

CABINET

Minutes of a meeting held on 2 July, 2018.

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

Apologies: Councillor J. Thomas.

Also Present: Councillor(s): L Burnett, J. Charles, P Drake, B Gray, N Hodges, N Moore, K Mahoney.

C345 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 18 June, 2018 be approved as a correct record.

C346 DECLARATIONS OF INTEREST –

The following declarations of interest were received

Councillor J Bird	<p>Agenda Item No. 12. Highway Resurfacing 3 Year Plan 2018 To 2021</p> <p>Reason for Declaration –</p> <p>He had a personal interest as a road passing directly outside his house had been suggested for resurfacing.</p>
Councillor G Cox	<p>Agenda Item No. 4. Local Authority Governor's Advisory Panel</p> <p>Reason for Declaration –</p> <p>He was nominated to be appointed as a Local Authority Appointed Governor to Ysgol Iolo Morganwg School</p>

C347 LOCAL AUTHORITY GOVERNOR'S ADVISORY PANEL -

During consideration of this item the Cabinet Member for Housing and Building Services left the room and took no part in any discussions that took place.

The minutes of the Local Authority Governor's Advisory Panel meeting held on 20th June, 2018 were submitted.

Present: Councillor R.A. Penrose (Chairman, Cabinet Member for Learning and Culture); Councillors L. Burnett, Mrs. P. Drake (substituting for Councillor Mrs. M.R. Wilkinson), G.C. Kemp and Mrs. R. Nugent-Finn.

Also present: Mrs. M. Gibbs (Vale Governors Association).

(a) Apology for Absence –

This was received from Councillor Mrs. M.R. Wilkinson.

(b) Declarations of Interest –

The following Member declared an interest as a Governor of a school as outlined below and vacated the room when the relevant school was being considered:

Mrs. M. Gibbs – Romilly Primary School.

(c) Guidance Regarding the Appointment Process –

The Chairman referred to the guidance regarding the appointment process which was detailed at Agenda Item 2 within the agenda. Appendix 1 provided the list of vacancies, Appendix 2 the policy for the appointment of Local Authority Governors and Appendix 3 the advertisement for Local Authority Governors.

The Panel was also advised that three late applications had been received. It was subsequently

RECOMMENDED – T H A T the guidance in respect of the process be noted and the late applications be accepted for consideration.

Reason for recommendation

To note the guidance for the appointment process and to allow the late applications for consideration.

(d) 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 items of business on the grounds that they involve 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.

(e) Applications for Appointment for Current Local Authority Governor Vacancies – (Exempt Information – Paragraph 12) –

RECOMMENDED to Cabinet – T H A T the following appointments be made to the schools as set out below:

School	No. of Vacancies	Appointment
Albert Primary School	2	L. Lewis and L. Williams
All Saints C/W Primary School	1	L. Canterbury
Barry Island Primary School	2	Councillor L.O. Rowlands. The Panel requested that officers speak to M.S. to ascertain if he would be interested to take up the remaining vacancy at the school. (**)
Evenlode Primary School	1	D. Merrick
Jenner Park Primary School	1	L. Frugtniet
Llangan Primary School	2	A. Rogers and J. Worrall
Pencoedtre High School (New School)	5	G.A. Bell, S. Davies, K. Martin, C. Tyley and C. Williams
Romilly Primary School	1	N. Mouti
St. Illtyd Primary School	1	L. Poulton
St. Joseph's R/C Primary School	1	S. Lloyd
St. Nicholas C/W Primary School	1	There being no applicants, the vacancy to remain. However the Panel requested that officers speak to N.S. to ascertain if she would be interested to take up the vacancy at the school. (**)
Whitmore High School (New School)	5	S. Davies, A. Forte, M. Griffiths, Councillor Dr. I.J. Johnson and L. Ware
Ysgol Dewi Sant	1	D.J. Powell be appointed subject to the Applicant being contacted to ascertain whether he would prefer to be a Governor at Ysgol Dewi Sant or Ysgol Y Ddraig, or is happy to sit on both Governing Boards. (**)
Ysgol Gwaun y Nant	1	There being no applicant, the vacancy to remain. However, the

		Panel requested that officers speak to N.S. and H.G. to ascertain if either would be interested to take up the remaining vacancy at the school. (**)
Ysgol Iolo Morganwg	1	Councillor A.C. Parker
Ysgol St. Baruc	1	A. Sherry
Ysgol St. Curig	1	There being no applicant, the vacancy to remain. However, the Panel requested that officers speak to N.S. and H.G. to ascertain if either would be interested to take up the remaining vacancy at the school. (**)
Ysgol Y Ddraig	1	D.J. Powell be appointed subject to the Applicant being contacted to ascertain whether he would prefer to be a Governor at Ysgol Dewi Sant or Ysgol Y Ddraig, or is happy to sit on both Governing Boards. (**)

Reason for decisions

To allow Cabinet to consider and agree appointments to the above schools' Governing Bodies and for officers to contact the applicants outlined above (**) and in order to advise Cabinet accordingly.

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Ysgol Dewi Sant	1	D.J. Powell be appointed subject to the Applicant being contacted to ascertain whether he would prefer to be a Governor at Ysgol Dewi Sant or Ysgol Y Ddraig, or is happy to sit on both Governing Boards. (**)
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Ysgol Y Ddraig	1	D.J. Powell be appointed subject to the Applicant being contacted to ascertain whether he would prefer to be a Governor at Ysgol Dewi Sant or Ysgol Y Ddraig, or is happy to sit on both Governing Boards. (**)

Reason for decision

To agree appointments to the above schools governing bodies.

**C348 ANNUAL REPORT OF THE DIRECTOR OF SOCIAL SERVICES
2017-2018 - CHALLENGE VERSION (REF) -**

The Scrutiny Committee Healthy Living and Social Care on the 12 June, 2018 considered the above report of the Director of Social Services.

The Director of Social Service presented the report, the purpose of which was to allow Elected Members to contribute to the challenge process of the Director's Annual Report for 2017-18 and to agree the future priorities for the service.

The Director advised that this was an important report for the people of the Vale of Glamorgan, Members of the Council and Council partners, both statutory and in other sectors. The Annual Report outlined the current context within which social services were operating and detailed proposed priorities for improvement. A Challenge Version of the Director's Report was attached at Appendix 1.

For this year, the format of the report had changed as part of the transition to a new format as required by Welsh Government through regulation. The Director had utilised this year to allow the new Director's Report to have close alignment with the Council's Corporate and Service Plans.

As part of the challenge process, the Report was presented to provide Elected Members with an opportunity to contribute their views. This was regarded as a key milestone in finalising the Report because of the crucial role that the Committee had in providing consistent oversight and monitoring of social services.

The final Report would be presented to Cabinet for approval of the priority objectives and then circulated widely. It would then be made available via the Council's website.

The Director advised that for the new format, the Report had been split into six well-being standards. The six standards being:

- Well-being Standard 1 – working with people to define and co-produce personal well-being outcomes that people wished to achieve;
- Well-being Standard 2 – working with people and partners to protect and promote people's physical and mental health and emotional well-being;
- Well-being Standard 3 – taking steps to protect and safeguard people and reduce common neglect or harm;

- Well-being Standard 4 – encouraging and supporting people to learn, develop and participate in society;
- Well-being Standard 5 – supporting people to safely develop and maintain healthy, domestic, family and personal relationships;
- Well-being Standard 6 – working with and supporting people to achieve greater economic well-being, having a social life and living in suitable accommodation that meets their needs.

