

CABINET

Minutes of a meeting held on 14th February, 2022

The Cabinet agenda is available [here](#).

The Meeting recording is available [here](#).

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

C805 ANNOUNCEMENT –

Prior to the commencement of the business of the Committee, the Chair read the following statement: “May I remind everyone present that the meeting will be live streamed as well as recorded via the internet and this recording archived for future viewing”.

C806 APOLOGY FOR ABSENCE –

This was received from Councillor M.R. Wilkinson.

C807 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 24th January, 2022 be approved as a correct record.

C808 DECLARATIONS OF INTEREST –

Name of Councillor

Councillor N. Moore (Executive Leader and Cabinet Member for Performance and Resources)

Councillor E. Williams (Cabinet Member for Legal, Regulatory and Planning Services)

Nature of Interest

The interest related to Agenda Item 20 – ‘Reshaping Services: Single Use Sports Facilities Update’.

Councillor Moore declared a personal interest as he had family members who were connected to Barry Rugby Club and withdrew from the meeting for the item.

The interest related to Agenda Item 19 – ‘Stradling Park Llantwit Major’.

Councillor Williams declared an interest as the matter referred to Llantwit Major but had dispensation as a Town Councillor to remain, speak and vote.

C809 DRAFT LOCAL HOUSING STRATEGY 2021 – 2026 (REF) –

The reference from Homes and Safe Communities Scrutiny Committee on 12th January, 2022 was presented.

The Leader, in discussing the reference, referred to comments made concerning the level of demand for housing and 1 and 2 bedroom properties were still the main focus of demand. There was also a query whether Welsh Government and Local Development Plan needs were aligned, and it was confirmed there was an alignment.

The Deputy Leader welcomed the aims of the Draft Local Housing Strategy as many residents had faced house insecurity as a result of the pandemic. The Leader said it was important that the Council continued to work with all sectors in that regard.

Having considered the reference and there being no suggested changes from Homes and Safe Communities Scrutiny Committee, it was subsequently

RESOLVED –

(1) T H A T the Draft Local Housing Strategy as considered by Cabinet on 6th December, 2021, be formally endorsed and referred to full Council for approval.

(2) T H A T the urgency decision procedure as set of in Section 14.14 of the Council's Constitution be used in respect of Recommendation (1) in order for the Local Housing Strategy to be referred to full Council on 7th March, 2022.

Reasons for decisions

(1-2) Having regard to the contents of the report and discussions at the meeting.

C810 DRAFT TENANT AND LEASEHOLDER PARTICIPATION STRATEGY 2021-2026 (REF) -

The reference from Homes and Safe Communities Scrutiny Committee on 12th January, 2022 was presented.

The Leader, in discussing the reference, referred to comments made concerning whether tenants and leaseholders needed to be part of a residents' board or similar in order to engage with the Strategy and it was confirmed that it had been identified that there was a need to look at current engagement structures which would be reviewed and expanded.

The Deputy Leader referred to the community development project that had taken place on the St. Luke's and St. Paul's estates in Penarth that was called 'Clean Slate', rather than 'Clean State' as it was referred to in the reference. She said that the project had built on the excellent work carried out by the STAR Residents Association who were also represented on the Scrutiny Committee. Councillor

Burnett also looked forward to the outcomes of the new 'Cleaner, Greener' Healthier' programme which was part of Clean Slate.

Having considered the reference and there being no suggested changes from Homes and Safe Communities Scrutiny Committee, it was subsequently

RESOLVED – T H A T the Draft Tenant and Leaseholder Strategy as considered by Cabinet on 20th December, 2021 be endorsed.

Reason for decision

Having regard to the contents of the report and discussions at the meeting.

C811 LOCAL ACCESS FORUM –

The minutes of the Local Access Forum held on 2nd December, 2021 as contained within the agenda, were submitted.

Councillor Williams, in discussing the minutes, referred to the excellent work since 2010 that had been carried out by Mr. Gwyn Teague, Public Rights of Way Officer who had left the employment of the Vale of Glamorgan Council. During his time, he had overseen considerable changes to the coastal paths and improvements on the local rights of way.

Councillor Williams praised the amount of work undertaken by Officers as part of the draft Composite Annual Report 2019/20 and 2020/21.

The ENRaw Green Trails feasibility study showed good partnership working with the neighbouring Local Authorities and saw the development of footpaths and trails for walkers, cyclists and horse riders which would improve the wellbeing of those using such areas.

The list of projects undertaken using Access Improvement Grants was highlighted as examples where small changes had made big differences. The Coastal Access Grants had also made a huge difference and further encouraged visitors to the area.

Work under the Sustainable Farming Design Scheme had been discussed where more sustainable practices and ways of working were being considered.

RESOLVED –

(1) T H A T the minutes of the Local Access Forum meeting held on 2nd December, 2021 be noted.

(2) T H A T the excellent work carried out over a number of years by Mr. Gwyn Teague be recognised by the Cabinet who wished him well for the future.

Reasons for decisions

(1-2) In noting the minutes.

