

CABINET

Minutes of a meeting held on 6 November, 2017.

Present: Councillor J. Thomas (Chairman), Councillor H. Jarvie (Vice – Chairman)
Councillors: B. Penrose, J. Bird, A. Parker, G. Kemp and G. Cox.

C116 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 23 October, 2017 be approved as a correct record.

C117 DECLARATIONS OF INTEREST –

No declarations were received.

C118 SHARED REGULATORY SERVICES JOINT COMMITTEE –

The minutes of the Shared Regulatory Services Joint Committee meeting held on 26 September, 2017 were submitted.

Present:

Representing Bridgend County Borough Council – Councillor D. Lewis;
Representing Cardiff City and County Council – Councillors M. Michael (Vice-Chairman in the Chair) and Ms. J. Parry;
Representing the Vale of Glamorgan Council – Councillor T.H. Jarvie.

Also present: Mr. G. Rees (Wales Audit Office).

(a) Apologies for Absence –

These were received from Councillors Ms. D. Patel (Chairman) (Bridgend County Borough Council) and A.D. Hampton (Vale of Glamorgan Council).

(b) Minutes –

RESOLVED – T H A T the minutes of the Annual Meeting held on 27th June, 2017 be approved as a correct record.

(c) Declarations of Interest –

No declarations were received.

(d) Audit of the 2016/17 Shared Regulatory Services Financial Statements (DEH) –

Mr. Gareth Rees from the Wales Audit Office (WAO) advised that the report detailed the relevant issues that needed to be raised with the Council, on behalf of the Appointed Auditor stating that the WAO had no concerns about the quality aspects of the Council's accounting practices and financial reporting. They had not encountered any significant difficulties during the audit and there were no significant matters to be discussed or corresponded upon with Management which needed to be reported. There were also no other matters significant to the oversight of the financial reporting process that they needed to report on and they did not identify any material weaknesses in the internal controls.

The Head of Finance advised that in line with the Terms of Reference of the Joint Committee, a report detailing the key matters arising from the audit must be reported by the Auditor General for Wales to those charged with governance in accordance with the International Standards on Auditing (ISA 260).

At paragraph 8 it was noted that the intention of the Appointed Auditor to issue an unqualified audit report on the Financial Statements once the relevant Council Officers had provided a signed Final Letter of Representation.

The Accountant for the Joint Committee, advised that at the meeting of the Committee in June 2017 the draft Statement of Accounts had been tabled and approved at that meeting. With regard to the current report reference was made to two minor amendments one at page 8 in respect of the paragraph "Opinion on the Accounting Statements of Shared Regulatory Services Joint Committee". The first sentence should read as

"In my opinion the accounting statements **including expenditure and funding analysis** and related notes"

and on page 23, paragraphs 5 and 6, the period in the tables should read "**1st May 2015 to 31st March 2016**".

Having fully considered the report and the views of the Auditor, it was subsequently

RESOLVED –

- (1) T H A T the Appointed Auditor's report relating to the audit of the 2016/17 Financial Statements for the Shared Regulatory Service be approved.
- (2) T H A T the Financial Statements, including the Final Letter of Representation, be approved for signature by the Chair of the Shared Regulatory Services Joint Committee.

Reasons for decisions

- (1) To ensure that Members of the Joint Committee, as those charged with governance, have considered the results of the audit of the 2016/17 Financial Statements of the Shared Regulatory Services.
- (2) To ensure that the Financial Statements are signed as required.
- (e) Overview And Update On The Shared Regulatory Service (DEH) –

The Director of Environment and Housing, in presenting the report, advised that it provided an update on the work undertaken by the Shared Regulatory Service (SRS) and the progress towards completing the implementation programme.

The Head of Service stated that the SRS had a Business Plan that was developed in consultation with stakeholders and which informed and directed the work of the service and contributed toward the corporate priorities of each partner Council. The report contained information outlining how the service was working to achieve better outcomes for the residents and businesses within the region through a series of different actions and work programmes. The report also provided an overview of actions undertaken in the period June to August 2017.

With specific regard to Human Resources, Committee was advised that for the 2016/17 period, attendance levels had been higher than the previous year.

The financial monitoring report for the period 1st April to 30th June 2017 was attached at Appendix 1 to the report and had been prepared from the consolidated figures gathered from each Authority for the period. The service was currently projected to achieve an underspend of £17k against a gross revenue budget of £8,830m.

With regard to performance monitoring, Joint Committee Members had asked the service to provide data on activity levels to help reassure local Members that SRS

activity continued to tackle issues across the region. Performance data for 2016/17 was therefore set out at Appendix 2 to the report.

With specific reference to key statistics and specific regard to food combined total inspections, for Bridgend the report advised of 24.68% completion, for Cardiff 35.1% and for the Vale of Glamorgan 13.75% with Committee being informed that for Bridgend the result fell fractionally short of the Quarter 1 target of 25%, however, all businesses currently due an inspection in the quarter had been completed. For Cardiff, the Quarter 1 target of 25% had been exceeded, however for the Vale all businesses due an inspection in the quarter, with the exception of two businesses, had been completed. The outstanding visits related to a party ship for which arrangements for access were required to be made and the other to a B rated premises that was inspected just outside of Quarter 1. However the Operational Manager could advise Members that the party ship had recently been inspected.

Following a query from a Member as to why the targets and some of the performance indicators were slightly different for each Authority, the Operational Manager advised that these figures depended on the previous year's performance.

With specific regard to Trading Standards and a high risk implication, the Operational Manager stated that that this related to the fact that there was only one qualified Weights and Measures Officer for the quarter but the second position had now been filled and they were hoping that the new officer would start within the next month.

In referring to breaches of legislation, Bridgend and Cardiff were reporting quarter performance of 100% with the Vale being 75% due to the fact that one investigation remained outstanding due to an ongoing investigation that was yet to be concluded, although Members were advised that it was important to note that the investigation was within the timescales of the associated legislation.

In noting that air pollution continued to be the largest environmental risk linked to deaths in the population with long term exposure contributing to a reduction in life expectancy, the role of the SRS was to monitor the air quality across the region. These activities were reported to each Council through their Cabinets and in Cardiff to the Public Protection Committee.

Whilst referring to safeguarding issues, the report highlighted that earlier in the year the Joint Committee had approved spending on a number of call blockers. These devices had been installed at the homes of residents who had been repeatedly targeted by scams and had been fitted to prevent all calls coming through other than those from recognised friends and family members. Two recent cases detailed in

the report provided an update on the usefulness of the call blocking devices and illustrated how they were making a real difference to the lives of some of the most vulnerable residents.

The Operational Manager for Commercial Services referred to the Allergens Survey that had been carried out in February 2017, a project of test purchasing at ten Chinese takeaway premises chosen at random across the SRS. Following the exercise, officers had revisited all of the premises providing full and comprehensive advice regarding the danger of serving meals to customers who declared an allergen at the point of ordering. The advice was provided in writing in accordance with the Food Business Operators' language preference. In May 2017 officers carried out a formal sampling programme, revisiting all of the premises that had previously failed to confirm compliance to the legislation and officers were now in the process of investigating the premises and formally interviewing the owners of the businesses that failed the formal sampling with a view to taking formal enforcement action. It was expected that due to the high failures in the sampling exercise that a further sampling exercise would take place later in the year testing other food businesses.

The SRS also published a number of operational plans to advise stakeholders of the work to be carried out in certain environments. One of those plans had recently been completed and was appended for consideration by the Joint Committee. The document set out at Appendix 3 to the report was the Communicable Disease Plan, which set out how the SRS would fulfil its role of protecting public health through the investigation of cases and outbreaks of communicable disease and the application of control, preventative and enforcement measures.

In conclusion, with regard to enforcement activity, details of recent cases investigated by the SRS that had resulted in prosecution were set out in Appendix 4 to the report.

Councillor Parry from Cardiff referred to the recent coverage on the TV the previous night where two staff had been interviewed on the programme and queried whether the Council had been involved. In response the Operational Manager advised that the programme had worked closely with the SRS with recognition of awareness raising being paramount.

Having considered the report, it was subsequently

RESOLVED – T H A T the contents of the overview and update report be noted.

Reason for decision

In view of the work of the service and the progress towards completing the implementation programme.

(f) Buy With Confidence Scheme (DEH) –

The report advised of the “Buy With Confidence” approved trader scheme with approval being sought for the initiative to be trialled across the Shared Regulatory Services (SRS) region with a view to full adoption at a later date.

The “Buy with Confidence” approved trader scheme was administered by Devon, Somerset and Hampshire Councils, working in partnership with the South West Region Co-ordinators of Trading Standards (SWERCOTS). Currently, the scheme was available in over 50 Local Authority areas, and while most of these were in England, the six North Wales Authorities ran a successful “Buy With Confidence” scheme and within recent months Newport City Council had launched its own scheme too.

“Buy With Confidence” provided a means of awarding “Trading Standards approval” to local businesses found to be reputable and operating in a safe, financially sound and sufficiently scrupulous way for residents to engage with them with confidence. Administration of the scheme involved auditing the applicant business and its trading practices, including financial scrutiny, customer feedback and criminal records checks as appropriate.

The benefits of the scheme were categorised as:

- **For Businesses**
The scheme promoted the use of local reputable traders by giving them the competitive advantage of being able to advertise their “Trading Standards approved” status.
- **For Residents**
The scheme enabled consumers to be signposted to reputable local traders, and allowed regulatory services to encourage residents to engage with “Buy With Confidence” approved businesses. This would be a major step forward in protecting consumers against the risk of rogue traders and doorstep criminals working at their properties with the misery that invariably brought. This was particularly important in terms of the safeguarding of vulnerable residents and those in our communities repeatedly targeted by rogues and scammers.

A local “Buy With Confidence” scheme offered potential benefits for both residents and local businesses. In order to be successful, a local scheme would require a critical mass of members, and to secure this would require officer time and administrative support to attract interest, deal with applications, inspect, audit, deal with any complaints and document.

Following a query as to how wide the term “businesses and traders” covered and whether there was a website that could be used by the public to check whether an establishment had the approved mark. Committee was informed that this could be related to a number of premises e.g. pubs as the scheme grew and that there was a central website which would also be available on the SRS website.

Having acknowledged the work of the scheme, Committee subsequently

RESOLVED –

- (1) T H A T the trialling of the “Buy With Confidence” scheme by means of a pilot exercise be approved.
- (2) T H A T a report reviewing the results of the pilot exercise be presented to a future meeting of the Committee with a view to full implementation and promotion of the scheme, as appropriate, in the 2018/19 financial year.

Reasons for decisions

- (1) Adoption of the “Buy with Confidence” scheme in other areas of the UK has brought significant benefits in terms of supporting reputable businesses and in protecting consumers from rogue traders. A pilot exercise would enable the scheme's effectiveness to be assessed, prior to the SRS giving a longer term commitment to its running.
 - (2) By reviewing the results of the pilot exercise, decisions can be made as to its cost effectiveness and the resources that would need to be aligned to run the scheme locally.
- (g) Harmonisation of Animal Licensing (DEH) –

The Director of Environment and Housing advised that the service licensed the following types of animal related premises and activities under the relevant statutory licence regimes:

- Animal Boarding Establishments
- Dangerous Wild Animals
- Dog Day Care
- Dog Breeding Establishment
- Home Boarding Establishments
- Performing Animals
- Pet Shops
- Riding Establishments
- Zoos.

The Report referred to the licence conditions prevailing in each of the three Local Authority areas upon the creation of the Shared Service had continued to operate since that time. This meant that for each of the licence regimes set out above, three sets of licence conditions applied, depending on the location of the premises or activity.

The three sets of conditions within each of the animal licence regimes were not greatly different from each other as each was based on national best practice standards. However, the current arrangement required that enforcement officers and licensing staff ensured on every occasion that a licence was being granted under the specific set of conditions pertaining to a particular location.

The current situation also gave rise to confusion among businesses, particularly those trading in different locations across the SRS region.

Harmonisation of animal related licensing, by the creation of a single set of conditions for each regime, would result in greater efficiency for both Animal Health and Welfare Officers conducting inspections and for licensing staff in issuing the physical licences. Harmonisation would also result in greater certainty for businesses, particularly those with a presence in more than one of the SRS Local Authority areas.

