arrangements and building on the work of the already established SB Business Unit. Opportunities for further amalgamation with support arrangements for the planned CTM PSB should also be considered.

4. Whilst dedicated support for the merged CSP is one option, there is clear potential for alignment between the work of the SB and a future regional CSP, which would optimise value for money, enable pooling of resources from a variety of sources, and facilitate joint working between the respective partnerships and alignment of their programmes. There is a similar argument for potential alignment with the PSB.

5. The business unit would deliver a communication and analytical function. This would ensure that all RAs receive informed updates from the CSP and its membership including reports on progress, outcomes, delays, or an inability to progress strategic priorities.

6. The VAWDASV sub-group and the APB would straddle the work of the regional CSP and the SB. This is beneficial given the interrelated nature of the work of these groups to both community safety and safeguarding.

7. The three local authorities, Cwm Taf UHB, Probation, Fire and Rescue services, South Wales Police (SWP) and the South Wales Police and Crime Commissioner (SWPCC) should all be represented on, and feed into, the regional CSP.

8. Each LA should make arrangements for local overview and scrutiny which will be of central importance to ensuring effective governance and accountability of the regional CSP to the local authorities in the execution of statutory duties. Opportunities for joint scrutiny of regional activity should also be considered.

9. Other sub-groups operating at a regional level will also align with the regional CSP. This should include as a minimum the Serious Violence Subgroup and the Contest Board.

10. The Channel panels should continue to operate at local authority level together with other tactical and operational groups. However, the three panels should feed into the regional CSP via the CONTEST Board.

Recommendations

1. **Bridgend Merthyr Tydfil Rhondda Cynon Taf County Borough Councils should together with their mutual responsible authorities seek to establish a regional CTMICSPB (Cwm Taf Morgannwg Integrated Community Safety Partnership Board), focusing on the delivery of strategic priorities**

agreed between RAs and with appropriate delegated responsibility. Our recommendations in Section 6 should be used to shape the new arrangements.

2. **In formulating the arrangements for the CTMICSPB, RAs need to ensure, in collaboration with their legal departments and working collaboratively with WG officials, that under the proposed arrangements the duties placed upon them by the Crime and Disorder Act 1998, subsequently amended, continue to be fully met in line with the Act and its regulations.**

3. **When creating the regional arrangements, the role and functions of the CTMISCPB should be formally reviewed and agreed by the RAs.**

4. **An agreed rational structure which effectively dovetails with the new CTM PSB and the SB should be established for the CTMICSPB.**

5. **Given the broad range of responsibilities placed on CSPs the thematic sub-groups that have emerged at a regional level should be reviewed and, where appropriate, incorporated within the CTMICSPB.**

6. **Mechanisms need to be established by the CTMICSP working with all responsible authorities to engage with communities, paying heed to citizens' voices.**

7. **A business unit should be developed to serve the CTMICSPB to fulfil as a minimum the functions set out in this report.**

8. **Whether or not the business unit is stand alone for the CTMICSPB or integrated with that for the SB, a funding formula should be developed to resource support arrangements.**

9. **In addition to the establishment of the CTMICSPB appropriate local arrangements should be in place to scrutinise regional activity and oversee delivery of activity extraneous to, but supportive of, the identified regional priorities.**

10. **If the preceding recommendations are approved, a detailed plan for implementing the new arrangements should be developed, which would provide for:**

    - **Further engagement with stakeholders**
    - **Co-production of governance and support arrangements**
    - **Agreeing terms of reference for and membership of groups within the regional arrangements**

1. Introduction

This review was commissioned by Rhondda Cynon Taf County Borough Council (RCTCBC) on behalf of its statutory partners Merthyr Tydfil County Borough Council (MTCBC) Bridgend County Borough Council (BCBC) and South Wales Police (SWP). The local authorities operate within the footprint of Cwm Taf Morgannwg University Health Board (CTMUHB). The report provides a review and analysis of current Community Safety Partnership (CSP) arrangements together with future options and proposals to be considered regarding future arrangements within the Cwm Taf Morgannwg (CTM) Region.

Overarching aim of the review

This was articulated in the tender documentation as follows:

'To consider the opportunity to establish a single CSP for the CTM region, the governance arrangements required and any specific infrastructure and funding requirements that will ensure the CSP can operate as a strategic and effective partnership for the benefit of the CTM region'.

The following supporting objectives were identified:

- Understand and map the existing meeting and partnership landscape for the Bridgend and Cwm Taf (CT) CSPs respectively, ensuring the current relationship with the CTM Safeguarding Board (SB) structures are identified.
- Understand areas of current CSP joint delivery on a CTM basis and consider further collaborative opportunities to maximise capability and capacity of all partners, especially resources.
- Develop a single CTM CSP map considering current and emerging statutory functions/mandated areas and challenges/governance and accountability/ business benefits. Ensure the new structure identifies the proposed relationship between the CSP and the SB structures.
- Identify appropriate representation for meetings/subgroups to deliver accountability across the Partnership. As far as practicable, ensure any new CSP proposal considers the emerging recommendations from the Home Office review of CSP requirements.
- Identify the strategic planning and delivery arrangements for the CSP and how these will align to the priorities of the Public Services Board (PSB) and each respective organisation's corporate and strategic priorities, to ensure the CSP operates as a key strategic partnership. Identify any recommendations for scrutiny and oversight of the work of the CTM CSP that need to be established.
- Identify the infrastructure required to facilitate an effective, strategic CSP, specifically considering the cost/ benefits/ opportunities to provide dedicated analytical capacity and business support/ co-ordination capacity.
- Ensure a value for money approach in the operation of a CTM CSP.
- Ensure that any review and recommendations incorporate not just the serious violence and counter-terrorism duties placed upon local authorities and policing, but also the new Welsh Government Strategic Plan in relation to preventing violence against women and girls and domestic violence and abuse (VAWDASV).

Distinct stages of delivery were identified for the review. These included the development of proposals for terms of reference for, and membership of, groups within the recommended structure and more general governance. However, as the review progressed it became clear that the proposed merger of the existing CSPs into a single regional entity would require an incremental programme of managed change involving significant structural adjustments within and across the statutory partners, or Responsible Authorities (RAs).

The first step in that journey of change was agreed as obtaining RA approval in principle of the merger, based on evidence of shortcomings of the current arrangements and quantified opportunities of the proposed merger. Subsequent stages will involve detailed decisions on structures and support arrangements, which will need to take into account a number of considerations including Value for Money.

2. Background and methodology

Current position

Two CSPs currently operate across the CTM region:

- Bridgend CSP (covering Bridgend County Borough)
- Cwm Taf (CT) CSP (covering RCT and MT)

Recent years have seen an increase in the adoption of regional footprints by Strategic Groups within the overall CSP framework, for example:

- The Area Planning Board (APB) for Substance Misuse
- The CONTEST (Counter Terrorism) Board
- The VAWDASV Steering Group

In addition, there is now a single Regional Safeguarding Board (RSB) and Regional Partnership Board (RPB) for the CTM Region and the establishment of a single PSB for CTM is scheduled to take effect from spring 2023. To that end, the Population Assessment and Wellbeing Assessments undertaken by the RPB and PSB respectively cover the CTM region as a whole and priorities identified in respect of community safety will be of relevance to all local authorities and strategic partners across the region.

The three local authority Chief Executives and Chief Superintendent of SWP (Northern Basic Command Unit) have agreed it is prudent to undertake a review of the CSP arrangements for CTM, given the context set out above, with the aim of consolidating the earlier amalgamation of arrangements across RCT and MT. In addition, it has been determined that the review should consider how any new, regional arrangements might support effective delivery of the new duties being placed on local authorities in terms of Counter Terrorism (Protect and Prevent requirements) and Serious Violence prevention duties.

The review was undertaken in a manner that recognises each organisation's independence and accountability for relevant operational and statutory duties, but that ensures that any future CSP arrangements are effective and efficient in supporting a strategic and cohesive approach to these matters across the CTM region.

Policy and legislative background

The Legislative Framework

All local authorities in Wales have a statutory duty to participate in a Community Safety Partnership (CSP). The Crime and Disorder Act 1998[1] enshrined the concept of these new statutory partnerships, which replaced the former Crime and Disorder Reduction Partnerships (CDRPs) and were aimed at reducing crime and disorder in local communities.

Subsequent Home Office regulations and Acts, including the Police and Justice Act 2006[2], have broadened the original requirements to deliver outcomes which relate to the prevention and reduction of crime and reoffending, fear of crime, anti-social behaviour, domestic abuse, and harm caused by substance misuse.

[1] https://www.legislation.gov.uk/ukpga/1998/37/
[2] Police and Justice Act 2006 (legislation.gov.uk)

More recently duties to reduce the threat of terrorism, of serious violence and crime and VAWDASV have been added to the community safety agenda.

Section 5 of the Act specifies that the Authorities responsible for strategies are:

> '(1) Subject to the provisions of this section, the functions conferred by or under section 6 shall be exercisable in relation to each local government area by the responsible authorities, that is to say—
>
> (a) the council for the area and, where the area is a district and the council is not a unitary authority, the council for the county which includes the district;
>
> (aa) every provider of probation services operating within the area in pursuance of arrangements under section 3 of the Offender Management Act 2007 which provide for it to be a responsible authority under this section;
>
> (b) every chief officer of police any part of whose police area lies within the area.
>
> (c). . . . . .
>
> (d) every fire and rescue authority any part of whose area so lies;
>
> (e) if the local government area is in England, every integrated care board the whole or any part of whose area so lies; and
>
> (f) if the local government area is in Wales, every Local Health Board the whole or any part of whose area so lies.'

Subsequent amendments to the Act provide for the following:

> '(1A) The relevant local policing body in relation to two or more local government areas *in England* (our emphasis) may make a combination agreement with the responsible authorities in relation to those areas (the "combined area").
>
> (1B) A combination agreement is an agreement for the functions conferred by or under section 6 or by section 7 to be carried out in relation to the combined area as if it constituted only one local government area.
>
> (1BA) The responsible authorities in relation to a combined area are all the persons who are the responsible authorities in relation to each local government area that falls within the combined area.

Whilst the provisions covering combined areas are not extant in Wales, devolved legislation and supporting policy point very much in the direction of partnership working across local authority boundaries, and have encouraged partnerships to scale up and to maximise the benefits arising from economies of scale and critical mass, albeit not at the cost of local accountability and securing the citizen voice. Examples of such policy include the Social Services and Wellbeing (Wales) Act 2014[3] and Well-Being of Future Generations (Wales) Act 2015[4], as well as the national plan for health and social care 'A Healthier Wales'[5].

The review has been conducted within a complex, and to some extent confusing, legislative and policy agenda. Within this context, the brief set for this review was to understand the shape of existing services

[3] https://www.legislation.gov.uk/anaw/2014/4/
[4] https://www.legislation.gov.uk/anaw/2015/2/
[5] https://www.gov.wales/sites/default/files/publications/2021-09/a-healthier-wales-our-plan-for-health-and-social-care.pdf

within Bridgend and CT and to identify the best means of delivering current, emerging and anticipated duties through fit-for-purpose, streamlined, efficient and cost-effective arrangements.

Working together for Safer Communities

In December 2017 Welsh Government published a review of CSPs in Wales entitled 'Working Together for Safer Communities'[6]. The diagram on the front cover of the report (Figure 1) served to illustrate the broad agenda facing CSPs, the ambition Welsh Government had for these partnerships and the complex landscape in which they operate.

Figure 1

Importantly, the document set out a clear vision for community safety but recognised the level of complexity facing the agencies and stakeholders involved in delivery, and the fact that the legislative framework is far from simple.

The review set a vision for safer communities in Wales marked by the following characteristics:

- Every community is strong, safe and confident in a manner that provides equality of opportunity and social justice, resilience and sustainability for all;
- The shared responsibility of government, public and third sector agencies is to work together with the communities they serve and the private sector to address activity or behaviour that is unlawful, anti-social, harmful to individuals and society and to the environment;
- Sharing knowledge and ensuring early intervention with prompt, positive action tackles local issues and addresses vulnerabilities.

This vision would be achieved through collaborative and integrated multi-agency activity that is:

- Evidence-based and intelligence-led

[6] https://www.gov.wales/sites/default/files/publications/2019-03/working-together-for-safer-communities.pdf

- Supported by appropriate skills & knowledge
- Sustainably resourced and locally appropriate
- Engaging and involving citizens
- Preventative and intervening as early as possible
- Focused on long-term improvements and benefits.

More recent Welsh Government and UK Government community safety developments

Since the inception of the CSPs superseding their predecessor Crime and Disorder Reduction Partnerships (CDRPs), additional duties have been placed incrementally upon the responsible authorities. This expansion has reflected a broadening in the scope of the community safety agenda.

VAWDASV

The recent expansion includes a Welsh Government strategy[7] to reduce violence against women and girls, domestic violence and abuse and sexual violence. The objectives of this strategy are to:

- Increase awareness and challenge attitudes of VAWDASV
- Increased awareness in children and young people of the importance of safe, equal and health relationships and that abusive behaviour is always wrong
- Increased focus on holding perpetrators to account and provide opportunities to change their behaviour based around victim safety
- Make early intervention and prevention a priority
- Ensure relevant professionals are trained to provide timely and appropriate responses to victims
- Provide victims with equal access to appropriate resources, high quality, needs led, strength based, gender responsive services
- Provide robust evidence to inform our work.

Serious violence

The UK Government has also introduced additional duties to tackle the risk of terrorism, serious violence, and organised crime. Following consultation in 2019 the Government announced it would bring forward a Serious Violence Duty requiring local authorities, the police, fire and rescue authorities, specified criminal justice agencies and health authorities to work together to formulate an evidence-based analysis of the problems associated with serious violence in an area and then produce and implement a strategy detailing how they will respond to those particular issues. Statutory Guidance for Wales and England was published in December 2022[8]. Incidents of serious violence are thankfully low across the CTM region compared with larger towns and cities in Wales, but the duty will still apply.

[7] Violence against women, domestic abuse and sexual violence: strategy 2022 to 2026 | GOV.WALES
[8] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1125001/Final_Serious_Violence_Duty_Statutory_Guidance_-_December_2022.pdf

Counter terrorism duties

In addition to serious violence further duties have been introduced to counter the threat of terrorism. This has seen the establishment of CONTEST Boards and CHANNEL Panels as required by the Prevent strategy[9].

The broadening of the scope of community safety has been welcomed because it addresses issues seen as important and reflects the changing pattern of threats to safety within communities. However, the expansion is leading to a greater range of potential actions to be taken by partners but without additional resource to increase the capacity and capability of CSPs to achieve this.

A regional Serious Violence and Organised Crime Board came into being in late summer 2022. Whilst further work will be required to fully establish systems to tackle serious violence, work has nevertheless commenced. One issue raised by colleagues is the fact that a definition of what constitutes serious violence has not been provided. Whilst this provides flexibility that recognises serious violence will vary between localities due to the nature of prevailing crime and cultural factors, it is felt that some guidance on this would be helpful.

Home Office Review of CSPs

It is also to be noted that a strategic review of CSPs by the Home Office has been in progress whilst we have been undertaking this review. We had hoped to reflect the outcomes of this in our work; however, delays in the Home Office work mean this was not possible. We would suggest that the opportunity is taken to feed our findings and recommendations and any resulting changes in arrangements within CTM into the national review as appropriate.

Methodology

Our methodology for the review was informed by the specification issued by RCTCBC during the procurement phase. This comprised two key stages:

1. A desktop review which considering the national context and local arrangements, including governance and support capacity, along with progress made to date by the two CSPs established within Bridgend and RCT/MT. At this stage we:

    - Mapped existing structures in which both CSPs currently operate, including relationships with subgroups and wider partnerships
    - Considered terms of reference and membership of each CSP and their sub groups
    - Looked at the operation of the partnerships and how this supports delivery of key objectives
    - Assessed the level of support available to facilitate delivery of CSP business

2. Engagement with a wide range of stakeholders, identified with the support of the Client and aimed at validating our early observations. Specifically, they were invited to provide their perspectives on the advantages and disadvantages of current arrangements, what is working well and not so well, aspects they felt are ripe for improvement, and perceived opportunities and threats of the proposed merger. Engagement took a number of forms, including one to one interviews, meetings with small groups and attendance at meetings of relevant boards and other fora. Most of these conversations were online. In all, we met with the following:

[9] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf

- VAWDASV Partnership Board
- CTM Contest Group
- CTM Prevent Delivery Group
- Bridgend Channel and Complex Case Panel
- CTM Exploitation Group
- Mid Glamorgan BCU Serious Violence and Organised Crime Group
- CTM Community Safety Board (CTMCSB)
- CT Offender Management Board
- CTM SB
- CTM Area Planning Board (CTMAPB)
- CTM Channel Group
- SWP
- South Wales Police and Crime Commissioner (SWPCC)
- CT Community Cohesion Board

Throughout the duration of the review, we met regularly with a multi-agency steering group to update partners on progress and test findings. We also met with a smaller group of representatives from the statutory partner agencies on a fortnightly basis to provide more detailed progress updates.

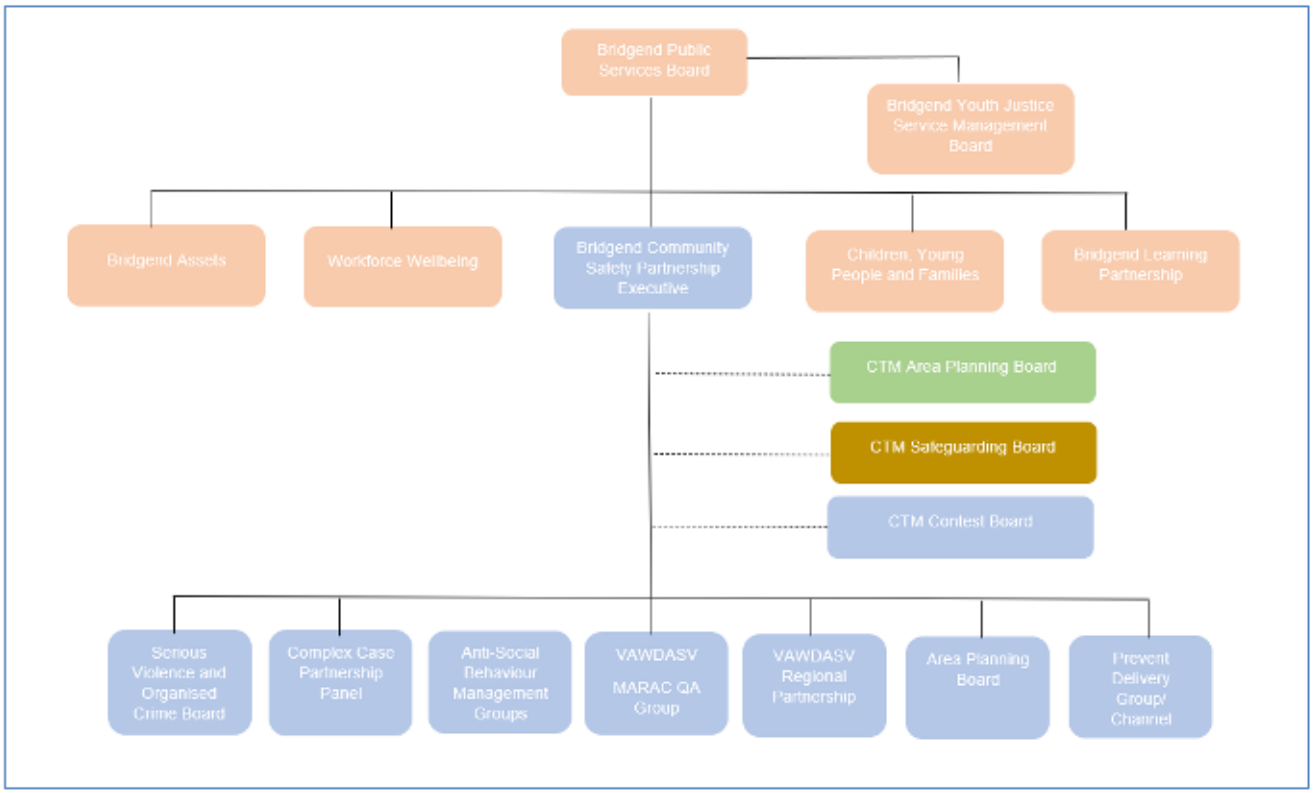
3. The current position

Existing structures

Current structures in the two areas differ markedly in numerous respects, both in terms of their inward structures and their relationship with separate partnerships such as the PSBs. In respect of the latter, the Bridgend CSP sits directly under the PSB, whereas in CT the CSP reports to a Strategic Partnership Board, which then reports to the PSB. This suggests the relationship is less direct than is the case in Bridgend.

Figure 2

Bridgend CSP structure

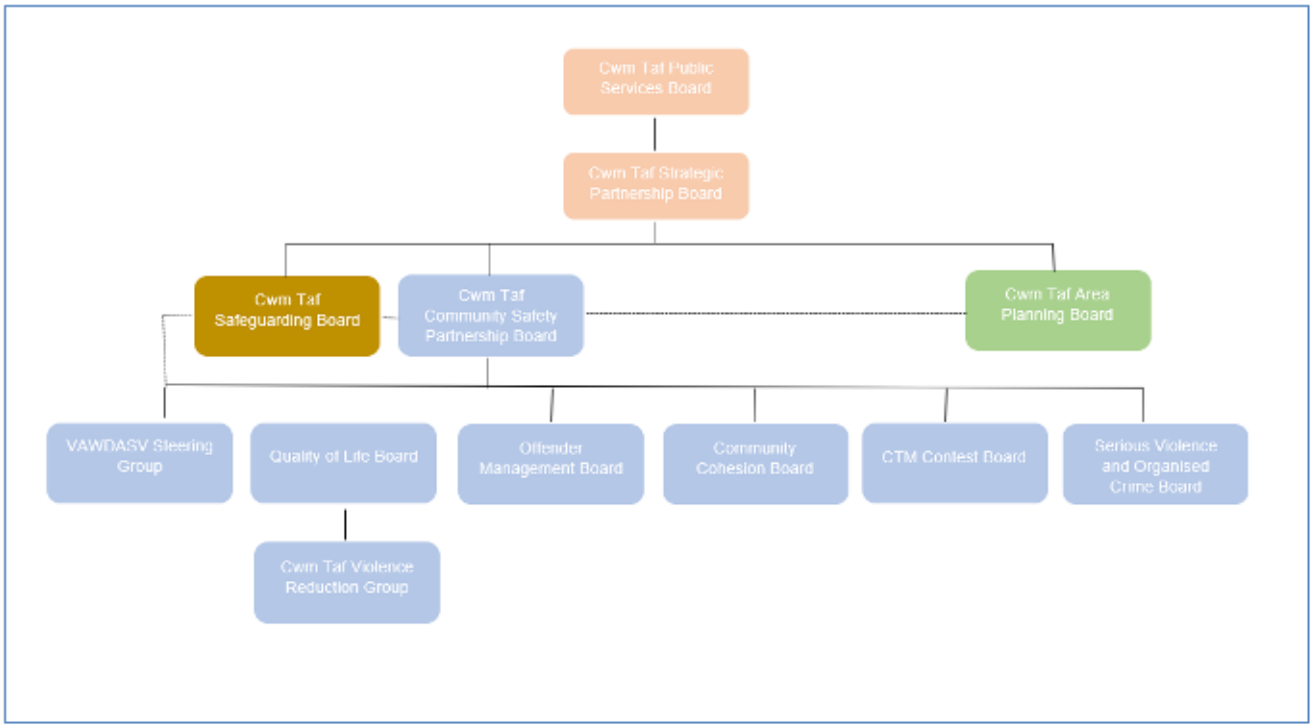


The chart above demonstrates that in Bridgend the CSP, sitting beneath the PSB, recognises the necessity to draw together a range of interrelated plans and strategies. Those identified specifically are the PCC Crime reduction plan, the Bridgend Wellbeing Plan, and the Community Cohesion Strategy. It also shows that some functions and duties are currently delivered both locally and at CTM level, for example, the Bridgend and CTM APBs. The former is depicted as having a solid line to the Bridgend CSP whilst the latter has a dotted line suggesting an indirect relationship. The relationship of the CSP to the Contest Board (CB), and the Safeguarding Board (SB) are also depicted by a dotted line. The accountability and reporting of the Contest Board, the Safeguarding Board and the CTMAPB are not therefore entirely clear, but the organogram does identify a necessity for the work of these boards to be recognised and addressed in some form by the Bridgend CSP.

The structure in the CT area is different in a number of respects, as illustrated below:

Figure 3

CT CSP structure



The groups that feed into the respective CSPs in each area are listed below.

Figure 4

CT	Bridgend
The VAWDASV Steering Group	SVOC
The Quality of Life Board *	Complex Case Partnership Panel
The Community Cohesion Board *	ASB Management Groups
The Community Cohesion Board *	VAWDASV MARAC QA group
The Contest Board *	VAWDASV Regional partnership
The Serious Organised Crime Board	APB
APB *	Prevent Delivery Group/Channel

* Sub-group chair sits on the CSP

A single Contest Board has also been established for CTM. Participants in the review believe that to be most effective this function should be established at a regional level. However, they take the view that, due to the necessity for local intelligence and the operational nature of CHANNEL, this should be established at a local authority area level with the operational arms of the CSP RAs feeding into the local CHANNEL Panels. These in turn should inform the contest Board with the three Panels feeding information to the Board. In England steps are being taken for CHANNEL to revert from regional structures to local structures because it is believed they are more effective within this arrangement.

Terms of reference and membership

Terms of reference for the CSPs and membership of each are markedly different in each area. Provisions within the terms of reference for each area are set out below.

Figure 5

CT	Bridgend
Purpose	Purpose
Membership	Responsibilities
Roles & responsibilities	Sustainable development
Principles of effective partnership delivery	Membership
Governance & management	Deputising arrangements
Accountability	Chairing
Working methods/ways of working	Task and finish groups
Constructive challenge	Frequency of meetings
Resolving disagreements	Review
Review	Co-ordination/support.

With respect to membership, arrangements appear in some cases to have evolved through historic and other local arrangements. The key differences between both areas appear to be as follows:

- Different organisations represented on the CSP itself. Bridgend has 16 representatives each of whom has a nominated deputy. CT has 18 members but they do not appear to have deputies.
- Variance in the number and roles of local authority representatives: Bridgend CSP has 6 Council representatives (including the relevant Cabinet Member who chairs the Partnership), whilst the number across the 2 authorities in CT is 4 and only includes officers. Unlike in Bridgend, the CT Partnership has Children's Services representatives.
- Third sector involvement: Bridgend's CSP has 1 representative from the sector, compared with 5 in CT
- Different membership of workstream groups
- Commonality of membership between the CSP and its sub groups: The CT CSP has representatives from some sub groups sitting on it whilst this is not the case in Bridgend

CSP membership in each area is summarised below:

Figure 6

	RCT/MT	Bridgend
Local authority	2 reps (one each from MT and RCT). There are 2 others from children's services. 4 in total	6 reps
CTM UHB area planning board		1 rep
CTM UHB	2 reps (one of whom is chair of the area planning board)	1 rep
Bridgend College	No college reps	1 rep
DWP	No DWP reps	1 rep
National Probation Service	1 rep plus 1 HM Courts rep	1 rep
South Wales Police		1 rep
South Wales Police & Crime Commissioner	1 rep	1 rep
South Wales Fire & Rescue Service	1 rep	1 rep
Valleys to Coast		1 rep
WCADA (3rd sector – drug/alcohol)	Interlink/VAMT – 2 reps plus 1 from Learning Disability Wales, 1 from Community Rehabilitation Cymru and one other third sector rep.	1 rep

Our review has identified that for some partners the primary purpose for attending meetings is to receive information, and it is not always clear whether they have delegated strategic powers, whether they are there as formal members or to whom they report. This does need to be addressed to ensure those attending are able to take effective decisions, and are consistent in their attendance, ensuring the CSP accounts for its performance.

