

CABINET

Minutes of a meeting held on 4th February, 2019.

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.

C564 MINUTES -

RESOLVED - T H A T the minutes of the meeting held on 21st January, 2019 be approved as a correct record.

C565 DECLARATIONS OF INTEREST -

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| Councillor G.C. Kemp | <p>Agenda Item 9 – Employee Pay Policy</p> <p>Councillor Kemp declared a personal interest in that a close family member was employed by the Authority and advised that he had a dispensation from the Standards Committee to speak and vote on the matter.</p> |
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C566 GLAMORGAN HERITAGE COAST ADVISORY GROUP -

The minutes of the Glamorgan Heritage Coast Advisory Group meeting held on 24th September, 2018 were submitted:

Present: Councillor S.T. Edwards (Chairman); Councillors Mrs. S.M. Hanks and N.C. Thomas (Vale of Glamorgan Council); Councillor Ms. N. Clarke (Bridgend County Borough Council), Mr. J. Golunski (Dunraven Estates), Mr. B. Acott (Friends of the Glamorgan Heritage Coast), Ms. G.M. Barter (Natural Resources Wales), Mr. N.A. Lewis (Glamorgan Wildlife Trust), Mrs. H. March and Councillor R. Gant (One Voice Wales).

Also present: Mr. B. Guy (Operational Manager), Mr. P. Lock (Glamorgan Heritage Coast Site Ranger), Mr. S. Pickering (Team Leader Countryside Services), Mr. G. Teague (Public Rights of Way Officer), Ms. N. Hollins (Vale Tourism Officer) and Mrs. A. Brown (Communities Directorate, Bridgend County Borough Council).

(a) Apology for Absence –

This was received from Councillor J.C. Bird (Vale of Glamorgan Council).

(b) Minutes –

AGREED – T H A T the minutes of the meeting held on 23rd April, 2018 be approved as a correct record, subject to it being noted that comments made by Councillor Clarke about the conditions of roads accessing the coastal path, were more to do with the general conditions of rounds around Porthcawl.

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

In commenting on the work since the previous meeting, Mr. Lock outlined the following:

- In terms of the warm weather, the summer had been the best since 1976. This had meant that there had been lots of visitors, even during mid-week. As a result, the Coastguard had received lots of call outs and had been very busy.
- The Rangers had been busy with Rights of Way work, which had been aided with the help of volunteers. Much of the work would not have been completed had it not been for the efforts of the volunteers. Again, volunteers from Lloyds Bank had helped out and also had provided a charitable donation.
- Work had been undertaken to fix a bridge in Cwm Colhuw, a new bridge constructed to improve access towards Aberthaw, new steps added to improve access at Cwm Bach and fencing added near Llantwit Major.
- The sunshine had helped vegetation to grow, so there had been a lot of pressure on keeping paths clear. One positive from the large amount of dry and sunny weather was that there was less grass to cut.
- A number of events had been hosted over the summer months, such as a wild life hunt with experts to assess how well wild life was doing. Also, other events included rock pooling, which was open to the public for a small fee. It was noticed that most of the children that attended were not local. It was therefore good to see that word of the Glamorgan Heritage Coast had reached further than expected.
- During the summer there had been a lot of school geography visits. This was because geography was a big part of the school curriculum. Due to the hot weather some schools had had to cancel their visits.
- There had been a number of dead sharks washed up on the beaches. This also included six dolphins. These had been following the mackerel along the coastline.
- With regard to the lifeguard hut located at Southerdown, Mr. Lock advised that this had been replaced.

A member asked what was the impact of wild life as a result of the very hot summer. Mr. Lock stated that it was more natural to have very hot summers and cold winters, so there was not a major impact.

The Chairman expressed thanks for all the hard work of staff and volunteers.

(d) Presentation by Nia Hollins, Principal Tourism and Marketing Officer –

Ms. Hollins provide an update on the work around tourism. She began by providing an overview of the work of her team, which included promoting the individual identify for each of the key tourist destinations in the Vale. These being, Cowbridge and the rural area, Penarth, Llantwit Major and Barry. Key elements of the work of the team included:

- Promoting and supporting tourist events
- Creative Rural Communities
- Membership of Visit Wales Communication Groups and the Destination Management Group
- Accessing funding to promote tourism in the Vale.

In terms of funding, Ms. Hollins advised that the team had a small budget in which to promote tourism. This meant that a lot of events were funded via external sources. She went on to refer to the role of the South East Wales Regional Tourism Forum and the Destination Management Group which brought together the work of ten Local Authorities.

A key element of this was a Destination Management Partnership, which brought together many different public, private and voluntary sector organisations. This Partnership had recently agreed a new action plan which had included seven key priorities:

1. To improve the range of accommodation provision;
2. To develop high quality events;
3. To raise the profile of the Vale of Glamorgan;
4. To ensure that visitor data is fit for purpose;
5. To maintain growth in the value of the tourism industry;
6. To achieve maximum value through partnership working;
7. To maintain quality provision and infrastructure of the physical environment.

Ms. Hollins then went on to refer to the STEAM report for 2017. This was a tourism economic impact modelling process which showed the value of tourism to the Vale of Glamorgan. The report for 2017 showed:

- The total economic impact of tourism was £236.81m. This represented a 4.2% increase on 2016.
- Total number of visitors was 4.16 million, with most of these being day visitors.
- Total visitor days was 4.62 million, which was a 4.1% increase on 2016.
- The number of Full Time Equivalent jobs reported was 2,997.

The Group was then provided with a brief overview of the 2016 visitor survey. This had shown that:

- Most visitors were from Wales, with just 1% from overseas;
- Most visitor groups were either family groups with young children or couples;
- There was a high proportion of day visitors (95%);

- 4% were on a short break and the average number of nights stayed was 6, which was equal to the Welsh average;
- The main reason for visiting was to enjoy the landscape, countryside and beaches, which was higher than the Welsh average. This highlighted that less people were visiting to see the historic sites;
- In terms of satisfaction rates, out of 10, 77% of visitors scored the Vale 9 or 10. A further 22% gave the moderate score of between 5 and 8. Only 1% were dissatisfied with their visit.
- 45% of visitors indicated that their trip exceeded expectations;
- 3% said that they would not return, while 95% indicated that they would;
- 91% of visitors indicated that they would recommend the Vale as a place to visit.

Ms. Hollins, in commenting on the findings, stated that it could be said that most visitors were very happy, but there was always room for improvement.

With regard to the Glamorgan Heritage Coast, Ms. Hollins advised that there were a number of projects and she highlighted the following:

- The work undertaken with Creative Rural Communities
- The marketing of events
- The promotion of camp sites
- The development of tourist information points (TIPs), which included the introduction of new digital TIPs
- Pop-up events
- The Dog Friendly scheme – Paws in the Vale
- The use of the business units and
- Infrastructure such as car parks.

Ms. Hollins advised that all these were externally funded.

In relation to partnership working, Councillor N. Thomas queried how involved were Town and Community Councils. In reply, Ms. Hollins advised that representatives from the Town Councils sat on the Destination Management Partnership. In relation to this, Mr. Acott, Chairman of the Friends of the Glamorgan Heritage Coast, was advised that he was welcome to inform his local Community Council of the Partnership Group and that a web link would be shared with him.

Councillor Thomas then queried the introduction of Control Orders for Dogs. In reply, Ms. Hollins advised that there had been a huge amount of debate on this and a final decision had yet to be made. Mr. Guy added that some elements of the proposals were being reconsidered.

Mrs. March queried the impact of proposals which could result in the introduction of car parking charges. The Group was advised that the current review did not include coastal car parks, with the most likely impact being on local residents. In commenting on the principle of charging for car parking, Ms. Hollins stated that it would be great if parking was free, but money was needed to ensure facilities such as toilets were of good quality and well maintained. Councillor Hanks commented that cash machines were not helpful from the point of view of carrying enough change. She also added

that she felt that a lot of local people were now not going to the beaches as parking was too expensive.

In response to a query regarding TIPs, Ms. Hollins confirmed that there were 56 information points throughout the Vale, of which 8 were digital.

(e) Verbal Update on the Draft Rights of Way Improvement Plan and Update on the Welsh Government Consultation “Access Within the Sustainable Management of Natural Resources” –

Mr. Gwyn Teague provided a verbal update on the Rights of Way Improvement Plan (ROWIP) and the Welsh Government Consultation “Access Within the Sustainable Management of Natural Resources”. He advised the Group of the following points:

- WG proposals to expand access to paths and bridleways had been put on hold due to Brexit;
- For improvement works at Monkash, Natural Resources Wales had carried out an assessment and had requested a number of changes. As a result, the scheme was being revised which meant that this would not be completed until next year;
- Maintenance work at Cwm Bach had progressed with new steps installed to improve access. In addition, due to cliff erosion, work to set back the path at Fonygary had been completed;
- NRW had also completed its quality survey of the Coastal Path. The only issue identified related to the number of structures which had the logos fixed in place. This was 72%, so had been highlighted as an area for improvement.

The Group asked for an update on the alternative route for Summerhouse Point. Mr. Teague advised that there were two issues. The first was around negotiations with the land owner and the second was access to the path, for which an application would be made.

Councillor Thomas commented on the likelihood of cliff falls, stating that it would be worthwhile if more signs and public information was displayed. In reply, Mr. Teague advised that cliff falls were very difficult to predict, but the Councillor’s point would be taken on board.

(f) Verbal Update on the Draft Parking Strategy for the Vale of Glamorgan – Mr. Bob Guy, Operational Manager - Regeneration –

Mr. Guy provided a verbal update on Council proposals around the introduction of car parking charges. This however did not include parking at Barry Island or Ogmores-by-Sea. Mr. Guy advised that consultation on this would end this Friday, with the last drop in session arranged for today from 3.00 p.m. Following this, the subject would be considered by Joint Scrutiny Committee meeting with final proposals going back to Cabinet for determination.

