

CABINET

Minutes of a meeting held on 7th October, 2019.

Present: Councillor N. Moore (Chairman); Councillor L. Burnett (Vice-Chairman); Councillors B.T. Gray, P.G. King, K.F. McCaffer, Mrs. M.R. Wilkinson.

C98 APOLOGIES FOR ABSENCE

This was received from Councillor E. Williams.

C99 MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 23rd September, 2019 be approved as a correct record.

C100 DECLARATIONS OF INTEREST –

Councillor B. Gray declared an interest in Agenda Items 9 & 10 - Reshaping Services: Update on implementation and Reshaping Services: Town and Community Council Engagement in Operating Local Services and Assets, respectively, due to his role as a councillor in both Penarth Town and the Vale of Glamorgan Councils. Councillor Gray did not withdraw for these items as he had dispensation to speak and to vote at meetings of both Vale of Glamorgan and Penarth Town Councils in relation to the Reshaping Services Strategy.

Councillor P.G. King declared an interest in Agenda Items 9 & 10 - Reshaping Services: Update on implementation and Reshaping Services: Town and Community Council Engagement in Operating Local Services and Assets, respectively, due to his role as a councillor in both Llandough Community and the Vale of Glamorgan Councils. Councillor King did not withdraw as he had dispensation to speak and to vote at meetings of both Vale of Glamorgan and Llandough Community Councils in relation to the Reshaping Services Strategy.

Councillor K.F. McCaffer declared an interest in Agenda Items 9 & 10 - Reshaping Services: Update on implementation and Reshaping Services: Town and Community Council Engagement in Operating Local Services and Assets, respectively, due to her role as a councillor in both Penarth Town and the Vale of Glamorgan Councils. Councillor McCaffer did not withdraw for these items as she had dispensation to speak and to vote at meetings of both Vale of Glamorgan and Penarth Town Councils in relation to the Reshaping Services Strategy.

Councillor N. Moore (Chairman) declared an interest in Agenda Items 9 & 10 - Reshaping Services: Update on implementation and Reshaping Services: Town and Community Council Engagement in Operating Local Services and Assets, respectively, due to his daughter working for the Vale of Glamorgan Council. Councillor Moore did not withdraw as he had dispensation to speak and to vote at

meetings of Vale of Glamorgan Council when matters relating to the review of Council employment terms and conditions are considered.

Councillor M.R. Wilkinson declared an interest in Agenda Items 9 & 10 - Reshaping Services: Update on implementation and Reshaping Services: Town and Community Council Engagement in Operating Local Services and Assets, respectively, due to her role as both a councillor in Barry Town and the Vale of Glamorgan Councils. Councillor M.R. Wilkinson did not withdraw for these items as she had dispensation to speak and to vote at meetings of both Vale of Glamorgan and Barry Town Councils in relation to the Reshaping Services Strategy.

C101 JOINT CONSULTATIVE FORUM –

The minutes of the Joint Consultative Forum meeting held on 29th July, 2019 were submitted:

Present: Councillors G. John, Dr. I.J. Johnson, M.G.J. Morgan, A.R. Robertson, N.C. Thomas and M.R. Wilson (Substitute for Councillor Mrs. P. Drake).

Representatives of Trade Unions: Mr. K. Armstrong (GMB), Mr. B. Evans (Unison), Mr. D. Eveleigh (GMB), Mr. T. Greaves (GMB), Mr. R. Hughes (Unison), Mr. G. Pappas (Unison) and G. Southby (Unison).

Officers: Mr. T. Baker, Ms. J. Ballantine, Mr. L. Bonni, Mrs. A. Davies, Mrs. A. Phillips, Mr. J. Rees, Mr. A. Unsworth and Mrs. A. Watkins

(a) Appointment of Chairman –

RESOLVED – T H A T Councillor N.C. Thomas be appointed Chairman for the duration of the current Administration.

(b) Apologies for Absence –

These were received from Councillors Mrs. P. Drake and L.O. Rowlands and M. Canavan and L. Lancaster.

(c) Notification from the Trade Unions of the Name of the Vice-Chairman –

RESOLVED – T H A T G. Southby be appointed to the position of Vice-Chairman for the duration of the current Administration.

(d) Minutes and Matters Arising –

AGREED – T H A T the minutes of the meeting held on 11th February, 2019 be approved as a correct record.

(e) Declarations of Interest –

Councillors G. John, Dr. I.J. Johnson and M. Wilson declared an interest in respect of Agenda Item No. 16 – Presentation on the Reshaping Services Programme. 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.

Councillor M. Wilson also declared a personal interest which was in relation to his role with the Cardiff and Vale College and because he was a Governor for Victoria Primary School. As neither represented a prejudicial interest, Councillor Wilson stated that he would remain for the duration of the meeting.

(f) Trade Union Items – Verbal Update – Wales Union Learning Fund (WULF) –

Mr. G. Pappas (Unison) informed the Forum of a refreshed Welsh Government Learning Fund scheme that had been created in order to help the development and learning of employees which may be appropriate for our workforce. Such areas of learning included reading and writing and also IT skills. This was important as not all staff would have the necessary skills so the Fund would be available to support and develop those staff with the most need. In addition, Learning Representatives would be sought in order to mentor those staff requiring support.

An Elected Member stated that there should be no barriers preventing Council staff to attend and so there should be a resolution policy place should something stop a member of staff attending.

In addition a Member queried whether there were ways to encourage staff to attend learning sessions and he suggested that the development of staff could be a subject for a regular report to the Corporate Performance and Resources Scrutiny Committee.

The Forum also considered that some staff would be reluctant to discuss their educational background, which was why Learning Representatives were being introduced in order to deal with the question of low self-esteem. It was suggested that this could be considered by Scrutiny.

AGREED – T H A T the Corporate Performance and Resources Scrutiny Committee be asked to consider if Members wished to receive a report around staff learning/ educational standards.

(g) Presentation – CSSC Staff Benefit Scheme –

The Operational Manager Employee Services informed the Forum that staff of the Vale of Glamorgan would be eligible to join a benefit scheme provided by CSSC. Membership would require a monthly subscription fee of £4.25 which would allow scheme members to access a range of benefits and discounts including free membership of CADW and also discounts for tourist attractions.

