

**CABINET**

Minutes of a meeting held on 22 January, 2018

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

Apologies: Councillor J. Bird.

**C183 MINUTES –**

RESOLVED – T H A T the minutes of the meeting held on 18 December, 2017 be approved as a correct record.

**C184 DECLARATIONS OF INTEREST –**

The following declarations of interest were received.

Councillor G. Kemp	<p><b>Agenda Item 20 - Proposed Reconfiguration of Primary Provision in the Western Vale</b></p> <p>Reason for Declaration –</p> <p>A Local Education Authority (LEA) appointed governor on Llancafán Primary School and Rhoose Primary School.</p> <p>As an LEA governor his personal interest did not equate to a prejudicial interest and therefore he was able to speak and vote on the matter.</p> <p><b>Agenda Item 22 - Adult and Community Learning Course Fees</b></p> <p>Reason for Declaration –</p> <p>Had recently enrolled on a course provided by the service.</p>
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	<p>It was determined that his personal interest did not equate to a prejudicial interest and therefore he was able to speak and vote on the matter.</p>
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**C185            GLAMORGAN HERITAGE COAST ADVISORY GROUP -**

The minutes of the Glamorgan Heritage Coast Advisory Group meeting held on 24 November, 2017 were submitted.

Present: Councillor S.T. Edwards (Chairman); Councillor A.C. Parker (Vice-Chairman); Councillors J.C. Bird, L. Burnett, S. Hanks, N.C. Thomas and S.T. William (Vale of Glamorgan Council); Mr. N.A. Lewis (Glamorgan Wild Life Trust), Ms. G.M. Barter (Natural Resources Wales), Mr. R. McLaggen (Merthyr Mawr Estates), Mr. B. Acott (Friends of the Glamorgan Heritage Coast) and Councillor R. Gant (One Voice Wales).

Also present: Mr. B. Guy (Operational Manager), Mr. P. Lock (Glamorgan Heritage Coast Site Ranger) and Mr. G. Teague (Public Rights of Way Officer).

(a) Apologies for Absence –

These were received from Mrs. H. March (Friends of the Glamorgan Heritage Coast) and Mr. J. Golunski (Dunraven Estates).

(b) Minutes –

AGREED – T H A T the minutes of the meeting held on 7th April, 2017 be agreed as a correct record.

(c) Presentation by the Site Ranger – Mr. P. Lock – Achievements and Issues Since the Last Meeting –

In commenting on the work over the past six months, Mr. Lock outlined the following:

- the team was now part of an integrated Countryside Service which had allowed more conservation work to be undertaken. This also meant that the team had access to a wide range of tools and equipment such as ride-on mowers. This made the work of the team easier and more varied;

- the team had been busy with a lot of Rights of Way work, particularly around repairing and replacing way-markers;
- in addition, the team had been repairing benches. Mr. Lock advised that vandalism may be a cause for this although sheep and livestock would also have a part to play. Mr. Lock stated that most of the benches were around 30 years old and so were starting to deteriorate. New benches had therefore been installed which were made of sustainable oak. This meant that all benches would be uniform;
- Mr. Lock praised the work and fund raising by volunteers from Lloyds Bank;
- for the wider work of the team, Mr. Lock stated that as an integrated service, a lot more work inland was being carried out and he referred to the building of a kissing gate at Llancadle. This meant that the team would be seeing other more varied parts of the Vale;
- in terms of staff, one new starter had joined the team. This person had previously worked for the National Trust;
- work of community groups in Penllyn and Monk Nash was highlighted, with volunteers helping to maintain paths. The team had been assisting these groups to generate income and acquire grant funding;
- maintaining the gardens during the summertime had involved the valuable help of volunteers from Lloyds Bank. However, due to access, only one single pedestrian mower could be used to maintain over 7.5 of gardens;
- a range of events had taken place over the summer months, for example, over a weekend a children's 'bug hotel' had been held;
- for a period of two weeks a crafts fair had been arranged; and
- recently, the team had been able to undertake more habitant management work.

Mr. Lock also outlined that over the summer months, the team welcomed visits from as many schools as possible, although this had been limited by the sea tides. An important element of the work with schools was raising awareness with children as to what the coast had to offer.

In terms of visitors, Mr. Lock advised that over the summer months there had been some very busy days with Bank Holidays and weekends of fine weather helping to attract visitors. Mr. Lock stated that during one Bank Holiday Monday, as the tide was in for most of the day, this had meant that people were scattered around the coastal area. This had created a problem for litter collection. Mr. Lock also outlined that the risk of rock fall was a worry where visitors stay near the foot of cliffs, which represented a significant health and safety concern. Lifeguards had been active in encouraging people to move from areas of risk.

Finally Mr. Lock commented that due to the stormy weather, a lot of sea life had been seen on the beaches. Also, every five years, starfish would be washed up and also this summer a number of Portuguese Man-of-War, Jelly fish, had been seen.

The Operational Manager Mr. Bob Guy also outlined that £120k grant money had been secured from Visit Wales, which would be used to resurface the car park and to refurbish the bathroom and wet room. This was therefore very useful with match funding to be provided by Dunraven Estates.

The Chairman took the opportunity to congratulate the team on the hard work and commitment that they had shown.

(d) Coastal Access Programme – Verbal Update –

Mr. Gwyn Teague, Public Rights of Way Officer, provided the Group with an update on a number of matters relating to the Heritage Coast and the major projects that had been undertaken to date together with details of those planned for the year ahead.

The current round of the Coastal Access Improvement Programme (CAIP) was funded by Welsh Government which had commenced in April 2015 with £900k provided. Programme managed by Natural Resources Wales who gave commitment to provide £4.5m (£900k/annum) between 2015-2020.

The improvement programme was delivered by Local Authorities, with funding distributed through two mechanisms:

- Formula for maintenance based on amount per km (75% grant)
- Specific bids for improvement and development projects (100% grant)

Mr. Teague, in summarising the key activities, outlined the following:

- for improvement works at Gileston, the path had been fully completed following negotiations with the two land owners, one through an order and the other by agreement. There had also been path resurfacing and parts of the path had been fenced off. A kit bridge had also been installed;
- for Dimhole, the work had been completed during 2016/17 with a new surface and footpath created. Positive feedback relating to improved accessibility had been received;

- for Monkash, there had been significant storm damage, which had meant that much of the path in this area was inaccessible. A topographical survey had been carried out which would assist with the work to repair the path.

The Group was advised of legal orders undertaken during the past six months. This included an area east of Nash Point which required the roll back of the path from the cliff edge due to erosion and areas of weakness. A second order had been placed for west of Tresilian Bay which was a location of previous fall and a geographical survey was being undertaken. A third legal order was needed at Summerhouse Point, as the path needed to be rolled back and so there was a need to formalise an alternative route.

Finally, annual clearance work to maintain paths had cleared over 19 kilometres of coastal path.

Following a query from a Member regarding Summerhouse Point, Mr. Teague confirmed that the continuation of the route to the east was still accessed via the pebble crossing. The status of the route that leads past Boverton Mill was queried and Mr. Teague, in outlining some of the legal difficulty for this route, advised that authority for an order had been granted but there had since been a change of land owner and negotiations had broken down.

With regard to a query regarding restrictions on disability access, Mr. Teague advised that sections of the path had points of access, while other parts of the path were more inaccessible, for example because of the use of stiles. He added that the Wales Coast Path was mainly a promotional tool and the majority of underlying legal rights were footpath rights. The Council had been able to invest some money to improve disability access, but there were constraints around geography with a few areas of the path inaccessible. Therefore consideration had been given to placing gates next to stiles.

A Member asked whether any assessment had been undertaken around the likely areas to be affected by cliff falls. Mr. Teague stated that this was difficult and that the authority works to an assumption that falls will require roll back of 3 to 5 metres. Mr. Teague highlighted two areas recently affected, these being west of Tresilian Bay and the other at Fontygary Caravan Park where surveys had been undertaken and health and safety assessments were to follow. The work of Officers would be reactive as it was not easy to predict where cliff falls would occur, and because the path was well walked, any problems would be reported very quickly.

In conclusion, the Chairman thanked Mr. Teague for his informative presentation.

(e) Rights of Way Improvement Plan Review – Verbal Update –

Mr. Gwyn Teague, Public Rights of Way Officer, provided the Group with an update with the Rights of Way Improvement Plan (ROWIP). Improvement Plans were 10 year plans outlining how Local Authorities intended to manage and improve Rights of Way access in their areas. The Vale of Glamorgan published its first ROWIP during 2007, with Welsh Government guidance anticipating that all ROWIPs in Wales to be published between 2017 and 2019.

The scope of the Improvement Plan for the Vale of Glamorgan included 570 kms of footpaths, bridleways, restricted by-ways and by-ways open to all traffic. The Plan set out responsibilities for the following:

- management
- promotion
- information
- maintaining
- protection
- recording
- changing.

The Vale of Glamorgan's existing ROWIP set out contextual information that was categorised into three main groups of working. The first area of work was management, which included legal, path maintenance, resourcing and volunteer involvement. The second area of work was around stakeholders and included consideration of the range of users, land owners and occupiers and other interested bodies. The third area of work was around information, communication and promotion.

In addition, a Statement of Action was required which, for the Vale, included 38 actions derived from the assessment and linked to the three main groupings of work.

Mr. Teague advised that the new ROWIP would differ from earlier ROWIPs in the following ways:

1. Additional delivery plans would need to be produced that would be annexed to the main Plan and linked to the Statement of Actions contained within the main ROWIP.

2. Assessment of the previous ROWIP – this would be an assessment of the progress around actions within the previous ROWIP and an evaluation of outstanding actions to be taken forward.
3. Review of limitations and authorised structures – there was a need to review and provide a summary of limitations and authorised structures on Public Rights of Way to inform the public.
4. Link to new plans / strategies – there was a need to link to other targets of relevance in other plans / strategies that had come on board since the first ROWIP and also to use the ROWIP as a means to assist delivery.
5. Focus on non-participants – there was a requirement to try and take into account the needs of the wider public, including those who currently did not participate in outdoor recreation regularly. Therefore, as wide as possible consultation would be needed to be carried out.
6. Focus on blind / partially sighted / mobility users – emphasis on taking into account the needs of the blind / partially sighted and those with mobility issues. Need to consult with such users.

In terms of publication of the new ROWIP, Mr. Teague advised that following an assessment of findings of the engagement exercise, it was currently planned for the new ROWIP to be published sometime during September / October 2018.

With regard to engagement, Mr. Teague outlined that workshops had been completed, which were well attended and provided useful discussion. Telephone interviews were also being carried in order to provide opportunity to participate upon request

Mr. Acott raised that there was a need for a way marker to be placed at the entrance to the path at St. John's Well in St. Athan.

A Member queried the feedback received from the consultation exercise. In reply, Mr. Teague stated that an assessment of the outcomes would be forthcoming, but a general feeling that came out of the workshops was around better signage. In addition, the way that issues were reported was also raised. In commenting on signage, the Member stated that if there were no signs then people would not be aware that a path existed. Mr. Teague stated that there were some mixed messages, with comments be made that signs were informative but that there should be better use of way markers.

(f) Consultation Response – Taking Forward Wales’ Sustainable Management of Natural Resources –

The Group was asked to consider the Vale of Glamorgan’s response to Welsh Government consultation document “Taking Forward Wales’ Sustainable Management of Natural Resources”. Mr. Teague, the Public Rights of Way Officer, outlined that the main aspect relevant to the Heritage Coast were proposals that would allow cyclists and horse riders access to any footpaths. There were also proposal to allow wild camping, increase access to open land and expansion of land around inland waterways.

Specifically to the expansion to cyclists and horse riders, Mr. Teague advised that this was opposed as it would raise expectations with regard to the use of public paths and because it would increase the demand for maintenance.

Mr. Bob Guy, the Operational Manager, in commenting on the Council’s response, stated that his main concern around the proposal to extend the use of footpaths to cyclists and horse riders related to health and safety. This was because the coastal path was not designed with these users in mind. He stated that some parts of the coastal path contained 90° bends which made it very difficult to see what was around the next corner. In addition, Welsh Government had stated that the proposal would not place any higher expectations on local authorities. Whilst this may be the immediate intention, there would be considerable pressure on Councils from cyclists and horse riders to maintain paths to suitable standards for such use, which may eventually even become a legal obligation. It would be very difficult for any local authority to have the resources currently in place to meet the higher demands for maintaining pathways, and cycle/horse use would cause significant damage to surfaces which would need to be maintained.

A Member stated that the proposal for free camping would be a huge drain on resources and would lead to greater problems around littering.

Mr. R. McLaggen of Merthyr Mawr Estates stated that the Welsh Government Consultation document was poorly put together. One issue from a land owner’s point of view was access to inland water ways, which he felt could cause a huge amount of problems. He added that increased use of public rights of way had been driven by the health agenda, but there had been a lack of understanding on the demand as open access had not led to an increase in uptake.



A Member queried whether the proposal would lead to the replacement of kissing gates. Mr Teague stated that there was caveat with the proposal that there would not be any correction to the duty placed on local authorities, although members queried that this could change in the future. Mr Teague referred to the degradation to the state of footpaths that would occur from cyclists and horse riders. In addition, he stated that there may be an issue around field gates, which may mean that these would have to be left open or may result in a stile being installed.

A Member suggested that contact should be made with Highland Council and North Coast 500 in Scotland in order to gauge their experiences. It was noted that this was Scotland's equivalent to Route 66. The Member stated that it was evident that many road users of the North Coast 500 were not stopping to use local facilities, and so, communities were not seeing the financial benefit.

AGREED –

(1) T H A T the Glamorgan Heritage Coast Advisory Group agrees and strongly supports the views provided in the consultation document, particularly in relation to an objection to the expansion that would allow cycling and horse riding on footpaths.

(2) T H A T Cabinet be requested to endorse the consultation response to the Welsh Government document "Taking Forward Wales' Sustainable Management of Natural Resources".

Reason for decisions

(1&2) In order to outline the Glamorgan Heritage Coast Advisory Group's support for the response provided by the Vale of Glamorgan Council.

(g) Matters Raised By Bridgend County Borough Council –

No matters were raised.

(h) Matters Raised by Natural Resources Wales –

Ms. Barter of Natural Resources Wales wished to offer thanks and appreciation to the team, especially for their valuable work to help maintain wildlife habitats.

(i) Matters Raised by the Friends of Glamorgan Heritage Coast –

Mr. Acott raised progress in relation to the transfer of the Sea Watch Centre and advised that at present, there were two interested parties. Mr. Acott stated that hopefully very soon, the Centre would once again be used for educational purposes.

(j) Date of Next Meeting –

The Chairman advised that the next meeting of the Group would take place in April 2018, the date and time of which was to be confirmed.



RESOLVED – T H A T the minutes of the Glamorgan Heritage Coast Advisory Group meeting be noted and the comments and views made in the consultation documents “Taking Forward Wales’ Sustainable Management of Natural Recourses” be endorsed.

Reason for decision

To note and endorse the response.

**C186 SHARED REGULATORY SERVICES JOINT COMMITTEE -**

The minutes of the Shared Regulatory Services Joint Committee meeting held on 19 December, 2017 were submitted.

Present:

Representing Bridgend County Borough Council – Councillors Ms. D. Patel (Chairman) and D. Lewis;

Representing Cardiff City and County Council – Councillor Ms. J. Parry;

Representing the Vale of Glamorgan Council – Councillors A.D. Hampton and T.H. Jarvie.

(a) Apology for Absence –

This was received from Councillor M. Michael (Vice-Chairman) (Cardiff City and County Council).

(b) Minutes –

RESOLVED – T H A T the minutes of the meeting held on 26th September, 2017 be approved as a correct record.

(c) Declarations of Interest –

No declarations were received.

(d) Draft Budget Proposals – 2018/19 –

Approval was sought for the proposed budget for 2018/19.

As a background summary, the report advised that on 1st May, 2015, 170 staff had transferred from Bridgend and Cardiff Councils to the Vale of Glamorgan Council to create the Shared Service. As a direct result of the TUPE provision, consideration for the resulting salary protection had been built into the budget.

The net effect of the budget adjustments in respect of the draft proposed 2018/19 budget was that the budget requirement was £407k lower than the £8.830m agreed budget for 2017/18.

Agreed budget savings of £166k for 2018/19 had been included within the rechargeable Management Overheads, and from within the Core Budget. The component parts of the savings were £54k of Staffing plus £112k from Supplies and Services.

Also included within the 2018/19 projections was an assumed pay award of 1% which had a value of £98k, with no increase for other price inflation.

The Head of Finance went on to advise that recent Government announcements regarding pay awards had shown an increase of 2%. This was an extra 1% pay rise which had not been factored into the budget proposals. The net effect of the extra 1% equated to an additional £81k per annum on top of the level of funding proposed in the report. It had been calculated that to fund this increase, the three Local Authorities would need to provide the following additional amounts:

- Bridgend - £17k
- Cardiff - £48k
- Vale of Glamorgan - £16k

The Head of Finance requested whether the Committee would agree for consultation to be undertaken with the three partner Local Authorities in order to decide whether

increased funding would be provided or whether further budgetary savings should be sought.

The Head of Finance stated that this consultation would be undertaken during January in order for each Authority to agree a budget before the 10th March, 2018 deadline. It was subsequently

**RESOLVED – T H A T** the Vale of Glamorgan Council's Head of Finance / Section 151 Officer, in relation to the proposed financial contributions for 2018/19 (as detailed in paragraph 19 of the report), consult with relevant officers and Elected Members of the three partner local authorities in order to reach a consensus regarding options to fund an increased pay award for staff, projected to be an extra £81k. The options being:

(a) That in addition to the proposed financial contributions for 2018/19, for an extra £81k to be allocated, it being calculated that each partner Local Authority providing the following additional amounts:

- Bridgend County Borough Council - £17k
- City of Cardiff Council - £48k
- Vale of Glamorgan Council - £16k

or

(b) During 2018/19, and in addition to the current saving target of £166k, for the Shared Regulatory Service to find further budgetary savings of £81k.

Reason for decision

In order for further discussion on proposals to fund the increased 2% pay award for staff, which was above the initial projected forecast for 2018/19.

(e) Fees and Charges –

The Committee's approval was sought for the proposed fees and charges for services delivered within the Shared Regulatory Service (SRS) for 2018/19.

The fees and charges adopted by the SRS in previous years had reflected a continual process of harmonisation in the licensing regimes operating across the three Local Authority areas. The fees and charges proposed for the financial year

2018/19 incorporated further streamlining, where possible, of the arrangements in place for licensing across a range of functions.

The fees and charges set out in the report aimed to optimise cost recovery from regulatory activity whilst ensuring that these were transparent, proportionate and compliant with statutory legislation. It was proposed that the new fees would take effect from 1st April, 2018.

The fee increases represented inflationary and wage award pressures and were based upon the Consumer Price Index for the year to September 2017, i.e. an increase of 2.8%. It was advised that while many of the charges were set locally (Annex Part One to the Appendix), some were set through voluntary regional or national arrangements, and others reflected the statutory regimes set by Welsh and UK Governments (Annex Part Two to the Appendix).

In referring to paragraph 9 of the report, the Operational Manager for Enterprise and Specialist Services advised that in the case of charges based on officer time, the rate of £53 an hour as indicated in the report was an error, and that the actual amount per hour would be £55.

In reply to a query regarding the role of the SRS in controlling rats, the Committee was advised that the SRS provided a service for the Vale but for Cardiff and Bridgend this was still provided in house. There was however a role for the SRS in regard to ensuring that landlords complied with their responsibilities around public health.

Having considered the report, it was subsequently

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

Reason for decision

To build upon the harmonisation of charges across the service.

(f) Overview and Update on the Shared Regulatory Services –

The Head of Shared Regulatory Services presented the report, advising that it provided an update on the work undertaken by the Shared Regulatory Services (SRS).

The Head of Service began by referring to the SRS' Business Plan that had been developed in consultation with stakeholders in order to direct the work of the service and help contribute towards the corporate priorities of each partner Council. The service had five key aims:

- improving health and wellbeing;
- safeguarding the vulnerable;
- protecting the local environment;
- supporting the local economy;
- maximising the use of resources.

The report contained information outlining how the service was working to achieve better outcomes for the residents and businesses within the region through a series of different actions and work programmes. The report provided an overview of actions undertaken in the period September to November 2017.

With regard to Human Resources, the Head of Service advised that the level of attendance had improved across the three Local Authorities. The Head of Service also stated that the SRS had recently completed a Workforce Development Plan, which was attached at Appendix 1 to the report.

This new framework would provide the foundation for identifying the required behaviours of officers when dealing with service stakeholders, together with learning and development these that supported business needs.

In terms of the financial position for Quarter 1, the Head of Service stated that the financial monitoring report for the period 1st July to 30th September, 2017 was attached at Appendix 2. The service was projected to overspend by £22k against a gross revenue budget of £8.830m. However, it was considered that this position could be mitigated by the level of income received directly by the Authorities.

The Committee was then taken through Quarter 2 performance as shown in Appendix 3.

The Operational Manager – Commercial Services began by referring to the percentage of high risk inspections of Category A and B businesses. For this indicator, performance for Cardiff and Bridgend had met target, but for the Vale was slightly below. This was because the one business that had not been inspected was of a seasonal nature and so a visit would be rescheduled later in the year. For Category 3 premises, the Operational Manager stated that overall the service had exceeded the Quarter 2 target of 45%, although Cardiff was slightly below at

44.98%. With regard to new businesses and risk assessments, the Operational Manager explained that performance for Bridgend and the Vale was above target. For Cardiff, Quarter 2 performance was shown as Red, which was as a result of a large increase in the number of new businesses registered in the area. This meant that it had been difficult for the service to keep up with demand. For the percentage of food establishments deemed broadly compliant with food hygiene standards, the Operational Manager outlined that performance for Cardiff was slightly below the 93% target whilst performance for Bridgend and the Vale was highlighted as Green.

