

**CABINET**

Minutes of a meeting held on 30 April, 2018.

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

Apologies: Councillor J. Bird.

Also Present: Councillor(s) L. Burnett, O. Griffiths.

**C281 MINUTES –**

RESOLVED – T H A T the minutes of the meeting held on 16 April, 2018 be approved as a correct record.

**C282 DECLARATIONS OF INTEREST –**

The following declarations of interest were received.

Councillor G Cox	<p><b>Agenda Item 16 - Welsh Government Consultation On Draft Planning Policy Wales: Edition 10</b></p> <p>Reason for Declaration –</p> <p>As the Clerk to the Trustees of the Evan Jenkins Charity he declared a prejudicial interest in the Evan Jenkins Charity site, but had received a dispensation from the standards committee to speak and vote on Local Development Plan matters save for the Evan Jenkins Charity candidate site.</p> <p><b>Agenda Item 17 - Vale Of Glamorgan Local Development Plan 2011-2026: Public Consultation On Revised Supplementary Planning Guidance</b></p> <p>Reason for Declaration –</p>
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Councillor J. Thomas.	<p><b>Agenda Item 16 - Welsh Government Consultation On Draft Planning Policy Wales: Edition 10</b></p> <p>Reason for Declaration –</p> <p>He had a personal and prejudicial interest as he had a planning application currently being considered by the planning department of the Council.</p> <p><b>Agenda Item 17 - Vale Of Glamorgan Local Development Plan 2011-2026: Public Consultation On Revised Supplementary Planning Guidance</b></p> <p>Reason for Declaration –</p> <p>He had a personal prejudicial interest as he had a planning application currently being considered by the planning department of the Council.</p>

**C283            CARDIFF AND VALE OF GLAMORGAN AREA PLAN FOR CARE AND SUPPORT NEEDS 2018 (REF) -**

The Scrutiny Committee Healthy Living and Social Care on the 12 March 2018 considered the above report

The Director of Social Services, in referring to the report, stated that on 5<sup>th</sup> March, 2018, Cabinet had approved the Cardiff and Vale of Glamorgan Area Plan and Area Action Plan for Care and Support Needs 2018-2023. Cabinet had further resolved for the report to be referred to the Scrutiny Committee for its consideration.

As a background summary, the report advised that the Well-being of Future Generations (Wales) Act 2015 inserted Section 14A into the Social Services and Well-being (Wales) Act 2014 which required Local Authorities and Local Health Boards to prepare and publish a Plan setting out the range and level of services they proposed to provide, or arrange to be provided, in response to the Population Needs Assessment (PNA).

The Area Plan and the supporting Action Plan provided the response of the Cardiff and Vale of Glamorgan Regional Partnership Board (CVGRP) to the findings of the PNA that was published on 31<sup>st</sup> March, 2017.

A review was undertaken by the CVGRP in relation to all suggested areas for action to come out of the PNA. This had been done against existing or planned activity and in current partnerships or organisational delivery mechanisms across the region to identify where the work was already being progressed. In addition, mapping work undertaken also reviewed where accountability lay (e.g. Public Service Board, Community Safety Partnership, Youth Progression Board, Safeguarding Board, etc.) as it had been recognised that not everything identified within the PNA fell under the auspices of the CVGRP.

The mapping also identified the existing strategies and plans in place to respond to the priorities; resources and pooled / aligned budgets; and current performance management / reporting arrangements.

As a result, two documents had been produced. The first was the Area Plan that was attached at Appendix 1 to the Cabinet report which set out the key needs identified within the PNA, along with the priority areas for action in response to the findings. In addition, an Area Action Plan, attached at Appendix 2 to the Cabinet report, had also been developed. This provided the details of how the priorities would be achieved. Both documents also set out the contributions to the Vale of Glamorgan and Cardiff's Well-being Objectives and the National Social Services Outcomes Framework.

A Committee Member stated that in comparison to Cardiff, the Vale had a higher proportion of older people and the Member stated that she was surprised that the Area Plan was more focused on younger people. The Member added that one other observation she had made was in relation to mental health services. The Member stated that for many years, mental health came under the umbrella of learning disabilities, with many people lobbying for mental health to be its own separate entity. For the new Area Plan, the Member stated that mental health had been placed within the area of Dementia and she raised concern that mental health could become the "poorer relation" with two key areas being grouped together. In reply, the Director agreed with the Member's comments and stated that one of the challenges around this was how the Council worked on a regional basis. The Director added that the way mental health operated was quite separate from Older People Services and that the planning arrangements had come on the back of the Dementia Strategy that had been brought to the Committee last year.

In referring to War Veterans, a Committee Member stated that statistically the Vale had one of the highest rates in Wales. The Member added that presumably Cardiff

had one of the lowest rates and so as there would be work on a collaborative basis, he queried how the differing needs between the two areas would be met. In reply, the Director advised that this was something which the Cardiff and Vale Health Board would lead on, and so it would be appropriate for a response to come from them. Further to this query, another Member commented that he attended 617 Squadron Group, which although being an RAF group, was open to other veterans including former Fire and Police officers. The Member stated that the number of veterans going to this group was high and so this was a key priority area for the Vale.

Having considered the reference from Cabinet and the report, it was

**RECOMMENDED –**

- (1) T H A T the contents of the Cardiff and Vale of Glamorgan Area Plan and Area Action Plan as set out in the Appendices attached to the reference and report be noted.
- (2) T H A T Cabinet consider the Committee's request that Adult Mental Health and People with Dementia should be separated out, with both these coming under their own regional priority areas.

Reasons for recommendations

- (1) Following consideration of the developing regional plans for Health and Social Care.



Cabinet having considered the recommendations of the Scrutiny Committee Healthy Living and Social Care

RESOLVED – T H A T the contents of the report be noted and the comments from the Scrutiny Committee Healthy Living and Social Care be referred to the Regional Partnership Board.

Reason for decision

To note the contents of the report and refer comments to Regional Partnership Board.

**C284 RESHAPING OF YOUTH SERVICES (REF) –**

The Scrutiny Committee Learning and Culture on the 26 March, 2018 considered the above report

The report detailed the necessity to change the Vale of Glamorgan Youth Support Services in order to meet the expectations of the National Youth Strategy and the Welsh Government's Educated Other Than at School (EOTAS) Framework guidance for Local Education Authorities. Cabinet had considered the report at its meeting on 19<sup>th</sup> February, 2018 and also considered the young people's recommendations for changes to youth provision in the context of the overall proposals for developing the Vale Youth Offer. Cabinet approval had been sought to implement changes to the way in which the service was delivered and structured subject to a period of engagement and consultation with staff, trade unions and young people. Cabinet had agreed that the proposals including the development of partnerships with national voluntary youth organisations and community groups be approved in principle as a basis for referral for consideration to the Scrutiny Committee prior to making final determinations.

The Lead officer for Social Inclusion and Wellbeing prior to providing a PowerPoint presentation informed Committee for clarification purpose that the department was not closing all youth provisions but will be reconfiguring the service. Young people had been consulted on the delivery of the service and the factors that had been considered were :

- EOTAS (Educated other than at school)
- Sufficiency audit on universal services and the youth offer
- Strength of the Voluntary sector in the Vale and the vagaries of funding
- Professional registration of staff with EWC
- Co - production of services greater value for money
- Scope for growth
- Meeting needs of young people
- Support for schools
- Children's Commissioner / Assembly Member emphasis on universal provision.

