

## HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting held on 13<sup>th</sup> November, 2019.

Present: Councillor Mrs. S.D. Perkes (Chairman); Councillor Ms. J. Aviet (Vice-Chairman); Councillors Miss. A.M. Collins, Mrs. S.M. Hanks and A.C. Parker.

Also present: Mrs. W. Davies, Mrs. G. Doyle, Mr. A. Raybould and Ms. H. Smith (Tenant Working Group Representatives) and Ms. B. Hunt (Citizens Advice Cardiff and Vale).

### 429 APOLOGIES FOR ABSENCE –

These were received from Councillors J.C. Bird, Ms. B.E. Brooks and Mrs. C.A. Cave.

### 430 MINUTES –

RECOMMENDED – T H A T the minutes of the meeting held on 16<sup>th</sup> October, 2019 be approved as a correct record.

### 431 DECLARATIONS OF INTEREST –

No declarations were received.

### 432 ANNOUNCEMENT –

The Chairman noted Ms. D. Murphy of the Citizens Advice Cardiff and Vale had now been replaced by Ms. B. Hunt.

### 433 DRAFT VALE OF GLAMORGAN COUNCIL CORPORATE PLAN 2020 – 25 (REF) –

Cabinet had, on 21<sup>st</sup> October, 2019, referred the report to all Scrutiny Committees as part of the consultation process. The report was outlined by the Head of Housing and Building Services. By way of background he pointed out that the current Corporate Plan would end in March 2020 and in preparation for this a lot of work had been undertaken by the Council on the new Corporate Plan going forward. In developing the draft Corporate Plan the Council had undertaken extensive engagement and considered a range of information and data to inform the development of the Plan as well as considering the Council's priorities for the next five years. As part of this the Council had developed a new set of wellbeing objectives and the Plan would be far more overarching whereby actions and objectives would cut across the various Directorates and other areas of the Council. The Plan for 2020-25 would help to deliver strong communities with a bright future.

The Head of Housing and Building Services went on to outline four new wellbeing objectives which were:

- To work with and for our communities;
- To support learning, employment and sustainable economic growth;
- To support people at home and in their community;
- To respect, enhance and enjoy our environment.

The Head of Housing and Building Services went on to say that consultation had started for the Corporate Plan from 22<sup>nd</sup> October, 2019 to 10<sup>th</sup> December, 2019 and involved all stakeholders including the Public Services Board, Vale 50+ Strategy Forum, Town and Community Councils, Youth Cabinet as well as all five Scrutiny Committees and the general public. To ensure the consultation was accessible to all Vale residents, hard copies would be available on request, for example in libraries and respondents would be able to submit their views online, in writing and by telephone. There would also be a number of face to face engagement sessions, stakeholder workshops, etc. and these would be publicised via social media and the Council's other communications channels. The emphasis was now on inclusion thereby ensuring the Vale of Glamorgan Council achieves the vision set within the Plan. The Head of Housing and Building Services stated that each Directorate would look at how to achieve the objectives set out in the Plan and also referred to the elements of the Plan relevant to the Scrutiny Committee, for example the emphasis on new builds, homelessness support, money advice and fuel and other types of poverty. This would also feed into the Housing Service Plan (Annual Delivery Plan).

The Head of Housing and Building Services also outlined the process after the Scrutiny Committee had considered the Plan and made any relevant recommendations or comments:- on 10<sup>th</sup> December the consultation would close and the findings considered and the draft Plan amended. In January 2020 the draft Plan would be considered by the Corporate Management Team and Scrutiny Committee and any further amendments to the Plan made, there would follow Cabinet consideration and then the recommendation for full adoption to Full Council in February 2020. Finally, the Head of Housing and Building Services emphasised that the new Plan was deliberately not set out in a complex or convoluted way in order for it to be fully accessible and understandable to all stakeholders as well as Vale of Glamorgan residents.

