

**CABINET**

Minutes of a meeting held on 23<sup>rd</sup> March, 2020.

Present: Councillor N. Moore (Chairman); Councillor L. Burnett (Vice-Chairman); Councillors B.T. Gray, P.G. King, K.F. McCaffer, and E. Williams.

**C272 APOLOGY FOR ABSENCE –**

This was received from Councillor Margaret Wilkinson.

**C273 MINUTES –**

RESOLVED – T H A T the minutes of the meeting held on 9<sup>th</sup> March, 2020 be approved as a correct record.

**C274 DECLARATIONS OF INTEREST –**

There were no declarations of interest received.

**C275 CAR PARKING – GUIDING PRINCIPLES AND CHARGES (REF) –**

The below reference had been referred to Cabinet by the Environment and Regeneration Scrutiny Committee for consideration following its meeting on 25<sup>th</sup> February, 2020.

The Cabinet Member for Education and Regenerations presented the report which was a joint report with the Cabinet Member for Neighbourhood Services and Transport. This had been referred from Cabinet at its meeting on 24<sup>th</sup> February, 2020, for the Scrutiny Committee's consideration.

The report outlined that there was a requirement to ensure the best possible access to the Vale's commercial and tourist areas. One way of doing this was by having appropriate public transport and active travel networks in place and ensuring that car parking spaces were available for those who need them most.

It was noted in the report, that when managed properly car parking could benefit the economic activity of areas that it served. It facilitated good access to towns and amenities for residents, workers, shoppers and visitors. There was a need to invest in adequate car parking for those who wanted to visit the Vale of Glamorgan and those who worked within resorts and town centres. It was not simply about maximising car parking space, it was more about ensuring that car parks were well maintained and were accessible as well as ensuring that there was a range of options available to meet short and long stay visitors, businesses

and employees in a way that did not detract from the economic viability and vitality of an area.

The report outlined the guiding principles and charging regimes for car parks and charges following consideration of the comments received to the consultation undertaken on Capita's Draft Parking Strategy in Summer of 2018 and reviews of a previous Draft Parking Policy undertaken by the Environment and Regeneration Scrutiny Committee on 4<sup>th</sup> April, 2019 and Corporate Performance and Resources Scrutiny Committee on 11<sup>th</sup> April, 2019.

The guiding principles and charging regimes proposed are summarised as follows:

### **Town Centre Car Parks**

- ALL FREE except at the proposed Shoppers' Car parks at Wyndham Street, Barry and Town Hall Cowbridge. Charges proposed for Shoppers' Car Parks up to 2 hours FREE, up to 4 hours £2.00, and all day £6.00. Tariffs applicable 6 days per week Monday-Saturday from 8am to 6pm with blue badge holders free.
- NO CHARGES were proposed for on street car parking within any of the town centres.
- The Llantwit Major car parks were subject to separate consideration and discussions with Llantwit Major Town Council and were not covered by the report.

### **Resort and Coastal Car Parks**

- NO CHARGES were proposed for on street car parking at any of the resorts.
- Resort car park charges (Barry Island – Southerndown – Ogmores by Sea) would remain as they were for the summer months but would apply all year round (Resort car parks would not be subject to any seasonal variation in tariff reflecting their all year-round use). Late afternoon and early evening tariffs would continue to apply.
- Annual Permits would be available for coastal resort car parks for the first time at a cost of £50 for 6 months and £100 for 12 months. Disabled persons with blue badges would park for free.
- Bus and coach parking at resorts would be set at £30.00 all day.
- Other coastal (non-resort) car parks at Barry (Cold Knap and Bron y Mor), Llantwit Major Cwm Colhuw, Penarth Cliff Walk, Ogmores by Sea (Portabello), West Farm Southerndown and Llwyn Passat Penarth were used by a mix of residents and visitors to the area and were largely seasonal in demand. Therefore, NO CHARGES were proposed at these car parks.

### **Country Parks Car Parks**

- NO CHARGES were proposed until after 10am in Cosmeston Lakes and Porthkerry Country Park. After 10am until 8pm from 1<sup>st</sup> March to 30<sup>th</sup> September and until 5pm from 1<sup>st</sup> October to end of February charges

were proposed with up to 2 hours parking for £1.00, up to 4 hours, £2.00 and £4.00 all day. Bus and coach parking at £30.00 all day. Parking permits would be available for 6 months at £30 or £50 per annum which could be used at either Country Park. Disabled persons with blue badges would park for free.

### **Waiting Restrictions and Traffic Regulations**

- No charges or changes to the current Residents Parking permit Policy were proposed for 2020/21 which would remain FREE to eligible residents.
- All existing Traffic Regulations would remain in force unless subject to separate consideration and consultation.
- It was not proposed to introduce any additional traffic regulations to prevent displacement parking in the town centres or the areas surrounding the Country Parks. The need or otherwise for additional measures would be assessed as necessary in due course. In the interim, appropriate signing would be installed in residential areas in the immediate vicinity of Cosmeston Country Park and Barry Island to deter displacement parking.
- A further report would be presented to Cabinet providing an update on enforcement and to consider if any further residential parking requirements were required.

### **Ways to Pay and Exemptions**

- The report proposed to use modern solar powered 'Pay and Display' Machines with coins and chip / pin / contactless options. Digital payment methods including a Parking App would also be improved through investment in new technology. Consideration was also to be given to installing electric charging points within car parks and on street.

### **Leisure Centres**

- Leisure Centre Car Parks at Barry, Cowbridge and Penarth were subject to separate discussions with Legacy Leisure as part of the ongoing contract negotiations. Legacy Leisure had requested the introduction of controls in these car parks to favour Leisure Centre users and this would be the subject of a further report to Cabinet in the near future.

The report stated that the current proposals better reflected the views of the public and Elected Members. They departed considerably from the initial Car Parking Policy proposals put forward in March 2019 and demonstrated the importance of involving and listening to the views of local people.

It was outlined that the implementation of car parking charges allowed better management and control of parking which would encourage the free movement of vehicles and assist in keeping roads free from congestion and, in so doing, assist in addressing climate change implications in the longer term. The additional income obtained would better secure the long term sustainability of off street parking and also allow for increased investment in these facilities over time.

The optimisation of car parking through the introduction of parking charges could ensure adequate provision of safe affordable parking facilities that would provide infrastructure to support local businesses and attract the public thereby increasing economic activity and growth as well as encouraging future investment within local communities. There was a shortage of short-term parking in Cowbridge in particular and the increased turn-over of parking spaces resulting from parking charges would help to prevent the problem of this becoming worse over time as car ownership and parking demand increased.

Parking charging could increase parking availability for shoppers and visitors which could in turn improve highway safety and the management of the highway network and would reduce the potential for incidents of disorder.

The tables below provided a summary of the estimated net income achievable if the Car Parking – Guiding Principles and Charges (February 2020) was fully implemented for the car parks highlighted in the report. Costs that were already being incurred within the car parks have not been taken into account in the table below as these would still be incurred if the proposals were not implemented. The Year 1 additional net income figure if the proposals were implemented was estimated at £117k assuming the upfront costs of machine purchase and installation were funded via the Capital Programme and paid back over seven years.

#### Car Park Charging – Year 1 – Capital funded with payback over seven years

	Town Centre	Coastal Car Parks (additional income by charging same tariff all year round)	Country Parks	Total
Additional Year 1 Costs	£18,555	£0	£22,266	£40,821
Additional Year 1 NNDR	£0	£0	£64,500	£64,500
Additional Year 1 Gross Income	-£63,093	-£27,476	-£131,453	-£222,022
Additional Year 1 Net Income	-£44,538	-£27,476	-£44,687	-£116,701

The tables at Appendix 3 to the report provided a breakdown of the estimated costs and income for each proposed chargeable car park. The table provided an analysis over seven years of the costs and income for each car park. It was estimated that over the seven year period the net income provided by all car parks was £916k.

Members were advised that Appendix 3 contained two pages with page 2 being included in error so Members were asked to discount the information on page 2.

The Cabinet Member for Neighbourhood Services and Transport added that enforcement was the key part of how car parking would be managed, which would

be assisted by the introduction of a camera car that would create turnover of spaces.

The Leader, with permission to speaker, stated that this report had been a long time coming, and the proposals closely reflected current arrangements. For Barry, there was still free time available with all day parking accessible at areas such as the multi-storey car park. In relation to Cowbridge, the main car park would be designated a shopper's car park, but again free parking would be available at the Butts. Llantwit Major would be considered at a later date, while free car parking would be available at the Cliff Tops in Penarth. Charges for Nells Point and Ogmore-by-Sea would become all year round. The Leader emphasised that the current proposals reflected discussions with traders held back in 2015, which focussed on increasing turn over.

The Committee welcomed a public speaker, Mr. Fraser, who referred to issues associated with the River Mouth Car Park at Ogmore by Sea. Mr. Fraser outlined the following points:

- He, along with many visitors, benefitted from the coastal path and walks which improved people's mental health and wellbeing;
- There was a requirement to maintain and upgrade the parking for the paths for this to be a first class facility for visitors;
- Displacement car parking occurred on several roads around the river mouth area which led to residents' drivers being blocked and also impinged on the vision of drivers;
- Displacement parking also caused a number of antisocial behaviour including swearing and verbal threats;
- Displacement car parking also represented a loss of income to the Council and this was also affected by there not being enough enforcement;
- The need for more enforcement was evidenced by Mr. Fraser who recorded that on one day 20 cars had been parked illegally, only three had received tickets;
- The River Mouth Car Park would close overnight, but as there was insufficient enforcement, parking and camping would regularly occur long after the car park should have been closed;
- Proper signage was needed to redirect visitors to appropriate camp sites; and
- More enforcement was required and more signs were needed in order to advise visitors of rules and regulations.

A Committee Member asked Mr. Fraser what could be done to resolve the issues he had raised. Mr. Fraser stated that current regulations were not enforced and traffic wardens did not attend the car park on a regular basis because of the abuse they had received. The current signs were ineffective as displacement parking was a regular occurrence and this also created a health hazard. In reply to these comments, the Head of Neighbourhood Services and Transport stated that she was aware of the issues and she had met with the Community Council. As a result, a Charter was being devised which would outline how the Council would work with the Community and the Police in order to eliminate antisocial behaviour. The car park would currently shut at 23:00 but this would change to 22:00 and so

be easier to enforce. In addition, some of the issues would be taken forward as the Enforcement Service would be brought back inhouse from 1<sup>st</sup> April, with coastal car parks being a priority. In regard to better signage, she stated that as part of the Charter new interpretation boards would be installed which would outline the rules and provide greater information to visitors.

The Cabinet Member for Education and Regeneration Neighbourhood Services also added that any money that could be generated would potentially lead to extra investment at the car park in order to tackle issues. The Leader further added that the key consideration was enforcement and the issues could be alleviated by the introduction of the camera car which could lead to increased investment.

The Committee then welcomed Councillor N.P. Hodges, a Vale of Glamorgan Councillor but not a Member of the Committee, who had requested to speak on the matter.

Councillor Hodges began by echoing the sentiments made by the public speaker, Mr. Fraser, and that enforcement was the main issue. In relation to Barry Island he stated that the charging for all year round was a big change and that this would result in an issue of overspill and displacement parking which could block up residential areas and also potentially have an impact on the Asda Supermarket. The biggest challenge for Barry Island was the number of visitors, particularly during the summer, and the impact this could have on local residents. Councillor Hodges stated that more Council staff were required on the Island in order to direct visitors and also to collect payments. In addition, better signage further away from the Island needed to be introduced to inform visitors of the location of the car parks, the prices and the number of spaces available. Furthermore, Councillor Hodges stated that it should be recognised that the car park over on the Island needed to be improved, particularly the surfaces which had deteriorated, and also new ticket machines should be installed.

The Cabinet Member for Neighbourhood Services and Transport stated that the issues raised by the Member were already known and most of these were addressed in the report.

A Committee Member, following on from the comments made by Councillor Hodges, stated that he was encouraged by the proposals and he felt that the Council was heading in the right direction. He recognised that the proposals would increase footfall and turnover at town centre car parks, but the report did not provide enough detail around displacement parking. The Member then referred specifically to displacement parking on Barry Island which he felt would impact on residents. The Member then queried how the proposals were future proofed and he asked why the charging over at the Island could not be staggered as he considered that £1 for one hour was not long enough.

In reply, the Cabinet Member for Education and Regeneration stated that residential permits and displacement parking were a known concern, and these had been taken on board. It was important to recognise, particularly on weekends and Bank Holidays, that the Council's parking policy needed to be upheld and if evidence suggested that an area could be subject to Traffic Restriction Orders

then the Council would have the evidence to back this up. With regard to the one hour stay for £1, the key here was around keeping the proposals simple and not bringing in too much change. The Cabinet Member stated that if a visitor wanted to spend longer than an hour on the Island, then free on street parking was available and an annual or six-monthly permit could be purchased. It was felt that the Council needed to look at how the current proposals worked and then the Council's policy could be "tweaked" at a later stage. Therefore, the proposal would be reviewed in due course. The Cabinet Member also highlighted that the two hour free parking on street would be enforced and this would help to create turnover.

Further to these comments, the Leader stated that there had not been any new parking permits since the old South Glamorgan Council days. If these were required, then the Council would have the evidence to back this up. In terms of future plans and proofing, the Leader stated that the redevelopment at Nell's Point would be looked at in the future and this could possibly include the development of a multi-storey car park. At this stage no option was off the table.

