

CABINET

Minutes of a meeting held on 3rd December, 2018.

Present: Councillor J.W. Thomas (Chairman); Councillor T.H. Jarvie (Vice-Chairman); Councillors J.C. Bird, G.A. Cox, G.C. Kemp, A.C. Parker and R.A. Penrose.

C493 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 19th November, 2018 be approved as a correct record.

C494 DECLARATIONS OF INTEREST –

The following declarations of interest were received.

Councillor J.W. Thomas	<p>Agenda Item 11 - Vale of Glamorgan Local Development Plan 2011-2026: Public Consultation on Draft Supplementary Planning Guidance (SPG) on Renewable Energy, Tourism and Leisure Development and Parking Standards.</p> <p>Reason for Declaration –</p> <p>Councillor Thomas had a planning application approved, and so he declared a personal and prejudicial interest. Councillor Thomas withdrew from the meeting during consideration of the Agenda Item and did not speak or vote on this matter.</p>
Councillor G.C. Kemp	<p>Agenda Item 13 – Welsh Government 30 hour Childcare Offer; working in partnership with Newport Council</p> <p>Reason for Declaration –</p> <p>Councillor Kemp’s daughter employed the services of a Child minder for his Grandson. He declared a personal and prejudicial interest, and was unable to speak and vote on the matter. Councillor Kemp therefore withdrew from the meeting.</p>

C495 COUNCIL TAX BASE 2019-2020 (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) –

The Council Tax base referred to the number of residential dwellings within the Council area. Welsh Government required all Councils to notify them of their Council Tax base for the coming financial year by 4th January, 2019. The Council Tax base would be used by the Authority to calculate the Council Tax for 2019/2020.

In calculating the base a range of information was taken into account, including the number of residential dwellings in the area, the numbers of unoccupied dwellings and any changes that had occurred during the year.

It had been assumed that the collection rate would remain at 97.5%, which was the same as the current financial year.

This was a matter for Executive decision.

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

RESOLVED – T H A T pursuant to the report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations, the amount calculated by the Vale of Glamorgan Council as its Council Tax Base for the year 2019-20 shall be:

- For the whole area: 59,457
- For the area of Town and Community Councils:

Barry	20,163	Pendoylan	342
Colwinston	375	Penllyn	1,040
Cowbridge with Llanblethian	2,591	Peterston-Super-Ely	544
Dinas Powys	3,667	Rhoose	2,955
Eweny	442	St. Athan	1,503
Llancarfan	469	St. Brides Major	1,401
Llandough	950	St. Donats	195
Llandow	422	St. Georges & St. Brides-Super-Ely	234
Llanfair	372	St. Nicholas & Bonvilston	633
Llangan	442	Sully & Lavernock	2,504
Llanmaes	253	Welsh St. Donats	308
Llantwit Major	4,080	Wenvoe	1,439
Michaelston	227	Wick	501
Penarth	11,405		

Reason for decision

It was essential that the Council Tax Base was set in order that it could be submitted to the Welsh Government and used by Councils and levying bodies to set precepts.

C496 COUNCIL TAX REDUCTION SCHEME (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) –

Approval was sought to confirm the re-adoption of the Council Tax Reduction National Scheme for 2019/2020.

For 2014/15 and subsequent years the Welsh Government made new regulations on which the national Council Tax Reduction Scheme was based. It was recommended that the Council confirmed each year its adoption of the scheme and discretions.

There were two sets of regulations governing the scheme, one of which established a single national framework scheme which would be imposed on any Council that failed to adopt its own scheme and the second of which set out the national requirements that each billing authority had to satisfy and also enabled additional areas of local discretion that Authorities might wish to implement.

Welsh Local Authorities had until 31st January each year to adopt a scheme exercising any of the discretions permitted under the Prescribed Requirements Regulations. This required a decision by Full Council. If the Authority failed to adopt a Council Tax Reduction Scheme by that date, the default scheme would apply.

This was a matter for Executive and Council decision.

