

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 / 643694 / 643513
Gofynnwch am / Ask for: Democratic Services

Dyddiad/Date: Tuesday, 16 June 2026

Dear Councillor,

CABINET

A meeting of the Cabinet will be held Hybrid in the Council Chamber - Civic Offices, Angel Street, Bridgend, CF31 4WB / remotely via Microsoft Teams on **Tuesday, 23 June 2026 at 14:30.**

AGENDA

1 Apologies for Absence

To receive apologies for absence from Members.

2 Declarations of Interest

To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1 September 2008.

3 Approval of Minutes

To receive for approval the Minutes of 19/05/2026

3 - 10

4 Panel Performance Assessment Response

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5 Remodelling of Domestic Abuse Services

35 - 40

6 Revenue Budget Outturn 2025-26

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By receiving this Agenda Pack electronically you will save the Authority approx. £3.96 in printing costs

- 7 Representation on Outside Bodies, Joint Committees and Cabinet Committees
83 - 96
- 8 Amendments to the Scheme of Delegations of Functions and the Contract Procedure Rules
97 - 182

9 Urgent Items

To consider any items of business that by reason of special circumstances the chairperson is of the opinion should be considered at the meeting as a matter of urgency in accordance with paragraph 2.4 (e) of the Cabinet Procedure Rules within the Constitution.

10 Exclusion of the Public

The minutes relating to the following item is not for publication as it contains exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information)(Variation)(Wales) Order 2007.

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

11 Approval of Exempt Minutes

183 - 186

To receive for approval the exempt Minutes of 19/05/2026

Note: This will be a Hybrid meeting and Members and Officers will be attending in the Council Chamber, Civic Offices, Angel Street Bridgend / Remotely via Microsoft Teams. The meeting will be recorded for subsequent transmission via the Council's internet site which will be available as soon as practicable after the meeting. If you would like to view this meeting live, please contact cabinet_committee@bridgend.gov.uk or tel. 01656 643148 / 643694 / 643513 / 643159.

Yours faithfully

K Watson

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

Councillors:

E L P Caparros

C Davies

M J Evans

J Gebbie

GC Haines

M Jones

JC Spanswick

HM Williams

MINUTES OF A MEETING OF THE CABINET HELD HYBRID IN THE COUNCIL CHAMBER - CIVIC OFFICES, ANGEL STREET, BRIDGEND, CF31 4WB / REMOTELY VIA MICROSOFT TEAMS. ON TUESDAY, 19 MAY 2026 AT 14:30

Present

Councillor JC Spanswick – Chairperson

GC Haines
M J Evans

J Gebbie
M Jones

HM Williams
C Davies

E L P Caparros

Officers:

Kelly Watson
Claire Marchant
Lindsay Harvey
Joanne Norman
Martin Morgans
Stephanie Thomas
Gaynor Thomas
Nimi Chandrasena
Oscar Roberts

Chief Officer - Legal, Regulatory and Electoral Services
Corporate Director Social Services and Wellbeing
Corporate Director - Education, Early Years & Young People
Interim Deputy Head of Finance
Head of Service – Public Realm
Early Years and Childcare Manager
Manager - Sustainable Communities for Learning
Democratic Services Officer – Support
Democratic Services Officer – Committees

625. Apologies for Absence

Decision Made	Apologies for absence were received from the Corporate Director – Communities, the Corporate Director - Finance & Transformation and the Chief Executive.
Date Decision Made	19 May 2026

626. Declarations of Interest

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

Decision Made	There were no declarations of interest.
Date Decision Made	19 May 2026

627. Approval of Minutes

Decision Made	<u>RESOLVED:</u> That the minutes of a meeting of Cabinet dated 10/03/2026 be approved as a true and accurate record.
Date Decision Made	19 May 2026

628. Scrutiny Recommendation from Social Services, Health and Wellbeing Overview and Scrutiny Committee regarding Healthy Living Partnership - Agency Model

Decision Made	<p>The purpose of this report, presented by the Chair of the Social Services, Healthy and Wellbeing Overview and Scrutiny Committee, was to present Cabinet with the recommendation of the Social Services, Health and Wellbeing Overview and Scrutiny Committee from their meeting held on 23 January 2026, during consideration of a report on Healthy Living Partnership – Agency Model.</p> <p>Members had raised concerns regarding the risk highlighted in the report received of a procurement challenge arising from a modification to the contract terms if the Agency Model is implemented.</p> <p>Cabinet posed questions on:</p> <ul style="list-style-type: none">• The legal situation surrounding the recommendation.• Any further thoughts on the recommendation or requests to the Cabinet.• Details of a confidential Member Briefing on the subject. <p>These questions were addressed by the Chief Officer - Legal, Regulatory and Electoral Services, the Chair of the Social Services, Healthy and Wellbeing Overview and Scrutiny Committee and the Corporate Director - Social Services and Wellbeing.</p>
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	<p><u>RESOLVED:</u></p> <p>(1) That Cabinet considered and will respond to the recommendation of the Social Services, Health and Wellbeing Overview and Scrutiny Committee accordingly.</p> <p>(2) Cabinet agreed to arrange a confidential Member's briefing on the subject of the report prior to it being considered by Cabinet in July.</p>
Date Decision Made	19 May 2026

629. Social Services and Wellbeing Directorate Supervision Policy

Decision Made	<p>The purpose of this report, presented by the Deputy Leader / Cabinet Member Social Services, Health and Wellbeing, was to seek Cabinet approval for the implementation of the revised Social Services and Wellbeing Directorate Supervision Policy and Practice Guidelines, which can be found in Appendix A to the report.</p> <p>The Chief Officer - Legal, Regulatory and Electoral Services asked to clarify whether the report had been moved and seconded or whether the item had been deferred to another committee. The Deputy Leader / Cabinet Member Social Services, Health and Wellbeing clarified that the report had been approved.</p> <p><u>RESOLVED:</u></p> <p>(1) that Cabinet approved the implementation of the revised Social Services and Wellbeing Directorate Supervision Policy and Practice Guidelines (Appendix A to the report).</p> <p>(2) Cabinet further recommended that moving forward policies related to employee Terms and Conditions are considered by the Cabinet Committee Equalities and Employee Relations.</p>
Date Decision Made	19 May 2026

630. Social Services and Wellbeing Directorate Medication Policy Review

Decision Made	The purpose of this report, presented by the Deputy Leader / Cabinet Member Social Services, Health and
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	<p>Wellbeing, was to seek Cabinet approval for the implementation of the revised Social Services and Wellbeing Directorate (SSWB) Medication Policy found in Appendix A to the report as required under the Registration and Inspection of Social Care (Wales) Act 2016 (RISCA).</p> <p>Cabinet posed questions on:</p> <ul style="list-style-type: none"> • Responsibility and pay differences between healthcare assistants and domiciliary care staff. • Responsibilities of BCBC and the Health Board for providing care. • The date of the last review of payscales for healthcare positions within BCBC. <p>These questions were addressed by the Corporate Director - Social Services and Wellbeing, who agreed to find direct comparisons between staff responsibilities and provide them to Cabinet. The disparities between pay for BCBC and wider healthcare workers was noted for future discussion.</p> <p>RESOLVED:</p> <p>(1) that Cabinet approved the revised Social Services and Wellbeing Directorate Medication Policy (Appendix A to the report).</p> <p>(2) Cabinet further recommended that moving forward policies related to employee Terms and Conditions are considered by the Cabinet Committee Equalities and Employee Relations.</p>
Date Decision Made	19 May 2026

631. Special Guardianship Orders Financial Policy Review

Decision Made	<p>The purpose of this report, presented by the Deputy Leader / Cabinet Member Social Services, Health and Wellbeing, was to seek Cabinet approval for the implementation of the revised Bridgend County Borough Council Special Guardianship Order (SGO) Financial Policy, which can be found in Appendix 1 to the report.</p> <p>Cabinet posed questions on:</p> <ul style="list-style-type: none"> • The financial implications of the new policy. • Whether staff will be receiving new training in order to undertake their new responsibilities.
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	<p>This question was addressed by the Interim Deputy Head of Finance and the Corporate Director - Social Services and Wellbeing.</p> <p><u>RESOLVED:</u> that Cabinet approved the implementation of the reviewed Special Guardianship Orders Financial Policy (Appendix 1 to the report).</p>
Date Decision Made	19 May 2026

632. Tennis Facilities Management Agreement update

Decision Made	<p>The purpose of this report, presented by the Cabinet Member Communities & the Environment, was to update Cabinet on progress made with regards to the development of an Operator Agreement in respect of the new tennis facilities across the borough, which were developed in conjunction with the Lawn Tennis Association (LTA), and to secure an updated decision regarding the particulars of the proposed agreement to appoint an external operator for the management and maintenance of the courts.</p> <p>Cabinet posed a question on details of the works undertaken at specific sites. This question was addressed by the Head of Service – Public Realm.</p> <p><u>RESOLVED:</u> that Cabinet:</p> <ol style="list-style-type: none"> 1. Noted the contents of this update report, specifically in reference to the changes outlined to the proposed sinking fund arrangements and approved the award of a concession contract in the form of an Operator Agreement to Tennis Wales Limited. 2. Delegated authority to the Corporate Director – Communities to negotiate the final terms of an operator agreement in consultation with the Corporate Director - Finance & Transformation and the Chief Officer - Legal, Regulatory and Electoral Services, to approve entry into the final Operator Agreement and any supplementary agreements and to grant any necessary consents required on behalf of the Council.
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Date Decision Made	19 May 2026
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633. Proposed dates for Meetings of Cabinet and Cabinet Committees

Decision Made	<p>The purpose of this report, presented by the Chief Officer - Legal, Regulatory and Electoral Services, was to seek approval of the programme of meeting dates for Cabinet and Cabinet Committees for the municipal year May 2026 to April 2027.</p> <p><u>RESOLVED:</u> That Cabinet approved the programme of meetings as outlined in paragraph 3.1 of the report</p>
Date Decision Made	19 May 2026

634. Exclusion of the Public

Decision Made	<p><u>RESOLVED:</u> The following items are not for publication as they contain exempt information as defined in Paragraphs 14 and/or 16 of Part 4 and Paragraph 21 of Part 5, Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.</p> <p>Following the application of the public interest test, Cabinet resolved pursuant to the Act to consider these items in private, with the public being excluded from the meeting during such consideration.</p>
Date Decision Made	19 May 2026

635. Approval of Exempt Minutes

Decision Made	<u>RESOLVED:</u>	That the exempt minutes of a meeting of Cabinet dated 10/03/2026 be approved as a true and accurate record.
Date Decision Made	19 May 2026	

636. Flying Start Childcare Arrangements (temporary arrangements with Commissioned Provider)

Decision Made	This decision was exempt.	
Date Decision Made	19 May 2026	

637. School Modernisation Programme: Welsh-Medium Secondary School Provision

Decision Made	This decision was exempt.	
Date Decision Made	19 May 2026	

638. Urgent Items

Decision Made	There were no urgent items.	
Date Decision Made	19 May 2026	

To observe further debate that took place on the above items, please click this [link](#)

The meeting closed at 15:32.

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

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Meeting of:	CABINET
Date of Meeting:	23 JUNE 2026
Report Title:	PANEL PERFORMANCE ASSESSMENT RESPONSE
Report Owner: Responsible Chief Officer / Cabinet Member	CHIEF EXECUTIVE LEADER OF THE COUNCIL
Responsible Officer:	KATE PASK CORPORATE POLICY AND PERFORMANCE MANAGER
Policy Framework and Procedure Rules:	The Corporate Plan and Performance Framework (on which Self-Assessment and Panel Performance Assessments (PPA) are based) form part of the Policy Framework.
Executive Summary:	This report presents the Cabinet with the Council's draft response to the recommendations of the Panel Performance Assessment that took place between 16-19 September 2025.

1. Purpose of Report

- 1.1 The purpose of this report is to present Cabinet with the Council's draft response to the recommendations of the Panel Performance Assessment that took place between 16-19 September 2025 for consideration.

2. Background

- 2.1 The Local Government and Elections (Wales) Act 2021 set out a new local government improvement regime. One of the requirements of the Act is for the Council to undertake a Panel Performance Assessment, or PPA, between each local government election. The PPA has to set out conclusions on whether the Council met the 'performance requirements' during that financial year, and actions needed to improve. The 'performance requirements' focus on –

- Are we exercising our functions effectively?
- Are we using our resources economically, efficiently and effectively?
- Is our governance strong?

- 2.2 In addition to the three statutory areas, Cabinet and Corporate Management Team (CCMT) agreed three further areas for the panel's consideration which were –

- **Transformation** – The development of a transformation strategy that meets political and key stakeholder aspirations that is underpinned by effective arrangements for delivery, performance management and a culture of

constructive challenge. A clear need to focus on mechanisms and capacity for transformation that will improve citizens experience and create an organisation that is sustainable in the medium and long term.

- **Addressing workforce challenges** – Building on strengthened workforce planning, address challenges in recruitment in key areas, and improve succession planning, to help the Council create a long-term workforce strategy.
- **Improving engagement** – Building on improvements to strategic communication, improve the Council's engagement and relationships internally with councillors and externally with local communities and town and community councils to help it become more citizen focused.

2.3 The panel were on site between 16-19 September 2025 and undertook interviews with a range of elected members, council officers and partners. They also held focus groups with users of council services and community representatives, including Trade Unions, Town & Community Councils, the business community, Youth Council, older people, citizens and headteachers.

2.4 The panel's final report was received in October 2025 and is attached as **Appendix 1**. The headline findings of the PPA were that –

- Bridgend is a good Council with untapped potential.
- There is a political and managerial leadership that is ambitious for Bridgend.
- The workforce is enthusiastic, committed, and cares deeply about the Council and the communities it serves.
- The Council has high levels of self-awareness - clear and shared assessment of strengths and the challenges ahead.
- The Council is ready for change and positive about the future.

Despite these positives it describes the Council as now being at 'a crossroads in terms of its development and now is the time to act at pace. By making the necessary changes now, the council can make sure it can sustain services and continues to deliver for its communities for years to come.' This description aligns strongly with most officers and elected members' assessment of the Council, its services and the imperative and desire to change. For each of the three performance requirements and the three areas raised by the Council, the panel outlined strengths and areas for improvement. The panel also provided eight recommendations.

2.5 It is the responsibility of the Council, not the panel, to:-

- make the report available to the Council's Governance and Audit Committee;
- and
- publish the report.

2.6 Since receiving the final report, two reports have been considered by full Council, firstly in October 2025, presenting the PPA findings and recommendations and secondly, in November 2025, proposing a range of actions to address those recommendations. These actions included changes to the structure of the council and recruiting a number of additional Heads of Service to build the strategic capacity of the Council. The panel report and an outline of the next steps and role of the Committee in completing them was presented to Governance and Audit Committee in October 2025.

2.7 Under the legislation the Council is required to prepare and publish a formal response outlining the extent to which it accepts the conclusions of the report, the extent to which it intends to follow any recommendations contained in the report, and any actions it proposes to take to increase the extent to which it meets the performance requirements. The intention is that the conclusions and recommendations from the assessment should be used to guide the Council in identifying actions it will take to increase the extent to which it is meeting the performance requirements.

3. Current situation / proposal

3.1 Corporate Management Team and Cabinet have worked together to develop a draft response, which accepts all eight of the PPA recommendations in full and sets out the work completed to date to address them, and further work planned to address them in coming months and years.

3.2 In January 2026 this draft response was tested through Governance and Audit Committee (GAC) who have a statutory role to play in the Panel Performance Assessment process. The Committee considered and noted the draft response and highlighted no concerns in the planned actions outlined and made no formal recommendations to amend the response.

3.3 The draft response has been updated to account for progress made since January 2026 and is provided as **Appendix 2**.

Next steps

3.4 If Cabinet approve the draft Response to the Panel Performance Assessment, it will be submitted to Council for approval on 24 June 2026.

3.5 Once approved, the council is required to publish the PPA Report (Appendix 1) and Response to PPA Report (Appendix 2) on its website, and send a copy to the statutory recipients below:

- The members of the panel
- The Auditor General for Wales
- His Majesty's Chief Inspector of Education and Training in Wales
- The Welsh Ministers

4. Equality implications (including Socio-economic Duty and Welsh Language)

4.1 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.

5. Wellbeing of Future Generations implications and connection to Corporate Wellbeing Objectives

5.1 This report reviews the following corporate wellbeing objectives under the Well-being of Future Generations (Wales) Act 2015 that form part of the Council's Corporate Plan Delivery Plan 2025/26:-

1. THRIVING - A prosperous place with thriving communities,
2. EMPOWERING - Supporting our most vulnerable,
3. ACHIEVING - Enabling people to meet their potential,
4. MODERNISING - Creating modern, seamless public services

5.2 The 5 ways of working set out in the Well-being of Future Generations (Wales) Act have also been included in the Council's wellbeing objectives. The ways of driving and measuring them is also contained in the Corporate Plan Delivery Plan.

6. Climate Change and Nature Implications

6.1 There are no specific implications of this report on climate change or nature.

7. Safeguarding and Corporate Parent Implications

7.1 There are no specific implications of this report on safeguarding or corporate parenting.

8. Financial Implications

8.1 There are no financial implications arising directly from this report. However, financial implications of any agreed actions following the PPA will be considered as part of the Medium Term Financial Strategy.

9. Recommendations

9.1 It is recommended that Cabinet:-

- Approve the draft Response to the Panel Performance Assessment Report (**Appendix 2**) to be submitted for approval by Council on 24 June 2026.
- Approve publication of the Panel Performance Assessment Report September 2025 (**Appendix 1**) and Response to the Panel Performance Assessment Report (**Appendix 2**) and circulation to the recipients detailed in paragraph 3.5, subject to Council approval being given.

Background documents

Council report, 19 November 2025, Item 213. [Initial Response to PPA Assessment and Proposed Changes to the JNC Senior Management Structure](#)

Governance and Audit Committee report, 29 January 2026, item 278. [Panel Performance Assessment](#)

Bridgend County Borough Council Panel Performance Assessment (PPA) Report September 2025



1. Introduction and Background

- 1.1 In accordance with the performance duties under the Local Government & Elections (Wales) Act 2021, Bridgend County Borough Council (Cyngor Bwrdeistref Sirol Pen-Y-Bont ar Ogwr) commissioned a Panel Performance Assessment (PPA) via the Welsh Local Government Association (WLGA).
- 1.2 The onsite assessment was completed over a four-day period concluding on 19th September 2025 with a feedback presentation provided to the Council outlining the key findings detailed within this report.
- 1.3 The assessment was undertaken based on the Council's agreed scoping document and the WLGA's PPA methodology, which was developed with the sector. The PPA methodology provides an overarching framework: the lines of enquiry are not prescriptive but provide guidance to the Panel on the areas that could be explored to meet the statutory duty. However, the extent to which the Panel explores those areas should be proportionate to the Council's scope but sufficient to enable the Panel to form a conclusion.
- 1.4 In accordance with the statutory guidance the PPA is not an audit or an inspection and does not seek to duplicate work undertaken by regulators and other bodies. Whilst the Panel has undertaken a corporate assessment, this assessment was not in-depth and should be considered alongside other sources of assurance such as the Council's own self-assessment, internal audit reviews, external audit, and regulatory reviews.
- 1.5 In preparing for the PPA, the Council scoped their requirements to maximise the value and impact of the assessment to the Council. The specific areas of focus identified by the Council are reflected in paragraph 3.2.
- 1.6 This report provides a summary overview of the conclusions of the Panel reported by exception.

2. Peer Team

- 2.1 The following Peers were commissioned by the WLGA to undertake the assessment. Selection of the Peers was agreed and at the discretion of the Council, based on suitability of skills and experience:
 - Independent Chair: Sally Loudon - Former Chief Executive of the Convention of Scottish Local Authorities (COSLA), former Chief Executive of Argyll and Bute Council.
 - Senior Member Peer: Cllr Andrew Stevens - Serving Councillor and Cabinet Member for Environment & Infrastructure at Swansea Council.
 - Senior Officer Peer: Gareth Newell - Head of Performance and Partnerships, Cardiff Council.
 - Wider Public, Private, or Voluntary Sector Peer: Anne-Louise Clark, former Executive Director – Communication and Change for Audit Wales & Chair of the Board of Trustees for Platform for Change Ltd.
- 2.2 The Panel was supported by, Cerith Thomas, Senior Policy Officer (Improvement – Democratic Services) and Lyndon Puddy (Panel Performance Assessment Manager, both from the WLGA's Improvement Team.

3. Scope and Approach

- 3.1 The Panel is required to assess the extent to which the Council:
- Is exercising its functions effectively.
 - Is using its resources economically, efficiently, and effectively; and
 - Has effective governance in place for securing the above.
- 3.2 The Council identified the following three areas where peer insight would be valued as part of the Panel assessment: **Transformation, Addressing Workforce Challenges and Improving Engagement**. The Council welcomed the Panel's support in providing high-level insights on these priority areas which encompass the whole Council and involve all directorates.
- **Transformation** – The development of the Council's approach to transformation that meets political and key stakeholder aspirations, including how effective arrangements are for delivery, performance management and the culture underpinning transformation. The Council had identified a clear need to focus on mechanisms and capacity for transformation that would improve citizens experience and create an organisation that is sustainable in the medium and long term.
 - **Addressing Workforce Challenges** – Building on strengthened workforce planning, consider the Council's approach to address challenges in recruitment in key areas, and improve succession planning, to help create a long-term workforce strategy.
 - **Improving Engagement** – Building on improvements to strategic communication, identify what further the Council can do to improve engagement and relationships internally with Councillors and externally with local communities and Town and Community Councils to help it become more citizen focused.
- 3.3 To prepare for the onsite assessment, the Panel first conducted a desktop review of Council documentation, data, external reports, and other relevant intelligence. The Peers also participated in preliminary online meetings.
- 3.4 The Panel spent approximately 240 hours plus, during onsite stage of the review involving a series of individual meetings and focus groups with the following stakeholders:
- Leader of the Council
 - Chief Executive
 - The Cabinet – Focus Group
 - Cabinet Member for Health & Social Services and Deputy Leader
 - Cabinet Members for Resources (Job Share)
 - Cabinet Member for Finance and Resources
 - Focus Group, Elected Members - non-executive
 - Leaders of the Opposition Groups (Bridgend County Independents & Democratic Alliance)
 - Focus Group - Scrutiny Chairs
 - Chair of Democratic Services Committee
 - Independent Chair of the Governance & Audit Committee
 - Independent Chair of the Standards Committee

- Chief Officer, Legal and Regulatory Services, HR and Corporate Policy
- Chief Officer Finance Housing & Change (Section 151 Officer)
- Corporate Director, Social Services and Wellbeing
- Corporate Director, Communities
- Corporate Director, Education, Early Years and Young People
- Interim Head of Operations - Community Services (recently seconded from Head of Partnerships and Housing)
- Group Manager - Human Resources and Organisational Development
- Group Manager for Communications and Public Affairs, Marketing, Consultation and Engagement
- Deputy Head of Finance and Deputy Head of the Regional Internal Audit Service Corporate Policy and Public Affairs Manager and Corporate Performance Manager
- Group Manager Economy, Natural Resources & Sustainability
- Group Manager Planning & Development (Head of Planning)
- Staff Focus Group - Heads of Service and Deputy Heads of Service
- Staff Focus Group (Group Managers)
- Staff Focus Group – (Frontline staff)
- Headteachers - Focus Group
- Youth Council Representatives – Focus Group
- Leader and Chief Executive of Rhondda Cynon Taf County Borough Council
- Leader and Chief Executive of the Vale of Glamorgan Council
- Chief Executive of Cwm Taf Morgannwg University Health Board
- South Wales Police – Chief Superintendent
- Town and Community Councils – Focus Group
- Trade Unions – Focus Group
- Business Community – Focus Group
- Citizens Panel Focus Group
- Stakeholder Focus Group - Older people
- Chief Executive of Halo Leisure – Community focussed social enterprise

4. Overall Conclusion

- 4.1 Bridgend is a good Council with untapped potential. The political and managerial leadership is ambitious for the whole County and they have the full support of a dedicated and enthusiastic workforce. The staff are deeply committed to the Council and the communities it serves, demonstrating a high level of self-awareness and a shared understanding of both the Council's strengths and the challenges ahead.
- 4.2 The Council has already demonstrated its capability with impressive turnarounds in key areas, particularly Children's Services, and is well positioned to build on this success for the benefit of the wider Council. The assessment findings show that Bridgend is ready and ambitious for change and has a positive outlook on its future.
- 4.3 The Council is, however, at a "crossroads" in terms of its development and now is the time to act at pace. By making the necessary changes now, the Council can ensure it can sustain services and continue to deliver for its communities for years to come.

5. Local Context *(source PPA scoping document)*

- 5.1 Bridgend County Borough Council covers around 110 square miles, stretching from the Ogmore, Garw, and Llynfi valleys in the north to the Bristol Channel coastline in the south. The main commercial centres are Bridgend, Maesteg, and the seaside resort of Porthcawl. The county borough is divided by the M4 and boasts main-line rail links going east to London and west to Swansea.

Population and Community Demographics

- 5.2 Bridgend had a population of 145,760 at the 2021 census, a 4.5% increase from 2011. The population is projected to grow by 7.5% in the next 20 years. In its population:
 - 50.6% are female and 49.4% are male.
 - 96.78% identify as white. 1.48% of people identify as Asian. 1.16% identify as mixed race. 0.29% identify as black. 0.29% identify as other ethnic group
 - 22.64% have disabilities that limit their day-to-day activities a little or a lot.
- 5.3 Similar to the rest of Wales, the borough has an aging population with the fastest growing age category being over 65 which increased by 21.5% between 2011 and 2021. During the same time, under 15s only increased by 2.6%. This can present challenges to the Council's services including health, social care and housing.

Health and Deprivation

- 5.4 In 2021, 46.3% of residents described their health as “very good,” up from 45.1% in 2011. However, there are significant health disparities. Bridgend has 7 areas identified as having ‘Deep Rooted Deprivation’. These are areas that have remained within the top 50 most deprived areas in Wales for the last five publications of Welsh Index of Multiple Deprivation ranks. In Bridgend 70% of people aged 16+ are in “good or very good” general health, which is the national average. Physical activity uptake and healthy eating rates are below the national average and Bridgend is home to some of the most materially deprived places in Wales. Bridgend has an obesity rate above the national average. The healthy weight in under 25s is also slightly below the Wales average. 18% of adults in Bridgend smoke, slightly above the national average (17%). Mental wellbeing is slightly better than the Wales average.

Employment and Skills

- 5.5 Bridgend has around 3,770 enterprises, with a significant number of micro-enterprises (up to nine employees). Key employers include Bridgend County Borough Council, which employs around 6,000 people, and major public and private sector employers in manufacturing and medical device engineering. The employment rate (ages 16 to 64) is 67.1% and employment in Bridgend has decreased compared with the previous year. Bridgend's employment rate was lower than Wales as a whole in the year ending December 2023.

Skills and Unemployment Welfare

- 5.6 As of May 2024, Bridgend has an unemployment rate of 3.5%, though people looking for work has risen since a year earlier. The most recent unemployment rate for Bridgend was lower than Wales as a whole. Economic inactivity has increased since the previous year; these are people who are neither employed nor seeking work. The Claimant Count measures the number of people who are claiming unemployment-related benefits between the ages of 16-64 is 2.8%. Claimant Count was lower in March 2024 compared with a year earlier.

Infrastructure and Transport Links

- 5.7 The county benefits from excellent transport infrastructure, including the M4 motorway, which provides quick access to Cardiff and Swansea. There are also high-speed rail services and proximity to Cardiff Airport. Active travel routes are being developed to improve walking and cycling infrastructure. The Council has recently adopted a new [Local Development Plan \(LDP\)](#), which will shape development up to 2033.

Housing and Affordability

- 5.8 The average house price in Bridgend is approximately £187,812. 71% of households in Bridgend County either own their home outright or via a mortgage. A further 15% rented privately, while 14% rented socially. Porthcawl has the highest levels of home ownership and the Pyle/Kenfig Hill area the lowest. The Ogmore Valley had the highest proportion of private tenants (21%). The Council manages a common housing register to allocate social housing and offers various support services to prevent homelessness. The Council's [Housing Support Programme Strategy 2022-26](#) sets out six new priorities and associated objectives.

The proportion of properties liable for council tax that are second homes (0.1%) is well below the all-Wales average (1.8%).

Local Climate Challenges

- 5.9 Bridgend has committed to achieving net-zero carbon emissions by 2030. The Council has a comprehensive [strategy](#) to address climate change, including decarbonising its operations and promoting sustainable practices. Achievements to date include LED street lighting, retrofit programme for energy efficiency, the expansion of local nature reserves, tree planting and a sustainable procurement strategy.

The Council

5.10 Political Leadership

At the last local elections in May 2022, there were 51 seats contested in the election, 3 fewer than in 2017. The next Bridgend County Borough Council elections are due to take place in May 2027.

- 5.11 The current administration is a Labour majority with 26 Councillors, 23 independents (13 Bridgend County Independents, 8 Democratic Alliance and 2 Independent), 1 Conservative and 1 Reform.

- 5.12 The Leader of the Council is Councillor John Spanswick and Councillor Jane Gebbie is the Deputy Leader.

5.13 Senior Management

The Council's senior management comprises the Chief Executive, Jake Morgan, who started in post in July 2025. He is supported by three Corporate Directors who are responsible for services delivery. There are two Chief Officers in the Chief Executives' directorate, and a Head of Internal Audit.

6. Strengths and Areas of Innovation

- 6.1 Bridgend County Borough Council demonstrated a consistent alignment of ambition for the area. The Panel noted that Cabinet, Officers, backbench Members, opposition Members and stakeholders were positive and ambitious for the County, promoting a positive, welcoming and friendly culture. This is supported by enthusiastic, committed and caring staff who are optimistic about the future. The Council shows a tangible appetite for change that was evident to the peer panel members.
- 6.2 A prime example of this is the successful turnaround in children's services. This achievement highlights strong political and officer leadership and remarkable resilience, providing valuable lessons that can be shared throughout the organisation to drive future success.
- 6.3 The Council also exhibits a high level of self-awareness with a clear and shared understanding of both its strengths and its areas for improvement. This is further reinforced by the establishment of a new **budget working group** which demonstrates a proactive and collaborative approach to financial management and strategic planning that involves a substantial number of elected members from across the Administration and Opposition parties.

- 6.4 The Panel noted that Bridgend Council has the highest recycling rate in Wales, 73% in 2023-24. That exceeds the Welsh Government's statutory target for all Councils to reach a recycling rate of 70% by 2024-25, a target that Bridgend and a few other Councils have already exceeded.
- 6.5 Schools in Bridgend are rated as strong in inspections, with only one school currently requiring follow up by Estyn. There have been 18 spotlights of effective practice were identified by Estyn from the 15 core inspections in the 2024-2025 school year.

7. Local and National Challenges

- 7.1 Bridgend County Borough Council, like all Councils in Wales, is facing significant financial sustainability challenges with a Q1 projection of £898k overspend for 2025/26.
- 7.2 The Council highlighted exceptional demands across some of its key service areas including support for children with Additional Learning Needs, older people's care, complex children's placements and homelessness. There are changing patterns of need in other service areas, for example behaviour in schools and attendance. Some services have worked hard to meet expectations but have limited capacity and resilience following years of budget cuts.
- 7.3 **Financial Performance:**
- In 2024/25 Bridgend underspent by £300,000 against its £361 million budget, which is around 0.1% of the budget. However, the overall position masks significant pressure in some areas of the budget as well as a significant contribution to reserves.
 - Schools' balances fell from £2.4m on 31st March 2024 to a negative balance of £619,000 on 31st March 2025
 - The Council reported that 88% of the 2024/25 budget savings were achieved in full.
- 7.4 **Strategic Financial Planning:**
- The total budget gap over the four-year period from 2025/26 is approximately £39.5m using a most likely scenario. After identified savings (25/26) a gap of £27.265m remains.
 - The Council reports work will now be undertaken to identify the mitigations required in order to bridge the gap and allow for any required investment over and above the unavoidable pressures already identified.

7.5 **Budget Setting:**

- The 2025/26 budget includes a Council Tax increase of 4.5%.
- The 2025/26 Local Government Funding Settlement was better than the Council's initial assumptions.
- The budget required £8.379m of savings. It would have been higher but for the better-than-expected financial settlement from Welsh Government

7.6 **Other Issues:**

- The August 2024 Audit Wales Financial Sustainability Assessment review of Bridgend County Borough Council found *'the Council understands its financial position with good arrangements to support its financial sustainability which it flexes and adapts but is at the early stage of developing its long-term approach'*.
- The Council does not have its own housing stock so does not have a Housing Revenue Account (HRA).
- Bridgend has a ten-year rolling capital programme that has been set for 2025-26, and on an indicative basis for the nine years thereafter. It has been profiled in accordance with technical advice relating to regulatory processes, timetables and work plans.

7.7 **Performance Against its 2024/25 Budget**

7.7.1 The net revenue budget for 2024-25 was £360.671 million. The overall outturn at 31st March 2025 was a net under spend of £300,000 which was transferred to the Council's General Fund.

7.7.2 This takes into account the setting up of a net £13.063 million of new earmarked reserves in 2024-25 to enable service investment, to mitigate future risks and expenditure commitments. Total Directorate budgets had a net over spend of £2.376 million and Council Wide budgets a net underspend of £15.128 million. The outturn position includes additional council tax income collected over budget of £611,000 during the financial year.

7.7.3 The Council states *'the overall under spend on the Council budget significantly masks underlying budget pressures in Additional Learning Needs services, Home to School Transport, and Children's social care'*.

7.7.4 The main reasons for the overall under spend in 2024-25 are: -

- Unanticipated Welsh Government grant of £3.290 million towards the teachers' pay award for 2024 25 and NJC pay pressures.
- A £2.044 million saving from Council agreeing a change in the Minimum Revenue Provision Policy on 23 October 2024.
- Unanticipated Welsh Government grant of £2.024 million towards revenue cost pressures.
- Not needing to utilise the £1.558 million that was built into the Medium-Term Financial Strategy 2024-28 towards emerging budget pressures and as a contingency against non-deliverability of budget reduction proposals.

- 7.7.5 The budget approved for 2024-25 included budget savings of £13.045 million. At 31st March 2025 there was a shortfall on the savings target of £1.569 million, or 12.03% of the overall reduction target.
- 7.7.6 During 2024-25 Directorates drew down funding from specific earmarked reserves. The final draw down of revenue reserves was £5.397 million.

8. Overview of Findings.

Local areas, as identified by the Council, where peer insight would be valued as part of the Panel assessment

8.1 Transformation

- 8.1.1 There is a clear alignment of ambition for change, with a strong appetite and excitement for transformation across the organisation. This shared belief that it is the right thing to do at the right time, coupled with evidence of innovation in some areas, provides a powerful foundation. To fully capitalise on this momentum, the following areas require focussed attention:
- 8.1.2 **Develop a new Transformation Plan:** The Council should create a clear, comprehensive transformation plan. This process must be highly collaborative, actively involving staff, Members, partners, and communities to ensure buy-in and a shared vision.
- 8.1.3 **Strengthen Strategic Capacity:** Delivering on this level of change requires greater strategic and corporate capacity within the organisation. The Council should address any gaps to ensure its ability to manage and implement a large-scale transformation programme, maintain or improve its performance and the ability to measure impact.
- 8.1.4 **Transformation based on Data and Insight:** To be truly effective, the Council's transformation efforts must be grounded in robust data and insight. This will ensure its decisions are evidence based and its efforts are focussed on the area that will deliver the greatest impact.
- 8.1.5 **Review Digital and Data Approach:** A critical component of the emerging transformation plan is the Council's approach to digital and data. It should review its current funding, systems, skills and culture to ensure the digital function can be an enabler to the changes it aims to achieve.

8.2 Addressing Workforce Challenges

- 8.2.1 Bridgend County Borough Council has a strong and positive organisational culture, staff feel appreciated and the culture is perceived as caring. This is further reinforced by the strong working relationships with Trade Unions. Officers are also proud of the impact the Council has on communities across the County.

- 8.2.2 While the Council has a firm foundation, there are opportunities to become more strategic and forward-thinking. The current workforce plan needs to evolve to be more aligned with a new vision and transformation plan for the organisation. This includes addressing key areas such as succession planning, developing the workforce for the future to meet changing demands, and integrating digital and data capabilities into the workforce strategy.
- 8.2.3 To support this the Council should consider implementing a corporate “grow your own” programme. This would involve strengthening links with local higher and further education institutions to create a pipeline of talent that is specifically developed to meet the Council’s needs.
- 8.2.4 Finally, while staff already feel appreciated, the Council should consider a more formal and corporate approach to staff celebration and appreciation. This could further embed positive feelings across all departments and initiatives.

8.3 Improving Engagement

- 8.3.1 The Council demonstrates a clear commitment to improving engagement with its citizens and communities. This commitment is evidenced by the appointment of a Town and Community Council Liaison Officer and the refreshing of the Citizens Panel – recruiting new members and utilising citizen focus groups. The plan to utilise citizen focus groups is a positive step towards gaining deeper insights into community perspectives. Furthermore, the organisation has a corporate communications function in place and shows evidence of engagement across various departments.
- 8.3.2 However, several areas require attention to ensure a consistent and effective approach to engagement. While there are pockets of good practice, responsiveness to key stakeholders, including Members, scrutiny bodies, Town and Community Councils, and the general public, is not consistent across all parts of the organisation and was frequently reported as being slow and frustrating to those involved. The Council should focus on improving responsiveness to Members and the public as a short-term priority.
- 8.3.3 The Council should consider a more holistic, “whole Council approach” to promoting its work and the wider county of Bridgend. This would help to create a unified message and ensure that all departments are aligned in their communication efforts. While corporate communications are in place, they need to become more forward looking and proactive, especially in a period of change. It is vital that these communications effectively reach all staff, as internal communication is a key element of a successful and responsive organisation.
- 8.3.4 Additionally, there is a need to improve existing consultation and engagement practices. This includes making greater use of local Members, community groups, and other existing or established engagement or community infrastructure to promote engagement initiatives.

8.3.5 A critical component of effective engagement is “closing the feedback loop,” in a timely manner and this needs to be strengthened to ensure that members, citizens and wider stakeholders are informed of the results of engagement and how it has been used to inform decision making.

Statutory performance requirements considered by the Panel.

8.4 The extent to which the Council is exercising its functions effectively.

8.4.1 Bridgend County Borough Council demonstrates a robust framework in the effective use of its resources, shown by good performance across its services and a consistent performance narrative shared by both Members and Officers. This success is underpinned by the dedication and commitment of its staff and elected Members, who share a genuine eagerness for positive change.

8.4.2 While there are commendable examples of cross-Council collaboration, this practice is not yet evident across the entire Authority, suggesting an area for future development. The Council’s self-assessment also identifies key areas for improvement. Specifically, there is a need to strengthen corporate and strategic capacity.

8.4.3 The Panel notes from a number of different meetings that unnecessary bureaucracy and procedures are currently stifling empowerment and delaying decision-making, which hinders the agile and efficient use of resources including staff time. The panel heard, for example ‘having to have a business case for all spend’, ‘committee reports having multiple versions as it went through the different layers of the Council’ and that this took significant time and led to frustration. Addressing systematic and potentially unnecessary procedural delays will be crucial for unlocking the full potential of the Council’s workforce.

8.5 The extent to which the Council is using its resources economically, efficiently, and effectively.

8.5.1 Bridgend County Borough Council demonstrates strong financial stewardship, characterised by effective financial management and robust monitoring. This is further enhanced by greater involvement from a wider range of Members in the budget setting process, promoting a more collaborative approach to financial planning. The Council also benefits from good relationships with its partners and stakeholders, who have expressed a strong desire to be more strategically involved in future activities.