A summary of the timeline of key activities for the project were set out at paragraph 52 of the report with implementation of changes scheduled for August/September 2018 which included a timeline provided for opportunity to engage with not only the Scrutiny Committee but staff and the trade unions on the proposed operating model. The Lead Officer stated that the Youth Service provision was presented under two themes being targeted and inclusion and Universal Access services. Universal Access Services employed 67 staff, operated 50 weeks per annum and was delivered during week days, weekends and over the school holidays. The cornerstone of the service was the voluntary engagement of young people.

The current curriculum needed to be more challenging and varied in order to engage more effectively with young people. Universal services were on offer to young people aged 11-25 and were available on a voluntary basis, after school hours at traditional community based youth clubs, participation projects, holiday schemes and through project work. The service was delivered from community halls, schools and youth hubs across the Vale of Glamorgan. The service was predominately part time and offered after 6pm in three-hour sessions. The service was drop-in and was available to young people voluntarily. Young people attended when they choose to and as often as they wished. The purpose was to assist in the transition into

adulthood and to provide a curriculum of personal and social education. This was determined by the Principles and Purposes of Youth work as prescribed by the National Youth Strategy (Appendix A).

The Targeted and Inclusion Service offered direct support to young people aged 11-25 who were identified as being involved in anti-social behaviour and were at high risk of becoming involved in crime. Support was also aimed at young people not in education, employment or training (NEET) or those identified at risk of becoming NEET, including looked after children (LAC).

Changes to the structure of the Youth Service would have the most impact on the universal aspect of provision. There would need to be changes to how staff worked in order to support the quality and consistency of delivery. This would include improved recording of the impact and outcomes of the service and greater responsiveness to delivering services in line with the needs of young people. The service would support the Council Wellbeing Strategy and become more supportive of schools and address local community issues. Welsh Government had recognised this model as one which, drove up standards. By making such changes the Council could deliver an improved service and have a greater impact than at present.

The Local Authority was mindful that the policy changes described above required further collaboration or commissioning of services with external service providers in order to deliver the enhanced 'Youth Offer'. A number of well-established voluntary sector providers had ceased to operate in recent years.

The Lead Officer advised that the new model outlined in the proposal would seek to build on the current areas of provision which were successfully commissioned or provided collaboratively with national voluntary organisations and these included:

- the Duke of Edinburgh's Award in schools which is managed under direct licensing arrangements with Duke of Edinburgh Award Wales;
- Welsh language provision which is provided by Urdd Gobiath Cymru;
- outdoor pursuit and sports leadership courses which are delivered in partnership with the Boys and Girls Clubs of Wales.

The Council would also seek to further develop these provisions with well-established local community groups as there were several community based youth clubs who had a thriving membership with whom the service had a good working relationship. Of note, with support the groups could apply for grant funding such as the Strong Communities Grant Fund. The Committee was further informed that the structure of the service was being proposed would alleviate the current stress factors under the existing service. It would also ensure the services offered provided greater consistency in delivering the Youth Offer, improved outcomes and impact on the lives of young people and communities and improve opportunities to access external funding together with an opportunity to seek business sponsorship.

The proposals were also consistent with the Council's Reshaping Services programme which sought to mitigate the impact of reduced financial resources and increasing service demand by evaluating and adopting alternative forms of service delivery model to protect priority services.

The proposal would include a restructuring of staff contracts and would increase staff hours and reduce the number of part time rolls. Staff would also act in a mobile or peripatetic manner supporting more than one provision in any one week. Staff would be expected to support activities organised by their work colleagues on an out of county or Vale-wide nature for example Duke of Edinburgh expeditions. The proposal would also recommend the disposal of Llantwit Major Youth Club premises. The centre had been listed for disposal for some time and leasing consultation of moving the PRU into the premises was not approved which had resulted in determination of disposal as a reality. Therefore the building had been listed for sale.

In referring to savings and risks, the Lead Officer stated that the loss of management roles from the structure would provide more operational staff but would put staff at risk of redundancy. The reduction of part time roles would result in staff at risk of redundancies. The development of community groups and sustainability issues was a potential risk, however, there had been some success in this area with community libraries attracting up to £1m additional funding. With regard to future possible incomes partnership with voluntary sectors could lead to grant funding of projects and growth and provide opportunity to link to businesses. The partnership with the Duke of Edinburgh Award would assist with outdoor pursuit training and leadership course funding and the greater co-production would offer an opportunity to grant community projects and attract grant funding.

A Member sought clarity in relation to the registration of youth workers with the Lead Officer advising that part time staff should have a Level 2 qualification as a minimum although the local authority recommended Level 3 and professional staff Level 3 or above including Degrees and Masters Degrees. This prompted a further question in relation to if the local authority was working with other community groups would they have to be Members of the Education Workforce Council. Although this was not a requirement the Lead officer stated as a Council we would be advising that they were.

The Chairman then asked the representative from the Trade Union, Unison to make their representations to the Committee. Ms. S. Townsend-Ryan advised that the national strategy recognised open access and that the current youth workers had the relevant qualifications and were registered with the Workforce Council. However, if the proposals were accepted, in the rural areas, the contact via youth workers would be with unregistered officers. She also stated that over a quarter of young people were unaware of the universal services and that young people lived in a digital world and for a number of years a promise had been that advertising would take place on social media. However, this had not taken place. The problems she advised were in the back filling of spaces and that there would be problems to fill the hours proposed. The report also referred to the need to restructure the Youth Service with volunteers but she advised that the service should be supplemented not replaced.

Following a query re clarification, the Union representative advised that in terms of comments made re universal access and would this be the end of the qualified youth worker the suggestion was that as it would no longer be universal therefore it would not be a youth worker doing the work.

In response to queries relating to recruitment and back filling of positions Members were advised that currently the service provided 6190 hours but with the changes being proposed the future hours would be in excess of 8200 and this would make a considerable difference to the service provided to young people. There would not be as many part time positions but the number of hours would increase.

In referring to Llantwit Major Youth Centre a Member queried the running costs of the building and was advised that these were in excess of £20,000. Should a Community Asset Transfer application be made there was the possibility that the Council could itself consider provide rate relief to a group/charity organisation if they decided to take on the service. The Youth Service Department would also support a community group in their endeavours.

The Chairman referred to a letter which she had received from a local community group who had missed the deadline for registering to speak at the meeting. She would refer the queries to the officer for a response as the group were interested in developing future provision in Llantwit Major. The Lead Officer confirmed that there were a number of groups interested in the project and that he would be more than pleased to work with them if they wished to engage with the Council. He stated that there had been a significant interest in the Llantwit Major premises and Town Council had also expressed an interest.

Following a query from the Chairman as to whether the Lead Officer would commit to continued provision, the Lead Officer advised he had made a commitment to the Colwinston Group and until they were ready to take over the service the Youth Service provision would continue and that commitment could also be given to other support groups.

In further querying the qualification in relation to the Education Workforce Council registration, the Lead Officer stated that he would encourage any group to adopt the Vale of Glamorgan training approach. The Council would also check on the persons appointed to see that they were who they said they were and whether there were any issues. It was an approach they wished to ensure took place although he could not force people to register. However, he was aware that national groups already insisted that their staff were registered.

A Member of the Committee also stated that they had been a volunteer in various capacities and that the enthusiasm of people at the start of an initiative was commendable but on occasions as it became too difficult volunteers fell by the wayside. Although noting that recruitment of volunteers was an issue the Leader officer reassured Members that the department would continue to support and work with community groups.

