



## **CABINET**

### **MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, TREDOMEN ON WEDNESDAY, 14TH FEBRUARY 2018 AT 2.00 P.M.**

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#### **PRESENT**

Councillor D. Poole – Chair

#### **Councillors:**

C. Cuss (Social Care and Wellbeing), N. George (Neighbourhood Services), C.J. Gordon (Corporate Services), P. Marsden (Education and Achievement), S. Morgan (Economy, Infrastructure and Sustainability), L. Phipps (Homes and Places) and E. Stenner (Environment and Public Protection).

#### **Together with:**

C. Harryh (Interim Chief Executive), D. Street (Corporate Director – Social Services) and M.S. Williams (Interim Corporate Director – Communities).

#### **Also in Attendance:**

S. Harris (Interim Head of Corporate Finance), A. Southcombe (Finance Manager (Corporate Finance)), L. Donovan (Acting Head of Human Resources and Organisational Development), R. Hartshorn (Head of Public Protection), C. Forbes-Thompson (Interim Head of Democratic Services) and C. Evans (Committee Services Officer).

#### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor B.A. Jones (Finance, Performance and Governance), N. Scammell (Acting Director of Corporate Services & S151).

#### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest received at the beginning or during the course of the meeting.

#### **3. CABINET – 31ST JANUARY 2018**

RESOLVED that the minutes of the meeting held on 31st January 2018 (minute nos. 1 - 11) be approved and signed as a correct record.

## **MATTERS ON WHICH EXECUTIVE DECISIONS WERE REQUIRED**

### **4. BUSINESS IMPROVEMENT PORTFOLIO**

The report provided Cabinet with an update on the work of the Business Improvement Portfolio (BIP) Programme; its aims and objectives; programme structure; timelines for delivery and governance and programme management arrangements moving forward.

The BIP Programme was launched in March 2016. However, since then the programme has been the subject of a review which identified the need for the programme to be refined to take account of the challenges which have faced the organisation over the past year and the challenges which lay ahead. The report provided Members with an update on the programmes progress to date and set out how the BIP Board intends to deliver a programme of change that will address some of the organisational pressures moving forward.

Following consideration and discussion, it was moved and seconded that the recommendations in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report:-

- (i) the content of the report be noted;
- (ii) the aims and objectives of the BIP Programme be approved;
- (iii) the programme structure as set out in Appendix 1 of the report be approved;
- (iv) the specified actions as set out within paragraphs 4.7.6, 4.8.5, 4.8.8 and 4.8.9 of the report be approved;
- (v) the BIP projects as listed in paragraph 4.9.3 and Appendix 1 of the report be approved;
- (vi) the timeframe as set out in paragraph 4.10.2 be noted;
- (vii) the governance and programme management arrangements as set out in paragraphs 4.11.1 to 4.11.6 of the report be approved;
- (viii) the suggested reporting process as set out in 4.11.6 of the report be approved.

### **5. DYING TO WORK CAMPAIGN**

The report sought Cabinet approval for the Council to support the Trade Union's Dying to Work Campaign and sign up to the Charter.

The Trade Unions are campaigning for a change in legislation to change the employment status of a terminally ill worker, so that their job is protected in the same way as a pregnant worker. The report provided Cabinet with an overview of the Trade Union's Dying to Work Campaign and a recommendation that the Council sign up to the Charter.

Cabinet thanked the Officer for the report and requested that a change to the name of the campaign be lobbied.

Following consideration and discussion, it was moved and seconded that the recommendation contained in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report, the Trade Unions "Dying to Work Campaign" be supported and the Council sign up to the charter.

## **6. CONTROL OF HAND ARM VIBRATION AT WORK POLICY**

The report sought Cabinet approval for the Policy and Corporate Management Arrangements for the control of Hand Arm Vibration at Work.

In 2012 a report to CMT advised of the range of issues associated with exposure to Hand Arm Vibration. At that time improvements were required in the employment screening, risk assessment and vibration exposure monitoring processes within service areas. In addition health surveillance which had previously been contracted out was in need of review and improvement. Since 2012 improvements have been made in all areas of vibration control and at the end of the improvement programme a Hand Arm Vibration Policy and Corporate Management Arrangements have been drafted by Health and Safety, which reflect the arrangements currently in place.

