

**CABINET**

Minutes of a meeting held on 23 January, 2017.

Present: Councillor N. Moore (Chairman), Councillor L. Burnett (Vice – Chairman);  
Councillors: B.E. Brooks, P. G. King and G. John.

**C3425 MINUTES –**

RESOLVED – T H A T the minutes of the meeting held on 9 January, 2017 be approved as a correct record.

**C3426 DECLARATIONS OF INTEREST –**

No declarations were received.

**C3427 SHARED REGULATORY SERVICES JOINT COMMITTEE -**

The minutes of the Shared Regulatory Services Joint Committee meeting held on 20 December, 2016 were submitted.

Present:

Representing Bridgend County Borough Council – Councillors Ms. H. Townsend and R. Williams;

Representing Cardiff City and County Council – Councillors D. De’Ath and Ms. J. Parry;

Representing the Vale of Glamorgan County Borough Council – Councillor G. John (Chairman) and Councillor A.G. Powell.

(a) Announcement –

The Chairman welcomed Councillor Ms. H. Townsend (Bridgend County Borough Council) to her first meeting following her appointment to the Committee.

(b) Minutes –

RESOLVED – T H A T the minutes of the meeting held on 20<sup>th</sup> September, 2016 be approved as a correct record.

(c) Declarations of Interest –

No declarations were received.

(d) Proposal to Establish the Shared Regulatory Service as a Separate Employer under the Cardiff and Vale Pension Fund (HoF / S151O) –

The report outlined to Members the benefits of moving to a separate employer under the Cardiff and Vale Pension Fund for Shared Regulatory Services (SRS) staff. The Head of Finance / Section 151 officer advised that prior to the establishment of the SRS Joint Committee, Bridgend staff had been accounted for under the Bridgend employer as part of the Rhondda Cynon Taff Pension Fund and the Cardiff and Vale of Glamorgan staff were accounted for under their respective employers as part of the Cardiff and Vale Pension Fund. The Cardiff and Vale Pension Fund Actuary (Aon Hewitt) had advised that in order to fully account for the SRS's Pension Costs it was necessary to ring fence the assets and liabilities of the SRS as if it was a separate employer in the Cardiff and Vale Pension Fund. The benefits of such an approach would be that it would minimise risks of cross subsidisation, allow the deficit of the service to be monitored separately from the Vale of Glamorgan Council's deficit, enabling an appropriate allocation of costs to the Service, mitigate the risk that decisions taken by the Vale Council could adversely impact on the Pensions Liability or contribution rate of the Shared Regulatory Service. It would also allow assets to be appropriately allocated to the service for IAS 19 accounting purposes and ensure that the deficit could be measured on the withdrawal of one or more participants.

The proposed project would require a dedicated project team from Aon Hewitt, all of whom would be independent of the Rhondda Cynon Taff and Cardiff and Vale Pension Funds, in addition to input from Cardiff and Vale Pension Fund Actuary, Rhondda Cynon Taff Pension Fund Actuary and legal advice as required. There was also the possibility that Cardiff Council may levy admin costs as the Cardiff and Vale Pension Fund Administering Authority.

In considering the report, a Member queried whether formal consultation needed to be undertaken with all staff from within the service. In response the Head of Service advised that it was her view that this would not be required as all staff would be receiving the same rights and entitlements as Vale of Glamorgan and Cardiff staff. However, she agreed to look into the matter and advise Members accordingly and if necessary, inform staff.

In response to a query as to whether the cost for undertaking the work would be a one off payment or have to be paid on an annual basis it was noted that it would be a one off cost.

Having considered the report, it was subsequently

RESOLVED – T H A T the proposal to set up a separate Shared Regulatory Services Joint Committee employer under the Cardiff and Vale Pension Fund at an estimated cost of £37k – £46k for Shared Regulatory Services staff be approved.

Reason for decision

In order to minimise the risks set out in the report relating to cross subsidisation, participant withdrawal and to ensure accurate accounting in accordance with IAS 19.

(e) Draft Budget Proposals 2017/18 (HoF / S151O) –

Approval was sought for the Proposed Budget for 2017/18. On 1<sup>st</sup> May, 2015, 170 staff had transferred from Bridgend and Cardiff Councils to the Vale of Glamorgan Council to create the shared service and as a direct result of the TUPE provision, consideration for the resulting salary protection had been built into the budget. The 2016/17 budget had also been increased to accommodate an unanticipated increase of National Insurance costs of £125k and for 2018/18 projections included an assumed pay award of 1% of £71k with no increase for other price inflation.

As a direct result of an unforeseen change in the economic climate, the £190k additional income that had been budgeted to be achieved in 2016-17 and 2017-18 was now considered to be unachievable, and had been achieved via other efficiencies within the 2017/18 gross expenditure budget.

The net effect of the adjustments as outlined above, on the draft proposed 2017/18 budget was that the budget requirement was £6k lower than the £8.836m stated as being the budget requirement in the 2017/18 Business Plan.

In line with the Joint Working Agreement, the population figures had been updated in the report to match the 2017/18 projected population as quoted in Welsh Government's Green Book.

In referring to management overheads, Members were informed that these would be reallocated based on information provided by the Senior Management Team and

based on the consumption of the service. All other overheads would continue to be recharged out based on the value of budget held.

The proposed financial contributions from the three Authorities was reported as below:

<b>Core Services</b>		<b>Original</b>	<b>Proposed</b>	<b>Variance</b>
<b>Authority</b>	<b>Updated %</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Bridgend	22.46	1,454	1,404	50
Cardiff	57.34	3,676	3,585	91
Vale of Glamorgan	20.20	1,315	1,263	52
<b>Total Core Services</b>		<b>6,445</b>	<b>6,252</b>	<b>193</b>

The Head of Service advised that should the decision of the Committee be to approve the proposed budget, the next stage would be for each Authority to approve their contributions for 2017/18 with in their respective Council's Committee meetings. The Committee was also informed that the report had been shared with the Section 151 Officers from Bridgend and Cardiff Councils.

It was subsequently

RESOLVED –

- (1) T H A T the Proposed Budget for 2017/18 be approved.
- (2) T H A T individual Authorities be requested to approve in writing the Proposed Budget for 2017/18 by 10<sup>th</sup> March, 2017.

Reasons for decisions

- (1) Having considered the report in line with the Joint Working Agreement.
- (2) To allow the budget to be finalised prior to the start of 2017/18.

(f) Appointment of Proper Officers (DEH) –

The report advised that the specific statutory responsibilities, duties and powers significant to the handling of an outbreak of notifiable and infectious diseases were set out in the provisions of the Public Health Act 1936, the Public Health (Control of Disease) Act 1984 (as amended), the Public Health (Infectious Diseases) Regulations 1988, the Public Health (Ships) Regulations 1979 as amended, the Public Health (Aircraft) Regulations as amended, the Public Health (International Trains) Regulations 1994, the International Health Regulations 2005, the Health Protection (Notification) (Wales) Regulations 2010, the Health Protection (Local Authority Powers) (Wales) Regulations 2010 and the Health Protection (Part 2 A Orders) (Wales) Regulations 2010 . The Operational Manager stated that in order for the duties to be carried out the Local Authority appointed Proper / Port Medical Officers to act as medical advisors in relation to controlling and preventing the spread of infectious disease and preventing significant harm to others from contamination by chemicals or radiation. These officers ensured that suitable powers were available to the Local Authority for power of entry to investigate the notifications of infectious disease and contamination incidents and to take appropriate enforcement action when required under the medical advice of such Officers.

Having considered the report, it was subsequently

RESOLVED –

(1) T H A T the following persons be appointed as Proper Officers and Port Medical Officers for the purposes of the legislation as contained within the report:

- Mr. Siôn Lingard, Consultant in Health Protection,
- Dr. Gwen Lowe, Consultant in Communicable Disease Control
- Mrs. Heather Lewis, Consultant in Health Protection
- Dr. Rhianwen Stiff, Consultant in Communicable Disease Control
- Dr. Graham Brown, Consultant in Communicable Disease Control
- Dr. Meirion Evans Consultant Epidemiologist
- Dr. Christopher Johnson Consultant in Health Protection
- Dr. Brendan Mason Consultant in Communicable Disease Control
- Dr. Giri Shankar Professional Lead Consultant for Health Protection
- Dr. Christopher Williams Consultant Epidemiologist.

(2) T H A T it be noted that due to organisational changes the following individuals were no longer appointed as Proper Officers:

- Dr. Jörg Hoffman
- Dr. Marion Lyons
- Dr. Christine Whiteside.

Reason for decisions

(1&2) In order to confirm, update and amend the Proper / Port Medical Officer list.

(g) Fees and Charges (DEH) –

Committee approval was sought for the proposed fees and charges for services delivered within the Shared Regulatory Service (SRS) for 2017/18. The fees and charges adopted by the SRS for the 2015/16 financial year reflected a degree of harmonisation in the licensing regimes operated across the three Local Authorities areas and the fees and charges proposed for the coming financial year 2017/18 incorporated further streamlining, where possible, of the arrangements in place for licensing across a range of functions.

The fees and charges set out in the report aimed to optimise cost recovery from regulatory activity whilst ensuring that they were transparent, proportionate and compliant with statutory legislation. It was further proposed that the new fees would take effect from 1<sup>st</sup> April, 2017 with some fees being accepted as being different within Authorities due to local circumstances, for example, the differences in veterinary contracts

In Part 1 of the Annex to the Fees and Charges report the Operational Manager, Neighbourhood Services, clarified to Committee that the £152 Compliance Notice charge included in the Mobile Homes Charging Table applied to all relevant Housing Enforcement Notices served by the SRS.

RESOLVED – T H A T the charging and fee proposals for the Shared Regulatory Service as set out at Annex Part One and Annex Part Two of the report be agreed.

Reason for decision

To build upon the harmonisation of charges across the service.

