

CABINET

Minutes of a meeting held on 31 July, 2017.

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

Also Present: Councillor V. Driscoll

C34 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 17 July, 2017 be approved as a correct record.

C35 DECLARATIONS OF INTEREST –

The following declaration of interest was received:

Councillor J. Thomas	<p>Agenda Item 16 - Adoption of Supplementary Planning Guidance for Planning Obligations and Affordable Housing</p> <p>Reason for Declaration –</p> <p>Had a planning application being considered at the present time, so declared a personal and prejudicial interest in this matter and therefore he was unable to speak and vote on the matter.</p>
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C36 ANNUAL MEETING SHARED REGULATORY SERVICES JOINT COMMITTEE -

The minutes of the Shared Regulatory Services Joint Committee Annual Meeting held on 27 June, 2017 were submitted.

Minutes of the Annual meeting held on 27th June, 2017.

Present:

Representing Bridgend County Borough Council - Councillors D. Patel and D. Lewis

Representing Cardiff City and County Council - Councillors M. Michael and Ms. J. Parry

Representing the Vale of Glamorgan County Borough Council - Councillors T.H. Jarvie and A. Hampton.

Also present: Councillor M. Morgan (Substitute for Councillor A. Hampton).

(a) Appointment of Chairman -

RESOLVED - T H A T Councillor D. Patel be appointed Chairman for the current municipal year.

(b) Appointment of Vice-Chairman -

RESOLVED - T H A T Councillor M. Michael be appointed Vice-Chairman for the current municipal year.

(c) Minutes -

RESOLVED - T H A T the minutes of the meeting held on 28th February, 2017 be approved as a correct record.

(d) Declarations of Interest -

No declarations were received.

(e) Shared Regulatory Services Annual Report (DEHS) -

Committee was informed that under the Joint Working Agreement the Shared Regulatory Service (SRS) was required to produce an Annual Report that covered the operational and financial performance of the service for the preceding year. The report was to include

- (i) a statement showing the performance of the Regulatory Service Functions and progress in achieving the Objectives and delivering the Business Plan
- (ii) a summary revenue account and statement of capital spending including the distribution or use of any revenue surpluses and the financing of any capital expenditure"

It was noted that this was the second report produced under the requirement and covered the period 1st April, 2016 to 31st March, 2017. The Director of Environment and Housing Services in presenting the report referred to the operation of the service which delivered a range of statutory services that were critical to maintaining the health, safety and economic wellbeing of local communities through a collaborative model. The operating model delivered an integrated service between Trading Standards, Environmental Health and Licensing functions which had three service delivery sectors focusing upon the customer rather than the traditional professional delivery model. These covered Neighbourhood Services, Commercial Services and Enterprise and Special Services.

The Shared Regulatory Service sought to ensure that the corporate priorities and stated outcomes of the three Councils was at the heart of all activities. Using them as a focus the strategic priorities for the Shared Regulatory Service were

- Safeguarding the Vulnerable
- Improving Health and Wellbeing
- Protecting the Environment
- Supporting the Local Economy
- Maximising the Use of Resources.

Annual Review

The 2016 Annual report highlighted the following items as the principal challenges for the service.

- Delivery of the SRS Business Plan 2016-2017
- Implementation of the SRS Workforce Plan
- A review of the partnership, governance and scrutiny arrangements and organisational structure for the SRS
- Delivery of the identified budget contribution reductions for partners
- Refinement of the fee-generating activities approach to better understand the SRS cost base

- Exploration of new ways of generating income for the service and future savings
- Continue the process of channel shift by increasing the customer's ability to use self-help and undertake transactions on-line.
- Continue to harmonise working practices across the region, ensuring an effective, improved delivery and achievement of key performance indicators.

The SRS structure had become operational on 1st December, 2015 and almost 200 people had been placed in the new structure within 10 weeks through a process of matching and competitive interview. Committee was advised that the joining together of three Local Authorities operating different working practices, policies procedures and using different systems and forms required standardisation across the service in order to provide consistency and efficiency across the organisation. Agile working which also underpinned the new operating model had been developed with laptops and other mobile devices being provided. A new database employing Cloud technology had been introduced in February 2017 which also enhanced the capacity for mobile working. The service had developed a single telephone contact number 0300 123 6696 which had gone live in November 2016. In referring to operational performance it was noted that despite significant change and an overall reduction in the resources available to the partner Authorities, performance exceeded that recorded for 2016/17 and the previous reporting year in the majority of services that had been delivered. The SRS had also appeared before Scrutiny Committee at all three Councils providing evidence on matters relating to Private Sector Housing, Food Hygiene, Young People and Legal Highs, Protecting Vulnerable Residents along with updates on the implementation of the SRS. Work was currently being undertaken to review governance arrangements for the service to ensure full visibility of SRS activities and decision making in the partner Councils. The Director advised that a further report would be reported to the Committee in due course.

In referring to significant service achievements, the Director referred to the following,

- Wales Illegal Money Lending Unit
- Tackling the problem of stray or 'fly-grazed' horses
- Food Service success
- Trading Standards interventions in the car trade
- Housing Enforcement
- Financial Performance
- Authority Specific Services.

The Draft Statement of Accounts referred to as an Appendix in the report was tabled at the meeting for Member's consideration. It was noted that the Balance Sheet held net Tangible Assets of £95k, which consisted of equipment and vehicle purchases, plus net Intangible Assets of £99k which related to the purchase of the IT system.

As at the 31st March 2017, the balance of Usable Reserves held by the SRS was £530k. This could be broken down as £252k retained from the 2015/16 underspend as detailed by the September 2016 SRS Committee, £102k to fund the Implementation costs slipped into 2017-18, the £173k provisional underspend from 2016-17 plus £3k Proceeds of Crime Act (POCA) Funds.

The next steps for the service noted that the SRS had built upon a successful start and services continued to be delivered in accord with the agreed standards with new ways of working having been developed.

For 2017/18, the service's principal challenge was to implement fully the target-operating model to deliver high quality services and meet all the partners differing financial pressures. The Key Milestones for 2017/18 included:

- Delivery of the SRS Business Plan 2017-2018
- Implementation of the SRS Workforce Plan
- A review of the partnership, governance and scrutiny arrangements and organisational structure for the SRS
- Produce a financial projection for the delivery of the SRS for the period 2018 - 2020.
- Introduce the Lalpac licensing system at Bridgend
- Deliver a range of training events for elected Members across the three Councils
- Enhanced arrangements for delivering services with partner organisations.

The Section 151 Officer in referring to the financial implications contained within the report advised that the Joint Working Agreement stated that the treatment of any surplus or deficit balance held by the Joint Service required agreement by the Joint Committee following completion of the audit of the accounts. Proposals for distribution or recovery of funds from the legacy authorities would therefore be brought to the September 2017 Committee meeting for approval.

Following a query from a Member as to the Lalpac Licensing system, Committee was informed that this service also involved the printing of the licences as well as paperwork and procedures attached to it. It had allowed all three Authorities to be consistent in their approach and was proving successful.

The Chairman queried the ongoing relationships between the Local Authorities and whether the joining of the partnership had proved successful in each of the Authority's perspective. In response, the Director stated that in his view the service was working extremely well and that all staff were receiving positive support from management and at various meetings that he had attended with partner representatives good healthy debates took place. All three partners were aware that there were cultural issues within each Local Authority area but that the aim was to work together for the good of the service and the constituents the Councils served.

Having considered the report it was subsequently

RESOLVED - T H A T the Shared Regulatory Service Annual Report be approved and that the Managing Director for the Vale of Glamorgan be requested to forward a copy of the report to the Heads of Paid Service for the partner Councils.

Reason for decision

In order to meet the requirements set out in Clause 5.1 of the Joint Working Agreement (JWA).

(f) Overview and Update on the Shared Regulatory Service (DEH) -

The Director commenced by referring to the fact that the report contained information outlining how the service was working to achieve better outcomes for residents and businesses within the region through a series of different actions and work programmes. The report provided an overview of actions undertaken rather than a full breakdown of activities.

The report referred to ICT and mobile working advising of the implementation of the single database. The Tascomi database which had gone live in mid-February had replaced the four instances of Civica Flare that had been in use prior to the creation of the Shared Service.

With regard to the financial position, the Committee was advised that the SRS had completed its first full year of trading and had achieved an overall underspend of £173k against the gross revenue budget of £9.187m. The performance data 2016/17 for the service was set out at Appendix 1 to the report and in referring to service updates Committee was informed of some major events that had been supported e.g. the UEFA Champions League. Reference was made to a number of

investigations underway locally in relation to alleged puppy farming with the officer referring to the fact that this could be a highly lucrative practice with little regard for the wellbeing of the animals nor the satisfaction of customers who have invariably handed over significant sums of money for puppies. Further reference was made to the Bridgend Estates Engagement Project which aimed to support businesses to effectively manage a safe, healthy and more prosperous work place in line with HSE strategy 'Helping Great Britain Work Well', with the project being trailed on Brackla and Bridgend Estates to establish the level of health and safety compliance and businesses receptiveness to receiving support from external agencies.

