

**CABINET**

Minutes of a meeting held on 16 April, 2018.

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

Also Present: Councillor(s) L. Burnett, M. Wilkinson.

**C281 MINUTES –**

RESOLVED – T H A T the minutes of the meeting held on 26 March, 2018 be approved as a correct record.

**C282 DECLARATIONS OF INTEREST –**

No declarations were received.

**C283 CARDIFF BAY ADVISORY COMMITTEE -**

The minutes of the Cardiff Bay Advisory Committee meeting held on 14<sup>th</sup> March, 2018 at Cardiff International White Water were submitted.

Present:

Mr. A. Parker (Chairman)	
Mrs. C. Dimond (Vice-Chairman)	Cardiff Flood Action Committee
Mrs. N. De Longhi	Natural Resources Wales
Councillor J.C. Bird	Vale of Glamorgan Council
Mr. N. Ajax Lewis	Wildlife Trust of South and West Wales
Commodore D. Cairncross	Cardiff Bay Yacht Club

Also present:

Mr. A. Vye-Parminter	Cardiff Harbour Authority
Mr. S. Ellery	Cardiff Harbour Authority
Mrs. K. Bowen	Vale of Glamorgan Council (Democratic and Scrutiny Services Officer)

**(a) Apologies for Absence –**

These were received from Councillor M. Michael (Cabinet Member for Environment, Cardiff Council), Councillor N. Humphrey (Penarth Town Council), Councillor C. Wild

(Cardiff Council), Ms. S. Newbold (British Marine Federation and Royal Yachting Association), Mr. J. Maidment (Cardiff Harbour Authority).

(b) Minutes –

AGREED – T H A T the minutes of the meeting held on 6<sup>th</sup> December, 2017 be approved as a correct record, subject to it being noted that Commodore D. Cairncross was present

(c) Matters Arising –

There were no matters raised at this point with it being noted that update reports would be presented under the relevant items later in the agenda.

(d) Navigational Safety – Cardiff Harbour Authority –

- In December, January and February over 150 tonnes of rubbish had been removed from the bay. In accepting that 150 tonnes was considered to be a fairly high level, Committee was further advised that up to 1,000 tonnes of rubbish could be accumulated in 12 months depending on weather conditions.
- The Centre for Research into Environment and Health had been commissioned to produce a new predicative water quality model for Cardiff Bay and this would allow better predictions of the bacterial quality and also comply with the revised Bathing Waters Directive. Following a query as to whether Welsh Water had plans to undertake any work, it was confirmed that this was not known but officers would seek further information from Welsh Water and inform the Committee accordingly

AGREED – T H A T the report be noted and thanks extended to the officer.

(e) Progress Update – Cardiff Harbour Authority –

The Committee was advised that a despite a high amount of pressure on staffing levels during the recent snow event, Barrage staff continued to man the Barrage as per normal operations.

At Lock 3 the site had been closed on Tuesday 13<sup>th</sup> and Wednesday 14<sup>th</sup> March and all stop beams had been removed on the 13<sup>th</sup> with only clear up works and fencing removal being required on the Wednesday.

During the high winds, over the previous two months, sections of the anti-climb fencing and significant amounts of netting had been damaged. The anti-climb fencing had been repaired and all damaged netting removed, renewal of the netting was being programmed in.

A cycle hire scheme was due to be rolled out across the City and as part of this initiative eight bikes had been allocated to the Barrage. Members were informed that at present a suggested location for the bikes was to be adjacent to the car park bus

shelter. The bikes would be attached to a frame and could be accessed for use and then dropped off at another hire location (similar to the London Boris Bike Scheme).

The Vice-Chairman raised concerns in relation to the number of cyclists that used the Barrage in an unsafe manner which was proving particularly dangerous for pedestrians. Although notices were displayed around the Barrage, it was queried as to whether anything further could be done in order to request cyclists to be more responsible. Officers confirmed that the path had been widened in parts to 4m but they would look into any further ideas that could be presented.

Volvo Race – Mr. Vye-Parminter confirmed that the Harbour Authority had met with Penarth Traders and that he would be attending a meeting with the Cardiff and the Vale Highways departments in the next few weeks to run through the current programme for the Volvo Race.

Following a query regarding how recyclable products were going to be utilised during the Race, it was confirmed that drinking stations would be arranged on site, with no water to be sold in plastic bottles. Further consideration as to whether such facilities could also be placed in an around Cardiff City centre were also to be explored by Cardiff Council. Members queried whether they could be invited to view the boats at the boatyard and Mr. Vye-Parminter advised that he would consult with the relevant organisations to ascertain the possibility.

AGREED –

- (1) T H A T the report be noted and thanks extended to the officer.
- (2) The Committee confirmed that they were interested in undertaking a site visit in relation to trash collection prior to the June meeting.

(f) Update Report – Natural Resources Wales –

Ms. De Longhi informed the Committee that in relation to the discussion at the last meeting regarding any research that had been undertaken in respect of cormorants in the area confirmed that a trial was taking place in the Usk area to identify hot spots and to record the number of birds. Although it was a local initiative in a local area, there was a possibility that the research and information received could assist other areas. Ms. De Longhi agreed to keep the Cardiff Bay Advisory Committee informed of progress.

(g) Timetable of Meetings –

During consideration of this item, the frequency of meetings was also considered. The report suggested a number of future dates for the Committee with Members being informed that with regard to custom and practice meetings took place at 5.15 p.m. on a Wednesday evening. The dates had been considered in conjunction with previous years' timetables of meetings, with it being noted that the June meeting would be the Annual General Meeting.

Discussion ensued regarding the frequency of meetings, with the Chairman advising that although the nature of the original Act had slightly changed, the role of the Cardiff Bay Advisory Committee remained to ensure that the Committee was undertaking scrutiny and monitoring of the role of the Harbour Authority and seeking views from key stakeholders, for example Natural Resources Wales.

Following the consideration of the above it was

AGREED – T H A T the following timetable of meetings be approved:

DATE	VENUE
Wednesday, 27th June, 2018 at 5.15 p.m. <b>(Annual General Meeting)</b>	Cardiff International White Water
Wednesday, 19 <sup>th</sup> September, 2018 at 5.15 p.m.	The agenda and reports to be forwarded to all Members of the Committee via email with comments on the documents to be collated and disseminated by the Clerk.
Wednesday, 19 <sup>th</sup> December, 2018 at 5.15 p.m.	Cardiff International White Water
Wednesday, 20 <sup>th</sup> March, 2019 at 5.15 p.m.	The agenda and reports to be forwarded to all Members of the Committee via email with comments on the documents to be collated and disseminated by the Clerk.

(h) Any Other Business –

The Vice-Chairman requested that the relevant officer / Professor for ground water monitoring advice be invited to attend the next meeting in June to provide an update on ground water monitoring to date and the impact for local residents.

A further concern related to de-watering wells and whether they were still in operation, Mr. Vye-Parminter advised that he would obtain the information and report back to Committee.

The Chairman took the opportunity to apprise Members that he had recently been informed that Welsh Government had provided £100k for the Vale of Glamorgan Council to undertake surveys to look at the technical issues and economic and transport benefits of several schemes in the Penarth area including the Penarth Headland link, buses across the barrage and a park and ride facility at Cosmeston Country Park. The work was currently underway with draft reports to be prepared for the Vale Council to consider.

It was subsequently suggested that the Cardiff Bay Advisory Committee agendas contain a standing item titled Penarth Headland Link in order that future updates could be reported as and when available.

Councillor Bird referred to a planning application in respect of the Swing bridge at Penarth Marina which had recently been withdrawn by Penarth Quays Marina however, the Council's Highways Department had advised that the area was a public footway and should remain open. Councillor Bird agreed to provide further updates to the Committee in due course.

(i) Date of Next Meeting –

Wednesday, 27<sup>th</sup> June, 2018 at Cardiff International White Water at 5.15 p.m.  
(Annual General Meeting).

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RESOLVED – T H A T the minutes of the Cardiff Bay Advisory Committee be noted.

Reason for decision

To note the minutes of the Cardiff Bay Advisory Committee meeting.

**C284 SHARED REGULATORY SERVICES JOINT COMMITTEE -**

The minutes of the Shared Regulatory Services Joint Committee meeting held on 27<sup>th</sup> February, 2018 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 – Councillor T.H. Jarvie.

(a) Apologies for Absence –

These were received from Councillor M. Michael (Vice-Chairman) (Cardiff City and County Council) and Councillor M.J.G. Morgan (Vale of Glamorgan Council).

(b) Minutes –

RESOLVED – T H A T the minutes of the meeting held on 19<sup>th</sup> December, 2017 be approved as a correct record.

(c) Declarations of Interest –

No declarations were received.

(d) Timetable of Meetings: May 2018 – May 2019 –

The Joint Committee considered a draft timetable of meetings for the period May 2018 to May 2019.

The Chairman commented that the meeting scheduled for 25<sup>th</sup> September, 2018 coincided with a prior engagement. The Committee agreed that an alternative date in September would be sought.

RESOLVED – T H A T the timetable of meetings from May 2018 to May 2019, as set out in paragraph 4 of the report, be approved subject to an alternative date provided during September 2018.

Reason for decision

In order to approve a calendar of meetings for the 2018/19 Municipal year.

