



County Hall  
Cardiff  
CF10 4UW  
Tel: (029) 2087 2000

Neuadd y Sir  
Caerdydd  
CF10 4UW  
Ffôn: (029) 2087 2000

## CORRESPONDENCE FOLLOWING THE COMMITTEE MEETING

**Committee** ENVIRONMENTAL SCRUTINY COMMITTEE

**Date and Time of Meeting** TUESDAY, 15 SEPTEMBER 2015, 4.30 PM

Please find below correspondence send by the Committee Chair following the meeting, together with any responses received.

For any further details, please contact [scrutinyviewpoints@cardiff.gov.uk](mailto:scrutinyviewpoints@cardiff.gov.uk)

a Correspondence (*Pages 1 - 14*)

This page is intentionally left blank

Ref: RDB/PM/BD/15.09.15

17<sup>th</sup> September 2015

Councillor Bob Derbyshire,  
Cabinet Member for the Environment,  
County Hall,  
Atlantic Wharf,  
Cardiff,  
CF10 4UW.



Dear Councillor Derbyshire,

**Environmental Scrutiny Committee – 15<sup>th</sup> September 2015**

On behalf of the Environmental Scrutiny Committee I would like to thank the officers for attending the Committee meeting on Tuesday 15<sup>th</sup> September 2015. As you are aware the meeting considered an item titled 'City Operations – Quarter 1 Performance'. The comments and observations made by Members following this item are set out in this letter.

**City Operations – Quarter 1 Performance**

At the meeting the Director for City Operations mentioned that a mitigation plan has been put in place to ensure that the 2015/16 budget challenges are properly managed. I would be grateful if you could provide the Committee with a copy of this mitigation plan.

At several points during the meeting the Director for City Operations made reference to restructures and refreshes which are taking place in the City Operations Directorate. The Committee understand that the council is entering a phase of constant review under extreme financial pressures but it would like some assurance that this is part of a structured process rather than reactive fire-fighting in service areas and departments. I would therefore be grateful if a list of all current restructures and refreshes which are taking place within the City Operations Directorate could be provided to the Committee. This, in deference to limited resources need not be excessively detailed but it should include a description of the restructure or refresh, the aims and objectives of the work and a delivery timeline. Members feel that such a list

would provide a clearer view of the changes currently taking place within the City Operations Directorate which in turn would assist with future scrutiny. I will be asking the same question to the Cabinet Member for Transport, Planning & Sustainability so a combined response would seem sensible.

I would be grateful if you would consider the above comments and provide a response to the requests made in this letter.

Regards,

A handwritten signature in black ink that reads "P. D. Mitchell". The signature is written in a cursive style with a large, stylized 'M'.

Councillor Paul Mitchell  
Acting Chairperson Environmental Scrutiny Committee

Cc to:

Andrew Gregory, Director for City Operations  
Tara King, Assistant Director for the Environment  
Jane Cherrington, Operational Manager, Strategy & Enforcement  
Paul Keeping, Operational Manager, Scrutiny Services  
Joanne Watkins, Cabinet Office Manager  
Members of the Environmental Scrutiny Committee

Ref: RDB/PM/RP/15.09.15

17<sup>th</sup> September 2015

Councillor Ramesh Patel,  
Cabinet Member for Transport, Planning & Sustainability,  
County Hall,  
Atlantic Wharf,  
Cardiff,  
CF10 4UW.



Dear Councillor Patel,

**Environmental Scrutiny Committee – 15<sup>th</sup> September 2015**

On behalf of the Environmental Scrutiny Committee I would like to thank the officers for attending the Committee meeting on Tuesday 15<sup>th</sup> September 2015. As you are aware the meeting considered items titled 'Draft Parking Strategy 2015 & Cabinet Response to the Environmental Scrutiny Committee report titled 'Problem & Nuisance Parking in Cardiff' and 'City Operations – Quarter 1 Performance'. The comments and observations made by Members following this item are set out in this letter.