In referring to the costs for the Council on the number of redundancies the Lead Officer could not commit to a figure as the detail of the actual number of personnel who may leave or remain with the service could not be given at this stage. There were also some issues in relation to the number of redundancies and legal advice was being sought.

A Member, although aware that the increase in hours was important for the service, sought reassurance that the hours were being worked and not lost to unproductive hours for example driving from one place to another place. This the Lead officer stated would be addressed.

Following a query as to whether the young people would have to be members of clubs it was confirmed that they could just drop in.

Councillor N. Moore with permission to speak, queried that if the services were going to be stopped in Penarth and Llantwit Major how would the services be delivered. The report referred to savings of £244,000 but the figures in his opinion did not appear to add up. The Lead Officer advised that the budget had saved £182,000 and the services would be delivered wherever the young people requested the service. If there was a need for a mobile service that would also be provided.

Following consideration of the question and answer session, the Chairman stated that she considered that there appeared to still be a significant amount of detail that needed to be provided in particular in relation to conversations with the Third Sector providers which had not yet taken place. The Chairman stated that the Committee would welcome such information. The Lead Officer however reiterated his concern that providing further information before the consultation was concluded would cause a further delay and that it was important to restructure the service to ensure that the staff were not kept waiting any longer.

Having considered the Lead Officers representations a Member queried whether it would be prudent for the Committee to approve the report and consider calling in the structure later in the process to avoid undue delay for staff. However, a number of Members considered that they needed more certainty with regard to the proposals and following a vote it was subsequently

RECOMMENDED - T H A T Cabinet be requested to forward the final proposal post consultation to the Committee for consideration prior to the final decision being made.

#### Reason for recommendation

The Committee felt there was certain detail that was required following the consultation in order to make an informed decision in particular with regard to potential providers.”

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Cabinet, having considered the recommendation Scrutiny Committee Learning and Culture

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

Reason for decision

To note the contents of the report.

**C285 VALE OF GLAMORGAN COMMUNITY REVIEW (ERO) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -**

Cabinet was apprised of the duty to conduct a community review and agree the commencement date for the next review.

The last community review for the Vale of Glamorgan was conducted in 2009 and therefore ordinarily the next community review would be due in 2019, however given that the LDBCW would be conducting the electoral review for the principal area commencing in April 2019, LDBCW had recommended that the community review be postponed. As the principal area review would not be concluded until December 2020, and both 2021 and 2022 were election years, it was proposed that the Vale of Glamorgan community reviewed its postponed to commence in June 2023. The LDBCW had indicated that they supported the proposed timescale.

Consultation with LDBCW regarding the timing of a community review was required to ensure that LDBCW had sufficient time to make any Orders that were consequent following a community review and that it would not have an adverse impact on the work LDBCW has programmed.

Attached at Appendix A to the report was the LDBCW's Guidance for Principal Councils on the Review of Communities which would be followed when developing the project plan in advance of the proposed 2023

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T a full community review for the Vale of Glamorgan be commenced in June 2023 having regard to the timing of the Local Democracy and Boundary Commission for Wales' principal area review for the Vale of Glamorgan and the need to avoid the risk of voter confusion during election years in 2021 and 2022.

- (2) T H A T the Local Democracy and Boundary Commission for Wales and all other mandatory consultees be formally notified of the timescale for the next Vale of Glamorgan community review.
- (3) T H A T a copy of the report be referred to the Community Liaison Committee and all Town and Community Councils in the Vale of Glamorgan for information.

Reasons for decisions

- (1) To determine the commencement date of the community review.
- (2) To advise parties in line with the Local Government (Democracy) (Wales) Act 2013.
- (3) To apprise the Committee and Town and Community Councils.

**C286 TELEPHONE LINES AND CALLS CONTRACT RENEWAL (L)  
(SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -**

Approval was sought for delegated authority to award a contract for the provision of a telephone lines and calls service.

The previous 3 year contract with British Telecommunications PLC for the provision of fixed telephone lines and calls was due to expire on the 31st August 2017. However, in July 2017 Cabinet, minute C42, granted delegated authority to enter into a contract for an extension period of 1 year to allow for enough time to prepare a mini competition to award a 3 year contract with the option to extend further by a maximum of 2 years to start following the expiry of the extension on 31st August 2018.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T delegated authority be granted to the Head of Finance in consultation with the Leader and Managing Director to accept the most economically

advantageous tender for the provision of Council fixed telephone lines and calls for the duration of 3 years with the option to extend further by a maximum of 2 years following the completion of a competition using the Crown Commercial Services Network Services Framework Agreement RM1045 Lot 3.

- (2) T H A T delegated authority be granted to the Head of Legal Services to draft and execute the contract in line with resolution 1 above.

Reasons for decisions

- (1&2) To have an appropriate contract in place for the supply of fixed telephone lines and calls following the expiry of the current contract on 31st August 2018.

**C287 COUNCIL TAX DISCRETIONARY RELIEF FOR CARE LEAVERS (L)  
(SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -**

Approval was sought to grant Discretionary Council Tax Reduction in accordance with the provisions contained in section 13A Local Government Finance Act 1992 in respect of a class of individuals defined as Care Leavers.

It was appropriate to advise Cabinet of the current position in respect of the duty the Council had in respect of Care Leavers who, after their eighteenth birthday, may become liable to pay Council Tax following any discount, exemption or reduction that had been applied. The report considered the approach that was taken to provide care leavers, previously accommodated by the Council, with financial assistance towards any council tax liability.

Under Section 13A (1) (c) of the Local Government Finance Act 1992 (as inserted by Section 10 of the Local Government Finance Act 2012), the Council had the power to reduce liability for council tax in relation to individual cases or class(es) of cases that it may determine.

The legislation allowed for a discretionary reduction to be awarded to groups or classes of individuals if so determined. If a separate class was determined a formal application for the reduction may not always be made or required. Where a decision was made to award discretionary reduction to a class/group of individuals then this decision would need to be taken formally by the Cabinet

There was currently no specific Discretionary Council Tax Reduction class for care leavers in Council Tax legislation. Consequently the only way to achieve an exemption/reduction for liable care leavers was to grant a Discretionary Council Tax Reduction in accordance with the provisions contained in s13a (1) (c) Local Government Finance Act 1992.

The Discretionary Council Tax Reduction could either be considered on a case by case basis or the Cabinet could decide to create a new class of discount to apply to care leavers as a group. Under each option the cost was borne by the all Council Tax payers in the Vale of Glamorgan.

It was anticipated that the actual number of individuals that would qualify was relatively small. This was because a large number of care leavers lived in supported accommodation or houses in multiple occupation or receive mandatory Council Tax Reduction based on their income level and therefore were not liable for Council Tax as they had a nil balance.

If a Cabinet decision was made to award Discretionary Council Tax Reduction to Care Leavers then the Council would need to adopt the criteria shown in the policy at Appendix A to the report to specify the treatment in cases of joint and several liability and the level of discount to be granted in such cases.

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 Discretionary Council Tax Reduction policy for Care Leavers as attached at Appendix A to the report in relation to the class described as “Care Leavers ”as defined in Appendix A and also permit the granting of section 13A (1) (c) of the Local Government Finance Act 1992 for more than a year be adopted.
- (2) T H A T a separate Discretionary Council Tax Reduction class for Care Leavers which would apply up until, but not including their 25th birthday at a rate of up to 100% of the Council Tax (dependent on household composition criteria) be applied as set out in the policy at Appendix A attached to the report.

