

**CABINET**

Minutes of a meeting held on 11 April, 2016.

Present: Councillor N. Moore (Chairman), Councillors: B.E. Brooks, L. Burnett, C.P.J. Elmore and G. John.

Apologies for Absence:

The Leader had received apologies from the Deputy Leader, who was visiting his mother in hospital after she had been unexpectedly admitted.

**C3125 MINUTES –**

RESOLVED – T H A T the minutes of the meeting held on 14 March, 2016 be approved subject to the following amendment: that the date of expiry for the current round of concessions as referred to in minute number C3121, page 5834, be amended to “30 April, 2016”.

**C3126 DECLARATIONS OF INTEREST –**

The following declarations of interest were received:

Councillor C. P. J. Elmore	<p><b>Agenda Item 18 - School Admission Arrangements 2017/2018</b></p> <p>Reason for Declaration –</p> <p>A Local Education Authority (LEA) appointed Governor at Holton Primary School. As an LEA Governor, his personal interest did not equate to a prejudicial interest and therefore he was able to speak and vote on the matter.</p>
Councillor G. John	<p><b>Agenda Item 19 - Visible Services and Transport - Proposed Fees and Charges for 2016 / 2017</b></p> <p>Reason for Declaration –</p> <p>He was president of Llantwit Major Junior Football</p>

	Club and a Life member of Llantwit Major Amateur Football Club.
Councillor B. Brooks	<p><b>Agenda Item 19 - Visible Services and Transport - Proposed Fees and Charges for 2016 / 2017</b></p> <p>Reason for Declaration –</p> <p>She was an elected Member of Barry Town Council which managed the Porthkerry Cemetery.</p>

### **C3127 VALE OF GLAMORGAN LOCAL ACCESS FORUM -**

The minutes of the Vale of Glamorgan Local Access Forum held on 24 February, 2016 were submitted.

Present: Councillor E. Williams (Chairman); Mr. R. Traherne (Vice-Chairman); Mr. F. Coleman, Ms. A. Haden, Mr. J.J. Herbert, Ms. C. Lucas, Mr. S. McMillan, Ms. E. Nash, Mr. R. Pittard and Mr. R. Simpson.

Mr. J. Wyatt, Ms. H. Blackmore, Mrs. L. Mills, Mr. S. Pickering, Mr. G. Teague, Mrs. S. Thomas (Vale of Glamorgan Council) and Ms. M. Miyata-Lee (Natural Resources Wales).

1. <u>Apology for Absence</u> –
This was received from Mr. G. Thomas.
2. <u>Welcome</u> –
The Chairman introduced the new representative from Natural Resources Wales, Ms. M. Miyata –Lee, and all present provided introductions.
3. <u>Minutes</u> –
AGREED – T H A T the minutes of the meeting held on 25 <sup>th</sup> November, 2015 be approved as a correct record.
4. <u>Presentation re Rural Community Development Fund by Helen Blackmore, Senior Rural Regeneration Officer, Vale of Glamorgan Council</u> –
Helen Blackmore, Senior Rural Regeneration Officer, provided the Forum with a presentation on the Rural Community Development Fund (RCDF). The RCDF was a Welsh Government grant scheme open primarily to community groups. The

indicative total grant fund available was £69m for 2015 - 2019. There would be an open call for funding requests every quarter, the first open call for funding was currently open and closed on 23<sup>rd</sup> May 2016. The indicative allocation for this period was £4m and the decision date for these expressions of interest was 15<sup>th</sup> August 2016. The intervention rate was 80% grant funded and 20% match funded. The maximum project value was £160,000, with a maximum grant of £128,000 from the RCDF. The grant was for capital only, however there was scope to include some revenue costs toward a capital build such as feasibility, planning fees etc. The funding was only open to rural wards in the Vale of Glamorgan as it was part of the Rural Development programme; therefore it was not available in Barry, Penarth or Llandough.

The three objectives of the RCDF were:

- To promote social inclusion, poverty reduction and economic development in rural areas
- To help with those most deprived in rural Wales and those with limited scope to change their circumstances
- To develop the resilience and capability of rural communities so they are better able to cope with and adapt to change.

There was a fairly strict criteria for the award of the funding; the proposals would be scored according to how well they would achieve the selection criteria.

The selection criteria were:

- To achieve effective community engagement during the development of the proposal
- To contribute to the aims and objectives of the RCDF, the Local Development Strategy and other Welsh Government strategies
- Improve access to services
- Address fuel poverty and 'in work' poverty
- Address digital exclusion.

To date, 15 applications had been received in the first round ranging from smaller to large scale projects. Welsh Government would not consider projects in excess of £160,000, unless it could be demonstrated that smaller elements of a project could be delivered in isolation. The grant application must be made directly from the community group to Welsh Government and be completed online. The Creative Rural Communities team could provide organisations with suggestions to help improve their submissions. The first round of submissions had recently been returned to the Local Action Group which would advise how the projects fitted in with the Local Action Strategy. The submissions would then be sent back to Welsh Government.

Mr. Traherne asked whether groups in the Vale of Glamorgan would be competing with those across Wales and was informed that they would be, however, they would be as eligible as other areas as long as they could demonstrate their eligibility against the criteria.

Ms. Haden asked where the 20% match funding would come from and who would carry out the work generated by a bid if the Forum were to put forward an expression of interest. In response, Mr. Teague advised that if the Forum could identify projects for user groups which may be interested in formulating a funding bid, the Vale Council would be interested in speaking with them. The Council had access to other grant funding for projects which had clear community public interest, for example, the Coastal Access Improvement Plan. Ms. Haden expressed concern in terms of timescales for the submission of bids as community consultation could take some time. In response Ms. Blackmore advised that although the first open call period closed on 23<sup>rd</sup> May it would be opened on a quarterly basis going forward.

Mr. Pittard asked whether submissions could be done through Community Councils and was informed that they could and it was confirmed that Valeways would be able to complete a bid with Ms. Blackmore advising that the fundings would only be for capital.

Ms. Nash queried whether the bridleways along the A48 would be eligible for a grant and was advised that any bid would need to meet the requisite criteria such as improving social poverty and the Public Rights of Way Team would be keen to look into an advanced bridleways projects.

Mr. Coleman queried the position in relation to support facilities for bridleways such as car parks. Mr. Teague advised that they would not be eligible for funding via the Public Rights of Way team, however, it might make a good project for the RCDF funding. It was also confirmed that the St. Athan Community Library Group had approached the Creative Rural Communities in relation to this funding. Welsh Government had ensured that the bids met with the Local Development Strategy objectives. Following a request from a Forum member, it was confirmed that a link to the Rural Community Development Fund information would be provided within the minutes, as below:

<http://gov.wales/topics/environmentcountryside/farmingandcountryside/cap/ruraldevelopment/wales-rural-development-programme-2014-2020/rural-community-development-fund/?lang=en>

It was further confirmed that the Forum would be informed of community groups that expressed an interest in this grant funding

The Chairman thanked Ms. Blackmore for attending the Forum and for her informative presentation on the Rural Community Development Fund.

#### 5. Rights of Way Improvement Plan (ROWIP) Funding Programme –

Mr. Teague provided the Forum with an update on the ROWIP Funding Programme and the projects that had been completed throughout the year, as follows:

<b>Code</b>	<b>Location</b>	<b>Details</b>	<b>Update</b>
VG1	Entire Network	Preparation of new Definitive Map, analysis and reporting of CAMS data	CAMS reporting, maintenance and analysis of data continuing.

			Definitive Map expected to be republished with relevant date of 15 <sup>th</sup> March
VG2	Summerhouse Point	Dedication of rights at Summerhouse	Delays to legal order – funding of project reallocated
VG3	Countywide/millennium heritage trail	Waymarking	Additional stock waymarks received. Millennium Heritage Trail waymarks to be installed via Valeways also received. Design work undertaken on waymarking for Valeways routes

VG4	Cowbridge	Dedication of legal rights for Penllyn Bridleways	Dedication and waymaking of scheme as required by legal agreement condition complete.
VG5	Peterston Super Ely	Drainage scheme at Peterston-Super-Ely	Scheme complete
VG6	Countywide	Review and support of annual clearance arrangements	Annual clearance complete
VG7	Cowbridge	Drainage scheme at Millfield Drive, Cowbridge	Complete
VG8	Countywide	General practice officer training	Complete
VG9	Llancarfan	Improve access to SSSI woodland - Llancarfan	Stock received – installation of gates
VG10	Tredodridge	Improve accessible route - Tredodridge	Stock received – installation of gates

It was anticipated that the ROWIP funding would be made available during 2016/17 at the same level as the current year and the ROWIP funding programme was provided in order to implement the aims and objectives contained within an Authority's ROWIP. Projects that may be tied to a ROWIP aim were eligible for funding and broad scope therefore existed for funding projects. A total award of £31,136 had been granted for the current financial year.

Mr. Traherne asked how much had been spent on training and whether it should have been funded from an internal budget instead. It was confirmed that there had been some staff changes within the team and the new staff required training which had cost £595.

Mr. McMillan asked what would happen if the ROWIP funding ceased. Mr. Teague advised that ROWIP grant funding levels provided an additional amount equal to approximately three quarters of the current maintenance budgets and it would not be available unless replaced by another scheme. Regardless of the funding issue, the Authority would still be required to implement a ROWIP and the work would come from fixed expenses if not provided from the ROWIP funding programme.

Mr. Traherne asked whether, in future, figures could be provided for the ROWIP funded projects. Mr. Teague confirmed that this could be done at year close though would not be provided whilst projects remained to be commissioned.

Mr. Coleman expressed concern that some of the waymarking was not well looked after, and suggested carrying out two surveys per year, one for the easy to use paths and the other to look at the principal paths. In response, Mr. Teague advised that this was already done, the promoted paths were assessed by volunteers twice yearly and they also carried out clearance work on the paths. Most paths were already well surveyed and the team would be looking to address the bigger issues next year. Furthermore, he confirmed that the team would be looking to put resources into maintenance of paths next year and the Valeways waymarking would see some refreshment.

Mr. McMillan asked what impact the recent wet weather had had on the paths and maintenance budget. Mr. Teague advised that the last two winters had been very bad, especially in coastal areas, and Natural Resources Wales had made additional funding available to deal with issues created by the bad weather. Some areas could not be accessed as they were too wet and he expressed the view that in the longer term, if the bad weather continued, it would place a burden on the paths and more surfacing would be required.

Mr. Teague advised that he was happy to take suggestions for maintenance projects. Currently there was a bid for Summerhouse Point and a list had been made of any serious anomalies in terms of the new definitive map which would be addressed and the team would continue to develop the adopt a path scheme.

#### 6. Re-Publication of the Definitive Map -

Mr. Teague provided the Forum with an update on the re-publication of the Definitive Map.