C812 CARDIFF CAPITAL REGION - REGIONAL CABINET –

The minutes of the Cardiff Capital Region - Regional Cabinet held on 13th December, 2021 as contained within the agenda, were submitted.

The Leader, in discussing the minutes, referred to the reframing of the South East Wales Corporate Joint Committee. It was hoped that in time the Cardiff Capital Region would become the Corporate Joint Committee and the report noted the realisation of risks and issues that were preventing the full implementation of the chosen Governance and Delivery option.

The budget was discussed by all the partner Authorities and representatives and was agreed at the meeting. Cardiff Capital Region had asked Welsh Government to put back the date of formal commencement of duties from 28 February 2022 to 30 June 2022, which had subsequently been agreed.

Also discussed was an item concerning the Acquisition of the former Aberthaw Power Station. The Leader provided an update that the matter was ongoing and that there would be a further report to Members from the Cardiff Capital Region.

Councillor Gray was pleased to have received an update from the Cardiff Capital Region and that Members that had attended had also found it useful. He encouraged other Members to attend the further briefings in order to keep up to date with developments. Councillor Williams added it was important Members attend the briefings in order to keep up to date with the latest project developments.

RESOLVED – T H A T the minutes of the Cardiff Capital Region - Regional Cabinet held on 13th December, 2021 be noted.

Reason for decision

In noting the minutes.

C813 SHARED REGULATORY SERVICES JOINT COMMITTEE –

The minutes of the Shared Regulatory Services Joint Committee held on 14th December, 2021 as contained within the agenda, were submitted.

Councillor Williams, in discussing the minutes, made reference to Shared Regulatory Service (SRS) no longer being an employer. The Shared Regulatory Services Draft Budget Proposal 2022/23 had been discussed and it was noted that the Welsh Government 2022/23 budget settlements awarded to Councils had not been available at the time of the meeting.

Councillor Williams wanted to recognize the high quality of work done by the staff during the pandemic; SRS staff responsibilities changed considerably, with some staff being redeployed to other Service Areas and there being constantly changing legislation to adapt and adhere to. He also praised the successful enforcement that had taken place with regards to dog breeders and rogue traders, praising the dedication of the Officers concerned.

RESOLVED –

(1) T H A T the minutes of the Shared Regulatory Services Joint Committee meeting held on 14th December, 2021 be noted.

(2) T H A T Cabinet thanked the Officers for the amount of work undertaken during difficult and constantly changing circumstances.

Reason for decision

(1-2) In noting the minutes.

C814 PAY POLICY 2022/23 (EL/PR) (SCRUTINY – CORPORATE PERFORMANCE AND RESOURCES) –

The Executive Leader and Cabinet Member for Corporate Performance and Resources presented the report to consider and endorse the Council's annual Pay Policy for 2022/23 prior to its submission to Council for approval.

The Council had a statutory requirement under the Localism Act 2011 to prepare a pay policy statement for the new financial year 2022/23. The statement needed to be approved and published by 31st March, 2022. The document provided a framework for ensuring that employees were rewarded fairly and objectively, in accordance with the service needs of the Council and that there was openness and transparency in relation to the process.

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

- Guidance from Welsh Government as contained in the document “Pay Accountabilities in Local Government in Wales” as updated January 2016.
- Changes as prescribed by the Local Authorities Standing Orders (Wales) (Amendment) Regulations 2014 which took effect from 1st July, 2014.
- Changes as prescribed by the Local Government (Wales) Act 2015 to ensure that any proposed changes to the salary of Chief Officers (as defined in the Localism Act 2011) were made following consultation with the Independent Remuneration Panel for Wales.
- Local Government Elections (Wales) Act 2021 had been taken into account as part of the annual Pay Policy Statement.
- Necessary refinements as a result of changes to the Council's senior management structure over recent years.

- The effects of national and locally negotiated pay and associated benefit awards along with the provisions of the National Living Wage.

This was a matter for Executive decision.

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

RESOLVED –

(1) T H A T the required changes to the Council's Pay Policy 2022/23 as set out in the report and as incorporated in the revised statement on Appendix A be agreed.

(2) T H A T the Pay Policy be endorsed and referred for consideration by Scrutiny Committee (Corporate Performance and Resources) on 17th February 2022 for final consideration and approval by Council on 7th March 2022.

Reasons for decisions

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

(2) To respond to the legal requirement under the Localism Act 2011 and to provide openness and accountability in relation to how the Council rewards its staff.

C815 VALE OF GLAMORGAN COUNCIL ANNUAL AUDIT SUMMARY 2021 (EL/PR) (SCRUTINY – CORPORATE PERFORMANCE AND RESOURCES) –

The Executive Leader and Cabinet Member for Corporate Performance and Resources presented the Auditor General Wales' Annual Audit Summary for the Vale of Glamorgan Council, outlining work completed since the last Audit Summary, issued in February 2021.

