



COUNCIL

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON TUESDAY 28TH JANUARY 2014 AT 5.00PM

PRESENT:

Councillor D. M. Gray - Mayor
Councillor D.G. Carter - Deputy Mayor

Councillors:

Miss. L. Ackerman, M. Adams, Mrs. E.M. Aldworth, H.A. Andrews, A.P. Angel, Mrs. K.R. Baker, P.J. Bevan, L. Binding, Mrs. A. Blackman, D. Bolter, Mrs. P. Cook, C.J. Cuss, W. David, D.T. Davies, R.T. Davies, K. Dawson, N. Dix, C. Durham, C. Elsbury, J.E. Fussell, Mrs. J. Gale, L. Gardiner, C.J. Gordon, R.W. Gough, Mrs. P. Griffiths, D.T. Hardacre, D. Havard, C. Hawker, A.G. Higgs, G.J. Hughes, K. James, G. Johnston, Mrs. B.A. Jones, G. Jones, Ms. J.G. Jones, S. Kent, G. Kirby, Ms. P. Leonard, A. Lewis, K. Lloyd, C.P. Mann, S. Morgan, Mrs. G. Oliver, Mrs. R. Passmore, D.V. Poole, D.W.R. Preece, M.J. Prew, Mrs. D. Price, J. Pritchard, J.A. Pritchard, K.V. Reynolds, J.E. Roberts, R. Saralis, Mrs. M.E. Sargent, Mrs. E. Stenner, L.G. Whittle, T.J. Williams, R. Woodyatt

Together with:-

S. Rosser (Interim Chief Executive), S. Aspinall (Acting Deputy Chief Executive), D. Street (Director of Social Services), N. Scammell (Acting Director of Corporate Services), G. Williams (Monitoring Officer/Principal Solicitor), L. Lane (Solicitor), R. Kyte (Team Leader Strategic and Development Planning), A. Santos (Senior Planning Officer), A. Price (Solicitor), L. Donovan (HR Service Manager - Customer Services), A. Main (Acting Benefits Manager), H. Morgan (Senior Committee Services Officer)

Also present for part of the meeting - Anthony Barrett and Alan Morris - Wales Audit Office
Ian Davies - PriceWaterhouseCoopers

1. APOLOGIES

Apologies for absence were received from Councillors Mrs. G. Bevan, J. Bevan, H.W. David, H.R. Davies, Mrs. D. Ellis, Mrs. C. Forehead, Ms. E. E. Forehead, N. George, M.P. James, D. Rees, S. Skivens, Mrs. J. Summers and J. Taylor.

2. MAYORS ANNOUNCEMENTS

The Mayor referred to the many events and visits that he and the Deputy Mayor have undertaken since the last meeting and made specific reference to the opening of the new railway station at Energlyn, the Four Counties Christmas Musical Festival in Cardiff, the opening of Morrisons Store in Bargoed, the opening Caerphilly Library and his attendance at the Holocaust Remembrance Service in Cardiff.

During his summary he also referred to the number of primary and secondary school carol services and concerts he had attended and to the presentation of flowers to a 100 year old lady. He was pleased to announce that the sum for his charities, Latch and the Alzheimers Society, now stands at £5,174.71.

3. PETITION - OBJECTING TO PROPOSALS TO CLOSE THE CAFETERIA AT CAERPHILLY LEISURE CENTRE

The Mayor received a petition presented by Councillor J.A. Pritchard on behalf of the users of the facility objecting to the proposals to close the cafeteria at Caerphilly Leisure Centre. He indicated that it would be referred to the appropriate directorate for attention.

4. INSPORT RIBBON

Members were advised that the Sport Caerphilly Team were recently awarded the InSport Ribbon for their dedication in providing access to inclusive and quality sporting opportunities for disabled people in the county borough. InSport is a four tiered identification and accreditation system, and the Ribbon award is just the first step. The Team will now work towards achieving the Bronze, Silver and Gold InSport accreditation.

Mark Williams, Jared Lougher, Paul Taylor, Gareth John (Chair of Disability Sport Wales) and Jon Morgan (Executive Director, Disability Sport Wales) came forward to present the award. Members wished to place on record their appreciation to all those involved in achieving the award.

5. DECLARATIONS OF INTEREST

Councillor D.T. Hardacre declared an interest in agenda item 7(1) as it relates to the Wales Audit Office - Public Interest Report. Councillor D. Bolter declared an interest in agenda item 10 - Cabinet Sub - Committee (WHQS) minutes. Details are minuted with the respective items.

