

Please note that in Agenda Item 10 “Neighbourhood Services and Transport – Proposed Fees and Charges for 2018/19”, there was a typographical error in Appendix 1, which was approved by Cabinet in Minute C272 below. The figures for Allotments in ‘Barry / Rhoose’ detailed on page 3 of Appendix 1 should read: “£5.00” for the 2017/18 column, and “£6.00” for the 2018/19 column. The Managing Director’s Emergency Powers have been used to amend and approve the figure to the correct amount.

Agenda Item No.

CABINET

Minutes of a meeting held on 26 March, 2018.

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

Apologies: Councillor H. Jarvie

Also Present: Councillor B. Gray

C264 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 19 March, 2018 be approved as a correct record.

C265 DECLARATIONS OF INTEREST –

The following declarations of interest were received:

Councillor J. Thomas	<p>Agenda Item 5 - Strong Communities Grant Fund</p> <p>Reason for Declaration –</p> <p>As Chairman of the Management Committee at the Gathering Place, one of the applicants for the Strong Communities Grant, he declared a personal and prejudicial interest and was unable to speak and vote on the matter.</p>
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Councillor G. Cox	<p>Agenda Item 5 - Strong Communities Grant Fund</p> <p>Reason for Declaration –</p> <p>As his wife was a Director and Trustee of the Cowbridge Charter Trust CIO, he declared a personal and prejudicial interest and was unable to speak and vote on the matter.</p>
Councillor B. Penrose	<p>Agenda Item 5 - Strong Communities Grant Fund</p> <p>Reason for Declaration –</p> <p>As Local Authority appointed Board Member of the Barry YMCA, his personal interest did not equate to a prejudicial interest and therefore he was able to speak and vote on the matter.</p>

C266 JOINT CONSULTATIVE FORUM -

The minutes of the Joint Consultative meeting held on 12 February, 2018 were submitted.

Present: Councillor Mrs. J.E. Charles (Chairman); Councillors Mrs. P. Drake, B.T. Gray, G. John and N.C. Thomas.

Representatives of the Trade Unions: Mrs. S. Alderman (GMB), Miss. M. Canavan (NUT), Mr. G. Pappas (UNISON), Ms. L. Lancaster (NASUWT), Mrs. G. Southby (UNISON) and Mr. N. Stokes (GMB).

Officers: Mrs. A. Davies, Mr. G. Davies, Mrs. P. Ham, Mr. H. Isaac, Ms. E. Morgan and Mr. A. Unsworth.

(a) Apologies for absence -

These were received from Councillors A.D. Hampton and S.J. Griffiths.

(b) Minutes and matters arising -

AGREED - T H A T the minutes of the meeting held on 16th October, 2017 be approved as a correct record.

(c) Declarations of interest -

No declarations were received.

(d) Trade Union items -

No items were received.

(e) Minutes of the Directorate Consultative Groups -

The minutes of the following Directorate Consultative Groups were received:

- Learning and Skills - 8th November, 2017
- Resources - 26th October, 2017
- Social Services - 1st November, 2017
- Social Services - 16th January, 2018
- Visible Services - 6th December, 2017.

It was subsequently

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

(f) Minutes of the Corporate Health and Safety Meeting -

AGREED - T H A T the minutes of the Corporate Health and Safety Meeting held on 22nd January, 2018 be noted.

(g) Dates of Future Directorate Consultative Groups -

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

- Learning and Skills - 28th February, 2018
- Resources - 24th April, 2018

- Social Services - 21st February, 2018
- Visible Services - 7th February, 2018.

(h) Sickness Absence Report - April 2017 to September 2017 -

The Operational Manager (Human Resources) presented the report which provided an update on the sickness absence statistics for the six month period 1st April, 2017 to 30th September, 2017.

It was reported that the overall sickness absence rates (i.e. working time lost per full time equivalent (FTE)) over the period April 2017 to September 2017 was 4.45 total days (shifts lost) which indicated an increase in absence levels in comparison to 2016 of 3.76 days/shifts lost per FTE.

Members noted that 74% of all absence in April 2017 to September 2017 was categorised as long-term (i.e. over four weeks in duration) compared with 26% short-term absence. This showed an increase in comparison to last year where 69% of all absence was categorised as long-term compared with 31% short-term.

Stress continued to be the most common reason for sickness absence in the Council with the ratio of sickness absence relating to stress increasing from 24.1% to 28.8%.

Members were aware that in all cases of stress or anxiety, employees were automatically referred to Occupational Health for advice, offered counselling support and managers were offered training and support in completing stress risk assessments.

An Action Plan for improving the Management of Attendance was approved by Cabinet in 2015. It was advised that the momentum behind this Action Plan had been maintained over the past six months of the current financial year and an update on actions within the Plan were set out in Appendix B.

The Care First Employee Assistance Programme was now fully operational having been launched on 1st June, 2016. Quarterly reports had been received and an update of the service was set out below:

- Care First Employee Assistance Programme continued to be promoted throughout the Council
- Quarter 2 (June 2017 to August 2017) of this year showed an increase in the number of face to face counselling sessions taking place and showed that the service continued to be used at a consistent level

- following promotion of other services provided by Care First, the lifestyle service for home and work had 44 users in Quarter 2 which was a significant increase on previous quarters.