During March 2017 the Shared Regulatory Service had been the first collaborative service to be audited as part of an audit programme by the Food Standards Agency. The draft Audit Report had been received and officers were currently responding to initial feedback from the Auditors. Late in 2016 the Welsh Government had introduced legislation to require takeaway food businesses to publish a bi-lingual statement of certain hardcopy publicity materials directing customers to the food hygiene ratings website. Wales was the first country in the UK to introduce a statutory food hygiene rating scheme in 2013 when the Food Hygiene Wales Act 2013 made it mandatory for food businesses to display their food hygiene rating on their premises. At Appendix 2 to the report were details of recent cases investigated by the SRS that had resulted in prosecution.

A Member queried the process when takeaway businesses changed ownership and in response the officer advised that all businesses were required to register with the Local Authority for any changes in ownership and the Local Authority was required to inspect the new premises within 28 days.

In considering as to how such information was received by officers, a suggestion was made that all Councillors be asked to let Departments know if there are any new businesses established in their Wards. The Operational Manager advised that later in the year there would also be a raising awareness of the issue campaign to support their work. A further suggestion was also made that the Department consult with the Planning Department when applications were received for planning permission.

The Vice-Chairman took the opportunity to congratulate all staff that had been involved in the UEFA Champions League, advising that it had been an excellent and efficient event which had raised the profile not only for Cardiff but for Wales.

RESOLVED - T H A T the content of the report in respect of the overview and update on the Shared Regulatory Service be accepted.

Reason for decision

Having considered the work of the service and the progress towards completing the implementation programme.

(g) Shared Regulatory Services Business Plan 2017-18 (DEH) -

The Director sought the Committee's approval for the Shared Regulatory Services 2017/18 Business Plan.

The draft SRS Business Plan reflected the aspirations set out in each of the participant Council's corporate planning processes along with the national priorities agreed for Regulatory Services in Wales. The draft Plan was attached as an Appendix to the report and had been developed through conversations with SRS officers and discussions with different stakeholders. Following consultation on the Plan the following changes had been made to the Plan:

“(a) Section 6 of the plan now seeks to demonstrate clearly, the linkages between the activities carried out by the SRS and their contribution to the priorities set out above

(b) The plan contains a lot of important information on Food Hygiene visits; however health partners felt that:

- The nutritional content of foods and the Healthy Options Award should be discussed with food retailers.
- The Public Health (Wales) Bill includes a motion to create an Obesity Prevention Strategy and the SRS has a role in promoting the aims of the strategy.
- Generally, the activities around law enforcement and support could be more aligned to the Public Health Wales Bill.

(c) Police partners felt that there should be greater reference to the Crime Prevention and Reduction plan, particularly early intervention and vulnerability/safeguarding – the links to doorstep crime, scams, online crime and fraud are all reflective of the changing demands on policing. The plan has been amended to reflect the move away from the traditional ‘street’ crime, to more online, behind closed door crime.“

The Director informed the Committee that with the benefit of the above changes, it was felt that the draft Plan presented a detailed position statement on the development of the Shared Service to date and provided a clear timetable for service delivery in the year ahead.

RESOLVED -

(1) T H A T the contents of the Shared Regulatory Service Business Plan 2017-18 be approved.

(2) T H A T the Head of Shared Regulatory Service be authorised to make administrative amendments to the 2017/18 Business Plan should the need arise.

Reason for decisions

(1) The Joint Working Agreement (JWA) specifies (at clause 14) that each year the Head of Regulatory Services will develop a draft Business Plan under the direction of the Management Board.

(2) The purpose of the draft Business Plan, specified by the JWA, is to update the information contained in the previous Business Plan; and to identify the proposals for service activities, business and financial objectives, efficiency targets, business continuity planning, risk management, indicative staffing levels and changes, performance targets, costs and income.

(3) The JWA further specifies that the draft Business Plan is submitted to the Joint Committee for approval, and circulated to each participant Authority's Proper Officer.

(h) Health and Safety Enforcement Service Plan 2017/18 (DEH) -

Approval was sought for the Health and Safety Enforcement Service Plan for the Shared Regulatory Service 2017/18. The Director of Environment and Housing Services advised that the Local Authority had a duty to produce a Health and Safety Enforcement Service Plan that was endorsed by Elected Members and made clear the arrangements for contributing to current Health and Safety Commission priorities.

The Service Plan detailed the aims and objectives of the service in respect of Health and Safety Enforcement which was determined on an annual basis and the Plan detailed

- the demands on the service
- the risk-based work programme
- the resources available to deliver the required work.

In referring to the challenges ahead for 2017/18, reference was made to events advising that the region hosts many outdoor events across a wide range of venues with the time spent planning, organising, monitoring events and inspecting food premises during each year not to be under-estimated. There were additional commitments above the planned inspection programme often not experienced by other Councils in Wales. The continuing financial difficulties faced by all Local Authorities had required implementation of remedial measures to off-set budgetary deficits and this had an impact on the delivery of services in recent years.

It was noted that this pressure would also continue in the year to come. However, a new collaborative model did provide a budgetary framework to work within which would allow a greater level of certainty for the service than would otherwise have been possible.

Following consideration of the report in recognising that page numbers would be added to the contents page, the Chairman advised that it was a well written report and easy to follow and it was subsequently

RESOLVED -

- (1) T H A T the 2017/18 Health and Safety Enforcement Service Plan be approved.
- (2) T H A T the Head of the Shared Regulatory Service be authorised to make administrative amendments to the 2017/18 Health and Safety Enforcement Service Plan should the need arise.

Reasons for decisions

- (1) To ensure the Shared Regulatory Service has robust arrangements in place to deliver its obligations as an enforcing Authority under the Health and Safety at Work Act 1974 and comply with statutory guidance.
- (2) To ensure effective delivery of service.

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RESOLVED – T H A T the minutes of the Shared Regulatory Services Joint Committee Annual Meeting be noted.

Reasons for decisions

To note the minutes of the Shared Regulatory Services Joint Committee Annual Meeting.

C37 WALES AUDIT OFFICE - ANNUAL IMPROVEMENT REPORT 2016-17; GOOD GOVERNANCE WHEN DETERMINING SIGNIFICANT SERVICE CHANGES REPORT; CORPORATE ASSESSMENT FOLLOW UP REPORT (L) (SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) -

Cabinet was informed of the receipt of the three Wales Audit Office (WAO) reports, namely the Annual Improvement Report 2016-17, the report on Good Governance when Determining Significant Service Changes and the Corporate Assessment follow up report. A similar report was presented to the Audit Committee on 26 July, 2017.

The Corporate Assessment of the Vale of Glamorgan Council was undertaken during the early part of 2016. That report was itself reported to Cabinet on 5 September, 2016 (minute C3282 refers). A further report was presented to Cabinet on 26 September, which included an Implementation Plan to reflect how the Proposals for Improvement required by the WAO would be progressed (minute C3293 refers).

A further report was presented to Cabinet on 20 February, 2017 outlining progress that was being made against the Proposals for Improvement (minute C3471 refers). The Corporate Assessment reports included a total of five Proposals for Improvement. Two Proposals for Improvement related to Performance Management. Further Proposals for Improvement related to finance reporting, ICT and Asset Management.

The Corporate Assessment Follow Up report was attached at Appendix 1 to the report. The summary report contained, at page 4 the details of the 5 Proposals for Improvement considered in the initial Corporate Assessment undertaken and published in 2016. Paragraph 2 (page 5) contained information as to whether the Council was making effective progress against the Proposals for Improvement. The report concluded that the Council had implemented, in full, changes to Performance Management and target settings.

The Council had also received a further WAO report entitled 'Good Governance when Determining Significant Service Changes, and this was attached at Appendix 2 to the report. The review concluded that the Council "has a clear corporate framework for determining and delivering service changes and effective arrangements to support delivery, within some opportunities to strengthen stakeholder engagement".

The Proposals for Improvement were outlined in WAO's Annual Improvement Report attached at Appendix 3 to the report. Appendix 3 attached to the report also listed recommendations that had arisen out of national reports published by the WAO. It was notable that one of the recommendations related to income and charging policies. In this regard, the Council was drafting an Income Generation Strategy and this would be presented to Cabinet in Autumn 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 contents of the Wales Audit Office reports, namely the Annual Improvement Report 2016-17, the report on Good Governance when Determining Significant Service Changes and the Corporate Assessment follow up attached at Appendices 1, 2 and 3 to the report respectively, be noted.
- (2) T H A T the contents of the reports, in so far as they relate to progress against the Proposals for Improvement, be noted and endorsed.
- (3) T H A T a further report be brought to Cabinet in January 2018 to outline progress made against the Proposals for Improvement.

Reasons for decisions

- (1) To note the content of the Wales Audit Office reports.
- (2) To agree and endorse the progress to be made against the Proposals for Improvement.

- (3) To ensure that the Cabinet was in a position to monitor progress against Proposals for Improvement.

