

AGENDA

Committee	ECONOMY & CULTURE SCRUTINY COMMITTEE
Date and Time of Meeting	Thursday, 8 January 2015, 4.30 pm
Venue	Committee Room 4 - County Hall
Membership	Councillor Williams (Chair) Councillors Dilwar Ali, Aubrey, Cook, Howells, Javed, Stubbs, Weaver and Williams

1 Apologies for Absence - 4:30 pm

To receive apologies for absence.

2 Declarations of Interest

To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.

3 Minutes of Committee Meeting 4 December 2014

To approve as a correct record the minutes of the previous meeting on 4 December 2014 – to follow

4 Receipt of Petition - Radyr Library - 4:35 pm

5 2015/2016 Budget Proposals - For Consultation - 4:40 pm (Pages 1 - 14)

(a) Statements to be given by organisations and representatives of groups affected by 2015/2016 Budget Proposals

(b) Members' question and answers session

6 Tourism Strategy - 5:40 pm (Pages 15 - 18)

I can type whatever

7 Cabinet Response to Economy and Culture Scrutiny Inquiry - Small Business - 6:40 pm (Pages 19 - 32)

Item for Information

Members to consider the Cabinet response and agree the way forward for future scrutiny.

8 Cabinet Response to Economy and Culture Scrutiny Inquiry - Higher Education Innovation in Cardiff - 6:50 pm (Pages 33 - 46)

Item for Information

Members to consider the Cabinet response and agree the way forward for future scrutiny.

9 Correspondence Report - 7:00 pm (*Pages 47 - 100*)

10 Way Forward - 7:10 pm

11 Date of Next Meeting

Thursday 5 February 2015 – 4:30 pm
Committee Room 4

Date of next meeting - Thursday, 5 February 2015

Marie Rosenthal

County Clerk & Monitoring Officer

Date: Date Not Specified

Contact: Andrea Redmond, 029 2087 2434, a.redmond@cardiff.gov.uk

2015-16 BUDGET PROPOSALS – FOR CONSULTATION

Purpose of report

1. To provide Members with an overview of those sections of the Cabinet's '2015/16 Budget Proposals – for Consultation', that relate to the portfolios and service areas that fall within the remit of this Committee.
2. The scope of the scrutiny is as follows:
 - To clarify which of the '2015-16 Budget Proposals- for Consultation' fall within the remit of this Committee
 - To receive evidence from relevant stakeholders that have asked to address Committee regarding these proposals
 - To pass observations, comments and recommendations to Cabinet as part of the Budget Consultation process.

Structure of Papers

3. Attached to this report, Members will find a copy of the relevant sections of the '2015/16 Budget Proposals – for Consultation', divided by Directorate, as follows:
 - Sport, Leisure & Culture (**Appendix A**)
 - Economic Development (**Appendix B**)
 - Communities, Housing and Customer Services (**Appendix C**)
4. These documents have been colour- coded as follows:
 - **Shaded light blue** – Sport, Leisure & Culture Directorate proposals that fall within this Committee's terms of reference.

- **Shaded pink** - Economic Development Directorate proposals, which all fall within this Committee's terms of reference.
- **Shaded light green** - Communities, Housing and Customer Service Directorate proposals that fall within this Committee's terms of reference.

Background

5. The Council's Constitution allows for Scrutiny Committees to consider the draft Cabinet budget proposals prior to their consideration by the Cabinet and Full Council. At Cabinet on 20th November 2014, Cabinet agreed to a series of 2015/16 budget proposals being issued for consultation. Cabinet also agreed to a series of consultation and engagement processes, as set out below.
6. A number of mechanisms are being used to consult and engage with citizens and stakeholders to gather their views regarding the budget proposals. These include:
 - Cardiff Debate – launched in June 2014 and including:
 - 37 events undertaken June- September 2014 including on-street engagement, drop-in workshops, on line consultation, drop boxes and postcards.
 - *Changes for Cardiff*, consisting of on line and hard copies of consultation survey re budget proposals, launched 21st November 2014 and running till 12th January 2015
 - A series of drop in events in the city centre and each neighbourhood partnership area and with representative forum for young people, 50+ fora and Access forum
 - Links on the Cardiff Council website to the Council Budget, featuring links to the Cardiff Debate, a video explaining the budget position, links to the proposals, background papers, Equality Impact Assessments, details of how to have a say and the on-line survey and the timeline for the budget process¹.

¹ These are available at: <https://www.cardiff.gov.uk/ENG/Your-Council/Council-finance/Council-Budget/Pages/default.aspx>

- Engagement with Trade Unions
 - Engagement with Cardiff Partnership
 - Audit Committee
 - Cardiff Third Sector Council
 - Schools' Budget Forum
 - Employee Consultation.
7. In addition, a Stepping up toolkit ² has been written for people and community organisations at a neighbourhood or community level, which sets out how to approach taking over the management of services and assets.
8. The results of the Consultation and Engagement events will be considered by Cabinet and the draft Cabinet budget proposals will be taken to scrutiny committees in early February for consideration and to the Cabinet Business Meeting on 19 February 2015 for agreement. At this meeting a formal decision will also be taken determining the Cabinet's budget recommendations for consideration by Council, at its meeting on 26 February 2015. Therefore, please note that the budget information provided for consideration alongside this report is for the purpose of consultation only.
9. This Committee's scrutiny of the draft Corporate Plan and draft budgetary proposals is scheduled for 5th February 2015, at 4.30pm in Committee Room 4, County Hall.

Sport, Leisure & Culture

2015/16 Budget Proposals – for consultation

10. The Sport, Leisure & Culture Directorate savings proposals that fall within this Committee's terms of reference are **shaded light blue**. Overall, there are savings proposals of **£3,643,000** for the whole Directorate, of which

² Available at: <https://www.cardiff.gov.uk/ENG/Your-Council/Council-finance/Council-Budget/2015-16/Pages/get-involved.aspx>

£2,640,000 falls within this Committee's terms of reference. Those which fall under another scrutiny committee are shaded grey.