Mr. Teague circulated preview copies of the Definitive Map together with an index. He advised that copies would also be provided to all Town and Community Councils in the Vale of Glamorgan.

After a lengthy quality assurance exercise the authority was ready to prepare a new consolidated map and this was due to be published with a relevant date of 15<sup>th</sup> March, 2016.

Mr. Pittard asked how the Map lined up with those of adjoining local authorities. Mr. Teague advised that there had been a quality assurance exercise during which they had checked data from other authorities and checked where paths crossed the

authority boundaries. The quality assurance was done on a scale of 1 : 5000 and additional layers would be updated on a web-mapping system.

Mr. McMillan offered his congratulations to the Public Rights of Way Team for the work they had carried out in delivering the Definitive Map.

#### 7. Coastal Access Improvement Programme Background and Update -

Mr. Teague provided the Forum with an update on the Coastal Access Improvement Programme which was being funded by the Welsh Government via Natural Resources Wales and delivered through Local Authorities.

Since the Wales Coast Path officially opened on 5<sup>th</sup> May, 2012 the scheme, which initially ran from 2007-2013 had continued to fund the development and improvement of the route. Following completion of the initial project, further funding was made available which ran from 2013-2015.

The current programme was initiated by a Ministerial announcement that committed £900,000 of funding per annum for the next five years to the path. The current scheme differed from previous in so much as funding was divided between improvements and maintenance to reflect the maturing nature of the Coast Path.

The Forum was informed in relation to the improvement projects for the coast path which were 100% grant funded. The number of projects approved was reduced in the new tranche of the programme and additional funding had been made available for project VG117 (creation of Ultitrek path at Sully Playing Fields following the initial offer. Those receiving funding are shown below:

<b>Code</b>	<b>Description</b>	<b>Details</b>	<b>Update</b>
VG101	Ogmore Down -Creation Agreement	Conclude outstanding creation agreement on path, formalising new alignment that avoids needs for road walking	Creation to be drafted on basis of previous agreement. To be progressed by creation order, ongoing into 2016/17
VG104	Monknash - Creation Order	Missing link currently available on permissive basis only. To be progressed by Creation Order, anticipated landowner objection	Landowner has agreed to proceed by creation agreement – ongoing and to be progressed further in 2016/17
VG107	Tresillian Rollbacks	Formalisation of rollback following coastal erosion during 14-15	Initial case meeting completed Regional officer

			not appointed by NRW – less staff capacity than was anticipated
VG109	Cwm Colhuw (west) - Surface Improvements	Improve surface by addition of loose stone (type 1).	Works ready to commence though access to site unavailable due to wet conditions. May slip implementation of works into 2016-17 if conditions do not improve during March.

VG111	Summerhouse rollbacks	legal orders to formalise cliff-top rollback	Initial case meeting completed. Regional officer not appointed by NRW – less staff capacity than was anticipated
VG112	Gileston - Creation Order	Creation order to fill in missing section of coast path on improved alignment.	Landowner has agreed to proceed by creation agreement – ongoing and to be progressed further in 2016/17
VG117	Sully	Creation of Ultitrek path at Sully Playing Fields	Scheme designed and contractor appointed. Delays in commencement occurring due to boundary dispute.

In addition and allocation for coast path maintenance via grant and at 75% grant rate had been advised. In the Vale of Glamorgan for 2105-16 this amounted to £19,230 of grant to be matched by £6,410 and it was anticipated that this would be issued each year over the life of the programme for the maintenance work as follows:

Code	Description	Details	Update
Maint	Maintenance Projects on	Vegetation cut back, maintenance of furniture and	Vegetation cut backs completed.



	VoG WCP	surfaces	Repairs to stone wall at Atlantic Collage commissioned Repairs to path between Lavernock and Penarth to be implemented.
--	---------	----------	--

Projects for 2016-17 had been identified to Natural Resources Wales. It was provisionally advised that five projects would be funded as follows:

Code	Description	Details
VG101	Ogmore Down - Creation Agreement	Conclude outstanding creation agreement on path, formalising new alignment that avoids needs for road walking
VG104	Monknash - Creation Order	Missing link currently available on permissive basis only. To be progressed by Creation Order, anticipated landowner objection
VG109	Cwm Colhuw (west) - Surface Improvements	Improve surface by addition of loose stone (type 1).
VG112	Gileston - Creation Order	Creation order to fill in missing section of coast path on improved alignment.
VG108	Dimhole - Cut into cliff and improve surface	Path close to edge requires cutting back into cliff and provision of level surface as it ascends from cwm.

In addition, enquires had also been made as to additional funding to remedy the recent storm damage at Monknash that had destroyed the surface of the path. Coast Path staff were not recruited during 2015/16 and discussions in attempting to agree a way forward would take place during 2016/17.

Mr. Traherne asked how much of the £900,000 the Vale would receive and was informed that it would be approximately £50,000 - £60,000. He also confirmed that figures for each project could be included in future reports to the Forum where possible so not to prejudice competitive tendering.

Mr. Pittard advised that maps were published in Cardiff Bay which listed tourist points however the Coast Path was not listed on this map. Mr. Teague confirmed that he would notify Cardiff Bay in relation to this.

Mr. Pickering informed the Forum that there were no issues regarding the roll back projects and the PROW team had good working relationships with landowners,

furthermore the new structure in the Countryside Services was working well and providing more flexible working arrangements.

8. Maintenance Reports -

The Forum was provided with an update in relation to maintenance work carried out across the Vale of Glamorgan from March 2011 to February 2016. The report also detailed the maintenance issues that had been logged and received from October 2015 to February 2016. Mr. Teague informed the Forum that due to the bad weather, some maintenance issues could not be addressed. There had been staffing issues within the Team; however they were now producing work programmes and working much more closely with the Heritage Coast and Country Parks Teams. The first review of work programmes would be in April 2016.

9. Legal Orders and Evidential Modification Orders Updates -

The Forum was presented with an update on the Legal Orders and Evidential Modification Orders across the Vale of Glamorgan.

Mr. Teague advised that there had been a decision by the Planning Inspectorate in relation to Trem Echni. This decision had been confirmed by the Planning Inspectorate and a notice of the confirmation had been advertised on 11<sup>th</sup> February, 2016. In addition, the Planning Inspectorate would be visiting White Farm and he would be in a position to report back to the Forum in the next few months. He further advised that they had received an objection to the White Farm Order which had been received after the Pre-Order consultation had commenced.

Mr. Coleman asked whether the Evidential Modification Orders were in the new Definitive Map and it was confirmed that they would currently need to be read alongside the Definitive Map as they were yet to be confirmed. Furthermore, all newly confirmed bridleways had been listed on the Definitive Map.

Mr. Pittard raised a query in relation to the maps produced by Natural Resources Wales, in that the Countryside Council for Wales maps which showed footpaths in Wales were no longer on their website. He was of the view that they should be reinstated until an adequate replacement had been found. In response, Ms. Miyata-Lee advised that she would look into this issue and feed back at the next Forum meeting.

Mr. Teague agreed to bring a copy of the Definitive Map to future Forum meetings. The next meeting of the Forum would be held on 25<sup>th</sup> May, 2016 and the date for the July meeting was confirmed as 27<sup>th</sup> July, 2016.

---

RESOLVED – T H A T the minutes of the Vale of Glamorgan Local Access Forum be noted and the forum thanked for their continued work.

Reason for decision

To note the minutes.

**C3128 REVENUE AND CAPITAL MONITORING FOR THE PERIOD 1 APRIL 2015 TO 31 JANUARY 2016 (REF) -**

The Scrutiny Committee (Social Care and Health) on 7 March, 2016 considered the above report of the Director of Social Services.

The Operational Manager – Accountancy presented the report, the purpose of which was to update Members on the position in respect of revenue and capital expenditure for the period 1<sup>st</sup> April 2015 to 31<sup>st</sup> January 2016.

The report outlined that the current forecast for Social Services at year end was an overspend of £100,000 which was the same as that reported the previous month. A graph and table setting out the variance between profiled budget and the actual expenditure to date and the projected position at year end was attached at Appendix 1 to the report.

In terms of Children and Young People's Services, this service was anticipated to outturn £462,000 under budget at year end. The key issue for this service continued to be managing the demand for the Joint Budget for Residential Placements for Looked After Children. However, currently it was forecast to outturn with a £250,000 underspend at year end. There were other potential underspends elsewhere in Children's Services of £65,000 on staffing budgets and £135,000 on alternative means of provision and accommodation costs required for the current cohort of children. In addition, the Business Management and Innovation Division was anticipated to underspend at year end and part of this variance would be apportioned to the Service area, therefore £12,000 of the underspend would be allocated to Children's Services.

For Adult Services, it was currently anticipated to outturn £617,000 over budget at year end. This overspend was due to a projected overspend on Community Care Packages of £850,000 which was as a result of continuing demand for services, particularly for frail older clients. The annual deferred income budget for 2015/16 had been set at £739,000 and as at 31<sup>st</sup> January, 2016 income received to date was £141,000 under-recovered. It was currently projected that this budget would outturn at £100,000 over budget by year end and this adverse variance was included as part of the projected overspend for care packages. It was also anticipated that there would be underspends of £200,000 elsewhere in the budget which could offset part of the overspend with £165,000 from Staffing, £15,000 from Transport and £20,000 from Premises. In addition, the Business Management and Innovation Division was anticipated to underspend at year end and part of this variance would be apportioned to this area with £33,000 being allocated to Adult Services. As reported previously, discussions were ongoing with Health regarding the allocation of Intermediate Care Fund (ICF) funding to the Vale of Glamorgan Council.

With regard to Business Management and Innovation, this budget was anticipated to underspend at year end by £100,000 - £80,000 on Staffing and £20,000 on Transport.

For the 2015/16 budget programme, the report advised that the Directorate was currently required to find savings totalling £3.568m by the end of 2019/20 and at present there was a £186,000 budget surplus. The surplus and the savings brought forward figures were as a result of the Foster Carer Recruitment Project, which was being developed in addition to the required savings targets. This surplus could be used to mitigate any increase in savings to be found in future years.

In relation to the capital expenditure, Appendix 2 detailed financial progress on the Capital Programme as at 31<sup>st</sup> January, 2016. Appendix 3 provided non-financial information on capital construction schemes.

For the Cartref Porthceri Electrical Upgrade, a virement had been requested and had now been approved and orders would be placed by the end of February with works commencing in March. The work would extend into April as the property would still be occupied while works were being carried out and it would therefore be requested to carry forward £36,000 into the 2016/17 Capital Programme.

In terms of the Southway Electrical Upgrade, a virement had now been approved and orders would be placed by the end of February with works also commencing in March. The work would be extended into April as the property would still be occupied whilst works were being carried out and it would therefore be requested to carry forward £44,000 into the 2016/17 Capital Programme.