C38 END OF YEAR (2016-17) CORPORATE PLAN PERFORMANCE REPORT AND TARGET SETTING UPDATE FOR 2017-18 (L) (SCRUTINY COMMITTEES - ALL) -

Cabinet was presented with the end of year performance results for the period 1 April, 2016 to 31 March, 2017 for all service areas, and the proposed targets for improvement for 2017-18 for new local and national performance indicators aligned to the Corporate Plan Well-being Outcomes.

The Council's Performance Management Framework was the mechanism through which its key priorities and targets were monitored and realised in order to secure continuous improvement. As part of the review of its Performance Management Framework, the Council had adopted a new Corporate Plan (2016-20) which reflected the requirements of the Well-being of Future Generations (Wales) Act 2015 and identified 4 Well-being Outcomes and 8 Objectives for the Council.

Following the changes to the Council's Performance Management Framework over the past year, since May 2016 Committees had received performance information linked with the Council's Well-being Outcomes, with which the Scrutiny Committees were aligned. In addition Corporate Health priorities were considered by a Corporate Performance and Resources Scrutiny Committee.

The target setting process for 2017-18 was undertaken in February 2017 in order to ensure this was aligned with the Council's Service Planning processes. Wherever possible, targets were set at that time and included in relevant Service Plans. The report approving the targets identified the need for a further review to be undertaken following the completion of end of year performance processes. This approach would ensure that the Corporate Performance Measures Framework (CPMF) remained aligned to the Corporate Plan Well-being Outcomes and Corporate Health priorities.

This report outlined the Council's performance for the period 2016-17 as aligned with the Corporate Plan 2016-2020 attached at Appendix 1 to the report. It also presented the proposed targets for 2017-18 for those performance indicators where it was not possible to set targets earlier in the year, attached at Appendix 2 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 service performance results and the progress made towards achieving the Council's Well-being Outcomes and Corporate Health priorities as outlined in the Corporate Plan 2016-20 be noted.
- (2) T H A T the recommendations from Scrutiny Committees on the proposed targets for 2017-18 aligned to the Corporate Plan Well-being Outcomes be noted.
- (3) T H A T the proposed targets for 2017-18 aligned to the Corporate Plan Well-being Outcomes be endorsed.

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 ensure the Council reported a relevant set of performance indicators against which it could demonstrate achievement of its Well-being Outcomes and Corporate Health priorities.
- (3) To ensure the Council consistently set challenging yet realistic performance improvement targets for its priorities in line with requirements under the Local Government (Wales) Measure 2009.

C39 RESHAPING SERVICES PROGRAMME - UPDATE ON IMPLEMENTATION (L) (SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) -

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

Cabinet approved the Reshaping Services strategy on 3 November, 2014 and that report and strategy was referenced in the background papers to the report. The aim of the strategy was 'to reshape the Council to enable it to meet the future needs of

citizens of the Vale of Glamorgan within the context of unprecedented financial challenges.' The objectives were:

- To identify alternative ways of delivering services which provided better outcomes for citizens and/or more efficient means of delivery.
- To meet the future financial challenges while mitigating the impact of cuts on service users.
- To develop the Council and its partners to ensure they were able to meet future challenges.

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

- Service Specific Workstream Projects
- Corporate Workstream Projects
- Programme Activity

The Reshaping Services programme would undertake on-going reviews of Council services via a “challenge process”. Each service area across the Council was to be subject to challenge on a regular basis throughout the duration of the programme. Stage one of the challenge process was completed in the autumn of 2014 and was overseen by the challenge group which comprised the Leader, Deputy Leader and portfolio holder of the service area. The challenge group was supported by the Managing Director, Head of Finance, Head of Human Resources, Head of Performance & Development, the relevant Service Director and Chief Executive of Glamorgan Voluntary Services.

Following the first round of the challenge process, Cabinet approved proposals for those services which should proceed in the first two tranches of projects to stage two of the process (a more in-depth assessment of the service’s potential to be reshaped). Tranche one was targeted at delivering savings in the 2016/17 financial year and tranche two in the current financial year.

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

Tranche One	Tranche Two
Additional Learning Needs and Inclusion Catering Library Services Transportation Building Maintenance Highways	Learning & Skills Strategy and Resources Parks & Grounds (Maintenance and client services) Housing Services (Landlord responsibilities)

Planning Regulatory Services ICT (to be run over tranches 1 and 2) Property projects (corporate office building rationalisation and cleaning & security) Social Services Budget & Collaborative Working Programmes	Building Services – Cleaning & Security services Refuse & Recycling and Street Cleansing Corporate Services
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Following a mid-year review of projects by the Programme Board, it was proposed that the projects for Highways, Parks & Grounds Maintenance and Refuse & Recycling and Street Cleansing be managed as a single project. Doing so had consolidated the management and staff time required to work on significant change projects and leveraged economies of scale. This change was approved by Cabinet as part of the Final Revenue Budget Proposals for 2016/17 and this project was referred to as Visible Services within the report.

The progress that had been made by each of the projects to date was described in the report. The programme board allocated a RAG status for each project at each meeting. This status (red, amber or green) showed the board's holistic assessment of the project in terms of its overall ability to achieve on time and to target. As projects developed business cases and other forms of proposals for change, these would be reported to Cabinet, Scrutiny Committees and Council for consideration and approval as appropriate.

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 content of the report be noted.
- (2) T H A T the report be referred to Scrutiny Committee (Corporate Performance & Resources) for their consideration, with particular emphasis on the administration and implementation of the programme.
- (3) T H A T a copy of the report be sent to all elected Members, Clerks of Town and Community Councils, members of the Voluntary Sector Joint Liaison Committee, Community Liaison Committee and the Public Services Board for

their information and in order to provide an update on the progress being made on the Reshaping Services Programme.

- (4) T H A T the detailed service reviews described in the report be reported back to Cabinet as required for approval prior to implementation.
- (5) T H A T quarterly progress reports continue to be brought to Cabinet to provide updates on the progress of the Reshaping Services programme.

Reasons for decisions

- (1) To note the update on the progress of the Reshaping Services programme.
- (2) To provide the Scrutiny Committee (Corporate Performance & Resources) with an opportunity to consider the progress being made on the Reshaping Services Programme as lead Committee for the programme.
- (3) To provide these Committees, groups and the Public Services Board with an update on the progress being made on the Reshaping Services programme.
- (4) To approve any proposed changes resulting from Reshaping Services projects as appropriate.
- (5) To ensure Cabinet was kept informed of the progress being made on the programme.

C40 STRATEGIC COLLABORATIVE WORKING INITIATIVES UPDATE (L) (SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) -

Cabinet was updated on the Council's strategic collaborative working initiatives.

The Council had long recognised the value that collaborative working had in providing efficient and effective services to residents. In recent years, collaborative working activity had increased in pace in response to the challenging financial climate and also in recognition of the value that working in partnership to share skills, expertise and experience could have in tackling increasingly complex issues. These activities also contributed to the Council's well-being outcomes and objectives. The report provided Cabinet with an overview of the strategic collaborative working initiatives that were underway. These initiatives were regularly reported to the Council's Corporate Management Team to ensure maximum value was derived from this work and appropriate oversight was given to this area of Council business.

The compendium attached at Appendix A to the report was maintained to enable oversight of the strategic level collaborative working activity the Council was involved in and provided a description of the various initiatives that were underway. The compendium illustrated how each element of collaborative working aligned with the Council's Well-being Outcomes which were contained in the Corporate Plan.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the strategic collaborative working initiatives that are in place to support the delivery and development of Council services and the Council's well-being outcomes and objectives be noted.
- (2) T H A T the report be circulated by e-mail to all Vale of Glamorgan Council elected members and members of the Public Services Board.
- (3) T H A T further updates be provided to Cabinet on a quarterly basis, and in accordance with the forward work programme.

Reasons for decisions

- (1) To note the strategic collaborative working initiatives that were in place to support the delivery and development of Council services.
- (2) To provide Members and strategic partners with an overview of strategic collaborative working initiatives.
- (3) To provide regular updates for Cabinet.

C41 DIGITAL STRATEGY 2017-2020 (L) (SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) -

Approval was sought for the Council's Digital Strategy 2017-2020.

The Council had a strong history in the use of technology to drive transformational change. The Council's previous transformational change programme, OneVale,

successfully harnessed technology to make significant changes to the way the Council manages core business processes in finance, HR and procurement. OneVale also led the way in developing the Council's corporate customer contact centre, Contact OneVale.

The need for a digital strategy was identified as part of the Corporate Assessment process undertaken by the Wales Audit Office in 2016. This was further developed during the Reshaping Services Baseline Assessment Update project that was undertaken in late 2016 in order to identify future projects to progress the Reshaping Services Programme. Following completion of the Baseline Assessment Update project, "Digital Vale" had been included in the Reshaping Services programme and saving targets of £250K and £500K for 2018/19 and 2019/20 respectively had been established in the Council's budget.

As a way of initiating the delivery of this work, the Digital Strategy had been prepared in order to ensure a clear vision and consistency in the way future activity was managed. The Digital Strategy would complement the Council's newly revised ICT Strategy (approved April 2017 and subject to further review in light of the Digital Strategy) and other corporate strategies which underpin the delivery of the Council's Corporate Plan. The Digital Strategy was attached at Appendix A to the report.

