

CABINET

Minutes of a meeting held on 23 May, 2016.

At the start of the meeting the Leader explained that the later start time of 3pm was due to Cabinet Members attending the funeral of a close friend and colleague.

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

C3178 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 9 May, 2016 be approved as a correct record.

C3179 DECLARATIONS OF INTEREST –

No declarations were received.

C3180 CORPORATE PARENTING PANEL –

The following minutes of the Corporate Parenting Panel meeting held on 2 November, 2015 were submitted.

Present: Councillor C Elmore (Chairman), Councillor S Egan (Deputy Chairman), Councillor R.Traherne, Councillor R Bertin, Councillor E Williams, Councillor V Hartrey, Angela Harris (Regional Adoption Manager: Vale, Valleys and Cardiff Regional Adoption Collaborative), Phil Evans (Director of Social and Care Services), Rachel Evans (Head of Children & Young People Services), Mike Glavin (Head of School Improvement and Inclusion), Martine Coles (LAC Education Coordinator), Michael Willmott (Cabinet Support Officer).

		Actions
(1)	Apologies for absence	
1.1	Councillor J Birch.	
(2)	Vale, Valleys and Cardiff Regional Adoption Collaborative	

2.1	<p>Rachel Evans presented a letter from Cllr Mel Nott (Chair of the National Adoption Service for Wales Governance Board) in regards to Adoption Services and Corporate Parenting and the September 2015 Progress Report for the Vale, Valleys and Cardiff Regional Adoption Collaborative.</p> <p>Rachel Evans informed the committee that it was important to consider this report in light of the fact that this is a new collaboration and was written to be deliberately transparent and honest. There were inherited issues to be addressed, and not all Local Authorities had been performing to the same level before the collaboration.</p> <p>Rachel Evans then invited Angela Harris, the Regional Adoption Manager for the Vale, Valleys and Cardiff Regional Adoption Collaborative to give further context to the report and the progress of the collaboration, discussing:</p> <ul style="list-style-type: none"> • Governance Structure • Staffing Resources • Service Delivery • Priorities • Performance Management • Budget and Financial Considerations <p>During the discussion, Cllr Traherne asked for clarification of the adoption figures from before the collaboration, and how these matched the new data being presented. Phil Evans noted that this framework was unprecedented, so comparisons were difficult to make. Angela Harris noted the concerns of the committee that thirteen children had been waiting for over six months for adoption in prior quarters and stated the need for improvement as this was a key performance indicator.</p> <p>Rachel Evans, Phil Evans and Cllr Egan discussed</p>	
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	<p>income generation issues concerning the sector.</p> <p>Mike Glavin asked for clarification in regards to enquiry figures and how the data is handled.</p> <p>Councillor Bertin enquired what reasons might contribute to staff losses during the collaboration. Rachel Evans and Angela Harris noted that distance and travel was a chief reason for staff losses, although they were protected under TUPE. Overall, only a small number of losses had been sustained across a small team and there had been lots of interest in filling the remaining posts. Angela Harris added that it was a credit to staff that they had embraced the change and were performing well. Councillor Bertin extended his thanks to the staff of the collaboration.</p> <p>Councillor Bertin, Angela Harris and Phil Evans confirmed that staff appraisals would be taking place in the future.</p> <p>Phil Evans concluded discussions on this matter by noting that England was following Wales in setting up similar regional adoption panels.</p>	<p>The committee noted the progress report and progress made.</p>
(3)	Minutes and Matters Arising 27 April 2015	
3.1	The minutes of 27 April 2015 meeting were agreed as a correct record.	All Agreed.
(4)	Corporate Parenting Workshop – Reflections and Next Steps	
4.1	<p>Rachel Evans presented the outcome of the Corporate Parenting Workshop held on the 1st July 2015, and the committee discussed how to build upon the results of the Workshop and the Corporate Parenting Panel as a whole.</p> <p>One of the key issues identified during the workshop was</p>	

<p>the need to target resources for LAC and prevention strategies. As such, the Head of Children & Young People Services proposed a pilot scheme to offer a direct family support service. Councillor Traherne questioned if this would duplicate and overlap with the work of other services. Rachel Evans responded that the proposed intervention service would target vulnerable children at a different stage to existing provision and Martine Coles added that increasing staff provision was needed to help reduce waiting lists, and a therapeutic approach was worth investing in. Councillor Bertin noted that this approach might save money in the long term through early intervention. The committee discussed the staffing implications of the proposal with Phil Evans noting that Welsh Government was determined to drive down the numbers of children in care with a focus on repairing, not rescuing, families. As such, a targeted and focussed intervention service was required. He recognised that it was difficult to achieve, but could be done.</p> <p>Councillor noted that the workshop was successful in raising awareness of Corporate Parenting amongst Members and Departments and proposed another training session. He queried if it might be beneficial to dovetail Corporate Parenting Panel meetings with Scrutiny Committees to ensure attendance.</p> <p>The Panel discussed the Corporate Parenting Panel Strategy. It was noted that feedback from the workshop could form a basis, while a draft strategy could be reviewed and discussed in future meetings. It was noted that the Corporate Parenting Panel held no powers, and it was considered appropriate to request a change to the constitution to gain more authority, rather than rely on multiple reports to Cabinet. This was also thought to be beneficial to encouraging young person engagement at Corporate Parenting Panel.</p> <p>Following from these discussions, the Chairman proposed discussion between the Cabinet Office and Democratic Services to gain powers for the Corporate</p>	<p>Cabinet Office to contact Democratic Services to discuss further powers for the</p>
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	Parenting Panel and refer matters that required Executive decision to Cabinet. Councillor Bertin agreed with the proposal and requested Members to be consulted on this matter.	Corporate Parenting Panel.
(5)	Dates of Meetings for 2016	
5.1	Members of the panel were happy with the proposed dates of meetings.	All Agreed.
(6)	Any Other Business	
6.1	<p>Martine Coles informed the panel that a Welsh Government consultation document that concerned Corporate Parenting was going to be released in the Spring. She will distribute the consultation document to members of the panel when it is released.</p> <p>Councillor Hartrey noted that the recent Awards panel had been very popular with elected members and queried if young person participation with the Corporate Parenting Panel could be increased. The committee discussed this matter, including the possibility of representatives and information from representative children being presented to the panel through a variety of communication methods. Phil Evans noted that this could be written into the contract with Advocacy providers.</p>	LAC Education Coordinator to distribute information when available.

DATE OF THE NEXT MEETING

11 April 2016

RESOLVED – T H A T the minutes of the Corporate Parenting Panel meeting be noted.

Reason for decision

To note the minutes.

C3181 EXTERNAL AUDIT PLAN 2016 (REF) –

The Audit Committee on 25 April, 2016 considered the above report of the Managing Director.

The Audit Committee considered the Council's External Audit Plan 2016 which was produced annually by the Wales Audit Office. The Auditor General for Wales was required to carry out an audit which discharged its statutory duties and fulfilled its obligations under the Public Audit (Wales) Act 2004, the Local Government (Wales) Measure 2009, the Local Government Act 1999 and the Code of Audit Practice. This involved the following:

- Examination and certification of the Council's financial statements to ensure they are true and fair;
- Assessment of the Council's arrangements for securing economy, efficiency and effectiveness in the use of resources;
- Audit and assessment of whether the Council has discharged its duties and met requirements of the Measure;
- Bespoke pieces of work aimed at enabling the Council to make improvements in economy, efficiency and effectiveness or financial or other management practices.