The Forum was advised that membership was also available to Elected Members.

(h) Minutes of Directorate Consultative Group Meetings –

The minutes of the following Directorate Consultative Group Meetings were received:

- Learning and Skills: 6th February, 2019;
- Learning and Skills: 12th June, 2019;
- Social Services: 20th February, 2019;
- Environment and Housing: 6th March, 2019.

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

(i) Minutes of the Corporate Health and Safety Meeting –

The Forum considered the minutes of the Corporate Health and Safety Meeting held on 8th July, 2019.

An Elected Member highlighted the frequency that Corporate Health and Safety Group should meet, noting that previous scheduled meetings had been cancelled. In reply, the Operational Manager for Human Resources stated that the Group would usually meet twice a year, with the next meeting scheduled for January 2020.

A Member voiced concern in relation to the increasing use of mobile phones and apps. The Member highlighted that not all Vale of Glamorgan phones would have the correct apps available, and that further consideration should be explored. In addition, the Member also stated that the issue of staff safeguarding arrangements for pool cars also needed to be considered further.

With regard to the increase use of mobile phones by pupils in schools, the Health and Safety Officer stated that this was currently being addressed.

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

(j) Dates of Future Directorate Consultative Group Meetings –

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

- Learning and Skills – 16th October, 2019;
- Learning and Skills – 26th February, 2020;
- Resources – To be arranged;
- Social Services – To be arranged;
- Visible Services – Meetings scheduled for the first Wednesday of every month.

(k) HR Policy / Procedure Update – Tranche 1 (HR) –

The Operational Manager for Employee Services presented the first tranche of updated HR Policy / Procedure Updates. These included the following:

- Policy on Unacceptable Actions by Citizens;
- Social Media Code of Conduct;
- Violence at Work Policy and Guidance.

An Elected Member stated that it was important to monitor the number of threats and cases of aggression shown to staff. In reply, the Health and Safety Officer stated that information could be obtained from Oracle and would be presented to each individual Directorate Consultative Group. In addition, the Health and Safety Group would meet every six months and would be provided with an update. Furthermore, the Chairman stated that it would be useful for the information to be provided to the JCF which should be sub-categorised by location and the type of threat experienced. Furthermore, Mr. Pappas stated that a lot of threats were unreported and would be down to the tolerance level of staff. He stated that what was being reported could potentially be the tip of the iceberg.

Mr Hughes (Unison) stated that there was no Council wide system that allowed information and concerns to be shared between departments internally, so staff in some sections would not have prior knowledge where aggression had previously been experienced. In reply, the Health and Safety Officer stated that work around this was ongoing with the Freedom of Information Team to see what information the Council could hold. In addition work was ongoing with ICT to build a new bespoke system.

Elected Members on the Forum expressed the view that zero tolerance would be difficult, but the bottom line was that staff should not be abused. Therefore, a piece of work around information sharing was necessary and further consideration of the policy required by Cabinet. In reply, the Operational Manager for Human Resources stated that the policy review process was in place and that as a working document, it would be refreshed and reviewed.

In relation to the Social Media Policy, an Elected Member stated that more information may be necessary so that staff could clearly appreciate their use of social media platforms such as Facebook and Twitter and possible pitfalls. The Member stated that more guidance for staff needed to be considered.

AGREED – T H A T the changes to both the Social Media Code of Conduct and the Violence at Work Policy as contained within the report be endorsed with it be suggested that further consideration be given around staff guidance in relation to social media. The Forum also extended support in relation to the “Unacceptable Actions by Citizens policy” which would be now proceeded to Cabinet and/or the relevant Scrutiny Committee for further consideration and determination.

(l) HR Policy / Procedure Update – Tranche 2 (HR) –

The Operational Manager Human Resources presented the report, which covered the following policies and procedures:

- Re-deployment;
- Grievance;
- Flexible Working Request;
- Career Break;
- Disciplinary Procedure.

Mr. Pappas, in relation to the Flexible Working Policy, stated that feedback for this had been positive and he asked whether the Council's current Flex time pilot scheme could be rolled out across the Council sooner. In reply, the Operational Manager stated that the pilot needed to be carried out over a six to nine month period across a number of Directorates and it was important for all issues / challenges to be considered beforehand.

An Elected Member, in referring to the Disciplinary Procedure, stated that it should be made clear whether the Policy related to a working day or simply a day of the week. In addition, it was suggested that a letter template that would be sent out to staff. In reply, the Operational Manager stated that these would be considered for inclusion in the management and staff guidance in support of the policy.

Mr. Pappas stated that it was important for all staff to have access to the new Policies referring specifically to Learning Support Assistants in schools and he asked that there needed to be a portal that covered all schools. In reply, the Head of Strategy, Community Learning and Resources stated that access to information was a challenge but this would be assisted by the rollout of Microsoft 365. In addition, the Communications Team was implementing a portal which would be self-serving meaning that staff would not have to go through the Headteacher. It was also the role of a school's Governing Body to ensure that policies were accessible to all staff.

AGREED – T H A T the Policies and Procedures as outlined in the HR Policy / Procedure Update – Tranche 2 report be endorsed.

(m) Alcohol and Drugs Misuse Policy –

The Operational Manager Human Resources advised the Joint Consultative Forum that the Council's Alcohol and Drugs Misuse Policy had been reviewed.

The previous Alcohol Policy included a statement forbidding the consumption of alcohol during working hours, including lunch / meal breaks. This had been in place since 2009 and had become embedded into the culture of the organisation. This statement remained within the revised Policy.

The reviewed Policy was approved by the Corporate Management Team on 4th July, 2019. The aim of the revised Policy was to promote the health and wellbeing of employees and to minimise the problems at work arising from the effects of alcohol and / or drugs. The Forum noted that any employee who was absent for treatment

and rehabilitation as a result of an alcohol or drug-related illness would normally be regarded as being on a normal sickness absence. However, any individual found to be under the influence of alcohol or drugs at work or ignoring the Policy would be treated in accordance with the Council's Disciplinary Procedure. Where it became clear that an employee had a habitual or potentially serious alcohol or drug problem, the Council would normally offer help to support i.e. counselling and referral to the Occupational Health Service.