The Digital Strategy comprised the following sections:

- An introduction to the Digital Strategy from the Leader of the Council.
- Background information, related to the external and internal drivers for digital working and the efforts that were underway within the Council in this area. Reference was made to the strategy's contribution to the Council's overall integrated planning framework which supported the delivery of the Corporate Plan and the contribution to the Well-being of Future Generations Act.
- The Developing & Delivering Our Digital Strategy section described the strategic framework for digital and set out the four themes of the Digital Strategy along with a range of support activities.
- The Delivering Our Vision section set out for each of the four themes in turn, what the Council's objective was in pursuing the strategy, what current activity was underway, the outcomes the Council wished to deliver and the strategic actions that would be taken to deliver the strategy.
- The way in which the strategy would be monitored in terms of delivery and progress.
- Appendix A to the strategy included further information related to Digital Design Principles that would be adopted to guide the way in which was is undertaken when developing new digital services.

In order to provide a framework within which the varied and extensive work associated with the digital strategy could be delivered (and to ensure appropriate linkages were made between this activity), the Council had identified four interrelated themes that, when progressed together, would enable the Council to achieve its vision of a digital Vale:

- Theme One: Digital Customer Service - Enabling citizens to get the services and information they needed digitally by default.
- Theme Two: Digital Workforce - Enabling staff with the digital tools and skills required to deliver services effectively and efficiently.
- Theme Three: Digital Place - Equipping residents and businesses with the digital skills and technology they need to enhance their lives.
- Theme 4: Digital Collaboration - Enabling the council and its partners to tackle complex issues and work together seamlessly.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the contents of the Digital Strategy 2017-2020 report be noted.
- (2) T H A T the Digital Strategy 2017-2020 attached at Appendix A to the report be approved.

Reasons for decisions

- (1) To note the way in which digital services would contribute to the delivery of the Council's vision of "strong communities with a bright future".
- (2) To enable the Council to put in place a Digital Strategy to support the delivery of the Council's priorities.

C42 TELEPHONE LINES AND CALLS CONTRACT RENEWAL (L) (SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) -

Approval was sought for delegated authority to let a contract for the supply of telephone lines and calls.

The existing Council contract with British Telecom PLC for fixed telephone lines and calls had been in place for 2 years. This agreement expired on 31 August, 2017. Welsh Government had mandated that all Public Sector bodies should use framework agreements where appropriate so the procurement process in this instance had been greatly simplified for the Council.

Telephone lines and calls was a complex area and due to the timescales it was not possible to undertake a tender for these services by September 2017. It was therefore proposed to direct award the contract for a period of one year, which would give an expiry date of 31 August, 2018. The cost of the contract would depend on the volume of calls made within the contract period. It was estimated based on previous call volume data that the cost would be c. £240k over the period of the contract.

The Council was familiar with the British Telecom administration portal which was used by administrators of the Council's telephony system and the existing telephony hardware was compatible with the BT system. It was proposed, therefore, that the contract was placed with British Telecom PLC for the coming 12 months. Training would need to be provided to administrators if an alternative service provider was adopted.

During the coming 12 months the necessary work would be undertaken to tender for a supplier of Lines and Calls to commence in September 2018. The RM1045 framework agreement would expire on 26 July, 2019 so would be utilised to carry out a tender process prior to the expiry of this contract in 2018.

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 delegated authority be granted to the Managing Director in consultation with the Leader to let a contract to British Telecommunications Plc under the Crown Commercial Services Network Services Framework Agreement RM1045 for Council fixed telephone lines and calls for the duration of 1 year.

- (2) T H A T delegated authority be granted to the Head of Legal Services in consultation with the Head of Finance to enter into a contract with British Telecommunications PLC for the provision of fixed telephone lines and calls.
- (3) T H A T during the next 12 months the provision of fixed telephone lines and calls be tendered for the new contract to start in September 2018.

Reasons for decisions

- (1-3) To have an appropriate contract in place for the supply of telephone lines and calls.

C43 NATIONAL PROCUREMENT SERVICE (NPS) FRAMEWORK CONTRACT FOR (1) CORPORATE OFFICE STATIONERY AND (2) OFFICE FURNITURE (L) (SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) -

Authorisation was sought to enter into a National Procurement Service (NPS) Framework Contract for the supply of Office Stationery and Office Furniture.

Vale of Glamorgan Council office stationery was supplied by SET Ltd and office furniture was supplied by Bridgend Office Furniture Ltd. Other various suppliers were also being used to supply specialist stationery / furniture; however the Council was committed to procure products and services by using an NPS framework supplier where appropriate and cost savings had been evaluated.

Third party spend information had shown the Council was also procuring from a wide variety of suppliers, so it was critical that the Council should consider an NPS framework as this would afford greater economies of scale and lead to a more efficient centralised procurement process.

The Council had already committed its support to NPS for a 5-year period (agreed in Cabinet on 19 November, 2012) by utilising NPS frameworks (where applicable) which supported the 2015 Welsh Government procurement initiative setting out the 10 Principles of Welsh Public Procurement Policy. The NPS frameworks allowed Welsh Councils to benefit from a co-ordinated approach to procurement in areas of common and repetitive spend throughout Wales.

The NPS had awarded a framework contract to Lyreco Office Stationery Ltd for the period January 2017 to January 2019. The report proposed that the Council would commit to this supplier for all office stationery and office paper requirements until January 2019. This in turn would reduce the number of small spends on multiple

suppliers making the procurement process more streamlined and efficient and in turn more cost effective.

In May 2015 the NPS awarded an Office Furniture framework contract [Lot 1] in order of precedence to (1) Office Depot UK Ltd (2) Bridgend Office Furniture Ltd [BOF] and (3) SET Ltd for a period up to April 2018. The report proposed that the Council utilised this framework contract for the supply of Office Furniture. The order of preference would require the Council to approach Office Depot UK Ltd first for a quotation then if that supplier could not supply the required goods/delivery, BOF Ltd could be asked to quote and thirdly SET Ltd.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T a contract for the supply of office stationery be awarded to Lyreco Ltd for the period to January 2019 as a direct award under the NPS Framework for office stationery.
- (2) T H A T a contract for the supply of office furniture be awarded in order of precedence to (1) Office Depot UK Ltd (2) Bridgend Office Furniture Ltd and (3) SET Ltd as a direct award under the NPS Framework for office furniture for the period to April 2018.
- (3) T H A T delegated authority be granted to the Head of Legal Services in consultation with the Head of Finance to enter into contracts for office stationery and office furniture under the NPS Framework Agreement as per resolutions 1 and 2 above.

Reasons for decisions

- (1) To enable the Council to enter into a National Procurement Service (NPS) Framework Contract for Office Stationery and sign the necessary commitment documents.
- (2) To enable the Council to enter into a National Procurement Service (NPS) Framework Contract for Office Furniture (Lot 1 Furniture Solutions) and sign the necessary commitment documents.

- (3) To have appropriate contracts in place to procure officer stationery and furniture.

C44 TREASURY MANAGEMENT (L) (SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) -

Cabinet was presented with the annual review report on Treasury Management 2016/17.

In March 2012 the Council adopted the 2011 edition of the CIPFA Treasury Management in the Public Services: Code of Practice, which required the Council to approve a treasury management strategy before the start of each financial year, a mid year report, and an annual report after the end of each financial year.

This annual treasury management report had been prepared as required and covered:

- the economy / interest rates in 2016/17;
- the strategy for 2016/17;
- the borrowing outturn for 2016/17;
- investment outturn for 2016/17; and
- compliance with treasury limits and Prudential Indicators

The Section 151 Officer continued to adopt a cautious approach with respect to Treasury Management operations. The Council's primary objectives for the management of its investments are to give priority to the security and liquidity of its funds before seeking the best rate of return. This being the case the Authority placed the majority of funds available for investment purposes with other local authorities. These investments attract a slightly more favourable rate of return than investing with the UK government, but still give priority to the security of funds invested. Funds not placed with other Local Authorities were placed in the 'Debt Management Account Deposit Facility' (DMADF) as these deposits are guaranteed by the British Government. However, these deposits attracted a lower return than those available from placement of funds with either local authorities or commercial banks.

The Council's primary objective for the management of its debt was to ensure its long term affordability. The majority of its loans had therefore been borrowed from the Public Works Loan Board at long term fixed rates of interest. In 2016/17 the Council continued to finance a significant proportion of its capital expenditure from internal resources. The potential reduction of the Council's investment balances at

times of elevated credit risk was still considered the most prudent option available to the Authority throughout 2016-2017.

Council approved the Treasury Management Strategy for 2016/17 at its meeting on the 1 March, 2016 minute no. 882 refers.

The Section 151 Officer advised that all treasury management activity undertaken during the financial year complied with the amended approved strategy, the CIPFA Code of Practice and the relevant legislative provisions.

The overall return on investments for 2016/17 was 0.3356%.

This was a matter for Council decision

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

RESOLVED – T H A T the annual report on Treasury Management 2016/17 be accepted and that the report be referred to Council for approval.