(h) Overview and Update on the Shared Regulatory Service (DEH) –

The Head of Shared Regulatory Services presented the report, advising that it provided an update for Elected Members on the development of the service between Bridgend, Cardiff and the Vale of Glamorgan Councils with reference being made to a number of key areas as outlined below:

- ICT and mobile working update
- Financial monitoring
- Performance monitoring
- Service updates
- Operational plans
- Service activities
- Tattooing and special procedures
- Safeguarding and
- Noise pollution.

With regard to ICT and mobile working, Committee was informed that the service was moving towards implementation of a consolidated database to replace the four instances of Civica App Flare that were currently in place. The teams had identified the data that needed to be deleted, archived and migrated to the new system. The Operational Manager for Enterprise and Specialist Services informed the Committee that the project was on target to go live from 25<sup>th</sup> January, 2017 and officers were currently receiving “Train the Trainer” training in the new database system that was being provided by the new database provider. The service had also developed a single telephone contact number, 0300 123 6696, and the call routing service had been set up to cater for calls in English or Welsh.

The Head of Finance, in referring to the financial monitoring aspects of the report attached at Appendix 1, stated that the service was currently projected to achieve an overspend of £178k against the gross revenue budget, however, information provided by the legacy Authorities informed that the position could be mitigated by the level of income received directly by the Authorities.

The Head of Shared Regulatory Services then took Committee through the performance monitoring report, referring to performance data for Quarter 2 as set out at Appendix 2 to the report. Following a query from a Member as to whether petrol pumps were still able to be self-certified by pump fitters, the Head of Shared Regulatory Services confirmed that there was a process of self-certification with the role of Trading Standards officers being to monitor. The Head of Service referred to capacity issues within the service advising that there were a number of reasons why staff were not in the office i.e. a number were on maternity leave amongst other reasons which were having an impact on service provision. A Member queried

whether apprenticeship schemes had been considered to assist with future sustainability and succession planning. In response, Committee was informed that there were no apprenticeship schemes at present but that the Departments were seeking to train technical officers for future positions. It was however, accepted that further consideration for such arrangements would be undertaken and documented in the SRS business plan for the forthcoming year.

Following a query from a Member as to whether the Department had issues with some new businesses not being registered the Head of Service advised that this did not happen on a regular basis. In referring to an error on page 3 of the performance information in for SRS/FH/003 (PN/008), it was accepted that the Amber status should include a green arrow for the Vale of Glamorgan target to show that although the target was not achieved it was on target for the end of year.

In referring to food hygiene ratings, a Member queried whether the ratings were also noted on the website. The Head of Service stated that legislation did not currently extend to websites but that he was aware that some organisations were providing this information on a voluntary basis. He would however be keen for such legislation in order that the public could be apprised via the websites of premises hygiene ratings. Of note was the fact that legislation remained in force for such displays on the premises themselves.

A number of Operational Plans required Committee approval with reference being made to such recent plans as the Food Law Enforcement Service Plan and the Section 18 Health and Safety Plan. The SRS also published a number of operational plans to advise stakeholders of the work to be carried out in certain environments. Two of those plans having recently been completed were appended to the report for consideration by the Joint Committee.

The document set out at Appendix 3 to the report was the Port Health Plan, which set out how the SRS would fulfil its purpose of preventing infectious disease coming into Cardiff, Barry and the surrounding areas via the ports and airports to protect the health of the public. The Plan also demonstrated how these statutory obligations in relation to food safety, imported food control, ship sanitation, disinfection, waste control and animal health would be delivered. The document set out at Appendix 4 to the report was the Communicable Disease Plan, which set out how the SRS would fulfil its role of protecting public health through the investigation of cases and outbreaks of communicable disease and the application of control, preventative and enforcement measures. In February 2016, the Committee had approved the Compliance and Enforcement Policy, that document also contained reference to a number of annexes within the document. Two of the annexes noted as Annexe 2

and 3, namely the Food Safety Enforcement Policy and the Health and Safety Enforcement Policy had been updated to reflect the merging of processes across the SRS and were attached as Appendices 5 and 6 to the report. However, Committee was informed that there had been a typographical error in relation to the Food Safety Enforcement Annex which should have read as Annex 1 not Annex 2. The Joint Committee was asked to consider the annexes and agree that they were incorporated into the overarching Compliance and Enforcement Policy for the SRS as Annex 1 and Annex 3.

The Head of Service had also requested that team leaders be present to provide a presentation to Committee on three particular service areas namely, tattooing, semi-permanent skin colouring and cosmetic piercing and safeguarding and noise pollution. In presenting the reports, the Team Manager for Communicable Disease and Health and Safety referred to the infections that could be associated with cosmetic piercing and tattooing and that the service would continue to engage with practitioners with the aim to apply the same standards throughout the three Local Authorities, to obtain evidence on the frequency and range of aesthetic and therapeutic services offered throughout the three Authorities, particularly in beauty salons, and to consider the process of unannounced visits to registered premises. Committee was informed that the Department relied on evidence provided by the public in order to be able to use the powers available to address unscrupulous providers. Members concurred that unannounced visits to establishments etc. was a good way forward in view of the difficulties of regulating such an industry. It was further suggested that the media be used to assist in the process, particularly in providing information on unscrupulous providers as well as detailing good news stories.

In referring to the work of the safeguarding team the Team Manager referred to a small number of dedicated enforcement staff whose role was to investigate cases where vulnerable individuals were targeted, often repeatedly, by fraudsters and suffered financial abuse as a result. To provide Members with an example of an incident the Team Leader presented a short video clip of a member of the public who had been the subject of a "marketing scam". To raise awareness of such issues significant education and awareness raising initiatives as well as working closely with key stakeholders e.g. South Wales Police were being undertaken. Members however queried whether further promotional work could be undertaken, it being recognised that Home Care Service staff regularly frequented properties and could be utilised to spread the message.

In response to a query as to how successful the Department had been in working with private care companies to raise awareness and pass the message on,

Committee was informed that it was a matter of resources and that the Team would prefer to undertake some raising awareness on a weekly basis but that these were governed by capacity issues, time and resources.

A Member queried whether the notices that had been distributed some time ago referring to cold callers were still available. The Team Leader advised that the notices were still produced and could be obtained from the service area. A suggestion was also made that officers attend Safeguarding Board meetings to raise awareness.

In referring to issues of Noise Pollution, Committee was informed by the Team Leader that the Council had a statutory responsibility under the Environmental Protection Act 1990 Statutory Noise Nuisance, the Control of Pollution Act 1974, the Licensing Act 2003, planning legislation and antisocial behaviour legislation.

Committee was reminded that the impact of noise on human health and wellbeing was outlined as:

- Cardiovascular effects
- Sleep disturbance
- Cognitive development
- Hearing impairment.

With regard to the number of service requests made Committee was informed that for 2015/16 Bridgend had received 1,053 service requests; Cardiff 3,130 and for the Vale 512. For interventions the activity statistics for 2015/16 for the SRS function in total were: Notices – 199, Prosecutions – 8, Seizures – 10 and works in default – 21.

Joint working currently existed with a number of providers including the Police, anti-social behaviour teams, community safety, social housing providers, university and student liaison officers, landlords, licensing teams, social services / support workers, private sector housing enforcement, event / safety liaison panels and Natural Resources Wales.

The Chairman, on behalf of the Committee, thanked the officers for their presentations, advising that the information although comprehensive, was concerning in view of the effect certain aspects could have on local residents and members of the public. It was important to promote the awareness of each of these areas to assist the public.

The Head of Service advised of another aspect of the service that had had a significant impact over the year referring to the seizure of a large number of horses and to the Control of Horses (Wales) Act 2014 for unlawful fly grazing. All the animals had now been rehomed resulting in the avoidance of disposing of the horses through euthanasia, although the officer advised that one of the horses had subsequently died from natural causes. The cost of caring for the horses was unexpected expenditure and had been managed through a combination of Welsh Government monies, in-year budget and the use of the Shared Services reserve. The Service would also seek to obtain some further contribution from Welsh Government due to the newness of the legislation.

Appendix 7 to the report detailed a number of prosecutions (between August – November 2016) that had been successfully concluded in recent months which had arisen from investigations conducted across the Shared Service.

Following full consideration of the report, the Chairman thanked the Head of Service and his team for a comprehensive presentation to the Committee, following which it was subsequently

RESOLVED –

- (1) T H A T the report be accepted.
- (2) T H A T the Food Safety Enforcement annex 2 at Appendix 5 be amended to read as Annex 1 and that both Annexes for Food Safety Enforcement (Annex 1) and Health and Safety Enforcement (Annex 3) , Appendices 5 and 6 to the report, be approved for incorporation into the overarching Compliance and Enforcement Policy for the Shared Regulatory Service.

#### Reasons for decisions

- (1) In noting the progress to date towards completing the implementation programme.
- (2) To confirm that the Food Safety Enforcement Annex is amended to read as Annex 1 and that both documents are incorporated into the Compliance and Enforcement Policy for the SRS.

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After this item had been presented, the Cabinet Member for Visible, Leisure and Regulatory Services, who chaired this committee, commented that the meeting had three good presentations with good attendance from all representatives of other Councils and Organisations. The Cabinet Member further commented that he was pleased by the progress that had been made at each meeting.

The Leader agreed with his colleague that the Joint Committee was working well and he noted that its budget had been set under its own delegated powers in line with its agreed constitution.

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

Reason for decision

To note the minutes.

**C3428 DRAFT WELSH LANGUAGE PROMOTION STRATEGY (REF) -**

The Scrutiny Committee Learning and Culture on 12 December, 2016 considered the above report.

On 28th November 2016 Cabinet had referred the report to the Learning and Culture Scrutiny Committee for consideration as part of the consultation process.

The Welsh Language (Wales) Measure had been enacted by the Welsh Assembly in 2011 and the Welsh Language Commissioner had issued every Local Authority in Wales with a Compliance Notice, which included a list of 172 Standards, in September 2015. Standard 145 of the Compliance Notice required the Council to produce and publish a five year Strategy which set out how the Council would promote and facilitate the use of the Welsh language more widely in the Vale of Glamorgan. The Strategy was also to include a target for increasing or maintaining the percentage of Welsh speakers in the Vale of Glamorgan and a statement on how the target would be reached, with the Strategy being reviewed or revised every five years.