With regard to the Cartref Porthceri Subsidence project, this scheme had been delayed due to a number of staffing resource issues in Property Services which were currently being addressed. This scheme had now been programmed to take place in the new financial year for which it would be requested to carry forward £15,000 into the 2016/17 Capital Programme.

For the Rhoose Road Health and Safety Works, this scheme had also been delayed due to staffing resource issues in Property Services and the scheme would be taken forward into the new financial year, with a £24,000 carry forward into the 2016/17 Capital Programme.

In relation to the Social Services Lift Refurbishment project, orders had been placed for Ty Dyfan and Cartref Porthceri and works were anticipated to be completed by the end of the financial year. Works to the lift at Southway had been delayed due to issues regarding the fire proofing of the lift shaft which would need to be investigated before the scheme could commence. It would therefore be requested to carry forward £19,500 into the 2016/17 Capital Programme.

In terms of the new budget settlement for 2016/17, the Operational Manager – Accountancy advised the Committee that Cabinet had agreed to allocate an extra £2.2m in order to cover the cost pressures associated with Social Services. In addition, a savings target of £270,000 for the contract arrangements for domiciliary care had been pushed back from 2016/17 into 2017/18. Furthermore, it was

proposed that the Council's current projected revenue underspend of £492,000 would be transferred into the Social Services legislative changes reserve in order to fund short-term increased costs. Finally, the Directorate's annual capital budget for asset renewal had been increased from £100,000 to £200,000 in 2016/17. In commenting on these changes, the Director of Social Services stated that previously the Scrutiny Committee had endorsed the Directorate's calculations of a £4m increase due to cost pressures and he commented that these pressures had not gone away, but he was pleased to see the extra money allocated to the budget.

In referring to the £270,000 savings for domiciliary care packages, the Chairman queried how this would be achieved. In reply, the Director of Social Services stated that the service had been given an extra year to meet the savings target and this was part of the Reshaping Services project. He went on to advise that the Council had a commitment under the new Social Services and Well-being (Wales) Act to promote the development of social enterprises, co-operatives and third sector providers. This could help to bring greater diversity into the domiciliary care market but the service had found this to be a slow process and, to date, that there were not a large number of providers out there. The service was actively working with the Wales Co-operative Centre. He further stated that with respect to third sector providers, it was envisioned that they would directly reinvest surplus money back into their services. This could give some potential for savings, although it was not clear whether these would be on the scale required.

The Chairman also queried the number of capital projects for which completion had slipped into 2016/17. The Head of Adult Services advised Members that delays to these projects had been due to staffing resources issues within Property Services. The concerns of officers had been relayed to Property Services and both Services had agreed a plan in order to move the situation forward. Further to this, the Cabinet Member, with permission to speak, stated that there were genuine reasons for these delays and that he shared the concerns of the Scrutiny Committee which would be taken back to Cabinet. The Committee requested that an update be provided at the Committee meeting scheduled for the month of June. The Committee would wish to be advised of the confirmed completion dates for the slipped schemes and the confirmed completion dates for the 2016/17 schemes.

A Committee Member queried some of the savings projections that had a red or amber status. In response, the Director of Social Services highlighted that these represented high risk areas that would be difficult to achieve. The Member, with regard to the impact of the increase in National Insurance contributions and the National Minimum Wage / Living Wage, also queried where the £2.2m budget increase for cost pressures would be spent. The Director of Social Services advised that this extra money was intended primarily for legislative changes not for issues such as the National Minimum Wage, a consequence of new UK Government policy. He also stated that the service was in negotiations with providers over the fees that the service paid and this would include dialogue over the pressures being faced which needed to be backed up by actual evidence of the increased costs. He also alluded to the service pressures around the changing demographics, increasing demand and the changes to eligibility for services, some of which may also further increase demand.

In reply to a Member's question regarding the use of the fund for changes to government legislation and legal challenges, the Director of Social Services informed the Committee that part of this money would be used to handle cost pressures such as those experienced following changes to Deprivation of Liberty Safeguards. However, he stated that the service had to be prudent in how this reserve was used and there was a recognised obligation to deliver services within budget.

The Chairman asked whether the market for care providers was robust enough, given the context of changes such as the new "living wage". In answer to this, the Director of Social Services commented that this was a difficult dilemma and that it would not be prudent to allow providers to go out of business. He alluded to the symbiotic relationship that existed between the service and care providers and the need for supporting providers in their difficult work of providing quality care within a challenging financial climate.

A Committee Member commented on the excellent work that Flying Start had undertaken and the help that this project was providing to families in the community.

Having considered the report the Committee

#### RECOMMENDED –

- (1) T H A T the position with regard to the 2015/16 revenue and capital monitoring be noted.
- (2) T H A T the progress made in delivering the Social Services Budget Programme be noted.
- (3) T H A T the report be referred to Cabinet for its consideration and to highlight the progress in delivering the Social Services Budget Programme.

#### Reasons for recommendations

- (1) That Members are aware of the position with regard to the 2015/16 revenue and capital monitoring relevant to this Scrutiny Committee.
- (2) That Members are aware of progress made to date on the Social Services Budget Programme.
- (3) That Cabinet are kept informed of the progress made to date on the Social Services Budget Programme.

=====

After presenting this item, the Leader was pleased to note that the excellent work of Flying Start had been recognised and he wished to echo the thanks from the Scrutiny Committee (Social Care and Health) member as outlined in the report. He

also requested more information on Domiciliary Care Packages and this was reflected in the resolutions, below.

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

RESOLVED –

- (1) T H A T the contents of the report be noted.
- (2) T H A T the excellent work of Flying Start be recognised in providing support to families in the community.
- (3) T H A T a report on Domiciliary Care Packages be brought to a future Cabinet meeting.

Reasons for decisions

- (1) To note the contents of the report.
- (2) To give thanks to Flying Start for their excellent work.
- (3) To discuss the issue of Domiciliary Care Packages further.

**C3129 UPDATE ON THE IMPLEMENTATION OF THE SOCIAL SERVICES AND WELL-BEING (WALES) ACT 2014 (REF) -**

The Scrutiny Committee (Social Care and Health) on 7 March, 2016 considered the above report of the Director of Social Services.

The Social Services and Well-being (Wales) Act 2014 would come into force in April 2016. The Committee had therefore requested regular updates on the progress being made in readiness for implementing the requirements of the Act in the Vale of Glamorgan.

The report updated the information considered by the Committee in January 2016, which included:

- An update on the Information, Advice and Assistance (IAA) Service, especially in the area of Adult Services where the Council were building upon the positive work undertaken in integrating social care and NHS processes and staff alongside Contact One Vale.

- Information on the resources identified to secure a customised version of the national information portal, Dewis Cymru, for Cardiff and the Vale. Dewis can be found by following this link [www.Dewis.Wales](http://www.Dewis.Wales).
- The selection of our region by the Social Services Improvement Agency (SSIA) to pilot a new training course aimed at officers working at the First Point of Contact so that they fully understand the changes introduced by the Act.
- Progress of the four national work groups, established to share best practice and produce consistent material on an all-Wales basis.
- Information on the series of technical briefings for the Tranche 1 Codes of Practice. These were described as “gateway” documents that summarised the key points for each Code. Access to the briefings was again via the Care Council’s Communications Hub.
- An update on the national awareness raising campaign, led by Welsh Government, which started in February 2016. The Council’s Communications team would be assisting in dissemination of the key messages.
- Progress update on the workforce development materials being developed by the Care Council for Wales.
- The completion of the national training materials for the four core modules and the briefings for external trainers, to ensure that these materials were responsive to our needs.
- Confirmation that the Institute of Public Care at Oxford Brookes University would provide support for the new Regional Partnership Board, which would be established in accordance with statutory guidance under Part 9 of the Act, and deliver training on the implications of the Act for elected Members.
- An updated WLGA e- Bulletin.

The report advised that the four all-Wales work streams continued to meet. This region had sent officers to each of these groups so that the Council could contribute to develop national toolkits / checklists and, where possible, avoid duplication and to ensure that procedures / processes would fit within the local context. The national checklist outlining the common recording requirements for assessments had been completed and work continued on the development of the national checklist for the care and support plan.

The implementation team and change champions were finalising the amendments needed for the eligibility / assessment of needs processes in order to meet the requirements set out in the assessment national checklist. They were working with staff to update the Swift IT system so that information could be recorded electronically. Local updates would be delivered to staff in March to take them through these changes.

Using the national training materials, workforce development exercises had commenced to ensure that staff received an overview of the four key areas of change on a prioritised basis. External trainers had been brought in to work in partnership with the implementation team and the Local Authority change champions. However, not all staff would be trained by 6<sup>th</sup> April and training would continue until all relevant staff had been briefed. The service was therefore currently evaluating feedback on the training received to date.



The Directorate continued to work with the Social Services Improvement Agency to pilot a new training course which would equip officers working at the First Point of Contact with a full understanding of the changes to be introduced by the new Act. This included a focus on the “what matters” question in initial discussions with the people who contacted them. The first of the “Better Conversation” sessions took place in January with consolidation sessions taking place in February and March. Initial feedback had been positive and once the evaluation had been completed, the training would be rolled out to more staff.

The Institute of Public Care (IPC) at Oxford Brookes University had been appointed to deliver training for Elected Members on the implications of the Act. Invitations had been sent out for a session on 9<sup>th</sup> March. This session would also include an update on Corporate Safeguarding.

The report also stated that a public awareness campaign had been launched by the Health and Social Care Minister on 11<sup>th</sup> February. The Minister had also announced the membership of the National Independent Safeguarding Board which would advise him and work alongside the regional safeguarding boards (adults and children) to secure improvements in safeguarding policy and practice throughout Wales. The statutory framework introduced by the Social Services and Well-being (Wales) Act 2014 would require changes to “Working Together under the Children Act 2004” and “In Safe Hands” (which would guide the response to adult abuse and neglect). The report also stated that these were unlikely to be available for some time. In addition, some staff in the Council were obliged to follow the January 2013 version of the “Wales Interim Policy and Procedures for the Protection of Vulnerable Adults from Abuse” (POVA), which would also need to be updated to ensure compliance with the Act. Because times of significant change could generate increased risk for vulnerable people, it was important to have available clear guidance for all staff during such periods. Both regional safeguarding boards would be asked to confirm that the current guidance in respect of multi-agency and multi-professional policies and procedures would remain in force until any new material was agreed.

A local co-production workshop was held on 25<sup>th</sup> February with providers of advocacy services to explore how best an independent professional advocacy service for adults could be provided. The Directorate was in discussion with Welsh Government around how to develop a national approach to this issue similar to that being taken forward for children.

The Act also established a duty on Local Authorities and Local Health Boards to carry out a regional population needs assessment by March 2017. This would help to identify the range of preventative and wellbeing services currently available. The Cardiff and Vale Public Health Service would be co-ordinating this work and it was intended to use the Delivering Transformation Grant in 2016/17 to commission additional capacity to carry out this task.