Reason for decision

To accept and refer the report to Council.

C45 BUDGET STRATEGY 2018/19 (L) (SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) -

The Budget Strategy 2018/19 (including the proposed Budget Process and Timetable) was submitted for approval.

To enable the budget process to commence, on an annual basis Cabinet was required to approve the Budget Strategy for the coming financial year. Welsh Government (WG) had not provided any indication as to the level of future year's settlements. The Final Revenue Budget Proposals for 2017/18, therefore, used the indicative figures from the 2016/17 Medium Term Financial Plan (MTFP), which was based upon a cash reduction of 3% in both 2018/19 and in 2019/20.

There was no clear indication that austerity measures would cease to continue into the near future, particularly with the uncertainty surrounding Britain's exit from the European Union. The establishment of the national living wage introduced from April 2016 was having a significant impact upon the Council, with further increases

proposed over the coming years to a rate of £9.10 per hour by 2020. In addition, the consequence of further welfare reform changes could well have a knock on effect for councils in terms of higher arrears, increased homelessness and greater demand for social services and other intervention.

As part of the Final Revenue Budget Proposals for 2017/18, the level of required savings projected for 2018/19 and 2019/20 were £7.8m and £7.0m respectively. This level of saving would, however, need to be reviewed as part of the next MTFP, which would be presented to Cabinet in September 2017. With the required savings levels being at such a level, it was acknowledged that savings from efficiencies alone were not sufficient and substantial savings would need to be found through the fundamental reshaping of Council services. The Council's Reshaping Services Programme was now well underway. Savings targets had been allocated into 2 tranches, however, the Final Revenue Budget Proposals for 2017/18 proposed savings to be considered under Tranche 3. Directors would however need to consider the potential for further savings to be identified when carrying out the Reshaping Services reviews.

Increases to budgets approved during the course of a financial year could restrict the freedom the Council had to allocate its resources to priorities during the following budget cycle when it was aware of all the competing demands. Consequently:

- Supplementary estimates would only increase the base budget if Council had given specific approval to this effect. Increases met by virement within a year would not be treated as committed growth;
- Directors should find the cost of increments and staff changes from their base budget unless the relevant specific approval had been given for additional funding;
- The effect of replacing grant from outside bodies that had discontinued would not be treated as committed growth. In addition, before any project or initiative that was to be met either wholly or partly by way of grant may proceed, the exit strategy had to be approved;
- Certain items of unavoidable committed growth would continue and these included the effect of interest changes and the financing cost of the capital programme, increases in taxes, increases in levies and precepts charged by outside bodies and changes to housing benefits net expenditure;
- Services would be expected to achieve savings already approved by Cabinet as part of the 2017/18 final budget proposals and Directors were asked to continue work on achieving their Reshaping Services savings targets; and
- It was envisaged that the costs of service development would need to be met from within the respective directorates.

Having regard to the above, it was therefore proposed in respect of the 2018/19 Budget Process that Directors be instructed to prepare initial revenue budgets in accordance with a timetable agreed by the Head of Finance. Preparation should be on the following basis:

- Capital charges, central accommodation costs and central support costs to be estimated centrally;
- Services to prepare baseline budgets on current service levels as set out in the 2017/18 Final Revenue Budget report;
- Budgets to be broken down subjectively and objectively in as much detail as deemed appropriate by the Head of Finance;
- Budget reports to include revised estimates for 2017/18;
- Full account to be taken of the revenue costs, other than debt charges of new capital schemes coming into use;
- Minimum savings targets to be met initially as detailed in the 2017/18 Final Revenue Budget report. Any savings made directly by services over and above individual service targets to count towards future saving targets or to meet unavoidable service cost pressures;
- Directors would continue to draw up Service Plans that set out the aims and objectives for the service and any possible future developments and efficiencies;
- As part of the Final Capital Budget Proposals for 2017/18 to 2021/22, a 5-year programme was set for the Council. This would, however, have to be reviewed and formal bids had to be made for all capital schemes, irrespective of whether they may be present in the current Capital Programme. It would be the responsibility of each Director to co-ordinate capital bids for their services and to ensure that, in view of the limited resources that would be available, only the highest priority bids were submitted in the approved format in accordance with the Council's approved project management methodology (including business plans where applicable). To this end the principles of the Well-being of Future Generations Act, including sustainable development and better carbon management will be incorporated and evaluated; and
- As stated previously, it was expected that the revenue costs of service development would need to be met from within the respective services (in particular, from the savings made). As such, no revenue bids were initially to be made. However, services may still be asked to identify and prioritise any burgeoning revenue cost pressures for consideration.

The proposed timetable for the 2018/19 Budget was for Cabinet to make its initial revenue and capital budget proposals in November 2017. The capital bids considered and prioritised would include those recommended by the Insight Board.

Each Scrutiny Committee would be consulted and would receive the relevant initial proposals of the Cabinet in December 2017.

- Scrutiny Committees would be asked to make recommendations on the proposals. Corporate Performance and Resources Scrutiny Committee was acting as the lead scrutiny committee in this respect;
- The budget would then be considered by the Budget Working Group, which would submit its recommendations to Cabinet by February 2018. Cabinet would formulate its final proposals and submit them to a meeting of Full Council to be held in February 2018, having first taken any response from the lead Scrutiny Committee into account. At this stage, it was not anticipated that WG will change announcement dates from the normal timeframes, however, it may be necessary for Scrutiny Committees, Cabinet and Council to hold special meetings in order to ensure that the budget may be approved within the statutory deadline; and
- Membership of the Budget Working Group would consist of the Leader, Deputy Leader, Managing Director and Head of Finance.

As part of the Final Revenue Budget Proposals for 2017/18, the projected level of required savings for 2018/19 and 2019/20 totalled £14.8m, which included savings targets set as part of the Reshaping Services programme.

At the meeting, the Leader amended the dates for the 2018/19 Budget Process to reflect the updated timetable of meetings for the Municipal year 2017/18.

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 Budget Strategy for 2018/19, including the requirement for Directors to prepare initial revenue budgets in accordance with a timetable agreed by the Head of Finance, be approved.
- (2) T H A T Directors be requested to continue to progress the Reshaping Services Programme.
- (3) T H A T the following timetable for the 2018/19 Budget Process be approved, subject to any amendments being required to meet the statutory deadline as a

result of changes in the timing of Welsh Government settlement announcements.

Timetable for the 2018/19 Budget Process	To be completed no later than
Cabinet consider the initial budget proposals	20 November, 2017
Lead Scrutiny Committee responds to consultation and makes recommendations on budget proposals	14 December, 2017
Cabinet makes its final proposals on the budget	19 February, 2018
Meeting of Council to consider budget and council tax resolution	28 February, 2018

Reasons for decisions

(1-3) To enable the 2018/19 budget process to be commenced.

C46 CORPORATE SAFEGUARDING ANNUAL REPORT 2016/17 (L) (SCRUTINY COMMITTEES - SOCIAL CARE AND HEALTH, LEARNING AND CULTURE, & CORPORATE PERFORMANCE AND RESOURCES) -

Cabinet was apprised on the work that had been undertaken to improve corporate arrangements for safeguarding and protecting children and adults who required specific Council services and to ensure that these arrangements were effective.

The Corporate Safeguarding Working Group was established in the authority to learn lessons from the 2011, CSSIW and Estyn joint report following their investigation into the way Pembrokeshire County Council was managing allegations of professional abuse and its arrangements for safeguarding and protecting children in education. The group had been working through an action plan to improve safeguarding across the Council. It had developed and implemented the Corporate Safeguarding Policy and members had been offered training on this important policy.

Cabinet agreed a Safer Recruitment Policy for the Council and Schools (January 2013). The Policy had been in place since April 2013. It had been adopted by all Vale of Glamorgan schools and throughout the Council. Appendix 1 attached to the report clearly outlined the sustained improvements for safer recruitment policies across the Council, including education and clearly demonstrated that practice continued to improve.

This was a matter for Executive decision

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

RESOLVED –

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

Reasons for decisions

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

**C47 SICKNESS ABSENCE REPORT - APRIL 2016 TO MARCH 2017 (L)
(SCRUTINY COMMITTEE - CORPORATE PERFORMANCE AND RESOURCES) -**

Cabinet was updated on the sickness absence statistics for the full year period 1 April, 2016 to 31 March, 2017.

The levels of sickness absence within the Council were reported to Cabinet every six months. The report was part of a wider performance monitoring framework and improvement plan as approved by Cabinet in July 2015. The report set out the sickness absence information for the period 1 April, 2016 to 31 March, 2017 including corporate and schools employees. It also included details of sickness absence figures for the period 1 April, 2015 to 31 March, 2016 and external data for comparative purposes.

The report acknowledged the work and commitment of all managers, employees and trade union colleagues in relation to the continual management of sickness absence. The overall sickness absence rates [i.e. working time lost per Full Time Equivalent (FTE) over the period April 2016 to March 2017 were set out in the table below with comparative data for the same period in 2014 and 2015.