The Group heard that there had been some issues with one of the drop in sessions, where it was felt that officers' knowledge of the proposals were limited and maps were not available. Mr. Guy stated that he was aware of these issues. He also added that an important element for the proposals was around increasing turnover.

(g) Matters to be Raised by Bridgend County Borough Council –

The Group was advised that Bridgend did not have any matters that it wished to raise at the meeting.

(h) Matters Raised by Natural Resources Wales –

Ms. Barter from Natural Resources Wales informed the Group that they were currently undergoing a restructure and the relevant officer who would attend future meetings would be determined over the next month.

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

Mr. Acott, Chairman of the Friends of Glamorgan Heritage Coast, commented that he had attended the funeral of John Hartman, who was one of the founders of the Heritage Coast. The funeral was well attended and a fitting tribute was delivered.

Mr. Acott also advised that a legal agreement would be put in place allowing vehicle access to the former Sea Watch Centre. This process was ongoing but was also very slow.

Mr. Acott requested whether more advertising of the waymarkers in St. Athan could be carried out. The waymarkers were also concealed, so a request was made to clear the overgrowth.

(j) Date of Next Meeting –

To be arranged.

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RESOLVED - T H A T the minutes of the Glamorgan Heritage Coast Advisory Group meeting be noted.

Reason for decision

To note the contents of the minutes.

C567 VALE OF GLAMORGAN LOCAL ACCESS FORUM -

The minutes of the Vale of Glamorgan Local Access Forum meeting held on 25th September, 2018 were submitted:

Present: Councillor E. Williams (Chairman), Ms. C. Lucas, Mr. H.S. McMillan, Mr. R. Pittard, Mr. R. Simpson and Mr. G. Thomas.

Also present: Mr. G. Davies, Mr. S. Pickering, Mr. G. Teague (Vale of Glamorgan Council) and Mrs. A. Roberts (Natural Resources Wales).

(a) Apologies for Absence –

These were received from Mr. F. Coleman and Mrs. M. Miyata-Lee (Natural Resources Wales).

(b) Minutes –

AGREED – T H A T the minutes of the meeting held on 2nd May, 2018 be approved as a correct record.

Mr. Teague, in referring to funding for the Rights of Way Improvement Plan, stated that no funding had been allocated and a report on this would be presented at the next meeting.

(c) Coastal Access Improvement Programme – Background and Update –

The Coastal Access Improvement Programme (CAIP) was a scheme funded by the Welsh Government via Natural Resources Wales and delivered through Local Authorities.

Since the Wales Coastal Path officially opened on 5th May, 2012, the scheme had continued to fund the development and improvement of the route. The current programme was initiated by a Ministerial announcement that committed £900k worth of funding per annum for the next five years. The current scheme differed from previous in so much as funding was divided between improvements and maintenance, to reflect the maturing nature of the coastal path.

Mr. Teague advised that of the projects progressing, most of these related to Legal Orders initiated in order to roll back the path from the cliff edges.

The Forum was advised that it had been anticipated that work would commence on improvements around Monkash but Natural Resources Wales had advised that further consultation and amendments were required to the scheme design before approval was granted. It was therefore anticipated that works would happen in the next financial year.

In terms of maintenance, three projects had begun which included works to reopen the path near Fontygary Caravan Park, the annual clearance of vegetation along the coastal path and provision of steps at Cwm Bach.

Mrs. A. Roberts, from Natural Resources Wales, also provided an update on the Wales Coastal Path Annual Quality Standards Survey for 2017/18. This related to the number and quality of structures and furniture along with the number of issues identified. It was noted that around 25% of structures did not meet the required standards, which was mainly to do with missing signs and logos. The improvements required had been put into a regional maintenance plan which covered the period to the end of March 2020.

Mr. McMillan queried whether the Council required volunteers in order help address the issues of missing signs. In reply, Mr. Teague stated that this would depend on the type of work required and he cited the example of a missing stone wall which required metal pieces of furniture. If however the work was appropriate for volunteers, then this could be considered otherwise the work would have to be undertaken by a suitably qualified contractor.

The Forum queried whether funding was available. In reply, Mr. Teague confirmed that the Council was able to submit a bid to access grant funding. This was awarded on a priority basis. In addition, each year the Council received a maintenance allocation, which was in the region of £20k, so as the signs came under maintenance, then Mr. Teague was confident that this money would be forthcoming.

AGREED – T H A T the report be noted.

(d) Maintenance Report –

The Forum was provided with an update in relation to maintenance work carried out up to 30th September, 2018.

General discussion ensued around the drop in the number of issues resolved per during 2017 and 2018. In reply, Mr. Teague advised that information for the current quarter had yet to be inputted yet, so this distorted the current figures. Mr. Teague advised that Wardens had been carrying out a lot of maintenance work, particularly over the past couple of months.

AGREED – T H A T the maintenance report be noted.

(e) Legal Orders –

The Forum was presented with an update on the Legal Orders and Modification Orders across the Vale of Glamorgan. These were noted by the Forum.

AGREED – T H A T the report be noted.

(f) Performance Information Survey Returns 2017/18 – Public Rights of Way-

Mr. Teague advised that as mentioned in the May report, the aim from the 2017/18 survey year was to increase the annual 10% survey to 20%. This would be with LAF Members maintaining a 5% spring and 5% autumn survey and PROW team picking up the remaining 10%. Unfortunately, the 2017/18 20% target had not been

achieved.

The aim for 2018/19 was to reach the 20% target and to make up for as much of the lost 2017/18 survey as possible. This spring / summer 15.10% of the network had been surveyed and so the Council was on course to make up last year's loss. As with previous years, LAF Members had played a big part in helping to reach this target, with additional help from Mr. Mark O'Shaughnessy, Porthceri Park Volunteer. The pass rate for this year's survey was 66% which was in line with last year's results of 67% and the average from the previous five years of 65.8%.

The gradual decline in signposting from the road picked up in the last report continued with a pass rate of 66% from this survey. The Public Rights of Way Team intended to focus on this issue with it not being expected to be reflected in the autumn survey.

AGREED – T H A T the report be noted.

(g) Rights of Way Improvement Plan Re-Publication –

The Forum was asked to consider whether the principles and aims of the Rights of Way Improvement Plan (ROWIP) required revision.

To begin with, the Forum was asked to consider whether the ROWIP's vision was current and up to date. The Forum was in agreement that the Vision Statement was still relevant and did not require amending.

With regard to the principles of the Plan, the Forum was split into two groups. Group 1 was asked to consider Principles 1, 2 and 3 around access, management and sustainable improvements; and Group 2 considered Principles 4, 5 and 6 relating to better information, improved network routes and the wider context.

In relation to access, Group 1 considered that wording should be sensitive to the issues of car parking and visitor facilities. In addition, it was felt that access for all should be re-emphasised, particularly in relation to the removal of obstructions. Mr. Teague commented that the Plan probably needed to have more awareness of facilities as opposed to specific improvements to car parks, for which there was no funding allocated. The Forum agreed that a form of wording around maintaining the existing infrastructure should be added. Mr. Pittard queried whether there should be something separate and specific in relation to the infrastructure for the Coastal Path, referring to whether the Plan should be revised to consider whether it could be enhanced by the inclusion of additional routes. Mr. Teague stated that there was the Coastal Access Fund but this was not allocated for car parks, with the money there to maintain signs and improve public transport.

Around the management strategy, Group 1 felt that it was difficult for there to be a long term vision when funding was delivered on a short term basis. Any long term plan could only be executed with proper funding of improvements. For Principle 3, relating to sustainable improvement, the Group felt that the wording ran well and true. The Forum did consider that something could be added to recognise the change in agricultural policy and the impact this could have on Rights of Way

access.

Group 2 was asked to consider Principles 4, 5 and 6. Principle 4 and better information, it was felt that reference should be made to the use of new technology and the possible consideration of using third party apps like View Ranger as a way of improving access to information. The Group also suggested that the Council should look at improving and updating its website making the relevant pages more accessible.

In terms of Principle 5 and improved network routes, the Group considered that the management criteria needed to be defined, with less emphasis required on the potential for multi-use, as this had on the whole been achieved. With regard to new routes, it was felt that this aspect could be better 'framed' around new policies such as Active Travel. Mr. McMillan asked where did bridleways sit in the context of Active Travel, referring to the high number of horse riders in the Vale. In reply, Mr. Teague outlined that Active Travel related more to cycle routes, but the importance of leaving bridleways in the Plan was recognised. The Group considered that wording around impact on landowners and occupiers held the right balance and so no amendments were suggested.

For Principle 6 and the wider context, Group 2 felt that this should be more closely linked to the Council's Corporate Plan and also for there to be greater regard to other neighbouring Authorities' Rights of Way Improvement Plans. The Forum also felt that there should be reference to the Well-being of Future Generations (Wales) Act.

Mr. Pittard stated that it seemed that the Plan was in isolation and he queried whether the access plan should include the context around Active Travel. Mr. Pittard also made reference to the bidding process for the transport strategy, asking what steps had been used to join that up to the ROWIP. In reply, Mr. Teague stated that Active Travel would be referred to any updated Plan, but the work around Active Travel had been delayed as the relevant officer had been seconded to a post working with the Cardiff City Deal project. Mr. Teague added that it would right for the connection to Active Travel to be made.

In terms of the principles of the Plan, the Forum agreed that there were none that were missing.

The Forum as a whole was then asked to consider the aims of the Improvement Plan, which were grouped into three themes. These being Management, Stakeholders and Information, Communication & Promotion. Mr. McMillan queried whether there was a greater range of partner organisations and bodies that the Council could work with, particularly from the perspective of encouraging healthy lifestyles. In reply, Mr. Teague confirmed that the Council was active in seeking new partners to work with, but it would be good to foster relationships with specific organisations within the Health Sector.