The Director, in summarising his Report, stated that during 2017/18, the performance of the Directorate was very positive. This was against a very challenging financial climate. This positive performance had been backed up by views provided by service users and the Report contained a great deal of customer feedback. Statistics on complaints and compliments were provided on page 19, which also included a summary of key lessons learned.

Around Well-being Standard 1 and the production of personal well-being outcomes, the Director referred to the successful pilot delivery of an outcome focused case management and measurement system for long term care. This was the subject of a Committee report presented on 15th May, 2018, entitled “Your Choice” – A New Approach to Commissioning Outcome-focused Care and Support at Home”. In addition, the Directorate completed a citizen’s engagement panel for people with care and support needs, which was to ensure that the Directorate actively engaged with clients to develop ways that could shape and define services.

The Director advised that for 2018/19 there were three key priorities.

1. Expand and extend the use of Dewis Cymru for the provision of information, advice and assistance for preventative services;
2. Fully implement outcome-based commissioning across all domiciliary care agencies;
3. Develop a learning disability commissioning strategy.

With regard to Well-being Standard 2, and the need to promote people’s physical and mental health, the Committee was advised that during 2017/18 the Directorate was able to agree a joined up care package approval process with the University Health Board in order to further enhance the integrated discharge service. In addition, the Director referred to close working with partners in order to develop an area plan on a regional basis which was in response to the Population Needs Assessment.

The Director advised that 2018/19 priorities were to focus on:

- Strengthening communications with the mental health service in order to support effective transition for young people into adult mental health services;
- Further developing and implementing the integrated Autism service to strengthen links with other services and to enhance the service user and carer experience.

For Well-being Standard 3, around protection and safeguarding, the Director advised that the Council had been able to take steps to further strengthen the responsibility

for safeguarding by delivering by safeguarding training and also by raising awareness and understanding of safeguarding policy and practice. In addition, during 2017/18, there had been focus on improving the consistency of responses in relation to nursing / residential and domiciliary care. The Directorate also continued to focus on implementing the actions as outlined in the Operation Jasmine Action Plan.

For 2018/19, the key priorities were to:

- Support the completion of the review of the all-Wales child and adult protection procedures with a focus on combining the safeguarding procedures for both adults and children nationally across Wales and the associated preparatory work for implementing revised safeguarding policies;
- Continue to focus on the delivery of the Corporate Safeguarding Action Plan and to put in place appropriate mechanisms to monitor compliance of the Policy across the Council for all relevant staff, contractors and volunteers.

In terms of Well-being Standard 4 and encouraging people to learn, develop and participate in society, during 2017/18 a working group produced an options appraisal to evaluate the options available for developing a Cardiff and Vale independent professional advocacy service. As a result of this, the intention was to commission an independent organisation to provide a single point of access or gateway for all advocacy services for adults across the region. It was the key aim for this to progress and be implemented during 2018/19.

In relation to Well-being Standard 5 regarding people developing and maintaining personal relationships, the Director advised that through effective partnership working with the NHS, the Directorate had been able to further integrate health and social care services in relation to the Reablement Service. Furthermore, the pilot Therapeutic Fostering Scheme intended to promote placement stability for Looked After Children had been completed and the pilot for Direct Family Support to promote the prospect of children remaining with their families had been extended.

For 2018/19, there were two priorities. The first was to continue to enhance the collaborative approach in relation to Flying Start and Families First by further aligning their activities. The second priority was to establish a Reflect Service in line with Welsh Government priorities. This would enable the development of a more joined up approach to working with parents who had experienced the removal of children into care to support them to better their life choices and decisions for any future children.

With regard to Well-being Standard 6 and the need to support people achieving economic well-being, the Director referred to the significant progress that had been made towards the development of a Commissioning Strategy for Accommodation with Care. This was in order to meet the increasing demand for people to remain as independent for as long as possible. The Committee was advised that discussions were underway with the Council's Housing Department to develop opportunities that were informed by the findings of the recent market position statement and also the Population Needs Assessment. Going forward, the Council would be working on a regional basis to develop a Commissioning Strategy for Accommodation with Care.

The Director also advised that there continued to be an emphasis on increasing the number of direct payments to adults to give people greater control and independence over their choice of carer.

The priorities for 2018/19 were to:

1. Work with Council partners regionally to develop and Accommodation with Care Strategy to promote independent living;
2. Implement a bespoke family information service data base and record management system.

The Director then referred to the section of the Report outlining how the Directorate would support its workforce and their professional roles. The Director stated that following a staff survey, it was pleasing to note that the responses from staff were more positive than the previous year. The Director also advised that there had been a drop in the number of positive responses related to staff receiving help to understand their wider contribution to the Council's wider Corporate Plan. The priority during 2018/19 regarding the Directorate's workforce was to address any vacancies that existed in relation to critical posts by continuing to focus on reducing reliance on agency staff and by exploring more targeted recruitment opportunities.

A Committee Member, in referring to mental health support for children transiting to adulthood, stated that there was no mention as to the condition and suitability of the Amy Evans building that housed the Mental Health Team. These views were echoed by the Committee as the condition of the building did not reflect well on the service. In reply, the Director stated that a report on this would be presented at the Committee's next meeting and confirmed that progress had been made with it being planned for the Mental Health Team to relocate to Barry Hospital.

Following a query regarding the Suicide and Self-harm Prevention Strategy, the Director stated that there was a balance within the Report as it was not possible to include all strategy documents that the Directorate was involved with. He added that in the Report the priority action in relation to Child and Adolescent Mental Health Service (CAMHS) was key, but as this was a major focus of the Committee, then it may be prudent to reconsider whether reference should be made to the Suicide Strategy.

In reply to a question regarding how many complaints had been upheld, the Director stated that the main aspect of complaints was around resolution. The term "upheld" was mainly used for cases referred to the Ombudsman and the Director confirmed that of the nine cases passed to the Ombudsman, only one was partially upheld. A Member queried the process to commission services from care agencies and how the Council reacted to complaints made against agencies. The Director advised that for services for adults there were various quality assurance mechanisms in place. All agencies used had to be on the approved providers list and registered with the Care Inspectorate Wales, with each agency subject to regular checks and monitoring visits. The Director added that a key mechanism for quality control was issues being picked up by social work staff. Also, through the process of contract monitoring, if concerns increased then the Council would implement the escalating concerns procedure. The Committee Member then asked whether the Council challenged the

response given by a care agency. The Head of Adult Services, in clarifying the process, advised that agencies would be regularly visited by contracting and social work staff who would examine and challenge responses given where there were specific issues raised or were not satisfied with the evidence provided. The Directorate relied on information received so if the Directorate saw an increase in concerns or regular themes being reported then the Council would prioritise its visits to that provider as opposed to sticking to a planned schedule of contract monitoring visits.

A Committee Member referred to page 43 of the Director's Draft Annual Report and increasing enquiries from parents who had experienced difficulties in finding suitable child care to meet their needs. In reply, the Committee was advised that this related to the 2016/17 child care sufficiency audit. As a result of this, there were specific areas of the Vale of Glamorgan where families would receive additional support.

The Committee noted that information around Council advice and support to parents relating to Inset Days and child care would be sought from the Director of Learning and Skills.