With regard to the number of high risk businesses that were liable for inspection from Trading Standards, the Operational Manager for Enterprise and Specialist Services advised that performance across the three Local Authority areas was below target. For Cardiff and Bridgend, the reason for this was because the industry team had been down by one member of staff. This post had since been filled. For the Vale, there were five overdue visits that related to feed. Issues with data migration had meant that no follow up dates for visits had been set. These would be picked up during Quarter 3. In relation to the percentage of significant breaches that were rectified by intervention from Trading Standards, the Committee was advised that both Cardiff and Bridgend had exceeded target. Performance for the Vale was highlighted Red and was due to four investigations that were still ongoing. These were, however, within the timescales of the associated legislation. In terms of the percentage of new businesses identified that were subject to a risk assessment, the Operational Manager for Enterprise and Specialist Services advised that performance for Quarter 2 had missed target because the Trading Standards Team remained two officers down. The outstanding inspections would be prioritised next Quarter.

For his service area, the Operational Manager for Neighbourhood Services stated that all indicators had met or exceeded target and he gave praise to the Team Managers and Staff. He outlined that previously there had been issues within the Cardiff area which had been rectified with new work practices and a shift in resources. He also advised that domestic and commercial services had been separated as it was deemed easier to engage with industry.

In referring back to the report, the Head of Service advised that the SRS was receiving an increasing number of Freedom of Information (FOI) requests. Using a conservative estimate of an average of one hour to process each request, it was suggested that some 700 officer hours would be spent this year responding to the requests. It was agreed for the Committee to receive a report providing further information on the increase and impact of FOI requests.

In terms of air quality, Committee was advised that the annual Local Air Quality Management Progress Report for each of Bridgend, Cardiff and the Vale of Glamorgan had been reported and submitted to the Welsh Government before the 31st December deadline.

Air quality remained a high profile issue, featuring in the headlines on an almost daily basis. SRS continued to review monitoring locations in Bridgend and the Vale of Glamorgan and at the same time had been co-ordinating the development of Cardiff Council's Air Quality Strategy ahead of its implementation in April 2018.

In relation to safeguarding / scams, the Operational Manager for Enterprise and Specialist Services stated that a series of Safeguarding Roadshows had been scheduled to take place throughout the year. The first of these took place on 28th September when the Major Investigations and Safeguarding Team took part in the Llantwit Major Emergency Services Day. Resident groups were able to meet the various partners in rotation meaning that there was time to focus in some detail on awareness raising around doorstep crime and mass marketing scams.

A different approach saw the team making use of the Vibe Youth Organisation Bus based at Kings Square in Barry on 10th October. This was a way to draw the attention of passers-by with scams awareness messages played both inside and outside of the vehicle. The team spoke to over 150 people during the day and provided them with "No Cold Calling" stickers, key message grab cards and contact details for future contact. Plans were also underway for a similar event to take place in Bridgend and Cardiff.

With regard to the RSPCA Awards, the SRS had been recognised in three separate categories at this year's RSPCA Cymru Awards. In the first of the categories, SRS received a Bronze Community Action Welfare Footprints (CAWF) Award for animal related licensing services and in the second category, SRS received a Silver Award for Stray Dog Provision.

SRS was also honoured to be the outright winner of the 2017 RSPCA Innovator Award for its work to promote responsible dog and horse ownership within the Gypsy Traveller Community.

The Operational Manager for Enterprise and Specialist Services also referred to the Primary Authority Scheme, which enabled a business to enter into a statutory partnership with a Local Authority through which it could receive assured advice. Providing this advised was followed, the Primary Authority was also able to challenge intended enforcement action by other Local Authorities. SRS now had



some 16 Primary Authority partnerships in place with both local and national businesses and was able to charge for the work done as part of these arrangements on the basis of full cost recovery.

On 1st October amendments to the Regulatory Enforcement and Sanctions Act brought some changes to the Primary Authority Scheme. The main changes were as follows:

- a business could now enter into a Primary Authority Partnership before it began trading;
- there was no longer a need for a business to trade across Local Authority boundaries in order to be eligible for Primary Authority. Single site businesses were now able to form partnerships in the same way as multi-site operations;
- matters devolved to Wales were now recognised on the basis of Welsh Government policy areas meaning that a business trading in Wales in sectors such as food, public health, agriculture, environmental protection and pollution control, housing, would need to have a Welsh Primary Authority partner if assured advice was to have effect in Wales.

The latter change was already being felt by the SRS with a number of big names interested in partnering to ensure Primary Authority coverage in Wales. SRS had recently entered into a partnership with Tesco and a number of other prospective Welsh partnerships were currently in the discussion phase.

The Operational Manager for Neighbourhood Services then referred to Welsh Government consultation on taxi legislation. Between June and September 2017, Welsh Government held a consultation on the legislation governing taxi and private hire vehicles, which would become a devolved matter following provisions contained in the Wales Act 2017. It was widely recognised that the existing legislation was archaic and that a new piece of primary legislation provided an opportunity to implement a system that reflected an evolving transport regime. The public were often unaware of the distinction between hackney carriage and private hire vehicles and it rarely made a difference to them whether they made a booking via a telephone, smartphone app or hailed a vehicle from the roadside. The consultation proposals were based in part on a previous report by the Law Commission which made 84 recommendations. These included:

- the introduction of national standards for all taxis and private hire vehicles set by the Welsh Ministers;
- local licensing authorities being able to set additional licence conditions where appropriate and remain responsible for issuing licences and enforcement;

- providers being able to work across Local Authority borders more easily with licensing officers provided with new enforcement powers to deal with vehicles and rivers licensed in different areas;
- local licensing authorities retaining the right to limit the number of taxis working in their licensing area;
- improved arrangements for regulating fares.

The SRS provided a comprehensive response to the consultation and continued to liaise with Welsh Government officials, who aimed to provide an update in Spring 2018. This would inform proposals for amending and harmonising taxi policies in Bridgend, Cardiff and the Vale.

The Operational Manager for Neighbourhood Services also referred to the impact following the tragic fire and loss of life in the Grenfell Tower in North Kensington. Following this, there had been a nationwide review of the use of a particular type of cladding known as Aluminium Composite Material (ACM) which was used in the Tower. Tests commissioned by Government and undertaken by the Building Research Establishment (BRE) had demonstrated that certain types of commonly used cladding did not meet the current Building Regulations in respect of spread of fire and therefore presented a significant fire hazard in buildings over 18m tall.

Within Wales, Welsh Government and the Fire Service, together with input from Local Authorities and Housing providers, had identified sites where ACM had been used. Currently within the SRS area there were a number of tall buildings in Cardiff which were affected.

An Independent Expert Panel had recommended implementation of a series of interim mitigating measures in the buildings affected to ensure the safety of residents, pending replacement of the cladding. The Fire and Rescue Service was the lead body for taking forward this work but Local Authorities were also closely working with Welsh Government and the Fire Service and may be required to take a more active role with owners to ensure remedial work on buildings going forward.

For her service area, the Operational Manager – Commercial Services referred to the Port Health Plan which was set out at Appendix 5 to the report. This outlined how the SRS sought to prevent infectious diseases coming into Cardiff, Barry and the surrounding areas via the ports and airports in order to protect the health of the public. The Plan demonstrated how these statutory obligations in relation to food safety, imported food control ship sanitation, disinsection, waste control and animal health would be delivered.

In addition, the Operational Manager – Commercial Services outlined contractor and employee safety concerns for golf courses. The workplace health and safety at golf courses was an agreed national priority for pro-active intervention for Welsh Local Authorities. This followed two work related deaths at two golf courses in south east Wales in the last three years and a number of accidents and near misses.

Initial visits to the 24 golf courses in the SRS area took place between October and December 2016 and clubs were revisited between April and June 2017. Whilst no Improvement Notices or Prohibition Notices under the Health and Safety at Work etc. Act 1974 were served, all golf clubs received a formal written report outlining the contraventions whilst also requiring clubs to submit an action plan to demonstrate commitment in raising standards.

19 golf clubs failed to adequately address the risks associated with green keeping staff working on slopes and in / near water courses. Key areas of non-compliance included:

- failure to control the potential for machinery to overturn and drowning – 14 (58%)
- failure to implement proportionate control measures to manage the risks posed by lone working – 13 (54%)
- poor management of external contractors responsible for undertaking high risk work activities – 11 (46%).

During the initial visits it was clear that many golf clubs presented the same risks as those golf clubs involved in the recent fatalities, but revisits confirmed that these risks had now been minimised.

With regard to sunbed safety, the Operational Manager – Commercial Services outlined that using sunbeds increased the risk of users suffering from skin cancer, causing eye damage and creating premature skin ageing. During July and August 2017, Commercial Services Trading Standards Team carried out a survey across the SRS, testing sunbeds offered for hire to ascertain if they met the requirements of the General Product Safety Regulations in relation to the UV level exposure as detailed in BS EN 60335-2-27:2010.

During the survey, 41 premises were tested. Of these, four Notices were issued under the General Produce Safety Regulations 2005. The highest failure UV reading was 0.94kw/m<sup>2</sup>, which exceeded the permitted level by 213%. The business owner explained that they had purchased the sunbed from Italy complete with the bulbs and they therefore were old and did not meet the current standards.

Work was also ongoing with one premises and officers would be carrying out a test purchase in the near future to ascertain if the sunbed was still being used. All other premises were currently compliant.

Finally, the Head of Service referred to details of recent cases investigated by the SRS that had resulted in a prosecution, which were set out in Appendix 6 to the report.

Having considered the report, it was subsequently

RESOLVED –

- (1) T H A T the contents of the overview and update report be noted.
- (2) T H A T a report be provided at the Annual Meeting, regarding the increase and impact of Freedom of Information requests on the Shared Regulatory Service.

Reasons for decisions

- (1) In view of the work of the service and the progress towards completing the implementation programme.
- (2) In order for the Joint Committee to consider the impact of the increasing number of Freedom of Information requests.

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

Reason for decision

To note the contents of the report.

**C187 WELSH PUBLIC LIBRARY STANDARDS PERFORMANCE 2016-2017 (REF) -**

The Scrutiny Committee Learning and Culture on 11 December, 2017 considered the above report of the Director of Learning and Skills.

The Library Services Manager, in presenting the report, advised that the purpose of the report was to endorse the Annual Return for 2016-2017, to provide an update on the feedback received on the Library and Information Service performance received from Welsh Government and to inform Members about the Sixth Framework of Welsh Public Library Standards 2017-2020.

The report highlighted that the Welsh Public Library Standards were introduced by Welsh Government in 2001 to provide a common performance assessment framework for public library services in Wales. The Standards were reviewed and updated by Welsh Government on a three year cycle. The Annual Return submitted for 2016-17 was the third report of the Fifth Framework, which operated from April 2014 to March 2017. Committee was advised that in setting targets and areas of reporting, the Fifth Framework had taken into account the financial difficulties affecting Councils, yet also still set some aspirational targets.

The Library Standards Return for 2016-17 was attached at Appendix 1 to the report, with Case Studies at Appendix 2. The return was completed using a template provided by Welsh Government and it required sufficient information to enable the assessors to evaluate performance and identify factors that may impact on performance. The first part of the report is related to Core Entitlements, and the second part related to Quality Indicators (WPLSQI 1-16).

Feedback in the form of an Annual Assessment from Welsh Government was to be found at Appendix 3 to the report. The executive summary of the Assessment commended the Vale of Glamorgan for continued investment in stock but also mentioned disappointment that the Authority missed staffing and opening hour targets. The assessment went on to summarise that the "Authority appears to be an average performer, with many indicators in all areas close to the median for Wales and some pockets of good performance".

In terms of positive performance, the Committee was advised that the Vale:

- was one of five services in Wales that had achieved the target for book stock;
- ranked 5th in Wales in terms of active borrowers;
- was 12th in the rankings for events at libraries; and
- up in terms of volunteers and now ranked 2nd in Wales.

For the performance indicators which were not met, only one Quality Indicator (QI) had not been met, with two others being partially met as follows:

- QI 3, for individual development, was only partially met. This QI related to activities provided for library users in relation to literacy and digital skills, reader development and information literacy. During 2016-17 there was significant change in libraries with the implementation of the community libraries initiative, and one consequence was that individual development work could not be timetabled or undertaken to the same level as before. While the target was missed in 2016-17 it was anticipated that this QI would be achieved again during the period of the new framework;
- QI 13, staffing, and professional staffing per capita, was only partially met in common with all but one authority in Wales, staffing numbers being 10.5 FTE below the target per population. Given necessary staffing changes over recent years, which followed opening hour changes and the establishment of five community libraries, it was expected that the total staffing establishment would not meet the indicator for staff per capita and also professional staff per capita. It was not foreseen that this QI would be achieved during the life of the next framework. It was felt that the current library workforce was appropriate for the structure of the service. Whilst staff numbers did not meet the target, the indicator did not take account of over 100 volunteers who now did valuable work in their communities to provide libraries services with substantial Council support for infrastructure, equipment, books and staff support;
- QI 16, opening hours per capita, was not met. This QI included the opening hours for both Council run and Community Supported libraries. Together they opened for 107 hours, which were fewer than the target of 120 hours per annum per 1,000 resident population. A further 35 opening hours per week would be required to meet the target. Currently, there was little demand from customers for extended hours at Council libraries, however a number of community libraries had expressed a desire to increase their hours in future, subject to the availability of volunteers. In an effort to make libraries accessible to users outside current opening hours, the library service had invested in a system which would enable unstaffed use of Barry library up to 9pm weekdays, in the first instance. The Sixth Framework asks Authorities to report on the number of unstaffed hours they provided from 2017 onwards, however, these will not be included in the calculation for the QI.

In addition, the Library Services Manager advised that there had been a fall in visitor numbers, which was not uncommon across Wales, and that periods of rising and falling visitor figures happen from year to year. . Partly as a result of a drop in visitors the net cost per visit of running the Service had decreased by only £0.18 despite significant budget savings over the previous year.

A copy of the Framework was attached at Appendix 5 to the report.

A Committee Member commented on the introduction of booths at Penarth Library, used to drop off books without the assistance of a member of staff. The Member stated that if people were standing in large queues then this would be an ineffective service. In reply, the Library Services Manager stated that the Library Management System had been implemented during July but there had been an issue with the supply of new equipment. There had also been difficulties with the network. The new system was operating in Cowbridge, Barry and Llantwit Major but there were issues at Penarth. The Library Services Manager stated that Penarth Library was on a different network exchange and so a meeting with the Head of I.C.T had taken place. He added that the Council was working on a solution and that this was a priority for the Library Service.

In relation to a reduction in the number of visitors to libraries during 2016/17 when compared to 2015/16, a Committee Member asked if this reduction was larger within the community run libraries. The Library Services Manager confirmed that the reduction in visitors was larger for the five community libraries. He also advised that during the period of transfer, there had been an element of uncertainty among the public in regard to opening times and whether the libraries were operating and this may have accounted for some of the fall in use along with some adjustment of opening hours.

A Committee Member referring to the rural parts of the Vale asked whether more could be done to promote the libraries on line. The Library Services Manager advised that a Digital Library Officer had been appointed and one of their tasks would be to promote the service, so there would now be more promotional activity in this area. The Library Services Manager also referred to Book Groups, of which there were 32 in the Vale and he also made mention of the House Bound Service that was available to individuals who were not able to leave their homes. In addition he commented that the Service was being active in trying to attract people into the libraries.

In answer to a question about unplanned emergency closures during the year the Library Services Manager advised that emergency closures were very rare. These had happened during a period of short staffing, between the time when some staff had left the Service and before community libraries were transferred and being operated by volunteers.

A Committee Member asked for more detail around risk assessments in relation to the Open+ scheme planned for Barry. The Library Service Manager advised that the

Service had produced risk assessments. One of the risks might involve a person gaining access to the library by following a library user that had activated the automatic doors; another might involve someone being taken ill in the library when unstaffed. For both occasions library users could pick up the phone and dial emergency services. He also outlined that Open+ would be restricted to adult users and they would all receive an induction programme before being given access.

A Committee Member gave praise to the library staff, particularly in Barry, and to their work to organise extra events in order to increase footfall. The Member also praised the use of twitter feeds, which was a very useful tool. The Member then asked about the future prospects for the Library Service. In reply, the Library Services Manager stated that there was a positive future for the Library Service and he outlined that compared to other local authorities, the Vale was in a much better position. Some Local Authorities had decided to reduce their book stock; the Vale however had a priority to maintain its stock as without it people would not be encouraged to visit. The Library Services Manager also stated that staff and their creativeness and commitment was invaluable, with the Service now under less pressure due to better opening times. He outlined that more could be done online which would remove the need to purchase expensive reference books. He also referred to the Wales consortium to purchase books and the possibility of working regionally in other ways especially in relation to the Library Management System. There was also a positive way forward for working in a joined up way with Community Libraries. They now had almost the same access to library systems as the Council's libraries and in future there will be opportunities for joint training.

At this point, the Cabinet Member with permission to speak, stated that the range of services available at libraries had been increased, for example by allowing residents to be able to purchase Vale goods such as recycling bags, and he hoped that this would also include Blue Badge and Bus Pass services. These would help to increase footfall. In terms of opening hours, the Cabinet Member stated that the Bibliotech library system had been used successfully in Scandinavian countries for many years, although this came with some risk, it was a proven system. He added that this could be the way forward as it would allow people to visit libraries at times which best suited them.

The Chairman, in referring to a potential 24 hour service, queried whether the unstaffed service operating at Barry until 9pm could continue later than that. In reply, the Library Services Manager stated that it could, and once the trial period had proved its worth the Service might be extended beyond 9pm and on weekends.



The Chairman praised the use of new online facilities such as E-Books and E-Magazines and commented on the positive use of social media in order to promote services. The Committee agreed to receive a presentation on how the library services are promoted, particularly in regard to the use of social media. Also, it was agreed for a Committee site visit to take place that could possibly coincide with an open day. The Library Services Manager referred to the importance of promoting services and this was a constant process, as for example, many people may not be aware that the library service was free.

The Chairman, referring to support for literacy and digital skills, queried whether there had been any positive knock on effects following the move of Vale Learning Centres into libraries. The Library Services Manager confirmed that there were, and made reference to the use of personal computers and I.T. equipment. As Vale Learning Centre users were joined up to the library service when they enrolled, it was hoped use of the centre would increase their use and knowledge of libraries and would help them feel comfortable there.

There be no further comments or queries, it was

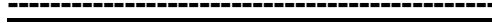
#### RECOMMENDED –

- (1) T H A T Cabinet be recommended to endorse the Annual Return for 2016-2017 submitted to Welsh Government in June 2017.
- (2) T H A T the performance of the Library and Information Service in relation to the Welsh Library Standards Framework be noted.
- (3) T H A T the Committee receives a presentation with regard to promotion of the Library Service via Social Media.
- (4) T H A T a Committee site visit to Barry Library be arranged that possibly coincides with an open day.
- (5) T H A T the Committee's thanks and appreciation be passed on to staff.

#### Reasons for recommendations

- (1) To comply with the requirements of the Welsh Government for formal approval of the Annual Return for 2016-2017 and to seek Cabinet endorsement.
- (2) To keep Members informed of progress.

- (3) In order for the Committee to consider how the library services are promoted.
- (4) So Members of the Committee can see the range of services provided at Barry Library and meet and talk to some of the staff and library users.
- (5) In order for the staff to be congratulated for their hard work.



Cabinet having considered the recommendations of the Scrutiny Committee  
Learning and Culture

RESOLVED – T H A T the contents of the report be noted and the Annual Return for 2016/17 submitted to Welsh Government in June 2017 be endorsed.

Reason for decision

To note the contents of the report and endorse the Annual Return for 2016/17 that was submitted to Welsh Government in June 2017.

**C188 INITIAL CAPITAL PROGRAMME PROPOSALS 2018/19 (REF) -**

The Scrutiny Committee Corporate Performance and Resources on 14 December, 2017 considered the above report.

The Council's Scrutiny Committees had previously considered the above proposals at its meetings held on the following dates:

- Environment and Regeneration Scrutiny Committee – 30<sup>th</sup> November, 2017
- Healthy Living and Social Care Scrutiny Committee – 4<sup>th</sup> December, 2017
- Homes and Safe Communities Scrutiny Committee – 6<sup>th</sup> December, 2017
- Learning and Culture Scrutiny Committee – 11<sup>th</sup> December, 2017.

Details of each of the Scrutiny Committees' recommendations if made on the Initial Capital Programme Proposals were included in the agenda. Homes and Safe Communities and Learning and Culture Scrutiny Committees made no recommendations on the above budget proposals.