The harmonised set out licence conditions for Home Boarding Establishments permitted the boarding of dogs from different families, subject to written consent and familiarisation. Currently, this practice was permitted within the licence conditions pertaining to the Bridgend and Cardiff areas, but not in the Vale of Glamorgan.

The report further proposed to harmonise the set of conditions for Home Boarding Establishments by prohibiting the home boarding activity at properties where any child under the age of five years resided. Currently this was the requirement in

respect of Home Boarding Establishments based in the Bridgend and Cardiff areas but not in the Vale of Glamorgan, where the age requirement for resident children was ten years and over.

With regard to Dog Breeding Establishments, it was proposed that a harmonised set of licence conditions would require that breeding bitches had proof of vaccination. This would be in line with current best practice. Currently, none of the three sets of conditions for the licensing of Dog Breeding Establishments required this.

With regard to Riding Establishments, a change in wording was proposed to make it clear that the harmonised conditions applied to all buildings *and areas* to which horses had access and / or were used. The extension to “and areas” would address the current loophole in licensing Riding Establishments operating on a beach and similar areas where the shelter provided against the sun was from a structure other than a building.

Finally, it was proposed that the Head of Shared Regulatory Services be authorised to make minor changes to the agreed harmonised animal licence conditions going forward, thereby avoiding the need for repeated reports to be brought to the Joint Committee on every occasion that amendments were needed.

The Head of Service advised that the reason the report was being presented was that currently he did not have the delegation as outlined in Recommendation 2 of the report, following which it was

RESOLVED –

(1) T H A T the content of the report be noted and the minor amendments proposed to achieve harmonisation of animal licence conditions across the Shared Regulatory Services region be approved.

(2) T H A T the Head of Shared Regulatory Services be authorised to make any further amendments that may prove necessary over time to animal related licence conditions and that the Council’s Constitutions be amended accordingly.

Reasons for decisions

(1) Harmonisation of licence requirements into a single, Shared Regulatory Services wide set of conditions under each of the various animal related licence regimes would bring the benefits of:

- Greater efficiency for enforcement and licensing staff; and
- Greater certainty and clarity for the business concerned.

(2) Authorising the Head of Shared Regulatory Services to make minor amendments as the need arose would enable changes in licensing best practice to be reflected promptly, without the need to bring repeated reports to the Joint Committee.

(h) Review of Arrangements for Dealing with Stray Dogs (DEH) –

Members were informed that the Environment Protection Act 1990 required Local Authorities to deal with unaccompanied dogs on public land as strays, regardless of whether they were wearing a collar and disc, or had been micro-chipped. Straying dogs were seized by Shared Regulatory Services (SRS) Animal Wardens and those that could not be returned to their owner immediately were retained for a mandatory period of seven days. If a dog had not been reclaimed by its owner then upon expiry of the seven day period, the law allowed that it could be rehomed or, if necessary, put to sleep.

As part of a review of procurement of stray dog kennelling arrangements, it was proposed that expressions of interest were obtained from parties interested in providing this service going forward. As the total cost to the Service of kennelling stray dogs did not exceed £75,000 per year, Vale of Glamorgan Council procurement rules permitted this being done on the basis of a quotation process rather than a full tender process. Guidance obtained from the Procurement Team would suggest that Cardiff Dogs Home would be exempt from the quotation process on the basis of internal provision / inter-Authority co-operation.

Based on that assumption, it was further proposed that under new arrangements, dogs found straying in the eastern sector of the Vale of Glamorgan (the ward areas set out in Annex 1 to the report) would be impounded for the statutory seven days at Cardiff Dogs Home rather than in Bridgend. This would make a significant difference to both travel distance and the time taken for both SRS staff and members of the public to reach the kennels, as follows:

Area	Number of Out of Hours Collections	Cost of Each Collection	Total Cost for the 2016/17 Year
Vale	119	£45	£5,355.00
Bridgend	171	£45	£7,695.00
TOTAL			£13,050.00

Based upon 2016-17, adopting the proposal would see around 70% of stray dogs seized in the Vale of Glamorgan being kennelled at Cardiff Dogs Home.

Members were advised that the Service would work closely with the Vale of Glamorgan Council Procurement Team in carrying out the quotation process; and the results would be brought to a future meeting of the Joint Committee for Members' approval.

RESOLVED –

(1) T H A T the proposed measures to further harmonise provision across the Shared Regulatory Services region to achieve greater efficiency and release cost savings be approved.

(2) T H A T a tender process for the procurement of future stray dog kennelling be endorsed and that the Committee considers the outcome of the tender process at a future meeting, with a view to approving revised arrangements to be put in place from 1st April, 2018.

Reasons for decisions

(1) To further harmonise provision across the SRS.

(2) To implement improved and more efficient working practices and to achieve cost savings.

(i) Food Law Enforcement Service Plan (DEH) –

The Operational Manager for Commercial Services advised that the report sought approval for the draft Food Law Enforcement Service Plan for the Councils for 2017/18.

The Councils had a duty, which had been delegated to the Joint Committee, to enforce the Food Safety Act 1990, the Official Food and Feed Controls (Wales) Regulations 2009 and a wide variety of other food / feed legislation including the Food Hygiene (Wales) Regulations 2006.

A copy of the draft Food and Feed Law Enforcement Service Plan for 2017/18 for the Shared Regulatory Service (SRS) was attached to the report at Appendix 1. The Service Plan detailed how the SRS would fulfil the major purpose of ensuring the safety and quality of the food chain to minimise risk to human and animal health.

In referring specifically to page 18 of the Plan, it was noted that the performance compared to the previous year had improved. Page 17 referred to the chosen interventions in respect of A-C Rated Food Business, D Rated Food Businesses and E Rated Food Businesses as well as new businesses. New businesses were described as unrated food establishments and would be subject to a full inspection which would be undertaken within 28 days of opening.

In terms of Feed Law, the department was governed by the Food Standards Agency. Page 45 of the Plan detailed the achievements to date and page 50, at section 6.3 referred to areas for improvement.

As part of the annual review process, any areas for improvement would be identified and included in the Plan and / or the Service Area Business Plan with such improvement encompassing areas such as:

- Improvements to working practices
- New projects or initiatives
- Greater partnership working
- Improvements in efficiency and effectiveness
- Promotion of food issues
- Greater focus on outcomes.

Following a query from a Member as to whether the Department was currently looking at school meals, the Operational Manager advised that they were checking all ingredients and would be talking to the Headteachers and raising awareness of what hygiene requirements etc. that should be looked for.

The Chairman also commented that it would be useful if the Department would work with the Planning Department to provide advice to applicants when making planning applications.

Following full consideration of the report, it was subsequently

RESOLVED –

(1) T H A T the Food and Feed Law Enforcement Service Plan for 2017/18 be approved.

(2) T H A T the Head of Shared Regulatory Services be authorised to make administrative amendments to the 2017/18 Food Law Enforcement Service Plan should the need arise.

Reasons for decisions

(1) The Food Standards Agency requires all Local Authorities to produce and approve an Annual Plan that sets out how it is going to discharge its responsibilities.

(2) To ensure the Plan remains up to date should any changes in law or best practice be introduced during the period.

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RESOLVED – T H A T the minutes of the Shared Regulatory Services Joint Committee meeting be noted.

Reason for decision

To note the minutes.

C119 JOINT CONSULTATIVE FORUM –

The minutes of the Joint Consultative Forum meeting held on 16 October, 2017 were submitted.

Present: Councillor Mrs. J. Charles (Chairman); Councillors Mrs. P. Drake, S.J. Griffiths, A. Hampton, N.C. Thomas and L.O. Rowlands (substituting for Councillor B.T. Gray).

Also present: Mr. L. Bonni and Ms. C. Webber.

Representatives of the Trade Unions: Ms. M. Canavan (NUT); Mr. D. Dimmick (NASUWT); Mr. D. Everleigh (GMB), Mr. G. Pappas (UNISON); Ms. L. Lancaster (NASUWT), Mrs. G. Southby (UNISON) and Mr. N. Stokes (GMB).

Officers: Mr. R. Bergman, Mr. T. Baker, Mrs. K. Bowen, Mrs. A. Davies, Mr. H. Isaac, Ms. E. Morgan and Mr. A. Unsworth.

(a) Apologies for Absence –

These were received from Councillors B.T. Gray and G. John.

(b) Announcement –

The Forum was advised that Mr. C. Jordan (GMB) had recently retired. Members of the Forum formally recorded their thanks to this officer for his work with the Forum.

Mr. D. Dimmick advised that he had now officially stepped down and that Ms. L. Lancaster had replaced him.

A welcome was also extended to Mr. L. Bonni, Operational Manager Employee Services, and Ms. C. Webber, Business Support Assistant (HR).

AGREED – T H A T a letter of thanks for Mr. C. Jordan's work with the Joint Consultative Forum be extended on behalf of the Forum.

(c) Minutes and Matters Arising –

AGREED – T H A T the minutes of the meeting held on 3rd July, 2017 be approved as a correct record. There were no matters arising.

(d) Declarations of Interest –

No declarations were received.

(e) Trade Union Items –

No items were received.

(f) Minutes of Directorate Consultative Groups (HHR) –

The minutes of the following Directorate Consultative Groups were received:

Learning and Skills: 12th July, 2017
Social Services: 6th June, 2017
Social Services: 5th July, 2017
Visible Services: 7th June, 2017
Visible Services: 5th July, 2017
Visible Services: 6th September, 2017.

In referring to the minutes of the Learning and Skills Directorate, Mr. Dimmick presented a paper entitled “National Tests and Examinations” which had been circulated at the Learning and Skills meeting on 12th July. He took the opportunity to urge the Directorate to consider the advice provided. The Head of Service responded by advising that the issue had been discussed at the Learning and Skills JCF and at the Head Teacher’s Steering Group as good practice to share and guidance for clarity purposes.

In referring to the consultation being undertaken in respect of the EOTAS (PRU) provision, the Forum was advised that a further report would be referred to Cabinet following a meeting which was scheduled to take place on 7th November with relevant staff, trade unions and officers.

It was subsequently

AGREED – T H A T the minutes of the Directorate Consultative Group meetings be noted.

(g) Future Dates of Directorate Consultative Group Meetings (HHR) –

AGREED – T H A T the following dates for Directorate Consultative Group meetings as detailed below be noted:

Learning and Skills: 8th November, 2017
 Resources: 26th October, 2017
 Social Services: TBC
 Visible Services: 4th October, 2017.

(h) Update on Staff Charter Initiatives (HHR) –

The Head of Human Resources provided the Forum with an update on the 15 actions as contained within the appendix, paying particular attention to the #itsaboutme scheme that was launched on 1st September, 2016, the new induction course and the new management development programme. It was noted that completion rates for the #itsaboutme process had been recorded at 91% as at the end of August 2017.

In relation to staff engagement, the Head of Service referred to the Employee Recognition Project and the Annual Awards Event which was schedule for 15th June, 2018 or thereabouts to recognise employee contributions to the work of the Council.

With specific reference to the Staff Charter, he advised that the Staff Charter Employee Survey had been launched today (16th October, 2017) and urged all present to remind staff to complete the form.

The Chair took the opportunity to state that she was pleased that staff recognition had moved forward, following which it was subsequently

AGREED – T H A T the Staff Charter initiatives report be noted.

(i) Launch of Employee Survey 2017 (HHR) –

The Head of Human Resources advised that the purpose of the 2017 Employee Survey would be to provide a “one year in” measure to assess the effectiveness of the Council’s Staff Charter. The survey was to be launched via an electronic version with e-mail access and home address hard copy versions for those without work e-mail access.

The Forum was informed that the provisional results from the Survey would be reported to the JCF in early 2018 and would then be used to shape the next stages of the Council’s Staff Engagement Strategy.

Having considered the report, it was

AGREED – T H A T the report be noted.