The Head of Service for Performance and Development advised that the requirement for the Strategy stemmed from the Welsh Language Standards, with the particular Standard requiring the Authority to publish a Welsh Strategy, recognising that a number of overlaps existed between this document and the Welsh Medium Education Strategic Plan. Public consultation on the Strategy was to run for a period

of six weeks, with final consideration to be made by Cabinet for implementation by 31st March, 2017.

The Promotion Strategy attached at Appendix A consisted of an introduction, background, policy context, Welsh language profile for the Vale of Glamorgan and included key language development areas as outlined below:

- Welsh medium education
- Language transmission in the home
- Welsh for adults
- Children, young people and families
- Community and leisure activities
- Welsh in the workplace.

Chapter 6 provided an action plan to promote the Welsh language in the Vale of Glamorgan.

Councillor Dr. Johnson, with permission to speak, advised that in his view further consideration in relation to the promotion of the Welsh Language should be included in the Council's contract with Legacy Leisure and the Council should seek to pursue increasing the number of Welsh speaking staff in the Council. As a result he queried what the current position was in relation to staff, sought details as to the number of pupils from Barry College who had been appointed to positions in the Vale and queried the Council's response should requests be received for simultaneous translation services. The Chairman also requested whether there were any plans to host the Urdd Eisteddfod in the area.

The Head of Service in response stated that the Authority was aware that Welsh medium provision could be further promoted in Leisure Centres and said that consideration would be given to this by the Council's Leisure Service at the time of the renewal of the contract, which he stated was imminent. Following the introduction of the Standards, he could advise that the Council had been focusing on the translation of material into Welsh, with further work ongoing. With regard to the staff, an action plan covering a number of aspects had been in place since March 2016. He pointed out that to date there had not been any requests for simultaneous Welsh translation services from the public attending Scrutiny Committees although he advised that if requests were made the Council would have to meet any request. With regard to the question of the Urdd Eisteddfod being held in the Vale of Glamorgan, the officer advised that he would pass the request to the relevant department.

Following a query in respect of the accuracy of the figures identified on page 20, table 5, of the document and the fact that the report noted the capacity in Welsh medium primary schools would be increased from the current figure 1,693 to 2,100 places by 2017, the Interim Director advised that she would investigate further and report back to Members.

In accepting that further clarity would be presented to Members as outlined above and that a further report was to be presented to Cabinet, the Scrutiny Committee

**RECOMMENDED – T H A T** Cabinet be informed of the views of the Committee and following the results of the consultation, a further report be presented to the Scrutiny Committee for consideration.

Reason for recommendation

In view of the contents of the report and that a further report was to be prepared following the consultation.

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After presenting this item, the Leader commented that the points raised by the Scrutiny Committee (Learning and Culture) would be considered as part of the consultation process and would be incorporated into a future report to be presented to Cabinet at a later date.

Cabinet, having considered the recommendation of the Scrutiny Committee Learning and Culture

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

Reason for decision

To note the contents of the report.

**C3429 CAPITAL MONITORING REPORT FOR THE PERIOD 1ST APRIL TO 30TH NOVEMBER 2016 (L) (SCRUTINY COMMITTEE – ALL) -**

Cabinet was advised of the progress on the 2016/17 Capital Programme for the period 1 April to 30 November, 2016.

Appendix 1 attached to the report provided financial progress on the Capital Programme as at 30 November, 2016.

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.

Appendix 2 attached to the report provided non-financial information on capital construction schemes with a budget of over £100k. Where a budget shown in Appendix 1 was more than £100k but was made up of several schemes that individually were less than £100k, the scheme was not included in Appendix 2.

At the meeting, the Leader noted that the funding for Community Centre Works referenced in paragraph 9 of the report and page 4 of Appendix A attached to the report was being provided by the St. Francis Millennium Community Centre Committee and he requested that the report and appendix be amended to reflect this detail.

The Cabinet Member for Regeneration and Education highlighted paragraph 11 of the report, which detailed the progress of proposed improvements at Wordsworth Park. She explained that the slippage was due to a change in staffing and the scheme was now progressing well.

The Cabinet Member for Building Services, Highways and Transportation requested that future Cabinet Monitoring reports to Cabinet provided more details of the reason for slippage.

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 use of Delegated Authority to amend the schemes within the Barry Regeneration Partnership budget be noted.
- (2) T H A T the use of Emergency Powers to amend the schemes within the Castleland and Tackling Poverty budgets be noted.

- (3) T H A T the following budgets be approved to be carried forward into 2017/18:-
- Dimming of Street Lights - Carry forward budget of £750k.
  - Llanmaes Flood Management Scheme - Carry forward budget of £930k.
  - Wordsworth Park - Carry forward budget of £70k.
  - Cemetery Approach - Carry forward budget of £140k.
  - Barry Regeneration Partnership - Carry forward budget of £12k.
  - High Street / Broad Street - Carry forward budget of £240k.
  - Skills Training Centre - Carry forward budget of £279k, and rename £179k of slipped budget 'Innovation Quarter Regeneration Fund'.
  - Marketing and Disposal of the Innovation Quarter - Carry forward budget of £44k.
- (4) T H A T the following budget be brought forward from the 2017/18 Capital programme:-
- Leisure Centre Flooring Upgrade and Changing Room Refurbishment - Bring forward budget of £134k.
- (5) T H A T the following changes to the 2016/17 Capital Programme be approved:-
- Ysgol St Baruc - Include a new scheme for £27k, funded from the Schools Investment Strategy Reserve.
  - Community Centre Works - Increase budget by £7.5k, funded by a contribution from St. Francis Millennium Community Centre.
  - Parks and Grounds Maintenance Asset Renewal - Vire £18k from Parks and Grounds Asset Renewal to Community Centre Works.
  - Parks and Grounds Maintenance Asset Renewal - Reduce budget by £12k and fund via revenue.
  - Barry Regeneration Partnership - Reduce budget by £6k and fund via revenue.
  - Barry Island Western Shelter Lighting - Increase budget by £25k, funded by an Arts Council of Wales grant.

#### Reasons for decisions

- (1) To advise Cabinet of the use of Delegated Authority.
- (2) To advise Cabinet of the use of Emergency Powers.
- (3) To allow schemes to be undertaken in future years.

(4-5) To allow schemes to proceed in the current financial year.

**C3430 REVENUE MONITORING FOR THE PERIOD 1ST APRIL TO 30TH NOVEMBER 2016 (L) (SCRUTINY COMMITTEE – ALL) -**

Cabinet was advised of the progress relating to revenue expenditure for the period 1 April to 30 November, 2016.

On 14 November, 2016 Cabinet approved the revised Revenue and Housing Revenue Account (HRA) Budgets for 2016/17 (minute no C3362 and C3364 refers respectively).

The Learning and Skills Directorate was projecting an adverse variance of £716k at year end and the Social Services Directorate was anticipated to outturn with an adverse variance of around £600k. Proposals to mitigate this position were outlined in the report. The HRA budget was projecting an outturn within target. The position by service was shown in the following table.

<b>Directorate/Service</b>	<b>2016/17 Revised Budget</b>	<b>2016/17 Projected Outturn</b>	<b>Variance (+) Fav (-)</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Adv</b>			
<b>Learning and Skills</b>			
Education and Schools	81,009	81,009	0
Strategy, Culture, Community Learning & Resources	13,233	13,029	204
Strategy and Regulation	250	218	32
Achievement for All	3,573	4,403	-830
Use of Reserves/Identified Savings	0	(716)	716
School Improvement	1,241	1,363	-122
<b>Social Services</b>			
Children and Young People	14,913	14,513	400
Adult Services	40,096	41,096	(1,000)
Use of Reserves	0	(600)	600
Business Management &	276	276	0

Innovation			
Youth Offending Service	701	701	0
<b>Environment &amp; Housing</b>			
Visible Services	20,335	20,405	(70)
Transportation	4,836	4,766	70
Building Services	0	0	0
Regulatory Services	2,218	2,218	0
Council Fund Housing	988	988	0
Public Sector Housing (HRA)	768	768	0
<b>Managing Director &amp; Resources</b>			
Resources	269	269	0
Regeneration	2,123	2,123	0
Development Management	962	962	0
Private Housing	11,021	11,021	0
General Policy	16,744	16,744	0
<b>Total</b>	<b>215,556</b>	<b>215,556</b>	<b>0</b>
Met from General Reserve	-1,500	-1,500	0
<b>Grand Total</b>	<b>214,056</b>	<b>214,056</b>	<b>0</b>

**Learning and Skills** - The Directorate was projecting to outturn with an adverse variance of £716k at year end. £500k had been set aside in the Schools Placements reserve to be used as a one off contribution in 2016/17 to mitigate part of the shortfall while further Reshaping Services work was undertaken by the Directorate.

**Social Services** - The Directorate was projecting to outturn with an adverse variance of £600k at year end.

**Environment and Housing** – The Directorate was currently projected that this service would outturn within target at year end.

**Managing Director and Resources** – The Directorate was currently projected that the service would outturn within target at year end. It was anticipated that the Resources Service would outturn within budget.

After this item had been presented, the Cabinet Member for Building Services, Highways and Transportation requested that an extra column be added to the Revenue Monitoring report that would detail the original budget for the financial year, allowing comparisons to be made against the revised budget.

The Section 151 Officer agreed to the request and would add this information to future Revenue Monitoring reports.

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 position with regard to the Authority's 2016/17 Revenue Budget be noted.

Reason for decision

To ensure members were aware of the projected revenue outturn for 2016/17.

**C3431        RESHAPING SERVICES PROGRAMME – UPDATE ON IMPLEMENTATION (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES)**

Cabinet was provided with an update on the progress of the Reshaping Services Programme.

