

CABINET

Minutes of a remote meeting held on 28th March, 2022.

The Committee 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, M.R. Wilkinson and E. Williams.

C881 ANNOUNCEMENT –

Prior to the commencement of the business of the Cabinet, the Leader 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.”

C882 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 14th March, 2022 be approved as a correct record.

C883 DECLARATIONS OF INTEREST –

No declarations were received.

C884 AUDIT WALES: THIRD SECTOR PARTNERSHIP WORKING - VALE OF GLAMORGAN COUNCIL (REF) –

The reference from Governance and Audit Committee on 1st March, 2022 was presented.

The Leader referred to the comment made by the Chair regarding people getting involved or setting up community groups and said that there had been many good examples of people coming together throughout the pandemic to help the community.

Having considered the reference, it was subsequently

RESOLVED –

(1) T H A T the proposed actions and changes to address the proposals for improvement together with relevant comments from the Governance and Audit

Committee and the Corporate Performance and Resources Scrutiny Committee be endorsed.

(2) T H A T the recommendations of the Governance and Audit Committee be noted and that a suggested way forward for the 4 Proposals for Improvement should be via a Task and Finish Group.

Reasons for decisions

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

C885 CORPORATE RISK REGISTER QUARTER 3 UPDATE (REF) –

The reference from Governance and Audit Committee on 1st March, 2022 was presented.

The Leader referred to the discussion where consideration was given to the format of the risk register for future updates and the way in which the risks were identified. He said that all risks were monitored at Service Level as well as reviewed by performance teams and the Strategic Leadership team.

There was a further comment from the Chair who suggested that closer working with the Public Service Board and other agencies should take place which the Leader said was already taking place. The risk register already covered the areas mentioned in the discussion for all the risks mentioned and work with external partners was in place and ongoing.

Having considered the reference, it was subsequently

RESOLVED – T H A T the comments made at the Governance and Audit Committee on 1st March, 2022 be noted and that the issue raised was already adequately covered.

Reason for decision

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

C886 DRAFT COUNTER FRAUD POLICIES (REF) –

The reference from Governance and Audit Committee on 1st March, 2022 was presented.

The Leader referred to the discussion at the meeting regarding consultation with Trade Unions around the development of the Whistleblowing Policy and the importance of raising the profile of new policies with staff who could raise concerns where appropriate, for staff to feel protected to be able to raise concerns and that concerns would be dealt with in a confidential manner.

Having considered the reference, it was subsequently

RESOLVED –

- (1) T H A T the comments from the Governance and Audit Committee on 1st March, 2022 be noted and the draft Counter Fraud Policies approved.
- (2) T H A T the Head of Regional Internal Audit Service, in consultation with the Leader be given delegated authority to make typographical changes to the Policies should the need arise.

Reasons for decisions

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

C887 RECOMMENDATION REPORT OF THE COST OF SCHOOLING TASK AND FINISH GROUP (REF) –

The reference from Learning and Culture Scrutiny Committee on 10th March, 2022 was presented.

The Leader agreed with the suggestion made at the meeting that the matter should be revisited on an annual basis, as well as gathering information from Governing Bodies. He also thanked the task and Finish Group for the amount of work undertaken on an important subject.

The Deputy Leader agreed it was an important piece of work and that children should be able to feel that they could fully participate in school life and not face issues regarding the expense or style of uniform, school trips, etc., and should all have the same experiences. The work of the Task and Finish Group would support schools and build upon already excellent work in this area. She also referred to her comments at Scrutiny regarding the work being referred to the Schools Council Network as an agenda item for their next meeting, as well as sent to young people to comment, which was agreed.

Having considered the reference, it was subsequently

RESOLVED –

- (1) T H A T the comments made at the Learning and Culture Scrutiny Committee on 10th March, 2022 be noted, and the draft Good Practice Guidance be endorsed.
- (2) T H A T the Good Practice Guidance be circulated to all Governing Bodies, Head Teachers of Vale of Glamorgan schools, the Schools Council Network and to young people and be made publicly available on the Council's website.