**'Draft Parking Strategy 2015 & Cabinet response to the Environmental Scrutiny Committee report titled 'Problem & Nuisance Parking in Cardiff'**

At the meeting you explained the idea of creating parking buffer zones in the areas around the city centre. The aim of this would be to encourage transport modal shift and to support local residents who regularly experience parking problems; this could be achieved by introducing or increasing residential parking schemes. You then explained that now would be an excellent time to discuss this issue in Grangetown as the Council is in the process of implementing the Greener Grangetown project which will have an impact on parking in the area. During the way forward the Committee and in particular a local Member for Grangetown felt now would seem like a good opportunity to raise the issue with local residents – i.e. consult with local Members and residents on the future parking options for the area. Should you decide to

promote this approach in Grangetown then the Committee would provide its support.

At the meeting a Member asked for a detailed breakdown of income generated by Civil Parking Enforcement, Moving Traffic Offences and all other parking revenue. I would be grateful if you could provide a detailed summary of these revenue streams, the associated costs for generating this revenue and comment on how this income feeds into the parking revenue account. In addition to this the Committee would like a breakdown of all the schemes and projects which are funded from the income in the parking revenue account. Committee members appreciated and welcomed this ring-fencing but felt that more scrutiny and publicity of this dedicated spend would alleviate some of the negative media comments about bus lane fines for example.

Members also noted the increasing of technology in parking enforcement such as the somewhat-delayed camera car and would welcome timely updates as to potential future applications of this technology.

Members were comfortable with the idea of relaxing the survey requirements for the creation or extension of residential parking schemes. They would, however, like to stress the importance of involving Members in the development of the criteria through vehicles like the focus groups which you mentioned at the meeting. In addition to this, once a new approach is agreed then it is vitally important to provide Member briefing sessions to explain exactly how the new surveys and consultation work will be delivered.

The Committee were supportive of the requirement to address the parking needs of both local residents and businesses. They stress that during the development of the new parking strategy you ensure that a sensible balance is maintained so that new scheme doesn't positively impact one of these stakeholders to the detriment of the other.

At the meeting I suggested that the Council should approach Cardiff Bus and other bus and rail operators to see if the advertising I implemented on the back of bus tickets at Cardiff Bus in 1993 could be further enhanced to offer

promotions with businesses based in Cardiff. This would enable retail businesses to champion themselves as environmentally responsible as well as attracting customers. Therefore it could provide an additional incentive for people to use the bus and train and hopefully encourage modal transfer. It could even be marketed as a '50-50 deal' to further highlight the council's modal shift target. I'd be grateful if you and the officers could look into this idea and whether it could stretch to other modes such as cycling.

The Committee noted your positive response to the Environmental Scrutiny Committee report titled 'Problem & Nuisance Parking in Cardiff'. They are pleased that you have already implemented many of the recommendations and that it has made such a major and positive contribution to the development of Cardiff's Draft Parking Strategy.

### **City Operations – Quarter 1 Performance**

A Member asked about the future scrutiny of the Bus Station. The Committee notes your response and will work with you and officers to ensure that scrutiny of the proposals will take place in advance of any decisions being taken.

When discussing the 2015/16 work programme item Members decided to scrutinise the changes taking place in the planning service at the meeting on the 13<sup>th</sup> October. In particular they would like this to focus on the new Welsh Government planning fee proposals and the potential risks that these could place on the Council.

At the meeting the Director for City Operations mentioned that a mitigation plan has been put in place to ensure that the 2015/16 budget challenges are properly managed. I would be grateful if you could provide the Committee with a copy of this mitigation plan.