The contents of the Annual Audit Summary 2021 (appended at Appendix A to the report) were generally positive and highlighted that the Council met its remaining Local Government (Wales) Measure 2009 duties for the financial year 2020-21. The Auditor General Wales had also given an unqualified true and fair opinion on the Council's financial statements on 12th October, 2021.

Whilst no formal recommendations were made, 5 Proposals for Improvement (PFI) were made in relation to specific local reviews on the Council's Financial Sustainability (1PFI) and Third Sector Partnership Working (4 PFI). As well as specific local reviews, each year, Audit Wales also carried out studies across the local government sector to make recommendations for improving value for money. Two such reports were published in relation to: Discretionary services (April 2021) and Regenerating town centres in Wales (September 2021).

In line with the Council's corporate performance management arrangements, consideration was given by relevant Council services to the findings contained within both local and national reports as they were published, and actions incorporated within the Council's Insight Tracker throughout the year as appropriate. This was monitored via the Insight Board, Scrutiny Committees, Cabinet and the Governance & Audit Committee as work to address them progressed. Progress against the Council's regulatory actions was also monitored by Audit Wales colleagues throughout the year as part of the Annual Regulatory Plan.

Cabinet congratulated all the staff for complying with all the requirements and appreciated the positive performance to ensure the Authority continued to work at a high level during difficult times.

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 contents of the Vale of Glamorgan Council Annual Audit Summary 2021 be noted and the report referred to the Corporate Performance & Resources Scrutiny Committee (17th February, 2022) and Governance & Audit Committee (1st March, 2022) with any recommendations/comments of the Committees referred back to Cabinet thereafter.

Reason for decision

To provide for scrutiny and review of the Auditor General's Annual Audit Summary 2021.

C816 DRAFT CANDIDATE AND ELECTED MEMBER HANDBOOK (2022 EDITION) (EL/PR) (SCRUTINY – CORPORATE PERFORMANCE AND RESOURCES) –

The Executive Leader and Cabinet Member for Corporate Performance and Resources presented the report which sought approval of the draft Candidate & Elected Member Handbook (2022 Edition) content, ahead of publication, in preparation for the 2022 Local Government Election to inform potential candidates and support the Council's ongoing Member Development Programme.

A Candidate & Elected Member Handbook was an important information resource as it enabled all Election Candidates who would eventually become Elected Members to quickly become familiar with how the Council worked, the support available to them, the rules and procedures under which the Council operated and the complexities of the Elected Member role.

The next Local Government Election was scheduled for 5th May, 2022 with the deadline for Candidate Nominations being 4pm on 5th April, 2022.

The Leader also referred to Agenda Item 15 on the meeting agenda which discussed the Local Government Elections - 2022: Fair Campaigns Pledge which had links to the Member Handbook.

The Handbook would go hand in hand with any later training available to Members and was a resource for both present Members and potential candidates as part of a programme of training for elected Members that would be ongoing.

The Leader said it was important that anyone who wished to take on the role as a Councillor realised the responsibilities and the commitment to other Members, as to be discussed under Agenda Item 15 in terms of safeguarding and respect.

The Deputy Leader said it was a good overview of the roles and responsibilities and noted the support that was also available. She appreciated the honour to be able to represent a community and to deliver on behalf of that community as a local Councillor. She hoped that people would be interested in standing up for their communities and decide to work for the benefit of the Vale of Glamorgan.

Councillor Gray said that considering being a Councillor would be daunting if any prospective candidate was not fully aware of what the role entailed. The Handbook had been generated in partnership with cross-party support with Officers. Any newly elected Members would find it a useful resource, as would existing Members. There were Officers who were happy to support Members, but this was an invaluable additional resource and Councillor Gray was happy to support it.

Councillor McCaffer had always been passionate about encouraging people into getting involved in the local government of where they live and felt the Handbook was an invaluable tool to inform current Members and potential candidates. Working more in a virtual world would also help to encourage people to take part and was happy to both support the Handbook and thank Democratic Services for the work to put it together.

Councillor King felt the handbook was an important resource that would empower people to represent their communities.

The Leader said it was important that anyone considering standing as a local Member understood the role, and the parameters that Members had to work within, e.g., finance, and legislation. He also acknowledged that resources such as the Handbook did not exist previously and were a valuable resource. There was also a mentoring system in place for any new Members, should they require.

This was a matter for Executive decision.

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

RESOLVED –

(1) T H A T the draft Candidate & Elected Member Handbook (2022 Edition), attached as Appendix A to the report, be approved.

(2) T H A T the Candidate & Elected Member Handbook (2022 Edition) be made available to all potential and prospective Local Government Election 2022 Candidates by the Head of Democratic Services.

(3) T H A T an electronic copy of the Candidate & Elected Member Handbook (2022 Edition) be uploaded to the Council's Website via its 'Becoming A Councillor' page, Member Committee Hub, Member Desktop 'How-To' Folder and MemberNet Homepage.

(4) T H A T the Head of Democratic Services be authorised, in consultation with the Managing Director/Chief Executive, the Council's Monitoring Officer/Head of Legal and Democratic Services and the Leader, to make amendments to the Handbook content relating to changes in Council policies, legislation, the Council's Constitution and any minor typographical errors.