A Committee Member queried the section in Appendix A of the report concerning economic wellbeing, where it referred to 1,150 homes granted planning permission in 2018/19 and that 43% of all new homes in 2018/19 were affordable homes. The Member wanted the Head of Housing and Building Services and the Operational Manager for Planning to clarify those figures. The Operational Manager for Planning responded that she was not sure of the source of data and it was more likely that the average number of new homes which were affordable would average around 30%. The Member went on to say that if these figures included housing associations then they were very good statistics for the Vale of Glamorgan Council. The Head of Housing and Building Services went on to say that the figures mentioned would be clarified in the final document.

Another Member wished to clarify if the figures included social housing. The Head of Housing and Building Services replied that the definition of affordable housing encompassed social rented housing as well as 'low cost home ownership' homes also managed by Housing Associations and sold for 70% open market value. The officer went on to say that approximately 70% of new affordable housing included social rental properties and that there were various factors to determine what social housing could be built, for example, the level of subsidies available. The Head of Housing and Building Services reiterated that the subsequent report produced on this matter would clarify the numbers of affordable housing available. He went on to stress the main priority for affordable housing was social rentals but there was also a need to balance this with those residents who wanted to buy a property instead.

A Committee Member asked about the four wellbeing priorities in relation to issues around traffic in the Llantwit Major area which was currently gridlocked and impacting on residents, for example, on school children commuting to school. The Head of Housing and Building Services stated that the Corporate Plan did recognise infrastructure pressures in the Vale as well as the related economic changes. Such pressures could contribute to localised issues such as the one that the Committee Member had outlined and that the Vale of Glamorgan Council were mindful of issues around infrastructure and over development. As such the Corporate Plan would address the significant impacts. He went on to say there had also been discussions with other regional forums such as City Deal in looking into these matters but there were limits in what the Corporate Plan could do, for example, there were many people who commuted daily into and out of the Vale of Glamorgan. The Committee Member also stressed the need to spread the word on consultation out to the wider public to which the Head of Housing and Building Services agreed and emphasised that the consultation process could be used to raise various other issues such as transport. The Operational Manager for Planning added that a local resident within Llantwit Major had raised a similar issue around current traffic issues and she had asked Highways to respond to this question and would also ask them to respond to the Committee Member.

It was

RECOMMENDED – T H A T the report and appendices be noted.

Reason for recommendation

To enable timely and meaningful consultation and scrutiny of the draft Corporate Plan 2020-25.

434 SECTION 106 OFF-SITE AFFORDABLE HOUSING CONTRIBUTIONS (REF) –

The Cabinet had, on 4<sup>th</sup> November, 2019, considered the report and had subsequently approved it so that any further recommendations from the relevant Scrutiny Committees could be received. Further to that, the report had been referred to the Environment and Regeneration and Homes and Safe Communities Scrutiny Committees for consideration and for any other recommendations to be referred

back to the next available Cabinet meeting.

The Operational Manager for Planning outlined the report. She explained that the report was a joint one between Housing and Planning Services. The principle of securing developer contributions via Section 106 was now a well-established practice within the Vale of Glamorgan. The focus of this report was on amending the current Section 106 Protocol for Implementation, specifically for those contributions received from developers to provide off-site affordable housing. The Operational Manager for Planning stated the priority would remain delivering contributions on site, but sometimes due to viability and other issues, such contributions could not be used on the site in question. Housing needs varied across the Vale of Glamorgan whereas some areas were being delivered by large developments, other areas did not have this opportunity. The Operational Manager for Planning stated that therefore a new Protocol was needed. This was to ensure that the financial contributions received by the Council were allocated in a democratic manner, having regard to the legal framework, the impact of needs arising from a new development and better value for money. The proposed amendment to the Protocol, set out in Appendix C to the report, was intended to allow flexibility and to reflect the Council's strategic programme for delivering affordable housing. This would entail a two-stage approach for considering the allocation of Section 106 off-site affordable housing contributions as follows:

- Upon receipt of a Section 106 off-site affordable housing contribution, the Managing Director, Head of Regeneration and Planning, Operational Manager for Planning and Building Control, Head of Housing and Building Services, Housing Development Manager, Leader of the Council, relevant Cabinet Members and Local Ward Members are notified in writing and consulted in order to highlight any potential opportunities within the Ward for the delivery of affordable housing, allowing for a six month consultation period. During this period of consultation, the Housing Department would look at the need for affordable housing specifically within the host Ward and adjoining Ward(s); consider land availability and potential opportunities for implementing a scheme with this contribution;
- In the event that a scheme was identified within the Ward the money had arisen from (or the adjoining Wards), the scheme would be progressed, subject to the necessary Cabinet approvals, detailed design, planning permission and procurement etc. Local Members would be notified at each of the stages as the scheme progressed;
- In the event that during the first stage, having investigated opportunities within the host Ward and adjoining Wards, the Housing Department considered that a scheme could not be developed within the Ward or an adjoining Ward (for example, due to limited land availability), and / or the Housing Department considered the contribution should be prioritised elsewhere to address an acute need within another Ward / housing market area within the Vale of Glamorgan, and / or the contribution should be directed into the House Building Programme, Officers within the Housing Department would be required to prepare a report;
- The report would need to set out the reasons why the contribution should be prioritised elsewhere and identify what options had been explored; where the department considered the contribution should be prioritised, and also

demonstrate need and deliverability. The report would need to be presented to the relevant Heads of Services and relevant Cabinet Members for a decision;

- If the Heads of Services and relevant Cabinet Members agreed with the reasons set out in the report, delegated authority would be granted for the Head of Regeneration and Planning, Head of Housing and Building Services in consultation with relevant Cabinet Members to allocate the contribution to deliver a scheme elsewhere in the Vale of Glamorgan;
- In the event that the Head of Regeneration and Planning, Head of Housing and / or relevant Cabinet Members could not agree on a decision, the Managing Director and Leader of the Council would have delegated authority to make the final decision;
- For clarification, Local Ward Members would be notified and consulted upon the receipt of contributions and would act as a consultee during the first stage of the process; Heads of Services in consultation with Cabinet Members would act as the final decision makers (unless there was a disagreement);
- In the event that a scheme was not identified within the Ward where the money had arisen (or an adjoining Ward), or if the parties considered that the contribution should be prioritised elsewhere, this did not suggest that there was no longer a need for affordable housing within the Ward the money had arisen and the Council would continue to investigate alternative means of delivering affordable housing in areas of need. Furthermore, the Council's zoned RSLs would still continue to address need within the minor rural settlements within the Vale of Glamorgan.

A Tenant Working Group Representative stated that previously Council housing had been built; now affordable housing was being built but the issue was that this was not affordable for all and asked if anything could be done to rectify this. A Committee Member also stated that in their Ward 194 of the new build homes constructed were classified as affordable homes. However, quite a number of these, due to the local housing prices were not actually affordable or within the reach of families in the area. The Head of Housing and Building Services advised that as part of the Council Housing Development Programme the Vale of Glamorgan Council had been looking to build Council houses and was on track to meet the early day target in relation to those, for example the development in Brecon Court and Holm View. He went on to say that there were plans to develop 500+ developments over the next five years. The Head of Housing and Building Services added that the affordable housing delivered needed to meet a variety of housing needs. It was the case that there had been a relatively slow start in terms of the building process due to the need to build up capabilities for building affordable housing but this was now gaining momentum and building was now on a much larger scale. He noted that the scale of social housing now being delivered by the Vale of Glamorgan meant that it was one of the most successful in Wales, particularly in the use of Section 106 including developments in smaller rural communities. The Head of Housing and Building Services stressed that the proposed amendment to the Protocol would help to provide funding to those areas in the Vale where there was little or no new social housing being delivered but where there was a large need for this to be provided and cited an example where, after speaking to a Ward Member regarding an on-site development, it had been agreed for surplus contributions to be used elsewhere based on the strategic needs of the Vale. He finally stated that affordable rent

needed some kind of subsidy in order to make sure it remained affordable and this cost would need to be shared out.