In March, the Vale of Glamorgan Cabinet would receive a report which set out in detail the requirements of the Act and the changes needed. This report would highlight the fact that 6<sup>th</sup> April was another step on the journey towards full implementation of all the changes required. Much work would remain to be done

thereafter, especially in reforming current services, revising current policies to ensure that they were compliant with the new statutory framework, and achieving the shifts in organisational culture needed.

The Chairman asked whether the Director of Social Services could comment on what he considered to be the main challenges. The Director stated that he was still perplexed by the notion of the Act being 'cost neutral' and he also mentioned the work to develop preventative services in order to reduce service demand, the case for which was not yet convincing on a large scale. He also alluded to other significant challenges, such as the need for greater advocacy support, the "When I am ready" initiative and the requirement for extra support for carers.

In reference to the DEWIS Cymru wellbeing information website, a Committee Member queried whether the Directorate was happy with its content. In reply, the Director stated this was a positive development. At present, it was largely populated with resources relating to North Wales. In due course, this would be extended to cover the whole of Wales. He also added that this represented a monumental task, but progress was being made and that the information contained would need to be regularly updated.

A Committee Member queried whether the Act would represent a real change in culture. In response, the Director commented that this would be based on dialogue with the public around the need for individuals to take greater control and responsibility, coupled with the constraints in regard to resources. He also mentioned the importance for financial management within the Directorate and making the "money last". He provided Members with reassurance that officers had a good understanding of "decision making" and that frontline staff understood the need to be prudent around budgets.

In answer to a Member's request for an update around advocacy services, the Director of Social Services informed Members that advocacy was there to provide professional advocacy for adults with profound communication difficulties. Currently, not many voluntary and third sector advocacy agencies would have the required expertise to meet the needs of service users. Therefore, there was a need to develop a service and this would represent a significant cost pressure.

#### RECOMMENDED –

- (1) T H A T the contents of the report be noted.
- (2) T H A T the Committee continue to receive regular updates about the implementation of the Act.
- (3) T H A T the report be referred to Cabinet in order to provide an update around the approach being taken to implement the Social Services and Well-being (Wales) Act 2014.

#### Reason for recommendations

(1-3) To ensure that Elected Members are kept informed about fundamental changes to the policy and legislative framework which underpins the work of Social Services.

=====

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

RESOLVED – T H A T the contents of the report be noted and thanks be given to the Scrutiny Committee (Social Care and Health) for their continued work in scrutinising the Social Services and Well-being (Wales) Act 2014.

Reason for decision

To note the contents of the report.

**C3130 ASSISTIVE TECHNOLOGY AND DEMENTIA CARE TASK AND FINISH GROUP OF THE SCRUTINY COMMITTEE (SOCIAL CARE AND HEALTH) UPDATE REPORT (REF) -**

The Scrutiny Committee (Social Care and Health) on 7 March, 2016 considered the above report of the Director of Social Services.

The Head of Adult Services presented the report, the purpose of which was to update Members of progress being made in delivering the action plan developed through the Assistive Technology Task and Finish Group.

The report advised that the Scrutiny Committee had set up the Task and Finish Group to examine the potential contribution that Assistive Technology could make in developing a Dementia supportive community in the Vale of Glamorgan and to enable people to live independently with a better quality of life.

During the course of the review, the Task and Finish Group was able to complete a thorough investigation and to make well considered recommendations for improving the responsiveness of the service. The Group recognised that further work was needed before major decisions could be taken in relation to longer-term planning.

The Group had concluded that Assistive Technology could be of considerable help to people experiencing dementia and also to their carers. However, national research, information from partners and data from existing services did not provide conclusive evidence that it was likely to deliver significant savings. Therefore, given the budgetary pressures that the Council faced, the Group made recommendations for improvements which it regarded were realistic and measured and it had identified that further work was required to develop the service for the future. The Group

developed a detailed action plan in order to ensure that its recommendations were implemented and that progress could be measured.

The plan contained 15 action areas. An updated version was attached at Appendix 1 to the report. The progress made against each action indicated that the majority were either complete or had become of ongoing business.

Staffing arrangements within the small Telecare team were subject to ongoing review, to ensure that the service had a resilient and effective team model fit for future delivery. Some of the changes to date had limited the impact of the improvements made.

Throughout the period since the plan had been agreed, the numbers of people receiving Telecare had grown for users of both Tele V+ and Tele V; the prospects for further growth appeared positive. The full year estimates for Tele V was 247 packages provided through the year, compared with 240 in 2014/15. The full year estimate for Tele V+ was 84 packages provided throughout the year, compared with 69 in 2014/15. This performance did not meet the agreed targets for 2015/16 but there had been year-on-year improvement. The service had also developed four new local performance indicators from 2015/16 to help improve the understanding of the performance of the Telecare service.

In addition, the service had purchased equipment to support people with Dementia. This included bespoke decoration and two reminiscence pods for use initially at Rondel House day service. Tablet computers had been made available at care homes and the older people's day service to support communication and provide additional activities. The report advised that the internet connection to support these devices was due to be put in place imminently.

The Chairman commented that one of his concerns was the resilience of the Telecare Service, given that it was a small team, and he asked whether there was a need to look again at the possibility of working on a regional basis or with health. In reply, the Head of Adult Services stated that at this stage, it was probably better to concentrate on how the service in the Vale operated and for this a lot of work was being undertaken. He stated that previously Cardiff Council had not been overly keen on a joint service, although Cardiff was not the only partnership body that the Vale could work with. Further to this point, a Committee Member commented that he agreed with the principle of working on a regional basis as there would not be the number of service users in the Vale of Glamorgan to make the service sustainable.

At this point, the Director Social Services stated that the review had been helpful in that it had clarified the direction for the service and provided a good 'baseline'. He commented that the idea for working on a regional basis would not just be about achieving savings but as importantly about providing the very best service to service users. Further to the Director's points, the Head of Adult Services added that it should be recognised that the service had improved its performance and although service resilience had been a challenge, the service had still managed to provide a safety net for its service users. He also alluded to market changes as a result of a popular pharmaceutical company deciding to provide Telecare packages and so the service model needed to be continually re-evaluated.

Furthermore, the Committee heard that it was difficult for the service to keep up with the rapid pace in technological developments, which was highlighted by the reduced need for GPS locators as most mobile phones now came with this technology. In terms of the service targets around the number of people that were supported, the Head of Adult Services advised that performance targets were reviewed each year. They would be based on progress and what the service thought it could achieve. He also advised that the setting of targets was not based on the amount of money that could be generated, but on the care needs of the service clients. The Committee was in agreement that an update report to be provided in six months' time.

#### RECOMMENDED –

- (1) T H A T the contents of the report be noted.
- (2) T H A T the report be referred to Cabinet to highlight the progress being made in delivering the action plan developed through the Assistive Technology Task and Finish Group.
- (3) T H A T a further update report be received in six months to indicate those actions which have been completed, to detail the future work required and to highlight any issues around service resilience.

#### Reasons for recommendations

- (1&2) To apprise Members and Cabinet of progress made to date.
- (3) To apprise Members of the progress made in six months' time.

=====

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

#### RESOLVED –

- (1) T H A T the progress being made in delivering the action plan developed through the Assistive Technology Task and Finish Group of the Scrutiny Committee (Social Care and Health) be noted.
- (2) T H A T Cabinet receive a further update report on the action plan from the Scrutiny Committee (Social Care and Health) in six months' time.

#### Reasons for decisions

- (1) To note progress to date.

(2) To review progress against the action plan in six months' time.

**C3131 TRAFFIC MANAGEMENT TASK AND FINISH GROUP OF THE SCRUTINY COMMITTEE – UPDATE ON ACTIONS UNDERTAKEN (REF) -**

The Scrutiny Committee (Economy and Environment) on 8 March, 2016 considered the above report of the Director of Environment and Housing Services.

The Head of Visible Services and Transport provided Members with an updated on the progress made on the implementation of the actions contained within the Traffic Management Task and Finish Group report.

The Traffic Management Task and Finish Group Report had been considered by the Scrutiny Committee on 29<sup>th</sup> April, 2014 and an update report on progress was received by the Committee on 14<sup>th</sup> April, 2015. At that time, one of the recommendations made was that the Scrutiny Committee receives updates on the delivery of the Implementation Plan in April 2016.

Appendix A to the report provided a detailed update on the Plan and the recommendations highlighted in green had either been completed or were on track for completion, those highlighted amber were currently being progressed and recommendations highlighted in red were noted as having not yet started.

Although the Appendix illustrated that some actions had not been progressed to date, there was a commitment to consider the final two actions over the forthcoming year. However, of note was the fact that the majority of actions had been significantly progressed or were complete and were being duplicated within the adopted Local Transport Plan 2015. The report recommended that the two work stream reports be combined in the future to enable the Scrutiny Committee to receive updates in one single report from 2016/17 onwards.

Members were pleased to note that the majority of the 28 improvement actions contained within the Plan had been progressed, either internally using existing funding or delivered through transport grant, Section 106 finance or Section 278 Highway Works as a part of new development, capital funding, or other grants that had become available either through the public or private sectors.

Following a query from a Member in relation to a suggestion that a cycleway be provided at Gilbert Lane, on noting that this had also been discussed at the previous meeting of the Committee and recorded in the minutes, the Member stated that it had not been their intention for the route to be for school children as his request had been for a route for people to cycle from Barry to Cardiff. However, the Head of Service, in response advised that the Barry Docks Link Road was unsafe to cross and the Department could therefore not encourage the public to cross that road for health and safety reasons. It was also to be noted that the pathway also had a high gradient. However, the Head of Service could advise that a future route was proposed from the McDonalds roundabout to the Murch which the Department would be promoting in the future.

In referring to queries with regard to schemes on Barry Island, the Head of Service responded that there were a couple of schemes taking place on the Island, one to consider an improved cycleway and that work was also being undertaken by Welsh Water, who were due to be offsite by Easter. Again, in relation to the Barry Island Link Road, discussions would be taking place with the developers (the Consortium) as much as possible, although the final work was not expected to be completed until the Summer. The Chairman suggested that an invitation be extended to Consortium representatives to attend a future meeting of the Committee to provide the Committee with an update on the work being undertaken to date and the timescale for completion.

In referring to the bus lane at Port Road, Members were informed that a dedicated bus lane had been planned which was part of a Welsh Government funded scheme for the Metro in order to assist commuters in getting to Cardiff. Improved cycle and walking facilities were also earmarked at that location with improvements to be made to key junctions.