Mr. Rosser, Interim Chief Executive, advised that with regards to agenda item 7(1) - Wales Audit Office - Public Interest Report, Sandra Aspinall, Dave Street, Nicole Scammell and Gail Williams would be required to declare an interest and leave the meeting.

Further declarations of interest were received during the course of the meeting and are detailed with the respective item.

6. COUNCIL - 19TH NOVEMBER 2013 AND 20TH JANUARY 2014

RESOLVED that subject to it being noted that Councillor D.T. Hardacre had declared an interest in the item relating to agenda item 8(4) as it relates to Financial Accounts - Unlawful Expenditure (minute no. 12 dated 19th November 2013) and left the meeting when the item was discussed, the following minutes be approved as correct records and signed by the Mayor.

Council held on 19th November 2013 (minute nos. 1 - 14 on page nos. 1 - 8) and Special Council held on 20th January 2014 (minute nos. 1 - 4 on page nos. 1 - 2).

REPORTS REFERRED FROM CABINET

Consideration was given to the following reports referred from Cabinet.

7. DELIVERY AGREEMENT FOR THE CAERPHILLY COUNTY BOROUGH LOCAL DEVELOPMENT PLAN

The report, which summarised the public responses to the Draft Delivery Agreement received during the six-week consultation period from 17th October to 28th November 2013, and included Officer recommendations to those responses, was considered by the Regeneration and Environment Scrutiny Committee on 10th December 2013 and Cabinet on 22nd January 2014. It also sought approval of the Draft Delivery Agreement and the final Delivery Agreement for the Local Development Plan First Review for submission to the Welsh Government.

Following discussion on the content of the report, both the Regeneration and Environment Scrutiny Committee and Cabinet noted the findings contained in the Report of Consultation and, upon approval, and as required by the Development Plan Regulations, proposed that the amended Delivery Agreement be submitted to Welsh Government. Members recommended that the amended Delivery Agreement (as appended to the report) be referred to Council for approval.

It was moved and seconded that the recommendations from Regeneration and Environment Scrutiny Committee and Cabinet be approved. By show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the report:-

- (i) the findings contained in the Report of Consultation be noted;
- (ii) the Draft Delivery Agreement and the final Delivery Agreement for the Local Development Plan First Review be approved;
- (ii) as required by the Development Plan Regulations, the amended Delivery Agreement be submitted to Welsh Government.

REPORTS OF OFFICERS

Consideration was given to the following reports.

8. WALES AUDIT OFFICE PUBLIC INTEREST REPORT ON CHIEF OFFICERS ESSENTIAL CAR USER AND ANNUAL LEAVE ALLOWANCES

Councillor D.T. Hardacre declared an interest in this item (as having a family member affected by the report) and left the chamber during consideration of this item. Sandra Aspinall, Dave Street, Nicole Scammell and Gail Williams declared an interest and also left the chamber.

Mr. Anthony Barrett (Wales Audit Office) gave a brief overview of the report, highlighted the reason for its production (at the request of the Section 151 Officer who had expressed concerns regarding the processes adopted), advised of the requirement to draw attention to its conclusion, that the expenditure was unlawful, and detailed the recommendations contained therein.

Consideration was then given to the report which provided a response to the Statutory Report and proposed that the recommendations be accepted and that the proposed actions, to comply with these recommendations, as set out in the Action Plan appended to the report be approved.

The Interim Chief Executive advised that the payments of concern related to the surrender of benefits due to the Chief Officer Group under the existing Joint Negotiating Committee terms and conditions of employment in return for a one off payment under a compromise agreement. It was explained that the fact that the expenditure has been deemed unlawful does not necessarily mean that the payments were unreasonable or can be unilaterally recovered and, as such, external legal advice is to be sought and a further report will be presented to Council setting out the legal position and explaining the options available to the Council to regularise the position. He also advised that Gwent Police has notified the Council that they have referred the Wales Audit Office Report to Avon and Somerset Police for investigation. In light of the fact that the matter is to be investigated by the Police it was noted that it would not be appropriate to offer any comment at this stage on the actions of any specific individuals referred to in the Wales Audit Office Report.

Reference was then made to the recommendations within the Auditors Report and the action plan which identified how they will be taken forward, through the Improving Governance Project Board, and it was noted that monthly Cabinet reports will be prepared and where appropriate, reports will be presented to Council along with progress reports to the Audit Committee.