Reasons for decisions

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

C888 ANNUAL DELIVERY PLAN MONITORING REPORT: QUARTER 3 PERFORMANCE 2021/22 (REF) –

The reference from Corporate Performance and Resources Scrutiny Committee on 17th March, 2022 was presented.

The Leader referred to comments made at the meeting concerning investments and small-scale successes being perhaps only partial improvements. He said that small changes were positive and could still make big differences.

They also commented on the issue of increased infection rates and hospitalisations across the UK due to COVID-19 which the Leader felt was relevant currently with the lessening of some of the statutory requirements but with encouraged continuation of some of the voluntary measures such as the wearing of face masks in certain locations.

Recruitment issues as part of the Shared Regulatory Services (SRS) was already known as there was a limited number of professionally qualified people available for some of the roles.

The potential need for a fourth round of vaccination due to rising levels of COVID-19 was ongoing and being administrated by the Local Health Board.

Councillor Gray said it was important to note that the point of the Report was to see tangible actions taken and to keep people updated on that the Council had been doing. In terms of the discussion concerning Children Looked After, that matter was subsequently also raised at Corporate Parenting Panel.

Councillor Williams said staffing for SRS was an ongoing issue and that Wales did not have its own programme for specialist officers and an initiative had been set up with Welsh Government, the Welsh Local Government Association and other Councils along with national initiatives to address that matter. SRS had also experienced a shortage in staff as they had been redirected as required during the pandemic.

The Leader thanked Scrutiny for raising their comments, but those actions were already ongoing with regards the comments made.

Having considered the reference, it was subsequently

RESOLVED –

(1) T H A T the comments made at the Corporate Performance and Resources Scrutiny Committee on 17th March, 2022 be noted and that many of the comments made already had associated actions in place against them.

(2) T H A T any future reports to go to Corporate Performance and Resources Scrutiny Committee were also referred to Cabinet.

Reasons for decisions

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

C889 PROJECT ZERO – UPDATE, RESOURCES, EVIDENCE AND REPORTING (REF) –

The reference from Corporate Performance and Resources Scrutiny Committee on 17th March, 2022 was presented.

The Committee had made a recommendation concerning there being greater emphasis on producing and sourcing food locally within the Vale of Glamorgan in order to reduce carbon emissions from importing food from external sources which the Leader said was already being looked at and had been taken on board by Big Fresh.

The Council was already looking at insulating public and other types of building in order to reduce carbon emissions and to help reduce fuel consumption / costs as part of its Housing Business Plan and for Council buildings.

Work regarding procurement practices and policies in order to work towards more carbon neutral solutions was already underway but the Council would be happy to lobby Welsh and UK Governments.

The Council was already looking to influence practices both in terms of procurement locally and the wider supply chain.

The Deputy Leader said that the Quarter 3 information showed progress but also highlighted direction of travel, e.g., South Point Primary School was now open but work regarding other schools to attain zero carbon levels was ongoing. As part of the Sustainable Communities for Learning initiative, the numbers of contracts going to local businesses and employment to those within a local post code was already being measured. Work was being pulled together to generate the report and note progress, but also showed that there was further to go for some aspects.

The Leader commended the amount of work that had gone into the aspects raised within the report to date and that updates and further challenge would be required.

Having considered the reference, it was subsequently

RESOLVED – T H A T the comments made at the Corporate Performance and Resources Scrutiny Committee on 17th March, 2022 be noted and that many of the comments made already had associated actions in place against them and work was ongoing.

Reason for decision

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

C890 JOINT CONSULTATIVE FORUM, 14TH FEBRUARY, 2022 –

The minutes of the Joint Consultative Forum held on 14th February, 2022 as contained within the agenda were submitted.

The Leader in discussing the agenda item concerning the Quarter 3 Sickness Report 2021/22 said it was unsurprising that sickness levels were higher as a result of the pandemic and had been noted across all Authorities. People were now trying to get on with the 'new normal' but there had been higher instances reported of the new COVID variant which was more transmissible than previous variants.