(j) Proposed Refinement of the Single Status Grading Structure (HHR) –

The report had been referred to Cabinet on 18th September, 2017, which had subsequently referred the report for consideration to the Corporate Performance and Resources Scrutiny Committee. At its meeting on 9th October, 2017 the Cabinet formally endorsed the Single Status Grading Structure as set out in paragraphs 11 - 15 of the report.

All present welcomed the decision of the Cabinet, with Mr. Pappas advising that he was pleased to see that the Council was working towards the Foundation Living Wage (FLW) and stated that it was a way forward which was endorsed by the Trade Unions.

Having considered the report, it was subsequently

AGREED – T H A T the report be noted.

(k) Reshaping Services Update (HPR) –

The Head of Performance and Resources referred to the Highlight Report that was available on the Council's website for all staff and that it was a standing item on the agenda for consideration by the JCF. It identified the number of projects that were ongoing and provided an update on each project.

A Member raised a specific issue in relation to the Youth Service and was advised that a review was currently ongoing in respect of the Youth Service. The Member was particularly concerned that following the move from Provincial House that there was enough provision and capacity within the service, and was informed that as a result of a number of issues to date, the review had not been taken forward as far as originally anticipated. However, the Head of Service could confirm that there were currently enough desks etc. to meet staff needs. Further reports would be presented to Members and the Forum in due course.

AGREED – T H A T the Reshaping Services Programme Highlight Report be noted.

(l) Feedback on Policy Development (HHR) –

The Operational Manager Human Resources advised that the HR Policies had been prioritised and were being formally reviewed periodically on a rolling basis or in light of any developments in employment legislation or good practice or in light of any difficulties in applying the policy.

Since the last meeting of the JCF, the position as at 1st October, 2017 on HR Policy Development was as follows:

Further Issues to be Clarified Prior to Proceeding

- Flex Scheme and Special Leave Scheme
- Violence and Aggression at Work
- Management of Absence

Terms and Conditions

- Regrading Procedure
- Compensatory Rest Local Collective Agreement

Change Forum

- Regrading Procedure
- Salary Protection Local Agreement.

It was noted that Human Resources was continuing to work with the Corporate Organisational Development / Training Section during the consultation process to allow time for the development of subsequent training programmes where relevant and to ensure that managers were effectively trained in the revised policies.

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RESOLVED – T H A T the minutes of the Joint Consultative Forum meeting be noted.

Reason for decision

To note the minutes.

C120 CHILD SEXUAL EXPLOITATION (REF) –

The Scrutiny Committee (Healthy Living and Social Care) on 9 October, 2017 considered the above report of the Director of Social Services.

The Scrutiny Committee was advised of the current situation regarding the approach taken to tackling Child Sexual Exploitation in the Vale of Glamorgan. For this item the Committee was joined by the Principal Officer, Safeguarding and Performance.

As a background summary, the report stated that sexual exploitation of a child under the age of 18 was illegal under Section 65(1) of the Children Act 2004.

Sexual exploitation of children and young people under 18 involved abusive situations, contexts and relationships where they received “something” (e.g. affection, gifts, money, food, accommodation, alcohol, cigarettes, drugs) as a result of them performing, and / or another or others performing on them, sexual activities.

The main characteristics of child sexual exploitation (CSE) could be summarised as follows:

- perpetrator/s manipulating children and young people into sexual activities
- the perpetrator/s exercising some power over the victim
- the perpetrator/s often using violence and / or intimidation
- the perpetrator/s exchanging material and / or emotional gifts such as money or affection for sexual favours
- the victim was vulnerable in one or more ways

- the victim may be unable to see or acknowledge that she / he was being groomed or abused
- the victim may appear to agree to the relationship or to the abusive behaviour.

Councils play a crucial, statutory role in safeguarding children, including tackling CSE. However, they could not do this alone. It needed the co-operation of the wider community and partner agencies. Councils could use their links with Police, schools, health professionals, and community and faith groups to highlight the signs and ensure people knew where to turn if they had concerns. CSE was a difficult and unpleasant subject to discuss but having these conversations was crucial to effective action. Members would be aware of the independent report by Professor Alexis Jay into the handling of CSE by Social Services and Police in Rotherham between 1997 and 2013. It was highly critical of "collective failures" of political and officer leadership.

CSE was a key priority area for the Cardiff and Vale RSCB this year. It had established a specific sub-group, led by the South Wales Police and including representatives from the NHS, probation and social services to address operational issues. National developments continued under the new Centre of Expertise on Child Sexual Abuse launched by the UK Home Office and led by Barnardo's. The Centre would become the authoritative source of research and knowledge on tackling child sexual abuse and exploitation, and harmful sexual behaviour.

To date, there had been only one major case in the Vale of Glamorgan where multiple abuse was suspected – this was historical abuse and the investigation took place over a period of years. It involved a significant number of alleged victims, most of whom were resident in other Local Authority areas and all of whom were now adults. Several regional learning events had taken place following a Practice Review. Children potentially at risk and those who may have been abused were safe. The RSCB had carried out a Child Practice Review to see what lessons could be learned. Two senior managers from the Vale of Glamorgan were members of the Child Practice Review Panel.

On the evidence currently available, most children who had been the subject of CSE strategy meetings since the Council started collecting local data had not been victims of organised abuse. The Council could not be at all complacent and considerable efforts were being made to tackle CSE in its area. The Cardiff and Vale LSCB had established a sub-group, led by the South Wales Police and included representatives from the NHS, probation and Social Services, to address operational issues. There was also a pan-Wales group established by the Children's Commissioner, which was looking at areas requiring national policy and leadership.

At a local level, the Council complied fully with the All Wales Child Protection Procedures in addressing cases of suspected CSE. Where children / young people were considered to be at risk of CSE, an assessment of risk using the Sexual Exploitation Risk Assessment Framework (SERAF) tool was undertaken. Assessments with risk scores under 11 were discussed with the Principal Officer working in this Council and preventative measures were considered. Risk scores of 11 and upwards progressed to a CSE multi-agency strategy meeting. Cases which were seen to indicate “significant risk” were referred automatically to the Directorate’s Principal Officer Safeguarding (Children) who convenes and chairs a multi-agency strategy meeting under the All Wales Child Protection Procedures.

To ensure that the Council was giving due consideration to children or young people about whom there were concerns but where there was not a “significant risk” score on SERAF, the Council now had in place a process whereby any agency or professional body may refer a case for consideration about whether there were agreed CSE concerns. If this was the case, the ensuing assessment would consider these issues and the case was referred to the Principal Officer who considered the level of intervention required. This might range from the provision of support services to proceeding with a strategy meeting involving relevant professionals. In addition, the new processes allowed the Council to capture more effectively data about the number of children where there were sexual exploitation concerns.

There had been 24 initial CSE strategy meetings between April 2016 and March 2017 relating to 23 children, one child having been closed and then re-referred. There were nine review meetings for nine children carried over from March 2016 with ongoing work identified; the number of review meetings in the period April 2016 to March 2017 was 38 relating to 22 children. Of the 24 children referred during April 2016 and March 2017, four were boys. The age range of the children was 12 to 17, most common were 14 to 16. The response to each young person included:

- consideration of any criminal matters by South Wales Police
- assessment;
- consideration of the need to use child protection procedures; and
- support to be provided by Social Services and voluntary organisations as these children were regarded as being particularly vulnerable.

Where ongoing concerns had been identified, review strategy meetings took place for each young person. As stated, most alleged victims were aged 14 to 16 and they shared common characteristics such as poor attendance at school, low self-esteem,

self-harm / suicidal thoughts and inappropriate use of the internet and mobile phones. Suspects were usually male and aged 19 to 40.

The South Wales Police had established a CSE team in each of their Basic Command Units. They were staffed by a Detective Sergeant and two Detective Constables dealing specifically with children and young people who were at risk of CSE. In this role, the officers attended all the CSE strategy meetings in the Vale and Bridgend (both areas being part of the same Basic Command Unit). The Officers were now based in Bridgend with the Missing Persons Team. Additionally there was a worker from Barnardo's who was on attachment with the team who undertook visits to all children who went missing, where there were CSE concerns.

The CSE Taskforce meetings established in May 2015 had been expanded. Those in attendance were the Detective Sargent CSE team, Vale Safeguarding staff, Education, the Practitioner Manager for the Social Services Duty Team, a Youth Service representative, a Youth Offending Team representative, Probation, the Looked After Children Nurse, the Safeguarding Nurse, a representative of the 15 Plus Team in Children's Services, a Licensing Officer, if there were relevant concerns, and Llamau. The meetings took place every other month in the Vale and on a monthly basis in the Bridgend area (because of the higher numbers of children identified in that area).

The South Wales Police received a grant enabling them to employ workers from Barnardo's to "de-brief" children and young people who had been missing and where there were CSE concerns. The workers looked to try and establish where the children and young people had been when missing and with whom they had been associating. The worker had also undertaken sessional work with identified young people for up to six sessions working specifically to raise their awareness of the risks and their vulnerability of being exploited. The CSE team to which the Barnardo's worker was attached had since joined with the Missing Persons team and were, as stated previously, now situated in Bridgend.

One of the challenges for professionals working with children and young people who were most vulnerable was helping them to acknowledge that they were at risk of being exploited. Schools in the area were delivering a programme to children which was designed to raise awareness, especially regarding online abuse which involved their peers. Safeguarding training of both teaching staff and School Governors ensured that they were aware of concerns relating to CSE as well as safeguarding in general.

The RSCB had been working to produce a new CSE strategy which would consolidate emerging best practice. Both Local Authorities had developed separate strategies, to reflect differences in referral processes, while sharing their knowledge and experience, and both were operational. Welsh Assembly Government had also commissioned work by Barnardo's to undertake a review of the present CSE guidance and procedures. The remit of the person designated to undertake the review was that she would make contact with every Authority in Wales and meet with those responsible specifically for the management of CSE work along with partner agencies, both statutory and the private sector. The person concerned had already met with the relevant people in Cardiff and the Vale of Glamorgan and indicated at that time that the work was on a definite time schedule for completion.

The Chairman, in referring to the multi-agency approach, queried which organisation would lead on cases. The Principal Officer, Safeguarding and Performance stated that as an example, in a case with a criminal act, the Police would be involved. If the victim was under 18 then Social Services would be contacted so that an assessment could be undertaken. Therefore, a joint approach would be adopted. She added that all referrals would come to her, through her role as Chair of all Multi-Agency Strategy Meetings. This meant that there was one main point of contact to co-ordinate all agencies involved. The process also allowed for agencies to share information such as those children at risk and "hot spot" areas.

A Committee Member queried concerns with Looked After Children. The Principal Officer advised that of the one case in the Vale, 13 of the children were looked after, although none were looked after at the time of the investigation. These children had become looked after in order to safeguard them from risk and not necessarily because they had been targeted. The Principal Officer also alluded to those children that were regarded as 'risk takers' and those who could be exploited because of their life experiences.

With regard to the role of schools and School Governors, the Principal Officer stated that there were two important aspects, the first relating to training and the second around raising awareness within schools. It was important to ensure that different ages were introduced to issues at the most appropriate stage. In addition, the Principal Officer also referred to the role of the Senior Youth Worker, as they worked closely with children and would raise concern around a particular child. This role was now full time and so they would be managing youth engagement and awareness raising, with a particular emphasis on child to child sexual behaviour, which had been of recent prevalence in the news.

In reply to a query regarding the increase in the number of vulnerable children that were homeless in Cardiff, the Principal Officer advised that this came under the jurisdiction of Cardiff Council. They would have their own dedicated officers, although both Cardiff and the Vale had a joint Safeguarding Board and both would use the same procedures.

RECOMMENDED –

- (1) T H A T the contents of the report be noted.
- (2) T H A T the report be referred to Cabinet for consideration.

Reason for recommendations

(1&2) To inform Elected Members about how the Council is carrying out its duties to identify, reduce and eradicate the risk of Child Sexual Exploitation within the Local Authority area.



After presenting this item, the Cabinet Member for Social Care, Health and Leisure thanked Officers for their hard work on this serious issue.

The Leader agreed with his colleague and noted that Barnado's had released an informative video raising awareness on this serious issue, and he had requested a link be placed on the Council's internal website and emailed to all Members.