**Environment and Regeneration Scrutiny Committee recommended –**

*“..... In considering the report, Members raised a number of queries as outlined below:*

- *Paragraph 12 of the report referred to a 20mph zone for Treharne Road with it being noted that this would improve facilities such as access to local parks and schools. A Member queried the schools referred to being advised that they were Barry Comprehensive and Bryn Hafren due to the significant footfall in those areas, together with Oakfield Primary School, Jenner Park and Cadoxton. A number of Surveys had shown significant congestion with the issues also having been highlighted by the local Councillor and the community.*
- *In referring to improvements on Dock View Road and whether the funding required was to be vired, it was agreed that clarity of wording be pursued and reported to Members via e-mail.*
- *In considering the Five Mile Lane project, Members were advised CPOs had been agreed and that the contractors would be on site in the New Year. Members were reassured that there appeared to be no hold up now and that work would commence.*
- *In referring to a query in relation to the bridge at Dinas Powys library, Members were advised that it had been put forward due to the fact that it was structurally unsound. The local Member asked for further detail to be sent to him on the project via email.*
- *In noting that a number of schemes were not being proposed, the issue of street lighting in Dinas Powys was raised with a local Member advising that a number of local residents had complained about the state of repair of the street lighting columns and the need for replacements. The officer agreed to look into the issue and advise the Member accordingly.*
- *Cross Common Bridge road when was this likely to be removed. The Head of Service advised that her intention was hopefully within the next three to six months, however she had had resource issues in the Engineering Section and unfortunately had to prioritise other works in advance of the Cross Common Bridge, but it was certainly on the list to be addressed.*
- *In referring to the time taken for a cycleway on the ash path (between 9 to 18 months), Committee was informed that this was as a result of the legal process as this included any objections which could take some time to address.*
- *Following a query in respect of feasibility studies in Penarth including the Esplanade and why it had been requested to reduce the Capital Programme by £47k, the officer advised they would speak to the Head of Service for Regeneration and Planning and the Director of Environment and Housing with a view to seeking a response that could be e-mailed to all Members.*

- *Ham Lane – when was the work to be completed – Head of Service agreed to provide email update.*
- *Waste recycling site at Llandow – the officer advised that it was her intention to provide another site in the area when she could.*

*In conclusion, the Chairman referred to resurfacing in and around the Vale, advising that not spending sufficiently on road resurfacing was actually a false economy. The officer advised that the department would need at least £2.5m - £3m to stay on top of all its roads. The Chairman, in noting the healthy position of the reserves, suggested that the Council should consider utilising some of the reserves for resurfacing purposes.*

*Following full consideration of the report, it was subsequently*

**RECOMMENDED –**

(1) *T H A T .....*

(2) *T H A T in noting the healthy position of the reserves, the Corporate Performance and Resources Scrutiny Committee be requested to recommend to Cabinet that the use of further reserves for resurfacing throughout the Vale of Glamorgan be considered.*

(3) *T H A T .....*

**Reasons for recommendations**

(1) *.....*

(2) *To request that Cabinet consider further funding for resurfacing throughout the Vale of Glamorgan as it could be a false economy not to address the situation.*

(3) *.....”*

**Healthy Living and Social Care Scrutiny Committee recommended –**

*“..... A Member queried the allocation of £300k to St. Paul’s Church and was advised that the £233k that had been originally programmed in the budget was no longer required as officers were pursuing the new project proposals from Newydd Housing Association and further detail was awaited pending the outcome of the planning process.*

*The Chairman, referring to Appendix 3, expressed disappointment in relation to the replacing playground schemes not being included in the Capital Programme and asked whether there was any potential for Section 106 funding. The Cabinet Member advised that the department was currently looking into the issue of Section 106 funding, in particular for the Rhoose play area. The Operational Manager for Leisure Services also advised that other funding opportunities e.g. grants were being considered.*

*Following a query with regard to the Southway project, it was noted that this project was now complete.*

*Having considered the report, it was subsequently*

**RECOMMENDED –**

*(1) THAT .....*

*(2) THAT the Corporate Performance and Resources Scrutiny Committee be requested to ask Cabinet to reconsider the priority bids to include the not proposed replacement playgrounds schemes and that every opportunity and option be explored in order to resource such facilities.*

*(3) THAT .....*

**Reasons for recommendations**

*(1) .....*

*(2) To seek Corporate Performance and Resources Scrutiny Committee support in relation to funding allocations for playgrounds and play areas.*

*(3) ....."*

Set out in Appendix 1 were details of the financial progress on the Capital Programme as at 30<sup>th</sup> September, 2017. In addition, the report also addressed the following changes to the Programme:

Rhoose Primary New School – It had been requested that the Rhoose scheme be reprofiled as indicated below in line with the 21st Century Schools Band B proposals set out in paragraph 66 of this report:-

**Rhose Primary New School**

<b>Year</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Currently Approved Profile</b>	1,500	1,762	0	0
<b>Proposed Profile</b>	0	349	1,981	1,855

This would maximise the opportunity to draw down on the available Section 106 and utilise potential 21st Century Schools Band B funding for the scheme.

Llantwit Major Learning Community – The 2018/19 budget for this scheme was £29,000, it had been requested to bring this budget forward into the 2017/18 Capital Programme as retention had to be accrued into the year that the works are carried out.

Romilly Primary – The design of the new classroom block at Romilly Primary had been delayed due to the discovery that a 200mm water main running under the site was nearly 5m away from the location shown on the Welsh Water plans. The original plans had been completed before this was discovered and the scheme has had to be redesigned to enable the building to fit on the site. It had therefore been requested to carry forward £858,000 into the 2018/19 Capital Programme.

Victorian Schools – Due to the extent of preparatory investigative works required, the Property Section were not able to undertake the full programme of Victorian Schools works during the 2017 summer holidays. Works at Ysgol St. Curig, Romilly, Cogan and Gladstone Primary would be completed by December 2017. The tender documentation for the remaining schemes would be completed during the winter for the schemes to be completed during the summer of 2018. It had therefore been requested to carry forward £1,388,000 from 2017/18 into the 2018/19 Capital Programme.

Cogan Primary Reception Area – Works included the conversion of the Caretaker's house into a new reception area. It had been requested that a new scheme be included within the 2017/18 Capital Programme with a budget of £113,000 to be funded by a revenue contribution from the school.

Holton Primary Outdoor Shelter – Works included the purchase and installation of an outdoor shelter. It has been requested that a new scheme be included within the 2017/18 Capital Programme with a budget of £14,000 to be funded by a revenue contribution from the school.

Wick Primary Nursery and Remodel Building – This scheme would include a new nursery and would allow for the remodelling of the existing building. It had been requested that a new scheme be included in the Capital Programme with a budget of £800,000, split £52,000 in 2017/18 and £748,000 in 2018/19. This scheme would be funded from Section 106 monies.

St. Joseph's Nursery and Early Intervention Base – The design process for the scheme had been delayed therefore it had been requested to carry forward £964,000 into the 2018/19 Capital Programme.

Youth Service Software – This scheme was to purchase an add on module to the Council's Management Information System 'One'. It had been requested to include a new scheme within the 2017/18 Capital Programme with a budget of £28,000 to be funded by a contribution from revenue.

Southway Asbestos Removal – As part of this scheme catering equipment had to be removed, which revealed that the flooring was in very poor condition and needed replacing. This flooring was not within the original budget allocation and therefore a £3,000 contribution from revenue was required.

The proposal to amend the funding for the 2017/18 Housing Improvement Programme was set out in paragraph 72 of the report and included those amendments identified below.

WHQS Environmental Improvements – Work on the Buttrills Environmental Scheme started in July 2017 and it was estimated to take 18 months to complete. The scheme was to be completed in three phases: roofing, walls and internal / external communal areas, with the communal areas unlikely to be completed until the 2018/19 financial year. It had therefore been requested to carry forward £373,000 into the 2018/19 Capital Programme.

Vehicle Replacement Programme – There had been delays in procuring certain vehicles programed to be replaced in 2017/18 and these would now be carried forward and replaced in 2018/19. The Programme budget profile had been reviewed as set out below:

#### **Vehicle Replacement Fund**

<b>Year</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Currently</b>	3,235	1,756	1,250	901	922	0

**Approved Profile**

<b>Proposed Profile</b>	2,235	2,256	1,184	900	900	900
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Consequently, it had been requested to amend the Programme budget profile as proposed above. This was to be funded by £1.2m prudential borrowing and £7.175m Vehicle Fund reserve.

Additional Resurfacing – Both this budget and the Visible Services Highway Improvements budget were used to fund the Highways resurfacing three year plan. It had been requested to amalgamate both budgets with the Visible Services Highway Improvements budgets, with an amended budget totalling £1.3m.

Coldbrook Flood Risk Management – The 2018/19 budget for this scheme was £77,000. It had been requested that this budget be brought forward into the 2017/18 Capital Programme as retention has to be accrued into the year that the works were carried out.

Boverton Flooding – The 2018/19 budget for this scheme was £100,000. It had been requested that this budget be brought forward into the 2017/18 Capital Programme as retention had to be accrued into the year that the works were carried out.

Llanmaes Flood Management Scheme – It had been requested to carry forward £746,000 into the 2018/19 Capital Programme as the remainder of the significant construction costs would not be incurred until 2018/19 and would be subject to Welsh Government (WG) funding approval.

Ashpath Footpath Improvements – The Council was in the process of applying for a Cycle Way order which could take up to 9-18 months depending on objections. It had been requested to carry forward £63,000 into the 2018/19 Capital Programme.

Parks and Grounds Asset Renewal – A delegated authority had been approved to vire £9,500 from the Resurfacing Works budget to the Fencing Works budget. These budgets were both within the Parks and Grounds Asset Renewal budget. Fencing Work costs at Belle Vue and Romilly Park were higher than originally anticipated and as the resurfacing works programme was yet to commence, the virement of the budget was not detrimental to any current projects.

Cemetery Approach – It had been requested to increase this budget by £124,000, £94,000 in 2017/18 and £30,000 in 2018/19 to be funded from Section 106 monies. Delegated authority had been sought to increase the Capital Programme for a



£25,000 contribution from Barry Town Council once the addendum to the Funding Agreement had been signed.

Barry Leisure Centre Floor – The floor type required at Barry Leisure Centre was very specialist and there was only one company who were able to carry out the works. As a result, the works were unable to be carried out until April 2018. It had therefore been requested to carry forward £187,000 into the 2018/19 Capital Programme.

Barry and Penarth Leisure Centre Upgrade Changing Rooms – It had been requested to carry forward £1,492,000 into the 2018/19 Capital Programme to align with the projected implementation plan for the scheme.

St. Paul's Church – The original Capital Programme allocation of £233,000 was no longer required as officers were pursuing the new project proposal (subject to statutory consents) from Newydd Housing Association in accordance with Cabinet Minute C3480 (Cabinet Meeting of 20<sup>th</sup> February 2017), which would be financed by the Housing Association, WG for the proposed affordable dwellings and by Section 106 funds (if approved by the Section 106 process) for the Community Facility. It had therefore been requested to remove this budget from the 2017/18 Capital Programme.

A number of delegated authorities had been granted in respect of the below:

- Profihopper – Wildflower and wild area flail mowing cutter-collector – approved to include a new scheme of £30,000 into the Capital Programme to be funded from Section 106 monies.
- Improved pedestrian movements along Old Port Road – approved to include a new scheme of £180,000 into the Capital Programme to be funded from Section 106 monies.
- Improve pedestrian movements along Treharne Road – approved to include a new scheme of £170,000 into the Capital Programme to be funded from Section 106 monies.
- Improve pedestrian movements along Dock View Road – approved to include a new scheme of £24,000 into the Capital Programme to be funded from Section 106 monies.
- Barry Regeneration Partnership Project Fund – approved to vire £26,500 to the High Street / Broad Street Traffic Management scheme This was for additional works to pedestrian routes on the approaches to the District Shopping Centre. Also approved £20,000 from this scheme to be classified as revenue. This was made up of £4,500 for Holton Road Street Furniture

Upgrade Phase 2, £8,500 for Barry Sense of Play and £7,000 for High Street Springboard.

Maes Dyfan Open Space Improvements – It had been requested that a new scheme be included in the Capital Programme to enhance and undertake landscaping improvements at the public open space adjacent to the recent re-development of Ysgol Maes Dyfan. The total budget for these works was £41,000, split £5,000 in 2017/18 and £36,000 in 2018/19 to be funded from Section 106 monies.

Pedestrian Crossing Across Thompson Street / Holton Road – Consultation was unsuccessful for a crossing across Thompson Street / Holton Road and the funding was now being used to improve pedestrian movements along Dock View Road. It had therefore been requested to remove this £24,000 budget from the 2017/18 Capital Programme.

Welsh Government Rural Communities, Rural Development Programme (RCDF) Go Wild – The Council had been awarded a grant of £84,000 from WG for the above scheme. The Council was required to contribute £21,000 match funding to the scheme.

Refurbishment of Car Park and Toilets at Dunraven Bay – The Council had been awarded a grant of £80,000 from WG for the above scheme under the Rural Development Programme 2014-2020. The Council was required to contribute £20,000 match funding to the scheme.

Five Mile Lane – Due to unforeseen delays regarding the Compulsory Purchase Order and letting the main works contract the full budget would not be spent this financial year. It had therefore been requested to carry forward £4,365,000 into the 2018/19 Capital Programme.

Feasibility Studies in Penarth Including the Esplanade – The original scheme was not viable and therefore this budget was not required within the 2017/18 Capital Programme. It had therefore been requested to reduce the Capital Programme by £47,000, this Capital Receipt funding would be used towards funding the 2018/19 Capital Bids.

Nell's Point Former Toilet Block – The Council had received a report detailing interim works required to this building and up to £100,000 of this budget would be required for these works. Therefore the full budget of £255,000 would not be spent and it had been requested to reduce the 2017/18 Capital Programme by £155,000 and this Capital Receipt funding would be used to fund 2018/19 Capital Bids.

Civic Offices Re-wire / Space Project – Reduced Office accommodation – Additional works to the Civic Offices to make improvements to the security and operation of the main reception areas had been identified as being more cost effective to undertake as part of the already approved Space Project works. It had been requested to increase this budget by £45,000 to be funded from the Council Building Fund.

Court Road Depot – Survey, Feasibility and Infrastructure Budget – The Reshaping Services Programme was slightly behind schedule and would not be fully implemented in 2017/18. It had therefore been requested to carry forward £300,000 into the 2018/19 Capital Programme.

ICT Allocation – The ICT allocation for 2018/19 was £280,000, £235,000 of this was being used to fund the Alps (A Block) Internal Network and the Dock Office Internal Network. Three other ICT schemes listed below were also required to be carried out within 2018/19:

- Storage Infrastructure Refresh £200,000
- Server Infrastructure Refresh £100,000
- Direct Access £40,000.

It had been requested to bring forward £295,000 of the 2019/20 ICT allocation into the 2018/19 Capital Programme in order to progress with the projects listed above.

WG announced the provisional 2018/19 General Capital Funding on 10<sup>th</sup> October, 2017. The 2018/19 Capital Settlement as in the previous financial year was a flatlined capital settlement which, for the Vale of Glamorgan Council, equated to General Capital Funding of £5.505m which was made up of £2.083m General Capital Grant and £3.422m Supported Borrowing. There was no indication of the level of funding likely beyond 2018/19 and therefore in line with the approach adopted in the Medium Term Financial Plan the proposals assumed a reduction of 5% for each year of the programme from 2019/20.

Appendix 2 to the report set out the Initial Proposals for the Capital Programme between 2018/19 and 2022/23.

The Council would seek to mitigate the projected deteriorating funding situation by looking to progress only those schemes which were deemed to be a key Corporate Priority and made a clear impact to the Wellbeing and Future Generation priorities. The Council would seek assurances that schemes included in the Capital Programme could be delivered on time and within budget.

The Major Repairs Allowance (MRA), which was the grant that provided capital funding to the Housing Revenue Account (HRA), had not yet been announced by WG for 2018/19. An assumption had been made in Appendix 2 that the grant would continue at the 2017/18 allocation of £2.779m in 2018/19 and throughout the period of the Capital Programme.

In addition to external funding, the Council would finance part of the Capital Programme from its own resources, e.g. capital receipts and reserves.

The table below sets out the General Capital Funding and internal resources required to fund the proposed schemes which were detailed in Appendix 2 to the report.

### **Analysis of Net Funding Required for the Indicative 2018/19 Capital Programme**

<b>GENERAL FUND</b>	<b>£'000</b>	<b>£'000</b>
<b>Welsh Government Resources</b>		
Supported Borrowing	3,422	
General Capital Grant	2,083	
<b>Total Welsh Government Resources</b>		<b>5,505</b>
<b>Council Resources</b>		
General Capital Receipts	3,633	
Reserves	4,869	
<b>Total Council Resources</b>		<b>8,502</b>
<b>Net Capital Resources</b>		
<b>HOUSING REVENUE ACCOUNT</b>		
Housing Reserves	4,566	
Housing Unsupported Borrowing	5,420	
<b>Net Capital Resources</b>		<b>9,986</b>
<b>Total Net Capital Resources</b>		<b>23,993</b>



Carriageway resurfacing/ Surface treatments (Original bid £2.150m in 2018/19 increasing by an additional £100k per annum to 2022/23)	500	0	0	0	0	500
Electrical Rewiring - Barry and Penarth Leisure Centres	1,107	387	36	0	0	1,530
Disabled Facility Grants	150	150	150	150	150	750
Community Centres	15	15	15	15	15	75
Alps (A Block) Internal Network	105	0	0	0	0	105
Docks Office Internal Network	130	0	0	0	0	130
<b>Total</b>	<b>2,007</b>	<b>552</b>	<b>201</b>	<b>165</b>	<b>165</b>	<b>3,090</b>

It had been proposed that the All Services Asset Renewal budget of £200,000 in 2018/19 and 2019/20, funded from general capital funding, would be used to fund the above bids. It had also been proposed that two budgets totalling £202,000 as outlined in paragraphs 36 and 37 of the report, which were no longer required in the 2017/18 Capital Programme funded by Capital Receipts were used to fund the above bids.

It had been proposed that The Alps (A Block) Internal Network and the Docks Office Internal Network be funded from the existing ICT allocation within the five year Capital Programme.

The funding of the bids was set out in the table below:

	2018/19	2019/20	2020/21	2021/22	2022/23
<b>Funding</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Capital Receipts</b>					
General Capital Receipts	1,000	0	0	0	0
Nell's Point Toilet Block	155	0	0	0	0
Feasibility Studies in Penarth Including the Esplanade	47	0	0	0	0
<b>Total Capital Receipts</b>	<b>1,202</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Capital Funding</b>					
General Capital Funding	370	352	201	165	165
All Services Asset	200	200	0	0	0

Renewal					
ICT Allocation	235	0	0	0	0
<b>Total General Capital Funding</b>	<b>805</b>	<b>552</b>	<b>201</b>	<b>165</b>	<b>165</b>
<b>Total</b>	<b>2,007</b>	<b>552</b>	<b>201</b>	<b>165</b>	<b>165</b>

The changes detailed above had been reflected in Appendix 2 to the report.

In addition to bids meeting the criteria for inclusion in the Capital Programme, there had been a number of changes approved by Cabinet since the final budget proposals 2017/18 to 2021/22 which had been approved in February 2017. These changes included capital sums carried forward which have been included in Appendix 2 to the report.

The 21st Century Schools Programme was the WG's funding initiative for investment in schools. The first tranche of schemes under Band A of the funding were submitted prior to November 2011. Band A schemes run between 2013/14 and 2018/19. Band B schemes were expected to commence in 2019/20.

The schemes included under the Band A submission for construction between 2013/14 and 2018/19 were as follows: Ysgol Nant Talwg, Ysgol Dewi Sant, Ysgol Gwaun Y Nant and Oakfield, Colcot, Llantwit Learning Community and Romilly Primary School. The Ysgol Nant Talwg, Ysgol Dewi Sant, Ysgol Gwaun Y Nant and Oakfield schemes were now complete. Romilly Primary School scheme was at design stage and Llantwit Learning Community was on track to complete in December 2017.

Band B Schemes were expected to commence in 2019/20 and in December 2014 the Council submitted proposals for a number of schemes to WG. During 2016/17 reports were taken to Cabinet regarding two key schemes to be progressed under Band B, namely, a proposal to establish new Mixed Sex Secondary Schools in Barry and a proposal to Increase Welsh Medium Secondary School Places. These schemes were included in the current Capital Programme and were funded as follows:

<b>Band B Scheme</b>	<b>WG Grant</b>	<b>S106</b>	<b>GCF</b>	<b>Capital Receipts</b>	<b>Cont. from Reserves</b>	<b>Unsupp Borrowing</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Welsh Medium Secondary	9,650	1,037	2,598	514	3,501	2,000	19,300

Mixed Sex Secondary School	22,000	986	1,036	11,685	8,293	0	44,000
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At the end of July 2017 the Council had to submit a Strategic Outline Programme to WG for Band B. Based on latest indications, it had been assumed that 50% funding would be available from WG to fund non faith school schemes and 85% funding would be available for faith school schemes. On 10<sup>th</sup> November, 2017 an announcement by the Cabinet Secretary for Education appeared to indicate that the level of Band B funding (circa £2.3 billion across Wales) would allow this Council to deliver its submitted proposals. A detailed business case would be required for each scheme contained in the Band B Programme. This amount would be used to inform the final budget setting in February 2018. The proposals were set out below which included revision of the existing schemes:

<b>Band B Scheme</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>	<b>23/24</b>	<b>Total</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Mixed Sex Secondary School	150	100	19,750	20,000	8,840	0	0	48,840
Welsh Medium Secondary	350	150	9,500	11,423	0	0	0	21,423
Other Band B Schemes	0	0	4,000	10,649	7,274	25,800	20,246	67,969
Band B Rhoose Primary New School	0	349	1,981	1,855	0	0	0	4,185
<b>Total</b>	<b>500</b>	<b>599</b>	<b>35,231</b>	<b>43,927</b>	<b>16,114</b>	<b>25,800</b>	<b>20,246</b>	<b>142,417</b>

Funding for the above proposals was set out below:

<b>Funding</b>	<b>£'000</b>
WG Grant	83,823
Section 106	18,211
Capital Receipts	14,972
General Capital Funding	5,430
Reserves and Revenue Contribution	13,487
Prudential Borrowing	6,494
<b>Total</b>	<b>142,417</b>



The new proposals above had been reflected in Appendix 2.

The planned spend on the Education Capital Programme from 2018/19 to 2022/23 incorporating expenditure under Band A and Band B schemes funded under 21st Century Schools Programme. Gross Expenditure totalled £130.615m.

The total cost for Band B schemes was projected to be £142.417m (£83.823m WG Funding), however, of this total £122.171m related to costs up to and including 2022/23 which was the period covered by this report and was therefore included in Appendix 1 (2017/18) and 2 (2018/19 to 2022/23).

The Education Capital Programme would be funded as set out below:

<b>By Funding Source</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
General Capital Funding	2,001	2,448	2,204	1,972	956	9,581
Capital Receipts	2,264	3,440	7,816	729	2,290	16,539
Other Reserves and Revenue Contribution	0	2,939	2,375	0	254	5,568
School Investment Reserve	183	4,316	2,155	875	73	7,602
IT Fund	46	200	200	200	200	846
Prudential Borrowing	0	0	1,616	2,000	1,593	5,209
<b>Total Internal Funding</b>	<b>4,494</b>	<b>13,343</b>	<b>16,366</b>	<b>5,776</b>	<b>5,366</b>	<b>45,345</b>
S106 Agreements	1,831	4,359	6,582	1,708	1,270	15,750
Welsh Government Grant	18	18,329	21,779	9,430	19,964	69,520
<b>Total Funding</b>	<b>6,343</b>	<b>36,031</b>	<b>44,727</b>	<b>16,914</b>	<b>26,600</b>	<b>130,615</b>

The 2017/18 Housing Improvement Programme budget currently totalled £21.353m. It had been requested above that £373,000 be carried forward into 2018/19. The funding of the 2017/18 Programme had been amended as set out in the table below:

<b>Funding</b>	<b>Current</b>	<b>Amended</b>
	<b>2017/18</b>	<b>2017/18</b>
	<b>£'000</b>	<b>£'000</b>
Major Repairs Allowance Grant	2,770	2,779
Other Grant	166	166
CERA	5,148	6,481
Unsupported Borrowing	13,269	9,767

HRA Capital Receipts	0	1,787
<b>Total</b>	<b>21,353</b>	<b>20,980</b>

In referring to the LED lighting programme, a Member referred to the delay in implementing the project and expressed concern given the pressure on funding within the revenue budget of the Service and therefore was particularly relevant. Another Member echoed these concerns and referred to the delivery of the Household Waste Recycling Centre given pressure on transport costs in relation to Waste Management. Another Member referred to the slippage in the Vehicle Replacement Programme and referred to implications for increased costs surrounding maintenance of the Council's existing fleet of vehicles. This in itself would put additional strain on revenue resources within the Service's revenue budget.