Another Committee Member asked about the 14 day consultation with Ward Members; to which the Operational Manager for Planning replied that this was the current process and the timeframe used was in order to create sufficient focus and in order to get a response in a timely manner. The Senior Planning Officer added that under the new Protocol Ward Members could consult with Housing Services over six months, making this a lot more fluid and flexible process. However, after that six months if there had been no further progress in resolving this matter, then a report would be produced outlining the reasons why the contributions should be prioritised elsewhere.

The Chairman asked about the allocation of spending of the Section 106 contributions and whether if not spent, the money could potentially be lost. The Senior Planning Officer stated that several contributions had not yet been allocated. Whilst the Housing Development team were constantly looking for sites and exploring design/feasibility, the teams have been awaiting direction from this Cabinet report; subject to agreement of the Cabinet report, the money would be spent some time in the 2020s, but only on the approval of that report. With regard to the money potentially being lost, the Officer said that this would not be lost and it would be looked to be spent over the long term period.

The Head of Housing and Building Services stated that the Vale of Glamorgan Council would also look to utilise Welsh Government grants and had successfully bid for a grant for Brecon Court and Holm View, as well as receiving additional funds due to slippage. He also added the proposed amended Section 106 Protocol would help to target small contributions to less viable schemes and could help to make a big difference in terms of where they were needed. He also went on to say he was mindful that Ward Members were under pressure with regard to developments in their area, but there was still a need to look strategically in order to assist those areas with the greatest need, but priority would still be to look at whether the contributions could be used locally first.

The Chairman queried if there would be a further Section 106 report looking into the progress of the Protocol, to which the Senior Planning Officer stated that it was already in place in the Annual Report as well as similar reports coming from the Housing Department.

It was

**RECOMMENDED – T H A T** the proposals and recommendations contained within the report be noted and there were no further recommendations to be referred back to Cabinet.

#### Reason for recommendation

Having regard to the information contained within the report and discussion during the meeting.

#### 435 WALES AUDIT OFFICE FOLLOW UP REVIEW: DELIVERING WITH LESS – ENVIRONMENTAL HEALTH SERVICES (VALE OF GLAMORGAN) (DEH) –

The report was outlined by the Operational Manager for Shared Regulatory Services. This was the Wales Audit Office (WAO) follow up report concerning environmental health services within the Vale of Glamorgan and considered whether there had been any budgetary or workforce changes within the Council's Environmental Health Services as well as considering the extent to which these changes had addressed the recommendations identified in the original 2014 national report. The Operational Manager went on to say that as well as undertaking a desktop review of documentation, the WAO had also interviewed a selection of senior officers and Members, whose remits covered environmental health services in both the Vale of Glamorgan and the other Authorities concerned. However, the Operational Manager pointed out as the Shared Regulatory Services (SRS) involved three separate Local Authorities, which meant that three separate reports had been produced as each Local Authority dealt differently with the services provided and that SRS dealt with the more traditional regulatory services.

Overall, the report findings had generally been positive and although funding had been reduced by approximately one third over several years, performance had either been maintained or indeed improved. The review had also identified areas of scope for the Council to strengthen, its independent oversight and assurance arrangements of the SRS and to encourage working between the SRS and other providers in order to explore opportunities for future improvement. The Operational Manager went on to explain the main areas for improvement outlined by the WAO:

- The Council should subject any future changes to environmental health services to a more rigorous analysis of costs, benefits and impacts;
- The Council should look into further possibilities and opportunities for commercialisation and income generation for environmental health services in order to provide additional finances should funding reduce in the future;
- The Council should ensure that the distinction between statutory and non-statutory services be clearly documented and understood by decision-makers;
- The Council should introduce greater challenge of the level and quality of environmental health services provided by third parties, including the SRS under the Joint Working Agreement;
- The Council should work in conjunction with SRS in order to undertake a review of business continuity and succession planning arrangements regarding the SRS and in order to mitigate the risk of overreliance on key individuals, for example the Head of SRS and operational managers;
- The Council should strengthen scrutiny of environmental health services, for example through more regular oversight and accountability of the services provided by third parties, including the SRS;
- The Council should introduce more structured / targeted development and training opportunities for relevant Members – this could be beneficial in the event of changes in personnel and in areas experiencing changes in legislation such as air pollution / food safety;