The Reshaping Services strategy provided a framework for the Council to work within for the next three to five years. The programme was the Council's proactive response to central government's austerity drive that had created a period of unprecedented financial pressure in the public sector. The Council's budget had been under pressure for a number of years with £35million in savings identified between 2010/11 and 2015/16. Further substantial savings had been identified as being necessary in future years. Failure to deliver the required level of savings would not be an option for the Council. According to many analysts the period of austerity was likely to continue for councils and the public sector.

As approved by Cabinet in January 2015, the Reshaping Services programme comprised of three inter-related workstreams as follows:

- Service Specific Workstream Projects

- Corporate Workstream Projects
- Programme Activity

Under Service Specific Workstream Projects the Reshaping Services programme would undertake on-going reviews of Council services via a “challenge process”. Each service area across the Council would be subject to challenge on a regular basis throughout the duration of the programme.

As reported previously, stage one of the challenge process was completed in the autumn of 2014. Following the first round of the challenge process, Cabinet approved proposals for those services which should proceed in the first two tranches of projects to stage two of the process (a more in-depth assessment of the service’s potential to be reshaped). Tranche one was targeted at delivering savings in the current financial year and tranche two in the 2017/18 financial year.

The projects included in the first tranches of the service specific workstream were as follows:

Tranche One	Tranche Two
Additional Learning Needs and Inclusion	Learning & Skills Strategy and Resources
Catering	Parks & Grounds (Maintenance and client services)
Library Services	Housing Services (Landlord responsibilities)
Transportation	Building Services – Cleaning & Security services
Building Maintenance	Refuse & Recycling and Street Cleansing
Highways	Corporate Services
Planning	
Regulatory Services	
ICT (to be run over tranches 1 and 2)	
Property projects (corporate office building rationalisation and cleaning & security)	
Social Services Budget & Collaborative Working Programmes	

Under Corporate Workstream Projects the challenge group identified a series of opportunities that would benefit from a corporate-wide response and these were being progressed as corporate workstream projects. The following described the progress being made on these initiatives.

### **Town and Community Councils (TCCs) and the Voluntary Sector (Amber) -**

As a result of the challenge process and through consultation undertaken with TCCs and the voluntary sector, it had been identified that there was potential for the Vale of

Glamorgan Council to work more closely with TCCs. The Council recognised that TCCs had an important role in representing highly local communities and could play an important role in informing the development of the Reshaping Services agenda.

**Demand Management (Amber)** -The Reshaping Services strategy outlined how better demand management would be a key response to meeting the Council's financial challenges. The main approaches to demand management could be categorised as follows:

- Changing expectations of what the Council should provide.
- Using other providers such as the third (not for profit) sector to meet or mitigate demand.
- Intervening early to improve outcomes and so reduce long-term dependency.

**Effectiveness of Spend (Economic Development - Red; Grants - Amber) -**

Delivering value for money was a key responsibility of the Council. Value for money comprised three inextricably linked elements: economy, efficiency and effectiveness. Securing "inputs" (goods or services) at the lowest cost demonstrated how the Council achieved economy. Converting these "inputs" into "outputs" through their proper use demonstrated efficiency. Ensuring that the outputs achieved the intended outcomes demonstrated effectiveness. Opportunities to deliver economy and efficiency savings were identified by service areas in their baseline assessments documents and many were being progressed as part of the Council's revenue budget savings.

**Income Generation (Amber)** - A clear way of making up budget shortfalls was to charge for certain services and facilities. As part of Reshaping Services, opportunities for charging included extending current service provision and recovering the costs through income. Services may also be able to identify additional sources of funding such as grant funding from Welsh Government and other grant making bodies as well as contributions from partner organisations for the delivery of initiatives.

**Digital Vale (Amber)** - It had become apparent during the research for Reshaping Services that the Council could benefit from a work stream focussed on a Digital strategy. By adopting a 'Digital First' culture, many processes and procedures could be radically altered to provide a more efficient method of communicating and working both internally and externally.

**Programme Activity** - The third element of the Reshaping Services programme was the corporate arrangements that had been put in place to manage the programme and ensure its efficient delivery.

**Programme Management (Green)** - As approved by Cabinet in January 2015, programme governance arrangements had been implemented to manage the overall programme. A programme board had been established to manage the overall programme in all its aspects.

**Organisational Development (Green)** - There was recognition that the issues raised by the Reshaping Services strategy were new to many elected members, council officers and partners. The programme was considering fundamentally different ways of delivering services and this would require a change in culture for the Council. In response to this challenge, a series of organisational development activities had been delivered for Members and Officers.

**Communication & Engagement (Green)** - In addition to the communication and engagement activity undertaken via the Change Forum, staff briefing sessions and subsequent workshops, a range of communication activity continued. This had included the regular publication of the programme's All Projects Summary Highlight Report on the Council's Staffnet for the information of elected members and staff and this was emailed to all elected members following the meetings of the programme board.

The report provided a summary of the savings targets that had been set for the Reshaping Services programme to date. The summary follows the re-profiling of some savings as part of the Council's Final Revenue Budget Proposals 2016/17 which and were referenced in the background papers to this report.

At the meeting, the Cabinet Member for Regeneration and Education highlighted paragraphs 25 to 28 of the report, which detailed the Reshaping Services Libraries worksteam. The Cabinet Member commented that early indications were showing a positive uptake in usage for the libraries that had transferred to Community Groups.

The Cabinet Member added that she was delighted to have attended the recent 10<sup>th</sup> Anniversary celebration of Barry Library, along with the Leader and Mayor of the Council. She was also pleased to report the successful relocation of the Open Learning Centre to Barry Library, contributing to the Council's commitment to establish an art and learning hub in Barry. She was also pleased that the Open+ system at Barry Library was in development, as it would allow extended opening hours to users for access to basic library services.

In conclusion, the Cabinet Member for Regeneration and Education commented that the Reshaping Services Library Strategy was a good example of the Council providing better services for the public while also saving money in the process.

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 the report be referred to the Scrutiny Committee (Corporate Performance & Resources) for their consideration, with particular emphasis on the administration and implementation of the programme.
- (3) T H A T a copy of the report be sent to all elected Members, Clerks of Town and Community Councils, members of the Voluntary Sector Joint Liaison Committee, Community Liaison Committee and the Public Services Board for their information and in order to provide an update on the progress being made on the Reshaping Services Programme.
- (4) T H A T the detailed service reviews described in the report be reported back as required to Cabinet for approval prior to implementation.
- (5) T H A T quarterly progress reports continue to be brought to Cabinet to provide updates on the progress of the Reshaping Services programme.

Reasons for decisions

- (1) To provide Cabinet with an update on the progress of the Reshaping Services programme.
- (2) To provide the Scrutiny Committee (Corporate Performance & Resources) with an opportunity to consider the progress being made on the Reshaping Services Programme as lead Committee for the programme.
- (3) To provide the Committees, groups and the Public Services Board with an update on the progress being made on the Reshaping Services programme.

- (4) To ensure Cabinet approve any proposed changes resulting from Reshaping Services projects as appropriate.
- (5) To ensure Cabinet were kept informed of the progress being made on the programme.

**C3432 STRATEGIC COLLABORATIVE WORKING INITIATIVES UPDATE  
(L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND  
RESOURCES) -**

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

The initiatives were regularly reported to the Council's Corporate Management Team to ensure maximum value was derived from this work and appropriate oversight was given to this area of Council business.

The Vale of Glamorgan Collaboration Compendium attached at Appendix A to the report was maintained to enable oversight of the strategic level collaborative working activity the Council was involved in and provided a description of the various initiatives that were underway. The compendium had been reviewed in the past quarter and was now presented to illustrate how each area of collaborative working aligned with the Council's Well-being Outcomes which were contained in the Corporate Plan.

Developments were being made by Welsh Government on the issues relating to local government Collaboration and reform. In his statement the Minister advised that instead of forced mergers, there would be an increased emphasis on regional working, with consultative work underway. The Council was contributing to the development of Welsh Government proposals in this area. The Council maintained that an agile approach to collaboration that was appropriate to local circumstance and ensured the best outcomes for residents of the Vale of Glamorgan should be continued.

After presenting this item, the Leader commented that he had previously highlighted to the Welsh Government Cabinet Secretary for Finance and Local Government, and the Welsh Local Government Association, that the Vale of Glamorgan Council had already developed numerous collaborative working practices. Therefore he recommended sending a copy of the report to these organisations to reinforce the

Council's position, although it was also accepted that this was not an exhaustive list, the City Deal being a primary example.

In agreement with his colleague, the Cabinet Member for Visible, Leisure and Regulatory Services stated that in his opinion, the Vale of Glamorgan probably collaborated working initiatives the most out of all Welsh Councils.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the strategic collaborative working initiatives that are in place to support the delivery and development of Council services and the Council's well-being outcomes and objectives be noted.
- (2) T H A T the report be circulated by e-mail to all elected members and members of the Public Services Board.
- (3) T H A T further update reports on the Council's strategic collaborative working initiatives be provided to Cabinet.
- (4) T H A T a copy of the report be sent to the Welsh Government Cabinet Secretary for Finance and Local Government, and the Welsh Local Government Association.

Reasons for decisions

- (1) To note the overview of strategic collaborative working initiatives.
- (2) To provide elected members and strategic partners with an overview of strategic collaborative working initiatives.
- (3) To provide regular updates for Cabinet.
- (4) To apprise these organisations of the Council's Collaborative Working Initiatives.

**C3433 STAFF CHARTER – UPDATE FROM EMPLOYEE SURVEY (L)  
(SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -**

Cabinet was updated on the results from the recent 2016 Employee Survey and related activity as part of the promotion of the Staff Charter.

The Council's first Staff Charter was launched on 19 September, 2016 and was launched as an important part of the Council's Reshaping Service Programme. Its aim was to set out the basis (and related expectations) of a new 'employment relationship' in response to current financial and service challenges.

The Charter was designed following a year-long engagement process involving both trade union representatives and over 1800 employees in a number of briefing sessions, conferences and working groups.