Having considered the report, it was subsequently

#### RECOMMENDED –

- (1) T H A T the update on the Traffic Management Task and Finish Group Implementation Plan as detailed at Appendix A to the report be accepted and referred to Cabinet for consideration and / or approval.
- (2) T H A T a further update report on the delivery of the Traffic Management Task and Finish Group Implementation Plan as part of the Local Transport Plan update report be presented in February 2017.
- (3) T H A T Consortium representatives developing the Barry Island Link Road be requested to attend a future meeting of the Scrutiny Committee to provide details of the work being undertaken and the timescales involved.

#### Reasons for recommendations

- (1) To apprise Members and seek Cabinet approval.
- (2) To monitor progress on the Implementation Plan as part of the Local Transport Plan.
- (3) In order that Members can be apprised of the work being undertaken and timescales involved.

=====

After this item was presented, the Cabinet Member for Visible and Leisure Services commented that the Traffic Management Task and Finish Group of the Scrutiny Committee (Economy and Environment) were doing a great job as they had brought forward a lot of issues and were making good progress in working through them.

Finally he was looking forward to a future update report on the delivery of the Traffic Management Task and Finish Group Implementation Plan.

In agreement with her colleague, the Cabinet Member for Regeneration stated that the success of the Traffic Management Task and Finish Group demonstrated the strength of strong scrutiny functions.

The Leader commented that he was pleased to note that most actions had gone forward, and the Director of Environment and Housing Services added that the Traffic Management Task and Finish Group was working well with the relevant departments.

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

RESOLVED –

- (1) T H A T the Traffic Management Task and Finish Group Implementation Plan as detailed in Appendix A attached to the report be approved.
- (2) T H A T a further update report on the delivery of the Traffic Management Task and Finish Group Implementation Plan, as part of the Local Transport Plan, be presented back to Cabinet in February, 2017 following its review by the Scrutiny Committee (Economy and Environment).

Reasons for decisions

- (1) To approve the Traffic Management Task and Finish Group Implementation Plan as detailed in Appendix A attached to the report.
- (2) To monitor progress on the Implementation Plan as part of the Local Transport Plan.

**C3132 SUPPORTING PEOPLE LOCAL COMMISSIONING PLAN 2016 – 2019 (REF) -**

The Scrutiny Committee (Housing and Public Protection) on 9 March, 2016 considered the above report.

Approval was sought from Cabinet on 22<sup>nd</sup> February, 2016 to adopt the draft Supporting People Local Commissioning Plan 2016 - 2019 and submit the Plan to the Regional Collaborative Committee for the Vale of Glamorgan and Cardiff.



Cabinet was also updated on the Council's indicative allocation of Supporting People Programme Grant for 2016/17 from Welsh Government.

The Supporting People (SP) Programme was the policy and funding framework for delivering housing related support to vulnerable people in different types of accommodation and across all tenures.

In accordance with the Welsh Government Guidance for Supporting People, all local authorities were required to develop a three year Local Commissioning Plan, which had to be submitted to the Regional Collaborative Committee for the Vale of Glamorgan and Cardiff. The development and coordination of the Local Commissioning Plan was undertaken by the Supporting People Local Planning Group (SPLPG) as required by Welsh Government. Membership of the SPLPG was made up of Officers from the Housing Division, Social Services Department, the Wales Probation Service, Cardiff and Vale University Health Board and the Voluntary Sector (the Vale Housing and Homelessness Forum).

The Local Commissioning Plan 2016 – 2019 was attached at Appendix 1 to the report. The Plan outlined the evidence collected on the support needs of vulnerable people in 2014/15 and the existing services being delivered, in order to evidence their continuation and the decisions on new service priorities for development. Whilst these were outlined in the report, it was difficult to assess if the Council would be able to commission new services as savings may be needed for future cuts so it remained unlikely that any new services would be developed next year.

After this item was presented, the Leader amended page 59 of the Local Commissioning Plan 2016 – 2019 attached at Appendix 1 to the report, that read “Visible Services and Housing” and should instead read “Environment and Housing Services”.

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 Supporting People Local Commissioning Plan 2016 – 2019 attached at Appendix 1 to the report be approved and its submission to the Regional Collaborative Committee for the Vale of Glamorgan and Cardiff be agreed.

(2) T H A T the report be referred to Scrutiny Committee (Housing and Public Protection) for information.

- - - - -

Members were encouraged to see that the budget was protected, but further noted that there was clearly a mismatch in terms of available resources which Housing Services continued to attempt to address with parties and Welsh Government and that savings may have to be made in the future.

In referring to Recommendation (4) as contained on page 23 of the Plan, a Member felt that this was something that should have been considered by Scrutiny Committee.

A Member expressed the view that 'prevention' should form a major part of the Corporate Plan with a view to reducing the cost pressure on budgets.

Having considered the decision of Cabinet, it was

**RECOMMENDED -**

- (1) T H A T the decision of Cabinet be noted.
- (2) T H A T Cabinet be informed that Scrutiny Committee regretted the possibility that cuts in the Supporting Services budget may be necessary.
- (3) T H A T Cabinet be requested to recognise the value of preventative work in reducing the cost of budgets for statutory services.

Reasons for recommendations

- (1) Having regard to the decision of Cabinet.
- (2&3) To inform Cabinet of the view of Scrutiny Committee.

---

After presenting this item, the Cabinet Member for Housing, Building Maintenance and Community Safety commented that the Supporting People Local Planning Group had taken a strategic approach to future funding or budget cuts and had held close discussions with service providers. The good working relationships ensured service providers were mindful of budget cuts and service users were protected. Therefore, the Cabinet Member was satisfied the Council was doing enough work to mitigate the effects of budget cuts.

In support of his colleague, the Leader recommended that the Cabinet officially recognise the preventative and mitigation work carried out by the Supporting People Local Planning Group and the hard work of the department in developing good working relationships and results with service providers.

Cabinet, having considered the recommendations of the Scrutiny Committee (Housing and Public Protection)

**RESOLVED –**

- (1) T H A T the contents of the report be noted.
- (2) T H A T Cabinet values the prevention and mitigation work carried out by the department and are acutely aware of the cuts affecting services.
- (3) T H A T the department be thanked for their hard work in supporting people.

Reasons for decisions

- (1) To note the contents of the report.
- (2-3) To recognise the hard work of the department in the face of uncertain funding.

**C3133 QUARTER 3 PERFORMANCE REPORT 2015/16 (L) (SCRUTINY COMMITTEE – ALL) -**

Cabinet was presented with performance results for quarter 3, 1 April - 31 December, 2015-16.

Service Plans for 2015/16 were designed to focus on the achievement of key objectives within each directorate which in turn contributed towards the achievement of identified outcomes in the Corporate Plan 2013-17, the Outcome Agreement 2013-2016 and the Improvement Plan Part 1 2015/16.

Quarterly performance reports had been revised to reflect Service Plans and were designed to ensure the Council reported performance in the context of progress against its objectives.

Overall, the Council was on course to achieve its priorities for 2015/16 as outlined in the Corporate Plan for 2013-17. Of 86 Corporate Plan related actions, 10% (9) were completed, 76% (65) were on track, and 14% (12) had slipped.

Of the 200 quarterly reported measures used to demonstrate progress against the Council's key priorities, 106 (53%) met or exceeded target, 42 (21%) were within 10% of target and 25 (12%) missed target by more than 10% and 27 (14%) were not available this quarter.

Of the national dataset, 2 National Strategic Indicators (NSIs) missed target by more than 10%. These related to SCA001, SCC011b both of which were Social Services measures. These measures had missed target by more than 10% since quarter 1 and further detail was provided in paragraph 27 of the report covering reasons for underperformance.

The priorities outlined in the Council's Improvement Plan Part 1 (2015/16), were on track to be achieved. Of 13 actions, 92% (12) were on track, 8% (1) had slipped.

Of the 4 Outcome Agreement actions, 2 (50%) were complete, and 2 (50%) were on track.

Appropriate remedial action had been identified by services in order to ensure underperformance was addressed. A detailed report of the Council's overall performance by directorate for quarter 3 of 2015/16 was provided in the Members room and was made available to view on the Council's website via the following link: [www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Cabinet/2016/16-04-11/Appendices/Quarter-3-Performance-Report-201516-Appendix-1.pdf](http://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Cabinet/2016/16-04-11/Appendices/Quarter-3-Performance-Report-201516-Appendix-1.pdf)

The main findings of the report by Directorate were outlined as follows;

**Resources** - Overall the Resources department was well on track to achieve the objectives contributing to its service outcomes, with 91% of actions either completed or on track. Of 45 actions within the Service Plan, 5 were complete, 36 were on track, 3 had slipped, and 1 was not due to have started this quarter. The Directorate's progress against Corporate Plan actions was also on course, with 85% of actions on track for completion. There were no actions related to either the Improvement Objectives or the Outcome Agreement.

**Visible Services** - Visible Services was on course to achieve the objectives contributing to its service outcomes, with 80% of all service plan actions either complete or on track. Of the remaining 25 actions within the Service Plan, 3 were complete, 17 were on track, and 5 had slipped.

**Social Services** - The Social Services directorate was on track to achieve the objectives contributing to its service outcomes, with 86% of actions currently either completed or on track. Of 9 Corporate Plan actions, 11% (1) had been completed, 66% (6) were on track, and 22% (2) had slipped. There were 6 actions related to the Improvement Objectives, of which 5 were on track, and 1 had slipped this quarter.

**Housing and Building Services** - Housing and Building Services was on track to achieve the objectives contributing to its service outcomes, 76% of all service plan actions were either completed or on track to be completed. Of the 10 Corporate Plan actions, 10% (1) had been completed, and 90% (8) had slipped.

**Development Services** - The service was well on track to achieve the objectives contributing to its service outcomes, with 93% of actions completed or on track. Of 22 Corporate Plan actions in the service plan, (91%) 1 was complete, 19 were currently on track and 2 had slipped. There was 1 action related to the Improvement Objectives and this was on track for completion.

**Learning and Skills** - Overall, Learning and Skills was considerably on track to achieve the objectives contributing to its service outcomes, with 90% of actions completed or on track. Of the 11 Corporate Plan actions within the service plan, 2 had been completed, 7 were on track, and 2 had slipped. There were 2 actions related to Improvement Objectives, both of which were on track for completion. There were 3 Outcome Agreement actions for the service, 1 was complete and 2 were currently on track to be completed.

There were no additional budgetary implications arising from the report although underperformance in some areas may have had a negative impact on external assessments of the Council and could put certain funding opportunities at risk.

At the meeting, the Cabinet Member for Regeneration highlighted paragraph 53 of the report in relation to slippage of actions to regenerate “Penarth Esplanade and ensure sustainable and convenient links with the Town Centre and Penarth Haven”. The Cabinet Member noted that as the report discussed performance results for quarter 3, 1 April - 31 December, 2015-16, this scheme had progressed in the meantime. For example, she had presented a “Supported Local Bus Services” report to Cabinet on 7 March, 2016.