The Committee queried plans around displacement parking and how visitors would be differentiated with residents. The Head of Neighbourhood Services and Transport advised that in relation to residential parking if there were areas of concern then proper schemes to tackle issues could be considered at a later date. It would not be possible to differentiate, but if an area had problems, then schemes such as double yellow lines or other forms of parking restrictions could be considered. It was however important to gather the data first through parking surveys.

A Committee Member commented that the current proposals were much improved from the previous set presented back in April 2019, but he felt that there was still a concern around seasonal variations as summer months would be when the resorts and country parks would be at their busiest. In response, the Cabinet Member for Education and Regeneration advised that displacement parking occurred because of lack of spaces and capacity. The overflow car parks at the country parks required development as these were unsuitable during the winter or rainy periods, so there needed to be further investment to increase capacity. Traders on Barry Island had recently told her that their busiest day ever was during the third week of January of this year. Therefore, the Council had to recognise that the Island was an all year-round resort which required extra staff and Council resource. Additional staff came with additional costs and if these were not funded then the key question was what services should be cut in order to meet the extra costs. It was also important to recognise that most visitors expected to pay for parking. The report reflected an opinion and so there was a need to wait and see how the proposals worked.

In reply to a query regarding the capacity of the Enforcement Service to carry out parking and environmental enforcement, the Cabinet Member for Neighbourhood Services and Transport advised that the camera car would subsidise the Enforcement Officers who would cover both elements of enforcement. In addition, the Council would also be carrying out better education and awareness raising. In relation to the proposed new staff structure for the Enforcement Service, the Head

of Neighbourhood Services and Transport stated that initially this would be 4.5 full time equivalent officers. The new service would begin operating on 1<sup>st</sup> April. The staff structure included an Enforcement Manager and a Process Manager plus 3 Enforcement Officers. The long-term aims were for all Enforcement Officers to have undertaken training on both enforcement functions, and for the camera car to be operational which would help educate road users and improve the parking situations. The Head of Neighbourhood Services and Transport added that it had been recognised that the Council needed to priorities where enforcement was carried out which would be wider than town centres, so there would be a greater focus on resort and coastal car parks. The key here was about programming where officers were located, and if more offices were required then this would require a business case.

A Member referred to the scrutiny of the previous proposals and he stated that the current policy was reasonable. The Member queried whether there was a facility for the payment of permits to be spread over a number of months. The Leader stated that this could be reviewed at a later stage.

In summary, the Chairman outlined that the current proposals were welcomed with a greater focus on education and awareness raising. The Committee was in agreement to endorse the Cabinet proposals.

Having considered the report, it was

**RECOMMENDED –**

- (1) T H A T Proposed Car Parking Principles and Charges be endorsed.
- (2) T H A T the Scrutiny Committee's views be referred back to Cabinet in order that the proposed Car Parking – Guiding Principles and Charges 2020/21 and Equality Impact Assessment at Appendices 1 and 2 can be further considered by Cabinet.

Reason for recommendation

- (1) Following consideration of the Cabinet reference from 24<sup>th</sup> February, 2020
- (2) To ensure that the views of the Scrutiny Committee are considered prior to a decision being taken by Cabinet on the final Car Parking – Guiding Principles and Charges for 2020/21.

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**RESOLVED – T H A T** the reference be noted and the comments considered together with item 20 later on the agenda.

Reason for decision

Having regard to the comments and the report at Agenda item 20 on the agenda.

**C276 CAR PARKING – GUIDING PRINCIPLES AND CHARGES (REF) –**

Cabinet had, on 24<sup>th</sup> February, 2020 referred the report to both the Corporate Performance and Resources and Environment and Regeneration Scrutiny Committees for their consideration prior to a decision being taken by Cabinet on Car Parking – Guiding Principles and Charges for 2020/21.

The below reference had been referred to Cabinet for consideration by the Corporate Performance and Resources Scrutiny Committee following its meeting on 3<sup>rd</sup> March, 2020.

The Cabinet Member for Education and Regeneration introduced the report, stating that this was a joint report from both the Education and Regeneration and the Neighbourhood Services and Transport Cabinet portfolios due to parking management and charges being a multi-faceted issue and not having a 'one size fits all' solution as this covered many areas such as parks, residential parking and businesses, shoppers and other users having very different needs.

The Cabinet Member for Education and Regeneration went on to say that this new report on the matter had taken time in order to carefully review the results of public consultation, Scrutiny Committee minutes and quantitative data in relation to the Car Parking Policy.

The Cabinet Member added that there would be new options in terms of the parking enforcement and that they were nearly there in achieving outcomes around the Car Parking Guidelines that would benefit the public. It was therefore important to refer this report to the relevant Scrutiny Committees before a final decision would be made by Cabinet. She added that the issue around resident parking would be looked at through a further report to be presented to Cabinet in the near future.

The Cabinet Member for Neighbourhood Services and Transport stressed that the report was more to do with the management side of parking. He emphasised that there would be in most instances little or no changes or in fact no charges/ additional charges for parking in various areas within the Vale. The emphasis here was on more effective parking enforcement in order to create what he termed as "churn" in parking which would mean increased turnover and therefore increased footfall for residents and others to park within the Vale of Glamorgan.

A Committee Member stated that the removal of some of the previous proposals from the parking report was to be welcomed – although he felt that some of the areas targeted were not used significantly and therefore enforcement would not be greatly required. The Member was also concerned that no economic assessment had been done in relation to the town centre and how the Parking Guidelines would impact here. He was also interested to hear what consideration the Cabinet Members had made regarding this. He also added that clarification was needed on the opening times for the multi-storey car parks in the Vale. He finally wanted to say that it was good to see free Sunday parking being implemented on Wyndham Street and the reduction of car parking charges elsewhere, ensuring

that this be monitored in order to see if there was increased footfall as well as the need to ensure that Barry Island Car Park machines were working adequately.

The Cabinet Member for Education and Regeneration replied that this represented a different report from a different Administration. In terms of an economic assessment this was not about income generation, rather a new system employed to offset costs and increase turnover in car parking with any money accrued through this being used for further investment in parking facilities. The designation of two car parks as “shopper” car parks was intended for people to locate these easily. These car parks would have an initial two hour free period with charges thereafter. In the consultation with local shop keepers etc. around these car parks, no concerns had been raised about the implementation of these measures.

A Member raised a concern around displacement as currently in certain car parks these would be completely full relatively early in the day forcing other users to try and park elsewhere. He did however state that Members needed to wait and see what the effects of the new Parking Guidelines would be.

Another Member stated that these were much better proposals and it was good to see the introduction of charging in certain car parks and it would have to be accepted that there would be some ‘hiccups’ along the way as part of the implementation of these Guidelines.

Also, a Member commented that this could have been an opportunity for a season ticket to be provided for certain car parks and to look at stretching the reduced charges at Barry Island over the winter.

The Cabinet Member for Education and Regeneration replied that the local Barry Island Traders had been consulted regarding winter charges. She also wanted to stress that the parking Enforcement Teams would be deployed where most needed. It was important to look at Barry Island Resort as a year round operation and not simply a seasonal one. If you were a regular visitor to Barry Island then you could potentially buy a season ticket which would cover Barry Island and other resorts.

A Committee Member pointed out the need to be careful around social media – noting that there were persons using this in order to let others know about various means of not paying parking charges. Ultimately car park users would need to pay in some way in order to support services.

The Leader stated that with regard to query raised by a Member concerning opening times for the multi-storey car park that this would remain 7.00 am to 7.00 pm. He stated that overall, this was a balanced, very reasonable report. He added that increasing parking permits could potentially stop the “churn” effect that the Cabinet Member for Neighbourhood Services and Transport had previously mentioned. The Leader also stated that some displacement in terms of parking would be inevitable from the Guidelines, but it was essential that these were applied and to look in due course at the results produced in order to see if there were any issues raised. He stressed however that measures to deter displacements such as the raising of signs in various parking areas would be

used. The Leader also reiterated that parking permits could be bought, which would cover various parts of the Vale. Finally, he wished to add that he was in talks with the Llantwit Major and Cowbridge Town Councils regarding the potential issue of parking displacement.

The Cabinet Member for Neighbourhood Services and Transport also stated that currently some drivers had the view that they would not be caught or only be caught once or twice a month parking in areas where there were charges, but this would be only a minimal occupational cost. By taking enforcement back in-house and using measures such as a 'camera car' touring around the Vale of Glamorgan, raising signage around parking regulations, etc., this would deter inconsiderate parking and drivers, for example by local schools.

The Chairman asked if a report could be brought back to Scrutiny Committee in approximately a year's time in order to get an update on how the changes in parking and charges had impacted the Vale of Glamorgan. This was agreed by the other Committee Members. The Leader also agreed but stated that due to the need to keep on top of issues such as displacement, an earlier or preliminary review or update would also be required.

The Cabinet Member for Neighbourhood Services and Transport added that there would be a need to look at Traffic Regulation Orders in light of these changes, which was echoed by the Head of Neighbourhood Services and Transport.

It was subsequently

#### RECOMMENDED –

- (1) T H A T the report be noted.
- (2) T H A T the Scrutiny Committee's views be referred back to Cabinet in order that the proposed Car Parking – Guiding Principles and Charges 2020/21 and Equality Impact Assessment at Appendices 1 and 2 can be further considered by Cabinet.
- (3) T H A T a further report be received by the Committee providing an update on the implementation of the proposed Car Parking – Guiding Principles and Charges in the middle half of 2021.

#### Reasons for recommendations

- (1) In view of the content of the report.
- (2) To ensure that the views of the Scrutiny Committee are considered prior to a decision being taken by Cabinet on the final Car Parking – Guiding Principles and Charges for 2020/21.
- (3) To ensure that the Scrutiny Committee is updated on the implementation and progress of the proposed Car Parking – Guiding Principles and Charges for 2020/21.”

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

RESOLVED – T H A T the reference be noted and the comments considered together with item 20 later on the agenda.

Reason for decision

Having regard to the comments and the report at Agenda item 20 on the agenda.

**C277           CARDIFF CAPITAL REGION CITY DEAL – REGIONAL CABINET  
 – 19<sup>TH</sup> DECEMBER, 2019 –**

The minutes of the Cardiff Capital Region City Deal – Regional Cabinet held on 19<sup>th</sup> December, 2019 were submitted:

**Present**

**Leaders and Chief Executives**

Cllr Huw David	Leader	Bridgend CBC
Mark Shephard	Chief Executive	Bridgend CBC
Cllr Philippa Marsden	Interim Leader	Caerphilly CBC
Cllr Kevin O'Neill	Leader	Merthyr Tydfil CBC
Ellis Cooper	Chief Executive	Merthyr Tydfil CBC
Cllr Peter Fox	Leader	Monmouthshire CC
Paul Matthews	Chief Executive	Monmouthshire CC
Cllr Jane Mudd	Leader	Newport CC
Sheila Davies	Interim Chief Executive	Newport CC
Cllr Andrew Morgan (Chair)	Leader	Rhondda Cynon Taf CBC
Chris Bradshaw	Chief Executive	Rhondda Cynon Taf CBC
Cllr Anthony Hunt	Leader	Torfaen CBC
Alison Ward	Chief Executive	Torfaen CBC
Cllr Neil Moore	Leader	Vale of Glamorgan Council

**Officers**

Anil Hirani	Accountancy Manager	Accountable Body
Hrjinder Singh	Accountant	Accountable Body
Gareth Gates	Accountant	Accountable Body
Christopher Lee	Section 151 Officer	Accountable Body
Jenna Walters	Solicitor	Accountable Body
Jon Day	Economic Development	Cardiff Council
Kellie Beirne	Director	City Deal Office
Rhys Thomas	Chief Operating Officer	City Deal Office

Nicola Somerville	Head of Inclusive Growth & Business Development	City Deal Office
Rob O'Dwyer	Head of Infrastructure	City Deal Office
Suzanne Chesterton	Marketing & Communications Lead	City Deal Office
Liz Fitzgerald	Business Development & Partnerships Officer	City Deal Office

### **Guests and Observers**

David Pendlebury	Manager, Deal Advisory Infrastructure Advisory Group	KPMG
Alastair Milburn	Managing Director	Effective
Ffion Pocock	Senior Account Manager	Effective
David Rosser	Regional Manager	Welsh Government
Jenna Dillon	South East Regional Team	Welsh Government

### **Apologies**

Cllr Nigel Daniels	Leader	Blaenau Gwent CBC
Michelle Morris	Chief Executive	Blaenau Gwent CBC
Christina Harray	Chief Executive	Caerphilly CBC
Rob Thomas	Chief Executive	Vale of Glamorgan Council
Cllr Huw Thomas	Leader	Cardiff Council
Paul Orders	Chief Executive	Cardiff Council

### **1. Welcome and Apologies**

Cllr Morgan opened the meeting and apologies were noted.

### **2. Declarations of Interest**

Kellie advised that she had been appointed to the Board of UK Research & Innovation for Research England; she had taken Monitoring Officer advice and was able to continue overseeing City Deal business in relation to the Investment Panel and any project bids.

### **3. Minutes of the meeting held on 21 October 2019**

The minutes of the meeting held on 21 October 2019 were agreed as accurate subject to correction of Ellis Cooper's title (from Assistant Director to Chief Executive) and removing Will Godfrey's name from the attendance list.

#### **4. 2019/20 Month 08 Joint Committee Revenue Budget Monitoring Position**

Christopher introduced the report. There was a brief discussion around the reserve figure.

It was **RESOLVED** that the Cardiff Capital Region Joint Cabinet:

- (1) noted the actual expenditure, income and projected full year out-turn position as at 30 November 2019 (Month 08) against its approved 2019/20 Revenue Budget.

**Item 7 – Proposed 2020/21 Joint Committee Revenue Budget** – was discussed after item 4 to allow Christopher to leave the meeting early.