The aim of the Charter was to provide clarity about the expectations of our employees in a reshaped world (in terms of flexibility, performance and contribution) but also to be clear about those things that employees could expect from their managers in terms of trust, support, clarity of expectation and respect.

A copy of the updated action plan to support the implementation of the Staff Charter was set out in Appendix 2 attached to the report. This set out current progress in relation to the main areas of activity including communications, staff development, leadership and engagement.

As part of the launch of the Staff Charter it was important to undertake an employee survey. This was necessary in order to set a benchmark for current staff engagement levels and against which future Staff Charter related activity could be measured.

The employee survey ran for a six week period between 19 September and 30 October, 2016 and was sent to some 2563 employees across the Council's four directorates. 61% of the surveys were sent out electronically via e-mail and the remaining 39% were sent via hard copy to home addresses.

As part of the survey employees were asked to score each of the 20 expectations within the Charter using the following scale: 1 (Strongly Agree), 2 (Agree), 3 (Neither Agree nor Disagree), 4 (Disagree) and 5 (Strongly Disagree).

A detailed analysis of the results from the employee survey was set out in the document attached at Appendix 1 to the report and included an analysis of engagement levels by directorate, service area, length of service and grade.

At the meeting the Leader and other Cabinet Members commended the Head of Human Resources and gave thanks to staff for their hard work on the Staff Charter and the remarkable responses received from the employee survey. They were especially pleased with the engagement rate and number of responses received, and that the Council's values were being communicated across all departments and grades.

In response, the Head of Human Resources highlighted that the overall average response rate to the 20 expectations within the Staff Charter was 71% (i.e. strongly agreeing or agreeing). This was an encouragingly high score and would set the benchmark for future engagement work and the subsequent survey next September.

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 results from the 2016 Employee Survey as set out in Appendix 1 attached to the report be noted alongside related activity as part of the Council's Staff Charter.
- (2) T H A T the updated action plan attached at Appendix 2 to the report be noted and endorsed.
- (3) T H A T the report be referred to Scrutiny Committee (Corporate Performance & Resources) for consideration.
- (4) T H A T the report be circulated to all Members for information.

Reasons for decisions

- (1) To note the current levels of employee engagement and as a baseline to measure the success of future 'Staff Charter' development work.
- (2) To note the ongoing staff engagement work and its congruence with the objectives of the Staff Charter.

- (3) To enable the Scrutiny Committee (Corporate Performance & Resources) to maintain a continued focus on this key area of workforce planning activity.
- (4) To ensure that all Members were aware of progress in relation to staff engagement.

**C3434 CORPORATE SAFEGUARDING UPDATE (L) (SCRUTINY COMMITTEES - HEALTHY LIVING AND SOCIAL CARE, LEARNING AND CULTURE, CORPORATE PERFORMANCE AND RESOURCES) -**

Cabinet was updated on the Council's corporate arrangements for safeguarding and protecting children and adults who required specific Council services.

The Corporate Safeguarding Working Group was established in this local authority to act on the recommendations from a joint CSSIW and Estyn report in 2011, which followed an investigation into the way Pembrokeshire County Council was managing allegations of professional abuse and its arrangements for safeguarding and protecting children in education. The group's work focused on ensuring effective corporate arrangements for safeguarding and protecting children and adults across the council.

The Council's Safer Recruitment Policy for the Council and Schools had been in place since April 2013 and was adopted across all directorates and schools. As a consequence, there had been sustained and ongoing improvements across the Council were in place.

Appendix 1 attached to the report provided an update on safeguarding within the Vale of Glamorgan Council that outlined the wide range of work undertaken collectively by the Council and within each Directorate. It was designed to help ensure greater transparency and accountability as well as a more holistic picture.

The Social Services and Wellbeing (Wales) Act 2014 came in to effect in April 2016 and brought about significant changes. For example, it provided a new duty on relevant partners to report to a local authority if it was suspected that an adult was an adult at risk.

The Act also imposed a duty on a local authority to report to another local authority if an adult suspected of being an adult at risk was living in or moving to another area. Revisions to the corporate safeguarding policy were being made to ensure that staff were informed about requirements set out in the new statutory framework.

Welsh Government was issuing a compendium of the statutory guidance under the common heading 'Working Together to Safeguard People'. Some volumes of guidance had been published: Volume 1 (Introduction and Overview), Volume 2, (Child Practice Reviews), Volume 3 – (Adult Practice Reviews) and Volume 4 (Adult Protection and Support Orders). Volumes 5/6 (Handling Individual Cases) would replace guidance which was outdated (Working Together to Safeguard Children and In Safe Hands). This volume would be subject to a formal consultation in January and February.

In presenting this report, the Leader commented that this was an important issue for all Members who had corporate responsibility for Safeguarding, and were Corporate Parents and Guardians to those that required the Council's support.

After this item had been presented, the Director of Social Services and the Head of Achievement for All commented that since the Corporate Safeguarding Working Group was established in 2011, much work had been done in this area and progress continued to be made. For example, the new Staff ID badges and lanyards would be updated to display employees who had been checked by the Disclosure and Barring Service.

In conclusion, the Cabinet Member for Regeneration and Education commented that the Council took Safeguarding very seriously, and it was very important to ensure staff and school governors were trained in safeguarding procedures.

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 work that has been undertaken to improve corporate arrangements for safeguarding and protecting children and adults be noted.
- (2) T H A T Cabinet continue to receive six-monthly reports on this area of work and the effectiveness of relevant policies.
- (3) T H A T the report be referred to the Scrutiny Committees (Healthy Living and Social Care, Learning and Culture, and Corporate Performance and Resources) for consideration.

### Reasons for decisions

- (1) To note the recent developments in corporate arrangements for safeguarding.
- (2) To allow Cabinet to exercise effective oversight of this key area of corporate working.
- (3) To respond to requests that each Scrutiny Committee was provided with update reports.

### **C3435 MEMBER INDUCTION 2017 (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -**

Cabinet was provided with the proposed induction programme for newly elected and returning Councillors following the local government elections in May 2017 for the consideration and approval of the Democratic Services Committee.

The work of a Councillor was complex and challenging and the political, legislative and local landscape in which they worked was changing constantly. Communities had high expectations of their elected representatives from the day of their election and throughout their period of office. It was essential, therefore, that elected Members were given every assistance in preparing to be able to quickly and successfully navigate the numerous different aspects of local government. The report outlined the importance of Member Induction and Appendix A attached to the report outlined a draft Induction Programme for consideration by the Committee.

The proposed Induction Programme would be delivered over the first few months of the new Council term and would provide Members with an opportunity to clearly establish their roles and responsibilities and to build positive working relationships with Officers from the outset. The Programme had been designed to highlight key Council information, its main corporate policies and priorities as well as delivering both "mandatory" and "recommended" development sessions. All of this was designed to enable Members to actively and rapidly participate in the business of Council, increasing their confidence in their ability to make informed and effective decisions from the start of their term of office.

The Programme would include a 'Market Place' event, that would provide Members with the opportunity to find out more about the Council's services and meet Officers as well as other new, and returning, Members. Mandatory Induction Sessions and Recommended Induction sessions would also take place for Members as part of the induction programme.

"Mandatory Induction" sessions were considered to be essential and encompass Members' statutory responsibilities and regulatory Committee membership. These would include sessions (for all Members) on subjects such as Members' Code of Conduct, Equalities, Information Governance and Data Protection and Introduction to Finance.

"Recommended Induction" seminars presented would be considered to be important, but not essential, and would include "Smart and Safe Working Practices", which would look at Social Media and managing an on-line presence and hints and tips on working safely in the community.

The Member Induction Programme would largely be delivered in-house and would comprise a mix of delivery methods, which would include access to e-learning (for example, utilising All-Wales Academy training material (now hosted on the National Health Service portal).

In addition to any reports to the Democratic Services Committee and Cabinet as appropriate, the Council's (Officer) Insight Board had approved, and would be kept updated on, a related Action Plan. A small Officer Working Group would be responsible for progressing the work.

At the meeting, the Leader read out the recommendations from the Democratic Services Committee's discussion on this item from their meeting on 18 January, 2017.

The Democratic Services Committee

#### **“Recommended**

1. That the draft Member Induction Programme, attached as Appendix A to the report, be endorsed and referred to Cabinet for consideration.
2. That “Chairing Skills” be added to the “Mandatory” elements of the programme (i.e. for any Member appointed as a Chairman of a Committee)
3. That Cabinet be recommended to approve the designation of the "Mandatory Induction" elements of the programme, together with the requirement on relevant Members as identified to attend.

#### **Reason for the Recommendations**

1-3.To facilitate the approval and subsequent delivery of a Member Induction and ongoing Member Development Programme.”

The Leader then tabled the draft Member Induction Programme as Appendix A to the report. He agreed with the recommendations of the Democratic Services Committee but suggested further amendments were made to make the Member Induction Programme more stringent.

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 Member Induction Programme for all new and returning Members, attached at Appendix A to the report, be endorsed.
- (2) T H A T “Chairing Skills” be added to the “Mandatory” elements of the programme for any Member appointed as a Chairman or Vice-Chairman of a Committee, including future appointments to these positions, and the mandatory training also be open to any interested Members.

Reasons for decisions

- (1-2) To facilitate the approval and subsequent delivery of a Member Induction and ongoing Member Development Programme.

**C3436 UPGRADE OF CISCO TELEPHONY SYSTEM (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -**

Approval was sought to award a contract for the supply of servers, licences and associated services for the upgrade of the Cisco telephony system.

The Council had invested in an IP (Internet Protocol) Telephony system from Cisco which was first installed in 2009. Subsequent installations had taken place for the Penarth Learning Community and other education establishments.

The servers that ran the Cisco telephony system were at end of life and needed to be replaced and the software needed to be upgraded to the latest supported version and additional functionality available with the latest version needed to be licenced

and installed. The contents of the report would be considered alongside the Part II report of the same title later in the agenda.

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 contents of the report be noted and be considered alongside the Part II report of the same title later in the agenda.