Cabinet thanked the Officer for the report and sought further information on the number of claims that are ongoing. The Officer explained that there were historically a number of claims, however, since the implementation of a robust screening process and well managed policy, there have been no recent claims.

Following consideration and discussion, it was moved and seconded that the recommendation contained in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report the Control of Hand Arm Vibration at Work Policy (appendix 1) and Corporate Management Arrangements (appendix 2) be endorsed.

## **7. ELECTRICAL SAFETY POLICY**

The report sought Cabinet approval and adoption of the Electrical Safety Policy by the Authority.

The Health and Safety Executive (HSE) made recommendations regarding the need for a policy setting out the Authority's commitment to and arrangement for managing electrical safety following a RIDDOR reportable electrical incident, and subsequent electrical safety spot checks by HSE Inspectors. Since the HSE's visits improvements have been made in managing electrical safety and the Electrical Safety Policy has been drafted by Property Services and Health and Safety which reflects currently in place.

Following consideration and discussion, it was moved and seconded that the recommendation contained in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report Electricity at Work Policy be endorsed.

## **8. CORPORATE RISK REGISTER MONITORING (Q3 – 2017/18)**

The Report provided Cabinet with an update of the Corporate Risk Management Strategy and sought the approval of Cabinet prior to the presentation of the Corporate Risk Register to Audit Committee on 3rd April 2018.

Cabinet noted that Members have a critical role to play in evaluating the Council's Risk Management arrangements and in particular understanding how the Council identifies, manages and, where possible, mitigates/removes risk. Risk Management is crucial to the effective delivery of Council services.

Under the Council's Risk Management Strategy, the Corporate Management Team (CMT) monitors the Council's Corporate Risks and Audit Committee have the role of reviewing and challenging the risk register and where relevant, resultant action plans, for the Council's key strategic and corporate risks. The role of Cabinet has been formalised and moving forward, Cabinet receive six monthly progress reports in the Corporate Risk Register. The Risk Register has been reviewed and updated by CMT on the 7th December 2017 and the changes made summarised in the table in 4.4 of the report.

Cabinet thanked the Officer for the report and a Member raised concern for the Risk Rating of High, which was assigned to the WHQS Programme. It was noted that significant work has been underway within the programme, which has included the introduction of a new procurement process and the use of the internal workforce to complete works on properties, in response to concerns raised by the Wales Audit Office. It was therefore felt that the risk rating should be reduced. Officers explained that the review of the Corporate Risk Register was undertaken in December, and the rating was appropriate at the time, however, when the Register is next presented to CMT this will be reviewed.

Following consideration and discussion, it was moved and seconded that the recommendation contained in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers Report and as outlined at the meeting, the Corporate Risk Register be endorsed and presented to Audit Committee for their consideration.

## **9. CABINET FORWARD WORK PROGRAMME**

The report sought the endorsement of the Cabinet Forward Work Programme for the period February 2018 to April 2018.

The report outlined the proposed Forward Work Programme of future Cabinet reports.

The Cabinet Forward Work Programme is updated on a regular basis to reflect any amendments that are made to it since it was first agreed on 22nd January 2014.

Cabinet were asked to note that, since the publication of the report, there were some changes and additional items added to the Programme, which were highlighted by the presenting Officer.

Following consideration and discussion, it was moved and seconded that the recommendation contained in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that, for the reasons outlined in the report, and subject to amendments provided at the meeting, the Cabinet Forward Work Programme be approved and published.

## **RECOMMENDATION TO COUNCIL**

### **10. AMENDMENTS TO AUTHORISATION OF OFFICERS WITHIN THE PUBLIC PROTECTION DIVISION**

The report sought Cabinet endorsement of the 2018/19 budget proposals prior to final determination at Council on the 22nd February 2018. The report also presented details of an updated Medium-Term Financial Plan covering the five-year period 2018/19 to 2022/23.