8.5.2 Looking ahead, there are key opportunities for improvement. It is essential to ensure that the budget and Medium-Term financial Strategy (MTFS) are more closely aligned with the new vision and change programme, providing a clear financial roadmap for the Council’s strategic direction. The Council as a whole should also encourage a greater appetite for innovation moving beyond traditional approaches to find new and innovative ways of working.

8.5.3 A significant area for development is cultivating a unified “Team Bridgend” culture. This involves promoting greater cross-service and partner working to break down silos and encourage a more collaborative environment. To support this a whole Council approach to communication is needed, moving beyond the sole responsibility of the Communications Team to ensure a consistent and cohesive message is shared by everyone.

8.6 The extent to which the Council has effective Governance in place.

8.6.1 Overall, the Council demonstrates strong governance arrangements and systems, with a robust performance management framework already in place. The organisation’s engagement with Trade Unions is effective, supporting positive relationships that contribute to a collaborative environment. Furthermore, the existing scrutiny arrangements are well-regarded by the majority of Members, highlighting their value overseeing the Council’s work.

8.6.2 While there are clear strengths, the Panel identified several key areas for improvement to enhance overall effectiveness:

8.6.3 **Leadership and Culture:** There is a continuing need to build a more cohesive leadership team and develop a culture that promotes unity and shared purpose.

8.6.4 **Performance Management:** Although a good framework is in place, it needs to be more deeply embedded across the Council to ensure consistent ownership and accountability for performance goals.

8.6.5 **Stakeholder responsiveness:** The Council’s responsiveness to Members, Scrutiny committees, stakeholders and citizens is inconsistent. Efforts should be made to ensure that communication and action are uniform and reliable across all services.

8.6.6 **Scrutiny Processes:** Scrutiny papers should be more concise, the panel heard of some papers being over 600 pages and lengthy Scrutiny Committees. Additionally, there is a need for greater evidence demonstrating the impact of outcomes of the scrutiny process.

9. Opportunities for Improvement – Recommendations

9.1 We have carefully considered the three required performance areas and the additional three areas identified by the Council for local consideration as part of the assessment process. This report contains a number of observations and comments about the Council's performance in each of these areas. They should be considered along with the recommendations set out below.

9.2 Overall, the Panel has concluded that Bridgend is a good Council at a crossroads. Without effective change, service delivery will be impacted; however, this can be avoided and for the Council to take its performance to the next level we recommend it should implement the following recommendations:

1.	The Council has appointed a Chief Executive to lead and deliver change. The Council should now support him to develop an inspiring vision, a Transformation Strategy, underpinning corporate strategies and the cultural shift required to produce both sustainability of services, greater cross-Council working and innovation – which involves staff, communities and partners.
2.	Put in place leadership development for senior staff and Members to support this change.
3.	The Council should, as a whole, increase its appetite for innovation with a focus on the future and delivery of outcomes; supporting staff and Members to do that. This should involve reducing unnecessary bureaucracy to release capacity and empower managers.
4.	Rapidly review corporate and strategic capacity to ensure both sustainability of service delivery and supporting the overall emerging change programme. In addition, the Council should consider bringing together key corporate enablers to unlock the potential of the organisation: e.g. Human Resources, Performance and Communications.
5.	Review and refresh its approach to digital and data to support the emerging Transformation Plan including: <ul style="list-style-type: none">• Funding• Systems• Skills• Culture
6.	Consider a whole Authority approach to promoting the work of the Council and the County of Bridgend – with pride.
7.	Consider building on its good relations with partners in the public, private, community and voluntary sector in order to deliver Bridgend's vision and priorities.
8.	As an immediate priority, the Council should improve its responsiveness to Members, stakeholders and citizens as part of building a culture of mutual respect for all.

10. Improvement Support

If you would like to discuss any further improvement support, please contact Jo Hendy, WLGA Head of Improvement.

11. Acknowledgements

- 11.1 The Panel and the WLGA would like to extend their thanks to the Council for its engagement throughout the PPA and we especially appreciate the support and openness from the Leader, Councillor John Spanswick and Chief Executive, Jake Morgan. Our thanks and appreciation also go to the following Council Officers for their invaluable support in coordinating documentation requests, responding to queries, arranging meetings and workshops, and providing onsite assistance:

Alex Rawlin – Corporate Policy and Public Affairs Manager
Kate Pask – Corporate Performance Manager
Michael Spanswick – Information and System Support Officer
Emma Griffiths – Senior CMB Support Officer
Michelle Lachetta – CMB Support Officer

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		already in post and a further 2 arriving in June and July this year.		
2	Put in place leadership development for senior staff and Members to support this change.	<u>Accept</u> A two-year leadership development programme and enhanced members training is being developed with associated funding from our transformation earmarked reserve. This will be assisted by a new Head of Performance and Workforce Cultural Change who is arriving in post in June 2026.	Jul 26- Dec 26	PM/SF
3	Increase the Council's appetite for innovation with a focus on the future and delivery of outcomes; supporting staff and Members to do that. This should involve reducing unnecessary bureaucracy to release capacity and empower managers.	<u>Accept</u> A Workforce Strategy will be developed in 2026 that sets out the behaviours and attributes we want in our workforce. There will also be a programme of development that makes decision making and business process re-engineering part of our core business. This will speed up decision making and enable processes to be more efficient, reduce unnecessary bureaucracy and deliver savings. Work is underway to identify the capacity and skills we have and need to deliver an effective improvement programme. A corporate transformation team will be established for this purpose ensuring modernisation, led by a new Head of Transformation and Digital who is arriving in July 2026. Investment in this service is allocated and the process of creating the structure is underway.	Dec 26 2026-27 (ongoing)	PM/SF CL
4	Rapidly review corporate and strategic capacity to ensure both sustainability of service delivery and supporting the overall emerging change programme. Consider bringing together key corporate enablers to unlock the potential of the organisation: e.g.	<u>Accept and completed</u> A new Council structure was agreed by full Council on 19 November 2025. Changes, consultations and recruitments are underway and will continue through 2026.	Jul- Dec 26	CL/DT
			Apr 26	JM

	Human Resources, performance and communications.			
5	Review and refresh the approach to digital and data to support the emerging Transformation Plan including: Funding, Systems, Skills and Culture	<p><u>Accept</u></p> <p>A formal review is underway to appraise current capacity and skills and provide recommendations for change to ensure the service is fit for purpose to act as an enabler of change and modernisation across the council.</p> <p>We are substantially behind where we need to be in relation to applying artificial intelligence. A working group, chaired by a Corporate Director has been established in the Council to look at AI and it is envisaged some pilots will be identified to ensure some critical areas are developed where the model is proven elsewhere.</p> <p>This approach will inform a digital strategy, governance and any investment that is needed. Investment is set out in the MTFS</p>	<p>Feb 26</p> <p>May 26</p> <p>Apr 26</p>	<p>CL</p> <p>LH</p> <p>CL</p>
6	Consider a whole Council approach to promoting the work of the Council and the county of Bridgend – with pride.	<p><u>Accept</u></p> <p>Work is underway to determine how we celebrate success internally, and initial findings and quick wins have been identified.</p> <p>A new structure for the communications team has been put in place and a fresh communicating with residents about what we do – in particular in relation to public spaces.</p> <p>A new Head of Service arriving in June 2026 will bring fresh perspective in this area</p>	<p>Jun 26</p> <p>Jan 26</p>	<p>CMT</p> <p>AR</p>
7	Consider building on its good relations with partners in the public, private, community and voluntary sector in order to deliver Bridgend's vision and priorities.	<p><u>Accept</u></p> <p>This is cross cutting all areas and engaging initially with partners and communities in the development of our transformation strategy will be critical.</p>	<p>Sep 26</p>	<p>CMT</p>

8	As an immediate priority, the Council should improve its responsiveness to Members, stakeholders and citizens as part of building a culture of mutual respect for all.	<p><u>Accept</u></p> <p>New arrangements will be put in place to establish clear standards and timelines of communication and to ensure where issues are not easily resolvable that members. Improvements have been made in timeliness and engagement with members. However more work is needed. A review is underway, and we are putting in place a reference group of 6 elected members to take stock on progress and work with services to implement any re-design deemed necessary.</p>	Oct 26	POB/DT

Glossary

AR Group Manager – Communications, Public Affairs and Policy

CL Corporate Director – Finance and Transformation

CMT Corporate Management Team

DT Head Transformation and Digital

JM Chief Executive

LH Corporate Director – Education, Early Years and Young People

MTFS Medium Term Financial Strategy

PM Group Manager – Human Resources and Organisational Development

POB Group Manager – Transformation, Business Support and Customer Services

ST Head of Performance and Workforce Cultural Change

Agenda Item 5

Meeting of:	CABINET
Date of Meeting:	23 JUNE 2026
Report Title:	REMODELLING OF DOMESTIC ABUSE SERVICES
Report Owner: Responsible Chief Officer / Cabinet Member	CORPORATE DIRECTOR SOCIAL SERVICES AND WELLBEING DIRECTOR OF FINANCE AND TRANSFORMATION DEPUTY LEADER AND CABINET MEMBER FOR SOCIAL SERVICES, HEALTH AND WELLBEING
Responsible Officer:	JADE JONES – CHILDREN’S COMMISSIONING & SUFFICIENCY LEAD KIRSTY WILLIAMS - PARTNERSHIP & COMMUNITY SAFETY PARTNERSHIP MANAGER
Policy Framework and Procedure Rules:	This report requests a suspension of the tendering requirements of the Council’s Contract Procedure Rules (CPRs).
Executive Summary:	This report seeks Cabinet approval to directly award a 12- month contract, with the option to extend for an additional 12 months, to the provider, Safer Merthyr Tydfil, for the continued delivery of specialist domestic abuse services. The service provides recovery focused support for children, young people and women affected by domestic abuse. The proposed award will ensure continuity of support whilst a comprehensive review of future domestic abuse service arrangements is undertaken in collaboration with key partners, including consideration of integration, whole family approaches and future delivery models.

1. Purpose of Report

1.1 The purpose of this report is to:

- Seek approval from Cabinet to suspend the relevant parts of the Council's Contract Procedure Rules (CPRs) in relation to the requirement to tender for the provision of domestic abuse support services; and

- Delegate authority to the Head of Service, Children and Family Support Services, to enter into a 12-month contract, with the option to extend for a further 12 months, with the current commissioned provider of domestic abuse services to ensure continuity of provision whilst a wider service review into future delivery models is undertaken.

2. Background

- 2.1 Children and Family Services has commissioned specialist domestic abuse support services since 2021 in recognition of the significant impact domestic abuse has on individuals and families. The service was established to provide targeted interventions to support recovery and improve outcomes for children, young people and women affected by domestic abuse in Bridgend.
- 2.2 The commissioned service includes two key elements:
- evidence-based support for children and young people who have witnessed and/or directly experienced domestic abuse and require therapeutic intervention to recover from trauma; and
 - interventions for women who have experienced domestic abuse to support recovery, promote change and rebuild independence.
- 2.3 Following a recommissioning exercise in 2024, a one-year contract was awarded to Safer Merthyr Tydfil commencing on 1 October 2024, with an option to extend for a further 12 months. The current contractual arrangements are due to expire on 30 September 2026.
- 2.4 Domestic abuse continues to be a significant and recurring feature within safeguarding activity across the Council. Data relating to children requiring care and support demonstrates the prevalence and impact of domestic abuse within families. At 31st March 2025, domestic abuse was identified as a contributing factor in over 40% of cases where children were subject to Child Protection Plans.
- 2.5 Elements of the review have already taken place as part of a recent “Becoming Looked After” audit, that identified domestic abuse as a consistent feature across families where children enter care. The audit also highlighted limited evidence of domestic abuse services being consistently accessed or embedded within plans, indicating a gap between identified need and intervention.
- 2.6 This position is further supported through the Family Support Commissioning Strategy, which highlights the need to strengthen and improve the provision of domestic abuse services, particularly in relation to early intervention, whole-family support and reducing escalation to statutory services.
- 2.7 The Council’s Assia Service provides the Council’s core domestic abuse offer, including advice, support, and referrals into specialist provision. However, this service is primarily focused on support for adults and does not include support for children and young people. Consequently, commissioned services currently represent the main source of specialist support available to children and families impacted by domestic abuse.

- 2.8 The current commissioned contract provides delivery of three specific programmes, (Freedom Programme, Recovery Toolkit and Own My Life), offering nine programmes per year for women who have experienced domestic abuse. However, demand for support continues to exceed available programme capacity. In response, the Assia Service has supplemented provision by delivering additional face to face recovery programmes to help meet identified need.
- 2.9 Although the existing arrangements provide valuable support for survivors and children and young people, the delivery is currently fragmented. This creates challenges in ensuring a fully coordinated and joined-up approach across services, alongside limited ability to comprehensively evaluate impact / outcomes and the sustainability of interventions.

3. Current situation/ proposal

- 3.1 Given the prevalence of domestic abuse within safeguarding activity, fragmented delivery, findings from recent internal audit activity, and priorities identified within the Family Support Commissioning Strategy, it is considered necessary to undertake a comprehensive review of the current domestic abuse service before determining future commissioning and delivery models. Domestic abuse is a complex and cross-cutting issue requiring a coordinated multi-agency response to deliver integrated support pathways and improved outcomes for families.
- 3.2 The review will take a minimum of six months and require sustained commitment from partners. Through collaborative analysis of needs, trends, gaps and best practice. The review will therefore explore options to enhance and, where appropriate, remodel provision to better meet needs, while strengthening early intervention, prevention, whole-family support.
- 3.3 To achieve this, the scale and scope of the review will require sustained commitment from partners across Health, Housing, Education and the Community Safety Partnership, supporting a whole-system and One Council approach to deliver transformational change and improved outcomes for families and survivors. A dedicated project team will be established to oversee and drive the review, including the development of a future delivery model.
- 3.4 Procurement timelines indicate a minimum of nine to twelve months to reprocur services, including pre-market engagement, development of service specifications and contractual terms, and the subsequent advertisement, award and mobilisation phases.
- 3.5 The scale of ambition extends beyond a fixed review period and seeks to influence wider whole-system change, driving a more preventative model of support rather than responding at the point of crisis. Achieving this requires sufficient time and sustained commitment to enable meaningful engagement with partners and the development of a transformed approach that improves outcomes for individuals and families at risk of, or experiencing, domestic abuse.

3.6 Maintaining the current provider during the review period is considered necessary to ensure continued access to specialist support whilst future arrangements are considered. This report therefore asks Cabinet to suspend the Council's Contract Procedure Rules in relation to requiring tenders to be sought and in particular CPR 8.2.3 which requires, in relation to contracts for services which are over £100,000 in value, a minimum of three quotations to be requested from businesses, preferably registered on Sell2Wales.

4. Equality implications (including Socio-economic Duty and Welsh Language)

4.1 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.

4.2 An initial Equality Impact Assessment (EIA) screening has identified that there would be no negative impact on those with one or more of the protected characteristics, on socio-economic disadvantage or the use of the Welsh Language. It is therefore not necessary to carry out a full EIA on this policy or proposal.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

5.1 A summary of the Well-being of Future Generations (Wales) Act 2015 assessment is listed below:

Long-term The service focuses on sustainable recovery and improved long-term outcomes for families impacted by domestic abuse. Therapeutic interventions for children and young people help address the lasting effects of trauma, while support for women promotes resilience, independence and stability, reducing likelihood of repeat crisis intervention and longer term dependency on statutory services.

Prevention By providing early support and targeted interventions, the service seeks to prevent the escalation and intergenerational impact of domestic abuse. Supporting children and young people at an early stage helps mitigate adverse childhood experiences and reduces the risk of future harm, poor mental health and involvement with statutory services.

Integration The service forms part of a wider domestic abuse support system and operates alongside statutory and voluntary sector services. The proposed extension will enable continued alignment between these services. The review period will provide an opportunity to assess how services can be better integrated across partner agencies and pathways, with a focus on improving accessibility, reducing duplication and strengthening outcomes for survivors of domestic abuse.

Collaboration The proposed continuation of the service will support continued collaborative working between the Council, the commissioned provider and key partner agencies in responding to domestic abuse. The review of the future service model will be undertaken with key partners to ensure that future arrangements are informed by shared priorities, local need, evidence of effectiveness and opportunities for joint working.

Involvement The review of the future domestic abuse service model will seek to ensure that the views and experiences of survivors, children and young people are considered in the development of future commissioning arrangements. Continuation of the existing service will also ensure that current service users remain supported and able to contribute feedback on service effectiveness and emerging needs during the review period. Engagement with practitioners, partner agencies and community organisations will further support the development of a future model.

6. Climate Change and Nature Implications

6.1 The proposed continuation of the commissioned domestic abuse service is not anticipated to have any direct adverse climate change or nature implications. Continuation of the existing service model will maintain current levels of delivery and operational activity, with no material increase in emissions, resource consumption or environmental impact.

7. Safeguarding and Corporate Parent Implications

7.1 The service plays a significant role in supporting the Council's safeguarding responsibilities by providing specialist interventions for children, young people and women affected by domestic abuse. The support delivered to children and young people contributes to reducing trauma, improving emotional wellbeing and promoting recovery from adverse childhood experiences.

7.2 Continuation of the service will ensure that vulnerable children and families continue to have access to timely, evidence-based support whilst the wider review of future service provision is undertaken. The service also supports early intervention and prevention activity, helping reduce escalation of risk and the potential need for more intensive statutory intervention.

7.3 The Council, in its role as Corporate Parent, recognises that care experienced children and young people may be disproportionately affected by domestic abuse and trauma. Continuation of specialist support services therefore contributes to the Council's commitment to safeguarding and promoting the welfare, stability and wellbeing of children and young people, including those with corporate parenting status.

8. Financial Implications

8.1 The current annual contract value is £181,035. The total value over the full contract period is £362,070.

8.2 Funding options for 2026-27 and 2027-28 are currently being explored, including the use of Children's and Communities Grant funding and Housing Support Grant funding. Should external funding not be secured, any resulting shortfall will be met from existing Social Services and Wellbeing directorate budgets.

9. Recommendations

9.1 It is recommended that Cabinet:

- Approve the suspension of the relevant parts of the Council's Contract Procedure Rules to enable the award of a further 12-month contract to Safer Merthyr Tydfil, with the option to extend for an additional 12 months if required.
- Delegate authority to the Head of Children and Family Services, to approve the final terms of the Contract on behalf of the Council.
- Note that an options appraisal will be developed, with any future decisions subject to further approval in accordance with the Council's governance processes.

Background documents

None

Agenda Item 6

Meeting of:	CABINET
Date of Meeting:	23 JUNE 2026
Report Title:	REVENUE BUDGET OUTTURN 2025-26
Report Owner/ Responsible Chief Officer / Cabinet Member:	CABINET MEMBER FOR FINANCE AND TRANSFORMATION CORPORATE DIRECTOR – FINANCE AND TRANSFORMATION
Responsible Officer:	JOANNE NORMAN ACTING DEPUTY HEAD OF FINANCE
Policy Framework and Procedure Rules:	As required by section 3 (budgetary control) of the Financial Procedure Rules; Chief Officers in consultation with the appropriate Cabinet Member are expected to manage their services within the approved cash limited budget and to provide the Chief Finance Officer with such information as is required to facilitate and monitor budgetary control.
Executive Summary:	<ul style="list-style-type: none"> • The net revenue budget for 2025-26 was £383.226 million. The overall outturn at 31st March 2026 is a net under spend of £278,000 which has been transferred to the Council Fund. • This takes into account the establishment of a net £13.103 million of new earmarked reserves in 2025-26 to enable investment into services and facilities for residents and to mitigate future risks and expenditure commitments. • Total Directorate budgets provided a net under spend of £6.663 million and Council Wide budgets a net under spend of £5.944 million. • The outturn position also takes into account additional council tax income collected over budget of £774,000 during the financial year. • The overall under spend on the Council budget significantly masks underlying budget pressures in Additional Learning Needs services and Children’s social care. • The main reasons for the overall under spend in 2025-26 are:-

	<ul style="list-style-type: none"> ➤ Introduction of a UK Packaging Extended Producer Responsibility (pEPR) scheme relating to Waste Disposal costs (£3.922 million) ➤ Additional interest from current investments (£3.027 million) ➤ Maximisation of grant funding (£3.519 million) ➤ Savings on Minimum Revenue Provision (MRP) charges following the change in policy on the calculation of MRP (£943,000) ➤ Additional grant from Welsh Government towards the teachers' pay award 2025-26 (£521,736) and National Joint Council (NJC) employees (£665,984). ➤ Confirmed National Joint Council (NJC) pay awards being lower than provided for. <ul style="list-style-type: none"> • The budget approved for 2025-26 included budget reduction proposals totalling £8.379 million. At 31st March 2026 there was a shortfall on the savings target of £1.134 million, or 13.53% of the overall reduction target. • During 2025-26 Directorates drew down funding from specific earmarked reserves. The final revenue planned draw down from reserves was £2.186 million.
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1. Purpose of Report

- 1.1 The purpose of this report is to provide Cabinet with an update on the Council's revenue financial position for the year ended 31st March 2026.

2. Background

- 2.1 On 26th February 2025, Council approved a net revenue budget of £383.338 million for 2025-26 based on the provisional local government settlement announced by Welsh Government on 11th December 2024. The Welsh Government announced its final settlement on the 20th February 2025. The Final Local Government Settlement for Bridgend was £112,234 less than provided in the Provisional Settlement mainly due to data changes in the Non-Housing Revenue Account (HRA) element of Welsh Government's funding formula. This decreased the net revenue budget for 2025-26 to £383.226 million. The updated revenue budget was outlined in a report to Council on 12th March 2025, where it was also confirmed that no changes were made to the levels of council tax, or budget pressures and reductions approved by Council on 26th February 2025.
- 2.2 As part of the Performance Management Framework, budget projections are reviewed regularly and reported to Cabinet on a quarterly basis. The delivery of agreed budget reductions is also kept under review and reported to Cabinet as part of this process.

3. Current situation / proposal

3.1 Summary financial position at 31st March 2026

- 3.1.1 The 2025-26 financial year has continued to be a complex year in managing the Council's budget.
- 3.1.2 A significant amount of external funding and grants were received and maximised in the last quarter of the financial year, the majority of which were unanticipated, resulting in a change in the financial position between quarter 3 and quarter 4.
- 3.1.3 The most significant changes between quarter 3 and quarter 4 were:-

Directorate budgets

- UK Packaging Extended Producer Responsibility funding for waste services - £3.922 million (see section 3.3.3 for further detail)
- An improved outturn on interest received - £1.428m
- Maximisation of the Children and Communities Grant - £846,000
- Maximisation of Pathways of Care Grant - £726,000
- Maximisation of the Housing Support Grant - £539,000
- Additional Connecting Care Grant - £336,000
- Maximisation of the Local Authority Education Grant (LAEG) - £225,000
- Additional LAEG - £159,000
- Additional Housing Grants – Ukrainian (£85,000), Leasing Scheme Wales (£150,000) and Afghan Resettlement grant (£80,000)
- A £650,000 reduction in the overall Insurance fund liability following a number of claims being repudiated or discontinued.
- The improved position from the funding/grants noted above were partially offset by a bad debt provision of £3.281 million (see section 3.3.5 for further detail)

Schools delegated budgets

- Additional Welsh Government grant funding of £2.395 million, including LAEG (£724,000), LAEG Standards (£451,000), Demand Led (£205,000), Equity (£732,000) and Reform (£281,000).

- 3.1.4 Given the changes that have occurred which have resulted in a better financial position at the end of 2025-26, the Council is able to earmark some of this funding for initiatives that support residents. A more detailed review of Earmarked reserves is provided in section 4.4 of the report and **Appendix 4**.
- 3.1.5 The Council's net revenue budget and final outturn for 2025-26 is shown in **Table 1** below.

Table 1- Comparison of budget against actual outturn at 31st March 2026

Directorate/Budget Area	Original Budget 2025-26 £'000	Current Budget 2025-26 £'000	Final Outturn Q4 2025-26 £'000	Final Over / (Under) Spend 2025-26 £'000	Projected Over / (Under) Spend Qtr 3 2025-26 £'000
Directorate					
Education, Early Years and Young People	154,862	158,915	158,420	(495)	(505)
Social Services and Wellbeing Communities	115,909	119,599	117,352	(2,247)	(559)
Chief Executive's	33,754	35,299	31,669	(3,630)	119
	24,815	26,333	26,042	(291)	341
Total Directorate Budgets	329,340	340,146	333,483	(6,663)	(604)
Council Wide Budgets					
Capital Financing	5,958	5,861	3,612	(2,249)	(2,604)
Levies	10,209	10,209	10,195	(14)	0
Apprenticeship Levy	750	869	875	6	5
Council Tax Reduction Scheme	17,054	17,054	17,018	(36)	167
Insurance Premiums	1,363	1,363	857	(506)	144
Repairs & Maintenance	670	296	0	(296)	(70)
Pension Related Costs	430	430	458	28	32
Other Corporate Budgets	17,452	6,998	4,121	(2,877)	(6,326)
Total Council Wide Budgets	53,886	43,080	37,136	(5,944)	(8,652)
Net Council Tax Collection			(774)	(774)	0
Appropriations to Earmarked Reserves			13,103	13,103	0
Transfer to Council Fund			278	278	0
Total	383,226	383,226	383,226	0	(9,256)

3.1.6 The overall outturn at 31st March 2026 is a net under spend of £278,000 which has been transferred to the Council Fund, bringing the total Fund balance to £10.286 million. Total Directorate budgets provided a net under spend of £6.663 million and Council wide budgets a net under spend of £5.944 million. The outturn position also takes into account additional council tax income collected over budget totalling £774,000 during the financial year.

3.1.7 Further detail is provided on the more significant under and over spends and movements since quarter 3 in section 3.3.

3.1.8 The overall under spend on the Council budget significantly masks underlying budget pressures. The main financial pressures are in the Inclusion Services within the Education, Early Years and Young People Directorate and Care Experienced Children Services in the Social Services and Wellbeing (SSWB) Directorate.

3.1.9 There continues to be significant demand for additional learning needs (ALN) support at schools. The demand is high in particular for pupils requiring neurodevelopmental, behavioural, communication and complex medical support.

- 3.1.10 There is also significant pressure in children's residential placements. The Social Services Improvement Board is overseeing a number of actions to address the pressures in line with the 3 year Plan for Children and Family services.

Budget virements/technical adjustments

- 3.1.11 There have been a number of budget virements and technical adjustments between budgets since the quarter 3 Revenue Forecast was presented to Cabinet in February 2026.
- 3.1.12 The main virements and technical adjustments since quarter 3 are outlined below:

Budget Virements

Service vired from / to	Amount
Transfer of funding from the Capital Financing budget to Communities Directorate to cover the cost of prudential borrowing for carriageway repairs and highways as agreed when the capital funding was approved.	£46,235
One off transfer of funding from Corporate Contingency to the Chief Executive's Directorate for a historic invoice received in relation to HWB ICT purchases for schools.	£65,276

Technical Adjustments

Service vired from / to	Amount
Transfer of inflationary uplifts not confirmed when the Medium Term Financial Strategy was agreed that are held centrally until evidence of the uplift is provided by the service areas.	£197,333
Allocation of funding retained centrally in respect of Joint Negotiating Committee (JNC) pay award for 2025-26 for Youth and Community Workers – confirmed in November 2025.	£29,060
Allocation of funding retained centrally in respect of the Employer National Insurance uplift for 2025-26 for Shared Regulatory Services	£32,518
Allocation of corporately held funding for Feasibility works in line with spend	£169,515
Allocation of corporately held funding for Revenue minor works in line with spend	£204,598

Budget Reduction Proposals

3.2 Monitoring of Budget Reduction Proposals

Prior Year Budget Reductions

- 3.2.1 As outlined in previous monitoring reports during the year, there were still £2.823 million of outstanding prior year budget reduction proposals that have not been met in full. Directors have been working to realise these savings

during the 2025-26 financial year. The position at year end is summarised in **Appendix 1** with a summary per directorate provided in **Table 2**.

Table 2 – Outstanding Prior Year Budget Reductions

	Total Budget Reductions Required	Total Budget Reductions Achieved	Shortfall
DIRECTORATE /BUDGET REDUCTION AREA	£'000	£'000	£'000
Education, Early Years and Young People	291	149	142
Social Services and Wellbeing	501	206	295
Communities	464	300	164
Chief Executives	1,567	1,279	288
TOTAL	2,823	1,934	889

Note: The total budget reductions required in Table 2 represents the full original budget reduction targets.

3.2.2 **Table 2** shows that of the £2.823 million prior year proposals outstanding, £1.934 million have been realised, leaving a shortfall of £889,000. Proposals still not achieved include:

- EDF519 – Communication and Relationships Team (£142,000 shortfall). Saving was not met in 2025-26 due to the delay in the consultation. The consultation will take place in 2026-27 and any shortfall against the savings target will be mitigated by holding staff vacancies until the restructure has been finalised.
- SSW13 – Reduction in investment into cultural services (£295,000 shortfall). A Cabinet report in May 2024 approved reductions of £65,000. The shortfall was covered by maximising grant funding opportunities in 2025-26 and will be covered by earmarked reserve funding in 2026-27. However, a long term plan to achieve the shortfall needs to be explored for the saving to be met in 2027-28.
- COM 2 2021-22 – Re-location of Community Recycling Centre from Tythegston to Pyle (£60,000 shortfall). The new site in Pyle opened in quarter 4 of 2023-24. As the exit terms of the lease in Tythegston were still being worked through in 2025-26 the saving was not achieved. The service area anticipate that this saving should be achieved in full in 2026-27.
- COM2 2023-24 – Charging Blue Badge Holders for parking (£40,000 shortfall). The Traffic and Transport Team are progressing with the order making process and have carried out an initial engagement on the proposal which is currently being evaluated prior to progressing during 2026-27.
- CEX22 – Review of ICT Services (£75,000 shortfall). Saving was not met in full following the re-procurement exercise on telephony budgets across the Council. The MTF5 approved by Council in February 2026 includes a

budget pressure of £181,000 which includes the mitigation of the shortfall against this budget reduction proposal.

- o CEX25 – Staff savings from Finance senior management team – (£70,000 shortfall). Shortfall in savings target was due to the failure to implement the proposed Finance Senior Management restructure. The MTFs approved by Council in February 2026 includes a budget pressure of £70,000 to reinstate this budget reduction proposal as the restructure was consulted on but it did not proceed.

Budget Reductions 2025-26

3.2.3 The budget approved for 2025-26 included budget reduction proposals totalling £8.379 million, which is broken down in **Appendix 2** and summarised in **Table 3** below. The year end position is that £7.245 million has been achieved, leading to an overall shortfall on the savings target of £1.134 million, or 13.53% of the overall reduction target.

Table 3 – Monitoring of Budget Reductions 2025-26

	Total Budget Reductions Required	Total Budget Reductions Achieved	Shortfall
DIRECTORATE /BUDGET REDUCTION AREA	£'000	£'000	£'000
Education, Early Years and Young People	1,428	1,110	318
Schools	1,186	1,186	0
Social Services and Wellbeing	1,817	1,362	455
Communities	717	549	168
Chief Executives	688	495	193
Corporate/Council Wide	2,543	2,543	0
TOTAL	8,379	7,245	1,134

3.2.4 The most significant budget reduction proposals still not achieved in full are (> £100,000 shortfall):-

- EEYYP5 – Reduction in Strategy, Performance and Support Group (£109,000 shortfall). The consultation with staff on the restructure has now concluded with the new structure implemented from the 5th January 2026. Savings will be made in full in 2026-27.
- SCH1 – Efficiency saving against School Delegated Budgets – 1% in 2025-26 (£1.186 million). Whilst the saving is referenced as having been achieved due to the overall reduction in the Individual Schools Budget (ISB), as referenced in paragraph 3.3.1, the reduced budgets have resulted in an overall deficit balance for schools of £3.615 million. Officers continue to work with schools to bring this overall deficit down in 2026-27.
- SSW7 – Implementation of the Home remodelling programme across adult services (£198,000 shortfall). The saving has not been met in 2025-26 pending a review of the Support at Home service. The shortfall was met via one-off

efficiencies in 2025-26 from vacancies held across the service pending the review and the restructure being finalised in 2026-27.

- SSW8 – Reduction in the provision of number of Supported Living Accommodation units (£190,000 shortfall). It has been determined that this saving proposal is no longer deliverable and work is underway by the service to identify alternative budget savings to meet the shortfall. Updates will be provided to Cabinet in the 2026-27 revenue monitoring reports.

3.2.5 **Appendix 2** identifies the amount of savings achieved against these proposals in detail and action to be taken by the directorates to mitigate any shortfalls. Directors continue to work with their staff to deliver their proposals or alternatives and this is reflected in the outturn for the year.

3.2.6 As outlined in the Medium Term Financial Strategy (MTFS) reports to Cabinet and Council, MTFS Principle 7 states that “Savings proposals are fully developed and include realistic delivery timescales prior to inclusion in the annual budget. An MTFS Budget Reduction Contingency Reserve will be maintained to mitigate against unforeseen delays”. An MTFS Budget Reduction Contingency reserve was established in 2016-17. This reserve has been used to meet specific budget reduction proposals in previous years on a one-off basis pending alternative measures. It has not been used in 2025-26 to mitigate shortfalls as service areas were committed to identifying alternative one-off under spends in the service areas affected. This approach has also enabled the MTFS Budget Reduction Contingency reserve to be maintained for 2026-27 where the level of savings required to be made is £2.348 million.

3.3 **Commentary on the financial position at 31st March 2026**

Financial position at 31st March 2026

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

3.3.1 **Education, Early Years and Young People Directorate**

The net budget for the Education, Early Years and Young People (EEYYP) Directorate for 2025-26, including school delegated budgets, was £158.915 million and the actual outturn was £158.420 million, following a planned draw down of £161,000 from earmarked reserves, resulting in an under spend of £495,000.

The main variances are:

EDUCATION, EARLY YEARS AND YOUNG PEOPLE DIRECTORATE	Net Budget	Actual Outturn	Actual Variance Over/(under) budget	% Variance
	£'000	£'000	£'000	
Inclusion Group	8,824	9,647	823	9.3%
Home to School Transport	11,017	10,804	(213)	-1.9%
Catering	1,862	1,264	(598)	-32.1%
School Improvement	829	340	(489)	-59.0%

Schools' delegated budgets

Total funding delegated to schools in 2025-26 was £126.441 million (including Post-16 grant funding of £7.714 million)

The schools' delegated budget is reported as balanced in any one year as any under spend or over spend is automatically carried forward into the new financial year, in line with Welsh Government legislation, before being considered by the Corporate Director - Education, Early Years and Young People in line with the requirements for managing surplus and deficit balances as set out in the Financial Scheme for Schools.

The year-end position for 2025-26 was:-

- Net overall school balances totalled a deficit balance of £619,000 at the start of the financial year. During 2025-26, school balances decreased by £2.996 million to a deficit balance of £3.615 million at the end of the financial year. This is an improved position from the projected deficit of £5.593 million reported at quarter 3. The position has improved due to additional grant funding of £2.395 million received from Welsh Government in the final quarter of 2025-26, including Local Authority Education Grant (LAEG) (£724,000), LAEG Standards (£451,000), Demand Led (£205,000), Equity (£732,000) and Reform (£281,000).
- Out of a total of 59 schools, there are 36 schools with a deficit balance (30 primary, 6 secondary and no special schools) and 14 schools (10 primary, 3 secondary, and 1 special) that have balances in excess of the statutory limits (£50,000 primary and £100,000 for secondary and special schools) in line with the School Funding (Wales) Regulations 2010. These balances will be analysed in line with the Council's agreed 'Guidance and Procedures on Managing Surplus School Balances'.
- The Financial Scheme for Schools requires schools to obtain permission from both the Corporate Director – Education, Early Years and Young People and the Section 151 Officer to set a deficit budget. Schools with deficits greater than £50,000 in a primary school or greater than £150,000 in a secondary or special school are requested to attend termly support and challenge meetings with senior Local Authority officers. In addition, any unplanned deficits that occur within the financial year due to unforeseen circumstances must be reported as soon as they become known to the schools.
- A summary of the position for each sector and overall for 2025-26 is provided below:-

	Balance brought forward	Funding allocated in 2025-26	Total Funding available	Actual Spend	Balance at year end
	£'000	£'000	£'000	£'000	£'000
Primary	(744)	58,084	57,341	60,123	(2,782)
Secondary	351	61,739	62,090	63,071	(981)
Special	(226)	14,333	14,106	13,958	148
Total	(619)	134,156	133,537	137,152	(3,615)

Central Education, Early Years and Young People Directorate budgets

The under spend for 2025-26 for the Central Education, Early Years and Young People Directorate was £495,000. This is compared to a projected under spend of £505,000 at quarter 3.

Inclusion Group

- There is a net over spend of £823,000 in Inclusion Group budgets, which has increased by £520,000 from the projected net over spend of £303,000 reported at quarter 3. The main reason for the increased over spend is the repayment of historic grant income for Adult Community Learning (£204,000), a service that ceased in 2024-25. In addition, £280,000 of the Welsh Government (WG) ALN grant was allocated to specific schools during quarter 4 due to the significant demand for ALN support at schools.
- The service area has benefitted from Local Authority Education Reform Grant funding for additional learning needs (ALN) (£1.157 million), without which the net over spend in Inclusion Group budgets would be £1.980 million. Welsh Government have confirmed the ALN grant for 2026-27 will be £1.100 million.
- The main reason for the underlying over spend is that there continues to be significant demand for ALN support in schools resulting in an over spend of £590,000. This is an increase from the £303,000 over spend projected at quarter 3 and is due to demand continuing to increase. The demand is high in particular for pupils requiring neurodevelopmental, behavioural, communication and complex medical support. The number of pupils supported during the spring term 2025 was 303, increasing to 345 during the summer term, 348 during the autumn term, and 357 in Spring 2026.
- Recoupment expenditure budgets over spent by £163,000. Whilst numbers have remained stable in inter-county recoupment placements, with 20 during summer term 2025, 18 during autumn term 2025 and 19 in spring 2026, there is an underlying pressure due to additional support being provided at Heronsbridge School and Ysgol Bryn Castell to mitigate further external placements. The costs for the support provided by the special schools alone were £603,000 in 2025-26 which has been partially offset by grant (£360,000). This approach prevents higher costs that would have been incurred with external providers.
- Recoupment income budgets under spent by £133,000. Numbers have remained fairly stable with 21 during summer term 2025, 20 during autumn term 2025 and 19 in spring 2026, however the complexity of the cases has increased requiring additional support.
- The net over spend has also been partly mitigated by staff vacancies held across Inclusion Group budgets (£131,000).
- The MTFs approved by Council for 2026-27 to 2029-30 includes a £250,000 budget pressure for ALN services, primarily for the additional support being provided at Heronsbridge School and Ysgol Bryn Castell to mitigate further external recoupment places. It also includes an ALN budget pressure of £800,000 which includes additional resource bases in schools, particularly for communication and autism, due to the significant increase in the number of pupils with emotional, social and behavioural needs, and pupils with complex medical needs and physical disabilities.

Home-to-school transport (HtST)

- There is an under spend of £213,000 on HtST, an increase of £49,000 from the projected under spend of £164,000 reported at quarter 3.
- The underlying under spend is as a result of achieving efficiencies in contracts throughout 2025-26.
- The under spend reflects that the MTFs budget reduction proposal in this service area for 2025-26 of £675,000 will be met in full – EEYYP 2 – review of HtST. However, contracts will continue to be reviewed in order to meet the 2026-27 MTFs budget reduction proposal of £417,000.

Catering Services

- There is an under spend of £598,000 on Catering Services, compared to the projected under spend of £665,000 reported at quarter 3.
- The under spend continues to be based on the full implementation of the Universal Primary Free School Meals (UPFSM) by Welsh Government and the accompanying grant funding to support the initiative.
- The MTFs approved by Council for 2026-27 to 2029-30 includes a £300,000 budget reduction for efficiencies in the Catering Services budget.
- The under spend takes into account the delay in the implementation of MTFs budget reduction EEYYP1 – Cessation of the meals at home service which has a shortfall of £65,000. The service has now ceased so no further costs should be incurred with the saving being made in full from 2026-27.