Work was continuing to develop positive health and support mechanisms in line with the Acton Plan. Flu vaccinations had been offered to all employees during October/November 2017. At the time of the report, approximately 1,300 vaccinations had been administered to employees. In addition, positive health events had been planned for 2017/18. A Health Fair took place in October 2017 for employees based at the Civic Offices with a similar event being planned at the Alps Depot in the new year.

The new Managing Attendance at Work policy was implemented on 1st October, 2016 following a period of consultation and negotiation with the Council's Trade Union representatives.

Members would be aware of the importance of the new policy in reinforcing the responsibilities of all managers in the Management of Attendance, in emphasising the need to support employees who were unable to attend work but also to underline the need for both early intervention and performance management. Training and support on the new policy had been provided to all managers and this support would continue through the remainder of the financial year.

A review of the new policy was scheduled to take place with the recognised Trade Unions in December 2017. The half yearly increase in absence levels would be a consideration as part of that review along with any necessary actions taken.

Appendix D of the report provided a breakdown of the total days lost per full time equivalent for all Welsh authorities. For 2016/17 the Vale of Glamorgan Council had the third lowest absence rate (8.8 days per full time equivalent) across Wales. The average absence rate across all reporting Welsh Local Authorities was 10.3 days for 2016/17.

A Member queried whether a third recommendation could be added, which was for the sickness absence information to be reported to the relevant Scrutiny Committees on a frequent basis. This proposal was supported by the other Elected Members with the Trade Union representatives also in agreement.

Subsequently it was

AGREED -

- (1) T H A T the report and the half yearly sickness absence figures provided in Appendix A be noted.
 - (2) T H A T progress in relation to the Action Plan as attached at Appendix B, be noted.
 - (3) T H A T Cabinet consider the Forum's recommendation for the sickness absence figures to be reported to the relevant Scrutiny Committees on a frequent basis.
- (i) 2017 Employees Survey - Initial Feedback -

The Operational Manager (Human Resources) provided the Forum with an update on the Council's Staff Engagement Strategy and initial outcomes of the Employee Staff Survey undertaken during November 2017.

It was reported that progress continued to be made in implementing the 15 supporting actions and commitments within the Staff Charter. To date some 9 out of the 15 commitments had been delivered with a further 4 making good progress. A full summary of actions against each of the 15 commitments was given at Appendix A.

Key highlights were as follows:

- the new Corporate Management Team/Staff Engagement Group had now met on a regular quarterly basis in order to review the progress of the Charter and to ensure that its aims would be reflected across all service areas
- a bi-monthly Employee Recognition Scheme was now up and running to promote the work and achievements of employees and teams
- progress had been made to improve the effectiveness of staff communication and particularly through the bi-monthly NewsNet new vehicle including questions to the MD
- efforts to improve communication with non-office based staff were a continued focus of the Communications Working Group
- the Council's new Management Development Framework had now been implemented and using the half-yearly management development sessions as a main delivery mechanism
- the Council's award winning Leadership Café was now in its third year of operation and supported by the appointment of the Council's new Organisational Development and Training Manager

- the new appraisal programme had resulted in over 95% participation rate for the first and second year of its operation
- preparations were in place for the first Annual Employee Awards evening on 8th June, 2018; this was a sponsored event and would be held in the Jenner Park function room
- the use of the Council's new Employee Assistance Programme continued to see steady growth.

One of the main mechanisms for reviewing the effectiveness of the Staff Charter was the Annual Employee Survey.

In 2016 over 40% of the Council's workforce responded to the survey with an overall positive response rate of 71%.

In November 2017, the Employee Survey was repeated with the results being currently assessed. The initial assessment had indicated the response rates were higher (at 57%) and the overall positive response rates had increased to 74%.

A copy of summary analysis was attached at Appendix B. A full report would be shared at the next meeting of the JCF and would help shape employee engagement throughout 2018.

Having considered the report it was

AGREED - T H A T the contents of the report be noted.

(j) Reshaping Services Update -

The Head of Performance and Resources referred to the highlight report that was available on the Council's website for all staff and that 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.

Mr. Pappas of UNISON asked for an update on the Space Project. In reply, the Head of Performance and Development advised that an update would be provided at the next meeting of the Forum.

Mr. Pappas citing the recent collapse of Carillion, stated that he had concern regarding the outsourcing of the Vale Catering Services. In reply, the Director of Learning and Skills commented that the Council would not be outsourcing the service, but rather creating a Council Trading Company.

Mr. Stokes of GMB, in referring to Reshaping Services Project S16 - Building Services - Cleaning and Security Services, which had savings planned of £50,000 for 2017/18 and £100,000 for 2018/19, commented that this area did not have a budget from which money could be saved. Mr. Stokes stated that if this service area had to make savings then no one would be employed and he queried how savings would affect this service. Mr. Stokes also commented that the Council should be looking on money spent on luxuries before reducing budgets to services. In reply, the Operational Manager (Human Resources) stated that these comments would be fed back to the Change Forum. Mr. Stokes also raised that the unions were not being provided with the full details of proposals.