11. The savings proposals cover the following areas:

- Sherman Theatre, end of grant – Line 139 - £80,000
- Cessation of Events (Callennig, St Davids Parade, County Fair) – Line 140 - £159,000
- Cardiff Museum ownership transfer – Line 141 - £50,000
- Reduction in staffing – Line 142 - £329,000
- Park Ranger Service remodelling – Line 143 – £250,000
- Parks Apprenticeship Scheme restructure – Line 144 - £72,00
- Cardiff in Blood & Christmas Tree provision – Line 145 - £26,000
- Allotment Subsidy reduction – Line 146 - £8,000
- Heath Park Car park charges – Line 147 - £28,000
- Bowls Subsidy removal – Line 148 - £50,000
- Outdoor Sport – Line 150 - £40,000
- Flatholm Island – Line 152 - £20,000
- Canton Community Centre – Line 153 - £53,000
- Eastern Leisure Centre closure (for refurbishment) – Line 153 – £200,000
- Cardiff International Sports Stadium – Line 154 - £305,000
- Leisure Centres new operating model – Line 155 - £435,000
- Leisure Centres reduced subsidy – Line 156 - £340,000
- Cardiff Riding School subsidy removal – Line 157 - £40,000
- Sailing Centre – Line 159 - £5,000
- Cardiff International White Water – Line 160 - £30,000
- Bereavement and Registration fees – Line 162 - £200,000
- Bute Park Horticultural Nursery – Line 163 - £120,000

12. These savings are broken down into the following categories:

Category	Saving
Employee costs	£3,299,000
Other	£1,587,000

Income	(£2,246,000)
Total	£2,640,000

Economic Development

2015/16 Budget Proposals – for consultation

13. The Economic Development Directorate savings proposals that fall within this Committee's terms of reference are **shaded pink**. Overall, there are savings proposals of **£881,000** for the whole Directorate, of which **£571,000** falls within this Committee's terms of reference. Those which fall under another scrutiny committee are shaded grey.

14. The savings proposals cover the following areas:

- Economic Development Management Structure Review – Line 46 - £87,000
- Major Projects, Capitalisation of posts – Line 47 - £163,000
- Events Park and Ride budget – Line 48 - £13,000
- Economic Development service review – Line 49 - £28,000
- Cardiff Business Council reduced budget – Line 50 - £160,000
- Tourist Information Centre – Line 57 - £120,000

15. These savings are broken down into the following categories:

Category	Saving
Employee costs	£411,000
Other	£160,000
Income	-
Total	£571,000

Communities, Housing and Customer Services Directorate

2015/16 Budget Proposals – for consultation

16. The Communities, Housing and Customer Services Directorate savings proposals that fall within this Committee's terms of reference are **shaded pale green**. Overall, there are savings proposals of **£2,314,000** for the whole Directorate, of which **£767,000** falls within this Committee's terms of reference. Those which fall under another scrutiny committee are shaded grey.
17. The savings proposals within this Committee's terms of reference are shown at Lines 31-34 cover the following areas:
- Library and Community Hub Strategy – Line 31 - £100,000
 - Review of Library Services – Line 32 – £283,000
 - City Centre Superhub – Line 33 - £349,000
 - Into Work Services – Line 34 - £35,000
18. These savings are broken down into the following categories:

Category	Saving
Employee costs	£351,000
Other	£431,000
Income	(£15,000)
Total	£767,000

Way Forward

19. Members have the opportunity to reflect on the '2015-16 Budget Proposals – for Consultation' that fall within this Committee's terms of reference and to hear from relevant stakeholders who have asked to address Committee on these.
20. Following consideration of these, the Committee may wish to provide its comments, observations and recommendations to the Cabinet for consideration.

Legal Implications

21. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

22. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATION

23. The Committee is recommended to give consideration to the information attached to this report and received at this meeting and to submit any recommendations, observations or comments to the Cabinet.

Marie Rosenthal

County Clerk and Monitoring Officer

16th December 2014

The following Appendices are attached:

Appendix A: Sport, Leisure & Culture - 2015/16 Budget Proposals – for Consultation

Appendix B: Economic Development - 2015/16 Budget Proposals – for Consultation

Appendix C: Communities, Housing & Customer Services - 2015/16 Budget Proposals – for Consultation

Cabinet Budget Proposals for Consultation 2015/16

No	Directorate	Directorate Ref	Cabinet Budget Proposals for Consultation 2015/16	X Ref	2014/15 Budget		Saving			Initial Risk Analysis				Cabinet Portfolio	Consultation Category	
					£000	£000	Employee	Other	Income	2015/16	Residual	Achievability	EIA			
																£000
139	Sport, Leisure & Culture	SLC1	Arts Funding - end of one year grant to Sherman Theatre. End of tapering funding as previously determined by Council.	E	526	0	80	0	80	0	80	Green	Green	Red-Amber	Community Development, Co-operatives & Social Enterprise	General
140	Sport, Leisure & Culture	SLC2	Cessation of Events - cessation of Council funding for Calleging, St David's Day and Cardiff Country Fair.	H	1,770	0	268	(109)	159			Red	Amber-Green	Green	Community Development, Co-operatives & Social Enterprise	City Wide
141	Sport, Leisure & Culture	SLC3	Transfer of Cardiff Story Museum Ownership - Transfer of ownership of Museum to an appropriate body.	J	4,565	216	69	(235)	50			Red-Amber	Red-Amber	Red-Amber	Community Development, Co-operatives & Social Enterprise	General
142	Sport, Leisure & Culture	SLC4	Reduction in sport, leisure and culture staffing - Deletion of 13 posts including vacant and VS in Parks (11) and Leisure (1) with the impact mitigated via flexible deployment of staff.	L, M & U	5,262	329	0	0	329			Red-Amber	Green	Green	Environment	General
143	Sport, Leisure & Culture	SLC5	Remodelling of the Park Ranger Service - Remodelling of the Park Ranger Service resulting in reduced staffing and expenditure on supplies / services. The Council would discharge basic responsibilities for the management of its 2 Country Parks, 7 Sites of Special Scientific Interest, 4 Local Nature Reserves, 58 Sites of Importance for Nature Conservation, Special Area of Conservation (European Designation), 236 hectares of Woodland and delivery of service level agreements linked to Cardiff Harbour Authority. The proposal would result in reduced community engagement / outreach work and park based community events, removal of site based staff in key parks e.g. Victoria, Bute, Thompsons and Roath. The impact on anti-social behaviour and byelaw enforcement e.g. dog fouling and cycling, and reduced cleansing standards in addition to a corresponding overall increase in complaints and requests for service would be monitored.	M	5,088	200	50	0	250			Red-Amber	Green	Red	Environment	City Wide
144	Sport, Leisure & Culture	SLC6	Parks Apprenticeship Scheme - restructure of the scheme.	M	4,403	72	0	0	72			Green	Green	Green	Environment	General
145	Sport, Leisure & Culture	SLC7	Cessation of Cardiff in Bloom and Provision of Christmas Trees - unless sponsorship / alternative funding is secured.	N	181	0	26	0	26			Amber-Green	Green	Green	Environment	City Wide
146	Sport, Leisure & Culture	SLC8	Reduced subsidy for allotments - through increased fees and charges and increased occupancy as part of the ongoing Council strategy to make the allotment service self sufficient.	N	(515)	0	0	8	8			Green	Green	Green	Environment	Service Specific
147	Sport, Leisure & Culture	SLC9	Heath Park Car Park Charges - increasing charges. Parking for up to 2 hours is free. The proposal involves increasing charges from £1.00 to £1.50 for up to 3 hours and from £3 to £4 for over 3 hours.	N	(515)	0	0	28	28			Red-Amber	Green	Green	Environment	City Wide
148	Sport, Leisure & Culture	SLC10	Removal of Bowls Subsidy - in line with the decision taken as part of the 2014/15 budget.	O	464	50	0	0	50			Green	Green	Red-Amber	Community Development, Co-operatives & Social Enterprise	General
149	Sport, Leisure & Culture	SLC11	Closure of public conveniences - permanent closure of toilets which are currently temporarily closed - Cowbridge Road East and Whitechurch rd / Cathays Terrace. Closure of Landaff High Street toilets.	O	78	0	53	0	53			Amber-Green	Green	Red-Amber	Community Development, Co-operatives & Social Enterprise	City Wide
150	Sport, Leisure & Culture	SLC12	Outdoor Sport - reduction in support	P	660	0	40	0	40			Green	Green	Green	Community Development, Co-operatives & Social Enterprise	General
151	Sport, Leisure & Culture	SLC13	Flatholm Island - reduction in net budget	Q	95	20	0	0	20			Green	Green	Green	Environment	General
152	Sport, Leisure & Culture	SLC14	Canton Community Centre - new management operator for Canton Community Centre to be operational by September 2015.	R	206	76	23	(46)	53			Amber-Green	Amber-Green	Red-Amber	Community Development, Co-operatives & Social Enterprise	City Wide
153	Sport, Leisure & Culture	SLC15	Full year closure of Eastern Leisure Centre for Redevelopment - Eastern Leisure Centre is to close for refurbishment from late 2014, re-opening during 2016. Decision previously made by Council.	S	3,531	530	215	(545)	200			Red-Amber	Green	Red-Amber	Community Development, Co-operatives & Social Enterprise	General