Reasons for decisions

(1) To facilitate the approval and subsequent publication of a 2022 Edition Candidate & Elected Member Handbook as part of the 2022 Local Government Election Nomination Process and the Council's ongoing Member Development Programme.

(2) To manage Election Candidate expectations of the Elected Member role and ensure that Elected Members have important information available to them at the earliest opportunity.

(3) The Candidate & Elected Member Handbook (2022 Edition) is readily available to all Elected Members whenever required during their term in office.

(4) To ensure that the Handbook content remains accurate prior to first publication (paragraph 2.2 refers) and reflects up to date legislation.

C817 DRAFT VALE OF GLAMORGAN PETITION SCHEME (EL/PR) (SCRUTINY – CORPORATE PERFORMANCE AND RESOURCES) –

The Executive Leader and Cabinet Member for Corporate Performance and Resources presented the report to seek endorsement for the Draft Vale of Glamorgan Petition Scheme attached at Appendix 1, in line with the duty under the Local Government and Elections (Wales) Act 2021.

Section 42 of the Local Government and Elections (Wales) Act 2021, placed a legal duty on principal Councils in Wales to make and publish a petition scheme setting out how the Council would handle and respond to petitions, including electronic petitions (e-petitions).

There was a duty for the petition scheme to set out:

- (a) how a petition may be submitted to the Council;
- (b) how and by when the Council would acknowledge receipt of a petition;

- (c) the steps the Council may take in response to a petition received by it;
- (d) the circumstances (if any) in which the Council may take no further action in response to a petition; and
- (e) how and by when the Council would make available its response to a petition to the person who submitted the petition and to the public.

There was a requirement for the new petition scheme to be implemented and in place by 5th May, 2022. In response to the new legislation, Democratic Services had devised the attached Draft Petition Scheme.

The Leader said that the report was an example of how things had changed over the years and how modern technology required Members and Authorities to work in different ways.

The Leader proposed that there be an additional Recommendation using the urgency decision procedure as set out in the Council's Constitution in order for the Draft Vale of Glamorgan Petition Scheme to be referred to full Council on 7th March, 2022 as it had to be implemented by 5th May, 2022.

The Deputy Leader said that petitions were an important way for people to have their voices heard, but the Petition Scheme would allow those voices to be heard and managed. The Scheme would allow the signatories to be processed appropriately and enable the Council to respond objectively and Cabinet agreed with the proposed additional Recommendation as the matter would be discussed in full Council also.

This was a matter for Executive decision.

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

RESOLVED –

- (1) T H A T the Draft Vale of Glamorgan Petition Scheme (Appendix 1) be endorsed and be recommended to Council for approval from 5th May, 2022.
- (2) T H A T the Draft Petition Scheme (Appendix 1) be submitted to Council for consideration and approval to be incorporated into the Council's Constitution.
- (3) T H A T the urgency decision procedure as set of in Section 14.14 of the Council's Constitution be used in order for the Draft Vale of Glamorgan Petition Scheme to be referred to full Council on 7th March, 2022.
- (4) T H A T delegated authority be granted to the Head of Democratic Services, in consultation with the Chief Executive, to administer those petitions which had received fewer than 100 signatories.

Reasons for decisions

(1&3) To seek Cabinet's endorsement of the Draft Vale of Glamorgan Petition Scheme, and to allow it to be submitted to Council on 7th March, 2022.

(2) To allow the Draft Vale of Glamorgan Petition Scheme to be approved by Council and for the document to be incorporated into the Council's Constitution ahead of the 5th May, 2022 deadline.

(4) To grant delegated authority to the Head of Democratic Services, in consultation with the Chief Executive, to use discretion with the administration of petitions which have received fewer than 100 signatories and where there is clear local support for action.

C818 USE OF THE MANAGING DIRECTOR'S EMERGENCY POWERS (EL/PR) (SCRUTINY – ALL) –

The Executive Leader and Cabinet Member for Corporate Performance and Resources presented the report to advise Cabinet of the exercising of Emergency Powers by the Managing Director since the last report on 6th December, 2021.

In line with para 2.6.2 (c) of the Council's Constitution all references to 'Managing Director' had been amended to 'Chief Executive' as at 25th January, 2022 to give effect to the Council decision on 24th January, 2022. This change would be reported for information to Council on 7th March, 2022.

The Council's Constitution at page 285 (delegated powers) stated:

1. Power to act, after consulting the appropriate Cabinet Member and, in the case only of matters involving the Council in financial commitments, the Leader, Section 151 Officer and the appropriate Chief Officer, in respect of any matter which, in his opinion:

- (a) required immediate action; and
- (b) did not justify holding a special meeting of the body which would ordinarily consider the matter or was of such urgency or emergency as not to allow time for such a meeting; use of such delegated powers to be subsequently reported back to the Cabinet or Council as appropriate."