A Member referred to Project S1 - Additional Learning Needs and Inclusion, and raised concern that this budget was being reduced at a time when demand for the service was increasing. The Member also raised particular concern of children being affected in the longer term and he highlighted the impact from the reduction to the number of children supported by Educational Psychologists. The Member stated that this could lead to children experiencing problems further down the line and lead to placements out of county which were extremely expensive. In reply, the Director of Learning and Skills stated that she shared the Member's concern and that Council staff were working on the area of additional learning needs, but from the point of view of sustainability, with savings found in other areas of the Learning and Skills Directorate. The Director added that the Council did not have the level of funding to keep the service the same, so the Council had to look to change the way that this service was delivered. Furthermore, there was also a concern regarding an increase in the number of children with autism and behavioural issues, which was a growing trend across Wales and so the Council had to consider ways how to manage increased pressures. This was why the Learning and Culture Scrutiny Committee had highlighted the cost pressures to Cabinet, requesting that additional funding should be made available which would help avoid costly out of county placements.

In reply to a query regarding progress around community asset transfers and Town/Community Councils, the Head of Performance and Resources advised that services/assets had not been transferred because large scale budget savings had not yet been made. There would be opportunities for Town/Community Councils to provide local services or contribute to ensuring that these services continued to be provided, with each application considered on its own merits.

Subsequently, it was

AGREED - T H A T the contents of the report be noted.

After presenting this item, the Leader noted that the Corporate Performance and Resources Scrutiny Committee already received quarterly updates on Service Plans, which included sickness absence figures. As such, he felt that the Forum's recommendation for the sickness absence figures to be reported to the relevant Scrutiny Committees on a frequent basis was already being undertaken. The Leader would however ask the Head of Human Resources to include more detail on sickness absence figures in future quarterly updates reported to the Corporate Performance and Resources Scrutiny Committee.

RESOLVED – T H A T the minutes of the Joint Consultative meeting held on 12 February, 2018 be noted.

Reason for decision

To note the contents of the minutes.

C267 STRONG COMMUNITIES GRANT FUND (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -

During consideration of this item the Leader and Cabinet Member for Neighbourhood Services and Transport left the room and took no part in the discussion on this matter.

Cabinet was updated on the Strong Communities Grant Fund and approval was sought for the award of funding from the latest round of applications.

On 3 April, 2017 Cabinet approved the establishment of the Strong Communities Fund. The Strong Communities Grant Fund was intended to streamline the way in which community grant funding was managed by the Council and to encourage innovative and creative use of a range of funding to support community initiatives in line with the Council's Corporate Plan Well-being Outcomes.

The report provided Cabinet with an update on the progress made in implementing the scheme and made recommendations on the latest round of projects that could be funded by the Council.

In March 2018, the evaluation panel met to consider the second round of applications to the Strong Communities Grant Fund in line with the criteria described

above. A total of 20 applications were made. Appendix A attached to the report set out the names of the applicants, a summary of the project seeking funding, a total amount of funding requested and the recommendation of the panel as to whether the submission should be supported (in whole or in part), not supported or deferred for more information.

After presenting this item, the Cabinet Member for Regeneration and Planning asked the Managing Director to give an update on this item in relation to the 'Rhoose Community Hall' bid.

The Managing Director commented that the 'Rhoose Community Hall' Strong Communities Grant bid had been rejected by the evaluation panel solely due to the hall being a Council owned building. The Managing Director informed Cabinet that given the Rhoose Community Hall was run the community based an organisation, the bid could be supported and recommended consideration accordingly.

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 contents of the report be noted.
- (2) T H A T grant funding totalling £260,110.95 be approved and the Evaluation Panel's recommendations as listed in Appendix A attached to the report be endorsed.
- (3) T H A T in addition to the grants listed in Appendix A attached to the report, the grant application from 'Rhoose Community Hall' be accepted.

Reasons for decisions

- (1) To provide an update on the Strong Communities Grant Fund.
- (2) To enable Strong Communities Funding to be awarded to submissions as outlined in Appendix A attached to the report in line with the Council's Constitution and the scope of the scheme.

- (3) To award Strong Communities Funding to the 'Rhoose Community Hall' application given the additional information provided.

C268 COMMUNITY ASSET TRANSFER APPLICATIONS (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -

Cabinet was advised of the recommendations of the Community Asset Transfer (CAT) Working Group and Insight Board.

The Council's original CAT protocol was endorsed by Cabinet in December 2010, Minute C1149 refers. It identified when the Council could consider transferring assets and how local communities could register an interest in taking over a Council owned property. On 11 April, 2016 Cabinet approved a revised CAT process and associated guidance which had been developed by officers drawn from a wide range of Council departments and based on Welsh Government Best Practice Guide, Minute C3134 refers.

The existing process and guidance intended to provide a reference point for a wide variety of community bodies such as voluntary organisations, co-operatives, mutuals, social enterprises and Town and Community Councils (TCCs) who may be considering applying for a CAT. A copy of the CAT Guidance was attached at Appendix A to the report.

As part of the CAT process, applications for Expressions of Interest (EOI) were received and considered by the CAT Working Group which consisted of a number of officers including Legal Services, Finance, Democratic Services, Estates, Planning and Regeneration, Education, Performance and Policy and representatives from Glamorgan Voluntary Services and One Voice Wales (the organisation that provided support and advice to TCCs).

Following consideration of an EOI application, applicants may or may not have then been invited to Stage 2 of the process (to submit a full business plan). The full business plan would then again receive full consideration by the CAT Working Group following which recommendations would be reported to the Council's Insight Board (a board consisting of the Managing Director and senior officers of the Council), with the recommendations of the Insight Board being ultimately referred to Cabinet for consideration under the process.