In RCT the work and activities of the CSP are reported into the Community Services (Crime and Disorder) Scrutiny Committee as required. In MT the Partnership currently reports to the Regeneration and Public Protection Scrutiny Committee. However, in Bridgend reporting is directly to the PSB.

CSP operation and delivery of objectives

It has not been possible within the scope of this review to assess fully the output and outcomes achieved by the sub-groups or workstreams. Whilst these groups have their own terms of reference setting out their roles and expectations, their future plans and anticipated outcomes are not clear. We found no clear evidence of consistent reporting on delivery by these groups or their impact.

The variance between the two CSPs is a consequence of local infrastructure alongside historical arrangements and priorities. This results in different forms of engagement by agencies committed to partnership working in relation to community safety, together with those organisations for whom the work of the CSP is fundamental.

The issue of membership is important. So too is the potential that those attending the CSP - whether as members, as observers or in attendance to report is not clear - may not have authority for executive decision making on the basis that they represent a senior officer within the organisation. Where this is the case, they will not be able to agree actions, or sign off strategic intent within a meeting of the CSP. They may be required to seek this sign off or authorisation from a senior manager following a meeting and this is likely to lead to delay and disrupt the work of the group. We believe that consideration should be given to the use of formally delegated powers to the CSP membership.

Level of support available to facilitate delivery of CSP business

The level of support available to CSPs to facilitate delivery of their business is critical. Adequate capacity in this area can be crucial in terms of:

- Horizon scanning and interpreting national policy drivers within the local context
- Developing strategies and plans and monitoring delivery against agreed outcomes and performance indicators
- Establishing performance frameworks in support of the above
- Producing formal reports
- Providing a secretariat for the Partnership (producing agendas, reports, meeting arrangement etc.)
- Financial monitoring and reporting
- Communications
- Representing the partnership in national groups and fora

Insufficient capacity, particularly with regard to intelligence and evidence, can be a major impediment in effective delivery by CSPs, including development of robust plans, assessing progress and impact, and communication and engagement. Currently neither CSP has a dedicated support team unlike other statutory strategic partnerships. Feedback received during our review suggested this is therefore a major area for improvement and investment.

In any future model as we set out in this report, it is clear to those with whom we engaged that adequate resources to support the business areas listed above would be essential in mobilising the work needed to develop the regional community safety strategies and work programmes. It was felt that this is not the case currently and that the deficit has been exacerbated by the growing expectations and responsibilities of CSPs over the recent period.

A core factor here is the level of financial resources available. In his 2022 – 2026 plan, the South Wales Police and Crime Commissioner (SWPCC) committed to *"continuing to help fund Community Safety Partnerships to ensure they have the resources they require to meet local needs"*. In 2020-21 the Commissioner provided £82,300 via the CSPs to support a Safer RCT and £56,100 for a Safer Bridgend. However, the resource provided currently is directed toward and focused on project work which is operational in nature, supporting the wider strategic objectives of both the CSPs and the Commissioner. However, there is no explicit recognition of the need for a proportion of the resources to be allocated to the infrastructure required to support the running of the CSPs, and financial allocations to support local work will vary from year to year. It is also noted that current levels of resourcing are not guaranteed in the future and could conceivably be withdrawn.

In the current financial climate, statutory partners are clearly struggling to identify ringfenced funds for this purpose. A significant amount of work is therefore undertaken by officials employed by the local authorities and others, linked to their main roles within those statutory bodies that make up the CSPs.

There is a sense that the present system has to a significant extent relied on staff goodwill, and the juggling of priorities to provide the leadership, management, support and delivery of a range of work programmes that fall under the CSPs.

The proposed merger provides an opportunity to address this deficit. Any move to a new regional strategic partnership would be placed at risk if partner bodies failed to establish how such an arrangement could be appropriately supported. We set out possible solutions later in the report.

4. Issues Raised by stakeholders concerning the Development of a CTM Strategic CSP

In our discussions with stakeholders, we asked for views on (1) those aspects of existing arrangements in both areas which were felt to be effective and which should therefore be built upon in any merged arrangements moving forward, and (2) areas that were not felt to be working well and in respect of which the proposed merger presented potential opportunities for remedial action. In this section we summarise themes that emerged under each of these categories.

Strengths of current arrangements

It is clear that there are positive elements in the current arrangements that participants in our discussions were anxious not to lose under new arrangements. The commitment and engagement of current staff was valued and appreciated, and there was a concern that those roles should not be devalued under any new arrangements.

It was striking that the CSP infrastructure in both areas is currently serviced by a small number of dedicated, well-informed staff. The limited dedicated resource available to progress this agenda has not prevented a comprehensive response to the growing expectations and requirements set out earlier in our report.

Whilst current arrangements may provide some benefits in terms of continuity and familiarity with the agenda, this situation also presents clear risks. Were one of the key staff to leave their role, there would be an immediate gap not just in resource but in accumulated intelligence, wider contacts etc. Whilst we commend the professionalism and commitment of individuals, we are clear that a more robust and sustainable support infrastructure is desirable.

Some believed that there was value in having a mixture of operational and strategic staff attending CSP meetings, feeling that this helped to keep the discussions grounded in operational practicalities. They also valued the opportunity to share information and intelligence. There was a clear view that, should the CSP itself move to a more clearly strategic membership, alternative mechanisms for information sharing would need to be developed.

The flexibility to respond to local priorities and concerns inherent in current arrangements was valued by some participants. They believed that there was a risk that taking a one size fits all, approach would reduce the effectiveness of community-based initiatives and reduce engagement. There was a view that any new regional arrangement for the CSP should focus on delivering what was best delivered regionally, allowing space and resources for more local work where appropriate, particularly where this would allow an effective response to local issues and encourage greater participation.

While most participants acknowledged the need for change and welcomed the opportunity for greater clarity and clearer lines of accountability, there was a concern that the positives of current arrangements should not be lost.

Areas for improvement identified within current arrangements

A wider range of issues emerged from our conversations in relation to areas for improvement and there was energy and enthusiasm for taking the opportunity presented by the proposed merger to address these issues. There were clear and consistent themes, as follows:

Clarity of purpose

Community Safety is an enormous and growing agenda and the relationships required to enhance community safety are complex. To fully achieve its outcomes a CSP requires connectivity between the responsible authorities (RAs) together with relevant stakeholders. Furthermore, it necessitates an approach which recognises other strategic agendas being addressed by other partnerships because frequently responsibilities overlap.

CSPs should not function in isolation as this invariably leads to a siloed approach with the potential for duplication of effort.

We heard that papers taken to the CSPs, generally following considerable work to prepare them, are frequently received for information only. Furthermore, with a crowded agenda little scrutiny may be applied to the papers in terms of their detail and without decision making to action that which has been proposed. It was stated that exception reports submitted to CSPs may lead to action but that these tend to be related to issues such as resource and HR rather than the core outcomes of the CSP.

Whilst the current approach may meet the legal duties required by the Crime and Disorder Act it does not always deliver the spirit of the legislation or actively drive the delivery of intended outcomes.

Communication

Operating effective reporting and communication channels is not simple. For CSPs this is compounded by limited human and financial resource being available to manage these complex relationships. Much work falls to a limited number of people who are critical to sustaining the operation of the CSPs. These staff have delivered good work, but their efforts have frequently been hampered by a lack of resources.

One concern raised by some contributors was that some attendees of CSPs attend primarily to receive information and that in some instances they do not attend with executive authority related to their post or delegated to them by senior officers. It was considered that by enhancing communication in a more streamlined CSP system and an assurance that attendees have either assigned or delegated executive authority that far greater efficiency could be achieved and membership more effectively managed.

Accountability

We heard that, as a result of an expansion in the responsibilities of the CSPs and increased complexity of the system within which they operate, the lines of accountability and scrutiny have become unclear. This may be as a result of indirect reporting to some organisations within the system or a need to report to multiple boards and organisations. The lack of clarity in accountability impacts on both effective governance and in the measurement of achievement.

Adopting regional arrangements

There was a clear sense in many of our conversations that continuing to operate CSPs solely at the local authority level would be suboptimal. Since the Crime and Disorder Act was introduced, additional strategic partnerships have been established within Wales operating within similar arenas to CSPs but using the footprint of local health boards. This regional approach has led to improved integration between agencies and an ability to increase the sustainability of partnerships by realising the benefits emanating from greater economies of scale.

A merger of the existing CSPs within a regional structure would facilitate greater consistency in structures, membership and terms of reference and provide an opportunity to address existing inconsistencies. This would reduce confusion, clarify purpose and support joint working across the CS agenda and in relation to

broader agendas such as safeguarding and wellbeing due to enhanced co-terminosity and easier joint working with bodies such as the RSB and planned single CTMPSB.

The development of a regional CSP would facilitate working between the local authorities and CTMUHB as a key partner. Similarly South Wales Police, Probation Service and Fire and Rescue Services whilst covering other LAs beyond those in CTM region would benefit from a regional approach. It would enable shared challenges to be tackled more systematically and in a more streamlined manner.

However, it was clear that any regional arrangements should not compromise delivery at a local level, and that care should be taken to ensure that the needs and interests of all communities continue to be recognised and addressed. Broadly stakeholders felt that there was a clear role for a regional CSP in setting a high-level vision, priorities and supporting objectives. Tactical and collaborative working to address the needs and concerns of specific communities, and the oversight of operational delivery, sits better at local level.

A two-tiered structure of this nature would also safeguard against one partner becoming over-dominant and allow an appropriately 'federal' approach to the delivery of CSP responsibilities. Furthermore, it would accommodate the continuation of existing local groups where these add value and deliver objectives at a sub-regional level, and the continued involvement of relevant partners such as colleges in Bridgend (in response to suicide prevention work) and the courts in CT reflecting wider trends in offending. The need for this was expressed particularly by colleagues in Bridgend who have not to date been involved in the existing shared arrangements across CT but was also raised by stakeholders in the other areas.

It was also felt that a regional structure could provide a valuable mechanism for local groups to share practice, learning and intelligence.

Greater integration would enable the ability to apply more scrutiny to the achievement of community safety goals and to align the evaluation of the related strategies being delivered in CTM.

It would be important to ensure appropriate and robust scrutiny of activity and delivery by RAs at both regional and local levels. This would provide assurance to partners around delivery by a regional CSP of relevant statutory duties alongside a clear accountability for delivery at local level.

Careful consideration should be given to the membership of the regional partnership to ensure that the membership delivers effective leadership and decision making.

Fundamentally, and critically for this review, various stakeholders expressed concern over the lack of clarity regarding the lawfulness of a merger under the terms of the Act and secondary legislation. Whilst we discern a general congruence with the wider policy direction, we feel that further legal advice should be taken before proceeding with a merger and this is reflected in our recommendations.

CSP support

The lack of capacity to support the functioning of CSPs impacts upon their capability. Colleagues working within the CSP system described a lack of access to comprehensive and dependable data. This gap is exacerbated by limited capability to analyse data and feed it into meaningful planning and performance management. Services lack comprehensive data and analysis to determine what they should do and only limited ability to know how well they have done it.

Without adequate capacity to operationalise the CSP strategy there is potential for them to become 'talking shops' which may have clear ambitions but which lack the ability to realise them.

Reflecting the aforementioned concerns regarding the risks of limited support resource, many of those who commented on current arrangements recognised a need to 'scale up' and to resource a regional CSP adequately. A desire was expressed for a structure akin to the RSB with defined funding delivered through a clear resource formula applied to the agencies making up the CSP.

In addition, given the breadth of the CSP agenda an effective secretariat could organise the agenda focusing on themes where appropriate and inviting in additional membership where this would improve outcomes.

5. Conclusions

Highly significant and specifically relevant legislative and policy changes have been introduced in the 24 years since the Crime and Disorder Act 1998 introduced the Crime and Disorder reduction Partnerships (CDRPs) which have subsequently become Community Safety Partnerships. Some of this change has been introduced by UK Government and since devolution much has been introduced by subsequent Welsh administrations.

The consequence of these changes has been an expansion in the number of RAs involved in the CSP agenda and an increase in the duties placed upon these authorities. The driver for much of the legislative and policy change has been a consequence of a perceived increase in the nature and range of threats to community safety and an increased focus on some longstanding threats such as violence to women and girls and domestic violence and abuse. Government has also sought to increase the connectedness of issues of safety with those of wellbeing and health due to the overlaps between these issues.

As a result of these changes the importance of community safety has been amplified and the complexity of the necessary partnerships has significantly increased with more agencies being held directly responsible and accountable for an expanded set of priorities. However, the resource available and targeted at community safety has not kept pace with these increasing demands.

One component of the policy drive has been a desire to see an increase in partnership working between the RAs together with other partners in statutory and non-statutory services together with a strengthening of the citizen voice in community safety matters. An increase in the effectiveness and sustainability of partnerships and the initiatives has been sought.

Some of the growth and development of partnership approaches appear to have been ad hoc with piecemeal changes introduced in response to legislative and policy amendments. The resourcing of CSPs also appears piecemeal with some limited funds committed to CSPs and some resource being directed at specific issues which in some instances is time limited. As a result, the Community Safety landscape is confused, it is not streamlined and lacks the necessary infrastructure and sustainable resource to make community safety partnership evidence based, intelligence led and wholly supported at all levels by the necessary skills and knowledge. The engagement of citizens is not comprehensive and action taken to ensure prevention and early intervention is difficult to evidence due to a lack of data and an ability to evaluate outcomes and potential long-term benefits. Whilst many of these issues are likely to exist in many if not all CSPs they were all in evidence within the Bridgend and CT CSPs.

One consequence of legislative reform is the fact that the duties placed upon strategic partnerships have become confused and opaque. This has made it challenging for agencies to reform partnership arrangements and in doing so to be satisfied that they are meeting their duties as required by the various legal frameworks that overlap.

The review has concluded that in both Bridgend and CT the capacity to generate, collate and analyse data is insufficient. As a result, formulating the evidence to target action is difficult, as is the ability to evaluate the impact of CSP initiatives. The evidence provided during the review has suggested that papers developed for the CSP are frequently treated as being for information only, they do not tend to generate a formal response or action on the part of the CSPs. This has led to a sense of frustration from many contributors and a sense that the CSPs operate in name only and lack the capacity to be as preventative and evidence-based as they should be. Furthermore, there is a sense that CSPs are not sufficiently accountable, nor are they adequately

funded to meet all their duties. Moreover, the funding is not currently sustainable and this is seen as a key risk.

The review has concluded that whilst CSPs have a relationship with the SB these differ between the Bridgend and CT CSPs. These relationships together with those to the Public Service Board should be strengthened and clarified. Lines of accountability, a means of analysing outcomes and value for money need to be established as do formal streamlined governance arrangements.

Many contributors to the review suggested that the model adopted for the CTM SB is more rational than that for CSPs. It has an established funding stream with a formula applied to the various agencies engaged in its delivery. This funding allows for an administration and lead officers to support the Board. This increases the effectiveness and efficiency of the Board and strengthens its accountability. It is reported to have a more streamlined infrastructure and benefits from increased critical mass and economies of scale by operating on a regional basis.

The review has therefore concluded that the vision for Community Safety Partnerships expressed by WG in its report 'Working Together for Safer Communities 2017' is not being fully realised within Bridgend and CT.

The request from the Bridgend and CT CSPs to conduct this current review is therefore extremely timely not least because the local "responsible authorities" in Wales await further duties and responsibilities to be placed upon them when the findings of the Home Office review of CSP requirements are published and the forthcoming Welsh Government Strategic Plan to prevent violence against women and girls and domestic violence and abuse is brought into being.

In response to these identified shortcomings the review team found a strong weight of support for the merger of the Bridgend and CT CSPs. The view held by many was that the benefits of merger outweigh the potential impacts on 'localism'. A number of strategic partnerships, most notably the SB, the Public Service Board and the Area Planning Board (substance Misuse) already operate on a CTM basis. Furthermore, a number of the more recent developments to counter terror threats, and violence against women and girls, domestic violence and abuse have established on this footprint. To merge would offer a structural solution to simplify the partnership landscape and facilitate a unified strategy within which clear priorities can be actioned regionally but importantly allowing local interpretation and application of these integrated strategic plans to meet the needs of their local communities.

The potential benefits of merging the CSPs, includes the pooling of resources. This may be both financial resources and the workforce capacity and capability existing within the three LAs. Pooling resources and workforce capacity will assist the more effective and integrated delivery of community safety functions. Duplication of effort and waste could be reduced and combined strategic endeavour could be more easily realised between the LAs, which operate within the boundaries of CMTUHB, and the Police Service, Fire and Rescue Service and Probation service all of which have boundaries wider even than those of the Health Board.

Whilst many individuals and organisations supported the potential merger, this was not without reservations. Many contributors, including those very much in favour of merger, expressed concerns that there is potential for one or more LAs to dominate the partnership. They were also concerned that by merging, the focus on the local communities within individual LAs may be diminished or worse still lost. In order to allay these concerns and retain local autonomy and accountability any review of structures must deliver not only a suitable integrated regional structure but one which ensures that arrangements for local accountability are comprehensive and precise. Furthermore, the development of a regional strategic

partnership should not impact adversely on those agencies successfully operating locally to deliver safety to the communities they serve.

If the decision is taken to establish an integrated CSP for CTM, it will be necessary to ensure a focus is established for both effective and targeted regional strategic planning which links the Police and Crime Commissioner Plan, Wellbeing assessment and delivery plan, together with local delivery and accountability.

6. Recommended future arrangements

Based on the findings of our desktop analysis (including considering arrangements in other areas), and the themes raised by stakeholders, we have developed a recommended structure which we suggest should underpin future arrangements. The added value of a regional approach across CTM is clear and our recommendations are framed accordingly.

Stakeholders who engaged in the review believe that it is necessary to rationalise strategic priorities to ensure that the new duties can be adequately addressed and core imperatives delivered, and that CSPs have clarity concerning their shared priorities. A clear view was also expressed by stakeholders that the boards and partnerships aligned to CSPs should take stock of the new and emerging responsibilities and priorities to determine the most appropriate body or bodies to lead in delivering them, rather than assuming automatically that the CSP should assume primary responsibility. This will mean accountability sits at the most appropriate level and that the CSP focuses on those areas to which it is best suited from a point of view of its agreed responsibilities and membership. For example, work is already in train within the CT area, with the two local authorities working together to build upon existing CSP partnership arrangements that have been in place for a number of years.. The view expressed by those contributing to the review is that due to the nature of this work, it would be best progressed at the CTM level rather than within individual localities.

During the review partners agreed a set of strategic priorities for a regional CSP moving forward. The arrangements we recommend are designed to facilitate effective regional oversight of delivery against these strategic priorities, with operational responsibility remaining at local level where appropriate, thereby enabling sub-regional imperatives to be addressed. The priorities are as follows:

- Tackling Violence against Women and Girls, domestic abuse and sexual violence
- Reducing the impact of alcohol and substance misuse on our communities
- Divert offenders and reduce re-offending
- Counter Terrorism- preparation and prevention duties including community cohesion.

What future arrangements might look like

In this section we set out a recommended regional structure, also clarifying the relationship between a merged regional CSP and local delivery arrangements. The structure is presented at a high level for in-principle approval. If accepted, it would form the basis for working through arrangements in more detail.

At the centre of the proposed CTM regional structure is a triumvirate of boards, consisting of the CTM PSB (due to come on stream in spring 2003), the CTM SB and a new CTM Integrated Community Safety Partnership Board (CTMICSPB). The PSB, having generic responsibilities would sit at the head, but work in partnership with, the other two boards specifically responsible for community safety and safeguarding. These three boards would work in close partnership with common strategic priorities and a formal communication strategy. This would align their work, avoid duplication, and clarify responsibilities. If a combined regional business unit were to be created, this alignment would assist the efficiency of the unit and the work of the three boards.

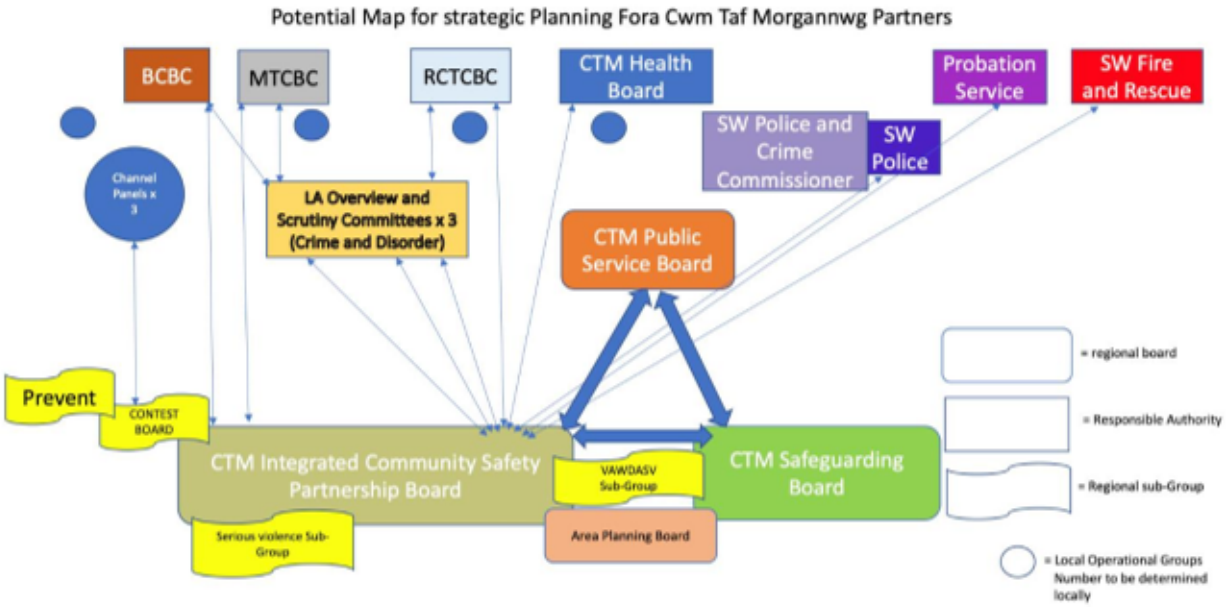
The VAWDASV sub-group and the APB would straddle the work of the CTMICSPB and the SB. This would be beneficial given the interrelated nature of the work of these groups to both community safety and safeguarding. As RAs, the three local authorities, CTMUHB, SWP, the SWPCC and Probation and Fire and Rescue services should all be represented on, and feed into, the CTMICSPB.

Other sub-groups operating at a regional level would also align with the CTMICSPB. This would include as a minimum the Serious Violence sub-group and the CONTEST Board. These are illustrated as overlapping the CTMICSPB because whilst technically operating separately, they would be integral to the delivery of its regional functions.

The Channel panels should continue to operate at local authority level together with other tactical and operational groups. However, the three panels should feed into the CSPB via the CONTEST Board.

Figure 7

Recommended future structure



Concerning new and emerging strategic requirements, the regional CTMICSPB would need to engage with other regional partnerships in considering the following:

- What are the core responsibilities of the new Board referencing the identified priorities?
- How should other related responsibilities that do not come under the CMTICSPB be dealt with and where should accountability lie?
- What are the arrangements to ensure, where overlap in responsibility between boards and other strategic partnerships exists, that the RAs have defined the responsibilities of the various groups and have in place mechanisms to ensure effective communication and collaboration between these groups?

A communication framework would be required to ensure that developments and required actions are understood by all relevant stakeholders and by the public living within the communities served. This would have the effect of informing stakeholder bodies and the public and provide a basis for a co-productive approach. It would also avoid the necessity for some staff to attend meetings merely to remain up to date rather than acting as full participants.

An engagement framework designed by the CMTICSPB but delivered at a locality level would serve to reach and hear the citizen voice. This would need to use a dynamic approach reaching out at times to relevant cohorts of the population to gain views on specific topics and proposals as necessary.

Governance and accountability to the CSP and to local leadership

A vital part of the review was to examine the existing governance arrangements within which the current Bridgend and CTM CSPs operate, in order to consider how the future governance arrangements could work within a merged CTMICSPB.

Effective accountability and governance arrangements within partnership bodies is essential. This is particularly important in statutory partnerships made up of multiple organisations. Governance ensures that the execution of statutory functions can be monitored, that organisations are not exposed to unnecessary risks and that an audit trail relating strategic intent to achieved outcomes is in place.

Clear structures and terms of reference which delineate roles and responsibilities can assist in avoiding the potential for duplication of effort and waste arising from membership overlap. This can increase the potential for greater synergy of the various partnerships within a given locality whilst enabling a managed interface with other strategic agendas and groups. The breadth of the potential CSP agenda is vast, it can include not just issues that relate to crime, disorder and violence, but aspects of public health and public mental health such as suicide prevention, personal harm from the misuse of substances and alcohol and addressing the specific safeguarding needs of vulnerable groups such as older people and care leavers.

The governance frameworks currently operating within CTM and Bridgend CSPs lack clarity and connectedness to other partnerships operating at a CTM level. A robust communication process designed to ensure that all RAs and other stakeholders are aware of work in train and outcomes achieved is essential for effective partnership working and accountability. The strategic assessments and delivery plan are no longer in date and therefore accountability for actioning current priorities is extremely challenging.

The existing governance issues are in part due to the ad hoc development of the partnership landscape which has emerged around CSPs and the lack of a business unit to support the operation of good governance by means of a fully functioning secretariat with analytical capability and capacity.

The map drawn up for a regional CSP identifies mechanisms for the governance of the regional partnership and for local accountability and assurance.

The CTMICSSPB, CTMSB and CTMPSB triumvirate structure would ensure close collaboration in strategic intent. They would routinely share information and align strategies to avoid the overlap and duplication described by current stakeholders. The business unit or business units would also work in close partnership to deliver a communication and analytical function. This would ensure that all RAs receive informed updates from the CSP and its membership including reports on progress, outcomes, delays or an inability to progress strategic priorities.

Where a number of sub-groups work in closely aligned spheres of interest, they should form affiliations to ensure co-ordination and collaboration and the achievement of maximum value for money. For example, the prevent CHANNEL and Contest Board could develop a specific affiliation working collaboratively and feeding issues into the Regional CSP.

This approach would ensure that both the CSP, its related partnerships and the accountable authorities are sighted on the work of the Regional CSP and related sub groups and can inform their work.

In addition to this relationship each local authority should put in place appropriate overview and scrutiny arrangements which will be of crucial importance in ensuring effective governance and accountability of the CTMICSPB in the execution of their statutory duties and that local imperatives are met. Opportunities for joint scrutiny of the regional function should also be explored.

A hypothetical example

For illustrative purposes, we provide below a hypothetical case example of governance and accountability arrangements for the regional CSP, its RAs and stakeholders. The hypothetical case relates to domestic violence and abuse.

The Welsh Government's National Strategy on VAWDASV highlighted the importance of addressing the issue of domestic violence and abuse. Intelligence gathered by a number of RAs has highlighted an emerging trend in an increased incidence of domestic abuse and serious violence related to substance misuse.

The CTMICSPB receives reports of these concerns from attending RA membership.