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

RESOLVED – T H A T Cabinet recommends to Council that:

- (1) The Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations SI 2013/3029 (“the Prescribed Requirements Regulations”) and the Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (Wales) (Amendment) Regulations 2014 SI 2014/66 be adopted.
- (2) Any amendments to Regulations made by the Welsh Government be reflected in the scheme.
- (3) The national scheme be adopted with the following discretions –
 - That the Council should continue to allow Extended Payments up to a maximum of four weeks;
 - That the Council should continue to disregard War Widow and War Disablement pensions in assessing income for Council Tax Reduction;
 - That the Council should continue to allow Backdated Reductions for a period up to 26 weeks.

Reason for decisions

(1-3) To enable the Council Tax Reduction Scheme to be approved by Council by 31st January, 2019 and be in place for implementation from 1st April, 2019.

C497 COUNCIL TAX UNOCCUPIED DWELLINGS: 2019-2020 (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) –

The purpose of the report was to seek approval to consult on a proposed amendment to the existing policy for the 2019-20 financial year in relation to the Council's discretionary powers when determining the level of discount to be applied to unoccupied dwellings.

The Welsh Regulations prescribe three classes of dwellings for which Welsh Local Authorities had discretion to consider the discounts allowable. The first two classes were unoccupied and furnished dwellings and for this class discounts allowable were between 10% and 50%. The third class was for unoccupied and unfurnished dwellings for which Welsh Local Authorities and for this class the discounts allowable were up to a maximum of 50%.

The Council's current policy was to allow 50% discount on unoccupied dwellings in classes A, B and C.

The report detailed the main reasons for homes remaining empty in the long term and also the positive impact of bringing empty homes back into use. Given the local pressures on housing availability and local government finance, it was an option to discontinue this policy for the 2019-20 financial year and charge the full 100% for Class A, B and C properties.

The Leader clarified that unoccupied, unfurnished properties currently were 100% exempt from council tax for 6 months, this exemption would remain but there would be no discounts given after the initial 6 months.

This was a matter for Executive decision.

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

RESOLVED – T H A T the options to remove discounts in respect of unoccupied dwellings as defined in Classes A, B and C to the Council Tax (Prescribed Class of Dwellings) (Wales) Regulations 1998, be consulted upon with those impacted by these changes and other stakeholders.

Reason for decision

To consult with those impacted on by these proposals and other stakeholders.

C498 PRECEPT PAYMENT DATES 2019-2020 (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) –

The report sought approval for the precept payment dates in 2019/2020.

The Council as billing authority was required to notify Precepting Authorities of the proposed precept payment dates for 2019/2020 by 31st December, 2018.

This was a matter for Executive decision.

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

RESOLVED –

(1) T H A T payment due to the Police and Crime Commissioner for South Wales be paid in 12 equal instalments on the last working day of each month.

(2) T H A T payment due to Town and Community Council be paid in three equal instalments on the last working days of April, August and December 2019.

Reasons for decisions

(1&2) The dates are determined to optimise the Council's cash flow in line with the Regulations. The Council was required to determine its precept payments dates each year and inform the authorities concerned in line with the Regulations.

C499 SERVER HARDWARE REFRESH PROGRAMME (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) –

The report requested approval to let a tender for the supply and maintenance of server hardware.

Some hardware in the current server estate needed to be replaced as it was nearing the end of its serviceable life. After this point, the hardware would no longer be maintained and no software updates would be available. The existing hardware that still had a serviceable life would be retained and would not be included in the scope of this refresh programme of works.

This was a matter for Executive decision.

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

RESOLVED –

(1) T H A T permission be granted to let a tender for the supply and maintenance of server hardware through the Crown Commercial Service Framework, Code RM3733 Technology Products 2.

(2) T H A T delegated authority be granted to the Head of Finance, in consultation with the Managing Director and the Leader, to award the tender to the winning supplier.

(3) T H A T delegated authority be granted to the Monitoring Officer / Head of Legal and Democratic Services to execute a contract with the successful tenderer for the supply and maintenance of server hardware.

Reasons for decisions

(1) To allow the tender of the contract.

(2&3) To have an appropriate contract in place for the supply and maintenance of server hardware.