The report was being presented for consideration in respect of two CAT applications. A Part II report appeared on the Cabinet's agenda which provided further financial and other information contained within the applications and details from the internal

processes related to the applications. An overview of the applications and considerations in respect of the two applications was provided in the report.

Also, at the meeting of the Insight Board on 16 January, 2018, the Insight Board requested that the CAT Working Group undertook a review of the CAT process and guidance following the first 18 months of its operation in order that any lessons learned to date could be incorporated into any revised version. In addition, the Insight Board specifically asked the CAT Working Group to consider the way in which reference to broader community uses may influence the process. If an application demonstrated financial sustainability but was based upon an asset which may be used by a limited or specific part of the community or offered a single use or limited number of sports or activities this should not necessarily preclude the application from being considered. This would also inform the review of Council assets that was underway with a view to proactively identifying assets which the Council could consider operating differently in the future.

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 contents of the report be noted in order to inform a decision on the Community Asset Transfer (CAT) applications as detailed within the Part II report later on the agenda.
- (2) T H A T the CAT Working Group undertakes a review of the Council's CAT Guidance to be reported back to the Insight Board and Cabinet for approval.
- (3) T H A T further reports regarding CAT applications be received by Cabinet in due course.

Reasons for decisions

- (1) To consider the views of the CAT Working Group and the Insight Board and to enable a decision to be made under Part II.
- (2) To allow the Council's CAT Guidance to be amended in order to establish a consistent approach to considering applications.

(3) To consider future CAT applications.

C269 THE CABINET'S RESPONSE TO THE WELSH GOVERNMENT CONSULTATION: CREATING A PARLIAMENT FOR WALES (RLS) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -

Approval was sought for the proposed response to the Welsh Government's consultation paper on 'Creating a Parliament for Wales'.

On 1 April, 2018 many of the provisions of the Wales Act 2017 came into force. A key part of the Act was that it gave the National Assembly powers in respect of the Assembly's electoral, organisation and internal arrangements, powers that previously rested with the UK Parliament. In November 2016 the Assembly Commission announced that it would explore how the new powers might be used to reform the Assembly, including measures to address the capacity of the Assembly. In February 2017 an Expert Panel was established to provide politically impartial advice on the number of Members the Assembly needed, the most suitable electoral system and the minimum voting age for Assembly elections. The Panel published its report, "A Parliament that Works for Wales", in December 2017. The report made a number of recommendations for change which the Panel believed should be implemented before the 2021 Assembly election.

The Welsh Government consultation paper grouped the Panel's recommendations into the following sections:

- How many Members does the Assembly need?
- How should Assembly Members be elected?
- Who should be allowed to vote in Assembly elections?
- Who should be able to be an Assembly Member?
- Should the law relating to electoral administration be rationalised?
- Should the Assembly have flexibility to decide on its internal arrangements?
- What impact might these proposals have?

Appendix A attached to the report detailed the responses to a list of questions on the above subjects and Cabinet was asked to consider the proposed responses set out to enable the Council to respond to the consultation paper. The consultation period ended on 6 April, 2018 and responses were required by then.

At the meeting, the Leader noted that the response to the Welsh Government's consultation paper 'Creating a Parliament for Wales' was from the Cabinet, and not on behalf of the whole Council.

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 proposed response to the Welsh Government's consultation paper 'Creating a Parliament for Wales' attached to the report at Appendix A, be submitted to Welsh Government.

Reason for decision

So that Cabinet apprised Welsh Government of its views on the matters included in the consultation.

**C270 FEES AND CHARGES AT COUNTRYSIDE SERVICE SITES (RP)
(SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -**

Approval was sought for proposed changes to charges levied at Cosmeston Lakes Country Park & Medieval Village, Porthkerry Country Park and the Glamorgan Heritage Coast Centre, and to develop income streams for the Public Rights of Way network.

Admissions and other charges were normally reviewed annually for Countryside Service sites. As part of the Council's Reshaping Services Programme, income opportunities were being actively pursued as a way of generating revenue at a time when the Council's budget was under significant pressure.

Appendices A-F as attached to the report showed proposed charges to be implemented from April 2018. The report drew attention to some key changes proposed but did not detail all changes which were set out in full in the appendices attached to the report. The appendices showed figures for the current year for comparison.

A 30% discount was previously offered to all Vale of Glamorgan Council departments (including schools), non-profit making community uses and charitable organisations, specifically in relation to the hiring of space at all Countryside Service locations. The report proposed that this be reduced to a discount of 20% ensuring that services could still be provided in a sustainable manner whilst offering continued value to these organisations. This reflected the scarcity of resources and the need to fund the costs of providing these non-statutory facilities.

The proposals would enable the Country Parks to plan for the future management of the sites in a sustainable manner in times of reduced funding, consistent with the aims of the Reshaping Services programme.

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 charges detailed in Appendices A, B, C, D, E and F as attached to the report be agreed for implementation on 1 April, 2018.
- (2) T H A T these charges be the maximum, with delegated authority granted to the Operational Manager for Regeneration to vary the charges for promotional purposes.

Reasons for decisions

- (1) To reflect costs, opportunities and market conditions and secure income to support the costs of running Countryside facilities.
- (2) To allow prices to be used as a marketing tool.