As an existing priority, the CTMICSPB identifies a need for action. It requires all RAs to submit data to the business support unit in order to identify the scale and nature of the issue. A request is also made to the regional partnership board and the regional safeguarding board for data in order that a comprehensive needs assessment can be conducted. Because of the relationship of the issue to substance misuse the APB is also requested to submit data and to participate in planning.

The membership from the RAs are required to feedback this action to local tactical and operational services to inform them of the action being taken and for them to participate in data submission. Relevant Overview and Scrutiny Committees are notified of the action.

The business unit receives data from local services, the RPB and SB and produces a report to the CTMICSPB on the nature and extent of demand and the current service capacity available within each locality to respond to the need.

An integrated action plan is devised by the CTMICSPB in partnership with the chairs of the RSB, the APB and the RPB. Tasks are assigned to tactical and operational groups. A communication strategy forms part of the action plan identifying individuals in each agency and service with an interest in resolving the priority action to form a distribution list. Key to this list are the named personnel responsible within each local authority to oversee action and other RAs to ensure that they are satisfied that suitable action is being taken.

The action plan is cascaded via the CTMICSPB, APB, SB and PSB using the distribution list to inform stakeholders of the actions required.

Monthly briefing reports are developed by agencies cited in the action plan. These are submitted to the business unit which compiles quarterly reports for the CTMICSPB membership.

Examples of positive practice identified within localities are highlighted and shared as are delays or failures to achieve necessary actions.

At year end a report on progress and any further action or adjustment to the plan is provided to the CTMICSPB and cascaded to all RAS.

This hypothetical example illustrates the means by which demand and capacity data can be shared to quantify the scale of a problem and the capability for organisations to respond. This would be significantly bolstered by a business unit integrated with the three regional boards. It also serves to illustrate the means by which action can be taken regionally, whilst local accountability is retained via the use of a communication strategy and the role of the Overview and Scrutiny Committees (Crime and Disorder). Importantly it illustrates the close relationship of Safeguarding and the work of the PSB and APB in support of strategic delivery. Of note technological advances such as the use of video conferencing can significantly enable enhanced communications in a scenario such as that used here, in support of the delivery of CSP business.

CSP support

Earlier in the report we set out shortcomings and risks in relation to the level of support currently in place for both CSPs, and the opportunity presented by the merger to address this.

A solution to the current shortcomings could usefully draw on models in place for supporting other strategic partnerships. These include:

- Coordinating capacity for regional safeguarding boards across Wales is resourced through contributions from statutory partners, calculated using a statutory formula. In the CTM region, total expenditure exceeded £290,836 and individual agency contributions were as follows:
  - The three local authorities provide 60% of the total funding with RCTCBC providing 55%, Bridgend CBC 32%, and MTCBC 13% of that share
  - CTUHB UHB provides 25%
  - SWP provides 10%
  - Probation Services provide 5%
- Receipt by RPBs of core funding through the Welsh Government's Regional Integration Fund to support strategic and programme coordination, which in some areas is supplemented by additional financial contributions from partners. In addition, the legitimacy of top slicing project-specific funding to provide project management capacity is recognised.
- Coordination and support capacity for local PSBs, SBs and APBs and their sub-groups across the CTM area. This support includes the development of needs assessments and other areas of work in line with those listed above.

The following information published by the SB in its Annual Report for 2021/22 suggests an overlap between the strategic and operation work of both the SB and the CTCSP. There is a reliance on the activities of both organisations which affects the work of the other particularly in the areas of Anti-Social Behaviour Team, Prevent/Channel Panel, Licensing and Domestic Abuse Services. There is also a shared agenda around the coordination and delivery of responses to organised crime and sexual violence.

> *'In the past year, the Board and its partner agencies continued the drive to align and strengthen links with a range of other partnerships across the region. At an executive level, this has involved working with the Regional Partnership Board and its supporting governance structure.*
>
> *Good links have been maintained with the Community Safety Partnership at both a strategic and operational level. There are good collaborative working arrangements with the Anti-Social Behaviour Team, Prevent/Channel Panel, Licensing and Domestic Abuse Services that sit within the Community Safety Partnership.*
>
> *A Regional Prevent Delivery Group has been established and partner agencies have been involved in the testing of a new Prevent eLearning platform, designed to safeguard individuals who are vulnerable to radicalisation. Board partner agencies also have representation on the Regional Serious and Organised Crime Board, the MAPPA Strategic and Operational Groups, and the Violence against Women, Domestic Abuse and Sexual Violence Steering Groups'.*

Future options for support

Dedicated support for the merged CTMICSPB is one option. However, there is clear potential for alignment between the work of the SB, a future regional CSP. There are responsibilities and interests that overlap. We suggest this presents an opportunity for considering shared support arrangements, which would optimise

value for money, enable pooling of resources from a variety of sources, and facilitate joint working between the respective partnerships and alignment of their programmes. There is a similar argument for potential alignment with the PSB.

When discussing the relationship of the CSPs and the CTM SB colleagues identified various potential shared functions that would benefit both partnerships. Those specified included training and communications. We assess different options for future support in Figure 8 below.

Figure 8

Option	Cost considerations	Benefits	Challenges
Carry on as now	Approximately £138,000 is allocated from the PCC, although unclear what proportion if any would be used to resource the infrastructure, as this finance appears to support programme delivery. Resources largely in kind from partner bodies.	The potential for utilising the capacity of both current CSP arrangements together with financial support of the PCC.	There are limitations to the work that staff can undertake, in coordinating and delivering the CSP agendas, including the need for analytical and research support
A single business unit utilising support from the PCC and statutory partners	A dedicated business unit for the CSP, with roles similar to other arrangements with a unit Manager, Administrative support, and analytical/research capacity.	A unit would provide for specific support to enable the new CSP to function effectively with staff delivering the range of functions as set out above. This model would also allow staff to focus more attention to the work of the CSP and supporting partner agencies to engage.	To commence a new dedicated unit would require financial contributions from partner bodies potentially on a % allocation like the Safeguarding Board. This requires buy-in from each of the organisations for this to be effective. It would potentially duplicate work undertaken by those supporting the work of the Safeguarding Board The current financial support from the PCC is for programme delivery only and not guaranteed at previous levels.

Option	Cost considerations	Benefits	Challenges
A common business unit supporting regional arrangements across CTM	The SB has a business unit. The role could be extended through additional resources currently available to the CSPs and PSB and from statutory partners to widen the scope of the business unit role.	There is a clear alignment between the work of the SB and the CSPs, and in many ways their interests overlap. Augmenting the capacity and remit of the current SB arrangements could provide a significant strategic and operational boost to the regional CSP model, building on current experience of the other groups. Further amalgamation with support for the new regional PSB could also be considered. The approach may provide improved VFM reducing potential additional management costs and duplication inherent in individual business units.	Gaining agreement would be critical and would probably necessitate a review of the current SB, and potentially PSB, business unit functions. Commitment to financing, reporting, and accountability for the operation of the business unit would need to be shared between the SB and CSP, and possibly the PSB. This would need to be scoped out.

Having considered the range of responses during our engagement work, and working through the potential solutions, our recommendation would be that CTM should establish a common business unit supporting regional arrangements across the region and building on the work of the already established arrangements for SB. Given clear areas of overlap and the need for alignment in the respective programmes, there would be significant strategic value in pooling resources to provide core business unit support across the region through which boards would be jointly supported. This would enable further development of the synergy by sharing resources to advance the strategic and operational agendas of both. Whilst detailed arrangements would need to be worked through, we could envisage how CSP statutory partners could buy in to the current SB business unit, expanding the capacity and remit to support both organisations. There are further opportunities for amalgamation with the support function for the forthcoming regional PSB.

There is a risk if agreement is not sought from those CTMICSPB statutory partners to provide direct resourcing to this model, that the proposed alignment between the CSPB, SB and potentially PSB would not be realised. However, we believe anticipated benefits outweigh any potential challenges.

7. Recommendations

1. **Bridgend Merthyr Tydfil Rhondda Cynon Taf County Borough Councils should together with their mutual responsible authorities seek to establish a regional CTMICSPB, focusing on the delivery of strategic priorities agreed between Responsible Agencies and with appropriate delegated responsibility. Our recommendations in Section 6 should be used to shape the new arrangements.**

   The CTMICSB should serve the communities represented by these local authorities and the Cwm Taf Morgannwg University Health Board

   To avoid the bureaucracy and delays associated with RAs having to sign off or ratify CSP decisions, we recommend that consideration be given to the use of formally delegated powers to the CSP membership.

   Consideration should also be given to the chairing of the CTMICSBP. Rotation between the representatives of the RAs can help to spread the responsibility placed upon each organisation and has the potential to strengthen the engagement and participation of the various RAs in the CTMICSPB. It would also guard against the domination of one partner in the arrangements.

2. **In formulating the arrangements for the CTMICSPB, RAs need to ensure, in collaboration with their legal departments and working collaboratively with WG officials, that under the proposed arrangements the duties placed upon them by the Crime and Disorder Act 1998, subsequently amended, continue to be fully met in line with the Act and its regulations.**

   When creating the regional arrangements the role and functions of the CTMISCPB should be formally reviewed and agreed by the RAs.

   Consideration should be given during this review to:

   - *Defining the responsibilities of the new Board and the local tactical and operational groups*
   - *Where specjfic related responsibilities would lie if not with the CTMICSPB*
   - *How tactical and operational groups might continue to deliver strategic intent locally, escalating issues to the CTMICSPB as required.*
   - *Relevant arrangements to ensure, where overlap in responsibility exists between boards and other strategic partnerships, that the responsible authorities have defined the responsibilities of the various groups and have in place mechanisms to ensure effective communication and collaboration between these groups*

3. **An agreed rational structure which effectively dovetails with the new CTM PSB and the SB should be established for the CTMICSPB.**

   The structure should set out arrangements for regional integration and local delivery and scrutiny. It should be signed off by all partners and forwarded to the National Board. In formulating this structure, it will be necessary to clearly delineate the roles and responsibilities of each Board to ensure that responsibility for the range of actions necessary to deliver community safety is vested in the most appropriate body. This may be achieved by means of a review of the terms of reference of each relevant body.

4. **Given the broad range of responsibilities placed on CSPs the thematic sub-groups that have emerged at a regional level should be reviewed and, where appropriate, incorporated within the CTMICSPB.**

Those groups not incorporated within the CTMICSPB should define explicitly within their terms of reference to which board or strategic partnership they are accountable and whether their function is strategic, tactical or operational. These should be mapped against other strategic partnerships where responsibility overlaps. In their relationship to the CTMICSPB, relevant groups should not act in silos but report in unison to the Board wherever practicable. For example, the groups established to counter extremism and terrorism should collaborate in their relationship to the board. Any new groups established should be established applying the principles of clarity of function and accountability.

5. **Mechanisms need to be established by the CTMSCSP working with all responsible authorities to engage with communities, paying heed to citizens' voices.**

   This engagement should not be homogeneous, but dynamic, providing an approach which is able to capture the various themes relating to community safety and community cohesion, by engaging with subsets of local communities as required. Extant groups successfully engaging subsets of the CTM communities could be expanded or replicated as necessary.

6. **A business unit should be developed to serve the CTMICSPB to fulfil as a minimum the functions set out in this report.**

   The unit could serve the CSP alone or could be an integrated unit serving the CTMICSPB, and SB. The feasibility of extending arrangements across the new PSB should also be considered. As a minimum it would serve to provide a functioning secretariat to the board/s, act as a repository for local and regionally aggregated data, provide analytical capacity to the board/s, address new and emerging responsibilities, formulate funding bids where appropriate on behalf of the CTMICSPB, manage and co-ordinate the workforce dedicated to CSP activity and ensure that intelligence led reports are developed to satisfy the need for scrutiny of each board. To fulfil these functions the business unit would need to be adequately resourced with dedicated funding and personnel.

7. **Whether or not the business unit is stand alone for the CTMICSPB or integrated with that for the SB, a funding formula should be developed to resource support arrangements.**

   If an integrated approach is to be taken this could be pooled with the statutory funding of the SB with integrated functions.

8. **In addition to the establishment of the CTMICSPB appropriate local arrangements should be in place to scrutinise regional activity and oversee delivery of activity extraneous to, but supportive of, the identified regional priorities.**

   This will ensure that the regional Board is adequately informed of local activity, that local scrutiny can be applied and services operating in the delivery of services at a local level are adequately informed about regional intent and action by means of a formal communication and promotion strategy.

   Appropriate arrangements should be put in place for overview and scrutiny at regional and local levels.

9. **If the preceding recommendations are approved, a detailed plan for implementing the new arrangements should be developed, which would provide for:**

   - **Further engagement with stakeholders**
   - **Co-production of governance and support arrangements**
   - **Agreeing terms of reference for and membership of groups within the regional arrangements**

   The implementation plan should be overseen by an appropriately constituted steering group comprising representatives each of the RAs.

This page is intentionally left blank

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

9 MAY 2023

REPORT OF THE CORPORATE DIRECTOR – EDUCATION AND FAMILY SUPPORT

SCHOOL MODERNISATION PROGRAMME – COETY PRIMARY SCHOOL OUTCOME OF CONSULTATION PROCESS

1. Purpose of report

1.1 The purpose of this report is to:

- inform Cabinet of the outcome of the consultation on the proposed enlargement of Coety Primary School;
- present the findings of the consultation in a detailed consultation report **(**Appendix A**)**;
- seek a decision regarding the following in respect of Coety Primary School:
    - either publish the proposals with or without modifications and issue a public notice as prescribed in the School Organisation Code 2018;
    - abandon the proposals; or
    - significantly recast the proposals and re-consult on the following options:
        - change the language category of the school to Welsh-medium; or
        - change the language category of the school to dual language.

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**:

- **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.
- **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 Coety Primary School, which is a two-form-entry school located on Parc Derwen, was constructed during Band A of the School Modernisation Programme and opened in November 2015.

3.2 The adopted Supplementary Planning Guidance (SPG) 16, applicable at that time, was used to calculate the size of provision required. However, a 2019 review of pupil yield rates from new housing developments demonstrated a higher pupil-yield figure compared to the rates contained in the then Bridgend County Borough Council (BCBC) adopted SPG16. SPG16 has since been updated and the revised rates have been adopted by the Council.

3.3 Additional housing has also been constructed at Parc Derwen, which was not planned as part of the original section (s) 106 for the development. The local authority has entered into a separate s106 agreement in respect of this additional housing and is awaiting payment from the developer.

3.4 In order to address the demand for places at Coety Primary School, officers undertook an options appraisal which identified the need to increase provision at the school. The appraisal resulted in a preferred option being identified in the form of a two-storey, four-classroom extension.

3.5 On 15 June 2022, Council approval was received to include the scheme in the capital programme and to utilise Bridgend County Borough Council (BCBC) capital resources to fund the extension. Once the s106 contribution has been received (approximately £300k in total), this funding will displace some of the BCBC funding.

3.6 On 18 October 2022, Cabinet approval was received to commence a statutory consultation process to make a regulated alteration in the form of an enlargement to Coety Primary School. The enlargement would result in Coety Primary School being a 2.5-form-entry (FE) school with an 88 full-time-equivalent nursery. The capacity would increase from 420 to 525 places for pupils aged 4 to 11 years. As a result of the enlargement, the published admission number (PAN) of the school would be 75.

3.7 The proposal, if approved, would come into effect from the beginning of the spring term 2025.

4. Current situation/proposal

4.1 Prior to commencing consultation, the nursery provision was reviewed. The school has 72 full-time-equivalent (FTE) nursery places and because of the development and through mixing year groups, there will be an opportunity to increase the nursery provision by an additional 12 full-time-equivalent nursery places. This presents an opportunity to provide 75 full-time places for pupils aged 3-4 (which would align with the PAN), plus part time places which equate to 9 FTE. The total number of nursery places at the school would be 84 FTE.

4.2 As Cabinet will be aware, Coety Primary School's catchment area has been subject to major housing developments (that is, Parc Derwen and the Taylor

Wimpey and Persimmon sites at Brackla northeast). The proposed enlargement of the school is part of a wider strategy to increase pupil places to serve the Bridgend northeast area and a phased strategy has been adopted to expanding primary provision, as follows:

- Welsh-medium capacity is being addressed as part of Band B of the School Modernisation Programme and Cabinet approval has been received to relocate an enlarged Ysgol Gymraeg (YG) Bro Ogwr (that is, a 2.5 FE Welsh-medium primary school that serves the Bridgend town, Valleys Gateway and Pencoed areas) to a new site, which is located near to the existing school site.

- The proposed enlargement of Coety Primary School to 2.5 FE school to increase primary places in the area.

- Utilisation of the residual YG Bro Ogwr site additional primary provision.

4.3 The above strategy addresses the longer-term demand for pupil places in the Bridgend northeast area of the county. The outcome of this strategy will necessitate a catchment area review. Preliminary high-level options have been considered. However, these options will be informed by the outcome of this statutory process plus education option appraisal and consultation in respect of the residual YG Bro Ogwr site. Therefore, any proposed catchment changes can only be progressed in line with a decision regarding the use of that site. The views of stakeholders would be sought in respect of any proposed changes.

4.4 In order to progress the proposed regulated alteration to Coety Primary School, consultation exercises were carried out between 12 December 2022 and 25 January 2023, in accordance with the statutory School Organisation Code, 2018 (Code). A copy of the consultation document was made available during this time on the Council's website and prescribed consultees were advised of its availability and sent a link to the document. The document can be viewed via the following link:

https://www.bridgend.gov.uk/my-council/consultations/coety-primary-school-consultation/

4.5 The Coety Primary School consultation document invited views and opinions to be submitted in respect of the proposal and the local authority asked if consultees wished to make alternative suggestions to the proposal, as required by the Code. The following alternative suggestions were submitted which will require Cabinet's consideration:

- Change the language category of Coety Primary School to Welsh-medium.

- Redesignate Coety Primary School as dual language.

4.6 It is evident that there is a high demand for additional pupil places in the Bridgend northeast area. However, the potential implications of the linguistic nature of the provision requires consideration and a decision is required in

terms of whether those additional places are English or Welsh-medium. The following high-level observations need to be considered in terms of decision making:

- Demographic data and data from successive statutory school admission rounds (including in-year transfers), supports the creation of additional English-medium places in the northeast of the county borough. Unless the local authority is content in a significantly higher risk of additional transport being required in the future to transport pupils in this area to schools in other parts of the county borough (which would result in revenue implications for school transport), there will be a requirement to ensure there is a sufficient supply of places for English-medium pupils in the northeast as well as support for the growth of Welsh-medium places. This has previously been an accepted way forward.

- Changing Coety Primary School to a Welsh-language school would mean a significant policy shift for the local authority. However, such a change would result in insufficient English-medium places being available in the area which is likely to be contentious and will undoubtedly receive significant objections and possible legal challenge. Currently, there is no legal requirement for the local authority to deliver such a policy change.

- Increasing the number of English-medium pupil places could have a detrimental impact on achieving the Welsh in Education Strategic Plan Outcome 2 percentage target (as set by Welsh Government) for the local authority. There is a duty on the local authority to support Welsh Government's Cymraeg 2050 Strategy of one million Welsh speakers. The education system plays a key part in achieving this vision. However, the local authority will endeavour to increase the number of Welsh-medium places to balance this increase in places.

4.7 In addition, other alternative suggestions were received from the consultation exercise which are detailed below, together with the local authority's response.

- **A 3FE school is required**

  Coety Primary School's site is not large enough to facilitate a 3FE school. The site would be at full capacity if the proposed enlargement is implemented.

- **Move the nursery to a separate site**

  This proposal seeks to improve the position for those children who currently are unable to transition from nursery into reception. Coety Primary School has good quality nursery provision and this needs to be located on the same site as the school, supporting transition from early years into mainstream education. By locating the nursery on an alternative site, would result in the school becoming split-site, and this could prove challenging for some parents in terms of drop-off/pick-up arrangements and leadership and management in terms of operating two sites.

- **Nursery years are located together in an extension built on the green space at the front of the school**

  During the consultation period, site layout plans were provided purely to demonstrate site fit. During design development, the local authority would work with the school to determine an agreed location for the extension.

- **Smaller schools in the surrounding areas could be adapted to accommodate a slight increase of pupils per school (such as Litchard Primary School or Coychurch Primary School)**

  The replacement YG Bro Ogwr, which is to be located at Ffordd Cadfan, would result in the residual YG Bro Ogwr site being available to create additional pupil places, which, with an enlargement of Coety Primary School, would satisfy demand in the area. Utilising the residual YG Bro Ogwr site would be subject to a future Cabinet decision and a separate consultation process.

- **Change the boundaries**

  A review of the catchment area will be progressed, and if a change is required, then a separate consultation process will be undertaken. Nevertheless, just changing catchment boundaries does not create additional capacity it merely reallocates the existing pressure to adjacent schools, the majority of which are also oversubscribed and are facing similar pressures as Coety Primary School. Additional capacity to support the growth in the area (in addition to the proposed Coety Primary School enlargement) would satisfy the demand for places. However, utilising the residual YG Bro Ogwr site would be subject to a future Cabinet decision and a separate consultation process.

4.8 A summary of the issues raised by consultees and the local authority's responses are provided in the consultation report as detailed in Appendix A of this report. Cabinet will need to consider the consultation report and determine the preferred way forward

4.9 Should Cabinet wish to proceed with the proposal, the next stage of the process is to publish a statutory notice outlining the proposal which would need to be published for a period of 28 days. Any formal written objections would be invited during this time.

4.10 If there are no objections during the public notice period, then the proposal can be implemented with Cabinet's approval. If there are objections at this public notice stage, an objections report will be published summarising the objections and the local authority's response to those objections and Cabinet will need to consider the proposal in light of any objections made. Cabinet could then accept, reject or modify the proposal.

4.11 The following timetable provides an indication of the likely timescales involved:

Activity	Dates
Consultation period.	12 December 2022 to 25 January 2023
Outcome of consultation reported to Cabinet.	11 April 2023
Subject to Cabinet approval, publish the approved consultation report on the BCBC website and inform prescribed stakeholders of its availability ('subject to Council call in procedures').	19 April 2023
If agreed by Cabinet, a statutory public notice will be published and there will be a period of 28 days in which to submit any objections to the proposal in writing.	9 May 2023
If there are no objections, Cabinet can decide whether to proceed or not. If there are any objections, an objection report will be forwarded to Cabinet for consideration and subsequent determination. The approved report will then be published on the BCBC website and hard copies of the report will be made available upon request. Cabinet approval would also be sought to publish a decision letter in respect of the proposal. The decision letter has to be made available within 7 days from the date of the decision being taken. Therefore, the letter would be published 'subject to Council call in procedures'.	July 2023
Implement the proposal (that is, subject to the successful outcome of the activities detailed in this table).	January 2025

5. Effect upon policy framework and procedure rules

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

6. Equality Act 2010 implications

6.1 A full Equality Impact Assessment (EIA) has identified that there could be a negative impact on those with one or more of the protected characteristics, on socio-economic disadvantage or the use of the Welsh language. No changes have been identified to the full EIA as a result of the consultation.

6.2 This proposal creates additional English-medium places in the catchment area and the parents of pupils in this area who might currently be considering a Welsh-medium education due to some of the difficulties in securing a place for

their child at Coety Primary School due to the oversubscription at the school, may no longer consider this, should the proposal go ahead. However, evidence of previous refusals for admission indicate that this risk is low, as only one child chose a Welsh-medium education as a result of not being able to obtain a place at the school.

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

7.1 The Well-being of Future Generations (Wales) Act 2015 Assessment provides a comprehensive summary of the outcomes expected from the implementation of the service.

Long-term

This scheme has been identified through a collaborative strategic approach with officers from key departments of the Council including Education and Family Support Directorate and Corporate Landlord Department. A strategic group considered the fit with local and national strategy, outcomes for learners and families, and economic considerations. Should the scheme proceed, it will fulfil the Council's statutory duty to provide pupil places and support the day-to-day operation of the school.

Coety Primary School's catchment area has been subject to major housing developments (that is, Parc Derwen and the Taylor Wimpey and Persimmon sites at Brackla northeast).

This proposal is part of a wider strategy to increase pupil places to serve the Bridgend northeast area which has been subject to this significant development. The Council has adopted a phased approach to expanding primary provision, as follows:

- Welsh-medium capacity being addressed as part of Band B of the School Modernisation Programme with Cabinet approval being received to relocate YG Bro Ogwr (that is, a Welsh-medium primary school that serves Bridgend town, Valleys Gateway and Pencoed areas) to a new site, which is located near the existing school site. The new school site is located in the Bridgend northeast area.

- Proposed enlargement of Coety Primary School to 2.5 FE school to increase provision.

- It is proposed to create additional pupil places at the residual YG Bro Ogwr site which, with the enlargement of YG Bro Ogwr and the proposal in respect of Coety Primary School, would ensure the demand for pupil places for the area would be met.

An education options appraisal has been undertaken in relation to the residual YG Bro Ogwr site and the outcome will be reported in due course.

The outcome will necessitate a catchment area review. Preliminary high-level options have been considered. Any proposed changes can only be progressed in line with a decision regarding the education options for the residual YG Bro Ogwr site. The views of stakeholders would be sought in respect of any proposed changes.

Prevention	Provision of places at schools is reviewed on an annual basis to ensure there is a sufficient overall supply and there is suitable accommodation to deliver the curriculum effectively. This scheme has been identified to ensure that pupil places can be delivered in the future. The Council has a statutory duty to ensure there are a sufficient supply of school places, and this scheme, and the wider Bridgend northeast strategy will safeguard the Council's position in terms of any potential legal challenge in this regard.
Integration	Providing sufficient places, ensures that the curriculum can be delivered and meets the social, environmental and cultural objectives of pupils and the community it will serve. This scheme will promote inclusion and community use of facilities. Should the proposal proceed in the future, construction will be competitively tendered, thereby achieving best value for money, via a mini competition through the South East and Mid Wales Collaborative Construction Framework (SEWSCAP3) or potential future iterations of the framework, or on Sell2Wales. Main contractors will be asked to advertise work on Sell2Wales which will potentially provide opportunities for local businesses to tender for the construction. This will potentially provide opportunities for local companies to engage with the main contractor for inclusion in their supply chain, via 'Meet the Buyer' events. This would support economic activity in the area. Community benefits will be maximised.
Collaboration	The local authority works effectively with schools, Estyn, Central South Consortium, health, community councils and many internal and external partners to ensure that the building meets the short-term and future needs of the users and the community which it will serve. Officers will work with technical colleagues developing the scheme to ensure that the building design is sustainable and energy efficient. The project team will ensure that the scheme will work effectively, in order to maximise the use of resource and capitalise on the expenditure ensuring it meet the needs of current and future generations.

Involvement	This scheme was subject to an options appraisal. The options were systematically evaluated to confirm the preferred option. Further work involves the engagement of all potential stakeholders including Cabinet, members, governors, staff, pupils, community, internal and external partners. A full public consultation process was undertaken, according to the Code.

It is considered that there will be a positive impact upon the achievement of well-being goals/objectives as a result of this proposal.

8. Financial implications

8.1 £1.65m has been allocated in the capital programme for this project. The local authority has entered into a separate s106 agreement in respect of additional housing in the area. Once the s106 contribution has been received (approximately £300k in total), this funding will displace some of the BCBC funding. Any changes to the total cost of the scheme will be reported back to Cabinet and Council as appropriate.