The Leader made some changes to the report, as it referred to the 'Use of the Chief Executive's Emergency Powers' but would alter the report to the 'Use of the Managing Director's Emergency Powers'. The use of the title of Managing Director was in place until the 25th January, 2022 when the post title was reassigned by Council to that of Chief Executive. The Managing Director or Chief Executive had powers to carry out emergency powers. Those actions as mentioned in the report covered the use of emergency powers since the last report on the 6th December, 2021 and covered the period from 30th November, 2021 to 19th January, 2022 whilst still holding the title of Managing Director. The next report to Cabinet would therefore refer to any use of the Chief Executive's Emergency Powers, but the title of this report would be amended to that of Managing Director. The Leader added that the use of powers was also signed off by the relevant Senior Officers and Cabinet Member, alongside the Managing Director, so were a managed process and not arbitrary decisions.

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 use of the Managing Director’s Powers be noted.

Reason for decision

To inform Cabinet.

**C819 TIMETABLE OF MEETINGS: MAY 2022 TO MAY 2023 (EL/PR)
(SCRUTINY – CORPORATE PERFORMANCE AND RESOURCES) –**

The Executive Leader and Cabinet Member for Corporate Performance and Resources presented the report to consider a draft timetable of meetings for the period May 2022 to May 2023.

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 timetable of meetings for May 2022 - May 2023, as set out in Appendix A, be approved, subject to any future changes in arrangements for meetings deemed appropriate by the Mayor of the Council or the relevant Committee Chair.

Reason for decision

To approve / publish a calendar of meetings for the 2022/23 Municipal year.

**C820 LOCAL GOVERNMENT ELECTIONS - 2022: FAIR CAMPAIGNS
PLEDGE (EL/PR) (SCRUTINY – CORPORATE PERFORMANCE AND
RESOURCES) –**

The Executive Leader and Cabinet Member for Corporate Performance and Resources presented the report to provide Cabinet with an update on the Fair Campaigns Pledge that was agreed by the 22 Welsh Local Authority Leaders at the end of January.

The report attached, at Appendix 1, a Fair Campaigns pledge in relation to the forthcoming Local Government Elections in May of this year, calling on all Councillors and candidates at May’s local elections to commit to a fair and respectful election campaign. The Pledge had been endorsed by all 22 Welsh Local Authority Leaders following a meeting of the Welsh Local Government Association at the end of January.

The Leader also referred back to Agenda Item 11 on the meeting agenda which discussed the Draft Candidate and Elected Member Handbook (2022 Edition) which had links to the Local Government Elections - 2022: Fair Campaigns Pledge and if agreed, should be appended to the Elected Member Handbook and placed on the Council's website.

The Deputy Leader said it was an important pledge as most Members would have experienced some form of abuse, been subject to mis-information or affected by poor behaviour, all of which had impacts personally but also on family members. It was vital to encourage more diversity in local politics and agreed that Members should call out negative behaviour.

The Leader said that there was a lot of false or incorrect information spread around on social media.

Councillor Gray said he was always happy to have a debate on issues and sometimes disagreed on some matters, but those conversations and debates had to be done with respect and accepted that negativity would play a part in putting some people off from standing as a local Councillor. All Members should behave and campaign appropriately and supported the Pledge being linked to the Elected Member Handbook.

This was a matter for Executive decision.

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

RESOLVED – T H A T

- (1) T H A T the contents of the report and the appended Fair Campaign Pledge be endorsed.
- (2) T H A T the Fair Campaign Pledge be communicated during the Election period and referenced in any Candidate Briefings in the run up to the Local Government Elections.
- (3) T H A T a copy of the report and the Fair Campaign Pledge be circulated to all Town and Community Councils for information and awareness.
- (4) T H A T the Fair Campaign Pledge be appended to the Elected Member Handbook (2022 Edition).
- (5) T H A T an electronic copy of the Fair Campaign Pledge be uploaded to the Council's Website as soon as possible.

Reasons for decisions

(1-5) To allow Cabinet to endorse the Fair Campaign Pledge and to ensure that it is effectively communicated to raise awareness of the same.

C821 HOUSING SERVICES ICT, CONTRACT AWARD (HB) (SCRUTINY – HOMES AND SAFE COMMUNITIES) –

The Leader presented the report on behalf of the Cabinet Member for Housing and Building Services to introduce the procurement process undertaken for the provision of a new Housing software package.

The software supported Housing and Building Services in the delivery of services to the Council's customers and was now showing signs of age and required considerable investment to be replaced with a new fit for purpose system. The report introduced the financially restricted information provided in the Part II report.

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 procurement process be noted with a view to taking a decision on the matter via a Part II Report later on the agenda.

Reason for decision

To apprise Cabinet.

C822 LOCAL HOUSING MARKET ASSESSMENT (LHMA) 2021 (HB) (SCRUTINY – HOMES AND SAFE COMMUNITIES) –

The Leader presented the report on behalf of the Cabinet Member for Housing and Building Services to request the adoption of the 2021 Local Housing Market Assessment.