C271 REVISED PRIVATE SECTOR HOUSING LOANS (RP) (SCRUTINY COMMITTEE – HOMES AND SAFE COMMUNITIES) -

Approval was sought to amend the Private Sector Housing Renewal Policy (2014) to reflect new arrangements introduced by Welsh Government on loan products.

Since 2012 the Welsh Government had provided the Council with a number of capital funding awards. These enabled the Council to provide loans to private sector property owners to return empty properties back into use and to improve owner occupied dwellings. Each of these funding awards had its own terms and conditions. On 23 March, 2015 Cabinet resolved, minute C2713 refers, to amend the Private Sector Housing Renewal Policy 2014 to include the provision of Housing Improvement Loans as detailed in Appendix 1 attached to the report. On 12 February, 2018 the Welsh Government amalgamated the funding awards into one award letter, which was attached at Appendix 2 to the report.

The funding letter issued by Welsh Government amended some of the terms and conditions in relation to the loan criteria for individual loans offered to property owners. As a consequence, to retain the capital funding and continue to offer the loans to property owners, the Council had to amend its Private Sector Housing Renewal Policy 2014 to reflect these changes. The amended section 7.4.2 of the Private Sector Housing Renewal Policy 2014 was attached at Appendix 3 to the report.

The several loans that were offered had now been streamlined into two products, an Owner Occupier Loan and a Landlord Loan. Both still dealt with empty properties. This streamlining made it easier for the public to understand, and standardised the administration of the loans. The funding letter issued by Welsh Government on 12 February, 2018 stated that details of the revised loan scheme had to be made available to the public by 30 June, 2018 at the latest.

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 section 7.4.2 and section 7.5.5 of the Private Sector Housing Renewal Policy 2014 be amended as detailed in Appendix 3 attached to the report.
- (2) T H A T delegated authority be granted to the Head of Service for Regeneration and Planning, in consultation with the Cabinet Member for Regeneration and Planning, to adopt a suitable delivery option to administer the Owner Occupier Repayable Financial Assistance Loan product and amend the Private Sector Housing Renewal Policy 2014 as may be necessary going forward.
- (3) T H A T the use of article 14.14.2 (ii) of the Council's constitution (urgent decision procedure) be authorised in respect of resolutions 1 and 2, above.

Reasons for decisions

- (1) To enable the Council to offer Private Sector Housing Loans in line with the revised funding award from Welsh Government.

- (2) To enable officers to consider and appraise the delivery options to administer the Owner Occupier Repayable Financial Assistance Loan product.
- (3) To enable the Council to implement the changes immediately to increase take up of the loan products to ensure Council performance was improved, as measured through National Performance Indicators, and that Welsh Government's deadline to commit the budget of £871,813.49 was achieved by 31 March, 2019.

C272 NEIGHBOURHOOD SERVICES AND TRANSPORT - PROPOSED FEES AND CHARGES FOR 2018/2019 (NST & SCHL) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -

Changes in service charges for functions managed by Neighbourhood Services and Engineering & Transportation for the financial year 2018/19 were proposed.

In October 2017, Cabinet approved the Income Generation and Commercial Opportunities Strategy. The Strategy set out that as public funding became increasingly constrained and under more intense scrutiny, greater emphasis had to be placed upon self-generated income and developing and presenting products and services that would resonate with paying customers.

The Council delivered a number of chargeable services through the Directorate of Environment and Housing Services. These charges were set on an annual basis and the report set out proposals for changes to fees and charges (with associated policy/process changes) for the departments of Neighbourhood Services and Engineering & Transportation. This Service Area was required to make significant financial savings in 2018/19 of approximately £827k. The projected income for the department for 2018/19 was £8.8m with approximately £1.3m coming from the fees and charges detailed within the report.

As part of the action plan to deliver the Income Generation and Commercial Opportunities Strategy, a review of all existing fees and charges was underway. At times of financial pressure, there might have been a temptation to propose high fee increases. However, this would not necessarily guarantee a commensurate income increase across all areas, as patronage of certain services could reduce. As advised in previous fees and charges reports, this was of particular concern with outdoor sports and services used by more vulnerable sectors of our community. These considerations were consistent with the Income Strategy and had informed the proposals contained in the report.

The proposed charges for services for 2018/19 were set out in the appendices to the report as follows:

- Appendix 1 Neighbourhood Services
- Appendix 2 Engineering and Transportation
- Appendix 3 Porthkerry Cemetery

An Equalities Impact Assessment had been undertaken as part of the review of fees and charges and could be found at Appendix 4 attached to the report.

To ensure that current charges reflected inflationary pressures, the report proposed to uplift the majority of service fees by the amounts contained within the attached appendices. Charges from Barry Town Council proposed for Porthkerry Cemetery reflected the existing arrangements at Merthyr Dyfan Cemetery. A number of charges were also proposed to be increased to better reflect the actual costs of service provision in a move towards full cost recovery which was one of the objectives of the Income Generation & Commercial Opportunities Strategy and to generate additional revenue where this was appropriate and the analysis of demand suggested it was possible to do so. In some instances, this required changes to the policy/processes involved and these were detailed in the report.