8.2 Any revenue implications resulting as a consequence of enlarging Coety Primary School, including increases to the schools' delegated budget to cover a larger premises area and an increase in pupil numbers, along with any potential increases in school transport costs (which would depend on the school admission process and the applications made at that time), will not be known until the scheme is developed further.

9. Recommendations

9.1 Cabinet is recommended to:

- note the outcome of the consultation on the proposed enlargement of Coety Primary School;
- give approval to publish the consultation report **(**Appendix A**)**;
- consider the following and determine whether:
    - to publish the proposals with or without modifications and issue a public notice as prescribed in the School Organisation Code 2018;
    - abandon the proposals; or
    - significantly recast the proposals and re-consult on the following options:
        - change the language category of the school to Welsh-medium; or
        - change the language category of the school to dual language.

Lindsay Harvey
Corporate Director - Education and Family Support

9 May 2023

Contact officer: Michelle Smith
Strategic Resources and Planning Officer

Telephone: (01656) 815135

E-mail: michelle.smith@bridgend.gov.uk

Postal address: Education and Family Support Directorate, Bridgend County Borough Council, Civic Offices, Angel Street, Bridgend CF31 4WB

Background documents: None

Appendix A

BRIDGEND COUNTY BOROUGH COUNCIL

CONSULTATION REPORT

REPORT OF THE CORPORATE DIRECTOR - EDUCATION AND FAMILY SUPPORT

SCHOOL MODERNISATION PROGRAMME: OUTCOME OF CONSULTATION ON THE PROPOSAL TO MAKE A REGULATED ALTERATION TO COETY PRIMARY SCHOOL, FFORDD YR HEBOG, COITY, BRIDGEND, CF35 6DH BY ENLARGING THE SCHOOL FROM 2-FORM-ENTRY TO 2.5-FORM-ENTRY, WITH EFFECT FROM THE SPRING TERM JANUARY 2025

1. Purpose of report

1.1 This public report is to inform of the outcome of the consultation on the proposal to make a regulated alteration to enlarge Coety Primary School, Ffordd Yr Hebog, Coity, Bridgend CF35 6DH from a 2-form-entry to 2.5 form-entry (FE) school.

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

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

- **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.

- **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 deliver the Council's well-being objectives.

3. Consultation process

3.1 In order to progress the proposal, consultation exercises were carried out between 12 December 2022 and 25 January 2023 in accordance with the statutory School Organisation Code 2018. A copy of the consultation document was made available during this time on the Council's website:

https://www.bridgend.gov.uk/my-council/consultations/coety-primary-school-consultation/

3.2 The consultation document invited views and opinions to be submitted in respect of the proposal. A list of stakeholders consulted can be seen at Appendix 10.

4. Summary of responses to consultation

4.1 Key points from the consultation exercise were as follows, with full details appended at the end of this report. The local authority held two separate meetings in person with the School Council and school staff, and three "virtual" meetings with governors, Coity Higher Community Council and members of the community. Local members actively engaged and supported the process. Five representatives from BCBC attended the meetings. Welsh translation services were offered for each meeting.

4.2 Governing body consultation

A virtual 'TEAMs' consultation meeting was held with representatives from Coety Primary School on Tuesday 10 January 2023. Full details of the meeting discussions, responses and clarifications given are detailed in Appendix 1 of this consultation report.

School governors asked about the size of the school playground and the impact of having additional pupils in a small space. They noted the play area is very muddy. Officers explained that the proposed site layout has been designed to demonstrate that a four-classroom extension plus the required space for outdoor play can be accommodated at the site. There is currently a flat area of grass by the banking which provides the potential to extend the yard space to the foot of the bank and will create an additional net gain of 380m² of yard space. The local authority will aim to accommodate as much additional yard space as possible, within the area guidelines stipulated in Building Bulletin 99 Briefing Framework for Primary Schools.

Lunch sittings at Coety Primary School are currently staggered between 11:20am to 1:15pm. Governors were concerned that the existing hall space is not sufficient to accommodate the additional pupils and that the kitchen would be unable to facilitate all of the meals, taking into consideration the uptake of Universal Primary Free School Meals. All schools are designed as per Building Bulletin 99 area guidelines for schools. There is a hall and studio space in the school which falls within the area parameters for halls. Extending the hall will not resolve the situation of reducing the lunch service time, as pupils cannot all be served their meals at the kitchen hatch at the same time. There is a need for a continuous lunch time service. This will allow pupils to have their lunch on a rota system. The school will need a longer lunch period for the kitchen to cope with the additional UPFSM. Additional combi-ovens are being ordered for the kitchen which will be sufficient to meet the increased number of meals. Catering Services has indicated that there is potential to improve the meal service by providing an additional free-standing servery.

Continuous lunch service would be required with tables/seats being rotated as pupils leave the hall instead of sittings. The kitchen can batch cook foods throughout a continuous service to ensure the food is at optimal nutrition and quality. In addition, continuous service and rotation of pupils will speed up the service time. The Catering Services Manager will be consulted during the design development process.

The scheme is programmed to be delivered in January 2025. The Pupil Admission Number (PAN) for the school will be 75 and the full-time nursery provision will be 75. There will be an element of part-time provision to allow pupils aged two-to-three years to attend the school on a part-time basis. Children aged three-to-four years attending full-time nursery should be able to transfer into reception as the PAN aligns to the number of full-time nursery places. This proposal is aimed at improving the position of those children who currently are unable to transition from nursery into reception. However, the statutory school admissions process will apply, as per the School Admissions Code.

Governors noted that very few children who live in Coity are not able to secure a place at Coety Primary School as they are deemed out of catchment. Children from Parc Derwen cannot attend because the numbers are too high based on a circle drawn around the school. It was explained that the catchment area for the school extends to Coity village, the circle could refer to the travel distance and numbers applying for places could be based upon a first-come-first-served basis.

There is a potential opportunity to increase the size of the staffroom. It was explained that the staffroom is not big enough for the 42 members of staff currently at the school. Officers will align the size of the staffroom to meet the increase of staff numbers, in-line with Building Bulletin 99.

Throughout the design process, officers will consult and engage with all stakeholders to ensure that the four-classroom extension meets requirements.

4.3 **School Council / pupils consultation**

The School Council met at Coety Primary School with BCBC council representatives on Thursday 12 January 2023 to discuss the proposal. Prior to the meeting, the headteacher held a workshop with the children and asked about their views. The School Council was asked to consult with their fellow pupils to gather as many opinions on the proposal as possible. Approximately 300 pupils were asked for their advantages and disadvantages of the proposal and compiled their findings on post-it notes for discussion purposes. Full details of the meeting discussions and responses/clarifications given are detailed in Appendix 2 and 3 of this consultation report.

Pupils were presented with a child friendly version of the consultation document and asked about their views. They discussed their concerns regarding the playground space and asked if the new basketball/netball court would have an impact on the yard space. It was explained that the

basketball/netball court would be painted lines, which would not affect the yard space. The pupils were keen to have an area to play football, it was noted that additional lines could be added to the court for a football pitch.

They asked about the hall and kitchen area accommodating additional pupils. It was explained that the kitchen size is sufficient, but two additional ovens have been ordered, so that the catering staff can cater for the children.

The pupils wanted to know if the classrooms would be specific to certain year groups and whether they would need to re-organise the current classroom layout. Council representatives replied that some year groups would be mixed as there will be an additional 0.5-form-entry, (for example, there would be two year 6 classes and a year 5/6 class). It will be the headteachers decision on where the classes are located in the school.

The children were interested in what colour the exterior and interior would be painted and they asked if they would benefit from additional ICT resources. They expressed excitement at building new friendships and at the prospect of their neighbours being able to attend the same school as them.

4.4 **Staff consultation**

A consultation meeting was held at Coety Primary School with the staff on Thursday 12 January 2023. Full details of the meeting discussions and responses/clarifications given are detailed in Appendix 4 of this consultation report.

Council representatives explained that officers will work with the school to ensure the yard space works and will be consulting formally with staff in the future regarding design requirements, if approval for this scheme is received from Cabinet. Officers will also explore options for safe access to the 4G pitch. The current hall space is designed to area guidelines as set-out in Building Bulletin 99. The possibility and options to increase the size of the staffroom will be explored and the area requirement will be informed by the Building Bulletin

4.5 **Coety Higher Community Council consultation**

A ‘virtual’ TEAMs consultation meeting was held with Coity Higher Community Council on Thursday 12 January 2023. Full details of the meeting discussions and responses / clarifications given are detailed in Appendix 5 of this consultation report.

Council representatives explained that a set of options was explored to maximise the capacity at Coety Primary School. A four-classroom extension was deemed the preferred option for the school. The overall comments from councillors were that the school is not big enough to accommodate the additional pupils and that a four-classroom extension will not fit the needs of the school in the future.

Concerns were raised that this project does not address the requirements of the Future Generations (Wales) Act 2015 and the long-term needs of the pupils could not be met. The school yard is not big enough and neither is the hall to allow for effective lunch service. It was noted that the staff room is not large enough and will not be able to accommodate additional staff members.

4.6 **Open consultation event**

A virtual 'Teams' call consultation meeting was held on Monday 16 January 2023. Full details of the meeting discussions, responses and clarifications given are detailed in Appendix 6 of this consultation report. Approximately 25 guests attended the meeting.

Questions were raised regarding the size of staff room, hall and yard space. There is an increasing need for additional capacity at Coety Primary School, as the projection figures in the consultation document show. Officers were asked if there would be any capacity at the school site for future expansion. Officers explained that this four-classroom extension is the only opportunity to expand the school, the school site is not big enough to make the school any larger in future. The option of a three-storey building was queried, and it was explained that the structure of Coety Primary School would not be able to support a third floor.

Local residents queried if there would be further consultations if any changes are made to the proposed plans. This scheme is subject to planning permission and there will be a further consultation process in this regard. It was suggested that trees could be planted to limit the visual impact of the school on nearby homes.

It was noted that the school will require additional school governors. The school's governing body will determine future staffing requirements.

There are a high number of pupils who live locally who are unable to attend Coety Primary School, including siblings and next-door neighbours. It was asked if a pupil admission number of 75 would be enough. Officers explained that the pupil admission number for the school will be 75 and full-time nursery provision will be 75. There will be an element of part-time provision to allow pupils aged two-to-three years to attend the school on a part-time basis. Children aged three-to-four years attending full-time nursery should be able to transfer into reception as the PAN aligns to the number of full-time nursery places. This proposal is aimed at improving the position of those children who currently are unable to transition from nursery into reception. However, the statutory school admissions process will apply, as per the School Admissions Code.

4.7 **Summary of written representations**

Five items of direct correspondence were received during the consultation period. One piece of correspondence was received via Facebook. See Appendix 7 of this consultation report for details and responses/clarifications.

4.8 Responses were sent to the originators of items of correspondence thanking them for their submissions and stating that their comments would be taken into consideration.

4.9 **Summary of online survey responses**

Overall, 45 respondents completed the online questionnaire. In respect of the question on whether they support the proposal, 20 responded 'Yes' and 25 responded 'No'. See Appendix 8 of this consultation report for details and the local authority's responses/clarifications in respect of issues raised.

5. The view of Estyn, her Majesty's Inspectors of Education and Training in Wales

5.1 Estyn has considered the educational aspects of the proposal, as detailed in Appendix 9 of this consultation report). Estyn has concluded as follows:

"Estyn considers that the proposal is likely to, at least, maintain the standard of provision in the area

6 Impact Assessments

6.1 An Equality Impact Assessment has been carried out as part of the consultation stage and was published as an appendix to the consultation document. The assessment concluded that the proposal is likely to have a negative impact on opportunities for people to use the Welsh language and is unlikely to impact disproportionately on any other protected group. Having reviewed responses to the consultation, the conclusion remains valid.

6.2 A Welsh Impact Assessment has been carried out as part of the consultation stage and was published as an appendix of the consultation document. It concluded that this proposal is likely to have a negative impact on opportunities for people to use the Welsh language as the proposal creates additional English-medium places in the catchment area. Parents of pupils in this area who might currently be considering a Welsh-medium education due to some of the difficulties in securing a place for their child at Coety Primary School due to the oversubscription at the school, may no longer consider this. This is because the chance of them securing a school place increases as the PAN is proposed to increase from 60-75 meaning an additional 15 places in each year group. However, evidence of previous refusals for admission indicate that this risk is low, as only one child chose a Welsh-medium education as a result of not being able to obtain a place at the school. The proposal aims to increase participation in the Welsh language by offering the opportunity to parents/carers and other members of the community to attend Welsh classes and/or other opportunities for community engagement through the medium of Welsh. In addition, they will be encouraged to signpost parents/carers to Welsh language classes. The school's facilities could be used for Welsh language activities that will increase participation, thereby increasing Welsh language opportunities and supports the local authority's

Welsh in Education Strategic Plan (WESP) and Welsh Government's Cymraeg 2050 agenda.

6.3 A Community Impact Assessment has been carried out as part of the consultation stage and was published as an appendix of the consultation document. The four-classroom extension will be located at the existing Coety Primary School site. It is therefore not anticipated to be significant potential for there to be negative impact on the community. Additional classroom space will be provided for pupils in the local catchment area. The extension will be fully accessible and compliant with the Equalities Act 2010.

7. Conclusion

Following the consultation process, the local authority has revisited the proposal to determine the likely impact on the promotion of the Welsh language, quality and standards in education, the community and the school yard, hall and kitchen facilities.

7.1 Promotion of the Welsh language

The proposed enlargement of Coety Primary School is planned for delivery during the first phase of the 10-year WESP (which sets out the local authority's strategy to promote and provide additional Welsh-medium education places in key geographical locations within the county borough).

As detailed in the Welsh Impact Assessment, this proposal creates additional English-medium provision within the school's catchment area and the parents of pupils in this area who might currently be considering a Welsh-medium education due to some of the difficulties in securing a place for their child at Coety Primary School due to the oversubscription at the school, may no longer consider this. The local authority recognises this as a risk to increasing Welsh-language provision in the county borough.

7.2 Quality and standards

The proposal will deliver a first-class teaching and learning environment. The four-classroom extension would be designed to meet the needs of school staff and pupils. Estyn's view is that the proposal is likely to, at least, maintain the standard of education provision in the area.

7.3 Community

A Community Impact Assessment was undertaken as part of the consultation process and has subsequently been reviewed.

The proposal would create a two-storey, four-classroom extension. The school is operating at capacity and with additional housing being constructed within the immediate and surrounding areas, a long-term solution is required to ensure that pupils can attend the school.

The school is designed with community use in mind and has facilities that could be used by Welsh language groups, the Urdd and sport organisations.

The proposal is part of a wider strategy to increase pupil places to serve the Bridgend northeast area which has been subject to this significant development. The Council has adopted a phased approach to expanding primary provision. The outcome will necessitate a catchment area review. Therefore, any proposed changes to school catchment areas can only be progressed in line with a decision regarding the education options for the residual YG Bro Ogwr site. The views stakeholders would be sought in respect of any proposed changes.

7.4 **School facilities**

The four-classroom extension will be designed to Building Bulletin 99 Briefing Framework for Primary Schools. The project team would work closely with stakeholders to determine their needs and requirements, and the local authority will align the size of the staffroom to meet the increased number of staff, in-line with Building Bulletin 99. The local authority will aim to accommodate as much additional yard space as possible, and within the area guidelines stipulated in Building Bulletin 99.

8. Statutory process in determining proposals

8.1 The following table sets out the provisional timetable:

Activity	Date
Consultation period where we welcome your views and observations on the proposal*.	12 December 2022 to 25 January 2023
Draft Consultation Report to cabinet on the outcomes of the consultation.	11 April 2023
Publish Approved Consultation Report on BCBC website, hard copies available on request.	19 April 2023
If agreed by the cabinet of Bridgend County Borough Council, a Public Notice will be published and there will be a period of 28 days in which to submit any objections to the proposal in writing.	9 May 2023
If there are no objections cabinet can decide whether to proceed or not. If there are any objections, an Objections Report will be forwarded to cabinet for their consideration and subsequent determination. The approved report will then be published on the	July 2023

Activity	Date
BCBC website and hard copies of the report will be made available upon request. Publication of the decision notice.	
Implementation.	January 2025

Alternative formats of this report are available on request. You are welcome to communicate with us in Welsh and this document is available in Welsh.

Contact Officer: Education and Family Support Directorate (Directorate Support Unit)

Telephone: (01656) 643643

E-mail: edsu@bridgend.gov.uk

Postal Address Bridgend County Borough Council
Civic Offices
Angel Street
Bridgend,
CF31 4WB

APPENDIX 1

Coety Primary School Consultation Meeting with Governing Body

Tuesday 10 January 2023 at 5:30pm

Present: BCBC staff x 5
Headteacher of Coety Primary School
Coety Primary School Governing Body

The Head of Education and Family Support Directorate introduced the consultation session and set out the purpose of the meeting, nature and process of the consultation and outlined the proposal. The team from Bridgend County Borough Council introduced themselves. The Strategic Resources and Planning Officer provided an overview of the proposal with a PowerPoint presentation. The Principal Architectural Assistant presented the draft plans and site layout.

Questions/Issues	**Answer/Comments**
Will the grassed bank at the edge of the yard space be kept where it currently is, or will it be pushed further back? I am glad to see that there will be further plans for consultation on the matter.	XX explained that there is an area of grass which provides the potential to extend the yard space to the foot of the bank and will create an additional net gain of 380m² of yard space. The local authority will aim to accommodate as much additional yard space as possible, within the area guidelines stipulated in Building Bulletin 99 Briefing Framework for Primary Schools. XX explained that the yard space could be expanded if needed. XX expressed that the site layout has been designed to demonstrate that a four-classroom extension plus the required space for outdoor play can be accommodated at the site. There will be greater collaboration and consultation with the school and stakeholders if the project progresses.
The existing hall space is not sufficient to accommodate an additional pupils. Lunch sittings are currently staggered between 11:20am to 1:15pm.	XX explained here is a hall and studio space in the school and an increase of 0.5-form-entry falls within the parameters for hall space as set out in the Building Bulletin. XX has met with the Catering Services Manager and as a result of the Universal

How will the kitchen be able to facilitate all of the meals, taking into consideration the uptake of universal free school meals? The hall space at Pencoed Primary School is the same size and it is not big enough to accommodate their pupils at lunch time and pupils are having to eat their packed lunch in the classrooms.	Primary Free School Meals rollout, an additional two combi-ovens have been ordered. Catering Services has advised that this will be sufficient to accommodate the increased pupil population. XX added that the council can pass on specific information from Pencoed Primary School in due course.
The proposal is “not concrete”, when will we see the final proposed design? Will the consultation be completed before we see the final plans? What is the size of play yard at Pencoed Primary School, in comparison to what we have at Coety?	XX explained that there must be a consultation process for the proposal. There will be continued engagement with the school when in terms of design options and there can be additional consultations events in terms of design, as appropriate. XX commented that there has been work completed for this stage of the proposal. XX answered saying we do not know the exact size measurements, but we can find out and compare the values.
Why is the extension set to be opened in January? It was noted that it is in the middle of the academic year. Would new pupils and teachers not be able to join, or would it be difficult to attract new pupils or teachers at that time of year? Is there a guarantee that the new nursery places awarded would continue into reception?	XX explained that to successfully deliver this project, the programme is aimed at January 2025. The recruitment for more staff would be determined at a later stage The pupil admission number (PAN) for the school will be 75 and full-time nursery provision will be 75. There will be an element of part-time provision to allow pupils aged two-to-three years to attend the school on a part-time basis. Children aged three-to-four years attending full-time nursery should be able to transfer into

Children who live in Coity are not able to secure a place at Coety Primary School as they are deemed out of catchment. Children from Parc Derwen cannot attend because the numbers are too high based on a circle drawn around the school.	reception as the PAN aligns to the number of full-time nursery places. This proposal is aimed at improving the position of those children who currently are unable to transition from nursery into reception. However, the statutory school admissions process will apply, as per the School Admissions Code. XX explained that the catchment area includes Coity village. The circle could refer to the travel distance and numbers applying for places could be based upon a first-come-first-served basis. The catchment area will be under review. XX added that the statutory school admissions process will apply, as per the School Admissions Code.
The current staff room is not large enough for the existing 42 members of staff. How do you propose to increase the size of the staffroom? What if the proposal goes ahead but not the extension to the staff room?	XX explained that the staff room could be extended, if it is determined that it would be necessary, it will be explored and consulted with the schools. XX answered that officers will align the size of the staffroom to meet the increase of staff numbers, in-line with the area guideline in Building Bulletin 99.
The elected member, Group Leader for Bridgend County Councillor Independents and Chair of Governors shared a list of comments and issues and will send a copy by email. Below is a summary of the comments. I am disappointed in the suggested proposal and the consultation report. A suitability report regarding the school yard was conducted a number of years ago. The results concluded that it was not large enough for current the pupil population. The council are in breach of the Well-being of Future Generations (Wales) Act 2015 due to the council's ignorance to the long-term needs of the pupils of the schools.	XX thanked XX for the comments and observations. XX reminded the group that this is the consultation stage and all designs and decisions made at this point are not the final option for the project.

Instead of an extension, would it be feasible to add mobile classrooms to the site? The current staffroom is not large enough and staff have to stagger their break times. This is a breach of the Well-being of Future Generations (Wales) Act 2015 as there would be a negative impact on the quality of teaching. The main hall in the school will not be large enough to accommodate the additional capacity. With the addition of the Universal Primary Free School Meals programme, it has first been implemented in the foundation phase with 83.3% of pupils now receiving school meals. The current hall setup is already under pressure from this programme. Lunch times are spread over a period of two and a half hours. Would this need to be extended further? A 2.5-form-entry school is not large enough and does not address the expansion of Parc Derwen. The school site is too small. Persimmon has offered the council additional space at the front of the school, why has it not been utilised? YG Bro Ogwr (the nearest Welsh-medium school) is under capacity and has been on a falling roll since 2018. It feels as if the local authority is pushing children out of English-medium education and into Welsh-medium education. The school needs to become a 3-form-entry school to be able to cope with the demands of the new extension at Parc Derwen. Approximately 30 pupils per year are refused nursery places within catchment and that this will only get worse. There are missing aspects in the consultation documents provided and it is a disappointment to see the council produce such work. I am prepared to call-in the report at the Cabinet meeting and to seek	The local authority has not been approached for this offer / opportunity. Officers will provide a response by email to the comments raised.

and fund a judicial review if a decision is made for this scheme to go ahead.	
The headteacher thanked governors and officers for their presentation and time.	The Head of Education and Early Help closed and thanked all participants for attending. Further questions can be emailed to the Strategic Resources and Planning Officer.

APPENDIX 2

Coety Primary School Consultation

School Council (pupils)

Thursday 12 January 2023 at 2:45pm

Present: BCBC staff x 5
Headteacher of Coety Primary School
Coety Primary School Council

The Schools Programme Manager introduced the consultation session, the project team introduced themselves. The School Council introduced themselves. The Strategic Resources and Planning Officer presented the proposal to the group through a PowerPoint presentation. The Principal Architectural Assistant presented the draft plans and site layout.

Prior to the meeting, the headteacher held a workshop with the children and asked about their views on the proposal. The School Council were asked to consult with their fellow pupils to gather as many opinions on the proposal as possible. Approximately 300 pupils were asked for their advantages and disadvantages of the proposal and compiled their findings on post-it notes for discussion. Full details of the responses are included below.

Questions/Issues	**Answer/Comments**
Will we need a larger hall?	XX answered saying that schools are designed as per Building Bulletin 99 area guidelines for schools. There is a hall and studio space in the school and an increase of 0.5-form-entry does not require area, as the area falls within the parameters for hall space. The Catering Services Manager will be consulted during the design development process.

Will the netball/basketball court on the yard effect how we play at break and lunch time? We would like a football pitch. We have to play football on the yard.	XX explained that games courts will be painted on the yard , which will allow for different games like basketball, netball and football
Will the new classrooms be specific to a designated year group, or a mixed class?	XX There will be an extra half a form of entry, meaning there will be one split class (for example, two year 6 classes and a mixed year 5 and 6 class), but the number of pupils in each class will total to 30 pupils.
Will we have to move the classes down? (Re-arrange the current location of the classrooms within the school)	XX explained that there will be changes to the layout of the classrooms, this will be for your headteacher to determine.
Will we need more dinner ladies?	XX said that we might need more lunch time assistants. The size of the kitchen is sufficient, but the Catering Services Manager has determined that two larger combi-ovens are required to accommodate the additional pupils. The Catering Services Manager will need to determine if additional kitchen staff are required in the future.
Will the budget include ICT equipment and furnishings for the classrooms?	XX explained that we will have a budget for resources, which includes furniture and ICT equipment.
What colour will the new extension be on the outside? Year one would like the building to be vibrant with bright colours like yellow. The children are excited to meet new pupils and make new friends.	XX and XX both explained that the brickwork and colours used for the new extension would be the same as the existing school. XX explained that in the planning process you must consider other people's thoughts and so bright colours might not be best. JB said inside could be any colour though and it would be up to the headteacher to decide on that.
More people who live close by can now join the school from the estate (Parc Derwen). What about pupils who went to nursery, can they then join in reception? My neighbour couldn't join at reception after attending nursery.	XX explained that's exactly why we're looking to add this extension, to be able to let more pupils in, especially all those in the nursery. The extension is to be able to

	cope with the demand of more people moving into the estate and local area.
There needs to be more inclusive items. We only have one pair of left-handed scissors and a computer mouse in each classroom.	The headteacher said that the school will getting more lefthanded equipment.
We would like more numeracy and literacy displays to exhibit work. These are known as “working walls”.	XX replied that they will have more display walls in the new extension area.
Can the pupils, who leave primary school to go to comprehensive school come back to visit if the new extension is built?	Yes! If the project goes ahead, we may hold an official opening and we could invite some pupils to attend, with approval from the headteacher and their parents.
The Schools Programme Manager thanked the School Council for their contributions. Methods for sharing views and how to ask further questions was outlined.	

APPENDIX 3

Pupil voice / pupil leadership workshop

Each bullet point represents a sticky note on each of the A3 sheets.

We like / we are excited about:

- We could use more space, pupils and resources in the school. We also need more playing equipment, Ipads, and laptops. If they would come with the extension that would be great.
- Will there be a third floor?
- It will be good because you have the chance to become best friends with other people.
- I’m excited to extend the school because more children who live locally can join. Having a larger school will bring more people to socialise with.
- People who could not get in before can now get in. We would have the opportunity to meet more people. We need more resources too!
- Excited to make friends, see the colour of the new classrooms and to see the final product.
- We’re excited for more space, more children, more resources, more equipment and more classrooms.
- I’m excited for more children to learn more things and we can learn about them too.
- We as a class are excited for more opportunities for younger children, new teachers, more new children, bigger yard, more opportunities for children to get a good education, more children would get a chance to attend the school, with more children we make more friends.