At several points during the meeting the Director for City Operations made reference to several restructures and refreshes which are taking place in the City Operations Directorate. The Committee understand that the council is entering a phase of constant review under extreme financial pressures but it would like some assurance that this is part of a structured process rather than

reactive fire-fighting in service areas and departments. I would therefore be grateful if a list of all current restructures and refreshes which are taking place within the City Operations Directorate could be provided to the Committee. This, in deference to limited resources need not be excessively detailed but it should include a description of the restructure or refresh, the aims and objectives of the work and a delivery timeline. Members feel that such a list would provide a clearer view of the changes currently taking place within the City Operations Directorate which in turn would assist with future scrutiny. I will be asking the same question to the Cabinet Member for the Environment so a combined response would seem sensible.

I would be grateful if you would consider the above comments and provide a response to the requests made in this letter.

Regards,

A handwritten signature in black ink that reads "P. D. Mitchell". The signature is written in a cursive, slightly slanted style.

Councillor Paul Mitchell  
Acting Chairperson Environmental Scrutiny Committee

Cc to:

Andrew Gregory, Director for City Operations  
Tara King, Assistant Director for the Environment  
Paul Carter, Head of Transport  
Matthew Price, Section Leader - Transport Vision, Policy and Strategy  
Paul Keeping, Operational Manager, Scrutiny Services  
Joanne Watkins, Cabinet Office Manager  
Members of the Environmental Scrutiny Committee



**SWYDDFA CYMORTH Y CABINET  
CABINET SUPPORT OFFICE**

Fy Nghyf / My Ref : CM32381  
Eich Cyf / Your Ref : RDB/PM/BD/15.09.15  
Dyddiad / Date: 22nd October 2015



**County Hall**  
Cardiff,  
CF10 4UW  
Tel: (029) 2087 2087

**Neuadd y Sir**  
Caerdydd,  
CF10 4UW  
Ffôn: (029) 2087 2088

Councillor Paul Mitchell  
Cardiff Council  
County Hall  
Atlantic Wharf  
Butetown  
Cardiff  
CF10 4UW

Annwyl / Dear Paul

**Environmental Scrutiny Committee - 15 September 2015**

Thank you for your letter dated 17 September 2015 in relation to the Environmental Scrutiny Committee Meeting held on 15 September 2015.

**City Operations – Quarter 1 Performance**

As requested, please see attached a copy of the Mitigation Plan. To ensure that the 2015/16 budget challenges are properly managed, the current projected shortfall is £666k and I have asked that the Directorate Management Team continue to work hard to achieve a balanced budget.

You requested a list of all current restructures and refreshes which are taking place within the City Operations Directorate. In terms of current proposals for reshaping services, obviously the most pressing work relates to the development of ambitious proposals that deliver successful Alternative Delivery Model (ADM) proposals or in-house comparators. This is taking a considerable amount of effort and engagement across the Directorate at present. The timescale for the outcome of this work will be presented early in 2016. More generally, whatever the outcome of this process, there will need to be a programme of work to take forward the realigning of the Directorate services against more demanding service performance targets, digital integration and ensuring longer term budgetary stability. This work will run in parallel with the ADM/In-house proposals.

I trust the above is of assistance. If you have any further queries, please do not hesitate to contact either myself or my officers direct.

Yn gwyir  
Yours sincerely

**Councillor / Y Cynghorydd Bob Derbyshire  
Cabinet Member for Environment  
Aelod Cabinet Dros Yr Amgylchedd**

Enc:

**PLEASE REPLY TO / ATEBWCH I :** Cabinet Support Office / Swyddfa Cymorth Y Cabinet,  
Room 118, County Hall / Neuadd y Sir,  
Atlantic Wharf / Glanfa'r Iwerydd, Cardiff / Caerdydd,  
CF10 4UW





**City Operations - Month 6  
Position**

**Projected Shortfalls/Pressures**

**2014-15 Unachieved Savings**

- income shortfalls	225	st. wks £88k, temp rd £52k; sme/bulky £82k; cons £3k
- expenditure	102	landfill £69k, RTI contract £33k
	<b>327</b>	