Having thanked the Director, the Committee

RECOMMENDED –

- (1) T H A T the contents of the report be noted.
- (2) T H A T the improvement priorities for Social Services as set out in the Director's Annual Report for 2017-2018 be noted.
- (3) T H A T the report be referred to Cabinet for consideration.

Reason for recommendations

- (1-3) To provide Elected Members with an opportunity to contribute to the challenge process for the Director's Annual Report 2017-2018."

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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.

C349 CLOSURE OF ACCOUNTS 2017/18 (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -

Cabinet was informed of the provisional financial position of the Council for the 2017/18 financial year.

Council on the 1st March 2017 (minute no.864) agreed the Authority's budget requirement for 2017/18. This represented budgeted net expenditure for the Authority of £215.720m. Total expenditure was to be financed by Revenue Support Grant (£108.578m), National Non-Domestic Rates contribution (£40.976m) and Council Taxpayers (£66.166m). The Standard Spending Assessment (SSA) for the year was £216.807m.

The revenue budgets had been amended and approved by Cabinet during the financial year, however, they were at the same overall net level as the original budget of £215.720m, which was after the planned use of £700k from the Council Fund. The actual expenditure for 2017/18 was £215.720m, which was a breakeven position and followed a transfer of £675k from the Council Fund.

Appendix 1 attached to the report amended the revised budgets to take account of the following adjustments. These adjustments had no overall effect on the net budget of the Council and were accounting adjustments largely outside the control of services.

IAS 19 Retirement Benefits -The purpose of this Standard was to ensure that the operating costs of providing retirement benefits to employees were recognised in the accounting period in which they were earned by the employees. Figures provided by the actuary differed from that estimated and the movements needed to be incorporated into the accounts.

Asset Rents - This charge could vary each year due to an increase / decrease in the valuation of assets. The movements need to be incorporated into the accounts.

Leave Accrual Adjustment - An accrual was made for the cost of holiday entitlements earned by employees but not taken before year end. The movement for school staff changes between years depending on when the Easter holiday falls. It had been assumed that there was no movement between years for non-school staff.

Carbon Reduction Commitment Scheme - The scheme required the Authority to report on carbon dioxide emissions associated with the use of electricity and gas

within its buildings. Payment was then made to the Environment Agency to cover the charge in respect of those emissions.

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 report and the financial measures taken and proposed be approved.
- (2) T H A T the inclusion of the following schemes into the 2018/19 Capital programme be approved :-
 - WELTAG studies for Dinas Powys and Junction 34 : £70k funded from the Visible Services reserve.
 - South Road Sully : £40k funded from the Visible Services reserve.
- (3) T H A T the inclusion of the following scheme into the 2019/20 Capital programme be approved :-
 - Highways Improvements : £400k funded from the Visible Services reserve.

Reasons for decisions

- (1) To approve the report and the financial measures taken and proposed.
- (2&3) To amend the 2018/19 Capital Programme.

**C350 REVENUE MONITORING 1ST APRIL TO 31ST MAY 2018 (L)
(SCRUTINY COMMITTEE – ALL) -**

Cabinet was advised of the progress relating to revenue expenditure for the period 1st April to 31st May 2018.

It was early in the financial year and the forecast for the 2018/19 Revenue and HRA budgets was for an outturn within target, however, services were anticipating using reserves and may have difficulty in achieving the savings target in full.

The Revenue Budget shown in the table below now included the allocation of the Reshaping Tranche 3 Establishment Review savings to services which were previously held centrally as part of the Final Revenue Budget Proposals 2018/19.

Directorate/Service	2018/19 Budget	2018/19 Projected Outturn	Variance Fav (+) Adv (-)
	£000	£000	£000
Learning and Skills			
Schools	84,458	84,458	0
Strategy, Culture, Community Learning & Resources	11,555	11,555	0
Directors Office	232	232	0
Achievement for All	4,650	4,650	0
School Improvement	1,033	1,033	0
Social Services			
Children and Young People	15,235	15,235	0
Adult Services	46,644	46,644	0
Resource Mgt & Safeguarding	201	201	0
Youth Offending Service	728	728	0
Environment & Housing			
Neighbourhood & Transport Services	26,842	26,842	0
Building Services	0	0	0
Regulatory Services	2,239	2,239	0
Council Fund Housing	1,383	1,383	0
Public Sector Housing (HRA)	(21)	(21)	0
Managing Director & Resources			
Resources	497	497	0
Regeneration	2,055	2,055	0
Development Management	1,076	1,076	0
Private Housing	11,007	11,007	0
General Policy	12,218	12,218	0

Total	222,032	222,032	0
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Learning and Skills -It was anticipated that the directorate would outturn on budget in the current financial year after a transfer from reserves.

Social Services - As it was very early in the financial year, the forecast for Social Services was shown as a balanced budget. However, there would be considerable pressure on the service in the coming year and the position may not be achieved.

Environment and Housing - Neighbourhood & Transport Services was currently projected to out-turn on budget, however, there were some areas of concern to highlight and reserves would be utilised.

Managing Director and Resources - It was early in the financial year, however, it was currently projected that the service would outturn within target at year end.

2018/19 Savings Targets

As part of the Final Revenue Budget Proposals for 2018/19, a savings target of £6.298m was set for the Authority. Attached at Appendix 1 to the report was a statement detailing all savings targets for 2018/19. Some services were in the process of finalising options prior to full implementation and some savings may not be achieved in full by year end. Updates on progress would be provided to members during the year.

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 position with regard to the Authority's 2018/19 Revenue Budget be noted.
- (2) T H A T the virement of £25k from the Strategy, Resources, Culture and Community Learning budget to the Schools Improvement budget be approved.

Reasons for decisions

- (1) To note the projected revenue outturn for 2018/19.

- (2) To allocate savings targets for the year.

**C351 CAPITAL MONITORING 1ST APRIL TO 31ST MAY 2018 (L)
(SCRUTINY COMMITTEE – ALL) -**

Cabinet was advised of the progress on the 2018/19 Capital Programme for the period 1st April 2018 to 31st May 2018 and to request changes to the Capital Programme.

Appendix 1 attached to the report detailed financial progress on the Capital Programme as at 31st May 2018.

Members should be aware that Appendix 1 included requests for unspent committed expenditure to be slipped from the 2017/18 Capital Programme into 2018/19 as approved by emergency powers on 12th June 2018.

The monitoring report showed actual expenditure for the month of May 2018. Some profiles had been provided however when a scheme profile had not been provided it was matched by the actual expenditure to date, thereby showing no variances. Profiled expenditure had been requested from Project Managers and would be updated in the next report.

For all schemes where it was evident that the full year's budget would not be spent during the year, the relevant officers were required to provide an explanation for the shortfall and this should be taken to the earliest available Cabinet.

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 progress made on the 2018/19 Capital Programme be noted.
- (2) T H A T the following use of Delegated Authority be noted:
- Allocate the original £20.129m Housing Improvement Programme.

- Improve Pedestrian/ Public Transport/ Cycle/ Vehicular movements to Barry Island - increase the capital programme by £80k (£2k in 17/18 and £78k in 18/19). To be funded from s106 monies.