Section 8 of the Housing Act 1985 required Local Authorities (LAs) to undertake a review of their Local Housing Market Assessments (LHMAs) every 2 years. In November 2014, Welsh Government issued the methodology by which they required all LAs to carry out the LHMA reviews.

A review of the Vale of Glamorgan LHMA was carried out using the above methodology and with data extracted on 30th September, 2021. The results of the LHMA 2021 showed a net need for an additional 1,205 units of affordable housing per annum for the next five years, comprising 917 units for social rent, 79 for low cost home ownership and 211 units of intermediate rented accommodation.

The assessment was carried out by ward taking account of the property type and size identified as being required. The demand for adapted and accessible accommodation was also assessed as well as the need for accommodation for older persons.

The LHMA was essential to enable the Vale of Glamorgan Council to meet the demand for affordable housing and would feed into the current review of the Local Development Plan and inform any required review of the Supplementary Planning Guidance for Affordable Housing.

The Leader proposed changing the second sentence of Recommendation (2) of the report to read 'Should the Scrutiny Committee make no recommendations to Cabinet that the Local Housing Market Assessment 2021 be agreed and adopted as outlined in Appendix A to the report', which was agreed.

This was a matter for Executive decision.

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

RESOLVED –

(1) T H A T subject to consideration by Homes and Safe Communities Scrutiny Committee, the Local Housing Market Assessment 2021 attached at Appendix A to this report be accepted and the policy implication for the Vale of Glamorgan be noted.

(2) T H A T the Local Housing Market Assessment 2021 be referred to the Homes and Safe Communities Scrutiny Committee, for consideration. Should the Scrutiny Committee make no recommendations to Cabinet, that the Local Housing Market Assessment 2021 be agreed and adopted as outlined in Appendix A to the report.

Reasons for decisions

(1) To ensure the Council could meet the demand for affordable housing units required in the Vale of Glamorgan.

(2) To enable the Homes and Safe Communities Scrutiny Committee to consider the implications of the assessment.

C823 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT - SECTION 65 POWER TO FIX FARES FOR HACKNEY CARRIAGES - APPLICATIONS TO VARY THE HACKNEY CARRIAGE FARES TARIFF (LRPS) (SCRUTINY – ENVIRONMENT AND REGENERATION) –

The Cabinet Member for Legal, Regulatory and Planning Services presented the report to determine an application received from Vale Taxis Unite to vary the current Vale of Glamorgan Council's rate of hackney carriage fares.

The rate of hackney carriage fares was the authorised fare charges to passengers using hackney carriages in the Council's area.

The Cabinet Member, in referring to the report, said that the current tariff of fares had in place since 23rd July, 2018. Other Authorities were also looking at similar requests

and were also likely to request increases to fares as inflationary pressures such as fuel prices had increased since the last fares had been set almost four years ago.

Councillor King acknowledged the amount that the price of road fuel had increased since the fares were last set and felt the request to be reasonable.

The Deputy Leader said that taxi operators had played a huge part in helping to keep schools running. They had provided school transport for those in outlying communities where there were not enough pupils for buses and for those children with special needs. She further acknowledged the huge pressure on the taxi industry as a whole as a result of the pandemic, as well as the rising fuel costs.

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 application put forward by Vale Taxis Unite to vary hackney carriage fares with an implementation date of 14th April, 2022 be approved in principle.
- (2) T H A T the fare variation be advertised in the local press.
- (3) T H A T delegated authority be granted to the Director of Environment and Housing to agree the fare variation in consultation with the Cabinet Member for Legal, Regulatory and Planning Services.

Reasons for decisions

- (1) To allow the new proposed fares to be publicly advertised. Under Section 65 of the Local Government (Miscellaneous Provisions) Act 1976, if any objections were received to the public notice, those must be considered by Cabinet and any new fare tariff must come into effect within 2 months from the original implementation date. The implementation date had been recommended to allow for reporting back of objections if received.
- (2) To vary hackney carriage fares it was necessary to give public notice in accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976.
- (3) To permit the change in fares to be implemented if there were no objections received.

C824 STRADLING PARK LLANTWIT MAJOR (LAC) (SCRUTINY – HEALTHY LIVING AND SOCIAL CARE) –

The Cabinet Member for Leisure, Arts and Culture presented the report to transfer Stradling Park to Llantwit Major Town Council in accordance with the protocol for considering requests from Town and Community Councils for the operation and transfer of assets for services once the area became vacant.

Llantwit Major Town Council had notified the Vale of Glamorgan Council that they would like to take over responsibility for Stradling Park in Llantwit Major. The proposed transfer would be in accordance with the previously agreed protocol for the transfer of assets or facilities to Town and Community Councils.

The Town Council had requested a 99 year lease and were also seeking permission to apply to Fields in Trust to nominate and dedicate the land as public open space. The area was presently planned to be used by Housing as a site office for major housing improvement works in the immediate area. Any transfer would be delayed until this work was complete. Housing would reinstate the area prior to leaving site to a minimum of its current condition but would also discuss improvements they could make with the Town Council.