(e) Update on Review of Arrangements for Stray Dog Provision –

The Operational Manager – Enterprise and Specialist Services presented the report, the purpose of which was to provide an update on the review of arrangements for dealing with stray dogs which was first presented to the Joint Committee at its meeting on 26<sup>th</sup> September, 2017. The report also sought approval for the new arrangements proposed.

The Environmental Protection Act 1990 required Local Authorities to deal with unaccompanied dogs on public land as strays, regardless of whether they were wearing a collar and disc or had been micro-chipped. Straying dogs were seized by SRS Animal Wardens, and those that could not be returned to their owner immediately were retained for a mandatory period of seven days. If a dog was not reclaimed by its owner then upon expiry of the seven day period, the law permitted the Council to rehome the animal, or if necessary, put it to sleep.

In cases where a member of the public found a stray dog, they could hand it over into the care of the Local Authority so that it could be looked after, as above, for the seven day period, or until it was reclaimed by its owner.

The continuation of legacy arrangements had meant that that the stray dog service provided by SRS varied across the three Local Authority areas. Thus dogs straying in the Vale of Glamorgan or Bridgend areas had been kennelled at premises in Bridgend County Borough, while dogs straying in the Cardiff area had been kennelled by a Cardiff provider. In addition, residents in the Vale of Glamorgan and Bridgend areas had traditionally enjoyed a collection service for dogs found straying out of hours, while Cardiff residents had not had this option available to them.

As outlined at the September 2017 Joint Committee meeting, the kennelling in Bridgend of all dogs found straying anywhere in the Vale of Glamorgan had resulted in the anomaly of animals being transported long distances when Cardiff Dogs Home

was in much quicker reach of conurbations such as Penarth, Dinas Powys and Barry. In addition to the significant travel cost and travel time this had created for the SRS Animal Wardens, the arrangement had proved inconvenient for residents trying to claim stray dogs.

Under the guidance of the Vale of Glamorgan Council Procurement team, a service specification was established together with quotation criteria, and applications invited via the Sell2Wales site for the provision of kennelling for stray dogs found in the Bridgend and western Vale of Glamorgan Council areas. The closing date was 8<sup>th</sup> January, 2018 and one application was received. The applicant, Hope Rescue, was a registered animal charity based in Llanharan near the borders of both Bridgend County Borough and the Vale of Glamorgan; and the application met all the quotation criteria.

An interim arrangement was already in place with Hope Rescue for the kennelling of dogs found straying in Bridgend. This followed the decision by the previous provider to withdraw its services prior to commencement of the quotation process. The standard of care provided by Hope Rescue to date and resident feedback had both been excellent, and the Service therefore had confidence in the charity providing these facilities going forward.

Since September and following guidance from the Vale of Glamorgan Procurement team, the Service had engaged with Cardiff Dogs Home to secure additional space for dogs found straying in the eastern part of the Vale of Glamorgan to be kennelled, (in addition to those found straying in the Cardiff area). Cardiff Dogs Home was exempt from the quotation process based on internal provision / inter-Authority co-operation.

The proposed new arrangements would include out of hours drop off facilities at the kennelling providers, but not an out of hours collection service. As indicated in the September 2017 report, the discontinuation of an out of hours facility in the Bridgend and Vale of Glamorgan areas would result in a saving of approximately £13k per annum. The new arrangements offer value for money and would ensure the service was able to continue to operate effectively in the control and management of stray dogs.

Consequently, the Committee was asked to approve the appointment of Hope Rescue and Cardiff Dogs Home as the providers of kennelling for stray dogs in the SRS region, from 1<sup>st</sup> April, 2018.

A Committee Member asked for clarification around the collection of dogs during out of hours operations. In reply, the Operational Manager stated that any dangerous dog would come under the authority of the Police and the proposed changes to the out of hours service related to cases where a number of calls would be received from members of the public for the same stray dog. The Operational Manager added that overall, the out of hours service was not well used and that there was a concern around how this facility was being policed.

Having considered the report, the Committee

RESOLVED – T H A T the appointment of Hope Rescue and Cardiff Dogs Home as the providers of kennelling for stray dogs in the Shared Regulatory Service region from 1<sup>st</sup> April, 2018 be approved.

Reason for decision

To enable the appointments to be made and for contracts to be agreed and operational from the start of the new financial year.

(f) Update on Public Health (Wales) Act 2017 –

The Head of the Shared Regulatory Service presented the report, the purpose of which was to provide an update on new legislation affecting the work undertaken by the Shared Regulatory Services (SRS).

The Public Health (Wales) Act 2017 received Royal Assent on 3<sup>rd</sup> July, 2017. The Act addressed a number of specific public health concerns namely tobacco and nicotine products; “special procedures” (acupuncture, body piercing, electrolysis and tattooing); intimate piercing; pharmaceutical services; and the provision of toilets for public use.

The Act’s purpose was consistent with the five ways of working outlined by the Well-being of Future Generations (Wales) Act and would contribute to the well-being goals of a prosperous, resilient, healthier and more equal Wales.

The Act aimed to achieve its aims through:

- Focusing upon obesity through the introduction of a national strategy;
- Protecting children and young people from the harms of smoking by restricting smoking in school and hospital grounds, public playgrounds and outdoor care settings for children;
- Requiring tobacco retailers to be on a national register;
- Protecting people from the risks of infection resulting from special procedures including body piercing, electrolysis, acupuncture and tattooing, through a new licensing system;
- Protecting children and young people from the harms which could be caused by intimate piercing by prohibiting the intimate piercing of those under 18;
- Changing the planning processes for pharmaceutical services and access to toilets for public use.

Parts 4 and 5 of the Act contained the provisions dealing with Special Procedures and Intimate Piercing. The new provisions were being introduced in response to the perceived inadequacies of the current legislative framework. The Act introduced a compulsory national licensing system for practitioners of specified special procedures namely: tattooing, piercing, electrolysis and acupuncture.

On 1<sup>st</sup> February, 2018, the Intimate Piercing provisions within the Public Health (Wales) Act came into force. The commencement of the provisions on intimate piercing made it an offence to perform an intimate piercing on children and young people under the age of 18 in Wales, or to make arrangements to do so. There were



ten “intimate body areas” specified within the Act, including the nipples, breast, genitalia, buttocks and tongue, and these applied to all genders.

The Act aimed to protect children and young people from the potential health harm caused by an intimate piercing, such as the incidence of body piercing-related complications (including infections and injuries) amongst young people whose bodies were still maturing, and who may be less adept at keeping up with aftercare requirements.

The Act required individuals who performed intimate piercing to be licensed; along with the premises or vehicles from which they operated approved in order to perform any of the defined special procedures. Licences and approvals would be valid for three years. Failure to operate without a licence or to break the conditions of a licence would result in the service of “Stop” notices and prosecution with unlimited fines.

In support of the new legislative requirements, businesses affected had received guidance and publicity material from the Welsh Government detailing the changes and advising them of their obligations. Officers from SRS were conducting a series of workshops with the beauty sectors, piercers and tattooists throughout the region to further support compliance.

Finally, the SRS was also currently involved in discussions with Welsh Government in relation to hosting the administration of the aforementioned licensing system. This would be in form of maintaining a national database on a cost recovery basis.

The Chairman queried whether the service had looked into the likely financial cost of the new legislation. In reply, the Head of Service stated no, not immediately as it would take time for the full effects of the legislation to come into fruition. He also added that the service continued to lobby Welsh Government for additional funding as the service was undertaking more duties but with less money.

Having considered the report, it was

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

Reason for decision

In view of the information contained therein.

(g) Overview and Update on 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 area of Human Resources. It was reported that in the last quarter attendance levels had been higher when mapped against the previous year. Information provided showed a slight reduction on attendance in the current year when set against 2016/17. The Head of Service stated that there were mitigating factors with a number of staff undergoing planned

medical interventions. However, the attendance figures continued to compare favourably with attendance across all three Councils.

In addition, an Employee Survey was undertaken between 15<sup>th</sup> and 26<sup>th</sup> January, 2018 to establish employee perceptions of various aspects of working for the SRS after three years of operation. The timing of the survey followed communications on proposed budget cuts to the service. The survey was distributed electronically to all staff with a 77% response rate.

The Survey contained 44 questions with officers being asked to indicate how much they agreed or disagreed with the statement. Of the statements, 30 out of the 44 (68.18%) achieved very good to excellent results. 13 out of the 44 statements (29.54%) achieved good results with only one statement (2.27%) achieving a very poor result. This related to opportunities to progress within the service and was attributed to a more flat staffing structure now existing within the SRS area.

With regard to the financial position for Quarter 3, a financial monitoring report was attached at Appendix 1. The Head of Finance stated that the service was projecting to overspend by £19k against a gross revenue budget of £8.830m.

In terms of the core service, the Committee was advised that the service was projecting to achieve an overall underspend of £125k, with further information outlined within paragraph 3 of the covering report.

With regard to Authority specific services, a breakdown of which was provided in the report, the Head of Finance advised that it had projected for an overspend of £144k.

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

In highlighting some key areas, the Head of Service began by advising that for Food Hygiene, the service had exceeded the Quarter 3 target for the number of high risk inspections of Category A, B and C businesses and was on track to achieve 100% by year end. There was a similar picture for the number of new businesses identified which were subject to a risk assessment, with it being noted that the performance for the Cardiff area was slightly below target. It was reported that overall performance for the number of food establishments deemed to be broadly compliant had also exceeded the Quarter 3 target.