The Management of Health and Safety at Work Regulations 1999 required employers to assess the risks to health of employees and to take appropriate preventative or protective measures to remove or reduce the risks.

Having considered the revised Policy, it was

AGREED – T H A T the revised Alcohol and Drugs Misuse Policy be endorsed.

(n) Occupational Health Update –

The Health and Safety Officer provided Occupational Health information in relation to flu vaccinations, health screening, use of Care First and the Council's awareness raising campaign regarding the Menopause. In addition, the Forum received the number of appointments to the Occupational Health service.

It was noted that a new Occupational Health nurse had been appointed in January 2019 and had made a significant impact on the vaccination process, blood tests, health screening and some of the health surveillance requirements e.g. hearing tests.

A Member commented that Occupational Health appointments had increased by around 20% and he queried the capacity of the Service and the waiting list while suggesting that this may be an issue for consideration by the Corporate Performance and Resources Scrutiny Committee. In reply, the Health and Safety Officer stated that there had been a lot of new referrals, with 30 new referrals the week previous. This was an increasing challenge and needed to be looked into further. Furthermore, the Operational Manager stated that stress was the main reason for referrals and he alluded to the use of the Management of Attendance Policy and the fact that staff were able to self-refer. The Forum considered it important to send a reminder to staff and asked for further information regarding sickness levels.

Having considered the Occupational Health Update, it was

AGREED –

(1) T H A T the Update on the Occupational Health Service be noted.

(2) T H A T it be recommended for the Corporate Performance and Resources Scrutiny Committee to consider the issues behind an increase in Occupational Health referrals.

(o) HR Employee Services Update –

The Operational Manager Employee Services provided an update on the following:

- E Recruitment;
- Disclosure and Barring Service (DBS);
- Cycle to Work Scheme;
- E Payslips.

In terms of the E Recruitment system, the Operational Manager stated that the new system was more digitally orientated and had replaced the previous system which was considered inefficient. The new system allowed better access for applicants and also offered a more streamlined service for managers. All information would be processed digitally and so it removed the need for paper copies. The system also allowed for automatic e-mails to be sent to applicants informing them that their application had been securely received.

In relation to the Disclosure and Barring Service, the Forum noted that as an Umbrella Body, the Council could process and submit applications to the DBS on behalf of other organisations. By using the Council's online DBS system, results could be back in as little as five days. It was hoped that by offering the service to outside organisations income would be generated for the Council and help alleviate some cost pressures.

In relation to Cycle to Work, the Forum noted that this was being reintroduced and would be offered to staff with payment taken directly from their salary but this would result in a reduced tax and National Insurance contribution. Halfords had been chosen as the Council's partner, but staff could also use other retailers. One concern in relation to the Cycle to Work was the impact on those staff on the National Minimum Wage and so a discount of £90 for a £150 bike was available.

With regard to E Payslips, the Operational Manager advised that at present over 1,600 staff would already access their payslips via the Oracle system. A new IT system was being created for use via the web as well as the Cloud, and also an external portal would be developed to allow access for all staff, seven days a week. The new system would be similar to the banking websites and would be encrypted and require the input of a secure password.

AGREED – T H A T the HR Update on E Recruitment, Disclosure and Barring Service, Cycle to Work Scheme and E Payslips be noted.

(p) Presentation and Update on the Following: Staff Engagement, Reshaping Services and Corporate Plan –

The Business Improvement Manager provided an update on staff engagement, Reshaping Services and the Corporate Plan.

In respect of staff engagement, the Forum was advised that over 1,000 staff had taken part in The Big Conversation 1 and a second exercise would be undertaken within the next few months. In addition, Council wide engagement groups had been

developed in order to redefine objectives around communication, skills, reward and recognition and inclusivity. Furthermore, local engagement and innovation groups were being established with briefing sessions to commence during September. Also joint Corporate Management Team / Staff Engagement Group would be held during November.

In terms of the Reshaping Services programme, the Forum was advised that since 2016, the programme had achieved savings of £14.399m. In terms of progress during 2019/20, the Forum was advised that an Asset Programme Board had been established and a Digital Programme focusing on Microsoft 365 was being rolled out. In addition, income generation and commercial opportunities was an important area.

With regards to the Corporate Plan, the Business Improvement Manager stated that the Council was progressing on implementing a new Corporate Plan for 2020. At the heart of the Corporate Plan would be the Well-being of Future Generations Act which would be key when considering how services would be delivered and how decisions were made and scrutinised. The key themes of the new Corporate Plan would include the following:

- Shaping a Council fit for the future;
- Being part of a proud community;
- Supporting and caring for those in need;
- Encouraging good health and wellbeing;
- Respecting and valuing the environment;
- Looking and planning for the future;
- Providing opportunities for all.

Mr. Hughes (Unison) stated that after 10 years of austerity the Council was facing significant budget deficits and staff had experienced a 30% fall in wages and unfortunately challenges for the future remained the same. Mr. Hughes raised the issue of recruiting new young staff members and the struggle to replace experienced staff. Mr. Pappas stated that things were “tough” and the Council was close to seeing a drop in services. The Vale was still better than most authorities, but it was important to recognise the input by Occupational Health particularly for the increase in the number of staff going off with stress. He added that some services were at breaking point and something needed to change.

The Chairman stated that the proportion of the Council's budget spent on Education and Social Services would likely increase, so there was only so much that could be done before there was an impact on services.

An Elected Member stated that Reshaping Services was the Council's response to budget restrictions imposed by both UK and Welsh Governments. This, the Member stated was a political choice, so it was important to receive feedback from the Trade Unions of what was happening. These issues needed to be reported back to Cabinet in order to ask the question of what would be delivered from the Council's Corporate Plan.

Subsequently it was

AGREED – T H A T the update on staff engagement, Reshaping Services and the Corporate Plan be noted.

(q) Future Meetings of the JCF –

AGREED – T H A T the JCF future meetings for 2019/20 be held on:

14th October, 2019
10th February, 2020

both to commence at 10.00 a.m. in the Council Chamber.