Councillor McCaffer said that both her reports on the agenda referred to ‘disposal of public open space’ which sounded negative but was actually legal terminology and was actually positive for the communities by making the use of that open space better. There was a requirement to advertise the disposal of public open space, but the proposal was for Llantwit Major Town Council to take over responsibility for the land and maintain it as green open space alongside Fields in Trust.

Councillor Williams said that the local residents wanted to make more use of the land which was enclosed by housing by looking after diversity and planting trees, etc. The land would be going to Llantwit Major Town Council and not open market and as such was happy to support the Recommendations.

The Leader said that the request to Fields In Trust would also ensure the land was protected in perpetuity also.

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 Monitoring Officer/Head of Legal and Democratic Services in consultation with Director of Environment and Housing Services be authorised to advertise the disposal of the open space in accordance with Section 123 (2A) of the Local Government Act 1972 with any objections received being reported to Cabinet for consideration.

(2) T H A T subject to Resolution (1) authority be granted to transfer Stradling Park in Llantwit Major to Llantwit Major Town Council by way of a 99 year lease in accordance with the Council protocol approved in 2018 for the operation and transfer of assets or services to Town and Community Councils in the Vale of Glamorgan.

(3) T H A T subject to Resolution (1) authority be granted to the Director of Environment and Housing Services in consultation with the Head of Finance / Section 151 Officer to agree terms and conditions for a 99 year lease to Llantwit Major Town Council including a peppercorn rent and covenants to maintain the land as public open space.

(4) T H A T subject to Resolution (1) permission be granted to Llantwit Major Town Council, on the completion of the lease, to apply to Fields in Trust to nominate Stradling Park for dedication under the Fields in Trust Scheme in order to protect the park as open space.

(5) T H A T subject to Resolution (1) authority be granted to the Monitoring Officer/Head of Legal and Democratic Services to prepare execute and complete all documentation in connection with the transfer of the land to Llantwit Major Town Council including those in connection with the Fields in Trust nomination and dedication.

(6) T H A T subject to Resolution (1) the transfer occurs after the present Council housing works in the area are complete, as the park was the only suitable site compound for these works.

Reasons for decisions

(1) To comply with the relevant legislation in respect of the disposal of open space land.

(2) To allow Llantwit Major Town Council to improve the public open space whilst reducing the maintenance costs of the Vale of Glamorgan Council.

(3) To grant the necessary authority to enter into a lease with Llantwit Major Town Council on suitable terms.

(4) To authorise the dedication of the land as a 'Field in Trust'.

(5) To legally formalise an appropriate lease arrangement and the 'Field in Trust' dedication.

(6) To allow works to progress on much needed housing improvement works.

**C825 RESHAPING SERVICES: SINGLE USE SPORTS FACILITIES
UPDATE (LAC) (SCRUTINY – HEALTHY LIVING AND SOCIAL CARE) –**

(The Leader had declared an interest in this item at the start of the meeting and withdrew from proceedings at this point, whereby the Deputy Leader took over the role as Chair.)

The Cabinet Member for Leisure, Arts and Culture presented the report to update on progress to date on the stage 1 transfer of single use Sports Facilities and to seek approval to progress the stage 2 transfers, starting with Barry Rugby Club.

The Council had successfully completed the first stage of its planned transfers of outdoor sports sites with all bowls clubs now operating independently of the Council. Due to effects of Covid on sporting clubs, the planned phase 2 of transfers were delayed as clubs lost their primary income streams and faced an uncertain future.

Rugby clubs located within the Vale of Glamorgan were now keen to progress with transfers and could see the ability to obtain external funding by having leases / licences for their grounds as being favourable. Discussions were ongoing with the Old Penarthians Club, the Penarth Athletic Club and Barry Rugby Club with the latter Club discussions at a stage where Cabinet approval was now being sought to progress the first stages of the requested land transfers and updated leases.

Barry Rugby Club had indicated that it would want a long term lease (99 years) on the primary pitch and a licence for the remaining pitches. The Club also wished to extend the lease on the clubhouse to complement the primary pitch and car park leases. Permission was also sought to increase car parking and for the present car parking facility to be upgraded to a satisfactory condition before the Club took over the management arrangements. As the Club currently had a lease for the clubhouse building and limited associated land (Appendix B), the report proposed that the current building lease be extended to 99 years on similar terms and conditions to those in place now.

The land required by Barry Rugby Club was currently designated as public open space and any disposal of the land by way of lease would require the arrangement to be publicly advertised and for any objections to be considered by the Council prior to taking any formal decisions on the possible land transfers.

It should be noted that a public right of way currently ran half-way across the main pitch. Following internal discussions with the Council's public footpath officer an application would be made to re-route the right of way to avoid it passing over the main rugby playing surface.

In addition to the leases required the Club had requested a licence for the remaining playing field area to allow them to have better control over game fixtures and this would also commit the Club to undertaking pitch maintenance works, thereby ensuring the Club's responsibility for the maintenance of the entire field area.