In clarifying the rating system, the Head of Service stated that the ratings were from 0 to 5, with 5 being the best rating and 0 being the lowest rating. For 0 rated premises, the service would issue cautions and improvement notices, while for premises rated 1 and 2, the service would actively encourage these to seek improvements.

With regard to the number of high risk establishments that were inspected by Trading Standards, the Head of Service advised that performance was still Red but the numbers inspected were picking up. An Amber status had been attributed to the number of significant breaches rectified by Trading Standards, with a Green status

attributed to the percentage of new businesses subject to a risk assessment for Trading Standards.

For his service area, the Operational Manager for Neighbourhood Services stated that the performance for all indicators was positive. 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 highlighted that performance for the number of domestic noise and air complaints responded to within 3 working days was a success story, although certain areas of the region had required greater focus.

Furthermore, the service had exceeded targets for the percentage of commercial and industrial noise and air complaints responded to within one working day. A Committee Member, referring to the amount of complaints relating to the new Biomass facility in Barry, queried whether the service would respond in general terms. In reply, the Operational Manager for Neighbourhood Services stated that complaints may come under a wider investigation, but the service would attempt to respond on an individual basis.

In reply to a query regarding staff vacancies, the Head of Service advised that at present there was 1 vacant post to fill. He added for the area of food hygiene, the service had decided to “grow its own” and look to up skill and develop the current workforce.

Referring back to the report, the Head of Service stated that the Auditor General for Wales had indicated that his 2018/19 work programme would include “issues, themes, and learning” identified in earlier Local Government Study Reports and also a determination of how those recommendations have been addressed.

The Auditor General would be considering undertaking work to look at how Councils had responded to the 2014 report “Delivering With Less – the impact on Environmental Health Services and Citizens”. There were also proposals to look at Corporate Safeguarding Arrangements. The SRS had a role to play in these assessments across all three partner Councils and discussions were underway with performance colleagues to prepare for any audit requirements.

The Head of Service stated that should the Auditor General decide to review progress against the report, the SRS would be able to demonstrate a successful change programme and strong links to national and corporate priorities. The SRS’s business plan was constructed to show how the service contributed to the three corporate objectives of the partner Councils. The importance of the Wellbeing of Future Generations (Wales) Act was also recognised, as were the regulatory enforcement priorities for Wales and other national strategies. Section 6 of the SRS Business Plan outlined the activities undertaken and demonstrated linkage to these strategic initiatives. The SRS now collected more data than the legacy Authorities and sought to use that information to determine the best allocation of resources.

The Committee was asked to consider a change to the current approach to the service for Fixed Penalty Notices as outlined in Appendix 1 of the Enforcement and Compliance Policy. The reasons were to update the Policy in relation to the promotion of ratings on publicity materials regulations and to be in line with the

national approach to enforcement by removing requirements to initially send a warning letter.

Having considered the request, it was agreed that paragraph 7.2 of the Policy be amended as follows:

“With respect to food law enforcement, an authorised officer has the discretion to issue a Fixed Penalty Notice for an offence under Section 9 of the Food Hygiene Rating (Wales) Act 2013 concerning the display, or failure to display, of the appropriate food hygiene rating scheme score. In addition a Fixed Penalty Notice can be served for an offence under Regulation 5 of the Food Hygiene Rating (Promotion of Food Hygiene Rating) (Wales) Regulations 2016 with regard to failure to comply with requirements for the promotion of ratings on publicity materials.

These may be given where there is no reasonable excuse for non-compliance.”

The Operational Manager for Enterprise and Specialist Services then referred to a jewellery survey that had been undertaken by the service. The possibility of jewellery scams was identified by the Shared Service as a potential threat to local residents and reputable traders. In order to provide assurance as to the quality and authenticity of jewellery available locally, survey work was being undertaken across the trade sector. Officers from the Shared Service had conducted inspections of locally based jewellery outlets, including those selling online as well as those in the high street.

With Phase 1 of the survey now complete, a range of jewellery outlets had been visited, primarily in the Cardiff area. Among the premises included in the survey were those with a history of previous non-compliance and temporary market stalls. With regard to hallmarking requirements, the Hallmarking Act 1973 required items of jewellery to bear the appropriate markings as well as the display of customer information notices at the point of sale. More than 250 items of jewellery were checked for relevant hallmarks and also compliance with descriptions applied to precious metals and gemstones. Overall, the survey results were positive with problems found in only three outlets which meant that overall, less than 7% of the items examined and tested were non-compliant. These items were removed from sale immediately.

In addition, officers found a quantity of jewellery that, while properly hallmarked, was found to be in a breach of number registered trademarks. The offending items were estimated to be in the region of £25k and had been seized pending further investigation. Phase 2 of the jewellery survey had been undertaken during February and focussed on outlets in Bridgend and Vale of Glamorgan areas. It was reported that 67 items were bought, with 66 being fully compliant. A detailed update on this area of work would be provided to the Joint Committee at a future meeting.

It was reported that the SRS had investigated complaints concerning defective solid fuel appliances and wood burners, in relation to serious life threatening incidences of Carbon Monoxide poisoning and also nuisance from smoke and particulates. The number of complaints received by the service had begun to increase with a rise in

the popularity of wood burners with statistics showing that there were over 290,000 new installations across the UK in the last 12 months.

A training day was organised and attended by staff from different disciplines within the SRS. Representatives from the National Association of Chimney Engineers were able to share their expertise concerning the dangers associated with incorrect installation and use of appliances.

The training enabled staff to identify any potential hazards whilst they were carrying out an investigation and helped them to deal with smoke nuisance complaints more efficiently. It was noted that a project would be undertaken in the next financial year to focus upon the competency of installers, and to raise awareness amongst consumers of the potential dangers.

In terms of safeguarding / scams, the report highlighted that following on from the previous Safeguarding Roadshows a further successful event took place during December 2017. This time the venue was alongside the Trinity Church in Porthcawl town centre and once again the Vibe youth organisation bus was used successfully to gain the attention of the public.

The team spoke with 107 people during the course of the day and gave advice on crime prevention with particular focus on how to avoid scams. A further safeguarding event was due to take place in the Cardiff area and plans were underway.

The Commercial Services Team Manager, Trading Standards provided an update on the work undertaken around zero powered contact lenses (sometimes referred to as cosmetic lenses). The service had received a complaint from a person following a Halloween event who was later admitted to hospital. The complaint was the first of its kind that the service had received.

A survey was carried out across the SRS region in September / October 2017, prior to Halloween, to assess compliance with the General Product Safety Regulations 2005. Officers inspected 22 premises and issued advice to the retailers selling this produce in collaboration with the General Optical Council. Officers then carried out a series of test purchases at the premises that had received advice. It was reported that three of the premises continued to sell and so Requirement to Mark Notices were issued by the department. Following this, further test purchases were carried out, with one premises continuing to sell the products, so was in breach of the notice.

During the survey, retailers raised a number of issues including that suppliers had indicated that these were a cosmetic product and also that the products were not contact lenses and did not come under the definition of an optical appliance. The Team Manager indicated that the Opticians Act required that zero powered contact lenses should be sold under the supervision of a registered optometrist, registered dispensing optician or registered medical practitioner. The health problems associated with this produce were well documented and included reports of people having serious eye injuries that required long term care.

With regard to future actions, the Team Manager outlined that a copy of the report would be presented to the next Wales Heads of Trading Standards (WHoTS) product safety meeting. A reminder would be sent to all retailers during September 2018 advising that they should not sell the lenses. A further reminder would be sent to those retailers issued with a General Product Safety Regulations Notice, advising that these notices were still enforceable. In addition, an information flyer aimed at 16 to 18 year olds would be designed for circulation to schools/colleges and the service would engage with opticians and A&E departments about them reporting incidences.

The Committee noted that the Bridgend Employers Engagement Project was a partnership intervention led by the SRS and facilitated by the Health and Safety Executive and Public Health Wales. The aim of the project was to support businesses to effectively manage a safe, healthy and more prosperous workplace in line with the Health and Safety Executive's strategy "Helping Great Britain Work Well".

Business from the 24 industrial estates operating in Bridgend were selected as this group was known to have higher than average accident and ill health rates. A pilot of businesses on Brackla and Bridgend Estates in 2016 indicated key weaknesses in health and safety management including reporting of accidents, managing risk assessments, fire safety and working at height.

609 businesses were identified for inclusion in the intervention. Advisory visits using standardised protocols were undertaken between May and July 2017. The Business Forum was promoted during the initial visit and followed up with e-mails, telephone calls and local publicity.

It was reported that the most common industry sectors identified were manufacturing and engineering, retail and light industry. Micro businesses made up the greatest proportion of businesses followed by small businesses. Micro businesses were identified as requiring the most help and safety support, particularly in relation to management of asbestos, risk assessment, accidents and ill health, muscular disorders and working at height. Visits also confirmed a lack of business awareness in relation to substance misuse and tobacco use. The contents of the business forum was informed by the outcome of the site visits and both the format and content was reported as successful.

The Committee was also advised of work undertaken with regard to cellar safety. Safety in cellars had been chosen as a national health and safety priority following a number of fatalities and serious injuries to both employees and members of the public. Incidents had included falls through unguarded cellar hatches and unlocked cellar doors, and exposure to low level oxygen atmospheres in cellars as a direct result of beverage gas cylinder leaks.

Between October and November 2017 the Health and Safety Team undertook 71 inspections of pubs, hotels, restaurants and nightclubs which focused on: falls from height, specifically cellar hatches, doors and steps, compressed gas safety in confined spaces and lifting equipment safety where cellar lifts or hoists were used.