C500 SICKNESS ABSENCE REPORT – APRIL 2018 TO SEPTEMBER 2018 (L) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) –

The report set out the sickness absence figures for the six month period 1st April, 2018 to 30th September, 2018 as part of the agreed performance management arrangements.

As could be seen, there had been a decrease in absence levels during 2018/19 compared with the same period for the previous financial year. The absence rates were set out in paragraph 7 and showed a decrease from 4.45 days lost per FTE to 3.71 days over the period.

An analysis of the figures in each Directorate was set out in paragraph 9 of the report and an analysis of the reasons for absence was set out in paragraphs 16 to 26.

The decrease in absence levels was partly due to the improved management of some of the long term sickness cases. There had also been an increase in the level of scrutiny of absence cases, particularly reviewing staff with absences over four weeks and those who had regular absences. Absence was discussed at Directorate Management Teams as part of their service based action plans.

Having achieved 3.71 FTE days lost for the first six months, this equated to an end of year forecast figure of approximately 8.5 FTE days. The end of year target was 9.3 FTE days lost per employee.

Appendix C to the report showed the absence levels across Local Authorities in Wales for 2017/18. No figures were produced for six monthly data across Wales, however, the Council aimed to improve its position.

Even though there had been an improvement, there could not be any room for complacency in relation to the management of sickness absence. The Council continued to support its staff through a number of initiatives listed in paragraphs 29 to 32 and also in Appendix B.

The performance management approach to absence management would continue throughout the course of the year in order to improve absence levels in the Council. An end of year update would be presented to Cabinet in June / July 2019.

This was a matter for Executive decision.

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

RESOLVED –

- (1) T H A T the report and the half yearly sickness absence figures provided in Appendix A to the report be noted.
- (2) T H A T the progress in relation to the action plan as attached in Appendix B to the report be noted.
- (3) T H A T the report be referred to Corporate Performance and Resources Scrutiny Committee for consideration, with any comments referred back to Cabinet for further consideration.

Reasons for decisions

- (1) To bring matters to the attention of Members of the Cabinet in line with corporate objectives.
- (2) To inform Cabinet of the progress in relation to the agreed management of attendance action plan.
- (3) To enable the Scrutiny Committee to maintain a continued focus on the management of sickness absence throughout all services of the Council and to make recommendations to Cabinet, as appropriate.

C501 PROPOSAL TO LAUNCH A NEW DEATH REGISTRATION SERVICE AT UNIVERSITY HOSPITAL LLANDOUGH (UHL) (RLS) (SCRUTINY COMMITTEE – CORPORATE PERFORMANCE AND RESOURCES) –

The report set out proposals to commence pilot arrangements in partnership with Cardiff and Vale University Health Board (UHB) to operate a co-located Bereavement and Death Registration Service at University Hospital Llandough (UHL), on the basis of three days a week for a six month period commencing January, 2019 (this is part of their Clinical Strategy for the UHL). The intention was to simplify the experience of the bereaved and provide a service whereby the Medical Certificate of Cause of Death could be collected from the Bereavement Office, and therefore, remove the current requirement for families to make a separate appointment and then travel to Penarth or Barry to register a death. The pilot would operate three days a week with the UHB agreeing to fund the provision of

accommodation free of charge. The Council would fund certain office equipment from within existing resources.

The above proposal would further allow the Council's Registration Service to achieve the General Register Office statutory Local Registration Service performance target of 90% for the registration of all deaths within five days (non-coronial involvement).

Linked to these proposals, it was also intended to relinquish the lease at Westhouse, Penarth, which was the only remaining Outstation for Registrations in the County. The relinquishing of the lease would deliver a saving of approximately £74,500 based on the current lease agreement.

The General Register Office was supportive of the above proposals as they were deemed not to have an unreasonable impact on service users. This was because of established schemes already in operation for some years, for example, between the University Hospital Wales and Cardiff Registrar's service.

The Trade Unions have been consulted on the proposals and had raised no objections. Comments had been received from local Ward Members and related to parking arrangements at the hospital for service users.

This was a matter for Executive decision.