Separately, another Member made reference to the funding of Band B Schools and enquired of the proportionate funding from WG which had been made available for the provision of new Welsh medium schools. In response to this point, the Head of Finance indicated that WG generally awarded 50% funding for new schools under the 21st Century Schools programme regardless to whether they were Welsh or English medium sector. Only Faith Schools received a higher funding allocation of 85%.

General discussion ensued with a number of Members raising the inclusion of schemes which had not been successful in the bidding round. A number of comments / concerns were raised in relation to specific schemes identified below, with the Committee seeking the Cabinet to revisit these so that they were included in the Programme for 2018/19:

- EH2 – new household waste recycling centre;
- EH6 – footway renewal;
- EH8 – replacement playgrounds.

In responding, the Head of Finance indicated that the funding of the Capital Programme had been extremely challenging and alluded to the potential funding opportunities to deliver street lighting (column replacement and replacement of electrical cables) via the Council's Asset Maintenance Programme and the provision of new playground facilities funded by Section 106 funding once it became available.

As in the case of the consideration of the Initial Budget Proposals, similar arrangements were in place for the Council's other Scrutiny Committees to refer their comments to this Scrutiny Committee which would on their behalf form a response to

Cabinet on the proposals by no later than 14<sup>th</sup> December, 2017. Each Scrutiny Committee had been asked to first consider the Initial Capital Programme proposals as shown in Appendix 2 and to make any recommendations for changes. If changes were requested, the reason for this needed to be recorded in order to assist the Cabinet and the Budget Working Group (BWG) in drawing up the final proposals. Corporate Performance and Resources Scrutiny Committee was the lead Scrutiny Committee and would consider both the Initial Capital Budget Proposals. The total net capital expenditure of the proposed programme in Appendix 2, over the five years, was £103.407m.

It was noted that if the schemes shown in Appendix 2 were approved, the effect on General Fund useable capital receipts would be as shown in the following table.

<b>Capital Receipts</b>	<b>General</b>	<b>Ringfenced Social Services</b>	<b>Ringfenced Education</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Anticipated Balance as at 1<sup>st</sup> April 2018</b>	<b>4,764</b>	<b>1,339</b>	<b>1,299</b>
Anticipated Requirements – 2018/19	-3,545	0	-88
Anticipated Receipts – 2018/19	0	0	0
<b>Balance as at 31<sup>st</sup> March 2019</b>	<b>1,219</b>	<b>1,339</b>	<b>1,211</b>
Anticipated Requirements – 2019/20	-215	-1,339	-3,325
Anticipated Receipts – 2019/20	0	0	4,093
<b>Balance as at 31<sup>st</sup> March 2020</b>	<b>1,004</b>	<b>0</b>	<b>1,979</b>
Anticipated Requirements – 2020/21	-313	0	-7,603
Anticipated Receipts – 2020/21	0	0	6,012
<b>Balance as at 31<sup>st</sup> March 2021</b>	<b>691</b>	<b>0</b>	<b>388</b>
Anticipated Requirements – 2021/22	-100	0	-729
Anticipated Receipts – 2021/22	0	0	2,832
<b>Balance as at 31<sup>st</sup> March 2022</b>	<b>591</b>	<b>0</b>	<b>2,491</b>
Anticipated Requirements – 2022/23	0	0	-2,290
Anticipated Receipts – 2022/23	0	0	500
<b>Balance as at 31<sup>st</sup> March 2023</b>	<b>591</b>	<b>0</b>	<b>701</b>
Anticipated Requirements – 2023/24	-2	0	-701
Anticipated Receipts – 2023/24	0	0	0
<b>Balance as at 31<sup>st</sup> March 2024</b>	<b>589</b>	<b>0</b>	<b>0</b>

The Education Capital Programme utilised general capital receipts in addition to capital receipts ringfenced for Education.

The capital receipt balance for Social Services had been ringfenced for Social Services capital expenditure. Whilst options were being explored by the Council, it had been assumed that the full capital receipt of £1.339m would be utilised for older person's accommodation in 2019/20, this was previously shown in 2018/19.

In line with the overall strategy and specific suggestions proposed by the BWG, in order to resource the Capital Programme, reserves would be utilised over the period of the Capital Programme 2018/19 to 2022/23.

The Project Fund would be used to fund schemes assessed on an invest to save basis, and in certain circumstances business critical schemes may also be funded from this reserve with the prior approval of the Head of Finance. The projected usage of this reserve over the period of the Capital Programme was detailed below:

<b>Project Fund</b>	<b>£'000</b>
<b>Anticipated Balance as at 1<sup>st</sup> April 2018</b>	<b>2,443</b>
Anticipated Requirements – 2018/19	0
Anticipated Receipts – 2018/19	0
<b>Balance as at 31<sup>st</sup> March 2019</b>	<b>2,443</b>
Anticipated Requirements – 2019/20	-62
Anticipated Receipts – 2019/20	0
<b>Balance as at 31<sup>st</sup> March 2020</b>	<b>2,381</b>
Anticipated Requirements – 2020/21	-150
Anticipated Receipts – 2020/21	0
<b>Balance as at 31<sup>st</sup> March 2021</b>	<b>2,231</b>
Anticipated Requirements – 2021/22	0
Anticipated Receipts – 2021/22	0
<b>Balance as at 31<sup>st</sup> March 2022</b>	<b>2,231</b>
Anticipated Requirements – 2022/23	0
Anticipated Receipts – 2022/23	0
<b>Balance as at 31<sup>st</sup> March 2023</b>	<b>2,231</b>

The above forecasted balances needed to be seen in the context of significant pressures for spending which were not yet included in the Capital Programme. These included the backlog of school, highways and buildings improvements.

Having carefully considered the budget proposals, it was

**RECOMMENDED –**

(1) T H A T the recommendations of the Environment and Regeneration Scrutiny Committee be noted and referred to the Cabinet for further consideration.

(2) T H A T the recommendations of the Healthy Living and Social Care Scrutiny Committee be noted and referred to the Cabinet for further consideration.

(3) T H A T the Cabinet be requested to re-examine the below unsuccessful schemes with a view to their inclusion in the Capital Programme for 2018/19:

- EH2 – new household waste recycling centre;
- EH8 – footway renewal;
- EH6 – replacement playgrounds.

(4) T H A T the Cabinet be requested to emphasise to officers the need to complete the Vehicle Replacement Programme procurement exercise given the budgetary pressures experienced by Waste Management as set out in the Initial Revenue and Capital Proposals under consideration.

(5) T H A T the changes to the 2017/18 and future years' Capital Programme be noted.

Reason for decisions

(1-5) In acknowledgement of the position of the Capital Programme.

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Cabinet having considered the recommendations of the Scrutiny Committee  
Corporate Performance and Resources

**RESOLVED – T H A T** the contents of the report be noted and passed to the Budget Working Group for consideration in concluding the budget proposals for 2018/19.

Reason for decision

To note the contents of the report and progress the budget setting process.

## **C189 INITIAL REVENUE BUDGET PROPOSALS 2018/19 (REF) -**

The Scrutiny Committee Corporate Performance and Resources on 14 December, 2017 considered the above report.

The Council's Scrutiny Committees had previously considered the above proposals at its meetings held on the following dates:

- Environment and Regeneration Scrutiny Committee – 30<sup>th</sup> November, 2017
- Healthy Living and Social Care Scrutiny Committee – 4<sup>th</sup> December, 2017
- Homes and Safe Communities Scrutiny Committee – 6<sup>th</sup> December, 2017
- Learning and Culture Scrutiny Committee – 11<sup>th</sup> December, 2017.

Details of each of the Scrutiny Committees' recommendations if made on the Initial Revenue Budget Proposals were included in the agenda with the exception of the recommendation(s) of the Learning and Culture Scrutiny Committee which were tabled at the meeting. No recommendations were made by the Homes and Safe Communities Scrutiny Committee on the above budget proposals.

The following references were considered as part of the Committee's wider consideration of the Initial Revenue Budget proposals:

### **Environment and Regeneration Scrutiny Committee recommended –**

*“..... With regard to the adverse variance on the Waste Management budget and the pressures within that service area, a Member raised concern in relation to the number of new developments that were being established in and around the Vale and that Section 106 funding should be made available for services such as Waste Management due to the number of new houses that were coming into the area and the requirement for them to be serviced by the department.*

*With reference to the Reshaping Services savings target and the need to work with Town and Community Councils, a Member raised the issue of the possibility of public conveniences being transferred to or working in conjunction with Town and Community Councils, with the suggestion that a further report in relation to the provision for the Vale of Glamorgan be presented to a future meeting of the Committee.*

*Following Members concerns in respect of the cost pressures for the service area, reference was made to a recent report which had been presented to the Corporate*

*Performance and Resources Scrutiny Committee in relation to income generation. Although it was accepted that some of the issues contained within that report were not within the remit of this Committee, it was subsequently*

**RECOMMENDED –**

(1) *T H A T .....*

(2) *T H A T .....*

(3) *T H A T Corporate Performance and Resources be apprised of the comments made at the meeting, as outlined above, together with the Committee's recommendations.*

*Reason for decisions*

*(1-3) To apprise Members and to consider options."*

**Healthy Living and Social Care Scrutiny Committee recommended –**

*"..... Members raised concern regarding the level of cost pressures with some noting that a significant increase in Council Tax may be required to deal with the pressures. Although there appeared to be significant reserves listed, the Operational Manager advised that if they were used, they could only be used for one off situations and could not be used year on year.*

*In recognising that it was difficult to streamline further, Members asked whether further pressure should be placed on WG in view of the requirements under the Wellbeing Act. The Cabinet Member, with permission to speak, advised that representations had already been made to WG and all Councils were facing similar pressures. He stated that he had also been disappointed that there had been no further funding in the UK budget to help Welsh Councils. Following a query as to whether the Health Board could be encouraged to assist the process, the Cabinet Member referred to the difficulties also being faced by the Health Board.*

*In recognising that a significant part of the overspend was around commissioning care it was noted that it was difficult for the department as it had statutory responsibilities to assess and meet people's needs, as not meeting their needs could have significant dire consequences. The Director also advised that although savings were increasingly difficult to find, the department was committed to try to find as many savings as possible and would also look to considering new models of care*

where it would be safe and prudent to do so. Good practice was also taken into account and the Association of Directors of Social Services Cymru offered support where possible. Officers regularly engaged with other Local Authorities and providers and also utilised their own personal networks, in order to be innovative with their approaches. The Vale had also been recognised for its innovative approach in a number of areas such as outcome based commissioning.

A Member queried whether there would be an opportunity for a number of organisations and professionals to have a wide debate on the subject in order to put forward suggestions, recognising there were considerable complex care cases involved.

Following the response to the Chairman's question as to whether the savings identified were achievable, the Director advised that in his view they were achievable but it would be difficult, with Members accepting that there was a £1m overspend for Adult Services and the budget was extremely volatile. The budget was also under pressure from significant demographic growth and an increase in the complexity of cases as well as pressure from care providers to increase fees as a result of the National Living Wage. Although understanding that the department was considering every aspect and that it had the Committee's support, the Chairman felt that the significant complex cases and the issues facing the department needed to be raised throughout the Council in order that all Council Members could recognise the issues the department was facing, following which it was subsequently

**RECOMMENDED –**

(1) **T H A T** .....

(2) **T H A T** the comments of the Scrutiny Committee be referred to the Corporate Performance and Resources Scrutiny Committee highlighting the issues facing the Department in reference to the £1m overspend for Adult Services with the request that the Corporate Performance and Resources Scrutiny Committee consider the matter with a degree of urgency.

Reasons for recommendations

(1) .....

(2) To advise Corporate Performance and Resources Scrutiny Committee as the lead Scrutiny Committee of the issues facing the Social Services Directorate in particular with regard to the £1m overspend on Adult Services forecast.”



## **Learning and Culture Scrutiny Committee recommended -**

*“..... The Committee then discussed and agreed a proposal for Cabinet to consider funding all cost pressures, as outlined within Appendix 3 to the report. For 2018/19, the identified cost pressures being:*

- *£1.362m - for Teaching/Non-Teaching Pay Award.*
- *£29k - for non-pay inflation.*
- *£868k - for demographic growth, based on 181 additional nursery/primary pupils and 62 additional secondary pupils.*
- *£701k - for Additional Learning Need inter Authority recoupment – due to a reduction in income as other Local Authorities now have their own provision and because there was a reduced number of places available as a result of increased demand for Vale pupils.*
- *£159k - for Additional Learning Need complex needs placements – due to a requirement to purchase places for an increasing number of children presenting with complex needs.*

*The total projected cost of these pressures, for 2018/19, was in the region of £3.119m. This was however offset by less pressures to be funded by schools to the tune of £824k. This left the total remaining cost pressure for next year to be £2.295m.*

*There being no further discussion, it was subsequently*

**RECOMMENDED –**

(1) **T H A T** .....

(2) **T H A T** Cabinet, via a reference to the Corporate Performance and Resources Scrutiny Committee, be requested to give serious consideration to funding all the cost pressures identified for the Learning & Skills Directorate, as detailed in Appendix 3 to the report.

Reasons for recommendations

(1) .....

(2) *In order to advise Cabinet of the importance and necessity to fund cost pressures, which were already and would continue to have an adverse impact on the budget of the Learning and Skills Directorate.”*

Corporate Performance and Resources Scrutiny Committee was informed by the Head of Finance that the Council was required under statute to fix the level of Council Tax for 2018/19 by 11<sup>th</sup> March, 2018 and in order to do so, would have to agree a balanced revenue budget by the same date. To be in a position to meet the statutory deadlines and the requirements for consultation set out in the Council’s Constitution, much of the work on quantifying the resource requirements of individual services needed to be carried out before the final RSG settlement was notified to the Council.

Appendix 1 to the report set out the amended budget for 2017/18, together with the necessary adjustments to be made to the original budget.

Asset Rents, International Accounting Standard (IAS) 19, Transfers and Recharges – These adjustments had no overall effect on the net budget of the Council. These were accounting adjustments largely outside the control of services. They reflected charges for the use of capital assets, changes to inter-service recharges and transfers and pensions adjustments to comply with accounting standards.

The following table compared the amended budget with the projected outturn for 2017/18. Services were anticipating drawing down from reserves this year with the main areas outlined in the table below:

<b>Directorate / Service</b>	<b>2017/18 Amended Budget £'000</b>	<b>2017/18 Projected Outturn £'000</b>	<b>Variance (+)Favourable (-) Adverse £'000</b>
<b>Learning and Skills</b>			
Schools	82,957	82,957	0
Strategy, Culture, Community Learning & Resources	11,014	11,004	+10
Strategy and Regulation	235	201	+34
Achievement for All	3,840	4,187	-347
School Improvement	1,102	1,054	+48
Additional Saving to be Found	0	(255)	+255

### **Social Services**

Children and Young People	15,168	15,168	0
Adult Services	41,838	42,838	-1,000
Resource Management & Safeguarding	270	270	0
Youth Offending Service	697	697	0
Transfer from Reserves	0	(1,000)	+1,000
<b>Environment and Housing</b>			
Visible Services	20,211	20,711	-500
Transfer from Reserves	0	(500)	+500
Transportation	4,841	4,841	0
Building Services	0	0	0
Regulatory Services	2,169	2,169	0
Council Fund Housing	1,257	1,257	0
<b>Managing Director &amp; Resources</b>			
Resources	1,199	1,199	0
Regeneration	2,059	2,059	0
Development Management	1,012	1,012	0
Private Housing	11,038	10,468	+570
General Policy	15,513	12,083	+3,430
Transfer to Reserves	0	4,000	-4,000
Total	216,420	216,420	0
Met from General Reserve	(700)	(700)	0
<b>Grand Total</b>	<b>215,720</b>	<b>215,720</b>	<b>0</b>

The headline budget forecast for each service area was set out below:

- Learning and Skills
  - The forecast position for the Learning and Skills non-school budget was for an overspend of £879,000 which would be partially met by drawing down £624,000 from the Directorate's reserves.
- Social Services
  - The forecast for Social Services at year end was for a potential overspend of circa £1m due to pressures on the Community Care budget
- Environment and Housing

- The forecast for the service was projecting within target at year end with an anticipated use of reserves which would be met by drawing down £200,000 from the Visible Services Reserve from the underspend in 2016/17 to offset any pressures in 2017/18 within Waste Management.
- Managing Director and Resources
  - The projected outturn for the above service was for a favourable variance of £570,000.
- General Policy
  - The projected outturn for General Policy was for a favourable variance of £3.43m when compared to the amended budget.

In terms of budget savings for 2017/18, it was noted that as part of the Final Revenue Budget proposals for 2017/18, a savings target of £4.017m had been set for the Council. Set out at Appendix 2 was a statement detailing each saving target with an update of progress. It was currently projected that there would be shortfall of £784,000 in the achievement of this year's target. The exact position in regard to savings targets in relation to Social Services, Environment and Housing and the Managing Director and Resources was set out in paragraph 36 to 38 of the report.

Having regard to the above, the Budget Strategy for 2018/19 outlined that in order to establish a baseline, services should prepare Initial Revenue Budgets based on the cost of providing the current level of service and approved policy decisions, including the existing savings target. This would mean the cost of price increases and any allowable pay awards should be included as advised by the Head of Finance.

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 must 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;
- 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 that 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 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 Council's Medium Term Financial Plan (MTFP) 2017/18 to 2020/21 had been previously approved by Cabinet on 18<sup>th</sup> September, 2017 and at that time it assumed a reduction in WG funding of 3% for the years 2018/19, 2019/20 and 2020/21. This would result in the requirement to find savings of £20.941m over this period, with £9.326m currently having been identified. There were therefore further savings to be identified of £11.615m over the three year period. The latest Plan factored in a

managed level of cost pressures, a notional increase in Council Tax of 2.6% each year, price inflation of 0.5% and annual pay awards of 1.6% each year from 2018/19.

To ensure that the budget set for 2018/19 continued to address the priorities of Vale residents and the Council's service users, the budget setting process would take into account the results of the consultation on the Well Being Plan which was currently being undertaken. In addition, consultation with Town and Community Councils, the Voluntary Sector and the Council's Public Service Board partners would also take place, in order to inform the final budget proposals.

The Council's provisional settlement was announced by WG on 10<sup>th</sup> October, 2017.

WG advised the Council that its provisional Standard Spending Assessment (SSA) for 2018/19 was £221.296m. SSA represented WG's view of the relative resources needed to provide a standard level of service in each Local Authority in Wales and its primary use was to allocate RSG to these Authorities.

The Council would receive from WG Revenue Support Grant of £111.174m and a share of the Non- Domestic Rates (NDR) of £40.822m. Together these figures constituted the Council's provisional Aggregate External Finance (AEF) of £151.996m. WG reported that this represented a cash reduction of 0.4% (£670,000) for 2018/19. However, when taking into account new responsibilities, this actually represented a cash reduction of 0.56% (£859,000). This was a smaller reduction than the 3% (£4.486m) projected in the MTFP, although it did not take into account inflation.

Additional funding was provided through the RSG for a new responsibility as follows:

- Homelessness Prevention – £189,000.

There were transfers into the RSG settlement for 2018/19 totalling £3.112m as follows:

- Waste Element of Single Revenue Grant : £1.344m
- Welsh Independent Living Grant : £691,000
- Social Care Workforce Grant : £704,000
- Looked After Children : £262,000
- Carers' Respite Care Grant : £111,000.

As part of the settlement, WG had also provided an indicative figure for the change in AEF for 2019/20 which was a further reduction of 1.5%.

The value of grant funding to be made available to Councils on an all Wales level had been received from WG. The waste element of the Environment and Sustainable Development Single Revenue Grant had been transferred into the RSG. When comparing the level of the grant for 2017/18 to the proposed grant for 2018/19 plus the amount transferred into the RSG there was a reduction in funding of 10%. The Communities First grant would cease, but would be replaced with the Communities First Legacy and Communities Work Plus grants which currently showed around a 20% reduction.

As part of these initial proposals, it had been necessary to revisit the cost pressures facing services in order to build up a complete and up to date picture of the financial position of the Council and an updated list was shown in Appendix 3 to the report. These were not shown in any order of priority. The final proposal for the increase in the National Living Wage from 1<sup>st</sup> April, 2018 has yet to be announced. An increase would have a significant effect on services the Council commissions from external organisations. The main area affected was Social Services and a cost pressure had been included to reflect this.

The Head of Finance indicated that the details of the proposed areas for savings for 2018/19 to 2019/20 were set out in Appendix 4. The savings did not include the cost of any potential redundancies. Further work was ongoing to identify future projects that would realise savings for the Council. However, she indicated that Members had an opportunity to comment on proposed savings and whether these were appropriate and to identify other saving suggestions.

A summary of the overall base budget for 2018/19 was attached at Appendix 5 to the report. This had been derived by adjusting the 2017/18 budget for items such as inflation and unavoidable growth, but did not include identified cost pressures or savings. These were shown as a note to the table and were further detailed in Appendices 3 and 4 respectively. Adjustments shown included the following:

- Asset Rents, International Accounting Standard (IAS) 19 – Related to accounting items outside the control of services. They reflected charges to services for the use of capital assets and adjustments in respect of pensions to comply with accounting standards.
- Recharges / Transfers – Related to changes in inter-service and inter Directorate recharges. The budget transfers that related to the reorganisation of the Environment and Housing Directorate were shown in a separate column.