A copy of the External Audit Plan was attached at Appendix 1 to the report, with key highlights as follows:

- To issue a certificate and report on the Council's financial statements which include an opinion on their "truth and fairness". Whether the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources and report by exception if the Annual Governance Statement did not comply with requirements.
- To audit / independently examine the Joint Committee arrangements which are hosted by the Council, these being Shared Regulatory Services and Adoption Service. This would be the first year that the Council would need to produce Financial Statements for these bodies. In addition, an independent examination of the Welsh Church Act Fund would be undertaken in accordance with timescales agreed with the Council and the Charity Commission.
- A programme of performance audit work would be undertaken, however the Auditor General for Wales was unable to be specific at this time but was

working through the practicalities of designing an appropriate work programme and examining the implications of the reduction in grant funding with a view to ensuring, as far as possible, that there was little adverse impact on Local Authorities through fees.

Members discussed the proposals to explore alternative funding models in respect of fees for 2017/18. The Committee was advised that the majority of audit work in the Vale of Glamorgan was charged via fees, with all Wales work being funded directly through Welsh Government. It was planned that this would be considered in order to provide greater transparency around how fees were collected.

A Committee Member queried the need to secure continual improvement and asked what the driving force behind this was. In reply, the Committee was advised that this was being driven by the Local Government (Wales) Bill and through the Future Generations (Wales) Act 2015 around which the Vale of Glamorgan Council would need to demonstrate that it was continually improving. There were no specific benchmarking data, but the role of the Audit Office would be to highlight any issues around service provision and, if appropriate, make recommendations which could be statutory. Furthermore, the Committee was advised that the intention of the Wales Audit Office was not to evaluate the level of savings, but to comment on whether the Authority was moving in the right direction. Further context would be provided following publication of the report on the Corporate Assessment. In addition, a Committee Member stated that it would be the Council itself in conjunction with outside partnership who would be monitoring the effectiveness of service provision and he hoped that all performance indicators would be relevant to the local population.

Following consideration of the 2016 External Audit Plan, the Committee

RESOLVED – T H A T the External Audit Plan for 2016 be accepted and be referred to Cabinet for approval.

Reason for decision

To progress the External Audit work programme and to ensure that robust scrutiny of the External Audit Plan takes place.

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At the meeting the Section 151 Officer noted that the Auditor General for Wales was unable to provide a specific programme of work at this time with regard to the

performance audit work and this information would be provided in further updates to Cabinet.

Cabinet, having considered the recommendation of the Audit Committee

RESOLVED – T H A T the contents of the report be noted and the External Audit Plan 2016 attached at Appendix A to the report be approved.

Reason for decision

To progress the External Audit work programme and to ensure that robust scrutiny of the External Audit Plan takes place.

C3182 FINANCIAL RESILIENCE ASSESSMENT (REF) –

The Audit Committee on 25 April, 2016 considered the above report of the Managing Director.

The purpose of the report was to present Members with the Auditor General for Wales' Financial Resilience Assessment on the Vale of Glamorgan Council.

The report advised that in addition to the Auditor General for Wales' annual programme of audit and assessment work, he would also undertake a programme of Local Government Studies, normally consisting of three studies every year. As part of the programme of work, the Wales Audit Office had completed a Financial Resilience Assessment of the Vale of Glamorgan Council on behalf of the Auditor General for Wales.

The Financial Resilience Report was attached at Appendix A and summarised the key issues arising from the assessment work carried out during the period May to October 2015. The assessment's aim was to answer the following question:

Is the Vale of Glamorgan Council managing budget reductions effectively to ensure financial resilience?

This would take into consideration the following:

- Whether financial planning arrangements effectively support financial resilience
- If financial control effectively supports financial resilience
- Does financial governance effectively support financial resilience.

Overall, the report concluded that the Council's financial arrangements were effective but savings plans needed to be developed in more detail for future years. This conclusion was based on the findings in relation to financial planning, financial control and financial governance arrangements.

In addition, the report gave a risk rating to each of the following aspects:

Financial planning – Medium Risk – some shortcomings in systems, processes or information that may affect the ability to deliver the desired outcomes of the Council's financial plan

Financial control – Low Risk – arrangements were adequate (or better) with few shortcomings in systems, processes or information. Impact on the ability to deliver the Council's financial plan may be minimal

Financial governance – Low Risk – as above.

In addition, the Wales Audit Office had made three proposals for improvement, these being the following:

- Financial planning – develop more detailed savings plans to cover the period of the Medium Term Financial Plan
- Financial control – develop an income generation / charging policy
- Financial governance – develop key performance indicators to monitor the Medium Term Financial Plan.

In discussing the Reshaping Services programme, Members commented that they felt that they had seen very little information in the way of developments and updates. In reply, the Head of Finance stated that regular reports had been provided to Cabinet and Scrutiny Committees and it was planned for Corporate Performance and Resources Scrutiny Committee

to receive at least a quarterly update on developments. Furthermore, the Committee was advised that Tranche 1 savings from Reshaping Services would materialise during the current financial year, with Tranche 2 savings scheduled to come into effect during 2017/18. Therefore, there were no savings to report on prior to this current financial year.

RESOLVED – T H A T the Wales Audit Office report in respect of the Council's Financial Resilience Assessment be endorsed and referred to Cabinet for approval.

Reason for decision

To facilitate monitoring of the Audit function.

After presenting this item, the Leader stated that the report demonstrated the Council was prudent in how it carried out business. In agreement with the Leader, the Section 151 Officer added that this was a positive report that took the Council's comments into account and was a fair reflection of the Council's financial arrangements.

Cabinet, having considered the recommendation of the Audit Committee

RESOLVED – T H A T the contents of the report and the Financial Resilience Assessment attached at Appendix A to the report, including the three proposals for improvement, be noted.

Reason for decision

To note the contents of the report.

C3183 MATTERS WHICH THE CHAIRMAN HAD DECIDED WERE URGENT

RESOLVED - T H A T the following matters, which the Chairman had decided were urgent for the reason given beneath the minute headings be considered.

At the meeting, the Leader brought forward the following urgent items in order for them to be considered alongside the Service Plans 2016-20 report later on the Agenda.

**C3184 SERVICE PLANS 2016-20 - REGENERATION AND PLANNING AND
VISIBLE SERVICES AND TRANSPORT (REF) –**

Matter which the Chairman had decided was urgent by reason of the need to consider the reference from Scrutiny in conjunction with the Service Plans listed on the Cabinet Agenda for 23 May, 2016.

The Scrutiny Committee Environment and Regeneration on 17 May, 2016 considered the above report of the Managing Director.

The purpose of the report was to present the Regeneration and Planning and Visible Services and Transport Service Plans 2016-20 for consideration to the Committee.

A revised version of the Regeneration and Planning Service Plan had been forwarded to Members prior to the meeting.