(3) T H A T the use of Emergency Powers be noted to:

- Ty Deri - Bring forward £45k from the 2019/20 capital programme to the 2018/19 capital programme.
- Flying Start Family Centre - Approve the inclusion of a £6.5k Welsh Government grant.
- Approve the inclusion of the following schemes into the 2018/19 capital programme: -
 - Active Travel £214k (Welsh Government grant)
 - Cardiff/Vale of Glamorgan Coastal Sustainable Transport Corridors £600k (Welsh Government grant)
 - A48 Strategic Corridor and Other Primary Bus Stops £175k (£145k Welsh Government grant, £30k s106 monies)
- Lougher Place Play Area - Include £168k into the capital programme (£2k in 17/18 and £166k in 18/19), to be funded from £126k Welsh Government Rural Development Programme Grant, £38.5k s106 monies and £3.5k contribution from the SAINTs charity in St. Athan.
- Land at Innovation Quarter - Include this scheme within the 2018/19 capital programme to be funded from capital receipts.

(4) T H A T the following changes to the 2018/19 and 2019/20 Capital Programme be approved:-

- Barry Library Boilers - Include this scheme within the 2018/19 capital programme with a budget of £185k; £40k from a revenue contribution from the Office Accommodation budget and £145k from the Council Building reserve.
- Cartref Porthceri External Repairs - Amalgamate this budget with the 'External Ground works, Youth Offending and Cartref Porthceri buildings' budget.
- Hen Goleg Day Centre Fire Alarm - Vire £3k from the Hen Goleg Works scheme to this scheme.
- Hen Goleg Day Centre Lighting Upgrade - Vire £6k from the Hen Goleg Works scheme to this scheme.
- HRA External Works - Vire £1k to Digital Highway in Sheltered Accommodation scheme.
- Additional Highways Resurfacing & Maintenance Works - Amalgamate this budget with the Visible Services Highway Improvements budget.

- Capital Bid - Resurfacing - Amalgamate this budget with the Visible Services Highway Improvements budget.
- Flood Risk Management - Increase the 2018/19 capital programme by £82,875 to be funded from Welsh Government grant.
- Leisure Centre Improvement - Carry forward £180k to the 2019/20 capital programme.
- Court Ward Park Improvements - To change the name of this scheme to 'Batts Field Play Area'.
- Coastal Access Improvement Programme - Include £36,566 in the 2018/19 capital programme to be funded by £30,050 grant from Natural Resources Wales and £6,516 from the Countryside revenue budget.
- Skills Centre Property Conversion - Increase the capital programme by £30k to be funded from the Capital Scheme Commitments reserve.
- ENABLE - Increase the 2018/19 capital programme by £161k to be funded from Welsh Government grant.
- Dochdwy Road Public Open Space - Increase this budget by £2k to be funded from s106 monies.

Reasons for decisions

- (1) To note the progress on the Capital Programme.
- (2) To note the use of Delegated Authority.
- (3) To note the use of Emergency Powers.
- (4) To allow schemes to proceed in the current and future financial year.

C352 SICKNESS ABSENCE REPORT - APRIL 2017 TO MARCH 2018 (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -

Cabinet was updated on the sickness absence statistics for the 12 month period from 1 April 2017 to 31 March 2018.

The levels of sickness absence within the Council were reported to Cabinet every six months. The report was part of a wider performance monitoring framework and improvement plan as originally approved by Cabinet in July 2015.

This report sets out the sickness absence information for the period 1st April 2017 to 31st March 2018, including corporate and schools employees. It also included details

of sickness absence figures for the period 1st April 2016 to 31st March 2017 and external data for comparative purposes.

This report acknowledged the joint work and commitment of all managers, employees and trade union colleagues in relation to the continual management of sickness absence.

The overall sickness absence rates [i.e. working time lost per Full Time Equivalent (FTE) over the period April to March were set out in the table below with comparative data for the same period in previous years in 2015 and 2016.

	April 2015 - Mar 2016	April 2016 - Mar 2017	April 2017 - Mar 2018	Annual Target
Total days/shifts lost (per FTE)	9.56	8.80	10.14	8.90

The total days/shifts lost per FTE for the period April 2017 to March 2018 indicate an increase in absence levels in comparison with 2017 (from 8.80 to 10.14 days lost per FTE which represents an overall increase of 1.34 of a day lost per FTE).

A breakdown of absence in each Service area was included within Appendix A 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 report and the full yearly sickness absence figures provided in Appendix A attached to the report be noted.
- (2) T H A T progress in relation to the Management of Attendance Action Plan attached at Appendix B to the report be noted.
- (3) T H A T report be referred to Scrutiny Committee (Corporate Performance & Resources) for consideration.

Reasons for decisions

- (1) To note the full yearly sickness absence figures provided in Appendix A attached to the report
- (2) To note progress in relation to the agreed management of attendance action plan.
- (3) To enable the Scrutiny Committee to maintain a continued focus on the management of sickness absence throughout all services of the Council.

C353 RESHAPING SERVICES - ARRANGEMENTS FOR THE OPERATION AND TRANSFER OF ASSETS OR SERVICES TO TOWN AND COMMUNITY COUNCILS IN THE VALE OF GLAMORGAN (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -

Approval was sought for a protocol for considering requests from Town & Community Councils for the operation and transfer of assets or services based on a set of engagement principles.

The Council's Reshaping Services Programme sets out how the Council's desire to continue to operate priority services and placed an increased requirement on the Council to work with others. The Programme was well established and projects sought alternative service delivery models where appropriate to do so. The Strategy underpinning Reshaping Services recognised the important role that the Council's partners had in achieving the Council's objectives.

'Town and Community Councils and Voluntary Sector', was one of the Corporate work streams in the Reshaping Services Programme. To date many discussions had taken place between senior officers of this Council and Town and Community Council officers and elected Members concerning the possible transfer of Vale of Glamorgan Council assets and responsibilities.

As previously advised, as part of the Reshaping Services Programme, Vale of Glamorgan Council officers had been engaged with Town and Community Councils for some time, seeking to establish which services or assets they may be interested in taking on, either to supplement a reduction in service frequency or standards due to reduced budgets, or in the worst case scenario to fulfil a service in some form due to its complete withdrawal.

Interest had generally been from town and/or community councils to become involved in services and functions local to their respective administrative boundaries and at a scale commensurate with their administrations and resources. This has always been with the proviso that such services/functions should be operated at a lower overall cost to the tax payer and to at least the same standard as is currently the case.

The Protocol

All Councils needed clarity as to how they should prepare to work together in the future to ensure that we grasp all opportunities to meet the needs of our citizens and communities, and the report sought to assist in this purpose by producing a protocol or 'blueprint' for future engagement, building on the experiences to date, the Council's Corporate Plan, its medium term financial plan and the national legislative context.

Over the next 5 years, at its projected minimum financial settlement provision, the Council should be able to resource its statutory and strategic services with all other services likely to reduce in standard / frequency, be made at least cost neutral, transferred to others (including Town and Community Councils), or cease altogether at some point during the period.

In developing the protocol, the Council had identified that it's the priority to continue to operate strategic functions/assets with all other services offered to be undertaken by others as a means of continuing to provide these to the residents of the Vale of Glamorgan.

Assets & Services

The Council undertook a range of functions and services, some of which were statutory and others that were discretionary. Some services could not be delegated to others, such as Licensing, and some can, such as open space maintenance, for example, grass cutting. There were services and functions that could be categorised as being 'strategic' to the Vale of Glamorgan as a location or destination, such as Barry Island, Penarth Pier and key parks and gardens, examples of which would include Windsor Gardens and Alexandra Park, Penarth and The Knap Gardens in Barry. Examples of strategic buildings would include the Kymin in Penarth, the Eastern and Western shelters and associated facilities on Barry Island as well as town centre and resort car parks which serve local as well as visitor users. The reason that these facilities and services were classed as strategic in nature was by virtue of them serving visitors from outside of the Vale area as well as providing for

local communities. In contrast, there were services and functions which could be considered as non-strategic and more community based, such as allotments, bowling greens and small local parks and areas of public open space.