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

RESOLVED –

- (1) T H A T the contents of the report be noted.
- (2) T H A T subject to the success of the pilot with Cardiff and Vale University Health Board, delegated authority be granted to the Statutory Proper Officer for the Council's Registration Service (Operational Manager Democratic Services), in consultation with the Monitoring Officer / Head of Legal and Democratic Services and the Cabinet Member for Regulatory and Legal Services, to formally enter into an agreement with Cardiff and Vale University Health Board to permanently locate a Death Registration Service at University Hospital Llandough.
- (3) T H A T delegated authority be granted to the Statutory Proper Officer for the Council's Registration Service (Operational Manager Democratic Services) in consultation with the Monitoring Officer / Head of Legal and Democratic Services and the Cabinet Member for Regulatory and Legal Services, to formally give notice to Penarth Town Council (the landlord) to bring to an end the Council's lease in respect of office accommodation at Westhouse, Penarth.

Reasons for decisions

- (1) To advise Cabinet of the pilot proposals.
- (2) To enter into a formal agreement at the end of the six month pilot period.

(3) To relinquish the lease relating to office accommodation at Westhouse, Penarth.

C502 VALE OF GLAMORGAN LOCAL DEVELOPMENT PLAN (2011-2026: PUBLIC CONSULTATION ON DRAFT SUPPLEMENTARY PLANNING GUIDANCE ON RENEWABLE ENERGY, TOURISM AND LEISURE DEVELOPMENT AND PARKING STANDARDS (RP) (SCRUTINY COMMITTEE – ENVIRONMENT AND REGENERATION) –

During consideration of this item, the Leader left the room and took no part in the discussions on this matter.

The purpose of the report was to seek Cabinet approval of three draft Supplementary Planning Guidance (SPGs) for public consultation purposes on the following topics: Renewable Energy, Tourism and Leisure Development and Parking Standards. The draft SPGs were appended to the report.

The draft SPGs detailed within the report represented the third tranche of new / updated SPG in accordance with the Local Development Plan (LDP) Monitoring Framework requirements. It was noted that the Renewable Energy and Leisure and Tourism SPGs were new documents and the Parking Standards SPG would replace the existing outdated SPG.

The three draft SPGs reflected the policies contained within the adopted LDP as well as changes to relevant national policy and legislation such as the Wellbeing of Future Generations Act (2015) where relevant. The new / updated draft SPGs would ensure that the suite of policy documents used in the determination of planning applications and appeals was effective and fit for purpose. The report provided a brief summary of the draft SPGs in paragraphs 13 to 15.

In accordance with the Council's adopted "Procedures for the Production and Reporting of Design Briefs and SPGs" it was anticipated that the draft SPGs would undergo a six week public consultation in January 2019 and a Member Briefing Session would be held beforehand. All comments received and any proposed amendments resulting from the consultation would be reported back to Members for their consideration in due course before the SPGs were formally adopted for development management purposes.

This was a matter for Executive decision.

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

RESOLVED –

(1) T H A T the draft SPGs attached to the report be approved, with delegated powers authorised 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.

(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 SPGs.

(3) T H A T a further report be presented to Cabinet following the public consultation to present the findings of the public consultation exercise and consider to any changes to the draft SPGs prior to the formal adoption of the SPGs for development management purposes.

Reasons for decisions

(1) To enable public consultation on the draft SPGs in accordance with the Council's protocol for the production of SPGs and to afford the SPGs additional weight as a material consideration in determining planning applications and appeals.

(2) To advise all Members of the draft SPGs 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 SPGs as a material consideration in development management decisions.

C503 CHILDREN, YOUNG PEOPLE AND EDUCATION COMMITTEE INQUIRY INTO SCHOOL FUNDING IN WALES (LC) (SCRUTINY COMMITTEES – LEARNING AND CULTURE AND CORPORATE PERFORMANCE AND RESOURCES) –

The report provided information about the forthcoming inquiry into school funding being carried out by the Children, Young People and Education Committee of the National Assembly for Wales.

A call for written evidence was launched on 13th October, 2018 and ran until 14th December, 2018.