School Improvement

- There is an under spend of £489,000 across School Improvement budgets compared to a break-even position reported at quarter 3.
- The MTFs for 2025-26 included a budget pressure (EEYYP6) of £225,000 to support the transition and delivery of school improvement services within the local authority. A one-off increase to the WG LAEG Demand Led grant was received in 2025-26 to support the transition, resulting in a one-off under spend on this budget.
- The LAEG Cymraeg 2025 grant was also maximised in 2025-26 (£81,502).
- Any residual Central South Consortium balances are available for distribution to constituent local authorities in accordance with the 2016 legal agreement. BCBC received £74,146 in 2025-26.
- Additional grant funding has also been received from WG in quarter 4 – LAEG Standards Admin (£15,000), Welsh Professional Learning (£53,000) and LAEG Reform grant (£91,000).

3.3.2 Social Services and Wellbeing Directorate

The net budget for the Directorate for 2025-26 was £119.599 million and the actual outturn was £117.352 million following a planned draw down of £393,000 from earmarked reserves, resulting in an under spend of £2.247 million. This is compared to a projected under spend of £559,000 at quarter 3. The main reasons for the increase in under spend include maximisation of existing grants across the service including Children and Communities Grant - CCG (£846,000), Housing Support Grant - HSG (£539,000) and Pathways of Care Grant (£726,000). Without this additional funding, the Directorate would have under spent by £136,000.

The most significant variances for the directorate are :

SOCIAL SERVICES AND WELLBEING DIRECTORATE	Net Budget	Actual Outturn	Actual Variance Over/(under) budget	% Variance
	£'000	£'000	£'000	
Adult Social Care	79,075	77,830	(1,245)	(1.57%)
Prevention and Wellbeing	6,465	5,954	(511)	(7.90%)
Children and Family Services	34,059	33,568	(491)	(1.44%)

Adult Social Care

There is a net under spend of £1.245 million on the Adult Social Care budget, an improvement of £131,000 from the £1.114 million under spend projected at quarter 3.

The most significant variances contributing to the under spend are:

ADULT SOCIAL CARE	Actual Variance Over/(under) budget £'000
Homes for Older People	664
Physical Disability/Sensory Impairment Home Care	221
Older People Home Care	59
Learning Disabilities Residential Care	40
Physical Disability/Sensory Impairment Residential Care	34
Mental Health Homecare	4
Older People Direct Payments	(14)
Mental Health Residential Care	(101)
Learning Disabilities Direct Payment	(177)
Learning Disabilities Homecare	(190)
Mental Health Supported Accommodation	(252)
Assessment and Care Management	(948)

- Homes for Older People – there is an over spend of £664,000 which has increased from the projected under spend of £154,000 at quarter 3. This is mainly due to increases in the number of residential and nursing placements being supported (£820,000) offset against increases in income received (£173,000). All contributions towards residential care are financially assessed in accordance with the Social Services and Well-being (Wales) Act 2014 but the average income received each year will vary in total depending on the financial position of the people needing care during the financial year – e.g. if there are a large number of people who have savings or assets and are therefore not reliant on the local authority paying their contribution in full, then this will increase the overall average income received per person.

- Physical Disability/Sensory Impairment Home Care - there is an over spend of £221,000 which is comparable to the projected over spend of £216,000 at quarter 3. The over spend is based on the current demand for the service which is 100 packages of support (99 at quarter 3), and increased costs for existing placements, due to changing needs.
- Older People Home Care - there is an over spend of £59,000 which has increased from the projected under spend of £290,000 at quarter 3. The number of commissioned Independent Domiciliary care packages across the service area has increased from 628 at quarter 3 to 732 at quarter 4. For 2026-27 a budget pressure of £151,000 (SSW5 – Transition – Independent Domiciliary Care) has been approved by Council as part of the MTFs to address increasing demand.
- Learning Disabilities Residential Care – there is an over spend of £40,000 which has decreased from the £241,000 projected over spend at quarter 3. The main reason for the improved position is an additional £200,000 allocated from the Social Care Workforce grant, taking the overall allocation to £400,000. Without this grant funding the service area would have over spent by £440,000. For 2026-27 budget pressures of £250,000 (BBP2 – Adult Social Care pressures) and £800,000 (SSW4 – Transition – Learning Disabilities Residential) have been approved by Council which will contribute to mitigating the over spend and anticipated increases in demand.
- Physical Disability/Sensory Impairment Residential Care – there is an over spend of £34,000 which has decreased from the projected over spend of £111,000 at quarter 3 due primarily to an increase in residential contributions. The underlying over spend is due to higher placement numbers than budget.
- Mental Health Home care - there is an over spend of £4,000 which has increased from the projected under spend of £111,000 at quarter 3. The number of supported living placements have increased from 42 at quarter 3 to 50 at quarter 4.
- Older People Direct Payments - there is an under spend of £14,000 which has decreased from the projected under spend of £141,000 at quarter 3. This is due to an increase in the number of current packages of care to 82 (76 at quarter 3).
- Mental Health Residential Care – there is a projected under spend of £101,000 which is comparable to the projected under spend of £106,000 reported at quarter 3. Placement numbers (50) have remained the same as at quarter 3.

The MTFs for 2026-27 to 2029-30 includes a £250,000 budget pressure for adult social care pressures, including physical disabilities homecare, learning disabilities and physical disabilities residential care, as a result of increased placements and increased costs due to changing needs.

- Learning Disabilities Direct Payments – there is an under spend of £177,000 across the Direct Payments budgets in this area which has decreased from the projected under spend of £222,000 at quarter 3. This is based on the current demand for packages of support of 146 (138 at quarter 3). Council approved a Budget Reduction proposal of £250,000 for 2026-27 (SSW6) for Direct Payment services across all adult groups to which this under spend will contribute towards.

- Learning Disabilities Homecare – there is an under spend of £190,000, which has improved since the projected over spend of £8,000 at quarter 3. This is due to increased staffing and running costs (£183,000), offset by the maximisation of Housing Support Grant in quarter 4 of £326,000.
- Mental Health Supported Accommodation – there is an under spend of £252,000 which has increased slightly from the projected under spend of £242,000 at quarter 3. This continues to be as a result of staffing vacancies within the service. Close monitoring of this under spend will continue into 2026-27 due to uncertainties in grant funding in this service area going forward.
- Assessment & Care Management – there is an under spend on directorate wide assessment and care management budgets of £948,000 which has increased from the projected under spend of £320,000 at quarter 3. This is mainly due to this area benefitting in total from an additional £769,135 of Pathways of Care grant income to maximise the grant while recruitment is being undertaken to core posts.

Prevention and Wellbeing

- There is an overall under spend of £511,000 within Prevention and Wellbeing. The under spend increased by £319,000 from the projected under spend of £192,000 reported at quarter 3. This is primarily due to maximisation of the following grants – Children’s and Communities Grant (£238,000) and Regional Integration Fund (£28,000).
- The underlying reason for the under spend is mainly due to maximisation of grant funding from the Shared Prosperity Fund (£643,000). This is also mitigating the following MTFS saving, £295,000 of which has not been achieved:-
 - SSW13 (2024-25) – £360,000 - Council to reduce its investment into cultural services. While £65,000 has been achieved the remainder will not be achieved unless there is a reduction in services.
- There is also a shortfall of £10,000 against the 2025-26 MTFS Saving Proposal SSW2 - redevelop the indoors bowls arena space.

Children and Family Services

There is a net under spend of £491,000 on the Children and Family Services budget which is an improvement on the projected net over spend of £747,000 at quarter 3. The changed position is due primarily to maximisation of grant funding : Housing Support Grant (£213,000), Childrens and Communities grant (£608,000) and Social Care Workforce Grant (£275,000).

The most significant variances contributing to this under spend are:-

CHILDREN AND FAMILY SERVICES	Actual Variance Over/(under) budget £'000
Care Experienced Children	524
Commissioning & Social Work	(290)
Children and Families Support Service	(658)

- The over spend of £524,000 for Care Experienced Children is due to a combination of factors:-
 - The Independent Residential Care budget has an over spend of £603,000 which has decreased from the projected over spend of £936,000 at quarter 3. The quarter 3 projections were based on 27 care experienced children in independent residential care and this has remained the same at quarter 4. The reduction in the over spend is primarily due to additional Social Care Workforce Grant of £275,000 being allocated in quarter 4 due to continued pressures in this area due to the insufficiency of foster carer placements to meet children's needs. Work is progressing to enhance inhouse residential provision which is more cost effective than independent provision.
 - Children's Internal Residential Care has an over spend of £101,000 which is a decrease of £125,000 from the projected net over spend of £226,000 at quarter 3. While the over spend is mainly due to additional staffing to address the complexity of need of the children, the over spend has reduced since quarter 3 due primarily to the maximisation of the Eliminating Profit grant (£292,000).
 - Fostering - There is an under spend of £387,000 which is a decrease from the projected under spend in this area of £625,000 at quarter 3. This is primarily due to a reduction in the under spend on the Independent Fostering Agency (IFA) budget of £230,000 as placements have increased to 38 from 34 at quarter 3. Placements are anticipated to continue to increase and the budget will continue to be closely monitored in 2026-27. It should be noted, however, that some of the children in costly independent residential provision would ideally be with foster carers who can manage complex needs. There is insufficient capacity in-house and in IFAs which means that some children's needs are being met in a higher, more expensive, tier of service.
 - Children's Supported Living – There is an over spend of £282,000 which has decreased from the projected over spend of £526,000 at quarter 3. The pressure is due to increases in the number of placements (21 in quarter 4 of 2024-25 compared to 28 currently). The improved position at year end is primarily due to maximisation of HSG (£213,000). The MTFs 2026-27 to 2029-30 includes a £250,000 budget pressure (BBP3) towards the over spend for children's supported accommodation.
- Commissioning and Social Work – There is a under spend of £290,000 which has improved since the quarter 3 projected under spend of £55,000. The improved outturn position is mainly due to an increase in staffing under spends as a result of ongoing vacancies across teams (£186,000). In addition, there has also been maximisation of the Childrens and Communities grant (£129,000). There remains an over spend in care and support and placement costs across the service area of £287,000 which has increased from the projected over spend of £203,000 at quarter 3. The majority of this over spend relates to Care Experienced Children/care support spend such as court mandated drug testing, assessments, reports, travel and therapy costs over which the service has no discretion but to secure against a very limited budget. The service area will look to re-align budgets in quarter 1 of 2026-27 to address this over spend.

- Children and Families Support Service – There is an under spend of £658,000 which has improved from the £234,000 projected under spend reported at quarter 3. The improved year end position is due to maximisation of CCG grant funding (£402,000). The underlying under spend is due to ongoing vacancies across the team, the service area are actively looking to recruit to the vacant posts in 2026-27, therefore the saving should not be recurring in 2026-27.

3.3.3 Communities Directorate

The net budget for the Directorate for 2025-26 was £35.299 million and the actual outturn was £31.669 million following a planned draw down of £1.048 million from earmarked reserves, resulting in an under spend of £3.630 million. This is compared to a projected over spend of £119,000 at quarter 3.

The main reason for the improved position from quarter 3, as set out in the Medium Term Financial Strategy 2026-27 to 2029-30 report to Council on 25 February 2026, is due to the introduction of a UK Packaging Extended Producer Responsibility (pEPR) scheme as a means of shifting the full financial cost of managing household packaging waste from taxpayers (local authorities) to the businesses that place it on the UK market. Payments have been received, funded by producers of packaging, calculated based on the net efficient disposal costs for each material type and for Bridgend County Borough Council in 2025-26 equated to £3.922 million. As a result, the MTFS 2026-27 to 2029-30 approved by Council did not include many budget pressures for the Communities Directorate as the pEPR funding has enabled the directorate to support pressures in their service areas from the waste budget funding it releases. This has included mitigating pressures in respect of fleet management, planning, additional waste collection and disposal requirements, both capital and revenue, and in respect of the circular economy. However, it is worth noting that some of the recurrent pressures may need reviewing in future years if the pEPR funding reduces significantly.

The main variances are:

COMMUNITIES DIRECTORATE	Net Budget	Actual Outturn	Actual Variance Over/(under) budget	% Variance
	£'000	£'000	£'000	
Fleet Services	597	597	0	0.00%
Highways Services	9,287	9,174	(113)	-1.22%
Waste Collection	7,119	4,026	(3,093)	-43.45%
Traffic & Transport	1,335	846	(489)	-36.63%
Parks, Playing Fields & Bereavement	2,805	3,127	322	11.48%
Corporate Landlord	3,842	3,423	(419)	-10.91%

Fleet Services

- There is a break even position on Fleet Services budgets compared to the projected over spend of £527,000 reported at quarter 3. The main reason for the improved position is due to a one off budget virement of £393,000 from core waste budgets as a result of their displacement by pEPR funding.
- The Fleet Services team operate on a break-even basis with re-charges for work undertaken on directorates', South Wales Police (SWP) and the general public's

vehicles, generating income to support staffing and overhead costs. The underlying over spend before the budget virement from waste budgets is due to productivity levels continuing to be impacted by long term sickness and ongoing issues with recruitment and retention difficulties. A market supplement has been introduced in line with the corporate Market Supplement Policy following comparisons with neighbouring authorities and remuneration of HGV technicians, which has seen some limited success in filling vacancies.

- A report outlining options for service operating models to mitigate the budget position of fleet services has been requested. An external review is now proceeding with the brief for the study having been finalised, with the detailed work to be completed over summer 2026.

Highway Services

- There is an under spend of £113,000 compared to the projected over spend of £339,000 at quarter 3. There is an under spend on street lighting energy of £101,000 as a result of the LED replacement scheme. The balance of the under spend is due to core funded staff being utilised to support work on capital schemes. In these cases, the salary costs can be capitalised, thus generating one-off income for the service area.

Waste Collection

- There is an under spend on waste collection of £3.093 million due primarily to the receipt of pEPR payments of £3.922 million in 2025-26.
- The receipt of the pEPR funding has enabled the directorate to support pressures in service areas from the waste budget funding it releases. As previously noted £393,000 has been utilised to mitigate pressures in Fleet Services. In addition, the funding has also been utilised to support specific staff working on the future of collection and recycling waste services.
- The underlying over spend on waste collection budgets was primarily due to a one off payment towards the increased National Insurance costs experienced by Plan B as a result of legislative change and £158,000 Prudential borrowing costs for the new waste collection vehicles.
- The balance of the pEPR funding has been set aside in an earmarked reserve (see 3.4.3) to mitigate pressures in respect of planning, additional waste collection and disposal requirements, both capital and revenue, and in respect of the circular economy.

Traffic and Transport

- There is an under spend of £489,000 which is a small increase from the projected under spend of £448,000 reported at quarter 3.
- Whilst the service area has benefitted from an MTFs budget pressure of £360,000 approved by Council for 2025-26 towards the shortfall in car park income and the staff car pass scheme which has been impacted by hybrid working, the Council continues to benefit from the temporary income raised from the Salt Lake Car Park in Porthcawl.
- The balance of the under spend is mainly due to maximisation of the Concessionary Fares grant funding (£30,000), staff vacancies (£30,000) and under spends on non-staffing budgets (£46,000).
- The MTFs approved by Council for 2026-27 to 2029-30 includes a £100,000 budget reduction for efficiencies in the Traffic and Transportation budget.

Parks, Playing Fields & Bereavement Services

- There is an over spend of £322,000 which has increased from the projected over spend of £17,000 at quarter 3.
- There was a budget reduction proposal in 2025-26 of £100,000 against Bereavement Services income (COM9). There has been an overall shortfall against this proposal of £70,000. This will have to be closely monitored in 2026-27.
- There has also been additional spend on grounds maintenance and repairs at cemeteries (£97,000). The MTFs 2026-27 to 2029-30 includes a budget pressure of £50,000 to support maintenance on cemeteries.
- The balance is primarily due to an over spend on maintenance budgets on Pavilions.

Corporate Landlord

- There is an under spend of £417,000 which is comparable to the projected under spend of £419,000 reported at quarter 3. This is primarily due to staff vacancies (£277,000) as the service continues to experience recruitment difficulties. Recruitment exercises continue to appoint to these posts and it is anticipated they will be filled in 2026-27.
- The balance of the under spend is primarily due to the productivity of the Major Projects team working on capital schemes and generating income for the service area (£83,000).

3.3.4 Chief Executive's

The net budget for the Directorate for 2025-26 was £26.333 million and the actual outturn was £26.042 million following a planned draw down of £584,000 from earmarked reserves, resulting in an under spend of £291,000. This is a reduction of £632,000 compared to the projected over spend of £341,000 reported at quarter 3. The main reason for the reduction in over spend is that additional grant has been confirmed since quarter 3 for ICT (Connecting Care grant - £336,000) and Housing and Homelessness (Ukrainian grant - £85,000, Leasing Scheme Wales - £150,000 and Afghan Resettlement grant - £80,000). Without this additional funding, the Directorate would have over spent by £360,000.

The main variances for the directorate are:

CHIEF EXECUTIVE'S	Net Budget £'000	Actual outturn £'000	Actual Variance Over/(under) budget £'000	% Variance
Business Support	997	877	(120)	-12.04%
Finance	4,432	4,653	221	4.99%
Housing and Homelessness	4,851	4,204	(647)	-13.34%
ICT	4,819	4,753	(66)	-1.37%
Partnerships	2,299	2,549	(250)	-10.87%

Business Support

- There is an under spend of £120,000 across Business Support budgets which has increased since the £58,000 projected under spend reported at quarter 3.
- The main reasons for the improved position are the maximisation of the Childrens and Communities Grant (£25,000) and an increase in land charge registration fees (£24,000).

Finance

- There is an over spend on Finance budgets of £221,000 which has improved since the projected over spend of £350,000 reported at quarter 3.
- There was a shortfall of £100,000 on Department for Work and Pension (DWP) subsidy contributions towards housing benefit payments in Bridgend compared to the projected shortfall of £133,000 at quarter 3. As previously reported, any Housing Benefit award paid over the subsidy level is borne by the Council, as the DWP does not fully fund all Housing Benefit expenditure – for example, there are a number of tenancy arrangements whereby the subsidy is limited to historic local housing allowance rates or restricted by rent officer determinations. The MTFs approved by Council for 2026-27 to 2029-30 includes a budget pressure of £91,000 to mitigate this shortfall.
- There was also a shortfall of £67,000 on Court Cost income, a small improvement from the projected shortfall of £74,000 reported at quarter 3. The MTFs approved by Council for 2026-27 to 2029-30 includes a £75,000 budget pressure to mitigate the shortfall in Court Cost Income collected from Council Tax and Non Domestic Rates.
- As previously reported there was a failure to implement an historic MTFs proposal - (CEX25 (2024-25) – Staff savings from Finance senior management team - £70,000. The MTFs approved by Council for 2026-27 to 2029-30 includes funding of £70,000 to reinstate this budget reduction following a full restructure being proposed and consulted on but which did not proceed.
- The other main reason for the improved position since quarter 3 is maximisation of the Connecting Care grant (£45,000).

Housing and Homelessness

- There is a net under spend of £647,000 on Housing and Homelessness which is an improvement of £307,000 compared with the projected net under spend of £340,000 reported at quarter 3.
- The overall budget for Housing and Homelessness was increased by £400,000 in 2025-26 due to Council approving a MTFs budget pressure to support pressures on the homelessness budget. In addition, there was also an increase of £970,000 due to transfers from Welsh Government into the settlement from previous grant funding.
- Actual spend on Homelessness accommodation in 2025-26 was £4.001 million which is comparable to the £4 million projected at quarter 3. As well as the core budget (£3.274 million) the service has also seen an increase in rental income relating to Housing Benefits claimed by tenants who have been supported with homelessness accommodation (£681,000 compared with £499,000 projected at quarter 3). The net impact is an over spend on accommodation of £104,000 (projected over spend of £227,000 at quarter 3).
- This has been offset by under spends on the Brynmenyn Homeless Centre (£162,000) and the four new Houses in Multiple Occupation (HMO) properties (£116,000) due to increases in Housing Benefit income.

- The service area has also benefited from grant funding - Afghan Relocation Resettlement (£149,000), Ukraine (£132,000), Asylum Seeker grant (£93,000) and Leasing Scheme Wales (£150,000).

ICT

- There is an under spend of £66,000 across ICT budgets which has improved by £409,000 since the projected net over spend of £343,000 reported at quarter 3.
- The main reason for the improved position is the maximisation of the Welsh Local Government Association (WLGA) Connecting Care grant (£254,000). The grant is for the Connecting Care Social Care Programme and is being used by social care services across Wales to replace the current Social Services Client system with modern digital platforms. This grant allocation was only confirmed in quarter 4.
- There continues to be over spends due to MTFS saving proposals from 2024-25 and 2025-26 not being fully achieved. There is a shortfall of £75,000 against the 2024-25 proposal CEX 22 – Review of ICT services and a shortfall of £77,000 against the 2025-26 MTFS budget reduction proposal CEX 10 – Restructure of the ICT service.
- There is also an underlying over spend due to historic SLA income from schools no longer being realised as the Welsh Government School Hwb project now includes the services previously being re-charged (£135,000).
- The MTFS 2026-27 to 2029-30 approved by Council, includes £181,000 for this area to reinstate savings not achieved in respect of historic Budget Reduction Proposals and £177,000 for shortfalls in historic service level agreement income from schools which is no longer realised.

Partnerships

- There is a net over spend of £250,000 across the Partnership budgets which has increased by £161,000 since the projected over spend of £89,000 reported at quarter 3.
- The increase in over spend is mainly due to spend within Transformation budgets on the Robotic Process Automatic pilot. The MTFS 2026-27 to 2029-30 approved by Council includes a £500,000 budget pressure for the development of a multi-skilled transformation team to take forward transformation across the Council.
- There was an over spend against Pest Control services of £23,345 which is due to the shortfall in the 2024-25 MTFS budget reduction proposal CEX 8 - Charging for PEST control services. This service provision ceased from 31st October 2025 and the residual budget of £3,950 will be absorbed within other Partnership budgets for 2026-27.
- There was an over spend against the CCTV budget (£79,000) mainly due to a reduction in income as a result of the contract with the Vale of Glamorgan ending. Council also approved a £250,000 Budget Reduction Proposal for 2026-27 (CEX1 – Review provision of the CCTV Service). The service is currently exploring options for contributions from South Wales Police or the Community Safety Partnership, or reducing the specification of live coverage to achieve this saving.

3.3.5 Council Wide budgets

This section includes budgets, provisions and services which are council wide, and not managed by an individual directorate. The net budget for 2025-26 was £43.080 million and the actual outturn was £37.136 million, resulting in an under spend of £5.944 million.

The most significant variances were:-

COUNCIL WIDE BUDGETS	Net Budget	Actual Outturn	Actual Variance Over/(under) budget	% Variance
	£'000	£'000	£'000	
Capital Financing	5,861	3,612	(2,249)	-38.37%
Insurance Premiums	1,363	857	(506)	-37.12%
Other Corporate budgets	6,998	4,121	(2,877)	-41.11%

Capital Financing

- The under spend of £2.249 million relates to additional interest from current investments. Interest rates started to fall from the high of 5% in November 2024, with further reductions to the current rate of 3.75%. Further interest rate reductions are expected, however the timing of these are uncertain and are subject to economic factors and in particular the position of inflation against the Bank of England's 2% target.
- It should be noted that this will not be a recurring under spend. As noted in the Treasury Management Quarter 3 Report 2025-26 to Cabinet in March 2026, the Council has loans from the Public Works Loan Board (PWLB) maturing within the next 3 financial years that it will need to repay and, given the anticipated level of expenditure within the capital programme over the current and coming financial years, including the new rolling fleet replacement programme for waste service vehicles, it is highly likely that new borrowing will be required to replace these maturing loans as well as a need to take out new borrowing to support the Capital Programme over the next few years. It is therefore expected that interest received will reduce, and interest paid will increase.

Insurance Premiums

- There is an under spend of £506,000 on the insurance budget. This primarily relates to a reduction in the overall fund liability following a number of claims being repudiated or discontinued, particularly in relation to Japanese Knotweed, as well as those settled at a lower amount of claims won. The outturn for 2025-26 is considered to be a one-off under spend, as it is an adjustment to the fund liability provision required and has not impacted on the annual premiums, however the budget will continue to be reviewed going forward to determine if there are any permanent budget reduction opportunities.

Other Corporate budgets

- The under spend of £2.877 million has reduced from the £6.326 million projected under spend reported at quarter 3. The main reason for the movement is the technical adjustment to the bad debt provision of £3.281 million. The bad debt provision adjustment is to offset non-payment risks across services like Council Tax and Sundry Debtors, both of which can be impacted by the cost of living crisis. For example, Council Tax arrears have increased by 12.5% since 2024-25, and 29.4% cumulatively since 2023-24. Close monitoring of debt levels will continue into 2026-27 given the ongoing cost of living crisis and the changes made by Welsh Government to the Council Tax collection framework from the 1st April 2026 to establish what it says will be a more equitable, transparent and effective approach to enforcing unpaid Council Tax.

The main areas contributing to the underlying under spend are:-

- Welsh Government provided a grant of £521,736 towards the teachers' pay award 2025-26 and £665,984 towards the National Joint Council (NJC) pay award 2025-26 which were not anticipated at budget setting.
- The confirmed pay award in 2025-26 for NJC workers was lower than provided for. The ongoing uncertainty over future pay awards means that it is likely that the provision set aside in the MTFs for 2026-27 will need to be supplemented by any funding not committed from the central pay budget this financial year.
- Inflation rates have fluctuated since the budget was set – CPI was 2.8% when the budget was set in February 2025, increasing to 3.8% in September 2025, falling to 3.2% in November 2025 with a further fall to 2.8% in April 2026. The majority of the budget estimated for price inflation is retained centrally within council wide budgets and allocated to directorates/schools as further information is known about specific contractual price increases – CPI allocations during quarter 4 can be found in 3.1.12. There is ongoing uncertainty on cost increases in 2026-27 due to the tensions in the Middle East and the general trajectory of CPI, therefore it is likely that the provision set aside in the MTFs for 2026-27 will need to be supplemented by any funding not committed from the price inflation budget this year.

3.3.6 Council Tax Collection

- The outturn for 2025-26 shows additional income of £773,814 has been collected compared to the budget (+0.59%). In respect of income collected from the levying of premiums on long term empty properties and second homes, £781,529 was collected from the premium charge for long-term empty properties and £160,937 was collected from premiums on second homes. Without this additional funding, the core Council tax collected in 2025-26 fell short of the budgeted income by £168,652.

3.4 Review of Earmarked Reserves

- 3.4.1 The Council is required to maintain adequate financial reserves to meet the needs of the organisation. The MTFs includes the Council's Reserves and Balances Protocol which sets out how the Council will determine and review the level of its Council Fund balance and earmarked reserves. During 2025-26 Directorates drew down funding from specific earmarked reserves. The final draw down from revenue reserves was £2.186 million and is summarised in **Table 4** below. A more detailed breakdown of the movement on all reserves is outlined in **Appendix 4**.

Table 4 – Revenue draw down from Earmarked Reserves during 2025-26

	Draw down from Earmarked Reserves 2025-26 £'000
Education, Early Years and Young People	161
Social Services & Wellbeing	393
Communities	1,048
Chief Executives	584
Total	2,186

- 3.4.2 The net under spend position of £13.381 million for 2025-26, as set out in Table 1 has enabled new net earmarked reserves of £13.103 million to be created at year end along with a transfer of £278,000 to the Council Fund (see paragraph 3.4.5).
- 3.4.3 The most significant new earmarked reserves were:- £7.250 million to fund new capital projects and £3.200 million relating to the balance of the pEPR funding to mitigate pressures in respect of planning, additional waste collection and disposal requirements, both capital and revenue, and in respect of the circular economy.
- 3.4.4 **Table 5** below summarises the final position on all revenue useable reserves for the year, including the Council Fund. In addition there are currently £51.214 million of other earmarked reserves funding schemes within the capital programme.

Table 5 – Summary of Movement on Revenue Earmarked Reserves 2025-26

Opening Balance 01-Apr-25 £'000	Reserve	Movement at Quarter 4			Closing Balance 31 March 2026 £'000
		Additions £'000	Reclassification £'000	Drawdown/Unwound £'000	
10,008	Council Fund Balance	278	0	0	10,286
11,986	Corporate Reserves	2,000	(264)	(1,982)	11,740
7,577	Directorate Reserves	5,947	(37)	(1,774)	11,713
2,888	Equalisation & Grant Reserves	935	(45)	(273)	3,505
(619)	School Balances	0	0	(2,996)	(3,615)
21,832	Total Earmarked Reserve	8,882	(346)	(7,025)	23,343
31,840	Total Useable Reserves	9,160	(346)	(7,025)	33,629

- 3.4.5 In terms of financial reserves, the Council Fund balance has been increased by £278,000 and now represents 2.68% of the net revenue budget for 2025-26, or 4.0% of the net revenue budget excluding schools. As budgets incrementally increase annually, it is challenging to keep the Council Fund balance in line with MTFs Principle 9 which states that:-

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

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 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.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

- 5.1 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 well-being objectives are designed to complement each other and are part of an integrated way of working to improve well-being for the people of Bridgend. The allocation of budget determines the extent to which the Council's well-being objectives can be delivered. It is considered that there will be no significant or unacceptable impacts upon the achievement of the well-being goals or objectives as a result of this report.

6. Climate Change and Nature Implications

- 6.1 There are no direct implications arising from this report.

7. Safeguarding and Corporate Parent Implications

- 7.1 There are no direct implications arising from this report.

8. Financial Implications

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

9. Recommendations

- 9.1 Cabinet is recommended to:

- note the revenue outturn position for 2025-26.

Background documents: Individual Directorate Monitoring Reports

PRIOR YEAR BUDGET REDUCTIONS CARRIED FORWARD INTO 2025-26

Ref.	Budget Reduction Proposal	Original Reduction and RAG £000	Revised RAG £000	Total amount of saving achieved in 2025-26 £000	Reason why not achieved	Proposed Action in 2026-27 to achieve
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RAG STATUS KEY	
RED	Not likely to be achieved at all in this financial year or less than 25%.
AMBER	Reduction not likely to be achieved in full in financial year but greater than 25%
GREEN	Reduction likely to be achieved in full

EDUCATION, EARLY YEARS AND YOUNG PEOPLE

EDFS9 (2024-25)	Cessation of Adult Community Learning (ACL) provision	149		149	Saving was made in full in 2025-26	No action required - saving made in full in 2025-26.
EDFS19	Communication and Relationships Team - Referrals only accepted for pupils who are at risk of permanent exclusion and placement breaking down. No longer completing observations for the ND Pathway	142		0	Saving not met in 2025-26 due to the delay in the consultation.	Consultation due to take place in 2026-27. Any shortfall against the savings target will be mitigated by staff vacancies held until the restructure is completed.
Total Education, Early Years and Young People		291		149		

SOCIAL SERVICES AND WELLBEING

SSW7 (2024-25)	Review opportunities to amend the current energy payment arrangements for the leisure contract	45		45	Alternative saving identified and has been achieved in 2025-26	No action required - saving made in full in 2025-26.
SSW13 (2024-25)	Council to reduce its investment into cultural services including the availability of buildings, services or resources relating to its libraries, supported employment, community venues and arts programmes	360		65	Cabinet report in May 2024 approved reductions of £65K, along with public engagement over how future savings can be achieved. Further reports will be presented to Cabinet to enable the outcome of consultation exercises to be taken into account when finalising any proposed changes.	The saving of the remaining £295,000 will be covered by earmarked reserve funding for 2026-27. However a long term plan to achieve the shortfall needs to be explored for the saving to be met in 2027-28. Public engagement will be undertaken with a view of what does long term sustainable cultural services look like.
SSW17 (2024-25)	BCBC consider efficiency savings from Third Sector Contracts - bereavement services	5		5	Saving was made in full in 2025-26	No action required - saving made in full in 2025-26.
SSW18 (2024-25)	BCBC consider efficiency savings from Third Sector Contracts - dementia services	57		57	Saving was made in full in 2025-26	No action required - saving made in full in 2025-26.
SSW22 (2024-25)	BCBC consider efficiency savings from Third Sector Contracts - substance misuse services	34		34	Saving was made in full in 2025-26	No action required - saving made in full in 2025-26.
Total Social Services and Wellbeing Directorate		501		206		

COMMUNITIES

COM2 (2021-22)	Re-location of Community Recycling Centre from Tythegston to Pyle resulting in cessation of lease payments at existing site	60		0	The new site opened during quarter 4 of 2023-24. As the exit terms of the lease were still being worked through in 2025-26 the saving was not achieved.	The service area anticipate that this saving should be achieved in full in 2026-27. If there are any shortfalls against the savings target, the service area will have to identify alternative budget reduction proposals to mitigate this.
COM4 (2022-23)	Remove Business in Focus from running Enterprise Centres in Bridgend	20		0	Review of Business in Focus operating model has been explored to identify operating efficiencies with a view to restructuring the management agreement with Business in Focus to deliver this saving.	The service area anticipate that this saving should be achieved in full in 2026-27. If the management agreement is not restructured, the service area will have to identify alternative budget reduction proposals to mitigate any permanent shortfalls.
COM5 (2022-23)	Commercially let a wing of Ravens court to a partner organisation or business	50		50	Saving was made in full in 2025-26	No action required - saving made in full in 2025-26
COM2 (2023-24)	Charging Blue Badge Holders for parking	40		0	The Traffic and Transport Team are progressing with the order making process and have carried out an initial engagement on the proposal which is currently being evaluated prior to progressing.	The Traffic and Transport Team will progress with the process to determine the proposal during 2026-27. If the proposal is not progressed, the service area will have to identify alternative budget reduction proposals to mitigate any permanent shortfall.
COM3 (2023-24)	Commercially let two wings of Ravens court to a partner organisation or business	120		120	Saving was made in full in 2025-26	No action required - saving made in full in 2025-26
COM1 (2024-25)	Reduction in staff mileage budgets	34		34	Saving was made in full in 2025-26	No action required - saving made in full in 2025-26
COM10 (2024-25)	Review of Porthcawl Marina berthing fees with a view to it operating on a full cost recovery basis	32		23	The shortfall against the savings target is due to one-off costs incurred to cover sickness within the service.	Feasibility work underway to examine current berthing fees, investigate possibilities for maximising income and to timeline any future increase to berthing fees. If the proposal is not met in full, the service area will have to identify alternative budget reduction proposals to mitigate any permanent shortfall.
COM14 (2024-25)	Office Rationalisation to include closing Raven's Court and the Innovation Centre and sharing accommodation in Civic Offices with the MASH and SWP.	73		73	Saving was made in full in 2025-26	No action required - saving made in full in 2025-26
COM28 (2024-25)	Letting of former Woodmat Property, Brynmenyn Estate	35		0	Opportunities were sought to achieve this budget reduction proposal, but let not agreed by end of 2025-26. Other Council services may use it so cannot be marketed until this has been resolved.	The service area anticipate that this saving should be achieved in full in 2026-27. If the site is not let, the service area will have to identify alternative budget reduction proposals to mitigate any permanent shortfalls.
Total Communities Directorate		464		300		

Ref.	Budget Reduction Proposal	Original Reduction and RAG £000	Revised RAG £000	Total amount of saving achieved in 2025-26 £000	Reason why not achieved	Proposed Action in 2026-27 to achieve
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Chief Executives

CEX8 (2024-25)	Charging the public for Pest Control Services	67		43	Due to reduced uptake of the service, the saving was only partly achieved in 2024-25. Due to the continued reduced uptake of the domestic pest control service, the decision was taken to cease the provision of this service by BCBC from 31st October 2025 therefore this saving was not achieved in full in 2025-26.	Partnership budgets have identified alternative budgets to mitigate the underlying net budget of £3,950 for the service in 2026-27.
CEX12 (2024-25)	Increased income from Registrars' Ceremonies	43		14	Due to reduced uptake of the service, the saving was only partly achieved in 2024-25. Due to continued reduced uptake of the service, partly linked to the closure of the Princess Of Wales maternity ward resulting in birth registrations taking place in other Local	This income budget will be closely monitored going forward as it is anticipated that it will be achieved in full in 2026-27.
CEX13 (2024-25)	Restructure of Legal Services	154		154	Saving was made in full in 2025-26	No action required - saving made in full in 2025-26.
CEX14 (2024-25)	Reconfiguration of Business Support	160		160	Saving was made in full in 2025-26	No action required - saving made in full in 2025-26.
CEX15 (2024-25)	Increase income generated from legal fees for property transactions, S106 Agreements and Highway Agreements	20		0	Legal Services are reliant on the instructions that come through from Directorates. Due to reduced uptake of the service, the saving was still not achieved in 2025-26	The Medium Term Financial Strategy for 2026-27 to 2029-30 includes a budget pressure of £58,000 to mitigate the shortfall in income generated from legal fees from property transactions, S106 Agreements and Highway Agreements.
CEX16 (2024-25)	Restructure of HR Service	289		289	Saving was made in full in 2025-26	No action required - saving made in full in 2025-26.
CEX17 (2024-25)	Household Canvas - Reduction / Limited Canvass Door Knocking	9		0	Saving not achieved due to increased costs associated with canvassing.	The Service is currently reviewing potential efficiencies for 2026-27 so that alternative budgets can mitigate the shortfall on this budget reduction proposal. Further updates on this will be provided in future revenue monitoring reports to Cabinet.
CEX19 (2024-25)	Restructure of Democratic Services	96		96	Saving was made in full in 2025-26	No action required - saving made in full in 2025-26.
CEX20 (2024-25)	Restructure of Corporate Policy and Public Affairs Team	45		45	Saving was made in full in 2025-26	No action required - saving made in full in 2025-26.
CEX22 (2024-25)	Review of ICT Services	398		323	Following the re-procurement exercise on telephony budgets across the Council, the savings target was not met in full.	The Medium Term Financial Strategy for 2026-27 to 2029-30 includes a budget pressure of £181,000 which includes the mitigation of the shortfall of £75,000 following the review of ICT services.
CEX23 (2024-25)	Review the provision of Partnerships and Customer Services	216		155	Delays in confirmation of funding with the Public Services Board have resulted in a shortfall in the saving target for 2025-26.	It is anticipated that the full saving will be made in 2026-27 and further updates will be provided in future revenue monitoring reports to Cabinet.
CEX25 (2024-25)	Staff savings from Finance senior management team	70		0	Shortfall in savings target due to failure to implement proposed Finance senior management restructure.	The Medium Term Financial Strategy for 2026-27 to 2029-30 includes a budget pressure of £70,000 to reinstate this budget reduction proposal as the restructure was consulted on but it did not proceed.
Total Chief Executives Directorate		1,567		1,279		

GRAND TOTAL OUTSTANDING REDUCTIONS	2,823		1,934		
REDUCTIONS SHORTFALL			889		

Ref.	Budget Reduction Proposal	Impact, including on 5 Ways of Working as set out in the Well-being of Future Generations Act	Budget Reductions 2025-26 £'000	Value of saving achieved 2025-26 £'000	Reason why not achieved	Proposed action in 2026-27 to achieve
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RAG STATUS KEY

RED	Not likely to be achieved at all in this financial year or less than 25%.
AMBER	Reduction not likely to be achieved in full in financial year but greater than 25%
GREEN	Reduction likely to be achieved in full

EDUCATION, EARLY YEARS AND YOUNG PEOPLE

CENTRAL EDUCATION, EARLY YEARS AND YOUNG PEOPLE

EEYYP1	Cessation of the Meals-at-Home Service	While there could be a significant redundancy cost, redeployment options could be explored to mitigate this risk. A public consultation would be required prior to determination by Cabinet.	56	0	The service has now terminated. There were some residual costs in 2025-26 in relation to termination costs for vehicles and staffing costs for the first part of the year. Full saving will be achieved in 2026-27.	The service has now terminated. Full saving should be achieved in 2026-27.
EEYYP2	Review of Home to School Transport	While transport for Nursery children is non-statutory, if this were to be removed, there could be negative impact on pupils attending Welsh-medium and faith school nursery settings in particular although numbers are relatively low (<100). Home-to-school transport for Post-16 students is non-statutory. This could result in an increased number of young people not in education, employment or training. These cuts could impact on school attendance.	675	675	The new Home-to-School Transport Policy was implemented on 1 September 2025. The efficiency savings are ongoing and contracts have been adjusted to take into account the change of eligibility for pupils.	None required - saving made in full in 2025-26
EEYYP3	Reduction in Counselling services	Should a decision be made to reduce counselling services this would have a negative impact on the wellbeing of children and young people. A reduction in this area would limit the access to support for children and young people.	50	50	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
EEYYP4	Reduction in Early Years and Childcare	Some functions would need to be removed from the team, for example, the ability to • quality assure childcare providers in the community (with associated safeguarding risks); • complete the statutory childcare sufficiency assessments and associated statutory work; and • support and develop childcare within the community.	90	90	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
EEYYP5	Reduction in Strategy, Performance and Support Group	This proposed reduction relates to a number of posts in the Strategy, Performance and Support Group. The reduction will present a significant impact (and associated serious risk) in the implementation of the Education, Early Years and Young People Directorate's main management information systems. This reduction will limit the way in which the directorate is able to record, manage and report on sensitive data relating to vulnerable children. This reduction would also impact on the local authority's ability to dispense its statutory home-to-school transport duties. This reduction will mean that our capacity to maintain procurement and contract procedure responsibilities will be diminished and that the School Transport Team's ability to respond to complaints and issues will be more limited.	146	37	The consultation with staff on the restructure of the Strategy, Performance and Support Group has now concluded and the new structure was implemented from 5 January 2026.	Full saving should be achieved in 2026-27.