- (3) T H A T Discretionary Council Tax Reduction would only be awarded after all other discounts, exemptions and Mandatory Council Tax Reduction had been awarded. The award would commence on 1st April 2018 and any backdated period would be considered depending on the merits of each individual application.

Reasons for decisions

- (1-3) To create a separate Discretionary Council Tax Reduction class for Care Leavers in accordance with the provisions contained in s.13A of the Local Government Finance Act 1992 effective from 1st April 2018.

**C288 STRATEGIC COLLABORATIVE WORKING INITIATIVE UPDATE (L)  
(SCRUTINY COMMITTEE -**

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

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

In recent years, collaborative working activity had increased in pace in response to the challenging financial climate and also in recognition of the value that working in partnership to share skills, expertise and experience could have in tackling increasingly complex issues. These activities also contributed to the Council's well-being outcomes and objectives.

The report provided Cabinet with an overview of the strategic collaborative working initiatives that were currently underway. The initiatives were regularly reported to the Council's Corporate Management Team to ensure maximum value was derived from the work and appropriate oversight was given to this area of Council business.

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

This was a matter for Executive decision

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

## RESOLVED –

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

Reasons for decisions

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

**C289 CABINET ANNUAL STRATEGIC FORWARD WORK PROGRAMME  
MAY 2018 – APRIL 2019 AND CABINET QUARTERLY WORK PROGRAMME –  
MAY 2018 – JULY 2018 (L) (SCRUTINY COMMITTEE – ALL SCRUTINY  
COMMITTEE)**

Cabinet presented the Forward Work Programmes of the Cabinet / Council for the 12 month period May 2018 to April 2019, and the Cabinet Quarterly Work Programme from May 2018 - July 2018.

In accordance with the provisions of the Local Government Act 2000 and the Council's Constitution, the Cabinet Annual Strategic Forward Work Programme Forward Work Programme attached at Appendix A, to the report set out matters which the Executive and Full Council were likely to consider during May 2018 to April 2019.

The Cabinet Quarterly Work Programme attached at Appendix B to the report set out matters that were included in the Strategic Work Programme as well as other specific items that the Executive and Full Council were likely to consider during May 2018 to July 2018.

At the meeting the Leader highlighted that the following amendments be made to Appendices A and B that were attached to the report.

On page 5 of Appendix A – under the report title heading **Western Vale Reconfiguration Consultation Report**, delete the wording “**and permission to proceed to statutory notice**” under the heading Purpose of Report (Summary).

On page 9 of Appendix A – delete the reference to the report title **Western Vale Reconfiguration Consultation Report** from the work programme.

On Page 13 of Appendix A – under the report title heading **New School for Barry Waterfront Consultation Report** – delete the wording “**and permission to proceed to statutory notice**” under the heading Purpose of Report (Summary).

On Page 5 of Appendix B - under the report title heading **Western Vale Reconfiguration Consultation Report**, delete the wording “**and permission to proceed to statutory notice**” under the heading Purpose of Report (Summary).

This was a matter for Executive decision

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

RESOLVED – THAT the Annual Strategic Work Programme for the period May 2018 to April 2019 attached at appendix A to the report and the Quarterly Work Programme for May 2018 - July 2018 attached at Appendix B to the report and subject to the changes above be approved.

#### Reason for decision

To comply with the requirements of the Local Government Act 2000, subordinate legislation and the Council's Constitution.

#### **C290 REVIEW OF MAYORS OFFICE AND ASSOCIATED ARRANGEMENTS (L) SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -**

Cabinet was informed of proposals to restructure the Mayor's office and associated support arrangements and the report outlined an alternative approach to the delivery

of the Mayoral function and service. The report also considered the future of the Mayor's Parlour at the Town Hall in the context of the restructure.

At the meeting the Leader tabled and read out the comments below received from Councillor I. Johnson who represented the Buttrills Ward.

During the Vale of Glamorgan Council Planning meeting on 26th April 2018, regarding a change of use from office space formerly used by the Vale of Glamorgan Council to residential use in the vicinity of Barry Town Centre, the officer told committee (at around 1 hr 22mins) that the need for 'social or affordable housing is such that it almost outweighs any policy consideration that we might have', as well as reference to an apparently limited need for office space within the town.

I recognise the need for social or affordable housing, and the drivers of such need, which include the continued implementation of the 'bedroom tax', sometimes known as the 'spare-room subsidy', and austerity policies. However, I am concerned that declaring Vale of Glamorgan Council mayoral office space at the Town Hall surplus to requirements without conditions may lead to unintended consequences that would not be beneficial to Barry Town Centre.

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 restructuring proposals for the Mayor's support office and budgets be noted.
- (2) T H A T the proposal to establish a Mayor's Fund to be in place by 9 May 2018 be noted and endorsed.
- (3) T H A T a leasehold interest in the floor area of the Town Hall, identified on the Plan at Appendix A attached to the report be declared surplus.
- (4) T H A T delegated authority be granted to the Head of Finance, in consultation with the Leader of the Council to secure a new use for the former Mayor's Parlour, as referred to in Recommendation 3 above and to appoint an

external valuer to provide a market valuation report and agree Heads of Terms.

- (5) T H A T in pursuance of resolution 4 above, the former Mayor's Parlour will be promoted for commercial and / or office space only.
- (6) T H A T the Head of Legal Services be authorised to draft and execute all necessary legal documentation associated with the disposal.

Reasons for decisions

- (1) To note and endorse the proposals for the Mayor's support office and budgets be.
- (2) To enable a new approach to be in place for the new Mayor once elected at the Annual General meeting on 9 May 2018.
- (3) To declare a leasehold interest in the Mayor's Parlour surplus to requirements
- (4) To enable a new and appropriate use to be found for the former Mayor's Parlour.
- (5) To ensure an appropriate new use which would reflect the location of the premises in the town centre and also the nature and character of the premises.
- (6) To provide authority to dispose of the leasehold interest.

**C291            RESHAPING SERVICES – INCOME GENERATION AND COMMERCIAL OPPORTUNITIES – ADVERTISING AND SPONSORSHIP PROTOCOL (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) –**

Cabinet was updated on the Advertising and Sponsorship activities being undertaken as part of the Council's Income Generation and Commercial Opportunities Strategy

As part of the Council's Reshaping Services Programme, Cabinet would be aware that a range of income opportunities were being actively pursued as a way of generating revenue at a time when the Council's budget was under significant pressure.

Cabinet approved the Income Generation and Commercial Opportunities Strategy in October 2017, which set out a framework for considering existing and new income streams.

The strategic approach to the identification, classification and implementation of income generation and commercial opportunities involved categorising potential opportunities into one of the three income categories; buildings, assets and physical resources, new products and services and existing products and services. There were three income or commercial approaches which were then explored to realise each opportunity; fees and charges, delivery models and sponsorship. The strategy's objectives and income principles were then considered and applied as appropriate to ensure that any decisions made were consistent, robust and congruent with the delivery of the aim of the strategy.

To ensure that advertising and sponsorship activity entered into by the Council was undertaken consistently and in line with agreed processes and procedures an Advertising and Sponsorship Protocol had been drafted and could be found in Appendix A attached to the report.

In line with the protocol in Appendix A, various project teams had been convened to explore opportunities for attracting advertising and sponsorship opportunities in respect of the Council's assets (website, pool cars, beach huts, parks and sports facilities), and services. The following areas would be explored for potential sponsorship and advertising under the Council's Income Generation and Commercial Opportunities Strategy.