40 premises in Cardiff, 21 in the Vale and 10 in Bridgend were visited. All 71 business were found to be non-compliant, the most common non-compliances were identified as beverage gas safety in confined spaces and falls from height or down steps / stairs.

It was noted that officers would continue their work with this sector of business to ensure full compliance with the legislation. The project would also be extended for a further year, with 80 inspections programmed to take place from June 2018 over the three Authorities with focus on nightclubs, sports and social clubs and independent public houses.

The Committee also received details of recent cases investigated by the SRS that had resulted in prosecutions which were set out in Appendix 3 to the report.

Having considered the report, it was

RESOLVED –

- (1) T H A T the contents of the Overview and Update Report be noted.
- (2) T H A T in relation to regulations regarding the promotion of Food Hygiene ratings on publicity materials, paragraph 7.2 Fixed Penalty Notices of Appendix 1 of the Enforcement and Compliance Policy be amended as outlined in paragraph 18 of the Overview and Update Report.

#### Reasons for decisions

- (1) In view of the work of the service and the progress towards completing the implementation programme.
- (2) To update paragraph 7.2 of Appendix 1 of the Enforcement and Compliance Policy and to reflect the national approach to enforcement by removing the requirement to initially send a warning letter.

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RESOLVED – T H A T the contents of the Shared Regulatory Services Joint Committee meeting be noted.

#### Reason for decision

To note the contents of the Shared Regulatory Services Joint Committee meeting.

**C285 REVISED WASTE MANAGEMENT STRATEGY: THE FUTURE COLLECTION ARRANGEMENTS FOR WASTE AND RECYCLING (REF) -**

The Scrutiny Committee Environment and Regeneration on 15 March, 2018 considered the above report.

Cabinet had, on 19<sup>th</sup> February 2018, been advised of the outcome of the Waste Resource Action Programme (WRAP) report and future arrangements for the collection of waste and recycling and had referred the matter to the Scrutiny Committee for its consideration. At the meeting Cabinet had resolved that a public consultation exercise to capture the views of residents in respect of the methods used to participate in a source separated dry recycling collection service be approved and that the restriction of black bags, based on two per household per fortnight from 1<sup>st</sup> September, 2018 with provision for large families and other certain circumstances, be agreed. The development of a new seven year Municipal Waste Management Strategy (MWMS) to reflect changes in service delivery and to achieve statutory recycling targets up to 2024/25 be approved.

The Operational Manager for Waste Management and Cleansing, in presenting the report to the Committee, also introduced Mr. Iwan Pierce (representative from WRAP Cymru) who he advised had been invited to provide an overview presentation following the WRAP review that had been undertaken.

Committee was further advised that the Collection's Blueprint statutory guidance attached at Appendix A to the report that had been introduced by Welsh Government recommended the service profile for the collection of recycling from households via kerbside sort to ensure compliance to the revisions of the WFD and to ensure high rates of high quality recycling, cost savings and improved sustainable development outcomes.

Mr. Pierce in commencing his presentation referred to the number of pieces of legislation that were relevant: Waste (England and Wales) Regulations 2011 and The Environment (Wales) Act 2016. Both these pieces of legislation he advised set out the requirement to separate collection of four key recycle streams (paper, metal, plastic and glass), with a duty on Local Authorities to assess their collections for compliance with the legislation. Other policy initiatives had also been addressed in this regard.

There had also been a recent appraisal of the Collections Blueprint commissioned by Welsh Government in September 2015 and Eunomia Research & Consulting (Eunomia) was engaged to review the Blueprint to establish whether this was still the best option for a waste management service across Wales that best delivered:

- The Well Being Goals set for the Welsh Government and Local Authorities in the Well-Being of Future Generations (Wales) Act 2015;
- the best overall value for money;
- compliance with the EU WFD namely:
  - Article 11 – separate collection requirements:
  - Article 28 & 30 – to produce and update waste management plans:



- High quality recycling and the best overall requirement of Articles 10 and 4 respectively of the WFD;
- Local Authority landfill diversion and statutory recycling targets (SRTs);
- support for the drive for a circular economy in Wales and resilience in terms of recycle markets.

Eunomia concluded that the Collections Blueprint still provided clear benefits in terms of cost and material quality (Appendix B).

Although the Council had not yet introduced a revised compliant collection scheme, it could demonstrate aspects of TEEP (technically, environmentally and economically practicable) as it had not been economically and practically possible to operate a separate collection system in the absence of a Waste Transfer Station (WTS) in the Vale and that it was not financially possible being contractually tied to a co-mingled dry recycling processing contract up until March 2018. The Council had also not yet been subject to challenge as it had been working with Welsh Government in conjunction with WRAP to establish the most sustainable and economic process for the Vale.

Mr. Pierce further stated that in commencing the review, a variety of collection configurations had been discussed with the Local Authority, with a number of these being taken forward, seven options in total. The modelling that was undertaken used WRAP's own Kerbside Analysis Tool (KAT) and the Authority provided operational and financial data to WRAP to enable the modelling to be undertaken. The KAT was a well-established tool which was used extensively across the UK for modelling resources needed to provide kerbside recycling services. Projections were made based on the Authority's own data, took into account the Authority's current productivity and local circumstances. The toolkit also took into account vehicle specifications and capacities, with cost predictions being based on unit costs provided by the Authority, including labour costs, fleet costs and fuel costs. A copy of the presentation was tabled at the meeting for Members' information.

The options listed were:

- Option 1 – Restricting black bags only;
- Option 1 Atlantic Trading Estate (ATE), Barry – Maintain a co-mingled dry recycling collection service but with a local WTS;
- Option 2 – Maintain a co-mingled dry recycling collection service but with separately collected glass and the use of a WTS;
- Option 3 – Implement a twin stream collection system with separately collected glass and the use of a WTS;
- Option 4 – Implement a source separated dry recycling collection service (not including food);
- Options 5, 6 and 7 – Implement a source separated dry recycling collection service as per Welsh Government's Collections Blueprint.

Based on the modelling carried out, the Operational Manager stated that option 7 was suggested for consideration. The Particular aspects of this system including two collections per household per week incorporating; the separate collection of residual waste (restricted) and garden waste alternative weeks to the residual, the collection

of source separated dry-recycling and food combined, using lightweight multi-compartment vehicles and two loaders.

In relation to Options 4, 5, 6 and 7, a multi compartment vehicle would be required with compaction units for plastic, cans and cardboard; this would increase the capacity and efficiency of the vehicle. The vehicle was based on a smaller, lighter chassis than standard refuse vehicles, being cheaper to purchase and having better fuel economy.

The container options were broadly similar to the current options, however Options 2 and 3 required the Council to place specific material in boxes and bags. For Options 4, 5 and 7 householders were to sort specific materials into boxes and bags with an additional box provided for paper and for Option 6, trollibocs would be provided to as many households as possible.

Committee was further informed that the amount of capital expenditure required varied with each configuration and was dependent upon the number and type of containers needed and the amount of sorting and bulking of material that was needed post collection.

The capital costs with regard to new vehicles were annualised over seven years and were included in the revenue cost for each option that was modelled. WRAP had been asked to provide assistance to the Authority under the Collaborative Change Programme and Mr. Pierce stated that Options 5, 6 and 7 were compliant with legislation and provided revenue savings compared to the baseline. Other advantages would be separate collection, higher quality material with reject rates being far lower and higher quality material being less likely to be exported and more resilient to fluctuations in the market.

Prior to the question and answer session, a Member asked the Operational Manager to provide a background overview to apprise new Members of the issues facing the Council. The Operational Manager stated that the performance recycling rate for the Vale was 64% which showed that currently the Council was meeting its targets, however, in order for the targets to be increased, source segregation was required. In referring to the transportation of waste recycling he stated that the Vale of Glamorgan currently operated a co-mingled service which was taken to Lamby Way in Cardiff in the first instance and subsequently to Leicester. The cost of this process was significant in vehicle time plus the fact that the co-mingled operation resulted in at least a 10% contamination rate. Also highlighting the change in markets, the officer particularly referred to the fact that China was shutting its doors to the receipt of waste and , together with the contract in Leicester expiring at the end of the month, the Council had to therefore reconsider its waste recycling operation and hence the collaboration programme with WRAP.

Following the presentation a question and answer session ensued.