The Head of Service for Regeneration and Planning in presenting his departments service plan advised that in response to proposals for improvement in the Council's most recent Annual Improvement Report by the Wales Audit Office, the Council had reviewed its Performance Management Framework to enable better demonstration of the contribution made at all levels of the organisation to priority outcomes. In line with the new Corporate Plan and Performance Management arrangements the Service Planning process for 2016/17 had been revised as below:

- Self-assessment activities required under the Local Government (Wales) Measure for the previous year had been incorporated into the Council's Annual Self-Assessment report that had been approved by Cabinet on 8th February 2016.
- The Self-Assessment report to Cabinet had been referred to all Scrutiny Committees in March 2016, with Committees being requested to confirm that they were content that the information contained in the report was an accurate reflection of performance in the previous year and that the actions for improvement identified were relevant to be carried forward to Service Plans for 2016/2017.
- In previous years, the self-assessment formed part of the Service Plan. This year, the self-assessment had been reported separately to all Scrutiny Committees in order to inform our Improvement Objectives, the 2016/17 Service Plans as well as the annual work programme of Scrutiny Committees.
- 15 Service Plans were being created at Head of Service level reflecting the new senior management restructure. By doing so and by reporting the self-assessments separately, Service Plans had become more concise, focused and forward looking documents.
- Service Plans would also reflect the new Corporate Plan well-being outcomes, objectives and actions relevant to each service.
- Service Plans were being presented to Scrutiny Committees during April and May 2016 by Directors and Heads of Service following approval of the Corporate Plan 2016-20 by Council during March 2016.
- The current approach to the monitoring and reporting on Service Plans would be replaced with quarterly reports against each of the Corporate Plan well-being objectives linked to the four well-being outcomes. This would enable Members to focus on scrutinising progress towards achieving the Council's well-being outcomes. Services will continue to report performance data quarterly to the Council's Performance Team. The Performance Team would

then use the information to produce the more focused well-being Outcome Reports.

The new Service Plans specifically identified how each Head of Service would contribute towards achievement of Corporate Plan Wellbeing Outcomes by asking two questions:

- "Which well-being objectives does the service contribute to and what actions will we be taking this year to achieve these?"
- "How will we manage our resources to achieve these actions and support our service?"

Informed by the self-assessment, the Service Plans also comprised a brief overview of the issues facing the service against each of the corporate health perspectives (Risk, Customer Focus, Resources- workforce, finance, assets, ICT). The plans also included an action plan for how resources would be used to support the delivery of well-being outcome actions as well as managing risks, collaboration and engagement activities.

The Council was currently consulting widely on proposed Improvement Objectives for 2016/17 and these would be reflected within relevant Service Plans once approved by Council in April 2016. The proposed Improvement Objectives and associated actions for 2016/17 reflected the four well-being outcomes in the Corporate Plan, ensuring that the Council was focusing on the areas in need of the most improvement. Underpinning the Service Plans the Directorate would also be developing Team Plans.

Appendices A and B within the Service Plans contained the Services Improvement Action Plan for 2016/17 which identified planned service actions, intended outcomes and key milestones, relevant performance measures to demonstrate progress, the responsible officers, timescales for completion and the anticipated resource requirements for planned actions.

During the discussion, a Member considered that the Council should be promoting and encouraging the use of electric vehicles and asked whether the Council was considering promoting the establishment of charge points on new developments. It was also considered important to promote the development of electric vehicles at petrol stations in order to encourage usage. In response the Head of Service advised that although the Department could encourage and promote such facilities it would however, not be in a position to impose this requirement as it would require national guidance and regulation. Although the Head of Service advised he was

currently aware that one local supermarket provided the facility the Council could only encourage developers at this stage.

In staying with the theme in relation to sustainability and environmentally friendly considerations, a Member also queried why air quality monitoring and such issues were not addressed in the Plan. It was subsequently considered that a recommendation should be referred to Cabinet that air quality monitoring was addressed within the Service Plan. Aware that this issue may be within the remit of the Homes and Safe Communities Scrutiny Committee it was accepted that the recommendation be referred to Cabinet for consideration.

In response to a query regarding work on the Esplanade the Cabinet Member for Regeneration and Education advised that work was being undertaken in relation to the need to understand any constraints and that consultation was to be undertaken during the current financial year within the locality. General renovation work is already planned including painting, the complete renewal of the seating area, planned replacement of any faulty lights and addressing issues in relation to the Cliff Top car park. There also needed to be a dialogue with residents in the area as to what they considered was required. However, that conversation could not take place until the risks and the layout were understood. A letter had also been received from Penarth Town Council to discuss a way forward which would be dealt with once the background work had been completed.

In referring to the issue of the Barry Island Link Road, (ref ERO3) a Member queried the latest completion date with the Cabinet Member responding that the developers were continually referring to a summer completion. The Chairman also reminded the Committee that the Consortium had been invited to attend a Scrutiny meeting but had declined.

Following on from the above discussion the Head of Visible Services and Transport highlighted a number of areas from the plan as outlined below:

During the year the department would be reviewing all local bus services as outlined under reference ER9. Under ER10 - work with Welsh Government to deliver improvements to Five Mile Lane this was being jointly delivered by the two teams from Visible Services and Regeneration. With regard to ER15 to continue to implement conversion of non LED to LED lighting a report had been requested by the Scrutiny Committee and had been referred from Cabinet and was to be considered later on the agenda. For ER16 - finalise the Waste Resource Action Programme with Welsh Government. It was envisaged that this may have implications for the way in which the waste service was operated in the future

throughout the Vale of Glamorgan. The Head of Service also highlighted the work being undertaken in relation to flood alleviation schemes under ER18. Appendix B to the report referred to integrated planning in the service area with the Head of Service highlighting the reference at CP1 being the action to deliver the changes necessary to Visible and Transport Services to achieve savings of £2.62 million this year and a further £2.4 million next financial year.

Following the presentation of the overview of the report discussion ensued as below:

Ref and Question	Response
<p>ER3 - Further the feasibility study to get buses over the Cardiff Bay Barrage including further consideration of a Cosmeston Park and Ride facility.</p> <p>It being noted that further collaboration with Cardiff Council to ensure they were progressing the feasibility to provide bus services along this corridor. The question was put as to whether a ferry service could be developed from Penarth Marina to Cardiff and whether this could be included in the City Deal Project.</p>	<p>The Cabinet Member advised that as Chairman of the Cardiff Bay Advisory Committee she would request a report to the Advisory Committee to consider transport links.</p>
<p>ER13 - Lifeguard provision provided in accordance with the arrangement with the RNLI at Barry Island, Llantwit Major, Southerndown and Ogmore by Sea beaches.</p> <p>A Member queried why Penarth was not included.</p>	<p>The lifeguard programme arrangement existed at the locations identified in the report but not at Penarth.</p>
<p>ER15 - Purchase of new vehicles. New environmental friendly vehicles purchased as necessary in accordance with service needs.</p>	<p>The purchase of electrical vehicles was an expensive operation and the Department would continue to ensure that they were purchasing the most economical, effective and environmentally friendly vehicles although of note, was the fact that electric vehicles were not in sufficient mass production at present for use as technical vehicles.</p>

<p>ITVT1 - Further promote the use of Oracle to manage service complaints and service requests.</p> <p>A Member sought assurance as to why this was not currently in place and what was the specific issue.</p>	<p>The Visible Services and Transport Department was currently considered to be the main user of the system and the reason for the action was due to the fact that the Department was probably the highest receiver of complaints and compliments. The department always considered how best it could improve on information and the use of new technology and how it could best serve its customers was important. The Head of Service stated that it was her intention to consider a dash-board type facility (in conjunction with the Customer Complaints Officer) for Members information which would show details of complaints and compliments received.</p>
<p>ITV3 - Purchase of an Asset Management System for the Leisure Service.</p> <p>A Member sought clarification in respect of this action.</p>	<p>For Members clarification this was an ICT system for Parks and Grounds Maintenance and was not related to the contract with Legacy Leisure.</p>
<p>ER16 - Introduce revised enforcement policy to reduce litter, fly tipping and dog fouling offences.</p> <p>A Member sought clarification in respect of this action.</p>	<p>There were existing resources in house that delivered fixed penalty notices together with an educational arm to educate people. However, the intention is to work with a partner to assist in relation to environmental crime and a report was due to be considered by Cabinet in this respect in the forthcoming weeks.</p> <p>In response, the Member advised that in their view the more vigilant the Council was the more likely ER19 (Obtaining Seaside Awards for Jacksons Bay and Cold Knap, Barry) would be achieved.</p> <p>In referring to awards the Committee was also advised that a decision was</p>