No	Directorate	Directorate Ref	Cabinet Budget Proposals for Consultation 2015/16	X Ref	2014/15 Budget	Saving			Initial Risk Analysis			Consultation Category			
						Employee	Other	Income	2015/16	Residual	Achievability		EIA	Cabinet Portfolio	
					£000	£000	£000	£000	£000						
154	Sport, Leisure & Culture	SLC16	Alternative Delivery Model for Cardiff International Sports Stadium - Alternative Delivery Model for Cardiff International Sports Stadium. It is proposed that the saving would be a full year saving from 31 March 2015, minus the contractual costs and Council contribution for a sinking fund for track replacement.	S	3,531	254	240	(189)	305	Amber-Green	Red-Amber	Red-Amber	Community Development, Co-operatives & Social Enterprise	City Wide	
155	Sport, Leisure & Culture	SLC17	New Operating Model for Leisure Centres - the Council has agreed to progress with a procurement process to determine a new operating model for its leisure centres which will be tested against the current in-house provision. Saving to be generated for the first quarter of 2016. The level of saving is dependent on the procurement process that is being run in respect of leisure centre management throughout the first half of 2015. At this stage the level of savings to be achieved can only be estimated until the outcome of the procurement process in Autumn 2015.	S	3,531	1,442	376	(1,383)	435	Red	Red	Red-Amber	Community Development, Co-operatives & Social Enterprise	City Wide	
156	Sport, Leisure & Culture	SLC18	Leisure Centres - reduced subsidy to be achieved through a combination of expenditure efficiencies and additional income generation.	S	3,531	110	80	150	340	Red	Green	Amber-Green	Community Development, Co-operatives & Social Enterprise	General	
157	Sport, Leisure & Culture	SLC19	Cardiff Riding School - current performance indicates that this facility is now able to operate without subsidy from the Council.	T	146	0	0	40	40	Green	Amber-Green	Green	Community Development, Co-operatives & Social Enterprise	General	
158	Sport, Leisure & Culture	SLC20	New Model for Children's Play - a new model for children's play is envisaged which would entail more targeted provision with play being provided by other organisations on various sites. Communities would be able to operate play centres should they wish. Disability, Welsh medium and holiday play schemes would be protected. The Council would neither operate nor manage play centres.	W	1,074	636	114	0	750	Red	Red-Amber	Red	Early Years, Children & Families	City Wide	
159	Sport, Leisure & Culture	SLC21	Sailing Centre - increase income.	Y	(79)	0	0	5	5	Green	Green	Green	Community Development, Co-operatives & Social Enterprise	General	
160	Sport, Leisure & Culture	SLC22	Cardiff International White Water - increase income.	Z	(965)	0	0	30	30	Green	Green	Green	Community Development, Co-operatives & Social Enterprise	General	
161	Sport, Leisure & Culture	SLC23	Increase in Bereavement and Registration Fees - including burial and cremation fees	AA	(2,924)	0	0	200	200	Red-Amber	Green	Green	Environment	General	
162	Sport, Leisure & Culture	SLC24	Bute Park Horticultural Nursery - to secure an alternative operator for the nursery by April 2015. A residual budget of £70k has been retained to enable the purchase of plants.	M	686	0	120	0	120	Red	Red	Amber-Green	Environment	General	
SPORT, LEISURE & CULTURE TOTAL						3,935	1,754	(2,046)	3,643						
COUNCIL DIRECTORATE TOTAL						15,928	16,023	786	32,737						