Cabinet, having considered the recommendations of the Scrutiny Committee (Healthy Living and Social Care)

RESOLVED – T H A T the contents of the report be noted.

Reason for decision

To note the contents of the report.

C121 TENANT ENGAGEMENT STRATEGY (REF) –

The Scrutiny Committee (Homes and Safe Communities) on 11 October, 2017 considered the above report.

At its meeting on 9th October, 2017, Cabinet had been provided with a draft Tenant Engagement Strategy for Public Housing. The purpose of the Strategy was to ensure that tenant engagement was at the heart of the decision-making processes and a broad range of tenants had the opportunity to take part in a variety of different ways. This would allow the wider tenant population an opportunity to comment and suggest changes to the draft Strategy.

Cabinet had subsequently referred the matter to the Scrutiny Committee for consultation purposes.

In 2007 the Welsh Government set out a requirement for all social landlords to develop their own local Tenant Participation Strategies. The first Vale Strategy was published in 2008 and led to an improvement in tenant participation; albeit from a fairly low base. Two years later, the Vale published a further Strategy with more ambitious objectives designed to drive further improvements and that included outcome focussed objectives for the first time.

It had been seven years since the last Strategy was published and the current version aimed to pick up any gaps which had come to light and also incorporated feedback from more recent tenant consultation. A number of priority areas were identified included:

- a need to involve a broader cross-section of tenants;
- the need to develop the range of methods used to engage tenants (beyond the traditional tenants association type approach);
- the need to develop the capacity of tenants groups to play a bigger role;
- ensuring tenant views fed into the strategic decision making process, for example shaping new services, developing new policies and deciding spending priorities.

The above priorities informed the new Strategy and the outcomes focus was retained in order to maximise the impact of the actions and initiatives which had been formulated.

The Head of Housing and Building Services, in presenting the report, advised that the draft Strategy attached at Appendix 1 to the report was a working document and could be amended following Member comments. The Strategy was one of the most important Strategy's for the Council as it allowed officers to manage and recognise customer expectations. The Council had made significant progress in terms of engaging with its tenants over the last three years and the officer advised that this

was largely due to the growing awareness of Housing Officers on their responsibility for promoting tenant engagement.

The officer highlighted the recurring themes, following consultation with tenants, which informed the four objectives and their subsequent outcomes within the Strategy.

- **Communication/keeping people informed:** the results from the STAR survey showed that only 70% of tenants felt the Council was good at keeping them informed. General needs tenants were less impressed (69%) compared to tenants in sheltered accommodation (78%).
- **Listening to views and acting on them:** 69% of tenants agreed that the Council took views of tenants on board and acted on them, this was just below the medium point for social landlords (70%) and gave scope for improvement. A significant number of tenants were indifferent to this question (16%).
- **Creating opportunities for more tenants to get involved:** Membership of the existing tenants groups could include a significant portion of older people; in addition, the groups tended to be established groups located on some of the larger estates. This highlighted the potential for involving tenants from different demographic groups and for new groups in areas where there may currently be less representation.
- There was interest from tenants in **contributing in a number of ways**, including reviewing policies and procedures, mystery shopping, sounding boards/consultation panels, and decisions about budget etc.
- **Tenants being aware of opportunities for them to participate with suggestions:** including expanding use of social media and community notice boards being seen as positive ways to share information.
- Some tenants may **lack the confidence** or perceive they have a **lack of skills** to take part.

A Member asked officers how the Council would be tackling the distinct high level of apathy amongst young people evidenced amongst the young people in her own local area.

The Head of Housing and Building Services advised that the Council currently operated a Community Investment Strategy which had been brought to the Committee previously; which included various training activities which had been provided for young people. For example, driving lessons which would in turn help the young person's employability and skill set. The officer also advised that the particular area that the Member referred to was under the control of the Newydd

Housing Association and suggested that it might be of benefit to the Committee if the Association were invited to present on their current work. The Committee agreed that this would be a useful presentation to receive and requested that the recommendation be made.

A Member highlighted the fact that young people have a very different set of needs and interests and the Council therefore needed to be aware of these to have effective engagement with them. With this in mind, the Member asked officers whether they had been in contact with the Youth Forum and how the Council intended to start engaging with young people generally.

The Head of Housing and Building Services advised that Digital Inclusion courses had already been offered to young people and that the Housing and Building Services Department were getting involved with community investment events as part of the Community Investment Strategy. However, there needed to be further emphasis put on the use of social media to build an extra communications platform to engage with young people.

A Tenant Working Group representative provided the Committee with an example of engagement work currently undertaken with young people in her local area. A leaflet was distributed to homes by the Tenant Group which requested young people to feedback on the information that they wished to know and/or activities they wished to get involved in within their local area. From this, a “ground force” project was created and an information only Facebook page was set up for local area residents to subscribe to. The representative then advised the Committee that the young people involved wished to continue the project independently into the future and had thoroughly enjoyed the experience.

Officers and Members congratulated the Tenant Working Group representative on her work and the success of the “ground force” project and their hopes that other resident groups will take the success as a positive example for the future.

Having considered the Strategy and all the outcomes and objectives contained therein the Committee summarised their comments for consideration.

RECOMMENDED -

(1) T H A T the draft Tenant Engagement Strategy be endorsed as a working document with further consideration given to the following Member comments:

- That Members be encouraged to attend their local Tenant Working Groups to enhance communication between tenants and local councillors and to provide feedback to the Tenant Working Groups on matters that have been considered by the Council.
- That innovative technology/software such as Hwb and Office 365 (on the Cloud) be considered by officers to engage with young people at a much younger age which will ease engagement opportunities and increase results in the long term future.
- That partnership working is established with the Youth Forum, the new apprentice within the Housing Services Department and individual school councils to create stronger links with young people and to combat apathy amongst young people.
- That greater consideration is given to communication methods between tenants, Members and officers so more effective lines of communication can be established and that any staff changes are brought to Member attention so a more accurate source of support is established.

(2) T H A T the Newydd Housing Association be invited to a future Committee meeting to share their engagement practices for young people.

Reasons for recommendations

(1) Scrutiny Member comments are considered by Cabinet as part of the draft Tenant Engagement Strategy consultation period.

(2) Members are informed of the works undertaken by the Newydd Housing Association within the Vale of Glamorgan area.

Cabinet, having considered the recommendations of the Scrutiny Committee (Homes and Safe Communities)

RESOLVED –

(1) T H A T the contents of the report and the comments of the Scrutiny Committee (Homes and Safe Communities) be noted and considered alongside the ongoing broader consultation with all Vale Council tenants and existing Residents' Boards.

- (2) T H A T a future report on the final version of the Tenant Engagement Strategy be provided for the approval of Cabinet on conclusion of the broader consultation exercise.

Reasons for decisions

- (1) To note the contents of the report and the comments of the Scrutiny Committee (Homes and Safe Communities).
- (2) To agree the final Strategy document.

C122 DISPOSAL OF DREDGED MATERIAL ASSOCIATED WITH THE CONSTRUCTION OF HINKLEY POINT C POWER STATION (REF) –

The Scrutiny Committee (Environment and Regeneration) on 12 October, 2017 considered the above report.

The Chairman had requested that the report be placed on the Committee's agenda for consideration and the reference from Cabinet of its meeting on 9th October, 2017 was tabled for Members' consideration.

Cabinet had, on 9th October, 2017 resolved

- (1) **T H A T the contents of the report be noted.**
- (2) **T H A T the Leader of the Council writes to the Cabinet Secretary for Environment and Rural Affairs and the Chief Executive of Natural Resources Wales (NRW), expressing this Council's concerns to the proposal to dispose of dredged radioactive material at the Cardiff Grounds disposal site, given the time that has elapsed since issuing of the licence in July 2014.**
- (3) **T H A T within the letter referred to in resolution 2 above, consideration is requested to be given to the methodology to be used for the new radiological assessment of the material, suggesting greater sampling of the material, to full excavation depth and over the entire excavation area.**
- (4) **T H A T within the letter referred to in resolution 2 above, NRW be requested to formally consult this Council on the details of the new,**

more thorough, radiological assessment prior to any disposal works progressing.

- (5) T H A T the Leader of the Council seeks a meeting with the Cabinet Secretary for Environment and Rural Affairs, the Chief Executive of NRW and the Leaders of all neighbouring authorities along the Severn Estuary to seek the necessary support for a review of the position by Welsh Government and NRW as detailed in resolutions 2 to 4 above.**
- (6) T H A T the report be referred to the Scrutiny Committee (Environment and Regeneration) for further consideration and discussion.**

The Chairman had also requested that an invitation be extended to a representative from Natural Resources Wales (NRW) to attend the meeting to respond to Member queries and advised that an Independent Marine Research Consultant, Mr. Tim Deere-Jones, was present to provide the Committee with an overview on “Dumping of radioactive wastes at Cardiff Deep”.

The Managing Director, in presenting the report, advised that following an application made in August 2012 a Marine Licence was granted in 2014 by NRW to NNB Genco, a subsidiary of EDF Energy, to dispose of the dredged materials arising from the above works. The Licence was valid until 4th March, 2019 and permitted a quantity not exceeding 304,885 tonnes to be deposited.

The Council had been consulted as Local Planning Authority by Welsh Government on the application, the application at that time being for 200,000m³ of material. The conclusion of the Planning Officers had been that without detailed expertise and in the limited timescale for making comments, it was difficult to make an informed conclusion of the application and hence no objection was raised. However, it was noted that it appeared that the major issues of concern to the Authority and of wider interest had been the subject of detailed research, conclusions of which seemed to indicate that the proposal could be carried out without significant impact.

As part of the application a full radiological assessment had been undertaken which concluded the proposal was acceptable and this was further reviewed by internal experts in NRW who agreed with that conclusion. No material from Hinkley Point had yet been deposited and due to the time that had elapsed since the Licence was granted, a further radiological assessment must now be undertaken before this could occur.

The assessment to be undertaken must be based on a new set of sediment samples taken as part of a structured sampling programme agreed by NRW and would include all relevant radiological determinants.

The Managing Director further advised that there had been concerns expressed by individuals about the adequacy of the radiological assessment undertaken and the potential health implications of the proposed deposit of material. There was currently an e-petition to the Welsh National Assembly calling for NRW to suspend the Licence pending a Public Inquiry, a full hearing of independent evidence and a Public Consultation.

Following the presentation of the report the Chairman then invited Mr. Tim Deere-Jones, Marine Radioactivity Research and Consultant, to provide evidence to the Committee.

Mr. Deere-Jones commenced by referring the Committee to the map of the Bristol Channel, advising that core studies elsewhere in the Irish Sea had shown that 0-5cm surface samples held the lowest concentrations of man-made radioactivity and that increasing depths showed increasing concentrations. At approximately 20cm depth, concentrations were five times higher than at the surface. In his view, the use of the surface samples was therefore inadequate.

In referring to Hinkley Point, he advised that there were two sub-stations, A and B, and that there had been 50 years' worth of discharges from the Point into the sea. The discharges had built up and held radioactivity which was slowly released in the area. The concern was that radioactivity was slowly releasing and once 200,000 tonnes was "dropped", it would eventually disperse into the environment. All studies showed that radioactivity would re-concentrate and deposit out in the Estuary and the coastal mud flats, which were the main areas of concern.

Mr. Deere-Jones had also analysed the CEFAS document advising that he was clear that you could not quantify the amount of radioactivity in the mud using only 0-5cm of surface sampling. To this end, in his profession, calls had been made for a change in monitoring standards. He stated that once dredged in Cardiff, the deposits would run the risk of increasing pollution and dosage. He was also of the opinion that you could not work out the risk if you did not have sufficient data and, in particular, he stated "don't dump until you have the information".

There were not many studies in Wales as there were insufficient resources to undertake such work with reliance therefore on the Government for such work. Mr Deere – Jones stated that he had previously been involved in the Tidy Estuary Study

where it was found that there were ten times more levels in the estuary inland, which was much higher than in the normal open coast. In referring to the Towyn storm surge flooding years previously, samples had been taken and a consultant had advised that given the presence of aneurism it was deemed certain plutonium would also be there.