The Cabinet Member for Visible and Leisure Services also highlighted paragraph 24 of the report, reporting that tree management and allotments were being discussed with Town and Community Councils as part of the Council’s Reshaping Services agenda and therefore progress was being made on these issues.

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 service performance results and remedial actions contained within the report taken to address service underperformance be noted.

- (2) T H A T progress to date in achieving key outcomes as outlined in the Corporate Plan 2013-17, the Outcome Agreement 2013-2016 and the Improvement Plan Part 1 2015/16 be noted.

Reasons for decisions

- (1) To ensure the Council was effectively assessing its performance in line with the requirement to secure continuous improvement outlined in the Local Government Measure (Wales) 2009.
- (2) To consider the quarter 3 performance results as at 31 December, 2015 in order to identify service areas for improvement.

**C3134 COMMUNITY ASSET TRANSFER GUIDANCE 2016-2020 (L)  
(SCRUTINY COMMITTEE – CORPORATE RESOURCES) -**

Approval was sought for the updated Community Asset Transfer Guidance that was attached at Appendix A to the report.

The Council's original Community Asset Transfer (CAT) Protocol was endorsed by Cabinet in December 2010 (minute C1149 refers). The protocol was produced in the background of a very different financial climate and identified when the Council could consider transferring assets and how local communities could register an interest in taking over a Council owned property.

The Council's Reshaping Services Agenda had recognised the significant potential for the Council to work more closely with Town and Community Councils (TCCs) and third sector organisations, including community groups. One way of doing so was to consider how the Council's property assets could be used and managed effectively to provide services in the future.

Recently, the Council had received a number of enquiries related to CATs from a mix of both community organisations and Town/Community Councils. It was intended that the updated CAT Guidance attached at Appendix A to the report would be used to manage all future requests to ensure consistency of approach in this area.

After this item was presented, the Cabinet Member for Visible and Leisure Services commented that the Community Asset Transfer Guidance would play a big part in the future of parks and ground maintenance and he agreed with the proposals as they would help with the Council's Reshaping Services programme.

The Cabinet Member for Regeneration drew attention to Paragraph 11 of the report which stated that “The guidance sets out three formal stages of CAT: expression of interest, business plan and final decision” and she noted that the Council had been very successful in working with organisations to bring public assets into use. The Cabinet Member stated that the Community Asset Transfer Guidance offered a good framework to follow to help develop expressions of interest and business plans, and she stated that the Council was committed to working with Town and Community Councils and third sector organisations.

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 updated Community Asset Transfer Guidance attached at Appendix A to the report be approved for use in any future Community Asset Transfers.
- (2) T H A T delegated authority be granted to the Head of Finance, in consultation with the Leader, to make any amendments to the guidance that did not affect the overall substance of the document.

Reasons for decisions

- (1) To approve the current procedure to reflect recently published national guidance and in order that requests for Community Asset Transfer be dealt with consistently under a clear procedure.
- (2) To ensure that appropriate amendments could be made to the Community Asset Transfer guidance.

**C3135 EMPLOYEE ENGAGEMENT STRATEGY – OVERVIEW REPORT (L)  
(SCRUTINY COMMITTEE – CORPORATE RESOURCES) -**

Cabinet was asked to note the progress and endorse the continuation of the Employee Engagement Strategy throughout 2016/17.

The strategy attached at Appendix 1 to the report was developed to ensure that employees from all service areas understood the rationale for the Reshaping Services Programme, its implications for staff and the Council's workforce plan.

Over the last nine months work had progressed through eight separate phases of engagement. The work had involved over 1800 employees and the support and sponsorship of the Council's senior leadership team. The eight phases were set out below:-

1	Summer Briefing Sessions	July 2015
2	Employee Surveys	October 2015
3	Staff Conferences	November 2015
4	Working Groups	December 2015
5	Presentations to Corporate Management Team	January 2016
6	Forming the final product	Feb/March 2016
7	Launch of the new Staff Charter	April 2016
8	Review and Evaluation	On-going

The engagement work had progressed through phase 5 and 6 over the last two months and was submitted for endorsement by Cabinet prior to the commencement of consultation on the proposed Staff Charter over the next two months.

The report presented as an overall summary of the work to-date and brought together the various themes and strands from each of the following four working groups:-

- Expectations of my Manager.
- Seeking my Views.
- Keeping me informed.
- Developing my Skills.

The terms of reference for each work group, the main outcomes and the specific proposals were set out at pages 10 - 13 of the report, and a complete summary of all proposals was set out in the project plan attached at Appendix B to the report.

After presenting this item, the Leader stated that this report represented a remarkable achievement and much work had been undertaken with staff and trade



unions. He further commented that during recent inspections of the Council, Auditors appeared to have been very impressed with the Employee Engagement Strategy and he gave his congratulations to all staff involved.

In agreement with her colleague, the Cabinet Member for Regeneration stated that this was a groundbreaking piece of work that proved that the Council's staff was its strongest asset and she was looking forward to seeing how the Employee Engagement Strategy would benefit the workforce as it was a very forward thinking proposal and was ground breaking 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 progress in relation to the current Employee Engagement Strategy as set out in the overview report attached at Appendix 1 to the report be noted.
- (2) T H A T the continuation of engagement work and specifically the launch of a new Staff Charter as set out at Appendix A attached to the overview report be endorsed.
- (3) T H A T the report be referred to the Scrutiny Committee (Corporate Resources) on 19 April, 2016 as part of the consultation process on the new Staff Charter.

Reasons for decisions

- (1-3) To ensure Members were kept informed of the continuing work in relation to employee engagement and the importance of the proposed Staff Charter.

**C3136 WELSH LANGUAGE TRANSLATION – EXTERNAL COMMISSIONING (L) (SCRUTINY COMMITTEE – CORPORATE RESOURCES) -**

Approval was sought to enter into an agreement with Cardiff Council for the provision of Welsh language translation services.

The Welsh Language Measure 2011 established a framework for introducing statutory standards related to the Welsh language. The Welsh Language Commissioner in September 2015 issued the Council, in common with other organisations, with a compliance notice setting out the standards which would apply. A report on that compliance notice went to Cabinet on 14 December, 2015.

In view of the legal requirement to comply with the standards, the Council needed an assurance that the Welsh language translation arrangements it had in place was fit for purpose.

The Council had an in-house translation service consisting of 1.5 full time equivalent officers. A recent review of the service concluded that a more effective delivery model was required in view of the increased demands of the Welsh language standards and to achieve greater service resilience. The review therefore proposed that the in-house service should be discontinued, with an externally commissioned service taking its place.

After considering various options such as outsourcing to the private sector and using the translation framework agreement set up by Welsh Government, it was concluded that the most effective solution would be to commission a partner Council to deliver the service on the Vale Council's behalf. Several Councils were approached to ascertain if they were interested in providing the service. Only Cardiff Council, who had a well-established and effective translation service, indicated their willingness to undertake the role. Preliminary discussions had taken place, and arrangements would need to be firmed up via a Service Level Agreement before commencing.

At the meeting the Cabinet Member for Visible and Leisure Services noted that it would be difficult to calculate demand for Welsh Language translation services, so this approach would give flexibility. In agreement with his colleague, the Leader stated that the report proposed a sensible way forward on this issue.

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 due to the urgent requirement to provide a Welsh language translation service, the Council's Financial Procedure Rules, Contracts Procedure Rules and Procurement Code of Practice be waived to enable the

Council to enter into a one-year service level agreement with Cardiff Council on the basis outlined in the report.

- (2) T H A T delegated authority be granted to the Head of Legal services, together with the Head of Performance and Development, to enter into a formal service level agreement with Cardiff Council to provide a Welsh language translation service during 2016/17.
- (3) T H A T delegated authority be granted to the Head of Performance and Development, in consultation with the Leader and the Head of Finance, to undertake a formal procurement process for a Welsh language translation service to commence from April 2017 and for the contract to be awarded to the most economically advantageous provider.

#### Reasons for decisions

- (1) To secure an effective, responsive and resilient translation service to enable the Council to discharge its responsibilities under the Welsh Language Measure 2011 and associated standards.

(2&3) To comply with the Council's contract standing orders.

#### **C3137 REVISED STRATEGIC EQUALITY PLAN AND EQUALITY OBJECTIVES 2016 – 2020 (L) (SCRUTINY COMMITTEE – CORPORATE RESOURCES) -**

Approval was sought for the revised Strategic Equality Plan and Equality Objectives attached at Appendix A to the report.

A Strategic Equality Plan was the device used to detail information that demonstrated that the Council was meeting the public sector equality duty. It had to include information on a number of prescribed issues, such as its arrangements to identify and collect relevant equality and employment information, arrangements for assessing the likely impact on protected groups of any policies and practices, and how the authority would promote knowledge and understanding of the general and specific duties among employees.

The Strategic Equality Plan was a live document that contained information about equality work in the Council. It was updated on a regular basis as new or updated information became available.

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 revised Strategic Equality Plan and equality objectives attached at Appendix A to the report be adopted and publicised.

Reason for decision

To approve of the Strategic Equality Plan and equality objectives attached at Appendix A to the report.

**C3138 EXTERNAL FUNDING: INSPIRE2ACHIEVE AND INSPIRE2WORK ESF GRANTS (L) (SCRUTINY COMMITTEE – CORPORATE RESOURCES) -**

Approval was sought to access additional funding to increase the number of young people who were engaged in education, employment or training.

Both the Inspire2Achieve and the Inspire2Work projects were seeking European Structural Funding (ESF) as part of a Competitiveness Regional bid for South East Wales.

The projects would reflect both Strategic Objective 1, to reduce the number of 16-24 year olds who were Not in Employment, Education or Training (NEET) and Strategic Objective 2, to reduce the number of those at risk of becoming NEET amongst 11-24 year olds; under Priority Axis 3 Youth Employment, of the ESF East Wales Operational Programme. Partners in the project would include the City of Cardiff Council, Monmouthshire County Council, Cardiff and Vale College, Coleg Gwent and Llamau Housing Limited.

**Inspire2Achieve** - The total funding sought (estimated figures shared with the lead partner Newport Council in January 2016) for the Inspire2Achieve project was £697,700 over a 3 year period, made up from £313,965 in European Structural Funding, with £383,735 match funding.

The project would be a school based intervention focused on reducing and supporting those at risk of disengagement under the age of 16. It aimed to provide a structured alternative learning environment in schools, where young people could engage in life style activities that aimed to improve simple skills such as time keeping, literacy, revision techniques and providing specialist support such as language or mental health assistance.

**Inspire2Work** - The total funding sought (estimated figures shared with the lead partner Newport Council in January 2016) for the Inspire2Work project was £263,462 over a 3 year period, made up of £118,562 European Structural Funding, with £144,900 sought in match funding. ESF match funding was sourced from similar projects to reflect the contribution of an applying beneficiary, for the purpose of this project, match funding was sourced from existing Youth Service Revenue Funds.