Ref.	Budget Reduction Proposal	Impact, including on 5 Ways of Working as set out in the Well-being of Future Generations Act	Budget Reductions 2025-26 £'000	Value of saving achieved 2025-26 £'000	Reason why not achieved	Proposed action in 2026-27 to achieve
Page 68 EEYYP6	Reduction in Pupil Services	There would be a significant risk to the local authority being able to ensure school admission arrangements are in place and school places are offered in line with national legislation and local policy arrangements. The child employment function would likely need to cease, to compensate for the reduced capacity within the team. Furthermore, the team would not be able to have oversight and administer applications for discretionary transport which would likely leave the local authority open to legal challenge.	35	9	The consultation with staff on the restructure of the Pupil Services has now concluded and the new structure was implemented from 5 January 2026.	Full saving should be achieved in 2026-27.
EEYYP7	Reduction in the Corporate Health and Safety Unit	The local authority has, within the last few years, provided significant additional revenue budget to expand the number of Health and Safety advisors to support the local authority in delivering its functions safely. The Corporate Health and Safety Unit (CHSU) ensures that both staff and the public are kept safe where they are affected by the local authority's undertakings. <ul style="list-style-type: none"> •The team's ability to promote a positive health and safety culture would likely be compromised. •Significant reduction in proactive work and active monitoring, mentoring and coaching for the "responsible person" •Significant increased pressure on managers at all levels with more limited advice available and less time from the CHSU to support •Significant increased reactive work. •Inability to offer training without support from the private sector (at cost) •Potential increase in insurance cost, and the cost to services to address failings in general, or which has been identified by the HSE (for example, fees for intervention) •Increased in costs to cover work would normally be completed by the CHSU but will likely require contractors to provide •Potential serious failings under the current health and safety legislation, potentially leading to prosecution (corporate and personal liability for senior officers, in particular Corporate Management Board) •A poorer health and safety culture across the organisation in general •Poorer health and safety systems •Increase level of criticism from services users, members of public and elected members There are significant health and safety risks that the current team has limited capacity to address that could potentially mean regulatory interventions by the HSE. There have been several HSE interventions within the last two years. A reduction in the human resources would add exponentially to the risk of the local authority failing its health and safety duties, where the potential for intervention by the HSE, prosecutions and fines would significantly outweigh any MTFS efficiency.	76	19	The consultation with staff on the restructure of the Corporate Health and Safety Unit has now concluded and the new structure was implemented from 5 January 2026.	Full saving should be achieved in 2026-27.

Ref.	Budget Reduction Proposal	Impact, including on 5 Ways of Working as set out in the Well-being of Future Generations Act	Budget Reductions 2025-26 £'000	Value of saving achieved 2025-26 £'000	Reason why not achieved	Proposed action in 2026-27 to achieve
Page 69 EEYYP8	Reduction in Business Support	<p>The directorate's centralised support function is responsible for providing business support to teams and to the central EDSU function that is responsible for all complaints, reports (for example Cabinet), statutory meeting support such as SACRE, member referrals, FOI requests, subject access requests, managing referral and inputting information into the directorate's central management information systems. A reduction of staff would mean there would likely be delays in input of referrals which would increase waiting times for children and families to receive support from family support services. Delayed communication with schools following receipt of Police Protection Notifications (PPNs) involving pupils within Bridgend schools. There would be an impact on the Youth Justice Service's (JYS) statutory requirements, for example notification of overnight arrests / custody, invites to Bureau and capturing data in relation to education provision for children open to YJS. This could also affect statutory Youth Justice Board key performance indicators. Freedom of information and subject access requests would likely not meet statutory timelines and there would be delays in Cabinet and scrutiny reports being progressed, as EDSU support the approvals process. Delegated power administration support could be delayed and could miss call-in timescales. There would likely be poor customer service to complainants who raise complaints via EDSU. This could escalate to more complaints and member referrals. There would likely be poorer customer service to children, young people and families who access any service within the Education, Early Years and Young People portfolio, including Learner Support, School Support, Pupil Services, Early Years and Young People and School Admissions. Inaccurate or missing data could contribute to General Data Protection Regulation (GDPR) breaches, for example, if an address change has not been updated in a timely manner. Lastly, there will be significantly increased pressure on practitioners, senior practitioners and team managers.</p>	93	23	The consultation with staff on the restructure of the Business Support has now concluded and the new structure was implemented from 5 January 2026.	Full saving should be achieved in 2026-27.
EEYYP9	Reduction of staff in Additional Learning Needs (ALN) Statutory Team	<p>Failure to meet the Welsh Government deadline for ALN Implementation Plan 2023-2025. The risk of failure to determine, capture, and disseminate processes relating to the ALN Code and the Education Tribunal in Wales and comply with statutory duties of the local authority. This includes individual development plans (IDP) requirements of the ALNET Act 2018.</p>	44	44	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
EEYYP10	Reduction in Education Other Than At Schools (EOTAS) support	<p>Increasing demand and waiting list for specialist support at The Bridge Alternative Provision has resulted in a higher need for bespoke timetables. If there is no lead post overseeing this area the risk appropriate education not provided to those pupils who cannot attend mainstream or special school the local authority would not be fulfilling its statutory duty. Capacity of staff to identify appropriate accredited, vocational packages to meet individual need will be reduced resulting in an increase in number of pupils who are on a waiting list for suitable education. Delays in meeting the needs of learners and significant placement breakdowns will lead to an increase in out of authority specialist placements requested at significant additional cost. Further challenge placed on mainstream schools to identify and agree alternative packages on a case by case basis at significant additional cost. Pupils would not receive the support they require resulting in lower exam outcomes and an increase in those Not in Employment, Education or Training (NEET) post statutory school age. Possible increase in number of permanent exclusions from mainstream schools.</p>	75	75	Full saving achieved in 2025-26	None required - saving made in full in 2025-26

Budget Reduction Proposals 2025-26 to 2028-29

Ref.	Budget Reduction Proposal	Impact, including on 5 Ways of Working as set out in the Well-being of Future Generations Act	Budget Reductions 2025-26 £'000	Value of saving achieved 2025-26 £'000	Reason why not achieved	Proposed action in 2026-27 to achieve
Page 70 EEYYP11	Reduction in contribution to Central South Consortium	<p>Depending on where this funding is cut (either from the grant received by the local authority and immediately passported to Central South Consortium) or from the funding allocated for Principal / Improvement Partners it will either:</p> <ul style="list-style-type: none"> •Reduce curriculum reform support and professional learning and leadership support at a time when the new curriculum is being extended to examination classes; or •Result in a decrease in the number of improvement partners (IP) to work in partnership with school leaders, staff and governing bodies. Each IP would be required to work with more schools with less time in each school. This would mean a reduction in the support available to schools to support pre-inspection and post inspection planning and a reduction in the time available to support senior leader recruitment processes. <p>It will also coincide with anticipated changes as a result of the Middle Tier Review which may create additional work / responsibility for headteachers and senior leaders in relation to school improvement functions without the expected funds to support any such transition.</p>	88	88	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
Total Education, Early Years and Young People			1,428	1,110		

SCHOOLS

SCH1	Efficiency savings against School Delegated Budgets - 1% for 2025-26 and 1% thereafter.	<p>It is important to note that some of this impact may be mitigated by the financial support provided to schools from the local authority in assisting schools to meet cost pressures in relation to pay and pensions, and energy. Further to discussion with headteachers, the following potential impacts have been identified:</p> <p>1. Risk of increased school deficit positions; 2. Potential to result in some teacher and other staff redundancies; 3. Increase in class sizes; 4. Loss of interventions; 5. Increase in staff absence; 6. Low staff morale; 7. Increased workload; 8. Reduced curriculum offer; 9. Reduced leadership / strategic thinking time; 10. Potential inability to meet statutory requirements; 11. Decrease in adult support in classrooms; 12. Increase in pupil exclusions; 13. Decline in standards; 14. Reduction in ability maintain school buildings; 15. Limited extra-curricular activity; 16. Increase in referrals for behaviour support; 17. Reduced support for learners with additional needs; 18. Reduction in professional learning opportunities; 19. Loss of expertise due to teachers and senior leaders leaving the profession.</p>	1,186	1,186	Savings achieved due to overall reduction in Individual Schools Budget (ISB). However, reduced budgets have resulted in an overall deficit balance for schools at year end of £3.615 million.	Close monitoring of school budgets will continue going into 2026-27 and officers continue to work with schools to bring this overall deficit down.
Total Schools			1,186	1,186		

Total Education, Early Years and Young People Directorate			2,614	2,296		
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Ref.	Budget Reduction Proposal	Impact, including on 5 Ways of Working as set out in the Well-being of Future Generations Act	Budget Reductions 2025-26 £'000	Value of saving achieved 2025-26 £'000	Reason why not achieved	Proposed action in 2026-27 to achieve
SOCIAL SERVICES AND WELLBEING						
SSW2	Redevelop the indoor bowls arena space and explore redevelopment for other purposes that offer increased income generation	The operation of the indoor bowls hall at Bridgend Life Centre generates operating costs that are difficult to cover based on the seasonal usage by the indoor bowls club. Any changes to indoor bowling would not be popular and may have a negative impact on the Council's wellbeing goals. The development of the wellbeing hub inside the bowls hall has improved usage by downsizing the number of bowling rinks already. With investment there may be possibilities for seasonal increased income generation. Potential need for alternative community venue for indoor bowls. Feasibility study would be required during 2024-25.	10	0	The feasibility study and capital works linked to external funding are in their final stages. The savings were therefore not delivered in 2025-26.	Updates will be provided in the 2026-27 revenue monitoring reports to Cabinet.
SSW4	Consider the transition of currently shared facilities at five school sites (Dual Use Assets), to whole school operation in line with many primary and secondary schools across BCBC	BCBC supports community access of school assets including Pencoed sports centre, Brackla sports centre, Ysgol Bryn Castell, Porthcawl sports hall and Parc Dderwen 3G pitch. The sites are busy with 110 organisations utilising the different spaces available. These are partnership arrangements with schools including cost sharing and often have linked to external funding support. The proposal has been to increase prices for hirers to offset increases in staffing and premises costs / school contributions whilst also creating a saving from increased income generation. There are considerable numbers of junior groups and activities within the usage data for the sites and targeted population groups also. If achieved the proposal will support sustainability via maximising value for existing assets beyond the school day for community benefit. In particular the model links to 21st century schools and Welsh government aspiration for community use and connection beyond the school day. The school benefit during the day and community beyond, the main risks would be the school not having the opportunity to use the asset outside school hours, having a negative impact on community opportunities.	71	71	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
SSW5	Staffing restructure within Prevention and Wellbeing Services	The Prevention and Wellbeing service would be reliant on external grant funding to support its service. If grant funding ceases there will be no meaningful prevention and wellbeing offer in Bridgend significantly increasing pressure on statutory services. There will be a reduction in the number of staff by 3, redundancy costs will need to be funded. In order to achieve this the service is in the process of redesigning to ensure that it is fit for purpose with clear functions and objectives established which will mitigate any significant impact and risks.	147	147	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
SSW6	Increase in income charges by increasing standard charges by 10 % across all non residential services	Review of the service pricing model and increasing unit costs for all non residential services with a view to generating additional income. Based on unit cost increase of 10%. Services are provided to vulnerable adults following an assessment of need. There is risk that individuals will cancel care packages and not have their needs met which could result in higher packages of care required in the future cost and / or an increase in debt recovery. In terms of flat rate charges such as Transport and Meals, no additional income can be generated under the current regulations.	100	100	Full saving achieved in 2025-26	None required - saving made in full in 2025-26

Budget Reduction Proposals 2025-26 to 2028-29

Ref.	Budget Reduction Proposal	Impact, including on 5 Ways of Working as set out in the Well-being of Future Generations Act	Budget Reductions 2025-26 £'000	Value of saving achieved 2025-26 £'000	Reason why not achieved	Proposed action in 2026-27 to achieve
Page 72 SSW7	Implementation of the Home remodelling programme across adult services	The support at home remodelling programme across whole of adult services has determined that the service will move to a locality based delivery model which will result in non care staffing savings of £198k. This will result in 5 staff members being made redundant •The model aims to maximise reablement and short-term capacity to support hospital discharge and avoiding hospital admission. The service has been working towards increasing those individuals who go through the short-term services to ensure we maximise independence before we commission long term care packages our current performance is that 53.98% of individuals who completed a package of reablement during quarter 1 2024-25 had no ongoing service need. In 2023-24 38.6% of people had a short term service prior to have a long term package, the service has been working towards increasing this number to 80% of people, in July the figure had increased to 60% of people who had a short term service prior to have a long term package people. To be able to achieve this target the service will no longer be providing long term packages of care in the main to older people, so all future long term packages would be commissioned via independent providers. This should reduce the overall support at home spending levels by £300k.	198	0	Saving not met pending a review of the Support at Home Service.	The shortfall in this saving target was met via one-off efficiencies in 2025-26 from vacancies across the service pending the review and restructure being completed in 2026-27.
SSW8	Reduction in provision of number of Supported Living Accommodation units	Close one supported living accommodation. Suitable alternative provision would need to be identified. Achieving these savings is dependent on tenant with rights being agreeable to moving to an alternative provision. Review the waking nights expenditure.	190	0	It has been determined that this saving proposal is no longer deliverable	Work is underway by the service to identify alternative budgets for this proposal to be offset against with updates provided to Cabinet in future revenue monitoring reports.
SSW9	Review of Caswell Clinic social work budget (clinic based at Glanrhyd Hospital)	BCBC host the regional social work team based in the Caswell clinic. All costs are reimbursed so no impact on this small budget reduction	3	3	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
SSW10	Apply 4% vacancy factor to social work teams and increase the vacancy factor on non frontline staff from 3% to 4%	In 2024-25 a vacancy factor of 3% was applied to non frontline teams in Social Services and Wellbeing. Care worker and social work posts were excluded due to an assessment of risk that all posts need. There is now greater stability in social work teams which means an assessment of risk means that the vacancy factor can be applied in these teams in adults and children's social care. This will require the step down of agency by the end of the financial year, and it is highly improbable there will be no vacant posts covered by agency due to safeguarding reasons meaning achievement of the full 3% represents a significant risk.	697	697	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
SSW11	Reduction of Social Care Workforce Development Partnership (SCWDP) spend.	External training courses / conferences to be supported only where there is an identified need that cannot be met by in-house resources. Use of internal staff to facilitate training workshops. External trainers bring specialist knowledge and skills that internal trainers could not replicate so the impact on statutory training essential to regulatory requirements will need to be closely monitored.	50	50	Full saving achieved in 2025-26	None required - saving made in full in 2025-26

Budget Reduction Proposals 2025-26 to 2028-29

Ref.	Budget Reduction Proposal	Impact, including on 5 Ways of Working as set out in the Well-being of Future Generations Act	Budget Reductions 2025-26 £'000	Value of saving achieved 2025-26 £'000	Reason why not achieved	Proposed action in 2026-27 to achieve
Page 73 SSW12	Business efficiencies in support services through reviewing structures in business support, performance and commissioning.	The commissioning team is at full capacity with all colleagues on permanent contracts, so any MTFS saving / restructure will result in redundancy costs. The team are also driving forward key transformational change linked to MTFS savings, so any reduction on capacity will impact our ability to deliver targeted savings elsewhere in the MTFS. There is also a risk that we will not be able to meet essential requirements of the newly implemented WG Code of Practice for commissioning care and support, nor our own internal Contract Procedure Rules, where there is a risk that tenders cannot be undertaken within required timescales. Business support has been restructured to provide a support office model which ensures that statutory minutes linked to safeguarding are completed and distributed in a timely manner and to ensure social work tasks are carried out by support officers, thus maximising the amount of time that social workers spend with children, adults, families and carers. Reduction in this resource will increase the administrative burden on social work staff. Any reduction in the performance team will impact on the ability to complete statutory performance returns. There is a high probability reductions in these teams will result in compulsory redundancies.	129	129	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
SSW13	Removal of Safeguarding capacity	Would result in a compulsory redundancy situation. Corporate safeguarding is a statutory duty having no dedicated resource, there is risk of criticism that people will come to harm through no one being available to drive the implementation of safeguarding across the Council. There is also a significant risk of criticism from regulators.	57	0	Whilst it was considered during 2025-26 that this saving would be made in full, recent reviews across Wales have demonstrated the need to strengthen corporate safeguarding responsibilities rather than reducing them.	The shortfall in this savings target was met from one-off grant income in 2025-26 while alternative savings are being identified and made elsewhere within the service. Further updates on this will be provided in the 2026-27 revenue budget monitoring reports to Cabinet.
SSW14	Reduction in staff within Children's Services	This proposal is to reduce Independent Reviewing Officer numbers by 1 linked to the reduction in the child protection register. This is currently achievable whilst maintaining reasonable caseloads but there is a risk there will be insufficient workforce if the numbers of children subject to registration increase again. It is also proposed that social work assistants in IAA undertake young carers assessments meaning that the Young Carers Worker would be redundant. Finally a review of senior management arrangements can result in some savings. This will need to be monitored closely given the CIW serious concerns in August 2022 which included concerns at management oversight arrangements.	50	50	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
SSW15	Reduction in family group conferencing service contract value. Due to the continued implementation of signs of safety (including family network meetings) and new ways of working less families will need to be referred to the family group conferencing service.	The risks are minimal as we have already begun to lower our usage with the full implementation of Signs of Safety. We have set an expectation that family meetings will be run by Social Workers until it is felt independence from the LA is required. We currently have the criteria: children who have been subject to Child Protection Register (CPR) for longer than three months or subject to Public Law Outline (PLO). We could reduce this to only include those children who become subject to pre-proceedings PLO or are in court.	60	60	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
SSW16	Removal of Corporate Parenting Events budget	Low impact as utilising "Just Giving" to raise funds to support the Corporate Parent responsibilities of this Council and partners.	5	5	Full saving achieved in 2025-26	None required - saving made in full in 2025-26

Budget Reduction Proposals 2025-26 to 2028-29

Ref.	Budget Reduction Proposal	Impact, including on 5 Ways of Working as set out in the Well-being of Future Generations Act	Budget Reductions 2025-26 £'000	Value of saving achieved 2025-26 £'000	Reason why not achieved	Proposed action in 2026-27 to achieve
SW17	Management efficiencies	A review of senior management in adult and children's social care will be undertaken to identify efficiencies whilst ensuring there continues to be effective leadership and management capacity which is key to delivering the changes and transformation required to deliver the rest of the MTFs savings and to retain the confidence of regulators who in 2022 had serious concerns regarding management oversight in children's social care and regulated care services	50	50	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
Total Social Services and Wellbeing			1,817	1,362		

COMMUNITIES

COM1	Reduction in staff mileage budgets	During the pandemic most meetings were arranged virtually, instead of in person. This arrangement has continued in the main since then with hybrid working, although there are clear cases where in-person meetings are essential, with the result that spend on mileage is less than pre-pandemic levels, and budgets can be reduced accordingly with no impact on service provision, but positive benefits for achieving net carbon zero.	32	6	There was a similar budget reduction proposal in 2024-25 which was not met in full and has been carried forward into 2025-26 (see COM 1 - Appendix 1). This historic target has been met in full, however there is shortfall against the in-year proposal.	The Directorate will, continue to review expenditure associated with travel and subsistence, alongside evolving working practices, with a view to maximising opportunities to achieve the proposed saving where possible, whilst ensuring service delivery is maintained.
COM2	Review of cleaning specifications and frequencies on BCBC Operational assets.	Will impact cleaning standards and visibility of cleaning frequencies but change is considered feasible. Will need to review cleaning staff numbers and potential for redundancies however aim will be to implement changes through staff redeployment and recruitment changes across the wider cleaning contract thus avoiding redundancy issues.	35	35	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
COM3	Further review of cyclical servicing and maintenance contracts dialling back maintenance items to safety critical and statutory compliance only.	Reduction of cyclical maintenance activity counter productive for long term asset operation. Potential for reduction in Business Support staff as a result of the reduction in cyclical orders although savings to Business Support already form part of current MTFs.	45	30	Due to ongoing pressures on the property revenue maintenance budgets the budget reduction proposal has not been achieved in full in 2025-26. However, savings from staff vacancies in Corporate Landlord have supported the shortfall against this specific proposal.	The Directorate will continue to review these arrangements and associated expenditure, with a view to identifying and maximising achievable savings whilst ensuring compliance obligations and essential service standards are maintained.
COM4	Increase income across the commercial property portfolio	Change will take time to implement and require additional surveyor resource over time.	15	15	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
COM5	Review Legionella and Asbestos officer structure.	Savings identify the option of creating a newly combined legionella and asbestos team reducing the overall staffing budget	10	10	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
COM6	Removal of funding from Southern Wales Tourism Group	Removal of BCBC contribution of funding from external tourism group. Will impact on reduction in marketing activities for BCBC.	9	9	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
COM7	Further reduction in Porthcawl Programme budget	Further reduction in Porthcawl Programme budget - reduction excluding post and minimal development spend.	35	35	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
COM8	Increase bulky waste charges from £30 for 3 items to £35	Potential increase in fly tipping. Increase would not result in full cost recovery under the current contract, but recyclable tonnages contribute to an improved recycling level against Welsh Government targets to reduce the likelihood of penalties.	10	10	Full saving achieved in 2025-26	None required - saving made in full in 2025-26

Budget Reduction Proposals 2025-26 to 2028-29

Ref.	Budget Reduction Proposal	Impact, including on 5 Ways of Working as set out in the Well-being of Future Generations Act	Budget Reductions 2025-26 £'000	Value of saving achieved 2025-26 £'000	Reason why not achieved	Proposed action in 2026-27 to achieve
Page 75 COM9	Increase fees on Bereavement services, i.e. burial charges by 20%	Income target has been based on historic income levels achieved and the application of a 20% increase to current charges. This will be the second year that bereavement charges have increased. There is a risk to achieving the income target if there is a reduction in burials compared with the last two years if they return to pre-pandemic levels, or if relatives seek alternative services from neighbouring authorities. This has been reflected in the target income.	100	30	The failure to achieve the anticipated fee income is primarily due to a continued reduction in the number of full burials. There was a reduction of 35 full burials in 2024–25 compared with 2023–24, followed by a further reduction of 39 full burials in 2025–26.	The service area will continue to closely monitor the income for Bereavement Services in 2026-27. If the reduction in the number of full burials continues, the service area will have to identify alternative budget reduction proposals to mitigate any permanent shortfalls.
COM10	Reduction in the size of the waste enforcement team.	Reduction in staff who undertake enforcement activities relating to waste. There is a risk that the ability to react to issues will be reduced.	156	149	Shortfall in savings due to the timing of the restructure. Saving will be made in full in 2026-27.	None required - saving will be made in full in 2026-27.
COM11	Commercially let Pandy Depot	Would require existing BCBC archive storage to be condensed or relocated to other location and take time to ready for commercial letting. Reduce the amount of depot facilities for BCBC operations. Will require capital to ready for letting. Full savings unlikely until 2025-26, but partial savings are a possibility in 2024-25.	50	0	Ongoing opportunities were sought to achieve this budget reduction proposal, but let not agreed by end of 2025-26. Savings on staff vacancies across Corporate Landlord have mitigated the shortfall on this proposal.	The service area anticipate that this saving should be achieved in full in 2026-27. If the let is not confirmed in 2026-27, the service area will have to identify alternative budget reduction proposals to mitigate any permanent shortfalls.
COM12	Stop bi-annual supply of blue refuse sacks to all residents.	This saving is agreed & will be implemented from April 2025. This would mean residents would have to provide their own bags for containment of refuse. Likely to be an unpopular change for residents who currently have these delivered with food waste liners. The amount of the saving is now slightly reduced in 2025-26 because of the contactors expenditure on the bags already ordered but will be realised in full from 2026-27.	220	220	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
Total Communities Directorate			717	549		

Budget Reduction Proposals 2025-26 to 2028-29

Ref.	Budget Reduction Proposal	Impact, including on 5 Ways of Working as set out in the Well-being of Future Generations Act	Budget Reductions 2025-26 £'000	Value of saving achieved 2025-26 £'000	Reason why not achieved	Proposed action in 2026-27 to achieve
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CHIEF EXECUTIVES

CEX1	Remove vacant grade 6 post (0.5) - Democratic Services	Will result in increased demand on other staff members. Statutory work will need to be prioritised. Service will be operating at minimum provision.	20	20	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
CEX2	Reduction in payment to Shared Regulatory Services (SRS)	SRS have been asked to make a reduction to their budget. This will need to be agreed by the Joint Committee in February. This will impact on core service provision and authority specific services.	153	153	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
CEX3	Review of the current Learning and Development provision	Reduces the available training support for employees and may impact on learning and development opportunities.	84	0	Shortfall against this savings target mitigated with vacancies across the service in 2025-26.	The Medium Term Financial Strategy for 2026-27 to 2029-30 includes a budget pressure of £57,000 (CEX6) to mitigate this saving as the vacancies now need to be filled to ensure operational payroll deadlines are met.
CEX4	Reduction in Corporate Apprenticeship budget - 15%	The budget has been underspent due to the turnover of apprentices. The reduction in budget will lead to approx. one less corporate apprentice per annum and periods of inactivity between recruitment rounds.	58	58	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
CEX5	Review support capacity across finance	The service will be unable to respond in a timely manner to requests for information or support with budget information	31	0	Shortfall in savings target due to timing of implementation of restructure.	Options being considered with further updates to be provided to Cabinet in future revenue monitoring reports.
CEX7	Review the capacity within the customer services team.	This is a non statutory service. This proposal is to review the work in the team which will increase response times to callers who contact the Authority either by phone or in person, will reduce capacity to deal with emails from the public and blue car badge applications.	67	67	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
CEX8	Extend further the use of Houses in Multiple Occupation to provide temporary accommodation for single homeless individuals	This will reduce the Council's reliance on more expensive accommodation options such as tourism style properties.	120	120	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
CEX9	Management restructure across the Chief Executive's Directorate	This will result in reduced capacity across the directorate and reduced responsiveness	77	77	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
CEX10	Restructure the ICT service	This will reduce the capacity within the team to deal with business as usual and to support service configurations in other service areas	78	0	Shortfall against this savings target mitigated with vacancies across the service in 2025-26.	The Medium Term Financial Strategy for 2026-27 to 2029-30 includes a budget pressure of £181,000 for ICT services to mitigate shortfalls against MTFs savings following the completion of the review.
Total Chief Executive's Directorate			688	495		

CORPORATE / COUNCIL WIDE

CW1	Change the Council's Minimum Revenue Provision (MRP) Policy from a straight line to annuity method. The MRP is the charge to revenue made in respect of paying off the principal sum of the borrowing undertaken to finance the capital programme	The change in policy will improve the Council's ability to make prudent provision as it helps to distribute the MRP more fairly when factoring that the value of money decreases with time due to its earning potential. The annuity method provides a fairer charge than equal instalments as it takes account of the time value of money.	1,000	1,000	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
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Budget Reduction Proposals 2025-26 to 2028-29

Ref.	Budget Reduction Proposal	Impact, including on 5 Ways of Working as set out in the Well-being of Future Generations Act	Budget Reductions 2025-26 £'000	Value of saving achieved 2025-26 £'000	Reason why not achieved	Proposed action in 2026-27 to achieve
Page 77 CW2	Removal of uncommitted funding set aside in the MTFS 2024-28 towards emerging budget pressures and as a contingency against non-deliverability of budget reduction proposals. The original allocations were £550k and £1.08 million respectively. Only £87k has been allocated during the year resulting in a balance of £1.543 million as a contribution to continuing budget pressures	There will be no negative impact on service delivery, these budgets were set aside in 2024-25 to meet new and continuing budget pressures. A number of these are recurring and this funding will help to reduce overspends in future years. It does mean, however, that there is less headroom corporately to deal with unexpected financial pressures going forward.	1,543	1,543	Full saving achieved in 2025-26	None required - saving made in full in 2025-26
Total Corporate / Council Wide			2,543	2,543		

GRAND TOTAL REDUCTIONS		8,379	7,245		
REDUCTION SHORTFALL					

3,722	5,656
2,167	783
2,490	1,940
8,379	8,379

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BRIDGEND COUNTY BOROUGH COUNCIL	Budget 2025-26			Actual Outturn	Actual Variance Over/(under) budget	% Variance
	Expenditure Budget	Income Budget	Net Budget			
	£'000	£'000	£'000			
EDUCATION, EARLY YEARS AND YOUNG PEOPLE						
School Delegated Budgets	149,888	(23,447)	126,441	126,441	-	0.0%
Inclusion Group	9,971	(1,147)	8,824	9,647	823	9.3%
Early Years and Young People	3,476	(545)	2,931	2,842	(89)	-3.0%
Strategic Performance and Support	18,142	(4,265)	13,877	13,213	(664)	-4.8%
Schools Support	1,723	(830)	893	404	(489)	-54.8%
Sustainable Communities For Learning	4,038	(3)	4,035	3,954	(81)	-2.0%
Other Education, Early Years and Young People	1,978	(64)	1,914	1,919	5	0.3%
TOTAL EDUCATION, EARLY YEARS AND YOUNG PEOPLE	189,216	(30,301)	158,915	158,420	(495)	-0.3%
SOCIAL SERVICES AND WELLBEING						
Adult Social Care	105,686	(26,611)	79,075	77,830	(1,245)	-1.57%
Prevention and Wellbeing	7,582	(1,117)	6,465	5,954	(511)	-7.90%
Children and Family Services	35,306	(1,247)	34,059	33,568	(491)	-1.44%
TOTAL SOCIAL SERVICES AND WELLBEING	148,574	(28,975)	119,599	117,352	(2,247)	-1.9%
COMMUNITIES DIRECTORATE						
Planning & Development Services	3,355	(2,489)	866	866	-	0.0%
Strategic Regeneration	1,907	(969)	938	957	19	2.0%
Economy, Natural Resources and Sustainability	7,842	(6,231)	1,611	1,569	(42)	-2.6%
Cleaner Streets and Waste Management	15,982	(2,430)	13,552	10,666	(2,886)	-21.3%
Highways and Green Spaces	27,082	(12,887)	14,195	13,874	(321)	-2.3%
Director and Head of Operations - Communities	299	(4)	295	314	19	6.4%
Corporate Landlord	15,025	(11,183)	3,842	3,423	(419)	-10.9%
TOTAL COMMUNITIES	71,492	(36,193)	35,299	31,669	(3,630)	-10.3%
CHIEF EXECUTIVE'S						
Chief Executive Unit	524	(2)	522	530	8	1.5%
Finance	39,849	(35,417)	4,432	4,653	221	5.0%
HR/OD	2,351	(441)	1,910	1,958	48	2.5%
Partnerships	3,887	(1,588)	2,299	2,549	250	10.9%
Legal, Democratic & Regulatory	7,432	(1,116)	6,316	6,278	(38)	-0.6%
Elections	190	(3)	187	240	53	28.3%
ICT	5,941	(1,122)	4,819	4,753	(66)	-1.4%
Housing & Homelessness	12,678	(7,827)	4,851	4,204	(647)	-13.3%
Business Support	1,134	(137)	997	877	(120)	-12.0%
TOTAL CHIEF EXECUTIVE'S	73,986	(47,653)	26,333	26,042	(291)	-1.1%
TOTAL DIRECTORATE BUDGETS	483,268	(143,122)	340,146	333,483	(6,663)	-2.0%
Council Wide Budgets	44,481	(1,401)	43,080	37,136	(5,944)	-13.8%
Net Council Tax Collection				(774)	(774)	0.0%
Appropriations to Earmarked Reserves				13,103	13,103	0.0%
Transfer to Council Fund				278	278	0.0%
NET BRIDGEND CBC	527,749	(144,523)	383,226	383,226	-	0.0%

NB: Differences due to rounding of £000's

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**TOTAL MOVEMENT ON REVENUE AND CAPITAL EARMARKED RESERVES AS AT 31ST MARCH
2026**

Opening Balance 01 Apr 25 £'000	Reserve	Movement as at 31 March 2026		Closing Balance 31 Mar 26 £'000
		Net Additions/ Reclassification £'000	Draw-down/ unwound £'000	
	Corporate Reserves:			
303	Asset Management Plan	-	(107)	196
1,206	Building Maintenance Reserve	-	(183)	1,023
781	Capital Feasibility Fund	-	(89)	692
1,827	Change Management	1,736	(1,384)	2,179
467	Digital Transformation, ICT & Finance Systems	-	(219)	248
500	Economic and Future Resilience Fund	-	-	500
830	Insurance Reserve	-	-	830
1,000	Major Claims Reserve	-	-	1,000
3,179	MTFS Budget Contingency	-	-	3,179
1,893	Service Reconfiguration	-	-	1,893
11,986	Total Corporate Reserves	1,736	(1,982)	11,740
	Directorate Reserves:			
7,554	Directorate Issues	5,910	(1,774)	11,690
23	Wellbeing Projects	-	-	23
7,577	Total Directorate Reserves	5,910	(1,744)	11,713
	Equalisation & Grant Reserves:			
-	Building Control Reserve	24	-	24
197	Civil Parking Enforcement	5	-	202
1,772	IFRS Grants	713	(250)	2,235
174	Local Development Plan	55	-	229
-	Planning & Development	74	-	74
682	Special Regeneration Fund	-	(23)	659
63	Rest Bay	19	-	82
2,888	Equalisation & Grant Reserves:	890	(273)	3,505
(619)	School Balances	-	(2,996)	(3,615)
46,038	Capital Programme Contribution	8,010	(2,834)	51,214
10,008	Council Fund Balance	278	-	10,286
77,878	TOTAL RESERVES	16,824	(9,859)	84,843

NB: Differences due to rounding of £000's

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Meeting of:	CABINET
Date of Meeting:	23 JUNE 2026
Report Title:	REPRESENTATION ON OUTSIDE BODIES, JOINT COMMITTEES AND CABINET COMMITTEES
Report Owner: Responsible Chief Officer / Cabinet Member	REPORT OF THE MONITORING OFFICER / LEADER
Responsible Officer:	RUTH RONAN, SENIOR DEMOCRATIC SERVICES OFFICER
Policy Framework and Procedure Rules:	There will be no effect on the policy framework and procedure rules.
Executive Summary:	To appoint and nominate the requisite number of elected members to outside bodies and Joint Committees and Cabinet Committees. This is required on an annual basis.

1. Purpose of Report

- 1.1 The purpose of this report is to seek Cabinet’s approval for the appointment of Members to Joint Committees, Cabinet Committees and the nomination of Members to outside bodies. A list is appended to this report at **Appendix 1**.

2. Background

- 2.1 The Authority is represented on a number of outside bodies and Joint Committees as listed in **Appendix 1**.
- 2.2 Outside bodies are external organisations and partnerships which have requested that the Council appoint a representative to them. Outside bodies have separate governance structures to the Council. Appointments to outside bodies can be an important mechanism within the County Borough for: community leadership, partnership and joint working and knowledge and information sharing. The appointment of County Borough Councillors to serve on outside bodies is intended to be a mutually beneficial act for both the Council and the bodies listed. The implications associated with the appointments are considered to be positive.
- 2.3 With regard to making appointments, Cabinet should first consider whether it is appropriate for an appointment to be of a specific office holder either by reference to the constitution of the outside body concerned or in the light of any other circumstances as Cabinet may determine.

3. Current situation / proposal

- 3.1 It is proposed that Members be appointed for a term of one year except where earlier revocation of appointment is appropriate.
- 3.2 It is proposed that where Cabinet nominates on the basis of a Member's role within the Authority the appointment be attached to the role and not to the individual Member, e.g. Scrutiny Chair, Cabinet Member.
- 3.3 All appointments are made with the assumption that appointees represent Bridgend County Borough Council. Should any appointee cease to be a Bridgend County Borough Councillor, they will cease to represent this Authority and are expected to relinquish their appointments as necessary.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 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.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

- 5.1 The following is a summary of the implications to show how the 5 ways of working have been used to formulate the recommendation:

- Long-term - The approval of this report will assist in the long term planning of the business of the Council by the continuation of effective relationships with other organisations.
- Prevention - Continued and relevant representation supports the Council by enhancing its current and future relationships.
- Integration - The report supports all the well-being objectives.
- Collaboration - This report supports partnership working with other organisations both locally and regionally.
- Involvement - This report will maintain a relationship with other organisations through effective partnership working.

6. Climate Change and Nature Implications

- 6.1 There are no climate change and nature implications associated with these appointments.

7. Safeguarding and Corporate Parent Implications

- 7.1 There are no safeguarding implications associated with these appointments.

8. Financial Implications

8.1 There are no financial implications associated with these appointments.

9. Recommendation

9.1 Cabinet is recommended to: -

Appoint the requisite number of Members to the Joint Committees, Cabinet Committees and other outside bodies as listed in **Appendix 1**.

Background documents

None.

