

THE EXECUTIVE

Minutes of the meeting held on 20 April 2015

PRESENT: Councillor Ieuan Williams (Chair)
Councillor J Arwel Roberts (Vice-Chair)

Councillors Richard Dew, H E Jones, Kenneth Hughes, Aled Morris Jones, Alwyn Rowlands

IN ATTENDANCE: Chief Executive
Director of Lifelong Learning
Director of Sustainability
Director of Community
Interim Head of Resources & Section 151 Officer
Head of Council Business/Monitoring Officer
Head of Learning
Head of Democratic Services
Housing Services Technical Manager
Programme and Business Planning Manager (GM)
Acting Accountancy Services Manager (BHQ)
Principal Development Officer (IH)
Corporate Procurement Officer (SR)
Committee Officer (ATH)

APOLOGIES: None received.

ALSO PRESENT: Councillors John Griffith, Llinos Medi Huws, R Llewelyn Jones, R Meirion Jones, Alun Mummery, R G Parry, OBE

The Chair referred with sadness to the death of Mr R L Owen, Beaumaris, a former Councillor and Chairman of the Isle of Anglesey County Council. The Members and Officers stood in silence as a mark of respect and sympathy.

1 **DECLARATION OF INTEREST**

No declaration of interest was received.

2 **URGENT MATTERS CERTIFIED BY THE CHIEF EXECUTIVE OR HIS APPOINTED OFFICER**

None to report.

3 MINUTES

The minutes of the previous meeting of the Executive held on 16th March, 2015 were presented for confirmation.

It was resolved that the minutes of the previous meeting of the Executive held on 16th March, 2015 be confirmed as a true record.

4 MINUTES FOR INFORMATION

The draft minutes of the Corporate Parenting Panel held on 9th March, 2015 were presented for the Executive's information.

It was resolved that the draft minutes of the meeting of the Corporate Parenting Panel held on 9th March, 2015 be noted for information purposes.

5 THE EXECUTIVE'S FORWARD WORK PROGRAMME

The report of the Head of Democratic Services incorporating the Executive's Forward Work programme for the period from May to December, 2015 was submitted for consideration.

The Head of Democratic Services informed the Executive of new items included on the Forward Work Programme viz. item 5 scheduled for consideration at the May, 2015 meeting and items 7, 8, 11 and 12 scheduled for consideration at the June, 2015 meeting. The Officer also drew the Executive's attention to a request by the Finance Service that the May, 2015 meeting of the Executive also considers an item on Risk Management Policy and the Corporate Risk Register.

It was resolved to confirm the Executive's updated Forward Work Programme for the period from May to December, 2015, subject to the inclusion of Risk Management Policy and Corporate Risk Register for consideration at the Executive's May, 2015 meeting.

6 ANNUAL DELIVERY DOCUMENT (IMPROVEMENT PLAN) 2015/16

The report of the Programme and Business Planning Manager incorporating the draft Annual Delivery Document for 2015/16 was presented for the Executive's consideration.

The Portfolio Member for Performance Transformation, Corporate Plan and Human Resources reported that the Authority is obligated to publish an Annual Delivery Document as soon as possible after April each year and that the Delivery Document for 2015/16 identifies the work of the Council aligned to the priorities of the Corporate Plan scheduled for delivery during 2015/16. In addition, the Document also incorporates the priorities for improvements as outlined in the January, 2015 Corporate Self-Assessment. The draft Delivery Document was scrutinised by the Corporate Scrutiny Committee at its meeting held on 16th April, 2015 and its input will be taken into account in finalising the Document.

The Chair said that he would appreciate an opportunity to look through the draft Annual Delivery Document with the Portfolio Member and Programme and Business Planning Manager ahead of its finalisation and publication.

It was resolved –

- **To authorise the Officers through the Portfolio Holder for Performance Transformation, Corporate Plan and Human Resources to undertake the task of completing the final draft and,**
- **To recommend the adoption of the Annual Delivery Document for 2015/16 by the full Council at its meeting on 14th May, 2015.**

7 CONSTITUTIONAL CHANGES - AUDIT COMMITTEE TERMS OF REFERENCE

The report of the Head of Council Business/ Monitoring Officer in respect of proposed changes to the Council's Constitution being new terms of reference for the Audit Committee set out in the Appendix to the report, was presented for the Executive's consideration.

The Head of Council Business reported that the changes have been made at the request of the Senior Auditor to reflect CIPFA Guidance, 2014. Whilst the proposed new terms of reference do not take anything away from the existing terms of reference, the main purpose of the changes is to ensure that the terms of reference reflect the Audit Committee's corporate governance responsibilities as well as its financial oversight responsibilities.

It was resolved to recommend to the full Council that it approves the changes to the Council's Constitution, being new terms of reference for the Audit Committee, as contained in the Appendix to the report.