- The Council, when looking at future decisions and changes to service levels, should look to an assessment of impact on relevant stakeholders, including service users and residents. Where this public consultation is required, the most appropriate means of consulting should be decided on a case-by-case basis;
- The Council needed to build upon initiatives and innovations such as the deployment of the Noise app thereby ensuring that future funding reductions could be potentially mitigated by innovation and transformation in various areas of service delivery and that of environmental health services by the use of new technologies.

The Operational Manager for SRS stated that SRS welcomed the opening statement of the WAO report in that it stated the importance of the SRS by ensuring increased resilience across the three Local Authorities in terms of their regulatory services within the context of reduced resources and additional responsibilities placed on it by ongoing changes in legislation. The Operational Manager went on to say some of the reduction in costs had been achieved through streamlining management thereby maintaining resilience and resources within frontline personnel and services. She also emphasised the larger role that SRS / Environmental Health Services had in terms of public health within Wales as compared to England, citing the example of the Food Rating Scheme which was mandatory within Wales. The Operational Manager pointed out the key areas within the report and stated that the key themes had been the achievement in making savings and also the Council had adopted an outcomes-based approach service delivery and as such the report would tie in with the overall business plan.

In summary, the Operational Manager for SRS felt optimistic that the WAO in a few years would produce an even more positive report based on the work already outlined in the current report provided to Committee Members.

A Committee Member asked about the monitoring provisions in place for air pollution, for example that caused by stationary traffic parked by temporary or permanent traffic lights. The Operational Manager stated that this was covered by SRS and that areas of particular concern were regularly monitored. She also wanted to add that if Committee Members or the wider public had identified areas of concern in relation to traffic pollution, they should bring these to the attention of the SRS.

It was

**RECOMMENDED – T H A T** the key findings arising from the Wales Audit Office's follow up review of environmental health services within the Vale of Glamorgan and the Council's response to the review on the Wales Audit Office's proposals for improvement be noted.

#### Reason for recommendation

To provide for scrutiny and review of the Wales Audit Office's follow up review of environmental health services findings and the Council's response.



436 2<sup>ND</sup> QUARTER SCRUTINY DECISION TRACKING OF  
RECOMMENDATIONS AND UPDATED WORK PROGRAMME SCHEDULE  
2019/20 (MD) –

The report advised Members of progress in relation to the Scrutiny Committee's recommendations and requested confirmation of the updated Work Programme Schedule for 2019/20:

- 2<sup>nd</sup> Quarter July to September 2019 (Appendix A)
- 1<sup>st</sup> Quarter April to June 2019 (Appendix B)
- 2018/19 uncompleted (Appendix C) and
- Updated Work Programme Schedule for 2019/20 (Appendix D).

The Democratic and Scrutiny Services Officer asked that the status of recommendations listed in Appendices A, B and C be approved and that Appendix D be approved and uploaded to the Council's website.

The Democratic and Scrutiny Services Officer referred to the ongoing recommendations in the appendices and shared with the Committee further updates that had been provided by the Operational Manager for Public Housing Services:

- Min. No. 903: That a live demonstration of the digital Homes4U bidding portal be provided to Committee when the service is operational. Housing and Building Services were currently in the process of developing a Digital Transformation Strategy and were considering replacing the existing IT systems so they were fully integrated across all of the services. In order to enable the portal to be used to make Homes4U bids, they would need a substantial financial investment to upgrade it. Therefore, until a decision was made as to whether the IT system was going to be replaced, it would not be financially viable to invest heavily in the portal as it may not be compatible with the new system.
- Min. No. 904: Review of services to leaseholders including the potential for introducing a new Leaseholder Sinking Fund. The Council was currently in the process of undertaking substantial work on leaseholder properties and many of the leaseholders were already making regular payments to reimburse the Council for the cost. It would therefore not be affordable at this time to make additional regular financial contributions to the Sinking Fund to cover future works. A Cabinet report would be submitted after the work and repayments had been completed for consideration at that time.
- Min. No. 278: A report regarding Social Enterprise be added to the Committee's Forward Work Programme. Discussions were continuing and preliminary work was being carried out with interested parties and residents to identify potential future projects. However, there were no concrete proposals at this time, so the focus was currently on expanding the timebanking scheme. The officer advised the Committee that this was now marked up as "Completed" on Appendix C as the report had been re-added to the Committee's Forward Work Programme.