Reason for decision

To have an appropriate contract in place for the supply of servers, licences and associated services.

**C3437 DELIVERING INTEGRATED SOCIAL CARE AND HEALTH SERVICES – INTERMEDIATE CARE FUND (ICF) UPDATE (HSCH) UPDATE (SCRUTINY COMMITTEE – HEALTHY LIVING AND SOCIAL CARE) -**

Cabinet was updated on how the Intermediate Care Fund (ICF) was being used to develop new integrated social care and health and services across the Vale of Glamorgan and Cardiff region.

The Intermediate Care Fund was introduced by Welsh Government in 2014/15, originally as a non-recurrent funding stream focused upon delivering services for the frail and elderly across local authorities and the NHS. Its focus had been on integrated working to help avoid unnecessary hospital admission, or inappropriate admission to residential care, as well as preventing delayed discharges from hospital. The funding was allocated on a regional basis, using the health board footprint. Initially, local authorities had responsibility for administering the funding and the Vale of Glamorgan took on the responsibility for our region. However, this was transferred to Health Boards in 2015/16 when it was confirmed as recurrent funding.

In 2015/16, a total of £2.153m was allocated to Cardiff and the Vale of Glamorgan and four services were identified as the focus for new developments:

- Single point of access (£335,672) - Vale of Glamorgan
- Preventative interventions (£468,380) - Cardiff
- Accommodation Solutions (£567,697) - Cardiff and Vale of Glamorgan

- Discharge to Assess (£95,723) – Cardiff

In addition to delivering these priorities, funding was also used for:

- preparatory work to support planning for implementation of the Welsh Community Care Information System (WCCIS) across the region;
- additional third sector and social work capacity to facilitate discharge of patients from hospital;
- an independent review into priorities for wider integration; and
- management and infrastructure support costs for the overall Integrated Health and Social Care Partnership.

In late December 2015, a further £308,000 was provided to the Cardiff and Vale Integrated Health and Social Care Partnership as a one-off grant to reduce the number of people delayed from returning home following admission to hospital.

Further details regarding outcomes for the ICF and an end of year report for 2015/16 were detailed in Appendix 1 attached to the report.

One of the key principles of the Social Services and Well-being (Wales) Act 2014 (SSWWA 2014) was collaboration, ensuring strong partnership working between organisations and co-production with people needing care and support. Part 9 of the Act focused on 'Co-operation and Partnership', which required local authorities to make arrangements to promote co-operation with their relevant partners and others, in relation to adults, carers and children.

In addition, Local Authorities and Local Health Boards were required to establish Regional Partnership Boards whose objectives were to ensure that the partnership bodies worked effectively together to (a) respond to the population assessment (carried out under s14 SSWWA 2014) and (b) implement the plans for the local authority area which it was required to prepare and publish under s14A SSWWA 2014.

As required in order to meet the terms for securing the ICF grant, the Cardiff and Vale of Glamorgan Regional Partnership Board (RPB) had agreed the following projects for 2016/17.

- Frail and Older People (£3,690,000) - Single Point of Access (SPoA); Preventative Interventions; Accommodation Solutions; Development of Community Support and Discharge to Assess Pathways; and Expanded Integrated Discharge Service (IDS).

- Integrated Services for People with Learning Disabilities and Children with complex needs (£2,076,000)
- Development support for WCCIS (£201,000)
- Integrated Autism Service (£204,000)
- Capital Projects (£1,291,000) - Assisted Living Technology, Step Down Accommodation, Remodelled Day Service, Respite units, Ambulatory Emergency Care Unit, Accommodation for Integrated Community Mental Health Teams for Older People's Mental Health Services and Expansion of Community Resource Teams.

More detail in respect of the approved projects was provided in Appendix 2 attached to the report. In addition, because some of the partners had experienced delays in implementing new schemes at short notice, there had been a shortfall in anticipated expenditure. The Regional Partnership Board had subsequently approved a reprofile of the budget in 2016/17, to ensure full expenditure in line with the ICF guidance.

An ICF Programme Board was in place across the Vale of Glamorgan and Cardiff, bringing together partners from the two local authorities, the Cardiff & Vale UHB and the third sector. It reported to the Regional Partnership Board (RPB).

Work was underway to review outcomes and value for money in respect of current activities so that proposals for 2017/18 onwards could be considered and agreed by the RPB in March 2017. Outcomes from the projects in 2016/17 would also form part of the annual report which the RPB was required to produce by end of March 2017. In 2017/18, it was anticipated that the funding guidance would continue to focus on the priority areas but with an increasing emphasis on promoting early intervention and preventative services. The Council believed that the funding guidance was likely to include stronger reference to delivering Part 9 SSWWA 2014.

Alongside delivery of ICF activity, a wider piece of work was being undertaken by the Regional Partnership Board in response to the requirements set out in Part 9 of the Act. The guidance sets out that Local Health Boards and local authorities should consider any funding from Welsh Government (such as the intermediate care fund), to be considered as a form of pooled budget. Although in the case of ICF this did not require a formal partnership agreement, there was a requirement to establish pooled funds in relation to the exercise of nursing and residential care home accommodation functions. This would come into effect in April 2018. In the meantime, local authorities and Local Health Boards were expected to:

- undertake a population needs assessment and market analysis to include the

- needs of self-funders;
- agree an appropriate integrated market position statement and commissioning strategy. These would specify the outcomes required of care homes, including the range of services required. There should also be agreement on the preferred methods of commissioning and procurement; for example, some services may benefit from a block contract arrangement.
- agree a common contract and specification;
- develop an integrated approach to agreeing fees with providers;
- develop an integrated approach to quality assurance;
- adopt a transparent use of resources. Budgets must be aligned with overall expenditure identified, together with the financial commitments of all agencies to the commissioning of placements in care homes. These arrangements would need to be subject to a written agreement.

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 outcomes of the Intermediate Care Fund to date be noted;
- (2) T H A T the requirements for pooled budgets, as set out in ss166-169 Social Services and Well-being (Wales) Act 2014; regulations 10(c) and 19 The Partnership Arrangements (Wales) Regulations 2015 and Part 9 Statutory Guidance (Partnership Arrangements) be noted.
- (3) T H A T a copy of the report be circulated by e-mail to all elected members.

Reasons for decisions

- (1-3) To provide Cabinet and all elected Members with an update on how the Intermediate Care Fund had been used to develop integrated services across social care and health.

**C3438 PROPOSED PILOT PROJECT: ACCOMMODATION FOR HOMELESS 16-21 YEAR OLDS WITH COMPLEX NEEDS (HSCH) (SCRUTINY COMMITTEE – HEALTHY LIVING AND SOCIAL CARE) -**

Authority was sought for undertaking, with an existing provider, a pilot project which would provide accommodation and support for young people aged 16 - 21 years who had high support needs and who were homeless.

The aim of the project was to increase accommodation options for young people who were homeless and young people leaving care who had high support needs. This would help to prevent them having to use unsuitable temporary accommodation, including bed and breakfast establishments.

For a small number of young people with complex and varied needs who were excluded from the current range of supported accommodation, the Council had encountered an increasingly significant problem in making provision available.

Because of their needs and behavioural management issues, these young people were not able to live safely in larger group homes. They may have been evicted from a number of supporting living projects and so found themselves in inappropriate temporary accommodation such as bed and breakfast establishments and hostels.

In partnership with the Housing Division and Supporting People, Social Services wanted to develop as a pilot project a much smaller unit which would offer 24-hour, highly supported accommodation to meet the needs of these hard to place young people. This supported housing project would ensure that individually tailored and wrap-around support was available for each young person. The report proposed that Housing would identify a 3/4 bedroom property which would be rented at the standard rate, thereby avoiding any loss in revenue. The pilot project would accommodate two young people, with the facility for staff to sleep over.

The Council currently commissioned supported accommodation and supported lodgings from Llamau, the homeless charity and third sector provider. Llamau were based at 236 Holton Road and ran the one stop shop, three supported accommodation projects and the supported lodgings scheme. Llamau had worked in the Vale of Glamorgan since 1986.

Children and Young People Services currently commissioned the supported lodgings contract with Llamau. In the last financial year, £62,533 was spent on this contract. The service was monitored on a regular basis by the Contracting and Finance Team and by the Operational Managers in Children and Young People Services, with input

from the Team Manager of the 15+ Team. Quarterly meetings were held with local and regional managers from Llamau. At these meetings, income and expenditure were examined against the allocated budget, and information shared on referral and activity levels.

The report proposed that the pilot project service would be commissioned from Llamau, providing for a 24-hour staff presence and employing 3.5 FTE support workers. The pilot project and the staff would be line managed within Llamau's existing Vale of Glamorgan management structure. This would include support and supervision, appraisal and a multi-tiered on-call system.

The current contract monitoring arrangements would be extended to include the new service as a discrete pilot project, with arrangements in place for sharing the range of financial, quantitative and qualitative information that met the monitoring requirement of the Council. It was anticipated that the pilot project could be operational from 1 March, 2017. Llamau staff work under flexible hours contracts and some existing staff members (who were DBS checked and trained in the models of support) were requesting to take on additional hours.

It was felt to be appropriate that Llamau should provide the pilot project for a period of six months. This would allow sufficient time for it to be set up and for some initial evaluation of effectiveness (in terms of delivery, impact and outcomes for young people and operation within the assigned budget). All Llamau services took part in ongoing evaluation, which included ascertaining the views of the young people who had used them. The pilot project would be subject also to the Council's contract monitoring process. At the end of the pilot period, a full tender process would be undertaken for any future service provision in this area, if that was the Council's preferred option.

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 a contract for the pilot project to the current provider, Llamau, for a period of up to six months be awarded.

- (2) T H A T the Council's Contract Procedure Rules be waived to enable the award of the contract without obtaining the minimum number of quotations prescribed so that the contract detailed in the report can be put in place.
- (3) T H A T delegated authority be granted to the Head of Legal Services to prepare, complete and execute the required legal documentation in order to enter into a contract with Llamau.
- (4) T H A T a progress report be presented to Cabinet no later than four months from the start of the pilot project.