### **Sponsorship of Summer Events Programme**

The Council's Summer Events programme comprised a number of exciting and popular events including Transport Festival, Beats, Eats and Treats, Cadstock Mustic Festival, Barry Island Summer Weekenders and Penarth Summer Sounds Festival. Together these events attract more than 80,000 visitors annually.

### **Locations and Prime Sites**

Consideration would be given to developing opportunities associated with locations and prime sites across the Vale of Glamorgan which could be used to generate income as a result of securing sponsorship and/or advertising. The following outlined some of the early areas for consideration. Further work would be undertaken to

investigate these opportunities in more detail, with further reports being brought to Cabinet as deemed appropriate, in accordance with recommendation 3 of the report.

### **Assets**

In a similar way to Beach Huts, the report proposed that consideration be given to attracting sponsorship and/or advertising on the Council's fleet of vehicles to include pool cars and other fleet vehicles. Given the visibility of these vehicles, both in and around the Vale of Glamorgan and regionally it was thought that the Council could consider selling advertising space on these vehicles or seek sponsorship for groups of vehicles. A project team had been established to consider opportunities in this area.

This was a matter for Executive decision

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

RESOLVED –

- (1) T H A T the contents of the report be noted.
- (2) T H A T the Advertising and Sponsorship Protocol contained in Appendix A attached to the report be approved.
- (3) T H A T subject to resolution two above, delegated authority be granted to the relevant Head of Service in consultation with the Leader, Managing Director and Section 151 Officer to promote and agree sponsorship and advertising opportunities and award necessary contracts in line with the Advertising and Sponsorship Protocol contained in Appendix A attached to the report. Where it was deemed appropriate to do so, further reports to Cabinet on specific opportunities would be reported.
- (4) T H A T the report be referred to Scrutiny Committee Corporate Performance and Resources for consideration.
- (5) T H A T the use of the urgency procedure, Section 14.14 of the Council's Constitution (urgent decision procedure), to enable the use of the Advertising and Sponsorship Protocol to be authorised to promote sponsorship opportunities associated with the summer events programme 2018

Reasons for decisions

- (1) To note the update on the advertising and sponsorship activities being undertaken in line with the Council's Income Generation and Commercial Opportunities Strategy
- (2) To ensure that advertising and sponsorship activity was undertaken consistently in line with agreed processes.
- (3) To ensure advertising and sponsorship activity was managed in accordance with the Advertising and Sponsorship Protocol and, where in certain circumstances it was deemed to be appropriate to do so, that individual reports be brought to Cabinet in due course.
- (4) To ensure that the process for progressing any changes was undertaken efficiently and effectively in accordance with the Council's policies and procedures and that the views of the Scrutiny Committee are taken into account.
- (5) To enable the use of the Advertising and Sponsorship Protocol to promote opportunities associated with the summer events programme 2018 whilst Scrutiny Committee consider this report in order to maximise the opportunity to secure funding due to the time of the year and timetable of events.

**C292 WEBCASTING EQUIPMENT (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) -**

Cabinet was apprised of the current condition of the Council's webcasting equipment, and approval was sought for authorisation to undertake a tendering process in respect of its update / replacement.

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 replacement of the existing webcasting equipment be approved.

- (2) T H A T delegated authority be granted to the Head of Finance to approve the issue of tenders for the supply of Webcast Equipment.
- (3) T H A T delegated authority be granted to the Head of Finance, in consultation with the Leader and the Managing Director, to accept the most economically advantageous tender for the replacement of the Council's webcasting equipment and the support of such, for a period of 3 years.
- (4) T H A T delegated authority be granted to the Head of Legal Services to draft and execute the contract.
- (5) T H A T the Urgent Decision Procedure under section 14.14 of the Council's Constitution be authorised in respect of recommendations (1) to (3).

Reasons for decisions

- (1) To ensure the Council's webcasting equipment was "fit for purpose".
- (2-4) To have an appropriate contract in place for the supply of webcast equipment
- (5) To enable a new replacement system to be sourced and installed by the end of the Summer recess.

**C293 TOWN CENTRE REPAYABLE FUNDING SCHEME – UPDATE (RP)  
(SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -**

Cabinet was provided with an update on the Town Centre Repayable Funding Scheme prior to seeking authority to approve the partial write-off of a debt secured by a land charge detailed within the Part II report later on the agenda.

This was a matter for Executive decision

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

RESOLVED – T H A T the current position with the Town Centre Repayable Funding Scheme be noted, with a view to taking decisions on the potential write-off of a debt secured by a land charge detailed within the Part II report later on this agenda.

Reasons for decisions

To enable funding decisions to be taken via a Part II report later on this agenda.

**C294 DRAFT VALE OF GLAMORGAN DESTINATION MANAGEMENT PLAN (RP) (SCRUTINY COMMITTEE - ENVIRONMENT AND REGENERATION**

Approval was sought of the Draft Vale of Glamorgan Destination Management Plan 2018-2020.

All destinations in Wales were encouraged by Welsh Government to develop a Destination Management Plan (DMP) to formally outline their area's priorities for tourism development. Any applications for funding required evidence that proposals support the delivery of the Destination Management Plan for that destination.

The previous DMP expired in Dec 2017 and was produced by an external consultant on behalf of the Council. Following the adoption of that DMP in 2016, a formal Destination Management Partnership was formed to oversee the delivery of the plan.

The Destination Management Partnership had been integral to the development of the draft 2018-20 DMP in prioritising the key objectives for tourism in the Vale.

The draft Vale of Glamorgan DMP 2018-20 was attached at Appendix A to the report, and would be fully formatted prior to publication.

This was a matter for Executive decision

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

RESOLVED – T H A T the Draft Destination Management Plan 2018-20 appended to the report at Appendix A be approved.

Reason for decision

To agree the strategic objectives for tourism development in the Vale for 2018-20.

**C295 WELSH GOVERNMENT CONSULTATION ON DRAFT PLANNING POLICY WALES: EDITION 10 (RP) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -**

During consideration of this item the Leader left the room and took no part in any discussions that took place. The Deputy Leader took the Chair.

Cabinet was advised of the Welsh Government's consultation on the proposed revision to Planning Policy Wales (PPW) in light of the Well -Being of Future Generations (Wales) Act 2015. The report also sought Cabinet endorsement of the responses to the Welsh Government's consultation questions attached at Appendix A to the report.

PPW was the national land use planning policy document of the Welsh Government. It was first published in 2002 and had since been updated nine times. PPW was supplemented with Technical Advice Notes (TANs), Circulars and ministerial letters. It provided the policy context for Local Development Plans (LDPs) and was a material consideration in the determination of planning applications and appeals.

The new edition of PPW also sought to promote the concept of 'place making' in both plan making and development management decisions which was central to the wider objectives of the Well-being of Future Generations (Wales) Act 2015. In addition, the Welsh Government had updated planning policy in key areas where necessary to reflect new Welsh Government strategies and policies.

The consultation documents were issued on 12th February 2018 and the closing date for responses was 18th May 2018. The consultation documents could be viewed on the Welsh Government web site via the following link:

<https://beta.gov.wales/planning-policy-wales-edition-10>

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 completed consultation response form attached at appendix A be endorsed as the Council's formal response to the Welsh Government consultation on Draft Planning Policy Wales: Edition 10.