It was

RECOMMENDED –

(1) T H A T the views of the Committee on the status of the actions listed in Appendices A, B and C be agreed and the following actions deemed as completed:

<b>16 July 2019</b>	
<p><b>Min. No. 161 – Housing Compliance Policy Review (REF) – Recommended</b>            (2) That the comments of the Scrutiny Committee as set out in the minutes above together with the draft revised Housing Compliance Policies be referred to Cabinet for consideration.            (3) That the Homes and Safe Communities Scrutiny Committee receive a six monthly update on the Housing Compliance Policy Review.</p>	<p>(2) Cabinet, on 29<sup>th</sup> July, 2019, noted the comments and recommendations of the Scrutiny Committee.            (Min No C56 refers)  <b>Completed</b>            (3) Added to work programme schedule.  <b>Completed</b></p>
<p><b>Min. No. 162 – Draft Empty Homes Strategy 2019 – 2024 (REF) – Recommended</b>            (2) That the comments of the Scrutiny Committee as set out in the minutes above, together with the draft of the Empty Homes Strategy 2019-2024, be referred to Cabinet for its consideration.            (3) That Cabinet consider the Committee’s recommendation that a question be put into the public consultation exercise asking if the right balance had been struck between persuasion and enforcement for empty homes.            (4) That the Homes and Safe Communities Scrutiny Committee receive an update on the progress of the recent changes to Council Tax policy in the Vale of Glamorgan and how similar Authorities dealt with empty homes.</p>	<p>(2) and (3) Cabinet, at its meeting on 29<sup>th</sup> July, 2019, resolved            [1] That a question be added to the public consultation exercise asking if the right balance had been struck between persuasion and enforcement for empty homes.            [2] That the Homes and Safe Communities Scrutiny Committee receives an update on the progress of the recent changes to Council Tax policy in the Vale of Glamorgan and how similar Authorities dealt with empty homes.            (Min. No. C57 refers)            (Added to work programme schedule)  <b>Completed</b>            (4) Added to work programme schedule.  <b>Completed</b></p>
<p><b>Min. No. 163– Closure of Accounts 2018/19 (DEH) – Recommended</b>            (2) That an update on Universal Credit numbers and rent arrears be presented to a future meeting of the Scrutiny Committee.</p>	<p>Added to work programme schedule  <b>Completed</b></p>