Cabinet Budget Proposals for Consultation 2015/16

No	Directorate	Directorate Ref	Cabinet Budget Proposals for Consultation 2015/16	X Ref	2014/15 Budget		Saving			Initial Risk Analysis				Cabinet Portfolio	Consultation Category	
					£000	£000	Employee	£000	£000	£000	2015/16	Residual	Achievability			EIA
46	Economic Development	ECD1	Review management structure in the Economic Development Service - restructure of the management of the Economic Development team to release one operational manager post.	A	370	87	0	0	87	Green	Green	Green	Economic Development & Partnerships	General		
47	Economic Development	ECD2	Capitalisation of posts in Major Projects - two part-time posts and one full time post in Major Projects to be funded via capital rather than revenue.	B	341	163	0	0	163	Amber-Green	Amber-Green	Green	Economic Development & Partnerships	General		
48	Economic Development	ECD3	Remove budget for Events Park & Ride - the Park & Ride arrangements put in place for major events will continue to be delivered but on a self-funding basis.	G	35	13	0	0	13	Green	Green	Green	Community Development, Co-operatives & Social Enterprise	General		
49	Economic Development	ECD4	Review service in Economic Development - restructure of the Economic Development service to release one post.	H	667	28	0	0	28	Green	Green	Green	Economic Development & Partnerships	General		
50	Economic Development	ECD5	Reduced revenue budget for the Cardiff Business Council - increase the private sector contribution towards the cost of the Cardiff Business Council.	M	500	0	160	0	160	Amber-Green	Amber-Green	Amber-Green	Economic Development & Partnerships	Service Specific		
51	Economic Development	ECD6	Budget reduction in Strategic Estates - reduction in operational budgets.	O	279	0	6	0	6	Green	Green	Green	Corporate Services & Performance	General		
52	Economic Development	ECD7	Increase charges for services provided by Strategic Estates - increase the Service Level Agreement charges made by Strategic Estates to the Harbour Authority and Housing Revenue Account based on the service undertaken.	O	(110)	0	0	18	18	Green	Green	Green	Corporate Services & Performance	General		
53	Economic Development	ECD8	Capitalisation of Posts in Strategic Estates - two full-time posts in Strategic Estates that work on the disposal of Council properties generating capital receipts to be funded through capital rather than revenue.	O	777	96	0	0	96	Amber-Green	Amber-Green	Green	Corporate Services & Performance	General		
54	Economic Development	ECD9	Rent review income - generate additional income as result of future rent reviews that need to be negotiated in 2015/16.	T	(3,585)	0	0	120	120	Amber-Green	Amber-Green	Green	Corporate Services & Performance	Service Specific		
55	Economic Development	ECD10	Removal of subsidy for mobility buggies in the city centre- introduce a charging mechanism to recover costs to enable the city centre buggies service to be maintained.	R	207	17	0	0	17	Green	Green	Red-Amber	Community Development, Co-operatives & Social Enterprise	Service Specific		
56	Economic Development	ECD11	Review service in the management of the City Centre Night Time Economy - retain existing patterns of Taxi Marshall service but start the service at 10pm rather than 8pm.	R	207	13	0	0	13	Green	Green	Red-Amber	Community Development, Co-operatives & Social Enterprise	General		
57	Economic Development	ECD12	Review Tourism Information Centre Offer - implement a partnership approach to the provision of Tourism Information Centre services across the city centre through the provision of a series of small satellite information points, including one at the existing city centre site and retain the centre in the bay.	S	520	120	0	0	120	Green	Amber-Green	Amber-Green	Economic Development & Partnerships	General		
58	Economic Development	ECD13	Fee income from management of workshop estate - additional income identified from the Workshop Estate as a consequence of undertaking a rent review exercise and increasing the occupancy level.	L	(839)	0	0	20	20	Green	Green	Green	Economic Development & Partnerships	General		
59	Economic Development	ECD14	Professional fee income from property disposals - implementation of the property strategy generating additional fee income.	O	(110)	0	0	20	20	Amber-Green	Amber-Green	Amber-Green	Corporate Services & Performance	General		
ECONOMIC DEVELOPMENT TOTAL						537	166	178	881							
COUNCIL DIRECTORATE TOTAL						15,928	16,023	786	32,737							

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Cabinet Budget Proposals for Consultation 2015/16

No	Directorate	Directorate Ref	Cabinet Budget Proposals for Consultation 2015/16	X Ref	2014/15 Budget			Saving			Initial Risk Analysis				Consultation Category
					£000	Employee	£000	Other	Income	2015/16	Residual	Achievability	EIA	Cabinet Portfolio	
19	Communities, Housing & Customer Services	CHC1	Reduction in spend on Benefit Service - the savings will be realised through a reduction in benefit officers and restructuring the Quality and Support Team.	D	4,245	137	0	0	137	Amber-Green	Amber-Green	Red-Amber	Health, Housing & Wellbeing	General	
20	Communities, Housing & Customer Services	CHC2	Advice Contingency - To manage the increased demands placed on the service due to the Welfare Reform changes a contingency fund was created. As a result of the proactive way that the authority manages those affected this can now be reduced.	H	242	0	5	0	5	Green	Green	Amber-Green	Health, Housing & Wellbeing	General	
21	Communities, Housing & Customer Services	CHC3	Reduction in Spend on Homelessness Service - to achieve this saving, a reduction of one post will be required within the Homelessness service, along with the removal of the Homelessness spend to save budget which in the past has funded schemes to prevent and alleviate homelessness. The service is expecting a major change in legislation in the coming year, however it is anticipated that grant funding will be received to offset this additional work and therefore the loss of one post should not impact unduly on service delivery.	H	1,053	83	0	0	83	Amber-Green	Amber-Green	Amber-Green	Health, Housing & Wellbeing	General	
22	Communities, Housing & Customer Services	CHC4	Cardiff Connect (Review of Community Alarm) - Community Alarm Service prices have remained static for a number of years. Current pricing levels have been reviewed against other local authorities (South East Wales Improvement Collaborative (SEWIC) members) and against the cost to deliver the service. Proposals are to increase the cost for the mobile response aspect of the service by £1 per week and to source additional clients.	P	(1,193)	0	0	240	240	Red-Amber	Red-Amber	Red-Amber	Health, Housing & Wellbeing	Service Specific	
23	Communities, Housing & Customer Services	CHC5	Alarm Receiving Centre Income - additional income through the creation of an Alarm Receiving Centre	P	(1,193)	0	0	250	250	Red-Amber	Red-Amber	Green	Health, Housing & Wellbeing	General	
24	Communities, Housing & Customer Services	CHC6	Reduction in Supporting People Administration - to achieve this saving a review of the administration within Supporting People will be undertaken.	Q	221	55	0	0	55	Green	Amber-Green	Amber-Green	Health, Housing & Wellbeing	General	
25	Communities, Housing & Customer Services	CHC7	Restructure the way in which Cardiff manages its partnership working - we are working with our partners (particularly the Cardiff University Health Board) to join up our partnership support arrangements more effectively. The saving includes staff reductions however, partnership activity will also continue to be mainstreamed within Council services so that the activity is correctly funded as business as usual.	V	736	110	0	0	110	Green	Green	Amber-Green	Community Development, Co-operatives & Social Enterprise	General	
26	Communities, Housing & Customer Services	CHC8	Re-profile Neighbourhood Partnerships Fund to support community groups - this proposes to remove the Neighbourhood Partnership Fund and retain £55k to create a Community Co-ordination function. This will provide a one stop route in for Community Groups to access support in potential Community Asset Transfers, grant applications and in the co-production of services.	V	540	0	155	0	155	Red-Amber	Red-Amber	Red-Amber	Community Development, Co-operatives & Social Enterprise	General	
27	Communities, Housing & Customer Services	CHC9	Community Safety - this is a review of the Community Safety fund. Major projects such as Operation Mistletoe will continue to be funded but a review of other projects will take place to ensure value for money.	V	540	0	50	0	50	Red-Amber	Green	Green	Safety, Engagement & Democracy	General	
28	Communities, Housing & Customer Services	CHC10	Deletion of Grants Transition Fund - this fund was set up to assist partners to manage the reduction in Council support for a temporary transition period.	V	540	0	50	0	50	Green	Green	Amber-Green	Community Development, Co-operatives & Social Enterprise	General	
29	Communities, Housing & Customer Services	CHC11	Review of the Infrastructure Grants given to External Agencies - to reduce the level of grant funding infrastructure support to external agencies.	Z	294	0	93	0	93	Green	Amber-Green	Red	Community Development, Co-operatives & Social Enterprise	Service Specific	
30	Communities, Housing & Customer Services	CHC12	Neighbourhood Regeneration - this relates to the proposed re-profiling of the Neighbourhood Renewal Scheme (NRS) funding together with identification of capital as the funding source, rather than revenue. Approximately £1m in total will be required over the next three years in the proposed capital programme if schemes in the current NRS programme are completed.	AB	370	0	300	0	300	Green	Green	Green	Community Development, Co-operatives & Social Enterprise	General	
30	Communities, Housing & Customer Services	CHC13	Reduction in spend on post within Regeneration - reduction of staffing budget within Regeneration and Development.	AA	589	19	0	0	19	Green	Green	Green	Community Development, Co-operatives & Social Enterprise	General	