*Christopher Lee left the meeting.*

#### **5. 2019-20 Annual Business Plan - Quarter 2 Performance Report**

Kellie introduced the report.

It was **RESOLVED** that the Cardiff Capital Region Joint Cabinet:

- (1) noted the overall progress at Quarter 2 2019/20, including the budget position reported at Appendix 5;
- (2) approved the Quarter 2 performance report;
- (3) authorised the Director of the Cardiff Capital Region City Deal to formally submit the Quarter 2 performance report, including supporting information to both UK and Welsh Governments, and other stakeholders as required, on behalf of the Regional Cabinet.

#### **6. The Wider Investment Fund - Annual Business Plan 2020/21**

Kellie introduced the report and provided background to the formulation of the Annual Business Plan.

It was **RESOLVED** that the Cardiff Capital Region Joint Cabinet:

- (1) endorsed and approved the Annual Business Plan 2020/21 and
- (2) noted the self-assessment and the principle of ongoing self-evaluation ahead of gateway 1.

#### **7. Proposed 2020/21 Joint Committee Revenue Budget** (discussed after item 4)

Christopher introduced the report.

It was **RESOLVED** that the Cardiff Capital Region Joint Cabinet:

- (1) the Joint Committee costs set out in Table 1 of this report and amounting to £1,690,431;
- (2) the proposed 2020/21 Annual Budget of £1,104,817, funded by partner contributions as outlined in this report, to meet part of the Joint Committee costs and which represent an increase of 1.42% against the previous year's budget; and
- (3) that the balance (£585,614) of the Joint Committee costs be met from the Cardiff Capital Region Wider Investment Fund (namely that part of the HMT contributions referred to in this report as the 'WIF Top-Slice').

## 8. Investment Panel Recommendations to Regional Cabinet

Kellie introduced the report and outlined the key points and rationale for the recommendations. The sift 1as were pre-SOC and were undergoing due diligence before being presented to Regional Cabinet. The significant amount of progress that had been made was noted. The volume of documentation was discussed and it was agreed to add bookmarks to PDF documents to allow easier navigation.

It was **RESOLVED** that the Cardiff Capital Region Joint Cabinet:

- (1) noted the Recommendation logs from the meetings of Investment Panel on 19 November 2019 and 11 December 2019, respectively;
- (2) approved the recommendations made by the Investment Panel (set out in full in the 19 November Recommendation Log at Appendix 1) in respect of:
  - i. All of the Stage 1a proposals which are now at entry stage of the Investment Framework;
  - ii. The CS Connected Project and City Deal co-investment of £50,000 in hosting the CS Connected Team in partnership with WG and CS Connected Members - noting and approving the attached conditions; and,
  - iii. The CS Connected proposed land acquisition and the £40,000 cost of technical due diligence relating to the site and services and power supply – noting and approving the attached conditions;
- (3) approved the recommendations made by the Investment Panel (set out in full in the 11 December Recommendation Log at Appendix 2) in respect of:
  - i. All of the Stage 1a proposals which are now at the entry stage of the Investment Framework as well as those deemed unsuitable at this time;
  - ii. The principle of establishing a Local Wealth Building (foundational economy) Challenge Fund a full proposal which should now be shaped and developed, in accordance with expert advice and endorsement of HMT in respect of any changes to funding terms and

- conditions;
- iii. Notes the status update on the Investment and Intervention Framework Pipeline – set out in Appendix 3;
  - iv. The Housing Investment Fund OBC (Appendix 4i) and the proposed conditions attached in the Recommendation Log (Appendix 2);
- (4) noted the following items in relation to the Housing Investment Fund:
- i. The need to participate in a political leaders workshop in January to consider key issues in order to finally inform the Full Business Case for the Housing Investment Fund to be received in the New Year which establishes the principal Viability Gap fund and feasibility of a second SME Fund; the key priority sites, criteria and assessment process and a full and final state aid position;
  - ii. The need to seek an urgent meeting with WG to confirm the final funding position in respect of its contributions and funding T&Cs;
- (5) further approved the following items in relation to the Housing Investment Fund:
- iii. the FBC cost envelope of up to £75,000;
  - iv. to increase CCR funding contribution from £15m to up to £30m to scale impact;
- (6) noted the early progress made in respect of the first Metro Plus schemes and the outline approvals awarded to Cardiff and RCT by the Regional Transport Authority's exercising of delegated powers at its meeting on 28 November 2019.

## **9. Strength in Places Fund – Wave 2 EoI Submission Medical Devices And Diagnostics**

Kellie introduced the report which notified Regional Cabinet that the submission had been formally made and outlined the rationale for the application to the SIPF. Further comprehensive work would be undertaken on stakeholder engagement. It was agreed it would be a way for the region to lead the way in the medical devices and diagnostics sector and would increase support for businesses across the region. Kellie confirmed that the application was joined up with Welsh Government who had participated in the process and had provided support during the writing of the bid.

It was **RESOLVED** that the Cardiff Capital Region Joint Cabinet:

- (1) noted the EOI submitted to UKRI's Strength in Places Fund by industry lead Creo Medical Group Ltd which cites CCR as a consortium partner;
- (2) noted the support awarded to the Fintech SEW and Clwster submissions both of which reflect core priority sectors for the Cardiff Capital Region

- (3) agreed to receive a further report on next steps post June 1 2020, when notifications are expected from UKRI.

## 10. CCR Energy Vision and Delivery Approach - Early Work

Rhys introduced the report which set out how energy delivery across the region could be transformed alongside and as part of the decarbonisation agenda. Discussion took place around the impact on workforce resilience. It was agreed that the region needed to properly map the energy needs across the region and compare review network capacity.

It was **RESOLVED** that the Cardiff Capital Region Joint Cabinet:

- (1) noted the Energy Vision and the next steps of the process regarding stakeholder engagement, economic modelling and the development of the plan; and
- (2) noted the final outcomes of this work along with a fully costed plan to support and co-ordinate delivery and implementation will be reported to the Regional Cabinet.

## 11. CCR Pilot Graduate Scheme Update

*David Rosser left the meeting.*

Kellie introduced the report which was designed to request a continuation of the scheme which would allow greater business engagement and capitalise on existing commitment from business contacts.

The Regional Cabinet supported the scheme and hoped to see it scaled up. There was some concern about targeting as the majority of placements were in Cardiff. The wider region needed to be targeted, particularly across the Valleys. It was suggested that local authorities should take on graduates to demonstrate leadership. A short evaluation would happen at the next Regional Cabinet meeting.

Nicola confirmed that engagement with local businesses was ongoing; Brexit had had an impact on take-up but there was a lot of positive feedback. Sessions had been booked post-Christmas with local authority economic development officers to determine how best to co-ordinate and streamline the processes. Kellie advised that a housing association session would also be held. It was suggested that the Regional Business Council would help with engagement.

It was **RESOLVED** that the Cardiff Capital Region Joint Cabinet:

- (1) note the progress, lessons learned and interim evaluation gauged from the first 8 months of the initial pilot period;
- (2) approve a continuation period, up until the end of April 2021 in order to deliver fully on the benefits and target outcomes set out in this report and allow the better alignment of timescales, objectives and opportunities;

- (3) approve the revenue funding envelope of an additional £161,000 in 2020- 21 for the costs associated with the continuation period, which will be met from the CCR City Deal Wider Investment Fund; and,
- (4) agree to receive a full scheme evaluation including a clear exit strategy ahead of Gateway Review in April 2021.

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RESOLVED – T H A T the minutes of the Cardiff Capital Region City Deal – Regional Cabinet held on 19<sup>th</sup> December, 2019 be noted.

Reason for decision

In light of the contents contained therein.

**C278           CARDIFF BAY ADVISORY COMMITTEE –**

The minutes of the Cardiff Bay Advisory Committee held on 23<sup>rd</sup> January, 2020 were submitted:

Present: Mr. A. Parker (Chairman), Mrs. C. Dimond (Vice-Chairman), Councillor N. Humphrey (Penarth Town Council) and Mr. S. Jones (Quay Marinas Ltd).

Also present: Mr. A. Ernest (Penarth Tourism and Visitor Association), Mr. A. Michael (Penarth Headland Link Charity), Ms. N. Taylor (Cardiff Harbour Authority), Mr. A. Vye-Parminter (Cardiff Harbour Authority) and Mr. M. Thomas (Democratic and Scrutiny Services Officer).

(a)   Apologies for Absence –

These were received from Mr. C. Atherton (Waterfront Partners), Councillor L. Burnett (Vale of Glamorgan Cabinet Member – Education and Regeneration), Commodore D. Cairncross (Cardiff Bay Yacht Club), Mr. C. Michael (RSPB Wales), Councillor M. Michael (Cardiff Council Cabinet Member for Environment) and Mr. P. Stone (Canoe Wales).

(b)   Minutes of the Annual Meeting Held on 6<sup>th</sup> November, 2019 –

A query was raised regarding the entry in the minutes about the use of a wildlife friendly mower for the grass on the Barrage, to which the officer from the Cardiff Harbour Authority replied that a new officer would be looking after the grounds and had recently met with colleagues from Parks. Furthermore, natural grass would be allowed to grow in parts providing a 'mosaic' layout in order to protect wildlife friendly areas. Finally, the officer mentioned the RSPB Urban Buzz Project which would be starting in April 2020.

There was also a discussion relating to the e-bike scheme mentioned in the previous minutes and the request to obtain a further update for the Committee. The Chairman asked the Clerk (the Democratic Services Officer) to obtain this update and email it to the Committee. Members also discussed having a contract for e-bikes that were designed to go uphill easily and that a number of places in Penarth had been identified in the initial pilot for the e-bike scheme. It was suggested that there would be several ideal areas for e-bike parking at the Marina due to the good CCTV and lighting there as well as potential for discussions with Next Bike regarding this. It was further suggested that the Group Manager for Transport Services for the Vale of Glamorgan Council be contacted regarding potential discussions with Next Bike about parking and charging points for e-bikes. The Chairman also stated that Section 106 money could be available for this type of sustainable transport.

It was subsequently

AGREED – T H A T the minutes of the Annual Meeting held on 6<sup>th</sup> November, 2019 be approved as a correct record.

(c) Penarth Headland Link Update –

A report from the Group Manager Transport Services, Vale of Glamorgan Council was tabled, which Members were able to review at the meeting regarding the Penarth to Cardiff Barrage Sustainable Transport Corridor Study update.

In summary, the report described the current progress on the potential options for improving sustainable transport within and between Penarth and Cardiff Barrage with a funding application for local transport funding to be submitted to Welsh Government from the Vale of Glamorgan by 14<sup>th</sup> February, 2020 – if successful, the chosen consultant would then begin the WeTAG Stage 3 Study; as well as the Vale of Glamorgan Council continuing to work with partners in order to explore the possibility of buses using the Barrage.

Following this report, Mr. Michael provided the Committee with a verbal update regarding the work undertaken between Penarth Headland Link Charity and its partners regarding the headland link.

Mr. Michael stated that he had had a meeting with the Head of, and the Cabinet Member for, Neighbourhood Services and Transport recently concerning progress on this matter. He added that the details regarding the contract for the WeTAG Stage 3 work was still to be worked through but were in progress.

Mr. Michael showed Members a picture of the Headland Link and stated that a new route on this was essentially a “no-brainer” for the Vale. He stated that a new route to the Pier was required which would also give access to the Coastal Link and Taff Trail due to the current link over to the Barrage proving difficult for cyclists and tourists. The Penarth Headland Link Charity and other volunteers had carried out some preliminary work already which amounted to £500k and had advice and support from persons who had worked previously within the infrastructure and

economic development sectors. He appreciated that the WelTAG process needed to be proceeded with, but this would take some time to do due to the necessary legalities as well as the difficulties in constructing a link via a stage by stage process rather than doing this in parallel. However, he was optimistic about the conclusion of WelTAG 3 with the Welsh Government's support and which had been evidenced by regular meetings between them and the Vale of Glamorgan and Cardiff Councils (the Vale of Glamorgan being the lead Authority). There had also been interest from the Associated British Ports (ABP) as well as Welsh Water – this was particularly important due to the complex layout of water pipes near the causeway that might need to be disturbed as part of the development. Mr. Michael noted that although the necessary permissions around the development of this link would be provided, this would take time. However, if the Vale of Glamorgan and Cardiff Councils did not seize the opportunity to undertake this now, then the development could be impacted by future projects elsewhere or potential shortages of capital money. Ultimately, this would only be a success through ongoing collaboration between the Welsh Government, Vale of Glamorgan and Cardiff Councils - with the Harbour Authority potentially being the ideal 'neutral' structure through which these Local Authorities and Welsh Government could collaborate on this measure.

The Chairman pointed out that the Vale of Glamorgan remained a strong ally in terms of this development with another Member reiterating the importance of the scheme and it being an excellent opportunity for tourism and cyclists to come to the area.

A Member asked Mr. Michael about the ownership of the land over which it was proposed the Link would be built. Mr. Michael stated that there were three main elements. One third had been in private ownership which posed a significant problem in the past, but that stretch was now owned by the Penarth Headland Link charity. The charity had also been granted an option over a third of the length that was owned by Plymouth Estates. The remaining length was owned by the Vale of Glamorgan Council while the connections from the link to the Barrage were in the hands of the Harbour Authority. The charity's rights were capable of being transferred at the right time for development work to be started. He stressed that the only objective of the Charity was to facilitate the building of the Link in the public interest.