Question	Response
What are the financial differences with regard to Options 5 and 7?	One model was based on one driver and one loader, the other was based on one driver and two loaders. The reason that

	<p>two loaders had been included was due to the fact that one driver / one loader could hold up the traffic considerably during collections and therefore result in longer time taken to load the vehicle. The difference in cost was £30k to £40k.</p> <p>The Council had previously undertaken kerbside sorting before co-mingling was introduced in order to increase participation. However, the product via the co- mingling operation proved inferior with regard to contamination rates and as such the Council needed to increase its recycling rates.</p>
<p>Will the new arrangements affect houses in multiple occupations (HMOs)?</p>	<p>WRAP had identified an option for HMOs but the Operational Manager advised that he did not think it would work in the locality. His preference at this stage would be to install bin stores and suggested that the co-mingling operation remain for HMOs until alternative solutions could be found.</p>
<p>How do we encourage people to recycle at the rates required?</p>	<p>It was going to be a challenge although the Operational Manager referred to issues that had recently been faced by the neighbouring Authority of Bridgend, as an example, advising that it had taken a number of months when the new arrangements had been brought in, but now they were one of the highest Councils in Wales for recycling rates.</p>
<p>Concerns were raised in relation to the number of drivers and loaders who would be struggling on the narrow streets in the Vale and the fact that the Authority was quite a wide spread area. Well aware of the Welsh Government's agenda and the fact that Bridgend Council's service was undertaken by private providers, a Member raised concern as to whether the Vale would be considering a similar course of action which they hoped would not be the case.</p>	<p>In response, the officer advised that with the European legislation changing Welsh Government direction, the Council had no option but to meet the performance targets set by Welsh Government and therefore to realign its resources to make sure the correct resources were placed on the streets in order to ensure a high rate of collection. The Department was also proposing to increase the number of vehicles to collect the waste which would see an increase in jobs. It was also envisaged that the process would be staggered. Aware that the black bags proposal would be a significant change for residents, the Operational Manager also took the opportunity to reassure Members that a number of other</p>

	<p>Councils had already put this initiative in place. A number of advertising campaigns would also be undertaken as it was important to educate the public and schools in order to ensure that the right messages were being relayed prior to kerbside sort being introduced.</p>
<p>Any support from the City Deal being provided?</p>	<p>The regional idea / concept would be appropriate but the main issue for the Vale was the fact that the waste vehicles themselves did not travel well and transporting any considerable distance was very costly.</p>
<p>Suggestion to produce a guidance note for larger families?</p> <p>How can the Council enforce recycling?</p>	<p>The Department was currently proposing a trial, by inviting families to join with the intention to assess their waste in order to help them through the process. All Members agreed that education was key and that learning from other Councils was also important in particular as to how they had handled their programme rollout.</p> <p>The officer advised that the WRAP organisation offered a fantastic support package through the process to the Local Authority.</p> <p>Following a query regarding waste recycling by Wards, the Operational Manager stated that some houses did not put any waste out. It was noted that Dinas Powys was the top recycling Ward in the Vale, but that there were also some 500 properties that did not appear to recycle. The Department could serve notices on properties where more than two black bags were placed for collection but in the first instance the Department would be keen to educate people and leave enforcement for later down the line.</p>
<p>Will the new receptacles be supplied with lids?</p>	<p>Yes</p>

Councillor Cox, Cabinet Member for Neighbourhood Services, with permission to speak, reiterated his statement at the last Full Council meeting where he had urged all Councillors to promote the new collection system within their Wards.

During the discussion Members noted that the containers used for water at the meeting were plastic and queried whether these were recyclable. The officer agreed to look into the matter and report to Members.

In conclusion, the Chairman took the opportunity to thank the officers for an excellent question and answer session and referred to the fact that the changes proposed were in response to legislative requirements and financial pressures that the changes were being made in. It was subsequently

#### RECOMMENDED –

- (1) T H A T Cabinet be requested to identify a strategy for educating the public and in particular working with families and schools in order to communicate the changes proposed.
- (2) T H A T Cabinet be requested to arrange for an internal review to be undertaken throughout all Vale Council premises with regard to the use of plastics.
- (3) T H A T Cabinet be requested to keep under review the impact of the changes proposed and to consider enforcement if needed.
- (4) T H A T the officers be thanked for an informative presentation.

#### Reasons for recommendations

- (1) To ensure that the public are fully aware of the forthcoming changes and the need to increase recycling rates.
- (2) In order that the use of plastic throughout Council buildings can be reviewed.
- (3) To ensure that the impact of the changes is monitored and reported to Committee together with the need for enforcement should it arise.
- (4) In recognition of the presentation and responses to queries raised at the meeting.”

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

#### RESOLVED –

- (1) T H A T resolution one above is agreed and addressed as part of the communication plan prior to implementing the service changes.

- (2) T H A T the environmental impacts of procurement, such as avoiding the purchase of single use plastic products where possible, be included as a consideration in the Council's new Procurement Policy which is presently subject to review.
- (3) T H A T the impact of the changes proposed be reviewed and the outcome be reported back to Cabinet and that enforcement be considered if needed.

Reasons for decisions

- (1) To ensure that the public were fully aware of the forthcoming changes and the need to increase recycling rates.
- (2) In order that the use of plastic throughout Council buildings could be reviewed.
- (3) To ensure that the impact of the changes was monitored and reported to Committee together with the need for enforcement should it arise.

**C286 TARGET SETTING FOR 2018/19 (REF) -**

The Scrutiny Committee Environment and Regeneration on 15 March, 2018 considered the above report of the Managing Director.

The Managing Director advised that, mirroring the previous year's approach, target setting for 2018/19 was being undertaken at Quarter 3 in order to align the process with service planning. Following sign off by the respective Sponsoring Director for each Well-being Outcome, targets had been reported directly to Scrutiny Committees for challenge and thereafter to Cabinet for ratification. The approach to target setting and internal challenge was in line with the Wales Audit Office's Proposals for Improvement from its Corporate Assessment of the Vale of Glamorgan Council in August 2016.

The report also highlighted that the Council had a longstanding commitment to continuously improve the services it provided to citizens of the Vale of Glamorgan, however, the ongoing reductions in public sector funding would inevitably impact on the availability of resources and, in addition, external factors such as the wider economic environment, bringing into question the realism of continual improvement in service performance. Committee was informed that having taken into account all these factors, the Council would still seek to establish challenging but realistic targets that would be commensurate with the available level of resource.

As part of the target setting process for 2018/19 a review had also been undertaken of the existing Corporate Performance Measures (CPMs) aligned to the Corporate Plan Well-being Outcomes and Corporate Health priorities. Appendix 1 to the report

outlined the proposed targets for the Environment and Regeneration Scrutiny Committee, however a number of indicator amendments and deletions were being proposed for 2018/19 following the review of existing CPMs with Members being asked to endorse this approach.

In total there were 48 measures proposed for collection during 2018/19, 37 of which were existing performance measures that made up the Corporate Performance Framework and would be carried forward from the previous year. There were seven additional measures that did not form part of the Corporate Performance Framework but had been aligned to their respective Well-being Outcome areas for monitoring. There were three performance measures proposed for deletion for 2018/19 that related to Planning and the Council's building assets (CPM/152, CPM/003 and CPM/163). There were also four new performance measures that had been proposed for inclusion in the Corporate Performance Framework that related to Planning and Development Control.

Of the 37 measures that made up the Corporate Performance Framework, it was possible to set targets for 26 measures.

The Managing Director advised that the consideration of the proposed performance improvement targets by Members was a key feature of the internal challenge process and following review and / or endorsement by the Committee, the performance targets would be reported to Cabinet on 16<sup>th</sup> April, 2018 for approval.

A Member queried whether there was a productivity measure for the percentage of affordable housing dwellings that were being delivered. In response the Managing Director advised that this data was collected annually and was a performance indicator in relation to planning. That assessment showed that performance could vary from site to site, as issues such as site viability did vary from site to site. There followed debate on the targets relating to Section 106 agreements and the Managing Director referred to the fact that an annual report on Section 106 was presented to the Scrutiny Committee for consideration and provided information split by per site and by category. During the discussion Managing Director also advised that Members may wish to consider when the report was presented whether there was anything further that could be collected under Section 106 that could be looked at for the forthcoming year with a suggestion that potential target measures for future years be considered at that time.

In considering the target for tourism, it was suggested that the Council should be more ambitious and that the target of 3.85 million be increased to 3.9 million. Although it was considered that the target was dependent upon the weather and that the Vale was predominantly a day tourism destination, it was accepted that the Council needed to develop the offer further. In particular in view of the number of regeneration schemes being undertaken, this was seen to be a positive picture and an aim to aspire to. The Managing Director further advised that following receipt of the actual data the figure could be considered further at that stage if necessary. A Member asked whether the Council was able to collate/ monitor information in respect of visitor numbers to the area who stayed for two to three days or more. The Managing Director agreed to forward the request to the relevant department as to how this could be explored with the possibility of setting targets in the future.

In response to a query regarding vacancy rates in main town centres, the Managing Director advised that the figure of 8.5 had been reached due to the fluctuation across the Vale and that officers had concluded that 8.5 was currently a reasonable estimate for the year based on previous fluctuations in returns. It was also important to note that at this current time vacant rates were not as high as had previously been envisaged.

Following a further query as to whether Members could have a breakdown of vacancy rates in the four main Town areas, it was accepted that this would be sourced and presented by e-mail.

Having considered the report it was subsequently

#### RECOMMENDED –

- (1) T H A T the target for visitors to the Vale of Glamorgan be increased from 3.85 million to 3.9 million.
- (2) T H A T a target for stay visitors by category Bed and Breakfast, Self Catering be considered for 2019/20.
- (3) T H A T the proposed targets for 2018/19 aligned to the Well-being Outcome 2 priorities be approved subject to Recommendation (1) above.
- (4) T H A T the breakdown of town centre vacancy rates for town centres be forwarded to Members via e-mail if available.
- (5) T H A T Recommendations (1), (2) and (3) above be referred to Cabinet for consideration.

#### Reasons for recommendations

- (1) To maintain a challenging target.
- (2) To provide Members with up to date information and to set a target.  
(3&5) For Cabinet consideration.
- (4) To apprise Members.”