With regard to volunteer involvement, the Forum suggested that a form of wording should be used to encompass all volunteer groups. The Forum then agreed that Mr. Teague would update the aims of the Improvement Plan based on up to date information and guidelines, and for this to be presented at the Forum's next meeting.

AGREED – T H A T a revised Rights of Way Improvement Plan be considered by the Forum at its next meeting.

(h) Member Briefing – Changing the Network –

The Forum agreed that this item would be deferred to the next Forum meeting.

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RESOLVED - T H A T the minutes of the Vale of Glamorgan Local Access Forum be noted.

Reason for decision

To note the contents of the minutes.

C568 SHARED REGULATORY SERVICES JOINT COMMITTEE -

The minutes of the Shared Regulatory Services Joint Committee held on 18th December, 2018 were submitted:

Present:

Representing Bridgend County Borough Council: Councillors Ms. D. Patel and D. Lewis.

Representing Cardiff City and County Council: Councillors M. Michael (Chairman) and Ms. N. Mackie.

Representing the Vale of Glamorgan Council: Councillor T.H. Jarvie (Vice-Chairman).

(a) Apology for Absence -

This was received from Councillor V.P. Driscoll (Vale of Glamorgan Council).

(b) Minutes -

RESOLVED - T H A T the minutes of the meeting held on 18th September, 2018 be approved as a correct record.

(c) Declarations of Interest -

Councillor Ms. N. Mackie declared an interest for the three items on the agenda. The nature of the interest was that Councillor Mackie sat on the Board of the Cardiff Port Authority. The nature of the interest was not personal or prejudicial and Councillor Mackie remained for the duration of the meeting.

(d) Draft Budget Proposals 2019/20 (HoF/Section 151) -

Approval was sought for the proposed budget for 2019/20.

The Shared Regulatory Services (SRS) Joint Working Agreement (JWA) set out the particulars for operating the collaborative service, and the creation of the SRS Joint Committee which was signed by Bridgend Council, Cardiff Council and the Vale of Glamorgan Council on 10th April, 2015, with the service becoming operational on 1st May, 2015.

The JWA states that the Joint Committee should agree the draft annual budget, which was referred to as the Proposed Budget, by 31st December prior to the commencement of the Financial Year to which the Proposed Budget related, and that the Proposed Budget should be submitted to each of the Authorities for approval.

For the period 2018-20, the Partner Councils had provided an indication of budget savings and proposed a programme that would see a reduction on the core budget of 5% recurring for the three years. This equated to an overall reduction of some £830k on the Core services budget. However, this did not include consideration for an inflationary pay rise or any enforced adjustment to the salary on-costs.

The magnitude of the agreed £830k budget reduction over the three year period had dictated a review of the organisational structure, and consequently consultation with the staff and trade unions. Implementation of the agreed programme of savings had been phased, with £166k of savings successfully achieved in 2018/19, £498k to be delivered during the financial year 2019/20, with the remaining £166k to be found in 2020/21.

The net effect of the budget adjustments detailed below in respect of the draft proposed 2019/20 budget was that the budget requirement of £8.190m was an overall £314k lower than the 2018/19 approved budget of £8.504m. This was made up of:

- £498k of savings which had been taken from the recharged Management Overheads, and from within Core. The component parts of the savings were £384k Staffing, £77k from new income streams plus £37k from Non-Staffing budgets.
- £184k of additional costs resulting from the assumed pay award.
- No further consideration given for price inflation was included within the budget.

The following table illustrated where in the service the savings had been taken from.

| Savings Illustration | Staff Reduction £'000 | Non Staffing £'000 | New Income £'000 |
|------------------------|-----------------------------|--------------------------|------------------------|
| Administration | (66) | | |
| Animal Services | (27) | | |
| Environmental Services | (32) | (10) | |
| Health & Safety | (40) | | |

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|---------------------|--------------|-------------|-------------|
| Housing Services | (68) | | (57) |
| Food Team | (72) | (14) | |
| Trading Standards | (79) | (13) | (20) |
| Total Savings Taken | <u>(384)</u> | <u>(37)</u> | <u>(77)</u> |

In line with the JWA, the population figures had been updated in this report to match the 2019/20 projected population was quoted in Welsh Government's Green Book.

In accordance with the JWA, income budgets remained the responsibility of each Participant Authority and were not included in the analysis laid out in the report.

Management Overheads were reallocated based on information provided by the Senior Management Team and were based on the consumption of the service. All other overheads continued to be recharged out based on the value of budget held.

The following table summarises the 2019/20 gross expenditure budget.

| Gross Expenditure Budget | 2018-19 Current £'000 | 2019-20 Proposed £'000 | Reduction in Contribution £'000 |
|--------------------------|-----------------------------|------------------------------|---------------------------------------|
| Bridgend | 1,774 | 1,728 | (46) |
| Cardiff | 4,978 | 4,793 | (185) |
| Vale of Glamorgan | 1,752 | 1,669 | (83) |
| Total Gross Expenditure | <u>8,504</u> | <u>8,190</u> | <u>(314)</u> |

Core Budget

The 2018-19 Core gross expenditure budget of £6.261m had been used as a base for the proposed 2019/20 budget.

The contributions due from each Authority for Core services are analysed in the table below.

| Core Services | Updated % | 2018-19 Current £'000 | 2019-20 Proposed £'000 | Change in Contribution £'000 |
|---------------------|-----------|-----------------------------|------------------------------|------------------------------------|
| Bridgend | 22.32% | 1,401 | 1,308 | (93) |
| Cardiff | 57.68% | 3,601 | 3,381 | (220) |
| Vale of Glamorgan | 20.00% | 1,259 | 1,172 | (87) |
| Total Core Services | | <u>6,261</u> | <u>5,861</u> | <u>(400)</u> |

A detailed breakdown of Authority specific budgets was shown at Appendix 1 to the report.

Having considered the report, it was subsequently

RESOLVED -

- (1) T H A T the proposed budget for 2019/20 be approved.
- (2) T H A T each individual Authority be requested to approve in writing the proposed budget for 2019/20 by 10th March, 2019.

Reasons for decisions

- (1) Following consideration of the draft budget proposals for 2019/20.
- (2) To allow the budget to be finalised prior to the start of 2019/20.

(e) Fees and Charges 2019/20 (DEH) -

The Committee's approval was sought for the proposed fees and charges for services delivered within the Shared Regulatory Service (SRS) for 2019/20.

The fees and charges adopted by the SRS in previous years had reflected a continual process of harmonisation in the licensing regimes operating across the three Local Authority areas. The fees and charges proposed for the financial year 2019/20 incorporated further streamlining, where possible, of the arrangements in place for licensing across a range of functions.

The fees and charges set out in the report aimed to optimise cost recovery from regulatory activity whilst ensuring that these were transparent, proportionate and compliant with statutory legislation. It was proposed that the new fees would take effect from 1st April, 2019.

The fee increases represented inflationary and wage award pressures and were based upon the Consumer Price Index (CPIH) for the year to August 2018, i.e. an increase of 2.4%. It was advised that while many of the charges were set locally (Annex Part 1), some were set through voluntary regional or national arrangements and others reflected the statutory regimes set by Welsh Government and UK Governments (Annex Part 2 to the Appendix).

The Committee noted that in terms of the rates for taxi fees, this was set individually by each of the three Local Authorities.

Subsequently it was

RESOLVED - T H A T the charging and fee proposals for the Shared Regulatory Services as set out at Annex Part 1 and Annex Part 2 of the report be agreed.

Reason for decision

To build upon the harmonisation charges across the service.

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

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

- Human Resources

Throughout the summer, the Head of Service had been engaging in consultation with staff and the trade unions on the proposed budget savings for 2019/20. Members had considered those budget proposals in an earlier report. Achieving the savings had required the deletion of 9.3 FTE posts from an establishment of 133 FTE. To date that had necessitated one compulsory redundancy, there had been two voluntary redundancy applications and the remaining posts had been deleted following resignations or a reallocation of roles and duties. This would have an inevitable impact upon service delivery. The management team would keep performance against agreed measures under review, but the Committee was advised that there would be a cessation of some activities to enable the focus to remain upon key issues.

In addition, the Head of Services referred to the difficulties in recruiting to certain posts, which required ever more technical qualifications, and also to the competition from other organisations and agencies.

- Financial Position Quarter 1

The financial monitoring report for the period 1st April to 30th September was attached at Appendix 1 to the report. It had been prepared from the consolidated figures gathered from each Authority for this period. The service was currently projecting a £48k underspend against a gross revenue budget of £8.504m. The draft/proposed 2019-20 budget had been presented under a previous item on the agenda.

The Committee was then taken through Quarter 2 performance as shown in Appendix 2 to the report.

In highlighting some key areas, the Head of Service began by advising that for Food Hygiene, the service was track to meet its performance target for the number of high risk inspections of Category A and B businesses. Performance for Category C business was slightly less as priority had been given to Category A and B businesses. The Head of Service issued a word of caution as the performance for these indicators could reduce due to the number of staff vacancies.

There was a similar picture for the number of new businesses identified which were subject to a risk assessment, with it being noted that the performance for the Cardiff area was slightly below target. It was reported that overall performance for the number of food establishments deemed to be broadly compliant had exceeded the Quarter 2 targets.

With regard to the number of high risk establishments that were inspected by Trading Standards, the Head of Service advised that performance was Amber but the service was on track to meet target. For new businesses, the Committee was advised the

service was close to meeting targets, with performance for the Vale Amber due to six outstanding visits.

For noise pollution and domestic properties, the Head of Service advised that performance had exceeded target. This was also replicated for commercial properties. With regard to alarm complaints, performance for Bridgend was Amber and related to one complaint being responded to in writing. Overall performance for this indicator was Green. In terms of applications determined within two months, the Committee noted that performance had met targets for each of the three Local Authority areas.