	<p>imminent for 19th May 2016.</p> <p>At this point Members also took the opportunity to congratulate officers on the work undertaken with the Beach Huts to date. Committee was subsequently advised that 12 Beach Huts had been let for the next year on an annual rental and that a local business had offered to assist with key collection and drop off.</p>
<p>ER18 - Flood Alleviation Schemes –</p> <p>A question was raised as to whether these were on track and whether there were any foreseeable problems.</p>	<p>The Department had been successful in obtaining funding for the schemes and subject to receiving all the relevant permits, it was anticipated that the work would be undertaken during the current financial year. It being noted that for Llanmaes the public meeting stated in the report as 16th May was actually due to take place in June 2016 it was suggested that the Service Plan be amended accordingly.</p>

Following a lengthy discussion in relation to both Service Plans it was subsequently

RECOMMENDED -

- (1) T H A T the Service Plans be endorsed.
- (2) T H A T Cabinet be recommended to include air quality monitoring in the appropriate service plan.
- (3) T H A T the Visible Services and Transport service plan be amended to reflect that the public meeting referred to above was due to take place in June 2016.

Reasons for recommendations

- (1) In order that the Plans can be confirmed as the primary documents against which performance will be measured.
- (2) To allow Cabinet to consider the addition in order to appropriately reflect improvement priorities.

(3) For clarification purposes.

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

RESOLVED – T H A T the recommendations of the Scrutiny Committee Environment and Regeneration be noted and considered alongside the Service Plans 2016-20 report later on the Agenda.

Reason for decision

To consider the recommendations of the Scrutiny Committee Environment and Regeneration alongside the Service Plans 2016-20 report later on the Agenda.

C3185 SERVICE PLAN 2016-20: HOUSING AND BUILDING SERVICES (REF) –

Matter which the Chairman had decided was urgent by reason of the need to consider the reference from Scrutiny in conjunction with the Service Plans listed on the Cabinet Agenda for 23 May, 2016

The Scrutiny Committee Homes and Safe Communities on 18 May, 2016 considered the above report of the Director of Environment and Housing.

Committee received the Housing and Building Services Service Plan (2016-20).

Service Plans for 2016-20 specifically identified how each Head of Service would contribute towards the achievement of Corporate Plan wellbeing outcomes by asking two questions:

- “Which wellbeing objectives does the service contribute to and what actions will we be taking this year to achieve these?”
- How will we manage our resources to achieve these actions and support our service?”

Informed by the self-assessment, the Service Plans also comprised a brief overview of the issues facing the service against each of the corporate health perspectives (risk, customer focus, resources - workforce, finance, assets, ICT). The plans also

included an action plan for how resources would be used to support the delivery of wellbeing outcome actions as well as managing risks, collaboration and engagement activities.

The Council was currently consulting widely on proposed Improvement Objectives for 2016/17 and these would be reflected within relevant Service Plans once approved by Council in April 2016.

Appendix 1 to the report contained the Service Plan for Housing and Building Services. Key areas of note within the Service Plan were:

- Section 1 - Introduction: Sets the context for the Service Plan and provides an overview of the service area, the purpose of the plan, and the key service considerations which have informed development of the plan.
- Section 2 - Our Priorities for 2016-20: Outlines the specific actions that the service will be taking during 2016/17 to contribute towards the corporate well-being objectives and outcomes. It also identifies the key enabling actions the service will be taking to support its achievement of the well-being outcomes for example through reshaping of its services.
- Section 3 - How we work and our Resources: Describes how the service will use its resources to deliver its priorities in the Service Plan and outlines key workforce development priorities, significant ICT projects, required budget savings and areas of focus in relation to assets, procurement and major capital projects. This section also identifies how the service will engage with stakeholders and work in partnership/collaborate to achieve its priorities and incorporates a service risk evaluation.
- Appendix A and B (within the Service Plan) contains the Service Improvement Action Plan for 2016/17. This identifies planned service actions, intended outcomes and key milestones, relevant performance measures to demonstrate progress, responsible officer, timescales for completion and the anticipated resources requirements of planned actions.
- The revised Service Plan format, which takes on board comments and feedback received by the Policy and Performance Team (PPT) in the past, is intended to be easier to complete and will facilitate clearer links with team plans. It is recognised, however, that the format will continue to evolve over the next couple of years as the new performance management arrangements are bedded in.

The Environment and Housing Services Directorate would now develop Team Plans to underpin their Service Plans.

The Head of Housing and Building Services advised that the Service Plan was much improved on previous versions and picked up on the 'golden thread' approach.

The Head of Housing and Building Services spoke of new initiatives that would have an effect in the forthcoming year:

- The new-build programme, due to commence in September.
- Changes to Housing Benefits.
- Pressures on the budget.
- The Supporting People Grant.

Members spoke of the aging work force, which had an effect on the sickness absence figures.

Members also spoke of the pilot room share housing initiative and requested that Committee receive a report on this initiative.

In considering the structure of the Service Plan, Members of the Committee felt that there were still two areas of weakness that should be addressed in future Service Plans:

1. There was no section for analysis of strengths and weaknesses in delivery of the 'main functions' which would inform the priorities and actions to follow.
2. The Action Plan format listed individual 'actions' first and then 'outcomes' expected from each action; this was action focussed not outcome focussed as required. It was felt that intended outcomes should be identified first and then the actions listed which would contribute to achieving each outcome. This would provide a more purposeful approach with coherent grouping of actions towards outcomes, and prompt considerations of actions necessary or desirable to achieve outcomes which were not currently undertaken.

Committee felt that the comments should be submitted to Cabinet for consideration.

Discussions further ensued regarding:

- Difficulties being experienced in filling vacant posts.
- The timescales involved in Anti-Social Behaviour Management.

Having considered the Service Plan 2016-20: Housing and Building Services, it was

RECOMMENDED -

- (1) T H A T the Housing and Building Services Service Plan for 2016-20 be endorsed.
- (2) T H A T Cabinet be informed of the view of the Committee that there were still two areas of weakness that should be addressed in future Service Plans, i.e.
 1. There was no section for analysis of strengths and weaknesses in delivery of the 'main functions' which would inform the priorities and actions to follow.
 2. The Action Plan format listed individual 'actions' first and then 'outcomes' expected from each action; this was action focussed not outcome focussed as required. It was felt that intended outcomes should be identified first and then the actions listed which would contribute to achieving each outcome. This would provide a more purposeful approach with coherent grouping of actions towards outcomes, and prompt considerations of actions necessary or desirable to achieve outcomes which were not currently undertaken.

Reasons for recommendations

- (1) To confirm the Service Plan as the primary document against which performance for the Housing and Building Services will be measured.
- (2) To better reflect the format of the Service Plan.

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

RESOLVED – T H A T the recommendations of the Scrutiny Committee Homes and Safe Communities be noted and considered alongside the Service Plans 2016-20 report later on the Agenda.

Reason for decision

To consider the recommendations of the Scrutiny Committee Homes and Safe Communities alongside the Service Plans 2016-20 report later on the Agenda.