The protocol was intended to provide clarity by indicating those services and types of assets which the Council would consider to be non-strategic and therefore those that may be available for transfer or operation by others, including the broad terms of any such arrangements.

The categories of assets (and the associated operations) that were considered to be non-strategic including some examples to illustrate the categories across the various communities of the Vale of Glamorgan were:

Category	Examples
Allotments	Gladstone Road, Barry Aberthin Road, Cowbridge Cawnpore Street, Cogan, Penarth
Public Conveniences in non-strategic locations	Park Crescent, Barry Town Hall Square, Cowbridge Boverton Road, Llantwit Major Albert Road, Penarth
Community Centres	Higher End, St Athan Victoria Park, Barry Alexandra Gardens, Barry Colwinston Llancarfan Glyndwr Avenue, Penarth
Areas of Open Space Incidental/Local Parks	Numerous county-wide Gladstone Gardens, Barry Parc Bryn Y Don, Dinas Powys Belle Vue Gardens, Penarth Wick Recreation Ground, Wick
Play Areas	Sully Playing Fields, Sully Downs View, Aberthin, Cowbridge Murch Playing Fields, Dinas Powys Ewenny Play Ground, Ewenny Windmill Playing Fields, Llantwit Major
Skate Parks	The Knap Pencoedtre Playing Field Windmill Lane Playing Fields, Llantwit Major Cogan Recreation Field Parc Bryn y Don, Dinas Powys

Where a Town or Community Council was interested in pursuing opportunities within their area, they were encouraged to contact the Council for further discussion and more information on the specific assets which fell into the non-strategic categories above could then be provided which was relevant to the particular area in question. This would enable relevant information to be provided and for informed discussions to take place.

In addition to the assets (and associated operations) identified above, there was a range of services operating within local areas which had been reduced in frequency over several years. By way of example, this included grass cutting and street cleansing. In 2000, the Vale of Glamorgan Council generally cut grass on 16 occasions per annum, whereas this was now generally undertaken 8 times each year.

This had been in response to funding reductions as well as the changing way the service was operated to promote biodiversity. Whilst a regime of 8 cuts per year appears to now be acceptable, a higher standard could be achieved with increased numbers of cuts. Individual Town and Community Councils may choose to enhance this level of service. If Town and Community Councils wished to enhance these types of services, the Vale of Glamorgan Council would discuss arrangements that could provide additional services either through the payment of this Council to undertake the work or for this to be undertaken by the Town and Community Councils locally (at their cost).

Whilst at the current time there were no specific proposals to reduce these services, it was important that this information was provided alongside an indication of what options were available to Town and Community Councils, if service standards were further amended.

Arrangements for Operating or Transferring Services and Assets

Based on lessons learned from projects both within the Vale of Glamorgan and elsewhere, there were several possible forms of arrangement for the operation or transfer of services and assets to Town and Community Councils.

Community Asset Transfer. The Council had an established Community Asset Transfer guidance and protocol which set out a process through the submission of an expression of interest and (where judged to be viable) a business case that was considered by the Council's CAT Working Group, Insight Board and Cabinet. This guidance was currently under review. Town and Community Councils may wish to consider the CAT process for asset categories listed above where a viable business

case exists for operating these.

'Soft-CAT' or pilot. There was also the possibility of Town and Community Councils working on a 'soft-CAT' or pilot basis, whereby the Town or Community Council could operate the service/asset on a service level agreement basis for a period of time (for example, two years) initially to enable risks to be managed and to develop learning and understanding. These forms of arrangement would be developed on the basis of a 'light touch' business case, produced collaboratively. The Town or Community Council would assume the responsibility for operating the service/asset on the basis of an agreed service level. This may lead to a formal CAT application in time for assets or a more permanent arrangement regarding service delivery. It was proposed that this "soft-CAT" option would be reflected in the updated Corporate CAT guidance which would be reported to Cabinet later this summer.

Licence or other agreement. The Council had operated licences and other forms of occupation/service agreements with a range of organisations, including Town and Community Councils, for many years. These agreements could take the form of leases, for example, or service level agreements whereby Town and Community Councils 'contract' the Vale of Glamorgan Council to undertake work on their behalf.

Financial Arrangements

This Council would be looking to achieve financial savings by any arrangement proposed. Though this may not necessarily be in the first year of operation, it would require at least a cost neutral arrangement for this period with savings to the overall public purse evidenced thereafter. It should also be noted that this Council would need to take into account any increases in the precepts of town or community councils proposed as a consequence of the service / asset transfer or operation as part of any proposal. Levels of operational service efficiency and performance were clearly a matter for individual Town or Community Councils, but this Council must safeguard against the risk of costs to the public increasing disproportionately in any given area as a consequence of the service or asset being transferred.

It was suggested that some initial financial support to operate these assets/services could be provided initially, with this being phased out over time with the service or asset then managed in its entirety by the other party. The financial arrangements would be agreed on a case by case basis, but underpinned by the principle that tax payers in the Vale of Glamorgan Council should see an overall reduction in the cost of operating these assets/services over time. This could be achieved, for example, by Town and Community Councils working in partnership with the voluntary sector, the attraction of grants, reallocating resources within precepted budgets and/or by generating additional income from activities.

The Council had established the Strong Communities Grant Fund to provide a source of funding to organisations that were seeking to develop sustainable services or assets which are consistent with the Council's Corporate Plan, Reshaping Services Programme and the Well-being of Future Generations Act.

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 this report be noted.
- (2) T H A T the approach and principles of the protocol as a basis for referral to Community Liaison Committee and Scrutiny Committee (Corporate Performance & Resources) for consideration, prior to reaching a final determination be approved in principle.
- (3) T H A T the asset/service types described in the report as a basis for referral to Community Liaison Committee and Scrutiny Committee (Corporate Performance & Resources) for consideration, prior to reaching a final determination be approved in principle.
- (4) T H A T subject to resolutions 2 and 3 above, the report be issued to all clerks of Town and Community Councils for information and consideration.
- (5) T H A T subject to resolutions two and three above, Cabinet receives further updates in due course on the general operation of the protocol and any specific projects as required.
- (6) T H A T subject to resolutions two and three above, the Head of Finance is authorised to update the Corporate Community Asset Transfer Guidance to reflect the principles of the protocol and report this to Cabinet in due course.

Reasons for decisions

- (1) To note the work undertaken on this agenda to date.

- (2&3) To enable the Council to establish an approach and principle-based protocol for engaging with Town & Community Councils, informed by the consideration of the Community Liaison Committee and Scrutiny Committee (Corporate Performance & Resources).
- (3) To enable the matters to be communicated to all clerks and Community Councils for information purposes.
- (4) To enable Cabinet to consider progress and to approve any specific projects as required.
- (5) In order to align the Corporate guidance with the principles of protocol.

C354 DRAFT PARKING STRATEGY REPORT (NST) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION AND CORPORATE PERFORMANCE AND RESOURCES) –

Cabinet was advised of the Draft Vale of Glamorgan Parking Strategy Report prepared by consultants and to determine consultation and engagement arrangements for consideration of its content.