The Committee was then provided with service updates.

- The Vale Employers' Engagement Project - VEEP

The Vale Employers' Engagement Project ('VEEP') culminated in a business forum to support Golf Course Managers and Green Keepers throughout Bridgend, Cardiff and Vale of Glamorgan comply with relevant health and safety legislation. The forum, which took place on 7th November, 2018, was organised by Officers of the SRS and supported by HSE; Public Health Wales; external stakeholders and representatives from the golfing fraternity.

'VEEP' involved a 3-phase health and safety intervention throughout the SRS area. The project was initiated following two fatalities associated with the management of contractors on golf courses in Newport, and a spate of golf-buggy related incidents in Monmouthshire. Targeted inspections focusing on contractor management / green keeper safety / golf buggy safety initially took place during 2016/2017, with revisits to assess compliance taking place during 2017/2018. In order to identify if improvements were being sustained, and greater business resilience being achieved, Officers carried out verification visits to all golf courses during 2018/2019; the outcomes of which informed the topic areas for the 'VEEP' business forum.

'VEEP' targeted key topic areas which Golf Course Managers and Green Keepers were less confident with, and included:

- Tree management
- Noise at work
- Hand arm vibration
- COSHH
- Legionella
- Management of contractors
- Managing health and safety
- Occupational health
- Healthy Working Wales

A total of 95 delegates attended the 'VEEP' business forum, which included representatives from golf courses across SRS and some neighbouring Local Authority areas and external stakeholders.

All delegates were able to attend a maximum of six pre-selected workshops throughout the day which were run by professional key-note speakers (including: HSE; Public Health Wales; Vector Air and Water; South Wales Safety Consultancy; MHP Arboriculture; Capital People). Exhibitors from Bridgend College; IOSH; Insight Health Screening; Insync Corporate Health; Thomas Carroll and Xact also supported the event and of the 44 evaluation forms returned to SRS, 22 (50%) found the forum to be excellent value to their business; 19 (43%) found the forum to be very good value to their business; and 3 (7%) found the forum to be good value to their business. No negative comments were made on the evaluation forms.

- Letting Agents and Property Manager Enforcement

Following on from the Letting Agent and EPC survey carried out last year SRS Officers were developing a robust method to deal with letting agents and property managers that did not comply with the legislation that applied to them.

On 1st October, 2014 new legislation came into force making it a requirement for all letting agents and property managers to belong to a Government approved redress scheme to provide a mechanism for complaints to be investigated and determined by an independent person. For the purposes of the legislation the Government had approved three redress schemes under section 87 of the Enterprise and Regulatory Reform Act 2013. These were:

- Ombudsman Services Property
- Property Redress Scheme
- The Property Ombudsman.

On 27th May, 2015 new legislation came into force making a further requirement for all agents in England to publicise their relevant fees. This was extended to Wales on 21st October, 2015 by virtue of the Consumer Rights Act 2015 (Commencement No.2) (Wales) Order.

The redress scheme Order placed a duty on every enforcing authority to enforce the order within their local area and a requirement that letting agents display prescribed information.

SRS was working with Rent Smart Wales and providing a referral system to address breaches of legislation. Compliance in most cases had been achieved by advising agents and landlords to assist them to understand their responsibilities and no further action had been required. However there were still a minority of agents that were failing to comply with the requirements of the legislation. Officers were proposing to develop within the SRS area a Penalty Charge Notice to address these issues.

A Member commented that young people, particularly students, would not be aware of Rent Smart, so this was something for the SRS to consider.

- Illicit tobacco

It was reported that there had been a steady increase in the number of premises, particularly in Cardiff, supplying illicit and counterfeit tobacco to consumers. SRS

Officers regularly carry out inspections often involving partner agencies including South Wales Police and Wagtail who provided tobacco detection dogs to assist with the location of the product whilst on site. This allowed Officers to locate 'hides' that were used by retailers to conceal the product that often required specialist skills to detect and open.

Last month, an operation in Cardiff resulted in the seizure of a considerable number of illegal tobacco products. In one instance, Officers removed illegal products from a property on Friday, they returned the following Monday to find that the retailer had restocked; that illegal product was removed. The profits associated with this illegal activity were significant and those involved in the supply chain were well organised. Further operations were planned in the near future to tackle the issue.

Members were aware that the Welsh Government had been asked to consider funding a Welsh unit to tackle this trade on a national basis. A report written by ASH Wales was submitted to Welsh Government earlier this year and recommended that investment was made to address two key areas.

The first area was Communications - there needed to be an awareness-raising programme to educate the public about the harms caused by illegal tobacco. In addition, work needed to be done with smokers of illegal tobacco with the aim of making them feel less comfortable in purchasing counterfeit or smuggled product. Allied to this work, a reporting portal was recommended whereby members of the public had a number of different ways in which to report the supply of illegal tobacco, for example via telephone, online reporting and social media.

The second area was enhanced enforcement - there was recognition that Trading Standards services in Wales were insufficiently resourced to deal with the crime associated with illegal tobacco beyond the very local level. To address the complex regional and national supply chains for these products, ASH Wales recommended that a specialist Illegal Tobacco Enforcement Team be created, complete with Trading Standards Officers, Intelligence Analyst and Financial Investigators. This team would be hosted by a Local Authority but provide its services across Wales (much like the Wales Illegal Money Lending Unit), and would work closely with other partner agencies such as the Police and HMRC. Welsh Government had yet to give its decision as to whether the recommendations of the ASH Wales report would be adopted and the three year programme funded.

A Committee Member queried what sanctions were available for those traders that continually supplied illegal tobacco. In reply, the Operational Manager Commercial Services advised that the service would seize products and prepare prosecutions through the Courts. She added that the main way to tackle this issue was in having a dedicated team. In terms of the role of the Police, she went on to advise that joint operations with them and Officers from Revenue and Customs would take place, but there was a high threshold before prosecutions would be brought.

In relation to the ASH Wales report and recommendation for a dedicated team, the Operational Manager - Enterprise and Specialist Services advised that the SRS had made a bid to Welsh Government to manage this team that would cover the whole of Wales. She referred to the very sophisticated supply chain that existed, with it being

identified that around 15% of tobacco products in Wales were illicit. This demonstrated the size of the problem and the need for a co-ordinated response. This was why a team operating across the whole of Wales had been suggested, and highlighted the need to ensure that the enforcement side worked as effectively as possible.

- Port Health Plan

Members were aware that the SRS published a number of operational plans to advise stakeholders of the work to be carried out in certain environments.

The Committee was provided with an overview of the Port Health Service Plan for 2018/19. This document was set out at Appendix 3, and outlined the current service demands and provided consideration of how future challenges, including Brexit, would be met. The overview provided a summary of identification checks required for imported food and feeds, controls in place to prevent the spread of infectious diseases, responses to public health incidents, duties to protect public health and the wellbeing of crews and passengers; and finally implications on food imports and exports following Brexit.

Members were advised that the main role of the SRS was around identification and checks of imported food and feed, with it being noted that certain foods were not permitted to enter ports from a third country from outside the EU unless it had appropriate status. Currently no SRS ports had such status so checks were required to ensure that no such foods were imported through the ports. In addition Members were advised that for higher risk food products a designated point of entry was required beforehand. The overview went on to refer to the identification checks that were required for the import of food and feed, which included the following:

- Daily documentary checks to identify cargo on ships and aircraft freight handlers
- Occasional Identity checks
- Physical Checks of imported cargo.

Another main role of the service was around the control of infectious diseases. For this the SRS were bound by World Health Organisation international health regulations which were embodied in national laws specific to ships and aircraft. The purpose of these regulations were to prevent, protect against, control and provide a public health response to the international spread of disease in ways that were commensurate with the public health risks and which avoided unnecessary interference with international traffic. This also extended to non- infectious agents including chemical and radiological emergencies.

In terms of the controls in place for aircraft and ships that were monitored by the SRS, these included:

- Appointment of Port Medical Officer
- Duty for ship's master or aircraft captain to notify certain incidents of public health concern on board e.g. death other than by accident, illness etc.
- Powers to examine people and measures to be taken to prevent danger to public health including restrictions on boarding and detention of vessel / plane

- Requirement for valid ship sanitation certificate and issue of control certificate if required. Looks at pest control, potable water, waste disposal, accommodation, pollution control and food safety controls
- Disinsection of aircraft.

The Committee were advised that another key role was in relation to response to public health incidents, with notable instances included the Pandemic flu 2010, Ebola Virus Disease 2014, and the Zika Virus 2015. In addition the SRS was responsible to protect public health and well-being of crews and passengers by:

- Investigating complaints from crew and passengers
- Boarding / Food safety inspections
- Potable water sampling at shore side and airside
- Legionella testing.

The overview then went on to focus upon the implications of Brexit, with the Committee being advised that the SRS were planning for a range of scenarios, including; and an implementation period (negotiated outcome), no deal and long term (future import control regime). Members noted that currently the SRS were planning on a “no deal” basis. This would mean that the main impact would be on imports and exports, with no change to Infectious disease control.

Members noted that in relation to imports, no new controls were currently planned for imports of food and feed from the EU as risk would remain the same. In addition Third country imports would be subject to the same processes and checks but new Import Notification system would be required to replace current EU system. Further controls would be required for Third country transit consignments through the EU to the UK, as EU would not complete checks of food of non-animal origin or products not of animal origin in transit.

With regard to exports, Members were advised that the UK was applying to the EU to be listed as a Third country. Businesses exporting products of animal origin and live animals would be required to be recognised on an EU register and alter health marks accordingly. In addition, the Food Standards Agency had sent a letter to all such businesses to capture relevant detail.