	April 2014 - Mar 2015	April 2015 - Mar 2016	April 2016 - Mar 2017	Annual Target
Total days/shifts lost (per FTE)	9.44	9.56	8.80	8.90

The total days/shifts lost per FTE for the period April 2016 to March 2017 indicated a reduction on the full year absence figures in comparison with 2016 (from 9.56 to 8.80 days lost per FTE which represented an overall reduction of 0.76 of a day lost per FTE). The sickness absence levels for the full year were also below the annual target of 8.90 days/shifts per FTE (an overall reduction of 0.10 days lost per FTE).

A summary of absence levels within each Directorate was set out below. A breakdown of absence in each Service area was included within Appendix A attached to the report.

Directorate	April 2015 to Mar 2016	April 2016 to Mar 2017	Annual Target
Social Services	13.57	11.32	11.60
Environment & Housing	12.16	9.98	11.70
MD and Resources	5.80	6.45	5.80
Learning and Skills	10.04	8.15	8.30
Totals - excluding Schools	10.79	9.27	8.90
Schools	8.26	8.29	7.90
Totals - including Schools	9.56	8.80	8.90

There had been an improvement in absence levels across the majority of corporate directorates against last year's performance and the annual target. Sickness

absence recorded in schools had remained relatively static during this period compared to the same period in 2015-2016.

It was encouraging to note that the performance management measures implemented had helped in the overall management of sickness absence and to curb the increase in levels as experienced in 2015/16. The action plan was attached at Appendix B to the report. This contained arrangements to address sickness absence within each Directorate, including service specific considerations and moreover it provided a position update on each the identified actions/activities.

The most common reasons for sickness absence in the Council (including in Schools) over the period April 2016 to March 2017 were listed below, along with a comparison of the previous period (April 2015 to March 2016):

	Absence reason	April 2015 to March 2016	April 2016 to March 2017
1	Stress	29.0%	23.1%
2	Operations and Recovery	16.2%	18.4%
3	Viral Infection	15.9%	17.0%
4	Musculoskeletal Disorders	11.9%	10.3%

Stress continued to be the most common reason for sickness absence in the Council. However, the ratio of sickness absence related to stress had reduced from 29.0% to 23.1%. In all cases of stress or anxiety, employees were automatically referred to occupational health for advice, offered counselling support and managers were offered support in completing stress risk assessments.

Feedback from the latest quarterly report from the Care First Employee Assistance Programme had been received and was referenced in paragraphs 24, 25 and 26 of the report.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the report and the full yearly sickness absence figures provided in Appendix A as attached to the report be noted.

- (2) T H A T the progress in relation to the action plan as attached at Appendix B to the report be noted.
- (3) T H A T the report be referred to Scrutiny Committee (Corporate Performance & Resources) for consideration.

Reasons for decisions

- (1) To note the yearly sickness absence figures.
- (2) To note the progress in relation to the agreed management of attendance action plan.
- (3) To enable the Scrutiny Committee (Corporate Performance & Resources) to maintain a continued focus on the management of sickness absence throughout all services of the Council.

C48 ADOPTION OF SUPPLEMENTARY PLANNING GUIDANCE FOR PLANNING OBLIGATIONS AND AFFORDABLE HOUSING (RP) (SCRUTINY COMMITTEES - ENVIRONMENT AND REGENERATION & HOMES AND SAFE COMMUNITIES) -

During consideration of this item, the Leader left the room and took no part in any discussions that took place. This item was instead chaired by the Cabinet Member for Regeneration and Planning.

Cabinet was informed of the results of the public consultation undertaken on the draft Affordable Housing and Planning Obligations Supplementary Planning Guidance (SPG) and its approval was sought to adopt the SPG documents in order to ensure the effective consideration and implementation of planning proposals.

The Council had a number of adopted Supplementary Planning Guidance documents (SPGs) which were prepared to supplement the policies contained in the Adopted Unitary Development Plan (UDP). In order to ensure conformity with Local Development Plan (LDP) policies, a review of the Council's Planning Obligations and Affordable Housing SPGs was undertaken to ensure there can continue to be the effective consideration and implementation of development proposals following Adoption of the LDP.

Draft Planning Obligations and Affordable Housing SPG were prepared prior to the LDP Examination to take account of the draft LDP policies as well as the latest

evidence and guidance that informed these key policy areas. This included updates to take account of the Council's Local Housing Market Assessment and affordable housing viability evidence.

Following the initial Examination of sessions in early 2016 a number of consequential and typographic changes were made to the draft SPG to take account of the Matters Arising Changes to the LDP and public consultation on the amended draft documents took place concurrently with the consultation on the Matters Arising Changes to the LDP from 16 September to 28 October, 2016.

Officers had considered the responses received and amended the SPG documents where necessary to prepare final versions for adoption (see Appendix 2 and 3 as attached to the report). The SPGs had been updated to reflect any factual changes or relevant changes in national policy and guidance. In addition, the formulas used to calculate financial contributions had been updated to reflect index increases since November 2015.

The report therefore summarised the results of the public consultation undertaken and sought the adoption of the finalised SPGs to ensure guidance for these key policy areas remained up-to-date and could be considered alongside the Adopted LDP.

In total, 12 organisations or individuals commented on the Draft Planning Obligations SPG and the Affordable Housing SPG. Summaries of these representations together with the Council's response were shown at Appendix 1 to the report.

After this item had been presented, the Cabinet Member for Neighbourhood Services and Transport noted that the Cabinet Member for Regeneration and Planning had requested a review of future planning obligations and affordable housing quotas, and asked if the review would include smaller development sites in the Vale of Glamorgan. In response, the Cabinet Member for Regeneration and Planning confirmed that he had requested smaller development sites be included in the review by the Operational Manager for Planning and Building Control.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the contents of the report be noted, and the responses to representations received on the draft Planning Obligations and Affordable Housing Supplementary Planning Guidance attached at Appendix 1 to the report be endorsed.
- (2) T H A T the finalised Planning Obligations and Affordable Housing Supplementary Planning Guidance attached at Appendix 2 and 3 to the report be endorsed for immediate use in Development Management decisions alongside the adopted Local Development Plan.
- (3) T H A T the values quoted in the Planning Obligations Supplementary Planning Guidance (valid at July 2017) be index linked and revised on an annual basis to reflect up to date costs.

Reasons for decisions

- (1) To provide a summary of the public consultation undertaken on the Draft Planning Obligations and Affordable Housing SPGs and to endorse the responses and changes proposed to the finalised SPGs.
- (2) To ensure the effective consideration of planning applications following the adoption of the LDP and to provide decisions makers, applicants and developers access to the Council's most up-to-date guidance related to Planning Obligations and Affordable Housing without undue delay.
- (3) To ensure the values quoted in the Planning Obligations SPG were updated on an annual basis to reflect up to date costs associated with delivering infrastructure.

C49 VALE OF GLAMORGAN GYPSY AND TRAVELLER ACCOMMODATION ASSESSMENT MAY 2016 (HBS) (SCRUTINY COMMITTEES - HOMES AND SAFE COMMUNITIES & ENVIRONMENT AND REGENERATION) -

Approval for minor amendments to the Vale of Glamorgan Gypsy & Traveller Accommodation Assessment May 2016 (GTAA) was sought to enable its approval by the Minister for Communities and Children.

The assessment of Gypsy and Traveller accommodation needs, and the duty to make provision for sites where the assessment identified need, became statutory requirements under Section 3 of the Housing (Wales) Act 2014.

In compliance with the Act the Council undertook a procurement exercise through the Sell2Wales website and Opinion Research Services (ORS) were appointed to undertake the GTAA in accordance with the Welsh Government up to date requirements and guidance document 'Undertaking Gypsy and Traveller Accommodation Assessments May 2015'.

The GTAA was completed by ORS in May 2016 and subsequently adopted by Cabinet on 6 June, 2016 (Cabinet Minute C3206 refers), prior to its submission to the Minister for Communities and Children for approval.

Clarification was subsequently sought by the Minister on a number of points in the GTAA and following the Council's responses, his approval was received on 28 March 2017, subject to a list of modifications being carried out prior to its publication.

As Cabinet on 6 June, 2016 did not approve any delegated authority for the adopted GTAA to be amended, in line with any changes required by the Minister, a list of the Minister's required changes were attached at Appendix 1 to the report for clarity.

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 minor modifications required to the Vale of Glamorgan Gypsy & Traveller Accommodation Assessment May 2016 listed at Appendix A as attached to the report, be accepted prior to its publication.

Reason for decision

To finalise the document for publication.

C50 IMPROVING STRATEGIC TRANSPORT FOR DINAS POWYS (NST) (SCRUTINY COMMITTEE - ENVIRONMENT AND REGENERATION) -

Agreement was sought for the Welsh Transport Appraisal Guidance (WelTAG) Stage 1 Report undertaken by Arcadis Consulting UK Limited on Improving Strategic Transport for Dinas Powys.