C3186 SERVICE PLANS 2016-20 (L) (SCRUTINY COMMITTEES – ALL) –

Cabinet was presented with the Service Plans for 2016-20.

Service Plans were the primary planning documents used by the Council and were key building blocks in the performance management framework. An annual review of planning arrangements was undertaken to ensure that the Council's plans continued to meet statutory requirements and to continuously improve the approach to performance planning and monitoring.

Service Plans had been created at Head of Service level reflecting the new senior management restructure. By doing so, and by reporting self-assessments separately, Service Plans had become more concise, focused and forward looking documents that reflected the new Corporate Plan Well-being Outcomes, Objectives and actions relevant to each service. Service Plans were presented to Scrutiny Committees during April and May 2016 by Directors and Heads of Service following approval of the Corporate Plan 2016-20 by Council during March 2016.

Service Plans for 2016-20 specifically identified how each Head of Service would contribute towards achievement of Corporate Plan Well-being Outcomes by asking two questions:

- "Which Well-being Objectives does the service contribute to and what actions will we be taking this year to achieve these?"
- "How will we manage our resources to achieve these actions and support our service?"

Informed by the self-assessment, the Service Plans also comprised a brief overview of the issues facing the service against each of the corporate health perspectives (Risk, Customer Focus, Resources- workforce, finance, assets, ICT). The plans also included an action plan for how resources would be used to support the delivery of well-being outcome actions as well as managing risks, collaboration and engagement activities.

Service Plans were available on the Council's website at the following link: http://www.valeofglamorgan.gov.uk/Documents/_CommitteeReports/Cabinet/2016/16-05-23/Appendices/Service-Plans-2016-20.pdf and were available to view in the Member's room.

Key areas of note within the Service Plans were:

- Section 1- Introduction
- Section 2 - Our Priorities for 2016-20
- Section 3 - How we work and our Resources
- Appendices A and B contained the Service Improvement Action Plan for 2016/17

These Service Plans had been discussed at the relevant Scrutiny Committees and were now being presented to Cabinet for final approval.

At the meeting, the Leader noted that the Scrutiny Committee Healthy Living and Social Care had endorsed the following Service Plans with no other formal recommendations:

- Adult Services
- Children and Young People Services
- Business Management and Innovation

The Managing Director drew attention to Paragraph 10 of the report, which gave a brief synopsis of the Scrutiny Committee discussions, which had now all been presented to Cabinet. In response to the comments from the Scrutiny Committee Homes and Safe Communities, he noted that the new Service Plans had deliberately moved away from identifying strengths and weakness as this analysis would now be detailed in the annual Self-Assessment report and this would therefore be a duplication of work. He further commented that the second point was more an issue of presentation and the Service Plans focused the Corporate Plan to each specific service level which was why actions came first.

The Leader commented that the Corporate Plan fed into the Service Plans which would feed into individual Team Plans. After seeking the views of the other Cabinet Members, he concluded that the comments from the Scrutiny Committees should be noted with any actions considered in the Self-Assessment and specific details addressed in Team Plans. Therefore, Cabinet in principle would agree the Service Plans and looked forward to the Self-Assessment.

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 Service Plans for 2016-20 be agreed.

Reason for decision

To confirm the Service Plans as the primary documents against which performance for the relevant service areas would be measured.

C3187 CORPORATE WORKFORCE PLAN (2016-20) (L) (SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) –

Approval for the new Corporate Workforce Plan 2016-20 attached at Appendix A to the report was sought.

The Corporate Workforce Plan 2016-20 (the Plan) had been drafted as part of the workforce planning processes carried out across services and the wider Council. The Plan aimed to ensure that the Council had the right employees, in the right place to meet future service needs. The Plan reflected the vision and values as set out in the new 2016-20 Corporate Plan and the wider planning strategies as set out in the Medium Term Financial Plan, ICT Strategy and the Asset Management Strategy.

Workforce planning was a process for seeking to identify and address gaps between the workforce of today and the human resource needs of the future. The structure of the Plan aimed to facilitate this by following the sequential steps as set out below:

- Look at the vision for Council over the next four years (section 3)
- Look at the contextual issues and hurdles in achieving the vision (section 4)
- Analyse our current workforce (section 5)
- Consider the needs of our future workforce (section 6)
- Undertake a "gap analysis" between the "current" and "future" workforce (section 6)
- Action plan on the basis of the above (section 6 and Appendix C of the Plan)

The twenty six actions as set out in Appendix C of the Plan attached as the Appendix to the report were the result of the above process and also reflected the common themes from the service based workforce planning process as carried out over the recent months. The actions fell into one of six workforce planning themes for 2016-20 as set out below:-

- Reshaping services and a reshaped workforce profile
- Leadership and succession planning
- Employee engagement: maintaining the momentum
- Capacity, capability and performance

- Optimising the skills and abilities of our workforce
- A workforce reflecting the wider community

The Plan would continue to be reviewed and updated as part of the service planning process and use the "workforce planning cycle" as set out at Figure 5 on page 28 of the Plan. The outcomes of the Plan would help to inform and refresh the Council's Human Resources, Employee Engagement and Training and Development Strategies.

After presenting this item, the Leader commented that a tremendous amount of work had gone into this report which also demonstrated good collaboration with the Unions and the Leadership Café. He also drew attention to the Workforce Profile and the Action Plan on page 29 and page 46, respectively, of the Appendix attached to the report, stating that good staff were clearly vital to the success of Council work.

The Head of Human Resources explained that this was the second Corporate Workforce Plan, however it now mirrored the Corporate Plan and reflected the new Staff Charter. The document also brought together themes from individual services to determine workforce planning and incorporate parts of the Well-being of Future Generations (Wales) Act 2015.

The Deputy Leader stated that this was a very positive piece of work. She highlighted the six workforce planning themes for 2016-20 as highlighted in paragraph 8 of the report, and sections 6.40 and 6.71 of the Corporate Workforce Plan that discussed flexible working practices, as good examples of productive planning for the future.

The Cabinet Member for Building Services, Highways and Transportation added that this was a spectacular piece of work, and he asked that his appreciation to the staff involved be recorded.

This was a matter for Executive decision

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

RESOLVED – T H A T the Corporate Workforce Plan 2016-20 attached at Appendix A to the report be approved and thanks be given to all staff that had worked to bring this Plan to fruition.

Reason for decision

To help the Council meet its workforce needs over the next four years in accordance with the vision and objectives set out in the Corporate Plan.

**C3188 REVISED MANAGING ATTENDANCE AT WORK POLICY (L)
(SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) –**

Consideration and approval was sought for the new Managing Attendance at Work Policy attached at Appendix A to the report for Council staff following consultation and agreement with the trade unions.

Discussions had been ongoing with the recognised trade unions in relation to the adoption of a new Management of Attendance Policy. The request to review the current Policy was initially raised by the trade unions in response to concerns about the application of certain provisions within the Policy. Specific issues which had guided discussions included a small increase in absence levels over the last two years, a recognition that a particular focus needed to be placed on the management of long term absence and the need for a Policy which was congruent with the principles of the Council's Staff Engagement Strategy.

Agreement was reached with the recognised trade unions on 4 May, 2016 subject to approval of Cabinet and a review period over the next 18 months.

The new Policy would help to meet the changing needs of the Council going forward. It reflected the principles as set out in the new Staff Charter (as approved by Cabinet on 11 April, 2016) and helped to focus attention on the biggest challenges when managing attendance.