In relation to actions for the SRS in preparation for Brexit, these included the following:

- Engagement with businesses
- Change to identification marks
- Completion of Export Health Certificates (EHCs)
- Keep up to date with proposed changes
- Attend meetings
- Technical notes produced by Government Departments
- Amend documentation e.g. standard letters, Notices, procedures
- Re-authorise Officers under new laws
- Training of Officers
- Surveillance.

The Committee noted that following Brexit, Export Health Certificates (EHCs) would be needed for all consignments of products not of animal origin exported to the EU. This would result in a significant increase in this work, with an estimated increase of 150-300%.

- Safeguarding / Scams

SRS safeguarding work continued to identify criminals who targeted the most vulnerable residents in our communities with callous scams and incidents of doorstep crime. A number of such criminals had been prosecuted already this year and other cases were progressing through the court system.

Two brothers were prosecuted under the Fraud Act for taking money from residents for home improvement work which was not completed, and for false representations made. The Court heard how the defendants had acted fraudulently with the intention of deceiving customers, and the Magistrates considered that the offences were serious enough to cross the custody threshold. One brother was given an eight week custodial sentence suspended for 12 months, ordered to carry out 100 hours of unpaid work and ordered to pay £720 compensation to the affected complainants. The other received a 12 month community order, was ordered to carry out 200 hours of unpaid work and had to pay £720 in compensation to the complainants.

In another case, a rogue trader pleaded guilty to three charges under the Fraud Act arising from his taking of money from consumers for materials and work that were never supplied. In total, the residents were defrauded to the sum of £4,950, and the Prosecution requested compensation in this amount. The Prosecution made claims for compensation for the three consumers who had been defrauded for a sum totalling £4,950. However this was not the first occasion on which the defendant had been convicted of fraud and in an earlier case taken by South Wales Police, agreed compensation to the victim remained unpaid.

In the circumstances, the District Judge took the unusual step of giving the defendant six months in which to pay the original compensation at a rate of £1,000 per month. However, should these payments not have been made in that time, the District Judge indicated that a custodial sentence would be imposed. When the case came back to court in November, the defendant failed to attend. In light of this and the fact that he had still not paid back the compensation arising from the earlier case, a warrant was issued for his arrest. Once arrested, he would be returned to court for sentencing.

A number of high value scam and rogue trader prosecutions were waiting to be heard in the court system; an update would be provided on progress against these at the February Joint Committee meeting.

- Stop Loan Sharks Awards for Wales

The Proceeds of Crime Act (POCA) provided enforcing agencies with the power to seize cash and recover assets acquired by criminals through the proceeds of their crimes. As a result, the Act had the effect of deterring offenders, disrupting organised crime and demonstrating to the public that crime did not pay. Enforcing authorities were required to use any monies returned to prevent or detect crime. The SRS used

such money to train Officers, purchase surveillance equipment, but also to fund suitable community projects to raise awareness and encourage reporting of community crime.

Last year, the Wales Illegal Money Lending Unit (WIMLU) awarded a total of £48,000 to ten community based initiatives under the first Stop Loan Sharks Awards for Wales. The purpose of the initiatives was to raise awareness of the problems caused in our communities by loan sharks, and how those affected and the wider public could report concerns. Over the course of the year, the successful initiatives included fun days and other events to highlight the problem of illegal money lending; the publication of newsletters and other materials aimed at target groups, and the production of a Welsh language film.

One initiative was noted in particular. This was a PETRA (Parents Engaging to Raise Aspiration) project which was run in a South Wales community. Parents and children worked alongside a professional storyteller, an illustrator and a designer to develop a picture book for children on the theme of illegal money lending. With assistance from WIMLU staff, the theme and story line were developed and the story book was produced. The result was the story of Dave and Doris Duck who got the better of evil lender Sid the Swan, narrated and beautifully illustrated in "A Fistful of Feathers". Recently, the book had been published in bilingual format, and a copy sent to each library and primary school in Wales meaning that children and parents would have opportunity to take from the story the powerful messages around reporting loan sharks and taking steps to avoid falling into a cycle of debt and misery that inevitably follows the taking out of an illegal loan.

- Knives Project in Cardiff

Following a spate of tragic incidents involving the use of knives, Cardiff had been identified as one of two areas of concern in Wales with regard to the prevalence of knife crime. In order to play a key role in tackling this trend, SRS had successfully bid for nearly £20,000 of Home Office funding. This would enable a range of Trading Standards compliance checks to be undertaken to identify the extent to which young people were able to purchase knives and other bladed instruments across the city.

Knife test purchasing work in other areas of the country had shown that nearly 30% of all attempts by young volunteers to purchase knives resulted in a sale. The Home Office funding would enable problem sectors of the trade to be identified and appropriate interventions carried out to address the problem for the longer term. An update report on the outcome of this Home Office funded work would be brought to the Joint Committee in due course.

- Minimum Unit Pricing of Alcohol

In August, the Public Health (Minimum Price for Alcohol) (Wales) Act 2018 received Royal assent. The legislation will take effect in 2019, making it a requirement that alcohol sold in Wales was priced in accordance with the statutory minimum unit price provision.

The Act had been introduced in response to concerns over the impact of alcohol harm on the economy of Wales and on the health and wellbeing of the nation. To put this into context, in 2017 there were over 500 alcohol-related deaths and nearly 55,000 alcohol-related hospital admissions in Wales. The direct health care costs attributable to alcohol during this period amounted to an estimated £159m.

The aim of the legislation was to protect the health of hazardous and harmful drinkers who consumed greater amounts of low-cost and high-strength alcohol. Evidence suggested that those who drank within the lower risk drinking guidelines of no more than 14 units per week would be only marginally affected by the change. This was because this group consumed a smaller amount of alcohol and also because they did not tend to purchase the cheaper alcohol that would be most affected by a minimum price.

Welsh Government had recently consulted upon the setting of the minimum price at 50p, after research estimated this would be worth £783m to the Welsh economy over 20 years in terms of reducing alcohol-related illness, crime and workplace absence attributed to alcohol. In responding to the consultation, SRS was supportive of the 50p minimum price as providing the right balance between on one hand having a positive effect on tackling harmful drinking and on the other inadvertently penalising responsible drinkers.

The purchase price would be calculated using the formula:

$$\text{purchase price} = \text{minimum unit price} \times \text{alcohol strength} \times \text{volume}$$

This meant that while a 50p minimum unit price would have little effect on the cost of a bottle of wine, there would be a near trebling in the cost of a 3 litre bottle of strong cheap cider which currently retailed for as little as £3.59.

- Air Quality

The annual Air Quality Progress reports, as required by Welsh Government, were presented to the respective Cabinets of Bridgend, Cardiff and the Vale of Glamorgan Councils in the autumn. The indicative position in each of the three Council areas was as follows

- Bridgend - As reported at the September Joint Committee meeting, monitoring at a new location in Bridgend during 2017 and 2018 had identified average nitrogen dioxide levels (NO₂) that breached the annual objective set for NO₂. As a result of this finding, on 20th November, a further report was taken to the Cabinet of Bridgend County Borough Council setting out the need for an Air Quality Management Area (AQMA) to be designated at that location. Cabinet approved the recommendation and the Order was due to take effect on 1st January, 2019.

As there were a number of residential and commercial properties included in the boundary of the AQMA, engagement with residents would begin prior to Christmas and continue through the spring. While the Cabinet decision to create the AQMA was final, the engagement exercise with residents would set out the reasons for and the implications of the AQMA, and seek comments and

suggestions on a range of possible mitigation measures to improve air quality in the area.

An Action Plan would be formalised in order to implement appropriate measures to improve / reduce the NO₂ levels within the AQMA. This would require a co-ordinated approach with SRS working with a number of BCBC departments and other agencies to identify the most appropriate solutions to improve air quality in the area.

- Vale of Glamorgan - the annual Local Air Quality Management Progress Report was approved by Cabinet on 5th November. One of the recommendations made in the report was the revocation of the Windsor Road, Penarth, AQMA, as a result of the improvement in the results of monitoring air quality in the area over a number of years. A public consultation would now follow to capture the views of residents and to ensure that the reasons for revocation were understood. The communications plan would make it clear that monitoring of air quality would continue in the area to ensure that the greatly improved standard of air quality was maintained.
- Cardiff - SRS continued to play a significant role in assisting the City of Cardiff Council as it identified the most effective way to improve air quality going forward. The SRS Team Manager Specialist Services Environment had recently been seconded to Cardiff Council for a period of at least nine months in the role of Project Manager for the Council's Air Quality Strategy.

As part of the overall piece of work around Air Quality in Cardiff the Licensing team was reviewing the emission standards of the licenced taxi fleet in the City. The intention was to take a report to the Public Protection Committee in the New Year proposing a consultation takes place on the age emission and vehicle testing standards for taxis and private hire vehicles. This would form part of a wider strategy to implement a phased policy of vehicle improvement, beginning with removing the oldest and more polluting vehicles from the city's roads and transitioning to the long-term target of achieving a 100% zero emission fleet of licensed vehicles.

- Housing Enforcement

At the previous Committee meeting, Elected Members were advised that within Cardiff there were a number of privately owned high-rise buildings that had been constructed using ACM materials similar to that used at Grenfell.

Working with the Fire Service and Welsh Government, the SRS had begun to take a more prominent role in respect of the affected high-rise buildings in the private sector with a view to using powers contained in the Housing Act 2004 and the Housing Health and Safety Rating System (Wales) Regulations 2006.

A new addendum to the Housing Health and Safety Rating System guidance (HHSRS) had been placed before parliament and was scheduled to become part of the HHSRS in January 2019. The addendum was intended to clarify how an HHSRS assessment of fire risk where aluminium composite material (ACM) cladding was present in high

rise buildings should be conducted, giving confidence to Local Authorities in carrying out their enforcement actions.