Arcadis Consulting UK Limited was commissioned by the Council in early 2017 to develop and appraise potential options for improving the strategic transport network for Dinas Powys including transport corridors from Biglis roundabout Barry through

Dinas Powys to Cardiff via Leckwith, Cogan and Penarth. Appendix A attached to the report provided a map of the Study area. The appraisal of options was in accordance with Welsh Government's latest version (June 2016) of the Welsh Transport Appraisal Guidance (WelTAG). All transport schemes in Wales needed to go through the WelTAG process to be put forward for Welsh Government funding, and accepted schemes for transport funding needed to demonstrate value for money.

The Study was required because of the high traffic flows experienced in the area with frequent traffic congestion causing delays and poor journey time reliability. Further, public transport in the area was at capacity during peak periods of travel and there were limited walking and cycling opportunities. The Study represented an exciting opportunity to improve the quality of connections by all transport modes between Dinas Powys and surrounding areas.

Attached at Appendix B to the report was the WelTAG Stage 1 Report prepared for the Council by Consultants Arcadis Consulting UK Limited, to 'Improve Strategic Transport for Dinas Powys'. The Report consisted of two documents namely; an Impacts Assessment Report and a Strategic Outline Case Report.

The Impacts Assessment Document provided an overview of Dinas Powys including information on its location, demographics, employment, environment and land use characteristics. It also examined access to employment by looking at worker characteristics including the transport mode, destination and distance travelled for work purposes. Further access to Services and Recreation was examined by this Document as well as walking and cycling, rail and bus and highway network provision. Both existing and future proposals and priorities were listed and the work considered the land use commitments as contained in the Vale of Glamorgan Local Development Plan (2017).

Consultation sessions were held to assist with the preparation of the Report. The first was a stakeholder consultation session held on Tuesday 7 March, 2017 at the Parish Hall in Dinas Powys. At this event key organisations, transport providers, local authority representatives and Councillors from the Community Council were present. The event discussed and identified transport problems, opportunities and constraints as well as considering objectives for the Study. The second was a public consultation session held on Monday 13 March, 2017 again at the Parish Hall in Dinas Powys. At this session the public had the opportunity to provide feedback on identified options, opportunities and constraints as well as making suggestions of their own on potential transport solutions.

The public consultation event was well attended and there were ninety five feedback forms returned. The key issues raised by the percentage of respondents related to the need for a bypass (44%), larger trains with more capacity and frequency (43%), improved footpaths and cycle infrastructure (34%), improved road safety for cyclists and pedestrians (21%) and more reliable and frequent bus services (19%). It was noted that respondents had the opportunity to raise as many issues as they wanted so the percentages did not add up to one hundred.

The Strategic Outline Case Document set out the strategic case for change and assessed each of the intervention options to examine how they met the objectives together with the identification of key risks, adverse impacts constraints and dependencies. The appraisal of the extent each option met the objectives was described using the WelTAG seven-point assessment scale. The assessment scale included measures relating to social, environmental, economic and the financial and commercial case for change. The Transport Objectives for the Study that were agreed were as follows:

Objective 1: Support Sustainable Connectivity in Cardiff City Region.

Objective 2: Facilitate and support economic growth.

Objective 3: Improving Health and Wellbeing.

Objective 4: Improved Safety and Security.

Objective 5: Benefits and Minimised impacts on the environment.

As a result of the evidence summarised above seven options were assessed as follows:

A - Do-minimum

B - Enhanced rail services and interchanges

C - Improved bus services and infrastructure

D - Enhanced walking and cycling connectivity

E - On line highway improvements

F - By-pass

G - Multi-Modal Option

The options appraisal to assess this long list of options included considering how the option tackled the identified problems; how the option met the objectives, assessment of risk, consideration of any adverse impacts, constraints and any dependencies.

Option A: 'Do Minimum' (pages 6-7 Arcadis Report attached at Appendix B to the report), assumed the continued delivery of transport enhancements via the Local

Transport Grant and utilisation of existing sources of transport funding. It also assumed the continuation of rail and local bus services as well as community transport at a similar level as present using funding similar to existing levels. Further, there was an assumption that there would be continued transport work undertaken by local authorities and stakeholders to deliver improvements to the network. This could have an adverse impact on the objectives set due to the modest levels of funding currently available to be invested in transport infrastructure and public transport services. In addition there would continue to be increases in population and traffic growth in Dinas Powys which would exceed any investment putting further pressure on the existing transport network and having a negative impact on the environment.

Option F: 'By-Pass' (pages 16-18 Arcadis Report attached at Appendix B to the report), assumed a similar alignment to that included in the former Adopted Unitary Development Plan south and east of Dinas Powys connecting to the Merrie Harrier Junction. The By-Pass would be a single carriageway link, although this assumption would need a great deal of further work to determine. The By-Pass would need to include active travel connections for walking and cycling. Significant junction improvements would also be required as part of any proposal. Potentially a By-Pass could improve local journey times for drivers and buses depending on the time savings on the new route compared to the existing route through Dinas Powys. There would also be possible improved air quality and noise benefits for residents living alongside Cardiff Road and potentially road safety benefits depending on the level of traffic that decided to use the new link.

Option G: 'Multi-Modal' (pages 19-21 Arcadis Report attached at Appendix B to the report), involved a package of short, medium and long term improvements and enhancements to bus and rail services and their associated infrastructure such as parking. Also there would be additional cycling and walking schemes and improvements to key junctions with the implementation of appropriate road safety measures. This Option had the potential to improve accessibility and road safety together with better journey time reliability. There would also be health and wellbeing benefits associated with the walking and cycling improvements with the impact on the environment being generally neutral. There may be high costs associated with any third party land that might be required. Additional work would be necessary to consider further the various options and impacts.

At the meeting, the Cabinet Member for Neighbourhood Services and Transport stated that a Dinas Powys By-Pass would assist traffic flows over the eastern Vale. This was because, in order to avoid the current delays at Dinas Powys, some traffic from Barry now diverted travelling to Cardiff via Sully and Penarth or even via Port

Road, adding to congestion in other areas. The Cabinet Member also referred to the strategic Review Group of the WeITAG report attached at Appendix B to the report, stating that he wished to make an additional resolution to add local representation onto the group.

After this item had been presented, the Cabinet Member for Housing and Building Services asked if the route of the By-Pass referred to as Option F in pages 16-18 of the Arcadis Report attached at Appendix B to the report, had been agreed. In response, the Cabinet Member for Neighbourhood Services and Transport confirmed that no decision on a route had been made and noted that the Arcadis report assumed a route similar to that in the former adopted Unitary Development Plan.

Finally, the Cabinet Member for Regeneration and Planning asked when Cabinet should expect the Stage 2 WeITAG report. The Cabinet Member for Neighbourhood Services and Transport stated that an update on the Stage 2 WeITAG report should be reported in late September.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the report be referred to the Scrutiny Committee (Environment and Regeneration) for consideration.
- (2) T H A T subject to resolution 1 above, the contents of the report and accompanying appendices be noted and agreed.
- (3) T H A T subject to resolution 1 above, a Stage 2 Welsh Transport Appraisal Guidance (WeITAG) Report be undertaken for Dinas Powys for the Stage 1 short listed options of Do-Minimum, Multi Modal and Bypass.
- (4) T H A T subject to resolution 1 above, the Stage 2 Welsh Transport Appraisal Guidance (WeITAG) Report, once completed, be presented to Cabinet and the Scrutiny Committee (Environment and Regeneration) for consideration in Spring 2018.
- (5) T H A T the Review Group established to guide the Welsh Transport Appraisal Guidance (WeITAG) process should include local business representatives, to

be agreed by the Director of Environment and Housing and the Cabinet Member for Neighbourhood Services and Transport.

Reasons for decisions

- (1) To ensure that the views of the relevant Scrutiny Committee were considered prior to a final decision on the Stage 1 report being taken by Cabinet.
- (2) To seek Member's approval of the Stage 1 Arcadis Consulting UK Limited Report on the Dinas Powys Transport Network.
- (3) To progress the Dinas Powys Transport Network Study to the next stage using the relevant Welsh Government transport guidance.
- (4) To seek Member's views on the Stage 2 report, once completed.
- (5) To include local business representation on the strategic Review Group.

C51 PURCHASE OF 26 TONNE AND 16 TONNE REFUSE VEHICLES: RESULTS OF TENDERING EXERCISES AND AWARD OF CONTRACTS (NST) (SCRUTINY COMMITTEE - ENVIRONMENT AND REGENERATION) -

Cabinet was informed of a tendering exercise in respect of 4x 26 tonne and 8x 16 tonne refuse collection vehicles.

The Council operated a vehicle replacement programme where vehicles were scheduled for replacement at set time intervals ensuring their most reliable and cost effective operation. The Council had agreed a capital budget of £3.2m for vehicle replacement in 2017 / 2018 (Council meeting 1 March, 2017 Minute Number 863 refers).