The main features of the new Policy were as follows:-

- It provided clarity in relation to the mutual expectations of managers and staff in the context of attendance management.
- It broadened the range of "triggers" for managers to use in managing attendance and to help guide appropriate interventions (as set out in paragraph 10.1 of the Policy).
- It continued to require a sequential "advisory notice" style approach in the management of short-term, intermittent and unpredictable absence (as set out in section 11 of the Policy).
- It separated out the management of long term/chronic sickness absence requiring more of a case management approach to such absence (section 12 of the Policy). Long term absence over the last year accounted for 69% of all absence compared with 67% in the previous year.

An important addition to the Policy was the mechanism for managing employee absence patterns which combined both long and short term absence. This was based on introducing a modified version of the "Bradford Factor" weighting formula as a generic trigger. This was set out in paragraphs 13.2 and 13.3 of the Policy. In encouraging a case management approach to long term/chronic absence the new Policy was seen as having a positive impact for employees with protected characteristics and particularly for employees who had disability related absence. A full copy of the Equality Impact Assessment report was attached at Appendix B to the report.

Subject to the approval of Cabinet it was proposed to run a series of briefing sessions with all managers up to the end of September 2016 with a view to implement the new Policy from 1 October, 2016. The Policy would then be subject to review with the trade unions on a six monthly basis.

At the meeting the Leader noted that this document had been developed with Trade Union involvement to create a Policy that engaged with staff and was not enforced on them. He further noted that the report dovetailed with recent reports to Cabinet that had established the new Care First 24/7 service. He also highlighted the importance of the new "Welcome back to Work" meeting ethos as it made a difference to staff when their Well-being was considered.

The Head of Human Resources explained that this was a core HR policy that had been managed well in the past, but needed updating to provide a different approach for the future. The Revised Managing Attendance at Work Policy was evidence based and focused on lowering long term sickness rates. The Policy drew on the new Staff Charter and established a different relationship with the Workforce: supporting staff to support the Council. As such, this revised Policy had the agreement and endorsement of the Trade Unions.

The Deputy Leader added that this policy would enable mature conversations with staff regarding sickness and would allow the Council's good attendance rates to be managed and upheld.

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 Managing Attendance at Work Policy as set out in Appendix A attached to the report, be approved.

Reason for decision

To help maintain high levels of staff attendance across the Council and support those employees who were unable to attend work due to sickness absence.

**C3189 GRANTS TO VOLUNTARY ORGANISATIONS 2016/17 (L)
(SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) –**

Approval was sought to award a grant from the 2016/2017 and 2017/2018 corporate revenue budget to Glamorgan Voluntary Services (GVS).

In previous years the Council had awarded grant funding to the former Vale Centre for Voluntary Services and the Vale Volunteer Bureau. Following the merger of the two organisations in April 2016 the Authority awarded a grant of £116,500 to GVS in 2016/2017 which represented the total of the funding available to the former organisations in the previous financial year. When this level of funding was finalised, it was agreed that future funding levels would be discussed during 2015/2016.

Discussions had taken place with officers and Board Members from GVS. As a result, it had been agreed that a two year grant be awarded to GVS in the sum of £106,015 in 2016/17 and £95,530 in 2017/18. This funding represented a 9% reduction in both 2016/17 and 2017/18. Thereafter, the level of grant would need to be reviewed taking account of how far Reshaping Services had developed in the Authority and the role that GVS played in supporting the third sector in the Vale and the work of the Local Authority.

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 a grant of £106,015 to Glamorgan Voluntary Services (GVS) for the financial year 2016/17 and a further allocation of £95,530 in 2017/18 be approved.

Reason for decision

To award monies to assist a voluntary organisation.

**C3190 EXTERNAL FUNDING: COASTAL ACCESS IMPROVEMENT
GRANT 2016-17, RIGHTS OF WAY IMPROVEMENT GRANT 2015/16 (L)
(SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) –**

Cabinet was informed of two external funding grant applications and the use of the Managing Director's emergency powers, and approval was sought for the work being undertaken and acceptance of the grant and associated conditions.

The Coastal Access Improvement Programme (CAIP) was a scheme funded by the Welsh Government to deliver its commitment to increase public access to the coast of Wales for visitors and local people. The programme was managed by Natural Resources Wales with the development and delivery of local improvement programmes led by Local Authorities.

The Vale of Glamorgan Rights of Way Improvement Plan (ROWIP) was adopted in November 2007. Each year the Welsh Government, through Natural Resources Wales provided a grant scheme to support the delivery of the implementation of the actions and improvements as detailed by the ROWIP. The ROWIP comprised of a number of programme actions that aimed to assist in the delivery of Rights of Way Objectives as set out by Natural Resources Wales. The deadline for acceptance of the Rights of Way Improvement Plan Grant was 1 April, 2016; therefore emergency powers were used in order to accept funding to continue to deliver the Rights of Way Improvement Plan in accordance with the Council's statutory duties.

The total funding sought for the CAIP grant was £132,730, and an additional £6,410 was sought in revenue match funding. Improvement projects had been identified to Natural Resources Wales and had been approved in principle at 100% grant rate, this allocation amounted to £113,500. In addition, an allocation for coastal path maintenance at 75% grant rate had been advised. In the Vale for 2016-17 this amounted to £19,230 of grant to be matched by £6,410. It was anticipated that this would be issued each year over the life of the programme.

The total Capital funding sought for the ROWIP was £31,136. The project comprised a number of programme actions aimed to assist in the delivery of ROWIP objectives. Four actions proposed for the year included: the dedication of rights at Summerhouse, £15,000; the adoption of path coordination works, £6050; the regularisation of definitive map anomalies and resolution of long standing issues by order, £7,500; and 30 kilometres of vegetation clearance, £2,586.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the use of the Managing Director's emergency powers to approve acceptance of the Rights of Way Improvement Plan Grant 2016-17 and the proposed use of the funding be noted.
- (2) T H A T the Coastal Access Improvement Grant 2016-17 and the grant terms and conditions be accepted.
- (3) T H A T subject to Welsh Government approval, the inclusion of both the £31,136 Rights of Way Improvement Grant and £132,730 Coastal Access Improvement Grant and the £6,410 match funding into the Capital Programme be approved.

Reasons for decisions

- (1) Due to the urgency involved in accepting the Rights of Way Improvement Grant 2016-17, the use of emergency powers was required to accept funding in order for the Rights of Way Improvement Plan to continue to be delivered.
- (2) To allow grant funding to be accepted in order to deliver the Coastal Access Improvement Programme.
- (3) To include both grants within the Capital Programme.

C3191 ICT CODE OF CONDUCT (L) (SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) –

Cabinet was asked to endorse the revised ICT Code of Conduct.

The Council had a number of policies in place to inform staff of their responsibilities in relation to the use of the Council's ICT system and, where necessary, enforce the rules and regulations that all users needed to follow. The previous ICT Code of Conduct was in need of updating due to the changes in technology, law and working practices now in place. This document applied to staff only. A separate ICT Code of Conduct for members was being updated following discussions at the Democratic Services Committee last year.

The Council was dependent on its ICT systems, networks and communications facilities to carry out its business. These facilities and the data stored and processed on them formed part of the Council's critical information assets. Protecting the confidentiality, integrity and availability of these assets was critical to the Council delivering services and meeting its legal, statutory and regulatory obligations. The ICT Code of Conduct was intended to form part of every Council employee's contract of employment and contained mandatory policies for the use of ICT facilities.

All staff had to comply with the ICT Code of Conduct in order to use the Council's ICT facilities and any member of staff failing to do so would be considered in breach of their employment contract. This may result in disciplinary action being taken. A copy of the revised ICT Code of Conduct was attached at Appendix A to the report and it was recommended that the document be reviewed on an annual basis and modified as appropriate and necessary.