RESOLVED - T H A T the minutes of the Joint Consultative Forum meeting be noted.

Reason for decision

To note the contents of the minutes.

C102 LOCAL AUTHORITY GOVERNORS ADVISORY PANEL –

The minutes of the Local Authority Governors Advisory Panel meeting held on 26th September, 2019 were submitted:

Minutes of a meeting held on 26th September, 2019.

Present: Councillor L. Burnett (Chairman, Cabinet Member for Education and Regeneration); Councillors Mrs. P. Drake (substitute for Mrs. M.R. Wilkinson), G.C. Kemp, Mrs. R. Nugent-Finn, A.C. Parker (substitute for T.H. Jarvie).

Also present: Councillor Mrs. S.D. Perkes (substitute for Councillor Mrs. P. Drake when discussing Gladstone Primary School).

Apologies: Mrs. M. Gibbs (Vale Governors Association)

(a) Declarations of Interest –

The following Members declared an interest as Governors of schools as outlined below:

Councillor Mrs. P. Drake – Governor at Gladstone Primary School;
Councillor Mrs. R. Nugent-Finn – Governor at Cadoxton Primary School;
Councillor A.C. Parker – Governor at Ysgol Iolo Morganwg.

N.B. The above Members withdrew from the room when the relevant schools were being considered.

(b) Guidance Regarding the Appointment Process –

The Chairman referred to the Guidance regarding the appointment process which was detailed in Agenda Item No. 2 within the Agenda. Appendix 1 provided a list of vacancies, Appendix 2 was the Policy for the Appointment of Local Authority Governors, whilst Appendix 3 was an advertisement for Local Authority Governors. The Panel was informed that several late applications had also been received following which it was subsequently

RECOMMENDED – T H A T the Guidance in respect of the process be noted and the late applications be accepted for consideration.

Reason for recommendation

In noting the Guidance for the appointment process and to allow late applications for consideration.

(c) 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.

(d) Applications for Appointment for Current Local Authority Governor Vacancies (Exempt Information – Paragraph 12) –

RECOMMENDED – To Cabinet

(1) T H A T the following appointments be made to the schools as set out below:

School	No. of Vacancies	Appointment
Albert Primary	1	M. Chorley
Barry Island Primary	1	J. Webb
Cadoxton Primary	2	J. Comrie F. Johnson
Cogan Nursery	1	J. Griffiths
Colcot Primary	1	M. Holmes
Evenlode Primary	1	A. Williams-Brunt
Fairfield Primary	2	E. Warren M. Chorley
Gladstone Primary	2	A. Malkin H. Chesterfield
Gwenfo C/W Primary	1	S. Leach

High Street Primary	2	B. Blake-Smith M. Kerbey
Jenner Park Primary	2	Councillor B. Brooks M. Petherick
Llandough Primary	3	M. Bin Sufyan C. Lewis 1 Vacancy
Llanfair Primary	2	A. Ford S. Trigg
Llantwit Major	1	C. Brown
Oak Field Primary	3	A. Griffiths M. Bin Sufyan M. Kerbey
Pendoylan C/W Primary	1	M. Hughes
St. Athan Primary	1	Councillor J. Thomas
St. Brides C/W Primary	1	H. Dando
St. Illtyd Primary	1	Councillor J. Norman
Stanwell School	1	A. Williams-Brunt
Victoria Primary	1	M. Petherick
Whitmore High	1	V. Baldwin
Ysgol Dewi Sant	1	E. Macnamara
Ysgol Iolo Morganwg	2	S. Dafis 1 Vacancy
Ysgol Sant Curig	1	L. Mack
Ysgol Y Ddraig	3	J. Durrant R. Lloyd James D. Thomas

(2) T H A T with regard to Llandough Primary School and Ysgol Iolo Morganwg, officers be requested to approach applicants whose applications advise that they would be happy to accept other schools, they meet the skills register criteria and the skills requirements (as noted by the Headteachers' comments) for the schools to ascertain as to whether they would be willing to accept appointments at the schools.

(3) T H A T following discussions with the applicants as outlined in (2) above Cabinet be advised accordingly in order to consider / approve such appointments.

Reasons for decisions

(1) To allow Cabinet to consider and agree appointments to the above schools' Governing Bodies.

(2) To allow officers to contact applicants who may be willing to serve on other schools and to advise Cabinet accordingly.

(3) In order that appointments to the schools can be approved.

The Deputy Leader/Cabinet Member for Education and Regeneration stated that this had been a very successful meeting, with only two vacancies going forward. She

also noted that the Governors so far recruited were of a high quality and this would help in raising the already high standards of Schools in the Vale of Glamorgan.

=====

RESOLVED –

- (1) T H A T the minutes of the Local Authority Governors Advisory Panel meeting held on 26th September, 2019 meeting be noted.
- (2) T H A T the appointments made to the schools at the above Panel meeting be approved.
- (3) T H A T with regard to Llandough Primary School and Ysgol Iolo Morganwg, officers be requested to approach applicants whose applications advise that they would be happy to accept other schools, they meet the skills register criteria and the skills requirements (as noted by the Headteachers' comments) for the schools to ascertain whether they would be willing to accept appointments at the schools.

Reason for decision

- (1) To allow Cabinet to consider and agree appointments to the above schools' Governing Bodies.
- (2) In order that appointments to the schools can be approved.
- (3) To allow officers to contact applicants who may be willing to serve on other schools and to advise Cabinet accordingly.

C103 MEDIUM TERM FINANCIAL PLAN 2019/20 TO 2022/23 (L/PR) –

The purpose of the Medium Term Financial Plan was to link the Council's strategic planning process with the budget process and to ensure consistency between them. It was a mechanism that attempted to match future predicted resources and expenditure, identify potential shortfalls and provide the financial framework for the next three years.

Indications of future revenue settlements from Welsh Government had not been received – although, it was noted by the Leader/Cabinet Member for Performance & Resources that a final settlement could potentially be achieved in March - and therefore it was difficult to predict with certainty what the potential shortfall would be in future years. There were also other variables e.g. pay awards, which had to be estimated at this stage.