**2015-16 Unachieved Savings**

- neighbourhood services	453	assumes £147k will be delivered
- leisure services	618	adm £435k; inc/eff's £144k, canton £31k, CIWW £8k
- waste post sort	215	(funded from reserves)
- other waste activities	241	cleansing redesign £115k; domestic £96k, APC £30k
- other activities	136	mgt £36k; energy £60k; searches £25k; standby £15k
	<b>1,663</b>	

**Other pressures/shortfalls**

- car park/pcn income	684	fees £291k; pcn £243k, adverts etc. £150k
- post sort	185	
- other waste activities	535	landfill £134k; hrwc £112k; mrf £108k; depot £70k; white goods £25k; trnsfr stn £69k; o/t £17k
- school transport	169	adl & p2t 16+ £148k; income £21k
- other activities	405	parks £78k; bridge income £51k, temp rd cl £39k
	<b>1,978</b>	

**Total Pressures/shortfalls 3,968**

**Projected Mitigations**

- employee vacancies	1,070	waste £400k; play £199k; sphtt £350k, parks £121k
- increased income/recharges	487	waste reserve £215k; mrf £94k; other £178k
- moving traffic offences	684	increased income
- waste activities	468	virridor £185k, supplies £140k
- leisure services	82	insole court
- schools transport	265	route closures
- energy management	104	carbon allowance £88k; other £16k
- highway maintenance	106	maintenance £87k; general £19k
- parks	36	general spend

**Total Mitigations 3,302**

<b>Net Overspend</b>	<b>666</b>
----------------------	------------

Neighbourhood Services	453
Leisure & Play	350
Waste	66
Management & Support	44
Bereavement/Registration/Animal Services	14
Energy	-63
SPHTT	-88
Parks	-110
Directorate Position	<b>666</b>

**SWYDDFA CYMORTH Y CABINET  
CABINET SUPPORT OFFICE**

Fy Nghyf / My Ref: CM32237  
Eich Cyf / Your ref: RDB/PM/RP/15.09.15

Dyddiad / Date: 23 October 2015



Councillor Paul Mitchell  
Chair, Environmental Scrutiny Committee  
Scrutiny Services  
Room 263  
County Hall  
Cardiff  
CF10 4UW

Annwyl / Dear Councillor Mitchell

**Environmental Scrutiny Committee 15th September 2015**

Thank you for your letter in relation to the Environmental Scrutiny Committee Meeting held on 15 September 2015.

Please see information below on the Draft Parking Strategy, Problem and Nuisance Parking and Quarter 1 performance for City Operations as requested.

**Draft Parking Strategy 2015 & Cabinet response to the Environmental Scrutiny Committee report titled 'Problem & Nuisance Parking in Cardiff'**

An explanation was given at the meeting in relation to creating parking buffer zones in the areas around the city centre. I welcome the Committee's support for the principle of parking buffer zones and for promoting this flexible approach in conjunction with a review of the existing parking situation in area covered by the Greener Grangetown project. Engagement with residents will be led by the Greener Grangetown project team. Local Members will be consulted in advance of this process to agree the detailed arrangements.

Please see attached information regarding the Civil Parking Enforcement's contribution to revenue budgets as requested. The table shows the level of contribution and the current budgets that this supports. There is no specific allocation to specific areas. It should be noted that on top of this contribution that all CPE activity and equipment is funded including lines and sign improvements for enforcement. The provision and removal of disabled bays for residents in the City is also funded in addition to the contribution.

I can advise that the enforcement of zig zag lines is one of a number of measures being brought in as part of the Moving Traffic Offences Scheme supported by an enforcement car. The car has been patrolling the streets since 14 July issuing warning notices to drivers. Enforcement by the car commenced on 15 September and 103 Penalty Charge Notices have been issued to date on

**ATEBWCH I / PLEASE REPLY TO:** Swyddfa Cymorth Y Cabinet / Cabinet Support Office,  
Ystafell / Room 514, Neuadd y Sir / County Hall,  
Glanfa'r Iwerydd / Atlantic Wharf, Caerdydd / Cardiff,  
CF10 4UW Ffon / Tel (029) 2087 2479

zig zags up to 09 October 2015. The car is currently targeting schools both in mornings and afternoons during school days.