- The yard is getting bigger, and we are excited for other people to experience this.
- More space, more children, more resources, more classes and more experiments.
- Happy and excited to have more people, but nervous as the playground will be small.
- Excited to learn maths on Ipads, more experiments, more / bigger school trips,
- We can ask about what they know, meeting others and learning from others.
- Excited to make new friends, more space for people to join our school, new teachers and new equipment.
- We are excited to get a balcony, tree area, playground, car park, changing rooms, top of the yard, make the hall small, room by offices, field, 4G, grass on yard, bike shed by nursery.
- Excited for it, but sad as we won't be there to see it when its finished, if we get another year 6 class where will it go? Is the yard going to lose space? How will we pay for more tech? What will happen with the timetable of PE? Are we getting a yard extension? What about break time?
- A good thing for more to come here and learn. Worried about class sizes? Excited to meet new people and have more friends. Worried as our yard is already too small, where would it go? My siblings can now join the school. Will it affect our learning and experiences?
- I like that we would have more space to learn new things and it is exciting that we would make new students into our lovely school.
- More space for everyone. The school will be better.
- Would the staff room get bigger? Excited that you could make new friends and classmates. Would be bigger. I like it when there was older and younger children. More people will learn. Excited to see change. Worried that the yard is going to shrink, would we be able to play on the 4G? Where would we put the extension?
- New classmates, more things to play with, more space to explore, makes people happier.

Thoughts / unsure of:

- Where is it going to be? Will it be upstairs and downstairs? Will there be mixed classes? Where will the playground be?
- Will there be extra yard space? Will there be a bigger hall?
- How big are the classrooms? How many people will fit on the yard? How are you going to make the yard bigger? What is the floor going to be like?
- Space?
- Hall store room, under the stairs, changing rooms, outdoor storage boxes for each year group, build a shed?
- What year groups will there be? Will it take up any of the junior yard? Will you still be able to come to school if they are building? Will we have playtime when they are building?
- How will they join the building with a corridor?

- The things I'm unsure about are: Are we making the lunch hall bigger? Will we need more dinner ladies and teachers? How will we make the yard bigger? (since there isn't much room)
- Playground areas are already too small, will building work affect our learning and experiences (play, PE, etc)? Class sizes. Where will the extension go? Lunchtimes, assembly and PE. Congestion at the beginning / end of the day.
- What would happen to the lunch rota because year 6 barely get lunch? Where would the classrooms go? Would there be mixed classes?
- How do we get more technology? Unsure where to put the extension, and the timetable for PE.
- Where would we put the extension?
- Will the hall be big enough? Will the extension be disconnected? How will dinner be managed? Could they extend the kitchen? More stuff to play with. More clubs. Good idea because not enough room for all children. Part of extension will be down to the 4G? More supervisors for lunch. More staff, more cooks, more tables?
- What about the space? Will there still be space?
- Where to put playground stuff? In boxes or a cuboard?
- What about new teachers? How many new classrooms? What about more resources? What about more toys? What do the drawings look like?
- Where would play times go? What would the classrooms go?
- How will they stop it getting cold? When will it start? When will they fnish? How big will the classrooms be?
- What will happen to the children in the school when the work is being done? Will the school shut down?
- How much would it cost? Would there be enough room for the extension?
- Where is it going to be? Too many children for things like assembly? Our yard will get smaller, will things change for the fire alarm? Will there still be enough space for children? Less space to play, will the building work distract children?
- Thoughts: Make the yard shorter. Will the other classrooms change with the extension? Unsure: Where would the classrooms be? And why are you doing it? But it is a good idea.

Local authority response:

Budget and finance

The allocated budget for the project is £1.65m from the local authority's capital resources. The local authority has entered into a separate section 106 agreement in respect of additional housing in the area. Once received, this will be offset against council capital.

Resources, ICT, furniture and equipment

There is a budget within the project for resources, which includes furniture and ICT equipment.

Why are we proposing a four-classroom extension?

The aim of the four-classroom extension is to enable more pupils to attend Coety Primary School. The extension will provide additional capacity to accommodate the increasing demand for places arising from new housing developments within the local area.

Where will the extension be located?

For the purposes of the options appraisal and site fit study, the extension was located on the eastern side of the school. However, the architect will need to determine the most suitable location for the proposed extension and will need to consult with the school to ensure that it meets the school's needs.

Will the extension have three-floors?

The local authority has never built a three-storey primary school. This is not something that is usually considered outside of city centres. In addition, the structure of Coety Primary School would not be able to support a third floor.

Will the extension fit?

The proposed site layout has been designed to demonstrate that a four-classroom extension and the required space for outdoor play can be accommodated at the site.

Mixed classes

There will be an extra half a form of entry, meaning there will be one split class (for example, two year 6 classes and a mixed year 5 and 6 class). The number of pupils in each class will total to 30 students.

Size of classrooms

The proposal will provide four additional classrooms, each being 56m² in size. There will be circulation space, toilets, cloakrooms, two cleaners' stores and four classroom stores.

Net Zero Carbon

The extension will be designed and built with better thermal standards than the current school and will meet the requirements of the Bridgend 2030 Decarbonisation Strategy and will be designed using Net Zero Carbon principles.

Playground space and 4G pitch

The location of the playground space will remain where it is. The flat area of grass by the banking can provide the potential to extend the yard space to the foot of the bank, creating an additional net gain of 380m² of yard space. The local authority will aim to accommodate as much additional yard space as possible, within the area guidelines stipulated in Building Bulletin 99 Briefing Framework for Primary Schools.

The games courts will be painted on the yard, which will allow for different games like basketball, netball and football. The court will not have any fences or barriers.

As a result of the consultation process the local authority will explore options for a secure access point to the 4G pitch, to allow pupils a safe route to additional play space. Officers will work with the school to ensure the yard space is sufficient and if the proposal goes ahead would consult with staff regarding their requirements.

Playtimes and sports lessons will be determined by the headteacher.

Hall space / catering

The hall and studio area are within the parameters for a 2.5FE school. Extending the hall will not resolve the situation of reducing the lunch service time, as pupils cannot all be served their meal at the kitchen hatch at the same time. There is a need for a continuous lunch time service. This will allow pupils to have their lunch on a rota system and potentially with an extended lunchtime when Universal Primary Free School Meals (UPFSM) is rolled out. The school will need a longer lunch period for the kitchen to cope with the additional UPFSM. Additional combi-ovens are being ordered for the kitchen which will be sufficient to meet the increased number of meals. Catering Services has indicated that there is potential to improve the meal service by providing an additional free-standing servery.

Continuous lunch service would be required with tables/seats being rotated as pupils leave the hall instead of sittings. The kitchen can batch cook foods throughout a continuous service to ensure the food is at optimal nutrition and quality. In addition, continuous service and rotation of pupils will speed up the service time

Will we need more dinner ladies?

With the launch of the Universal Primary Free School Meals (UPFSM) scheme, there may be a need for the school to employ additional lunchtime staff. This will be for the school to risk assess as and when UPFSM is rolled out should the lunchtime need to be extended.

Staffroom

Officers will align the size of the staffroom to meet the increase in staff numbers, in-line with Building Bulletin 99.

Construction start and finish dates

The construction work will begin in February 2024 and the new classrooms would be open in January 2025.

Construction work – disruption

The team will work closely with the headteacher, governors and staff by planning the programme around the needs of the school to limit disruption during the construction phase.

Should the scheme progress, the school will remain open during the work. Careful consideration needs to be given to where the contractor is based and how they will access the working area. There will be time restrictions in place to limit contractor movements and deliveries.

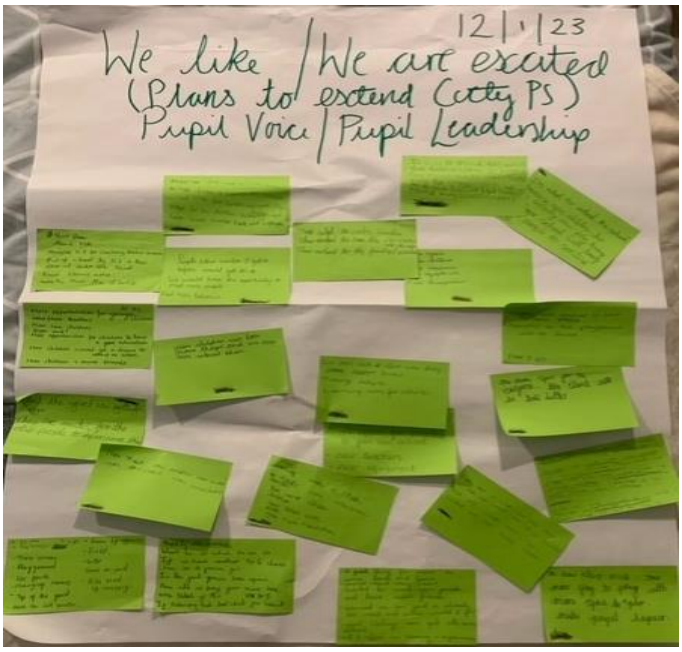
Traffic congestion

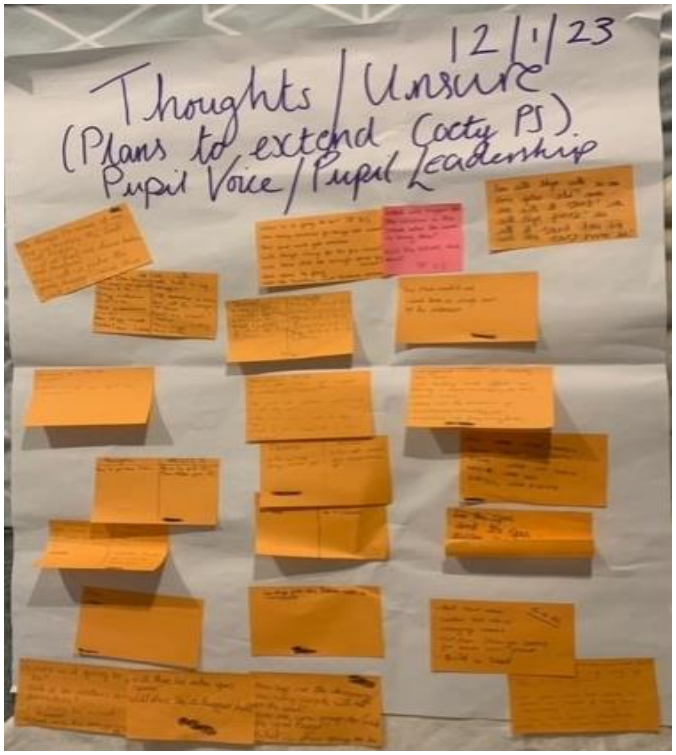
If approval is received to progress this scheme, a full traffic impact assessment (TIA) will be undertaken. A TIA will identify what measures will be taken to deal with the anticipated transport impacts of the scheme relating to all forms of travel. The TIA will be considered by the local authority's Highways Department, and they will ensure that any improvements suggested are taken forward as part of the planning process. Officers will also work with the school to develop a School Travel Plan, which will promote sustainable ways to travel to and from school, by promoting walking, cycling, public transport and car sharing.

Storage solutions

Storage will be considered as part of the project, and we will engage staff and pupils at the design stage to consider options.

Photographs of preparation work undertaken by school pupils for the consultation meeting:





APPENDIX 4

Coety Primary School Consultation
Meeting with school staff

Thursday 12 January 2023 at 3:40pm

Present: BCBC staff x 5
Headteacher of Coety Primary School
Coety Primary School staff
Representative from Unison Trade Union
Representative from GMB Trade Union
Representation from Bridgend County Borough Council Human Resources

The Head of Education and Family Support Directorate introduced the consultation session and set out the purpose of the meeting, nature and process of the consultation and outlined the proposal. The team from Bridgend County Borough Council introduced themselves. The Strategic Resources and Planning Officer provided an overview of the proposal with a PowerPoint presentation. The Principal Architectural Assistant presented the draft plans and site layout. A question and answer session then followed:

Questions/Issues	**Answer/Comments**
How big will the cloakrooms be? Will there be enough space to safely include hooks? Referring to the ones in the CAD design just off the new classrooms.	XX provided an overview of the location and explained that the hooks in the cloakrooms will be a safe distance from the walkway space, there are set regulations on these distances.
If the netball / basketball court will be constructed as well as the extension, won't that limit the yard space?	XX explained that the court will be flat, with lines drawn on the ground and no fences or barriers.
Would the school be able to make better use of the 4G field as the yard is not big enough now, it still won't be big enough with what you are proposing, especially with additional pupils. Also, will the green space beyond the embankment be affected? The green area is used as a 'forest school'. The area is very muddy. Can there be access to the 4G pitch? This would be a potential resolution to create additional yard space. Perhaps building a path between the 4G pitch and the school could be explored? Pencoed Primary School used as an example.	XX explained there is potential to create additional access to that area. The tree area will remain for the forest school. XX explained this option was previously explored, but there was a safeguarding issue as the path is not on the school ground. It is worth exploring as an additional option as it is an under-utilised feature of the school currently. Betws Primary School was then used as an example. XX Explained we will explore whether it is possible to create a link to the 4G pitch from the school site. XX added that in terms of safeguarding there could be ideas generated and solutions found.

XX mentioned that the green area beyond the yard is used by staff and pupils, but only the wild area will be at risk of being lost if the yard space is expanded, which is likely to be the case.	XX and XX agreed that the usable green space will not be affected.
Will the hall space be extended? We have to stagger lunch sittings and this has an impact of physical education. With the increased number of pupils at the school, will this be made worse?	XX The halls will be within the area parameters for a 2.5-form-entry school.
Will there be any sustainable materials or construction practices used? What building company will undertake the extension?	XX wanted to add that the yard space per pupil will be similar, if not marginally greater that what the current value is. Also, that the GIS and CAD images are just high-level sketches, not the final proposed option. XX answered that we will undertake a procurement exercise through the South East and Mid-Wales Collaborative Construction Framework (SEWSCAP) to ensure quality control. XX and XX expanded on the Net Zero Carbon scheme and the need to be aware of the sustainability for the materials.
Why do we need the extension, and will the council continue to consult with the school on it?	The project team will engage with school staff and pupils throughout the design and development stages. You will be involved in decision making to ensure the design will work for the needs of the school. The sketches you are seeing today are in draft format to demonstrate site fit; that is to show that a four-classroom extension is achievable within the space available. During consultation with pupils, the same question arose and the Headteacher used the example of the pupil with their next-door neighbour unable to transition from nursery to reception. This clearly shows there is existing demand for additional pupil places at the school.

The staff room could be potentially extended, how will that be decided?	XX explained that there are guidelines. There is potential to extend the staffroom over the veranda. XX added that the veranda would be likely the only option, without splitting into two separate staffrooms.
Surely there would be access issues to the school for the builders, there will be resistance, how will it be managed when its being built? Pupils are concerned about break time and limited space outside during construction. XX said that there will be additional plans in place for safeguarding for when contractors on site.	XX explained the contractors will need to see the site and conduct initial evaluations first. Their movement will be limited to certain times of the day. A plan will be created between the headteacher and contractor, with safe routes and a dedicated area for works. We accept it won't be easy, but we'll consider all stakeholders and their priorities. XX said that options will be discussed as mentioned before, pupils needs will be put first. XX also added that perimeter safeguarding issues with the path and right of way of the public, will be explored as well when in the construction stage.
The projection figures in the consultation document, show an increasing number of pupils in the coming years. Will the school be extended even further in the future? What will happen with the catchment area for the comprehensive schools and primary schools in the area in the future?	XX said this will be the only extension for this school. The projections are expected to grow more and more, but there are other tools to help with this issue (for example, reviewing, and if necessary amending catchment boundaries). XX said that the main secondary catchment school is Pencoed Comprehensive School. The purpose of catchment areas are to educate pupils in the immediate and close vicinity. A map of the catchment area of Coety Primary School was shared with the group with key areas explained and why they were included at the time of creation. Key points were the Coychurch Primary School

	exclave and the lack of development in Parc Derwen at the time of the drawing of the catchment area. The vast majority of what is included is the immediate area.
We are concerned that the yard, hall, and kitchen space are not big enough.	XX explained that kitchen space is a topic that is currently being investigated due to the Universal Primary Free School Meals scheme. Two new combi-ovens have been ordered, which will cover the additional pupil numbers. The size and usage of the kitchen is comparable to that in Pencoed Primary School, even though it is a different shape. XX mentioned the lessons learnt from Pencoed Primary School have been taken on board and we can apply them here. XX said that the Catering Services Manager mentioned an issue in getting the pupils served. One possible solution could be a free-standing serving unit.
The timing of the mealtimes and PE times will be affected further and that is a concern. XX add that it takes 1 hour 55 min to get all the year groups through for lunch.	XX explained that for Universal Primary Free School Meals scheme there have been no hall extensions. Only kitchen floor space has been reviewed. Increased sittings are expected, but logistically an additional serving unit is a possible solution that can be explored.
The trade union representatives raised their concerns that staffing numbers will be increased over time and that they are not being given the appropriate consideration.	XX clarified that the Governing Body would determine the staffing structure. The appropriate ratio of pupils to staff must be maintained, so it is likely that the staffing structure would be expanded.
Where will the source of funding for equipment and furnishing for the classrooms come from?	XX said that they will be included in the budget. Also, the school will fund certain aspects like screens and hardware for specific information and communications technology needs.
The topic of nursery capacity was brought up by the group.	Children aged three-to-four years attending full-time nursery should be able to transfer into reception as the PAN aligns to the

	number of full-time nursery places. This proposal is aimed at improving the position of those children who currently are unable to transition from nursery into reception. However, the statutory school admissions process will apply, as per the School Admissions Code.
XX thanked officers for their presentation and time.	The Head of Education and Early Years closed and thanked all participants for attending. Further questions can be emailed to the Strategic Resources and Planning Officer.

APPENDIX 5

Coety Primary School Consultation Meeting with Coity Higher Community Council

Tuesday 12 January 2023 at 6:15pm

Present: BCBC staff x 5
Headteacher of Coety Primary School
Group Leader for Bridgend County Councilor Independents and Coety Higher Community Council
Coety Higher Community Council

The Head of Education and Family Support Directorate introduced the consultation session and set out the purpose of the meeting, nature and process of the consultation and outlined the proposal. The team from Bridgend County Borough Council introduced themselves. The Strategic Resources and Planning Officer provided an overview of the proposal with a PowerPoint presentation. The Principal Architectural Assistant presented the draft plans and site layout. A question and answer session then followed.

Questions/Issues	**Answer/Comments**
Points raised by XX are as follows: 1) Staff room size. 2) Playground Space. 3) Governor Capacity. 4) Hall space.	It was explained that the local authority will respond to the comments once we have received the Word document detailing the points raised.

5) Surrounding area/drop off. 6) Projected numbers. XX will email a copy of the comments to the EDSU team.	A copy of the correspondence and the local authority's response is contained in appendix 7.
I echo the previous points made. I am not impressed, and I see this as not being good enough. At best this is just an option. Persimmon Homes are willing to give you the undeveloped land to the front of the school, why are you not taking them up on the offer? We must link the 4G pitch to the school site and move the nursery yard itself.	XX reiterated that the designs were still in the draft stage to demonstrate the extension can fit on the land available. If Cabinet decide to proceed with the proposal, further consultation with the school and stakeholders would be undertaken. XX responded that the local authority has not been approached by Persimmon Homes and this is the first-time officers have been made aware of this opportunity. If this offer is available, we will explore this option. XX agreed that connecting the 4G pitch to the school site would be beneficial and it will be an option that will be explored.
As the Coety Community Council Chairman I speak on behalf of the elected members, and we do not support this proposal. I would like to thank the local authority officers for their time and effort in conducting this consultation.	
The Headteacher shared the positive outcome from the pupil consultation. Generating thoughts, comments, and questions in a workshop before then going back to their classrooms to collect and highlight further comments. The Headteacher used the example of the pupil with their next-door neighbour unable to join transitioning from nursery to reception, as well as sharing their excitement for the opportunity to make new friends with more pupils. The pupils were fantastic, articulated, and confident in providing their views.	The Headteacher thanked officers for holding the two consultations earlier this afternoon. XX then thanked Coity Community Council for their attendance and thanked officers for attending, then ending the consultation.

<u>Additional Note:</u> There were technical issues at the start of the consultation, councilors could not join for the first 15 minutes, the consultation started at 6:30pm.

APPENDIX 6

Coety Primary School Consultation

Open Event

Monday 16 January 2023 at 5:30pm

Present: BCBC staff x 5
Headteacher of Coety Primary School
Group Leader for Bridgend County Independents and Coety Higher Community Council
Parents

The Head of Education and Family Support Directorate introduced the consultation session, the project team introduced themselves. The Strategic Resources and Planning Officer presented the proposal to the group through a PowerPoint presentation. The Principal Architectural Assistant presented the draft plans and site layout. A question and answer session then ensued.

Questions/Issues	**Answer/Comments**
Parents thanked the officers for the presentation. A resident backed onto the back of the school asked about the consultation process, will we get consulted on the final option / options when chosen, or will it only be this stage?	XX answered saying it would be possible to consult on specific options, and during the planning application, there will be opportunities to include more consultations. Usually, we don't consult with residents after this stage, only through the planning

	process, but we can include additional consultation on specific options if it is requested.
There will be an impact on the residents that are backed onto the school, would it be possible to add extra trees along the border?	XX responded saying we could consider this before we put forward the planning application.
In healthcare, infrastructure is built with an additional 30% excess in capacity to allow more time before expansion is needed. What measures are taken / longer term measures on additional expansion? Could you possibly build the school over three-floors?	XX commented that the local authority is not in a position to include a 30% capacity excess for future-proofing our facilities. We would do that if it were possible. The site is sufficient to accommodate a 2.5-form-entry school, but this means the site will be at full capacity. More than half a form expansion for educational infrastructure rarely happens unless you replace the school entirely. XX responded that the local authority has never built a three-storey primary school. This is not something that is usually considered outside of city centres. In addition, the structure of Coety Primary School would not be able to support a third floor.
There is concern for the lack of plans for the hall and kitchen facilities. 120 additional children will exacerbate the time and space constraints already on the facilities. There is a worry that there will be further impact on PE lesson time.	XX answered, the kitchen facilities are sufficient with the additional equipment ordered from the Universal Primary Free School Meals scheme, with an upgrade to both the current combi-ovens. Regarding the hall floor space, the existing hall and studio is within the parameters for a 2.5 form entry school. The Catering Services Manager has mentioned an additional free-standing servery unit, thereby providing a second serving area.
Additional comment in the TEAMs chat "Fully agree with your points - appropriate space for PE and well-being is so important. The 4G is an amazing facility - needs to be fully accessible and utilised by the community and the school."	

Points raised by XX are as follows: 1) Staff room size. 2) Playground space. 3) Governor Capacity. 4) Hall space. 5) Surrounding area/drop off. 6) Projected numbers. Detailed comments on each of the points raised will be emailed to the EDSU. Additional comments made outside the document scope: I have attended a number of these meetings now and feel that the council are likely to ignore the comments that I am about to make, just as they have done in past projects. I speak to the Corporate Director Education and Family Support Directorate and the Group Manager for Business Support within the Directorate every year on the topic of catchment areas. There are constant mistakes year-on-year. I was told there would not be a catchment review, and no one has contacted me to consult on a catchment area, I was told that I would be consulted at an early stage in the process. It would take at least two years to complete this. We need clarity on this from the council.	It was explained that the local authority will respond to the comments once we have received the Word document detailing the points raised. A copy of the correspondence and the local authority's response is contained in appendix 7. XX commented that there must be a catchment area review due to the areas that are included in the current catchment and the expansion of local housing estates. Fields that were once used for agriculture are now being developed into homes. XX has already started a high-level review. The reason XX has not contacted you yet is because the process is in the initial stages, it is too early to involve stakeholders. XX assured XX that XX will be in touch at the appropriate time.
The pupil admission number (PAN) is increasing from 60 to 75. Will there be a review to the catchment area? I am out of catchment, but I only live 0.3 miles away	XX replied saying that the nursery placements have not always previously aligned. Going forward, a 75-place nursery (full time) would align to the PAN at

from the school. My children are in separate schools after the transition from nursery to reception, which is crazy, I am having to drive to get both in on time, which I am still unable to do each morning. These issues are always on the backburner, there is no way for us to initiate an investigation / process to review these things as a member of the public.	reception. A catchment review will be conducted and this will be done as a separate process.
	XX thanked all parents and participants for their contribution to the meeting and for their attendance and thanked all officers for attending all the consultations, before closing the consultation.

APPENDIX 7

Direct correspondence received:

I am fully supportive of the requirement to increase the capacity of coety primary school.

I am a homeowner on fford y draen which backs directly onto the coety school boundary. I am unable to ascertain from the consultation document where the proposed extension of the school will be situated. Are you able to confirm this please? Will this be single or double storey?

As you can understand this could be visually impactful and imposing on our property. I would be keen to understand any plans in place to mitigate the visual impact with trees or other methods?

Local Authority Response:

Thank you for your email regarding the above.

As the proposed enlargement of Coety Primary School is subject to a statutory consultation process under the School Organisation Code 2018, no detailed plans

have been developed to-date and landscaping is yet to be determined. However, local authority technical officers have considered the facilities required to enlarge the school and have developed high-level design options, purely to demonstrate ‘site-fit’.

I can confirm that the ‘site-fit’ exercise demonstrates the need for a two-storey extension which would be located to the rear of the school (that is, an extension to the existing teaching wing) and would be located approximately 66 metres away from the closest residential property. Technical officers have advised that extending the school at this location will not impact on adjacent residential properties.

Notwithstanding the above, any scheme taken forward may take a different form once detailed surveys and design processes have commenced and residents will be able to comment on these matters during the planning application process, if the scheme progresses to that stage.

Direct correspondence received (via Facebook):

Are there any images that show what the extension will look like and where playground will be replaced?

Local Authority Response:

As the proposed enlargement of Coety Primary School is subject to a statutory consultation process under the School Organisation Code 2018, no detailed plans have been developed to-date. Local authority technical officers have considered the facilities required to enlarge the school and have developed high-level options, purely to demonstrate ‘site-fit’.

Should the proposal progress to the design stage, designers will engage with stakeholder groups and their input will inform the layout of the building and external spaces, including the playground.

Direct correspondence received:

I am supportive of the proposals in general, it is clear that additional capacity at the school is required, however little detail seems to be available on how this will work in principle.

The playground space for the children is already limited, an extension to the school should not be at the detriment of the children already in the school or those that will attend in the future. The consultation states that more playground space will be made available. I would like to see further plans of this before supporting as I fail to see how this will be possible. How does the proposal support the Play Sufficency and Action Plan, specifically number one of the action plans focus areas **"Supporting better play opportunities in primary schools"**

Will there be additional hall space to ensure that all children are able to eat lunch within the 12-1PM lunch hour? Extending the lunch period for longer (until 2PM for

example) is not a reasonable solution, when you have children, many of whom attend breakfast clubs from 7AM at the school, you could then be expecting them to wait until 1.30pm for lunch. That I do not feel is acceptable for Primary School children. Extending the lunch time period will also impact on other use for the hall....ie...PE lessons, School assemblies, group activities etc. Getting children outside as much as possible to exercise is great, but we have to be realistic the Brisith weather and realise that this is not always possible.

Traffic and Transport - the proposal will inevitably lead to increased traffic around the school - whilst the majority of the children there will live within walking distance, again, the reality is somewhat different. Parents usually undertaking the school run have an onward journey, thus use their car. The Great British weather also forces residents to using their cars to get to school. The red "safe crossing" points, which the children had been taught to use by the schools own safety lessons when taking the children out to teach them how to cross safely have now been painted over with yellow zig zags, making them redundant to cars but children still using them, as they have been taught. This also needs to be looked at. Since the yellow Zig Zags were painted to restrict parking during school drop off times, the reduction in parked cars in the street has resulted in an increased speed in cars using this road. The parked cars previously provided a natural speed cushion and would naturally slow traffic down to allow oncoming vehicles through. This needs to be reviewed in its entirety and the Council take the safety of children attending the school seriously and not to avoid responsibility by stating that it is the parents duty to ensure a child gets to school safely. Child safety is everyones responsibility and the Council has a duty to provide a safe walking route to school, which I do not believe is currently the case for Coety Primary School. Perhaps widening the road at Ffordd Yr Hebog can be explored to provide parking bays which are located in the surrounding streets? Perhaps residents parking permits could be issued for Ffordd Yr Hebog so a minimal amount of cars can park on the surrounding streets, providing that natural speed cushion but not limiting visibility for parents and children attempting to get to school safely.