No	Directorate	Directorate Ref	X Ref	2014/15 Budget	Saving			Initial Risk Analysis			Cabinet Portfolio	Consultation Category	
					Employee	Other	Income	2015/16	Residual	Achievability			EIA
				£000	£000	£000	£000	£000	£000				
31	Communities, Housing & Customer Services	CHCL4	AD	3,727	76	24	0	100	Red-Amber	Red-Amber	Red-Amber	Community Development, Co-operatives & Social Enterprise	City Wide
32	Communities, Housing & Customer Services	CHCL5	AD	3,145	240	58	(15)	283	Red-Amber	Red-Amber	Red-Amber	Community Development, Co-operatives & Social Enterprise	City Wide
33	Communities, Housing & Customer Services	CHCL6	AD	923	0	349	0	349	Green	Red-Amber	Amber-Green	Community Development, Co-operatives & Social Enterprise	City Wide
34	Communities, Housing & Customer Services	CHCL7	AE	430	35	0	0	35	Green	Green	Green	Education & Skills	General
COMMUNITIES, HOUSING & CUSTOMER SERVICES TOTAL					755	1,084	475	2,314					
COUNCIL DIRECTORATE TOTAL					15,928	16,023	786	32,737					

TOURISM & HERITAGE STRATEGY

Purpose of report

1. To inform Members of current progress in developing a Tourism & Heritage Strategy for Cardiff and to provide the Committee with the opportunity to shape the priorities within this Strategy.
2. It is the intention of the Economic Development Directorate to take a Tourism & Heritage Strategy to Cabinet in early 2015, and this engagement session with the Economy & Culture Scrutiny Committee at an early stage will allow Members to assist in Policy Development.

Background

3. The Action Plan within the Economic Development Directorate Delivery Plan 2014-2017 makes the commitment to “Develop a Tourism & Heritage Strategy” (ED24).
4. This is linked to the Finance & Economic Development section of the Council’s Corporate Plan 2014 – 2017 which states that:

Through the early part of the millennium Cardiff benefited from investment in the city which saw visitor numbers increase and the city develop a good reputation as a modern, thriving and vibrant place. It is important that we continue to invest in our city as a place to live, work and visit [...]. The Finance & Economic Development portfolio will continue to provide support for local businesses, work with the Cardiff Business Council to promote and market the city to businesses and tourists, and seek to attract investment to enhance Cardiff’s business infrastructure.

5. A key indicator in the Council's achievement of this priority is Outcome F&ED C – the number of 'staying' visitors in Cardiff. Current figures indicate that Cardiff has had 18.9m day visitors during 2014, with 1.3m 'staying' visitors. The aspiration through the Tourism & Heritage Strategy is to double the number of visitors to Cardiff who are 'staying' visitors.

Way Forward

6. The Leader, Councillor Bale will be joined by Neil Hanratty (Director – Economic Development), Professor Terry Stevens (Tourism Consultant) and Heledd Williams (Head of Tourism) to provide Members with an overview of the work undertaken to date in relation to the Tourism & Heritage Strategy. This will include an overview of the Tourism sector in Cardiff and Wales and a snapshot of engagement undertaken with businesses, academics and wider stakeholders with regard to the development of the Strategy.
7. Members of the Committee will have the opportunity to provide comments, observations, identify priorities and form recommendations to the Cabinet for consideration.

Legal Implications

8. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by

the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

9. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATION

10. The Committee is recommended to give consideration to the information attached to this report and received at this meeting and to submit any recommendations, observations or comments to the Cabinet.

Marie Rosenthal

County Clerk and Monitoring Officer

16th December 2014

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**INFORMATION REPORT:
CABINET RESPONSE TO THE REPORT BY THE ECONOMY & CULTURE
SCRUTINY INQUIRY – SMALL BUSINESS**

Purpose of report

1. To update Members on the Cabinet response to the recommendations made in the Economy & Culture Scrutiny Committee inquiry 'Small Business'.

Background

2. As a part of the Economy and Culture Scrutiny Committee work programme for 2012-13, the Committee established a task and finish Inquiry into Small Business in Cardiff.
3. The following terms of reference were used as the basis for this short scrutiny exercise. It was agreed the Inquiry would explore:
 - How small enterprises in the City and those wishing to move here are supported by the Council, in partnership with governmental and non governmental agencies.
 - How the Council's strategic approach operates and supports small businesses and whether it meets its objectives.
 - How support is offered in appropriate areas, including training, staff recruitment, finding/providing suitable premises, sign posting to information including (health and safety, taxation, employment law etc), business start-ups, planning and expansion, access to funding.