Capita was appointed by the Council in autumn 2017 to assist with the preparation of a Draft Parking Strategy for the Vale of Glamorgan. Capita had undertaken previous parking studies for the Council. In 2013 (updated in 2015) Capita produced a report in respect of proposals for off street and on street parking charges in Barry and Cowbridge. In addition, Capita prepared parking reports relating to Country Parks parking charges in 2016 and Leisure centre parking charges in 2017. None of the recommendations within these reports had been implemented by the Council.

A Project Board consisting of the relevant Cabinet Members and Senior Council Officers was set up to provide direction to the commission. The broad principles of the commission set by the Council's Parking Board included:

- To realise the maximum levels of income without reducing visitor or user numbers or detrimentally affecting the local economy.
- Arrangements should be sustainable and able to be changed quickly should this be necessary.
- Automatic number plate recognition (ANPR) technology should be used where cost effective and possible, so that there is a consistent charging arrangement throughout the Vale area.

- Car parks should be designed / adapted so as to provide the maximum number of spaces over any given area.
- Consideration should be given to free periods of parking of no more than 2 hours.
- Research should be undertaken on the legalities as to how any income from 'off-street' and 'on-street' parking revenue and fines can be spent.
- The standard of appropriate car parks are to be improved if necessary utilising a proportion of the income received.
- Cashless systems (voucher) should be considered for 'on-street' parking in certain areas (Barry Island and Penarth), with rates consistent with off-street parking options nearby.
- There should be consideration given to the introduction of an annual season ticket which could give access to certain Vale chargeable car parks.
- The use of traffic regulation orders to control certain smaller car parks should be considered should the introduction of ANPR at these car parks be found not to be cost effective.
- A review should be undertaken of civil parking enforcement and cash handling arrangements as part of this project, to establish safe and secure methods of cash collection and to maximise the effectiveness of any enforcement activities.
- Technology that shows the amount of parking spaces available should be considered and whether such technology could be linked to apps, social media or variable message signs so that drivers could be made aware of available spaces remote to the parking location in real time.

The Council had to make £17m of savings over the next 3 years with the Neighbourhood Services and Transport Division having to make £827k in 2018/19 alone. The maintenance and regulation of parking spaces costs £360k per annum. This included car parks at Barry Island and Ogmere which the Council currently charge for. There was a need to recoup this cost and to seek additional income that could then enable reinvestment in the fabric of the car parks and assist other services the Council provides to continue; including investment in town centres, infrastructure and the country parks.

A parking strategy could also strengthen economic and regeneration opportunities by introducing improved more efficient car park management and this could improve user experience and access to services.

Attached at Appendix A to the report was the Draft Parking Strategy prepared for the Council by Capita (June 2018). The Draft Strategy had examined the following areas:

Town Centre Car Parks;
 Coastal Car Parks;
 Country Parks Car Parks;
 On Street Car Parking in Town Centres and Coastal areas and
 Enforcement and Infrastructure options.

At the meeting the Cabinet Member for Neighbourhood Services and Transport explained that due to the summer recess for many Town and Community Councils their time to consider the contents of the Consultant's report could be limited if the council were to wait until after both Scrutiny Committees had met before circulating the report for wider consultation, as suggested in the report.

As the consultation arrangements for Town and Community Councils would involve them responding in writing to the Capita report, which was now a public document and would not be subject to change, he proposed to make a slight amendment to the recommendations by adding a further 2 recommendations at 4 and 7 below to formally release the Capita report to Town and Community Councils now requesting that they give the report their consideration following this meeting. This would not unduly affect the Scrutiny Committees' ability to consider the consultation strategy at their meetings in July 2018.

The Deputy Leader offered the opportunity for Councillor K Mahoney (who had made representation to speak on this matter) to speak after the Cabinet meeting had closed, however he declined and left the room.

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 Draft Parking Strategy Report prepared by Capita be noted.
- (2) T H A T the arrangements for a formal public consultation process on the contents of the Draft Parking Strategy Report be agreed.
- (3) T H A T the matter be referred to Scrutiny Committee (Environment and Regeneration and Corporate Performance and Resources) for consideration

of the proposed public consultation arrangements as described in the Report and at Appendix B attached.

- (4) T H A T Town and Community Councils be requested to give consideration to the contents of the Capita report immediately following this meeting.
- (5) T H A T subject to resolutions (1) to (4) above, the Scrutiny Committee (Environment and Regeneration and Corporate Performance and Resources) consider the outcomes of the public consultation process at their meetings in October 2018 and make recommendations to Cabinet of what should be included in a final Parking Strategy.
- (6) T H A T the results of the Draft Parking Strategy public consultation and recommendations of the Scrutiny Committees be referred back to Cabinet for consideration prior to taking any decisions on the introduction of any new parking arrangements.
- (7) T H A T for resolution 4 above, the use of section 14.14 of the Council's Constitution (urgent decision procedure) be authorised.

Reasons for decisions

- (1) To note the Draft Parking Strategy Report provided.
- (2) To seek views from all interested parties on the contents of the Report.
- (3) To ensure that any comments and suggestions on the proposed consultation process are agreed with the relevant Scrutiny Committees.
- (4) To provide Town and Community Councils more time to comment on the Draft Parking Strategy Report.
- (5) To ensure that the views of the relevant Scrutiny Committees are considered prior to a decision being taken by Cabinet on the final Parking Strategy.
- (6) To ensure that the views of the public consultation and the relevant Scrutiny Committees are considered prior to a decision being taken by Cabinet on the final Parking Strategy
- (7) To ensure that Town and Community Councils have the maximum amount of time to consider the Draft Parking Strategy Report.

**C355 HIGHWAY RESURFACING 3 YEAR PLAN 2018 TO 2021 (NST)
(SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -**

During consideration of this item the Cabinet Member for Regeneration and Planning left the room and took no part in any discussions that took place.

Cabinet was advised of the Highway Maintenance 3 year Resurfacing Plan and to agree the priority locations for resurfacing works as detailed in the plan.

The local highway network within the Vale of Glamorgan was a valuable asset to the community for which the Council was responsible. The way it was managed and maintained had a direct impact on residents, businesses and visitors who used it on a daily basis.

All users depended on a reliable service from the local highway network in order to sustain the Vale of Glamorgan's economic and transportation needs and it was therefore essential that the network was maintained in as good a condition as possible.

The carriageway resurfacing locations proposed in the Highway Maintenance 3 year Resurfacing Plan represented the outcome of technical scanner survey data and physical on-site condition assessments of the local highway network by experienced highway maintenance staff.

The locations on the plan had been assessed and recorded in a prioritised manner to ensure the most appropriate and effective use of the available resources in order to best maintain the Vale of Glamorgan's local highway network.

A letter was sent to all Town and Community Council's in March 2018 by the Cabinet Member for Neighbourhood Services and Transport advising that the Council had set aside a sum of £2.436m for highways resurfacing for the 2018/19 financial year.

The main purpose of the letter was to ensure that more minor highway routes within local areas were given consideration, where the local community felt such routes to be of 'local importance'. The letter offered the Town and Community Councils an opportunity to input into the review of this year's Highway Maintenance 3 year Resurfacing Plan by using their local knowledge to submit up to three routes which they considered to be high priority within their ward area no later than 20th April 2018. The letter advised that the Council would then assess each route to establish its priority on the Highway Maintenance 3 year Resurfacing Plan and submit it to Cabinet for future consideration.