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JOINT COMMITTEES - CABINET

SERIAL	ORGANISATION	REQUIRED REPRESENTATION	CURRENT/PROPOSED REPRESENTATION	ADDITIONAL INFORMATION ON COMMITTEE
Page 87 a.	Coychurch Crematorium Joint Committee	One Cabinet Member and five other County Borough Councillors	<ol style="list-style-type: none"> 1. Cabinet Member – Communities and Environment 2. Cllr John Spanswick 3. Cllr Simon Griffiths 4. Cllr Eugene Caparros 5. Cllr Heidi Bennett 6. Cllr Heather Griffiths 	<p>The Coychurch Crematorium is owned and operated by a Joint Committee on behalf of Bridgend County Borough Council, the Vale of Glamorgan Council and Rhondda Cynon Taff County Borough Council. The role of the Committee is to oversee the management of the Crematorium.</p> <p>Minutes and Meetings</p>
b.	Glamorgan Archives Joint Committee	One Cabinet Member and one other County Borough Councillor	<ol style="list-style-type: none"> 1. Cabinet Member – Education & Young People 2. Cllr Elaine Winstanley 	<p>Glamorgan Archives Joint Committee (GAJC) is a Committee of councillors and co-opted members which meets four times a year. The Committee's remit is to develop and run a joint archive service for the six local authorities of Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Rhondda Cynon Taf and the Vale of Glamorgan.</p> <p>The number of elected members allocated to serve for each local authority is determined pro-rata to the population</p> <p>Minutes and Meetings</p>
c.	Capita Glamorgan Ltd. Joint Venture Committee	Two Cabinet Members and three other County Borough Councillors	<ol style="list-style-type: none"> 1. Cabinet Member – Communities and Environment 2. Deputy Leader & Cabinet Member Social Services & Wellbeing 3. Chairperson – Communities, Environment and Housing Overview and Scrutiny Committee 4. Cllr Richard Granville 5. Cllr Hywel Williams 	<p>The Capita Glamorgan Ltd. Joint Venture Committee (often listed as Capita Glamorgan Ltd. Joint Committee) is a collaborative body established in 2008 between three local authorities—</p> <ul style="list-style-type: none"> Bridgend Rhondda Cynon Taf Merthyr Tydfil <p>Capita Property and Infrastructure Ltd to provide engineering consultancy services, now trading as Redstart.</p> <p>Whilst the Committee has not met since 2022, RCT have confirmed that annual nominations are still required should the Committee need to reconvene.</p> <p>Minutes and Meetings</p>

d.	Margam Crematorium Joint Committee	Two County Borough Councillors	<ol style="list-style-type: none"> 1. Cllr Paul Davies 2. Cllr Huw David 	<p>The Margam Crematorium Joint Committee oversees the operation and management of the Margam Crematorium in South Wales, composed of representatives from local authorities.</p> <p>Minutes and Meetings</p>
e.	Shared Regulatory Services Joint Committee	One Cabinet Member and one other County Borough Councillor	<ol style="list-style-type: none"> 1. Cabinet Member – Finance and Transformation 2. Cllr Maxine Lewis 	<p>The Shared Regulatory Service is a partnership between Bridgend Council, Cardiff Council and the Vale of Glamorgan Council. The partnership is governed by a Joint Committee, which is equally represented by Cabinet Members and Public Protection Committee Chairs from each Council. The aim of the partnership is to deliver more efficient, cost effective services, increasing the resilience of Trading Standards, Environmental Health and Licensing across the region.</p> <p>Minutes and Meetings</p>
f.	Cabinet Committee – Equalities and Employee Relations	All Cabinet Members plus ten County Borough Councillors	<ol style="list-style-type: none"> 1. Leader 2. Deputy Leader & Cabinet Member Social Services & Wellbeing 3. Cabinet Member – Regeneration & Housing 4. Cabinet Member – Communities and Environment 5. Cabinet Member – Finance and Transformation 6. Cabinet Member – Education & Young People 7. Cabinet Member – Corporate Services 8. Cllr A Berrow 9. Cllr. R. Goode 10. Cllr P Ford 11. Cllr D Hughes 12. Cllr M Lewis 13. Cllr J Llewellyn-Hopkins 14. Cllr R Penhale-Thomas 15. Cllr A Wathan 16. Cllr Freya Bletsoe 17. Cllr E Winstanley 	<p>Oversees equality duties, including employment, service delivery, and procurement, with a focus on promoting equal opportunity, eliminating discrimination, and fostering good relations.</p> <p>Minutes and Meetings</p>

g.	Cabinet Committee – Corporate Parenting	All Cabinet Members plus five County Borough Councillors	<ol style="list-style-type: none"> 1. Leader 2. Deputy Leader & Cabinet Member Social Services & Wellbeing 3. Cabinet Member – Regeneration & Housing 4. Cabinet Member – Communities and Environment 5. Cabinet Member – Finance and Transformation 6. Cabinet Member – Education & Young People 7. Cabinet Member –Corporate Services 8. Cllr F Bletsoe 9. Cllr J Pratt 10. Cllr T Thomas 11. Cllr A Wathan 12. Cllr Amanda Williams <p>(Plus scrutiny champions to be nominated at next Scrutiny Meetings)</p>	<p>Ensures the Council fulfils its legal responsibilities to children in care and care leavers, acting as a cross-party body to improve their welfare and life opportunities. Key functions include monitoring education, health, and social care outcomes for Looked After Children.</p> <p>Minutes and Meetings</p>
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OUTSIDE BODIES - CABINET

SERIAL	ORGANISATION	REQUIRED REPRESENTATION	CURRENT/ PROPOSED REPRESENTATION	ADDITIONAL INFORMATION ON OUTSIDE BODY
1.	National Joint Committee for the National Adoption Service and Foster Wales	1 Member	Deputy Leader & Cabinet Member Social Services & Wellbeing Leader as substitute	<p>The National Joint Committee for the National Adoption Service (NAS) and Foster Wales governs and oversees both services on behalf of all 22 Welsh local authorities.</p> <p>Minutes and Meetings</p>
2.	The Industrial Communities Alliance (formerly Coalfields Communities Campaign)	1 Member	Cabinet Member – Regeneration & Housing	<p>To campaign for the interests of coalmining and former coalmining areas. To provide a framework for collaborative working. The aim is to articulate the needs of Britain's traditional industrial areas, to attract resources.</p> <p>https://industrialcommunitiesalliance.org.uk/</p>

SERIAL	ORGANISATION	REQUIRED REPRESENTATION	CURRENT/ PROPOSED REPRESENTATION	ADDITIONAL INFORMATION ON OUTSIDE BODY
3.	Bridgend Care and Repair	2 Members	1. Cllr Amanda Williams 2. Cllr Jane Gebbie	Home improvement agency set up by to assist older people and people with disabilities within their homes. BCBC is a shareholder and may only nominate to the Board while it remains a shareholder. Board Members have decision making powers.
4.	Bridgend Citizens Advice Bureau	2 Members	1. Cllr PA Davies 2. Cabinet Member – Finance and Transformation	Charitable organisation - to promote charitable purposes for the benefit of the community of Bridgend and District. To provide centres for the supply of advice and guidance.
5.	Bridgend County Tourism Destination Management Group	1 Member	Cabinet Member – Regeneration & Housing	The Bridgend County Tourism Destination Management Group operates within the framework of the Council's Destination Management Plan (DMP) 2022-2027, focusing on fostering a sustainable, thriving visitor economy by uniting local businesses, stakeholders, and council services. The group, often supported by the Bridgend Tourism Forum, works to enhance the visitor experience and support local economic growth.
6.	Bridgend Town Hall Trust	4 Members	1. Cllr Ian Williams 2. Cllr Freya Bletsoe 3. Cllr Timothy Woods 4. Cllr Steve Bletsoe	Registered with the Charity Commission as a "Town Hall Fund" established by a historic trust document. This is a charitable trust whose assets include buildings and land in Bridgend. The trustees and officers have identified emerging governance concerns in relation to the Trust. These concerns will continue to be monitored and, where appropriate, further information will be brought back to Cabinet.
7.	Bridgend Youth Justice Management Board	1 Member	Cabinet Member – Education & Young People	The Bridgend Youth Justice Service (BYJS) Management Board is a statutory partnership responsible for reducing youth offending and providing services for young people aged 8 to 17 in Bridgend.
8.	Cardiff International Airport Consultative Committee	2 Members	Cabinet Member – Communities and Environment Cabinet Member – Regeneration & Housing	Aim is to provide forum for consultation with interested parties. Committee to comprise of airport representatives and other bodies proposed and agreed by the committee i.e. local authorities. Member of committee has one vote. Meetings and minutes

SERIAL	ORGANISATION	REQUIRED REPRESENTATION	CURRENT/ PROPOSED REPRESENTATION	ADDITIONAL INFORMATION ON OUTSIDE BODY
9.	C.L.A.W. (Consortium of Local Authorities in Wales)	1 (or 2) Member(s) (Most Councils have 1)	Cabinet Member – Corporate Services	<p>Consortium of Local Authorities in Wales deals with the professional and technical aspects of property management. To act as a forum for Welsh Local Authorities to examine, discuss, rationalise and find economic solutions to problems arising out of the design, construction, use and management of buildings. Does not have decision making capabilities but makes recommendations on best practice.</p> <p>https://www.claw.wales/eng/</p>
10.	Coity Wallia Board of Conservators	2 Members	<ol style="list-style-type: none"> 1. Cllr Paula Ford 2. Cllr Melanie Evans 	<p>Coity Wallia Commons (“Coity Wallia”) is one of a number of areas of registered common land managed by a board of ‘Conservators’ created by the Coity Wallia Commons Act 1976, a historic private local Act of Parliament. The effect of the Act is that the Conservators is a statutory body corporate charged with managing common land owned by a third party for the public benefit and handling monies for the purpose of such activities. Two elected members of the Council are to be appointed to the Board. Members and Officers have identified emerging governance concerns in relation to the Board. These concerns will continue to be monitored and, where appropriate, further information will be reported back to Cabinet.</p>

SERIAL	ORGANISATION	REQUIRED REPRESENTATION	CURRENT/ PROPOSED REPRESENTATION	ADDITIONAL INFORMATION ON OUTSIDE BODY
11.	Cwm Taf Morgannwg Public Services Board	1 Member (plus 1 substitute)	Leader Cabinet Member – Regeneration & Housing	The Cwm Taf Morgannwg Public Services Board brings together key local partners in the Merthyr Tydfil, Bridgend and Rhondda Cynon Taf local authority areas. The purpose is to improve the economic, social, environmental and cultural well-being in our area by strengthening joint working. https://www.ctmpublicservicesboard.wales/membership
12.	Cwm Taf Morgannwg Regional Partnership Board	Leader and two other members	1 Leader 2 Deputy Leader Cabinet Member – Social Services & Wellbeing 3.Cabinet Member – Regeneration & Housing	Organisations working together to improve the health, social care and wellbeing of people living in Rhondda Cynon Taf, Bridgend and Merthyr Tydfil. https://ctmregionalpartnershipboard.co.uk/
13.	Four Counties Youth Music Steering Group	1 Member	Cabinet Member – Education & Young People (Not required for 2026-27 but work could restart in the future)	To consider the best way of addressing the various issues facing the FCYM ensembles. The group is made up of a Council member and officer and the Head of the Music service of each county borough, together with a student representative and a parent representative.
14.	Glamorgan Heritage Coast Advisory Panel	1 Member	Cabinet Member – Regeneration & Housing	To advise on the protection and management of the Glamorgan Heritage Coast. To act as a forum for discussion for major interest groups.
15.	Local Access Forum	1 Member	Councillor R Granville	BCBC as the appointing Authority has a statutory duty to establish a LAF for its area under the provisions contained within the Countryside Access (Local Access Forums) (Wales) Regulations 2001. The purpose is to provide advice to BCBC, the Countryside Council for Wales etc on improving access to the countryside
16.	PATROL - Adjudication Joint Committee	1 Member	Cabinet Member - Communities & Environment	Parking and Traffic Regulations Outside London (PATROL) provides advice to local authorities on traffic management and penalties etc. Under the law relating to civil traffic enforcement, authorities issuing Penalty Charge Notices (PCNs) to motorists for contravening restrictions also have a statutory duty to make provision for independent legal adjudication of any appeals resulting from such penalties.

SERIAL	ORGANISATION	REQUIRED REPRESENTATION	CURRENT/ PROPOSED REPRESENTATION	ADDITIONAL INFORMATION ON OUTSIDE BODY
17.	Joint Council for Wales	1 Members	Leader (Deputy Leader to substitute)	To provide an all Wales forum for local authority employers and trades unions. To share best practice and where possible seek a consensus. To learn about changes through external speakers/experts.
18.	Coastal Partnership	1 Member	Cabinet Member – Regeneration & Housing	Provides a forum to discuss beach management policy and other issues relating to Rest Bay.
19.	SACRE - Standing Advisory Council on Religious Education.	5 Members	<ol style="list-style-type: none"> 1. Cabinet Member – Education & Young People 2. Cllr Martin Hughes 3. Cllr Elaine Winstanley 4. Cllr Jeff Tildesley 5. Cllr Johanna Llewelyn-Hopkins 	This is a statutory group that must include local authority representation. It is charged with maintaining and reviewing the local agreed syllabus for religious education within maintained schools within the County Borough. It also monitors standards achieved in religious education, the quality of provision and curriculum development.
20.	South Wales Fire and Rescue Authority	1 Member	Cabinet Member Finance & Transformation	<p>It is a statutory obligation under the Fire Services Act 1947, amended 1959 to maintain a Fire and Rescue Service capable of dealing effectively with calls for assistance in the case of fire and other emergencies.</p> <p>The Fire and Rescue Authority identify and assess the full range of foreseeable fire and rescue related risks their areas face, make provision for prevention and protection activities and respond to incidents appropriately. They work in partnership with their communities and a wide range of partners locally and nationally to deliver their service.</p>
21.	Swansea Bay Port Health Authority	2 Members	<p>Cabinet Member – Regeneration & Housing</p> <p>Cllr Richard Williams</p>	<p>The organisation is established under the Swansea Bay Port Health Authority Order 1991 which came into force in August 1991. The Authority is an active member of the Association of Port Health Authorities and comprises 19 elected members nominated by the respective constituent riparian authorities. It has jurisdiction as the Port Health Authority over all waters and land within the port health district. Swansea, Neath Port Talbot, Bridgend and Vale of Glamorgan councillors constitute committee membership. The Chair and Vice Chair is rotated between Riparian Authorities.</p> <p>https://www.swansea.gov.uk/swanseabaypha</p>

SERIAL	ORGANISATION	REQUIRED REPRESENTATION	CURRENT/ PROPOSED REPRESENTATION	ADDITIONAL INFORMATION ON OUTSIDE BODY
22.	Reserve Forces' and Cadets' Associations (RFCA) (Formerly the Territorial Auxiliary and Volunteer Reserve Association)	1 Member	Cllr Martyn Jones	<p>This is a statutory body which recruits, house, and administer the TA. There is a recommendation within their Constitution that one person from each Welsh Unitary Authority is appointed as a representative member - a person representing a Council shall be an elected Member.</p> <p>The selected candidate will be invited to attend 2 regional meetings per year plus the AGM.</p>
23.	University of Swansea Court of Governors	1 Member	Cllr Martyn Jones	<p>The University Court stands beyond and above the University's main decision-making machinery. While the Council is the University's governing body (ultimately responsible, accountable and liable for the University's actions), the Court plays an important role, on behalf of the institution's stakeholders, in seeing that the University is well managed, properly governed and responsive to public and local interests and concerns. Minutes are available upon request.</p>
24.	South Wales Valuation Tribunal - Appointments Committee	2 Members	Cllr Jane Gebbie Cllr Hywel Williams	<p>The Tribunal is a judicially independent appellate body with jurisdiction to hear and determine thirteen types of appeal – non-domestic rating, council tax and residual community charge, drainage rates.</p>
25.	WLGA Council	3 Members	Leader Deputy Leader Cabinet Member – Corporate Services	<p>The Welsh Local Government Association (WLGA) represents the interests of local government and promotes local democracy in Wales. It represents the 22 local authorities in Wales and the 4 police authorities, 3 fire and rescue authorities and 3 national park authorities are associate members. The WLGA's primary purposes are to promote better local government and its reputation and to support authorities in the development of policies and priorities which will improve public services and democracy.</p> <p>Minutes of meetings</p>

SERIAL	ORGANISATION	REQUIRED REPRESENTATION	CURRENT/ PROPOSED REPRESENTATION	ADDITIONAL INFORMATION ON OUTSIDE BODY
26.	WLGA Executive Board	1 Member	Leader (Deputy Leader to substitute)	<p>The Executive Board comprises the twenty two Leaders of each Welsh local authority together with one joint representative from each of the associate member bodies (non voting).</p> <p>The Executive Board is the main policy and deliberative forum of the Association that seeks to deal with issues at an all Wales level. The Coordinating Committee reports to the Council.</p> <p>Minutes of meetings</p>
27.	South East Wales Corporate Joint Committee	1 Member	Leader (Deputy Leader to substitute)	<p>The South East Wales Corporate Joint Committee (CJC) is the main decision-making body for the Cardiff Capital Region. The Committee is responsible for the following functions:</p> <ul style="list-style-type: none"> • preparing a Strategic Development Plan; • preparing a Regional Transport Plan; and • doing whatever is deemed necessary to enhance or promote the economic wellbeing of the area. <p>The Committee also has responsibility for the CJC's Constitution, policy setting, setting the annual budget, agreeing the terms of reference of its sub-committees and appointing Chief Officers.</p> <p>Minutes and meetings</p>
28.	South East Wales Corporate Joint Committee Regional Transport Sub-Committee	1 Member	Cabinet Member – Regeneration & Housing	<p>The Regional Transport Sub-Committee is responsible for preparing regional transport strategies, plans, policies and programmes for approval by the CJC. It also works with Welsh Government, Transport for Wales, user groups, industry and other stakeholders to coordinate transport planning and operations across the region on behalf of the CJC, developing transport Candidate Schemes for assessment under the CJC Investment Framework, and providing advice and observations related to Candidate Schemes, with transport implications, submitted to the CJC by other bodies.</p> <p>Minutes and meetings</p>

SERIAL	ORGANISATION	REQUIRED REPRESENTATION	CURRENT/ PROPOSED REPRESENTATION	ADDITIONAL INFORMATION ON OUTSIDE BODY
29.	South East Wales Corporate Joint Committee Strategic Development Sub-Committee	1 Member	Cabinet Member – Regeneration & Housing	The Strategic Development Sub-Committee will be responsible for preparing a Strategic Development Plan for approval by the CJC, setting out the CJC's objectives in relation to development and use of land in its area and policies for the implementation of those objectives. It is also responsible for keeping under review the matters which may be expected to affect the development, or the planning of the development, of its area. Minutes and meetings
30.	CCR Energy Strategic Steering Group	1 Member	Cabinet Member - Communities & Environment	The Group is a key governance body for CCR Energy Ltd ensuring that the company's activities align with shareholder interests. It works to advance the Cardiff Capital Region's energy goals.

Meeting of:	CABINET
Date of Meeting:	23 JUNE 2026
Report Title:	AMENDMENTS TO THE SCHEME OF DELEGATION OF FUNCTIONS AND THE CONTRACT PROCEDURE RULES
Report Owner: Responsible Chief Officer / Cabinet Member	MONITORING OFFICER CABINET MEMBER – CORPORATE SERVICES
Responsible Officer:	LAURA GRIFFITHS GROUP MANAGER LEGAL, DEMOCRATIC SERVICES & EMERGENCY PLANNING
Policy Framework and Procedure Rules:	The Scheme of Delegation of Functions provides the authority for Cabinet Members and Officers to undertake their respective duties. The Scheme therefore directly affects the ability of the Authority to process the Corporate Plan and all Corporate Priorities.
Executive Summary:	To seek Cabinet approval for amendments to the Scheme of Delegation of Functions and the Contract Procedure Rules.

1. Purpose of Report

- 1.1 The purpose of the report is to seek Cabinet approval for the amendment of Executive functions within the Scheme of Delegation of Functions and the Contract Procedure Rules.

2. Background

- 2.1 Following a restructure of the Corporate Management Team and recent portfolio changes to the Cabinet Members, a desktop review of the Scheme of Delegation of Functions has been undertaken to ensure that the Scheme remains fit for purpose (**Appendix 1**).
- 2.2 The Council is also required to review the Contract Procedure Rules, which form part of the Council's Constitution, on a regular basis. The Contract Procedure Rules (CPRs) contain the rules and guidelines for procuring goods, services and works. They are designed to ensure compliance with UK and European law, ensure best practice is followed and best value is achieved in the use of public funds. The revised CPRs are shown as **Appendix 2**.

3. Current situation / proposal

3.1 Amendments to the Scheme of Delegation of Functions

The key changes are outlined below:

- The financial thresholds have been reviewed and updated to ensure they remain appropriate, reflect current market conditions and support effective and proportionate decision-making.
- The title and portfolios of the Cabinet Members have been updated following the Annual General Meeting in May 2026.
- Renumbering throughout the Schemes and the removal of obsolete provisions.
- Updates to legislation where appropriate.
- Functions previously delegated to the Chief Executive have now been reallocated to the Corporate Director - Finance and Transformation and the Corporate Director - Social Services and Wellbeing to align with their respective areas of responsibility.
- The following new functions have been allocated to the Corporate Director - Communities at Scheme B2 as a result of anti-social behaviour within the county borough. To ensure the safety and well-being of staff and the wider public, officers seek delegated powers under the Anti-Social Behaviour, Crime and Policing Act 2014, Part 4, to issue community protection notices and, where a community protection notice is breached, to issue fixed penalty notices:

To issue community protection notices under section 43 of the Anti-Social Behaviour, Crime and Policing Act 2014.
To issue fixed penalty notices under section 52 of the Anti-Social Behaviour, Crime and Policing Act 2014.

- The following new functions have been allocated to the Corporate Director - Education, Early Years and Young People at Scheme B2:

To appoint additional Local Education Authority school governors to support schools causing concern.
To grant and revoke licences to children of compulsory school age regarding child performances in accordance with the Children and Young Persons Act 1963.
To receive and respond to any published proposals from governing bodies to federate.
To establish temporary Governing Bodies.

To issue Fixed Penalty Notices under sections 444A–444C of the Education Act 1996 in respect of failures to secure regular school attendance.
To approve annually the coordinated school admission arrangements for the relevant year following public consultation.
To approve the creation of, or changes to, school catchment areas following consultation.
To approve primary school free breakfast provision, or withdraw the provision, where it would be unreasonable to continue to do so.
To authorise the continuity of school transport contracts to ensure the health, wellbeing and safety of pupils with Additional Learning Needs in accordance with the Council’s Contract Procedure Rules.
To approve the School Admission Policy for the relevant year following public consultation.

- The following new functions have been allocated to the Corporate Director - Social Services and Wellbeing at Scheme B2:

To authorise and agree the terms of management agreements with Registered Social Landlords or Housing Associations for the provision of supported accommodation, where the Council is providing housing management and/or support services.

- The following new function has been allocated to all Chief Officers at Scheme B2:

To make minor amendments to any policy that has been formally approved in consultation with the Chair of the relevant Committee and the Monitoring Officer. Changes should not alter the policy’s approved principles, intent, or substantive provisions and be reported to the next available meeting of the relevant Committee for information. Any amendments made under this delegated authority operate without prejudice to the powers of the Monitoring Officer under the Constitution.
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3.2 Amendments to the Contract Procedure Rules

The key changes are outlined below:

- The exemption for contracts between entities within the public sector (which is often applicable for public sector collaboration agreements) is now a waiver under CPR 3.2.1 and the requirement for prior Cabinet approval has been removed. Should this be agreed by Cabinet, such arrangements may be approved by an officer with the necessary delegated authority up to the revised value threshold of £1m.

- Uplifted financial thresholds for the delegated authority to go out to tender and enter into contracts at CPR 4.

3.3 Members are requested to note that amendments will also be made to the Delegated Power form and Guidance to ensure it remains fit for purpose. Once the approval process is completed, the Scheme and revised form will be published, and Chief Officers will be requested to update their Register of Sub-delegations to reflect these changes. The Council's Constitution will also be updated to incorporate the revised CPRs.

4. Equality implications (including Socio-economic Duty and Welsh Language)

4.1 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.

5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives

5.1 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 impact upon the achievement of well-being goals/objectives as a result of this report. This report also assists in the achievement of the following well-being objective under the Well-being of Future Generations (Wales) Act 2015:-

A county borough where people feel valued, heard and part of their community.

6. Climate Change and Nature Implications

6.1 There are no climate change and nature implications.

7. Safeguarding and Corporate Parent Implications

7.1 There are no safeguarding and corporate parent implications.

8. Financial Implications

8.1 There are no financial implications arising from this report.

9. Recommendations

It is recommended that Cabinet:

9.1 Approve the amended Scheme of Delegation of Functions in relation to the Executive functions (**Appendix 1**) and the amended Contract Procedure Rules (**Appendix 2**);

- 9.2 Authorise the Monitoring Officer to make minor textual changes and amendments to the Scheme of Delegation of Functions to take account of changes in legislation and changes to Officer and Member titles and responsibilities;
- 9.3 Note that a report will be presented to Council to amend the Constitution to incorporate the revised Contract Procedure Rules and to seek approval to approve the amendments to the Scheme of Delegation of Functions in relation to Council functions.

Background documents:

None

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BRIDGEND COUNTY BOROUGH COUNCIL **SCHEME OF DELEGATION OF FUNCTIONS**

Introduction

Section 13 of the Local Government Act 2000 provides for the determination of which functions of a local authority are the responsibility of the Executive under Executive arrangements. All functions of a local authority must be the responsibility of the Executive unless specified otherwise in Regulations or there are express provisions to the contrary in other legislation.

Part 2 of the Constitution sets out the remit of Council, Council Committees and Cabinet, briefly, Council is responsible for:

- Determination of the policy framework and budget and other constitutional and quasi-legislative functions.
- Functions which involve determining an application from a person for a licence approval consent permission or registration (including particular planning permissions and consents) or direct regulation of a person (except in cases where there is only limited discretion in the discharge of the function) together with any related enforcement actions (including prosecutions).
- All other functions not being overview and scrutiny functions are to be the responsibility of the Executive.

Within this framework the role of Members is to concentrate upon broad strategy and policy decisions. Managers are to have clear managerial control and authority to implement those decisions.

It is part of the role of Members to raise concerns, particularly those of constituents, and bring to the attention of Chief Officers matters of concern on any element of a service. Chief Officers will consider the concerns and comments of Members whilst recognising their responsibility to manage service delivery in accordance with the Council's policy framework.

Procedure

1. The Chief Officers for the purposes of the Scheme of Delegation of Functions are those set out below:
 - Chief Executive
 - Corporate Director – Education, Early Years and Young People
 - Corporate Director – Communities
 - Corporate Director – Social Services and Wellbeing
 - Corporate Director – Finance and Transformation and S151 Officer
 - Chief Officer – Legal, Regulatory, and Electoral Services, and Monitoring Officer

The Chief Executive shall undertake his functions but if absent or otherwise unable to act the Corporate Director identified by the Chief Executive from time to time is empowered to do so.

2. Chief Officers and / or Members making decisions in connection with the discharge of the functions allocated to them in this scheme of delegation:
 - (a) shall do so on the basis of the merits of the circumstances involved and the public interest;

- (b) shall have regard to any relevant advice provided by other Council Officers, in particular by:
 - (i) the Council's Chief Finance Officer acting in pursuance of that Officer's duties under Section 115 of the Local Government Finance Act 1988;
 - (ii) the Council's Monitoring Officer acting in pursuance of that Officer's duties under Sections 5 and 5A of the Local Government and Housing Act 1989, who should be consulted when there is any doubt as to the Council's power to act, or as to whether the action proposed lies within the policy framework agreed by the Council; where the legal consequences of action or failure to act by the Council might have important repercussions;
 - (c) must comply with any conditions or restrictions on the exercise of their discretion which have been laid down either by the Council or the Cabinet; and
 - (d) must take account of any previous decision by the Council or the Cabinet relating to any relevant policies or procedures.
3. In discharging the functions allocated to them Chief Officers and / or Members shall comply with the Council's Contracts Procedure Rules and Financial Procedure Rules in the Council's Constitution, and shall not discharge any function if to do so would have the effect of:
 - (a) causing revenue expenditure to be incurred, unless it is incurred in accordance with the Council's approved revenue estimates or the provisions relating to virement contained in the Financial Procedure Rules in the Council's Constitution; or
 - (b) causing capital expenditure to be incurred, other than capital expenditure on the acquisition of land or on preliminary or design work or in connection with a scheme which appears in the Council's approved capital estimates.
 4. The allocation of a function on the Authority's behalf to a Chief Officer and / or Member shall in each case include the power to utilise on the Council and/or Cabinet's behalf any statutory power, including the general power of competence, available to the Council as a local authority that will facilitate the discharge of the allocated function.
 5. Any Chief Officer or Member to whom a function is allocated may decline to make a decision in connection with the discharge of that function in relation to any particular matter and may instead refer the matter to the relevant decision-making body. An example of such a situation would be where the matter is politically contentious or where the result of the decision being taken is likely to have a greater than normal impact on the community.
 6. The Council's Chief Finance Officer and/or the Council's Monitoring Officer may require any Chief Officer or Member to cease to discharge all or any of the functions allocated to that Officer pending the submission of a report to the next meeting of the Council and/or Cabinet.
 7. Before making a decision in accordance with Scheme A and/or Scheme B1 of the Schemes of Delegation the Chief Officer and/or the Cabinet Member proposing to make the decision shall:

- (a) complete the prescribed form and send a copy to the Council's Democratic Services to enable him to make the information available for inspection by Council Members generally;
 - (b) not make a final decision in connection with the discharge of the allocated Council and/or Cabinet function until a period of five working days, excluding the day on which it was sent, shall have elapsed from the date on which the prescribed form was sent to Democratic Services;
 - (c) take into consideration, in addition to the views expressed by the Council Member(s) and/or Council Officer(s) where specified as consultee(s), any views expressed by any Council Member in relation to the proposed decision.
8. Paragraph 7 above shall not apply in respect of a decision made by:
- (a) the Chief Executive or Corporate Director – Communities upon any matter relating to the Council's emergency planning functions which, for reasons of urgency, cannot await the next meeting of the Cabinet; or
 - (b) an officer in exercise of a function allocated to that officer under this Scheme to authorise the settlement of civil and / or criminal proceedings whether commenced or in anticipation or to withdraw or discontinue civil or criminal proceedings; or
 - (c) a Cabinet Member in exercise of a function falling within the Cabinet Member's portfolio (other than decisions which are contrary to the Policy Framework or contrary to or not wholly in accordance with the approved Budget) which, if delayed, would seriously prejudice the Council's or the public's interests, subject to the requirements of the Overview and Scrutiny Procedure Rules; or
 - (d) the Chief Executive or if absent or otherwise unable to act the Corporate Director identified by the Chief Executive from time to time which, for reasons of urgency, cannot await the next meeting of the Council or of any Committee or other body to which the Council has delegated the function in connection with which a decision is required (other than a decision which must by law be taken by the Council itself), subject to the following consultation:
 - The Chairperson of any committee or other body to which the Council has delegated the function in respect of which the decision is required or, if there is no such committee or other body, the Mayor;
 - The leader(s) of each political group into which the members of the Council are divided;
 - The Chief Officers (s) (if any) responsible for the function in respect of which the decision is required.
9. Every Chief Officer or Cabinet Member on making a decision after following the evidenced procedure set out in paragraph 7 above shall ensure that full details of the decision are completed on the prescribed form in respect of the final decision.
10. Every Chief Officer or Cabinet Member on making a decision under Scheme B2 shall ensure that full details of the decision are completed on the prescribed form in respect of the final decision.
11. The prescribed form shall be signed by the Officer and/or Member making the decision.

12. The written record of a proposed and/or actual decision, the prescribed form, shall be retained for a period of six years from the date of the decision.
13. On completion of the prescribed form in relation to both a proposed and/or actual decision a copy of the prescribed form shall be sent by the Chief Officer and/or Cabinet Member who made the decision:
 - (a) to Democratic Services
 - (b) Democratic Services shall supply a copy to the Chairperson of the Overview and Scrutiny Committees responsible for scrutinising decisions made in connection with the discharge of the Cabinet function in respect of which the decision was made.
14. Whilst decisions made in accordance with Scheme A, and Scheme B1 of the Scheme of Delegation, other than those decisions set out in paragraph 8 above, are subject to call-in by Overview and Scrutiny Committees, the procedure for which is set out in the Constitution, decisions made in accordance with Scheme B2 of the Scheme of Delegation are not subject to call-in.
15. In the event of any Council Member or Council Officer who is designated in the attached Schedule as a consultee being absent or for any other reason being unable to act as such the Council Member or Council Officer may nominate in writing another Council member or Officer (as the case may be) to act as consultee in his / her place.

General Powers of Chief Officers

The Chief Executive and all Chief Officers have the general powers set out below, in addition, they are authorised to carry out the specific functions of the Council and of the Executive delegated to them in Schemes B1 and B2.

Only in connection with the functions administered by their Directorate/Office, Chief Officers have the power to:

1. Undertake:-
 - (a) the day-to-day management and control of their Directorate/Office, including: directorate, departmental, other divisional reviews of establishment, and amendments to the existing staffing structure which can be funded within existing budgets and / or with the benefit of any additional funding receivable; the approval of shortlists for and making permanent and temporary appointments to all posts within their respective directorates other than those which are the responsibility of Members in accordance with the Local Authorities (Standing Orders) (Wales) Regulations 2006; the determination of applications by staff for special leave of absence.
- 1.1 in pursuance of section 222 of the Local Government Act 1972, in the name of the Council, make representations in the interests of the inhabitants at any public inquiry held by or on behalf of any Minister or public body under any enactment.
- 1.2 exercise the Council's statutory powers to enter upon land and premises for the purposes of inspection, survey, carrying out of any works, investigation of any matter, the taking of samples or for any other purpose for which the Council are so authorised, and to give such notices as may be required in relation thereto.
- 1.3 obtain particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.

- 1.4 make arrangements for the provisions of supplies and services by and for other local authorities and public bodies (as defined) under the Local Authorities (Goods and Services) Act 1970 or other enabling legislation provided the arrangements comply with procurement regulations.
- 1.5 exercise virement within the financial limits contained in the Financial Regulations.
- 1.6 sign on behalf of the Council / Cabinet any document to give effect to any decision made by the Council / Cabinet within the functions of the directorate when authorised to do so.
- 1.7 determine applications for Housing Benefit (including Discretionary Housing Payments) and Council Tax Reduction provided that the decision is recorded on the file.
- 1.8 assess the need of people who may be in need of care services and, if appropriate, the ability of carers to provide care; decide, on the basis of the assessment what, if any, services should be provided to meet those needs; and take all necessary steps to provide those services including the making of contracts for their provision.
- 1.9 To determine the priority accorded to individual applications to the Housing Register and to nominate applicants for accommodation with registered social landlords in accordance with the Council's policies.
- 1.10 To determine applications from owner/occupiers to the Housing Register, in accordance with the Council's policies.
- 1.11 To determine applications for housing which may not fully comply with the requirements of the Council's Housing Register and Allocation Rules, but are considered to be of a particularly urgent or sensitive nature.
- 1.12 To issue Fixed Penalty Notices in accordance with Section 95A and Schedule 4B of the New Roads and Street Works Act 1991, to offer the opportunity of discharging liability to conviction for an offence by payment of a penalty
2. The Scheme of Delegation takes priority over any of the above provisions. Nothing contained in paragraph 1 shall be used when in conflict with Scheme A.
3. All Chief Officers may authorise in writing any other Officer or Officers of the Council, specified by designation and post reference to exercise any or all of the powers authorised to be exercised by them, except for this power, provided that:
 - (a) officer reports to or is responsible to the delegator;
 - (b) the officer is appropriately qualified, trained and experienced;
 - (c) the functions to be exercised are within that officer's area of responsibility;
 - (d) it is necessary or desirable for the effective performance of the day-to-day operation of a service, and
 - (e) It is lawful to do so.
- 4 Chief Officers must prepare in writing a scheme authorising any other officers to exercise such powers. Chief Officers shall remain accountable for any action or decisions taken under such authority and shall provide the Monitoring Officer and relevant Cabinet Member with a copy of the Scheme.

5. For the avoidance of doubt, where under this scheme a subordinate officer exercises a power, duty or function delegated to him by another officer, the delegation is hereby authorised as if Council / Cabinet delegated it directly and particularly.
6. In the event of a Chief Officer post being vacant or the Chief Officer being unavailable then subject to any arrangements provided for in any scheme of delegation prepared by a Chief Officer under paragraph 3 above that Chief Officer's delegated powers may be exercised by the relevant Heads of Service(s) within that Directorate so far as permitted by law.
7. In the event of the Chief Executive being unavailable then subject to any arrangements provided for in any scheme of delegation prepared by the Chief Executive under paragraph 3 above the Chief Executive's delegated powers may be exercised by the Corporate Director identified by the Chief Executive from time to time.
8. Delegation does not extend to any action which affects another Directorate of the Authority or involves the functions of a Directorate, Department or Individual Officer outside the Directorate of the Chief Officer.

SCHEME A

CABINET FUNCTIONS DELEGATED TO INDIVIDUAL CABINET MEMBERS

Where any delegated power is allocated to an individual Cabinet Member and that Member is absent or otherwise unable to act the power is allocated to the Leader and in the Leader's absence to the Deputy Leader.

Any delegated power includes the authority to undertake any action incidental to the application of the delegated power.

1. **FUNCTIONS ALLOCATED TO EACH CABINET MEMBER**

	<u>Allocated Functions</u>
1.1	Subject to the requirements of paragraph 18 of the Overview and Scrutiny Procedure Rules, to make decisions on any matters falling within the Cabinet Member's portfolio (other than decisions which are contrary to the Policy Framework or contrary to or not wholly in accordance with the approved Budget) which, if delayed, would seriously prejudice the Council's or the public's interests.
1.2	In accordance with the values set out in the Council's Contract Procedure Rules: <ul style="list-style-type: none"> (a) To authorise the invitation of tenders; and (b) To accept the Most Advantageous Tender received and enter into a Contract and any further deeds and documents which are supplemental to the Contract; (c) To enter into a Contract and/or any further deeds and documents which are supplemental to the Contract in accordance with any permitted exemption or waiver under the Council's Contract Procedure Rules.
1.3	In connection with services falling within the Cabinet Member's portfolio to authorise the submission of tenders for the supply of goods, works or services to another local authority or a public body in accordance with the powers conferred upon the Council by the Local Authorities (Goods and Services) Act 1970 where the estimated value of the proposed tender exceeds £5,000,000 but does not exceed £10,000,000.
1.4	To authorise the disposal of surplus goods acquired in connection with services falling within the Cabinet Member's portfolio having an estimated total value exceeding £500,000 but not exceeding £1,000,000.
1.5	To declare land or buildings utilised in connection with services falling within the Cabinet Member's portfolio surplus to requirements.
1.6	To approve, subject to the budget process: <ul style="list-style-type: none"> (1) Fees and charges for new services in accordance with any relevant charging policy approved by the Cabinet; and (2) All fees and charges which are in accordance with any relevant charging policy approved by the Cabinet and which are necessary to reflect either inflation or increases in costs.
1.7	To authorise the appointment of consultants providing a professional service whose fees are estimated to exceed £500,000.

<u>Allocated Functions</u>	
1.8	To make a formal response on behalf of the Council to any UK or Welsh Government Paper or Circular.
1.9	To approve levels of grant funding where the amount of the funding exceeds £3,000,000 and in consultation with the Section 151 Officer and Monitoring Officer enter into any funding agreements and/or any further deeds and documents which are supplemental to the funding arrangement.
1.10	Subject to the prior approval of the Monitoring Officer to authorise the suspension of the requirements of the Council's Contract Procedure Rules and enter into a Contract relying on such a suspension provided the value of the Contract does not exceed £1,000,000.

2. FUNCTION ALLOCATED TO THE CABINET MEMBER – FINANCE AND TRANSFORMATION

<u>Allocated Function</u>	
2.1	To authorise the exercise of rights of pre-emption vested in the Council.
2.2	To allocate Capital Programme funds to Town and Community Councils to facilitate community projects, upon the recommendation of the Chief Finance Officer.

3. FUNCTIONS ALLOCATED TO THE CABINET MEMBER – COMMUNITIES AND ENVIRONMENT

<u>Allocated Functions</u>	
3.1	<p>(a) To approve the making of applications for orders in pursuance of Section 116 of the Highways Act 1980 and Sections 247, 248 and 249 of the Town and Country Planning Act 1990 and to approve the making, modification or variation of orders in pursuance of any provision contained in the following enactments (or any statutory modification, re-enactment or amendment thereof):</p> <p style="padding-left: 40px;">Town Police Clauses Act 1847; Road Traffic Regulation Act 1984; Road Traffic Regulation (Special Events) Act 1994;</p> <p>(b) To confirm, where the Council has power to do so, any proposed Order made in accordance with paragraph (a) above to which there are no objections or in respect of which any objections made are withdrawn;</p> <p>(c) Where the Council does not have power to determine any proposed Order to refer the proposed Order to such determining body (i.e. the Welsh Parliament, the Magistrate's Court or the County Court) as is appropriate in the circumstances.</p>
3.2	To decide the name and/or numbering of a street, or to change or alter the name and/or numbering of a street, in accordance with section 64 of the Towns Improvement Clauses Act 1847 and section 19 of the Public Health Act 1925, and to authorise any action considered appropriate as a result of making such a decision.