With regard to breaches of standards, he referred to

- the precautionary principle re transport movement of RAD materials - he advised not to engage in unnecessary transport movement as this runs the risk of increasing population and environmental doses
- the precautionary principles also invoked when available that scientific data was “so insufficient, inconclusive or imprecise as to make it impossible to determine with sufficient certainty the risk in question”.

With specific reference to Bridgewater Bay, he stated that the Bridgewater Bay sediment was now a major deposit of sequestered RAD waste after 50 years of input. Radioactivity in Bridgewater Bay had been subject to slow leaching due to storms, tidal surges, etc. and the dredging invoked a major and rapid disturbance of settled and consolidated sediments. The disposal at the Cardiff ground would invoke a major and rapid distribution of radioactivity into Welsh coastal waters which would disperse into water columns and then re-concentrate in sedimentary deposits (coastal mud flats along Gwent levels estuaries and tidal areas of South Wales rivers). Studies had also shown that marine RAD transferred across the Welsh coastline impacted the terrestrial zone and on the Ceredigion coast sea to land transfer via marine aerosol sea spray in onshore winds.

Mr. Deere-Jones concluded by stating that he thought the science was inadequate and he urged the Council to lobby NRW and Welsh Government to get assistance in order for further studies to be undertaken.

Mr. Wheadon, representing NRW, advised that he could not comment on the expertise that Mr. Deere-Jones was presenting, but he could advise on the process undertaken for the Licence and that the data itself was a matter for technical experts.

Councillor N.P. Hodges, with permission to speak, stated that he was pleased that the Cabinet had considered the matter but referred to the Council constantly seeking to defer to expert advice that was not available in house. He therefore requested that the Committee consider recommending to Cabinet that a pot of money be made available in the future for such applications and referred to the Barry incinerator proposal where again, the Planning Department he advised had stated they had little

expertise to make comments on the matter. Cllr Hodges stated that it was important that the Council had adequate resources to fund the purchase of such expertise when it needed to. He further stated his abhorrence at the fact that it appeared to be a fait accompli that 300 tonnes was going to be deposited on the Welsh side of the estuary for no financial gain whatsoever for the Vale. He stated that with regard to the incinerator at least that had a potential for 15 jobs that may materialise as a result, but for the dropping of such waste there was no incentive for the Council whatsoever.

Members of the Committee also concluded that they were appalled that such deposits were likely to be dropped in the Welsh region when English counties did not want it. Members were very appalled by the proposal and requested that Welsh Government be requested to look into the matter as a matter of urgency.

Following further questions about the possibility of damage to marine life, Mr. Deere-Jones advised that there had been less work done on the health impact to marine life, but there was evidence in the Bristol Channel of the impact on marine birds.

The Managing Director queried the risks involved which related to disturbance of the material and where it was to be deposited and asked whether the Licence covered both. In response, the officer from NRW advised that for any dredging another Licence would need to be agreed. The Licence that had been issued was specific to the deposit. However, in order to commence with the deposit, further samples would need to be undertaken.

Following on Mr. Wheadon advised that with regard to the sampling, he could share such information with the Committee, but if the Committee had any further concerns about the adequacy of the sampling programme, that NRW would welcome looking into the issues.

A number of Members also considered it important that representatives from Welsh Government and the MP should be present to provide the Scrutiny Committee with their thinking in relation to the issue and to answer any questions and concerns of the Committee.

Following a further query from the Managing Director to the representative from NRW that the fact that the Licence had been granted, did that hold NRW responsible, Mr. Wheadon advised that if the sample results were unacceptable then the Licence could be revoked. The Company had to follow a number of constraints and they would not be able to deposit in the location if the sample results were unacceptable.

The Chairman enquired as to whether it was within the gift of NRW to make the sampling more stringent and was advised that the methodology had been agreed in January 2017 but any person could make representations to NRW who would have the ability to make changes if appropriate. Mr. Wheadon informed the Committee that he would be happy to look into the depths and range agreed and get back to the Committee.

In referring to the issue of the Council possibly establishing a pot of money to pay for expert advice for a number of aspects, the Managing Director made the suggestion that in the first instance the Council investigated undertaking such work on a collaborative basis with Newport, Monmouthshire and Cardiff and that following such discussions a report be brought back to Committee for consideration, with the intention that also hopefully Welsh Government would fund such expertise in view of the issue at hand.

Having fully considered the report, the resolutions of Cabinet, the presentation to Committee and the comments made at the meeting, it was subsequently

RECOMMENDED –

- (1) T H A T Natural Resources Wales be requested to provide the Committee with the scale of sampling that had been agreed and for that scale to be expanded.
- (2) T H A T the resolutions of Cabinet be noted.
- (3) T H A T the relevant Minister and the Vale of Glamorgan MP be invited to attend a future meeting of the Scrutiny Committee in order for the Scrutiny Committee to voice its concerns and raise issues.
- (4) T H A T the results of the meetings with the Cabinet Secretary for Environmental Affairs, the Chief Executive of Natural Resources Wales and the Leaders of all neighbouring Authorities along the Severn Estuary be presented to the Scrutiny Committee for consideration in due course.
- (5) T H A T, if a collaborative approach in relation to funding expert advice for such projects was not forthcoming, the Committee consider a further recommendation for the possibility of a Vale funding pot for such matters.
- (6) T H A T Cabinet be advised of the Committee's comments and recommendations as outlined above.

Reasons for recommendations

- (1) To consider the scale of sampling agreed and to expand it.
- (2) In recognition of the Cabinet decisions
- (3) For Members to seek for information.
- (4) For consideration
- (5) To ensure monies are made available for future advice.
- (6) In light of information obtained during the debate.



Cabinet, having considered the recommendations of the Scrutiny Committee
(Environment and Regeneration)

RESOLVED –

- (1) T H A T the contents of the report and the recommendations of the Scrutiny Committee (Environment and Regeneration) be noted.
- (2) T H A T Cabinet notes that a further report is being presented to the Scrutiny Committee (Environment and Regeneration) on 9 November, 2017 which will provide a further update on the issue of disposal of dredged material at the Cardiff Grounds disposal site.

Reasons for decisions

- (1) To note the contents of the report.
- (2) The report to Scrutiny Committee (Environment and Regeneration) will provide a further update.

C123 REVENUE AND CAPITAL MONITORING FOR THE PERIOD 1ST APRIL TO 31ST MARCH 2017 (REF) –

The Scrutiny Committee (Environment and Regeneration) on 12 October, 2017 considered the above report of the Director of Environment and Housing.

In presenting the report, the Departmental Accountant advised that the service currently projected it would outturn within target at year end, although expenditure would in part be funded by reserves.

Under Highways and Engineering there was currently a £129k favourable variance against the profiled budget. The main reason being due to vacant posts currently within the department, however key posts had recently been filled on a temporary basis by Agency staff therefore it was currently projected that the budget would outturn on target.

For Waste Management there was currently an adverse variance of £132k to the profiled budget, due to overspends on staffing and transportation costs. The Waste Management budget had been reduced in 2017/18 for further vehicle savings however the department was unlikely to be able to make these in the short term due to the increased distance that had to be travelled as all waste disposal points were now situated in Cardiff. Due to this £200k had been set aside in the Visible Services Reserve, from the underspend in 2016/17, to offset any pressures in 2017/18 within Waste Management. It was currently anticipated that the budget would outturn on target.

For transportation – There was currently a favourable variance of £16k against the profiled budget. Staffing costs within the division were lower than budgeted to date. There was also a slight underspend within the supported buses budget which was assisting the current favourable position. At this stage of the year it was currently anticipated that this service would outturn within budget.

Visible Services Reshaping Services Savings Target – In 2017/18 there was a savings target of £525k allocated to Visible Services from the current Reshaping Services programme. The proposed means of achieving this saving had been approved by Cabinet on 24th April, 2017 and was through the introduction of a new target operating model for the service. This savings target had yet to be allocated to specific services and was being held centrally within Visible Services. Staff consultation ended on 31st July, 2017 and a number of changes were currently being considered as a result of the consultation. It was anticipated that the structure would

start to be populated from late October 2017. It was envisaged that the shortfall in savings for 2017/18 would be met from the Visible Services Reserve.

The Regeneration budget covered the Countryside, Economic Development and Tourism and Events functions. There was currently a favourable variance of £23k against the profiled budget for August, due mostly to staff vacancy savings whilst re-appointments were being made. Income due to be generated from commercial opportunities at Country Parks and car parking at Cosmeston had not yet been implemented. All non-urgent repair works at the Council's Countryside sites were on hold as a consequence in order to achieve a balanced budget at year-end.

Development Management – There was currently a favourable variance against the profiled budget for August, due mainly to higher than anticipated building regulation and planning fees to date. It was anticipated that the position would level off going into the winter period so at this time it was forecast that this service would outturn on target.

Appendix 2 to the report detailed a list of savings to be achieved in the current year and Appendix 3 detailed financial progress on the Capital Programme as at 31st August, 2017.

A Member commented on the work required for the Coastal Path and what would happen in the future if the grants were not available, acknowledging that having delivered the schemes, they would be only as good as maintaining them.

Another Member commented that when the All-Wales Coastal Path was being drawn up, it had been obvious that some of the work detailed had been undertaken via a desktop analysis and that he would not want to see a section of the Coastal Path in the Vale being “dumped” on the Vale with the responsibility for maintenance falling to the Council. He suggested that all types of funding were looked at in order to maintain the Coastal Path and that, in particular, the Welsh Government's attention be brought to this being an issue for the Council. The example referred to related to the recent erosion of the coast and the road that had to be moved at Dunraven Bay at a significant cost.

In noting that 20k had been earmarked for Llandough cycle stands and was a considerable sum, the Officer agreed to look into the matter and report to Members on the detail of the scheme.

For the Visible Services Reshaping Services savings targets, Committee was advised that staff consultation had ended on 31st July, 2017 for the service

restructure and a number of changes were currently being considered as a result of the consultation. It was anticipated that the structure would start to become populated from late October 2017, however Members were concerned as to the impact this would have on targets. The Officer advised that the main costs within the Department were in relation to Agency staff and filling the posts was proving difficult. Members stated that they wished to receive a report to Committee as soon as it was possible.

Following a query as to the Neighbourhood Services Model, Committee was advised of the new approach. It being noted that £200k had also been set aside from the Visible reserve in relation to Waste Management, the Accountant advised that this was in the main in relation to the number of journeys and the cost from getting the recycled waste from A to B. Currently co-mingling was going to Cardiff for a number of years and the compost tender had recently been retendered and this was also going to Cardiff, which had had considerable impact on the budget. The Council was looking to develop a new waste strategy which would, together with a WRAP report, come to a future meeting of the Committee.

In referring to the work being undertaken at the Merrie Harrier junction, a Member queried the end date with officers advising that it was due to finish that weekend. With regard to work at Culverhouse Cross, this was due to commence on 22nd October, but would be undertaken at night.

It was reported that the Coldbrook Catchment Flood Management Scheme was substantially complete, which was anticipated for late October. However, Members queried the reference to the scheme being substantially complete with the Head of Service advising that she would provide a written response to all Ward Members on the detail.

Following consideration of the report, it was subsequently

RECOMMENDED –

- (1) T H A T the Chairman on behalf of the Scrutiny Committee, write to Welsh Government seeking clarification on the plans Welsh Government had in relation to the Coastal Path, with particular regard to maintenance issues and that Cabinet be requested to do the same.
- (2) T H A T the position with regard to the 2017/18 revenue and capital monitoring be noted.

Reasons for recommendations

- (1) In order to raise with Welsh Government the issue of finance for the maintenance of the Coastal Path.
- (2) That Members are aware of the position with regard to the 2017/18 revenue and capital monitoring relevant to the Scrutiny Committee.

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Cabinet, having considered the recommendations of the Scrutiny Committee (Environment and Regeneration)

RESOLVED – T H A T the contents of the report be noted and that the Cabinet Member for Neighbourhood Services and Transport write to Welsh Government seeking clarity on maintenance liabilities and future funds for the upkeep of the Wales Coastal Path.

Reason for decision

To seek clarity on future resource implications on maintenance of the Wales Coastal Path.