The proposed Highway Maintenance 3 year Resurfacing Plan was attached at Appendix A to the report and identified carriageways requiring treatment to prevent further surface and structural deterioration. The roads and routes include certain routes suggested by the Town and Community Councils that responded to the above letter as well as other priority roads identified by the Council's Highway Engineers as requiring treatment. The roads and routes suggested by Town and Community Councils were listed in Appendix C attached to the report. The carriageways of all the roads and routes listed within the Plan for resurfacing had been assessed in accordance with the 'Carriageway Resurfacing Prioritisation Scoring System' which was attached at Appendix B 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 contents of the Highway Maintenance 3 year Resurfacing Plan attached at Appendix A to the report be noted and the priority locations for resurfacing works as identified be agreed.
- (2) T H A T the Director of Environment and Housing Services be authorised to amend the plan, in consultation with the Cabinet Member for Neighbourhood Services and Transport if other urgent and unexpected priorities were identified.
- (3) T H A T the matter be referred to the Scrutiny Committee (Environment and Regeneration) for consideration.

Reasons for decisions

- (1) To improve the condition of the Council's local highway infrastructure on a prioritised basis in accordance with the Funding available.
- (2) To deal efficiently with changes in the Plan should other highway routes deteriorate more rapidly than expected or constraints dictate that a change in priority is required to ensure the most cost effective use of the budget allocation in 2018/19.

- (3) To ensure that the relevant Scrutiny Committee could consider the details of the proposed Highway Resurfacing 3 Year Plan 2018 to 2021.

C356 REVISED WASTE MANAGEMENT STRATEGY: THE FUTURE COLLECTION ARRANGEMENTS FOR WASTE AND RECYCLING (NST) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -

Cabinet was advised of the outcome of the public consultation exercise and the submission of the capital bid to Welsh Government as part of the Collaborative Change Programme in respect of the proposed recycling and waste changes.

Also, Approval was sought to implement the 'collections blueprint' across the Vale of Glamorgan and develop the Council's Waste Strategy through to 2025.

Cabinet on the 19th February 2018 (minute no. C235 refers) approved the implementation of a source separated recycling service subject to receiving capital funding from Welsh Government and obtaining the views of residents through a public consultation exercise.

At its meeting of 19th February 2018, Cabinet approved a move to a restricted black bag collection service from September 2018, but resolved to seek the views of the public on the major changes proposed to dry recycling services.

The public consultation exercise commenced on 17th April 2018 and closed on 1st June 2018. 6,066 responses were received. One of the highest recorded responses for a service consultation exercise, demonstrating the importance of waste collection services to our residents.

The main learning points from the survey included a wish to retain both green boxes and blue bags for dry recycling and that the cost of recycling containers was viewed as a barrier to recycling for some.

For these reasons, it was suggested that the current container types would remain but with the addition of a box that can be compartmentalised to allow more than one material to be stored in one box to save space. It was also suggested that all charges for recycling hardware including food waste bags be removed to assist in increasing recycling participation going forward.

The report dealt with the enforcement of the two black bag scheme from September with a restricted residual waste policy attached at Appendix E to the report.

Communication of both the restricted residual waste controls and the new dry recycling collection arrangements would be extremely important; hence a communication plan had been drafted and was attached to the report for approval at Appendix C with a draft of a leaflet detailing the residual waste changes attached at Appendix D.

The changes to a source separated dry recycling collection service were still subject to receiving Welsh Government funding and whilst the Council remained optimistic that this would be forthcoming this was yet to be confirmed.

A draft timetable for the main recycling changes was shown at paragraph 38 of the report and development of the waste transfer station at the Atlantic Trading Estate in Barry would be the subject of a further report to Cabinet.

The Council had plans for an interim waste transfer facility in the Vale on an existing waste site but these had not yet been finalised. Until they were, the Council would be required to retain use of the transfer station in Cardiff that it had been using for a number of years.

At the meeting the Cabinet Member for Neighborhood Services and Transport explained that the report dealt with the enforcement of the two black bag scheme from September with a restricted residual waste policy attached at Appendix E to the report.

He proposed a slight amendment to the policy stating that section 6 of the draft policy (the use of dustbins and wheeled bins be removed) pending consideration of a further report on this matter and that this action would be addressed by adding a revised recommendation 3 outlined below.

He further commented that the Council was not a wheeled bin collection authority and had no provision on its general collection vehicles to mechanically lift such bins; black bags in these bins had to be removed by hand so action to control their use was needed. However there were a large number of wheeled bins in use so he explained that he would like more time to review this matter.

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 full implementation of the 'collections blueprint'; namely a source separated collection service, subject to receiving capital support from Welsh Government and addressing any equality impacts associated with the service changes be approved.
- (2) T H A T the implementation of alternative recycling bags and boxes as detailed in the report and summarised from the public consultation results in readiness for the proposed service change be approved.
- (3) T H A T the restricted residual waste policy, subject to the removal of section 6 in the report document be approved along with the communication plan.
- (4) T H A T the increased costs of the co-mingled recycling contract 2019-2021 including the use of reserves to fund the additional cost be noted.
- (5) T H A T the temporary engagement of Cardiff City Council's Waste Transfer Station be approved retrospectively.
- (6) T H A T the withdrawing charges for food waste bags and caddies and dry recyclable boxes and bags be approved.
- (7) T H A T delegated authority be granted to the Director of Environment and Housing Services in consultation with the Head of Finance and the Cabinet Member for Neighbourhood Services and Transport to accept the anticipated capital grant from Welsh Government's Collaborative Change Programme to implement the requirements of the 'collections blueprint'.
- (8) T H A T delegated authority be granted to the Director of Environment and Housing Services in consultation with the Head of Finance and the Cabinet Member for Neighbourhood Services and Transport to procure all necessary vehicles and containers and expenditure up to design stage for the proposed construction of a Waste Transfer Station necessary for the revised collection service and accept any associated tenders.
- (9) T H A T a further report be presented to Cabinet to approve the construction of a Waste Transfer Station on completion of the detailed design.
- (10) T H A T the report be referred to the Scrutiny Committee (Environment and Regeneration) for their consideration.

- (11) T H A T section 14.14 of the Council's Constitution (urgent decision procedure) be authorised in respect of resolutions 5 and 6 above.
- (12) T H A T Cabinet receives a report in the near future concerning the use of existing wheeled bins and other similar containers for the storage of residual waste.

Reasons for decisions

- (1) To ensure that the service was compliant to current legislation and remains economically and environmentally sustainable
- (2) To ensure the most effective way of participating in a source separated dry recycling collection service was selected.
- (3) To ensure that residual waste restrictions were appropriately managed and communicated and that consideration is given to householders where necessary.
- (4) To note the current situation with regards to the economic market in respect of recycling material and that the costs pressures attributed to the service area are noted.
- (5) To ensure continuity of service and to capture the economic advantages of using Cardiff City Council's Waste Transfer Station.
- (6) To assist residents with the implementation of restricted residual waste and achieve optimum recycling participation.
- (7) To enable the phased introduction of the proposed service changes to commence from 1st April 2019 through to 1st April 2020.
- (8) To enable the implementation of a source separated collection service with the necessary infrastructure.
- (9) To consider the proposals prior to constructing the Waste Transfer Station.
- (10) To provide the Environment and Regeneration Scrutiny Committee with an opportunity to consider the details of the report.
- (11) To permit the communication strategy for restricted black bags to start immediately to allow the maximum time for residents to understand the

system and to source any new receptacles required. To permit the prompt retrospective agreement for the interim short term contract arrangements for waste transfer.