Currently there is no safe drop off point for families, will this be part of the proposal or will families have to continue to stop on double yellows while their children exit the vehicle? There needs to be a practical solution as part of the proposal.

I look forward to seeing the proposal in detail and how consultation feedback has been incorporated.

Local Authority Response:

Schools and education are part of Welsh Government’s Play Sufficiency Duty, where all schools are expected to provide a rich play environment and recognise the importance of play for children’s and young people’s development. Sufficiency is referenced in terms of the quantity and quality of opportunities and considers how children and young people can make flexible use of the space that is available to them. This can include use of resources in spaces (beyond fixed play equipment) and the use of people to help create play friendly environments. Play also include activities such as recreation, sport, and arts.

The proposed site layout has been designed to demonstrate that a four-classroom extension and the required space for outdoor play can be accommodated at the site. The flat area of grass by the banking provides an opportunity to extend the yard. This would result in an additional net gain of a minimum of 360m² of yard. The local authority will aim to accommodate as much additional yard space as possible area guidelines stipulated in Building Bulletin 99 briefing framework for primary schools. The local authority will explore options to provide a secure access from the school site to the 4G pitch This will allow pupils a safe route to additional play space. Subject to the outcome of the statutory process, officers would formally consult with the governing body, staff, and pupils of Coety Primary School in respect of the design to ensure their needs are met.

The hall and studio spaces at Coety Primary School are within the m² parameters for a 2.5-form-entry school. Catering Services has indicated that there is potential to improve the meal service by providing an additional free-standing servery. This will assist with providing a continuous service with tables and seats being rotated as pupils leave the hall, instead of formal sitting. The kitchen can batch cook food throughout a continuous service to ensure the food is at optimal nutrition and quality.

National Planning Policy dictates that priority must be given to active travel and public transport above other forms of transport including car use. As a result of this, it is suggested that all schools and colleges assess their travel needs and develop a school travel plan. The school will continue to engage with pupils, staff and parents to develop a robust School Travel Plan which will promote sustainable ways to travel to and from school, by promoting walking, cycling, public transport and car sharing. An option that was discussed during the consultation meetings is to consider the implementation of a “school street” (that is, a part-time restriction on vehicles outside schools during drop-off and pick-up times). This is an initiative that officers can explore with the Council’s Highways and Transportation teams if approval for this scheme is received from Cabinet.

If approval is received to progress this scheme, a full transport impact assessment (TIA) will be undertaken. A TIA will identify what measures should be taken to deal with the anticipated transport impacts of the scheme relating to all forms of travel. The TIA will be considered by the Council’s Highways team, and they will ensure that any improvements suggested are taken forward as part of the planning process.

Direct correspondence received:

Notes regarding the consultation of the expansion of Coety Primary School.

Staffroom places:
Currently 42 members of staff use the staffroom and it is already too small. Staggered breaks are required but any more will undoubtedly have to eat into teaching and learning time. The current plans will increase the number of staff by a further 8 requiring use of the staffroom.

Playground space:
I've been a governor for 12 years. I was involved in the consultation of the new build and then when the school opened, raising concerns regarding the school play space. The junior yard is far too small and a ROSPA report confirmed this. However, the LA argued that the mud/grass banking and grass at the end of the school grounds were suitable play space. In the rain children are filthy and wet when going onto the grass. Children on the yard are also bumping into one another. When I have visited other new build schools recently it is apparent how much more play space is at each of them. The play space is also all attached. It is ludicrous that the 4g play area is not attached to Coety Primary School, like the pitches in all other schools in the area. This would give the children far more play space available. It's currently under-utilised as there needs to be two members of staff per year group in case any child needs toilet facilities and they need to be walked out through the public areas.
I have met with the architect and XX previously to advise that the land next to the school is soon to be transferred to BCBC ownership (although Persimmon would happily transfer it now) and a suitable solution would be to step down from the junior yard to the 4g pitch placing a yard/netball/basketball court next to the 4G pitch in the area that is currently treated as waste ground. This would provide the children with the space that they need and deserve. With the new curriculum in Wales and the Wellbeing of Future Generations Act, these issues should be at the forefront of any decision making. If this was suggestion was to be taken up then it would leave more space on the current yard for an extension to run off the back of the school that has sufficient enough capacity for the children of Coity to attend.

Governor Capacity
I am concerned that BCBC have said that there are sufficient governors at the school and that this will not be increased. Having looked into the guide to the laws I have ascertained that a primary school of 100 or more children can have a governing body of either 3 LA governors, 4 community governors, 4 parent governors **OR** 4 LA governors, 5 community governors and 5 parent governors and so to deny the school the option to expand is unfair particularly given that there are smaller schools in the borough with the larger numbers as well as other schools of a similar capacity with the larger governing body. As a proactive governing body that strives for excellence, us volunteers are exhausted and are in desperate need of expansion to provide the best support to the school and the children. We have never had an issue recruiting governors and therefore the increase in numbers should be agreed in line with other schools. I cannot understand why this is opposed.

Hall space
I am seriously concerned that BCBC feel the hall space is adequate and will not require expansion. Officers at the consultation meeting suggested that other schools such as Pencoed Primary don't have an issue and have capacity for 610 children. This is not true. Pencoed Primary children who have sandwiches have to eat in their classrooms and they serve meals from 11:30 to 1:30. They will not have capacity when universal free school meals is rolled out. In Coety, currently, the busiest day is burger day when just over 200 children have a school dinner. To accommodate lunches, they run from 11:20 to 1:15pm. 50 out of the 60 children in reception have taken up the offer of free school meals. This equates to 83.3% of children. When you apply this to the projected capacity of 610 children, it will mean that 508 children will probably sign up to free school meals when it is available to all. This would

mean that school dinners will need to operate from at least 11am to 2pm, if not longer. This is unacceptable and it will eat into teaching and learning and make the hall unavailable for other activities such as PE. This is in direct contravention of the Wellbeing of Future Generations Act requirement to be working towards a healthier Wales. As a governor at the old Coety Primary, both myself and staff raised concerns that the hall was required to be of a large enough size to be fit for purpose and those concerns were ignored then. I do have a copy of those minutes. To not increase capacity now would be unacceptable.

Surrounding area/drop off
I questioned whether a residents only permit could be introduced to part of the street that the school is in (Ffordd yr Hebog), which seems to be successful in other authorities. It would make it much safer for children as currently parents are driving too fast, dropping off on the double yellow lines and parking on the zigzags. The remainder of the double yellow lines also need to be completed outside the school. This was agreed following HSE's visit to the school and I've had to inform them that this remains outstanding with me being passed between departments and no one interested in taking control of the issue.

Projected numbers
Your figures set out that in January 2024 (a year before the extension is due to be completed) there will be 603 children within the estate who will most likely require a place at Coety Primary School and 652 children requiring a primary place. In January 2025, when the extension is due to be opened, there will be 610 places available. The school will already be too small. This is without any further development in the area. This is based on current households. In January 2027 there will be 760 children requiring a place in Coety Primary School and 809 requiring a primary place. This would mean there's a requirement for a 3 form entry school by 2027 although with not enough capacity for all children and a handful would be turned away from the school. I have significant concerns regarding the planned size of expansion. I have significant concerns that the priority is being placed on Welsh-medium schools at the detriment of the wellbeing of some English-medium learners. Since 2017 I have been raising concerns regarding in-catchment children being declined a place in Coety Primary because of lack of space and in those 6 admission cycles only 1 child declined a place has opted for a Welsh-medium school place as a third-choice placement because Litchard, Coychurch and Brackla were full. Many parents in Coity village don't apply for Coety any more either as they have chosen other English medium primaries because they know they will be declined a place. In fact over recent years, those living only 0.3 miles from the school are being declined a place. It is tearing neighbour's relationships apart and the argument that children are versatile and will get over being separated from their friends will not wash.

I do support the new Bro Ogwr school however, I cannot understand how a 2.5 form entry school has been approved here with a falling roll and yet you are failing to meet the demands of the children in Coity. Your Bro Ogwr figures show a roll of 356-369 in January 2027 and yet there will be 610 places in the school. I understand from the 2022/23 admission intake that there was also capacity at Bro Ogwr and yet you authorised portacabins to be placed on the Bro Ogwr site and yet Coety was not offered the same and 11 in catchment children were refused a place in Coety school

and 8 other children, 4 of who had siblings in the school and were deemed out of catchment despite living in Parc Derwen and very close to the school. I feel that these children are being discriminated against and that there should be the same rule for all with both being offered portacabins given the plans for expansion.

Coety Primary School needs to be expanded, however, this needs to be a three form entry school in order to meet demands. I asked the question in a recent scrutiny meeting for the MTFS as to why a Welsh-medium school can be built with capacity and yet an English-medium school cannot be built based on BCBC's projected numbers and was told that by the Cabinet Member for Education that the authority are able to, but that a Welsh-medium school would come with WG funding. Given that we know Coety will again be too small a year before the extension is open, there needs to be more thought of the strategic project and future requirements. The Wellbeing of Future Generations Act outlines a number of requirements including the importance of balancing short-term needs with the needs to safeguard the ability to meet the long-term needs and how acting to prevent problems occurring or getting worse may help public bodies meet their objectives. Therefore, by only building a two and a half form entry rather than a three form, you are only sweeping the problem under the carpet for a couple of years. Our children deserve better and they deserve to be treated as the individuals that they are rather than a number on a spreadsheet that can be manipulated to suit BCBC's plans.

As outlined in the consultation meetings, I welcome an increase in capacity to Coety Primary School but it has to be the right increase, with the right amount of play space, hall space, staff space and governing body. The children deserve better than that which is being proposed and BCBC have a chance to get this right. I confirmed that I am so passionate about the wellbeing of the current children and future children who will attend the school that I am prepared to call in any decisions that fall short and also seek a judicial review, funding it myself if necessary, so that I am protecting the wellbeing of our children and our future generations.

Local Authority Response:

Staffroom places
Officers will align the size of the staffroom to meet the increase in staffing numbers, in-line with Building Bulletin 99.

Playground space
The proposed site layout has been designed to demonstrate that a four-classroom extension and the required space for outdoor play can be accommodated at the site. The flat area of grass by the banking can provide the potential to extend the yard space to the foot of the bank, creating an additional net gain of 380m² of yard space. The local authority will aim to accommodate as much additional yard space as possible, within the area guidelines stipulated in Building Bulletin 99 Briefing Framework for Primary Schools. As a result of the consultation process the local authority will explore options for a secure access point to the 4G pitch, to allow pupils a safe route to additional play space. Officers will work with the school to ensure the yard space is sufficient and will be consulting formally with staff in the future regarding design requirements, if approval for this scheme is received from Cabinet.

In relation to Persimmon Homes offering land at the front of the school, the local authority has not been approached, or received any communication regarding this opportunity. Officers will explore this further, if approval for this scheme is received from Cabinet.

Governor Capacity
The membership of a school's governing body is set out in the instrument of government of the particular school, which must be in accordance with the Government of Maintained Schools (Wales) Regulations 2005. Those regulations specify the numbers of governors of each category (that is, parent governors, local authority governors, teacher governors, staff governors and community governors).

The current instrument of government for Coety Primary School already reflects the maximum number of staff governors (one) and community governors (four). However, the number of parent governors is currently four and this could increase to a maximum of five, the number of local authority governors is currently three and this could increase to a maximum of four, and the number of teacher governors is currently one and this could increase to a maximum of two.

Hall space
All schools are designed as per Building Bulletin 99 area guidelines for schools. There is a hall and studio space in the school which falls within the area parameters for hall space. The Catering Services Manager will be consulted during the design development process.

The size of the kitchen at Coety Primary School is sufficient. Extending the hall will not resolve the situation of reducing the lunch service time, as pupils cannot all be served their meal at the kitchen hatch at the same time. There is a need for a continuous lunch time service. This will allow pupils to have their lunch on a rota system and potentially with an extended lunchtime when Universal Primary Free School Meals (UPFSM) is rolled out. The school will need a longer lunch period for the kitchen to cope with the additional UPFSM. Catering Services has indicated that there is potential to improve the meal service by providing an additional free-standing servery.

As part of the Universal Primary Free School Meal scheme, the Catering Services Manager has determined that two larger combi-ovens are required and has confirmed that this will also be sufficient to accommodate the additional pupils. The only issue identified was ensuring that all pupils are served food in a timely manner, a possible solution could be to incorporate a free-standing serving unit. The Catering Services Manager will determine if additional staff are required in the future.

Continuous lunch service would be required with tables/seats being rotated as pupils leave the hall instead of sittings. The kitchen can batch cook foods throughout a continuous service to ensure the food is at optimal nutrition and quality. In addition, continuous service and rotation of pupils will speed up the service time

Surrounding area/drop off
National Planning Policy now dictates that priority must be given to active travel and public transport above other forms of transport including car use. As a result of this,

it is suggested that all schools and colleges assess their travel needs and develop a school travel plan. The school will continue to engage with pupils, staff and visitors to develop a robust school travel plan with priority given to non-car-based solutions, such as walking, cycling, scooters and public transport options. The local authority will explore the option to implement a “school street” (that is, a road outside a school with a part-time restriction on vehicles outside schools during drop-off and pick-up times), with the Highways and Transportation Department, if approval for this scheme is received from Cabinet.

Projected numbers
Coety Primary School’s catchment area has been subject to major housing developments (that is, Parc Derwen and the Taylor Wimpey and Persimmon sites at Brackla northeast).

This proposal is part of a wider strategy to increase pupil places to serve the Bridgend northeast area which has been subject to this significant development. The Council has adopted a phased approach to expanding primary provision:

- Welsh-medium capacity being addressed as part of Band B of the School Modernisation Programme with Cabinet approval having been received to relocate Ysgol Gymraeg Bro Ogwr to a new site, which is located near the existing school site.

- Proposed enlargement of Coety Primary School to a 2.5 form entry school to increase provision.

- It is proposed to create additional primary pupil places at the residual Ysgol Gymraeg Bro Ogwr site which, with the enlargement of Ysgol Gymraeg Bro Ogwr and the proposal in respect of Coety Primary School, would ensure the demand for pupil places for the area would be met. An education options appraisal has been undertaken in relation to the residual Ysgol Gymraeg Bro Ogwr site and the outcome will be reported in due course.

The outcome of the above strategy will necessitate a catchment area review and preliminary high-level options have been considered. Any proposed changes can only be progressed in line with a decision regarding the education options for the residual Ysgol Gymraeg Bro Ogwr site. The views stakeholders would be sought in respect of any proposed changes.

School Capacity
An options appraisal process was undertaken to determine the size of school. The outcome was to increase the school to 2.5-form-entry, that is, 525 pupil places and a published admission number of 75. As a result of the development and through mixing year groups, there will also be an opportunity to increase nursery provision from 72 to 84 full-time-equivalent places. This means that the nursery will have 75 full-time places, with 9 full-time-equivalent part-time places.

The school site is not large enough to facilitate a 3-form-entry school. The site will be at full-capacity if the four-classroom extension receives approval.

At this stage of the project, the site layout and general internal arrangement drawings have been produced to demonstrate site fit, that is to demonstrate that a four-classroom extension is achievable within the space available. If approval is received to proceed with the scheme, the design and development stage will involve further stakeholder engagement and consultation sessions to ensure that the extension achieves the needs and requirements of the school and pupils.

Direct correspondence received:

RhAG
Rhieni dros Addysg Gymraeg
Parents for Welsh Medium Education

Parents for Welsh Medium Education's response to Bridgend County Borough Council

on the

Proposal to make a regulated alteration to Coety Primary School, Ffordd Yr Hebog, Coity, Bridgend CF35 6DH by enlarging the school from 2-form-entry to 2.5-form-entry, with effect from January 2025

24 January 2023

1. RhAG wishes to thank Bridgend County Borough Council for the opportunity to respond to this consultation on the **Proposal to make a regulated alteration to Coety Primary School, by enlarging the school from two entry classes to 2.5 entry classes, with effect January 2025**.

   A Welsh medium education planning system through the Welsh in Education Strategic Plans must be a core part of the planning of education provision within each Local Authority. Since September 2022, Bridgend County Council has been implementing a new plan agreed by the Welsh Government.

Increasing opportunities for learners to be able to acquire the Welsh language so that they can use it comfortably is the basis of the Welsh Government's ambition to reach a million speakers and the Government's own Welsh medium education planning document states

"Cymraeg 2050 is clear that Welsh-medium immersion - which is where the medium of teaching and learning is delivered wholly or predominantly through the medium of Welsh - is the most reliable model for creating Welsh speakers with the skills and confidence to use the language comfortably in their everyday lives."

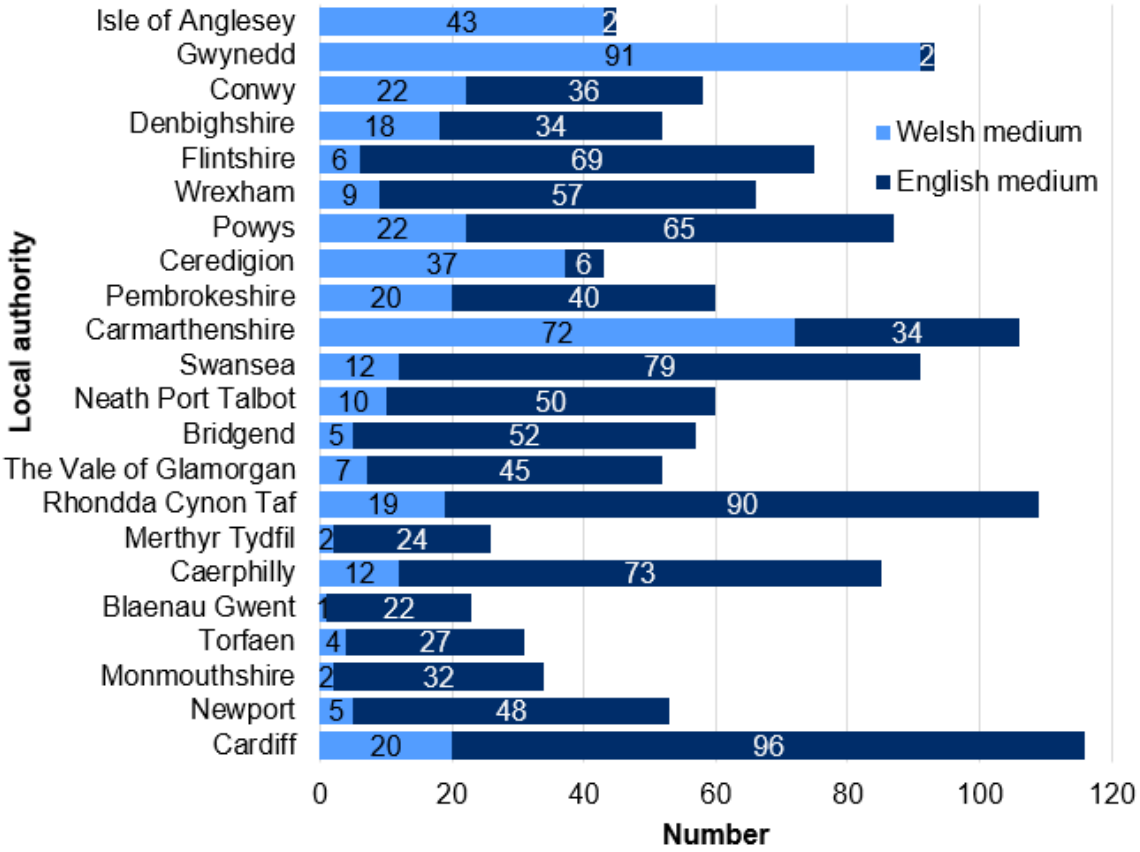
(Page 3:

https://www.llyw.cymru/sites/default/files/publications/2021-02/canllawiau-gynll uniau-strategol-cymraeg-addysg.pdf)

2. We realise the amount of work involved as part of the 21st Century Schools' reorganisation programme. RhAG has worked positively with officers in the county over the past few years and has contributed ideas and strategies in order to ensure fairness in the provision of Welsh Medium Education and for the families across the county who still do not realise that the offer is also available to them. With the implementation of the 10-year plans there is a real opportunity to make a difference in terms of the accessibility of Welsh Medium Education within the Bridgend County Borough area.

3. We only have to look at the figure below to see how few opportunities still exist in the county for pupils to be able to easily and conveniently choose a Welsh medium education.

Chart 1: Number of maintained schools by local authority and medium, 2022 (a)



Source: Schools Census
(a) Primary, middle and secondary schools (excluding nursery and special schools)

School Census 2022

4. When reading the consultation document on the change to Coety Primary School, we were disappointed as the quality of the document which measures the potential impact this plan could have on the growth of Welsh medium education in the area, and especially on developments at Ysgol Gymraeg Bro Ogwr and Ysgol Gyfun Llangynwyd, nor the latest developments in relation to Welsh medium education in the Pencoed area, are sufficiently thorough or show enough consideration for the very fragile situation in this part of the county. While a study of the impact on the Welsh language is included with the consultation document, it is weak in terms of its quality and shows a lack of understanding of measuring the impact on language, and more importantly, it does not propose mitigation measures of any substance in response to any negative effects identified.

5. The act of consultation has the responsibility to measure the impact on a

number of different aspects including the Welsh language, and this should be done at the beginning of the consultation process. A Local Authority must show that it is fully aware of the effects of implementing a plan that will have an impact on Welsh language education plans. This document is full of repetitive generalisations rather than providing the community with a clear picture and asking for their opinion on a plan whose impacts have been thoroughly measured from the outset, together with clear steps to mitigate the negative effects.

6. The term "initial impact study" is used once again on page 17. This is a lazy way of consulting in our opinion. Like any other aspect of the proposal, the public must be fully aware of the potential impacts from the outset.

7. The consultation is not transparent enough in terms of the impact on the Welsh language nor has it included sufficient details about the impact on Welsh medium education in the area.

8. It is disappointing to see that Coety Primary School was given a condition grade of B in 2021 (satisfactory) and that there is a maintenance backlog of £185,700 in the school. This is significant for a school building which is only a few years old isn't it? It raises the question about the level of expenditure on maintaining the county's school buildings and the ability to proceed with plans to build new Welsh medium schools. To what extent is the quality of the buildings of these relatively new schools a factor in the county's lack of urgency in developing new plans? Is this a valid concern??

9. I would like to point out that a 6th principle should be added to the 5 principles adopted in 2015, or at least an addition to the general wording.

   The commitment to ensure opportunities for the provision of an accessible Welsh medium education for the county's learners should be a core part of these principles in order to reflect the county's commitment to developing opportunities for families to send their children to Welsh medium education provision.

10. Note the following statement in the consultation:

“Also, 1577 dwellings are now due to be delivered on Parc Derwen by the end of 2022/2023, which is slightly higher than the site capacity estimated by the existing adopted Local Development Plan allocation. As of April 2022, 71 of the 1577 dwellings were remaining on the final phase, of which 59 were under construction. The next site survey will be undertaken at the end of March 2023. The council has brought forward this proposal to enlarge Coety Primary School in order to meet the demand for pupil places.”

Why was consideration not given to responding to this demand for more places in Welsh schools? Is it only English medium education that is considered when an increased number of houses is being built? Could the Welsh offer have been considered in this area also?

11. If the purpose of this plan is to "address capacity issues at Coety Primary School", has consideration been given to how Welsh language provision would be able to assist with this?

12. Were the following questions considered in drawing up the consultation?

- Why don't families choose Welsh medium education in this area?
- Is a Welsh medium education sufficiently accessible to parents in this area?
- Do parents have a sufficient understanding of what a Welsh medium education is in this area?
- Are there enough opportunities for families to know what a Welsh medium education is in the County?
- Does the county's promotional activity reflect their vision and does it reflect the Welsh Government's vision of a million speakers by 2050?

13. The details shared by the county on page 14 are completely disappointing from a county perspective and show a practice that has been occurring too often over the years. Stating that learners have to go to Welsh medium education because they didn't get a place in English schools shows a negative and disappointing attitude in this respect. We know that when learners go to Welsh medium education most stay in the sector and acquire two languages from the outset. It is clear that education planning in this area is lacking and that sufficient action has not been taken to ensure that a Welsh medium education is sufficiently accessible and is promoted extensively enough in the area.

14. We need only look at the situation of Ysgol Bro Ogwr Reception class in 2021 when it was overcrowded and pupils from the Pencoed area were rejected. The county was called upon to ensure adequate provision for the area and we continue to wait for provision for the Pencoed area. We of course welcome the small increase to Bro Ogwr's capacity in the new building but this increase is small.

15. There are also concerns that the current Ysgol Bro Ogwr building will be opened as another English medium school. In order to support the Cymraeg 2050: A million Welsh speakers strategy, the Welsh Government has set a target for Bridgend County Borough Council to increase the percentage of learners taught through the medium of Welsh from around 8% to between 14% and 18% by 2032 (based on Year 1 learner PLASC data from 2019-2020). There are no details in this consultation document that set the impact on the above targets in the context of this plan and the forthcoming plan for the existing Ysgol Bro Ogwr site.

16. There is a link to view the WESP for further details but there is no analysis in the body of this consultation to show how the planned mitigation for this scheme.

17. The Bridgend County Welsh Medium Education Forum has not had the opportunity to state its position on this plan during its formulation. This is disappointing as the forum has a wide range of expertise that could have advised the officers on the potential impacts to be included in this consultation.

A number of counties across Wales now include feedback from Welsh Medium Education forum members in any planning work. When proposals for significant developments in local schools occur, which could have an impact on Welsh medium education, input from the Welsh Medium Education Forum can be valuable particularly to ensure the resilience of any plan in terms of the Welsh language. Having the opportunity to give feedback on this plan in order to include a strong element of assisting with the promotion of Welsh medium education in the area, would have been beneficial during the planning process rather than at the end.

18. Section 3.4 of the Welsh Government School Organisation Code states:

Welsh in Education Strategic Plan

- *The extent to which the proposal would support the targets in the approved Welsh in Education Strategic Plan.*
- *How the proposal would expand or reduce Welsh language provision and in the case of the latter, set out why provision will be reduced.*

There is no information to meet the requirements of the second bullet point stated in the code.

The code also notes the following:

Where any school involved or affected provides teaching through the medium of Welsh the following information **must** be included in the consultation document:

- an assessment of the impact of proposal on the Welsh language

  (a Welsh language impact assessment must be included either in the main part of the consultation document or as an Annex); and

- an explanation of how the proposal forms part of the WESP

https://llyw.cymru/sites/default/files/publications/2018-10/cod-trefniadaeth-ysgolion-fersiwn-diwygiedig.pdf Section 3.4 page 34 Welsh Government School Organisation Code.

- The code is clear that the impact on the Welsh language **must** be assessed. All schools in Wales now teach through the medium of Welsh to some extent, even in our English schools. The Welsh schools in the area are also an integral part of this consultation and therefore I would have expected to see a comprehensive impact assessment as part of this consultation's documentation.
- Local Authorities are required to firstly measure the impact themselves and show those potential impacts and then propose ways to mitigate them as part of the consultation from the outset.