Cabinet noted that the WG Provisional 2018/19 Local Government Financial Settlement was published on the 10th October 2017 and after adjusting for transfers in and new responsibilities this showed a net cash reduction of £2.965m for Caerphilly CBC when compared to the 2017/18 financial year on a like-for-like basis.

Details of the draft 2018/19 budget proposals were subsequently presented to Cabinet on the 15th November 2017, the key elements of which were a proposed increase of 4.52% in Council Tax and a package of proposed savings totalling £7.205m.

The Final 2018/19 Financial Settlement announced on the 20th December 2017 showed an improved position with the net cash reduction reducing from £2.965m to £1.778m, which provides headroom of £1.187m in considering the final 2018/19 budget proposals. However, Cabinet will note that there are emerging issues that have required consideration in determining the final budget proposals, in particular cost pressures in Social Services.

Tables 6 and 7 of the report provided details of Whole-Authority cost pressures and inescapable service pressures that require consideration in respect of funding. It was noted that the 2018/19 draft budget proposals included £1.5m growth for Social Services, which has now been increased to £3m due to significant cost pressures particularly in relation to Children's placements. It was also noted that the draft budget proposals included £700k proposed growth in relation to schools PFI Schemes. It is proposed that this is now deferred to 2019/20 to allow ongoing work with Local Partnerships to be concluded and for all potential options to be considered. A detailed report on the outcome of the review will be presented to Members in the summer.

Section 4.3 of the report provided details of updated savings proposals for 2018/19. As a consequence of the headroom in the Final Settlement the savings requirement has been reduced from £7.205m to £6.736m. Table 9 of the report detailed savings totalling £537k which have been deferred as a consequence of feedback from the extensive consultation process undertaken on the draft budget proposals.

Section 4.4 of the report provided details of schools budget proposals for 2018/19. In light of anticipated cost pressures from the Teachers' pay award it is recommended that £547k is vired from Capital Financing budgets to the delegated schools budget to assist with meeting this additional financial burden.

To ensure that a balanced budget is achieved for 2018/19 a Council Tax increase of 4.52% was proposed. This will increase the Caerphilly CBC Band D precept from £1,011.96 to £1,057.70 i.e. an annual increase of £45.74 or weekly increase of 88 pence.

Section 4.5 of the report and Appendix 5 set out details of movements on the General Fund. Cabinet noted that these movements result in a projected General Fund balance of £10m as at the 31st March 2018, which is the minimum balance recommended by the Section 151 Officer.

Section 4.7 of the report and Appendix 6 provide details of the proposed Capital Programme for the next three years. Cabinet noted that a further report will be prepared during the spring identifying sums held in Capital Earmarked Reserves, and providing options for how these sums can be used e.g. match funding for Band B of the 21<sup>st</sup> Century Schools Programme.

Cabinet will be aware that significant financial challenges still lie ahead and Appendix 7 of the report provided details of an updated Medium-Term Financial Plan which demonstrated a potential savings requirement of £40.822m for the period 2018/19 to 2022/23.

Cabinet noted that, through the Council's Business Improvement Programme strategic reviews will look at how services can become more business efficient through examining how they are currently provided, exploring opportunities for greater customer focus, digital delivery, alternative delivery models, and commercial opportunities; whilst looking at preventative

measures that will encourage early intervention that will ultimately allow demand for certain services to be regulated.

Cabinet thanked the Officer for the detailed report and expressed their gratitude to staff for the hard work undertaken.

Following consideration and discussion, it was moved and seconded that the recommendation contained in the report be approved. By a show of hands this was unanimously agreed.

RESOLVED that for the reasons contained in the Officers report: -

- (i) the implementation of the legislation be noted by Cabinet and refer the changes to Council for determination;
- (ii) that the Council's Constitution and terms of reference be amended by adding the Public Health (Wales) Act 2017;
- (iii) that Officers within the Public Protection Division be authorised under the Public Health (Wales) Act 2017 in order to enforce the legislation and carry out their duties.

The meeting closed at 2.51 p.m.

Approved and signed as a correct record subject to any corrections made at the meeting held on 28th February 2018.

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CHAIR