<u>Allocated Functions</u>	
3.3	To determine requests for the use of Council car parks for purposes not authorised by the relevant Off-Street Parking Places Order and to suspend the use of any parking place or part thereof when considered appropriate.
3.4	To determine whether or not any proposed traffic provision to be implemented in pursuance of the Highways Act 1980 or section 23 of the Road Traffic Regulation Act 1984 (or any statutory modifications, re-enactment or amendment thereof) in respect of which objections and/or representations have been received should be implemented as proposed; to refer (where necessary) any proposed traffic provision to a local public inquiry; to amend or modify any proposed traffic provision; or to uphold the objections and withdraw any proposed traffic provision.
3.5	<p>To determine whether or not proposed orders in pursuance of any provision contained in the enactments listed below (or any statutory modification, re-enactment or amendment thereof) in respect of which objections and/or representations have been received should be made as proposed; to refer (where necessary) any proposed order to a local public inquiry; to amend or modify any proposed order; or to uphold the objections and withdraw any proposed order:</p> <p>(i) Road Traffic Regulation Act 1984; (ii) Traffic Management Act 2004</p>

SCHEME B1

FUNCTIONS DELEGATED TO CHIEF OFFICERS SUBJECT TO CONSULTATION AND CALL IN

1. FUNCTIONS DELEGATED TO EACH CHIEF OFFICER

COUNCIL / CABINET FUNCTIONS:

	<u>Delegated Functions</u>	<u>Consultee(s)</u>
1.1	To authorise the disposal of surplus goods acquired in connection with services for which the Chief Officer concerned is responsible having an estimated total value exceeding £250,000 but not exceeding £500,000.	<p>(1) <u>COUNCIL FUNCTIONS</u> The Chairperson of any committee or other body to which the Council has also delegated the function which includes the service in connection with which the goods were acquired or, if there is no such committee or other body, the Mayor</p> <p>(2) <u>CABINET FUNCTIONS</u> The Cabinet Member with the relevant function</p>
1.2	To authorise the appointment of consultants providing a professional service whose fees are estimated to exceed £250,000 but not exceeding £500,000	<p>(1) <u>COUNCIL FUNCTIONS</u> The Chairperson of any Committee or other body to which the Council has also delegated the function which includes the service in respect of which the fees or charges will be payable or, if there is no such committee or other body, the Mayor</p> <p>(2) <u>CABINET FUNCTIONS</u> The Cabinet Member with the relevant function</p>

CABINET FUNCTIONS:

	<u>Delegated Functions</u>	<u>Consultee(s)</u>
1.3	To authorise the submission of tenders for the supply of goods, works or services to another local authority or a public body in accordance with the powers conferred upon the Council by the Local Authorities (Goods and Services) Act 1970 where the estimated value of the proposed tender exceeds £3,000,000 but does not exceed £5,000,000.	The Cabinet Member with the relevant function
1.4	To approve levels of grant funding where the amount of the funding exceeds £250,000 but does not exceed £1,000,000 and in consultation with the Section 151 Officer and Monitoring Officer enter into any funding agreements and/or any further deeds and documents which are supplemental to the funding arrangement.	Cabinet Member with the relevant function

2. FUNCTIONS ALLOCATED TO THE CHIEF EXECUTIVE (OR IF ABSENT OR OTHERWISE UNABLE TO ACT TO THE CORPORATE DIRECTOR IDENTIFIED BY THE CHIEF EXECUTIVE FROM TIME TO TIME)

COUNCIL FUNCTIONS:

	<u>Delegated Functions</u>	<u>Consultee(s)</u>
2.1	To make a decision upon any matter which, for reasons of urgency, cannot await the next meeting of the Council or of any Committee or other body to which the Council has delegated the function in connection with which a decision is required (other than a decision which must by law be taken by the Council itself).	<p>(1) The Chairperson of any committee or other body to which the Council has delegated the function in respect of which the decision is required or, if there is no such committee or other body, the Mayor;</p> <p>(2) The leader(s) of each political group into which the members of the Council are divided;</p> <p>(3) The Corporate Director(s) (if any) responsible for the function in respect of which the decision is required</p>

	<u>Delegated Functions</u>	<u>Consultee(s)</u>
2.2	To authorise additional expenditure from within the capital programme for new or existing schemes, subject to a maximum limit of £1,000,000 and funding availability, which, for reasons of urgency, cannot await the next meeting of the Council.	<p>(1) The Chairperson of any committee, or other body to which the Council has delegated the function in respect of which the decision is required or, if there is no such committee or other body, the Mayor;</p> <p>(2) The Section 151 Officer;</p> <p>(3) The Monitoring Officer (only if the delegation is sub-delegated to the Section 151 Officer).</p> <p>(4) The Leader, or in his absence the appropriate Cabinet Member</p>

3. FUNCTIONS ALLOCATED TO THE MONITORING OFFICER

COUNCIL / CABINET FUNCTIONS:

	<u>Delegated Functions</u>	<u>Consultee(s)</u>
3.1	To instruct counsel or to engage external solicitors in connection with any legal matter affecting the Council where the estimated cost of doing so is estimated to exceed £250,000.	<p><u>COUNCIL FUNCTIONS</u> The Chairperson of any committee or other body to which the Council has delegated the function in respect of which it is proposed to instruct counsel or, if there is no such committee or other body, the Mayor.</p> <p><u>CABINET FUNCTIONS</u> The Cabinet Member with the relevant function</p>
3.2	To authorise the settlement of civil and / or criminal proceedings whether commenced or in anticipation where the amount payable by or to the Council exceeds £500,000.	<p><u>COUNCIL FUNCTIONS</u> The Chairperson of any committee or other body to which the Council has delegated the function to which the proposed relate or, if there is no such committee or other body, the Mayor.</p> <p><u>CABINET FUNCTIONS</u> The Cabinet Member with the relevant function</p>

CABINET FUNCTIONS:

	<u>Delegated Functions</u>	<u>Consultee(s)</u>
3.3	To exercise the functions set out in the Scrap Metal Dealers Act 2013.	Cabinet Member with the relevant function
3.4	To determine the award of Discretionary Disabled Facilities Lifetime Grants, and the award of the residual Disabled Facilities Top-Up Grants, in accordance with the Private Sector Housing Renewal & Disabled Adaptions Policy.	Cabinet Member with the relevant function
3.5	To increase or decrease any of the rates payable for any statutory grants administered under the Housing Grants, Construction and Regeneration Act 1996 and any non-statutory grants administered under the Bridgend County Borough Council Private Sector Housing Renewal Policy.	(1) Cabinet Member with the relevant function (2) Chief Finance Officer

FUNCTIONS ALLOCATED TO THE CORPORATE DIRECTOR – SOCIAL SERVICES AND WELLBEING**CABINET FUNCTIONS:**

4.1	To exercise the Council's functions under the Fostering Panels (Establishment and Functions) (Wales) Regulations 2018 relating to the appointment from time to time of new members of the Bridgend Fostering Panel (other than the appointment of elected members of the Council) as and when vacancies arise.	Cabinet Member with the relevant function
4.2	To exercise the Council's functions under the Adoption Agencies Regulations 2005 relating to the appointment from time to time of the Chair and Vice-Chair and members of the Bridgend Adoption Panel (other than the appointment of elected members of the Council) as and when vacancies arise.	Cabinet Member with the relevant function
4.3	To approve any adjustments in the level of fees paid for placements made in Independent Residential and Nursing Care Homes within the County Borough	Cabinet Member with the relevant function
4.4	To approve any adjustments in the levels of grants, fees and allowances for Children and	Cabinet Member with the relevant function

Young People and their carers in respect of: Children's Foster Care; Residential Care; Adoption Services; Aftercare Services; Respite Care Services: Volunteer Drivers	
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5. **FUNCTIONS ALLOCATED TO THE CORPORATE DIRECTOR - COMMUNITIES**

COUNCIL FUNCTIONS:

	<u>Delegated Functions</u>	<u>Consultee</u>
5.1	To provide observations upon the request of the Welsh Parliament in respect of applications for offshore dredging submitted to the Crown Estate under the "Government View" procedure.	Chairperson or in their absence the Vice-Chairperson of the Planning and Development Committee

CABINET FUNCTIONS:

	<u>Allocated Functions</u>	<u>Consultee</u>
5.2	To make a decision upon any matter relating to the Council's emergency planning functions which, for reasons of urgency, cannot await the next meeting of the Cabinet.	Leader or in their absence the Deputy Leader
5.3	To authorise the carrying out of civic amenity schemes.	Cabinet Member with the relevant function
5.4	To undertake projects of Sustainable Waste Management within the County Borough.	Cabinet Member with the relevant function
5.5	To approve or amend programmes for the preparation of policy documents required by the Planning and Compulsory Purchase Act 2004.	Cabinet Member with the relevant function
5.6	To provide observations on behalf of the Council to the Welsh Parliament upon proposals to amend Planning Guidance Wales and related Technical Advice Notes.	Cabinet Member with the relevant function
5.7	To provide observations on behalf of the Council to the appropriate Government Department upon proposals to amend national planning and environmental policy.	Cabinet Member with the relevant function
5.8	To initiate projects for environmental education improvement and management within the County Borough.	Cabinet Member with the relevant function

	<u>Allocated Functions</u>	<u>Consultee</u>
5.9	To increase or decrease the fees chargeable under the Building Regulations by not more than 10%.	(1) Cabinet Member with the relevant function (2) Chief Finance Officer
5.10	To authorise the carrying out of Land Reclamation, Coastal Protection and Land Drainage schemes not exceeding an estimated value of £250,000.	Cabinet Member with the relevant function
5.11	To review the prescribed limits of financial assistance provided under the grant schemes operated by the Council pursuant to its economic development powers.	Cabinet Member with the relevant function
5.12	To provide observations on behalf of the Council to the Welsh Parliament upon proposals to amend Highways and Transportation policy and regulations.	Cabinet Member with the relevant function
5.13	To authorise, and agree terms for, the disposal of land and buildings, whether by way of a freehold sale or the grant of a lease, in consideration of the payment of a premium at best consideration having an estimated value not exceeding £5,000,000.	(1) Cabinet Member with the relevant function (2) Monitoring (3) Section 151 Officer or in the event of sub delegation to the Section 151 Officer, then the Deputy Section 151 officer.
5.14	To authorise, and approve the terms of, any lease to be granted to or by the Council in consideration of the payment of a rent, including any rent in excess of £500,000 per annum payable: (a) by the Council; or (b) to the Council.	Cabinet Member with the relevant function
5.15	To authorise, and agree terms for, the disposal of land and buildings having an estimated value not exceeding £500,000, at an undervalue where it is considered that: The disposal is in the interests of the economic, social or environmental well being of the whole or any part of the Authority's area, or any or all persons resident or present in the Authority's area; and	1) Cabinet Member with the relevant function 2) Monitoring Officer 3) Section 151 Officer or in the event of

	<u>Allocated Functions</u>	<u>Consultee</u>
	the disposal is in accordance with the Authority's approved Disposal Strategy and Community Asset Transfer Guidance; and the disposal is not in breach of any subsidy control rules.	sub delegation to the Section 151 Officer, then the Deputy Section 151 officer.
5.16	To authorise, and agree terms for, the acquisition of land or buildings in connection with scheme which appears in the Council's approved capital estimates provided that the acquisition will not exceed the aggregate capital estimate for the category of scheme.	Cabinet Member with the relevant function.
5.17	To exercise any of the Council's powers in respect of Porthcawl Harbour contained in Part V of the Mid Glamorgan County Council Act 1987.	Cabinet Member with the relevant function
5.18	To authorise and agree the terms of the surrender of leases by or to the Council including the payment or receipt of a premium exceeding £50,000.	Cabinet Member with the relevant function

SCHEME B2

**FUNCTIONS DELEGATED TO
CHIEF OFFICERS
WITHOUT CONSULTATION AND CALL IN.**

FUNCTIONS ALLOCATED TO EACH CHIEF OFFICER

COUNCIL / CABINET FUNCTIONS:

	<u>Allocated Functions</u>
1.1	To authorise the appointment of consultants providing a professional service whose fees do not exceed £250,000.
1.2	To authorise the application for and acceptance of applications for grant aid to the Welsh Parliament and other appropriate bodies for purposes connected with matters falling within the Directorate.
1.3	In accordance with the values set out in the Council's Contract Procedure Rules: (a) To authorise the invitation of tenders and; (b) To accept the Most Advantageous Tender received and enter into a Contract, and any further deeds and documents which are supplemental to the Contract; (c) To enter into a Contract and/or any further deeds and documents which are supplemental to the Contract in accordance with any permitted exemption or waiver under the Council's Contract Procedure Rules.
1.4	To approve a modification to an existing Contract or Framework Agreement in accordance with the Council's Contract Procedure Rules and the values set out in the Council's Contract Procedure Rules to enter into any deed or documents which is required to give effect to such modification.
1.5	To make minor amendments to any policy that has been formally approved in consultation with the Chair of the relevant Committee and the Monitoring Officer. Changes should not alter the policy's approved principles, intent, or substantive provisions and be reported to the next available meeting of the relevant Committee for information (where appropriate). Any amendments made under this delegated authority operates without prejudice to the powers of the Monitoring Officer under the Constitution.

B. CABINET FUNCTIONS:

	<u>Allocated Functions</u>
1.6	To authorise the disposal of surplus goods acquired in connection with services for which the Chief Officer is responsible having an estimated total value not exceeding £250,000.
1.7	To authorise the submission of tenders for the supply of goods, works or services to another local authority or a public body in accordance with the powers conferred upon the

	Council by the Local Authorities (Goods and Services) Act 1970 where the estimated value of the proposed tender does not exceed £3,000,000.
1.8	To take any steps necessary to assist the Council in complying with the obligations imposed under the Data Protection Act 2018 in consultation with the Monitoring Officer.
1.9	To approve levels of grant funding where the amount of the funding does not exceed £250,000 and in consultation with the Section 151 Officer and Monitoring Officer enter into any funding agreements and/or any further deeds and documents which are supplemental to the funding arrangement.

2. FUNCTIONS ALLOCATED TO THE CHIEF OFFICER – FINANCE AND TRANSFORMATION

CABINET FUNCTIONS:

	<u>Allocated Functions</u>
2.1	To take any steps which the Council is empowered to take to recover National Non-Domestic Rates and Council Tax, including the commencement of proceedings and the taking of any steps in connection with the conduct of proceedings.
2.2	To determine: <ul style="list-style-type: none"> (a) Applications for discretionary rating relief from charities; (b) Applications for rating relief on grounds of hardship (c) Applications for council tax relief in line with approved policies.
2.3	To recommend to the Monitoring Officer the commencement of criminal proceedings in respect of The Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (Wales) Regulations 2013.
2.4	To take any steps which the Council is empowered to take for the administering of financial penalties in accordance with the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (Wales) Regulations 2013.
2.5	To refer cases of financial impropriety by Council staff or elected members to the Police for investigation.
2.6	To determine applications from persons or bodies for financial assistance which no other officer has been delegated the power to determine.
2.7	To purchase equipment on behalf of all directorates using a loan under the Prudential Code, having regard to the Single Integrated Partnership Plan.
2.8	To take any steps which the Council is empowered to take for the recovery of rents, sums due under Council mortgages and other income due to the Council, including recommending the Monitoring Officer to commence County Court proceedings.
2.9	To determine mortgage interest rates in accordance with statutory requirements.
2.10	To determine and approve applications for the transfer of Council mortgages and applications for mortgagors for the release of a part of a mortgaged property from the mortgage.

<u>Allocated Functions</u>	
2.11	To determine in consultation with the Monitoring Officer applications for the re-mortgage or transfer of mortgage of properties purchased with assistance under the Homefinders Scheme.
2.12	To approve requests for consent to the transfer of mortgage interests when satisfied that the transferee has sufficient resources to meet the mortgage repayments and the mortgage account is clear of arrears.
2.13	To do anything which the Council has a power or duty to do that is necessary for the enforcement of Section 117 of the Road Traffic Regulation Act 1984 and to recommend to the Monitoring Officer the institution of criminal proceedings arising from any breach of those provisions.
2.14	To award relief to all qualifying businesses in accordance with the Non-Domestic Rates Relief Scheme that may be eligible following receipt of a valid application form.
2.15	To authorise Revenue Officers to appear on behalf of the Council in Valuation Tribunal Hearings and in Magistrates' Court proceedings in accordance with section 223 of the Local Government Act 1972.

3. FUNCTIONS ALLOCATED TO THE MONITORING OFFICER

COUNCIL FUNCTIONS:

<u>Allocated Functions</u>	
3.1	To determine applications for the grant or renewal of approvals of premises for the solemnization of marriages and civil partnerships in pursuance of section 26(1)(bb) of the Marriage Act 1949 and the Civil Partnership Act 2004, and to revoke such approvals.
3.2	To take all steps required to undertake Compulsory Purchase Orders.
3.3	To exercise any powers available to the Council under the provisions of any contract relating to the determination or forfeiture of the contract.
3.5	To exercise the functions of the Council following the service of a Purchase Notice or Blight Notice, including the issue and service of notices or counter notices.
3.6	To appoint authorised officers for the purposes of Part II of the Local Government (Miscellaneous Provisions) Act 1976, the Local Government (Miscellaneous Provisions) Act 1982, the Licensing Act 2003 and the Gambling Act 2005.
3.7	To grant applications for hackney carriage and private hire vehicle licences and private hire operator licences and to revoke existing licences when replacement vehicle licences are

	<u>Allocated Functions</u>
	granted, in accordance with the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976, as appropriate.
3.8	To suspend licences pertaining to hackney carriage and private hire vehicles in accordance with sections 60 and 68 of the Local Government (Miscellaneous Provisions) Act 1976
3.9	To grant, suspend and/or revoke, and reinstate existing hackney carriage and private hire vehicle drivers' licences in accordance with such guidelines, conditions, limitations or restrictions as may be prescribed by the Licensing Committee and in accordance with the Town Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1976 as appropriate.
3.10	<p>To grant or renew the under mentioned applications providing no objections or representations have been received from statutory bodies or the public:</p> <p>(a) Amusements with Prizes Permits (other than those relating to arcades)</p> <p>(b) Street Trading Consents</p> <p>In accordance with the Local Government (Miscellaneous Provisions) Act 1982 as appropriate.</p>
3.11	To vary the conditions attached to Premises Licences which involve the giving of written consent for an activity providing no objections or representations have been received from responsible authorities or the public in accordance with the Licensing Act 2003.
3.12	<p>To grant and renew applications for licences, permits and registrations, and to do anything which the Council has a power or duty to do (including the power to serve any notice) that is necessary for the enforcement of any of the provisions contained in the enactments listed below (subject to any policies prescribed by the Licensing Committee):</p> <p style="text-align: center;">House to House Collection Act 1939 Police, Factories, etc (Miscellaneous Provisions) Act 1916</p>
3.13	<p>To determine or make decisions (as appropriate) under the Licensing Act 2003 regarding the following matters:</p> <p>(a) Applications for personal licenses (if no objection made);</p> <p>(b) Applications for premises / club premises certificates (if no relevant representations made);</p> <p>(c) Applications for provisional statements (if no relevant representations made);</p> <p>(d) Applications to vary premises / club premises certificates (if no relevant representations made);</p> <p>(e) Applications to vary designated premises supervisor (if no police objection);</p> <p>(f) Requests to be removed as designated premises supervisor;</p> <p>(g) Applications for transfer of premises licence (if no police objection);</p> <p>(h) Applications for interim authorities (if no police objection);</p>

	<u>Allocated Functions</u>
	<ul style="list-style-type: none"> (i) Whether a complaint or representation is irrelevant, frivolous or vexatious etc. (j) To do anything which the Council has a power to do (including the power to serve any notice or counter notice) that is necessary for the enforcement of any of the provisions contained in the Licensing Act 2003. (k) To do anything which the licensing authority has a duty or power to do in respect of Temporary Event Notices. (l) To determine applications received under the Legislative Reform (Minor Variations to Premises Licences and Club Premises) Order 2009 in accordance with Secretary of State Guidance. (m) To determine applications received under the Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls & community premises) Order 2009 where there is no objection notice received from the Chief Officer of Police.
3.14	To do anything which the Council has a duty or power to do (including the power to serve any notice) that is necessary for the enforcement of any of the provisions contained within the Town Police Clauses Act 1847, the Local Government (Miscellaneous Provisions) Act 1976, and the Local Government (Miscellaneous Provisions) Act 1982.
3.15	To determine applications to amend the register of common land in accordance with the Commons Registration Act 1965 and Commons Act 2006 where no objections have been received following a statutory consultation process.
3.16	To do anything which the Council has a power to do (including the power to serve any notice) that is necessary for the enforcement of any of the provisions contained within the Commons Registration Act 1965 and Commons Act 2006.
3.17	To issue applications to review premises licences in accordance with s. 197 Gambling Act 2005.
3.18	<p>To determine or make decisions (as appropriate) under the Gambling Act 2005 regarding the following matters:</p> <ul style="list-style-type: none"> (a) Applications for premises licence where no representations have been received or where representations have been withdrawn; (b) Applications for a variation to a licence where no representations have been received or where representations have been withdrawn; (c) Applications for a transfer of a licence where no representations have been received from the Gambling Commission; (d) Applications for a provisional statement where no representations have been received or where representations have been withdrawn; (e) Applications for club gaming/club machine permits where no objections have been received or where objections have been withdrawn; (f) Applications for other permits; (g) Cancellation of licensed premises gaming machine permits; (h) Application for occasional use notice; (i) Application for temporary use notice; (j) Determination of whether representations are frivolous, vexatious or certainly will not influence the Authority's determination of an application.

<u>Allocated Functions</u>	
	(k) Application for the registration as a Small Society Lottery.
3.19	To exercise any power conferred upon the Council to recover expenses incurred by it as a result of the exercise of any of the powers hereby delegated to him by this Scheme of Delegation.
3.20	To issue licences authorising the use of land as a caravan site ("site licences") in accordance with Section 3(3) of the Caravan Sites and Control of Development Act 1960.
3.21	To license the use of moveable dwellings and camping sites in accordance with Section 268(1) of the Public Health Act 1936.
3.22	To license premises for acupuncture, tattooing, ear-piercing and electrolysis in accordance with Section 13 to 17 of the Local Government (Miscellaneous Provisions) Act 1982.
3.23	To license dealers in game and the killing and selling of game in accordance with the Game Act 1831.
3.24	To register and approve food business establishments in accordance with Article 31 of EC Regulation 882/2004.
3.25	To license premises for the breeding of dogs in accordance with Section 1 of the Breeding of Dogs Act 1973 and Section 1 of the Breeding and Sale of Dogs (Welfare) Act 1999.
3.26	To license dangerous wild animals in accordance with Section 1 of the Dangerous Wild Animals Act 1976.
3.27	To grant consent for the operation of a loudspeaker in accordance with Schedule 2 of the Noise and Statutory Nuisance Act 1993.
3.28	To licence and record the movements of goats, sheep, cattle, pigs and deer in accordance with the provisions of the Disease Control (Wales) Order 2003.
3.29	To approve product specific establishments subject to approval under the provisions of EC Regulation 853/2004.
3.30	All functions under any of the "relevant statutory provisions" within the meaning of Part I (health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work etc. Act 1974, to the extent that those functions are discharged otherwise than in the Council's capacity as an employer.
3.31	The functions described in paragraphs (2), (3) and (4) of Regulation 3 of the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales)

<u>Allocated Functions</u>	
	Regulations 2007 to the extent that they are exercisable in connection with the discharge of the functions listed.
3.32	To issue applications to review premises licenses in accordance with s.197 Gambling Act 2005.
3.33	To determine applications and deal with all other issues relating to the administration and enforcement of the Hypnotism Act 1952.

COUNCIL/CABINET FUNCTIONS:

<u>Allocated Functions</u>	
3.34	To institute and defend all civil and criminal proceedings (including appeals) on behalf of the Council and any other organisation, and to authorise other organisations to do so on behalf of this Authority, as appropriate, where commenced or in anticipation, other than proceedings in respect of which any other Council officer has been allocated a similar function (with the exception of members of staff in the Legal Services Department), and to take any other steps in connection with the conduct of proceedings as he deems appropriate, including their withdrawal or discontinuance.
3.35	To authorise the settlement of civil and / or criminal proceedings whether commenced or in anticipation where the amount payable by or to the Council does not exceed £500,000.
3.36	To instruct Counsel or to engage external solicitors in connection with any legal matter affecting the Council where the estimated cost of so doing does not exceed £250,000.
3.37	To authorise Legal Services staff to appear on behalf of the Council in county court or magistrates' court proceedings in accordance with Section 60 of the County Court Act 1984 and Section 223 of the Local Government Act 1972.
3.38	To take all steps required to protect the Authority and/or to enable the Authority to undertake its Statutory and Common Law duties and powers.
3.39	To issue and serve statutory notices requisitioning information in respect of interests in and/or the use of land.
3.40	To give any certificate or notice required for the purpose of registering any statutory or other charge at H.M. Land Registry on behalf of the Council.
3.41	To exercise any powers available to the Council under the provisions of any contract relating to the determination or forfeiture of the contract.

<u>Allocated Functions</u>	
3.42	To approve and enter into any further deeds and documents which are ancillary to any existing agreement approved by or on behalf of the Council in consultation with the Section 151 Officer and relevant Corporate Director.

CABINET FUNCTIONS:

<u>Allocated Functions</u>											
3.43	To issue permits for parking places in accordance with Sections 32(1) and 35(1) of the Road Traffic Regulation Act 1984.										
3.44	To take appropriate action to enforce any statutory charge over premises existing in the Council's favour.										
3.45	<p>Under the Public Health (Wales) Act 2017 authority to:</p> <ul style="list-style-type: none"> • designate an individual performing a special procedure to be licensed - issue a Special Procedures Licence where all the applicable licensing criteria is met • issue an Approval Certificate for a premises or vehicle • renew an Approval Certificate for a premises or vehicle • refuse an Approval Certificate for a premises or vehicle • take reasonable steps for bringing a Voluntary Termination Notice to the attention of appropriate persons • issue a Stop Notice • issue a Remedial Action Notice in respect of a Special Procedures Licence • issue a Remedial Action Notice in respect of an Approved Premises Certificate • issue a Completion Certificate in respect of a Special Procedure Licence or an Approved Premises Certificate • carry out enforcement action and consultation in respect in intimate piercing 7 • issue a Warning Notice under Schedule 3 paragraph 15(3). 										
3.46	To authorise exhumations subject to any necessary consents being first obtained.										
3.47	<p>To do anything which the Council has a power or duty to do under the provisions of the following enactments or any subordinate legislation made thereunder:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Control of Horses (Wales) Act 2014</td> <td style="width: 50%; border: none;">Power to seize, impound and dispose of stray horses</td> </tr> <tr> <td style="border: none;">Mid Glamorgan County Council Act 1987 – Section 15</td> <td style="border: none;">Power to seize and impound stray animals.</td> </tr> <tr> <td style="border: none;">Mid Glamorgan County Council Act 1987 – Section 19</td> <td style="border: none;">Power to serve notice requiring works to party or boundary walls.</td> </tr> <tr> <td style="border: none;">Building Act 1984 – Section 77</td> <td style="border: none;">Power to execute work to dangerous buildings and recover expenses.</td> </tr> <tr> <td style="border: none;">Building Act 1984 – Section 78</td> <td style="border: none;">Emergency measures for dealing with dangerous structures</td> </tr> </table>	Control of Horses (Wales) Act 2014	Power to seize, impound and dispose of stray horses	Mid Glamorgan County Council Act 1987 – Section 15	Power to seize and impound stray animals.	Mid Glamorgan County Council Act 1987 – Section 19	Power to serve notice requiring works to party or boundary walls.	Building Act 1984 – Section 77	Power to execute work to dangerous buildings and recover expenses.	Building Act 1984 – Section 78	Emergency measures for dealing with dangerous structures
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Mid Glamorgan County Council Act 1987 – Section 19	Power to serve notice requiring works to party or boundary walls.										
Building Act 1984 – Section 77	Power to execute work to dangerous buildings and recover expenses.										
Building Act 1984 – Section 78	Emergency measures for dealing with dangerous structures										
3.48	The service of Improvement Notices and Emergency Prohibition Notices under the following statutory provisions:										

	<u>Allocated Functions</u>
	<p>(a) Food Safety Act 1990;</p> <p>(b) Service of Remedial Action Notices, Detention Notices, Hygiene Improvement Notices and Hygiene Emergency Prohibition Notices and making of applications for Hygiene Emergency Prohibition Orders under the Food Hygiene (Wales) Regulations 2006.</p>
3.49	Notwithstanding anything contained in this Scheme of Delegations, the Monitoring Officer has the power to take any action that he considers necessary to protect the Council's interests in relation to any legislation which provides duties or powers upon the Council.
3.50	To conduct age-related surveillance under the Regulation of Investigatory Powers Act 2000
3.51	To approve and execute agreements made pursuant to the Water Industry Act 1991
3.52	To authorise Officers of the Council to appear on behalf of the Council in magistrates' court proceedings in accordance with Section 223 of the Local Government Act 1972 to obtain approval of authorisations and notices under the Regulation of Investigatory Powers Act 2000.
3.53	To apply to the Magistrates' Court for a warrant to enter land under s.196B of the Town and County Planning Act 1990
3.54	To do anything which the Council has the power to do (including the power to serve any notice) that is necessary for the enforcement of any of the provisions contained within the Anti-Social Behaviour, Crime and Policing Act 2014 with the exception of Public Spaces Protection Orders as specified in Part 4, Chapter 2 of the Act.

4. FUNCTIONS ALLOCATED TO THE CORPORATE DIRECTOR – EDUCATION, EARLY YEARS AND YOUNG PEOPLE

CABINET FUNCTIONS:

	<u>Allocated Functions</u>
4.1	To institute proceedings for failures in school attendance pursuant to Section 444 of the Education Act 1996.
4.2	To approve, following appropriate consultation, amendments to the Council's funding formula for schools.
4.3	To make discretionary awards to students in circumstances falling outside normal guidelines considered by finance and awards.
4.4	To determine and authorise expenditure on projects for which specific approval has been granted by the Welsh Parliament.
4.5	To approve the appointment and removal of local authority school governors to the schools within the Borough, in consultation with the Cabinet Member – Education, having regard to the recommendations of the Local Authority Governor Appointments Panel.
4.6	To appoint additional LEA school governors to support schools causing concern.
4.7	To grant and revoke licences to children of compulsory school age regarding child performances in accordance with the Children and Young Persons Act 1963.
4.8	To receive and respond to any published proposals from governing bodies to federate.
4.9	To establish temporary Governing Bodies.
4.10	To issue Fixed Penalty Notices under sections 444A–444C of the Education Act 1996 in respect of failures to secure regular school attendance.
4.11	To approve annually the coordinated school admission arrangements for the relevant year following public consultation.
4.12	To approve the creation of, or changes to, school catchment areas following consultation.
4.13	To approve primary school free breakfast provision, or withdraw the provision, where it would be unreasonable to continue to do so.
4.14	To authorise the continuity of school transport contracts to ensure the health, wellbeing and safety of pupils with Additional Learning Needs in accordance with the Council's Contract Procedure Rules.
4.15	To approve the School Admission Policy for the relevant year following public consultation.

5. FUNCTIONS ALLOCATED TO THE CORPORATE DIRECTOR – SOCIAL SERVICES & WELLBEING

CABINET FUNCTIONS:

	<u>Allocated Functions</u>
5.1	To receive into guardianship persons who are suffering from a mental disorder.
5.2	To approve mental health professionals as having appropriate competence in dealing with persons who are suffering from a mental disorder.
5.3	To exercise powers of a Deputy upon appointment by the Court of Protection.
5.4	To sign on behalf of the Council licences to occupy pursuant to the Care Standards Inspectorate for Wales Domiciliary Care Standards.
5.5	To authorise temporary closures or variations in the opening hours of recreation centres.
5.6	To perform the functions of a Nearest Relative in accordance with the Mental Health Act 1983 upon appointment by the County Court or on the authority of the person who has been identified as the patient's nearest relative.
5.7	To sign a tenancy agreement pursuant to an order of the Court of Protection on behalf of a named individual or individuals who lack capacity under the Mental Capacity Act 2005.
5.8	To authorise, and agree terms for, deferred payment agreements and legal charges under the Social Services and Well-Being (Wales) Act 2014 and authorise the registering of the legal charges at the Land Registry on behalf of the Council.
5.9	To determine and authorise expenditure on projects for which specific approval has been granted by the Welsh Parliament.
5.10	<p>After taking into account any recommendations made by the Bridgend Fostering Panel:</p> <ul style="list-style-type: none"> (a) To approve a person as a foster parent; (b) To decide, following a review, that a foster parent and a foster parent's household continue to be suitable and that the terms of a foster parent's approval continue to be appropriate; (c) To decide, following a review, that the fostering service provider is no longer satisfied that a foster parent and a foster parent's household continue to be suitable or that the terms of a foster parent's approval continue to be appropriate, and either to terminate the approval from a specified date or to determine the revised terms of the approval as the case may be.

5.11	<p>After taking into account any recommendations made by the Bridgend Adoption Panel and any other matters the Council may in its capacity as an adoption agency be obliged to take into account:</p> <p>(a) To decide whether adoption is in a child's best interest, and if it is so decided, whether an application should be made to free the child for adoption and whether an allowance should be paid;</p> <p>(b) To decide whether a prospective adopter is suitable to be an adoptive parent and</p> <p>(c) To decide whether a prospective adopter would be a suitable adoptive parent for a particular child.</p>
5.12	To authorise temporary closures or variations in the opening hours of libraries.
5.13	To undertake the function of the supervisory body for the purposes of the Mental Capacity Act 2005 Deprivation of Liberty Safeguards, and to act as Authorised Signatory when the supervisory body gives an authorisation for deprivation of liberty.
5.14	To authorise and agree terms for licences to occupy pursuant to the Care Standards Inspectorate for Wales Domiciliary Care Standards.
5.15	To assess an individual's eligibility for a badge defined in sections 21-21C of the Chronically Sick and Disabled Persons Act 1970 and where appropriate to issue the badge or process an appeals procedure.
5.16	To do anything which the Council has the power to do (including the power to serve any notice) that is necessary for the enforcement of any of the provisions contained within the Renting Homes (Fees etc) (Wales) Act 2019
5.17	To be the person of appropriate seniority designated by the Council to undertake a review upon any decision pursuant to the provisions of Part VII of the Housing Act 1996 and Part II of the Housing (Wales) Act 2014.
5.18	To determine the award of Mandatory Disabled Facilities Grants and all Discretionary Grants and Loans, and to determine the payment of reasonable and appropriate fees in connection therewith, in accordance with the Private Sector Housing Renewal & Disabled Adaptations Policy, with the exception of the award of Discretionary Disabled Facilities Lifetime Grant.
5.19	To authorise, in appropriate circumstances, the waiver of the prior qualifying period for owner-occupiers and tenants specified in the Bridgend County Borough Council Private Sector Housing Renewal Policy in relation to applications for the various types of grant contained therein
5.20	To consider and adjust the professional fees payable to agents engaged by applicants for any grants administered under the Bridgend County Borough Council Private Sector Housing Renewal Policy.
5.21	To make discretionary awards to prevent the homelessness of those persons to whom the Authority would otherwise owe a duty to accommodate in accordance with legislation.
5.22	To adjust grant payments in respect of any statutory grants approved under the Local Government and Housing Act 1989 or the Housing Grants, Construction and

	<p>Regeneration Act 1996 and any non-statutory grants approved under the Bridgend County Borough Council Private Sector Housing Renewal Policy where:</p> <ul style="list-style-type: none"> a) Additional works are considered to be necessary which could not have been foreseen at the time of initial approval of the grant; b) Works which were included in the initial approval have been found to be unnecessary
5.23	To authorise and agree the terms of management agreements with Registered Social Landlords or Housing Associations for the provision of supported accommodation, where the Council is providing housing management and/or support services.

6. FUNCTIONS ALLOCATED TO THE CORPORATE DIRECTOR - COMMUNITIES

COUNCIL FUNCTIONS:

	<u>Allocated Functions</u>
6.1	<p>The following provisions together with:</p> <ul style="list-style-type: none"> (a) The power to determine: Council applications including those submitted by the Corporate Director Communities unless a material planning objection has been received; any application where a local Member has expressed a material planning concern and the delegated decision is in line with that concern or no other objection has been received within the consultation / publicity period and the Chairman of the Development Control Committee does not consider it necessary to report the application to Committee; any application submitted by a Member, a Chief Officer, or any officer reporting directly to the Chief Officer, or any officer in the Development or Highway Services Departments involved in processing/commenting upon applications (or the spouse or partner of any of these) if a material planning objection has not been received. (b) The power to determine all planning applications and applications for reserved matters approval, advertisement consent, listed building consent, conservation area consent, applications for Tree Preservation Order consent and applications under the High Hedges regulations submitted to the Council except applications falling within any of the categories of excepted applications from time to time prescribed by the Council; (c) The power to determine planning applications in accordance with the scheme approved for the time being by the Council;

<p>(d) The power to enter into Section 106 Planning Obligations on applications delegated to the Corporate Director in conjunction with the Monitoring Officer</p> <p>(e) The power to agree and make minor changes to Section 106 Agreements which have been agreed by the Development Control Committee in conjunction with the Monitoring Officer and subject to the discretion of the Chair of the Development Control Committee.</p>	
<u>Provision</u>	<u>Summary of Effect</u>
The Town and Country Planning Act 1990	To deal with non-material and minor amendments to planning applications under S.96A and S.73
Land Compensation Act 1961 – Section 17	To determine in consultation with the Monitoring Officer applications for Certificate of Appropriate Alternative Development
Listed Buildings Act 1990 – Section 38	To issue listed building enforcement notice.
Planning and Compensation Act 1991	To determine in consultation with the Monitoring Officer Certificates of Lawfulness.
Sections 196A, 196B, 196C, 214, 214B, 214C, 214D and 324 of the Town and Country Planning Act 1990 (as amended) Section 88 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) Sections 131 and 152 of the Historic Environment (Wales) Act 2023 Section 106 of the Infrastructure (Wales) Act 2024 Section 95 Building Act 1984 (as amended) Sections 219 to 225 and 289 of the Highways Act 1980 (as amended) Schedule 3, Part 2 of the Environmental Protection Act 1990 (as amended) Section 36 of the Planning (Hazardous Substances) Act 1990 (as amended) Section 51 of the Countryside and Rights of Way Act (CROW) 2000 Sections 28 and 51 of the Wildlife and Countryside Act 1981 (as amended) Sections 108 & 109 of the Environment Act 1995	To issue written authorisation to appropriate officers to enable them to exercise powers of entry.
Town and Country Planning Act 1990 – Section 330	To issue notices requiring information as to interests in land.
Town and Country Planning (General Permitted Development) Order 1995 – Class A of Part 6 of Schedule 2 to the Order	To determine applications for prior approval in respect of agricultural buildings and operations.
Town and Country Planning (General Permitted Development) Order 1995 – Class A of Part 7 of Schedule 2 to the Order	To determine applications for prior approval in respect of forestry buildings and operations.