8 CONSTITUTIONAL CHANGES - POWERS OF THE CHIEF EXECUTIVE

The report of the Head of Council Business/Monitoring Officer seeking the Executive's support to amend the Constitution to enable the Chief Executive to make structural changes to the Scheme of Delegation to Officers without going through the Executive and full Council was presented.

The Head of Council Business reported that the request for the amendment was made by the former Deputy Chief Executive to allow greater flexibility to the Chief Executive and to facilitate decision making. The exercise of the extended powers which the amendments propose is subject to certain limitations and safeguards in terms of what it allows along with the requirement to consult with the Portfolio Member and relevant officers and to comply with the budget and policy framework as described in the report.

It was resolved to recommend to full Council that –

- **It amends the Constitution to enable the Chief Executive to make structural changes to the Scheme of Delegation to Officers without going through the Executive and full Council.**

- **It authorises the Monitoring Officer to implement the change by adding a new paragraph to the Scheme of Delegation in line with Appendix 1, and thereafter to implement any relevant decisions of the Chief Executive.**

9 REGULATION OF INVESTIGATORY POWERS ACT (RIPA)

The report of the Head of Council Business/Monitoring Officer seeking the Executive's approval for the adoption of a RIPA Policy to reflect changes made to the Home Office Codes of Practice and to implement recommendations from the Office of Surveillance Commissioners was presented.

The Head of Council Business reported that in the last audit of the Council, the Office of the Surveillance Commissioners recommended that the Council adopt a RIPA Policy as well as ensuring the Officers undergo further RIPA training. The training has taken place and the draft policy is submitted for approval. In addition it is proposed that certain other elements are covered from a governance perspective which will take the form of an annual report on RIPA authorisations to the Audit Committee and the establishment of two corporate registers to centrally record all RIPA and non RIPA authorisations.

The Executive endorsed the proposals for overseeing the use and application of RIPA powers via the Audit Committee and the establishment of central registers.

It was resolved –

- **To adopt a RIPA Policy as attached in the Appendix to the report and,**
- **To authorise the Monitoring Officer (also the Senior Responsible Officer "SRO") to make minor (legislative) amendments to the Policy as and when required (and after appropriate consultation) and to republish any revised Policy on the Council's website.**
- **To agree reporting on RIPA authorisations by the Corporate Information Officer and/or the SRO to the Audit Committee on an annual basis and/or when the number of RIPA authorisations exceeds 5 within a 12 month period.**
- **To authorise two corporate registers to be maintained by the Corporate Information Officer and RIPA SRO to centrally record all RIPA and non-RIPA authorisations.**

10 PUBLIC SECTOR HOUSING CAPITAL PROGRAMME 2015/16

The joint report of the Head of Housing Services and the Section 151 Officer setting out the allocation of the capital budget for 2015/16 was presented for the Executive's consideration.

The Portfolio Member for Housing and Social Services reported that the Planned Maintenance Programme for 2015/6 in the sum of £8.589m allocates the capital resources previously included in the approved 2015 - 2016 HRA Business Account. The overall budget will include for carried forward commitment and slippage for the approved budget for 2014. The total budget including commitment is in the sum of £9.889m.

The Housing Services Technical Manager confirmed in response to a question by the Portfolio Member for Finance that work on preparing an application to the Welsh Government to suspend the right to buy scheme is ongoing, and that he would confirm the timetable once finalised. He noted the concern with regard to the need to protect the Council's housing stock particularly any planned new stock but said that right to buy criteria do have safeguards e.g. a minimum purchase price.

It was resolved to approve the allocation of capital budget for 2015/16 as set out in the Planned Maintenance Programme for 2015/16 under Appendix 1 to the report.

11 MARITIME FEES AND CHARGES

The report of the Head of Economic and Community Regeneration incorporating a proposed maritime fees and charges schedule for 2014/15 and 2015/6 was presented for the Executive's consideration. The new charging policy is to be backdated to 1st April, 2014 and is to be in force for two financial years. For 2016/17 the fees and charges schedule will include incentives and penalties for early and late payers.

The Portfolio Member for Economic Development, Tourism and Leisure reported that the proposed fees and charges schedule is designed to more fairly reflect the actual facilities/services available and used.

The Executive welcomed the schedule as being more equitable but on the understanding that there is a mechanism for ensuring that the fees due to the Council are paid and/or collected in a timely way.

It was resolved to approve the Maritime fees and charges schedule for 2014/15 and 2015/16 as set out under Appendix 1 to the report.

12 LOWERING THE ADMISSION AGE FOR YSGOL LLANFAIRPWLL

The report of the Director of Lifelong Learning on the outcome of the consultation on the proposal to lower the admission age of Ysgol Llanfairpwllgwyngyll to admit pupils on a part-time basis from the September following their third birthday with effect from 31 August, 2015 was presented for the Executive's consideration.

The Portfolio Member for Education reported that whilst there is general support for the proposal Estyn has raised the issue of the effect of educating nursery children in the Gorlan as a building set apart from the main school building.