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 ICT Code of Conduct attached at Appendix A to the report be endorsed.

Reason for decision

To ensure that the Council had an up to date ICT Code of Conduct.

C3192 RELEASE OF RESTRICTIVE COVENANT ON LAND ADJACENT TO ST JOSEPH'S RC PRIMARY SCHOOL, PENARTH (RE) (SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) –

Approval was sought for the removal of a restrictive covenant on privately owned land adjacent to St Joseph's RC Primary School which prevented house building on the site.

The land to the south of the school off Sully Road was sold by South Glamorgan County Council in 1985. The sales agreement included a restrictive covenant limiting the use of the land by the new owner to agricultural, fields or public open space. Restrictive covenants were not time limited and passed with the sale of the land to

future purchasers; they could only be removed by the party initially imposing the covenant.

The site measured approximately 5.89 acres and was included within the draft Local Development Plan as a potential housing site and had received strong interest from a housing developer. The Council had been approached by the existing landowner with a request to release the restrictive covenant to allow the housing development to progress. The Council's Planning Committee resolved to approve a full planning application (reference 2014/00460/FUL) for the residential development of the site on 3 September, 2015 subject to the signing of a section 106 legal agreement which was being finalised.

The Council could agree to the removal of the restrictive covenant if it was no longer considered to be a benefit to the Council. This would allow the current owner to develop the site for housing or any other purpose, subject to planning approval.

Officers within the Learning and Skills and the Estates Department were of the opinion that the restrictive covenant was no longer of benefit to the Council. The preferred option was to undertake an independent valuation to release the covenant and negotiate with the current landowner to achieve this receipt which would be transferred to the Education Capital Receipts reserve.

After presenting this item, the Deputy Leader stated that this was a 'tidying up' report as this development had been going through the planning system for the last 18 months and the site had been included in the draft Local Development Plan and planning permission had been approved. She also noted that funding from this development would be used for Education purposes.

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 release of a restrictive covenant related to land to the south of St Joseph's RC Primary School which limited the use of the land to agricultural or public open space, be approved.

- (2) T H A T the Head of Financial Services be authorised to obtain an independent valuation for the release of the restrictive covenant and negotiate with the freehold landowners to agree terms for releasing the covenant.
- (3) T H A T the Head of Legal Services be authorised to enter into all necessary documentation or agreements in order to complete and execute the release of the restrictive covenant.
- (4) T H A T the sum received by the Council to release the covenant be held in the ring fenced Education Capital Receipts Reserve.

Reasons for decisions

- (1) To allow housing development on the site subject to gaining planning consent for the development.
- (2) To progress the release of the restrictive covenant.
- (3) To finalise the release of the restrictive covenant.
- (4) To support future school investment projects.

C3193 JENNER PARK CLUBHOUSE (VLRS) (SCRUTINY COMMITTEE - ENVIRONMENT AND REGENERATION) –

Approval was sought to renew the temporary licence arrangements with Barry Town United AFC (the Club) in respect of its use of the lounge area at the Jenner Park Clubhouse.

Cabinet approved the construction of a new 3G pitch at Jenner Park Stadium and 3G 5-a-side pitches at the Colcot Sports Centre at its meeting on 11 May, 2015 (Minute C2774). Following this, Cabinet agreed a short term licence to the Club to use the lounge area of the Jenner Park Clubhouse at its meeting on 19 October, 2015 (Minute C2943). Discussions regarding future management arrangements at Jenner Park remained on-going as the process of developing a potential trust model was taking longer to explore than first envisaged. The Council was however continuing to manage the day to day use of the site without any significant issues and usage had continued to increase.

The report proposed to renew the licence for the use of the lounge area at the Clubhouse for a period of up to 24 months while the long term management of Jenner Park continued to be investigated and considered.

The Club had recently received confirmation from the Welsh Football Association that Jenner Park met the ground criteria required for Welsh Premier League Football whilst some of their close rivals for promotion did not have this in place, therefore increasing the possibility of promotion for Barry. The use of the Clubhouse was integral to this requirement.

The report recommended that the fee for the lounge area of the Clubhouse be increased to £300 per month from the previous £250 per month and that the cost of any specifically metered utilities also be passed onto the Club as licence holder. Should the Licence still be in operation on 1 April, 2017 the fee would be considered as part of the review of fees and charges for Leisure Services. This would be reflected in the terms and conditions of the licence.

At the meeting, the Leader noted that there would be a slight change from the recommendations of the report: the matter would now be referred to the relevant Scrutiny Committee as per the Cabinet and Scrutiny Work Programmes which were approved at the last Cabinet meeting after this report had been drafted. Therefore, the proposed licence arrangements would be postponed to commence on 1 July, 2016 to allow the relevant Scrutiny Committee to consider 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 proposed temporary licence arrangements with Barry Town United AFC (the Club) in respect of its use of the lounge area at the Jenner Park Clubhouse as outlined in the report be referred to the Scrutiny Committee Healthy Living and Social Care for consideration.
- (2) T H A T subject to resolution one above, a further licence for the use of the lounge area at Jenner Park Clubhouse be granted to the Club for a period of up to 24 months and upon appropriate terms and conditions to be agreed in consultation with the Head of Financial Services.

- (3) T H A T subject to resolution one above, a licence fee of £300 per month plus the cost of any specifically metered utilities from 1 July, 2016 to 31 March, 2017 be approved.
- (4) T H A T subject to resolution one above, provision be made within the licence for the Council to make use of the facility up to at least 3 times per month for its own purposes and at no cost.
- (5) T H A T a further report be provided to Cabinet on proposals for the long term management of the Jenner Park Stadium in due course.

Reasons for decisions

- (1) To enable the proposed temporary licence arrangements with Barry Town United AFC (the Club) in respect of its use of the lounge area at the Jenner Park Clubhouse to be progressed following consideration by Cabinet and the relevant Scrutiny Committee.
- (2) To enable the Club to continue operating the Clubhouse building whilst the long term management of the stadium is considered.
- (3) To provide an income to the Council for the use of the space and to ensure that all utility costs specifically associated with the lounge area be borne by the Club as licence holder.
- (4) To enable the Council to make use of an attractive asset owned by the Council.
- (5) To allow detailed negotiations to continue regarding future management arrangements.

C3194 PETERSTON-SUPER-ELY PLAYING FIELDS (VLRS) (SCRUTINY COMMITTEE - ENVIRONMENT AND REGENERATION) –

Cabinet was asked to consider a request from Peterston-Super-Ely Community Council to be granted a long-term lease of Peterston-Super-Ely Playing Fields including land currently occupied by Peterston-Super-Ely Tennis Club and to also agree to the dedication of the land as a Field in Trust.

The Vale of Glamorgan Council was approached by Peterston-Super-Ely Community Council who sought to acquire Peterston-Super-Ely Playing Fields. The land, which was shown hatched at Appendix A attached to the report, was in the freehold ownership of the Vale of Glamorgan Council as the successor authority of Cardiff Rural District Council.

Following discussions between the respective officers, appropriate terms had now been agreed, subject to Cabinet authority. The lease would be for a 99 year term at a peppercorn rent; it would include land currently leased to Peterston-Super-Ely Tennis Club; it would restrict the permitted use of the land for the purposes of sports and recreation only and would contain covenants related to the management and maintenance of the land as public open space/public amenity land/playing fields accessible to the public.