A Member stated it was essential for Local Authorities and Welsh Government to collaborate on the design as previous designs had been over-engineered. Mr. Michael agreed and said that this had been scoped by highly experienced engineers working pro bono for the charity, while the connection to the Barrage would be over the unused part of the outer harbour thereby creating a gentle 'curve' for the link.

A Member asked about the consultation process for this and was told that it was all covered under the WelTAG and Cardiff Barrage Act.

**AGREED – T H A T** the above report be noted.

(d) Navigational Safety – Cardiff Harbour Authority –

This was presented by the Harbour Master, Mr. A. Vye-Parminter from Cardiff Harbour Authority, which provided an update on recent events, advising that dredging of the Outer Harbour was now complete after an initial delay. Licences from Natural Resources Wales (NRW) were now in place for three years so dredging would revert to the normal six-monthly frequency in order to ensure continued safe navigation.

Mr. A. Vye-Parminter went on to refer to the annual navigation buoyage inspection regime and how this was due to start in February.

Finally, Mr. A. Vye-Parminter added that the monitoring of depths in the upper reaches of the Taff around the water bus stops was continuing. It was

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

(e) Progress Report – Cardiff Harbour Authority –

Mr. A. Vye-Parminter and Ms. N. Taylor from the Cardiff Harbour Authority provided a progress update:

- Barrage
  - Lock 2 annual maintenance was on schedule and due to be completed at the end of January. The site would be closed on Wednesday, 29<sup>th</sup> January in order to remove the stop beams and to recommission;
  - Fish pass annual maintenance closure was in place from Wednesday, 15<sup>th</sup> January until the end of March 2020. However, only minimal routine maintenance would be required this year;
  - The painting work on bridge 3 would be due to start in mid February with a definitive date to be confirmed. It was also added that as well as painting work, checks such as on the welds would be carried out on the bridge structure;
  - A rolling programme of refurbishment on the sluice gates cylinders were ongoing due to their age and exposure to environmental conditions;
  - A new marine traffic control navigational aid had been purchased and scheduled for installation early on in this year in order to replace the current unit. The new LED technology replaced seven 375 watt obsolete bulbs.
- Environment
  - A total of 502 tonnes of litter and debris had been removed from the Bay over the last calendar year;
  - In addition, 150 tonnes of timber had been salvaged. This had been sent to Flat Holm and any surplus sold for biomass thus generating income;
  - The CHA Oil Spill Contingency Plan had undergone its five year renewal and had been signed off by the Maritime and Coastguard Agency (MCA).

It was

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

(f) Update Report – Natural Resources Wales –

Although Mrs. N. De Longhi was unable to be present at the meeting, Ms. N. Taylor from the Cardiff Harbour Authority was able to provide an update concerning some of the key areas as outlined below:

- Winter 2019 dissolved oxygen levels. Ms. Taylor stated that there had been 100% compliance concerning dissolved oxygen levels within the Bay. A new water quality model would be rolled out shortly which provided revised water quality categories. These would be disseminated to all key stakeholders of the Cardiff Harbour.
- Pollution Incidents / Cleansing. Ms. Taylor went on to say that there had been no major pollution incidents and that cleansing operations were in place in an attempt to stop any potential invasive species entering the Bay.

It was

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

(g) Indoor Area Update: Report to Cardiff Cabinet –

The report had been placed on the agenda for the Committee's information, it being noted that any queries Members had in relation to the report could be referred to the Clerk who would obtain a response and reply accordingly.

AGREED – That the report be noted.

(h) Any Other Business –

A Member referred to an issue around the timetable of one of the buses travelling between Penarth and the Bay. The Clerk advised he would refer this to the Group Manager, Transport Services, for the Vale of Glamorgan Council and report back to the Committee as appropriate.

A Member asked about the sports areas in the Bay that were currently undergoing maintenance. The officer from Cardiff Harbour Authority replied that these areas would be reinstalled in March 2020.

Several Members raised questions around the numbers of visitors to the Barrage over the last year or so, with an officer from the Cardiff Harbour Authority stating

this could be up to about one million visitors but the officer would confirm the details and pass this on to Members.

Another Member asked about any events that could be promoted in and around the Barrage or Bay area for this year. An officer from the Cardiff Harbour Authority stated there were no Welsh Government supported major events for the year although they added that the International Food Festival would continue as well as the Beach due to their different revenue sources. They also added that the Aqua Park would be coming back and that they would share the calendar of events that would be going ahead over the next year with Members.

At the end of the meeting the Chairman reminded all present that if they had any queries or issues that they wished to raise, they should contact the Clerk who would place these on future agendas.

(i) Date of Next Meeting –

It was

AGREED – T H A T the Clerk contact all Members via email regarding the method of carrying out the next meeting scheduled for Wednesday, 1<sup>st</sup> April, 2020 (via attendance or email) and that the meeting start time would be amended to 5.00 p.m.

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Cabinet, having been informed that the next meeting of the Cardiff Bay Advisory Committee was to take place via email, subsequently

RESOLVED – T H A T the minutes of the Cardiff Bay Advisory Committee held on 23<sup>rd</sup> January, 2020 be noted.

Reason for decision

Having regard to the contents contained therein.

**C279            JOINT CONSULTATIVE FORUM –**

The minutes of the Joint Consultative Forum held on 10<sup>th</sup> February, 2020 were submitted:

Present: Councillor N.C. Thomas (Chairman); Councillors Dr. I.J. Johnson, M.G.J. Morgan, A.R. Robertson and L.O. Rowlands.

Representatives of Trade Unions: Mr. K. Armstrong (Unison), Mr. T. Greaves (GMB), Mr. G. Pappas (Unison) and Ms. S. Townsend-Ryan (Unison/Vice-Chairman).

Officers: Ms. J. Ballantine, Mr. L. Bonni, Mr. T. Bowring, Mrs. A. Davies, Mr G. Davies, Mrs. T. Dickinson, Mrs. P. Ham, Ms. E. Morgan and Mr. M. Thomas.

(a) Apologies for Absence –

These were received from Councillors Mrs. P. Drake and G. John; M. Canavan (NEU), L. Lancaster (NASUWT) and G. Southby (Unison).

(b) To Receive Notification from the Trade Unions of the Name of the Vice-Chairman –

RESOLVED – T H A T S. Townsend-Ryan be appointed to the position of Vice-Chairman for the duration of the current Administration.

(c) Minutes and Matters Arising –

AGREED – T H A T the minutes of the meeting held on 29<sup>th</sup> July, 2019 be approved as a correct record subject to the following amendment –  
Mr. K. Armstrong should be shown as a representative of Unison and not GMB.

(d) Declarations of Interest –

Councillors Dr. I.J. Johnson, A.R. Robertson and L.O. Rowlands declared an interest in respect of Agenda Item No. 12(ii) – Reshaping Services. The nature of their interest was that these Councillors were Members of Town or Community Councils and had received dispensation from the Standards Committee to speak and vote on such matters.

(e) Chairman's Announcement –

The Chairman asked the forum to observe a minute's silence for the former Vale of Glamorgan Councillor Janice Birch, who recently passed away.

(f) Trade Union Items –

No items were received.

(g) Minutes of Directorate Consultative Groups (for information) –

The Forum considered the minutes relating to Learning and Skills held on 16<sup>th</sup> October, 2019; Social Services on 23<sup>rd</sup> May, 2019; Environment and Housing on 4<sup>th</sup> September, 9<sup>th</sup> October, 6<sup>th</sup> November and 4<sup>th</sup> December, 2019; and, presented as supplementary information, Social Services Consultative Forum from 6<sup>th</sup> September, 2019.

AGREED – T H A T the minutes of the Directorate Consultative Groups be noted.

(h) Minutes of Corporate Health and Safety Meeting –

The Forum considered the minutes of the Corporate Health and Safety Meeting held on 23<sup>rd</sup> January, 2020. Mr. Pappas (Unison) queried the implementation of fire breaks as part of the remaining fire stopping work to be done in Council offices. The Health and Safety Wellbeing Manager replied that this work had now been approved. Mr. Greaves (GMB) also asked whether the related health and safety assessment had been completed, to which the Health and Safety Wellbeing Manager replied they would need to find out and reply to him.

AGREED – T H A T the minutes of the Corporate Health and Safety Meeting be noted.

(i) Dates of Future Directorate Consultative Groups for Noting –

AGREED – T H A T the following dates for the Directorate Consultative Groups as detailed below be noted:

- Learning and Skills: 26<sup>th</sup> February, 17<sup>th</sup> June and 21<sup>st</sup> October, 2020;
- Resources: TBA;
- Social Services: TBA;
- Visible Services: Meetings scheduled for first Wednesday of every month.

(j) Volunteering Policy – Verbal Update –

The Head of Human Resources and Organisational Development informed the Forum that the Volunteering Policy would allow Vale of Glamorgan staff to take one day off for volunteering within the Vale of Glamorgan community which would work out as one per leave year. This could be done on an individual basis or as part of a group event, for example World Oceans Day or National Recycling Day. She queried with the Head of Policy and Business Transformation whether this Policy had gone to the Insight Group, to which he replied yes. The Head of Human Resources and Organisational Development went on to say that the information would be passed on to Trade Unions shortly.

It was

AGREED – T H A T the policies and procedures as outlined in the Volunteering Policy update be noted.

(k) Management of Attendance Update –

The Operational Manager Employee Services informed the Forum this was a report on the Management of Attendance figures for the Quarter 3 period (1<sup>st</sup> April to 31<sup>st</sup> December, 2019) and comparative data for the same period in 2018. This provided an overview of corporate absence. The 2019/20 performance outcome for Quarter 3 was at 7.63 days lost per FTE. This tied in with previously noticed trend where sickness increased over the second half of the year. Of particular note was the currently monthly figure of 7.63 days lost per FTE and the current end of year forecast for 2019/20 which was 11.1 days lost per FTE – which was against the annual target of 9.2 days lost per FTE. However, the Operational Manager for Employee Services pointed out that the increase was mirrored across other similar Local Authorities. He went on to inform the Forum around the data concerning days lost per Directorate as well as Appendices A and B to the report which drilled down to individual Directorates. This data had been disseminated via internal meetings, Directorates and Scrutiny Committees.

The Operational Manager for Employee Services highlighted that 75% of all absence was long term – this was defined as four weeks or more and as a result, this statistic needed to be targeted. This would include initiatives such as the review of the current Attendance and Wellbeing Policy as well as looking at information coming from the Scrutiny Committees such as a review of sickness as a result of musculoskeletal and mental health issues in order to help tackle these.

An Elected Member stated that a more detailed version of this report had been presented at a recent Scrutiny Committee meeting and had been thoroughly discussed by Committee Members. However, it was also important to hear the input from the Trade Unions regarding this as well.

The Chairman voiced concerns around the high levels of non-work related issues impacting on work attendance as well as citing the issues around musculoskeletal problems such as staff having to deal with overloaded black bags as part of refuse waste collection. The duty of care that the Council and management had towards staff meant they needed to be alert to such issues occurring.

Mr. Pappas stated that the Head of Human Resources and Organisational Development had put together a Wellbeing Group to help with the issues raised at this meeting. He also stated that in terms of front line services the main issues were around musculoskeletal and mental health or stress related issues. There was a slow but steady change or improvement in the work force culture in raising such issues, but other issues were also starting to emerge such as an aging work force. Discussions concerning these issues were being held over at the BCRS and Depot facilities.

An Elected Member questioned how non-work related issues could be picked up within the work place environment. Mr. Pappas replied that in such cases where it was identified, people were signposted to the relevant teams or organisations. He added that this was all that could be done at present until the process changed.

The Chairman added that it was difficult for some people to seek help until issues had come to a head which could manifest itself in an increase in sickness or in the drop in work quality. It was necessary for management and other supervisory to be alert for such signs which could indicate stress or mental health issues within or outside the work place.

An Elected Member stated there was a need for greater awareness and promotion of people speaking to management and others regarding issues around health and wellbeing. The Health and Safety Wellbeing Manager replied that measures such as the Time to Talk Days had been promoted via StaffNet with staff participation within both the Civic and Dock Offices. The Elected Member responded by saying that it was also necessary to look at wider social media as well as StaffNet, such as Twitter or Facebook. The Head of Human Resources and Organisational Development stated that the Elected Member's suggestions around the wider social media would be taken on board and tablets would be provided in areas such as the Alps Depot and elsewhere in order for staff to access StaffNet or StaffNet Plus which could also raise awareness around mental health issues, wellbeing and persons they could contact about these. She also added that mentors would be trained and utilised by either GMB or Unison Unions as well as looking to increase break out spaces and areas for multi-faith worship.

Mr. Pappas stated that domiciliary care and the Alps were areas where there were insufficient mentors, and staff faced a variety of issues such as homelessness and illiteracy. There was a need to look at these issues in order to improve things. The Chairman agreed, stating it was important to look at corporate responsibility with regard to these areas. Mr. Pappas added that both GMB and Unison were working together in order to provide literacy, digital and numeracy courses for frontline services staff but needed Council help in order to increase the funding and roll out of this.

The Health and Safety Wellbeing Manager added that an Occupational Health Nurse would be going to the Alps in order to do health screening and this could provide an opportunity for members of staff to speak to an independent person. An Elected Member commented that staff may find it difficult to come forward due to pride and other factors, and that the Vale of Glamorgan Council should be more proactive in encouraging people to make contact regarding health issues. The Health and Safety Wellbeing Manager replied that, for example, posters had been put up in the Alps facility in order to get interest for attending the Occupational Health Nurse and thereby encourage people to come forward with any issues.

It was

AGREED – T H A T that the Management of Attendance Update be noted.