Inspire2Work would focus on post 16 NEETs, with the Vale of Glamorgan plan concentrating on 18-24 year olds who were deemed the biggest area of concern given limited local provision. The scheme was a person centred project that aimed to engage, support and enable young people who were NEET to gain a range of skills, qualifications and meaningful work placements, and to feel confident and motivated to enter into sustainable employment or further learning.

After this item was presented, the Cabinet Member for Children's Services and Schools commented that reducing the numbers of those Not in Employment, Education or Training was a priority of Local Government, Welsh Government and the National Government. The Cabinet Member noted that if the European Structural Funding was not available, the Inspire2Achieve and Inspire2Work projects would struggle to address the needs of those who are, or were at risk of becoming, NEET.

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 grants and associated conditions for the Inspire2Achieve and Inspire2Work projects be accepted and approved.
- (2) T H A T delegated authority be granted to the Head of Legal Services in consultation with the Director of Learning and Skills, the Leader and Cabinet Member for Children's Services and Schools, to enter into contracts/SLAs and/or relationship agreement for the delivery of both the Inspire2Achieve and Inspire2Work grants.
- (3) T H A T new posts in the Youth Service Team be established by the Learning and Skills Directorate.

### Reasons for decisions

- (1) To maximise the European Structural Funding (ESF) to be granted to support the delivery of two projects that complemented existing provisions to support young people delivered as part of the Youth Engagement and Progression Framework.
- (2) To enter into contractual arrangements to support the proposed developments taking account of ESF funded services and to authorise the Head of Legal Services to execute the contractual documentation.
- (3) To enable staff to be recruited to deliver both the Inspire2Achieve and Inspire2Work grants programmes.

### **C3139 RENEWAL OF RESIDENTIAL CARE HOME AGENCY STAFF CONTRACT (L) (SCRUTINY COMMITTEE – CORPORATE RESOURCES) -**

Approval was sought to enter into a Contract with the successful bidder of the residential care home agency staff competition.

The existing contract under the Framework Agreement with Randstad expired on 31 January, 2016 and in its place the NPS awarded a new compliant framework on behalf of the Welsh Public Services for the provision of agency staff. Under the terms of this framework, National Procurement Service (NPS) had undertaken a collaborative further competition specifically for Local Authorities who expressed an interest. The Council, with the exclusion of its residential care agency staff requirements, was party to this collaborative exercise in order to gain best value under the framework.

Cabinet had agreed in December 2015 to an extension of the existing contract together with a separate concurrent mini competition run by the Council for residential care home agency staff under the terms of the NPS framework.

The proposal to run a separate mini competition for residential care home agency staff reflected the particular challenges and concerns in relation to securing such staff and the need for the Council to mitigate such concerns in any future arrangements. The exercise was conducted using the NPS Agency Framework.

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 delegated authority be granted to the Head of Legal Services in consultation with the Leader, Director of Social Services, Head of Human Resources and the Head of Finance to enter into a contract with the successful bidder for the procurement of residential care home agency staff as a separate contract.

Reasons for decisions

To enable the Council to enter into a contract with a new supplier for residential care home agency staff.

**C3140 USE OF THE MANAGING DIRECTOR'S EMERGENCY POWERS (L) (SCRUTINY COMMITTEE – ALL) -**

Cabinet was advised of the exercising of Emergency Powers by the Managing Director since the last report in November 2015

This was a matter for Executive decision

RESOLVED – T H A T the exercising of the Managing Director's Emergency Powers as indicated below be noted –

**(a) Flying Start Capital Grant - Butterflies Playgroup**

Authority to increase the 2015/16 Capital Programme following the receipt of a Welsh Government Grant in the sum of £9,500 for works in relation to the above playgroup which would consist of significant refurbishment to the toilets and food preparation areas.

**(b) Metro Fund Grant Funding 2015/16 - Culverhouse Cross to St. Athan via Cardiff Airport Bus Priority Corridor**

Authority to accept from the Welsh Government a Metro Transport Grant in the sum of £506,329 to deliver bus priority measures at Barry Docks Link Road Roundabout and at various bus stop locations along the corridor and to amend the 2015/16 Capital Programme.

**(c) Llanfair Demountable and Rhws Primary Guttering**

Authority to amend the 2015/16 Capital Programme to take account of the overspends in relation to the Rhws Primary School Guttering Project (£22,000) and Llanfair Demountable Scheme (£69,000) which will be funded from the below funding virements within the 2015/16 Capital Programme:

Scheme Title Value

Romilly Demountable	£25,000
Barry Island Primary External Walls	£2,000
Llanfair Primary - Kitchen Floor	£3,000
Dinas Powys Primary WC Refurbishment	£8,000
Peterston Super Ely - Renew Electric Heaters	£8,000
Victoria Primary Re-wire	£12,000
Ysgol Sant Baruc - Re-wire Main Building	£12,000
Overboarding Ceilings	£21,000
Sub-Total	£91,000

(d) **Coastal Access Improvement Grant - Addition of Revised Grant Offer to Capital Programme**

Authority to accept Welsh Government's revised grant offer for the maintenance and development projects during 2015/16 of £70,430 against eligible costs of £76,840. The revised grant offer covered the additional project in relation to Sully Playing Fields (£33,700).

(e) **Harbour Road Revetment Cycleway Construction - Award of Construction Contract**

Authority to enter into a contract for the above works with McCarthy Contractors (Bridgend) Ltd.

(f) **Weycock Cross to Barry Comprehensive Road Resurfacing**

Authority to amend the 2015/16 Capital Programme and vire £40,000 from the Weycock Cross to Barry Comprehensive School Road Resurfacing Scheme to a new Sully Road Resurfacing Scheme.



(g) **Transfer £60,000 from Colcot Primary School Revenue Budget to the 2015/16 Education Asset Renewal Programme and Rename the Scheme on the Asset Renewal Programme**

Authority to increase the budget within the 2015/16 Education Capital Programme by transferring £60,000 from the Colcot Primary School Revenue Budget and to rename the scheme on the Capital Programme from Colcot Primary Roof to 'Colcot Primary Unit Roof and Internal Refurbishment' to better reflect the full revised scope of the works.

(h) **Llys Steffan**

Authority to use £12,000 of Section 106 monies to replace the play equipment at Llys Steffan Play Area in Llantwit Major and to increase the 2015/16 Capital Programme by £12,309 for the above scheme of which £309 is to be funded by a contribution from the Parks Revenue Budget.

(i) **Improvement Works at Heol Llidiard Community Hall**

Authority to increase the Capital Programme 2015/16 by £3,415 and £36,718 in 2016/17 to be funded from Section 106 monies.

(j) **Welsh Government's Tackling Poverty Grant - Vibrant and Viable Places Programme for Barry**

Authority to increase the 2015/16 Capital Programme's Tackling Poverty Scheme by £158,000 to be funded by a grant from Welsh Government to progress the following schemes:

- Victoria Gardens Improvements
- George Street Play Area Improvements
- Cowbridge / Bridge Street Play Area Improvements.

(k) **Property Insurance Renewal**

Authority to run an accelerated OJEU tender to award the Council's Property Insurance as opposed to using the CCS framework and to confirm that the Head of Finance, in consultation with the Leader of the Council, has the delegated authority to place the property insurance with the most economically advantageous tenderer.

**(l) Jenner Park Club House**

Authority to increase the 2015/16 Capital Programme by £93,500 to fund the works to the Club House and to be funded by the Jenner Park Reserve.

Reason for decision

To note the use of the Managing Director's Emergency Powers.

**C3141 SCHOOL ADMISSION ARRANGEMENTS 2017/2018 (CSS)  
(SCRUTINY COMMITTEE – LIFELONG LEARNING) -**

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

The local authority had a statutory duty to consult on school admission arrangements annually. The school admission arrangements had to be determined by 15 April, 2016 for implementation for the academic year 2017/ 2018.

The School Admissions Policy was issued for consultation on 5 January 2016 to headteachers and chairs of governors of all schools in the Vale of Glamorgan, neighbouring local authorities and diocesan directors of education. Responses were required by 29 February, 2016.

The Local Authority was required to produce a document each year for the subsequent school year's admission round detailing school admission arrangements for all maintained schools in its area. This could be found within the Council's Parental Guide to School Admissions which was made available on the Council's website, at local libraries and all schools in the Vale of Glamorgan.

The Council had consulted on an interim change to the school catchment areas for High Street and Holton Primary Schools. This was considered necessary to manage the potential demand for school places from the Barry Waterfront development up until 2019.

A new primary school was proposed to be built as part of Barry Waterfront development in 2019 (subject to building completion rates and public consultation) to accommodate children living on the Waterfront development in Barry and the surrounding area.

The proposal was to realign the school catchment area for Barry Waterfront development from High Street Primary to Holton Primary School due to the anticipated demand for up to an additional 210 primary school places from phases 1, 2 and 3 of the development. High Street Primary School did not have the capacity to accommodate a further 210 children whereas Holton Primary School had spare capacity. It was recognised that parents were able to express a preference for their children to attend the school of their choice.

The current catchment area maps and proposed revision for the schools was attached at Appendix A to the report.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the Schools Admissions Policy for 2017/2018 attached at Appendix A to the report, including interim changes to the catchment areas of Holton and High Street Primary schools for the academic year 2017/2018 ensuring that the requirement to determine the policy by 15 April, 2016 was met, be approved.
- (2) T H A T the use of article 14.14 of the Council's Constitution (urgent decision procedure) be authorised in respect of resolution 1 above.

Reasons for decisions

- (1) The Council was required to review school admission arrangements annually and to approve the arrangements for 2017/18 following appropriate consultation by 15 April, 2016.
- (2) In line with article 14.14 of the Council's Constitution.

**C3142 VISIBLE SERVICES AND TRANSPORT – PROPOSED FEES AND CHARGES FOR 2016/2017 (VLS) (SCRUTINY COMMITTEE – ECONOMY AND ENVIRONMENT) -**

Cabinet was asked to approve the proposed changes in service charges for functions managed by Visible Services and Transport for the financial year 2016 / 2017.

The total savings required in Visible Services and Transport for 2016/ 2017 was approximately £2.6m. The department had a wide range of income sources that fed into its operational budgets, that included Welsh Government grants, income from external works, civil parking enforcement fines, lease income and a number of fees that were levied to the public and the commercial sector. The projected total income for the department for the financial year 2016/17 was £6.65m with approximately £1.1m of this income coming from the fees and charges detailed within the report.

The proposed charges for each service were set out in the following appendices attached to the report:

- Appendix 1 Waste Management and Cleansing
- Appendix 2 Highways and Engineering
- Appendix 3 Leisure
- Appendix 4 Porthkerry Cemetery

After presenting this item, the Cabinet Member for Visible and Leisure Services highlighted paragraph 3 of the report which noted that “The total savings required in Visible Services and Transport for 2016/ 2017 is approximately £2.6m.” and as such slight increases in some charges were proposed, however, other items such as collections were staying the same.