- Budget Adjustment – There was a £320,000 increase in budget due to the change in the use of the Social Services Fund in 2018/19.
- Inflation – The total figure for inflation of £1.707m related to general price increases at 0.5% (£426,000) and for pay awards (£1.281m). At present the final proposals for pay awards for 2018/19 had yet to be agreed and therefore the figures had been included at the same level as those included in the MTFP, which was an average of 1.6%. Inflation was yet to be allocated to services pending the final agreement of pay inflation and the level and approach for allocating general price inflation. These figures did not include schools inflation which was included in Appendix 3 as a cost pressure.
- Committed Growth – This totalled £4.001m and related to the £700,000 reduction in use of the Council Fund. It also included the transfers into the RSG of £3.112m and WG funding provided for new responsibilities of £189,000 as previously detailed.

Once the base budget for 2018/19 had been established, it must then be compared to the funding available to identify the extent of any shortfall. With a projected AEF of £151.996m and Council Tax at a current level of £66.166m, total available funding would be £218.162m. When compared to a base budget of £221.748m, this would result in a funding deficit for 2018/19 of £3.586m.

If all identified cost pressures were funded, this would increase the shortfall to £10.636m. If all proposed savings were achieved, the shortfall would be reduced to £3.910m. As WG had provided an indicative reduction for 2019/20 of 1.5% the impact of this is also shown in the table below.

<b>Projected Budget Shortfall</b>	<b>2018/19</b>	<b>2019/20</b>
	<b>£000</b>	<b>£000</b>
Funding Available		
Provisional AEF	151,996	149,716
Council Tax (Assumes no increase)	66,166	66,166
Projected Funding Available	218,162	215,882
Base Budget	221,748	220,201
<b>Projected Shortfall Against Base Budget</b>	<b>3,586</b>	<b>4,319</b>
Assume all Cost Pressures Funded	7,050	4,483
<b>Projected Shortfall with Cost Pressures funded</b>	<b>10,636</b>	<b>8,802</b>



Assume all Savings Achieved	(6,726)	(2,600)
<b>Projected Shortfall</b>	<b>3,910</b>	<b>6,202</b>

This shortfall was based on the assumption that the savings target of £6.726m set for 2018/19 would be achieved in full. However, a high proportion of these savings related to Reshaping Services schemes which reflected a new way of working and therefore required a lengthy period of time to implement. While all services were working towards achieving their 2018/19 targets, not all savings may be achieved in full from 1<sup>st</sup> April, 2018 and therefore the potential for reprofiling savings would need to be assessed when setting the budget for 2018/19.

The above projections included an assumed pay award for 2018/19 and the possible impact of the National Living Wage which averaged an increase of 1.6%. The current assumptions would be assessed as part of the Final Budget Proposals report when further information was available.

Further work would be undertaken by the Budget Working Group (BWG) in order to achieve a balanced budget for the final budget proposals for 2018/19. This would include a review of the use of reserves, a possible increase in Council Tax, a review of all cost pressures, possible changes to the approved saving targets, a review of the inflation assumptions and the current financial strategies. In order to provide options for balancing the 2018/19 budget, a sum of £2m would be transferred into the Council Fund, from the projected underspend in 2017/18, the use of which would be considered as part of the final budget proposals. The BWG would consider the results of the budget engagement process in determining priorities for future savings and service delivery. The BWG would also ensure that budget proposals considered the requirements of the Well-being of Future Generations Act and the Council's four well-being outcomes as detailed in the Corporate Plan. They would also ensure that the budget proposals reflected the five ways of working which were:

- Looking to the long term: The budget proposals were a means of planning for the future and should take a strategic approach to ensure services were sustainable and that future need and demand for services was understood;
- Taking an integrated approach: The budget proposals should consider and encourage ways of working with partners;
- Involving the population in decisions : As part of the budget proposal process there would be engagement with residents, customers and partners;

- Working in a collaborative way: The budget proposals should recognise that more could be achieved and better services could be provided by collaboration and this way of working in the future should be encouraged;
- Understanding the root cause of issues and preventing them: The budget process was proactive and would allow an understanding of the financial position so that issues could be tackled at the source during the process.

The Council Fund Reserve as at 31<sup>st</sup> March, 2018 was projected to stand at £10.609m, after the £2m transfer in, with no further reduction approved.

Appendix 6 to the report set out the Authority's actual reserves as at 31<sup>st</sup> March, 2017 and showed the estimated reserves balance for each year up to 31<sup>st</sup> March, 2021. The Council was forecasting the use of general and specific reserves, excluding HRA and schools, totalling around £36.718m from 1<sup>st</sup> April, 2017 onwards, which represented approximately 50% of the balance as at 31<sup>st</sup> March, 2017. These levels of reserves were still deemed to be adequate as known risks were largely covered and the Council Fund Reserve did not fall below £7m.

The Council was planning to use a considerable amount of its specific reserves over the coming years, however, as reserves were a non-recurring means of funding, they could only be used as part of a specific financial strategy. The use of all reserves would be reviewed further, by the BWG, as part of the final budget setting process.

Not all the identified savings related to staffing, however, the impact on staffing levels could be a potential reduction of up to 100 Full Time Equivalents (FTE).

A Member referred to the budget shortfall and enquired of the options available to reduce the same. The Head of Finance referred to the possible means of achieving a reduction by the use of reserves, an increase in Council Tax, the re-examination of the cost pressures and consideration of increasing savings requirements by Service Directorates.

Another Member further referred to the cost pressures facing Learning and skills and enquired how these were calculated and referred specifically to cost pressure L3. The Head of Finance referred to school pupil population growth in the County and WG had provided some additional funding for this.

Discussion ensued with a number of Members raising concerns relating to the feasibility of achieving the proposed savings, the implications for the Council in regard to the proposed national pay award and its associated implications for the Council pay structure, the cost pressures faced by Social Services, Learning and

Skills and Environment and Housing as a result of demographic changes within the County and the ability of services to utilise specific reserves to offset respective cost pressures. Specific concern was also raised by the Committee relating to the reduction in specific grant funding before these were transferred into the Council's Revenue Support Grant. This was particularly pertinent in regard to Waste Management where a reduction in grant support was circa 10%. The Chairman also referred to the shortfall in regional grants and suggested that the Cabinet be made aware of the Committee's concern around such reductions and take these into account when considering the final budget proposals.

Having given consideration to the report and taking account of the above, it was

**RECOMMENDED –**

- (1) T H A T the comments of the Environment and Regeneration Scrutiny Committee be noted and referred to the Cabinet for further consideration.
- (2) T H A T the comments of the Healthy Living and Social Care Scrutiny Committee be noted and referred to the Cabinet for further consideration.
- (3) T H A T the recommendations of the Learning and Culture Scrutiny Committee relating to the funding of all the service's cost pressures be noted and referred to the Cabinet for further consideration.
- (4) T H A T the Cabinet be made aware of this Scrutiny Committee's concerns relating to the proposed national pay award and its implications for the Council's pay structure, CPI inflation and its implications for cost pressures on the Council's various services and whether the savings identified within the report were deliverable within the stated timelines.
- (5) T H A T taking account of the Committee's concerns raised regarding the proposed national pay award, the Cabinet be requested to write to the National Employers Pay Body raising concerns relating to the proposed national pay settlement on the Council's budget and pay structure.

Reason for recommendations

(1-5) To respond to the Cabinet on their Initial Revenue Programme Proposals for 2017/18.

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Cabinet having considered the recommendations of the Scrutiny Committee  
Corporate Performance and Resources

RESOLVED – T H A T the contents of the report be noted and passed to the Budget Working Group for consideration in concluding the budget proposals for 2018/19.

Reason for decision

To note the contents of the report and progress the budget setting process.

**C190 INITIAL HOUSING REVENUE ACCOUNT BUDGET PROPOSALS  
2018/19 (REF) –**

The Scrutiny Committee Corporate Performance and Resources on 14 December, 2017 considered the above report.

As in previous years the Scrutiny Committee was now considering the above matter as the lead Scrutiny Committee overseeing the Council's initial budget.

The Committee considered the below table which compared the original budget with the amended budget:

	<b>2017/18 Original Budget</b>	<b>2017/18 Proposed Amended Budget</b>	<b>Variance Favourable (-) Adverse (+)</b>
	£'000	£'000	£'000
<b>Housing Revenue Account (Surplus)/Deficit</b>	(131)	127	+258

The net operational budget for 2017/18 had changed from a surplus of £131,000 to a deficit of £127,000. A review of the current budget had found a potential net saving this year of £2.684m. The main reasons for this was that the estimated increase in the provision for bad and doubtful debts had been reduced by £1.014m as the Universal Credit and its effects would not have the full impact until April 2019. There had been little increase in the actual level of rent arrears in this financial year and it was not anticipated that the provision would need to be substantially increased. In addition, there had been a reduction in the Repairs and Maintenance budget of £600,000 which partly related to an external painting programme which would

continue in to 2018/19 following the completion of a pilot scheme and the WHQS external works programme. A reduction in Capital Financing Costs of £589,000 was anticipated and Premises costs were expected to be £143,000 less than budgeted, largely due to reductions in utilities and cleaning costs. Staffing costs were estimated to be £88,000 less than anticipated due to vacant posts and staff budgets being originally included at top of scale. Other budgets that were expected to outturn with an underspend were: survey costs £58,000, compliance costs £24,000, Incentive to Move £39,000, leaflets and publications £44,000, computer hardware and software costs £54,000 and bank charges of £12,000. There was also expected to be a reduction in void costs of £73,000. There were various other savings of £87,000. These savings had been offset by an adjustment in Service Charge income of £141,000, mainly due to Supporting People funding for warden support ceasing from October 2017.

The balance on the HRA reserve brought forward as at 1<sup>st</sup> April, 2017 was £958,000 and was higher than required. In order to minimise the amount of unsupported borrowing required in year to fund the Housing Improvement Programme, it was prudent to use HRA revenue reserves up to a minimum balance. The level of Capital Expenditure funded from the Revenue Account (CERA), had been recalculated at £6.481m, which was an increase of £2.942m. This would leave a balance on the HRA reserve at year end of £831,000, which was in line with the minimum amount required as per the Business Plan.

The Budget Strategy for 2018/19 outlined that, in order to establish a baseline, services should prepare revenue budgets for next year based on the cost of providing the current level of service and approved policy decisions. This meant that the cost of price increases and pay awards should be included.

Due to the nature of the HRA in that it was ring fenced and any growth had to be funded from its available funds.

The proposed 2018/19 budget was set out at Appendix 1 to the report and was identified over the following areas:

- Supervision and Management (General) – This budget related to the general management of the Council's housing stock, for work carried out within the Housing service and for various issues relating to the Council tenancies excluding the repairs and maintenance function.
- Supervision and Management (Special) – This budget related to the running expenses and the cost of staff employed directly within the Housing service, in

relation to functions such as sheltered housing schemes, running the hostel and temporary accommodation.

- Repairs and Maintenance – This budget related to the revenue repairs and maintenance service for the Council Housing Stock.
- Capital Financing Costs – This related to costs associated with financing HRA debt.
- Rents, Rates, Taxes and Other Charges – This budget related to items such as expenditure on Council Tax at long void properties, legal expenses, surveying costs, compensation and insurance.
- Increase in Provision for Bad Debts – This budget identified the amount by which the current level of provision should be increased or decreased in year.
- Capital Expenditure from Revenue Account (CERA) – This budget related to a contribution made from the HRA to fund capital expenditure.
- Dwelling Rents – This was the net rent due to the Council for all properties whether General Needs, OAP designated, Sheltered Complexes, Hostel or Temporary Accommodation.
- Non Dwelling Rents – This represented rental income due to the Council for HRA owned garages.
- Interest – This budget related to interest receivable on the average HRA Reserve Balance.
- Charges for Services and Facilities – This budget identified amounts due to the Council by tenants and leaseholders and some private individuals for services and facilities provided by the HRA.

The charges for rent and other services provided by the Housing Service were reviewed annually. These would be subject to a future report once the guidance had been received from WG regarding the setting of rents for 2018/19. Set out below is a table summarising the original budget for 2017/18 with the proposed budget for 2018/19.

2017/18 Original Budget £000	Inflation / Pay Award £000	Committed Growth / (Savings) £000	Estimated Rent Increase £000	Increase/ (Decrease) in CERA £000	2018/19 Proposed Budget £000
(131)	133	(368)	(559)	904	(21)

A provision for general inflation included an allowance for pay awards in 2017/18.

The net saving of £368,000 was due to a number of factors:

- A decrease in Capital Financing charges of £104,000 in relation to unsupported borrowing to be raised in 2017/18 to fund the Housing Improvement Programme.
- A decrease in staff costs for vacant posts and staff changes of £64,000.
- An increase of £43,000 in central recharges.
- A reduction in Premises costs of £123,000.
- A reduction in Supplies and Services of £175,000.
- A reduction in income of £60,000 due to the cessation of Supporting People funding from October 2017.
- Various other minor savings of £5,000.

An increase in CERA to finance the Housing Improvement Programme of £904,000 had been assumed. The amount of revenue contribution required was dictated by available revenue balances and the value of the Housing Improvement Programme. Adjusting the level of CERA by this amount would leave a balance on the HRA Reserve of £852,000, which was in line with the Business Plan.

A Member referred to the main reasons for the estimated increase in the provision for bad and doubtful debt which had been reduced by £1.014m as a result of delays in implementing Universal Credit and queried the rationale for utilising the underspend to fund the WHQS repairs and maintenance programme. In response, the Head of Finance indicated that given the HRA balance, the underspend would be better utilised to support the Council's WHQS programme which in turn would reduce the Council's borrowing costs in future years.

As in the case of the other initial budget proposals considered by this Scrutiny Committee, any comments and recommendations were required to be made by no later than 14<sup>th</sup> December, 2017, to enable the Cabinet to submit its final budget proposals to Council on 28<sup>th</sup> February, 2018.

A Member referred to Welsh Government (WG) proposals to increase rent by 4.5% plus £2 given the potential implications of the ongoing roll out of Universal Credit. The Head of Finance acknowledged the point raised and indicated that, currently the HRA Business Plan was balanced based on an assumed rental increase of 3% however, officers would shortly be starting work to review the Business Plan which would include assessing the ongoing implications of the roll out of Universal Credit to inform decisions regarding the rental increase in the new financial year.

Having considered the report, it was subsequently

**RECOMMENDED –**

- (1) T H A T the Cabinet be made aware of the Scrutiny Committee's concern regarding Welsh Government's proposed rent increase and its potential implications, coupled with the ongoing roll out of Universal Credit to potentially increase bad debt.
- (2) T H A T the revised Housing Revenue Account Budget proposals for 2017/18 be noted.
- (3) T H A T the Initial Housing Revenue Account Budget proposals for 2018/19 be noted.

Reasons for recommendations

- (1) To highlight potential risk to the Council in relation to bad debt provision.
- (2) In order to monitor the amended Housing Revenue Account Budget.
- (3) To inform Cabinet of the Scrutiny Committees' deliberations before making their final proposal on the Initial Housing Revenue Account Budget 2018/19."



Cabinet having considered the recommendations of the Scrutiny Committee  
Corporate Performance and Resources

RESOLVED – T H A T the contents of the report be noted and passed to the Budget Working Group for consideration in concluding the budget proposals for 2018/19.

Reason for decision

To note the contents of the report and progress the budget setting process.

**C191 CABINET QUARTERLY WORK PROGRAMMING AND MONITORING (L) (SCRUTINY COMMITTEE – ALL) -**

Cabinet was presented with a progress update against the last Cabinet Quarterly Work Programme from September 2017 - December 2017, and the next Cabinet Quarterly Work Programme of the Cabinet / Council for the period January to April 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 progress against the previous Cabinet Quarterly Work Programme from September 2017 - December 2017 be noted.
- (2) T H A T the Quarterly Work Programme of the Cabinet / Council for the period January to April 2018 be approved.

Reasons for decisions

- (1&2) To comply with the requirements of the Local Government Act 2000, subordinate legislation and the Council's Constitution.

**C192 CAPITAL MONITORING REPORT FOR THE PERIOD 1ST APRIL 2017 TO 30TH NOVEMBER 2017 (L) (SCRUTINY COMMITTEE – ALL) -**

Members were updated of the progress on the 2017/18 Capital Programme for the period 1 April, 2017 to 30 November, 2017.

Appendix 1 attached to the report detailed financial progress on the Capital Programme as at 30th November 2017.

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

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the progress made on the 2017/18 Capital Programme be noted.
- (2) T H A T the following use of Delegated Authority be noted:

- Jenner Park School Multi Use Games Area - Include a new scheme with a budget of £20k to be funded from s106 monies.
- Oakfield/Ysgol Gwaun Y Nant Community Garden Project - Include a new scheme with a budget of £39k to be funded from s106 monies. £3k allocated to 2017/18 and £36k allocated to 2018/19.
- Peterston Super Ely Primary WC Refurbishment - Vire £9k from this scheme to Fairfield Primary Nursery Adaptions scheme.
- Improve access into Cogan Primary School - Include a new scheme with a budget of £30k to be funded from s106 monies.
- Court Ward Park Improvements - Include a new scheme with a budget of £55k to be funded from s106 monies. £5k allocated to 2017/18 and £50k allocated to 2018/19.

(3) T H A T the following changes to the 2017/18 Capital Programme be approved:-

- St Cyres Comprehensive Grounds Maintenance Store - Include a new scheme into the capital programme, £36k to be funded from the Schools Rationalisation reserve.
- Llancarfan Primary School Decking - Include a new scheme into the Capital Programme, £13k to be funded from the School's revenue budget.
- Victoria Primary - External Refurbishment Works - Vire £7k from this scheme to:-
  - £1k to Albert Primary School listed buildings fabric repairs
  - £1k to Fairfield Primary School replacement flat roof
  - £1k to Ysgol Sant Curig - re-roofing & replace defective timbers
  - £1k to Llanfair Demountable
  - £2k to Romilly Demountable
  - £1k to Demolition Ysgol Maes Dyfan
- Bryn Hafren Kitchen Canopy - Include a new scheme into the Capital Programme, £13k to be funded from the Catering revenue budget.
- Ysgol Bro Morgannwg Kitchen Canopy - Include a new scheme into the Capital Programme, £10k to be funded from the Catering revenue budget.
- St Illtyds School Kitchen Refurbishment - Include a new scheme into the Capital Programme, £31k to be funded from the Catering revenue budget.
- Cadoxton Primary School Kitchen Refurbishment - Include a new scheme into the Capital Programme, £31k to be funded from the Catering revenue budget.
- Dinas Powys to Cardiff Corridor Bus Priority Measures - Vire £5k from this scheme to the WelTag Stage Two Transport Network Appraisal.

- Harbour Road Overflow Car Park - Remove this £10k budget from the capital programme.
- Penarth Pier - Increase this budget by £30k to be funded from Penarth Pier plaque scheme reserve.
- Fford Y Millennium Footway/Cycleway - Request to vire £2k to the 'Improve Pedestrian movements along Dock View Road' scheme.

(4) T H A T the following changes to the 2017/18 and future years Capital Programme be approved:

- Ogmere by Sea Sustainable Transport Improvements - The carry forward of £30k into the 2018/19 Capital Programme.
- Dimming of Street Lighting/Fitting of LED lanterns - The carry forward of £550k into the 2018/19 Capital Programme.
- Leisure Capital Bids - The carry forward of £275k into the 2018/19 Capital Programme.
- Maendy Pedestrian Sustainable Transport Improvement - The carry forward of £79k into 2018/19 Capital Programme.
- St Athan Sustainable Transport Improvements - The carry forward of £147k into 2018/19 Capital Programme.
- Ferm Goch Sustainable Transport Improvements - The carry forward of £70k into the 2018/19 Capital Programme.
- Colwinston Play Area - Included a new scheme in the capital programme with a budget of £48k, to be split £5k in 2017/18 and £43k in 2018/19 to be funded from s106 monies.

(5) T H A T the use of the Managing Director's Emergency Powers as outlined below be noted:

- Approve the inclusion of £714k Welsh Government Grant into the 2017/18 Capital Programme for:-
  - Road Safety Grant: South Road Sully £252k
  - Road Safety Grant: Pen-Y-Turnpike Road / Mill Road £92k
  - Safer Routes in Communities: Dinas Powys to Penarth via Cosmeston £250k
  - Dinas Powys Transport Network Study £20k
  - Cardiff / Vale of Glamorgan Coastal Sustainable Transport Corridors £100k

#### Reasons for decisions

(1) To note the progress on the Capital Programme.

- (2) To note the use of Delegated Authority.
- (3) To allow schemes to proceed in the current financial year.
- (4) To amend the 2017/18 and future years capital programme and to seek approval from Cabinet.
- (5) To note the use Managing Director's Emergency Powers.

**C193 REVENUE MONITORING REPORT FOR THE PERIOD 1ST APRIL 2017 TO 30TH NOVEMBER 2017 (L) (SCRUTINY COMMITTEE – ALL) -**

Cabinet was advised of the position relating to the revenue budget for the period 1 April, 2017 to 30 November, 2017 and the anticipated achievement of the approved savings targets for the year.

Some services were anticipating an adverse variance at year end and would require the use of reserves to balance budgets. The table below showed the forecast for the 2017/18 Revenue and HRA budgets and detailed where services were anticipated to draw down funding from reserves to cover budget overspends.

<b>Directorate/Service</b>	<b>2017/18 Original Budget £000</b>	<b>2017/18 Amended Budget £000</b>	<b>2017/18 Projected Outturn £000</b>	<b>Variance Fav (+) Adv (-) £000</b>
<b>Learning and Skills</b>				
Schools	82,957	82,957	82,957	0
Strategy, Culture, Community Learning & Resources	11,735	11,014	11,333	-319
Strategy & Regulation (Directors Office)	235	235	205	+30
Achievement for All	3,841	3,840	4,490	-650
School Improvement	1,121	1,102	1,024	+78
Use of Reserves to Offset Overspend	0	0	(603)	+603

**Social Services**

Children and Young People	15,124	15,168	15,368	-200
Adult Services	41,910	41,838	43,038	-1,200
Use of Reserves to Offset Overspend	0	0	(1,400)	+1,400
Resource Management & Safeguarding	267	270	270	0
Youth Offending Service	701	697	697	0

**Environment & Housing**

Visible Services	19,914	20,211	20,936	-725
Use of Reserves to Offset Overspend	0	0	(725)	+725
Transportation	4,841	4,841	4,841	0
Building Services	0	0	0	0
Regulatory Services	2,166	2,169	2,169	0
Council Fund Housing	1,126	1,257	1,257	0
Public Sector Housing (HRA)	(131)	127	127	0

**Managing Director & Resources**

Resources	728	1,199	1,199	0
Regeneration	2,091	2,059	2,059	0
Development Management	968	1,012	1,012	0
Private Housing	11,003	11,038	11,038	0
General Policy	15,692	15,513	15,513	0

<b>Total</b>	<b>216,289</b>	<b>216,547</b>	<b>216,805</b>	<b>-258</b>
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<b>2017/18 Original Budget £000</b>	<b>2017/18 Amended Budget £000</b>	<b>2017/18 Projected Outturn £000</b>	<b>Variance Fav (+) Adv (-) £000</b>
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Met from Council Fund	(700)	(700)	(958)	+258
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<b>Authority Total</b>	<b>215,589</b>	<b>215,847</b>	<b>215,847</b>	<b>0</b>
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**Learning and Skills** - The forecast was projected to be an overspend of £258k after an anticipated use of Learning and Skills reserves of £603k. The Directorate had already taken a number of steps to mitigate the complex needs overspend including freezing non-essential expenditure and holding budgeted posts vacant.