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

#### RESOLVED –



- (1) T H A T the above resolutions (1), (2) and (3) of the Scrutiny Committee Environment and Regeneration be noted and accepted.
- (2) T H A T in respect of Resolution (4) of the Scrutiny Committee Environment and Regeneration that subsequent to the meeting a breakdown of town centre vacancy rates for town centres were issued as requested.

Reasons for decisions

- (1) To note and accept resolutions (1), (2) and (3) of the Scrutiny Committee Environment and Regeneration
- (2) To confirm action in respect of resolution (4) of the Scrutiny Committee Environment and Regeneration

**C287 TARGET SETTING FOR 2018/19 (L) (SCRUTINY COMMITTEE – ALL) -**

Cabinet was presented with the proposed targets for improvement for 2018/19 for performance measures aligned to the Corporate Plan Well-being Outcomes and Corporate Health.

The Council's Performance Management Framework was the mechanism through which the councils key priorities and targets were monitored and realised. Following the changes to the Council's Performance Management Framework introduced over the past year, since May 2016 Committees had received performance information linked with the Council's Well-being Outcomes, with which the Scrutiny Committees were aligned.

The report presented the proposed targets aligned with the Council's Well-being Outcomes and Corporate Health priorities as outlined in the Corporate Plan 2016-2020.

Appendix 1 attached to the report outlined the proposed targets and included all relevant performance measures that aligned within the remit of the Council's Scrutiny Committees. Targets had been set for those performance measures that were continuing into 2018/19.

Mirroring last year's approach, target setting for 2018/19 was being undertaken at quarter 3 in order to align the process with service planning. This enabled targets to be considered in the context of priorities and resources as outlined in 2018/19 Service Plans. All targets aligned to each of the Well-being Outcomes and Corporate

Health priorities were firstly signed off by the respective Sponsoring Director for each Well-being Outcome, before being reported directly to Scrutiny Committees for challenge and then onto Cabinet for ratification. This approach to target setting and internal challenge was in line with the Wales Audit Office's Proposal for Improvement from its Corporate Assessment of the Vale of Glamorgan Council in August 2016.

### **Target Setting Overview**

In total there were 217 performance measures proposed for collection during 2018/19, 192 of which were existing measures that were due to be carried forward in 2018/19. The Corporate Plan Performance Framework comprised of 160 performance measures, that was made up of 25 Corporate Health performance measures and 135 performances measures aligned to the 4 Well-being Outcomes of the Corporate Plan. In addition to this there were 41 additional measures that did not form part of the Corporate Plan Performance Framework, but could be aligned to the Corporate Plan. 18 of these additional measures were Welsh Government derived measures that were aligned to the Social Services Well-being Act. The remaining 23 measures were Public Accountability Measures that would enable us to continue to benchmark the councils performance with other local authorities.

At the meeting the Leader pointed out an amendment that was required to the appendices of the report. He highlighted that on page 7 of the appendices attached to the report under the heading Total number of visitors to the Vale of Glamorgan for Tourism purposes (as measured by STEAM survey), the target 2018/19 column should read 3.9 million in line with the appendices from the Scrutiny Committee 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 recommendations from Scrutiny Committees on the proposed targets for 2018/19 aligned to the Corporate Plan Well-being Outcomes and Corporate Health be noted and endorsed.
- (2) T H A T the proposed targets for 2018/19 aligned to the Corporate Plan Well-being Outcomes and Corporate Health be endorsed subject to the amendment on page 7 of the appendices attached to the report. The target

2018/19 column should read 3.9 million in line with the appendices from the Scrutiny Committee report.

Reasons for decisions

- (1) To ensure the Council reported a relevant set of performance measures against which it can demonstrate achievement of its Well-being Outcomes and Corporate Health priorities.
- (2) To ensure the Council consistently set challenging yet realistic performance improvement targets in relation to the Corporate Plan Well-being Outcomes and Corporate Health priorities in line with requirements under the Local Government (Wales) Measure 2009.

**C288 QUARTER 3 (2017-18) CORPORATE PLAN PERFORMANCE REPORT (L) (SCRUTINY COMMITTEE – ALL) -**

Cabinet was presented with the quarter 3 performance results for the period 1st April-31 December 2017 for all service areas.

The Council's Performance Management Framework was the mechanism through which the Council's key priorities and targets were monitored and realised in order to secure continuous improvement.

As part of the review of its Performance Management Framework, the Council had adopted a Corporate Plan (2016-20) which reflected the requirements of the Well-being of Future Generations (Wales) Act 2015 and the Plan identified 4 Well-being Outcomes and 8 Well-being Objectives for the Council.

Since May 2016, each Scrutiny Committee had received performance information linked with the Council's Well-being Outcome with which that Committee was aligned. In addition, Corporate Health priorities are considered by the Corporate Performance and Resources Scrutiny Committee.

Work remained ongoing with Officers and the Member Working Group to further develop the format of the quarterly performance reports. A new overall Corporate Plan Summary Report had been developed to draw together a summary of all activity associated with the Corporate Plan. The summary report supplemented the more detailed Outcome/Corporate Health specific reports.

Appendix 1 attached to the report provided, by Well-being Objective, detailed information relating to the Service Plan actions which contributed to Corporate Plan actions.

Appendix 2 attached to the report provided detailed performance indicator information linked to each Well-being Objective which showed for the Council's planned activities, how much had been achieved, how well the Council had performed and what difference this had made. It must be noted that any annually reported performance indicators that had been introduced in 2017 as part of the Council's revised Performance Management Framework would not have data available until end of year as this year would be used to establish baseline performance. A Not Available (N/A) status would be attributed to all such measures with commentary provided confirming this status. The council would continue to develop key measures within each Well-being Objective to ensure these most accurately reflected its Corporate Plan Well-being Outcomes.

Appendix 3 attached to the report provided additional performance indicators which contributed to the Well-being Outcome but did not form part of the Corporate Plan basket of key performance indicators. These were made up of statutory and other national performance indicators.

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 to date in achieving outcomes in line with Well-being Outcomes and Corporate Health priorities as outlined in the Corporate Plan 2016-20 be noted and endorsed.
- (2) T H A T the performance results and remedial actions to be taken to address areas of underperformance and to tackle the key challenges identified be noted and endorsed.

Reasons for decisions

- (1) To ensure the Council clearly demonstrated the progress being made towards achieving its Corporate Plan Well-being Outcomes aimed at making a positive difference to the lives of Vale of Glamorgan citizens.

- (2) To ensure the Council was effectively assessing its performance in line with the requirement to secure continuous improvement outlined in the Local Government Measure (Wales) 2009 and reflecting the requirement of the Well-being of Future Generations (Wales) Act that it maximised its contribution to achieving the well-being goals for Wales.

**C289 VALE OF GLAMORGAN COUNCIL SERVICE PLANS 2018 – 2022  
(L) (SCRUTINY COMMITTEE – ALL) -**

Cabinet was presented with the Service Plans (2018-22).

Service Plans are the primary planning document of the Council and a key building block in its performance management framework. Consequently an annual review of planning arrangements was undertaken to ensure that the Council's plans continued to meet statutory requirements and to continuously improve the approach to performance planning and monitoring.

In line with the Corporate Plan 2016-20 and performance management arrangements, the service planning process for 2018/19 commenced with a self-assessment of local authority activities as required under the Local Government (Wales) Measure for the previous year. The Self-Assessment provided a position statement for the Council and individual service areas and had identified priorities for 2018/19 covering all services. The Annual Self-Assessment report was presented to Members in February and endorsed as the basis for service planning for 2018/19 and the identified priority actions had been used in the development of Service Plans for 2018-22.

Since May 2016, the monitoring and reporting on Service Plans had been replaced with quarterly reports against each of the Corporate Plan Well-being Objectives linked to the four Well-being Outcomes and Corporate Health. This had enabled Members to focus on scrutinising the progress being made towards achieving the Council's Well-being Outcomes. Services had continued to report performance data quarterly to the Council's Performance Team and this information was being used to produce the more focused Well-being Outcome Reports.

All Service Plans were available on the Council's website and could be viewed at the following link:

<http://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Achieving%20our%20vision/Service%20Plans/Service-Plans-2018-19/All-Service-Plans-2018-2022-Merged.pdf>

Service Plans for 2018-22 specifically identify how each Head of Service would contribute towards achievement of Corporate Plan Well-being Outcomes by asking two questions:

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

Appendix A and B within the Service Plan contained the Service's Improvement Action Plan for 2018/19. This identified planned service actions, intended outcomes and key milestones, relevant performance measures to demonstrate progress, responsible officer, timescales for completion and the anticipated resources requirements of planned actions. Appendix C detailed the risk evaluation scores for service specific risks and those corporate level risks which impact on the service.

#### Summary of Scrutiny Committee Recommendations

Service Plans had been discussed at the relevant Scrutiny Committees between 12th and 26 March 2018 and were now being presented to Cabinet for final approval. The outcome of Scrutiny Committees discussions were detailed below.

The Healthy Living & Social Care Scrutiny Committee endorsed the Adult Services, Children and Young People Services, Resources Management & Safeguarding and Neighbourhood Services & Transport Plans for 2018-22.

The Environment & Regeneration Scrutiny Committee endorsed the Service Plans for Regeneration & Planning and Neighbourhood Services & Transport for 2018-22.

In relation to the Service Plans for 2018-22 contributing to Well-being Outcome 1 (Housing & Building Services, Regeneration & Planning and Children & Young People Services) the Homes and Safe Communities Scrutiny Committee endorsed all officer recommendations within the report.