(I) StaffNet Plus Presentation –

The Operational Manager for Employee Services presented to the Forum this item and explained this had been previously discussed in July, but which had now gone live after an initial soft launch. He presented the front page which also accessed

various key pages on the website, such as staff benefits. The Operational Manager for Employee Services added that this would be a means for employees to get quick access to key areas via any private device such as a smartphone or tablet in order to access information such as their pay slips and would provide a cheaper and more efficient way of viewing these – but, with the caveat that hard copies would be provided to those who struggled with IT and until such time as they were trained up. Other areas that could be accessed were health self-referral, staff benefits page which offered company discounts for all Vale of Glamorgan Council and Schools staff as well as accessing training and purchasing annual leave. It also provided a link to key Council policies and ‘Cycle to Work’ (in the near future).

The Head of Human Resources and Organisational Development also stated that Care First was also available online in order to provide easy accessibility for staff to access this at any time regarding issues around health and wellbeing. The Care First helpline was 24 hours.

It was

AGREED – T H A T the StaffNet Plus presentation update be noted.

(m) Matter Which the Chairman had Decided was Urgent –

RESOLVED – T H A T the following matter which the Chairman had decided was urgent for the reason given beneath the minute heading be considered.

(n) Whistleblowing Policy –  
(Urgent by reason of the need to have the item concerning the Whistleblowing Policy on the Agenda to be discussed by the Forum)

The Head of Human Resources and Organisational Development provided an update to the Forum concerning the draft Whistleblowing Policy. She explained that the Whistleblowing Policy had been in existence in one form or another since 2014, but since 2019 and in conjunction with Audit and the Staff Survey there had been a review to ensure individuals within the Council had an opportunity to raise issues. As part of this review, the new draft Whistleblowing Policy had been written – using a much simpler and easier to understand format in order that it was accessible to all, whether they be Council staff or Elected Members. As part of this a dedicated “Speak Out” telephone line and e-mail address would be available for Vale of Glamorgan staff, Elected Members and others such as employees of a Local Authority school or School Governors and contractors. The Head of Human Resources and Organisational Development advised Members that the related process flow chart for whistleblowing would be distributed to them shortly.

An Elected Member stated this matter had been raised at the Audit Committee and the main comment there had been the need to include the process flow chart in the report and whistleblowing document.

Mr. Pappas stated the main issue around the Whistleblowing Policy was the reluctance of staff and others to come forward and he asked how this could be overcome. The Head of Human Resources and Organisational Development replied that this indeed was a difficult issue and was a common challenge for all businesses and other organisations. Key here was the need to co-operate with Unions over this in order to reassure staff and to reinforce the fact that they would be protected. She also noted that whistleblowing figures were relatively low within the Vale of Glamorgan Council.

An Elected Member, following up on the previous comment by the Head of Human Resources and Organisational Development, asked what were the figures in terms of whistleblowing reports. The Head of Human Resources and Organisational Development replied that it was approximately 7 to 8 cases reported within the previous year but would circulate the actual figures to Members as soon as possible.

Another Elected Member mentioned that he believed that there were approximately 18 cases of whistleblowing over the last five years within the Vale of Glamorgan Council. The Head of Human Resources and Organisational Development replied and in order to add context that some of these were upheld but others were not, but she would distribute the relevant figures to Forum Members as soon as possible. The Elected Member replied that it would be difficult to assess the whistleblowing process without comparative data but going forward it would be useful to home in on figures generated via the anonymous line or e-mail address. He added that there was a potential concern around possible under reporting but in part this could be as a result of the present culture within the work place.

Mr. Pappas added that there would be staff concern around what would happen should they whistle blow as well as the level and quality of investigation undertaken as a result of a whistleblowing case.

The Chairman stated that there were some examples recently within the media where people were hounded at their work place as a result of whistleblowing. He also referred to page 6 of the draft Whistleblowing Policy, in particular around the discouragement of anonymous reporting and highlighted the need to provide support to staff as a consequence of this.

Finally, an Elected Member stressed the need for an ongoing discussion between Trade Unions and the Head of Human Resources and Organisational Development in relation to this Policy.

It was

AGREED – T H A T the draft Whistleblowing Policy and update be noted.

(o) Updates –

(i) **Corporate Plan**

The Head of Policy and Business Transformation informed the Forum that the current Corporate Plan was now at the end stage and a new one would be introduced shortly. As part of this, it was important to look at how things could be done differently and move more towards a focus on outcomes rather than service activity. After the consultation in relation to this had been undertaken, the Council would be looking at a more integrated approach so that Directorates could see how they contribute towards the overall Council vision. This proposed new Corporate Plan would be reviewed by Cabinet shortly and then on to Full Council.

The Head of Policy and Business Transformation went on to speak about the feedback from the consultation process on the new Corporate Plan and the overall theme was that the Plan sounded good, but respondents were interested to see details on how this would be implemented. The Head of Policy and Business Transformation stated the actual implementation would be presented in the Annual Delivery Plan and this would be consulted on in March. He added that it was a useful process to review the Corporate Plan and to set ambitious goals. He also wanted to thank the Trade Unions for their input and support in this process.

(ii) **Draft Strategic Equality Plan 2020-24**

The Head of Policy and Business Transformation informed the Forum that the draft Strategic Equality Plan would set for the next four years (2020-24) the move to ten equality objectives aligned with the Annual Development Plan. The consultation process had involved various groups such as the Equalities Consultative Forum, Vale Youth Cabinet, New Horizons and Vale People First, as well as through online surveys and social media campaigns. The progress against each of the actions would be reviewed and reported every six months. As part of the consultation process and to tie in with the equality objectives, certain key areas had been highlighted such as improving access to disabled citizens, more accessible public transport and to consider the gender pay gap and any ethnic minority pay gap for the staff within the Vale of Glamorgan Council.

The Chairman spoke in relation to the Corporate Plan and the Strategic Equality Plan, stating that there seemed to be quite a low response rate that certainly did not signify a statistically significant number. The Head of Policy and Business Transformation replied that the online response was only one part of the consultation process so as well as taking onboard the comments generated there, the comments made in the wider consultations such as with the Vale 50+ Forum, Youth Cabinet, etc. were also taken into account. He added it was important to have an ongoing conversation on issues raised with the public, for example climate change. This was also the same with the Equality Plan, such as consultation with the Equalities

Consultative Forum. There would also be additional consultation with regard to the amended Annual Delivery Plan.

An Elected Member stated that it was important to have sufficient statistical data come out of this consultation as there needed to be both qualitative and quantitative information. Also, for both the Corporate Plan and the Strategic Equality Plan it was the case that the public would wholeheartedly agree with the statements made within, and ethos of, these Plans but the actual issue for this audience would be how they could be implemented.

Another Elected Member stated that it appeared the response rate for these consultations were less than 1% of the population of the Vale of Glamorgan. This could lead to potentially other issues that had an impact on the local population not being registered. The Elected Member went on to say that the Vale of Glamorgan had a rising elderly population and this would mean certain key issues being generated around public transport, particularly within the rural Vale. The Member also referred to a previous report which indicated a large increase in the older population by 2035 within the Vale. This would require greater consultation on the needs of older people within the Vale and to reach out to them.

The Head of Policy and Business Transformation replied that as part of the consultation and review of objectives it had been essential that concerns identified were relevant and that consultation had been undertaken with various groups including the Vale 50+ Forum. The Elected Member added that the key word or phrase now used in the Plans was sustainability and as part of this it was essential to making the rural Vale much more sustainable.

### (iii) **Reshaping Services**

This provided the Forum with action updates for the overall process as well as specific projects by the Head of Policy and Business Transformation as well as the Head of Human Resources and Organisational Development.

Mr. Pappas asked about the overall Reshaping Services process and whether it was making efficiencies and savings. The Head of Policy and Business Transformation replied that Reshaping Services had already made some significant pieces of change within the Vale of Glamorgan Council with financial savings, for example significant cost savings had been made recently through the establishment and launch of The Big Fresh Catering Company. Overall, Reshaping had resulted in savings of approximately £12m. He added that in terms of budgetary issues resulting from the Reshaping Services, these would be looked at by the Vale of Glamorgan Council in order to resolve where this was necessary and achievable. He stressed the need to look to the future – in order to learn from the successes as well as those areas not so successful – and to look at next year with future-proofing and protecting key services over the next three to five years.

An Elected Member stated that a recent uplift from the Welsh Government needed to be looked at in the context of whether this was an ongoing, sustained, uplift year on year or a stand-alone one in terms of Welsh Government funding. He added that it would be useful for Trade Union representatives to attend Corporate Performance and Resources Scrutiny and Audit Committee meetings as this would help to give an alternative view on budgets and other financial aspects. He also added that the Vale of Glamorgan Council was in a fairly good financial position whereby areas of overspend were balanced by savings made elsewhere. The Elected Member agreed with the Head of Policy and Business Transformation about looking at priorities in terms of Reshaping Services and felt that the Trade Unions should feed into this.

The Head of Policy and Business Transformation stated that he and his team would continue to liaise with the Trade Unions and that further updates concerning Reshaping Services would be fed back to Cabinet.

It was

AGREED – T H A T the updates on Draft Strategic Equality Plan 2020-24, Reshaping Services and the Corporate Plan be noted.

(p) Review of the Joint Consultative Forum's Constitution –

The Democratic Services Officer advised the Forum there was a need to revise the Constitution for the Joint Consultative Forum in two areas:

- Paragraph 5.3 – that the wording “a Vale of Glamorgan Councillor” be inserted; and
- Paragraph 6.3 – that the number of Directorates indicated be changed from five to four.

An Elected Member also asked around the quorum as set out in the Constitution for the Forum as key Members of the quorum had previously had difficulties in attending. The Head of Human Resources and Organisational Development would look to assist the relevant Members to attend future Forum meetings.

The Chairman also asked that wording be added to Paragraph 5.3 regarding the Chairperson of the Forum being elected by all Elected Members, to which the Democratic and Scrutiny Services Officer stated he would arrange for this to be inserted.

It was

AGREED – T H A T the proposed changes to the Joint Consultative Forum's Constitution be endorsed subject to the inclusion in Paragraph 5.3 of a need for the Chairperson to be elected by all Elected Members.

(q) Future Meeting Dates –

AGREED – T H A T the Joint Consultative Forum meetings for 2020/21 be held on:

- 6<sup>th</sup> July, 2020;
- 12<sup>th</sup> October, 2020;
- 18<sup>th</sup> January, 2021; and
- 19<sup>th</sup> April, 2021.

The forum also wished to thank Mrs A. Davies for her service, as this would be the last time she would attend the Joint Consultative Forum due to her retirement in the near future.

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RESOLVED – T H A T the minutes of the Joint Consultative Forum held on 10<sup>th</sup> February, 2020 be noted.

Reason for decision

Having regard to the contents contained therein.

**C280            RESPONDING TO THE CLIMATE EMERGENCY (L/PR)  
(SCRUTINY – CORPORATE PERFORMANCE AND RESOURCES) –**

A replacement report with tracked changes had been circulated and uploaded to the website prior to the meeting.. The report provided an update on the work being undertaken in response to the climate emergency declared by Council in July 2019.

The report detailed the activities being undertaken and work planned to ensure that the Council had a well-informed and considered response involving partners, the public, staff and members.

The report detailed how work would be co-ordinated and how we would work with the Public Services Board and engage with the local community and other stakeholders.

The report also highlighted the extensive work already being undertaken and the proposals included in the draft Annual Delivery Plan for 2020-21.

During consideration of the report the Leader referred to the excellent work that had been undertaken by staff and that update reports would be presented to Cabinet in due course. In noting the timescales in the report it was accepted that in light of the Coronavirus situation there would be delays.

This was a matter for Executive decision.

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

RESOLVED –

- (1) T H A T the progress made since the climate emergency was declared in July 2019 be noted.
- (2) T H A T the proposed way forward in developing a Public Services Board Climate Emergency Charter involving a range of partners which will be supported by individual action plans for organisations be endorsed.
- (3) T H A T the proposals for a Community Conversation on climate change to be led by the Public Services Board which will shape the Charter and inform our actions be endorsed.
- (4) T H A T the timetable for taking forward the PSB Charter and the Council's Climate Emergency Action Plan be approved.
- (5) T H A T the report be forwarded to the Members of the Corporate Performance and Resources and Environment and Regeneration Scrutiny Committees by email, to request their views on how this work was being progressed, with any comments being considered by the Managing Director within ten days of the minutes being published and that final approval of the report be agreed under the use of the Managing Director's Emergency Powers and the report be distributed to all Members of Town and Community Councils and across the Third Sector for information.
- (6) T H A T the Managing Director be authorised to use his Emergency Powers to reconsider the timescales for action as detailed in the report and Appendices in light of the COVID19 outbreak.
- (7) 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 above resolutions in order that the matter can be addressed in the current circumstances.

#### Reasons for decisions

- (1) To update Cabinet on work already undertaken in response to the climate emergency.
- (2) To enable Cabinet to consider the development of a Public Services Board Climate Emergency Charter.
- (3) To seek approval for Cabinet to undertake a Community Conversation on Climate Change.
- (4) To seek approval for the timetable for the PSB Climate Emergency Charter and the Council's Climate Emergency Action Plan.

(5) To advise Corporate Performance and Resources and Environment and Regeneration Scrutiny Committees Members of the work being undertaken and to seek their input into this important area of work and to make Members, Town and Community Councils and the Third Sector aware of this work and enable decisions to be taken in line with the Council's Constitution at the current time.

(6&7) To enable decisions to be taken during the COVID 19 pandemic.