**Social Services** - The forecast for Social Services at year end had now changed to a potential overspend of around £1.4m due to pressure on the Community Care budget and Children's Placements.

**Environment and Housing** - It was currently projected that for the service to outturn within target at year end, a £725k contribution from reserves would be required.

**Managing Director and Resources** - It was currently projected that the service would outturn within target at year end.

### **2017/18 Savings Targets**

As part of the Final Revenue Budget Proposals for 2017/18, a savings target of £4.017m had been set for the Authority. Attached at Appendix 1 to the report was a statement detailing each savings targets with an update of progress. Currently it was projected that there would be a shortfall of £1.009m in the achievement of this year's target.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the position with regard to the Authority's 2017/18 Revenue Budget be noted.
- (2) T H A T the Strategy & Regulation heading, under Learning and Skills, be amended to Directors Office.
- (3) T H A T the use of £258k of the Council Fund to cover part of the projected 2017/18 overspend in Learning and Skills be approved.

Reasons for decisions

- (1) To note the projected revenue outturn for 2017/18.
- (2) To match the operational structure.
- (3) To fund part of the projected overspend in 2017/18 in Learning and Skills.

**C194 STRATEGIC COLLABORATIVE WORKING INITIATIVES UPDATE  
(L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND  
RESOURCES) -**

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

The Council had long recognised the value that collaborative working had in providing efficient and effective services to residents.

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.

The Well-being of Future Generation (Wales) Act indicated that collaboration was one of the key ways of working to support sustainable development and meet the Council's duty under the Act. Collaboration was also one of the alternative models of service delivery which was considered as part of the Reshaping Services programme and it was envisaged that this approach would play a key role in the way services were delivered in the future.

Details of the partner organisations, governance arrangements and scrutiny details were provided for information, together with a progress update for each initiative. The compendium also identified whether the initiative was part of a local, regional or national arrangement. This recognised that some collaborative working activity had been locally developed and some related to regional or pan-Wales developments.

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 were 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 overview of strategic collaborative working initiatives.
- (2) To provide elected members and strategic partners with an overview of strategic collaborative working initiatives.
- (3) To provide regular updates for Cabinet.

**C195            RESHAPING SERVICES - REVIEW OF LEARNING DISABILITIES DAY SERVICES (SCHL) (SCRUTINY COMMITTEE – HEALTHY LIVING AND SOCIAL CARE) -**

Cabinet was provided with an update in relation to progress of a review of the Council's learning disabilities day services and approval was sought to consult regarding the closure of the existing provision in our Castle Avenue facility, located in Penarth.

The Vale of Glamorgan Council currently provided support to adults with learning disabilities in a number of ways.

Internal day services currently operated from three buildings. These were Castle Avenue in Penarth, Woodlands (operating from Hen Goleg, Barry) and Trysor O Le (operating from the Hub, Barry).

Externally commissioned providers, for example; Valeplus, Vision 21, Scope and Innovate Trust complement our internal provision, providing a range of educational and work based experiences.



Direct payments had also provided people with greater choice and control over how to meet their outcomes. For example by employing personal assistants people could choose to be supported to access community groups and education classes. As a direct consequence of this strategic intent to improve outcomes for people with a learning disability, the number of people accessing our internal day service provision had fallen from 76 people a year in 2013, to 39 in 2017 across three sites.

Following legislative changes implemented through the Social Services and Wellbeing (Wales) Act (2014), there was an expectation on local authority social services to change the focus of care to more person-centred practice. This was consistent with the existing joint Cardiff and Vale Day Opportunities Strategy 2014-17. The Strategy set out how the Councils would work with people and their families to enable access to support arrangements that were appropriate to their identified needs and personal outcomes. The Strategy was currently being reviewed and would reflect the emerging regional agenda.

Whilst the regional agenda offered the opportunity to further build on the good work that had been accomplished to date, there was also a need to focus immediate attention on specific issues relating to the operation of the current day services within the Vale of Glamorgan.

The first of these issues to address was the issue of the Castle Avenue facility in Penarth. This had decreasing attendance levels which had made the facility financially unviable. The second activity was to consider the longer term delivery of services for people with learning disabilities within the Vale of Glamorgan.

Internally operated day service provision was currently operated from the following buildings;

### **Castle Avenue, Penarth**

Castle Avenue Day Service was situated in a residential area of Penarth. It was open 253 days of the year and was originally established 25 years ago as a house for people with a learning disability. The building had not been adapted and with more sophisticated health care practice and guidance in respect of positive behavioural management, was now no longer fit for purpose to support people with complex needs. At its inception and for many years following, Castle Avenue supported approximately 12 people over a five day week, providing a predominantly building based service.

### **Woodlands Day Service Centre (Hen Goleg, Barry)**

Woodlands Day Services Centre had been operational in excess of 40 years; previously known as Barry Adult Training Centre (ATC) the service was based at Woodlands Road before relocating to Hen Goleg in 2013. This brought together people who had previously attended 'Sorted' (a learning disability service that had been relocated to Hen Goleg in 2011) on the same site as day services provision for people with physical disabilities.

### **Trysor O Le (Hub, Barry)**

Trysor O Le Day Services was based in the YMCA Hub at Gladstone Road and had been operational in excess of ten years. The service supported people with complex health and social care needs. In 2007, the Vale of Glamorgan Council provided funding to the YMCA to assist with an upgrade to the building which included provision of a dedicated area for people with profound disabilities. The service was therefore able to accommodate the needs of people with severe learning and physical disabilities. It was fully accessible and had appropriate changing facilities. Staff were trained to support people who require specialist equipment and who have specific communication, sensory, dietary and medication needs.

The following table provided a summary of Costs of Current Internal Provision

	2016/17		2017/18	
	Attendance	Unit Cost (£)	Attendance	Unit Cost (£)
Castle Avenue	8	81.04	3	239.59
Woodlands	20.2	98.23	15.8	125
Trysor O Le	8.6	117.42	8.6	110.16
Total / Average	12.3	99.00	9.5	158.25

In summarising current internal day service provision, the information above showed that there had been an average increase in unit costs of £59.25 per person per day between 2016/17 and 2017/18 due to numbers having declined in Castle Avenue and Woodlands for the reasons outlined in the report.

### **Young People in Transition**

It was important that any decisions made considered the needs of young people transitioning from Children's and Young People's Services to Adult Services. Predicting the exact numbers of young people who would require and take up the offer of an internal complex needs day service was challenging and liable to change.

People with complex care needs and their families often chose to pursue a specialist residential college, in accordance with procedures set out in the Learning and Skills Act 2000. However, based on the current data available – which was liable to change, the number of young people who would be eligible to access a complex needs day service in order to have their needs and outcomes met over the next three years were as follows:

	2018/19	2019/20	2020/21	2021/22
No. of young people transitioning who may require a complex needs day service	3	7	2	1

Out of the seven people identified in 2019/20, two had very high health needs and were currently supported in out of county specialist provision. As adults it was highly likely that the Health Service would continue to commission their care and support and this may continue to be in residential out of county provision.

The primary focus of the report was in relation to the proposed closure of Castle Avenue, should this be agreed and subject to consultation. However, it was also important to recognise that attendance over recent years had also declined at Woodlands (Hen Goleg), evidencing the successful implementation of the Day Opportunities Strategy 2014-2017 and the move towards a more person centred approach to meeting individuals' personal outcomes. Attendance at Trysor O Le remained static at around nine people each year. People attending Trysor O Le access the community, but due to the complex nature of their needs, they required an adapted building base to receive care and support from. There were limited alternatives for people with these needs, which was why the Day Opportunities Strategy had moved the focus of internal day services to specialise in this area for this group of people whilst emphasising the use of community resources for the majority of people with learning disabilities. The emphasis on meeting people's outcomes through community resources means there was less need for a traditional day service model.

It was recognised that people may require information, advice and assistance to access community provision. As a result it was intended to develop a new role in the service, the Support Planner, which would be piloted for 6 months in the Vale commencing in January 2018. Support planners worked with people with learning disabilities to design a person centred plan that reflected their needs and outcomes, with a focus on exploring ways in which these could be met within their local communities wherever possible. Support Planners were identified within the Joint (Cardiff and Vale) Day Opportunities Strategy 2014-2017 and had been employed in Cardiff Council with good effect, delivering positive outcomes for people and assisting to manage the demand for commissioned services. This pilot role would be ring fenced for existing Day Service Officers and Social Care Officers within the learning disability service who could apply for a post via an Expression of Interest process. This would be on a secondment basis for a period of 6 months during which time the operation and effectiveness of this approach in the Vale of Glamorgan would be evaluated.

The second piece of work, as referenced at the beginning of this report was to consider the longer term delivery of services for people with learning disabilities.

The Joint (Cardiff and Vale) Day Opportunities Strategy 2014-2017 at Appendix 1, for adults with a Learning Disability was developed collaboratively between Cardiff, Vale and partners drawing upon the strengths of individual agencies in order to build resilience into an increasingly pressurised system. It was also borne out of the need to meet the requirements of the new Social Services and Well-being (Wales) Act 2014, to focus on outcome based, person centred models of service provision. Part 9 of the SSWBA was concerned with improving the outcomes and well-being of people as well as improving the efficiency and effectiveness of service delivery through greater partnership working. Developing a regionalised service to meet the care and support requirements of people with highly complex needs would enable a resilient, sustainable and specialist model of care and support. Cabinet would receive further information in respect of the future Day Opportunities Strategy and regionalisation in 2018.

### **Next Steps & Timetable**

The following table proposed an indicative timetable for the activities required should the proposed closure of the Castle Avenue facility be agreed.

Key Activity	Description	Timescale
Pre- Cabinet Preparation	Information provided to	January 2018

	Castle Avenue service users and their families, Castle Avenue staff and Trade Unions	
Cabinet Report	Cabinet consideration of proposals in principle	22nd January 2018
Scrutiny consideration	Scrutiny consideration of proposals	12th February 2018
Cabinet Report	Consideration of proposals and views of scrutiny committee to reach final determination.	5th March 2018
Consultation with and reassessment of, people using Castle Avenue	Service users and families contacted and reassessments undertaken along with support to enable transition to new arrangements (if applicable).	February 2018
Proposed Closure of Castle Avenue		March 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 the contents of the report be noted.
- (2) T H A T the proposal contained in the report to close the Castle Avenue facility in Penarth be approved in principle.
- (3) T H A T the report be referred to the Healthy Living and Social Care Scrutiny Committee for consideration.
- (4) T H A T a further report be presented in February 2018, to include Scrutiny Committee comments and feedback from the consultation held with people using the service and their carers / advocates.

### Reasons for decisions

- (1) To note the update on the review of learning disabilities day services.
- (2) To enable people with learning disabilities to be supported in the most appropriate setting to meet their needs taking into account both quality and cost and to enable the views of the Scrutiny Committee to be taken into account in reaching a final determination.
- (3) To ensure Scrutiny members had effective oversight of proposals and opportunity to provide comments.
- (4) To allow for consultation with the five people who used the facility and their carers / advocates and to consider appropriate alternative services for them.

### **C196 CARDIFF AND VALE OF GLAMORGAN JOINT COMMISSIONING AND POOLED BUDGET FOR OLDER PEOPLE SERVICES (SCHL) (SCRUTINY COMMITTEE – HEALTHY LIVING AND SOCIAL CARE) -**

Consideration was given to joint commissioning arrangements for older people services across Cardiff and the Vale of Glamorgan, including the establishment of a pooled budget for care accommodation.

The Part 9 of the Social Services and Well-being (Wales) Act 2014 (SSWWA 2014) required local authorities and the local health board for each region to establish and maintain pooled funds in relation to the exercise of care home accommodation functions by 6 April, 2018. The region consisted of Cardiff & Vale University Health Board (UHB), together with Cardiff Council and the Vale of Glamorgan Council as the statutory bodies within the pooled budget.

The work to develop the pooled budget was overseen by the Cardiff and Vale of Glamorgan Regional Partnership Board (C&VGRP). It was important to recognise that, whilst the C&VGRP retained the oversight of the development of the pooled budget, the decision making responsibilities (i.e. for agreeing the pooled budget and its management) rested with Cardiff Council, the Vale of Glamorgan Council and Cardiff and Vale University Health Board.

In addition to the requirement for pooled funds in relation to care home accommodation functions, local authorities and health boards were also expected to:

- Undertake a population needs assessment and market analysis to include the needs of self-funders.
- Agree an appropriate integrated market position statement and commissioning strategy.
- Agree a common contract and specification (for use between the care home providers and the statutory bodies).
- Develop an integrated approach to agreeing fees with providers.
- Develop an integrated approach to quality assurance.

Work had been undertaken to consider the scope of the pooled budget arrangements within the Cardiff and Vale of Glamorgan region. It was proposed that the budget would initially focus on care accommodation for older people (over 65), including those whose care was funded by NHS Continuing Health Care (NHS CHC), Funded Nursing Care (FNC) and local authority funded long term care home placements. In order to inform the potential size of the proposed budget, the Pooled Budget Project Board had considered previous expenditure in relation to the 'in-scope' services and current commitments for 2017/18. This was estimated to be approximately in the region of £46.1m.

For the 2018/19 financial year, it was proposed that one pooled budget be established across the region with effect from 1 April, 2018. During the first year of the new pooled budget arrangements, it was intended that Cardiff Council would act as the host organisation for these arrangements. The host arrangements would be reviewed as part of the development of any further joint working agreed by partners beyond March 2019.

One of the requirements of Part 9 of the Act was to 'Agree an integrated market position statement and commissioning strategy to specify outcomes required of care homes and services required'. The Market Position Statement aimed to contain information on:

- Current and projected local demographics, expenditure and activity levels;
- The types of services the Council would be investing / disinvesting in;
- The Council's vision for how to respond to the changing needs for care and support in the future.

The Market Position Statement and Commissioning Strategy, attached at Appendix 1 to the report, had been developed around 4 key 'design principles' which partners would be expected to consider and support when developing future services. These included:

- What Matters to Me - Listening and working with people in need of care and support to jointly find solutions to meet their needs;
- Home First - Enabling people to live at home, or as close to home as possible, in accommodation appropriate to their needs and where they could live well, thrive and remain independent;
- Sustainable and Prudent Use of Resources - Promoting prevention and early intervention, and developing quality outcomes and value for money solutions which meet care and support needs;
- Avoiding Harm, Waste and Variation - To ensure high quality care across all services.

Following the approval of the Market Position Statement and Commissioning Strategy by partner formal decision making processes, the document would be used to inform the longer term commissioning plan across partners going forward.

Following the establishment of a pooled budget, further work would be required to develop the joint commissioning programme in relation to a consistent approach to fee setting, commissioning placements, undertaking quality assurance and ultimately the agreement of new models of care. Future reports on any new approaches would be brought to Cabinet 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 progress regarding meeting the Part 9 requirements, which includes the establishment of a pooled budget for care accommodation, be noted.
- (2) T H A T the establishment of a pooled budget for older people care accommodation from 1 April, 2018 be approved with Cardiff Council to act as the host organisation in 2018/19.
- (3) T H A T delegated authority be granted to the Director of Social Services, in consultation with the Cabinet Member for Social Care, Health and Leisure, in relation to the pooled budget for the Partnership Agreement.



- (4) T H A T the Head of Legal Services be authorised to execute the Partnership Agreement.
- (5) T H A T the Market Position Statement and Commissioning Strategy for Older People Care and Support Services as set out in Appendix 1 attached to the report be approved.
- (6) T H A T the report and joint Market Position Statement and Commissioning Strategy be referred to the Healthy Living and Social Care Scrutiny Committee for information.

Reasons for decisions

- (1-5) To progress joint commissioning arrangements for older people services across Cardiff and the Vale of Glamorgan, including the establishment of a pooled budget for care accommodation.
- (6) To inform the Healthy Living and Social Care Scrutiny Committee for information.

**C197          PARKS AND OPEN SPACES RESHAPING - COMMERCIAL CATERING OPPORTUNITIES PHASE I (SCHL) (SCRUTINY COMMITTEE – HEALTHY LIVING AND SOCIAL CARE) -**

Approval was sought to commence work on facilitating a range of catering concessions at a number of parks and open spaces within Barry and Penarth.

As part of the reshaping agenda, opportunities had been identified to generate additional income from concessions in a number of our parks and public open space areas. Within the Council's award winning urban parks there were opportunities to look at additional commercial services that would complement the parks, enhance the services on offer and encourage greater use of the facilities. The majority of these opportunities related to catering and in the past this had been mentioned in green flag evaluations of certain parks as being lacking.

Opportunities for year round catering operations would seem to exist in the first instance at Romilly Park and Gladstone Gardens in Barry. South Lodge at Windsor Gardens in Penarth would also seem to represent an interesting opportunity for some commercial activity. There were also opportunities for seasonal catering concessions at Pencoedtre Park (particularly when the 'Splash Pad' is operational) and the Barry Sports Centre (Saturdays during the Football season). The Council

had received enquiries about providing catering operations in all of these locations indicating that there was interest from operators. Other opportunities may also emerge but the report suggested that progress be made as identified in its recommendations in order to pursue interest at these sites in the first instance.

Depending on the success at attracting operators / concessions and the impact they had on the parks, additional concessions in the future could be explored for other key sites within the Vale of Glamorgan. The opportunity would also be afforded to all prospective tenderers to attend an open day at each site to ask questions.

Consideration would be given to sale of alcohol at South Lodge only if proposed by the successful tenderer, subject to licence restrictions, and only if the offer was in keeping with the proposed operation.

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 Director of Environment and Housing Services be authorised to undertake a marketing exercise for catering proposals at Gladstone Gardens, Romilly Park, Windsor Gardens, Pencoedtre Playing Fields and Barry Sports Centre.
- (2) T H A T subject to resolution 1 above, the Director of Environment and Housing Services be authorised to publish notices pursuant to Section 123 (2A) of the Local Government Act 1972 in respect of public open space land proposed for disposal.
- (3) T H A T progress in relation to resolutions 1 and 2 above, and further catering opportunities in the Council's parks and open space areas be considered in a future report to Cabinet.

#### Reasons for decisions

- (1) To assess the opportunities for increasing the revenue that could be generated at Council parks and open spaces.
- (2) To allow for the provision of catering at these sites.

- (3) To investigate further income generation opportunities.

**C198 DRAFT SUPPORTING PEOPLE LOCAL COMMISSIONING PLAN 2018 – 2021 (HBS) (SCRUTINY COMMITTEE – HOMES AND SAFE COMMUNITIES) -**

Approval was sought for the draft Supporting People Local Commissioning Plan 2018 - 2021 and its submission to the Regional Collaborative Committee for the Vale of Glamorgan and Cardiff (RCC). Also, an update was provided on the Council's indicative allocation of Supporting People Programme Grant for 2018/19 from Welsh Government.

The Supporting People (SP) Programme was the policy and funding framework for delivering housing related support to vulnerable people in different types of accommodation and across all tenures. The programme contributed to meeting the aims of 'Improving Lives and Communities - Homes in Wales' the National Housing Strategy and the ten year Homelessness Plan, with a strong emphasis on the prevention of homelessness.

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

Attached at Appendix 1 to the report was a copy of the Draft Local Commissioning Plan 2018 - 2021. The final Local Commissioning Plan was required to be submitted to the RCC by the end of January 2018 for approval before a regional plan with Cardiff was submitted to Welsh Government (WG).

Following the announcement of the WG draft budget for 2018, local authorities received notification of their indicative Supporting People Programme Grant. All local authorities were told their allocations would remain the same as previous years. For the Vale of Glamorgan this meant the budget remained static at £3,466,829. WG had previously indicated that SP would receive a two year indicative budget with no cuts to the grant in 18/19 or 19/20. However WG had now indicated that they would merge the four grant streams of Supporting People, Flying Start, Families First and

the legacy Communities First funding in year 18/19. WG indicated they were minded to remove the ring fence from Supporting People in 19/20, with a possibility of including several other smaller grants, including the Homeless prevention grant, into a 'Super Grant' and this pot would receive a cut in funding.

An assessment of the support need of all individuals who had contacted the Housing Division and other voluntary and statutory sector agencies in 2016/17 had been undertaken and through this 'self-assessment' process the majority of these identified that they had a support need. The most important serious issues self selected by clients continued to be homeless/potentially homeless, mental health and domestic abuse issues.

The Supporting People Local Planning Group had determined from the needs analysis, that under the Supporting People Programme the highest priority was to develop a direct access hostel, subject to the availability of Capital funding in the future, develop more support units for mental health, domestic abuse and people with a physical disability.

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 draft Supporting People Local Commissioning Plan 2018 - 2021 be adopted.

Reason for decision

To adopt the Plan in compliance with the Supporting People Programme Grant (SPPG) Guidance (Wales) June 2013.

**C199            21ST CENTURY SCHOOLS PROGRAMME - BAND B (LC)  
(SCRUTINY COMMITTEE – LEARNING AND CULTURE) -**

Approval was sought to progress the proposed Band B phase of the 21st Century Schools Programme and for the additional employee resources required to manage the programme.

The 21st Century Schools Programme was a long term strategic investment in educational estate throughout Wales. It was a unique collaboration between Welsh

Government, the Welsh Local Government Association (WLGA), local authorities, colleges and diocesan authorities.