C124 MEDIUM TERM FINANCIAL PLAN 2017/18 TO 2020/21 (REF) –

The Scrutiny Committee (Corporate Performance and Resources) on 19 October, 2017 considered the above report.

The Cabinet had given consideration to and approval of the above Plan at its meeting held on 18th September, 2017 and had subsequently referred the matter to the Scrutiny Committee for consideration / comment.

In providing context to how the Plan had been developed, the Head of Finance indicated that the document had been written prior to the Welsh Government's (WG) formal announcement of the Council's initial Revenue Support Grant (RSG) settlement and therefore a number of assumptions had been made in respect of the following:

- As a result of the continuation of austerity measures, a 3% reduction with regards to the funding from WG had been applied for the period 2018/19

- With continued economic uncertainty as a result of the United Kingdom's exit from the European Union, a further 3% reduction had been applied for both financial years 2019/20 and 2020/21
- Initial estimates showed a projected savings target between 2018/19 and 2020/21 of £20.941m excluding schools, comprising of £9.326m of savings already identified and £11.615m yet to be allocated
- There would be additional cost pressures arising between now and 2020/21 which were as yet unknown and therefore little provision had been made for service development
- Whilst savings would continue to remain a major expectation of future budgets, it was unlikely that the Council would seek to or be able to fund all cost pressures
- That there would be a continuance of exploring opportunities for collaboration and alternative forms of service delivery
- The only realistic option facing the Council in future years was the successful delivery of its Reshaping Services programme
- To ensure that the budget set for 2018/19 continued to address the priorities of the residents of the Vale of Glamorgan and the Council's services users, the budget setting process would incorporate engagement with a range of key stakeholders
- The actual shortfall in funding for 2018/19 would not be known until December 2017, it was proposed that the following areas were considered as a means of reducing the projected £799,000 funding gap if the reduction in funding from WG was 3% as included in the Plan:
 - No provision for prices inflation which equated to £455,000;
 - The impact of the change to the Council's Tax base; and
 - The further use of the Council General Fund to fund any remaining shortfall
- Many activities were dependent upon grant funding to maintain existing service delivery levels and aside from the general uncertainty as to whether certain grants would continue in future years, it was likely that these grants would be absorbed into the RSG with the real possibility of a significant reduction in grant funding in the future for distribution
- There was increasing pressure on pay budgets, in particular as a result of the introduction of the National Living Wage (NLW) and it was anticipated that these increases would put significant pressure on the lower part of the NJC pay scale. It was estimated that such changes could equate to an average increase across all staff of circa 1.6% in 2018/19
- Price inflation had previously been included in the Plan at a rate of 1% per annum. Consumer Price Index (CPI) increased by 2.6% in the year to July 2017 and it was considered with the current projected reduction in funding this

level of provision could no longer be maintained going forward. It was therefore proposed a figure equating to 0.5% be included, which would be allocated to specific budgets which had large contractual commitments. Other price inflation would need to be managed by respective services

- No final decision would be made on the increase in the level of Council Tax until the 2018/19 budget which would be set in March 2018, however, for the purpose of the Plan, an increase of 2.6% had been included for each year in line with the current level of CPI
- Options which were recommended within the Plan for further exploration as part of the 2018/19 budget process to reduce the funding gap in future years related to the following matters:
 - considering the results of the budget engagement process in determining priorities for future savings and service delivery;
 - reviewing the appropriateness of financial strategies for services;
 - reviewing the feasibility of any change in the use of the Council Fund Reserve and other reserves as part of the financial strategy;
 - a further review of the level of cost pressures with a view to services managing and reducing demand and mitigating pressures;
 - services funding their own residual cost pressures through reviewing their existing budgets and revised / alternative means of service provision;
 - services meeting their own pay inflation through reviewing their staffing structure in line with changes to service delivery and workforce planning requirements;
 - further consideration of the level of price inflation provided;
 - reviewing the priorities for funding statutory and non-statutory services, including establishing minimum levels of service provision;
 - considering the latest position regarding the Council's Reshaping Services programme and identifying further area for savings;
 - collaborative working in line with the WG reform agenda;
 - develop a strategic approach to income generation;
 - finalise the Minimum Revenue Provision (MRP) review;
 - reviewing the achievement of the 2017/18 savings targets; and
 - considering the possibility of a reduction in the level of service and determining what services the Council needed to deliver in the future.

The Head of Finance's attention then turned to the Capital Programme and indicated that there was an expected decrease in the Council's General Funding allocation in 2018/19 and specific capital grants from WG with limited capital receipts, which continued to give the Council little room for manoeuvre in progressing its priorities in this area. She indicated that as part of the 2017/18 final capital proposals, due to the Council's capital funding being flat lined for the past two financial years and after

reviewing the assumptions adopted by a number of other Local Authorities across Wales, a reduction of 5% year on year was assumed for future years.

Having stated the above, she updated the Committee in that WG had notified the Council of its provisional RSG which was 0.4% reduction in funding for 2018/19, but the reduction was likely to be greater as certain grant responsibilities which the Council received grant funding for were likely to be absorbed into the final RSG settlement and the figure did not take account of inflationary increases. She stressed that this would still provide little room for the Council to manoeuvre and cost pressures were likely to be above those included within the Medium Term Financial Plan. She reiterated that services were being asked to bring forward cost pressures but due to the continued funding challenges only certain cost pressures would be supported, e.g. in instances where there were contractual implications for the Council.

In conclusion, she indicated that the initial budget proposals would be submitted to Cabinet and the Council's Scrutiny Committee during November and December later in the year.

A Member, in referring to the level of savings required and the potential for a cash decrease of 3% as stated in the Plan, sought clarification as to which areas of grant funding were likely to be absorbed into the Council's RSG. He also sought clarification in regard to the rationale for a 1.6% wage uplift as a result of the NLW and only 0.5% allowance for inflationary price pressures. He alluded to likely financial pressures as a result of wider pay increase demands for all staff given that CPI was near 3%. In response, the Head of Finance referred to the areas which grant funding would be transferred into the RSG (something which the Local Authority had lobbied for and estimated to be £3.1m) and referred to the Waste element of the Single Revenue Grant, Welsh Independent Living Grant, Social Care Workforce Grant, Looked After Children Parent Grant and Carers Respite Grant. She indicated that the increase as a result of the pressure of introducing the NLW and inflation equated to £2.6m. This was the position when the Plan was written which was before the UK Government indication that they would be lifting the Public Sector pay cap. Any increases to the employee pay budget would have a considerable impact on the wider budget. The 0.5% allowed for inflation was in acknowledgement of cost pressures on services.

Another Member referred to his concern regarding the absorption of grant funding into the wider RSG in that the overall net figure was likely to be significantly different to the gross budget and therefore caution should be exercised. He was also concerned about the level of inflation at the current rate and the Plan only allowing

for 0.5% for inflationary pressures on services. It was his desire to see greater detail when the matter was reported back to the Cabinet and the Scrutiny Committee as part of the Initial Budget Proposals.

The Chairman referred to the funding levels in future years and sought clarification regarding the assumptions made for these in terms of how accurate these had been in past years and how relevant these were going forward for the Council in the future. In response, the Head of Finance indicated that the assumptions were only an indicative for the period of the Plan and reminded the Committee that the WG had indicated a further 1.5% reduction in the Council's RSG in 2019/2020. In terms of estimates as being realistic, she indicated that the Council had been prudent in past years and that its assumptions would have been close to the final settlement decision of WG.

The Chairman then referred to the assumptions made for future Council Tax rises as detailed in the Plan given that the Council had not made a decision on the same for future financial years. In response, the Head of Finance indicated that these were only an assumption and a basis for planning the Council's accounts. The figure of 2.6% as cited in the Plan was only an indicative figure to identify where the funding gap would be. In response, the Chairman, in referring to the funding shortfall, enquired if this could be met other than from a Council Tax rise. In response, the Head of Finance indicated that in the absence of being able to do so, the funding gap could only be met by income streams or income generation.

A Member then referred to Teachers' pension changes and sought clarification on the £450,000 additional costs. In response, the Head of Finance indicated that this was a cost pressure which she believed should be picked up by the Council in 2019/20.

Having regard to the above discussions, it was

RECOMMENDED – T H A T Cabinet be advised of the Committee's concern regarding the implications for services as a result of the Plan allowing for only 0.5% price inflation given that the Consumer Price Index (CPI) had increased to circa 2.9% in year to date.

Reason for recommendation

To advise the Cabinet of the Scrutiny Committee's concerns.

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Cabinet, having considered the recommendations of the Scrutiny Committee (Corporate Performance and Resources)

RESOLVED – T H A T the contents of the report, and the concerns of the Scrutiny Committee (Corporate Performance and Resources), be noted. The level of inflation will be one of the issues to be considered when the final budget proposals are presented to Cabinet and Full Council in February 2018.

Reason for decision

To note the contents of the report and the concerns of the Scrutiny Committee (Corporate Performance and Resources).

C125 REVENUE MONITORING FOR THE PERIOD 1ST APRIL TO 31ST AUGUST 2017 (REF) –

The Scrutiny Committee (Corporate Performance and Resources) on 19 October, 2017 considered the above report of the Managing Director.

The forecast for the 2017/18 Revenue and HRA budgets was for an outturn within target, however, some services were anticipating drawing down funding from reserves and details were provided in the report, details of which were outlined as below:

Learning and Skills

The forecast was showing an overspend of £86,000 after an anticipated use of reserves however, the Directorate was requested to look at ways of mitigating this position to deliver an outturn within budget at year end.

Schools – The delegated budget relating to schools was expected to balance as any under/over spend was carried forward by schools.

Strategy, Culture, Community Learning and Resources – It was projected that the service would outturn at a favourable variance of £73,000 after drawing down £105,000 from reserves.

Strategy and Regulation – It was anticipated that this service would breakeven at year end.

Achievement for All – This service was currently predicted to outturn with an adverse variance of £448,000 which would be partially met by transfers from reserves of £241,000 resulting in an adverse variance at year end of £207,000.

School Improvement – It was anticipated that this service would underspend by £48,000 due to a part year vacant senior post.

Provision had been made within the budget to make unsupported borrowing debt repayments in relation to the Schools Investment Strategy of £598,000 per annum and any favourable variance on debt repayments would be directed into the Schools Investment Strategy.

Social Services

The forecast for Social Services at year end was a potential overspend of around £1m due to pressure on the Community Care budget.

It was proposed that up to £1m be used this year from the Social Services Legislative Changes reserve to cover the shortfall. Cabinet would be provided with further details during the course of the year.

Environment and Housing

It was currently projected that this service would outturn within target at year end with an anticipated use of reserves.

Highways and Engineering – There was currently a £129,000 favourable variance against the profiled budget.

Waste Management – There was currently an adverse variance of £132,000 to the profiled budget. The variance to date was due to overspends on staffing and transportation costs.

Leisure – There was currently an adverse variance of £28,000 to the profiled budget.

Transportation – There was currently a favourable variance of £16,000 against the profiled budget.

Visible Services Reshaping Services Savings Target – In 2017/18 there was a savings target of £525,000 allocated to Visible Services from the current Reshaping Services programme.

Regulatory Services – The allocation of £2.166m represented the Vale of Glamorgan's budget for its share of the Shared Regulatory Service (SRS). At this stage in the year it was anticipated that the SRS would outturn on target.

Council Fund Housing – It was anticipated that this budget would outturn on target, however, this was after a planned transfer from reserves of £56,000 to fund specific posts and issues arising as a result of the introduction of the Housing Act.

Public Sector Housing (HRA) – The HRA was expected to outturn on target and any underspends in year would be offset by additional contributions to Capital Expenditure thus reducing the reliance on Unsupported Borrowing.

Managing Director and Resources

It was currently projected that this service would outturn within target at year end.

Resources – It was anticipated that this service would outturn within budget.

Regeneration – There was currently a favourable variance of £23,000 against the profiled budget for August. All non-urgent repair works at the Council's Countryside sites were on hold as a consequence in order to achieve a balanced budget at year end.

Development Management – There was currently a favourable variance against the profiled budget for August, it was forecast that this service would outturn on target at year end.