**C281 ANNUAL EQUALITY MONITORING REPORT 2018-2019 (L/PR)  
(SCRUTINY – LEARNING AND CULTURE) -**

The report brought to the attention of the Cabinet progress against the equality objectives of the Strategic Equality Plan 2016 - 2020 and other actions taken to improve equality for people living and working in the Vale of Glamorgan.

It summarised what Services had done to collect and analyse equality data on how people with protected characteristics have used their services. It noted what they have done to make improvements in the reporting period 2018 – 2019.

It commented on progress made with each of the equality objectives and where we needed to continue to focus our efforts.

It referred to appendices which showed the data collected and analysed by Services, a detailed report on employment information, and an employment action plan.

This was a matter for Executive decision.

Due to the cancellation of the Learning and Culture Scrutiny Committee meeting as a result of the COVID 19 outbreak the report had not been able to be referred to the Scrutiny Committee for consideration.

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

**RESOLVED –**

(1) T H A T the Annual Equality Monitoring Report 2018 – 2019 be approved for publication by 31<sup>st</sup> March, 2020.

(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 Resolution (1) above in order to publish by the statutory deadline of 31<sup>st</sup> March, 2020.

**Reasons for decisions**

(1) To allow the Authority to meet the reporting duty under the specific duties for Wales and continue to make progress towards meeting the public sector

equality duty and to ensure our equality work is available for scrutiny by the Equality and Human Rights Commission and others.

(2) To ensure publication by 31<sup>st</sup> March, 2020.

**C282 STRONG COMMUNITIES GRANT FUND 2020-25 (DL/ER)  
(SCRUTINY – CORPORATE PERFORMANCE AND RESOURCES) –**

The report provided Cabinet with an update on the progress made during the first five rounds of the Strong Communities Grant Scheme and made recommendations on allocations of funding towards a continuing scheme for the next five years.

The proposed allocation of funding was as follows:

BUDGET	2020/21	2021/22	2022/23	2023/24	2024/25	Total
Revenue Budget	£132,000	£132,000	£132,000	£132,000	£132,000	£660,000
Capital Budget	£30,000	£30,000	£30,000	£30,000	£30,000	£150,000
Reserve (Unallocated fund)	£27,533	£ -	£ -	£ -	£ -	£27,533
Total	£189,533	£162,000	£162,000	£162,000	£162,000	£837,533

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 approach to the development and operation of the Strong Communities Grant Fund as described in the report be approved.

(2) T H A T the funding allocation as set out in the report and the Appendices be approved.

(3) T H A T the use of the Managing Director's Emergency Powers, in consultation with the Head of Finance and the Cabinet Member for Performance and Resources, be approved to make additions, deletions or transfers to the Capital Programme for Strong Communities Grant Scheme funded schemes subject to approvals as required under the proposed process.

(4) T H A T delegated authority be granted to the Managing Director, in consultation with the Leader, to authorise grant awards of up to £3,000, the awards to be notified to Cabinet Members as part of the approval process for larger grants.

(5) 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 above resolutions in order that the matter can be addressed in the current circumstances.

Reasons for decisions

- (1) To enable the Strong Communities Grant Fund to be operated as described in this report.
- (2) To enable the allocation of grant funding.
- (3) To enable the Strong Communities Grant Fund to be managed effectively.
- (4) To allow small grants to be awarded in a timely manner.
- (5) In light of the implications of the COVID 19 pandemic and that dates of future Cabinet meetings have not been identified as this stage.

**C283 SCHOOL ADMISSION ARRANGEMENTS 2021/2022 (DL/ER)  
(SCRUTINY – LEARNING AND CULTURE) –**

The purpose of the report was to advise Cabinet of the outcome of the statutory consultation on the school admission arrangements for the academic year 2021/22 for admission to Community Schools in accordance with the Education (Determination of Admission Arrangements) (Wales) Regulations 2006.

The Council received 126 responses by the closing date of 3<sup>rd</sup> February, 2020. Of the 126 individual responses 67 consultees were in support of the proposals and 59 were opposed. A summary of the key themes and issues raised during the consultation exercise were included in the consultation report attached at Appendix C to the report.

The Council had a statutory duty to consult on school admission arrangements annually and to determine the arrangements for 2021/22 following appropriate consultation by no later than 15<sup>th</sup> April, 2020.

This was a matter for Executive decision.

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

**RESOLVED –**

- (1) T H AT the report, the consultation report and other appendices included as part of this report be noted..
- (2) T H AT the School Admissions Policy at Appendix A and proposed changes to secondary school catchment areas for 2021/22, ensuring that the statutory requirement to determine the policy by 15<sup>th</sup> April, 2020 is met, be approved.

(3) 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 above resolutions in order that the statutory requirement can be met.

Reasons for decisions

- (1) To ensure that all relevant information is considered by Cabinet in reaching a decision on the proposed arrangements
- (2) The Council is required to review school admission arrangements annually and to keep school catchment areas under review. The arrangements must be determined by the 15 April 2020 following appropriate consultation.
- (3) To determine the policy by the statutory deadline of 15<sup>th</sup> April, 2020.

**C284 AGRICULTURAL TENANCY (DL/ER) (SCRUTINY – ENVIRONMENT AND REGENERATION) –**

The report sought approval to conclude the ongoing asset review with regard an agricultural holding and report back to Cabinet at the appropriate time with recommendations and timescales.

It sought approval to enter into negotiations with the current Tenant in respect of a request to purchase a dwelling within the boundary of the holding.

This was a matter for Executive decision.

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

RESOLVED – T H A T the report be noted and considered in connection with the Part II report later in the agenda.

Reason for decision

To allow Part I and Part II reports to be considered together.

**C285 EMPTY HOMES STRATEGY 2019-24 (DL/ER) (SCRUTINY – HOMES AND SAFE COMMUNITIES) –**

The report outlined the consultation responses received on the Council's Draft Empty Homes Strategy 2019-2024. The 2019-2024 strategy followed on from the previous 2012-2017 strategy and set out the Council's continued commitment to bring empty private sector homes back into use.

The 4-week public consultation period took place between 25<sup>th</sup> October and 22<sup>nd</sup> November, 2019 and a total of 14 responses were received to the online

questionnaire on the Council's website. A summary of the responses were attached at Appendix 1 to the report.

The report sought Cabinet endorsement of the Equality Impact Assessment attached at Appendix 5 and the responses to the comments received on the Draft Empty Homes Strategy 2019-2024 were attached at Appendix 2 to the report.

The report also sought Cabinet approval of the amended Empty Homes Strategy 2019-24 attached at Appendix 4 for adoption.

This was a matter for Executive decision.

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

RESOLVED –

(1) T H A T the contents of the report be noted and Equality Impact Assessment attached at Appendix 5 and the responses to the comments received on the Draft Empty Homes Strategy 2019-2024 attached at Appendix 2 be endorsed.

(2) T H A T subject to the provisions of Resolution (1), the amended Empty Homes Strategy 2019-24 attached at Appendix 4 be approved for adoption

(3) T H A T the Head of Regeneration and Planning be authorised to agree the final format of and any necessary typographical changes and minor amendments to the Empty Homes Strategy 2019-24 prior to its publication, and thereafter update it with any factual updates in response to policy or legislative changes as appropriate.

(4) 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 above resolutions.

#### Reasons for decisions

(1) To provide a summary of the public consultation undertaken on the Draft Empty Homes Strategy 2019-2024 and to seek Cabinet's endorsement of the Equality Impact Assessment and of the responses and changes to the finalised Empty Homes Strategy 2019-2024.

(2) To ensure the effective consideration of the issue of empty private sector homes in the Vale of Glamorgan.

(3) To accommodate any necessary changes and/or amendments resulting from revised national policy and guidance and to enable the correction of any typographical or minor errors found within the Empty Homes Strategy 2019-2024.

(4) In recognition of the need to make a decision in light of the COVID 19 pandemic and that dates of future Cabinet meetings have not been identified at this stage.

**C286 WHITMORE HIGH SCHOOL – LAND TRANSFER TO WESTERN POWER DISTRIBUTION (DL/ER) (SCRUTINY – LEARNING AND CULTURE) –**

A new build for Whitmore High School had been included as part of the Council's 21st Century Schools Programme. Construction had commenced on site.

Western Power Distribution (WPD) required a piece of land to be transferred from the Council to accommodate a substation that would service the new building.

There was an existing substation on site that serviced the existing school building. Following completion of the project, WPD would surrender their 99 year lease of the existing site to the Council.

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 small site as identified in the report required for the new sub-station be declared surplus to the Council's requirements.

(2) T H A T the Monitoring Officer / Head of Legal and Democratic Services, in consultation with the Head of Finance / Section 151 Officer, be granted delegated authority to complete the transfer of land to Western Power Distribution.

(3) 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 above resolutions.

Reasons for decisions

(1&2) To ensure Western Power Distribution are able to install the sub-station to service the new build for Whitmore High School and Council procedures are followed.

(3) In recognition of the need to make a decision in light of the COVID 19 pandemic and that dates of future Cabinet meetings have not been identified at this stage.

**C287 REVIEW OF THE VALE OF GLAMORGAN COUNCIL HOUSING'S POLICY ON APPLICATION OF THE WELSH HOUSING QUALITY STANDARD (HBS) (SCRUTINY – HOMES AND SAFE COMMUNITIES) –**

The Leader advised that following consultation with officers it had been recommended that the report be deferred as there were no statutory or pressing timescales associated and Welsh Government were happy to accept the draft in light of the current situation with the COVID 19 pandemic.

This was a matter for Executive decision.

Cabinet, having considered the officers' feedback,

RESOLVED – T H A T the matter be deferred to a future meeting of Cabinet.

Reason for decision

In view of consultation with officers.

**C288 PARTICIPATION IN THE UK RESETTLEMENT SCHEME (HBS) (SCRUTINY – HOMES AND SAFE COMMUNITIES) –**

In May 2016, the Vale of Glamorgan Council and Cardiff Council agreed to participate regionally in the resettlement of vulnerable refugees from Syria under the Vulnerable Persons Resettlement Scheme (VPRS), under a three-year Collaborative Agreement.

In May 2019, the Vale of Glamorgan Council and Cardiff Council agreed to extend the Collaborative Agreement to enable the resettlement of further refugees for the remaining lifespan of the Programme.

The Home Office had communicated that it expected to meet its initial aim to resettle 20,000 of the most vulnerable refugees from the Syrian conflict by March 2020.

The Vale of Glamorgan Council had successfully resettled sixteen families in the area since June 2016.

On 17<sup>th</sup> June, 2019, the former Minister of State for Immigration, Caroline Nokes MP, wrote to all Local Authorities to update them on plans to introduce a new global resettlement scheme, called the "UK Resettlement Scheme" (UKRS).

The UKRS would consolidate/harmonise the three current Resettlement schemes:

- Vulnerable Persons Resettlement Scheme (VPRS)
- Vulnerable Children's Resettlement Scheme (VCRS)
- Gateway Protection Programme.

The UKRS would come into operation when the current VPRS scheme ended in March 2020, or when the last of the 20,000 refugees arrived.

Participation in the UKRS would be on a voluntary basis and grant funding would be made available to enable the Vale of Glamorgan Council to support the cost of resettlement and integration.

Local Authorities had been asked to support the new scheme and to submit offers of places as soon as possible. Approval was therefore being sought from Cabinet to participate in the Scheme on a regional basis with the City of Cardiff Council.

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 Vale of Glamorgan Council's participation in the resettlement of vulnerable refugees under the new UK Resettlement Scheme (UKRS), for the first year of the scheme be approved.
- (2) T H A T continuation of the collaborative working arrangement with Cardiff Council in order to benefit from the sharing of knowledge, experience and resources, including the Regional Resettlement Co-ordinator post, be agreed.
- (3) T H A T the extension to and supporting of the existing regional Governance arrangements, specifically the regional Leadership Group. Membership comprised key regional stakeholders, including Council Members, Lead Officers and representatives from Housing, Health, Education, South Wales Police, third sector and faith groups be agreed.
- (4) T H A T it be agreed to enable the resettlement of up to four families in the Vale of Glamorgan during the first year, conditional upon the availability of resources, specifically school places and affordable (not social), sustainable accommodation
- (5) T H A T , subject to Resolutions (1) – (4) above, delegated authority be granted to the Director of Environment and Housing Services, in consultation with the Cabinet Member for Housing and Building Services, to progress the regional arrangements for the delivery of the UK Resettlement Scheme in the Vale of Glamorgan and Cardiff.
- (6) T H A T, subject to Resolution (2) above, delegated authority be granted to the Monitoring Officer / Head of Legal and Democratic Services to agree the terms and execute the necessary legal documentation evidencing the Collaboration Agreement.
- (7) T H A T the report be forwarded to the Members of the Homes and Safe Communities Scrutiny Committee for information only.

(8) 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 Resolutions (1) to (7) above.

#### Reasons for decisions

(1) Since 2016, all twenty-two Local Authorities in Wales have supported the UK Government in its aim to provide a safe route to the UK for 20,000 of the most vulnerable refugees from the Syrian conflict. The Vale of Glamorgan Council, in partnership with Cardiff Council, has contributed substantially to this cause and Cabinet is asked to renew this commitment by approving participation in the new scheme, which is widely supported by other Local Authorities in Wales.

(2) A Collaborative Agreement, between the Vale of Glamorgan Council and Cardiff Council, is in place to support regional participation in the VPRS for the lifespan of the programme. Cabinet approved this Agreement for up to six years, to ensure both Authorities are able to collaboratively meet the needs of all refugees for five years post-arrival. This Agreement will ensure the continuation of all existing operational and administrative structures and full compliance with the terms and conditions of the grant funding for the duration of the new scheme.