Band A of the 21st Century Schools Programme would conclude in 2019. The Council's Strategic Outline Programme for the transformation and enhancement of a number of schools under Band A of the 21st Century Schools Programme was approved by Welsh Government in December 2012. The funding envelope for the programme was £31.849m of which £17.752m was funded by the Council and £14.097m was funded from Welsh Government.

The second wave of investment, Band B, commenced in April 2019 and required the Council to meet the following investment objectives:

- Addressing growth in demand for Welsh medium education;
- Reductions of surplus capacity and inefficiency in the system;
- Expansion of schools in areas of increased demand for educational services;
- Address condition of educational assets; and
- Making assets available for community use where demand exists.

The Council presented its Strategic Outline Programme (SOP) to Welsh Government on 31 July, 2017. This document proposed an investment of £142.417m, £83.8245m of which would be funded by Welsh Government. On 10 November, 2017 the Education Secretary Kirsty Williams announced that the Council's proposals met Welsh Government's investment objectives and subject to approval of the individual Business Cases, Welsh Government was committed to supporting all of the projects presented. This was confirmed in writing on 6 December, 2017.

Cabinet approval had already been provided for the first three projects identified for Band B funding which related to the transformation of Secondary Education in Barry. The delivery of the Band A programme was achieved within existing staff resources. It was recognised that Band B was a much more ambitious programme and therefore required additional employee capacity. To achieve this, the following posts would be required:

- 21st Century Schools Programme Manager (Operational Manager - New);
- 21st Century Schools Project Manager (existing vacant post);
- 21st Century Schools Strategic Project Manager (existing vacant post - re-designated);
- Graduate Trainee 21st Century Schools Officer (New);

The funding for the new posts had been included in the cost projections for Band B as project management costs and would therefore be funded from the overall Band B funding envelope.

<b>Band B Scheme</b>	<b>WG Grant Funding</b>	<b>S106</b>	<b>Capital Receipt</b>	<b>General Capital Funding</b>	<b>Prudential Borrowing</b>	<b>Reserves</b>	<b>Total</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Mixed Sex Secondary School	24,420	325	10,366	2,623	2,000	9,106	48,840
Welsh Medium Secondary	10,711.5	3,621	586	2,450.5	0	4,054	21,423
Primary Provision in Western Vale	2,092.5	1,639	453.5	0	0	0	4,185
Barry Waterfront	3,708.5	3,708.5					7,417
Cowbridge Primary Provision	4,923.5	4,423.5	500				9,847
St David's Primary School	3,557	555				73	4,185
St Nicholas Primary School	1,349	1,349					2,698
Faith School	27,078.5		3,389	110.5	1,279		31,857
Penarth Cluster Review Primary Provision to include Cosmeston	4,619.5	1,665.5		245.5	2,708.5		9,239
Review Nursery Provision	1,363	927	181.5			254.5	2,726
<b>Total</b>	<b>83,823</b>	<b>18,213.5</b>	<b>15,476</b>	<b>5,429.5</b>	<b>5,987.5</b>	<b>13,487.5</b>	<b>142,417</b>

The funding proposals above assumed that £15.476M of capital receipts across 8 sites would be realised. Values were based on a prudent estimate of the likely receipt. There were a number of issues that could impact the value of a capital receipt such as access, drainage, ecology issues and failure to realise the anticipated value in receipts would mean the above proposals needed to be revised accordingly. The funding proposals also utilised S106 contributions from developers. Due to the lead time required to draw down on the funding, a number of S106 contributions were included for developments that had not yet commenced on site.

It was anticipated that additional staff resources would be required to deliver the Band B School Investment Programme. The full year cost of the posts required to support the delivery of Band B was £228k. The additional costs had been included as project management costs for the schemes and would therefore be recharged to capital and funded from within the overall Band B funding envelope.

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 progression of the proposed Band B School Investment Programme be approved, subject to the approval of the final Capital Programme 2018/19 by Full Council.
- (2) T H A T the establishment of additional posts required to manage the School Investment Programme be approved.
- (3) T H A T delegated authority be granted to the Director of Learning and Skills, in consultation with the Cabinet Member for Learning and Culture, to establish new posts required to manage and deliver the programme.

Reasons for decisions

- (1) To ensure that the projects approved by Welsh Government were progressed in a timely manner subject to full consultation on the detail of the individual schemes.
- (2) To ensure the 21st Century Schools team was fully resourced in order to project manage and implement the Council's ambitious School Investment Programme.
- (3) To ensure the necessary capacity was in place to successfully deliver the programme.

**C200 SCHOOL PERFORMANCE REPORT 2016-2017: FOUNDATION PHASE AND KEY STAGES 2 TO 5 (LC) (SCRUTINY COMMITTEE – LEARNING AND CULTURE) -**

Cabinet was informed of pupil attainment and school performance outcomes.

Statutory end of Key Stage Teacher Assessment (TA) was administered at the end of the Foundation Phase, key stage 2 and key stage 3, when pupils were aged 7, 11 and 14 years old respectively. The national minimum expectations for pupils at the

end of the Foundation Phase and key stages 2 and 3 were as follows: outcome 5 at the end of the Foundation Phase, level 4 at the end of key stage 2 and level 5 at the end of key stage 3. Additionally, expectations for our more able pupils at the end of each phase were as follows: Outcome 6 or above at the end of the Foundation Phase, level 5 or above at the end of key stage 2 and levels 6 and 7 at the end of key stage 3.

In relation to external examinations at key stages 4 and 5, the report outlined performance for the below measures. Attached at Appendix 1 to the report were changes which came into effect in 2017/2018).

- The core subject indicator (CSI); the proportion of pupils attaining a GCSE A\* - C in the core subjects of English, Welsh, mathematics and science.
- Level 2 threshold; proportion of pupils attaining 5 x GCSEs A\* to C.
- Level 2+ (L2+) threshold; proportion of pupils attaining 5 x GCSEs A\* to C including mathematics, English language or Welsh language. This was the government's preferred measure of educational attainment.
- English GCSE level 2; the proportion of pupils attaining English GCSE A\* to C.
- Maths GCSE level 2; the proportion of pupils attaining mathematics GCSE A\* to C.
- Science GCSE level 2; the proportion of pupils attaining science GCSE A\* to C.
- A Level; the level 3 indicator measured the proportion of pupils attaining 2 or more A levels A - E.

It was noted that Welsh Government had introduced key changes to the performance measures in 2016-2017 which affected any possible comparisons that may be made against previous data. Therefore, caution should be used with comparing 2016-2017 outcomes with previous years. The main changes were:

- The introduction of a cap of 40% of non-GCSEs that contributed to threshold measures;
- The removal of literature for the level 2 threshold including English / Welsh and mathematics;
- The introduction of the new specifications for English, Welsh, mathematics and numeracy;
- A new Capped 9 points score measure which included GCSEs in English or Welsh language, mathematics and numeracy, 2 science qualifications and four other qualifications which could be GCSEs, vocational qualifications or the new Welsh Baccalaureate.



In general, the Vale of Glamorgan was advantaged in terms of socio-economic deprivation. The proportion of pupils eligible to receive free school meals (eFSM) was used as a proxy indicator of socio-economic deprivation. In 2016-17, the Vale ranked 5th lowest overall for the proportion of pupils eligible to receive free school meals. These findings indicated that the aggregated performance of Vale schools should be significantly higher than for Wales as a whole and always ranked as fifth highest performing Local Authority (LA), as a minimum expectation.

#### Progress in the Foundation Phase:

The positive trend in improving standards continued for the majority all indicators at outcome 5, the exceptions being literacy, language and communication in English (LCE) and mathematical development (MDT). Following a cumulative increase of 1.8 percentage points (pp) from 2014-2016, MDT dipped by -0.5pp in 2017. LCE dipped by -0.9pp although remained the highest in the region and was detailed in Appendix 2 attached to the report. Performance at outcome 6 had increased measurably for all indicators, most notably in LCE where attainment had improved by a further 4.6pp. Performance at outcome 6 had been a continued focus for improvement and the impact of the support and challenge to schools had resulted in significant gains over the last three years.

#### Progress in Key Stage 2:

Improvements in attainment at Level 4 had been made in all performance measures except science which dipped by -0.2pp and was detailed in Appendix 2 attached to the report. The greatest improvement was in Welsh, and at 96.7%, was the highest of all core subjects. With the exception of Welsh, performance at level 5+ had risen again for the fifth consecutive year. Most notable were the improvements in science which improved by 7.1pp. Mathematics and English also improved by 6.1pp and 5.2pp respectively. Welsh was the now the lowest performing core subject at level 5+.

#### Progress in Key Stage 3:

At KS3 standards remained strong, having risen yet again in English, mathematics and the CSI, these were detailed in Appendix 2 attached to the report. The highest performing of the core subjects were Welsh (95.6%) and Science (95.7%). All indicators at the expected level ranked the Vale of Glamorgan at fourth or higher when compared to other local authorities, detailed at Appendix 3 attached to the report.

#### Progress at Key Stage 4:

Performance in the L2+ indicator decreased by 6.7pp to 60.4% but remained the highest in the CSC and higher than the Wales average of 54.6%. However, the

performance of eFSM pupils fell sharply and the gap had widened from 25.2pp to 35.8pp. This was detailed in Appendix 4 attached to the report. Overall, the Vale of Glamorgan was ranked fourth when compared to other local authorities in this key indicator. When considering the L2+ performance of eFSM pupils, there were three schools where fewer than 35% of these pupils achieved the L2+ threshold: St Cyres (22.9%), Barry Comprehensive (19.4%), and Bryn Hafren (22.2%). The best performing school with regard to this indicator was Cowbridge (63.6%) although this was 22pp lower than in 2016, detailed in Appendix 5 attached to the report.

#### Progress at Key Stage 5:

The percentage of pupils achieving the level 3 threshold decreased slightly from 98.3% to 98.1%. This was detailed at Appendix 6 attached to the report. All students in Bryn Hafren Comprehensive, Cowbridge Comprehensive and Ysgol Gymraeg Bro Morgannwg achieved the level 3 threshold.

#### Schools causing concern and the use of powers of intervention:

Bryn Hafren Comprehensive School was judged by Estyn as requiring significant improvement in March 2016 and was re-visited in May 2017. Despite making strong progress in certain areas such as assessment, the school was judged to have made insufficient improvement in other key indicators such as L2 English which dropped to 52% from 65%. In addition, the percentage of eFSM pupils attaining L2+ remained unacceptably low at 17%. Estyn was likely to revisit the school during the current academic year. The school remained subject to a formal warning notice.

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 pupil attainment and school performance outcomes, based in the case of GCSE and A level examinations on provisional data, be noted.
- (2) T H A T in accordance with the School Standards and Organisation Act (2013), it be noted a formal warning notice was issued in 2015 and extended during the academic years 2016/17 and 2017/18 to Bryn Hafren Comprehensive School to include the appointment of two additional governors.

- (3) T H A T the report be referred to the Learning and Culture Scrutiny Committee for consideration.
- (4) T H A T the changes in key stage 4 performance measures be noted.

Reasons for decisions

- (1) To note the attainment of pupils and the performance of schools in 2016/17.
- (2) To note that the full powers available to the authority were being used to improve schools that were underperforming, in accordance with the School Standards and Organisation Act (2013).
- (3) To enable scrutiny of school performance outcomes.
- (4) To note the changes and resulting implications for comparative purposes.

**C201 PROPOSED RECONFIGURATION OF PRIMARY PROVISION IN THE WESTERN VALE (LC) (SCRUTINY COMMITTEE(S) – LEARNING AND CULTURE AND CORPORATE PERFORMANCE AND RESOURCES) -**

Approval was sought to consult stakeholders on a proposal to reconfigure primary provision in the Western Vale through the creation of a new 210 place primary school, with a 48 part time place nursery class at the land north of the railway line, Rhoose, and the migration of staff and pupils from Llancarfan Primary School into the new site.

Llancarfan Primary School comprised the original Victorian school building containing two classrooms. The school was on a small site (slightly offset by the use of the adjacent tennis club courts) with difficult and congested access through the village and lanes leading to Llancarfan. The four separate buildings and small sloping site did not meet 21st Century School design guidance standards for primary schools which had been used for all new builds completed through the 21st Century Schools programme. These schools comprised a fully accessible one or two storey building providing all the required educational functions within a single building set in grounds meeting current outdoor curriculum needs.

Llancarfan Primary School had a pupil capacity of 126. The school was currently operating with a surplus capacity of 19 places (15%). This capacity was set to increase to 28 places (22%) as demonstrated by pupil projections in the report. The Vale of Glamorgan had made a commitment to Welsh Government to reduce the

number of surplus places in schools. Within the primary sector, this equated to an agreed target of 10%. Llancarfan Primary School incurred a high revenue cost per child at £4,490 per child compared to the Vale average of £3,697 per child. Llancarfan was the 5th highest primary school in terms of revenue cost per child. The majority of pupils attending Llancarfan Primary School resided outside the catchment area.

The Council's adopted Local Development Plan (LDP) (2011-2026) attached at Appendix A to the report, Policy MG1, allocated a total of 787 new dwellings in Rhoose over the LDP period. The allocations comprised 87 dwellings at land south of the Railway Line, and 700 new dwellings at land north of the Railway Line. The allocation to the south of the Railway Line had been completed and was now fully occupied with children in the school system (planning reference: 2012/00937/FUL).

In accordance with the Section 106 Agreement dated 14 May, 2015 associated with the planning permission, the developers of land to the north-west of the Railway Line, Taylor Wimpey, were required to transfer a one-hectare site to the Council, for the provision of a primary school. A one hectare site could facilitate a 210 place school. In accordance with aforementioned Section 106 Agreement, the Council was also covenanted within 5 years of the date of the transfer to have secured planning permission for a primary school on the school site and thereafter completed the construction of the school within 5 years of obtaining planning permission.

It was anticipated that the development completed at land south of the Railway Line, and the developments at land north-west and north-east of the Railway Line would increase demand in the area by an estimated 70 places for nursery age children, 194 places for primary age children of which 162 children were likely to require English medium provision and 174 places for secondary age children.

The majority of children attending Rhws Primary School resided within the Rhoose area.

The Council had a statutory duty to review the number and type of schools in the area and to make the best use of resources to raise standards in schools. Based on current projections by 2023 there would be an anticipated shortfall of 90 primary school places in the Rhoose area. There was a need to accommodate this demand, however a new 210 place school (which was the minimum size for a school to be efficient), would result in 10% surplus capacity, when considering the projected increase in pupils numbers from both new developments in Rhoose, in addition to the projected pupil numbers that would migrate over from Llancarfan Primary School. Reviewing the wider needs of the Western Vale offered an opportunity to establish a

new 21st century school while addressing community need and surplus capacity challenges.

Llancarfan Primary School was situated 3.7 miles from Rhws Primary School. The projected number on roll at Llancarfan Primary School for 2023 was 98 pupils with 28 (22%) surplus places.

Rhws Primary School was a grade 2 listed building. The school site was restricted in size and potential for further development opportunities were limited, and would not be able to accommodate the total projected increase in demand for pupil places. Llancarfan was a small rural school with an admission number of 18. Mixed age teaching was therefore necessary in managing classes with associated difficulties in terms of the planning and delivery of the national curriculum. An admission number of 18 with mixed age classes also made it difficult to manage statutory class size limits of 30. Migrating the school to larger accommodation with a new catchment with sustainable numbers would enable the school to continue its success while catering for a greater pupil population.

In order to meet future demand, ensure best use of resources and reduce overall surplus capacity in line with Welsh Government targets, the report proposed to migrate Llancarfan Primary School to a new, larger 210 place school in the Rhoose Point development. Catchment areas would be redefined to distribute the current catchment area of Llancarfan school amongst Rhws, Llanfair, St Athan and St Nicholas Primary schools, and to also realign existing catchment areas in Rhoose.

Migrating the school would address a number of challenges:

- The staff and pupils at the existing Llancarfan site would benefit from a new school build at 21st century school standards.
- Increasing amounts of surplus capacity at Llancarfan School would be addressed.
- Increasing demand for pupil places within the Rhoose area would be met.
- Revisions to catchment areas within the Western Vale were expected to increase pupil numbers at other schools, improving future sustainability and contributing to the Council's commitment to reduce surplus capacity in its schools.
- Small site issues associated with the school on a confined site such as the provision of outdoor sporting facilities.
- Congested access to the school through the village and lanes would be addressed.

- A nursery would be established supporting continuity and progression in children's learning from age 3 and would support stability of numbers for the school.

Any proposed changes to catchment boundaries would be included as part of the consultation exercise undertaken on the proposal together with the admissions consultation exercise to be undertaken in 2020 for the academic year 2021/22. Details of proposed catchment changes were attached at Appendix B to the report.

Careful planning and management of the option with the governing body of Llancarfan would be necessary to mitigate the challenges of pupils moving to the area between 2018 and 2021 and any transitional arrangement, ensuring no disadvantages to pupils moving to a new school or negative impact on the good performance of Llancarfan Primary School.

In order to transfer a school more than 1 mile and expand by 25% or more, there was a statutory obligation for public consultation. Anticipated timescales for this process were included in Appendix C attached to the report. This timescale was subject to change.

At the meeting, the Cabinet Member for Social Care, Health and Leisure queried if, as part of the consultation, the Council would consider and publish the views of parents from each Primary School separately as he was concerned that the different sizes of the Llancarfan and Rhoose communities would adversely affect the smaller group of consultation responses.

In response, the Cabinet Member for Learning and Culture commented that all responses to the Consultation would be collected and presented together, however individual responses based on location would be considered. The Director of Learning and Skills confirmed that the location of consultees was asked, but not always included in responses. The Director also noted that a significant number of Llancarfan Primary School pupils lived outside the catchment area in Rhoose, which would complicate dividing responses by location.

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 Director of Learning and Skills, in consultation with the Cabinet Member for Learning and Culture, be authorised to undertake consultation from 5 March, 2018 for a period of seven weeks on the proposal to establish a 210 place primary school, with a 48 part time place nursery class at Rhoose Point, and the migration of Llancarfan Primary School into the new site.
- (2) T H A T it be noted the implementation of the proposal would be subject to the relevant statutory processes and that investment would be subject to the availability of capital funding from Welsh Government.
- (3) T H A T the report be referred to the Learning and Culture Scrutiny Committee for their consideration as part of the proposed consultation process.

#### Reasons for decisions

- (1) To comply with the requirements of the Schools Standards and Organisation (Wales) Act 2013.
- (2) To ensure Members were aware of the views and comments of those consulted when deciding whether or not to publish a statutory notice in due course and of the scheme's dependency on Welsh Government match funding.
- (3) To ensure that the Learning and Culture Scrutiny Committee was consulted on the proposal.

#### **C202 VALE SEREN PROGRAMME (LC) (SCRUTINY COMMITTEE – LEARNING AND CULTURE) -**

Cabinet was informed of the progress in implementing Welsh Government's Seren Programme.

Paul Murphy MP, former Secretary of State for Wales, was appointed to be Welsh Government's Oxbridge Ambassador. His remit was to improve the decline of Welsh applications and admissions to Oxford and Cambridge universities. The Seren Network was established in 2014 to support teachers and students to access information and resources and to inspire and help students progress to the top universities in the UK.

The Seren Network consisted of 11 regional Hubs covering the whole of Wales. The aim of the Network was to support Wales' brightest and most able students to reach

their academic potential and gain access to leading universities. The Vale Seren Hub was formed in November 2016.

Initially, the emphasis of the Seren Programme was on encouraging students to make successful Oxbridge applications. Since the Vale Network was established there had been a total of 5 sessions of information and guidance in applications, interviews, and personal statements delivered by Cambridge University. There was also a Cambridge 3 day shadowing scheme running from 18 January, 2018 to which Vale Seren students had signed up to. Cambridge University had also delivered admissions tests. Oxford University had delivered test preparation sessions and a day trip to Jesus College Oxford took place in November 2017. A second day trip and tour had been planned for March 2018 that would include lectures in humanities/social sciences, natural sciences, interview masterclass and admissions. Whilst the focus had been on Oxbridge Universities, there had also been an increase in activities involving other Russell Group Universities.

The Vale Seren Network Partnership Group had been established to operationalise the programme. Membership consisted of heads of sixth forms and the deputy head teacher of Bryn Hafren Comprehensive School. The meetings were chaired by the Seren Hub Co-ordinator. The Hub Co-ordinator attended national meetings in Newtown, chaired by Welsh Government. The Seren Project Board had been established to provide governance to the programme. Membership consisted of the Director of Learning and Skills, or her nominated representative, head teacher representatives and representation from Cardiff and Vale College (CAVC).

In order to improve communication and information sharing, a Vale Seren Hub webpage had been developed to ensure that events and activities were promoted using social media. Students would be able to sign up to receiving information on activities as and when they were posted.

Welsh Government had commissioned researchers from the organisation OB3 to undertake an evaluation of the Seren Network. In the Vale, a series of interviews and focus groups were undertaken with teachers who had been involved with Seren in a support capacity. A focus group with year 13 Seren students was also conducted. A session on Oxbridge applications, interviews, writing personal statements, and the Seren Network Meeting were observed. The initial feedback received from the interviews, focus groups and observations was highly positive. It was anticipated that OB3 will publish the report in February 2018.

As the Vale Seren Hub was only in its second year, the impact of the programme could not be measured until September 2018. To enable this evaluation to take place



schools had been asked to collect data on the number of applications made to Russell Group and Oxbridge Universities.

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 to date on the implementation of the Seren Programme in the Vale of Glamorgan be noted.
- (2) T H A T a further update be received in 12 months by which time it will be possible to report on the impact of the programme.
- (3) T H A T the report be referred to the Learning and Culture Scrutiny Committee for consideration.

Reasons for decisions

- (1) To note the progress being made in implementing the Seren Programme in the Vale of Glamorgan.
- (2) To evaluate the impact of the programme once the two year cycle of activities was complete.
- (3) To ensure the Learning and Culture Scrutiny Committee was aware of the Seren Programme and the progress being made.

**C203 ADULT AND COMMUNITY LEARNING COURSE FEES (LC)  
(SCRUTINY COMMITTEE – LEARNING AND CULTURE) -**

The levels of the Adult Community Learning (ACL) 'Vale Courses' fees were reviewed, in line with the Council's Income Generation and Commercial Opportunities Strategy 2017-2020.