Councillor King referred to the agenda item concerning the Cardiff and Vale Pension Scheme Update, specifically the Member Self Service facility that was now available to members of the pension scheme who worked for the Vale of Glamorgan Council. It was an asset that allowed staff to log on privately and research what pension they may or may not be entitled to, when they may or may not be able to retire, etc. He felt that as only 28% of staff had registered to use the service that some promotion would be beneficial to encourage staff to make use of the facility. The Leader agreed that Human Resources and Payroll could promote online, via the Core Brief and in hard copy where appropriate in order to reach those who would not have access to an online connection in work.

RESOLVED –

(1) T H A T the minutes of the Joint Consultative Forum held on 14th February, 2022 be noted.

(2) T H A T Human Resources and Payroll look to promote the Member Self Service facility to all Council staff online, via Core Brief and in hard copy where appropriate in order to reach those who would not have access to an online connection in work.

Reasons for decisions

(1-2) In noting the minutes.

C891 CARDIFF CAPITAL REGION – REGIONAL CABINET – 21ST FEBRUARY, 2022 –

The minutes of the Cardiff Capital Region – Regional Cabinet held on 21st February, 2022 as contained within the agenda were submitted.

The Leader said that the minutes related to an update on the acquisition and remediation of the former Aberthaw Power Station and final Full Business Case.

RESOLVED – T H A T the minutes of the Cardiff Capital Region – Regional Cabinet held on 21st February, 2022 be noted.

Reason for decision

In noting the minutes.

C892 STRATEGIC COLLABORATIVE WORKING INITIATIVES UPDATE (EL/PR) (SCRUTINY – CORPORATE PERFORMANCE AND RESOURCES) –

The Executive Leader and Cabinet Member for Performance and Resources presented the report to provide an update for Cabinet on the Council's strategic collaborative working initiatives.

Collaborative working activity had increased at pace in response to the challenging financial climate and in recognition of the value that working in partnership to share skills, expertise and experience could have in tackling complex issues.

The Compendium of Strategic Working Initiatives (Appendix A) provided an oversight of the strategic level collaborative working activity in which the Council was involved and captured the detail of the various initiatives underway.

Following a review of the Compendium work had been undertaken to reflect the change in some partnership activities becoming part of core business.

This report provided Cabinet with the six monthly update on strategic collaborative working initiatives and captures relevant progress against initiatives.

The Leader said that a number of the developments were new and cross-cutting, working in partnership with Cardiff Capital Region, Regional Partnership Board, etc. He further requested that the report be circulated to all Town and Community Councils for their information.

Councillor Gray said it was important to realise the amount of regional collaboration that the Vale of Glamorgan was involved with and how a regional footprint changed depending on the subject matter. The Leader agreed and further suggested that the report also be shared with Third Sector partners for their information 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 strategic collaborative working initiatives that are in place to support the delivery and development of Council services and the Council's well-being outcomes and objectives be agreed.

(2) T H A T the report be circulated by e-mail to all Vale of Glamorgan Council elected Members, Town and Community Councils, members of the Public Services Board and Third Sector partners for their information.

Reasons for decisions

(1) To provide Cabinet with an update of strategic collaborative working initiatives.

(2) To provide elected Members and strategic partners with an overview of strategic collaborative working initiatives.

**C893 SCHOOL ADMISSION ARRANGEMENTS 2023/2024 (DL/ER)
(SCRUTINY – LEARNING AND CULTURE) –**

The Deputy Leader and Cabinet Member for Education and Regeneration presented the report to advise Cabinet of the outcome of the consultation exercise undertaken on school admission arrangements for Community Schools in accordance with the Education (Determination of Admission Arrangements) (Wales) Regulations 2006.

The Council had received no responses from consultees by the closing date of 11th February, 2022.

The Council had a statutory duty to consult on school admission arrangements annually and to determine the arrangements for 2023/24 following appropriate consultation by no later than 15th April, 2022.

The Deputy Leader highlighted that there was only one slight change to the admission arrangements due to a change in legislation as contained in paragraph 2.5 of the report, as a result of the implementation of the Additional Learning Needs and Education Tribunal (Wales) Act 2018, which were not currently reflected in the School Admissions Code.