The Learning & Culture Scrutiny Committee endorsed the Service Plans for 2018-22 for Performance & Development, Regeneration & Planning, Strategy, Community Learning & Resources and Achievement for All.

The Corporate Performance & Resources Scrutiny Committee endorsed the Service Plans for Human Resources, Legal Services, Finance & ICT, Performance & Development and Democratic Services for 2018-22.

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 views and recommendations from Scrutiny Committees in relation to Service Plans for 2018-22 paragraphs 9-14 of the report be noted.
- (2) T H A T the Service Plans for 2018-22 be endorsed.

Reasons for decisions

- (1&2) To confirm the Service Plans as the primary documents against which performance for the Corporate Plan Well-being Outcomes and Corporate Health would be measured and to ensure the Service Plans and planned activities for 2018-22 reflected the Corporate Plan Well-being Outcomes and Corporate Health Priorities.

**C290 NON DOMESTIC RATES – HIGH STREET RATE RELIEF SCHEME 2018/19 (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -**

To confirm adoption of a High Street Rates Relief Scheme for 2018-19 in respect of qualifying business premises within the Vale of Glamorgan area under discretionary relief powers in accordance with section 47 of the Local Government Finance Act 1988.

An announcement was made on the 13th December 2017 by the Cabinet Secretary for Finance, Mark Drakeford AM, regarding an extra £5 million being made available

to extend the help available to High Street retailers with their non-domestic rates. This is half the amount available in 2017/2018

On the 13th March 2018 the Welsh Government confirmed that an administrative grant of £6,203.86 would be provided to the Vale of Glamorgan to assist with the implementation of the scheme. This amount was based on the total number of eligible hereditaments that received relief in the 2017-18 financial year.

On the assumption that grant funding for the Vale of Glamorgan Council would be based on the total number of eligible hereditaments that received relief in the 2017-18 financial year, then it was anticipated that an amount of £231,500 would be received to assist eligible ratepayers.

The relief was aimed at High Street retailers in Wales and including those retailers that had seen an increase in their rates as a result of the 2017 revaluation undertaken by the Valuation Office Agency.

There were two levels of support available; Tier 1 which was the lower level of support up to a maximum of £250 and Tier 2 which was the higher level of support up to a maximum of £750.

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 Cabinet recommends to full Council the following:

- Adopts the High Street Rates Relief Scheme for 2018-19 in accordance with the provisions contained in Section 47 of the Local Government Finance Act 1988.
- Resolves to award relief to all qualifying businesses on the assumption that the Non-domestic Rates High Street Rates Relief Guidance issued by the Welsh Government at Appendix A for the 2017-18 financial year will remain unchanged.
- Resolves to automatically award entitlement to those qualifying business that can be identified through records held by the Council.
- Resolves to award entitlement to the remaining businesses that may be eligible following receipt of a valid application form.



- Delegated authority be granted to the Head of Finance to implement any eligibility change issued by the Welsh Government in respect of High Street Rates Relief for the 2018-19 financial year.
- (2) T H A T the use of Article 14.14 of the Council's Constitution (urgent decision procedure) be authorised in respect of resolution 1 above.

Reasons for decisions

- (1&2) To enable a scheme to be adopted using discretionary relief powers under section 47 of the Local Government Finance Act 1988 for the provision of High Street Rates Relief for qualifying business premises within the Vale of Glamorgan area for the period 1st April 2018 to 31st March 2019.

**C291            MICROSOFT LICENCE RENEWAL 2018 – 2021 (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -**

Approval was sought for delegated powers to award a contract for the supply of licenses of Microsoft Software.

This was a matter for Executive decision

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

**RESOLVED –**

- (1) T H A T delegated authority be granted to the Managing Director in consultation with the Leader to award the tender to the winning supplier before the end of April 2018 to avoid the indicative price rise of Microsoft licences of between 220% and 350%.
- (2) T H A T delegated authority be granted to the Head of Legal Services in consultation with the Head of Finance to enter into a contract with the successful tenderer for the provision of Microsoft Licenses.
- (3) T H A T a new contract be awarded on the most economically advantageous terms to the Council based on 100% cost.
- (4) T H A T the use of the Council's (Urgent Decision Procedure) Section 14.14 of the Council's Constitution be authorised in respect of resolutions 1-3 above.

Reasons for decisions

- (1) To allow the award of the contract.
- (2) To have an appropriate contract in place for the provision of Microsoft Licenses.
- (3) To have an appropriate contract in place for the cost effective supply of Microsoft Licenses.
- (4) To enable the Council to tender the work in a timely manner.

**C292 ADOPTION OF SUPPLEMENTARY PLANNING GUIDANCE FOR RESIDENTIAL HOUSEHOLDER DEVELOPMENT, THE CONVERSION AND RENOVATION OF RURAL BUILDINGS, BIODIVERSITY AND DEVELOPMENT AND MINERALS SAFEGUARDING AREAS (RP) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -**

Cabinet was advised of the results of the public consultation undertaken on the draft Supplementary Planning Guidance (SPG) in relation to Residential and Householder Development, the Conversion and Renovation of Rural Buildings, Biodiversity and Development and Minerals Safeguarding Areas, and to adopt the SPG documents for development management purposes.

The report contained the following appendices. With the exception of Appendix 1 which was attached to the report, the appendices were attached electronically as hyperlinks due to the size of the documents. Hard copies of the appendices were been made available in the Members Room for information.

Appendix 1 attached to the report was a Summary Table of SPG Consultation representations and the Council's Responses.

Appendix 2 - Final Residential and Householder Development SPG (with tracked changes shown).

<http://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Cabinet/2018/18-04-16/Appendices/Adoption-of-SPG-Appendix-2.pdf>

Appendix 3 - Final Conversion and Renovation of Rural Buildings SPG (with tracked changes shown).

[http://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Cabinet/2018/18-04-16/Appendices/Adoption-of-SPG-Appendix-3.pdf](http://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Cabinet/2018/18-04-16/Appendices/Adoption-of-SPG-Appendix-3.pdf)

Appendix 4 - Final Biodiversity and Development SPG (with tracked changes shown).

[http://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Cabinet/2018/18-04-16/Appendices/Adoption-of-SPG-Appendix-4.pdf](http://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Cabinet/2018/18-04-16/Appendices/Adoption-of-SPG-Appendix-4.pdf)

Appendix 5 - Final Minerals Safeguarding Areas SPG (with tracked changes shown).

[http://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Cabinet/2018/18-04-16/Appendices/Adoption-of-SPG-Appendix-5.pdf](http://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Cabinet/2018/18-04-16/Appendices/Adoption-of-SPG-Appendix-5.pdf)

The report sought Cabinet approval to undertake public consultation on the first tranche of updated/new SPG specifically those in respect of the following topics:

- Residential and Householder Development;
- Conversion and Renovation of Rural Buildings;
- Biodiversity and Development, and
- Minerals Safeguarding Areas.

In accordance with Council Minute C178, the six week public consultation exercise on the draft SPG took place between Monday 22nd January and Friday 2nd March 2018 with the relevant documentation being made available at the main Council offices and on the Council's web site.

Officers had considered the representation received in response to the SPG consultation and had amended the SPG where it had been considered necessary or relevant. The report summarised the results of the public consultation and sought the adoption of the finalised SPGs to ensure guidance for these key policy areas remained up-to-date and could be considered alongside the Adopted LDP.

In total 6 organisations commented on the draft SPG and the comments received and the Council's specific responses and any changes proposed to the SPGs were set out in the Table attached at Appendix 1 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 responses to the representations received on the draft Supplementary Planning Guidance attached as Appendix 1 be noted and endorsed.
- (2) T H A T subject to the provisions of resolution 3, the amended Supplementary Planning Guidance attached to this report at appendices 2 - 5 be approved for immediate use in Development management decisions alongside the adopted Local Development Plan.
- (3) T H A T the Head of Regeneration and Planning be authorised to agree the final format of and any necessary minor typographical changes and minor amendments to the Supplementary Planning Guidance prior to their publication, and thereafter update them with any factual updates in response to policy or legislative changes as appropriate.
- (4) T H A T the report be referred to Planning Committee for information.

#### Reasons for decisions

- (1) To provide a summary of the public consultation undertaken on the draft Residential and Householder Development, the Conversion and Renovation of Rural Buildings, Biodiversity and Development and Minerals Safeguarding Areas Supplementary Planning Guidance and to seek members endorsement of the responses and changes to the finalised SPGs.
- (2) To ensure the effective consideration of planning applications following the adoption of the Local Development Plan and to provide decision makers, applicants and developers access to the Council's most up-to-date guidance relating to Residential and Householder Development, the Conversion and Renovation of Rural Buildings, Biodiversity and Development and Minerals Safeguarding Areas without undue delay.
- (3) To accommodate any necessary changes and/or amendments resulting from the current revision of Planning Policy Wales by the Welsh Government and to enable the correction of any typographical or minor errors found within the revised Supplementary Planning Guidance.
- (4) To inform Planning Committee of the adoption of the Supplementary Planning Guidance as material considerations in the determination of future planning applications.