The Head of Learning said that the Authority has agreed the use of the Gorlan building with the Community Council for the 2015/16 school year but is hopeful that changes to the internal organisation of the school can be effected within a year thus enabling the nursery class to be integrated within the main school building sooner.

Councillors Alun Mummery and R. Meirion Jones addressed the meeting as Local Members. The former referred to the challenge of completing the necessary

changes within a year and the costs involved and urged the Education Authority in effecting planned adaptations to the school to have regard for the future in terms of the expanding population of Llanfairpwll. The latter said that ideally completion of alterations to the school should coincide with the implementation of the lowered admission age so that the nursery class can be accommodated within the main school from the outset.

It was resolved –

- **That the Council should move to issue a statutory notice to lower the admission age of Ysgol Llanfairpwllgwyngyll to admit pupils on a part time basis from the September following their third birthday with effect from 31 August, 2015.**
- **To allow Officers to move immediately on the proposal if no objections are received within the 28 day period to the statutory notice. This to be followed up by a further report.**
- **That the Authority and the school should plan for the use of the “Gorlan” thorough an official agreement with the Community Council for the 2015/16 school year with the aim of educating the nursery children within the main building by September, 2016.**

13 LOWERING THE ADMISSION AGE FOR YSGOL GORONWY OWEN

The report of the Director of Lifelong Learning on the outcome of the consultation on the proposal to lower the admission age of Ysgol Goronwy Owen to admit pupils on a part-time basis from the September following their third birthday with effect from 31 August, 2015 was presented for the Executive’s consideration.

The Head of Learning reported that Benllech Playgroup Committee supports the proposal and is keen for it to be implemented without delay. The response of Estyn has also been positive.

It was resolved –

- **That the Council should move to issue a statutory notice to lower the admission age of Ysgol Goronwy Owen to admit pupils on a part time basis from the September following their third birthday with effect from 31 August, 2015.**
- **To allow Officers to move immediately on the proposal if no objections are received within the 28 day period. This to be followed up by a further report.**

14 PROCUREMENT POLICY AND STRATEGY

The report of the Interim Head of Resources and Section 151 Officer incorporating a proposed Procurement Strategy and Policy was presented for the Executive’s consideration.

The Portfolio Member for Finance reported that the purpose of the Procurement Strategy and Policy is to set out a framework for all procurement decisions so that

they are taken in the context of the Council's policies and procedures as well as legal and other regulatory requirements. It aims to provide improved value for money in the procurement process and to place greater emphasis on local procurement issues. The Procurement Strategy with the support of the SLT is to be implemented and applied corporately across the Council.

The Corporate Procurement Officer reported on how the Strategy will meet language requirements and the needs of the local economy.

The Executive was agreed in endorsing the Strategy's approach in accentuating value for money and local procurement. Councillor Aled Morris Jones, Portfolio Member for Economic Development, Tourism and Leisure requested that a progress report be presented to the Executive in 3 to 6 months to establish how successful the Strategy has been in engaging local businesses in the procurement process.

It was resolved to approve the Procurement Strategy and Policy as set out under Appendix A to the report.

15 ROLL OUT OF E-PROCUREMENT WITHIN THE AUTHORITY

The report of the Interim Head of Resources and Section 151 Officer seeking the Executive's approval to roll out E-Procurement across the Authority was presented.

It was resolved to approve the roll out of E-Procurement within the Authority on the lines described within the report.

16 SCRUTINY OUTCOME PANEL - SICKNESS ABSENCE

The report of the Scrutiny Outcome Panel on the outcome of the scrutiny review of current sickness absences management practices was presented for the Executive's consideration.

Councillor R. Meirion Jones as the Panel's Chair elaborated on its Panel's findings and recommendations for a way forward.

It was resolved to accept and note the report of the Scrutiny Outcome Panel.

17 SCRUTINY OUTCOME PANEL - EFFICIENCY SAVINGS 2014/15

The report of the Scrutiny Outcome Panel on the outcome of the scrutiny review of the realisation of efficiency savings for 2014/15 was presented for the Committee's consideration.

Councillor R. Meirion Jones as the Panel's Chair elaborated on its findings and recommendations for a way forward.

It was resolved to accept and note the report of the Scrutiny Outcome Panel.

18 EXCLUSION OF THE PRESS AND PUBLIC

It was resolved under Section 100(A) (4) of the Local Government Act 1972, to exclude the press and public from the meeting during the discussion of the following item on the grounds that it involved the disclosure of exempt information as defined in Schedule 12A of the said Act and in the Public Interest Test presented.

19 BEAUMARIS PIER - ACEP

The report of the Interim Head of Resources and Section 151 Officer setting out recommendations for concluding matters on the scheme's contract and related considerations was presented for the Executive's consideration.

It was resolved –

- **To proceed in accordance with the recommendations of the report, and**
- **That the Officers be asked to investigate the feasibility of taking steps to recover additional costs incurred.**

**Councillor Ieuan Williams
Chair**