As a result of this uncertainty the Plan had been modelled on a range of Welsh Government settlements and Council Tax increases.

The matching exercise indicated that if there was a cash neutral or 1% reduction in the settlement from Welsh Government and if there was a 4.9% increase in Council

Tax for each year of this Plan, there remained between £10.470m and £14.986m of savings to be identified for the three years of the Plan. If the Council Tax was to be increased to and maintained at the Welsh average, with a cash neutral or 1% reduction in the settlement from Welsh Government, there remained between £3.747m and £8.263m of savings to be identified for the three years of the Plan. This was after already planning for £748k of savings (excluding schools) for the same period.

When comparing the Council's 2019/20 Band D council tax with that of the other Welsh local authorities, the Vale of Glamorgan has the 6th (out of 22) lowest Band D charge in Wales which is 3.8% below the Welsh average. The Vale's Band D council tax increased by 4.9% in 2019/20 while the Welsh average increased by 6.2%. This Plan therefore highlights the impact of increasing the council tax to a projected Welsh average level for 2020/21, based on the assumption that there will be a similar increase in the 2020/21 Welsh average as the actual increase in 2019/20 i.e. 6.2%. This would equate to an increase of 10.4%. Thereafter it is assumed that in order to maintain the Welsh average, an increase of 6.2% is required for the remainder of the Plan.

The Leader/Cabinet Member for Performance & Resources urged members of the public to look at this report and engage in the related consultation process – for further information, people could also access social media where they could view short videos outlining the key points of the report.

The Cabinet Member for Social Care and Health pointed out there had been a significant response to this consultation by the public already and stressed the need for citizens of the Vale to understand the level of cost involved in order to support key services provided for them by the Council, such as Social Services, so they can make considered responses to this consultation process. This was also echoed by the Deputy Leader/Cabinet Member for Education and Regeneration, who also described how people's understanding and appreciation of the issues involved with this exercise increased once they had viewed the relevant video(s) on social media.

The Leader/Cabinet Member for Performance & Resources concluded that it was important for the public to understand the full picture of what was required in terms of costs and savings that the Council would need to make over the next three years and this could help drive engagement with the consultation process 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 contents of the draft Medium Term Financial Plan for 2019/20 to 2022/23 be endorsed.

(2) T H A T the Plan be referred to the Corporate Performance and Resources Scrutiny Committee for consideration with any comments made by that Committee

being taken into account by Cabinet as part of the final budget proposals for 2020/21.

Reasons for decisions

- (1) To facilitate the integration of medium term financial planning into the corporate planning and budget process.
- (2) To consider comments of Scrutiny Committee.

C104 REVENUE MONITORING FOR THE PERIOD 1ST APRIL TO 31ST AUGUST 2019 (L/PR) –

The revenue position for 2019/20 was challenging with a savings target for the year being set at £3.020m.

Even though it was early in the financial year, adverse variances were being projected for a number of services this year – for example, Social Services, with an unplanned spend of £2.2m, and Environment and Housing, with an unplanned spend of £1.5m. However, the Leader/Cabinet Member for Performance & Resources pointed out that the aim would be to claw back this spend, but this would be a challenging task, and with still a potential shortfall of £586k against the planned savings for the year. Updates and a review on progress against the savings targets would be provided during the year.

Both the Cabinet Member for Social Care and Health and Leader/Cabinet Member for Performance & Resources pointed out a typographical error on the shortfall/savings target percentage mentioned in paragraph 2.25 of the report (2019/20 Savings Targets) – this should have read a shortfall of £586k which equates to 19% and not 81% as stated in the report.

The Cabinet Member for Neighbourhood Services and Transport referred to the term ‘cost pressures’ which was used throughout the report – he felt a better term would be ‘cost increases’ in order to represent what these costs actually were. He went on to mention paragraph 2.14 of the report concerning the projected adverse variance against the street lighting energy budget – although this area had been a success in terms of helping to reduce the Council’s carbon ‘footprint’ (via increasing the use of LED lighting) this had not been reflected in the financial outcome. However, as the Cabinet Member for Neighbourhood Services and Transport went on to point out, if the roll out of LED lighting had not taken place, then the overall financial cost would have been far greater.

The Cabinet Member for Social Care and Health explained that the projected unplanned use of money for Social Services was based on what we know at this time but could look entirely different in the next quarter and cited the example that money which was not used last year was subsequently put into the Council’s reserves. The Leader/Cabinet Member for Performance & Resources followed this up and stated that due to shifting financial targets, an initial projection of an

overspend in last year's budget had then turned into an 'underspend' that could be put back into the reserves.

The Deputy Leader/Cabinet Member for Education and Regeneration stated that in the area of Learning and Skills - like Social Services – substantial costs were incurred due to the crucial support given to children with complex needs. She also referred to the paragraph in the report around the pressure of around £100k on the staffing budget at Barry Island. This resort had been a success and as this was not a statutory service for the Council it was a careful balancing act in order to budget responsibly for this service but also ensure that such budgeting did not undermined the resort's continued success.

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 position with regard to the Authority's 2019/20 Revenue Budget be noted.

(2) T H A T a review of the agreed savings for this financial year be undertaken and the outcome reported to Cabinet.

Reasons for decisions

(1) To inform Cabinet of the projected revenue outturn for 2019/20.

(2) To review the likely progress against agreed savings in the current financial year.

C105 CAPITAL MONITORING FOR THE PERIOD 1ST APRIL TO 31ST AUGUST 2019 (L/PR) –

The report provided an update on the progress of the Capital Programme for the period 1st April, 2019 to 31st August, 2019. Details by scheme were shown in Appendix 1 to the report.

The report set out any requested changes to the 2019/20 Capital Programme.

The Deputy Leader/Cabinet Member for Education and Regeneration referred to Appendix 1 of the report in relation to the Directorate of Learning and Skills (Education & Schools). She stated that there were ongoing discussions around 21st Century School Band B but that the Appendix mentions the other work done for all schools, for example, boiler repair and other ongoing maintenance. She went onto give her thanks to the staff involved in this work over the holiday periods.