The SRS was taking further expert advice and remained in consultation with Welsh Government and the Fire Service as to the potential changes in policy and practice as a consequence of Grenfell, but in the short term, the focus was upon remediation of some of the high rise buildings in the City. The developers responsible for two of the affected sites had written to the residents stating that they would replace the cladding even though it had "received regulatory sign off" for the use of Aluminium Composite Material (ACM). This was the type of cladding used at Grenfell. The developers expected the work to start in summer 2019. Another developer had confirmed that the ACM cladding on a commercial property in the City had been replaced.

The Minister for Housing and Regeneration had recently convened an Expert Group, to develop a 'road map' that would assist Welsh Government in its response to the issues raised by the Independent Review of Building Regulations and Fire Safety (the 'Hackitt' review). The Head of Service attends this group as a representative of the Regulatory Services in Wales.

Finally, the Equality, Local Government and Communities Committee: report on fire safety in high-rise buildings - (private sector) was published in November 2018. Of note to the Committee was the following commentary with respect to the resourcing of Regulatory services with respect to building safety:

"We acknowledge that after nine years of austerity, local authorities have had to make difficult decisions about resources, and that regulatory services, such as Building Control; Environmental Health and Trading Standards have faced the brunt of some of those decisions. We also highlight the importance of regulatory services, and how they play a key role in the preventative agenda that is at the heart of the approach all public services should be taking, and which is a legislative duty placed on them by the Well-Being of Future Generations (Wales) Act 2015."

"We believe that as part of the roadmap that the Building Safety Expert Group is drawing up, further detailed consideration is needed on how local authority regulatory services can be supported to ensure that they are able to provide more regular and unannounced inspection visits".

- Animal Welfare

SRS had been recognised in the 2018 RSPCA Cymru Paw Prints awards in both the Dog Warden service and Animal Licensing categories. The hard work of the Animal Wardens and Animal Health and Welfare Officers throughout the year meant that the SRS were not only able to maintain the silver standard achieved in 2017 for Animal Licensing, but built upon previous performance in respect of Dog Warden services by achieving the gold standard for the first time.

The aim of RSPCA Cymru in giving these annual awards was to shine a light on organisations across Wales who had 'gone the extra mile' for animals, and entries were judged by an external panel of animal welfare experts. Two of the SRS team, together with the Chair of the Joint Committee attended the RSPCA annual dinner and

awards ceremony in Cardiff Bay on 5th November, where Lesley Griffiths AM, Welsh Government Cabinet Secretary for Energy, Planning and Rural Affairs presented the awards.

- Enforcement Activity

Finally, the Head of Service referred to details of recent cases investigated by the SRS that had resulted in a prosecution, which were set out in Appendix 4 to the report.

Having considered the report, it was subsequently

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

Reasons for decision

In view of the work of the service and the progress towards completing the implementation programme.

RESOLVED - T H A T the minutes of the Shared Regulatory Services Joint Committee be noted.

Reason for decision

To note the contents of the minutes.

C569 CORPORATE RISK REGISTER - QUARTER 2 UPDATE (REF) -

The Leader presented a reference received from the Audit Committee regarding the Corporate Risk Register - Quarter 2 position - April, 2018 to September 2018. The report included within the reference also provided an overview of the emerging risk themes and issues as outlined in the Risk Register:

Audit Committee Members were advised that there were currently 15 corporate risks on the Register, as outlined within Annex A of the report. Since the last update, no further risks had been removed or added to the Register.

Of the 15 corporate risks, in terms of risk status, one risk scored high, one risk scored medium/high, 10 risks scored medium and 3 risks scored medium/low. The overall position of risks on the Register had remained largely unchanged, with the exception of the Housing Improvement Programme risk that had now reduced from a medium to a medium/low status. This was shown on page 2 of the Annex A.

In terms of exceptions, the Head of Performance and Development outlined matters relating to the following subject areas:

- Deprivation of Liberty Safeguards (DoLS)
- Welsh Community Care Information System (WCCIS)

- Safeguarding
- Contract Management.

Members were requested to consider the decrease in risk associated with the Housing Improvement Programme. This had been downgraded to a medium/low risk and was a reflection on the Council having formally completed the Welsh Housing Quality Standards. The residual risk that remained related to maintenance which presented a much lower risk. The Committee agreed that the risk for this should be removed.

A Committee Member queried whether there was any indication of when issues with the WCCIS would be resolved by. In reply, the Head of Performance and Development stated that he would find out and also that further progress would be reported for the Quarter 3 update.

The Committee considered issues being experienced around Deprivation of Liberty Safeguards and the increased pressure that this had placed on resources within Social Services. This was discussed at length at the previous Audit Committee meeting, but Members felt that given that this had been a high level of risk for a considerable amount of time that this should be flagged up with Cabinet.

A Committee Member queried whether a report on Safeguarding could be presented. Members noted that regular updates were provided to the Scrutiny Committees, but the Committee considered it appropriate for a report of an audit of the Council's Safeguarding arrangements to be provided.

The Committee were then provided with an update on Waste Recycling by the Operational Manager - Neighbourhood Services. He began by outlining that there were a number of changes that represented areas of risk, the first being the change to the two black bag rule. The Operational Manager added that next year was a 'target year' in which the Council had to hit its recycling target of 64%. If it did not then the Council could face fines of £200 per tonne that was not recycled. He advised that at present the Council's recycling rate was below the new target, and so this would be a challenge.

Another major change was the move away from co-mingled collections to source separation. This was not likely to be very popular but was something that the Council had to introduce because of new Government legislation. The move from co-mingled was likely to be introduced during September next year. This would be a challenge, particular in parts of Barry, so it may be necessary for these residents to remain co-mingled. The Operational Manager then went on to refer to the need for more investment and he stated that by signing up to the blue print outlined by Welsh Government, the Council would be eligible for funding and so had made bids for a fleet of new vehicles, new container bags and for new waste treatment centres. In relation to new vehicles, he advised the Welsh Government had allocated the Council £1.5m which would allow for the purchase of 12 new waste vehicles. Around new waste treatment centres, the Operational Manager advised that the first site would be operational during the summer 2019 in Cowbridge and would handle waste for the western part of the Vale. Further sites would be developed for Penarth and Barry.

In referring to the change of co-mingled collections, a Committee Member queried whether there was sufficient resources available particularly around raising public awareness. The Operational Manager stated this was a challenge particularly as the service was required to make efficiency savings. He referred to the need for the service to be adaptable and the time required for the new services to bed in. This would mean a change in collection days. He also referred to an investment of £6m, and also the development of a new business model which had taken account of the requirement for budget savings of £600k. Members were advised that the changes should result in operating costs reducing and a new fleet of vehicles that had been paid for by Welsh Government. In addition, the Council would still be operating the old type of waste refuse vehicles in conjunction with the new recycling Lorries, so this meant that the service would have more resources which also meant that there was some flexibility with how it operated.

Subsequently, it was

RESOLVED –

- (1) T H A T the quarter 2 position of corporate risks for the period April 2018-September 2018 and the emerging risk themes be noted and the associated recommendations made by the Corporate Management Team be endorsed.
- (2) T H A T Audit Committee refers this report to Cabinet for their consideration and endorsement including proposals to remove the risk associated with the Welsh Housing Quality Standards (WHQS) as outlined in this report.
- (3) T H A T Cabinet be notified of the high level of risk associated with Deprivation of Liberty Safeguards and the impact this was having on Care Management resources within Social Services.
- (4) T H A T Audit Committee receives a report on Safeguarding.

Reasons for decisions

- (1) Following consideration of the quarter 2 update.
- (2) Following the Committee's consideration of the reduction in risk associated with the Welsh Housing Quality Standards (WHQS).
- (3) In order to advise Cabinet of the level risk associated with the high number of Deprivation of Liberty Safeguarding assessments, and the impact on resources within the Social Services Directorate.
- (4) In order for the Committee to consider the findings following an Audit of the Council's safeguarding arrangements."

 Cabinet, having considered the reference and recommendations of the Audit Committee,

RESOLVED

- (1) T H A T the comments of the Audit Committee as contained in the reference be noted.
- (2) T H A T the Quarter 2 position of corporate risks for the period April 2018-September 2018 and the emerging risk themes be noted and the associated recommendations made by the Corporate Management Team be endorsed including proposals to remove the risk associated with the Welsh Housing Quality Standards (WHQS) as outlined in the report.
- (3) T H A T the high level of risk associated with Deprivation of Liberty Safeguards and the impact this was having on Care Management resources within Social Services be noted.

Reason for decision

- (1) That the comments of the Audit Committee be taken into account.
- (2) To ensure Cabinet's consideration of the Quarter 2 update and the reduction in risk associated with the Welsh Housing Quality Standards (WHQS).
- (3) Cabinet is advised of the level risk associated with the high number of Deprivation of Liberty Safeguarding assessments, and the impact on resources within the Social Services Directorate.

C570 VALE OF GLAMORGAN COUNCIL HOMELESSNESS PREVENTION STRATEGY 2018-2022 (REF) –

The Leader presented the comments received from the Homes and Safe Communities Scrutiny Committee as follows:

Following apologies received from the Cabinet Member for Housing and Building Services, the Head of Housing and Building Services advised that the Housing (Wales) Act 2014 statutorily required Local Authorities to undertake a homelessness review and to produce a Homelessness Strategy setting out how the Vale of Glamorgan Council, in partnership with other stakeholders, would identify and develop the services required to help and support those persons in housing need. Therefore, a draft Homelessness Prevention Strategy had now been developed in consultation with partners setting out the steps and activities that would be undertaken by the Council and partners to deliver the required strategic outcomes for clients who were homeless or threatened with homelessness.

On 17th December, 2018, Cabinet endorsed the draft Homelessness Prevention Strategy and relevant Action Plan for consultation purposes and that the commencement of a formal consultation exercise be approved. Cabinet also resolved that following consideration by the Homes and Safe Communities Scrutiny Committee any comments be referred back to Cabinet for final determination.