19. Note the 7 commendable principles to be adopted as a framework for school organisation in Bridgend. We would have expected to see the county's vision to grow Welsh medium education provision reflected within the principles by now.

Note:

i. Commitment to high standards and excellence in provision.
ii. Equality of opportunity, so that all pupils can access quality learning opportunities, regardless of which school they attend.
iii. Inclusive schools, which cater for the learning needs of all their pupils.
iv. Community focussed schools, where the school actively engages with its local community.
v. Value for money.

20. We do not want to deprive any learner of 21st Century education provision, but it is important that fair consideration is made of all new plans so that solid mitigating measures can be ensured if a risk emerges.

21. The paragraph below on page 5 is of significant concern to us. At the outset it notes that there is no impact on Welsh speaking groups.

- Firstly, we would like to know what the county's definition of a Welsh-speaking group is.

- Secondly, the end of the paragraph acknowledges that extending the provision will likely attract parents who live closer to this school. This proves that the county is fully aware of the risk of extending this provision but not bold enough to implement significant mitigation measures to overcome these challenges. Does the county bear in mind that by increasing the capacity of English schools and not increasing the capacity of Welsh Schools, the

percentage for outcome 2 will drop??

"The policy is not likely to have any particular effect on any specific Welsh groups. Generally, places at Coety Primary School are currently oversubscribed. Therefore, with the increase in the number of places available for pupils in the school's catchment area, it is not unreasonable to assume that parents who are considering a Welsh medium education for their child in one of the local authority's Welsh primary schools (the nearest is 1.7 miles away), as an alternative choice to Coety Primary School, will see the creation of additional places in the school as an opportunity to consider educating their child closer to home in an English medium school.

Therefore, there is a risk that the proposal could cause parents not to consider a Welsh medium education in the future."

22. As Welsh schools still do not have official catchment areas in the county, a detailed study of the impact on Ysgol Bro Ogwr should have been conducted for this consultation in order to demonstrate, firstly, that you have followed the school organisation code correctly by referring to the impact that the additional places would have on the Council's ability to reach its target in outcome 2 of the county's Welsh in Education Strategic Plan 2022-2032, and secondly to offer solutions to address those risks.

23. So, what are the risks and possible mitigation measures?

- We would propose that an additional risk should be noted on page 18 "the reduction in the number of applications for Ysgol Gymraeg Bro Ogwr which in turn will also affect the numbers at Ysgol Gyfun Llangynwyd". The mitigation measures for this risk would need to be clearly stated.
- Identifying the county's other plans to develop Welsh Medium Education in the body of the report would have been beneficial in addition to a thorough study of the impact on the Welsh language.
- Also, the proposal has failed to recognise the potential impact on numbers transferring to Ysgol Gyfun Llangynwyd from this specific area, and therefore neglects the responsibility to strengthen the targets of outcome 4 of the Welsh in Education Strategic Plan.
- Including information about a late immersion plan would also have been useful as part of the consultation to show that there is another alternative route for families also.
- What promotional work has looked at sharing information about Welsh medium education in this area? What is the county's communication policy on promoting Welsh medium education?

The above are only initial ideas and I would have been certain that the members of the Welsh Medium Education Forum would have been able to propose further

ideas and constructive comments to feedback on the initial consultation documents.

We are asking the county to thoroughly consider the impacts that they themselves recognise are likely to occur as a result of this plan and to respond proactively as soon as possible.

We therefore disagree with the proposals to extend the school as it is, as there is no full and transparent study of all of the impacts on the Welsh language and specifically on Ysgol Gymraeg Bro Ogwr, Ysgol Gyfun Llangynwyd and on the Welsh Language in Education Strategy in general.

We would like to see an impact study and a comprehensive promotion plan as soon as possible to ensure that this plan will not have a detrimental effect on Welsh medium education in the area.

As usual, we will be prepared to discuss our response with Bridgend County Borough Council officers and councillors at any convenient time.

Local Authority Response:

Thank you for your response to the consultation to expand Coety Primary School.

Bridgend County Borough Council are committed to working in partnership with all stakeholders, including RhAG, to ensure that the proposal to expand Coety Primary school does not compromise our commitment to Welsh-medium education.

The local authority's vision to grow Welsh-medium education provision is well documented in the Welsh in Education Strategic Plan (WESP) 2022-2032 which has been approved by Welsh Government. A link to the WESP was included in the consultation document.

There is a duty on the local authority to support Welsh Government's long-term goal of having one million Welsh speakers by 2050 and the education system plays a key part in achieving this vision.

In July 2019, Cabinet and Corporate Management Board determined to proceed with taking forward a 'do maximum' education option for the Bridgend northeast area in Band B of the School Modernisation Programme (that is, a new build 2.5-form-entry Welsh-medium primary school to replace the existing Ysgol Gymraeg Bro Ogwr (YG Bro Ogwr) and to remodel the existing YG Bro Ogwr building to create a 1 or 1.5FE primary school to serve the area).

The WESP came into force with effect from January 2023. The plan details the local authority's approach to delivering the targets set under Outcome 2 (that is, more reception class children/five-year olds receive their education through the medium of

Welsh). The replacement YG Bro Ogwr forms part of the Outcome 2 strategy to increase Welsh-medium provision within the county borough.

The purpose of expanding Coety Primary School is to address capacity issues and it is important that the local authority respects parental preference in their choice of school for their child/ren.

As outlined in the consultation document, Coety Primary School is enthusiastic in its promotion of Welsh language and culture. It is the responsibility of Welsh-medium schools to make themselves as attractive to parents as possible to encourage them to decide to request Welsh-medium school places instead of English.

The Welsh in Education Forum (WEF) has a sub-group that's dedicated to promoting, marketing and celebrating the Welsh-medium offer within the local authority. Actions include promoting Welsh-medium schools and removing barriers to Welsh-medium education which aligns to Cymraeg 2050.

The local authority is unable to generalise on the reasons why families chose an English-medium or a Welsh-medium education, as the law requires the local authority to respect parental choice and not to promote or influence one choice of school over another, regardless of language medium. The local authority's strong school transport offer supports pupils in this area accessing the nearest suitable Welsh-medium school.

The local authority is not aware of learners that 'have to go to Welsh medium education because they didn't get a place in English schools'. Historically, the local authority has conducted a study to review the numbers of children who leave Welsh-medium primary schools (between Year 2 and Year 6) to go to English-medium schools, with a view to assist the Welsh-medium schools to retain their numbers, recognising that if children move to English-medium they are unlikely to return to Welsh-medium schools and considering the impact this has on the secondary provision.

The local authority's data shows that all classes in Ysgol Gymraeg Bro Ogwr in the 2021/2022 school year were less than 30 pupils, other than one class that had 30 pupils.

The School Organisation Code, 2018 (Code) clearly sets out each step in the consultation process together with the statutory consultees. The Welsh in Education Forum (WEF) unfortunately is not one of the prescribed consultees per the Code. However, anybody is of course welcome to respond to the consultation. The local authority is exploring ways in which the WEF can be consulted on future consultations.

You mention section 3.4 of the Welsh Government School Organisation, the local authority has to respect parental choice of education for their child/ren and recognising that the Welsh-medium schools have a responsibility to offer a competitive and attractive alternative to English-medium education. The proposal to expand Coety Primary School will assist with the provision of Welsh language by

offering good quality Welsh provision in its teaching, helping to promote the language and culture.

We note your suggestion for a seventh commendable principles to be adopted as a framework for school organisation in Bridgend. The commitments listed apply equally to all schools, not just Welsh-medium education.

Bridgend Council does not have a definition of a Welsh-speaking group. The local authority has liaised with other authorities, who have also confirmed they do not have a definition of a Welsh-speaking group.

There is no relationship between the capacity of a school and catchment areas. Catchment areas merely form part of the oversubscription criteria for the local authority's School Admission Policy. Nevertheless, the local authority is considering the appropriateness of catchment areas as part of its work to support Outcome 1 within the WEF and the delivery of the WESP (this work is ongoing).

A Welsh Language Impact Assessment has been prepared to support consideration of the impact of the proposal on the local authority's ability to support the growth of the Welsh language.

The WEF sub-group for Outcomes 3, 4 and 5 have targets and actions to monitor transition rates in to Ysgol Gyfun Gymraeg Llangynwyd and to increase the number of learners remaining in Post-16 education.

Should this proposal proceed, options for late immersion will be explored.

The local authority is committed to promoting, marketing and celebrating Welsh-medium education and the opportunities to speak Welsh within the community.

APPENDIX 8

(Snap Online Survey) Responses

Are you (please tick):

Parent/guardian (26) 58%
Other interested party (please specify) (13) 29%
School governor (5) 11%
School pupil (1) 2%
School staff (-)

Do you support the proposal:

No (25) 56%
Yes (20) 44%

If you do not support the proposal, please state why.
I support the urgent need for the school capacity to be increased. However, the proposal to simple add 4 classrooms to the back of the school is preposterous. There is limited yard space currently and a report by rospa says the space per pupil is currently too small. To reduce this further whilst increasing capacity is not safe and i will take this to judicial review if a better solution isn provided. Ive shown officers options to extend and provide alternative play space. The new curriculum makes this requirement necessary. The well-being and future generations act makes it a legal requirement to place the well-being of the children at the forefront of the plans. In addition the current hall is too small and already lunchtimes span 1.5 hours. To increase capacity without a larger hall would mean lunch would need to start at 11 and finish at 2. This is wholly unacceptable for 3-11 year olds to either have to have lunch so early or wait til almost home time for food. A proper extension needs to happen that gives the children what they deserve. A 21st century school should have adequate outdoor space. Ive campaigned for the extension for years and support an extension but absolutely not at a cost to the children!

I do not support the proposal . Due to lack of space for playing children in the yard.

No consideration given to Welsh medium provision.

I do not believe that the proposed school extension works with the amount of yard space for the children. The proposed extension cuts into the already far too small yard area for years 5 + 6. You will then add more children on top of this and they will have nowhere to play at all. When you compare Coety Primary to other local schools such as Litchard and Broadlands, the outside space is absolutely woeful already. This cannot be reduced further, I'm sure there must be a minimum space that each child should have to play safely. The school hall is also too small now and so with extra children added it will no longer be fit for purpose. This is also true for the current staff room which will need to be extended. Please consider the footprint of the current facilities before trying to add further children to the school or they will be absolutely unfit for purpose and both the children and the staff will suffer.

Extra traffic on the estate alongside with the disruption to my children's education whilst building work is undertaken.

The Council should focus on expanding Welsh education in the area. Expanding English education like this would be at the expense of the Welsh in Education Plan and the Council and Government's aim to increase the percentage of pupils in the county receiving their education in Welsh.

The amount of traffic morning and late afternoon is concerning. The amount of cars parking in a very hazardous manners, will eventually cause either an accident to persons or other vehicles. Cars belonging to parents are increasingly encroaching further and further from the immediate area surrounding the school, to side streets adjacent to the school.I personally are having to delay my leaving home in the mornings to avoid the congestion and queues.

There are plenty of schools in Bridgend

Traffic around the school is crazy at the start and end of school time. Parents park on double yellows,no traffic wardens and general chaos as residents also park on the road, because they do not use there drives. A bigger school will only make this situation worse and will result in an accident. No one adheres to the 20 mph speed limit either.

Although I recognise the need for increased numbers of pupils spaces at Coety primary to support the local community, there is inadequate outside learning and recreational space to support the wellbeing and development of current pupils and so have concerns about the impact of increased pupil numbers and building space

The consultation document does not adequately explain where exactly on the school site the extension will go. I am very concerned that the playground, which is already very small, will be made smaller again. The paper says about an extended playground but gives no indication as to where this could go - to my knowledge there isnt any extra land that could be used for this purpose. I think its incredibly important for children of all year groups to have space to run around at every break and lunchtime. I would like to see further information about the actual new building and extended playground.

What about outside space. School site was never big enough to accommodate extensions which would be inevitable due to the number of new houses being built.

It is not clear how the space taken up by new classrooms will be made available elsewhere. Communal parts of the building will be under more strain. My son is very worried about the increase in noise due to increased pupil numbers.

In the proposal it suggests the extension be placed on the playground and a new playground be made. I am unsure how this will happen or even where this will be placed. Outdoors is paramount to children's well-being. Also what concerns me would be the lunch times etc. They stagger the lunches there now, how will this work? Children being staggered until 2? This is not acceptable at all for children to

eat so late. How will they split the classes? Take children away from their already settled classrooms and friends? This will be a huge detriment to my own childrens well being. I think things need to be carefully thought through for the children.

It will be built on the junior playground taking up the netball court therefore denying the present pupils access to these facilites. I understand that the current school hall will then be too small requiring the pupils to have a staggered lunch up until 2pm which is a long time for a child under 11 to go as some might not get a decent breakfast to keep them going.

The current site is not fit for purpose so extending without using additional land is irresponsible and unacceptable.

Expanding English medium school would go against the Welsh Government's aspiration to increase the percentage of Welsh speakers in Wales.

The proposal would remove a playground for the children and would also mean that the lunch time is spread out over a far too long a period for the children

The plans are not appropriate and will severely impact and restrict the childrens play area space, which is vital for their well-being during school hours. The play space is already stretched to capacity.The proposal will severely impact the space the children have to play in, and the timescale and structure of the proposed work will be detrimental to the childrens learning and experience during this time. The proposal does not take into account the still grossly limited space to allow school lunch provision for the numbers proposed. It is ridiculous that to cater for this number of children, lunch schedules will need to begin at 11 am for some classes, finishing at 2pm. The plans have been poorly thought out with a lack of consideration for the pupils and parents that attend the school. This is not the answer!, the council would be better to rethink a more appropriate plan that is suitable and well constructed to ensure no rash action is taken, once again that will let down the children and the community who they represent.

Will be too big and cause disruption to existing pupils while building work takes place, parking will also get worse and no breakfast available for the current pupils, school hall for lunch etc will be too small for an increase in children

The school is already very large. It has insufficient parking in the surrounding streets and it sounds as if BCBC is intending on building a 'super primary school' which will negate the community feel of the current school which is already very large. In my opinion some of the smaller schools in the surrounding areas could be adapted to accomadate a small increase of pupils per school.

I support the expansion of Coety Primary school but this proposal deeply flawed.

Facilities not large enough to support extra pupils. Lunch and break times over crowded

The community council perspective is that we support an expansion but it has to be the right size to accommodate all children in the Coety catchment. We feel a three

form entry school is required rather than 2.5 and that the hall needs to be bigger as well as the yard space a

We are concerned about the future quantity of learners receiving their education through the medium of Welsh. Increasing this English school's capacity would mean that more parents can choose English education and thus going against what is noted in the county's WESP document. As the only secondary Welsh school in the county

If you would like to suggest any changes or alternatives to the proposals presented, please give details:

Attach the school site to the 4g pitch and put a netball court next to it so that theres enough space for the children. Extend the hall to the side of the building to be able to serve children dinner! Particularly given that soon there will be free school meals! Look at options for additional staff room space. Theres plenty of surrounding land next to the school thats soon to be passed on to bcbc by persimmon.

Attach the school to a bigger playing area . Expand the dining hall and do the right thing first. Instead of creating another problem with lack of playing space out doors, and not having enough space for the children to have dinner at a reasonable time.

The initial build for the school has proved to be inadequate resulting in children who should be going locally to school have to travel elsewhere. The proposal to extend the school is welcomed BUT the option of just adding a block at the rear of the school is not the right option in my opinion. Current play space for the children is already inadequate as detailed in a previous RoSPA Report, taking play space away from the children to build the extension is a retrograde action and must not be allowed to take place. NAEYC accreditation criteria require a minimum of 75 square feet of play space outdoors per child, currently I believe that requirement is not met so taking more play space away for a new building will make things worse. Alternatives MUST be considered for the safety and learning opportunities for children at Coety Primary Increasing the school roll to meet demand is all well and good but this will impact upon other facilities that the children will use, not just classroom space. For example, the school hall is used for meal times, the additional number planned will extend the timescales of lunch periods to ensure numbers are handled safely and in a timely fashion. The onset of free meals for all in the coming year or so will also add to this challenge meaning extended meal times to meet the needs of the children.

There is land in the yards that could be flattened and landscaped to create much more yard space. Its currently set out as bankings and grass areas which are unusable play space in anything other than bone dry weather. This could be used in a much more effective way if it was all flattened and given an all weather play surface. There is also a purpose built 4G pitch which is unable to be accessed by the school. If a covered path could be created from the school down to the 4G to enable the children to play there safely in break times, this would alleviate the lack of space. There is a large balcony area off the staff room that could be used to extend this area. The is space next to the downstairs lunch room which could be used to extend this area.

Consideration needs to be given to parking around the school and pick up and drop off times. The yellow zigzags by the school are unecessary and has made the parking much worse. Most parents are working so are unable to walk due to time constraints.

Path added to rear of school running along side the fields. When gate is closed at rear we either have to walk around Ffordd y Draen or down a muddy dangerous path.

Only requirement would be to provide and adequate and safe drop off zone for parents.

I fear a 2.5form system could negatively impact pupil experience and outcome, i therefore would urge to look into a 3.0form entry alternative to the proposal if suitable land is available.

Change the school to Welsh medium or bilingual.

The school is that small to service an ever growing community with parc derwen increasing and more families one to the area

If anything I don't feel the plans are large enough! There are issues with families struggling to get siblings into the school and people who live nearby unable to get children into the school, capacity increasing by circa 100 doesn't feel like it's enough of an increase, especially when even more homes are being built in the local area

Parking for parents using their vehicles to commute their children to school must be considered.

Change the boundaries.Build another school

Whilst this proposal does go some way to address the demand for the school which is welcomed, when looking at the surrounding houses in Coity and Parc Derwen and the demand for the school based on it being the closest to many houses here I actually do not believe this proposal goes far enough and this is not a longer term future proof proposal and this will still be a problem for many years to come. It would be my proposal to fully extend the school to a 3 class school rather than the proposed 2.5. This could be achieved with the space available even if it were to be a 3 story school or/and extended outwards, or an additional school built on some of the field to allow for a split junior and infants school. This would be what is right for our community and children for the present and future.

I worry that the proposed changes are not large enough to accommodate the children on the estate and surrounding area.

I am happy for the school to be bigger.

Build a school in a less dangerous built up area. Being at the top of the estate where the houses seem to be more closely grouped together seems crazy, when there are

more suitable areas on the estate or even a raft of empty commercial lots at Brackla industrial estate.

I need more details about the new building (exact location, proposed building materials etc), and the exact location of the “extended playground” as well as what surface the playground would have.

Build on front elevation of the school. Move nursery to a separate site.

N/a

The extension will be fantastic as there is currently not enough places for the amount of children living on parc derwen I know lots haven't been able to get in. Will the hall be increased in size to accommodate the extra children at lunch times. The proposed extension idto be located on the playground. This is taken away vital outdoor play area for the children. Will additional playground be added to make up for the playgroumd that will be taken?

The current school hall and playground would not be large enough to accommodate additional pupils. School lunches would need to be extended by an unacceptable period of time. Young children cannot be expected to wait for lunch until a time near school closure. The BCBC proposal on playground includes unusable areas which would be a safety hazard if used.

The focus should be on expanding Welsh-medium schools to ensure that there are more pupils in the County learning through Welsh.

Look at building up creating another floor to the school or placing the class rooms in another location just at the car park

The extension needs to not compromise play areas and the council needs to fundamentally address the restrictive size of the school hall and corresponding lunch schedule, to ensure that the capacity allows a sensible lunch schedule. Lunch 11-2pm is not acceptable. Can the green space in front of the school be utilised for the extension. I.e. nursery years located together in extension built on green space, resulting in no restrictions to play area space and yards. The school hall will need to be adequately extended to support the extra children, to allow lunch 12-2pm and to facilitate full school assemblies that are vital for cohesion throughout the school key stages.

Get on with building the new welsh school and the old welsh school can become another primary school which has already been proposed

I suggest a small increase in capacity to the surrounding schools such as lichard, coychurch etc. The school already feels very large for a primary school and parking is not up to scratch for the school as it is. The surrounding streets would need to be heavily modified as i believe it is an accident waiting to happen, with cars abandoned all over the place at school times and little to no traffic controls in place or police/pcso presence.

The yard need to be bigger and linked to the artificial pitch. The hall needs to be bigger to accommodate all children. The staff room need to be bigger. By BCBC's own figures within this consultation the expanded school will be too small before the extension is completed. It must be a three form entry. The design is poor.

As previous point

Cease from increasing the capacity so that it doesn't affect the quantity attending Welsh education.

Do you feel the proposal will have a positive or adverse impact on the Welsh language and how? Please consider, in particular, opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.

Welsh language is currently being favoured above English as portacabins are going up in ysgol bro ogwr even though there was a surplus of nursery places. Coety had over 20 in catchment children turned away but won't be given portacabins! Childrens welfare is being ignored due to a desire to hit Welsh language targets.

This is an English language school . There are plans for a large welsh school with in the area. This school is impacting local children and parents. And was built too small in the first place .

Adverse effect.

The proposal will have a neutral impact on the use and teaching of the Welsh language at Coety Primary Schoool

Positive

No comment

If anything it would have a positive effect. More children means more diversity, and more children learning the language together

No

I don't see how this would have an effect unless a Welsh speaking teacher is appointed to support the increase in the school size.

Positive only as school already actively encourages Welsh within the school.

I understand that statistically this is likely to reduce welsh language as by nature of the school being oversubscribed parents are forced to move their children to a welsh medium school. This therefore is a negative feedback in the current system by lack of choice. Improving the welsh medium school or providing an additional welsh medium school in the catchment would be a more suitable way of maintaining welsh language preference. As a parent we didnt choose to have a welsh medium school,

even as a back up option during application, as we felt the local english schools were more suitable for our child.

No affect

No

No

Positive – the children will be taught Welsh

Positive

Yes this does treat the Welsh language unfavourably.It does make us as a community think that Welsh Medium eduvation is not important.

No, the children in school learn welsh and will continue to do so. The need for this area is to make Coety school bigger regardless of language.

It will be positive as it will be incorporated into the child's learning

N/A

N/a

None, all pupils learn Welsh, this does not depend on the school.

The school are good at using Welsh in daily school life.

Don't think this is relevant

No impact

NA

Adverse effect on Welsh Language.

No

The proposal impacts learning and wellbeing of pupils and will have a detrimental effect on aspects of learning, including Welsh and welsh based topics. The Welsh language resources are already very stretched and will be further stretched with inadequate resources with the plans and additional children. Will the council be allocating additional and new budget to allow the expansion of Welsh speaking staff and supporting resources.

I went to a welsh speaking primary and comprehensive and I have chosen to send my children to an english speaking primary, they will learn welsh there but not at the expense of the english language, cant make parents send their children to the welsh medium just because it's the only option.

Neither positive or negative.

This will have no impact on the Welsh language . In the last 7 1/2 years I understand only one child declined a place at Coety has opted for welsh language education.

No comment

As noted previously, it will have an adverse effect on Welsh education, at a time when the county is eager to increase its Welsh medium provision. What is the result of the survey into the effect on the Welsh language by increasing the English capacity? How can you be sure that the quantity choosing Welsh education won't drop?

If you believe that the proposal will have an adverse effect on the opportunity of people to use the Welsh language, or that the Welsh language is treated no less favourably than the English language, please identify any changes that can be made to the proposal to reduce this impact.

This proposal will have an effect if the kids don't have a big enough yard and can't have dinner as the dinner hall is to small . If the extension goes ahead with out thinking of increasing the dinner hall size.

Extend the Welsh medium provision in the county. There are only 4 English primary schools our of a total of 44.

Not applicable

No comment

N/A

Utilise some BCBC funding to improve the welsh medium schools to the point they are so superior to the english medium schools that a parent would have to take their child there instead.

Not effect

The proposal will go against the Council and the Welsh Government's aspiration to see an increase in the percentage of pupils receiving Welsh education.

N/A

Build bilingual schools as opposed to one language schools in this area.The Council have no idea how to do this and what is best gor Childrens future

Na

N/a

None

N/A

NA

Not applicable

No

Budget allocation to allow classes to be appropriately structured to optimise Welsh learning resources, and to invest in welsh speaking head count

N/a see above.

No comment

As noted previously, more English medium places will be available closer to the parent's homes and therefor it will be easier for some to reach the English school rather than the Welsh one. Until there is equality in the quantity of Welsh and English schools, and the same resources and travelling distance is available, increasing the English capacity will always effect the growth of the Welsh language.

How do you think the proposal could be changed to impact more positively on the opportunity of people to use the Welsh language or that the Welsh language is treated no less favourably than the English language? Any other comments:

Increase the primary Welsh medium places available across the county.

Not applicable

No comment

As above

N/A

Na

Change the school to a Welsh or bilingual school.

No thoughts

None

Build more bilingual schools

None

N/a

None

N/A

Not relevant

NA

Not relevant

No

The council needs to allocate sufficient and additional budgets to allow the school to increase its welsh speaking staff headcount

This is about Coety primary. I fully support the provision of Welsh language education and the expansion of Ysgol Bro Ogwr. Those who choose to educate their children in English should not suffer discrimination.

No comment

Ensure there is the same quantity of Welsh and English schools, so that the same resources and travelling distance is available. I know the county has pledged to increase the percentage of children receiving their education through the medium of Welsh. Increasing the Welsh and English places at the same time won't enable the county to fulfil the pledge in a legal document.

Any other comments:

Please put the children first and extend the school properly!

Hopefully some one will have sense!

I strongly disagree with the extension proposal until the plans to extend the play areas, lunch room and staff room are confirmed.

Parking needs to be a priority

No

Na

I think the proposal is the only suitable solution

Please consider given comments

As mentioned, i support this but the proposal does not go far enough to actually meet community needs and expectations, further extension beyond a 2.5 class school is needed.

The main reason I believe this should be approved is so that children who live on the estate can attend their local school. It should absolutely not be the case whereby children in the catchment area for another school attend Coety to the detrement of children that are within catchment for the school. I have neighbours who live on Parc Derwen less than a ten minute walk from the school (in catchment) but cannot send their children to the school. My little girl is 4 months old and is already making connections with other babies on the estate who will be in the same school year as her and it would be a great shame if she was not able to attend the same school as her new friends due to initial poor planning when building a school that is too small for the area and community it serves. Increasing the size of Coety will not have an adverse effect on Welsh language provision as the strong likelihood is that parents who are unsuccessful in gaining a space at Coety will apply for a space in Litchard, Coychurch, Tremaine etc rather than a Welsh Medium school. Parents should be able to send their child to the local English medium school and should not be penalised for choosing to do so.

I am glad the school is being made bigger as the amount of families who have to drive their children out of the estate is too much. We bought our house with the intention our daughter would go to Coity primary.

None

The children’s facilities cannot be decrease due to an extension

The School needs to be extended possibly over 4G pitch or other land adjoining the school. School was built with no consideration to allowing over 1500 new properties as opposed to the original planning application for far fewer houses. The residents in Coity Village are being denied places at the current Coety School and this problem needs to be sorted.

2.5 year groups doesnt work for the kids or the teachers.

I provided a full and frank assessment of my views during the recent consultation session with Coity Higher community council. This proposal is deeply flawed and cannot proceed as is.

We fully accept and support the document Councillor Amanda Williams has submitted in relation to this consultation.

In my opinion, this proposal is unprincipled and it will have an effect on the quantity of children receiving Welsh education in this area.