<p><b>Min. No. 165 – End of Year 2018/19 Performance Report: An Inclusive and Safe Vale (DEH) – Recommended</b>  (2) That the progress made to date in addressing existing regulatory recommendations and improvement proposals arising from local and national Local Government Studies be noted and endorsed and it be recommended to Cabinet that the completed actions be removed from the Insight Tracker.</p>	<p>Cabinet, on 29<sup>th</sup> July, 2019 resolved  [2] That the views and recommendations of all Scrutiny Committees in relation to Quarter 4 performance results and the reported progress against the regulatory recommendations / proposals for improvement relevant to their respective Scrutiny Committees, in order to enable completed actions to be closed down be noted.  [3] That the removal of completed regulatory actions from the Council's Insight Tracker and refers its decision to the Audit Committee for final oversight be endorsed.  (Min No C62 refers)  <b>Completed</b></p>
<p><b>18 September 2019</b></p>	
<p><b>Min. No. 300 – 1<sup>st</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2019/20 (MD) – Recommended</b></p>	<p>Work Programme Schedule uploaded to the Council's website.  <b>Completed</b></p>
<p><b>03 April 2019</b></p>	
<p><b>Min. No. 903 – Customer Services Strategy (Housing) - Six Monthly Monitoring Report (DEH) – Recommended</b>  (2) That a live demonstration of the digital Homes4U bidding portal be provided to Committee when the service is operational.</p>	<p>At the meeting it was agreed that a live demonstration of the digital Homes4U bidding portal be provided to Committee when the service was operational, and that the status of the recommendation be changed from “ongoing” to “completed” on the basis that this would be added to the Forward Work Programme for presentation at some point in the future for the Committee.  <b>Completed</b></p>
<p><b>Min. No. 904 – Review of Services to Leaseholders Including the Potential for Introducing a New Leaseholder Sinking Fund (DEH – Recommended</b>  (2) That the views of the Committee as set out in the minute above, as well as the key points below, be incorporated into a report to Cabinet detailing options for the payment of major repair works by leaseholders should the matter be progressed:</p> <ul style="list-style-type: none"> <li>• An in-depth leaseholder</li> </ul>	<p>At the meeting on 18<sup>th</sup> September, 2019, the Officer advised that the Review of Services to leaseholders was still ongoing.  (Min No 300 refers)  The Council was currently in the process of undertaking substantial work on leaseholder properties and many of the leaseholders were already making regular payments to reimburse the Council for the cost. It would therefore not be affordable at this time to make</p>

<p>consultation exercise be undertaken; and</p> <ul style="list-style-type: none"> <li>An educational resource be produced and disseminated to all leaseholder individuals.</li> </ul>	<p>additional regular financial contributions to the Sinking Fund to cover future works. A Cabinet report would be submitted after the work and repayments had been completed for consideration at that time.</p> <p>Added to the Forward Work Programme as a potential reference from Cabinet in the future.</p> <p><b>Completed</b></p>
<p><b>12 September 2018</b></p>	
<p><b>Min. No. 277 – Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2017/18 (DEH) – Recommended</b></p> <p>(2) That a report regarding vacant properties within the private sector in the Vale of Glamorgan be added to the Committee’s Forward Work Programme.</p>	<p>Added to the Committee’s work programme schedule.</p> <p>At its meeting on 10<sup>th</sup> October the Committee recommended that for future scheduling of the Committee’s Forward Work Programme and recommendation tracking, that the report be labelled as ongoing.</p> <p>(Min No 406 refers)</p> <p>Report scheduled for July 2019 on the Committee’s forward work programme following notification from the Head of Regeneration and Planning.</p> <p>Incorporated into the Empty Homes Strategy report reported in July 2019.</p> <p><b>Completed</b></p>
<p><b>Min. No. 278 – Environment and Neighbourhood Strategy (Housing) Six Monthly Report (DEH) – Recommended</b></p> <p>(2) That a report regarding Social Enterprise be added to the Committee’s Forward Work Programme.</p>	<p>Added to the Committee’s work programme schedule.</p> <p>At its meeting on 10<sup>th</sup> October the Committee recommended that for future scheduling of the Committee’s Forward Work Programme and recommendation tracking, that the report be labelled as ongoing.</p> <p>(Min No 406 refers)</p> <p>A report was withdrawn from the Committee agenda on 3<sup>rd</sup> April, 2019 (Min No 905 refers). Report re-added to the Committee’s forward work programme.</p> <p>On 13<sup>th</sup> November, 2019 the officer advised that discussions were continuing and preliminary work was being carried out with interested parties and residents to identify potential future projects. However, there were no concrete proposals at this time, so the focus was currently on expanding the</p>

	<p>timebanking scheme. The officer advised the Committee that this was now marked up as “Completed” on Appendix C as the report had been re-added to the Committee’s Forward Work Programme.</p> <p><b>Completed</b></p>
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(2) T H A T the updated Work Programme Schedule for 2019/10 attached at Appendix D to the report be approved and uploaded to the Council’s website.

Reasons for recommendations

- (1) To maintain effective tracking of the Committee’s recommendations.
- (2) For information.