- (2) T H A T the report be referred to Planning Committee for information.

Reasons for decisions

- (1) To endorse the response submitted to the Welsh Government consultation on Draft Planning Policy Wales: Edition 10.
- (2) To advise Planning Committee of the public consultation.

**C296 VALE OF GLAMORGAN LOCAL DEVELOPMENT PLAN 2011-2026: PUBLIC CONSULTATION ON REVISED SUPPLEMENTARY PLANNING GUIDANCE (SPG) (RP) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) -**

During consideration of this item the Leader left the room and took no part in any discussions that took place. The Deputy Leader took the Chair.

Approval was sought of the draft Supplementary Planning Guidance for public consultation prior to their formal adoption.

Following the adoption of the Vale of Glamorgan Local Development Plan 2011 - 2026 (LDP) on 28th June 2017, the Council had prepared draft Supplementary Planning Guidance (SPG) to support some of the key topics / policies within the LDP. In particular in relation to:

- Public Art in New Development (attached at Appendix 1 to the report)
- Travel Plans (attached at Appendix 2 to the report)
- Trees and Development (attached at Appendix 3 to the report)

Whilst existing SPGs contained useful general practice guidance and had been carried forward for use as material considerations in planning decisions, it was important that all SPGs were updated to reflect the policies of the adopted LDP to ensure the guidance was up to date and effective. The draft SPG also took into account of any relevant national and local policy and legislation changes including for example, the Environment (Wales) Act 2016, the Wellbeing of Future Generations (Wales) Act 2015, and Planning Policy Wales Edition 9 (November 2016) and the newly drafted Arts and Cultural Strategy an Aspirational and Culturally Vibrant Vale 2017 - 2022 where relevant.

The attached draft SPG had therefore been prepared to reflect the changes detailed above and to ensure that the suite of policy documents used in the determination of planning applications was effective and fit for purpose. The following sections provide a summary of the draft SPG.

### **Public Art in New Development SPG**

The draft SPG emphasised the benefits public art could have in terms of creating sustainable, distinctive and vibrant developments and places in the Vale of Glamorgan. It sets out when public art would be required, how public art contributions would be calculated and how public art should be delivered as part of new development proposals. It identified the key steps for the successful delivery of a public art proposal and contained recent examples of best practice in the Vale of Glamorgan.

### **Travel Plans SPG**

The draft SPG provided general information on travel plans, the benefits that they could bring to businesses, individuals and communities and detailed when travel plans would be required in support of new development proposals. The draft SPG provided details on the types of travel plan that could be prepared and the range of standard information that should generally be included. The draft SPG provided information on the types of measures which could be utilised to progress a travel plan and included examples of monitoring and review methods which enable accurate reporting of travel plan progress. In considering the requirement for a travel plan, the Council had proposed thresholds relating to the scale of development proposed.

### **Trees and Development SPG**

The draft SPG provided guidance to all parties involved in the planning process on how to fully consider trees and hedgerows as part of any new development proposal. The SPG reflects best practice approaches for the protection and integration of existing trees and hedgerows within new developments. It also set out the Council's requirements when submitting proposals for new development where trees were identified either within or in close proximity to the site. The approach was in accordance with the general principles and aspirations of strategic policy SP10 (Built and Natural Environment) and the Council's draft Tree Strategy. Guidance was also provided in respect of the provision of new landscaping features and the draft SPG outlines the approach that the Council will take when assessing development

proposals that might impact on trees, woodlands and hedgerows as well as the powers (statutory controls) that the Council has to protect trees and their setting.

### **Member and Public Consultation Proposals**

In accordance with the Council's corporate public consultation procedures the draft SPG attached at appendix 1 -3 would undergo a six week consultation period. All comments received and any proposed amendments resulting from the consultation would be reported back to members for their consideration prior to formally adopting the SPG.

In undertaking the public consultation, it was proposed that the draft SPG would be hosted on the Council's web page for the designated six week consultation period and that hard copies of each of the documents were available at the Council's Dock Office for inspection by the public during normal office hours.

In addition to the above, officers have compiled a list of interested parties and statutory consultees that will be contacted directly and made aware of the public consultation exercise. This includes adjoining local authorities, planning agents, town and community councils, and other specific consultees considered relevant to each specific draft SPG. The list of interested parties and statutory consultees was attached at Appendix 4 to the report.

Prior to the public consultation, all Members would be invited to attend a Member briefing session where officers will outline the content of the new draft SPG.

This was a matter for Executive decision

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

**RESOLVED –**

- (1) T H A T the draft Supplementary Planning Guidance attached to the report at Appendices 1-3, with delegated powers for the Head of Regeneration and Planning, in consultation with the Cabinet Member for Regeneration and Planning, to make typographical or other minor changes as necessary prior to publication, for public consultation purposes be approved.

- (2) T H A T all Members, including Planning Committee Members, be invited to attend a Member briefing session to advise them of the forthcoming consultation and the content of the draft Supplementary Planning Guidance.
- (3) T H A T a further report be presented to Cabinet following public consultation to report the findings of the public consultation exercise and any changes to the draft Supplementary Planning Guidance prior to the formal adoption of the SPG for development management purposes.

#### Reasons for decisions

- (1) To enable public consultation on the draft Supplementary Planning Guidance in accordance with the Council's protocol for the production of Supplementary Planning Guidance to afford the Supplementary Planning Guidance additional weight as a material consideration in determining planning applications and appeals.
- (2) To advise all Members of the draft Supplementary Planning Guidance and forthcoming public consultation exercise.
- (3) To advise members of the responses to the public consultation exercise and to seek members approval for the formal adoption of the Supplementary Planning Guidance as a material consideration in planning decisions.

#### **C297 BLOCK BOOKINGS REDUCTIONS AT LEISURE SITES AS A RESULT OF VAT CHANGES (SCHL) (SCRUTINY COMMITTEE – HEALTHY LIVING AND SOCIAL CARE) -**

Approval was sought to introduce delegated authority for officers to reduce the block booking fees for Leisure facilities operated directly by the Council following recent changes to VAT regulations.

The Vale of Glamorgan Council had previously charged VAT on the provision of sporting services, however a reduction on fees was facilitated for certain block bookings where the conditions of VAT exemption applied. This reduction had no effect on the amount of income the Council received but did considerably reduce the cost to the hirer.

Following recent changes to VAT regulations concerning sporting services (Cabinet minute 228, 19th February, 2018 ) the supply of all sporting services could now be

treated as VAT exempt therefore this reduction could no longer be applied and therefore as well as experiencing the annual increase in fees (Cabinet Minute 272, 26th March, 2018) an additional increase of approximately 20% would also be applied to previously VAT exempt block bookings.

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 Director of Environment and Housing in consultation with the Head of Financial Services and the Cabinet Member for Social Care Health and Leisure to reduce the fees charged to block bookings at directly managed Council Leisure Facilities.
- (2) T H A T all future fees and charges for Leisure facilities be set at the maximum cost with officers having the ability to reduce for promotions etc. in consultation with the relevant Cabinet Member and the Head of Financial Services.

Reasons for decisions

- (1) To prevent the recent changes to VAT regulations having an unfair impact on regular customers block booking Council managed leisure facilities.
- (2) To allow price to be used as a marketing tool and to prevent future minor pricing issues arising from external factors having to be the subject of a Cabinet report.