#### Reasons for decisions

- (1) To provide and evaluate a new 24 hour highly supported accommodation facility for young people aged 16 - 21 years who had high support needs and were homeless.
- (2&3) To comply with the Council's Contract Procedure Rules and Financial Regulations.
- (4) To evaluate the pilot project and explore options for the future.

#### **C3439      SETTING UP A REGIONAL SOCIAL CARE WORKFORCE DEVELOPMENT UNIT FOR THE VALE OF GLAMORGAN AND CARDIFF (HSCH) (SCRUTINY COMMITTEE – HEALTHY LIVING AND SOCIAL CARE) -**

Cabinet was advised of a proposal for setting up a regional Social Care Workforce Development Unit to serve the Vale of Glamorgan and Cardiff, identified by staff as the preferred model for delivery of training to the social care workforce across the two local authority areas.

Directors of Social Services had a statutory responsibility for workforce planning, training and professional development, not only within the local authority but also within the wider social care sector (including third sector partners and independent and private providers).

The Vale of Glamorgan Council received an annual grant totalling 70% from Welsh Government to support its Social Care Workforce Development Programme (SCWDP). The Vale of Glamorgan Council contributed an additional 30% to this from within the Social Care budget. In 2016-17, the total spend for social care training was £390,230. Grant applications had to be submitted on a regional basis. Welsh

Government acknowledged that making the transition from working primarily on a local basis to a more coherent regional approach would take time. However, it was their expectation that the Council would make progress in integrating training plans and amalgamating social care workforce partnerships. In accordance with Welsh Government guidance, the Cardiff & Vale of Glamorgan Care and Support Regional Workforce Partnership (RWP) was established in 2015, led by the Director of Social Services for Cardiff.

Since that time, the RWP had built on strong foundations to deliver an approach that supported staff across the social care sector in the region to undertake their roles. It ensured appropriate representation and engagement from all parts of the sector and from users and carers.

The Partnership's agenda was considerable and complex. There was a challenge in catering for a highly diverse population distributed across areas that were both distinctly rural and intensely urban, especially when many Board members carried their workforce roles in addition to other significant responsibilities. All good partnerships relied on an effective 'engine' to drive its priorities and ensure that vision was translated into action and impact. Therefore, the Directors of Social Services in both Councils had committed in principle to setting up a sustainable Regional Workforce Development Unit (RWDU). This was seen as the best means to rationalise existing resources and to meet anticipated needs for sector wide training and development in implementing the Social Services and Well-being (Wales) Act 2014.

In practice, development of an RWDU meant that the two training units in both Authorities would come together to form the regional service. However, planning how such a service would deliver its work across a large and diverse area was in the early stages. As part of the preliminary work undertaken to date, the region had sought to take on board lessons from other regional approaches to the delivery of staff training and development.

In summary, the work undertaken to date in developing an RWDU included:

- engagement with all training staff across the region;
- discussion with Finance, Legal Services, Human Resources and the Directors of Social Services in Cardiff and the Vale of Glamorgan;
- appraisal of the options to either develop an integrated RWDU or to remain as separate services; and
- discussions with the Regional Workforce Partnership (RWP).

The benefits of the proposed RWDU were as follows:

- promoting more effective deployment of resources.
- building on the existing collaborative arrangements for other workforce development solutions.
- aligning to the Welsh Government's and regional/local transformation agenda.
- creating opportunities to improve the operating model of the service.

A further report would be presented to Cabinet in due course, to provide an update on progress and to seek agreement on the detailed business case, including proposals for hosting and employing staff, financial and governance arrangements and the associated implementation plan.

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 overall approach taken to date and the actions required to develop a plan for setting up a Regional Social Care Workforce Development Unit be approved.
- (2) T H A T development of a detailed business case for operating the unit, including any proposed governance arrangements, financial arrangements and identification of the host Local Authority and employer of staff be authorised.
- (3) T H A T it be agreed that the City of Cardiff Council will act as the lead for developing the detailed business case.
- (4) T H A T a further report be presented to Cabinet and the Scrutiny Committee (Healthy Living and Social Care) in due course, which will provide an update on progress and seek agreement on a business case and governance and financial arrangements.

Reasons for decisions

- (1) To approve the proposal to develop a plan to establish a regional unit to meet the training needs of the social care workforce across the two local authority areas.
- (2) To facilitate consultation with staff and other key stakeholders about the preferred business and service delivery model and to act as the basis for future Cabinet decisions about whether or not to proceed with setting up such a unit.
- (3) To make use of the capacity available within Cardiff Council for undertaking this work, including the fact that the Director of Social Services in Cardiff acts as the social care workforce lead on behalf of the Regional Partnership Board.
- (4) To provide a further update to Cabinet and Health Living and Social Care Scrutiny Committee at the appropriate time and to seek agreement as to the detailed proposals.

**C3440 COMINGLED DRY RECYCLING CONTRACT AND FUTURE WASTE TRANSFER ARRANGEMENTS (VLRS) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -**

Cabinet was advised of the extension to the current comingling recycling contract and provided with an update on the Council's compliance with current waste legislation.

Cabinet approved on 10 March, 2014 the appointment of GAE Smith (Holdings) Ltd trading as Casepak Ltd (Minute Number C2242 refers) to process all its kerbside collected dry recyclate. The agreed term was 3 years from 1 April, 2014 - 31 March, 2017 with an option of extending the Contract up to 31 March, 2018.

The contract had been extremely successful for the Council as well as financially competitive. The sourced gate fees were lower than most of those paid by other nearby authorities using similar Materials Recovery Facilities (MRF) for kerbside collected material.

Recycling contamination rates were still relatively low in the Vale with the comingling recycling service at around 9-10%. An example of the Council's latest waste composition analysis undertaken by Casepak Ltd was attached at Appendix A to the report. Work to raise awareness amongst residents of the requirements to place only the correct materials out for recycling would be undertaken later this year along with recycling composition analysis work across geographic areas aimed at

understanding this problem better so that appropriate measures could be introduced to reduce contamination in the future.

The Welsh Local Government Association (WLGA) produced an annual report which detailed the costs of waste and recycling collections across Wales and for the last three years up to and including the latest reporting period of 2014/2015 the Council had been the 3rd lowest cost service provider per household out of the 22 local authorities in Wales. In addition to providing a low cost high performance refuse collection and co-mingled recycling service it was noted that the co-mingling recycling service, was very popular with residents with an overall customer satisfaction rating of 96%, when the last resident survey was undertaken during 2014/15.

There may be a requirement in the future to separate certain materials out of the existing co-mingled waste stream to continue to comply with the relevant legislation and to this end the Council recently participated in the Welsh Governments (WG) Collaborative Change Programme (CCP) by working with one of their partner organisations, the Waste and Resource Action Programme (WRAP) during 2016/17 to review current and future recycling options and a final report would be received in Spring 2017. The Report would provide the Council with sustainable suggestions and methods as to how to collect and process dry recycling for future years whilst ensuring it complied with current legislation.

The report proposed that the Council revised its current Waste Management Strategy (WMS) once the WRAP report was finalised, the contents considered and a period of consultation with interested parties together with a participation study. The existing WMS was outdated and needed to reflect future statutory targets with a long term sustainable collection method combined with a local WTS. The report would provide the Council with sustainable suggestions and recommendations to ensure it complied with current legislation.

To achieve future waste efficiencies £1.5m had been set aside within the Visible Services and Transport Reserve to develop a Waste Transfer Station (WTS) within the Vale of Glamorgan. Without this facility it was considered that it would not be economically possible to consider an alternative collection arrangement or gain the maximum potential efficiency savings from our fleet.

It was proposed to commence the design of a WTS that would provide a purpose built recycling facility as well as providing the Council with an opportunity to rationalise its two current operational depots into one located at the Alps Depot,

Wenvoe. This would enable the site at Court Road Depot to be released for future development, the details of which would be subject to a separate Cabinet report.

The extension to the Casepak Ltd Contract provided the Council with an economic solution for all its kerbside collected comingled recycling for a further year and gave sufficient time for the Council to consider its options for its future waste strategy.

After presenting this item, the Cabinet Member for Visible, Leisure and Regulatory Services stated that concerns had been raised in the press and in some political leaflets that black bag collections would be changed to once a month. The Cabinet Member emphatically stated that was not the case and had never been discussed. He concluded that there was categorically no truth to suggestions that bins might be collected monthly.

In agreement with his colleague, the Leader commented that the Council was already meeting and exceeding its recycling targets so there was no need to consider changing its recycling strategy when it already had the second best collection rate in Wales.

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 extension to the contract with GAE Smith (Holdings) Ltd trading as Casepak Ltd to reprocess the Council`s comingled dry recycling material for a period of 12-months up until 31 March, 2018 be agreed.
- (2) T H A T a further report be presented to Cabinet during 2017 with the findings of the Welsh Governments Consultants report (The Waste Resource Action Programme) which would include recommendations on the Council`s future waste strategy.
- (3) T H A T delegated authority be granted to the Director of Environment and Housing in consultation with the Managing Director, the Cabinet Member for Visible, Leisure and Regulatory Services and the Leader to commence work on the business case and design for a Waste Transfer Station (WTS) at Atlantic Trading Estate (ATE).

### Reasons for decisions

- (1) To ensure continuity of the recycling service for the purpose of reprocessing recycling up until 31 March, 2018.
- (2) To ensure that the Council's waste collection service remained compliant with current legislation.
- (3) To progress a local cost effective solution for the transfer of waste.

### **C3441 COLDBROOK CATCHMENT FLOOD RISK MANAGEMENT SCHEME (VLRs) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -**

Cabinet was informed of the progress in delivering the Coldbrook Catchment Flood Risk Management Scheme and approval was sought to allocate the Council's additional match funding element to cover an increase in scheme costs.

The report also sought Cabinet approval to accept additional grant funding from Welsh Government.