The Leader/Cabinet Member for Performance & Resources wished to clarify that if there had been an underspend flagged up in any area, then a reason for this would be required in order for it to be taken out of the Programme.

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 on the 2019/20 Capital Programme be noted.

(2) T H A T the use of Delegated Authority in relation to the following be noted:

- St. Andrew's Primary New Demountable – Include a new £230k scheme into the 2019/20 Capital Programme funded by S106 monies.
- Wick Pavilion – Include a new £30k scheme into the 2019/20 Capital Programme funded by S106 monies.
- Ogmore by Sea / St. Brides Major Sustainable Transport Improvements – Increase this scheme by £50k to be funded by S106 monies.
- Welsh Water Bonvilston Improvements – Include a new £1.049m scheme into the 2019/20 Capital Programme funded by S106 monies.

(3) T H A T the use of Emergency Powers in relation to the following be noted:

- Barry Leisure Centre Dry Changing Rooms – Include a new £100k scheme into the 2019/20 Capital Programme to be funded from the Building Fund.

(4) T H A T the following changes to the 2019/20 Capital Programme be approved:

- Jenner Park Primary Electrical Rewire – Vire the £70k budget to the Jenner Park Primary Rewire Key Stage 2 first floor scheme.
- Ysgol Bro Morgannwg Renew Sewage Pumps – Vire the £91k budget to the Band B Ysgol Bro Morgannwg scheme.
- Holton Primary Boiler Renewal – Vire £10k to the Education Asset Renewal Contingency Budget.
- St. Joseph's Primary Classroom Refurbishment – Amalgamate this scheme and the St. Josephs Nursery and Early Intervention Base scheme and change the name of this scheme to 'St. Joseph's Nursery, EIB and Key Stage 1 Remodelling'.
- Ysgol Pen Y Garth Pitched Roof Renewal – Vire the £65k budget to the Ysgol Pen Y Garth Roof Renewal Phase 2 scheme.
- Disabled Access Improvement – Vire the £17k budget to the Disability Access scheme.
- Catering Trailer – Increase this scheme by £24k to be funded from the Catering reserve.

- Flying Start Family Centre Window Improvements – Include a new scheme of £28k into the 2019/20 Capital Programme funded by Flying Start grant.
- Local Transport Fund Barry Docks Interchange – Include a new £85k scheme into the 2019/20 Capital Programme funded by Local Transport Fund grant.
- Improve Pedestrian Movement along Treharne Road – Reduce the 2019/20 Capital Programme by £20k.
- Maendy Pedestrian Sustainable Transport Improvements – Change the name of this scheme to Ystradowen Sustainable Transport Improvements.
- Sports Wales Grant – Include a new scheme of £35.9k into the 2019/20 Capital Programme to be funded by a grant from Sports Wales.
- Building Stronger Communities Fund Old Hall Community Gardens – Include a new scheme of £26,726 into the 2019/20 Capital Programme funded by a Stronger Communities revenue contribution.
- Economic Stimulus within Local Authorities Grant – Include a new £769k scheme into the 2019/20 Capital Programme funded by a grant from Welsh Government.
- Dochdwy Road Public Open Space – Increase budget by £1k to be funded from S106 monies.
- Hood Road Goods Shed Land Payment – Include a new scheme into the Capital Programme by £62,370 to be funded from capital receipts.
- High Street / Broad Street Traffic Management – Remove scheme from the Capital Programme.
- Grange Play Area – Increase this budget by £4k, to be funded by S106 monies.
- Murch Play Area – Increase this budget by £8k, to be funded by S106 monies.
- Twyn Yr Odyn Play Area – Increase this budget by £4.5k, to be funded by S106 monies.
- Civic Offices Fire Stopping Works – Increase the Capital Programme by £35,000 to be funded by a policy budget revenue contribution.

(5) T H A T delegated authority be granted to the Head of Regeneration and Planning, in consultation with the Managing Director, the Leader and the Head of Finance, to allocate the Welsh Government "Economic Stimulus within Local Authorities" grant funding to individual schemes.

(6) T H A T delegated authority be granted to the Head of Regeneration and Planning, in consultation with the Managing Director, the Head of Finance and the Leader, to tender for any works required and award tenders for the schemes identified under Recommendation (5) above.

(7) T H A T delegated authority be granted to the Monitoring Officer / Head of Legal and Democratic Services to execute contracts with the successful tenderer(s) for the schemes awarded under Recommendation (6) above.

Reasons for decisions

- (1) To note the progress on the Capital Programme.
- (2) To note the use of Delegated Authority.
- (3) To note the use of Emergency Powers.
- (4) To allow schemes to proceed in the current financial year.
- (5-7) To enable the funding available in 2019/2020 to be spent in full

C106 RESHAPING SERVICES: UPDATE ON IMPLEMENTATION (L/PR) –

The Reshaping Services Programme was the Council's transformational change programme.

The report provided Cabinet with an update on the progress being made across the Council to deliver Reshaping Services projects. These projects aimed to protect priority services by working differently, in partnership and embracing innovation and change.

It was recommended that Cabinet refer the report to Corporate Performance and Resources Scrutiny Committee for consideration and that a copy be sent all Elected Members, clerks of Town and Community Councils, members of the Voluntary Sector and Joint Liaison Committee and the Public Services Board

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 content of the report be noted, including the All Projects Summary Highlight Report at Appendix A.
- (2) T H A T the report (including Appendix A) be referred to the Corporate Performance and Resources Scrutiny Committee for their consideration, with a particular emphasis on the administration and implementation of the Programme.
- (3) T H A T a copy of the report (including Appendix A) be sent to all Elected Members, Clerks of Town and Community Councils, members of the Voluntary Sector Joint Liaison Committee, Community Liaison Committee and the Public Services Board for their information and in order to provide an update on the progress being made on the Reshaping Services Programme.
- (4) T H A T relevant projects be reported separately to Cabinet for approval prior to implementation.

(5) T H A T regular progress reports continue to be brought to Cabinet to provide information on the progress of the Reshaping Services Programme.

Reasons for decisions

(1) To provide Cabinet with an update on the progress of the Reshaping Services Programme.