The Head of Housing and Building Services introduced Mr. Mark Lawrence (Homelessness Consultant) who was seconded to the Local Authority from Shelter Cymru and had made an invaluable contribution to the development of the draft Strategy. The officer also introduced Ms. Joanne Rowe (Private Rented Sector Co-Ordinator) who had significant day to day experience of dealing with individuals likely to be or already homeless.

The Homelessness Consultant advised that the draft Strategy document itself was set out over two parts with the first containing the results of the Local Authority's review on the issue of homelessness and the second an Action Plan on how to tackle any points identified over the next four years. To gain a more open response from service users, a basic questionnaire was put to service users by independent individuals employed on behalf of the Local Authority and the feedback received from the 35 clients who engaged over a six week period was generally good.

It was found that the main focus of the positive comments received were based around that of soft skills i.e. empathy and therefore the positivity of feedback around this area was very rewarding for the Housing Solutions Team who were trying to provide a personal service under strict legislation.

Following the first stage of review which was to contact the service users direct, 120 invitations were sent out to local partners who had a connection to the Housing Solutions Team. Approximately 50 organisations attended the Homelessness Consultation event which followed with all of the information collated during the event being used to form the basis of the Action Plan. Therefore, the Strategy was not just the Council's vision for the future but also that of its partners and service users.

The officer advised that Section 66 of the new Housing Wales Act 2014 set out the requirement to prevent individuals becoming homeless in the first instance and the Vale of Glamorgan Council was sixth out of 22 Welsh Authorities. Section 73 of the Act set out the Local Authority's duty to resolve an individual's issues when they were already homeless and the officer was proud to report that the work of the Housing Team had resulted in the Local Authority being second out of 22 Local Authorities in meeting the statutory duty.

The Action Plan contained 46 actions that would direct the future work of the Council over the next four years; however, homelessness was an increasing issue within society and would always be an issue due to the multitude of possible issues resulting in an individual becoming homeless. Often the individuals that the Housing Solutions Team worked with presented with some sort of mental health issue and therefore the Housing Solutions Team now had a mental health professional as part of the team.

Looking forward to the future, the Officer advised that the Housing Solutions Team looked to increase on the number of households having their needs satisfied within the private sector and improve on the 240 figure since 2015. It was also hoped that within the next two to three months, two new support workers would be employed to help individuals maintain properties and their tenancies and therefore prevent repeated cases of homelessness. An online portal that could be accessed by individuals starting to worry about their home security was also being designed.

In conclusion, the Homelessness Consultant added that there was currently no quick fix for homelessness and that it was a national issue gaining more and more daily coverage within the media. Universal Credit would have a definite impact on homelessness and could have a significant impact over a short period of time following the Bedroom Tax which had already impacted on homelessness statistics. Brexit would also bring about possible job losses and interest rate increases on unsecured loans which would put households under significant strain. However, despite all of the aforementioned factors, the Housing Solutions Team was doing a fantastic job and was fully qualified to deal with any future challenges.

A Member referred to page 9 of the draft Strategy and queried whether the statement made that there had been no rough sleepers recorded over the same period (with regards to achievements made since the introduction of the Housing (Wales) Act 2014 on 27th April, 2015) was accurate when the Council was aware that there were more rough sleepers within the Vale of Glamorgan.

The Homelessness Consultant advised that the main issue with the Local Authority conducting rough sleeper counts was that the count was only a snapshot of the number of people sleeping rough at one particular time and that homeless individuals tended to pick multiple locations as a base through the night. The Private Rented Sector Co-ordinator also wished to apprise Committee of a Homelessness helpline called 'Street Link' which allowed any individual to call in a sighting of a person who seemed to be homeless and then the relevant Local Authority would be contacted with the information. This allowed the Local Authority to respond much quicker to offer support to any homeless individual. It was also important to note that due to the more rural setting of the Vale of Glamorgan, it was more difficult to measure the amount of individuals sleeping rough and to build working relationships with them in comparison to places such as Cardiff City centre where the night time economy resulted in homeless individuals being more visible and known to support staff.

The Chairman congratulated officers on the fact that the Local Authority was picking up on any instances of homelessness much quicker than it had previously and seconded the points raised by the Operational Manager for Public Housing Services in that sometimes homeless individuals were not always willing to accept the help offered by the Local Authority.

The Head of Housing and Building Services advised that many homeless individuals wished to stay within their local area to ensure that they remained close to their support network and there were often very complex reasons for the individual being homeless in the first instance. With regards to the number of individuals classed as 'sofa surfing' it was impossible for the Local Authority to confirm the number of individuals however, the Local Authority had seen a visible increase on the number of individuals sleeping on the streets of the Vale of Glamorgan. The vast majority of homeless individuals referred to the Housing Solutions Team by Elected Members, were already known to the team.

The Member thanked officers for their responses to her query and stated that it was extremely useful to know about the Street Link helpline and a comfort that the helpline was an out of hours service.

A Member congratulated officers on a very good Strategy and noted the huge progress made with regards to homelessness support since her time in office as a Cabinet Member and shared her continuing belief in a collaboration of support services to tackle homelessness. However, the Member expressed her concern over the continued use of bed and breakfast establishments being used for emergency accommodation as it had huge financial implications for the Local Authority. The Member also wished to highlight that the list of individuals as set out in the reasons for homelessness under Section 66 Housing (Wales) Act 2014 on page 11 of the Strategy were indeed the exact individuals who would most likely end up in bed and breakfast emergency accommodation.

In response, the Head of Housing and Building Services advised that the Local Authority was already putting long term plans in place to address the increasing need for one bedroom accommodation across the Vale of Glamorgan and added that an effective Strategy was essential to help support such planning. The Operational Manager for Public Housing Services also wished to add that the bed and breakfast emergency accommodation was not suitable for families, however, with all Local Authority accommodation being full but more individuals presenting as homeless, bed and breakfast accommodation was sometimes unavoidable. The Vale of Glamorgan Council currently operated on 10 emergency placements however, a severe lack of one bedroom accommodation was a huge concern and a priority factor in long term planning. The Homelessness Consultant apprised the Committee of the legislation currently in place around using bed and breakfast accommodation for emergency placements and that bed and breakfast accommodation was only meant to be used for a maximum of six weeks. However, homelessness was a crisis that the Local Authority must respond to and therefore any new build projects would act as a small relief to the crisis. For context purposes the Private Rented Sector Co-Ordinator advised that 10 individuals were already accommodated in the one bedroom emergency accommodation available to the Local Authority, however, 5 of those 10 individuals already had a 'move on' plan. Due to the unexpected nature of individuals declaring themselves as homeless, for example individuals suddenly fleeing domestic violence, the Local Authority was only able to plan its provision as a responsive service.

The Operational Manager for Housing and Building Services added that the Local Authority did not currently have any direct emergency access accommodation in the Vale of Glamorgan as was currently operated within neighbouring Local Authorities. However, the increase in homeless individuals within the Vale of Glamorgan meant that the Local Authority would need to consider whether other types of resources were required within the Vale. A second possible solution to offer support to homeless individuals was a Local Authority lettings agency. To build resilience into the Housing Solutions Team, some of the staff who were currently on a temporary contract would be offered permanent positions and if the borrowing cap was removed by Welsh Government it would allow the Local Authority to accelerate its housing development programme. The Local Authority did not wish to rely on emergency bed and breakfast accommodation and would be doing all it could to avoid it in the future.

The Member thanked the officers for their informative responses and requested that Committee receive regular updates on the output information informing the Strategy Action Plan and the Member's recommendation was seconded.

A Member wished to raise a number of points regarding the draft Strategy document as follows:

- The Member congratulated officers on a very well written summary and noted that there were 3,882 housing applicants on the Vale of Glamorgan Housing Register seeking affordable rented accommodation and of those, approximately 70% of households had no earned income. The Member noted that this was evidence of a severe issue for the Council and that there was also a significant amount of hidden homelessness that the Local Authority was not yet able to measure and therefore the Strategy seemed to lack a definition on what being homeless was.
- There was a grammatical error on the second bullet point at the bottom of page 9.
- Within the Homelessness Prevention Strategy Action Plan, the action of 'explore needs to develop a direct access hostel' was currently rated as a low priority. However, following discussion that had taken place during the meeting the action was obviously a high priority and should be changed to reflect this.
- Page 21 of the draft Strategy referred to a mental health link worker and the Member queried whether the individual would be placed in the Housing Solutions Team or at Barry Hospital.
- There were several references to the legislative sections of the Housing (Wales) Act 2014 within the document, however, there were concerns that the terminology would not be easily understandable to lay persons and therefore, an explanation of the legislative sections (in particular Section 73) needed to be added to the document.
- The pie charts within the document were not clear to the reader as some colours used were very similar and therefore the reader could not be certain which percentage was relevant to which category. Therefore, the Member suggested that a different type of chart be used and that the total statistics also be added to the chart for the readers benefit.
- The challenge facing the Local Authority was enormous and therefore a more stronger point needed to be made within the background information of the Strategy over the gravitas of the challenge faced.
- A Member referred to the statement made on page 3 of the Strategy which said that the aim of the current legislation was to focus more intensely on prevention rather than cure and therefore the Member suggested that more emphasis be put into the document with regards to specific prevention methods.

The Head of Housing and Building Services thanked all Members for their comments regarding the draft Strategy and advised that that all points would be taken into consideration and reflected in the draft document as appropriate. During the collation of the document, considerable attention was given to the terminology used to make sure that the document was interesting to read and understandable for all. With regards to the Member's suggestion of adding more statistical information into the document, the Officer advised that the information would probably be more appropriate for the Committee's attention as Members would have expert knowledge to assess and evaluate the statistics. The Officer also confirmed that the mental health link worker would be based within the Housing Solutions Team. It was also important to note that

the draft Strategy would also need to be formally adopted by Welsh Government prior to adoption by the Local Authority.