Recently, the Community Council had asked if, as the freeholder of the land, the Council would be prepared to enter into a deed of dedication with the charity 'Fields in Trust'. This would mean that the land would become subject to a covenant that the playing fields, and associated facilities for sport, play and recreation would be protected as such in perpetuity. A letter of request in respect to this was attached at Appendix B to the report.

The dedication of the land as a Field in Trust would prevent the land from being used for any purpose other than as playing fields without consent first being received from the 'Fields in Trust' charity and this would be in accord with the terms of the lease. The advice from Fields in Trust Cymru was that this would need to be a joint dedication by the Council as freeholder and the Community Council as leaseholder.

The proposal would not be subject to the Council's Community Asset Transfer Guidance 2016-20 as negotiations were opened prior to its implementation. That said, this was an example where working with a Community Council on a Reshaping theme could yield benefits to both parties and was an example of the work being progressed under the Town and Community Councils and Voluntary Sector Reshaping Services project.

After this item was presented, the Leader read out the following statement, which had been received from the local Ward Member, Cllr Rhodri Traherne, as a response to Ward Member consultation:

"I fully support the proposal for a 'Field in Trust' with a 99 year lease, and I am most grateful to the Cabinet Member and the Director for supporting the Community Council in hopefully bringing this matter to a most satisfactory conclusion."

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 request by Peterston-Super-Ely Community Council for the leasehold acquisition of Peterston-Super-Ely Playing Fields, including land occupied by Peterston-Super-Ely Tennis Club and their request that the fields be dedicated under the 'Fields in Trust' scheme, be noted.
- (2) T H A T delegated authority be granted to the Director of Environment and Housing, in consultation with the Head of Financial Services and the Cabinet Member for Visible, Leisure and Regulatory Services, to offer the land shown hatched at Appendix A attached to the report to the Peterston-Super-Ely Community Council by way of a 99 year lease which will be subject to the agreed terms which include restrictions and covenants that the land will be retained, maintained and managed as public open space.
- (3) T H A T delegated authority be granted to the Head of Legal Services, in consultation with the Director of Environment and Housing and the Cabinet Member for Visible, Leisure and Regulatory Services, to advertise the land shown hatched at Appendix A attached to the report for disposal by lease to the Peterston-Super-Ely Community Council as required by section 123(2A) of the Local Government Act 1972.
- (4) T H A T delegated authority be granted to the Director of Environment and Housing Services in consultation with the Head of Legal Services to arrange and progress as appropriate the dedication of the land (as shown at Appendix A attached to the report) as a 'Field in Trust' jointly with the Peterston-Super-Ely Community Council.
- (5) T H A T delegated authority be granted to the Head of Legal to prepare, complete and execute the required legal documentation for both the lease to the Peterston-Super-Ely Community Council and the Fields in Trust dedication.

Reasons for decisions

- (1) To note the requests received.
- (2) To grant the necessary authority to offer Peterston-Super-Ely Community Council a lease of the land on suitable terms.

- (3) To comply with relevant legislation in respect to the sale or lease of public open space land.
- (4) To authorise the dedication of the freehold land as a 'Field in Trust'.
- (5) To legally formalise an appropriate lease arrangement and the 'Field in Trust' dedication.

C3195 COMMUNITY CARE CHARGES FOR NON-RESIDENTIAL SERVICES 2016/17 (HSCH) (SCRUTINY COMMITTEE - HEALTHY LIVING AND SOCIAL CARE) –

Approval was sought for the charges which would be levied in 2016/17 for non-residential community care services which the Council either provided directly or commissioned.

A charging policy for non-residential community care services had been in operation in the Vale of Glamorgan since 1993. It was last reviewed in 2011. The Measure gave local authorities in Wales a discretionary power to impose a reasonable charge upon adult recipients of non-residential community care services. Additionally, the Welsh Government was provided with authority to determine the maximum weekly charge any individual service user could be asked to pay, which was initially set at £50.00 per week and had risen incrementally to £60 per week.

Implementation of the Social Services and Wellbeing (Wales) Act 2014 required the Authority to review its charging policy for non-residential services to ensure its compliance with the Regulations and Charging Code of Practice issued under the Act 2014. This work was ongoing and a further report would be presented to Cabinet for approval of any revised policy.

Non-residential community care services were made available through a range of providers, including the Council. Those clients who received their service from the independent sector were charged in accordance with the rate the provider charged the Council. A review of the charges levied in 2011 highlighted that the users of Council-provided services were receiving their services at a subsidised rate. In November 2011, it was agreed by Cabinet (Min. No. C1519) that the Council should move to full cost recovery for these services. Acknowledging that this would have an adverse impact on some service users, the change was to be phased in over a three-year period.

A further review of charges in 2015 indicated that in many areas, an element of subsidy remained in place. Unit costs for day services had been recalculated and these are shown in the table below.

Client Group	Current charge per day	Unit cost per day	Places available per week
Older People	£51	£58	125
Learning Disability	£64	£116	155
Physical Disability	£55	£55	125

The report proposed that the full unit cost was charged from 31 May, 2016. Because of the £60 cap on charges for non-residential services, this change would not have any adverse financial impact upon any current day services users directly.

There were a small number of relatively low cost services for which the service-user paid for by means of a flat rate charge. These included meals received at home or in day centres and Telecare services. Service users were charged in addition to and separately from any charges that might be levied for other services. In keeping with the decision to move to full cost recovery for services, it was proposed that the flat charge for the meals provided at day services settings or via the Meals on Wheels service be increased from £4.10 to £4.60 per meal from the 31 May, 2016. The charge could be raised to £5.30 to cover the current actual costs. It was however recommended in consideration of the recipients and the Equality Impact Assessment that the price rise should be raised more gradually to help mitigate the financial impact upon individuals.

The charge levied for the basic TeleV package was £5.10 per week. This service was available to all individuals in the Vale and it provided a relatively low level of support that enabled people to remain in the community without the need for additional social care support. It was proposed that the charge for this service should be increased to a weekly rate of £5.15. Additionally, it was proposed that the charge for the TeleV+ service be increased from £8.50 per week to £8.59 from 31 May, 2016. Emergency Community Alarm cover for residents in Sheltered Housing (VCAS) operated slightly differently. The VCAS rented cost would increase from £4.12 per week to £4.17 and the VCAS owned cost from £60.98 per year to £70.58 per year.

At the meeting, the Cabinet Member for Housing and Social Care & Health noted that consideration of this report by the relevant Scrutiny Committee was also required as per the new Cabinet and Scrutiny Work Programmes, and the resolutions would be amended to reflect this.

The Director of Social Services commented that charging for Social Care was a very contentious issue that had never been resolved at a national government level. Therefore, the Council had to deal with rising demand and the requirement to finance a good range of quality care services, within the context of reduced resources overall. He continued that the Council always sought to adopt this Policy fairly and so a very thorough Equality Impact Assessment had been undertaken to ensure that service users would not be unduly affected by the proposed changes.

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 charges which will be levied for non-residential community care services as outlined in the report be referred to the Scrutiny Committee Healthy Living and Social Care for consideration.
- (2) T H A T subject to resolution one above, the charges detailed in the report which will be levied in 2016/17 from 1 July, 2016 for non-residential community care services which the Council either provides directly or commissions, be approved.

Reasons for decisions

- (1) To enable the proposed charges which will be levied for non-residential community care services to be progressed following consideration by Cabinet and the relevant Scrutiny Committee.
- (2) To agree revised charges for non-residential community care services for financial year 2016/17 to take effect from 1 July, 2016.