As part of the vehicle replacement programme 8x 16 tonne and 4x 26 tonne refuse collection vehicles needed to be replaced in 2017/18. A tender exercise for these vehicles was undertaken using the Sell2Wales portal, with 2 suppliers bidding for the 26 tonne vehicles and 2 suppliers bidding for the 16 tonne vehicles. Tender submissions had to meet the required vehicle specification and were evaluated on the basis of 60% price and 40% quality. Quality comprised value added information including servicing and parts, residual value, warranty, range of services including delivery time, supplier credibility and administration of tender documentation. The electronically submitted tender documents could not be viewed by the Council until the tender was unlocked via the Sell2Wales portal.

This was a matter for Executive decision

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

RESOLVED – T H A T the contents of the report be noted, the details of which will be considered via a Part II report later on this agenda.

Reason for decision

To consider the report alongside the Part II report later in the Agenda.

**C52 A4226 FIVE MILE LANE ROAD IMPROVEMENTS SCHEME (NST)
(SCRUTINY COMMITTEE - ENVIRONMENT AND REGENERATION) -**

Cabinet was provided with a general update to the A4226 Five Mile Lane Road Improvements Scheme and progress and advised of a requirement to increase the value of the archaeological contract which would be addressed via a Part 2 report later on the agenda.

Cabinet approved the principle of this scheme in October 2015, following the agreement of Welsh Government funding of £25.8m and the proposed Compulsory Purchase Order (CPO) and Side Roads Order (SRO) was agreed at a meeting of full Council in January 2016. Capita had been appointed to act in the Employer's Agent role for the scheme and Bruton Knowles had been appointed to act as the Council's land agent.

The main works tender was published through Sell2Wales and the deadline for the submission of bids was 28 July, 2017. The Project Management Unit and Capita held mid-term clinics in June and had responded to over 100 tender queries. It was the intention to provide a tender report to Cabinet in September 2017 once the bids had been assessed. An archaeological contract was tendered in January 2017 and Rubicon Heritage Services Ltd was appointed in March 2017. The intention behind their appointment was to de-risk the route with regard to archaeology in advance of the main works contract award.

This was a matter for Executive decision

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

RESOLVED – T H A T the contents of the report, and the requirement to take a decision on the value of one of the contracts associated with this scheme later on the agenda, be noted.

Reason for decision

To consider the report alongside the Part II report later in the Agenda.

C53 COLDBROOK CATCHMENT FLOOD RISK MANAGEMENT SCHEME (NST) (SCRUTINY COMMITTEE - ENVIRONMENT AND REGENERATION) -

Cabinet was informed of the progress in delivering the Coldbrook Catchment Flood Risk Management Scheme prior to requesting authority to increase the funding arrangements to conclude this scheme via a Part II report later on the agenda.

During the summer period of 2007 there was extensive flooding across England and Wales, which included localised flood events in Wales, demonstrating the consequences of communities living with flood risk. There was a localised flooding incident within the Coldbrook Catchment on 20 July, 2007 following a prolonged period of localised heavy rain, the source of the flooding being a combination of overland flow and the watercourse.

The latest report was taken to Cabinet on 23 January, 2017 (Minute C1771 refers) to update members on scheme progress, obtain approval to allocate match funding and authorisation to enter into contract for the delivery of the Coldbrook Catchment Flood Risk Management Scheme. This previous Cabinet report permitted expenditure up to £4,733,000. However certified works meant that this value had been exceeded; also additional authority would be required to agree the final contract value which would be higher again.

As the Council was legally bound to fund all certified costs associated with this scheme it was necessary to seek use of the Managing Director's emergency powers to allow the payment of claims submitted for June 2017. Payments for this contract would be due from July to its conclusion later in this calendar year, hence a further report on the agenda sought the necessary authority to agree such payments, all of which would be certified by the Council's Management Contractor PBA, and recommended use of the Council's Urgent Decision Procedure to ensure all payments could be made to time to avoid legal challenges under the contract and any further delays with the scheme.

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

The completed scheme would provide flood risk protection up to a 1 in 100 year storm plus 20% allowance for climate change in accordance with the Welsh Government flood risk management strategy. On a cost basis the scheme was 83% completed against the original activities, although the ongoing assessment of compensation events made the assessment of 81% progress by duration a better measure of progress on site. A more detailed summary of the works undertaken to date was given in Appendix C to the report.

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 progress in delivering the Coldbrook Catchment Flood Risk Management Scheme, the details of which are the subject of a Part II report which follows later on the agenda, be noted.

Reason for decision

To consider the report alongside the Part II report later in the Agenda.

C54 EXCLUSION OF PRESS AND PUBLIC -

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

**C55 PURCHASE OF 26 TONNE AND 16 TONNE REFUSE VEHICLES:
RESULTS OF TENDERING EXERCISES AND AWARD OF CONTRACTS (NST)
(EXEMPT INFORMATION – PARAGRAPHS 13 & 14) (SCRUTINY COMMITTEE -
ENVIRONMENT AND REGENERATION) -**

Cabinet was informed of the results of a tendering exercises in respect of 4x 26 tonne and 8 x 16 tonne refuse collection vehicles and authority was sought to progress the relevant procurement contracts.

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 award of contracts for the provision of new refuse collection vehicles be agreed as follows:
 - 4x 26 tonne refuse collections vehicles - Award to NTM in the sum of £663,184 excl. VAT.
 - 8x 16 tonne refuse collection vehicles - Award to NTM in the sum of £979,280 excl. VAT.
- (2) T H A T delegated authority be granted to the Head of Legal Services to execute the necessary contracts for the purchase of the vehicles detailed.

Reasons for decisions

- (1-2) To ensure contracts were in place for the purchase and delivery of the required vehicles.

**C56 A4226 FIVE MILE LANE ROAD IMPROVEMENTS SCHEME (NST)
(EXEMPT INFORMATION – PARAGRAPH 14) (SCRUTINY COMMITTEE -
ENVIRONMENT AND REGENERATION) -**

Authority was sought to increase the value of the archaeological contract in accordance with the details as set out in the report.

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 Director of Environment and Housing, in consultation with the Leader and the Cabinet Member for Neighbourhood Services and Transport, to commission Rubicon to undertake any additional archaeological investigation works as required (and to make payment for those works), under the terms and conditions of the existing A4226 Five Mile Lane Archaeological Investigation Contract and in accordance with the schedule of rates under that contract.

Reason for decision

To allow for additional works (and payment for those works) under the terms and conditions of the archaeological investigation contract together with future minor additional works and to comply with the Council's Contract Procedure Rules, the Procurement Code of Practice and Financial Regulations.

C57 COLDBROOK CATCHMENT FLOOD RISK MANAGEMENT SCHEME (NST) (EXEMPT INFORMATION – PARAGRAPH 14) (SCRUTINY COMMITTEE - ENVIRONMENT AND REGENERATION) -

Cabinet was informed of the progress made in delivering the Coldbrook Catchment Flood Risk Management Scheme, advised of an increase in scheme costs, and approval was sought to allocate the Council's additional match funding element and to apply for and accept additional grant provision from Welsh Government.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the progress made in delivering the Coldbrook Catchment Flood Risk Management Scheme be noted.
- (2) T H A T an increase in contract cost to £5,864,000 be approved and delegated authority granted to the Director of Environment and Housing in consultation with the Head of Finance and the Cabinet Member for

Neighbourhood Services and Transport, to approve increases in the construction contract up to a value of £7,932,000.

- (3) T H A T an increase in contract cost to £962,000 be approved and delegated authority granted to the Director of Environment and Housing in consultation with the Head of Finance and the Cabinet Member for Neighbourhood Services and Transport, to approve increases in the design & development (including site supervision) contract up to a value of £1,034,000.
- (4) T H A T the Capital Programme for the Construction Phase of the Coldbrook Catchment FRMS be amended for 2017/18 and 2018/19 up to £1,949,000 and £77,000, respectively, subject to formal Welsh Government funding approval being obtained. The increase will be funded by the additional capital Flood and Coastal Erosion Risk Management grant, existing capital budget allocation and Visible Services Reserves.
- (5) T H A T the Head of Finance be authorised to increase the Capital Programme to accommodate further increases approved using the delegated authority in resolutions 2 and 3, above.
- (6) T H A T a report detailing the Coldbrook Catchment Flood Risk Management Scheme be tabled at a future meeting of Scrutiny Committee (Environment and Regeneration) for information.
- (7) T H A T delegated authority be granted to the Director of Environment and Housing in consultation with the Head of Finance and the Cabinet Member for Neighbourhood Services and Transport, to accept a corresponding increase in Welsh Government Grant in Aid Funding for the scheme.
- (8) T H A T article 14.14 of the Council's Constitution (Urgent Decision Procedure) be authorised for resolutions 1-7, above.

Reasons for decisions

- (1) To ensure that Members were aware of progress of the scheme and the flood risk management work being undertaken.
- (2-3) To enable the Council to continue to meet its contractual obligations for funding delivery of the scheme and ensure compliance with the Council's Financial Regulations and Standing Orders.

- (4-5) To make adequate provision in the Capital Programme for delivery of the scheme.
- (6) To enable the appropriate Scrutiny Committee to continue to have oversight of the scheme.
- (7-8) To enable the Council to continue to meet its contractual obligations for funding delivery of the scheme and ensure compliance with the Council's Financial Regulations and Standing Orders.