Outside these hours, the enforcement team are utilising the car to gather information about problem areas to allow enforcement activity to be targeted. It should be noted that only offences that are instant offences, such as parking on zig zags or parking in a bus bay can be processed directly by the enforcement car. Other parking offences need to be witnessed by Civil Enforcement Officers as they need to address aspects such as blue badges, loading / unloading etc.

As requested, I can confirm that the Committee will be kept informed of new applications of camera cars and other technology for the purposes of enforcement.

I am pleased to have the Committee's support in principle for the review of survey requirements for the creation or extension of residential parking schemes. However, it is important that we adopt a case-by-case approach to proposals as conditions and pressures, can vary greatly in different areas of the city. For instance, the uptake of permits in adjacent residential areas may be helpful in providing an indication of the potential demand for a new or extended residents' scheme. For this reason, we feel the criteria for decision-making requires careful thought, and we would welcome the use of focus groups in their development. I will fully involve Members in this process and provide briefing on the procedures which emerge from it. This will help to ensure that a sensible balance can be achieved and that one stakeholder group is not unfairly affected by proposals. For example, in residential areas adjoining district and local retail centres it will be important to strike a balance between meeting residents' needs and making appropriate provision for short stay parking and servicing to support local businesses.

I am aware that Cardiff Bus has developed a promotional initiative with a number of local retail, catering and other business outlets to offer discounts to iff card users. I will write to Cardiff Bus to ask whether promotions of this kind could be extended to other ticket holders. I will also write to other transport operators to ask them to explore the scope for similar promotions for the users of their services.

I am most grateful for the Committee's work in producing the 'Problem & Nuisance Parking in Cardiff' report and the positive impact of its recommendations upon our operations on the ground and the contents of the new Parking Strategy.

### **City Operations – Quarter 1 Performance**

Thank you for your support in working with us on the Bus Station to ensure that scrutiny of the proposals will take place in advance of any decisions being taken.

We can confirm that the Scrutiny meeting on 13 October covered the changes taking place in the planning service, along with how the Planning Service is setting out a new performance improvement agenda in response to all prevailing factors.

As requested, please see attached a copy of the Mitigation Plan. To ensure that the 2015/16 budget challenges are properly managed, the current projected shortfall is £666k and I have asked that the Directorate management Team continue to work hard to achieve a balanced budget.

You requested a list of all current restructures and refreshes which are taking place within the City Operations. In terms of current proposals for reshaping services, obviously the most pressing work relates to the development of ambitious proposals that deliver successful ADM proposals or in-house comparators. This is taking a considerable amount of effort and engagement across the directorate at present. The timescale for the outcome of this work will be presented early in 2016. More generally, whatever the outcome of this process, there will need to be a programme of work to take forward the realigning of the directorate services against more demanding service performance targets, digital integration and ensuring longer term budgetary stability. This work will run in parallel with the ADM / In-house proposals.

Thank you again for your time, advice and support on these matters.

Yn gywir,  
Yours sincerely,



**Councillor / Y Cynghorydd Ramesh Patel**  
**Cabinet Member for Transport, Planning & Sustainability**  
**Aelod Cabinet dros Drafnidiaeth, Cynllunio a Chynladwyedd**

#### **Enclosures**

Cc to: Andrew Gregory, Director for City Operations  
Tara King, Assistant Director for the Environment  
Paul Carter, Head of Transport  
Matthew Price, Section Leader - Transport Vision, Policy and Strategy  
Paul Keeping, Operational Manager, Scrutiny Services  
Joanne Watkins, Cabinet Office Manager  
Members of the Environmental Scrutiny Committee

This page is intentionally left blank