(2) To provide the Corporate Performance and Resources Scrutiny Committee with an opportunity to consider the progress being made on the Programme as the lead Committee for the Programme.

(3) To provide these Committees, groups and the Public Services Board with an update on the progress being made on the Reshaping Services Programme.

(4) To ensure Cabinet approve any proposed changes resulting from Reshaping Services projects as appropriate.

(5) To ensure Cabinet are kept informed of the progress being made on the programme.

C107 RESHAPING SERVICES: TOWN AND COMMUNITY COUNCIL ENGAGEMENT IN OPERATING LOCAL SERVICES AND ASSETS (L/PR) –

The Council had engaged with Town and Community Councils (TCCs) throughout the Reshaping Services Programme. Work to date had primarily focused on developing relationships and an understanding of the capacity, appetite and desire of TCCs to take a greater role in the provision of localised services and operation of local assets that may be valued by local residents, but where the Vale of Glamorgan Council may not be able, or be the most appropriate body, to continue such services in the future.

An event was held in July 2019 to better understand these issues and was well attended by TCCs.

The report set out a series of proposals for consideration by Cabinet that met the aim of the Reshaping Services strategy, which was to protect priority services wherever possible. These proposals concentrated on an initial phase of assets (public conveniences and allotments) and services (grass cutting) as a means of developing pragmatic proposals for the coming financial year. A range of other local services (such as playground maintenance, for example) were also highlighted for further and future consideration.

It was recommended that following consideration by Cabinet, the report be disseminated to all TCCs via the Community Liaison Committee to enable decisions to be taken by those organisations and for work to commence, wherever possible, in readiness for the 2020/21 financial year. It was recommended that the report be

also referred to Corporate Performance and Resources Scrutiny Committee for its consideration.

The Leader/Cabinet Member for Performance and Resources – after discussion with the Managing Director – requested that the first recommendation of the report incorporate paragraphs 2.6 – 2.8 in order to give wide-ranging options to Town and Community Councils (TCCs) and the Vale of Glamorgan Council in terms of provision of local services.

The Cabinet Member for Neighbourhood Services and Transport was happy to see Reshaping Services making headway and by setting what services the Vale of Glamorgan Council will now do, for example, saying to a Community Council it will now do six grass cuts instead of the usual nine, in order that the Community Council will then be in a better position to evaluate and respond. He went onto say that a key concern in this area for Town and Community Councils (TCCs) was the risk of ‘double taxation’ but this was not the case and the report would help to dispel this.

The Managing Director and the Director of Environment & Housing Services stated it was important that TCCs know now what the Vale of Glamorgan Council intended to progress around the Reshaping Services agenda and this report would help to provide this information so that TCCs could plan more effectively and set their budgets accordingly.

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 content of this report as a basis for the development of specific proposals with individual Town and Community Councils (TCCs) be endorsed – with particular regard to paragraphs 2.6 – 2.8 of the report.
- (2) T H A T subject to Recommendation (1), it be recommended that the report be referred to all TCCs via the Community Liaison Committee for individual consideration by those organisations and to Corporate Performance and Resources Scrutiny Committee for its consideration, with the views of the Committee informing future discussions with TCCs.
- (3) T H A T, subject to Recommendations (1) and (2), delegated authority be granted to the Director of Environment and Housing, in consultation with the Leader and Managing Director, to pursue discussions with individual TCCs.
- (4) T H A T, subject to Recommendations (1), (2) and (3), delegated authority be granted to the Monitoring Officer / Head of Legal and Democratic Services in consultation with the Leader, Managing Director and Head of Finance, to execute appropriate legal arrangements arising from the process.

Reasons for decisions

- (1) To enable specific proposals with individual Town and Community Councils (TCCs) to be developed consistently.
- (2) To enable all TCCs to be made aware of the proposals and to engage with them on the development of local proposals and for the views of the Corporate Performance and Resources Scrutiny Committee to be considered when undertaking discussions with TCCs.
- (3) To enable local proposals to be developed.
- (4) To ensure the appropriate legal arrangements are put in place to underpin any future arrangements.

C108 CABINET QUARTERLY WORK PROGRAMME – JULY TO SEPTEMBER 2019 AND OCTOBER TO DECEMBER 2019 (L/PR) –

Cabinet approval was sought, together with any comments, in respect of the progress update for the quarter July to September 2019 and the updated Cabinet Quarterly Forward Work Programme from October to December 2019.

The Deputy Leader/Cabinet Member for Education and Regeneration referred to minor typographical errors in each of the appendices that would require amendment relating specifically to the description of Cabinet Member Portfolio responsibilities. She went on to say that she would liaise with the Democratic and Scrutiny Services Team in order to highlight the necessary amendments in order that they be corrected.

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 position with regard to the Work Programme for the period July to September 2019 (Appendix 1 to the report) be agreed.
- (2) T H A T the Cabinet Quarterly Work Programme for October to December 2019 attached at Appendix 2 to the report be endorsed – subject to the amendments agreed in the minutes above.
- (3) T H A T the Annual Strategic Cabinet Work Programme at Appendix 3 to the report be updated in line with Recommendations (1) and (2) above and uploaded to the Council’s website – subject to the amendments agreed in the minutes above .

Reasons for decisions

- (1) To monitor progress.
- (2) To approve the Work Programme for October to December 2019.
- (3) To comply with the requirements of the Local Government Act 2000, subordinate legislation and the Council's Constitution in setting annual work programmes.

C109 VALE PUBLIC SERVICES BOARD STAFF HEALTHY TRAVEL CHARTER (L/PR / NST) –

The Vale Public Services Board (the "PSB") had developed a Staff Healthy Travel Charter (the "Charter") which set out a number of commitments for public sector organisations working in the Vale of Glamorgan.

The development of the Charter had been led by Dr. Tom Porter, Consultant in Public Health Medicine in the Cardiff and Vale Local Public Health Team.

The Charter included 14 commitments for 2019-22 around public transport, walking and cycling, communications and leadership, agile working and ultra-low emission vehicles. These commitments were consistent with work already underway or in development within the Council, and were clearly linked to the Motion that was debated at Council in July 2019 when it was resolved that the Council declared a Climate Emergency in light of the "Special Report on Global Warming of 1.5°C Intergovernmental Panel on Climate Change (IPCC)", (October 2018) .