**C298 PROVIDING DOMICILIARY SERVICES WITHIN THE EXTRA CARE FACILITY (SCHL) (SCRUTINY COMMITTEE – SOCIAL CARE AND HEALTH)**

Authority was sought to re-tender for the Contract relating to the provision of Domiciliary care and support in the Council's Extra Care Housing facility.

Part 6 of the Social Services and Well-being (Wales) Act 2014 placed a duty on local authorities to have regard to 'the importance of promoting the adult's independence where possible'.

The Community Strategy 2011-2021 reflected this guidance by locating, as a strategic issue for the Council and its partners, efforts to maintain independence. It states that: "There is also a need to develop future services, within available resources, to meet the changing aspirations and expectations of older people, to lead more independent lives for longer. This is especially important given the aging population and the demographic profile within the Vale."

The Strategy identified that this would be achieved by developing "a range of options that enable older people to live independently in their communities for as long as possible e.g. Reablement, Telecare, Extra Care."

There was currently a Contract in place for this provision; awarded in 2014 for a period of 3 years with an option to extend for up to 2 years, however due to other commissioning priorities in 2019 the decision was taken to extend the Contract by only 1 year (to September 2018), in accordance with Contract Terms and Conditions.

Extra Care housing schemes were similar to sheltered accommodation but provided as much or as little care and support as necessary to enable older people to live in their own homes and maintain their independence in a safe and secure environment.

This form of accommodation was a popular choice among people living in such schemes for a range of reasons including:

- the increased capacity for maintaining independence within a home which is their own;
- the comprehensive on-site support;
- greater opportunities for social interaction; and
- a physical environment which is specifically designed to meet the needs of older people.

The Extra Care facility in the Vale of Glamorgan was a 40 unit building, with 55 bed spaces available in 25 single and 15 double units.

There was currently a Contract in place for the care and support service in the Extra Care Facility. The Authority's Contract Standing Orders required that contracts with an estimated value of £75,000 or higher should be subject to an appropriate procurement process that ensured value for money, compliance with legislation governing the spending of public money and protect individuals from undue criticism or allegation of wrongdoing.

This was a matter for Executive decision

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

RESOLVED – T H A T the Director of Social Services and the Head of Finance, (in consultation with the Cabinet Member for Social Care, Health and Leisure be authorised to:

- commence tendering procedures for the services outlined in this report; and
- accept and award tenders for this service in accordance with the Council's Contract Standing Orders;
- authorise the Head of Legal Services to execute the contract.

Reason for decision

(1) To ensure that the Council:

- provided care and support services in a cost effective way and meets the assessed needs of Service Users;
- fulfilled the responsibilities set out in the Welsh Government's Guidelines for Developing Extra Care Housing in Wales 2006 and the Social Services and Well-being (Wales) Act 2014; and
- met the requirements of its Financial Regulations and Contract Standing Orders.

**C299 LOCAL HOUSING MARKET ASSESSMENT 2017 (HBS) (SCRUTINY COMMITTEE – HOMES AND SAFE COMMUNITIES) -**

Cabinet was asked to consider the 2017 Local Housing Market Assessment that was attached at Appendix A to the report.

Local authorities had an important strategic housing role and statutory responsibilities in relation to the functioning of the housing market. Relevant to the adoption of the Local Housing Market Assessment (LHMA); Section 8 of the Housing Act 1985 required local authorities to consider the housing conditions and needs in their local area; this included a duty for local authorities to conduct a periodic review of the housing market. The review provided the Council with a comprehensive understanding of the local housing market and a robust evidence base for effective strategic housing and planning services.

The previous LHMA for the Vale of Glamorgan was undertaken in 2015 and completed in-house following the methodology published by the Welsh Government in November 2014. It provided a review of the housing market in the Vale of Glamorgan, considering all geographical areas, at ward level or by major settlement. This was achieved by providing an overview of the housing market, socio-economic, demographic and population statistics. This analysis provided a review of the housing market of the Vale of Glamorgan as a whole, across all tenures; home ownership, private renting and affordable housing. The assessment was conducted between September 2014 and January 2015; therefore the data and statistics used were those available or collected during this period of time and adopted by Cabinet on 16th November 2015 (Cabinet Minute C2980).

The results of the LHMA 2015 showed net need for 559 affordable housing units per year comprises 331 units of social rented accommodation and 228 units of intermediate housing (114 for low cost home ownership purchase and 114 for intermediate rent).

The LHMA 2017 was the first biannual review of the document, following the same methodology in compliance of Welsh Government requirements under Section 8 of the Housing Act 1985 and again was completed in-house. Due to the length of the document, a copy of report had been placed in both the Cabinet Room and the Members Room. A further copy was available in the Democratic Services office should Members wish to inspect the document

In addition to a review of the local housing market, a fundamental aspect of any LHMA is a calculation of the net need for 'affordable housing'. Estimates of shortfalls or surpluses of affordable housing, in different areas and of different sizes, are crucial inputs into the local housing and planning frameworks.

In common with the 2015 assessment, the LHMA 2017 again considered housing data and calculated the level of housing need across 12 housing market areas in the Vale of Glamorgan; outside of Barry and Penarth and Llandough these areas were coterminous with the ward boundaries.

The quantitative assessment of housing need, as set out by the Welsh Government's step-by-step guide, estimated the need for affordable housing over the next five years. The assessment of housing took into account of three stages:

(X) Newly Arising Housing Need (newly arising need for social rented housing, newly arising need for intermediate housing products and existing households falling into need for social housing)

(Y) Backlog of Housing Need (backlog of need for social rented housing and the backlog of need for intermediate housing products)  
 (Z) Supply of Affordable Housing (re-lets / re-sales of existing affordable housing and new build supply). Table 2 below showed the figures used in the three stages:

Table 2 showed the annual affordable housing need identified in the 2017 LHMA for the next five years, 2017 to 2022.

	Social Housing	Intermediate Housing	
		LCHO	Intermediate Rented
(X) Newly Arising Housing Need	253	42	47
(Y) Backlog of Housing Need	829	64	50
(Z) Supply of Affordable Housing	603	157	0
Annual Net Need for Affordable Housing (X + Y - Z)	479*	46	

\* Adjusted to account for the turnover of existing social housing, as per the calculation detailed in the Welsh Government guidance.

It should also be noted that out of the projected annual supply of 603 social rented units above in Table 2. 416 units were derived from the turnover in existing social housing stock and not new housing development.

The calculation for the LHMA 2017 showed an annual net requirement of 525 affordable units in the Vale of Glamorgan during the next five year period 2017 - 2022 (2,625 over the full period). However, this figure had been reduced by an annual projected over supply of 51 low cost home ownership units, which were unaffordable to those households in need of social rented and intermediate rented units. The true annual need was therefore 576 affordable housing units needed (made up of 479 social rented and 97 intermediate rented units) over the five year period. This was an increase of 148 social rented units per year from the 2015 LHMA (from 331 to 479) and a decrease of 114 units of low cost home ownership units (from 114 to nil) as well as a decrease of 17 intermediate rented homes (from 114 to 97). over the five year period.

These changes were due to a number of factors, including an increase in the Homes4U waiting from 2,237 to 3,882, an increase in the backlog of affordable housing needed from 459 in 2015 to 943 in 2017 and a projected decrease in the number of social rented properties available for re-let based on the lower turnover in the last two year period. Some of these changes had in part however also been

counteracted by a reduction in the household projections published by Welsh Government for the Vale of Glamorgan since the 2015 LHMA was conducted.