How would these proposals affect you because of your: Gender, Age, Ethnicity, Disability, Sexuality, Religion / belief, Gender identity, Relationship status, Pregnancy, Preferred language?

No at all

They will not affect me for any of the reasons stated above

B/A

I think the improved access available by a larger modern school would make it more accessible to all

Nil at present

They would not affect me

They wouldn't

They hinder the future of Children in the area

They would not affect any elements of diversity but would better family and community left to have a school big enough for the area and would promote more walking

My preferred language is English and I feel that not increasing the size of Coety would be pushing me to send my daughter to the new Welsh primary school that i

They would impact negatively on neurodivergent people or those with sensory processing differences by increasing the size of the school environment.

NA

N/A

The proposal threatens my language and culture.

Local authority responses/clarifications to summary issues raised:

Growth of Welsh-medium education

The Council's School Modernisation Programme reflects the Councils commitments in the Welsh in Education Plan, which aims to ensure that demand for Welsh-medium education can be met in the long-term and in line with Welsh Government's Cymraeg 2050 strategy and contributing to its target of one million Welsh speakers by 2050.

Coety Primary School's catchment area has been subject to major housing developments (that is, Parc Derwen and the Taylor Wimpey and Persimmon sites at Brackla northeast).

This proposal is part of a wider strategy to increase pupil places to serve the Bridgend northeast area which has been subject to this significant development. The Council has adopted a phased approach to expanding primary provision, as

follows:

- Welsh-medium capacity being addressed as part of Band B of the School Modernisation Programme with Cabinet approval having been received to relocate Ysgol Gymraeg Bro Ogwr (that is, a Welsh-medium primary school that serves Bridgend town, Valleys Gateway and Pencoed areas) to a new site, which is located near the existing school site.

- Proposed enlargement of Coety Primary School to a 2.5 form entry school to increase provision.

- It is proposed to create additional primary pupil places at the residual Ysgol Gymraeg Bro Ogwr site which, with the enlargement of Ysgol Gymraeg Bro Ogwr and the proposal in respect of Coety Primary School, would ensure the demand for pupil places for the area would be met.

  An education options appraisal has been undertaken in relation to the residual Ysgol Gymraeg Bro Ogwr site and the outcome will be reported in due course.

The outcome will necessitate a catchment area review. Preliminary high-level options have been considered. However, these options will be informed by the outcome of the education option appraisal. Therefore, any proposed changes can only be progressed in line with a decision regarding the education options for the residual YG Bro Ogwr site. The views stakeholders would be sought in respect of any proposed changes.

The above strategy addresses the longer-term demand for pupil places in the Bridgend northeast area of the county. There are plans to increase Welsh-medium provision in the south-east and the Bridgend town areas.

School size / capacity / future expansion

The current pupil admission number (PAN) is 60 and with the addition of a four-classroom extension, the PAN will increase to 75, meaning an additional 15 places in each year group. The existing capacity of 420 places would increase to 525 for 4 to 11-year-olds (that is, 2.5 form-entry). There are currently 72 full-time-equivalent nursery places at the school and as a result of the development and through mixing year groups, there will also be an opportunity to increase nursery provision by an additional 12 full-time nursery places. This means that the nursery will have 75 full-time places, with 9 full-time-equivalent part-time places, providing a total of 84 full-time-equivalent nursery places.

There is an increasing need for additional capacity at Coety Primary School. The option of a 2.5 form-entry school was deemed the preferred option for the size of the school site. A set of options, costs and strategy was established to maximise the capacity of the school to serve the area. The school site is not large enough to facilitate a 3 form-entry school and the site will be at full-capacity if the four-classroom extension receives approval. The structure of Coety Primary School would not be able to support a third floor.

At this stage of the project, site layout and general internal arrangement drawings have been produced to demonstrate site fit, that is to demonstrate that a four-classroom extension is achievable within the space available. If approval is received to proceed with the scheme, the design and development stage will involve further stakeholder engagement and consultation sessions to ensure that the extension achieves the needs and requirements of the school and pupils.

Move the nursery to a separate site

This proposal seeks to improve the position for those children who currently are unable to transition from nursery into reception. Coety Primary School has good quality nursery provision and this needs to be located on the same site as the school, supporting transition from early years into mainstream education. By locating the nursery on an alternative site, the school would become a split-site school, and this could prove challenging for some parents in terms of drop-off/pick-up arrangements and leadership and management in terms of operating two sites.

Nursery years located together in an extension built on the green space at the front of the school

During the consultation period, site layout plans were provided purely to demonstrate site fit. During design development, the local authority would work with the school to determine an agreed location for the extension.

Smaller schools in the surrounding areas could be adapted to accommodate a slight increase of pupils per school, such as Litchard Primary School, Coychurch Primary School

This option was discounted from a previous option appraisal to increase capacity in the area, as the residual YG Bro Ogwr school would be used to increase the number of pupil places.

Classroom extension location and building materials

The proposed four-classroom extension will be attached to the eastern side of the existing school building and the additional yard space will be to the east of the extension. The materials used to build the extension will match the existing building as far as practicable. The new extension will meet the requirements of the Bridgend 2030 Decarbonisation Strategy and will be designed using Net Zero Carbon principles.

Royal Society for the Prevention of Accidents (RoSPA) report

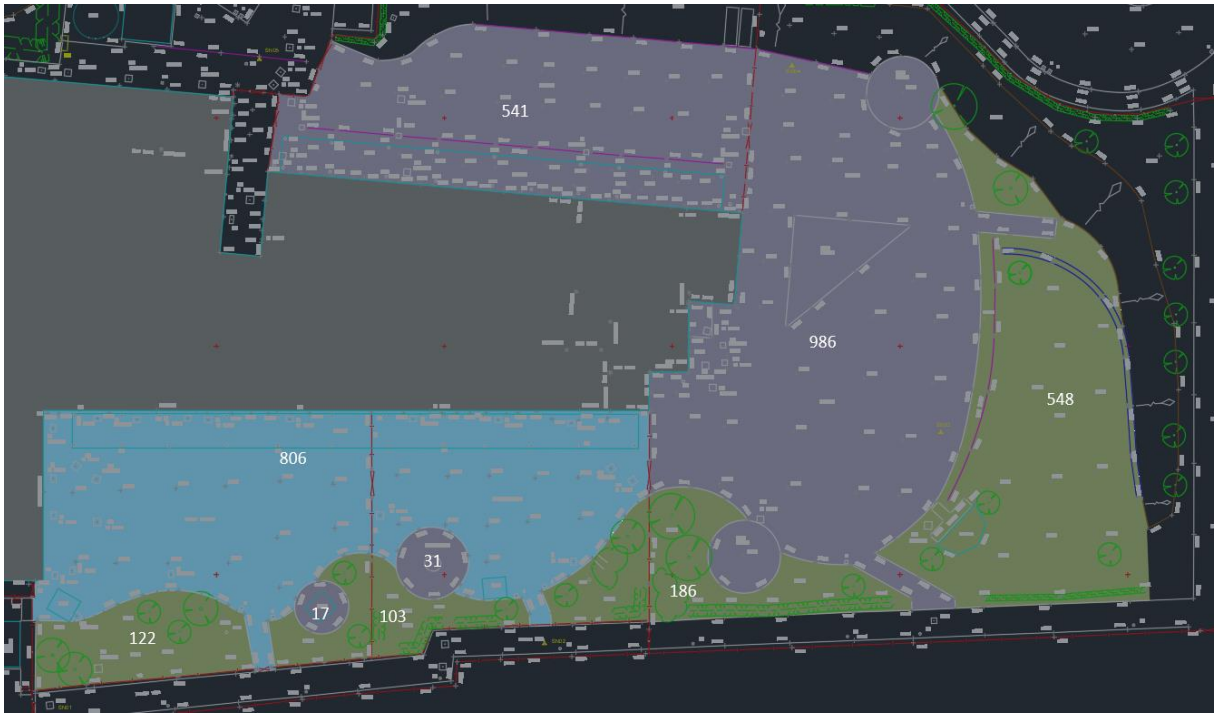
A review of external spaces at Coety Primary School has been undertaken. There is a contradiction of the measurements taken by the local authority and those that were included in the RoSPA report. The previous measurement studies are incorrect. There is more information available now compared to what was available to all parties at the time of the report. The RoSPA report concluded that the area

measurements are in accordance with the Building Bulletin Guidelines.

The actual area measurements are as follows:

- Nursery and reception - rubber crumb surface: 806m²
- Nursery and reception - hard surface: 48m²
- Foundation Phase - yard: 541m²
- Key stage 2 - yard: 986m²

Accessible grassed spaces are in addition to the areas listed.



These confirmed areas exceed the previous local authority measurements. The RoSPA report is incorrect.

School Yard

The proposal seeks to increase the yard space by between 550m² and 570m². The net area of additional yard (by removing the footprint of the extension) would be a minimum of 360m². This equates to 3m² per pupil. Additional space can be created, if there is a further need, by extending the yard further. This would require a small retaining wall of approximately 600mm.

Games court markings for netball, basketball and football will be provided on the yard. The court will not have any fences or barriers. The court will not have any fences or barriers.

As a result of the consultation process the local authority will explore options for a secure access point to the 4G pitch, to allow pupils a safe route to additional play space. Officers will work with the school to ensure the yard space is sufficient and

will be consulting formally with staff in the future regarding design requirements, if approval for this scheme is received from Cabinet.

Construction phase

The construction work is planned to begin in February 2024 and the new classrooms would be open in January 2025.

The project team will work closely with the headteacher, governors and staff by planning the programme around the needs of the school to limit disruption during the construction phase.

Should the scheme progress, the school will remain open during the work. Careful consideration needs to be given to where the contractor is based and how they will access the working area. There will be time restrictions in place to limit contractor movements and deliveries during the school day.

Hall and kitchen space

The existing hall and studio is within the area guidelines parameters for a 2.5 form entry school. Extending the hall will not resolve the situation of reducing the lunch service time, as pupils cannot all be served their meal at the kitchen hatch at the same time. There is a need for a continuous lunch time service. This will allow pupils to have their lunch on a rota system and potentially with an extended lunchtime when Universal Primary Free School Meals (UPFSM) is rolled out. The school will need a longer lunch period for the kitchen to cope with the additional UPFSM. Catering Services has indicated that there is potential to improve the meal service by providing an additional free-standing servery.

Continuous lunch service would be required with tables/seats being rotated as pupils leave the hall instead of sittings. The kitchen can batch cook foods throughout a continuous service to ensure the food is at optimal nutrition and quality. In addition, continuous service and rotation of pupils will speed up the service time.

The school hall and seating will be sufficient to accommodate the additional pupils during lunch. Lunch-time service will be continuous, instead of staggered and will begin at 11:30am onwards. Continuous service will ensure all pupils are served on time.

The introduction of UPFSM is not limited to Coety Primary School but will have an impact on other primary schools in the county borough.

The school will undertake a risk assessment as and when UPFSM is rolled out should the lunchtime need to be extended and to determine if additional lunchtime staff are required.

Staffroom

Officers will align the size of the staffroom to meet the increase in staff numbers, in-line with Building Bulletin 99.

Traffic concerns

If approval is received to progress this scheme, a full transport impact assessment (TIA) will be undertaken. A TIA will identify what measures will be taken to deal with the anticipated transport impacts of the scheme relating to all forms of travel. The TIA will be considered by the local authority's Highways Department and they will ensure that any improvements suggested are taken forward as part of the planning application process.

School drop-off area

There is no proposal to allow parents to use the drop-off area. Where there are no physical parking restrictions in place on the road, such as yellow lines, the police are the only enforcement agency who can address hazardous, or obstructive parking and to enforce the speed limit.

The local authority's Parking Services undertake visits to the area and they can take action against illegally parked vehicles. The local authority cannot dictate to residents that they must use their driveways instead of using the road to park their vehicles.

School drop-off and pick-up times is a matter for the governing body of the school.

Active Travel

National Planning Policy now dictates that priority must be given to active travel and public transport above other forms of transport including car use. As a result of this, it is suggested that all schools and colleges assess their travel needs and develop a school travel. The school will continue to engage with pupils, staff and visitors to develop a robust school travel plan to promote sustainable ways to travel to and from school, by promoting walking, cycling, public transport and car sharing. The local authority will explore the option to implement a "school street" (that is, a road outside a school with a part-time restriction on vehicles outside schools during drop-off and pick-up times), with the Highways and Transportation Department, if approval for this scheme is received from Cabinet.

Resident Parking

The introduction of resident parking would not prevent parents from driving along Ffordd Yr Hebog and dropping-off their children on the existing parking restrictions. It could, result in parents dropping children off in the running lane (between parked cars if the existing restrictions are removed) making Ffordd Yr Hebog an informal drop-off point on the highway. Any residents parking scheme would be dependent on the completion of existing zones which have been identified in the county borough and a scheme would require a feasibility study due to the constraints of the location. It could essentially create a one-way system which can lead to increased vehicle speeds, which would be undesirable in a residential area and outside the school. Furthermore, residents can often be divided on which way the one-way system runs, as those on the furthest side of the one-way system will be disadvantaged with access to their properties depending upon which direction they approach the

location. Response times can sometimes be negatively affected. The police cannot sustain regular enforcement which would undoubtedly be needed to address the issue, which could lead to a Traffic Regulation Order (TRO) falling into disrepute. Finally, residents parking it is likely to receive objections from the residents due to the policy incurring a charge for each permit issued annually to cover the administration cost. It should be made known to residents that the existing policy recommends there are still limited waiting areas within the street, to permit tradespeople, deliveries and visitors to park, the resident permit scheme does restrict permits to bona fide residents only and this does not include visitors or family not resident at the address. Enforcement of the resident parking permits requires a foot patrol and as with approximately sixty schools and numerous other resident permit areas and identified high risk patrols and other obligatory duties the limited number of current Civil Enforcement officers cannot be at each and every location.

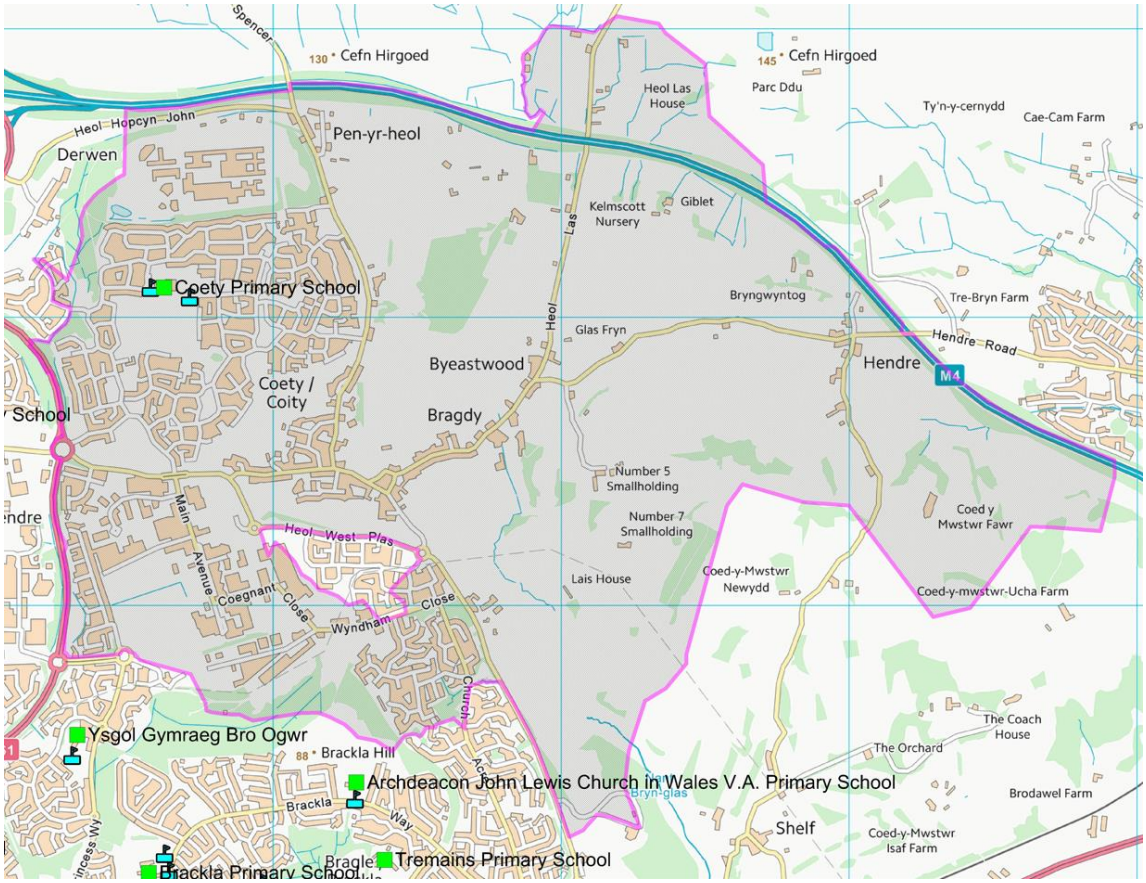
The existing parking restrictions have been implemented on the grounds of road safety. “School Keep Clear” lines are placed outside school premises to create a sterile area where pedestrians can have a clear view of traffic using the road and vice-versa. The red stripe painted on the road surface was requested by the previous head teacher in an attempt to highlight the fact that there are dropped kerbs present at that location and to try and prevent vehicles from obstructing them, at that time there were no “School Keep Clear” lines on the road surface. As soon as road safety became aware of this instruction / guidance, the school was contacted and asked to retract that statement as it was incorrect. “School Keep Clear” lines have now been painted on the road surface and the children were taught by Kerbcraft Road Safety Training, that a safer place to cross the road was at the dropped kerb with the “School Keep Clear” lines.

The Highways and Transportation Department is aware of outstanding lining works, however the timeframe to undertake the work are dependent on third parties.

Catchment area

A review of the catchment area will be progressed, and if a change is required, then a separate consultation process will be undertaken. Nevertheless, just changing catchment boundaries does not create additional capacity it merely reallocates the existing pressure to adjacent schools, the majority of which are also oversubscribed and are facing similar pressures as Coety Primary School.

The catchment area for Coety Primary School is outlined in pink in the below map:



APPENDIX 9

Estyn's response

Estyn response to the proposal to enlarge the premises at Coety Primary School, increasing the capacity at Coety Primary School with effect from January 2025.

This report has been prepared by His Majesty's Inspectors of Education and Training in Wales.

Under the terms of the School Standards and Organisations (Wales) Act 2013 and its associated Code, proposers are required to send consultation documents to Estyn. However, Estyn is not a body which is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore, as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal and has produced the following response to the information provided by the proposer.

Introduction

This consultation proposal is from Bridgend County Borough Council. The proposal is to enlarge the school site and increase the capacity of Coety Primary School from 420 full time school places to 525 as of January 2025 and providing an additional 12 full-time nursery places.

Summary/Conclusion

We consider that the proposal is likely to, at least, maintain the standard of provision in the area.

Descriptions and benefits

Bridgend County Borough Council has provided a useful rationale for the proposal. They outline the benefits of enlarging the premises to improve accommodation and increase the pupil admission number. The proposer gives appropriate attention to the school's building suitability, outlining the funding necessary to resolve condition issues in addition to information regarding funding the proposal to enlarge the school. The proposer gives appropriate attention to the school's current capacity. It considers the impact of the increase to the admission number on the expected future demand for school places in the area. The proposer also considers the effect on pupil numbers in other schools in the area and on transfer to secondary schools. The current building does not appear to be able to adequately meet the demand for school places at present.

The County Borough Council provide a clear description of the projected timetable for statutory procedures and for implementation of the proposals. The strengths and weaknesses in each of the options considered are suitably detailed. The proposer has set out the likely impact of the proposal. The proposal includes information on the impact on the local environment and in relation to safe walking routes. Generally, the proposal considers project risks appropriately.

The proposal considers a range of alternatives and provides a rationale for the preferred option. The proposal projects an increase in pupil numbers based on over-subscription, new housing and further planned new homes in the area. The proposer provides comprehensive information on the capacity of other schools in the area and indicates that the proposal is likely to have limited impact on them.

The Council has taken sufficient account of the impact of the proposals on Welsh medium provision under its own Welsh Education Strategic Plan. The proposal indicates that it may impact on Welsh medium schools. It clearly outlines the level of demand for Welsh language provision and includes details of approved plans for increased capacity at a Welsh medium school in the locality due to open at the beginning of the autumn term 2025.

The Council provides an estimate of the financial costs of the proposal. The proposal acknowledges further cost implications in relation to the potential for rising costs but does not provide mitigation in the event of budgetary pressures.

Educational aspects of the proposal

In considering the impact of the proposal on learning; wellbeing and attitudes to learning; teaching and learning experiences; care support and guidance and leadership and management, the Council has referred to the most recent Estyn inspection outcomes. In its last inspection in March 2018 Coety Primary School was judged to be good in standards, wellbeing and attitudes to learning and care, support and guidance. It was judged to be adequate and in need of improvement in teaching and learning experiences and leadership and management. The proposal briefly suggests the ways in which it will enable the leadership team to shape the teaching and learning provision to support the delivery of the curriculum. It includes the local authority's current view on the quality of leadership and management.

Bridgend County Borough Council considers the impact of the proposal on wellbeing and care well. It makes a link between the new build and strengthening learning provision across the age range of the school. The proposer indicates that the proposal will improve accessibility in accordance with requirements under the Equality Act 2010.

An appropriate equality impact assessment has been carried out and found that there is no negative discriminatory impact anticipated on most groups. Positive impacts are identified in relation to disability and gender. The possible negative impact identified on admissions to Welsh medium education have been mitigated by the planned replacement and increased capacity of the local Welsh medium school due to open in the autumn term 2025.

The proposal identifies possible disruption to learners whilst building work is underway.

Local Authority response:

Dear Estyn

Thank you for your detailed consideration of the consultation to enlarge Coety Primary School. It is encouraging to note that it is felt that the proposal has been well considered and that it is appropriate.

Yours sincerely

Appendix 10

List of stakeholders

- The Governing Body, parents, staff, carers, guardians and pupils of Coety Primary School
- Other schools within the cluster/area:
  Archdeacon John Lewis Church in Wales Primary School, Brackla Primary School, Coychurch Primary School, Croesty Primary School, Litchard Primary School, Pencoed Primary School, Penybont Primary School, Tremains Primary School, St Mary's Catholic Primary School, Ysgol Gymraeg Bro Ogwr, Archbishop McGrath Catholic High School, Brynteg School, Pencoed Comprehensive School, Ysgol Gyfun Gymraeg Llangynwyd
- Neighbouring authorities
- The Church in Wales and Roman Catholic Diocesan Authorities
- Welsh Ministers
- Welsh Government
- Constituency and Regional Assembly Members (AMs) and Members of Parliament (MPs) representing the area served by any school which is subject to the proposals
- Estyn
- Teaching and staff trade unions representing teachers and other staff at any school which is subject of the proposals
- Central South Consortium Joint Education Service
- South Wales Police and Crime Commissioner
- Town and Community Councils representing the area served by any school which is subject to the proposals:
  Brackla Community Council, Bridgend Town Council, Coity Higher Community Council, Coychurch Higher Community Council, Coychurch Lower Community Council, Newcastle Higher Community Council, Pencoed Town Council, Merthyr Mawr Community Council
- Independent or voluntary nursery providers serving the area
- BCBC Childcare team/Children and Young People's Partnership and/or Early Years Development and Childcare Partnerships where present
- Cabinet Members
- Corporate Management Board
- Ward Members

- BCBC Group Manager, Learner Support
- CAMHS, NHS Wales, Cwm Taff, Local Health Board.
  Primary Mental Health Team, NHS Wales, Cwm Taff, Local Health Board.
- Speech and Language Therapy Service, NHS Wales, Cwm Taff, Local Health Board.
- Paediatricians, NHS Wales, Cwm Taff, Local Health Board.
- Occupational Therapy (OT) NHS Wales, Cwm Taff, Local Health Board.
- Physiotherapy Service: NHS Wales, Cwm Taff, Local Health Board.
- Educational Psychologists. Educational Psychology Service, Bridgend County Borough Council.
- Social Services & Wellbeing Directorate, Bridgend County Borough Council
- SNAP Cymru
- Barnardo's Cymru
- Welsh Language Commissioner

This page is intentionally left blank

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO CABINET

09 MAY 2023

REPORT OF THE MONITORING OFFICER

PROPOSED DATES FOR MEETINGS OF CABINET, CABINET COMMITTEE EQUALITES AND CABINET COMMITTEE CORPORATE PARENTING

1. Purpose of report

1.1 The purpose of this report is to propose for approval, the programme of meeting dates for Cabinet, Cabinet Committee Equalities and Cabinet Committee Corporate Parenting for the municipal year 2023 – 2024.

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 The approval of the programme of meetings of Council, Cabinet and their Committees is required in accordance with the Council's Constitution.

4. Current situation/proposal

4.1 The proposed programme of meeting dates for Cabinet, Cabinet Committee Equalities and Cabinet Committee Corporate Parenting for 2023 – 2024, is set out below. It should be noted that the date of the Budget Cabinet meeting could be subject to change, depending on the timeline of the Welsh Government Local Government Settlement.

Cabinet

20 Jun 23	16 Jan 24
18 Jul 23	6 Feb 24
19 Sep 23	20 Feb 24 (Budget)
17 Oct 23	12 Mar 24
21 Nov 23	16 Apr 24
19 Dec 23	

Cabinet Committee Equalities

28 Jun 23
13 Dec 23
24 Apr 24

Cabinet Committee Corporate Parenting

20 Jul 23
5 Oct 23
1 Feb 24

4.2 Subject to the programme of meeting dates being approved, the meetings will be placed in Members and Officers electronic calendars, in the usual manner.

5. Effect upon policy framework and procedure rules

5.1 There will be no direct effect on the policy framework, but the approval of the programme of meetings of Cabinet, Council and their Committees for the municipal year, is required in accordance with the Council's Constitution.

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 Act provides the basis for driving a different kind of public service in Wales, with 5 ways of working to guide how public services should work to deliver for people. The following is a summary to show how the 5 ways of working to achieve the well-being goals have been used to formulate the recommendations within this report:

Long-term	-	The approval of a programme of meetings for 2023-24, will assist in the planning of the business of the Cabinet in both the short-term and in the long-term.
Prevention	-	The early drafting of the programme of meetings for

		2024-25, allows for the advance planning of the business of Cabinet and its Committees.
Integration	-	The report supports all the well-being objectives.
Collaboration	-	Liaison has taken place with Cabinet, the Corporate Management Board and key officers on the proposed programme of all Committee meetings.
Involvement	-	Advance public notice of the programme of meetings will ensure that the public and stakeholders can engage in Cabinet and their Committee meetings. Agendas and minutes of all public meetings will be available, including in the Welsh language in compliance with the Welsh Language Standards.

8. Financial implications

8.1 There are no financial implications in respect of this report.

9. Recommendation:

9.1 Cabinet is recommendedto approve the programme of meeting dates for Cabinet, Cabinet Committee Equalities and Cabinet Committee Corporate Parenting, as outlined in paragraph 4.1 of this report.

K Watson
Monitoring Officer
May 2023

Contact Officer: Mark Anthony Galvin
Senior Democratic Services Officer - Committees

Telephone: (01656) 643148

E-mail: Cabinet_Committee@bridgend.gov.uk

Address: Legal and Regulatory Services,
Bridgend County Borough Council,
Civic Offices,
Angel Street,
Bridgend.

Background documents: None

This page is intentionally left blank