- (12) To review the most appropriate ways of reducing the use of containers for the storage of residual waste in future.

C357 RESHAPING SERVICES: A SUSTAINABLE APPROACH TO THE PROVISION OF SINGLE USER OUTDOOR SPORTS FACILITIES (SCHL) (SCRUTINY COMMITTEE – HEALTHY LIVING AND SOCIAL CARE) -

The purpose of the report was to bring to the attention of Cabinet the costs incurred in maintaining and providing sites and facilities that were predominantly for the benefit of single clubs and organisations.

The report also sought authority to implement changes to the methods of providing and managing such sites and facilities and in turn the cost implications of providing for outdoor sports activities where the service was provided predominately to one club or organisation at one location.

There were a number of private sports clubs in the Vale of Glamorgan who provided outdoor sports provision and had active junior/ youth sections but did not benefit from any direct subsidy from the Council. There were, however, a number of clubs/ organisations who had almost exclusive use of some Council owned facilities. The manner in which the Council managed such assets did not reflect the need to ensure that budgets were used effectively. Notably, the fees that were charged fall well-short of covering the costs of operating these facilities.

Attached at Appendix A to the report was a breakdown of Council owned outdoor single user sport sites which were in scope of these proposals. Due to the manner in which these single user sites had developed and the specific nature of the sport in question (in relation to certain sites) there appeared very limited opportunity for these sites to develop into multi-use sites.

Given the Council's current financial situation and the need to direct revenue support to areas where it would have maximum impact and reach across all sectors of the community, a review had been conducted of the current approach.

The level of subsidies afforded to single use facilities varied depending upon the location and type of sport. However, for bowling greens was approximately £25,000 per annum. For large, fine turfed sports fields the cost to maintain and manage these facilities was approximately £80,000 per annum. The income from these facilities fell significantly short of the cost to operate. This was estimated to result in a net cost to the Council of approximately £400,000 per annum.

In order to ensure that resources did not continue to be diverted away from facilities and pitches used across the community, it was recommended that a new approach be adopted for all single use sites.

The proposed approach was summarised below.

The Council would amend the fees charged to clubs and organisations for single use facilities from their current level to the actual cost of operating and maintaining these (after any income), from 1st April 2019.

However, the Council would initially make contact with the existing users of the facilities identified in Appendix A attached to the report. Details of the current costs of maintaining and operating these sites would be shared in order that these organisations and clubs be encouraged, wherever possible, to explore the opportunity to take over the management of these facilities from 1st April 2019. This would be subject to an agreement that ensured it was maintained to a satisfactory condition.

These discussions would be undertaken on a facility-by-facility basis, reflecting the varying agreements currently in place (for example, some organisations may have existing leases for a club-house, but not for the playing field etc.). This would also enable an Equality Impact Assessment to be developed that reflected the specific local circumstances of the facility.

In recognising that this would be a significant change to the pricing structure, the Council's preference was to provide clubs/organisations with the opportunity to maintain the facility themselves.

To assist clubs / organisations who wished to adopt this scenario, the Council was currently reviewing the Community Asset Transfer protocol to enable a 'fast track' process to be established that could assist with the transfer of responsibilities in this area as appropriate. Signposting to organisations, such as Glamorgan Voluntary Services, who may be able to provide advice and support in the development of

business cases to support the running of facilities or potential sources of income, would form a part of the process.

The proposal to introduce the new arrangement from 1st April 2019 was designed to allow clubs to plan for the changes and it was proposed that frequent contact would be maintained with any club or organisation throughout the coming months.

It was likely, particularly for bowls, that the current level of single user provision at individual sites was unsustainable. Where it is clear, from initial meetings, that this was the case, the option of consolidation of facilities would be discussed with the clubs/ organisations concerned and they would be supported to bring new arrangements into effect.

Consultation would also be encouraged with Town and Community Councils and the voluntary sector, particularly where it was apparent that a single use Sports facility may be unaffordable to the club/Organisation currently occupying the site, or where the capacity and skills did not exist to allow that club or organisation to progress by way of a CAT or lease arrangement. Such discussions would likely include potential alternative approaches, including whether the Town/Community Council or another voluntary group could manage the facility or providing financial support to the club or organisation.

Where the club/organisation did not wish to the current resident clubs be charged the actual operating costs from 1st April 2019 rather than the current hire fees.

Alongside, this approach, further work would also be undertaken on the ability to reduce the revenue subsidy at multi-use sites and a further report would be presented to cabinet on this issue, before the end of the 2018 Calendar year.

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 it be agreed in principle for referral to Community Liaison Committee and Scrutiny Committee (Healthy Living and Social Care) that the Council works towards recovering the actual cost of maintaining sports grounds and pitches at sites where the facilities are used almost exclusively by one club or

organisation rather than retaining a charging structure where individual fees are applied at each location.

- (2) T H A T it be agreed in principle as the basis for referral to Community Liaison Committee and Scrutiny Committee (Healthy Living and Social Care) that any Club or Organisation that are single users of Council facilities be given the opportunity to maintain the facilities themselves if they do not wish to pay the Council the cost of maintaining the facilities provided this is to a satisfactory standard as assessed annually by the Director of Environmental and Housing Services.
- (3) T H A T the report be referred to the Community Liaison Committee and Scrutiny Committee (Healthy Living and Social Care) for consideration prior to reaching a final determination.
- (4) T H A T subject to resolutions 1 - 3 above, delegated authority be granted to the Director of Environment and Housing to progress discussions in relation to all single use sites as listed in Appendix A attached to the report, and subsequently, in consultation with the Cabinet Member for Social Care, Health and Leisure to agree new arrangements for the facilities listed in appendix 'A' so that they be implemented on 1st April 2019 with a view to achieving a better balance between recovering the actual operating costs and promoting active lifestyles.
- (5) T H A T delegated authority be granted to the Head of Finance in consultation with the Cabinet Member for Social Care, Health and Leisure and the Cabinet Member for Performance and Resources to renegotiate arrangements with organisations with regards to their usage of a Council owned facility.
- (6) T H A T delegated authority be granted to the Head of Legal Services to draft and execute revised agreements where appropriate.
- (7) T H A T the development of revised new Community asset transfer processes, including development of a 'fast track system' to support this and other initiatives and this will be brought to Cabinet in due course be noted.
- (8) T H A T a further report be brought to Cabinet prior to 1st April 2019 to provide an update of the situation and to provide details of any single user outdoor sports facilities where the current user did not wish to continue using the facilities under the proposed new arrangements.

- (9) T H A T a further report setting out options in order to reduce the levels of revenue subsidy at multi-use outdoor sports sites be presented to Cabinet before the 31 December 2018.

Reasons for decisions

- (1) To introduce an equitable system for outdoor sports facilities.
- (2) To allow clubs / organisation a choice in future service delivery.
- (3) To allow consultation with Town and Community Councils and the relevant Scrutiny Committee prior to reaching a final determination.
- (4) To allow the revised approach to be implemented prior to 1 April 2019.
- (5) To agree revised agreements in a timely manner.
- (6) To ensure that the necessary legal documentation is in place for any required agreements.
- (7) To enable efficient and effective transfer of assets as appropriate.
- (8) To consider disposal or future use of such facilities.
- (9) To allow for consideration of options to reduce subsidies at multi use outdoor sports grounds.