(3) The Leadership Group is already in place to support delivery of the VPRS, therefore it is pragmatic to maintain the formal arrangement to ensure the UKRS continues to benefit from the same level of robust governance.

(4) To support the UK Government to achieve its pledge to resettle 5000 of the most vulnerable refugees in the UK, from wherever the humanitarian need is greatest, globally, during the first year.

(5) To facilitate continued partnership arrangements with regional stakeholders.

(6) To enable the completion and execution of the necessary legal documentation.

(7) For information only.

(8) In recognition of the need to make a decision in light of the COVID 19 pandemic and that dates of future Cabinet meetings have not been identified at this stage.

#### **C289 TIMEBANKING (HBS) (SCRUTINY – HOMES AND SAFE COMMUNITIES) –**

The Leader recommended that the report be deferred in light of the current situation in relation to the COVID 19 pandemic.

This was a matter for Executive decision.

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

RESOLVED – T H A T the report be deferred to a future meeting of Cabinet.

Reason for decision

In light of the current situation in relation to the COVID 19 pandemic.

**C290 STREET LIGHTING ENERGY REDUCTION STRATEGY – SALIX PROJECT UPDATE (NST) (SCRUTINY – ENVIRONMENT AND REGENERATION) –**

At its meeting of 20<sup>th</sup> October 2014 Cabinet approved a strategy to implement a full move to LED lighting as funding became available. Following the introduction of part-night lighting within the Vale from December 2015 to save energy cost and CO<sup>2</sup> emissions, the Council converted all standard conventional type residential street lanterns to LED in Summer 2018. To continue progress to full LED lighting, Cabinet approved submission of a Salix interest free loan application to convert all main road lighting to LED at its meeting on 22<sup>nd</sup> January 2018.

The application to Salix Finance Ltd was submitted on 20<sup>th</sup> February, 2018 based on replacing 3,895 standard conventional type main road street lighting lanterns with LED dimmed after 10.00 p.m. and controlled by a CMS Central Management System (CMS), together with the replacement of 669 end of life columns (Option 1). The value of the loan was £1,916,079 to achieve an energy saving of £239,510 and 730 tonnes of CO<sup>2</sup> per annum. It was approved by Salix Finance on 28<sup>th</sup> February, 2018 and an acceptance letter signed and returned on 1<sup>st</sup> March, 2018.

The Council currently had a total 15,797 street lighting units with the number of lanterns currently converted to LED at some 10,735 or 68%. The Salix project originally identified a 24-month implementation programme with completion on 31<sup>st</sup> March, 2020, however, resource was focused on conversion of residential street lights to LED in 2018. The commencement of the Salix project subsequently slipped to 2019 with the appointment of a specialist consultant to undertake the necessary LED lantern design completed in November 2019.

To address the delay to the original Salix programme, an extension to the project was agreed in May 2019 granting a 6-month delivery extension for the completion to September 2020 and a revised programme schedule had now been prepared and was attached at Appendix A of the report. The revised programme to meet the revised completion date showed procurement of LED street lighting supplier in the first week in February 2020 and installation works commencing on-site at the beginning of June 2020 for a period of 16 weeks.

This was a matter for Executive decision.

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

RESOLVED –

- (1) T H A T the current position on the 'Street Lighting Energy Reduction Strategy' and Salix loan funding, including the revised programme for conversion of main road street lighting to full LED as at Appendix 1 to the report be noted.
- (2) That an increase in the Street Lighting Energy Reduction Strategy scheme by £1,916,079 in the 2020/21 Capital Programme, to be funded by an interest free loan from Salix Finance Ltd be approved and that the Managing Director be requested to utilise his Emergency Powers to include this scheme in the Capital Programme.
- (3) T H A T delegated authority be granted to the Director of Environment and Housing Services in consultation with the Cabinet Member for Neighbourhood Services and Transport and the Head of Finance, to accept the most economically advantageous tender for the supply of LED lanterns.
- (4) That the use of Article 14.14.2 (ii) of the Council's Constitution (Urgent Decision Procedure) in respect of the above resolutions be authorised.

Reasons for decisions

- (1) To obtain agreement on the current position of the 'Street Lighting Energy Reduction Strategy' and revised programme to complete the Salix project for conversion of main road street lighting to full LED.
- (2) To allow this scheme to proceed in the current and future financial years.
- (3) To enable the timely award of the contract for the supply of LED lanterns in accordance with the revised programme and ensure compliance with the Council's Contract Standing Orders and Financial Regulations.
- (4) To enable delivery of the project to meet the extended completion date at the end of September 2020.

**C291 CAR PARKING – GUIDING PRINCIPLES AND CHARGES (NST)  
(SCRUTINY – ENVIRONMENT AND REGENERATION) –**

There was a requirement to ensure the best possible access to the Vale's commercial and tourist areas. One way of doing this was by having appropriate public transport and active travel networks in place and ensuring that car parking spaces were available for those who needed them most.

When managed properly, car parking benefited the economic activity of areas that it served. It facilitated good access to towns and amenities for residents, workers, shoppers and visitors. There was a need to invest in adequate car parking for

those who wanted to visit the Vale of Glamorgan and those who worked within resorts and town centres. It was not simply about maximising car parking space, it was more about ensuring that car parks were well maintained and were accessible as well as ensuring that there were a range of options available to meet short and long stay visitors, businesses and employees in a way that did not detract from the economic viability and vitality of an area.

The Report outlined the guiding principles and charging regimes proposed for car parks following detailed consideration of the matter by the Environment and Regeneration Scrutiny Committee on 25<sup>th</sup> February, 2020 and the Corporate Performance and Resources Committee on 3<sup>rd</sup> March, 2020.

The guiding principles and charging regimes proposed were summarised as follows:

### **Town Centre Car Parks**

ALL FREE except at the proposed Shoppers' Car parks at Wyndham Street, Barry and Town Hall Cowbridge. Charges proposed for Shoppers' Car Parks up to 2 hours FREE, up to 4 hours £2.00, and all day £6.00. Tariffs applicable 6 days per week Monday-Saturday from 8am to 6pm with blue badge holders free.

NO CHARGES were proposed for on street car parking within any of the town centres.

The Llantwit Major car parks were subject to separate consideration and discussions with Llantwit Major Town Council and were not covered by the Report.

### **Resort and Coastal Car Parks**

NO CHARGES were proposed for on street car parking at any of the resorts.

Resort car park charges (Barry Island – Southerndown – Ogmore by Sea) would remain as they were for the summer months but would apply all year round. (Resort car parks would not be subject to any seasonal variation in tariff reflecting their all year-round use). Late afternoon and early evening tariffs would continue to apply.

Annual Permits would be available for coastal resort car parks for the first time at a cost of £50 for 6 months and £100 for 12 months. Disabled persons with blue badges would park for free.

Bus and coach parking at resorts would be set at £30.00 all day.

Other coastal (non-resort) car parks at Barry (Cold Knap and Bron y Mor), Llantwit Major Cwm Colhuw, Penarth Cliff Walk, Ogmore by Sea (Portabello), West Farm Southerndown and Llwyn Passat Penarth were used by a mix of residents and visitors to the area and were largely seasonal in demand. Therefore, NO CHARGES were proposed at these car parks.

## **Country Parks Car Parks**

NO CHARGES were proposed until after 10.00am in Cosmeston Lakes and Porthkerry Country Park. After 10.00am until 8.00pm from 1<sup>st</sup> March to 30<sup>th</sup> September and until 5.00pm from 1<sup>st</sup> October to end of February charges were proposed with up to 2 hours parking for £1.00, up to 4 hours, £2.00 and £4.00 all day. Bus and coach parking at £30.00 all day. Parking permits would be available for 6 months at £30 or £50 per annum which could be used at either Country Park. Disabled persons with blue badges would park for free.

## **Waiting Restrictions and Traffic Regulations**

No charges or changes to the current Residents Parking permit Policy were proposed for 2020/21 which would remain FREE to eligible residents.

All existing Traffic Regulations would remain in force unless subject to separate consideration and consultation.

It was not proposed to introduce any additional traffic regulations to prevent displacement parking in the town centres or the areas surrounding the Country Parks. The need or otherwise for additional measures would be assessed as necessary in due course. In the interim, appropriate signing would be installed in residential areas in the immediate vicinity of Cosmeston Country Park and Barry Island to deter displacement parking.

A further report would be presented to Cabinet providing an update on enforcement and to consider if any further residential parking requirements were required.

## **Ways to Pay and Exemptions**

The Report proposed to use modern solar powered 'Pay and Display' Machines with coins and chip / pin / contactless options. Digital payment methods including a Parking App would also be improved through investment in new technology. Consideration was also to be given to installing electric charging points within car parks and on street.

## **Leisure Centres**

Leisure Centre Car Parks at Barry, Cowbridge and Penarth were subject to separate discussions with Legacy Leisure as part of the ongoing contract negotiations. Legacy Leisure had requested the introduction of controls in these car parks to favour Leisure Centre users and this would be the subject of a further report to Cabinet in the near future

This was a matter for Executive decision.

Cabinet, having considered the report and the references from the Scrutiny Committees Environment and Regeneration (25<sup>th</sup> February, 2020) and Corporate

Performance and Resources (3<sup>rd</sup> March, 2020) and all the issues and implications contained therein

RESOLVED –

- (1) T H A T the proposed Car Parking – Guiding Principles and Charges and Equality Impact Assessment as attached at Appendices 1 and 2 to the report be agreed.
- (2) T H A T delegated authority be granted to the Director of Environment and Housing in consultation with the Leader, the Cabinet Member for Neighbourhood Services and Transport, the Managing Director and Head of Finance to source the most economically advantageous method of financing the purchase and installation of equipment for car parks as required to support the implementation of this Policy.
- (3) T H A T a further report be received by Cabinet and the Corporate Performance and Resources Scrutiny Committee in mid 2021 providing an update on the implementation of the proposed Car Parking – Guiding Principles and Charges Document.
- (4) T H A T a further report be received by Cabinet providing an update on Enforcement of Parking in the Vale of Glamorgan.
- (5) T H A T a further report be received by Cabinet detailing the arrangements for improving Leisure Centre users parking in Barry, Cowbridge and Penarth.
- (6) T H A T a further report be received in relation to parking arrangements in Llantwit Major, following the conclusion of discussions with Llantwit Major Town Council.
- (7) T H A T a further report be presented to Cabinet detailing future arrangements for resident only parking.
- (8) T H A T the commencement of car parking charges and the implementation of Resolutions (1) and (2) above be delayed, to be implemented at an appropriate date following consultation with the relevant Cabinet Member and Leader or Deputy Leader and Head of Service or appropriate Deputy.
- (9) T H A T Resolutions (3) – (8) be deferred to a future Cabinet meeting until such time as deemed appropriate by the Director of Environment and Housing or in his absence the Head of Neighbourhood Services and Transport in consultation with the Cabinet Member for Neighbourhood Services and Transport or Deputy Leader in light of the COVID 19 pandemic.
- (10) 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 Resolutions (1), (2), (8) and (9) above.

Reasons for decisions

- (1) To advise Cabinet of the proposed Car Parking – Guiding Principles and Charges for 2020/21 and accompanying Equality Impact Assessment.
- (2) To ensure that the infrastructure required to facilitate charging is sought in the most economically advantageous way.
- (3) To provide Cabinet and Scrutiny Committee Corporate Performance and Resources with an update on the implementation of the Car Parking-Guiding Principles and Charges.
- (4) To ensure parking enforcement matches the needs of the approved parking proposals.
- (5) To obtain the agreement of Cabinet for the introduction of new parking controls at these locations.
- (6) To advise Cabinet of arrangements in Llantwit Major.
- (7) To propose new arrangements for resident only parking.
- (8) In order that the resolutions can be implemented at an appropriate date in light of the COVID 19 pandemic.
- (9) In recognition of the need to make a decision in light of the COVID 19 pandemic and that dates of future Cabinet meetings have not been identified at this stage.
- (10) In recognition of the need to make a decision in light of COVID 19.

**C292 WITHDRAWAL OF DISCRETIONARY FUNDING FOR FARE PAYING SCHOOL TRANSPORT SERVICES (WHICH DO NOT CATER FOR PUPILS WHO QUALIFY FOR FREE SCHOOL TRANSPORT) (NST) (SCRUTINY – ENVIRONMENT AND REGENERATION) –**

The Report sought agreement from Cabinet for the withdrawal of funding for Council supported fare paying school transport services with effect from 1<sup>st</sup> September, 2020 following the results of a consultation on the proposal and consideration by the relevant Scrutiny Committees.

Consultation was undertaken on Fare Paying School Transport services between 2<sup>nd</sup> April, 2019 and 28<sup>th</sup> May, 2019. The consultation outlined the proposed withdrawal of funding for fare paying school bus services, which were currently provided at the discretion of the Council.

The Environment and Regeneration and Corporate Performance and Resource Scrutiny Committees reviewed this proposal at their meetings on 21<sup>st</sup> January, 2020 and 5<sup>th</sup> February, 2020 respectively.

The withdrawal of fare paying school transport funding would assist in meeting the reshaping services savings that the Neighbourhood Services and Transport Department was expected to make and help to support the Council in funding statutory free school transport for pupils who qualified by virtue of distance from school and availability of walking routes.

The report had no implications with regard to the provision of free home to school transport for entitled children, which would be maintained as existing.

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 to withdraw funding for Council supported fare paying school bus services with effect from 1<sup>st</sup> September, 2020, following on from the review by the relevant scrutiny committees, be agreed.

(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 Resolution (1) above.

**Reasons for decisions**

(1) To ensure that Cabinet had considered the details of the proposals taking into account the views of the relevant Scrutiny Committees in order to take a final decision on the proposals.