	Town and Country Planning (General Permitted Development) Order 1995 – Class A of Part 24 of Schedule 2 to the Order	To determine applications for prior approval in respect of development by Telecommunications Code System Operators.
	Town and Country Planning (General Permitted Development) Order 1995 – Class A of Part 31 of Schedule 2 to the Order	To determine applications of prior approval of demolition of buildings.
	Town and Country Planning Act 1990 – Section 207	The service of tree replacement notices.
	The Town and Country Planning (Development Management Procedure)(Wales) Order 2012 – Article 23	To authorise works in compliance with conditions imposed on planning permissions.
	The Town and Country Planning (Environmental Impact Assessment (Wales) Regulations 2017	To determine whether planning applications should be subject to an environmental assessment.
	Town and Country Planning Act 1990 – Section 171C	The service of planning contravention notice and consideration of any offers or representations made in person in response to such a notice.
	Town and Country Planning Act 1990 – Section 172	The issue of enforcement notices.
	Town and Country Planning Act 1990 – Section 183	The service of stop notices.
	Town and Country Planning Act 1990 – Section 171E	The service of temporary stop notices.
	Town and Country Planning Act 1990 – Section 187A	The service of breach of condition notices.
	Town and Country Planning Act 1990- Section 171A	The service of an Enforcement Warning Notice
	Town and Country Planning Act 1990 – Sections 199 and 201	The power to make a tree preservation order and to include in the order a direction that it shall take effect immediately without previous confirmation.
	Town and Country Planning Act 1990 – Section 333(7)	The power to vary or revoke Tree Preservation Orders in appropriate cases.
	To make emergency Article 4 Directions under the Town and Country Planning (General Permitted Development) Order 1995	To make an emergency Article 4 (2) Direction in Conservation Areas where there is an imminent threat of harm to the character or appearance of Conservation Areas.
<u>Allocated Functions</u>		
6.2	In consultation with the Monitoring Officer to determine applications for the use of retail units at the Designer Outlet Village, Bridgend, outside the terms of the agreement concluded under section 106 of the Town and Country Planning Act 1990.	
6.3	To exercise any power conferred upon the Council to recover expenses incurred by it as a result of the exercise of any of the powers hereby delegated to him by this Scheme of Delegation.	

6.4	To authorise the service of Building Preservation Notices on the owners and occupiers of buildings pursuant to the Planning (Listed Buildings and Conservation Areas) Act 1990, Sections 3 and 4 and the Historic Environment (Wales) Act 2016, Section 25.	
6.5	To discuss and express views on behalf of the Council on the development of Strategic Planning Guidance for South East Wales and Waste Planning Policy for South West Wales with other persons and bodies involved in the formulation of national and regional planning policies.	
6.6	Upon being consulted, to provide formal observations, including, where appropriate, objections to neighbouring planning authorities in respect of documents prepared by them to meet requirements of the Planning and Compulsory Purchase Act 2004.	
6.7	To provide observations to other authorities when the Council is consulted on planning applications in neighbouring areas, and to provide a Local Impact Report to the Planning Inspectorate Wales on a Development of National Significance within Bridgend County Borough Council and there is insufficient time to report such proposals to the Council, such observations to be subsequently report to Council for information.	
6.8	To exercise the powers relating to the protection of important hedgerows conferred upon the Council by the Hedgerows Regulations 1997.	
6.9	To confirm unopposed tree preservation orders under Section 199 of the Town and Country Planning Act 1990.	
6.10	<p>To do anything which the Council has a power or duty to do (including the power to serve any notice) that is necessary for the enforcement of any of the provisions contained in the enactments listed below and any Orders, Regulations or other Instrument made thereunder or relating thereto or any modification or re-enactment of the foregoing and to recommend to the Monitoring Officer the institution of any civil or criminal proceedings arising from any breach of those provisions or that is necessary for the enforcement of any of those provisions:</p> <p>Town and Country Planning Act 1990 Planning (Wales) Act 2015 Criminal Justice Act 2003 Police and Criminal Evidence Act 1984 Town and Country Planning (Control of Advertisements) Regulations 1992 Town and Country Planning (General Permitted Development) Order 1995 Town and Country Planning (Trees) Regulations 1999 Planning (Listed Buildings and Conservation Areas) Act 1990 Historic Environment (Wales) Act 2016</p>	
6.11	To do anything which the Council has a power or duty to do under the provisions of the following enactments or any subordinate legislation made thereafter:	
	<u>Provision</u>	<u>Summary of Effect</u>

Planning (Listed Buildings and Conservation Areas) Act 1990 – Section 2 and Historic Environment (Wales) Act 2016 – Section 26	Power to publish lists of listed buildings
Planning (Listed Buildings and Conservation Areas) Act 1990 – Section 3 and Historic Environment (Wales) Act 2016 – Section 24	Power to serve notice of listing on owner and occupier
Planning (Listed Buildings and Conservation Areas) Act 1990 – Section 3 and Historic Environment (Wales) Act 2016 – Section 25	Power to temporarily list a building by serving a Building Preservation Notice
Planning (Listed Buildings and Conservation Areas) Act 1990 – Sections 54-60 and Historic Environment (Wales) Act 2016 – Sections 30 and 31	Power to execute urgent works to preserve a listed building and to recover expenses
Planning (Listed Buildings and Conservation Areas) Act 1990 – Sections 57-58	Power to determine applications for grant assistance towards repair or maintenance of historic buildings
Planning (Listed Buildings and Conservation Areas) Act 1990 – Section 76	Power to execute urgent works and preserve an unoccupied building in a conservation area and to recover expenses
Planning (Listed Buildings and Conservation Areas) Act 1990 – Sections 79-80	Power to determine applications for grant assistance towards repair or maintenance of historic buildings in a town scheme
Planning (Listed Buildings and Conservation Areas) Act 1990 – Section 44A and the Historic Environment (Wales) Act 2016 – Section 29	Power to serve a Temporary Stop Notice on a person who appears to the authority to be executing the works or causing them to be executed or have an interest in the building

CABINET FUNCTIONS:

	<u>Allocated Functions</u>
6.12	To enter into agreements to enable highways to become maintainable at the public expense in accordance with Part IV of the Highways Act 1980.
6.13	To do anything which the Council has a power or duty to do (including the power to serve any notice) that is necessary for the enforcement of any of the provisions contained in the enactments listed below (other than any of those provisions the enforcement of which is not a Cabinet function), and to recommend to the Monitoring Officer the institution of criminal proceedings arising from any breach of those provisions: <ul style="list-style-type: none"> Anti-Social Behaviour Act 2003 Births and Deaths Registration Act 1926 Burial Act 1857 Clean Neighbourhoods & Environment Act 2005 Controlled Waste (England and Wales) Regulations 1992 Cremation Acts 1902 and 1952 Environmental Protection Act 1990 Health and Safety at Work Act 1974 Local Authorities Cemeteries Order 1977 Local Government Act 1972

	<p>Local Government (Miscellaneous Provisions) Act 1982 Mid Glamorgan County Council Act 1987 Refuse Disposal (Amenity) Act 1978</p>
6.14	To exercise the Council's powers under Sections 3, 4, 5 and 6 of the refuse Disposal (Amenity) Act 1978 to remove and dispose of abandoned vehicles and to recover the expenses connected therewith.
6.15	To determine applications for grant assistance under the Inner Urban Areas Act 1978 for improvements to properties in Industrial and Commercial Improvement Areas in accordance with the rules approved by or on behalf of the Council.
6.16	To represent the Council on the development of strategic waste planning policies at inter-authority meetings.
6.17	In consultation with the Monitoring Officer to approve service level agreements with Natural Resources Wales, Glamorgan Gwent Archaeological Trust, Groundwork Bridgend and Coed Cymru.
6.18	<p>To authorise the making of orders relating to highways (other than Orders under s. 257 of the Town and Country Planning Act 1990) and the confirmation, modification or variation thereof in accordance with the provisions contained in the following enactments:</p> <p>Cycle Tracks Act 1984 Highways Act 1980 Road Traffic Act 1991 Road Traffic Regulation Act 1984 Road Traffic Regulation (Special Events) Act 1994 Town and Country Planning Act 1990 Town Police Clauses Act 1847 Wildlife and Countryside Act 1981</p>
6.19	To take any action as is necessary to declare highways to be maintainable at the public expense including where considered appropriate accepting requests for dedication of highways.
6.20	To undertake and maintain all works (including alteration and removal where necessary) for highway purposes in accordance with Part V of the Highways Act 1980, and to enter into any agreements in respect of any of the works referred to in Part V of the Highways Act 1980.
6.21	To provide services and amenities over a highway and to give consents to other parties as to execution of works and use of objects in accordance with Part VIIA of the Highways Act 1980.

6.22	To take such action as is necessary to prevent or remove the unlawful interference with, annoyance or nuisance upon, or obstruction of highways including the service of relevant notices where appropriate.
6.23	To give consent where required for interference with or obstruction of a highway in accordance with Part IX of the Highways Act 1980.
6.24	To exercise all powers contained in Part XI of the Highways Act 1980 (other than the power contained in Section 205 of that Act) as to making up of Private Streets including powers to enter into agreements and the issuing of notices and determination of payments together with any consents or permissions required.
6.25	To exercise any power conferred upon the Council where legislation provides to recover expenses incurred by it as a result of the exercise of any of the powers hereby allocated to them.
6.26	To take such action as is necessary to stop up private means of access to the highway in accordance with Part VIII of the Highways act 1980.
6.27	To take such action as is necessary to enforce the provisions of the Coast Protection Act 1949.
6.28	<p>To do anything which the Council has a power or duty to do that is necessary for the enforcement of any of the provisions contained in the enactments listed below and any Orders, Regulations or other Instrument made thereunder or relating thereto or any modification or re-enactment of the foregoing (other than any of those provisions the enforcement of which is not a Cabinet function) and to recommend to the Monitoring Officer the institution of criminal proceedings arising from any breach of those provisions:</p> <ul style="list-style-type: none"> Animals Act 1971 Coast Protection Act 1949 Highways Act 1980 Countryside and Rights of Way Act 2000 Land Drainage Act 1991 Mines and Quarries (Tips) Act 1969 National Parks and Access to the Countryside Act 1949 – Section 57 New Roads and Street Works Act 1991 – Part III Reservoirs Act 1975 Road Traffic Act 1991 Road Traffic Regulation Act 1984 Road Traffic Regulation (Special Events) Act 1994 Town and Country Planning Act 1990 Town Police Clauses Act 1847 Transport Act 1985 Transport Act 2000 Wildlife and Countryside Act 1981
6.29	To authorise the making of emergency Traffic Orders under the Road Traffic Regulation Act 1984.

6.30	To authorise the making of Orders and the issue of Notices under Section 14 of the Road Traffic Regulation Act 1984.
6.31	To do anything which the Council has a power or duty to do under the provisions of the following enactments or any subordinate legislation made thereunder:

	Provision	Summary of Effect
	Building Act 1984 – Section 77	Power to execute work to dangerous buildings and recover expenses.
	Building Act 1984 – Section 78	Emergency measures for dealing with dangerous structures
	Flood and Water Management Act 2010 (Schedule 3)	Powers to deal with any matter arising under the Act to do with Sustainable Drainage Schemes and the Council acting as Sustainable Drainage Schemes Approval Body except where a Contract or Deed is required when powers must be exercised in consultation with the Monitoring Officer.
	Highways Act 1980 – Section 37	Provision whereby highway created by dedication may become maintainable at public expense.
	Highways Act 1980 - Section 38	Power of highway authorities to adopt by agreement.
	Highways Act 1980 – Section 57	Default powers of highway authorities in respect of non-repair of privately maintainable highways.
	Highways Act 1980 – Section 59	Recovery of expenses due to extraordinary traffic.
	Highways Act 1980 – Section 73	Power to prescribe improvement line for widening street
	Highways Act 1980 – Section 74	Power to prescribe Building Line.
	Highways Act 1980 – Section 122	Power to make temporary diversion where highway about to be repaired or widened.
	Highways Act 1980 – Section 146	Duty to maintain stiles etc. on footpaths and bridleways.
	Highways Act 1980 – Section 147	Power to authorise the erection of stiles etc. on footpaths and bridleways.
	Highways Act 1980 – Section 278	Contributions towards highway works by persons deriving special benefit from them.
	Highways Act 1980 – Section 286	Power to require angles of new buildings at corners of street to be rounded off.
	Highways Act 1980 – Section 287	Power to erect barriers in streets in cases of emergency etc.
	Highways Act 1980 – Section 288	Power to require gas and water pipes to be moved
	Highways Act 1980 – Section 289	Powers of entry of Highway Authority for purposes of survey.
	Highways Act 1980 – Section 290	Supplementary provisions as to powers of entry for the purpose of survey.
	Highways Act 1980 – Section 291	Powers of entry of highway authority for purpose of maintaining, etc., certain structures and works.

	<u>Provision</u>	<u>Summary of Effect</u>
	Highways Act 1980 – Section 292	Compensation for damage resulting from, and offences connected with, exercise of powers of entry etc. under Section 289 or 291.
	Highways Act 1980 – Section 293	Powers of entry for purposes connected with certain orders relating to footpaths and bridleways.
	Highways Act 1980 – Section 294	Entry etc., of premises by highway authority or council for certain purposes.
	Highways Act 1980 – Section 295	Power of councils to dispose of certain materials.
	Highways Act 1980 – Section 297	Power of highway authority or council to require information as to ownership of land.
	Highways Act 1980 – Section 305	Recovery of expenses by Councils and highway authorities.
	Local Government (Miscellaneous Provisions) Act 1976 – Sections 23 and 24.	Powers to deal with dangerous trees.
	Local Government (Miscellaneous Provisions) Act 1976 – Sections 25 and 26.	Powers to deal with dangerous excavations.
	Mid Glamorgan County Council Act 1987 – Section 10	Power to serve notice to reduce the emission of dust etc. from building operations.
	Mid Glamorgan County Council Act 1987 – Section 11	Power to serve notice to reduce dust from movement of coal.
	Mid Glamorgan County Council Act 1987 – Section 12	Power to weatherproof walls.
	Mid Glamorgan County Council Act 1987 – Section 13	Power to approve of plans etc. of retaining walls.
	Mid Glamorgan County Council Act 1987 – Section 14	Power to approve plans etc. of new sewers and to serve notices on persons submitting plans etc.
	Mid Glamorgan County Council Act 1987 – Section 17	Power to make an order prohibiting the use of residential streets for parking by heavy vehicles.
	Mid Glamorgan County Council Act 1987 – Section 19	Power to serve notice requiring works to party or boundary walls.
	Mines and Quarries (Tips) Act 1969	Inspections and powers in relation to tips.
	National Parks and Access to the Countryside Act 1949 – Section 57	Penalty for displaying on public paths notices deterring public use.
	New Roads and Street Works Act 1991 – Part III	Control of street works by public utilities undertakers pursuant to a statutory right or street works licence
	Reservoirs Act 1975	Inspection and registration of reservoirs.
	Road Traffic Regulation Act 1984 – Section 14(1)	Powers to restrict vehicles using a road.

	<u>Provision</u>	<u>Summary of Effect</u>
	Wildlife and Countryside Act 1981 – Section 61	Ploughing of public rights of way.

<u>Allocated Functions</u>	
6.32	<p>To do anything which the Council has a power or duty to do that is necessary for the enforcement of any of the provisions contained in the enactments listed below and any Orders, Regulations or other Instrument made thereunder or relating thereto or any modification or re-enactment of the foregoing (other than any of those provisions the enforcement of which is not a Cabinet function) and to recommend to the Monitoring Officer the institution of criminal proceedings arising from any breach of those provisions:</p> <p>Building Act 1984 Burial Act 1857 Clean Neighbourhoods and Environment Act 2005 Flood and Water Management Act 2010 Health and Safety at Work etc. Act 1974 Highways Act 1980 Mid Glamorgan County Council Act 1987 Public Health Act 1961 Road Traffic Acts 1988 and 1991</p>
6.33	<p>To do anything which the Council has a power or duty to do under the provisions of the Building Regulations and of the Building Act 1984 regarding the passing (with or without conditions) or rejection of deposited plans, the giving of notices that deposited plans are of no effect and the removal or alteration of offending work.</p>
6.34	<p>To undertake the following functions:</p> <p>Notification of Burials under Births and Deaths Registration Act 1926 Memorial Permits under the Local Authorities Cemeteries Order 1977 Notice of Intention to Remove Abandoned Vehicles under the Refuse Disposal (Amenity) Act 1978 Enforcement of provisions of the Refuse Disposal (Amenity) Act 1978; Section 132 of the Highways Act 1980; the Environmental Protection Act 1990; Section 224 of the Town & Country Planning Act 1990; the Anti-Social Behaviour Act 2003; and the Clean Neighbourhoods and Environment Act 2005.</p>
6.35	<p>To enter into agreements to create footpaths, bridleways or restricted byways in accordance with section 25 of the Highways Act 1980.</p>
6.36	<p>To make arrangements for the establishment, alteration and removal of pedestrian crossing facilities in accordance with Section 23 of the Road Traffic Regulation Act 1984.</p>
6.37	<p>To appoint officers from the Communities Directorate to be the Secretary and the Deputy Secretary of the Bridgend Local Access Forum.</p>

6.38	To undertake the process laid down in the Countryside Access (Local Access Forums) (Wales) Regulations 2001 to seek nominations for membership of the Bridgend Local Access Forum;
6.39	To appoint, following discussions with the Head of Neighbourhood Services and the Bridgend Local Access Forum Secretary appropriate applicants to be members of the Bridgend Local Access Forum.
6.40	To approve applications for Industrial Estates Improvement Programme grants under £60,000.00.
6.41	To exercise the powers conferred upon the Council under the Commons Act 1899 or any other statutory provision in respect of regulated commons, other than the power to make, revoke or alter any byelaws.
6.42	To exercise any power conferred upon the Council relating to the adoption and management of Open Space Land, Parks (enclosed) and Playing Fields, including equipped children's play areas, sports pavilions and associated recreational buildings.
6.43	To enter into agency agreements with Town and Community Councils under section 43 of the Highways Act 1980 for the maintenance of public rights of way.
6.44	To determine applications for Definitive Map Modification Orders made under the Wildlife and Countryside Act 1981, to either formally approve applications or to formally reject applications where there is insufficient evidence to support the allegation that the Definitive Map and Statement for Bridgend is incorrect.
6.45	To determine all applications and administrative arrangements in respect of designated grounds and regulated stands under the Safety of Sports Ground Act 1975 and to issue prohibition notices under Section 10 of the Act.
6.46	To determine applications by tenants for the Council's consent as landlord for: <ul style="list-style-type: none"> (a) the assignment of their leasehold interests; (b) the subletting or parting with possession of the whole or part of the premises let; (c) the change of use of the premises let provided the proposed use: <ul style="list-style-type: none"> (i) falls within the same use class as defined in the Town and Country Planning (Use Classes) Order 1987 as the current use or (ii) is a change of use for which planning permission has been granted either specifically or by the Town and Country Planning (General Permitted Development) Order 1995 subject to any arrears of rent being paid and any other breaches of covenant being remedied; (d) the creation of a mortgage or charge over their leasehold interests; (e) the making of internal and external alterations and the erection of additions and extensions subject to the tenant obtaining all necessary statutory consents and complying with such other conditions as may be considered appropriate. (f) the surrender of an underlease

6.47	To authorise the grant of a lease or tenancy in circumstances in which the identity of the proposed tenant has changed since the terms of the transaction were approved by or on behalf of the Council.
6.48	To authorise and agree terms for the letting of all properties by or to the Council (including the rent payable) at a rent not exceeding £100,000 per annum.
6.49	To approve the settlement of statutory compensation claims.
6.50	To appoint Estate Agents to market for sale any Council land or buildings in accordance with the Contract Procedure Rules.
6.51	To authorise, and agree terms for, the disposal of land and buildings whether by way of a freehold sale or the grant of a lease in consideration of the payment of a premium at best consideration having an estimated value not exceeding £1,000,000.
6.52	To authorise, and agree terms for, the disposal of land and buildings having an estimated value not exceeding £50,000, at an undervalue where it is considered that: The disposal is in the interests of the economic, social or environmental wellbeing of the whole or any part of the Authority's area, or any or all persons resident or present in the Authority's area; and the disposal is in accordance with the Authority's approved Disposal Strategy and Community Asset Transfer Guidance; and the disposal is not in breach of any subsidy control rules.
6.53	To agree terms for the renewal of all leases granted by or to the Council.
6.54	To authorise and agree terms for the grant of easements and wayleaves and of licences to occupy land and buildings by or to the Council.
6.55	To make planning applications in respect of land which the Council is proposing to dispose of.
6.56	To arrange for title indemnity insurance in suitable circumstances.
6.57	To authorise the service of notices terminating leases or tenancies (including Those of business premises covered by Part II of the Landlord and Tenant Act 1954) where the Council does not oppose the grant of a new lease or tenancy.
6.58	To authorise the service of notices terminating leases and tenancies (other than those relating to business premises covered by Part II of the Landlord and Tenant Act 1954 where it is not intended to oppose the grant of a new lease or tenancy) and of notices to remedy breaches of covenant.

6.59	To recommend the commencement of forfeiture or other legal proceedings against lessees / tenants to the Monitoring Officer.
6.60	To authorise the service of appropriate notices and counter notices and the taking of any other steps required to protect the Council's interests as lessor or lessee.
6.61	To authorise and agree lodging and settling rating appeals submitted by or on behalf of the Council.
6.62	To authorise and agree the release of restrictive covenants in favour of or binding the Council.
6.63	To authorise and agree terms for the surrender of leases by or to the Council, including the payment or receipt of a premium.
6.64	To authorise and agree terms for the resolution of dilapidation claims made by or against the Council.
6.65	To authorise and agree terms for the acquisition of land or buildings having an estimated capital or annual value not exceeding £500,000.
6.66	To approve the variation of existing lease terms.
6.67	To appoint an expert or arbitrator to determine a rent review or any dispute under the provisions of an existing lease where the estimated cost of so doing does not exceed £500,000.
6.68	To authorise the creation of permissive paths on any Council owned land, in consultation with any holding department
6.69	To authorise the dedication of a public right of way (namely a public footpath, public bridleway, or restricted byway) on any Council owned land, in consultation with any holding department.
6.70	To authorise the closure of public paths or access land and the enforcement of any contravention as provided for in any regulations made under the Public Health (Control of Disease) Act 1984.
6.71	To issue and serve statutory notices, in accordance with the Road Traffic Regulation Act 1984, requisitioning information.

6.72	<p>To determine applications by freeholders for the Council's consent :</p> <ul style="list-style-type: none"> (a) as covenantee where the Council has the benefit of covenants affecting the freeholder's property; (b) as mortgagee where there is a mortgage registered against the freeholder's property in favour of the Council; (c) where the Council's consent is required in accordance with a restriction registered against the freeholder's property in favour of the Council.
6.73	<p>To authorise and agree terms for a deed of covenant on any land or buildings having an estimated capital or annual value not exceeding £500,000.</p>
6.74	<p>To decide that the rent review provisions contained in a lease of property in the Council's ownership should not be implemented when a rent review is deemed inappropriate due to special circumstances.</p>
6.75	<p>To agree the terms of all rent reviews relating to properties leased by and to the Council</p>
6.76	<p>To issue and serve Advance Payments Code Notices in accordance with the Highways Act 1980.</p>
6.77	<p>To issue community protection notices under section 43 of the Anti-Social Behaviour, Crime and Policing Act 2014.</p>
6.78	<p>To issue fixed penalty notices under section 52 of the Anti-Social Behaviour, Crime and Policing Act 2014.</p>



Bridgend County Borough Council

Contract Procedure Rules

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1. INTERPRETATION

1.1 In these Contract Procedure Rules:

“Act” means the Procurement Act 2023.

"Appropriate Chief Officer" means whichever of the following is responsible in any particular case for inviting tenders or placing an official order:

Chief Executive

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

Corporate Director – Education and Family Support

Corporate Director – Social Services and Wellbeing

Corporate Director – Communities.

This definition also includes any Officer to which functions have been delegated under the Council’s Scheme of Delegation of Functions.

“Cabinet” means the executive body of the Council established in accordance with Part II of the Local Government Act 2000.

“Cabinet Functions” means the functions for which the Cabinet is responsible.

“Cabinet Members” means the leader and the members of the Cabinet.

"Chief Finance Officer" means the nominated Section 151 officer under the Local Government Act 1972 for the time being having statutory responsibility for the administration of the Council's financial affairs.

“Commissioning Form” means a document that requires completion by the client before going out to tender or to obtain quotations unless a Cabinet Report has been approved a copy of which can be found on the Corporate Procurement Page.

“Contract” means any form of contract or agreement entered into by the Council with any other party for the supply of goods, services or works, or any combination thereof.

“Contractor” means any person or organisation that undertakes a Contractual relationship with the Council.

“Contract Manager” means the officer with responsibility for the management of the Contract in accordance with Rule 26.

“Contract Value” means the total value of the Contract as calculated in accordance with CPR 2.2.

“Corporate Contracts Register” means a live database of Contracts.

“Corporate Procurement Manager” means the lead Officer for the Corporate Procurement Unit, who has functional responsibility for the delivery of Procurement strategy and guidance.

“Council” means the Bridgend County Borough Council.

“Data Protection Legislation” means (i) the UK GDPR and any applicable national implementing Law, as amended from time to time; (ii) the Data Protection Act 2018 to the extent that it relates to processing of personal data and privacy; and (iii) all applicable law about the processing of personal data and privacy.

“Dynamic Market” means a list of pre-selected suppliers, compliantly procured, which may be used to run a further competition for a requirement.

“Form of Tender” means a covering document signed by the tenderer to indicate that it understands the tender and accepts the terms and conditions and other requirements of participating in the exercise a copy of which can be found on the Corporate Procurement Page.

“Framework Agreement” means an agreement between one or more contracting authorities and one or more suppliers, that provides for the future award of Contracts by a contracting authority to the supplier or suppliers.

“Internal Providers” means an organisation managed, funded and staffed by the Council, which provides a service to various directorates and schools as its core business.

“Legal Requirements” means all UK and Welsh law that governs and or relates to the procurement of goods, services and works and the letting of concession contracts.

“Light Touch Contracts” means a contract for services of the type listed in Schedule 1 of the Regulations. Examples include contracts for health, social and related services.

“Monitoring Officer” means the officer for the time being designated as such under Section 5 of the Local Government and Housing Act 1989.

“Most Advantageous Tender” (MAT) means the tender that the Council considers satisfies its requirements and best satisfies the award criteria set by the Council that reflect qualitative, technical and sustainable aspects of the tender submission as well as price.

“Parties” means collectively the Council and any other party or parties entering into a Contract.

“Regulations” means the Procurement (Wales) Regulations 2024.

“Social Value” means the wider financial and non-financial impacts that procurements may have in addition to the core delivery of the contract. This may

include the wellbeing of individuals and communities, social capital and the environment.

“Threshold” means the threshold amounts prescribed by the Act above which the procurement of the Contract becomes a ‘covered procurement’ as defined by section 1 of the Act. The thresholds are set out in Schedule 1 of the Act and are different for goods and services, works, Light Touch and concession contracts.

"Trade Journal" means a newspaper or journal circulating among such persons or bodies as undertake Contracts of the category for which tenders are to be invited.

“UK GDPR” means the UK General Data Protection Regulation.

- 1.2 Words importing the singular shall include the plural and vice versa.
- 1.3 Any reference to any statutory provision shall include reference to any statutory modification amendment or re-enactment thereof and any subordinate legislation made under them.

2. COMPLIANCE WITH CONTRACT PROCEDURE RULES AND LEGAL REQUIREMENTS

2.1. Every Contract shall:

- 2.1.1. Comply with the Council’s Constitution, including in particular the Financial Procedure Rules, the Scheme of Delegation of Functions and these Contract Procedure Rules.
- 2.1.2. Comply with all relevant statutory provisions including in particular, but not limited to:
 - (a) the Act and the Regulations,
 - (b) the Local Government Act 1988,
 - (c) the Local Government (Contracts) Act 1997,
 - (d) the Local Government Act 1999,
 - (e) the Equality Act 2010,
 - (f) the Modern Slavery Act 2015,
 - (g) all relevant employment law,
 - (h) Data Protection Legislation,
 - (i) Social Partnership and Public Procurement (Wales) Act 2023.

Where there is any conflict between the requirements of these CPR’s and any relevant statutory provisions, the statutory provisions take precedence.

- 2.1.3. Be consistent with the highest standards of integrity, having regard to the Bribery Act 2010.
- 2.1.4. Ensure fairness in allocating public Contracts.

- 2.1.5. Support the Council's corporate and departmental aims and policies and comply with any Council policy.
 - 2.1.6. Be procured with regard to the Wales Procurement Policy Statement (WPPS), published by Welsh Government from time to time.
 - 2.1.7. Be procured in accordance with all procurement planning guidance issued by the Corporate Procurement Manager.
 - 2.1.8. Be procured in accordance with the Contractor Safeguarding Protocol.
- 2.2. For the avoidance of doubt, the Appropriate Chief Officer shall ensure that where the estimated Contract Value or amount of a proposed Contract (or series of Contracts) is likely to be equal to or to exceed the Threshold, then the tendering procedures to be adopted must be in accordance with the Act and Regulations. The Contract value shall be estimated in accordance with Schedule 3 of the Act, shall be inclusive of VAT and shall include the value of any extensions and other options provided for in the Contract. Where the value is unable to be estimated (for example because the duration of the Contract is unknown), the Contract must be treated as being above the Threshold amount.
 - 2.3. The Appropriate Chief Officer must consider whether any Contract for the procurement of works, goods or services may be provided under more than one contract and awarded by reference to lots. If the contract is not subdivided into lots, reasons for this decision must be provided in the Tender Notice.
 - 2.4. It shall be a condition of any contract between the Council and any person (not being an Officer of the Council) who is required to supervise a Contract on the Council's behalf that, in relation to the Contract, they shall comply with the requirements of these Contract Procedure Rules and the Council's Financial Procedure Rules.
 - 2.5. The Monitoring Officer with the agreement of the Chief Finance Officer may issue procurement guidance or protocols, and all Chief Officers and Contract Managers shall comply with any such guidance or protocol.
 - 2.6. The use of the Council's in-house services and Internal Providers is not covered by or subject to these Contract Procedure Rules. Any contract subsequently let by the in-house services and Internal Providers to sub-contractors must be let in accordance with these Contract Procedure Rules.
 - 2.7. Any failure by officers to comply with any of the provisions of these Contract Procedure Rules or associated guidance adopted by the Council may result in disciplinary action.

- 2.8. Appropriate internal governance approval must be in place (Cabinet or Delegated Authority) before any procurement is carried out on behalf of the Council.
- 2.9. Any dispute regarding the interpretation of these Contract Procedure Rules shall be referred to the Monitoring Officer for resolution in consultation with the Corporate Procurement Manager.
- 2.10. Concession Contracts or Utilities Contracts must also be conducted in accordance with these Contract Procedure Rules.
- 2.11. These Contract Procedure Rules do not apply to Contracts let by school or college governing bodies acting in accordance with their approved schemes of delegation or contract procedure rules.
- 2.12. The Social Partnership and Public Procurement (Wales) Act 2023 (SPPWA) requires the Council to prepare and publish a procurement strategy setting out how the authority intends to carry out public procurement. The procurement strategy must be reviewed each financial year and state how the Council intends to:
 - Ensure that it will carry out public procurement in a socially responsible way, by setting objectives.
 - Take all reasonable steps to meet its socially responsible procurement objectives when it carries out public procurement in relation to any prescribed contract.
 - Make payments due under a contract promptly and, unless this is not reasonably practicable, no later than 30 days after an invoice (or similar claim) is submitted.

The Council must also prepare and publish an annual report which includes:

- A summary of the public procurement exercises during the year for the award of prescribed contracts.
- A statement of the extent to which all reasonable steps were taken to meet the Council's socially responsible procurement objectives.
- A statement of what further steps it will take in future public procurement exercises to meet its socially responsible procurement objectives.
- A summary of the public procurement the authority expects to carry out in the next two financial years.

The Council is also required to publish a contracts register of prescribed public contracts entered into by the authority.

- 2.13. For all Contracts the Council must consider how what is proposed to be procured might improve the economic, social and environmental and cultural well-being of the area and how, in conducting the procurement process, it might act with a view to securing that improvement. The Council must consider the sustainable development principles and the well-being objectives that the Council has adopted in accordance with the Well-being of Future Generations (Wales) Act 2015 and is required to comply with the social partnership duties set out in the SPPWA. Guidance on delivering

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Social Value through procurement is available on the Corporate Procurement Page on the Intranet.

- 2.14. Where appropriate the Council will need to include Social Value requirements proportionate to the value and related to the subject matter of the contract should be considered for inclusion tenders.
- 2.15. Every Contract shall include clauses in a form approved by the Monitoring Officer relating to the following matters:
 - 2.15.1. Data Protection;
 - 2.15.2. Freedom of Information;
 - 2.15.3. Modern Slavery;
 - 2.15.4. Bribery and Corruption;
 - 2.15.5. Equalities and Human Rights;
 - 2.15.6. Welsh Language Standards;
 - 2.15.7. Audit;
 - 2.15.8. Social Public Works clauses in major construction contracts (where required by the SPPWA);
 - 2.15.9. Social Public Workforce clauses in outsourcing services contracts (where required by the SPPWA)

Template provisions for the above matters can be found on the Corporate Procurement Page on the Intranet.

- 2.16. Where a relevant specification issued by the British Standards Institution is current at the date of the procurement all Council specifications shall require as a minimum that the goods and materials used in the execution of the Contract shall be in accordance with that specification or an equivalent.
- 2.17. The Council is a signatory to the UK Steel Charter. The Appropriate Chief Officer must consider whether fulfilment of any of the steps contained within the Charter are applicable to the Contract being procured and if so liaise with the Corporate Procurement Manager to ensure that appropriate provisions are contained within the procurement documents. A copy of the UK Steel Charter can be found on the Corporate Procurement Intranet page.
- 2.18. The Council is a signatory to the Welsh Government Code of Practice – Ethical Employment in the Supply Chain. The Appropriate Chief Officer must ensure that employment practices are considered as part of the procurement process and liaise with the Corporate Procurement Manager to ensure that appropriate provisions are contained within the procurement documents. A copy of the Welsh Government Code of Practice – Ethical Employment in the Supply Chain can be found on the Corporate Procurement Intranet page.
- 2.19. The Council has adopted the principles contained within the Welsh Government Policy on Project Bank Accounts. The Appropriate Chief Officer must consider whether payment through a project bank account (PBA) is appropriate for any construction or infrastructure Contract (or other Contract with a significant sub-contracting supply chain) of over 6 months duration and valued at £2 million or more and where there are sub-contracting opportunities valued at 1% or more of the contract value. The use of payment

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through a PBA for such Contracts will be required unless there are compelling reasons not to do so. The use of payment through a PBA must be applied to all construction and infrastructure projects and any other appropriate contracts valued at £2m or more which are part or fully funded by Welsh Government where the terms of such funding require a PBA to be applied.

- 2.20. Light Touch Contracts remain subject to these Contract Procedure Rules. Above Threshold contracts for Light Touch services are subject to more flexible procurement rules under the Act, as follows:
 - 2.20.1. They may include the needs of the end user in the award criteria - often referred to as 'user choice' and may allow a direct award where:
 - (a) an individual has expressed a preference as to who should supply the services, and
 - (b) the Council considers that it is in the best interests of the individual receiving the services, and
 - (c) approval has been obtained in line with the Waivers requirements set out in Rule 3.2 below.
 - 2.20.2. The requirement to publish a Transparency Notice does not apply to direct awards for user choice contracts.
 - 2.20.3. Minimum procurement timescales for Light Touch Contracts are not mandated.
 - 2.20.4. There is no maximum term specified for a framework that is a Light Touch Contract.
 - 2.20.5. There is no mandatory requirement for a standstill period (though a voluntary standstill period may be applied).
 - 2.20.6. There is no requirement to set, assess and publish KPIs.
 - 2.20.7. There is no requirement to publish a Contract Performance Notice.
 - 2.20.8. There are increased flexibilities for modifications made to Light Touch Contracts during their term (see CPR 3.6).
 - 2.20.9. There is no requirement to publish a Contract Change Notice.
- 2.21. Every Social Care contract shall comply with the requirements of the National Framework for the Commissioning of Care and Support in Wales: Code of Practice and in particular the ten standards, or any updated statutory Code or Guidance as may be issued by Welsh Government from time to time.

3. EXEMPTIONS, WAIVERS, MODIFICATIONS AND PURCHASING ARRANGEMENTS APPROVED BY THE CORPORATE PROCUREMENT MANAGER

Exemptions

3.1. The Contract Procedure Rules do not apply to the situations set out in Rules 3.1.1 to 3.1.7:

- 3.1.1. For the acquisition or disposal of land, buildings or any complete work, or of an interest in or right over any of them, unless the transaction involves entering into a development agreement which would require a procurement process.
- 3.1.2. In the case of professional arrangements in accordance with Schedule 2 of the Act between the Council's Solicitor and Counsel or external Solicitors. The Monitoring Officer will make arrangements to ensure that a record is kept of all such instructions or briefs together with a record of Counsel's/ Solicitors fees.
- 3.1.3. For the carrying out of security works where the publication of documents in accordance with the tendering procedure could prejudice the security of the work to be done, provided the method of tendering has been approved by the Cabinet.
- 3.1.4. Employment Contracts which make an individual a direct employee of the Council.
- 3.1.5. In an emergency situation in which injury or damage to persons or property is threatened in which case the Appropriate Chief Officer may take any necessary action but must report the circumstances and the action taken to the next meeting of the Cabinet.
- 3.1.6. In the case of Contracts for services entered into in pursuance of powers under the National Health Service and Community Care Act 1990, the Children Act 1989, Children's (Leaving Care) Act 2000 and Social Services and Wellbeing (Wales) Act 2014 for the benefit of an individual client, the Corporate Director Social Services and Wellbeing, insofar as it is consistent with the law, will make appropriate arrangements for provision.

Waivers

3.2. Waiver from obtaining quotations or tendering will only apply to the criteria listed in Rules 3.2.1 to 3.2.13 below and any waiver must be obtained, either:

- (a) in respect of any new Contract from the Cabinet where the value of the Contract exceeds £1,000,000; or

- (b) in respect of any new Contract in accordance with the Council's Scheme of Delegation of Functions where the value of the Contract does not exceed £1,000,000.
- 3.2.1 Where no suitable quotes or tenders have been received in response to the Council's procedure for obtaining competitive offers and the Council considers that the award of a contract via that competitive tendering procedure is not possible in the circumstances. This is to include the open procedure, or the competitive flexible procedure where procurement falls within the scope of the Act. In these circumstances, a Contract cannot be awarded to an Excluded Supplier
 - 3.2.2 The Contract concerns the production of a prototype, or supply of other novel goods or services, for the purposes stated in the Act.
 - 3.2.3 The Contract can be provided only by a particular supplier for any of the following reasons:
 - (a) the aim of the procurement is the creation or acquisition of a unique work of art or artistic performance,
 - (b) competition is absent for technical reasons,
 - (c) the protection of exclusive rights, including intellectual property rights,but only, in the case of paragraphs (b) and (c), where no reasonable alternative exist and the absence of competition is not the result of an artificial narrowing down of the parameters of the procurement.
 - 3.2.4 Extreme and unavoidable urgency brought about by events unforeseeable and not caused by any act or omission of the Council and in accordance with the strict conditions contained in the Act.
 - 3.2.5 New works / services, constituting a repetition of existing works/services and ordered in accordance with the strict conditions contained in the Act, subject to approval in accordance with Rule 3.5
 - 3.2.6 For supplies quoted and purchased on a commodity market.
 - 3.2.7 For the purchase of supplies on particularly advantageous terms from a supplier which is undergoing insolvency proceedings as defined by the Act.
 - 3.2.8 Where a tendering procedure is prescribed by legislation.
 - 3.2.9 Contracts which can only be performed by a statutory undertaker.
 - 3.2.10 Where goods, services and works are procured by another public body on behalf of the Council or through collaborative arrangements awarded via the National Procurement Service or the Regional Delivery Group or by the Council through a Contract properly let by another such organisation, then those organisations Procurement /

Contract Procedure Rules will apply subject to compliance with all Legal Requirements.