The inquiry covered the sufficiency of school funding in Wales and the way school budgets were determined and allocated. The specific focus areas of the review were listed in paragraph 3 of the report.

Cabinet was aware of the specific issues relating to funding for Education in the Vale of Glamorgan as outlined in the report. Given the current situation and the immense financial pressure facing schools in the future, it was considered important that the Council took the opportunity to respond to the call for evidence.

This was a matter for Executive decision.

Following consideration of the report, the Leader commented that the Vale Council had led the call for a review, and he referred to the £3m additional funding for schools that the Vale Council had allocated above the Welsh Government's Indicator Based Assessment. The Leader made reference to funding per pupil for school children in the Vale being the lowest in Wales and considerably less than the Welsh average.

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

RESOLVED – T H A T the focus areas for the Inquiry be noted and authority be granted to the Director of Learning and Skills, in consultation with the managing Director, Leader of the Council and the Cabinet Member for Learning and Culture, to submit written evidence on behalf of the Council.

Reason for decision

To ensure the Children, Young People and Education Committee was made aware of the issues the Council had previously raised with Welsh Government over the sufficiency and allocation of funding for education and schools in the Vale of Glamorgan.

C504 WELSH GOVERNMENT 30 HOUR CHILDCARE OFFER: WORKING IN PARTNERSHIP WITH NEWPORT COUNCIL (LC) (SCRUTINY COMMITTEE – LEARNING AND CULTURE) –

During consideration of this item, the Cabinet Member for Social Care, Health and Leisure left the room and took no part in the discussions on this matter.

The purpose of the report was to provide an update on the Vale of Glamorgan's position in respect of a request from Welsh Government for a different delivery arrangement to rollout the Welsh Government's 30 Hour Childcare Offer for 3 and 4 year olds in the Vale of Glamorgan and new partnership working arrangements with Newport Council.

The Welsh Government's 2016-2021 Programme for Government, "Taking Wales Forward", identified the "Free Childcare Offer" as one of its main pledges.

The free Childcare Offer was being implemented within and across Local Authorities on a phased basis and Welsh Government intended to achieve full coverage across all Local Authority areas by the end of the Assembly term (2020-2021).

In order to implement the policy, Welsh Government had advocated regional working with one Local Authority acting as the "delivery authority" for other Local Authorities known as "Engagement Authorities".

Welsh Government proposed that Newport Council be the Delivery Authority for the Vale of Glamorgan rather than Cardiff as stated previously. The Vale of Glamorgan

Council would provide any information they required to process applications and administer the offer.

This was a matter for Executive decision.

Following consideration of the report, the Leader referred to comments made on social media in relation to previous proposals that may have not provided full coverage across the Vale of Glamorgan. He added that this had now moved on and the new roll out should cover the entire Vale.

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

RESOLVED –

(1) T H A T approval be granted for the vale of Glamorgan Council to commence preparation for the implementation of the County wide 30 hour childcare offer from January 2019, with a view to enable qualifying parents to received provision from April 2019.

(2) T H A T approval be granted for Newport County Council to act as the Delivery Authority and the Vale of Glamorgan Council as the “Engagement Authority” as per Welsh Government’s guidance.

(3) T H A T entry into a contract with Newport County Council to act as the Delivery Authority on behalf of the Vale of Glamorgan in respect of the 30 hour Childcare Offer be approved.

(4) T H A T the Head of Achievement for All, in consultation with the Cabinet Member for Learning and Culture, be authorised to enter into appropriate contractual arrangements with delivery partners and employ personnel to deliver the 30 hour Childcare Offer.

Reasons for decisions

(1) To implement Welsh Government’s 30 Hour Childcare Officer to support families in the Vale of Glamorgan.

(2) To progress Welsh Government’s request to work with Newport Council to implement the rollout of the Childcare Offer in the Vale of Glamorgan in January 2019.

(3) To gain Cabinet approval for entry into a Service Level Agreement to support the proposed arrangements between Newport County Council and the Vale of Glamorgan Council.

(4) To ensure appropriate contractual agreements are in place with delivery partners and to make Cabinet aware of employment implications.