**C293 DEVELOPMENT OF TOURISM AND COMMERCIAL OPPORTUNITIES AT COUNTRYSIDE SERVICE SITES (RP) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -**

Approval was sought to offer areas of open space land (under lease agreements) to third party partner organisations to develop new activities and facilities that would enhance the product offer for both residents and visitors within the Vale of Glamorgan, within Cosmeston Lakes Country Park, Porthkerry Country Park and Leckwith woods as set out in Appendices A-F attached 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 Council undertakes a marketing exercise and invites tenders for development of tourism and commercial opportunities at the locations identified in the Appendices A - F attached to the report and in accordance with the contents of the report.
- (2) T H A T authority be granted to the Head of Legal Services in consultation with the Head of Finance, to advertise the areas of land shown in Appendix B, D, E, G & H attached to the report for disposal by lease to third party partner organisation as required by Section 123(2A) of the Local Government Act 1972, and, subject to no objections being received, to proceed with disposal, subject to the use of appropriate delegated powers.
- (3) T H A T the Head of Regeneration and Planning be granted delegated powers, in consultation with the Managing Director and Cabinet Member for Regeneration and Planning, to agree fees/charges, terms and conditions for new commercial (leisure and tourism) activities in respect of Leckwith Woods and to authorise the Head of Legal Services to enter into the appropriate legal agreements on behalf of the Council in this regard.
- (4) T H A T the Head of Legal be authorised to prepare, complete and execute the necessary legal documents required to enter into commercial partnerships

Reasons for decisions

- (1) To improve the tourism capability of the Vale of Glamorgan Council and secure income to support the costs of running Countryside facilities.
- (2) To address legal requirements.
- (3) In order to select the appropriate tenders.
- (4) To expedite decisions and enter into arrangements.

**C294 EXPANDING THE SCOPE FOR THE TRANSPORT NETWORK STUDY AT DINAS POWYS (NST) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -**

Approval was sought to expand the scope for the Welsh Transport Appraisal Guidance (WelTAG) work currently being undertaken in Dinas Powys by Consultant Arcadis Consulting Limited on behalf of the Council.

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.

A request had been received from the nominated representative who sits on the Review Group for Dinas Powys Community Council, to extend the scope of the Dinas Powys WelTAG study to incorporate a much wider area and additional bypass options than that which is currently being considered. This request was endorsed by Dinas Powys Community Council at an Extraordinary meeting on 21st February 2018 (Appendix A refers). For completeness, this request had been made as part of a proposition that would include the release of land for development alongside and part of a development proposal for the delivery of any new road link.

The Stage One WelTAG for Dinas Powys considered a study area and problems, opportunities and constraints for the network from Biglis Roundabout to Barons Court junction. Objectives were defined, options sifted and shortlisted to address the problems in the Dinas Powys transport network. The Stage Two process which was now underway was assessing a bypass option in more detail, alongside multi modal proposals.

Having received advice from Arcadis Consulting Ltd. who were assisting the Council with this work it had been agreed that the most appropriate way of dealing with these further options was to undertake a combined WelTAG Stage One and Stage Two

assessment. This would involve a number of additional tasks to be undertaken as detailed below in paragraphs 8 to 11 below.

There was a need for a highways design of an alignment which connected from the sections of the scheme already being developed in the Murch Road area southwards to the junction of Sully Moors Road and Hayes Road (as opposed to connecting to the A4055). This would be to the same level of preliminary design as the other alignments which the Consultants are currently considering. This would involve the design team looking to develop a route to meet the design standards whilst minimising any environmental and property impacts. This route alignment would then be costed in line with the other options under consideration.

There would also be a need to undertake further traffic surveys at the three junctions of Sully Moors Road/ Hayes Road, Ffordd y Mileniwm/ A4055 and Biglis Roundabout. This would involve manual classified counts and ANPR surveys, which would provide an additional area of information to the existing traffic assessment being undertaken. If agreed these would need to be undertaken later in April 2018 to avoid the Easter period.

An appraisal of the additional option would then need to be undertaken and a manual assessment of likely traffic using the route based on trip patterns, distance and likely journey times. This would enable a comparison to the business case of the existing alignment, without needing to undertake detailed cost benefit analysis (i.e. if the traffic flow is likely to be more and the costs less, then the business case would be stronger and vice versa). The appraisal would be largely qualitative given the level of information available. The results of the assessment would then be incorporated as options into the Stage 2 report to be reviewed by the Review Group (see below) and consulted on.

This option would then be incorporated into the Stage Two report as an alternative Dinas Powys bypass option. Whilst such an alignment was likely to address different issues and objectives and have different impacts, it would enable a transparent comparison of options so that options with merit for detailed consideration in Stage Three could be recommended. At the end of the current Stage Two study, this would enable the Review Group followed by the public via a consultation to consider if the alternative option should be considered in more detail, as it has merits compared to the Stage Two options, prior to beginning any Stage three assessment.

The suggested revised scope and bypasses would also impact on a much larger area than just Dinas Powys and in particular the adjoining communities of Llandough, Penarth, Sully and Barry could be affected by the proposals. Therefore

should Cabinet be minded to approve this expanded scope there would need to be an expanded membership of the Review Group for this Stage 2 WeITAG project. Cabinet would recall the agreed membership of the Dinas Powys WeITAG Study Review Group only included the Community Council Dinas Powys following a debate on the matter at the Council's Environment and Regeneration Scrutiny Committee in February 2018. During that debate it was argued that the Review Group should be expanded to include representatives from Penarth and Barry Town Councils as they would be affected by any changes made to the transport network in Dinas Powys. This at the time was not agreed by the Scrutiny Committee or Cabinet, however, should the scope be expanded it was considered that there needed to be an additional Community/ Town Council representative from each of those areas on the Review Group to properly reflect the revised scoped area.

As intimated in paragraph 5, the proposed revision also intimates that the expanded scope and bypass options could allow the potential for additional development land to be released should a Bypass be the preferred option moving forward. Officers have in this respect received a suggested development proposition from the representative of Dinas Powys Community Council to include a land release in conjunction with a bypass connecting to Sully Moors Road / B4267 South Road / Hayes Road Roundabout and Ffordd Y Mileniwm rather than just to Biglis roundabout. It was suggested that any such development opportunities would need to be considered via the proper processes probably as part of any future review to the Adopted Local Development Plan.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T it be agreed to expand the scope of the WeITAG work at Dinas Powys to include the options suggested by Dinas Powys Community Council as contained at Appendix A attached to the report.
- (2) T H A T it be agreed to include a representative from each of the following community/ town councils to sit on the Review Group for the Dinas Powys WeITAG Stage 2: Llandough Community Council; Penarth Town Council; Barry Town Council and Sully Community Council.



- (3) T H A T Cabinet receive a further report following the receipt of the draft WelTAG Stage 2 report for Dinas Powys in Summer 2018.
- (4) T H A T an increase of £15,171.33 to the 2018/19 Capital Programme for WelTAG Stage 2 Dinas Powys to be funded from Neighbourhood Services and Transport's reserves be approved.

Reasons for decisions

- (1) Following the request by Dinas Powys Community Council, to confirm the expansion of the scope for the Dinas Powys WelTAG study.
- (2) To confirm the review group participants for the Dinas Powys WelTAG study following expansion of its scope to include areas beyond Dinas Powys Community Council.
- (3) To update Cabinet on the outcome of the study and to recommend ways forward to progress to WelTAG stage 3 work using the relevant Welsh Government Transport Guidance.
- (4) To add the additional cost of £15,171.33 to the Capital Programme.

**C295 TENANT ENGAGEMENT STRATEGY (HBS) (SCRUTINY COMMITTEE – HOMES AND SAFE COMMUNITIES) -**

Approval was sought for Tenant Engagement Strategy for public housing attached at Appendix A to the report.

On 9th October 2017, Cabinet endorsed a draft Tenant Engagement Strategy subject to further consideration by the Homes and Safe Communities Scrutiny Committee as well as a consultation exercise with Council tenants.

These actions had now been completed. The draft Strategy was considered by Scrutiny on 11th October 2017 and the public consultation exercise closed on the 22 February 2018

A variety of techniques had been used to consult tenants and inform the priorities included in the Strategy. These included the large scale tenants' satisfaction survey (STAR survey) which asked specific questions about whether tenants felt their views were listened to and acted on. Over 1,300 tenants completed the survey and it was possible to break the results down into different demographic groups and different

geographical areas - enabling us to get a detailed insight into the views of tenants across the Vale.

A specific tenant engagement questionnaire was completed by tenants attending the Festivale event held in August. Nearly 50 surveys were completed and useful feedback was received about the aims of the strategy, barriers to tenants getting involved and suggestions for activities and initiatives that would encourage more tenants to take part. A breakdown of the results is included in the Strategy.

A public consultation exercise with Council tenants in the Vale was carried out via the external web site and promoted via Social Media. The consultation web page received a number of 'hits' and a smaller number of surveys were completed. In addition, several Residents' Boards were consulted on the contents of the draft Strategy. There was widespread support for the key aims, with almost all tenants agreeing the key aims proposed and supporting many of the key areas for action.

Progress with implementing the Strategy would be measured via the completion of individual actions contained within the Operational Delivery Plan towards the back of the document. There would also be six monthly monitoring reports to the Homes and Safe Communities Committee regarding the range of projects and initiatives taking place.

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 final Tenant Engagement Strategy attached at Appendix A to the report be approved.
- (2) T H A T the final Tenant Engagement Strategy be referred to the Homes and Safe Communities Scrutiny Committee to monitor the implementation of the agreed actions.

Reasons for decisions

- (1) To agree the final Tenant Engagement Strategy document.
- (2) To ensure the agreed actions are completed within the required timescales.