It was moved and seconded that the recommendations in the report be approved. By show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the report:-

- (i) the Wales Audit Office report as appended to the report be noted;
- (ii) the determination by the Wales Audit Office of the expenditure being unlawful be accepted;
- (iii) the recommendations set out in the Wales Audit Office Report be accepted and the proposed actions to comply with these recommendations, as set out in the Action Plan (appendix 3 to the report) be approved;
- (iv) the issues referred to in the report be further considered/examined as part of the on-going Police and/or internal investigations and it be noted that the matter has been referred to Avon and Somerset Police for investigation;
- (v) upon receipt of external legal advice a further report be submitted to a future meeting of Council on the specific issue of the buy-out so that Members can consider the options available regarding the unlawful payments and determine the appropriate course of action.

9. WALES AUDIT OFFICE REPORT - SPECIAL INSPECTION CAERPHILLY COUNTY BOROUGH COUNCIL

Mr. Alan Morris (Wales Audit Office) advised that the special inspection into corporate governance arrangements had been undertaken following the findings of the Appointed Auditor in the Report in the Public Interest in March 2013, which highlighted failures in governance arrangements and inadequacies in the processes followed by the Council to set the pay of chief officers. The Auditor General also wished to follow up the wider governance issues highlighted in his Annual Improvement Report, published in September 2013.

Ian Davies (PriceWaterhouseCoopers) gave a brief overview of the report and advised of the requirement to draw attention to its conclusion and the recommendations contained therein. He advised that the report recognises the progress that has been made by the Authority and the overall conclusion is that a combination of weaknesses inevitably led to governance failings at the Council and, whilst it is making encouraging progress in improving its

governance arrangements, this will take time to embed, which means it is too early to conclude whether these improvements can be sustained. It stresses the need to ensure the continued implementation of improvements in governance, but ensure that the same impetus is applied to improving other aspects of Corporate Services.

Consideration was then given to the report which provided a response to the Special Inspection Report, proposed that the recommendations be accepted and that the proposed action to comply with these recommendations, as set out in the Action Plan appended to the report, be approved.

The Interim Chief Executive advised that the Special Corporate Governance Inspection focused on the Council's governance and decision-making arrangements, and assessed the progress it has made in addressing the recommendations within the Appointed Auditor's Report in the Public Interest. Reference was made to the recommendations within the Auditors Report and to the action plan, which identified how they will be taken forward, through the Improving Governance Project Board, and it was noted that monthly Cabinet reports will be prepared and where appropriate, reports will be presented to Council along with progress reports to the Audit Committee.

It was moved and seconded that the recommendations in the report be approved. By show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the report:-

- (i) Council accept the Wales Audit Office Special Inspection Report and its recommendations R1 to R8;
- (ii) the Action Plans as outlined in Appendix 2 and Appendix 3 of the report be approved, and the Improving Governance Programme arrangements as detailed in Paragraphs 4.9 and 4.10 of the report be endorsed;
- (iii) it be agreed to use surpluses totalling £130k (as referred to in Paragraph 6.2 of the report) to fund the one-off Audit fees associated with the Special Inspection.

10. REVIEW OF COUNCIL'S CONSTITUTION

Consideration was given to the report which provided an update on the proposals to introduce an All Wales Framework Constitution, outlined proposed changes to the Constitution in order to reflect current arrangements and sought views on proposals to amend the deadline to the Call In of Cabinet decisions.

It was noted that as a result of the report in the Public Interest in March 2013, Council approved the implementation of an Action Plan, which was prepared to strengthen and improve the Council's governance processes and procedures. One of the requirements identified in the Action Plan was a review of the constitutional arrangements and the recommendations in the report supports and strengthens existing governance arrangements.

The current Constitution has been reviewed and revised periodically on an ad hoc basis to take into account such matters as changes to secondary legislation, to update protocols and procedures and to review the responsibility of functions.

Reference was made to the role of the Cross Party Constitution Working Group established to review the Council's Constitution. The Group were using the Model Welsh Constitution, which will form the basis of the Council's new Constitution, but there have been several problems with the availability of the computer package to support the implementation of the new framework document and as such it was decided by the Group, and agreed by the Improving

Governance Programme Board, that an interim refresh and review of the current version of the Council's Constitution should be undertaken in order to update the document to reflect current working practices and changes to legislation.