The delivery of ACL programmes was always dependent on viable class sizes. Therefore it was important to continue to access fee income from those who fell outside the priority groups and could afford to pay for their learning.

The "Adult Learning in Wales" document attached at Appendix A to the report set out the Welsh Assembly Government's adult learning focus to support those in greatest need. The Adult Learning in Wales policy document also outlined the need to support a curriculum of leisure and recreational courses for learners on the understanding that, where possible, learners would be expected to contribute to the cost of their learning themselves through the payment of fees. The level of fees charged was aimed at ensuring that learning opportunities were affordable as possible and that cost barriers to participation were minimised whilst recognising that learners should make an appropriate contribution to the overall cost of learning.

To achieve a balance between the 2 aims, there was a need to:-

- Provide targeted opportunities to attract those considered to be in greatest need;
- Continue to provide a programme that appealed to as wide an audience as possible, including those learners who accessed the programme and were not considered to fall into one of the priority groups.

In order to continue to deliver the richness and diversity of the ACL programme many courses needed to be offered on a fully cost recovery basis and in some cases generate income to support the ACL provision that would target those in greatest need.

To ensure the continuation of a broad range of courses and ensure funding was used for priority groups, an increase was proposed in the Full Fee and Concessionary fee as detailed 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 the proposed fee increases be approved with effect from September 2018:

- Increase the Full Fee (Band A) by 3% from £89 to £92 for a 10 week course.
- Increase the Concession Fee (Band B) by 6% from £69 to £73 for 10 week courses, equivalent to 79% of the full fee.

- Increase the Fitness Classes Full Fee (Band A) by 8% from £60 to £65 for a 10 week 1.5 hour session and by 6% from £80 to £85 for a 10 week 2 hour session.
- Increase the Fitness Classes Concession Fee (Band B) by 11% from £45 to £50 for a 10 week 1.5 hour session and 8% from £60 to £65 for a 10 week 2 hour session.

### Reason for decision

The review of course fees was recommended in order to support the strategic objectives of the Income Generation and Commercial Opportunities Strategy 2017-2020 report:

- To aim to achieve full cost recovery where it was appropriate to do so and to develop a standard approach to the application of concessions.
- To support consistency across the Council in its approach to income generation and commercial opportunities including setting, collecting and reviewing fees and charges.
- To allow the ACL Service to continue to utilise the ACL Grant to deliver flexible learning opportunities in community venues for disadvantaged groups, especially those not engaged in education, employment or training;
- Provide a broader range of learning opportunities in order to attract individuals who were unable or unwilling to engage with a more traditional curriculum and sustain the universal leisure learning offer on a cost recovery basis.

### **C204 UPDATE ON THE POSITION OF COMMUNITY LIBRARIES (LC) (SCRUTINY COMMITTEE – LEARNING AND CULTURE) -**

Cabinet was informed of the position of Community Libraries one year after they were established.

A draft Library Strategy was considered by Cabinet in April 2014 following a major review of the library service and a period of public consultation in the preceding year. The strategy contained 15 recommendations ranging from changes to opening hours, reduction of cleaning costs, a change to security arrangements, the extension of WiFi services, the promotion of digital services and the provision of capital investment for damp proofing at Penarth Library. One of the recommendations was also to look at the phased development of 4 community managed/supported libraries. These included Dinas Powys, St. Athan, Sully and Wenvoe. Following further work and consultation a revised strategy was considered by Cabinet in August 2014 which extended the consideration of Community Libraries to include

Rhose Library. The strategy was driven by the need to make significant savings across the Council during a period of financial austerity. The contribution of efficiency savings to be made by Libraries was £575,000, and a Libraries Review Group was established to investigate how this could be achieved whilst also ensuring that the library service remained vibrant, relevant, efficient and sustainable.

As Community Libraries approached or celebrated their first year anniversary it was an appropriate time to make an initial assessment of how the libraries were functioning and how the Library Service works with the various groups.

The Community Library model developed in the Vale had been put forward for a Local Government Chronicle Award in the category Best Service Delivery Model, attached at Appendix 1 & 2 to the report. The award application summarised the model deployed by the Vale and outlined the benefits of the model. The model happened to be an almost exact match to that which independently and simultaneously emerged from Welsh Government at about the same time.

All Community Libraries worked with the Vale Library and Information Service via terms of a Service Level Agreement (SLA) and a Service Specification. Over the last few weeks the Library Services Manager had begun to meet library trustees to discuss any issues in relation to these arrangements and would meet the remaining libraries over the next month. Though there were areas for discussion and improvement there was no questioning of the appropriateness of the model.

Some of the main areas addressed in the Service specification were detailed in the report. The report noted that the Library Service and staff had adapted well to working with Community Libraries. The process of establishing Community Libraries and developing ways of working together had proved successful in the first year. Now that basic system and operational training had been delivered and experience had been gained, all libraries were in a good position to move forward. Key targets in the next year would be developing systems to accurately record statistics and assist community libraries to develop promotional activities to attract users. Now that Community Libraries had a greater knowledge of their book stock there would also be work on reviewing the selection criteria for new stock at community libraries.

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 to date and on-going support provided to community libraries be noted.

Reason for decision

To note the progress made.

**C205 REVIEW PROCESS FOR TRANSPORT NETWORK STUDIES AT DINAS POWYS & M4 JCT 34 TO A48 (NST) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -**

Approval was sought for the process, timescales and terms of reference for the Review Groups involved in the 'WeITAG' (Welsh Transport Approved Guidance) process for Improving Strategic Transport in Dinas Powys and M4 JCT 34 to A48 Transport Network Studies.

Arcadis Consulting UK Limited was commissioned by the Council in 2017 to develop and appraise potential options for improving the strategic transport network in Dinas Powys and Junction M4 JCT 34 to A48 as part of two separate studies. WeITAG Stage one Reports have been presented to Cabinet and a way forward agreed for progressing to WeITAG Stage 2, Outline Business Cases for both schemes. As part of both studies, a Review Group was set up to ensure that the process being followed aligned with the Welsh Government guidance at that time. The appraisal of options was in accordance with Welsh Government's latest June 2016 version of the Welsh Transport Appraisal Guidance (WeITAG).

The WeITAG Guidance had recently been updated by Welsh Government following a consultation process in 2017. The updated Guidance was released on 13 December, 2017 and could be accessed via the following link:  
<https://beta.gov.wales/welsh-transport-appraisal-guidance-weltag>.

The new Guidance advised that:

- A Review Group should be appointed for each WeITAG appraisal.
- The size and composition of the Review Group should be set out in the management case in the Stage One report, and should seek to involve individuals from a range of backgrounds and expertise including across the four aspects of well-being (social, cultural, environmental, economic).
- Depending on the scope of the intervention under consideration, it was recommended to designate an independent reviewer for the project. That role

should be fulfilled by someone with experience or knowledge of the issues but who was not part of the programme team.

As both studies had significant financial implications if delivered, it was considered that they would be assessed within the High Project Risk Assessment category as identified in the Guidance. Therefore, for avoidance of doubt, and to set out the Council's intention on how it intended to proceed with complying with the Review process, the following process was proposed for both Stage Two reports:

- a) Draft Report received from Consultants and considered by officers.
- b) Consideration by the Review Group, which it was suggested to meet the Guidance, comprised:
  - Vale of Glamorgan Council relevant technical officers
  - Welsh Government
  - Network Rail
  - Arriva Trains Wales
  - Relevant Public Transport Operators
  - Sustrans
  - Road Haulage Association
  - Freight Transport Association
  - Relevant Neighbouring Local Authorities (NEW)
  - Health Board (NEW)
  - A representative designated by the Community Council (For Dinas Powys Scheme)
  - A representative designated by the Community Councils from each of the three Community Councils (for M4 J34 to A48 scheme)
- c) Cabinet to receive a report on the findings.
- d) Consideration of the Report by the Council's Environment and Regeneration Scrutiny Committee.
- e) The Stage 2 report to be considered by a separate independent Consultant appointed to act as an Independent Reviewer taking all comments on Board.
- f) A Final Draft Report presented to Cabinet which would include an appendix of the Independent Reviewer's Report. Cabinet will be asked to agree any changes if applicable to the WelTAG Report at this stage.

Suggested 'Terms of Reference' for the Review Group were attached at Appendix A to the report. The role of the Review Group would be to consider the proposals in the technical WelTAG report and to identify any support or concerns with the proposals and to make suggestions for any missing evidence and information. The Review Group would be chaired by the Head of Neighbourhood Services and Transport, and a report produced that would be considered by the Independent Reviewer and

reported to Cabinet for further consideration. The Groups needed to be formally invited to get involved and initial meetings were arranged for 16 January, 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 the composition of the Review Groups for WelTAG at Dinas Powys and M4 JCT 34 to A48 as outlined in the report be agreed.
- (2) T H A T the Terms of Reference for WelTAG review Groups as attached at Appendix A to the report be agreed.
- (3) T H A T a further report on this matter be received by Cabinet following the receipt of the draft WelTAG Stage 2 reports in Spring 2018.

Reasons for decisions

- (1) To confirm the review group participants for the WelTAG studies.
- (2) To agree the Terms of Reference.
- (3) To provide an update on the outcome of the studies and to recommend ways forward to progress to WelTAG stage 3 work using the relevant Welsh Government Transport Guidance.

**C206 TRANSPORT GRANT 2017/18 & 2018/19 (NST) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -**

Cabinet was advised of the additional funding awarded by Welsh Government for Transport 2017/18, informed of the Transport Grant application process for 2018/19 and approval was sought to submit bids for funding consideration.

Welsh Government (WG) invited local authorities to submit bids for Local Transport Fund (LTF), Road Safety and Safe Routes in Communities (formally Safe Routes to Schools) (SRiC) funding annually, to enable the delivery of transport and local road projects that enhance road safety and encourage sustainable travel to various key locations. A further Grant had been introduced for the next financial year which was

a Local Transport Network Fund (LTNF) and had been offered to progress schemes that encouraged the use of the bus as a form of transport. There was an emphasis around access to schools and key locations for these grants.

The funding awarded for this financial year was currently programmed to be delivered in accordance with the submissions made to WG and were detailed in the report.

The funding awarded for 2017/18 was required to be spent by 31 March, 2018 and could not be carried forward to 2018/19. Any underspend would not be drawn down from WG at the end of the financial year. The funding amounts for each scheme were unidentified at the time of writing the report. Studies and works were ongoing that would inform the funding required for the next financial year on all Capital schemes. It was unlikely that these figures for 2018/19 would be identified until last minute prior to the submission deadline.

At the meeting, the Cabinet Member for Neighbourhood Services and Transport tabled a replacement Appendix 1 to attach to the report.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the additional transport schemes that had been awarded funding for 2017/18 be noted.
- (2) T H A T the use of delegated powers by the Head of Neighbourhood Services & Transport and the Cabinet Member for Neighbourhood Services and Transport to accept the additional funding offer to enable the schemes to be delivered within the deadline of 31 March, 2018 and agree the respective uplift for that funding to be added to the Capital Programme, be noted.
- (3) T H A T the Local Transport Fund, Local Transport Network Fund, and Road Safety Revenue Grant bids proposed to be submitted by the deadline of 26 January, 2018 be approved and that any funding awarded by Welsh Government, be included in the Neighbourhood Services and Transport Capital Programme for 2018/19.



- (4) T H A T delegated authority be granted to the Head of Neighbourhood Services and Transport, in consultation with the Cabinet Member for Neighbourhood Services and Transport, and the Leader, to approve the schemes, prioritise them, and submit them, for Road Safety Capital, Safe Routes in Communities and Active Travel Grants, and that any funding awarded by WG, be included in the Neighbourhood Services and Transport Capital Programme for 2018/19.
- (5) T H A T in respect of resolution 3 above, the use of Article 14.14 of the Council's Constitution (urgent decision procedure) be authorised.

#### Reasons for decisions

- (1) To note the additional funding received from Welsh Government for schemes to be progressed in 2017/18.
- (2) To note the procedures, terms and conditions of the grant funding.
- (3) To agree to the proposed schemes to be submitted.
- (4) To consider any potential schemes in accordance with the conditions of the grant.
- (5) To enable the bids to be submitted to Welsh Government by the 26 January, 2018 deadline.

#### **C207 STREET LIGHTING ENERGY REDUCTION STRATEGY – SALIX APPLICATION FOR LOAN FUNDING (NST) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -**

Cabinet was advised of the current position with the 'Street Lighting Energy Reduction Strategy' and approval was sought for further measures to support the transition to full LED street lighting.

In order to address increasing street lighting energy costs since 2011/12, Cabinet considered a report entitled 'Street Lighting Energy Reduction Strategy', at its meeting of 20 October, 2014 (Minute C2497 refers). At the meeting it was resolved to implement a full move to LED lighting over time as funding became available, with part-night lighting to be introduced immediately for all appropriate areas of conventional street lighting in the interim. It was identified in the report that this Strategy would provide the Council with the greatest savings, estimated at

£371,862.71 per annum in street lighting energy costs and 1,338 tonnes per annum of CO<sup>2</sup>.

The move to part night lighting was implemented between June 2015 and December 2015 throughout the Vale of Glamorgan's local highway network. Whereas, the Cabinet report of October 2014 envisaged that 70% of the Council's conventional street lighting stock at the time could be converted to part-night, following the development of risk assessment criterion and methodology, it only proved possible to part-night 65% of conventional lighting stock equating to some 6,819 units. As a consequence, the projected full year energy cost saving was £217k with a reduction in CO<sup>2</sup> emissions of 1042 tonnes. Cabinet considered a further report entitled 'Street Lighting Energy Reduction Strategy Update and Next Steps', at its meeting of 25 April, 2016 (Minute C3160 refers). At the meeting it was resolved to agree a strategy to dim existing LED lights at midnight and invest £1.2m in 2016/17 and £100k in 2017/18 and 2018/19 in LED residential street lighting which were also to be dimmed at midnight (Option 3). The payback period for this investment was identified as 7.54 years.

The proposed project to dim LED lights at midnight and convert all residential street lighting to LED (Option 3) was nearing the installation stage. The project involved the conversion of a total of 6,277 conventional street lanterns to LED in residential streets comprising of some 5,366 standard lanterns and a further 911 ornamental or decorative street lighting lantern units. A detailed and robust procurement for the new LED lanterns was progressed during financial year 2016/17 with the successful supplier appointed in April 2017. In order to address ongoing issues in relation to the colour temperature of the new LED lanterns a trial installation was subsequently planned in July 2017 of two variants of the LED lantern with different levels of blue light, i.e. cool white or warm white light, to establish which was the most visually advantageous to install.

The trial and consultation in the Pencoedtre area for two types of LED lantern was extended to the end of August 2017 to allow residents adequate time to observe the lighting and respond to the questionnaire. Following completion of the trial, the Council received only four responses from some 20 households who were asked to take part along each street involved, however, the majority of respondents identified a preference for neutral white colour temperature of the LED lanterns. This low response rate was attributed to the fact that residents likely recognised that LED lanterns, which were exempt from part-night lighting, offered a significant benefit over street lights being turned off between midnight and 6am under part-night lighting. The neutral white LED lantern was also consistent with previous LED lanterns that had been installed throughout various areas of the Vale and was

considered to offer better colour rendition within the street scene as well as providing optimum energy savings and reduced CO<sup>2</sup> emissions.

The procurement process for appointing a suitable contractor to install the new LED units had concluded and the contract was due to be awarded before the end of January 2018. This would enable the Council to proceed with the move to full LED throughout all residential areas in accordance with the Council's previously agreed Street Lighting Energy Reduction Strategy, using the neutral white LED lanterns with dimming to 50%, between 12 p.m. and 6 a.m. which would create a significant improvement in the quality of light in residential areas. A detailed installation programme was being developed with the successful installation contractor and would be distributed to all Ward Members to advise of the installation schedule, which was planned to be undertaken from February 2018 through to May 2018.

The financial challenges for the Council associated with maintaining street lighting infrastructure in the future remained a concern with some 4,570 street lighting lanterns on main roads representing close to 30% of the Council's lighting stock remaining as old style high energy usage street lighting units. Whilst some 2,022 of these street lights were be subject to energy savings from part-night lighting, the number of old style high energy use lanterns would continue to add to the financial burden of the Council in future years unless measures were identified to fund the future replacement of these units to complete the conversion of all street lighting within the Vale of Glamorgan's local highway network to LED.

The Council did not however have sufficient funds to implement conversion of the remaining main road lanterns to LED in the short to medium term and the need to maintain progress in street lighting cost savings was imperative given the potential increase in street lighting energy prices. Therefore alternative options for funding full LED lighting arrangements to achieve the necessary energy and maintenance efficiency improvements had been under consideration for some time.

Welsh Government was working with Salix Finance Ltd to provide interest-free loans for energy efficiency projects in the public sector. Loans were provided for energy efficiency measures, subject to meeting certain lending criteria, which included maximum payback periods for projects. The closing date for the next round of applications for this funding was 16 March, 2018 though Welsh Government officers have indicated that a funding application prior to the end of January 2018 would be preferential to ensure the best opportunity of success in the forthcoming funding round.

The Council submitted an expression of interest to Salix Finance Ltd on 20 September, 2017 to seek funding to replace an estimated 4,728 existing street lighting lanterns with LED lanterns on main roads under the abovementioned funding proposals with no commitment on the Council to submit a formal application. At the time of submission, this represented the estimate of the remaining street lights within the Council that were not already being converted to LED. The project figures for capital investment were estimated at £3.74m and the project was to be delivered over a 2 year period with provisional completion in February 2020. The expression of interest also included the replacement of some 610 'end of life' street lighting columns on main roads to safely accommodate new LED lanterns, and the installation of a Central Management System (CMS) to enhance dimming regimes further improving energy efficiency savings associated with the proposal. The expression of interest identified the intention to submit a formal application by 31 January, 2018 to allow further refinement of the business case and accurately determine lantern, CMS and replacement columns costs within the whole project package.

Two business case options to support a proposed bid for funding to Welsh Government via Salix Finance Ltd had been developed and were detailed in the report. Both Options 1 and 2 were shown, for illustration purposes, to have the same energy and CO<sup>2</sup> savings, however in practice this would not be the case as, Option 1, which incorporated the CMS system, was of significant future benefit to the management and maintenance of the street lighting infrastructure and would assist in making further energy savings by allowing remote access to vary the dimming options / lighting levels as required by the service, with the possibility of dimming levels greater than those shown for certain locations. The CMS system would also reduce the costs associated with ongoing management of the system which would otherwise have had to be met by the authority.

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 current position with the 'Street Lighting Energy Reduction Strategy' be noted, and approval be granted for the submission of an interest free loan application to Salix Finance Ltd. for funding to convert main road lighting to LED with a Central Management System (CMS), as outlined in Option 1 of the report.

- (2) T H A T delegated authority be granted to the Director of Environment and Housing Services, in consultation with the Cabinet Member for Neighbourhood Services and Transport, to accept any successful funding offer in respect of Option 1 as outlined in the report.
- (3) T H A T the Director of Environment and Housing Services be granted delegated authority to implement and manage the proposed project to convert main road lights to LED with CMS subject to obtaining the necessary Salix funding.
- (4) T H A T the Head of Legal Services be authorised to agree the terms of, and to execute the Salix loan agreement.
- (5) T H A T a virement from the Asset Renewal Highways Structures budget (£276,647) and the Dimming of Street Lighting Budget (£110,105) to the Carbon Management Fund be agreed to fund the Council's contribution to this work.
- (6) T H A T for resolution 1 above, the use of Article 14.14 of the Council's Constitution (urgent decision procedure) be authorised.

#### Reasons for decisions

- (1) To obtain agreement on the current position of the street lighting energy reduction strategy and obtain authority to submit a bid to Salix Finance Ltd for future funding.
- (2) To provide authority to accept any successful grant funding offer in respect of Option 1 of the report.
- (3) To enable the project to be progressed in accordance with the proposed works identified in respect of Option 1 of the report.
- (4) To ensure that the appropriate terms and conditions were agreed in relation to the funding.
- (5) To ensure the correct budget was established to fund this initiative.
- (6) To meet the funding application deadline of 31 January, 2018.

**C208 ARBORICULTURAL WORKS IN THE VALE OF GLAMORGAN - AWARD OF CONTRACT (NST) (SCRUTINY COMMITTEE – SOCIAL CARE ANJD HEALTHY LIVING) -**

Cabinet was apprised of the tendering process for arboricultural works.

A procurement process had been undertaken in accordance with Council Policy to secure a new contract for arboricultural works. Under the tender process, bidders were required to provide a significant amount of qualitative information relating to qualifications, experience and method statements, in addition to a price to undertake works. The tender submissions were subsequently evaluated on the basis of 60% price and 40% quality. A detailed specification for the works required was produced and the invitation to tender was placed on the Sell2Wales website.

Following the tender process, 10 compliant tenders were received in accordance with the instructions to tenders and these had been evaluated. A Part II report later on the Agenda proposed a contract award which would be within the budget allocation.

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, with a view to taking decisions on the award of contract detailed within the Part II report later on the agenda.

Reason for decision

To advise of the intention to seek authority to award a contract via a related Part II report later on the agenda.

**C209 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.

**C210 ARBORICULTURAL WORKS IN THE VALE OF GLAMORGAN -  
AWARD OF CONTRACT (NST) (EXEMPT INFORMATION – PARAGRAPH 14)  
(SCRUTINY COMMITTEE – SOCIAL CARE ANJD HEALTHY LIVING) -**

Approval was sought to award of a contract for arboricultural works in the Vale of Glamorgan.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the contract for arboricultural works for the Vale of Glamorgan Council be awarded to The Firewood Company (UK) Limited. For information purposes, it should be noted that the Firewood Company (UK) Limited is in the process of changing the company's name to ESA Treecare Limited. The up to date position will be checked when the contract is being drafted and the appropriate name incorporated based on the name registered at Companies House.
- (2) T H A T delegated authority be granted to the Head of Legal Services, in consultation with the Director of Environment and Housing Services and the Cabinet Member for Neighbourhood Services and Transport, to agree the terms of a contract with the successful tenderer and to execute the contract.

Reasons for decisions

- (1) To enable the contract to be awarded and to address the pending company name change.
- (2) To authorise the appropriate contract and relevant documentation being entered into.