3.2.11 Strictly in compliance with emergency regulations issued by the UK or Welsh Government under section 42 of the Act which are necessary to—

- (a) protect human, animal or plant life or health, or
- (b) protect public order or safety.

3.2.12 Where the Council has been allocated grant funding and:

- (a) the grant conditions required spend of the grant in too short a time period to procure a Contractor in accordance with the procedural requirements set out in these Contract Procedure Rules,
- (b) there has been no opportunity to commence the procurement prior to the grant award, and
- (c) the spend is below the applicable Threshold amount.

Evidence of the grant application process timeline and basis for urgency will be required to support the approval of any waiver. Where funding conditions provide for the potential of grant funding claw back the prior approval of the Chief Finance Officer must be sought.

3.2.13 Where the Contract is for Light Touch services that are supplied for the benefit of a particular individual and in respect of which the Council would, in awarding a contract for their supply, be required under an enactment to have regard to the views of the individual, or a person providing care to the individual (their “carer”), in relation to who should supply the services, provided that:

- (a) the individual to whom the services are to be supplied or their carer has expressed a preference as to who should supply the services, or the nature of the services to be supplied is such that only one supplier is capable of providing them, and
- (b) the Council considers that it is not in the best interests of the individual to award the contract following a competitive tendering procedure.

3.2.14 Where the Contract is between entities within the public sector as prescribed in Schedule 2 of the Act, including those Contracts where Schedule 2 would be applicable if the Contract Value was not below Threshold.

Modifications to existing Contracts and Framework Agreements

3.3. Contracts and Frameworks Agreements may be modified without the requirement for a new procurement procedure in accordance with Rules 3.3.1 to Rules 3.3.7:

3.3.1. Where the modifications to a Contract or Framework Agreement have been provided for in the contract as awarded and the tender or transparency notice for the award of that contract provided that such modifications would not change the overall nature of the Contract or the Framework Agreement;

3.3.2. Where the modifications to a Contract or Framework Agreement provides for the supply of goods, services or works in addition to the goods, services or works already provided for in the Contract, and where a change of Contractor:

- (a) would result in the supply of goods, services or works that are different from, or incompatible with, those already provided for in the Contract, and
- (b) it is considered that the difference or incompatibility would result in disproportionate technical difficulties in operation or maintenance or other significant inconvenience, and,
- (c) the substantial duplication of costs for the Council;

provided that any increase in price does not exceed 50% of the value of the original Contract;

For the purpose of the calculation of the price the updated figure shall be the reference figure when the Contract includes an indexation clause.

3.3.3. Where all of the following conditions are fulfilled:

- (a) the circumstances giving rise to the modification could not reasonably have been foreseen before the award of the Contract;
- (b) the modification does not alter the overall nature of the Contract;
- (c) the modification would not increase the estimated value of the Contract by more than 50 per cent.

For the purpose of the calculation of the price the updated figure shall be the reference figure when the Contract includes an indexation clause.

3.3.4. Where the Council agrees to a novation or assignment of the Contract to a new supplier that is not an excluded supplier following a corporate restructuring or similar circumstance.

3.3.5. Where the modification is not a substantial modification. A modification shall be considered substantial where one or more of the following conditions is met:

- (a) the modification increases or decreases the term of the contract by more than 10% of the maximum term provided for on award, or
- (b) the modification materially changes the scope of the contract; or
- (c) the modification materially changes the economic balance of the Contract or the Framework Agreement in favour of the Contractor;

A reference to a modification changing the scope of a Contract is a reference to a modification providing for the supply of goods, services or works of a kind not already provided for in the contract.

3.3.6. Where the modification is a 'below-threshold modification'. A modification is considered to be 'below-threshold modification' if:

- (a) the modification would not itself increase or decrease the estimated value of the Contract by more than 10% for service and supply Contracts and 15% for works Contracts, and
- (b) the aggregated value of below-threshold modifications would be less than the Threshold amount for the type of Contract, and
- (c) the modification would not materially change the scope of the Contract.

For the purposes of CPR 3.3.6 (b), where several successive modifications are made, the 'aggregated value of below-threshold modifications' is the amount of the estimated value of the contract after modification that is attributable to below-threshold modifications.

A reference to a modification changing the scope of a Contract is a reference to a modification providing for the supply of goods, services or works of a kind not already provided for in the contract.

3.3.7. Where the Council considers that a known risk has materialised that was not caused by any act or omission of the Council or the Contractor and:

- (a) because of that fact, the Contract cannot be performed to the satisfaction of the Council, and
- (b) the modification goes no further than necessary to remedy that fact, and

- (c) awarding a further contract (instead of modifying the contract) would not be in the public interest in the circumstances, and
- (d) the modification would not increase the estimated value of the Contract by more than 50 per cent, ignoring, for the purpose of estimating the value of the Contract, the fact that the risk has materialised.

For the purposes of CPR 3.3.7, a “known risk” means a risk that the Council considers:

- (i) could jeopardise the satisfactory performance of the Contract, but
- (ii) because of its nature, could not be addressed in the Contract as awarded, and
- (iii) was identified in the tender or transparency notice for award of the Contract, by reference to the matters set out in subparagraphs 3.3.7(a) to (d) above.

In considering whether awarding a new contract would be in the public interest, the Council:

- (1) must consider whether a new contract could provide more value for money, and
- (2) may consider technical and operational matters.

3.4. Where several successive modifications are made:

- 3.4.1. the limitations imposed by the proviso at the end of Rule 3.3.2 and by Rule 3.3.3(c) shall apply to the value of each modification; and
- 3.4.2. such successive modifications shall not be aimed at circumventing the Act.

3.5. Before modifying an above Threshold Contract or when a modification will take the Contract Value above the Threshold, the Council must publish a Contract Change Notice in accordance with Section 75 of the Act, except where:

- 3.5.1. The modification increases or decreases the estimated value of the contract in the case of goods/services by less than 10% or in the case of works by less than 15%, or
- 3.5.2. The modification increases or decreases the term of the contract by less than 10%.

Such notice shall contain the information set out in Regulation 40 of the Regulations.

3.6. Light Touch Contracts may be modified without reference to the conditions set out in 3.1 to 3.5, subject to the necessary approvals set out in CPR 3.7.

3.6A These Contract Procedure Rules reflect the requirements of the Act and Regulations and will be applicable for all relevant procurements commenced after the Act came into effect on 24th February 2025. Contracts procured before 24th February 2025 remain regulated by the Public Contracts Regulations 2015. Subject to the prior approval of the Monitoring Officer an existing contract procured under the Public Contracts Regulations 2015 may be modified in accordance with the regulatory safe harbours available under regulation 72 of the Public Contracts Regulations 2015.

3.7. Approval to any modification of an existing Contract or Framework Agreement must be obtained, either:

3.7.1. from the Cabinet where the value of the modification of a Contract or Framework Agreement exceeds £1,000,000; or

3.7.2. in accordance with the Council's Scheme of Delegation of Functions where the value of the modification of a Contract or Framework Agreement does not exceed £1,000,000,

save that for modifications made in accordance with 3.3.1 and 3.3.4 approval may be obtained in accordance with the Council's Scheme of Delegation of Functions irrespective of the value of the modification.

Notification of Waiver and Modification

3.8. If the Appropriate Chief Officer is seeking approval from the Cabinet of a waiver from the Council's Contract Procedure Rules under Rule 3.2 or a modification to an existing Contract or Framework Agreement under Rule 3.3, the report to the Cabinet shall set out the reason for requiring the waiver or modification and the Contract Procedure Rule(s) from which the waiver or modification is required. The report shall include a legal and financial statement and shall highlight any future commitments (whether or not of a financial character) which the proposed Contract might entail.

3.9. Where the value of any waiver or modification does not exceed £100,000, the reasons for requiring the waiver or modification must be approved by the Corporate Procurement Manager, and recorded in accordance with the Scheme of Delegation of Functions.

3.10. Where a waiver is sought by the Appropriate Chief Officer in respect of obtaining quotations or tendering, the report to the Cabinet or record of the decision under the Council's Scheme of Delegation of Functions shall in addition to the requirements of Rules 3.8 and 3.9 justify the use of an alternative method of selection so that propriety, value for money and compliance with Legal Requirements can be demonstrated.

Purchasing Arrangements approved by the Corporate Procurement Manager

- 3.11. Purchasing arrangements made for the Council by the Corporate Procurement Manager do not constitute exceptions as such, because they are made under the full provisions of these Rules.
- 3.12. Correct use of these arrangements, as advised by the Corporate Procurement Manager will be sufficient to ensure officers meet their responsibilities for compliance. Such arrangements are mandatory and include, but are not limited to:
 - 3.12.1. Purchasing Frameworks or Dynamic Markets endorsed for use by the Council, where items are specified and costed and the option of a Direct Award has been provided for .i.e., no requirement to undertake a further mini competition.
 - 3.12.2. Collaborative procurement arrangements undertaken by, or in consultation with the Corporate Procurement Manager.
 - 3.12.3. Electronic systems and catalogues endorsed for use by the Council in procurement.
- 3.13. The Appropriate Chief Officer must ascertain whether there is a Framework Agreement or Dynamic Market approved by the Corporate Procurement Manager for use by the Council. Where a Framework Agreement or Dynamic Market is available, it must be used in accordance with the guidance provided by the Corporate Procurement Manager.
- 3.14. Any joint procurement arrangements with other local authorities and or public sector bodies including membership or use of any consortia must be approved by the Corporate Procurement Manager.
- 3.15. Different legislation applies to Framework Agreements and Dynamic Markets set up by English contracting authorities (e.g Crown Commercial Services, ESPO, YPO). For example, Dynamic Markets set up by English contracting authorities cannot be used for below-threshold procurements.
- 3.16. Established Framework, Dynamic Market and consortia arrangements endorsed by the Corporate Procurement Manager for use by the Council shall be mandatory except where there is an applicable waiver or exemption, a copy of which shall be sent to the Corporate Procurement Manager.
- 3.17. Contracts to be awarded on the basis of a Framework Agreement or Dynamic Market must be in conformity with the Act. Where it is necessary to run a further mini competition, any subsequent mini-competition must be in accordance with the terms of the original Framework Agreement (except for the requirement to advertise and those stages in the procurement that are not applicable to a framework).

4. DELEGATED AUTHORITY TO ENTER INTO CONTRACTS

- 4.1. Each Chief Officer has been allocated the following functions under Scheme B2 of the Council's Scheme of Delegation of Functions (Functions delegated

to Chief Officers without consultation and call-in) which shall be exercised where any proposed Contract administered by their Directorate/Office has an estimated value not exceeding £5,000,000.00:

- (a) To authorise the invitation of tenders;
- (b) To accept the Most Advantageous Tender received and enter into a Contract and any further deeds and documents which are supplemental to the Contract.

4.2. Each Cabinet Member has been allocated the following functions under Scheme A of the Council's Scheme of Delegation of Functions (Cabinet Functions delegated to Individual Cabinet Members) which shall be exercised where any proposed Contract falling within the Cabinet Member's portfolio has an estimated value exceeding £5,000,000.00 but not exceeding £10,000,000.00:

- (a) To authorise the invitation of tenders;
- (b) To accept the Most Advantageous Tender received and enter into a Contract and any further deeds and documents which are supplemental to the Contract.

4.3. Where the estimated value of any proposed Contract exceeds £10,000,000.00, the authority to do any of the following shall be sought from the Cabinet:

- (a) To authorise the invitation of tenders;
- (b) To accept the Most Advantageous Tender received and enter into a Contract and any further deeds and documents which are supplemental to the Contract.

5. CONFLICTS OF INTEREST

5.1. No member, employee or agent of the Council shall improperly use their position to obtain any personal or private benefit from any procurement entered into by the Council.

5.2. Members and employees of the Council shall comply with the requirements of Section 117 of the Local Government Act 1972, the Bribery Act 2010, and the Officers and Members code of conduct set out in the Constitution in respect of the declaration of interests in Contracts with the Council.

5.3. Such interests must be declared to the Monitoring Officer for inclusion in the appropriate registers.

5.4. Officers must complete a conflict of interests assessment form and declaration of interest form to identify any current or potential conflicts of interest, prior to participating in any tender exercise. Officers must keep their position regarding conflicts of interest under review throughout the process

and update the form as necessary. A copy of the form can be found on the Corporate Procurement Page.

6. TRANSPARENCY REQUIREMENTS

6.1. Officers must comply with the transparency requirements of the Act in terms of notices which must be published on Sell2Wales. Officers must be suitably trained before they may publish any notices. A summary is set out below:

(i) Planning and pre-tender market engagement

Pipeline Notice – The Council's level of annual spend means that it must publish information on planned procurements in the coming financial year where the estimated contract value exceeds £2 million. This notice must be published 56 days prior to the start of the new financial year. Officers must provide colleagues in the procurement section with details of all new contracts with an estimated contract value of more than £2m which are planned for procurement within 18 months from the first day of the relevant financial year within the timescales to ensure compliance with this obligation.

Planned Procurement Notice - An optional notice to raise awareness of a specific opportunity and signpost to further information.

Preliminary Market Engagement Notice – Must be published if officers carry out preliminary market engagement.

(ii) Procurement

Tender Notice – Must be published to commence an above-threshold competitive procurement and invite tenders.

Transparency Notice – Must be published when officers intend to make a Direct Award (as defined in the Act) and before making any such award (except for Light Touch user choice Contracts).

Below-Threshold Tender Notice – This must be published prior to advertising a 'notifiable' below-threshold contract elsewhere.

Procurement Termination Notice – Must be published if the Council decides not to award a contract after publishing a tender or transparency notice.

(iii) Contract award

Assessment Summaries – Must be provided to each bidder who submitted a tender, at the end of the evaluation process.

Contract Award Notice – Must be published when the Council intends to award a Contract but can only be published after the Assessment Summaries have been issued to all bidders.

Contract Details Notice – Must be published within 30 days of the Contract Award notice (or 120 days in the case of Light Touch Contracts).

Below-Threshold Contract Details Notice - As above, but for notifiable below-threshold awards, and published as soon as is reasonably practicable after entering the contract.

(iv) Contract Management

Contract Change Notice – Must be published before a change is made to an existing contract that is above the prescribed value or contract duration thresholds set out in the Act. The notice must describe the nature of the change, the impact on the contract and reasons for it being permitted under the Act.

Payments Compliance Notice – Must be published by the Council every six months, the notice sets out details of compliance with the requirement under the Act to pay suppliers within 30 days of receipt of an undisputed invoice.

Contract Performance Notice – Where the Contract value exceeds £5 million, the Council must include at least three KPIs within the Contract, monitor the supplier's performance against them and publish a notice on an annual basis.

Contract Termination Notice – Must be published within 30 days of a Contract expiring or terminating for any reason.

7. SELECTIVE TENDERING, INVITATION OF TENDERS AND QUOTATIONS

- 7.1. Subject to any overriding Legal Requirements, all procurements shall be invited in accordance with the competitive procedures set out in these Contract Procedure Rules.
- 7.2. The appropriate service budget holder shall prepare the relevant part of the Commissioning Form for all invitations to tender and quotations and submit that to the Corporate Procurement Manager for approval.
- 7.3. A record of tenders and quotations shall be maintained by the Monitoring Officer on the Corporate Contracts Register.
- 7.4. In the case of procurements that are required to be undertaken in accordance with the Act, the advice of the Corporate Procurement Manager must be sought at the outset and at all subsequent stages of the procurement process, and the Commissioning Form must be completed. The Act will take precedence over the Contract Procedure Rules.
- 7.5. The value of a procurement means the estimated total amount that the Council would expect to pay over its full duration. All material facts at the

time of estimating the value must be taken into account, including any extension options and where applicable, the following considerations:

- 7.5.1. amounts already paid;
- 7.5.2. the value of any goods, services or works provided by the Council under the contract other than for payment;
- 7.5.3. the value of any option to supply additional goods, services or works;
- 7.5.4. any premiums, fees, commissions or interest that could be payable under the contract;
- 7.5.5. any prizes or payments that could be payable to participants in the procurement.

No procurement may be artificially split to avoid compliance with these Contract Procedure Rules and Legal Requirements. This Rule shall, however, not be construed as to avoid the requirements relating to “lots” under the Act.

- 7.6. For works Contracts all Contractors must be registered and verified on Constructionline. Constructionline show the Contractors and categories which have been pre-assessed with a recommended contract value. The recommended contract value is based on a financial risk assessment and is the maximum limit of work that must be placed with a Contractor without additional safeguards.
- 7.7. The basis of selection for companies on Constructionline shall be by way of rotation and/or the suitability of Contractors to undertake the project. Reasons for such choice must be recorded

Quotations

- 7.8. The invitation to submit quotations must include the specification, terms and conditions and evaluation criteria/weightings.
- 7.9. A reasonable time must be allowed for Contractors to return bids. Unless otherwise dictated by urgency, a minimum time period of not less than 14 days must be allowed for the return of quotations.
- 7.10. In accordance with the requirements of the Scheme of Delegation of Functions a record shall be kept by the Appropriate Chief Officer in the prescribed form. In any case in which at least three alternative written offers or quotations were not obtained, the Appropriate Chief Officer shall record the reasons why it was considered impracticable to do so. This should then be recorded on the Corporate Contracts Register.

Tenders

- 7.11. All of the invitation to tender documentation, including specification, evaluation criteria/weightings, must be approved by the Corporate Procurement Manager.
- 7.12. A minimum time period of not less than 14 days must be allowed for the return of tenders, except where the tender is subject to the Act in which case the time periods specified in the Act are applicable.
- 7.13. The Welsh Government approved approach as standard to Supplier selection must be applied and followed.
- 7.14. All tenders must be conducted transparently, fairly and in a non-discriminatory manner, in accordance with the following objectives:
- 7.14.1. delivering value for money;
 - 7.14.2. maximising public benefit;
 - 7.14.3. sharing information for the purpose of allowing suppliers and others to understand the authority's procurement policies and decisions;
 - 7.14.4. acting, and being seen to act, with integrity.

8. THRESHOLDS AND ADVERTISING REQUIREMENTS

- 8.1. The following procedural requirements must be applied for all Contracts within the applicable threshold unless any grant funding conditions dictate otherwise. If the minimum number of businesses required for quotations cannot be identified the Corporate Procurement Unit will put an advertisement on Sell2Wales for the requirement. All quotes and tenders must be conducted electronically. The thresholds below do not apply to procurement through existing Framework Agreements endorsed for use by the Council.
- 8.2. Thresholds for all goods & services Contracts (except works Contracts) and advertising requirements are as follows and are set out in the Summary of Advertising (a copy of which can be found on the Corporate Procurement Page):
- 8.2.1. Up to £30,000 it is necessary to demonstrate that value for money is being achieved but no set procedural requirements apply.
 - 8.2.2. Over £30,000 to £100,000 a minimum of two quotes to be requested from businesses preferably registered on Sell2Wales.
 - 8.2.3. Over £100,000 to Threshold level a minimum of three to be requested from businesses preferably registered on Sell2Wales.
 - 8.2.4. Above Threshold, requirements must be tendered and advertised on Sell2Wales in accordance with Legal Requirements and with such other advertising as directed by the Corporate Procurement Manager.

8.3. Thresholds for works Contracts and advertising requirements are as follows and are set out in the Summary of Advertising (a copy of which can be found on the Corporate Procurement Page):

8.3.1. Contract Up to £30,000 it is necessary to demonstrate that value for money is being achieved using contractors with Safety Schemes in Procurement (SSIP) accreditation and registered and verified to a bronze level on Constructionline but no other set procedural requirements apply.

8.3.2. Over £30,000 to £250,000 a minimum of two quotes to be requested from businesses with Safety Schemes in Procurement (SSIP) accreditation and registered and verified to a bronze level on Constructionline.

8.3.3. Over £250,000 to £1,000,000 a minimum of three quotes to be requested from businesses with Safety Schemes in Procurement (SSIP) accreditation and registered and verified to a bronze level on Constructionline.

8.3.4. Over £1,000,000 to Threshold level requirements must be tendered and advertised on Sell2Wales in accordance with such other advertising as directed by the Corporate Procurement Manager.

8.3.5. Above Threshold, requirements must be tendered and advertised on Find a Tender in accordance with Legal Requirements and with such other advertising as directed by the Corporate Procurement Manager.

8.4. Thresholds for Light Touch Contracts and advertising requirements are as follows and are set out in the Summary of Advertising (a copy of which can be found on the Corporate Procurement Page):

8.4.1. Up to £30,000 it is necessary to demonstrate that value for money is being achieved but no set procedural requirements apply.

8.4.2. Over £30,000 to £250,000 a minimum of two quotes to be requested from businesses preferably registered on Sell2Wales.

8.4.3. Over £250,000 a minimum of three quotes to be requested from businesses preferably registered on Sell2Wales.

8.4.4. Above Threshold, requirements must be tendered and advertised on Find a Tender in accordance with Legal Requirements and with such other advertising as directed by the Corporate Procurement Manager.

8.5. Regulated Below Threshold Contracts

8.5.1. Contracts which are above £30,000 and which are not concession, utilities or exempted Contracts are known as Regulated Below Threshold Contracts and the following requirements apply:

- (a) The Council must consider whether there are any particular barriers to competition for small and medium-sized enterprises and whether any such barriers can be removed or reduced. This requirement does not apply to an award from a Framework Agreement.
- (b) If the Council is going to advertise the opportunity, it must place a Below Threshold Tender Notice on Sell2Wales before advertising or inviting tenders by other means. All tenders must be conducted electronically.
- (c) A Contract Details Notice must be published on Sell2Wales as soon as reasonably practicable after entering the Contract.

8.6. Additional Advertising

8.6.1. Where it is considered appropriate to use additional advertising e.g. specialist requirements, they should be placed in one or more of the following:

- (a) A local newspaper.
- (b) Trade Journal.

8.6.2. Where additional advertisements have been placed as outlined in Rule 8.6.1 the advertisement shall:

- (a) Specify details of the Contract into which the Council wishes to enter.
- (b) Invite persons or bodies interested to apply for permission to tender.
- (c) Specify a time limit of not less than 14 days within which such applications or tenders are to be received by the Council, except where legislation or funding conditions dictates a different time period. Indicate the criteria and weighting to be used to select Tenderer and award the Contract, unless this is specified in the ITT.

9. PRELIMINARY MARKET ENGAGEMENT

9.1. The Council may conduct market consultation prior to seeking quotations or the issue of any tender. This may involve seeking or accepting advice from the market. This advice can be used in the planning and conducting of the procurement process as long as suppliers participating in the market engagement are not put at an unfair advantage and it does not distort competition. If the Council does conduct market consultation for above Threshold Contracts, it must publish a preliminary market engagement

notice in accordance with the Act or provide reasons for not doing so in the tender notice.

10. PROCUREMENT BY CONSULTANTS

- 10.1. Where the Council uses consultants to act on its behalf in relation to any procurement, then the Appropriate Chief Officer shall ensure that the consultants carry out any procurement in accordance with these Contract Procedure Rules.
- 10.2. All decisions must be made in accordance with the Council's Scheme of Delegation of Functions.
- 10.3. No consultant shall make any decision on whether to award a Contract or who a Contract should be awarded to. The Appropriate Chief Officer shall ensure that the consultant's performance in relation to procurement is in accordance with these Contract Procedure Rules and legislation.
- 10.4. Where the Council uses consultants to act on its behalf in relation to any procurement the consultant must declare any potential conflict of interest that may arise to the relevant Appropriate Chief Officer prior to the commencement of the procurement process or at such time that the Contractor becomes aware of such a potential conflict of interest.
- 10.5. Where the Appropriate Chief Officer considers that such a conflict of interest is significant the consultant shall not be allowed to participate in the procurement process.

11. OTHER PROCUREMENT PROCEDURES

- 11.1. The use of reserved, concessionary contracts and dynamic markets may only be used following consultation and prior approval by the Corporate Procurement Manager.

12. NAMING PRODUCTS SUB-CONTRACTORS AND SUPPLIERS

- 12.1. The principle of non-discriminatory and equal treatment is undermined by the naming by the Council of products, Suppliers or sub-Contractors. Equivalent terms are nearly always able to be specified and will be advertised with the wording "or equivalent" where possible.
- 12.2. Where the Council has determined that a particular type of product or provision of service will be stipulated as an essential requirement of a Contract then this must be approved by the Appropriate Chief Officer following consultation with the Corporate Procurement Manager.
- 12.3. Main contractors must notify the Council of the name, contact details and legal representatives of its sub-contractors in so far as known at the time. This should take place after the award of the contract or, at the very latest, when the performance of the contract commences.

- 12.4. The Council may verify whether there are grounds for exclusion of sub-contractors, and must require the main contractor to replace a sub-contractor if there are mandatory grounds for exclusion and may require replacement (Section 28 of the Act).
- 12.5. Where the Council requires sub-contracting, or where a supplier has indicated to the council that they intend to sub-contract, then the sub-contractor must meet the conditions of participation of the procurement, and the supplier must enter into a legally binding agreement with the proposed sub-contractor. If it doesn't, the Council may choose not to enter into contract with the supplier, require them to enter into a sub-contracting arrangement with another supplier or terminate the contract if it has already been awarded. Where sub-contractors will be used, the contract should include a clause expressly requiring the main contractor to ensure sub-contractors receive payment within 30 days of presenting a valid invoice.

13. COMMUNICATION WITH BIDDERS

- 13.1. All correspondence between the Council and bidders must be concluded via the approved portal to maintain a defined audit trail. Under no circumstances may email correspondence outside the portal be used. Any verbal communication specific to the quote or tender must only be communicated through the relevant category specialist and must be confirmed via the portal. All clarification questions must be broadcast to all prospective bidders, where applicable i.e. not commercially sensitive.
- 13.2. The requirements for the submissions of bids must be set out in the Invitation to Tender (ITT) document issued to bidders via the portal. This will specify the return date and time, which will normally be 12 noon on the agreed date. The time and date when bidders upload their completed documents onto the system is recorded and forms part of an audit record.
- 13.3. Any late bids submitted will be recorded by the system and must be disqualified. A report will be required from the system administrator of the portal that there has been no system malfunction if a bidder challenges the disqualification.
- 13.4. Tenders must be opened electronically in accordance with Rule 15.

14. SUBMISSION AND CUSTODY OF TENDERS AND QUOTATIONS

- 14.1. Where tenders are invited in accordance with these Contract Procedure Rules or otherwise as determined by the Cabinet, the requirements for submission of tenders shall be set out in the invitation to tender document.
- 14.2. Electronic tenders and quotes are held in the approved portal and are inaccessible until the specified closing date and time.

15. OPENING OF ELECTRONIC TENDERS

- 15.1. Quotations or tenders for requirements having an estimated value or amount exceeding £30,000 and not exceeding £100,000 shall be opened via the approved portal at the same time in the presence of one officer from the corporate procurement team, this is to include the technical and commercial envelope.
- 15.2. Tenders for Contracts having an estimated value or amount over £100,000 and not exceeding £1,000,000 shall be opened at the same time in the presence of two officers, one designated by the Monitoring Officer and the other an officer from the corporate procurement team, this is to include the technical and commercial envelope.
- 15.3. Tenders for Contracts having an estimated value or amount exceeding £1,000,000 shall be opened at the same time in the presence of the Monitoring Officer or their nominated representative and two further officers usually an officer from Democratic Services and an officer from the corporate procurement team.
- 15.4. All tenders opened in accordance with this Rule 15 shall include the Technical and Commercial envelope within the approved portal.
- 15.5. A record shall be kept of all tenders and quotations received through the approved portal approved by the Monitoring Officer, including any reasons for disqualification.

16. AMENDMENT OF TENDERS

- 16.1. If an error is identified in the invitation to tender documentation before the closing date for the return of tenders, all tenderers shall be appraised of the error and invited to adjust their tenders.
- 16.2. If an error in the invitation to tender documentation is identified after the closing date for the return of tenders, but prior to opening of tenders, all tenderers shall be given details of the error and afforded the opportunity of withdrawing the tender or submitting an amended tender.
- 16.3. Except as provided in this Rule 16, a tender may not be amended by the tenderer after it has been received unless examination of it reveals errors or discrepancies which would affect the tender figure in an otherwise successful tender, in which case:
 - 16.3.1. If the error is not arithmetical the tenderer shall be given details of the error(s) and shall be given the opportunity of confirming without amendment or withdrawing the tender, or
 - 16.3.2. If the error is arithmetical the Appropriate Chief Officer shall correct the error(s) provided that, apart from these genuine arithmetic error(s), no other adjustment revision or qualification is permitted.

17. POST-TENDER NEGOTIATION AND CLARIFICATION

- 17.1. Where procurement is conducted pursuant to the Act through either the open or competitive flexible procedure, no post-tender negotiations are permitted. Any negotiation in respect of the competitive procedure with negotiation must comply with the requirements of the Act.
- 17.2. The responsible officer may seek clarification from tenderers where appropriate following consultation with the Corporate Procurement Manager.
- 17.3. Where procurements do not exceed Threshold the Appropriate Chief Officer may authorise negotiations in exceptional circumstances, following the opening of tenders and before acceptance, subject to compliance with any Legal Requirements, and only when:
 - 17.3.1. Amendments have been made to any relevant specification since the invitation of tenders, which could not have been foreseen at the invitation stage, or
 - 17.3.2. The volume of goods, works or services required by the Council has substantially increased or decreased since the invitation of tenders, or
 - 17.3.3. Only one tender has been received, or
 - 17.3.4. Tender prices exceed financial targets predetermined by the Council, the Cabinet or the appropriate Committee,

in all instances, the possibility of such negotiations must have been indicated in the invitation to tender.
- 17.4. Negotiations shall be conducted in a manner which treats all tenderers equally and is non-discriminatory and transparent at all times during the procurement process, and a full record of the negotiations shall be made by the Appropriate Chief Officer which shall include the names of the officers involved, minutes of all meetings and copies of all relevant correspondence and other documents.

18. EVALUATION OF TENDERS

- 18.1. The Appropriate Chief Officer shall examine tenders in accordance with predetermined evaluation criteria.
- 18.2. In respect of all tenders the tender criteria shall be Most Advantageous Tender (which can be the lowest/highest price only where appropriate) and the evaluation criteria shall as a minimum be listed in the invitation to tender documentation in order of importance. Any particular scoring or weighting attributable to any criteria and sub-criteria must be clearly stated. In addition, the criteria must be strictly observed and remain unchanged at all times throughout the Contract award procedure.

- 18.3. Tenders must be checked for compliance with the exclusion grounds set out in the Act, depending on the tenderers, connected persons and named sub-contractors must also be checked against the central debarment list. If the name appears, advice should be sought from procurement colleagues as to any further action required.

19. ACCEPTANCE AND AWARD OF TENDERS

- 19.1. A Contract shall only be awarded subject to the tender evaluation criteria specified in the invitation to tender document.
- 19.2. Tenders for Contracts having an estimated value exceeding £5,000,000 may be invited and accepted only by the Cabinet unless the power to do so has been specifically allocated or delegated to a Cabinet Member or Appropriate Chief Officer.
- 19.3. No tender relating to a Contract to which Sections 2 to 9 of the Local Government (Contracts) Act 1997 apply, shall be accepted without the approval of the Monitoring Officer.
- 19.4. Before a tender is accepted other than for the sale of goods the Appropriate Chief Officer must obtain the Chief Finance Officer's confirmation that the tenderer's financial standing is satisfactory, unless the tenderer has already been approved using the prequalification of the tender process.
- 19.5. The award of any Contract shall be in accordance with the Act and any other Legal Requirements.
- 19.6. If the award of any Contract is subject to the Act then there shall be a standstill period of at least eight working days between the publication of the Contract Award Notice and the entering into of that Contract.
- 19.7. The Contract Award Notice issued as part of a tender process under the Act must not be issued prior to approval of award in accordance with the Council's constitution.
- 19.8. Feedback to unsuccessful tenderers must be included in Assessment Summaries and must include the characteristics and relative advantages of the tender selected.
- 19.9. Where a tender above Threshold has been tendered and advertised on Sell2Wales, the Council shall publish a Contract Award Notice on Sell2Wales which will follow the issue of the Assessment Summaries to all bidders who submitted a tender. Publication of the Contract Award Notice will trigger the standstill period.
- 19.10. All correspondence notifying evaluation outcomes must be communicated through the approved portal.

20. LETTERS OF INTENT

- 20.1. Letters of intent shall only be used with the agreement of the Monitoring Officer and only in exceptional circumstances.
- 20.2. Where the terms and conditions of the Contract are not fully agreed no Contractor shall be allowed on site to begin preliminary works until a full risk assessment has been carried out by the Appropriate Chief Officer as to possible implications to the Council of the Contractor being allowed to start on site before the Contract terms and conditions have been finalised.

21. EXECUTION OF CONTRACTS

- 21.1. Every Contract not exceeding £500,000 in amount or value shall be in writing in a form approved by the Monitoring Officer such form being the Form of Tender. However the Form of Tender should not be used in the following situations and a formal Contract must be entered into:
 - 21.1.1. where the appropriate Chief Officer has assessed the level of risk associated with the Contract including the potential for challenge or latent defects and deems the level of risk to be high,
 - 21.1.2. where the Contract is being procured through a Framework or Dynamic Market and the applicable call off procedure requires the use of another form of contract, or
 - 21.1.3. where the Contract must be executed as a deed under seal.
- 21.2. The Form of Tender must be issued as part of the tender and must be signed and returned by the bidder. On contract award the signed Form of Tender must be issued with the award letter, signed by either the Appropriate Chief Officer or the Monitoring Officer, or another officer authorised in writing to sign on behalf of the Appropriate Chief Officer or the Monitoring Officer. Both Parties are to keep a signed Form of Tender.
- 21.3. Every Contract, including Framework Agreement call off contacts, which exceeds £500,000 in amount or value, shall be referred to the Monitoring Officer to approve the form of contract prior to issuing invitations to tender.
- 21.4. Contracts in writing or official orders not executed as a deed under seal may be signed either by the Appropriate Chief Officer or by an officer in writing authorised to approve on behalf of the Appropriate Chief Officer.
- 21.5. Every Contract for Works (other than Framework Agreements) exceeding £1,000,000 shall require a performance bond and for Contracts below this limit the Appropriate Chief Officer shall determine the necessity for a Performance Bond based on an assessment of risk for that Contract. A Surety shall be approved by the Chief Finance Officer.
- 21.6. A risk assessment shall be conducted for all service Contracts to determine the necessity for a performance bond. The approval of the Chief Finance

Officer is required where a performance bond is not deemed necessary for service Contracts in excess of £1,000,000 in value.

21.7. Contracts not exceeding £500,000 may be signed electronically except in the following situations:

21.7.1. where the appropriate Directorate has assessed the level of risk associated with the Contract and it deems the level of risk to be high;
or

21.7.2. where the Contract must be executed as a deed under seal.

21.8. The use of electronic signature must be in accordance with the procedure set down by the Corporate Procurement Manager.

22. ASSIGNMENT AND NOVATION

22.1. Any Contract subject to potential assignment or novation must be referred to the Monitoring Officer at the earliest possible instance.

23. TERMINATION OF CONTRACTS

23.1. For any Contract, or part thereof, exceeding £100,000 in value, early termination shall be approved by the Appropriate Chief Officer in consultation with the Monitoring Officer and the Chief Finance Officer and must be in accordance with the termination provisions set out in the Contract. Contracts of a lesser value may be terminated early by agreement prior to the expiry date or in accordance with the termination provisions set out in the Contract.

23.2. Whenever an above Threshold Contract is terminated a Contract Termination Notice must be published within thirty (30) days of the termination date.

24. FINANCIAL LIMITS

24.1. With the exception of the financial limit specified in Rule 21, which may be varied only by the Council, the financial limits specified in these Contract Procedure Rules or any of them may be varied at any time by the Monitoring Officer in consultation with the Chief Finance Officer, but any alterations shall be reported to the next meeting of the Council.

25. RECORD AND DOCUMENT RETENTION AND CONTROL

25.1. A full report of all Contracts awarded should be written and kept electronically (a checklist of what the report should contain can be found on the Corporate Procurement Page).

25.2. A full record of all documents used including the Delegated Power to invite and accept, any other internal approvals, should be scanned and uploaded into the approved portal or procurements 'o' drive against the specific Contract reference number.

- 25.3. All Contracts under seal i.e. Deeds (inc. Tenders) must be retained for a minimum of 12 years after the term of the Contract has expired. Contracts which have not been sealed must be retained for a minimum of 6 years after the term of the Contract has expired, unless a longer period is required by legislation or grant conditions.
- 25.4. Unsuccessful tender and pre-qualifying documents which have been accepted for tender purposes will be retained for a minimum period of 2 years after the start of the Contract within the approved portal.
- 25.5. Any tender which is rejected or disqualified at the time of opening will be notified via the approved portal.
- 25.6. All request for quotations must be retained for a minimum period of 2 years after the term of the Contract has expired.
- 25.7. Where Contracts are subject to the Act, they must also comply with the record, document retention and control requirements of the Act, including keeping records which are sufficient to explain any material decisions made for the purpose of awarding or entering into a Contract.

26. CONTRACT MANAGEMENT

- 26.1. The officer identified on the Commissioning Form will act as the Contract Manager and will be responsible for ensuring the obligations of these Rules and ensuring that all Legal Requirements are fulfilled. The Appropriate Chief Officer must ensure that the appointed Contract Manager has the appropriate skills, experience and training.
- 26.2. A Contract must not start until the Contract has been signed or sealed by both parties and dated without the prior approval of the Monitoring Officer. Contract Managers must allow time for this in their forward work plan.
- 26.3. Within ten calendar days of the start of the Contract, the Contract Manager must add the details of the Contract onto the Corporate Contracts Register and record all the required information within etenderwales. These details must be maintained and updated as and when required to do so. Contract Managers should contact the Corporate Procurement Manager if training is required.
- 26.4. Every above Threshold Contract with a total estimated value of more than £5m must include at least three key performance indicators (KPI's) (excluding Light Touch Contracts). These must be included in the Contract Details Notice.
- 26.5. The Contract Manager is responsible for:

- 26.5.1. Managing the Contract and ensuring that it is carried out in accordance with its terms and conditions.
 - 26.5.2. Monitoring the Contractor's performance including where relevant, performance against KPI's and carrying out mid-Contract reviews to determine ongoing value for money.
 - 26.5.3. Publishing a Contract Performance Notice where required, to report annual KPI scores for public contracts valued above £5m and poor supplier performance / breach of contract within 30 days of the event (not required for Light Touch Contracts).
 - 26.5.4. Ensuring that the Contractor maintains the insurance policies required by the Contract.
 - 26.5.5. Keeping a record of all payments, claims, monitoring, changes and certificates under the Contract.
- 26.6. The Contract Manager must consult the Monitoring Officer for consideration of the Council's legal position:
- 26.6.1. Before any Contract is to be terminated or suspended; or
 - 26.6.2. In the event of a claim for payment not clearly within the terms and conditions of Contract.
- 26.7. Whenever an above Threshold Contract expires or is terminated, the Contract manager must publish a Contract Termination Notice within thirty (30) days of that expiry/termination.

27. CORPORATE CONTRACTS REGISTER

- 27.1. The Corporate Contracts Register is held within the approved portal and all quotations and tenders conducted must be created into a register entry. It is the responsibility of each Contract Manager to create and maintain their own Contracts within the portal.
- 27.2. It is the responsibility of each Contract Manager to update the register following a quotation or tender process within the approved portal.
- 27.3. Any officer that requires training must contact the Corporate Procurement Unit.

28. REVIEW AND AMENDMENT OF CONTRACT PROCEDURE RULES

- 28.1. The Corporate Procurement Manager shall continually review these Contract Procedure Rules and shall undertake a formal review at least every three years.
- 28.2. With the exception of Rule 24.1 the Monitoring Officer shall have authority to make alterations of a minor nature or such as are required to be enacted

immediately to ensure compliance with statutory obligations. Any minor changes will be reported to the next meeting of the Council.

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

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