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 proposals for Neighbourhood Services, Engineering & Transportation and Porthkerry Cemetery fees/charges and required policy/process changes as set out in the report and associated appendices be approved.
- (2) T H A T the removal of concessions to the fees charged for the collection of Bulky Waste, to take effect from 1 May, 2018 be approved.
- (3) T H A T the report be referred to Scrutiny Committee (Environment and Regeneration) for consideration.

Reasons for decisions

- (1) To approve the charging and fees proposed for 2018/2019.
- (2) To agree the removal of concessions for Bulky Waste Collections, the timing of which reflected the reporting process and the role of Scrutiny in that process.
- (3) To allow the charges and fees proposed to be considered.

C273 DISPOSAL OF SURPLUS LAND (NST) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -

Approval was sought to dispose of 5 plots of land deemed surplus to Council requirements.

The Council had been approached by several residents interested in purchasing various parcels of land that were owned and maintained by the Council but had no real value in terms of either recreation or public amenity. The report sought the necessary authority to dispose of these parcels of land.

The five pieces of land that had been drawn to the Council's attention by residents were a land locked piece of land located at Glenbrook Drive in Barry detailed in Appendix A attached to the report, a strip of land at Pencoedtre Road detailed in Appendix B attached to the report, a piece of land at Churchfields in Barry that had access issues detailed in Appendix C attached to the report, a land locked area at Kenson Close in Rhoose that was being encroached upon detailed in Appendix D attached to the report and a plot at Trebeferad, Trebeferad close to Boverton that did not form part of the playing field, detailed in Appendix E attached to the report.

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 five areas of land identified at Appendices A – E to the report be disposed of at a value and on terms to be agreed by the Director of Environment and Housing Services in consultation with the Cabinet Member for Neighbourhood Services and Transport and Head of Finance.

- (2) T H A T the Head of Legal Services be authorised to draft and execute all legal documentation associated with the disposals.

Reasons for decisions

- (1) To dispose of land that had little amenity value to the Council but was costing the Council to maintain.
- (2) To ensure that all the necessary legal arrangements for land disposal were followed.

C274 STATION ROAD, DINAS POWYS - PROPOSED PROHIBITION OF WAITING AT ANY TIME (NST) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -

Cabinet was advised of an objection received to the proposal for the introduction of Prohibition of Waiting at Any Time parking restrictions in Station Road, Dinas Powys.

On 7 July, 2017 the Cabinet Member for Neighbourhood Services and Transport and Head of Visible Services and Transport gave approval to issue public notice of proposed Prohibition of Waiting at Any Time along Station Road, Dinas Powys. A copy of the report was reproduced in full at Appendix A attached to the report.

The proposed parking restriction area was required to remove irresponsible parking in close proximity to a number of junctions in a road where there was an increasing number of parked vehicles. The increased parking was due to the rising popularity in train usage, compounded by the fact that Dinas Powys station had no available off road parking facilities. Public notice of the proposal was given on 17 August, 2017 with objections being invited in writing by 8 September, 2017.

An objection was received by letter from a local resident, a copy of which was attached at Appendix B to the report. The reason for the objection based on three main concerns was highlighted in the report, together with the traffic officer response.

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 objection be rejected for the reasons contained in the report and the parking restrictions in Station Road, Dinas Powys be installed.
- (2) T H A T the objector be advised of this decision.

Reasons for decisions

- (1) To confirm the Council's position and enable the order to be made.
- (2) To advise the objector of the decision taken by Cabinet.

C275 SCHOOL TRANSPORT ARRANGEMENTS FOR NEW BARRY SECONDARY SCHOOLS FROM SEPTEMBER 2018 (NST & LC) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -

Cabinet was advised of the proposed transitional school transport arrangements which were to be put in place from September 2018.

In 2016 the Council consulted on a proposal to establish two new mixed sex comprehensive schools for pupils aged 11 - 18 in Barry. Following that consultation, on 6 March, 2017 the Council's Cabinet determined the proposal to transform secondary education in Barry by closing the two existing single sex English medium schools (namely Barry Comprehensive School and Bryn Hafren Comprehensive School) and establishing two new mixed-sex, English medium comprehensive schools for pupils aged 11 to 18 on the sites of Barry Comprehensive School (Whitmore High School) and Bryn Hafren Comprehensive School (Pendcoedtre High School) from September 2018.

New independent catchment areas had been devised for the new schools. Pupils in years 7-9 in Bryn Hafren Comprehensive School and Barry Comprehensive School had been asked to apply for a place at one of the new schools for the 2018/19 academic year. Pupils in years 10-12 would remain at their current base to limit disruption to GCSE and A Level study.

The Council had a statutory duty to provide free school transport for students of statutory school age who resided beyond walking distance (i.e. more than 3 miles) to the nearest appropriate school. A review of pupils' eligibility for free school transport had been undertaken due to the creation of the new catchment areas.

At present there were 27 pupils attending Bryn Hafren Comprehensive School who were entitled to free school transport. These predominantly lived in the west of Barry and Rhose. Of the 27 pupils eligible for free transport, only 3 would live more than 3 miles walking distance from the new school. Therefore, as a result of the introduction of the new catchment areas, 24 pupils would no longer be entitled to free transport.

The report considered it appropriate that a transitional arrangement be introduced to limit the impact upon current pupils who would otherwise lose their entitlement to free school transport. In order to ensure this transitional arrangement was consistent with the aims and objectives of the Transforming Secondary Education in Barry Project, it was proposed that this transitional arrangement ensured that pupils entitled to free school transport continued to receive this entitlement, providing they applied to attend their nearest appropriate secondary school, regardless of their walking distance to that school.