(2) In recognition of the need to make a decision in light of the COVID 19 pandemic and the need to implement the proposal with effect from 1<sup>st</sup> September, 2020.

**C293 ADULT PLACEMENT SERVICE – PARTNERSHIP AGREEMENT (SCH) (SCRUTINY – HEALTHY LIVING AND SOCIAL CARE) –**

Cabinet approval was sought for the Vale of Glamorgan to extend the Partnership Agreement with Bridgend County Borough Council to manage their Adult Placement Service (also known as “Shared Lives”) commencing 1<sup>st</sup> April, 2020 to 31<sup>st</sup> March, 2025.

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 this report, which is for the Vale of Glamorgan Council (the “Vale”) to extend the Adult Placement Service partnership arrangement with Bridgend County Borough Council (“Bridgend”) for a period of five years, subject to the approval of Bridgend County Borough Council’s Chief Legal Officer and the Chief Officer of Social Services 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 or Deputy Leader, Cabinet Member for Social Care and Health, Managing Director and the Head of Finance / Section 151 Officer to agree the principles of the Partnership Agreement and undertake all necessary actions and delegated authority be granted to the Monitoring Officer / Head of Legal and Democratic Services to agree the terms and execute the necessary Partnership Agreement with Bridgend County Borough Council.
- (3) 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 Resolutions (1) and (2) above.

Reasons for decisions

- (1) To ensure that the process for taking forward this proposal is undertaken lawfully, effectively and in accordance with the Council’s policies and procedures.
- (2) To ensure that the process for delivering this proposal as outlined in this report is undertaken in a timely manner.
- (3) In recognition of the need to make a decision in light of the COVID 19 pandemic and that dates of future Cabinet meetings have not been identified at this stage.

**294 MATTERS WHICH THE CHAIRMAN HAS DECIDED ARE URGENT –**

RESOLVED – T H A T the following matters, which the Chairman had decided were urgent for the reasons stated beneath the minute headings, be considered.

**295 CORONAVIRUS PREPARATIONS, OFFICER DELEGATIONS, COUNCIL WORKING/BUSINESS CONTINUITY (L/PR) (SCRUTINY – CORPORATE PERFORMANCE AND RESOURCES) – (Urgent by reason of the need to ensure that Council business is progressed in light of the current COVID 19 pandemic)**

Following the decision to cancel all Council meetings as a result of the implications of the COVID 19 pandemic, Cabinet approval was sought in respect of emergency measures required to be put in place to (i) ensure business continuity within the

Council (ii) ensure appropriate governance arrangements are in place and (iii) allow decisions affecting the Council to be made in a timely manner.

The report expanded upon the existing Managing Director's delegated Emergency Powers as set out in the Council's Constitution to deal with matters deemed requiring immediate action. In acknowledging the Managing Director's Emergency Powers at page 271, it was considered that in order to ensure business continuity, should the Managing Director or relevant Cabinet Member be unavailable, slight additions be made as appropriate in the given circumstances..

The report also advised of Central and Welsh Governments' proposed emergency legislation in respect of certain Local Authority functions. The Leader, in referring to paragraph 1.2 of the report which referred to illness being rare in people under 20 years of age, advised that this was not in all cases as children may be affected if they had underlying health issues. The Leader also stated that COVID 19 was a serious matter at any age.

The Monitoring Officer, with Cabinet's permission, referred to her recent discussions with the Chief Executive of the Local Democracy and Boundary Commission for Wales who had advised of the willingness of the Commissioner to postpone an application from the Council of the current timetable for the submission of the Council's response to the Commissions draft proposals for changes to the Council's 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 contents of the report be noted.
- (2) T H A T the following be approved:
  - (a) the payment of Senior and Civic allowances / salaries continue in line with current arrangements until the Council's Annual Meeting takes place;
  - (b) following consultation with the Managing Director the nominated Deputy for the purposes of the use of the Managing Director's Emergency Powers be the relevant Service Director or another Director in the absence of the relevant Director and in respect of matters relating to the Resources Directorate, the Director of Environment and Housing be noted;
  - (c) that having regard to consultation under the use of the Managing Director's Emergency Powers, the Leader and / or the Deputy Leader be consulted with the appropriate Cabinet Member, and should the relevant portfolio Cabinet Member be unable to be consulted on the use of Emergency Powers only, the Leader and / or

Deputy Leader be consulted in their absence in respect of any matter which in his opinion

- i) requires immediate action, and
  - ii) does not justify holding a special meeting of the body which would ordinarily consider the matter or is of such urgency or emergency as not to allow for such a meeting, use of such delegated powers to be subsequently reported back to the Cabinet or Council as appropriate;
- (d) that in the case only of matters involving the Council in financial commitments, the Leader or Deputy Leader, Section 151 Officer and the appropriate Chief Officer be consulted;
- (e) should none of the Cabinet Members be available to be consulted, the Managing Director be granted the authority to act accordingly without Member consultation in respect of any matter which, in his opinion:
- i) requires immediate action, and
  - ii) does not justify holding a special meeting of the body which would ordinarily consider the matter or is of such urgency or emergency as not to allow for such a meeting, use of such delegated powers to be subsequently reported back to the Cabinet or Council as appropriate;
- (f) that in exercising his use of Emergency Powers, the Managing Director will endeavour to consult with the relevant Chairmen of Planning Committee, Licensing Committee and the Welsh Church Act Estate Committee should matters within the remit of those Committees require immediate action to be taken and on matters of Policy the relevant Scrutiny Committee Chairmen.

(3) T H A T to assist transparency, the process for all decisions approved under the use of the Managing Director's Emergency Powers to be maintained by and reported by Democratic Services on a fortnightly basis by email to all Members of the Council and made available to the public for inspection on the Vale of Glamorgan Council website, be approved.

(4) T H A T the appointment of Local Authority appointed School Governor positions be approved to existing Governors that agree to extend their terms of office, until 31<sup>st</sup> October, 2020.

(5) T H A T approval be granted for items on the Cabinet's Forward Work Programme to be held in abeyance for the foreseeable future unless matters require immediate action and are progressed using the Managing Director's Delegated Emergency Powers.

(6) T H A T pending or in the event of emergency legislation in relation to School Admission Appeals and Exclusions, Licensing applications and Special Education Needs Tribunals not being made, that internal procedures for dealing with the same be established pursuant to the Managing Director's Delegated Emergency Powers.

(7) T H A T the Managing Director and / or Monitoring Officer be granted delegated powers in consultation with the Leader or Deputy Leader to report to Members on matters relating to COVID 19 as appropriate.

(8) T H A T delegated authority be granted to the Council's Electoral Registration Officer to request the Local Democracy and Boundary Commission for Wales to halt the current timescale for the submission of the Council's response to the current electoral arrangement review in respect of the Vale of Glamorgan Council and if deemed appropriate be authorised to request a further time extension(s) to the timescale for the Council's submission.

(9) T H A T the use of Article 14.4.2(ii) of the Council's Constitution (Urgent Decision Procedure) be authorised in respect of the above resolutions in order that the Council's business can be maintained as outlined above in light of the COVID 19 pandemic.

#### Reasons for decisions

(1) Having regard to the contents contained therein and to keep Members informed of pending legislation.

(2) In order to ensure business continuity is maintained in light of the implications of the COVID-19 pandemic and to approve Governor appointments for business continuity.

(3&7) In light of the implications of the COVID 19 pandemic.

(4&6) In order to ensure business continuity.

(5) In order that matters can be dealt with immediately.

(8) In light of the COVID 19 pandemic to enable the Council to debate and approve the Council submission to the Local Democracy and Boundary Commission for Wales.

(9) In order that the Council's business can be maintained as outlined above in light of the COVID 19 pandemic.

#### **296 VALE OF GLAMORGAN 2020 EVENTS PROGRAMME – IMPLICATIONS OF COVID 19 CORONAVIRUS (L/PR) (SCRUTINY – CORPORATE PERFORMANCE AND RESOURCES) – (Urgent by reason of the need to consider proposed events programme in light of the current COVID 19 pandemic)**

The Council organised and supported an annual and diverse programme of events across the Vale of Glamorgan. These events were important in assisting the local economy and increased the tourism offer within the Vale of Glamorgan.

In light of the Coronavirus (COVID 19) outbreak and following Government advice, it was proposed that Council run events and externally organised events financially supported by the Council, either be cancelled or postponed until a later date.

Appendix A to the report detailed the original proposed programme of events for 2020 - 2021 with an update for each event following advice regarding the current outbreak. Due to the formatting of Appendix A not being aligned correctly, a replacement Appendix A was tabled at the Cabinet meeting.

This was a matter for Executive decision.

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

RESOLVED –

(1) T H A T the changes to the proposed events for the year 2020-2021 be considered and approved.

(2) T H AT the Head of Regeneration and Planning be granted delegated powers, in consultation with the Cabinet Member for Education and Regeneration, to implement changes to the events programme and to financial support for externally operated events on a case by case basis, as the COVID 19 outbreak proceeds in future months.

(3) T H AT the use of Article 14.14.2 (ii) of the Council's Constitution (urgent decision procedure) in respect of Resolutions (1) and (2) above be approved.

Reasons for decisions

(1) To approve changes to events programme 2020 – 2021.

(2) To, where possible, support events in the Vale of Glamorgan by postponing and rescheduling to a later appropriate date.

(3) In recognition of the need to make a decision in light of the COVID 19 pandemic and that dates of future Cabinet meetings have not been identified at this stage.

**297 COVID 19 / CORONAVIRUS – SERVICE IMPLICATIONS AND BUSINESS CONTINUITY (L/PR) (SCRUTINY – CORPORATE PERFORMANCE AND RESOURCES) –  
(Urgent by reason of the need to ensure that Council business is maintained in light of the current COVID 19 pandemic)**

The report provided an update on COVID 19 / Coronavirus, the work undertaken to date in responding to the situation as well as work currently underway. The report also set out some key issues for consideration with immediate effect and

the work that was ongoing on Business Continuity Planning to ensure the Council was prepared for the challenges that lay ahead.

In presenting the report the Leader advised that following the approval by the Chairman of the Corporate Performance and Resources Scrutiny Committee of the use of the urgent decision procedure the Chairman had requested that Personal Protective equipment be provided to all front-line staff. However, the Leader outlined that as such equipment may not be readily available, equipment would have to be provided as appropriate. In referring to the current statistics in relation to reported COVID19 cases and deaths, the Leader advised to date there had been:

5,683 cases in the UK reported and 281 deaths and 418 cases in Wales reported and 16 deaths.

At this point the Leader, Managing Director and the Cabinet Members took the opportunity to thank all staff including schools and CMT for all their support and hard work amid the COVID 19 outbreak and in particular their thanks to frontline staff and staff in schools for ensuring the continued services of the Council to vulnerable residents of the Vale of Glamorgan.

This was a matter for Executive decision.

With all staff and Members being urged to keep safe Cabinet, having considered the report and all the issues and implications contained therein

RESOLVED –

- (1) T H A T the work that had been undertaken to date in responding to COVID 19 / Coronavirus by the Council be endorsed.
- (2) T H A T the planning assumptions that had informed the strategic and operational emergency planning arrangements that had been put in place in respect of COVID 19 / Coronavirus and the associated Business Continuity Planning work that was in progress across the organisation be endorsed.
- (3) T H A T the report be circulated to all Vale of Glamorgan Council Members and Town and Community Council Clerks for information.
- (4) T H A T the use of Article 14.4.2(ii) of the Council's Constitution (Urgent Decision Procedure) in respect of the above resolutions be agreed in order that the Council's business can be maintained as outlined above in light of COVID 19.

#### Reasons for decisions

- (1) To note and agree the work undertaken to date in response to COVID 19 / Coronavirus.
- (2) To note the Business Continuity arrangements underway across the organisation and to endorse that work, so that it is afforded the necessary urgency

and priority and to protect and support the public and ensure services can respond to increased demand with a potentially reduced workforce.

(3) To provide this information to all Councillors and Town and Community Councils.

(4) In recognition of the need to make a decision in light of the COVID 19 pandemic and that dates of future Cabinet meetings have not been identified at this stage.

## **298 EXCLUSION OF PRESS AND PUBLIC –**

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

## **299 AGRICULTURAL TENANCY (DL/ER) (EXEMPT INFORMATION – PARAGRAPHS 12, 13 AND 14) (SCRUTINY – ENVIRONMENT AND REGENERATION) –**

The report sought approval to conclude the ongoing asset review with regard to an agricultural tenancy as detailed within the report and to develop a scheme of development / Masterplan and report back to Cabinet at the appropriate time with recommendations and timescales for implementation. The report also sought approval for the Head of Regeneration and Planning to be authorised to enter into negotiations with the current tenant.

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 Head of Regeneration and Planning be authorised to develop a scheme of development / Masterplan as detailed within the report and to report back to Cabinet at the appropriate time with recommendations and timescales for implementation.

(2) T H A T the Head of Regeneration and Planning be authorised, in consultation with the Head of Finance / Section 151 Officer and the Monitoring Officer / Head of Legal and Democratic Services, to enter into negotiations, with the tenant. The negotiations to be on the basis as detailed within the report and for the property to be purchased at market value.

(3) 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 above resolutions.

Reasons for decisions

(1) In order to develop a comprehensive vision for the land assets within the Council's ownership and to follow the legal advice obtained by the Council on this matter.

(2) To enable negotiations to take place to purchase the property at market value and generate a capital receipt for the Council.

(3) In recognition of the need to make a decision in light of the COVID 19 pandemic and that dates of future Cabinet meetings have not been identified at this stage.