The appendix to the report detailed extracts of the constitution that require changing and it was noted that the majority of the changes identified can be summarised as reflecting current arrangements. It was noted that the terms of reference and the responsibilities for each scrutiny committee have been updated on a thematic basis and in accordance with individual directorate responsibilities. Members were also asked to consider a revision of the deadline for the Call In of Cabinet Decisions with a reference to clear days as opposed to a particular day of the week (under the current Constitution the Call In deadline for Cabinet decisions is 5pm on the Monday of the week following the day on which a decision is taken in Cabinet).

It was moved and seconded that the recommendations in the report be approved. By show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the report:-

- (i) the track changes proposed in the extracts of the Constitution attached at Appendix 1 of the report be approved;
- (ii) the Call In deadline for Executive decisions be the same as applicable to Officer delegated decisions, namely the end of the third working day following the day on which a decision is taken and the Monitoring Officer be authorised to update the Constitution accordingly.

Members wished to place on record their appreciation for the work undertaken by the Constitution Working Group.

11. ELECTION OF CAERPHILLY YOUTH CHAMPION

Consideration was given to the report that detailed proposals for the election process for the Youth Champion and outlined the purpose of the role. It was explained that the Youth Champion helps young people to understand the importance of engaging with the democratic process and promotes the priorities of the Youth Forum within the county borough and the report explained the proposals for a new election process for the Youth Champion and the reasons for the changes.

It was noted that in previous years the Council has taken part in a national event called "I'm a Councillor, Get me out of Here!!" During the 2-week competition, young people submit questions and can also request a live web chat with each candidate. The Company that organised the event has withdrawn the service and as such it is proposed that this year the Youth Champion election will take on the format of an actual ballot. Ballot papers and ballot boxes will be provided to every participating comprehensive school along with all materials required to conduct an election. Schools will be encouraged to involve as many pupils as possible and there will be a prize for the school with the highest percentage of ballot papers cast. That said, each school would ultimately decide its own electoral arrangements.

Members noted the proposed methods to promote participation (including polling stations in each school, launch of a facebook page, news feeds, event updates hosted on the Youth website with links made available on Social Networks) and of proposals that the successful candidate will hold the position as Youth Champion for a 2 year period.

It was moved and seconded that the recommendations in the report be approved. By show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the report:-

- (i) the content of the report be noted and the work of the Youth Champion continue to be supported;
- (ii) the proposed Election Process for the Youth Champion for a 2 year period be endorsed.

Members recognised the value of the role currently being undertaken by Councillor Mike Prew and previously by Councillors Hefin David and Gerald Jones.

12. PROPOSED INTRODUCTION OF A LOCAL RESOLUTION PROTOCOL - STANDARDS TO BE FOLLOWED BY MEMBERS

The report, which sought views on the draft Protocol in relation to the resolution of conduct issues at a local level in response to the guidance issued by the Public Services Ombudsman For Wales, was considered by the Standards Committee on 10th December 2013.

The Standards Committee were advised that in light of recent guidance issued by the Ombudsman on the Code of Conduct for Members of Local Authorities, there is an expectation that Local Authorities throughout Wales will implement a Local Resolution Protocol to deal with low-level complaints made by one Member against a fellow Member. Low level, Member-on-Member complaints are typically those complaints about the alleged failure by Members to show respect and consideration for others as required by the Code of Conduct and making vexatious, malicious or frivolous complaints against other Members under the Code.

The proposed 2-stage process was outlined and it was noted that Stage 1 sets out how and when the complaint is made and the initial informal resolution stage (whereby the Monitoring Officer will determine if it is appropriate to deal with the complaint under the protocol) and Stage 2, which will include a formal hearing before the Standards Committee. The protocol sets out timescales which, unless agreed with the Chair, must be complied with by the parties involved. It also sets out how the hearing will be conducted.

Following discussion on the content of the report, the Standards Committee endorsed the proposed Local Resolution Protocol as appended to the report and recommended to Council that it be adopted.

It was moved and seconded that the recommendation from the Standards Committee and outlined in the report be approved. By show of hands this was unanimously agreed.

RESOLVED that for the reasons contained therein, the proposed Local Resolution Protocol as appended to the report be adopted.