- The support given by other Councils to their small enterprises to identify best practice and value for money.
 - Perceptions of small enterprises of the role the Council plays and the services the Council provides e.g. Business Rates (Research Element).
4. This inquiry was part of a suite of work focussing on the economic regeneration of Cardiff undertaken by Committee to assess the emerging needs of the city's new businesses, also including reports on **Higher Education Innovation in Cardiff** (Autumn 2013) and **Cardiff Central Market and Historic Arcades** (Spring 2014).
 5. Members received evidence from a range of Council officers from Economic Development, Commissioning and Procurement, and Culture Tourism and Events. Evidence was also received from a number of small businesses and a representative of the Federation of Small Businesses in Wales. Two research reports were also commissioned to support this Inquiry.
 6. The report for this task and finish inquiry was taken to the Cabinet meeting held on 14 May 2014. The full report for this inquiry can be found at: https://formerly.cardiff.gov.uk/objview.asp?object_id=28853

Cabinet Response to Recommendations

7. A full copy of the Cabinet paper, outlining the recommendations made and the Cabinet response to each, is attached at **Appendix A**.
8. Overall, the Committee made sixteen recommendations to the Cabinet. The Cabinet response shows that:
 - Ten of the recommendations are accepted – R1, R2, R4, R5, R6, R8, R10, R11, R14, R16
 - Five of the recommendations are partially accepted – R3, R9, R12, R13, R15

- One of the recommendations is rejected – R7
9. The Cabinet report notes that “responses will need to be taken in the context of current resource constraints, and that with reducing resources projected for the next three years there will inevitably be a commensurate reduction in overall levels of service delivery. As a result services provided will need to become more focussed and targeted on those areas that can have the greatest impact in terms of supporting business and employment growth”.

Legal Implications

10. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

11. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme.

However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

Recommendation

12. The Committee is recommended to receive the Cabinet response and agree the way forward for receiving progress reports on the work required in response to the recommendations in the report.

MARIE ROSENTHAL

County Clerk and Monitoring Officer

2 January 2014

The following Appendices are attached:

Appendix A: Cabinet Response to the Report by the Economy and Culture Scrutiny Committee into “Small Business” – 15 December 2014

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 15 DECEMBER 2014

**CABINET RESPONSE TO THE REPORT BY THE ECONOMY
AND CULTURE SCRUTINY COMMITTEE INTO “SMALL
BUSINESS”**

**REPORT OF DIRECTOR OF ECONOMIC DEVELOPMENT
AGENDA ITEM: 1**

PORTFOLIO: LEADER (ECONOMIC DEVELOPMENT & PARTNERSHIPS)

Reason for this Report

1. To respond to a report published by the Economy and Culture Scrutiny Committee in January 2014 entitled “Small Business”.

Background

2. As a part of the Economy and Culture Scrutiny Committee work programme for 2012-13, the Committee agreed to establish a task and finish inquiry titled “Small Businesses in Cardiff”.
3. The following terms of reference were agreed for the inquiry:
 - How small enterprises in the City and those wishing to move here are supported by the Council, in partnership with governmental and non-governmental agencies.
 - How the Council’s strategic approach operates and supports small businesses and whether it meets its objectives.
 - How support is offered in appropriate areas, including training, staff recruitment, finding/providing suitable premises, sign posting to information including (health and safety, taxation, employment law etc), business start-ups, planning and expansion, access to funding.
 - The support given by other Councils to their small enterprises to identify best practice and value for money.
 - Perceptions of small enterprises of the role the Council plays and the services the Council provides e.g. Business Rates (Research Element).

Issues

4. The report recognised that good work is already embedded in Cardiff with a range of business support highlighted. It was also noted that further improvements can be made, and the report’s key findings and

recommendations aimed help the Cabinet to engage with small businesses, understand their issues, and optimise the support that the Council can provide.

5. The report makes 16 recommendations and all have been accepted or partially accepted bar one. Full details of the recommendations and response are contained in appendix A.

Reason for Recommendations

6. To enable the Cabinet to respond to the report published by the Economy and Culture Scrutiny Committee.

Financial Implications

7. Any relevant financial implications will be identified and considered as part of the work to progress the responses to the recommendations that are accepted.

Legal Implications

8. Any relevant legal implications will be identified and considered as part of the work to progress the responses to the recommendations that are accepted.

RECOMMENDATIONS

Cabinet is recommended to agree to the response to the recommendations as set out in Appendix A.

NEIL HANRATTY

Director

11 December 2014

The following appendix is attached:

Appendix A: Cabinet Response to the Report by the Economy and Culture Scrutiny Committee into “Small Business”

The following background papers have been taken into account

A Report of the Economy & Culture Scrutiny Committee – Small Business,
January 2014

Cabinet Response to the Report by the Economy and Culture Scrutiny Committee into “Small Business”

Cabinet welcomes the findings of the Economy and Culture Scrutiny report into Small Business and was pleased to note that the committee recognised the good work that has been carried out by the Council and its partners supporting small business, whilst recognising there are always areas in which we can improve. A response to each of the recommendations is set out below. It should be noted that the responses will also need to be taken in the context of current resource constraints, and that with reducing resources projected for the next three years there will inevitably be a commensurate reduction in overall levels of service delivery. As a result services provided will need to become more focussed and targeted on those areas that can have the greatest impact in terms of supporting business and employment growth. It is also worth noting, however that recent reports have shown improved performance in business start-up rates in the city.

Council and Councillor Roles

**R1. Supports small businesses in Cardiff to succeed in overcoming the challenges they uniquely face, in particular by increasing joint working between Council teams like Licencing, City Centre Management and Economic Development and Cardiff Business Council, and by vesting lead championship and responsibility for supporting small firms across the whole organisation within one Council function.
(Supported by Key Finding 12 and several others)**

Response: This recommendation is accepted

A review of the partnership activities in Cardiff will begin later in 2014, and as part of this economic development will also be included as part of a ‘refresh’ of the What Matters Strategy.

**R2.
Seeks support from the Cardiff Business Council to recognise the unique needs of small businesses in Cardiff, and to ask them to ensure that the voice of the city’s independent traders is clearly heard.
(Supported by Key Finding 14, bullet point 7)**

Response: This recommendation is accepted

The Cardiff Business Council has recently welcomed representatives of smaller businesses to the board, including the Cardiff Retailers Association, the Cardiff Tourism Network as well as the Cardiff Hoteliers Association. The Cardiff Business Council is also actively engaging with the South Wales Chamber of Commerce, Business in Focus and the Institute of Directors. In addition analysis shows that around three quarters of the members of the Cardiff Business Council are SMEs. It is considered important in particular to engage with representative groups for SMEs in the city as they will have ready formed perspectives in terms of small businesses that the Cardiff Business Council can lobby on behalf of. This movement to supporting SMEs will be continued by the Cardiff Business Council.

R3. Seeks support from the Cardiff Business Council to set up a structured approach to working with Ward Councillors, to help them champion the needs of businesses within their locality while building their awareness of the bigger picture of economic development across the city, and helping them avoid being too parochial in their approach.