At the meeting, the Leader explained that after the Cabinet Member for Visible and Leisure Services had discussed and proposed resolution 1, which dealt with Appendices 1 and 2 of the report; he would then leave the room with the Cabinet Member for Housing, Building Maintenance and Community Safety while the Leader would discuss and propose resolution 2, which dealt with Appendices 3 and 4 of the report, as both Cabinet Members had declared an interest in these items.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the proposed fees and charges for Visible Services and Transport for the financial year 2016 / 2017 as set out in the report and attached at Appendices 1 and 2 to the report be approved.

**At this point in the meeting, the Cabinet Members for Visible and Leisure Services and Housing, Building Maintenance and Community Safety left the room and took no part in any discussions on the following matter.**

- (2) T H A T the proposed fees and charges for Visible Services and Transport for the financial year 2016 / 2017 as set out in the report and attached at Appendices 3 and 4 to the report be approved.

Reasons for decisions

- (1-2) To approve the proposed fees and charges for Visible Services and Transport for the financial year 2016 / 2017.

**C3143 HIGHWAY MAINTENANCE CONTRACTS (VLS) (SCRUTINY COMMITTEE – ECONOMY AND ENVIRONMENT) -**

Approval was sought to extend the existing contracts for, Highway Emergency and Permanent Repairs; Highway Surface Dressing; Micro Asphalt Surfacing and Highway Weed Control.

**Highway Emergency and Permanent Repairs** – The Emergency and Permanent Repairs Contract was used to repair both carriageway and footway defects on highway safety inspections. It also encompassed a number of other highways maintenance works that included, The BIG FILL project, housing department footway repairs, footway renewal works, erecting bollards and pedestrian fencing. The anticipated annual spend on this contract would be approximately £1.2m.

**Highway Surface Dressing** - The Highway Surfacing Contract was a surface treatment process that was used to provide a comprehensive seal which prevented the ingress of water into the road structure. The process stopped deterioration of the road surface thus preventing potholes. The anticipated annual spend of this contract would be approximately £150k.

**Micro Asphalt Surfacing** - The Micro Asphalt Contract was a surface treatment process that was used in urban areas. The process sealed the road surface and significantly improved the road profile, ride quality and skid resistance. The anticipated annual spend of this contract would be approximately £200k.

**Highway Weed Control** - The Weed Control Contract involved treating weeds on the adopted highway 3 times per year. The contract also encompassed the treatment of moss and Japanese Knotweed. The anticipated spend on this contract was approximately £80k.

The report outlined that all contracts were considered to offer excellent value for money in the current market and as a consequence it was recommended that each contract was extended until 31 March, 2017.

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 contract for Highway Emergency and Permanent Repairs 2015/2016 awarded to Centregreat Ltd be extended until 31 March, 2017 at current rates.
- (2) T H A T the contract for Highway Surface Dressing 2015/2016 awarded to Road Maintenance Services be extended until 31 March, 2017 at current rates.
- (3) T H A T the contract for Micro Asphalt Surfacing 2015/2016 awarded to Kiely Brothers be extended until 31 March, 2017 at current rates.
- (4) T H A T the contract for Highway Weed Control 2015/2016 awarded to Complete Weed Control be extended until 31 March, 2017 at current rates.

Reasons for decisions

- (1-4) To ensure compliance with the Council's Contract Standing Orders and Financial Regulations.

**C3144 BARRY ISLAND BEACH HUTS (VLS) (SCRUTINY COMMITTEE – ECONOMY AND ENVIRONMENT) -**

Cabinet was asked to consider a new policy for the operation and management of the beach huts at Barry Island.

The beach hut rentals for the 2015 / 2016 period totalled 233 with the income of £8,026 being 2.7% less than the costs of providing and administering the huts for the period.

The overarching aim for the Council would be to obtain the maximum number of bookings throughout the year in order to add to the vitality and vibrancy of Barry Island, whilst also receiving income that at least matched the costs of their provision.

In terms of fees it was suggested that these could be reduced by 50% to help stimulate demand. It was further suggested that the charges be split over two periods per year, termed 'peak' and 'off peak'. It was suggested that the charges for daily use (including VAT) would be as follows:

Peak		Off Peak	
Small Hut	£10	Small Hut	£5
Large Hut	£20	Large Hut	£10

Officers had undertaken research into the costs of beach huts across the UK and daily rates (peak) ranging from £18 - £35 / day and (off peak) £4 - £25 / day had been noted. However, it was clear that the charge rate very much related to the demand for huts in a particular location balanced against a value that the majority of visitors to that location were able to pay. It was suggested therefore that prices be significantly lowered for the 2016 / 2017 and possibly the 2017 / 2018 periods to allow the users of our huts to find this balance.

The second booking and pricing consideration was the availability of bookings over a longer period of time. Most providers offered this, but the Council would need to find a balance in terms of the numbers of huts offered for such longer term use and those offered daily or weekly. Barry Island remained predominantly a day tripper resort and daily visitors had to still be allowed continued access to the beach huts.

It was proposed that up to 6 of the smaller huts and 6 of the larger huts be offered for longer term rent on an annual basis. This would help to ensure some use of these huts out of season and would also guarantee full year bookings for 12 huts.

The suggested charges for annual bookings were as follows:

Period 1st April to 31st March

Large Beach Hut - £500 (inclusive of VAT)

Small Beach Hut - £350 (inclusive of VAT)

For this first year the annual ticket would start from 1 June, 2016 and end on 31 March, 2017 (10 months) with pro-rata rates as follows:

Large Beach Hut - £500 / 12 x 10 = £416

Small Beach Hut - £350 / 12 x 10 = £291

Also, for the first year only it was suggested that an 'annual ticket' could be purchased at any time up until 1 March, 2017. The rates for the ticket would be calculated on a monthly pro-rata basis as indicated above. From 2017 the annual tickets would go on sale on 1 February, 2017 for existing annual ticket holders before going on general sale from 1 March, 2017 for one month.

It was suggested that all annual rentals ended at the same time (31st March) to allow for more targeted marketing and that an option for a further 12 month rental be offered to existing 'annual ticket' holders up to a period of 2 years in total. A waiting list would also be established, with annual tickets then offered on a first come first served basis. All payments for annual tickets had to be in advance and restrictions on times of use and other specific terms and conditions would apply. If there were spaces on the waiting list at the end of March and an existing annual ticket holder required an annual ticket for a 3rd or subsequent year period, this could be permitted.

It was suggested that in order to further promote the annual ticket option, the user be given one free car parking pass for use at Barry Island for the full year. The pass would relate to a specific index number of vehicle and would be non-transferable.

The success or otherwise of the annual letting scheme would be considered at the end of the summer season when a further report would be presented to Cabinet.

Concern had been expressed with the absence of flexibility in the letting arrangements, the inability of schools and other organisations to book huts at a lower or no cost rate and the possible use of the huts for commercial and / or promotional purposes. It was therefore proposed that for the forthcoming season any un-allocated beach huts could be put to use by the Council's tourism section for tourism and regeneration purposes. This would ensure that added benefit was obtained from the huts and it would also provide the tourism section with the necessary flexibility to accommodate a range of complimentary alternative uses.

It was suggested that the public / domestic policy arrangements be extended to cover bookings by Schools on a trial basis for the 2016 / 2017 period. The new rates were now much more affordable and there was likely to be a demand from Schools for use of the huts during term time for educational purposes. This would however



need to be kept under review to ensure that any Schools' use did not conflict with the general public / domestic use of these huts which remained their primary purpose.

As previously stated, the aim of the beach hut policy was to achieve the maximum number of days booked whilst also ensuring that the income received made the maximum contribution to the beach hut costs. To this end a series of use and financial projection estimates had been prepared based on the proposed new pricing and use structure and these were shown in the tables in Appendix A attached to the report.

Turning to the accessibility of bookings in future, it was proposed that subject to a consideration of the issues by Scrutiny Committee, delegated authority could be given to the Director of Environment and Housing Services to appoint a local nearby business to hold the beach hut keys for the daily bookings and to take both cash and card payments. This could offer a marketing opportunity for the business concerned as their role in the booking process would be widely advertised. It was expected that there would be businesses interested therefore in providing this service free of charge and it was suggested that the choice of a suitable business be a matter for the Director to determine.

The chosen business would have no role in managing the beach hut units, they would purely administer the spot bookings and 'take in' and 'give out' keys, checking those who wished to collect keys against the records on the Council's electronic booking system.

In addition to this method of booking, bookings would be able to be made via C1V over the telephone, on-line via the Council's website or via an App which was shortly to be launched. For this season the availability of beach huts would be shown via the website which would hopefully encourage a greater number of bookings.

Both the annual tickets and the daily beach hut rental arrangements would be the subject of a comprehensive marketing strategy which was currently being developed.

The marketing strategy would involve all forms of media and would also include the introduction of information signage on all visitor routes advising of the beach huts, their prices and availability. The location of the key holding business would also be widely advertised.

The new beach hut policy that took into account the proposed changes was attached at Appendix B to the report.

Clearly many assumptions had to be made in devising the new policy but the policy was informed by the learning to date and the views expressed by elected Members. The rental policy was likely to take a number of years before it was fully refined, hence authority was requested to make slight changes to it as necessary in its operation. In any event such a policy would always have to be kept under review due to the ever increasing popularity of the resort and changes in its development.

This year, users of the huts would be consulted on all aspects of the beach hut offer including the new policy; so when the policy was reviewed at the end of the 2016 / 2017 summer season there would be both quantitative and qualitative information available to better inform the management and rental processes.

At the meeting, the Cabinet Member for Visible and Leisure Services noted that no final decisions were being made at the Cabinet Meeting today, as the views of the Scrutiny Committee (Economy and Environment) on the proposals were being sought before the report was presented back to Cabinet on its meeting on 25 April, 2016.

The Cabinet Member for Regeneration stated that the report demonstrated that Officers had listened to feedback and had produced a great report to take to the Scrutiny Committee (Economy and Environment) for another engaging discussion. She concluded by thanking Officers for their hard work on this matter.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the draft beach hut rental policy attached at Appendix B to the report be noted.
- (2) T H A T the draft beach hut rental policy and all the issues and options included in the report be referred to the Scrutiny Committee (Economy and Environment) for consideration.
- (3) T H A T a further report be presented to Cabinet on conclusion of the consideration of the issues as detailed above by the Scrutiny Committee (Economy and Environment).

Reasons for decisions

- (1) To note the draft beach hut rental policy for the 2016 / 2017 period based on the experiences to date.
- (2) To allow the Scrutiny Committee (Economy and Environment) to fully consider the details of the report.
- (3) To allow Cabinet to determine a new beach hut rental policy after taking into account the views of the relevant Scrutiny Committee.