The Leader proposed the use of the Urgent Decision Procedure due to the timescales involved, which was agreed.

This was a matter for Executive decision.

Cabinet, having considered the report, all the issues and implications contained therein and the use of the urgency decision procedure,

RESOLVED –

(1) T H A T the report and other appendices included as part of the report be noted.

(2) T H A T the School Admissions Policy at Appendix A that included changes to the law on admissions as a result of the implementation of the Additional Learning Needs and Education Tribunal (Wales) Act 2018 which were not currently reflected in the school Admissions Code be approved.

(3) T H A T the use of the urgent decision procedure as set out in Section 14.14 of the Council's Constitution be exercised as the Council has a statutory duty to consult on school admission arrangements annually and to determine the arrangements for 2023/24 following appropriate consultation by no later than 15th April, 2022.

Reasons for decisions

(1) To ensure that all relevant information was considered by Cabinet in reaching a decision on the proposed arrangements by 15th April, 2022.

(2) The Council was required to review and consult on school admissions annually and to report on the outcome of the consultation and any proposals which arose from it.

(3) To determine the school admission arrangements for 2023/24 by no later than 15th April, 2022.

C894 RECYCLING AND WASTE MANAGEMENT BUSINESS PLAN AND STRATEGY (2022 - 2032) (NST) (SCRUTINY – ENVIRONMENT AND REGENERATION) –

The Cabinet Member for Neighbourhood Services and Transport presented the report the purpose of which was to seek approval of a Recycling and Waste Management Business Plan and a number of related actions and to agree in principle a new 10-year Recycling and Waste Management Strategy (2022 - 2032).

The Council had adopted the Welsh Government 'collections blueprint', which required domestic recycling to be separated on the kerbside for collection and was in the process of rolling the service out across the Vale of Glamorgan.

The 'collections blueprint', along with other measures to enhance the Council's recycling service, ensured compliance to current Welsh Government (WG) guidance and waste related legislation had successfully been introduced in the rural Vale and in Barry. The rollout to Dinas Powys and Penarth was due to take place when the Waste Transfer Station at Barry was completed later in 2022.

The Council now needed to adopt a long term Strategy to imbed the domestic recycling and waste collection already agreed and to plan for the up to 10 years hence, it also needed to agree a business plan that was linked to the Council's long term aspirations.

The report sought the approval of a Business Plan case that identified the resources, staffing and budget necessary to deliver the Recycling and Waste

Management Strategy together with the infrastructure and capital funding that would be required.

A number of waste service contracts were due to expire shortly, and the report sought short extensions to those contracts at similar terms and conditions to allow continuity of the related services.

It was difficult to subject these services to tender sooner as the revenue cost pressure for the Waste Management Service for 2022/23 had only recently been agreed.

The report also sought approval in principle of a draft 10-year 'Recycling and Waste Management Strategy' that formalised the service delivery along with other measures to ensure the Council met its environmental ambitions and Statutory Recycling targets. This was a key contributing action to the Council's decarbonisation programme, Project Zero.

Should the Strategy be agreed in principle it would then be subject to a 12 week public consultation period, which would also require consideration of the Strategy by the relevant Scrutiny Committee.

The report also provided an update in respect of the Reuse Shop located at Atlantic Trading Estate which was currently under construction and the opportunities for a replacement Household Waste Recycling Centre at Llandow for the Western Vale

The Cabinet Member was pleased to present the comprehensive report concerning how the Council manages its domestic waste and working to achieve the environmental ambitions under Project Zero. He was proud that throughout the pressures faced during the pandemic, Council's waste management staff had continued to provide full recycling and waste collection services, recording recycling performance figures of 70.6% which was the second highest in Wales and one of the higher performance results within the UK.

That had been achieved thanks to the monumental efforts of the residents of the Vale of Glamorgan which was greatly appreciated and made more impressive as not all residents across the Vale of Glamorgan yet benefit from the new recycling arrangements.