The Charter would be launched at a PSB meeting on 18th October.

The Cabinet Member for Neighbourhood Services and Transport felt this was a good report and showed the Council leading by example by encouraging staff to follow this Charter and this could potentially influence other local employers to do the same.

The Managing Director referred to Appendix A of the report and stated that the Council was already carrying out well over half of the initiatives highlighted in the report (for example, in relation to public transport, cycling and facilities) and this was a solid basis to build upon and push forward to make progress in the other areas.

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 agree that the Council should sign the Staff Healthy Travel Charter and work with Public Services Board (PSB) partners to promote healthier and more sustainable travel options for staff.

(2) T H A T Dr. Tom Porter be thanked for the work he has undertaken to progress this work in the Vale of Glamorgan on behalf of the Public Services Board.

Reasons for decisions

(1) To enable the Vale of Glamorgan Council to participate in the work of the Public Services Board in facilitating and encouraging healthier and more sustainable travel options for staff.

(2) To recognise the significant work undertaken to progress this commitment within the PSB's Well-being Plan.

C110 VALE OF GLAMORGAN LOCAL DEVELOPMENT PLAN 2011-2026: ANNUAL MONITORING REPORT 2019 (LRPS) –

The report related to the first Local Development Plan (LDP) Annual Monitoring Report (AMR) which assessed the performance of the policies in achieving the integrated Plan objectives which incorporated sustainable development and Strategic Environmental Assessment having regard to the Monitoring Framework set out in the LDP, and agreed by the Inspector as part of the LDP examination and consequently adopted by the Council on 28th June, 2017.

The report outlined the format of the AMR which followed the suggested format set out in the LDP Manual. It distinguished between the core and local indicators in the monitoring framework and described the traffic light rating system which was used as a visual aid to monitor the effectiveness of the Plan's policies and to provide a quick overview of policy performance.

The report identified that none of the triggers set out in the monitoring framework (and the relevant legislation or the Welsh Government LDP manual) had been met and therefore there was no need to bring forward an early LDP review.

The report set out some of the key achievements to date and confirmed that all of the targets for the six core indicators had been met. It highlighted the indicators where further research / investigation was required, new Supplementary Planning Guidance (SPG) needed to be prepared and Member training would be provided.

Overall, the AMR showed that good progress was being made in implementing the majority of the Plan's policies and that the LDP strategy remained sound, having regard to the monitoring framework included within the LDP. Accordingly, it was recommended that the first AMR be submitted to the Welsh Government by 31st October, 2019 deadline and published on the Council's website in accordance with the statutory requirements. In addition, it was recommended that the Council prepare new SPG on employment and retail to provide further clarity on the relevant LDP policies and that Member training be undertaken in relation to Policy MD1 and development outside settlements.

The Deputy Leader/Cabinet Member for Education and Regeneration stated that the AMR showed several areas of encouragement – such as in the provision of affordable housing and in the number of housing in ‘brownfield’ land.

The Leader/Cabinet Member for Performance & Resources pointed to the fact that the Council would be exceeding the 2018/19 target in various areas such as in transport and renewable energy. However, he also wanted to refer to those indicators that needed to be further addressed and worked on such as Gypsy and Traveller accommodation and Development permitted for employment purposes, although both of these issues were being progressed.

The Cabinet Member for Social Care and Health stated this was a well written report dealing with a complex issue and would mean the Council was ‘ahead of the curve’ in terms of monitoring. This was echoed by the Managing Director who said that paragraph 2.2 was particularly impressive as it was very rare for a South Wales Authority to have a five year housing supply and overall, the LDP had been very successful thus far.

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 first Local Development Plan Annual Monitoring Report be endorsed for submission to the Welsh Government by 31st October, 2019 and for publication on the Council's website.

(2) T H A T new employment and retail Supplementary Planning Guidance be prepared.

(3) T H A T Member training be undertaken in relation to Policy MD1 and development outside settlements.

(4) T H A T Recommendations (1) to (3) inclusive and the Local Development Plan Annual Monitoring Report be referred to the Environment and Regeneration Scrutiny Committee for its consideration, and any comments be referred to the next available Cabinet Meeting.

(5) T H A T delegated authority be granted to the Head of Regeneration and Planning, in consultation with the Cabinet Member for Legal, Regulatory and Planning Services, to make typographical or other minor changes as necessary prior to publication.

Reasons for decisions

(1) To comply with Regulation 37 of the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005.

- (2) To provide further guidance and clarity in relation to employment and retail policies in the Local Development Plan.
- (3) To ensure that the Local Development Plan policies are being implemented as intended.
- (4) To ensure appropriate scrutiny of the report and Cabinet recommendations.
- (5) To make typographical or other minor changes as necessary without the need to seek Cabinet approval.

**C111 A4226, WEYCOCK ROAD (ALSO KNOWN AS WAYCOCK ROAD)
(PART) – PROPOSED ROUTE RECLASSIFICATION (NST) –**

The Cabinet Member for Neighbourhood Services and Transport stated that this was essentially a ‘tidying up’ exercise following the construction of a new off-line road between the Welsh Hawking Centre and Blackland Farm, the former A4226, Waycock Road (Five Mile Lane), between the aforementioned junctions and would need to be reclassified in recognition of its new status as a minor rural road. It was envisaged that the road would be used to encourage cycling, horse riding and walking as well as vehicular traffic serving the immediate area.

The new off-line road would become the A4226 and would tie into the existing alignment, whose classification would remain unchanged. A section of the former A4226 would therefore become the un-numbered route Waycock Road.

A formal application to the Welsh Government was required to enable the procedure to be instigated. No Traffic Regulation Orders or consultation were required and all the associated traffic signs would be amended as part of the project.

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 approval be given to proceed with the application to the Welsh Government for the change in road classification as detailed in the report.

Reasons for decisions

- (1) To advise Members on road reclassification and the process for reclassification.
- (2) To endorse the application to Welsh Government for reclassification of part of route A4226, Waycock Road, known as Five Mile Lane.