(Supported by Key Finding 2)

Response: This recommendation is partially accepted

The Cardiff Business Council will include Ward Councillors in key correspondence, namely the Cardiff Business Council newsletters. Ward Councillors can also contact the Cardiff Business Council directly to raise any issues or concerns that they have. It is important, however, to recognise that the Cardiff Business Council is a business representative body, and in many cases it may be appropriate for Ward Councillors to contact the Cardiff Business Council directly.

Procurement

R4. Develops Procurement reporting systems to enable the Council to measure the Council's procurement activity by the size of business procured to provide services.

(Supported by Key Finding 3)

Response: This recommendation is accepted

The Commissioning and Procurement Team are working towards putting in place a system that would enable procurement spend to be reported by the size of organisation. The aim is to have this system in place by winter 2014 and to provide a report for 2013/14.

R5. Once the above system has been introduced, agree appropriate targets for the number and value of contracts awarded to the small business sector, and publish the results each year. (Supported by Key Finding 4)

Response: This recommendation is accepted

Targets will be set once new system in place and results will be published annually.

R6. Considers opportunities identified through the evidence provided to this inquiry to engage with small businesses wishing to provide services to the Council. In particular to consider how social media and e-training packages could reduce the costs of providing direct procurement training to small businesses. (Supported by Key Finding 5)

Response: This recommendation is accepted

The Commissioning and Procurement Team will continue to explore how it can further improve how it engages with small businesses and will explore the potential use of e-training and social media. The Team is already working with Business Wales on delivering a series of targeted 'meet the buyer' events for 2014.

As recognised by the Scrutiny Committee Report the Council, through its Source Regional Project work, has already made it easier for small businesses to access procurement opportunities. In particular the Selling to Cardiff Council Guide and Self Declaration Form have both been well received by organisations and were shortlisted in the Welsh National Procurement Awards 2014. In addition the Council is in the process of upgrading its electronic tendering platform to PROACTIS which will enable electronic tenders to be received, this is anticipated to make it easier for small businesses to tender for work with the Council and reduce the costs of tendering.

R7. Considers how the practice followed by some councils in offering a Top Up Insurance Scheme as mitigation for Public Liability Insurance procurement requirements could be deployed in Cardiff. (Supported by Key Finding 6)

Response: This recommendation is not accepted

Organisations only need Public Liability Insurance at contract award stage; they do not need insurance in order to tender. The costs of Public Liability Insurance

are proportional to the risks and should be built into an organisation's tender costs.

Payments

R8. Considers what it can do to ensure that Cardiff Council promptly pays small businesses for services they provide to the Council. In particular, how the practice of Halton Borough Council (commended to this Inquiry by the Cardiff Federation of Small Businesses) of agreeing early payment discounts which aids cash flow for the business and promotes a message that the Council are 'good to do business with' can be deployed in Cardiff, should such a scheme be acceptable within existing Council or Welsh Government policy. (Supported by Key Finding 7)

Response: This recommendation is accepted

Officers in the Commissioning and Procurement team are currently researching to use of business databases to enable a list of small businesses to be compiled so that appropriate businesses can be identified and appropriate payment terms put in place to ensure prompt payment of undisputed invoices. Officers are also looking at new ways of receiving and processing invoices that will reduce the time involved in payment.

Business Rates

R9. Seeks to work with and educate the small business community about business rates. In particular: ask the Cardiff Business Council as part of its ongoing work with the small business sector to address concerns expressed by small businesses in key findings eight, nine and 10 above; and use various means (such as enclosures in annual rates bills and increasingly via online media such as the Council's website and Twitter) to help businesses understand that whilst the Council is responsible for the collection of Business Rates it is not responsible for the allocation of the monies. (Supported by Key Findings 8, 9, 10 and 11)

Response: This recommendation is partially accepted

The City of Cardiff Council website now has a specific business rates section that includes a page entitled 'What if I feel my rateable value is wrong?' This

page provides a link to the Valuation Office for those businesses who feel that their rateable value is too high. The Cardiff Business Council will also include an update on business rates, including a background to how they are calculated and what happens to the money raised, in a future newsletter. This will information will also be provided on the Cardiff Business Council website.

R10. Ensures that useful advice is available on the Council website and through Cardiff Business Council to support small businesses who are considering an appeal to the Valuation Office Agency (Ty Rhodfa, Ty Glas Road, Llanishen, Cardiff CF14 5GR. Tel: 03000 505505) if they believe that the rateable value of their premises is assessed at too high a rate. (Supported by Key Finding 13)

Response: This recommendation is accepted

The City of Cardiff Council website now has a specific business rates section that includes a page entitled 'What if I feel my rateable value is wrong?' This page provides a link to the Valuation Office for those businesses who feel that their rateable value is too high. See also the response to Recommendation 9.

R11. When the trade of a small business or group of small businesses is affected by nearby development works, the Cabinet takes advantage of its powers through Discretionary Small Business Rate Relief. (Supported by Key Finding 11)

Response: This recommendation is accepted

The City of Cardiff Council has already begun working with small businesses in areas where significant development is expected to take place. In particular the Council has recently launched a Discretionary Small Business Rate Relief scheme for the Dumballs Road area of the city.

Contact Systems

R12. Addresses concerns expressed by small businesses about the difficulty of gaining timely advice from Council officers over a range of inquiry areas including grants, business development and operational issues – either through a centralised contact service, through Cardiff Business Council, through a Council service area or through another effective mechanism.(Supported by Key Finding 12)

Response: This recommendation is partially accepted

The City of Cardiff Council has revised its website to provide more streamlined support and signposting for businesses. However, much of the support is provided nationally, and it is anticipated that the new European Funding Programmes are likely to influence future provision of business support, from advice through to grant and loan funding, and it is considered prudent to get a better understanding of what national provision will be available before overhauling the methods of contacting business support in Cardiff Council. The Council currently provides a single e-mail point of contact using the businessadvice@cardiff.gov.uk address, and C2C are briefed on main contacts within Economic Development. Given current resources and pressures on funding providing an increased level of service provision will also prove difficult. This issue is also reinforced by the fact that funding for the Council's own business support scheme, Capital Cardiff, has been withdrawn, leaving the Council with very little in terms of financial support for small businesses.

Officers will continue to look at and revise the Council website in line with this recommendation in partnership with key stakeholders and service providers in the city.

City Centre

R13. Considers the feasibility of introducing to Cardiff a scheme similar to the Bristol Pound. (Supported by Key Finding 14, bullet point 1)

Response: This recommendation is partially accepted

The Council is aware of the potential opportunity of a loyalty based scheme for businesses in the city and will work with the Cardiff Business Council to explore opportunities for introducing such a scheme.