13. COUNCIL TAX REDUCTION SCHEME 2014/15

Members were advised that in January 2013, Council adopted the Council Tax Reduction Scheme for 2013/14 in accordance with the Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2012. The Welsh Government put a sunset clause in those Regulations which means that they become invalid after 31st March 2014. A scheme now needs to be approved by Council for 2014/15.

Members were advised that the regulations are substantially the same as the previous year's, with some minor administrative improvements and do not contain any significant changes from the claimants' perspective. Within the Prescribed Requirements Regulations there is limited discretion given to the Council to apply additional discretionary elements that are more

generous than the national scheme and which provide for additional administrative flexibility. The report proposed a number of local discretions for consideration.

It was moved and seconded that the recommendations in the report be approved. By show of hands this was unanimously agreed.

RESOLVED that for the reason contained in the report:-

- (i) the making of the Council Tax Reduction Schemes and Prescribed Requirements (Wales) Regulations 2013 ('the Prescribed Requirements Regulations') by the National Assembly for Wales on 26th November 2013 as amended on 14th January 2014 be noted;
- (ii) the outcome of the consultation exercise undertaken by the Council on the introduction of the Council Tax Reduction Scheme be noted;
- (iii) subject to the local discretions that the Council is able to exercise as set out below, the provisions of 'the Prescribed Requirements Regulations', as amended by the 'the Prescribed Requirements Regulations (Amendment)', as the Council's Council Tax Reduction Scheme for 2014/15 be adopted;
- (iv) taking into account the responses to the consultation exercise, together with existing arrangements, the following be approved as local discretions as provided for within Part 5 of 'the Prescribed Requirements Regulations':-

Discretion	Recommended Discretion to be adopted
The ability to increase the standard extended reduction period of 4 weeks given to persons who have ceased to receive qualifying benefits after they return to work, where they have previously been receiving a Council Tax reduction that is to end as a result of their return to work;	<p><u>Pensioners</u> The standard period of 4 weeks specified in paragraph (33) Schedule 1 will apply, and</p> <p><u>Non-Pensioners:</u> The standard period of 4 weeks specified in paragraph (35) and (40) Schedule 6 will apply.</p>
The ability to backdate the application of Council Tax reduction for periods longer than the new standard period of 3 months before the claim is made;	<p><u>Pensioners:</u> The standard period of 3 months specified in paragraph (3) Schedule 13 will apply, and</p> <p><u>Non-Pensioners:</u> The standard period of 3 months specified in paragraph (4) Schedule 13 will apply.</p>
Discretion to disregard more than the statutory weekly amount of £10 of income received in respect of War Disablement Pensions and War Widow's Pensions (disregarded when calculating the income of the applicant);	<p><u>Pensioners:</u> The total value of any pension specified in paragraphs 1(a) and 1(b) Schedule 4 will be disregarded, and</p> <p><u>Non-Pensioners:</u> The total value of any pension specified in paragraphs 20(a) and 20(b) Schedule 9 will be disregarded.</p>
Discretion to provide more than the minimum information prescribed in the Prescribed Requirements Regulations when issuing notification of decisions of an award of Council Tax Reduction.	To supplement the minimum requirements specified in the Prescribed Requirements Regulations, where appropriate

REPORT REFERRED FROM SCRUTINY COMMITTEE

Consideration was given to the following report.

14. NOTICE OF MOTION - PAYDAY LOANS

Consideration was given to the report which detailed the following Notice of Motion received from Councillors C.P. Mann, Ms. L. Ackerman, R.W. Gough, L. Binding, J.E. Roberts, Mrs. M. Sargent, J.A. Pritchard, J.E. Fussell, L.G. Whittle and A. Angel in relation to pay day loans, which was presented to the Policy and Resources Scrutiny Committee on 21st January 2014.

- (a) To block access to payday loan company advertising from all its computers that are public and non-public facing including office computers and community facilities such as libraries and community centres.
- (b) That this Council lobbies the Welsh Government to legislate for all local authorities to ban access to payday loans and also to call for a cap on chargeable loan rates.
- (c) That pressure be brought on the banking industry to offer affordable short-term loans as an alternative to payday loans. Council would also encourage all residents, who are not already members, to join a Credit Union so that they can benefit from services offered, including affordable loans.

Following detailed discussion at the Policy and Resources Scrutiny Committee, Members requested that the wording in the Notice of Motion be amended as follows and requested that the Acting Director of Corporate Services and Section 151 Officer seek advice on the legality with regards to the second sentence in paragraph (c). This was accepted by the signatories present at that time.