During the summer period of 2007 there was extensive flooding across England and Wales, which included localised flood events in Wales, demonstrating the consequences of communities living with flood risk.

There was a significant flooding incident within the Coldbrook Catchment on 20 July, 2007 following a prolonged period of localised heavy rain, the source of the flooding being a combination of overland flow and surcharging of the watercourse.

A report was taken to Cabinet on 20 July, 2011 (Minute No C1390 refers) to provide members with an update on the progress of the scheme.

A further report was taken to Cabinet on 23 July, 2012 (Minute No C1771 refers) to update members on scheme progress, obtain approval to allocate match funding and to seek authorisation to enter into contract for the delivery of the Coldbrook Catchment Flood Risk Management Scheme.

The final scheme detailed design was completed in May 2014, and the various scheme elements remained as reported to Cabinet on 14 July, 2014 (Minute No C2399 refers). The report also updated members on scheme progress, obtained approval to revise the allocated match funding and authorisation to enter into a

contract for the delivery of the Coldbrook Catchment Flood Risk Management Scheme.

Construction procurement commenced in July 2014 and the scheme construction contract was awarded to Dyer & Butler in October 2015 following a two stage tender process in accordance with European Procurement rules.

The Contract management and site supervision of the scheme was being undertaken by Peter Brett Associates LLP on behalf of the Council.

The Contractor was issuing regular newsletters updating the general public (as attached at Appendix A to the report) and all residents directly affected were contacted in person by the Contractor and Site Supervision team, with support from Council project team as required. The Contractor had appointed a Community Liaison Officer for the scheme, and was registered with the Considerate Contractors scheme. The scheme was inspected in March and November 2016 and scored Good to Excellent in all areas.

The initial 40 week programme had now been extended, with a planned completion date of 22 August, 2017. The delay in delivery had resulted from a combination of factors, including unforeseen ground conditions, uncharted services and difficulties gaining access to key work areas. Elements of the scheme now required additional hydraulic modelling to inform a re-design to accommodate uncharted services before further works could commence. The longest delays had been incurred in construction of the Solent Road overflow and adjacent work elements lower in the catchment. The storm event that struck the Vale of Glamorgan from 19 to 21 November, 2016 also resulted in damage to the works under construction, with a section of new culvert requiring subsequent reconstruction due to a floatation event. Regular progress and risk reduction meetings were being held with both the Contractor and design consultant to manage the issues appropriately.

The completed scheme would provide flood risk protection up to a 1 in 100 year storm plus 20% allowance for climate change in accordance with the Welsh Government flood risk management strategy. On a cost basis the scheme was 82% completed against the original activities, although the ongoing assessment of quotation events made the assessment of 60% progress by duration a better measure of progress on site. A more detailed summary of the works undertaken to date was provided in Appendix B attached to the report.

At the meeting, the Cabinet Member for Visible, Leisure and Regulatory Services read out an Executive Summary of the report and thanked residents, some of whom

had been seriously affected by the works, for their continued patience and support as the scheme progressed.

In agreement with his colleague, the Leader commented that the amount of work being undertaken as part of the scheme was extensive and expressed thanks to the residents who had put up with the extensive works with incredible patience.

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 in delivering the Coldbrook Catchment Flood Risk Management Scheme be noted.
- (2) T H A T an increase in the construction contract cost to £3,190,000 be approved and the Director of Environment and Housing be authorised in consultation with the Head of Finance and the Cabinet Member for Visible, Leisure and Regulatory Services, to approve any further possible increases in the contract up to a value of £4,733,000.
- (3) T H A T an increase in the design and development (including site supervision) contract cost to £716,000 be approved and the Director of Environment and Housing be authorised in consultation with the Head of Finance and the Cabinet Member for Visible, Leisure and Regulatory Services, to approve any further possible increases in this contract up to a value of £935,000.
- (4) T H A T the Capital Programme for the Construction Phase of the Coldbrook Catchment FRMS be amended for 2016/17 and 2017/18 up to £3,801,000 and £673,000, respectively, subject to formal Welsh Government funding approval being obtained, with the increase funded by the additional capital Flood and Coastal Erosion Risk Management grant, existing capital budget allocation and Visible Services Reserves.
- (5) T H A T the Director of Environment and Housing be authorised in consultation with the Head of Finance and the Cabinet Member for Visible, Leisure and Regulatory Services, to accept a corresponding increase in Welsh Government Grant Funding for the scheme.

- (6) T H A T in respect of resolutions 2, 3, 4 and 5 the use of Article 14.14 of the Council's Constitution (urgent decision procedure) be authorised.

Reasons for decisions

- (1) To note the progress of the scheme and the flood risk management work being undertaken.
- (2) To enable the Council to continue to meet its contractual obligations for funding delivery of the scheme and ensure compliance with the Council's Financial Regulations and Standing Orders.
- (3) To enable the Council to continue to meet its contractual obligations for funding delivery of the scheme and ensure compliance with the Council's Financial Regulations and Standing Orders.
- (4) To make adequate provision in the Capital Programme for delivery of the scheme.
- (5) To enable the Council to continue to meet its contractual obligations for funding delivery of the scheme, to ensure compliance with the Council's Financial Regulations and Standing Orders and to provide for the relevant levels of additional grant funding to be claimed and accepted from Welsh Government.
- (6) To ensure the scheme could progress to its conclusion without any undue delays to the work programme or payments due to contractors.

**C3442 CROSS COMMON ROAD BRIDGE / CARDIFF ROAD JUNCTION, DINAS POWYS (BSHT) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -**

Cabinet was advised on the works currently being undertaken to address the issue of the sub-standard bridge at the Cross Common Road Junction, Dinas Powys and authority was sought to remove the bridge deck on completion of the new junction works.

Cross Common Road Bridge was a sub-standard structure that had been partially supported by a timber frame sub-structure since 2005. The timber frame enabled the

capacity of the bridge to be maintained, but was only a temporary measure pending the replacement of the structure when capital funding became available.

The realignment of Cross Common road offered significant advantages to the Council and local community in terms of improved highways safety for both vehicle and pedestrian movements and the benefit of a new wider junction with Cardiff Road eliminating the need to cross the confined existing bridge structure. It also eliminated the future maintenance liabilities of a bridge structure and the need for a lengthy road closure of Cross Common Road whilst allowing removal of the existing bridge deck props to improve the flow of water within the river at this location. A plan of the new junction and access road was attached at Appendix A to the report.

Emergency Powers were obtained from the Managing Director in September 2016 to allow the junction works to be undertaken by the Council's in house Design and Construction Team so that the work could be undertaken quickly outside of the bird nesting season and before the beginning of the reptile hibernation period.

The Scheme commenced on site in November 2016. The new junction was fully compliant with current design standards and comprised a two way road, a footway and a new pedestrian crossing adjoining Cardiff Road. The new junction had also significantly improved visibility along Cardiff Road.

The current substandard road bridge would be closed to vehicular traffic when the new access road was fully operational and the timber subframes providing support for vehicular traffic would be removed. The substandard Bridge deck would then be removed, with the existing utilities within the deck being accommodated by new structures which would span between the existing abutments which were to remain. The existing pedestrian footbridge located immediately upstream would remain unchanged and open throughout the works and beyond.

The new junction and access road construction works were due to be completed in March 2017. Once completed, the new junction could be opened to the public and then the works necessary to remove the bridge deck (as detailed above) could be commissioned. The technical nature of the work would require a further separate contract which would be let at that time and authority be sought from Cabinet to progress with this element of the overall scheme.

After presenting this item, the Cabinet Member for Building Services, Highways and Transportation tabled a statement from one of the local Ward Members, Cllr Chris Williams. In response, the Cabinet Member for Building Services, Highways and Transportation noted that it was only the current administration who had set aside

funding for this project and carried out the work that would not only reduce the risk of flooding, but also provide access improvements for the junction.

The Cabinet Member for Visible, Leisure and Regulatory Services gave thanks to the Agency Engineer and his team for their hard work as they had achieved so much in such a short amount of time.

The Leader also noted the comments from Cllr Williams and further added that the funding for this scheme had been found from Local Development Plan allocations, which some local Members had objected to.

In agreement with her colleagues, the Cabinet Member for Regeneration and Education concluded by commenting that this scheme was a perfect example of development enabling infrastructure which would be of great benefit to people of the area.

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 details of the new junction and road works currently being undertaken at Cross Common Road Dinas Powys be noted.
- (2) T H A T the use of the Managing Director's emergency powers to allow the scheme to progress to completion during the 2016/17 financial year be noted.
- (3) T H A T delegated authority be granted to the Director of Environment and Housing Services in consultation with the Cabinet Member for Building Services, Highways and Transportation to tender and award the further works necessary to remove the substandard bridge deck identified in the report.

#### Reasons for decisions

- (1) To note the works being undertaken for the Scheme.
- (2) To note the action necessary to progress this scheme to time.
- (3) To approve the removal of the substandard bridge deck.

**C3443 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.

**C3444 UPGRADE OF CISCO TELEPHONY SERVICE (L) (EXEMPT INFORMATION – PARAGRAPH 14) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -**

Authority was sought to award a contract for the supply of hardware and associated services for the Cisco Telephony System.

The Council had invested in an IP (Internet Protocol) Telephony system from Cisco which was first installed in 2009. The servers that ran the Cisco telephony system were at end of life and needed to be replaced.

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 a contract for the supply of hardware and associated services for the Cisco Telephony System be awarded to British Telecommunications PLC pursuant to Crown Commercial Services (CCS) Framework agreement RM1045.
- (2) T H A T delegated authority be granted to the Head of Legal Services in consultation with the Head of ICT to enter into a call-off contract under the CCS Framework Agreement with the successful bidder.
- (3) T H A T the use of article 14.14 of the Council's Constitution (urgent decision procedure) be authorised to ensure the prices quoted in the report are still current.

Reasons for decisions

- (1) To enable the contract award to the successful bidder.
- (2) To have an appropriate contract in place with the successful bidder for the supply of IP telephony services.
- (3) To ensure the prices quoted in the report were still current.