Further reports would be presented to Cabinet in due course dealing with the Old Penarthians and the Penarth Athletic Club and any other clubs / community organisations interested in running the sporting facilities they currently used.

The Cabinet Member was supportive of the ethos of Barry Rugby Club in engaging and encouraging the community into the Club and their new universal youth provision. The need to advertise for the disposal of public open space was actually a means to enhance the area as there would be no restrictions to members of the public to attend the site.

Councillor Williams supported the proposals as a similar relationship existed in Llantwit Major and was of benefit to both parties.

The Cabinet Member proposed adding an additional Recommendation after Recommendation (6) to make minor amendments to the boundaries of the red line plan attached at Appendix A, should further discussions with the Rugby Club result in this being necessary, which was agreed.

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 positive progress made to date in relation to single user sports grounds facilities be noted.
- (2) T H A T the request from Barry Rugby Club to transfer the car park, with an extended parking area, and the main rugby pitch to the club via a 99 year lease at peppercorn rent, as per the red line details shown on the plan at Appendix A to the report be noted.
- (3) T H A T the extension of the current lease for the club house building and small section of associated land, as per the original lease footprint shown at Appendix B, for a period of 99 years at peppercorn rent be agreed.
- (4) T H A T authority be delegated to the Monitoring Officer/Head of Legal and Democratic Services to advertise the proposed land disposals via lease detailed in recommendation 2 above, in accordance with s123(2A) Local Government Act 1972 where relevant.
- (5) T H A T any objections to the disposal be reported back to Cabinet for consideration prior to any final decisions being made on the lease for this land.
- (6) T H A T should no objections be received, delegated authority be granted to the Director of Environment and Housing in consultation with the Monitoring Officer/Head of Legal Services and the Cabinet Member for Leisure, Arts to agree the terms and conditions of a 99 year lease for the land shown as the red line area (Appendix A).

(7) T H A T delegated authority is granted to the Director of Environment and Housing in consultation with the Cabinet Member for Leisure, Arts and Culture and the Head of Finance, to make minor amendments to the boundaries of the red line plan attached at Appendix A, should further discussions with the Rugby Club result in this being necessary.

(8) T H A T delegated authority be granted to the Director of Environment and Housing in consultation with the Cabinet Member for Leisure, Arts and Culture to progress an application to re-route the current public right of way that crossed the main rugby pitch to a more suitable location on the public open space.

(9) T H A T the Monitoring Officer/Head of Legal and Democratic Services in consultation with the Head of Finance and Director of Environment and Housing Services, be authorised to prepare execute and complete the required leases and licence.

(10) T H A T Cabinet receive further reports on the Single Use Sports Facility project as and when discussions with other clubs / community organisations were finalised.

Reasons for decisions

(1) To make Cabinet aware of progress being made.

(2) To advise Cabinet of the details of the land transfer request from Barry Rugby Club.

(3) To allow for an extension of the current building lease on similar terms and conditions.

(4) To permit the land required by the Rugby Club to be advertised for disposal in accordance with the relevant legislation.

(5) To allow Cabinet to consider any objections received prior to taking a decision on the land transfer.

(6) To provide the necessary authority to officers to agree the terms and conditions to allow the land to be transferred via lease as promptly as possible.

(7) The red line plan is indicative, and it may be necessary to move the boundaries slightly to fully incorporate the operational areas required for the first team pitch and the clubhouse. The final areas agreed will be advertised for public consideration as indicated in recommendations 4,5 and 6.

(8) To allow consideration through the formal legal process of a re-routing of the public right of way.

(9) To allow all the relevant land transfer documentation to be drafted and agreed.

(10) To keep Cabinet advised of the project and to seek any further permissions for transfers of land and buildings as necessary.

C826 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.

(The Leader returned to proceedings at this point, reassuming his role as Chair.)

C827 HOUSING SERVICES ICT, CONTRACT AWARD (HB) (SCRUTINY – HOMES AND SAFE COMMUNITIES) –

The Leader presented the report on behalf of the Cabinet Member for Housing and Building Services to award the most economically advantageous contract to NEC Software Solutions UK Ltd.

The report set out the procurement exercise and tender evaluation for seeking a replacement software supplier and now sought approval to enter into contract with a suitable supplier.

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 authority be granted to the Director of Environment & Housing Services to award the contract for the supply of the Housing Services ICT to NEC Software Solutions UK Ltd.

(2) T H A T authority be granted to the Monitoring Officer/Head of Legal and Democratic Services to enter into a call-off contract under Crown Commercial Services Framework RM3821 with NEC Software Solutions UK Ltd. and any other associated agreements or licences.

(3) T H A T the Council's Contract Procedure Rules be waived in order to allow for the continued services of the consultant (Acutance Consulting Limited) engaged in supporting Housing and Building Services through the implementation stages.

Reasons for decisions

(1) To allow award of the contract.

(2) To allow the Council to enter into the appropriate contract documentation .

(3) To ensure appropriately experienced support is provided throughout the implementation of the software package.