The transitional arrangements would only be available to Year 7 to 9 pupils who received free school transport and who opted to attend their allocated catchment school from September 2018. The proposed transitional arrangement would be phased out by July 2024.

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 those pupils currently in Years 7 to 9 in Barry and Bryn Hafren Comprehensive Schools who receive free school transport will continue to be provided with free school transport, regardless of the distance they live from school, provided that they opt to attend their nearest appropriate secondary school (in accordance with the newly allocated catchment areas) from September 2018.

Reason for decision

To ensure the Vale of Glamorgan School Transport Policy was consistent with the strategic aims and objectives of the Transforming Secondary Education in Barry Project, which were to open two new mixed-sex secondary schools in Barry from September 2018.

**C276 SCHOOL ADMISSION ARRANGEMENTS 2019/2020 (LC)
(SCRUTINY COMMITTEE – LEARNING AND CULTURE) -**

Cabinet was advised of the outcome of the Council's statutory consultation exercise on school admission arrangements for Community Schools in accordance with the Education (Determination of Admission Arrangements) (Wales) Regulations 2006.

The Council had a statutory duty to consult on school admission arrangements annually. The school admission arrangements had to be determined by 15 April, 2018 for implementation for the academic year 2019/ 2020. The School Admissions Policy was issued for consultation on 8 January, 2018 to headteachers and chairs of governors of all schools in the Vale of Glamorgan, neighbouring local authorities and diocesan directors of education. Responses were required by 16 February, 2018.

The Council had consulted on the proposed admission arrangements for 2019/20. These admission arrangements did not change from those proposed last year other than the removal of the admission arrangements agreed to facilitate the transition of existing pupils in Bryn Hafren and Barry Comprehensive Schools to two new Co-educational Secondary Schools in Barry which were no longer required. There were no other changes proposed to the oversubscription criteria currently in place.

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 Schools Admissions Policy for 2019/2020 attached at Appendix A to the report be approved.

Reason for decision

To review school admission arrangements and determine the arrangements for 2019/20 following appropriate consultation by 15 April, 2018.

C277 RESHAPING SERVICES - REVIEW OF LEARNING DISABILITY DAY SERVICES (SCHL) (SCRUTINY COMMITTEE – HEALTHY LIVING AND SOCIAL CARE) -

Approval was sought to close the Castle Avenue day service facility, located in Penarth.

The Vale of Glamorgan Council provided support to adults with learning disabilities in a number of ways. This included supporting people to access community services, direct payments for care and support, adult placement scheme, commissioned domiciliary care agency support, supported living accommodation, residential care and external and internal day services.

Internal day services operated from three buildings. These were Castle Avenue in Penarth, Woodlands (operating from Hen Goleg, Barry) and Trysor O Le (operating from the Hub, Barry). Between 2014 and 2017 work to implement the joint Cardiff and Vale Day Opportunities Strategy had brought about significant positive change in the way day opportunities were delivered. Individuals had been supported to move to alternative opportunities within their communities in order to meet their personal outcomes and further promote independence, with internal day services focussing on meeting the personal outcomes for people with complex needs. Direct payments had also provided people with greater choice and control over how to meet their outcomes.

As part of the Reshaping Services Programme all areas of Adult Social Services were being reviewed. Learning Disabilities Day Services had been included in the work programme with a target of £30k in 2016/17 (which had been achieved through staffing changes and efficiency savings) and a further £130k in 2018/2019.

On 22 January, 2018 a report was considered by Cabinet and subsequently referred to the Healthy Living and Social Care Scrutiny Committee, which endorsed the decision to consider the closure of the Castle Avenue facility. Both Cabinet and Scrutiny Committee noted the proposals contained in that report. It was recommended that those proposals and the views of the Committee should be considered by Cabinet in reaching a decision. The minutes of that meeting were attached at Appendix A to the report. Members were aware of their duty to pay due regard to the impact that any proposed changes may have on protected characteristic groups when reaching a decision. An equality impact assessment had been developed and was attached at Appendix B to the report.

Castle Avenue Day Service was situated in a residential area of Penarth. It was open 253 days of the year and was originally established 25 years ago as a house for people with a learning disability who presented with challenging behaviour. The building had not been adapted and with more sophisticated health care practice and guidance in respect of positive behavioural management, was now no longer fit for purpose to support people with complex needs. Over the last five years the numbers attending Castle Avenue had decreased with sporadic attendance amongst those who did attend. This decrease had an impact on the unit cost as shown in the report.

As a consequence, it was considered no longer financially viable for the Castle Avenue facility to remain open. It was therefore recommended that the facility be closed within the financial year 2017/18.

Any closure would occur only after a reassessment of the needs of the five people currently attending and alternative plans implemented. Where a day service was assessed as not being required, people would be supported to meet their personal outcomes via alternatives, such as direct payments, community provision, their existing supported accommodation provider or a commissioned external service provider. Where a person was identified as requiring a complex needs internal day service, this would continue to be provided, utilising either Woodlands or Trysor O Le as an alternative base.