With full Committee agreement, the Chairman requested that the output information and relevant statistics informing the Action Plan be presented to the Committee on a quarterly basis and also wished to add that on page 17 of the document a note was currently included which stated '(Link to be added once draft approved)' which needed to be populated.

In conclusion, the Chairman thanked all parties for their contribution during the meeting and summarised that it was imperative that a focus on prevention as well as cure led the work of the Local Authority to tackle the homelessness crisis and that the fantastic work of the Housing Solutions Team and the Local Authority's position in comparison to other Local Authorities should be included within the draft Strategy. The Committee also wished to pass on their sincere thanks and respect to the members of staff in the Housing Solutions Team for their excellent and unwavering work.

RECOMMENDED –

- (1) T H A T the Homelessness Prevention Strategy and Action Plan be noted.
- (2) T H A T the comments of the Scrutiny Committee as set out in the minutes above be referred to Cabinet along with the draft Strategy and Action Plan.
- (3) T H A T the Homes and Safe Communities Scrutiny Committee receive a quarterly update report on the output information and relevant statistics informing the Action Plan.

Reasons for recommendations

- (1) Members are aware of the Homelessness Prevention Strategy and Action Plan.
- (2) Cabinet is aware of the comments received from the Scrutiny Committee prior to final determination of the Strategy and Action Plan.
- (3) To ensure Members are kept regularly up to date on progress surrounding the strategy during the current homelessness crisis.

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Cabinet, having considered the recommendations of the Homes and Safe Communities Scrutiny Committee,

RESOLVED - T H A T the comments of the Homes and Safe Communities Scrutiny Committee as contained in the reference be noted as part of the formal draft Strategy consultation exercise.

Reason for decision

That the comments of the Homes and Safe Communities Scrutiny Committee be taken into account prior to final determination by Cabinet following the formal consultation period.

C571 EMPLOYEE PAY POLICY (L) -

The Leader presented the report to ask Cabinet to consider and endorse the Council's Pay Policy for 2019/20 as set out prior to its submission to Council for final approval. The Leader began by advising that the Council had a statutory requirement under the Localism Act 2011 to prepare a pay policy statement for the new financial year 2019/20 and that the statement needed to be approved and published by 31st March, 2019. The document provided a framework for ensuring that employees were rewarded fairly and objectively, in accordance with the service needs of the Council and that there was openness and transparency in relation to the process.

The Pay Policy had been incrementally developed since 2012 to incorporate the following:-

- Guidance from Welsh Government as contained in the document "Pay Accountabilities in Local Government in Wales" as updated January 2016;
- Changes as prescribed by the Local Authorities Standing Orders (Wales) (Amendment) Regulations 2014 which took effect from 1st July, 2014;
- Changes as prescribed required by the Local Government (Wales) Act 2015 to ensure that any proposed changes to the salary of Chief Officers (as defined in the Localism Act 2011) were made following consultation with the Independent Remuneration Panel for Wales;
- Necessary refinements as a result of changes to the Council's senior management structure over recent years; and
- The effects of national and locally negotiated pay and associated benefit awards along with the provisions of the National Living Wage.

In conclusion, the Leader added that the Council's updated pay structure for NJC Green Book employees had been reflected in the 2019/20 Pay Policy Statement following an extensive development and consultation exercise and the subsequent approval by Cabinet and the Council and to the signing of the Collective Agreement between the Council and the recognised Trade Unions.

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 required changes to the Council's Pay Policy 2019/20 as set out in the report and as incorporated in the revised statement at Appendix A be noted.

(2) T H A T the Employee Pay Policy be endorsed subject to consideration by Corporate Performance and Resources Scrutiny Committee on 14th February, 2019 and final consideration and approval by Council on 27th February, 2019.

Reasons for decisions

(1) To respond to the legal requirements under the Standing Orders (Wales) Amendment Regulations 2014, the Local Government (Wales) Act 2015 and related advice from the Welsh Government.

(2) To respond to the legal requirement under the Localism Act and to provide openness and accountability in relation to how the Council rewards its staff.

C572 WHITE PAPER REFORM OF FIRE AND RESCUE AUTHORITIES IN WALES - COUNCIL RESPONSE (L) –

The report, presented by the Leader, sought Cabinet endorsement of a proposed response to a Welsh Government White Paper on “Reform of Fire and Rescue Authorities in Wales”, which made proposals for changes to the service's statutory governance and funding framework.

The proposals entailed retaining the current structure of three Fire and Rescue Authorities (FRAs), which had a membership representing the Local Authorities of each area. The Leader advised that changes were proposed which would reduce the number of Local Authority representatives and restrict them to Cabinet Members. Changes were also proposed to how FRAs were funded and how their performance was managed.

The Council's response to the proposals states that rather than retaining and tweaking the current framework of regional FRAs, the opportunity should be taken to consider a new single national fire and rescue service. If that option was not taken up then Councils should be free to continue to nominate Members as they see fit. Greater transparency as to how the Fire and Rescue Service was supported.

In conclusion, the Leader highlighted an error at question 9 (Appendix B) of the Council's response which currently stated that Council Representatives remain at two per Council however, Cabinet's view was that the response should state “not if the number of Council Representatives remains as per current arrangements.”

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 proposed response to the White Paper for submission to Welsh Government including the amendment to the question 9 response as set out above be endorsed.

(2) T H A T the use of Article 14.14.2 (ii) of the Council's Constitution (urgent decision procedure) be authorised in respect of the response so that submission is made before the Welsh Government's deadline of 5th February, 2019.

Reasons for decisions

- (1) So that the Council can advise Welsh Government of its views.
- (2) So that the Council's Constitution is observed.

C573 DIRECTORATE OF ENVIRONMENT AND HOUSING - PROPOSED FEES AND CHARGES FOR 2019/2020 (NST & SCHL)

The Cabinet Member for Neighbourhood Services and Transport presented the report, the purpose of which was to seek approval from Cabinet for fees and charges for the Directorate for 2019/2020. The fees and charges recommended mainly reflected an inflationary increase of 3.2% rounded up to the nearest 10p with some fees and charges having been increased in addition to inflation to reflect the take up of services and the cost of delivery. A small number had remained the same but these were generally refundable deposits which had been left at rounded amounts such as £100.00.

The Cabinet Member apprised his colleagues on exceptions as follows:

- The alternative approach proposed for areas such as Kings Square follows the principles contained within the income generation and commercial opportunities strategy and this is aimed at increasing commercial income;
- A new charge is proposed for replacement allotment keys of £16.60;
- Charges are recommended for bench or plaque dedications as there is an opportunity to significantly increase sales;
- It is recommended to increase the charges relating to commercial food waste collections due to higher collection and disposal costs; and
- A new charge is proposed for a proof of address letter for street naming and numbering.

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 proposals for fees/charges and required policy/process changes as set out in the report and the associated appendices be approved.
- (2) T H A T delegated authority be granted to the Director of Environment and Housing in consultation with the relevant Cabinet Member and the Head of Finance to vary fees detailed in the report should a business need be established.

(3) T H A T the report be referred to Environment and Regeneration and Healthy Living and Social Care Scrutiny Committees for consideration.

Reasons for decisions

- (1) To obtain Cabinet's approval of the charging and fees proposed for 2019/2020.
- (2) To allow minor 'in year' charging variations to be made promptly should there be a particular business need to do so.
- (3) To allow the charges and fees proposed to be considered, by the relevant Scrutiny Committee.

C574 ADULT PLACEMENT SERVICE - COLLABORATION AGREEMENT (SCHL) -

The Cabinet Member for Social Care, Health and Leisure presented the report to seek Cabinet approval for the Vale of Glamorgan to enter into a Collaborative Agreement with Bridgend County Borough Council to manage their Adult Placement Service (also known as "Shared Lives") commencing 1st May, 2019.

The Cabinet Member advised that Shared Lives/Adult Placement was a scheme where adults with learning disabilities, mental health problems, physical disabilities and dementia were offered short term, long-term or emergency care and support in a family environment. The Adult Placement model aimed to promote people's independence, self-esteem and confidence within a safe and supportive community setting. Adult Placement 'hosts' were assessed and trained by the Adult Placement Service and approved by an Independent Panel. From April 2019, Adult Placement services would be bound by legislation as set out in the Regulation and Inspection of Social Care (Wales) Act 2016.

In conclusion, the Cabinet Member added that Bridgend County Borough Council was already in a four year Western Bay regional Shared Lives (Adult Placement) contract with an independent provider and that the contract was led by Bridgend County Borough Council and included Swansea and Neath Port Talbot. However, the contract was due to end on 30th April, 2019.

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 proposal as outlined in the report, which is for a Collaborative Agreement to be entered into by the Vale of Glamorgan Council with Bridgend County Borough Council for the management by the Vale of Glamorgan Council of their Adult Placement Service, subject to the approval of Bridgend County Borough Council's

Chief Legal Officer and the Corporate Director, Social Services and Wellbeing be endorsed.

(2) T H A T delegated authority be granted to the Director of Social Services, Vale of Glamorgan Council in consultation with the Leader, Cabinet Member for Social Care, Health and Leisure, Managing Director, and the Section 151 Officer/Head of Finance to agree the principles of the proposed collaboration and undertake all necessary actions.

(3) T H A T delegated authority be granted to the Monitoring Officer/Head of Legal and Democratic Services to agree the terms and execute the necessary Collaborative Agreement with Bridgend County Borough Council.

Reasons for decisions

(1&2) To ensure that the process for taking forward this proposal is undertaken lawfully, effectively and in accordance with the Council's policies and procedures.

(3) To ensure that the process for delivering this proposal as outlined in this report is undertaken in a timely manner.