- (a) To replace the word '**advertising**' with the word '**websites**'.
- (b) To include the words '**and UK Government**' following '**Welsh Government**'.

Following the advice given at the meeting of Council, it was suggested that the second sentence be amended to read 'Council would also encourage all residents, who are not already members, **to consider the benefits of joining** a Credit Union...!.

During the course of the debate, Councillors N. Dix, J.E. Fussell and C.P. Mann declared an interest in this item (Director of a Credit Union, Auditor for a Credit Union and Director of a Credit Union respectively) and were advised to take no further part in the discussion or voting thereon.

Other signatories to the Notice of Motion agreed to the proposed amendments in paragraphs (a), (b) and (c).

It was moved and seconded that the amended Notice of Motion be supported. By show of hands this was unanimously agreed.

RESOLVED that the amended Notice of Motion be supported:-

- (a) To block access to payday loan company websites from all its computers that are public and non-public facing including office computers and community facilities such as libraries and community centres.

- (b) That this Council lobbies the Welsh Government and UK Government to legislate for all local authorities to ban access to payday loans and also to call for a cap on chargeable loan rates.
- (c) That pressure be brought on the banking industry to offer affordable short-term loans as an alternative to payday loans. Council would also encourage all residents, who are not already members, to consider the benefits of joining a Credit Union so that they can benefit from services offered, including affordable loans.

15. QUESTION UNDER RULE OF PROCEDURE 10(2)

Consideration was given to the following Question under Rule of Procedure 10(2). In accordance with the revisions to the Constitution, the answer is also provided.

Disciplinary Process for Statutory Officers and Other Chief Officers - to the Cabinet Member for Human Resources, Councillor Mrs. C Forehead from Councillor Mrs. A. Blackman.

Bearing in mind that the Investigatory and Disciplinary Committee and its procedures was only set up on the 21st March 2013, can the Cabinet Member for Human Resources Cllr Forehead inform Council as to what Disciplinary Process for Statutory Officers and Other Chief Officers was used before this date?

Response from the Cabinet Member for Human Resources and Governance/Business Manager - Councillor Mrs. C. Forehead

The report to Council on 21st March 2013 set out the context for the introduction of the new procedures, and to assist an extract is re-produced below, prior to this time the Council did not have cause to require detailed procedures.

- 3.1 The Council's Employment Procedure Rules ('the Rules') outline the procedure to be followed in relation to disciplinary proceedings involving the Council's Statutory Officers, the Chief Executive as Head of Paid Service, the Monitoring Officer and the S.151 Officer.
- 3.2 The Rules, which are set out in the Council's Constitution, reflect the statutory regime as laid down in the Local Authorities (Standing Orders) (Wales) Regulations 2006. However the Rules do not include a detailed, clear procedure to deal with disciplinary issues in relation to Statutory Officers.
- 3.3 Rule 8, of the Rules, requires amendment, to reflect that any disciplinary action against Chief Officers (other than Statutory Officers) is now a matter to be determined in accordance with the JNC Conditions of Service for Chief Officers.
- 3.4 In order to avoid uncertainty in the future, detailed disciplinary procedures have now been drafted by the Council's external lawyers, Geldards LLP, for the Council's Statutory Officers (Appendix A) and other Chief Officers (Appendix B), attached to the Report.
- 3.5 Both procedures are based on the model disciplinary procedures contained in the JNC Conditions of Service for Chief Officers.

The report and the Procedures are available to view on the website. The Procedures have now been incorporated in the Council's Constitution.

16. CABINET SUB-COMMITTEE (WELSH HOUSING QUALITY STANDARD)

Councillor D. Bolter declared an interest in this item (as a Council house tenant). He remained in the meeting but abstained from voting.

During the course of the debate, reference was made to minute no. 3 (dated 11th December 2013) as it relates to proposals to convert the former Social Services Children's Home, 22 - 24 Heol Aneurin, Penyrheol, into 4 x 1 bedroom flats and a query was raised in relation to the costs and the decision to provide such accommodation in that 2 bedroom properties are in demand in that area. It was noted that details of the proposal and costs were available within the report presented to that meeting.

The minutes of the Cabinet Sub-Committee (Welsh Housing Quality Standard) held on 17th October and 11th December 2013 were received and noted.

The meeting closed at 6.20pm

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 11th March 2014 they were signed by the Mayor.

MAYOR