Private Housing – There was currently a small favourable variance due to staff vacancies within the division.

General Policy – It was anticipated that this service would outturn within budget.

2017/18 Savings Targets

As part of the Final Revenue Budget Proposals for 2017/18, a savings target of £4.017m had been set for the Authority. Attached at Appendix 1 to the report was a statement detailing each savings targets with an update of progress. Currently it was projected that there would be a shortfall of £584,000.

Medium Term Financial Plan (MTFP)

The matter had been considered earlier in the agenda under a separate agenda item.

The current MTFP assumed a reduction in WG funding of 3% for the years 2018/19, 2019/20 and 2020/21. This resulted in the requirement to find savings of £20.941m over this period, with £9.326m currently being identified. There were therefore further savings to be identified of £11.615m over the three year period. The latest Plan factored in a managed level of cost pressures, a notional increase in Council Tax of 2.6% each year, price inflation of 0.5% and annual pay awards of 1.6% each year from 2018/19.

A number of Members expressed concern regarding the intention to use circa £1m from the Social Services Legislative Change reserve. Members considered that it was premature to do so given that Social Services in the past in respect of the Community Care budget had successfully reduced the anticipated overspend by the financial year end. Members were also concerned that this reserve would be called upon to fund other overspends within the Service and to reduce the reserve by £1m would pose significant risk for the Council given that the reserve fund totalled £3.4m.

A Member referred to paragraph 8 of the report and indicated that the variance in regard to the Achievement for All service should be £166,000. In response, the Head of Finance indicated that she would check the figures. In addition, the Member also referred to his disappointment that the renewal area had yet to be established for Windsor Road, Penarth and separately, that the Committee should receive an update report in regard to the progress of the Transport Review. He also expressed further concern at the likely cost implications for the Council should it need to implement the WG proposals for kerbside recycling sorting. In response to the Member's comment regarding kerbside recycling sorting, the Head of Finance indicated that discussions were still ongoing with the WG regarding the Council's circumstances.

Another Member referred to the Adult Services Community Care budget and also sought clarification regarding what funding had already been drawn down from the Social Services Legislative Change reserve and what further demands would be placed on the same from the Service. In response, the Head of Finance indicated that the Directorate was assessing measures to mitigate further budgetary pressures by commissioning services through different methods. Additional funding had also been drawn down from the Intermediate Care Fund, however, she shared the Committee's concern. She alluded to the WG cap on what Local Authorities could charge in terms of Community Care packages and reminded the Committee that WG

had recently increased the capital allowance that could be retained by those entering into residential care.

Another Member referred to the delay in implementing the new Target Operating Model for service delivery for Visible Services and expressed his disappointment. In addition, he also queried the variance in respect of the Additional Savings to be found within the Learning and Skills Directorate in the amount of £86,000 being a favourable variance. In response, the Head of Finance indicated that the amount reflected an overspend and therefore should be reflected in the report as an adverse variance.

Another Member referred to the budget set for recoupment income from other Local Authorities that purchased placements at Ysgol y Deri and whether it would be likely that the situation would improve. In response, the Head of Finance indicated that it was unlikely given the increase in the number of pupils presenting with complex needs in the county, which had the knock on effect of reducing placements available for other Authorities to purchase. The Member's attention then turned to the projected overspend of £1m in respect of the Community Care budget and asked the Head of Finance at which point would the Council indicate that the budget was spent and there was no more funding available. In response, the Head of Finance indicated that the environment that Adult Services operated within was very difficult given the funding cap in place, which did not reflect the actual cost of providing care packages to individuals. Once an individual had presented themselves to the Council and had been assessed as requiring support, there was a statutory obligation to provide that care package. At this juncture another Member referred to the "graph of doom" and suggested that the graph be circulated to the Committee Members.

In summing up, the Chairman expressed similar views to those already expressed by the Committee and, in particular, shared the Committee's concern regarding the potential for a (£1m) to be drawn down from the Social Services Legislative Change reserve and considered that the matter should be drawn to the attention of the Cabinet.

Having regard to the above discussion, it was

RECOMMENDED –

(1) T H A T the Cabinet's attention be drawn to the Committee's concern regarding the proposal to draw down £1m from the Social Services Legislative

Change reserve to fund the overspend in the Community Care budget, including the historical and ongoing overspend in the service area.

(2) T H A T the Head of Finance provide further clarification in regard to those matters raised by the Committee in relation to Cosmeston Country Park car park and country parks and Windsor Road Renewal Area, Penarth.

(3) T H A T the Head of Finance be requested to amend the report to reflect the additional savings to be found in regard to Learning and Skills (£86,000) as an adverse variance.

Reasons for recommendations

- (1) To make the Cabinet aware of the Scrutiny Committee's concerns.
- (2) To provide an update to Members on the areas of clarification referred to.
- (3) To reflect accurately the information contained within the report.

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Cabinet, having considered the recommendations of the Scrutiny Committee (Corporate Performance and Resources)

RESOLVED –

- (1) T H A T the contents of the report, and the concerns of the Scrutiny Committee (Corporate Performance and Resources), be noted.
- (2) T H A T the Scrutiny Committee's (Corporate Performance and Resources) concerns in relation to the Social Services overspend and use of reserve be noted and will be considered further as part of the final budget proposals.
- (3) T H A T, in so far as recommendation 2 of the Scrutiny Committee (Corporate Performance and Resources) is concerned, Cabinet notes that the clarification sought by the Scrutiny Committee (Corporate Performance and Resources) has since been provided by the Head of Finance.
- (4) T H A T the report is not updated as recommended, given that the report is correct, and clarification of this be issued to all Members of the Scrutiny Committee (Corporate Performance and Resources) by the Head of Finance.

Reasons for decisions

- (1) To note the contents of the report and the concerns of the Scrutiny Committee (Corporate Performance and Resources).
- (2) To allow consideration of the issue as part of the final budget proposals.
- (3) To reflect that clarification has been provided by the Head of Finance.
- (4) To allow further clarification to be issued.

C126 STRATEGIC COLLABORATIVE WORKING INITIATIVES UPDATE (L) (SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) –

Cabinet was provided with an update on the Council's strategic collaborative working initiatives.

The Council had long recognised the value that collaborative working had in providing efficient and effective services to residents. In recent years, collaborative working activity had increased in pace in response to the challenging financial climate and also in recognition of the value that working in partnership to share skills, expertise and experience could have in tackling increasingly complex issues. These activities also contributed to the Council's well-being outcomes and objectives.

The compendium attached at Appendix A to the report was maintained to enable oversight of the strategic level collaborative working activity the Council was involved in and provided a description of the various initiatives that were underway. The compendium illustrated how each element of collaborative working aligned with the Council's Well-being Outcomes which were contained in the Corporate Plan. The Well-being of Future Generation (Wales) Act indicated that collaboration was one of the key ways of working to support sustainable development and meet the Council's duty under the Act. Collaboration was also one of the alternative models of service delivery which was considered as part of the Reshaping Services programme and it was envisaged that this approach would play a key role in the way services were delivered in the future.

The report noted that the content of the compendium attached at Appendix A to the report was not an exhaustive list of all collaborative working that was underway in the Council. Many operational level collaborative efforts supported both projects and

"business as usual" activity and these were monitored and managed within individual service areas.

This was a matter for Executive decision

Cabinet, having considered the report and all the issues and implications contained therein

RESOLVED –

- (1) T H A T the strategic collaborative working initiatives that are in place to support the delivery and development of Council services and the Council's well-being outcomes and objectives be noted.
- (2) T H A T a copy of the report be circulated by e-mail to all Vale of Glamorgan Council elected members and members of the Public Services Board.
- (3) T H A T further updates be provided to Cabinet on a quarterly basis, and in accordance with the forward work programme.

Reasons for decisions

- (1) To note the overview of strategic collaborative working initiatives.
- (2) To provide elected members and strategic partners with an overview of strategic collaborative working initiatives.
- (3) To provide regular updates for Cabinet.

C127 ACTIVE TRAVEL - RESULTS OF CONSULTATION FOR THE INTEGRATED NETWORK MAPS AND EXISTING ROUTE MAPS UPDATE 2017 (NST) (SCRUTINY COMMITTEE - ENVIRONMENT AND REGENERATION) –

Cabinet was advised of the results of the recent public consultation exercise on the Draft Integrated Network Maps, provided with an update to the Existing Route Maps, and approval was requested for the final Maps to be presented to Welsh Government (WG).

The Active Travel (Wales) Act (2013) placed duties upon local authorities in Wales to map, plan for, improve and promote opportunities for active travel. On 5 June, 2017 a report was presented to Cabinet to advise on the process that the Council was

required to follow in order to comply with the Active Travel (Wales) Act 2013 (Cabinet Minute C9 refers). The deadline for submission to WG of the updated Existing Route Maps and the final Integrated Network Maps was 3 November, 2017.

Due to the volume of work involved in reviewing the maps it had not been possible to obtain Cabinet approval prior to the WG deadline. Therefore the maps linked to the report had been provided to WG as draft documents subject to Cabinet approval on 6 November, 2017. This allowed Cabinet to either agree or amend the maps prior to the WG publication date later in November 2017.

In line with WG requirements, the extensive 12 week consultation process on the maps closed on 15 September, 2017. The Council received 39 email responses, and a letter with 25 signatures. Further, at school workshops 600 pupils responded and 61 persons attended the public events as part of the consultation process. An evaluation of the responses received was linked in the report at Appendix A (http://www.valeofglamorgan.gov.uk/en/our_council/consultation/previous-consultations/Active-Travel-Network-Maps.aspx#AppendixA).

The walking and cycling routes identified in the walking overview maps and cycling overview maps showed proposed routes identified by the public. Many required upgrading in line with the full audits undertaken by Sustrans, linked to the report at Appendix D

(http://www.valeofglamorgan.gov.uk/en/our_council/consultation/previous-consultations/Active-Travel-Network-Maps.aspx#AppendixD). Listed in the report were the routes audited with associated results. Any routes scoring 70 points or more had been added to the updated Existing Route Maps. Any routes that scored less than 70 points had been included in the Integrated Network Maps and would require additional improvements and investment over the next 15 years to enable them to meet the Active Travel criteria.

The updated Existing Route Maps linked in the report at Appendix B (http://www.valeofglamorgan.gov.uk/en/our_council/consultation/previous-consultations/Active-Travel-Network-Maps.aspx#AppendixB) and the final Integrated Network Maps linked in the report at Appendix C

(http://www.valeofglamorgan.gov.uk/en/our_council/consultation/previous-consultations/Active-Travel-Network-Maps.aspx#AppendixC) had to be presented to WG by 3 November, 2017. WG would then notify the Council of its decision whether to accept the Council's proposals. WG had not specified a timescale for their response, however, the Council had a duty to improve walking & cycling infrastructure on an annual basis in accordance with the legislation.

This was a matter for Executive decision

Cabinet, having considered the report and all the issues and implications contained therein

RESOLVED –

- (1) T H A T the proposed responses to the Draft Integrated Network Map consultation as linked in the report at Appendix A be approved.
- (2) T H A T the updated Existing Route Maps attached at a link in the report as Appendix B be approved.
- (3) T H A T the Integrated Network Maps attached at a link in the report at Appendix C be approved.
- (4) T H A T the submission to Welsh Government of the Existing Route Maps and the Integrated Network Maps, attached at a link in the report as Appendix B and C, be endorsed.
- (5) T H A T use of Article 14.14 of the Council's Constitution (urgent decision procedure) be authorised in respect of resolutions 1 – 4, above.

Reasons for decisions

- (1) To consider the responses received as part of the consultation process.
- (2) To ensure the Council had Existing Route Maps for Active Travel as required by law.
- (3) To ensure the Council had Integrated Network Maps for Active Travel as required by law.
- (4) To reflect the fact that the maps had been submitted to Welsh Government in order that the Council could fulfil its legal obligations within the specified timescale as set by Welsh Government.
- (5) To enable all necessary maps to be submitted to WG within the deadline.