It was proposed that the draft 10-year Recycling and Waste Management Strategy 2022 – 2032 be referred for consideration by Scrutiny Committee as part of the 12-week consultation and then returned to Cabinet for consideration of the comments and final agreement.

Councillor King concluded that the report was the most comprehensive report aimed at building on past successes and retaining the Council's position as one of the best recycling authorities in Europe.

Councillor Williams referred to the future roll-out of recycling services, that lessons had been learned concerning education and delivery from previous experience, with residents now on-board and positive about the service. He hoped that by the end of

the 10-year strategy there would be a new Household Waste Recycling Centre in Llandow.

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 Cabinet approve the Business Plan and the revised staffing structure detailed within the Report.

(2) T H A T the proposal detailed within the Report to retain Cowbridge Compost as an additional recycling processing facility be approved.

(3) T H A T delegated authority be granted to the Director of Environment and Housing in consultation with the Cabinet Member for Neighbourhood Services and Transport, the Monitoring Officer/Head of Legal and Democratic Services and the Head of Finance to extend the current contract with Cowbridge Compost on similar terms and conditions, for a period of up to 6 months from 1st April, 2022.

(4) T H A T delegated authority be granted to the Director of Environment and Housing in consultation with the Cabinet Member for Neighbourhood Services and Transport, the Monitoring Officer/Head of Legal and Democratic Services and the Head of Finance to extend the Processing of Recyclable Materials (comingled contract) on similar terms and conditions for a period of up to 6 months from April 30th, 2022.

(5) T H A T the use of £250k of the Neighbourhood Services and Transport Reserve to establish a new material values fund be agreed.

(6) T H A T the budget required beyond 2024, to deliver the Strategy be noted.

(7) T H A T the replacement of the Household Waste Recycling Centre at Llandow and the development of fleet parking at Atlantic Trading Estate subject to sufficient funding being made available in the Council's capital programmes be agreed in principle.

(8) T H A T the draft 10-year Recycling and Waste Management Strategy 2022 – 2032, subject to the outcome of a 12-week public consultation to be undertaken in Summer 2022 be approved in principle.

(9) T H A T recommendation 8 above be referred to Scrutiny Committee (Environment and Regeneration) for their consideration.

(10) T H A T the use of the urgent decision procedure as set out in Section 14.14 of the Council's Constitution be exercised in respect of Recommendations 1,2,3 and 4 be agreed.

(11) T H A T delegated authority be granted to the Monitoring Officer/ Head of Legal and Democratic Services to execute the agreements referred to in Recommendations 3-4.

Reasons for decisions

- (1) To ensure the service had the appropriate resources to effectively manage new infrastructure and to complete the implementation of the "collections blueprint" namely source separated recycling collections.
- (2) To ensure the service had the most efficient viable option available for the collection of recycling in the Rural Vale.
- (3) The current contract expired on 31st March 2022 and the short extension would ensure continuity of service for local Rural Vale collections for a short period, to allow a new contract to be drafted for a longer duration based on the new requirements for the site when the Barry site comes into operation.
- (4) The contract expired on 30th April 2022 and the short extension provided for continuity of service for co-mingles collections whilst the new contract was tendered and agreed.
- (5) The contract expired on 30th April, 2022 and the short extension provided continuity of service for co-mingled collections until the new contract was agreed. To reduce any potential impact on the delivery of frontline services and to ensure there was sufficient contingency when markets fluctuate and income reduces.
- (6) To ensure there were appropriate resources to deliver the proposed Recycling and Waste Management Strategy (2022-2032).
- (7) To ensure a long term modern HWRC facility was available for residents based within the Rural Vale and to provide the recycling and waste service with parking adjacent to the Resource Recovery Facility to maximise operational efficiency and to reduce unproductive time.
- (8) To ensure the Council had a defined consulted on strategic plan to achieve its statutory recycling targets, its environmental ambitions and complied with current waste legislation.
- (9) To provide the Environment and Regeneration Committee with an opportunity to consider the details of the proposed 10-year Recycling and Waste Management Strategy.
- (10) To allow the current contracts to be extended with no risks to the continuity of waste services.
- (11) To provide authority to ensure that legal agreements were in place.