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 contents of the minutes from the Healthy Living and Social Care Scrutiny Committee of 12 February, 2018 which are attached at Appendix A to the report be noted when reaching a decision in pursuance of resolutions 2 and 3, below.
- (2) T H A T the proposals as outlined in the report, to close the Castle Avenue facility and use suitable day opportunity alternatives to meet assessed needs, be endorsed.
- (3) T H A T delegated authority be granted to the Director of Social Services in consultation with the Leader, Cabinet Member for Social Care, Health and Leisure and the Managing Director to undertake and conclude all necessary actions.

Reasons for decisions

- (1) To ensure that the process for taking forward any changes to the service was undertaken effectively in accordance with the Council's policies and procedures and that the views of the Scrutiny Committee were taken into account when reaching a decision about how to progress.

- (2) To ensure that day opportunities for adults with learning disabilities remained available based on the needs of service users and was cost effective.
- (3) To ensure that the process for delivering the proposed changes as outlined in the report was undertaken in accordance with the Council's policies and procedures without delaying the proposals being implemented.

**C278 ACQUISITION OF SITE AT HAYES ROAD, SULLY (HBS)
(SCRUTINY COMMITTEE – HOMES AND SAFE COMMUNITIES) -**

Approval was sought to progress the purchase of land at Hayes Road, Sully, including the completion of appropriate site investigations, surveys and scheme options/layout in preparation for the development of this site.

The land at Hayes Road, Sully, identified at Appendix A attached to the report was owned by the Welsh Government and had been declared surplus to their requirements under the 'Affordable Housing Land Protocol'. The Welsh Government approached the Vale of Glamorgan Council to ascertain whether the Council had any interest in the land prior to it being openly marketed. The Council was seeking to expand its housing provision and satisfy local housing need through the commissioning of new properties. This site provided opportunities to meet specific housing need within the Vale of Glamorgan.

Welsh Government funding was available for the purchase of this site, with access to this capital funding only being made available during the next financial year (2018/19). In order to qualify for this grant funding, the Welsh Government required the Vale of Glamorgan Council to have a fully developed scheme, which had received planning approval in order to demonstrate sufficient progress on delivery and enable the Council to access this funding stream.

Following preliminary conversations with Welsh Government regarding the sale of this land to the Council, the District Valuer had been commissioned jointly by Welsh Government and the Council to provide a valuation report in line with the Land Transfer Protocol. A due diligence exercise was required in order to support the viability assessment for the site. An initial options appraisal was on-going for the site to determine the most appropriate layout and housing mix. The site was allocated for housing development in the Adopted Vale of Glamorgan Local Development Plan (LDP) under Policy MG2 (16). Initial desk-top investigations had been undertaken on the site to determine service availability and also ground conditions. However, further site surveying works were required to inform foundation design, foul and surface water drainage and other service connections.

It was intended to progress the scheme to a planning application as soon as possible in order to qualify for the Welsh Government funding. Therefore, once site surveys had been completed and the scheme was further developed, a further report would be presented to Cabinet in preparation for the public consultation where local residents would be invited to present their views. Under new planning legislation, the size of this scheme required a formal public consultation one month before any planning application was submitted. Feedback from the public consultation would then be considered and incorporated into the scheme where practicable and appropriate.

After this item had been presented, the Cabinet Member for Learning and Culture commented that the site plan referred to in Appendix A as attached to the report was more accurately called “Hayes Wood Road, Barry”, and not “Hayes Road, Sully”, it being noted that the site abutted both roads, there being clarity of the site in question having regard to the plan appended to the report at Appendix A.

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 site investigation, site surveys, options appraisal and site layout drawings be undertaken in preparation of submission of a planning application for the Hayes Road/Hayes Wood Road, Barry site and a further report be presented to Cabinet detailing layouts and results of the options appraisal.
- (2) T H A T delegated authority be granted to the Director of Environment and Housing Services, in consultation with the Cabinet Member for Housing and Building Services and Head of Finance, to progress the purchase of the Hayes Road/Hayes Wood Road, Barry site.
- (3) T H A T delegated authority be granted to the Head of Legal Services to execute all necessary legal documentation in order to facilitate and complete the acquisition, including any licences required to enable site investigations.
- (4) T H A T the development costs be included within the Capital Programme following award of any Welsh Government grant funding for the Hayes Road/Hayes Wood Road, Barry site.

Reasons for decisions

- (1) To allow due diligence to be completed regarding the purchase of the site to ensure it met the identified accommodation needs of the Community.
- (2) To allow the site acquisition to proceed.
- (3) To enable Legal officers to agree the terms of and complete all documents necessary to complete the purchase of the land.
- (4) To clearly identify capital provision for this scheme within the Council's Capital Programme.

C279 EXCLUSION OF PRESS AND PUBLIC -

RESOLVED - T H A T under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 4 of Schedule 12A (as amended) of the Act, the relevant paragraphs of the Schedule being referred to in brackets after the minute heading.

C280 COMMUNITY ASSET TRANSFER APPLICATIONS (L) (EXEMPT INFORMATION – PARAGRAPHS 13 & 14) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -

Approval was sought for the recommendations of the Community Asset Transfer (CAT) Working Group and Insight Board.

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 Community Asset Transfer applications for the Bowls / Tennis Club sites, Barry and The Kymin, Penarth be not approved.

Reason for decision

To determine the Community Asset Transfer applications and to feedback to applicants.