### Social Rented Accommodation

The net need for social rented accommodation was broken down within the report to detail the need for general needs properties, adapted/accessible properties and older person's accommodation. As well as by property size and area.

The need for social rented accommodation was greatest for general needs properties. There was an overall shortfall of 476 units per year. The need was highest in the Barry and Penarth and Llandough housing market areas. In terms of the properties needed, the most significant demand was for smaller one and two bedroom homes.

The net need for adapted and accessible accommodation was an oversupply of 24 units per annum. This included the need for level access properties with minor adaptations and those with acute needs which were most likely to require a purpose built adapted property. This was due to a number of factors, the application of the turnover rate of existing adapted housing available as part of the calculation and the information not being available for the number of people in the newly arising housing need or those falling into housing need who require an adapted home. This was a limitation of the calculation which was discussed further in the assessment of housing need.

Overall across the Vale of Glamorgan there was a need for an additional 32 units of older person's social rented accommodation, which showed a change from 2015 where there was an oversupply. The number was however still low and was in part due to the areas where the current accommodation was located and the high turnover. However, the need for specialist tailored older person accommodation in specific areas remains high and would continue to increase in line with the increase in the older persons' population projections in the Vale of Glamorgan. .

### Intermediate Housing

The net need for intermediate housing was 46 units per year in the Vale of Glamorgan, of which there was a projected annual surplus of 51 for Low Cost Home Ownership (LCHO) and a need for 97 intermediate rented homes. This reflected the trend of applicants only applying for low cost home ownership unit once a development commences and the growing difficulties of affordability, in the current economic climate.

LCHO provided by Registered Social Landlords in the Vale of Glamorgan had to date been provided on a 70:30 equity share basis (whereby the property was purchased for 70% of the market value). Due to the high property prices in the Vale of Glamorgan it was suggested that consideration be given to offering LCHO on a 60:40 equity share basis in some areas.

The demand for intermediate rented accommodation was highest in the Barry and Penarth and Llandough housing market areas.

Implementation of an intermediate rent model in the Vale of Glamorgan may be hindered by the gap between Local Housing Allowance and private rent levels in many areas. Consideration would need to be given to how a model of intermediate rent could be developed in the Vale of Glamorgan to meet the identified need.

The net need for affordable housing provided in the LHMA 2017 was calculated in accordance with the Welsh Government LHMA Guidance 2006 as well as meeting the requirements of Technical Advice Note 2 (TAN2) Planning and Affordable Housing (June 2006).

The Welsh Government earlier LHMA guidance (2006) states that in addition to providing an annual net need figure for affordable housing, it was also important to use the data to:

- Highlight where the data points to a large future shortfall or surplus of a particular dwelling size or tenure.
- Illustrate particular locational requirements.
- Identify future areas of concern where intervention may be advisable.

This was important to note in terms of the LHMA 2017, as whilst it was necessary to provide a net affordable housing figure across all property types, affordable tenures and areas, the figure calculated for the Vale of Glamorgan was misleading as it distorted differences in sub market areas, tenures and property types required.

One of the reasons that the net housing need figure was misleading was due to the way in which the requirement for social housing was calculated. Existing social housing stock which was considered to be 'surplus' or where there was a higher turnover rate (the frequency with which a property became available for re-let) was essentially deducted from the social housing required. However this did not take into account that the properties which were available do not 'match' those which were required.

Across the range of property sizes there was also surpluses of larger properties, for example three bedroom general needs properties, which again were essentially deducted from the need for smaller properties. These larger properties however cannot in the short term be used to meet the need for smaller properties. Although it was acknowledged that in the long term this information could be used by social landlords to consider the reconfiguration of their housing stock.

The issue was further compounded by differences between need and demand in different housing market areas and between types of property; for example the areas with surpluses of larger properties mask the need for smaller social housing units and the need for general needs accommodation compared to sheltered accommodation.

Consequently, the headline net social housing need of 479 units per year was an under estimation of the number of social rented properties actually needed in the county.

The Welsh Government LHMA Guide (2014) highlighted that the development of a LHMA was often described as “more of an art than a science” and therefore the ‘headline’ net housing need figure calculated by this approach should not be used as a definitive measure of need or as a target figure. Rather it should be used as an indication of the scale of the affordable housing problem and a benchmark to which the Council would work towards as far as practically deliverable through a range of various methods. These methods included but were not limited to Social Housing Grant, Housing Finance Grant, the Smaller Properties Programme, private finance secured by Housing Associations, Section 106 contributions (on-site provision and/or commuted sums) and other external funding.

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 subject to consideration by the Homes and Safe Communities Scrutiny Committee the Local Housing Market Assessment 2017 attached at Appendix A to the report be accepted and the policy implications for the Vale of Glamorgan be noted.

- (2) T H A T the Local Housing Market Assessment 2017 be referred to the Homes and Safe Communities Scrutiny Committee, for consideration.

Reasons for decisions

- (1) To ensure the Council was able to meet the demand for affordable housing units required in the Vale of Glamorgan.
- (2) To enable this Committee to consider implication of the assessment.

**C300 TRANSGENDER INCLUSION TOOLKIT AND GUIDANCE DOCUMENT FOR SCHOOLS AND OTHER SETTINGS (LC) (SCRUTINY COMMITTEE – LEARNING AND CULTURE) -**

Approval was sought for the 'Transgender Inclusion Toolkit and Guidance Document for Schools and Other Settings' that was attached at Appendix A to the report.

The purpose of the 'Transgender Inclusion Toolkit' was to provide up to date practical guidance to schools and other settings to support children and young people who were Transgender or Transgender questioning.

The document was designed to promote equal opportunities for Transgender or Transgender questioning children by addressing discrimination or disadvantage in order for this group to take part in school life and enable them to reach their full potential.

This was a matter for Executive decision

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

RESOLVED – T H A T 1. That Cabinet approve the 'Transgender Inclusion Toolkit and Guidance Document for Schools and other Settings' attached at Appendix A to this report.

Reason for decision

To enable the "Transgender Inclusion Toolkit and Guidance Document for Schools and Other Settings" to be adopted as guidance for schools in the Vale of Glamorgan.

**C301 EXCLUSION OF PRESS AND PUBLIC –**

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

**C302 TOWN CENTRE REPAYABLE FUNDING SCHEME – UPDATE (RP) (EXEMPT INFORMATION – PARAGRAPH 12, 13, 14) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION)**

Authority was sought to approve the partial write-off of a debt secured by a land charge at a property known as 45 Merthyr Street (former Dinam Hall), Barry.

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 by exercise of the well-being powers contained in Section 2 Local Government Act 2000 to the Head of Finance (in consultation with the Head of Regeneration and Planning and the Head of Legal Services) to negotiate the partial write-off of a debt (up to a maximum of £10,000) secured by a land charge at a property known as 45 Merthyr Street (former Dinam Hall), Barry, to facilitate a development of affordable homes subject to planning approval.
- (2) T H A T delegated authority be granted to the Head of Finance (in consultation with the Head of Regeneration and Planning and the Head of Legal Services) to secure payment of the remaining debt as a condition for release of the land charge over 45 Merthyr Street (former Dinam Hall), Barry.

Reasons for decisions

- (1) To facilitate a purchase agreement which would enable Newydd Housing Association to deliver a development of affordable homes subject to planning approval; to maximise the use of the Repayable Funding budget in line with

Corporate and Service Plan Objectives; and, to avoid repaying any underspend to Welsh Government on demand.

- (2) To achieve settlement of the outstanding debt.