**C128 ANNUAL REPORT OF THE DIRECTOR OF SOCIAL SERVICES
2016-2017 - FINAL VERSION (SCHL) (SCRUTINY COMMITTEE - HEALTHY
LIVING AND SOCIAL CARE) –**

Cabinet was presented with the Annual Report of the Director of Social Services for 2016-2017 and agreement was sought for future priorities for the service.

As part of his statutory duties, the Director of Social Services was required by the Welsh Government to produce an annual report on the effectiveness of social care services in the Vale of Glamorgan and on the Council's plans for improvement. This gave the Director an opportunity to provide people in the Vale of Glamorgan with a rounded picture of social services - based on evidence drawn from a wide range of sources such as what users and carers said, key performance indicators, and measurements of progress against the overall goals of the Council. The report reflected on progress over the last financial year and linked to objectives in the Corporate Plan 2016-2020 which reflected the Well-being of Future Generations (Wales) Act.

The final version of the Director's report was attached at Appendix 1 to the report. Unlike previous years, separate service area reports by heads of service had not been produced. This year the format had changed as part of a transition to a new format required by Welsh Government through regulation from 17/18. The directorate had utilised this transition year to bring the new Director's Report in to closer alignment with the Council's Corporate and Service Planning mechanisms.

The final report had been prepared following the circulation of a challenge version. This had allowed key stakeholders opportunities to comment and make observations before the report was finalised, ensuring that it accurately reflected the position of social services.

The final report would be made available via the Council's website accompanied by a number of videos which would help illustrate the work of Social Services during 2016/17.

This was a matter for Executive decision

Cabinet, having considered the report and all the issues and implications contained therein

RESOLVED –

- (1) T H A T the content of the report be noted.
- (2) T H A T the Director's Annual Report for 2016-2017 attached at Appendix 1 to the report be approved.
- (3) T H A T the improvement priorities for Social Services as set out in the Director's Annual Report for 2016-2017 be agreed.
- (4) T H A T the report be referred to the Healthy Living and Social Care Scrutiny Committee for consideration.

Reasons for decisions

- (1-3) To approve that the Director's Annual Report for 2016-2017.
- (4) To ensure the Healthy Living and Social Care Scrutiny Committee considered the final version of the report.

C129 PROPOSAL TO DEVELOP A REGIONAL SOCIAL CARE WORKFORCE DEVELOPMENT UNIT FOR VALE OF GLAMORGAN AND CARDIFF (SCHL) (SCRUTINY COMMITTEE - HEALTHY LIVING AND SOCIAL CARE) –

Cabinet was updated on the proposal to develop a regional Social Care Workforce Development Unit across the Vale of Glamorgan and Cardiff and its approval was sought to establish a regional Social Care Workforce Development Training unit.

The Directors of Social Services in both the Vale of Glamorgan Council and Cardiff Council had committed in principle to the establishment of a sustainable regional unit. It was expected that this would rationalise existing resources to meet future levels of anticipated need for sector wide training and development consistent with the Social Services and Wellbeing Act (Wales) 2014 implementation.

Cardiff and the Vale of Glamorgan Council's Cabinets received a report in January 2017, seeking authority for a full Business Case to be developed for a regional Workforce Development Training Unit (WDTU) based on a fully integrated model. The Cabinets also agreed for Cardiff to lead on the development of the Business Case. The vision for the Regional Care and Support Workforce Development Partnership (the Partnership), established in 2015, was to raise standards and drive up the quality and skill level through effective workforce development.

With the implementation of the Social Services and Well-being (Wales) Act 2014 well under way, the next few years required a robust approach to training and development as Council's responded to the Act's demands and the scale of transformation of services that it would bring. The report noted that it would be increasingly important to be able to update and replenish the Council's existing skill base and recommended that the regional social care workforce and the Local Authorities Social Services workforce was best served by one regional workforce development unit and work undertaken within the context of the Regional Care and Support Workforce Development Partnership provided a firm foundation on which to build a regional workforce development unit.

As per the agreement of Cabinet at a meeting held on 23 January, 2017, Cardiff Social Services Directorate led on a business case on behalf of the Region. The Business Case attached at Appendix 1 to the report summarised the six options that were considered and highlighted the reason why Option 4 was identified as the preferred model.

The business case proposed that Cardiff Council host the regional workforce development training unit. Both Directors of Social Services in Cardiff and the Vale of Glamorgan were supportive of this proposal. Both staff groups already undertook significant amounts of joint work and both were supportive of the proposals and understood the main drivers underpinning them. Staff teams had joined together for a number of development sessions which had contributed to shaping the proposals contained in the Business Case.

A Partnership Agreement that clearly set out the governance arrangements for the regional workforce development and training unit would ensure that the interests of both Local Authorities were appropriately protected, and enabled both to ensure that they maintained control as required under the statutory functions and responsibilities of each Social Services Director.

The proposed service delivery model for the regional unit was based upon an understanding of current and future needs across the region. It reflected feedback from Training Unit staff and managers in Cardiff and the Vale of Glamorgan Councils and key stakeholders whose interests were represented on the Regional Workforce Partnership Board.

It was proposed that the new regional unit be structured around 4 core business functions:

- Business Planning & Partnerships

- Delivery & Commissioning of Training
- Practice Learning Opportunities for Students
- Qualification & Credit Framework (QCF) Assessment

This was a matter for Executive decision

Cabinet, having considered the report and all the issues and implications contained therein

RESOLVED –

- (1) T H A T the proposal to establish a regional Social Care Workforce Development Training Unit as outlined in the report be approved.
- (2) T H A T the implementation of the business model, approach and functions outlined in the Business Case for the Regional Workforce Training Unit, attached at Appendix 1 the report, be authorised.
- (3) T H A T the establishment of the post of the Regional Manager for the regional Workforce Development Training Unit be approved.
- (4) T H A T delegated authority be granted to the Director of Social Services in consultation with the Cabinet Member for Social Care, Health and Leisure, and the Section 151 Officer and Head of Legal Services to enter into a Partnership Agreement with Cardiff Council which will cover all aspects of the Governance and any associated partnership arrangements required in relation to the proposals to develop a Regional Social Care Workforce Development Unit for Vale of Glamorgan and Cardiff.
- (5) T H A T the report be referred to the Scrutiny Committee (Healthy Living and Social Care) for their consideration.

Reasons for decisions

- (1) To realise the benefits that regional working could bring by providing a resilient, sustainable and consistent approach to the development of social care staff.
- (2) To enable the implementation of a regional Social Care Workforce Development Unit.

- (3) To enable capacity, knowledge and skills to focus on bringing together two training units and forming a cohesive, successful and sustainable regional unit that met the needs of the wider social care workforce.
- (4) To ensure that the Director of Social Services and the Council were able to effectively delegate their statutory functions in relation to workforce development and training of the social care workforce.
- (5) To ensure that the Scrutiny Committee (Healthy Living and Social Care) members were kept informed of this key development.

C130 CORPORATE PARENTING PANEL (SCHL) (SCRUTINY COMMITTEE - HEALTHY LIVING AND SOCIAL CARE) –

Reappointment of the Council's Corporate Parenting Panel was sought.

The Corporate Parenting Panel in its current format was appointed by Cabinet on 30 July, 2012. Cabinet had previously agreed on 15 July, 2009 that the membership of Panel be increased from 3 to 7 members. In doing so, the Cabinet had taken into account, and agreed to, a recommendation from the former Scrutiny Committee (Social Care and Health) that the membership of the Panel include all political groups.

Elected Members and the Council as a whole had a legal and moral duty to provide the level of support, care and protection to all looked after children that any good parent would give to their own children. It was important, therefore, that this responsibility was understood and that appropriate actions to promote the wellbeing of looked after children were prioritised across the Council.

In order to achieve a framework for action, the Council had established the cross-party Corporate Parenting Panel. Chaired by the Executive Lead Member for Social Care, Health and Leisure (whose portfolio included Children's Services), the Panel consisted of Elected Members, senior Officers and a care experienced young person representative.

In terms of the size of the Panel, as there was no longer an Independent Group on the Council, the report suggested that the Panel be reduced from 7 to 6 Members, i.e. 3 Conservative, 1 Labour, 1 Plaid Cymru and 1 Llantwit First Independent.

This was a matter for Executive decision

Cabinet, having considered the report and all the issues and implications contained therein

RESOLVED – T H A T the Corporate Parenting Panel be reappointed, with its membership comprising 3 Conservative Members and 1 Member from each of the Labour, Plaid Cymru and Llantwit First Independent Groups.

Reason for decision

To facilitate the ongoing role of the Corporate Parenting Panel.

C131 BARRY RUGBY CLUB, RENEWAL OF CLUBHOUSE LEASE (SCHL) (SCRUTINY COMMITTEE - HEALTHY LIVING AND SOCIAL CARE) –

A request from Barry Rugby Club to be granted a long-term lease of the Clubhouse situated at Reservoir Fields, Merthyr Dyfan Road, Barry was considered.

The Vale of Glamorgan Council had been approached by Barry Rugby Club who requested a new 25 year lease for the Clubhouse located on Reservoir Fields, Merthyr Dyfan Road, Barry. The Club's existing lease was due to expire on 31 December, 2020 and this made applying for grants to carry out improvements difficult. The Club would be required to surrender the remaining period of the existing lease to allow a new lease to be granted.

Barry Rugby Club had developed significantly since the previous lease for the Clubhouse building was approved. The Club had a thriving junior and women's section with the clubhouse benefiting from significant improvements including the addition of new changing rooms and a function suite. The Club was keen to carry out further improvements by accessing grants, notably from the Welsh Rugby Union, but required security of tenure to apply that a new lease would provide.

The proposed new lease would be on similar terms to the existing lease and therefore there would be no new resource implications. The current rent was £100 per annum with the Club having full responsibility for the maintenance of the building.

This was a matter for Executive decision

Cabinet, having considered the report and all the issues and implications contained therein

RESOLVED –

- (1) T H A T authority be granted to the Director of Environment and Housing in consultation with the Cabinet Member for Social Care, Health and Leisure and the Head of Financial Services to negotiate and agree the term and conditions of the surrender of the existing lease and grant of a new lease for the Clubhouse, shown hatched at Appendix A attached to the report, to Barry Rugby Club.
- (2) T H A T the Head of Legal Services be authorised to prepare, complete and execute the required legal documentation for the new 25 year lease.

Reasons for decisions

- (1) To grant the necessary authority to offer Barry Rugby Club a 25 year lease for the Clubhouse on suitable terms.
- (2) To legally formalise an appropriate lease arrangement.

C132 SCHOOL ADMISSION ARRANGEMENTS 2019/20 (LC) (SCRUTINY COMMITTEE - LEARNING AND CULTURE) –

Approval was sought to consult on the local authority's school admission arrangements (attached at Appendix A to the report) as required by the Welsh Government's School Admission Code issued in July 2013.

The local authority (LA) had a statutory duty to consult with the governing bodies of schools who had delegated admission powers, all neighbouring local authorities (LAs), the admission authorities for all other maintained schools in the relevant area and the governing bodies of all other schools in the relevant area (i.e. community and voluntary controlled schools which do not have delegated admission powers). The relevant area was determined as the geographical area of the Vale of Glamorgan. The LA was required to publish a composite document each year for the subsequent school year admission round detailing school admission arrangements for all maintained schools in its area. This information was contained within the Council's information guide "A Parental Guide to School Admission in the Vale".

The consultation period for the proposed admission arrangements (attached at Appendix A to the report) would be from 8 January to 16 February, 2018. These admission arrangements had to be in place in order to determine the allocation of places for the academic year 2019-20. Other than the removal of the arrangements put in place to manage the transfer of existing pupils to the two new coeducational

comprehensive schools, there were no changes proposed to the admission arrangements agreed last year for admission into the academic year 2018/19.

This was a matter for Executive decision

Cabinet, having considered the report and all the issues and implications contained therein

RESOLVED – T H A T the consultation required to agree local authority admission arrangements, attached at Appendix A to the report, for all community schools in the Vale of Glamorgan be approved.

Reason for decision

Paragraph 2.3 (page 6) of the School Admissions Code (Wales) July 2013 states that "Admission arrangements must be consulted on for each maintained school between 1 September and 1 March, and set by 15 April of the school year beginning two years before the school year in which the arrangements will apply".