R14. Recognising the unique contribution to Cardiff's retail offer made by its Edwardian arcades, considers improvements to signposting and way finding from key transport nodes, and how to better profile and encourage footfall through the arcades via Council publications, electronic and social media communications activity. (Supported by Key Finding 14, bullet point 3)

Response: This recommendation is accepted

The Council fully agrees that the arcades in the city centre are a unique asset and shopping experience. The Council will seek to improve the promotion of the arcades and wayfinding through the range of communication channels currently used by the Council. The Council is also seeking to take forward a Business Improvement District proposal which will include allocating funding for improved marketing and promotion of the city centre.

R15. Consider developing more than one Business Improvement District in Cardiff, to spread the benefits evenly across Cardiff's business sectors and neighbourhoods. (Supported by Key Finding 14, bullet point 6)

Response: This recommendation is partially accepted

With regard to the introduction of Business Improvement District proposals in Cardiff, our recent bid for Welsh Government funding was unfortunately unsuccessful. This funding would have enabled the Council to commission consultants to begin the process, and lead us to the point of a ballot following an extensive consultation process. The Council is, however, currently in the process of seeking 'invest to save' funding to help support the development of a Business Improvement District.

The intention is to focus initial activities on the city-centre as this is where the scheme will potentially have the biggest impact and generate a significant budget. If this is successful, the intention would be to look at other key retail centres in neighbourhoods, using the city centre success as a showcase to galvanise support. However, experience from other cities suggests that detailed modelling would be required to support BIDs in neighbourhoods to ensure that revenue raised will produce a significant surplus once administration costs are taken into account. A potential means of mitigating administrative costs in neighbourhoods would be to manage all future BIDs through a single administrative structure which would include the city centre.

R16. Is ready to consider additional findings likely to emerge from Committee's Spring 2014 Inquiry into Cardiff Market and Arcades. (Supported by Key Finding 14, bullet points 3 and 4)

The final report has been submitted to this Cabinet meeting and a response will be considered in due course following consideration of the final report.

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INFORMATION REPORT:

CABINET RESPONSE TO THE REPORT BY THE ECONOMY & CULTURE SCRUTINY INQUIRY – HIGHER EDUCATION INNOVATION IN CARDIFF

Purpose of report

1. To update Members on the Cabinet response to the Scrutiny inquiry 'Higher Education Innovation in Cardiff'. This inquiry was completed as a short scrutiny exercise undertaken at the Economy & Culture Scrutiny Committee's July 2013 and September 2013 meetings.

Background

2. As a part of the Economy and Culture Scrutiny Committee work programme for 2012-13, the Committee agreed to consider Higher Education Innovation in Cardiff. The scope of the scrutiny was to provide an overview of innovation in the context of higher education institutions and to identify the role the Council can play in supporting higher education institutions.
3. The following terms of reference were used as the basis for this short scrutiny exercise:

The short scrutiny will look at Innovation in general and will examine:

- What is innovation and what role do Higher Education Establishments play?
- The benefits for Cardiff that can emerge from innovation supported by Higher Education Establishments
- The policy context surrounding innovation in Wales

- The Councils current levels of support for / and partnership arrangements with Higher Education Establishments in Council
 - The appropriateness of these levels of support
 - Whether there is scope to improve and expand support for Higher Education Innovation
 - Examples of good practice from relevant local authorities and universities.
4. This short scrutiny exercise was part of a suite of work focussing on the economic regeneration of Cardiff undertaken by Committee to assess the emerging needs of the city's new businesses, also including reports on **Small Business** (Spring 2014) and **Cardiff Central Market and Historic Arcades** (Spring 2014).
5. Members received evidence from Councillor Goodway, the then Cabinet Member - Finance, Business and the Local Economy and a range of Council officers. Evidence was also received from representatives of the four major higher education institutions in Cardiff, Manchester City Council, and representatives of innovative companies that originated from ideas and research in Cardiff based Universities.
6. The report for this short scrutiny exercise was taken to the Cabinet meeting held on 16 January 2014. The full report can be found at: https://formerly.cardiff.gov.uk/objview.asp?object_id=27903

Cabinet Response to Recommendations

7. A full copy of the Cabinet paper, outlining the recommendations made and the Cabinet response to each, is attached at **Appendix A**.
8. Overall, the Committee made fifteen recommendations to the Cabinet. The Cabinet response shows that:
- Nine of the recommendations are accepted – R1, R2, R3, R9, R10, R12, R13, R14, R15

- Six of the recommendations are partially accepted – R4, R5, R6, R7, R8, R11

9. It should be noted that the responses take into account the fact that the City of Cardiff Council is just one partner involved in the wider innovation eco-system for the city. The lead organisation in delivering many of the recommendations would be the Welsh Government and higher education.

Legal Implications

10. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

11. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with

recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

Recommendation

12. The Committee is recommended to receive the Cabinet response and agree the way forward for receiving progress reports on the work required in response to the recommendations in the report.

MARIE ROSENTHAL

County Clerk and Monitoring Officer

2 January 2014

The following Appendices are attached:

Appendix A: Cabinet Response to the Report by the Economy and Culture Scrutiny Committee entitled "Higher Education Innovation in Cardiff" – 11 December 2014

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



CABINET MEETING: 11 DECEMBER 2014

**CABINET RESPONSE TO THE REPORT BY THE ECONOMY
AND CULTURE SCRUTINY COMMITTEE ENTITLED “HIGHER
EDUCATION INNOVATION IN CARDIFF”**

**REPORT OF DIRECTOR OF ECONOMIC DEVELOPMENT
AGENDA ITEM:3**

PORTFOLIO: LEADER (ECONOMIC DEVELOPMENT & PARTNERSHIPS)

Reason for this Report

1. To respond to a report published by the Economy and Culture Scrutiny Committee in November 2013 entitled “Higher Education Innovation in Cardiff”.

Background

2. As a part of the Economy and Culture Scrutiny Committee work programme for 2012-13, the Committee agreed to consider Higher Education Innovation. The scope of the scrutiny was to provide an overview of innovation in the context of higher education institutions and to identify the role the Council can play in supporting higher education institutions.
3. The following issues were examined for this short scrutiny exercise:
 - What is innovation and what role do Higher Education Establishments play?
 - The benefits for Cardiff that can emerge from innovation supported by Higher Education Establishments
 - The policy context surrounding innovation in Wales
 - The Councils current levels of support for / and partnership arrangements with Higher Education Establishments in Council
 - The appropriateness of these levels of support
 - Whether there is scope to improve and expand support for Higher Education Innovation
 - Examples of good practice from relevant local authorities and universities.

Issues

4. The report recognised the important role that higher education institutions play in supporting the local economy, and the interactions that exist between higher education, business and the public sector in promoting and supporting innovation in the city's higher education sector.
5. The report also recognised the work undertaken by partners in the sector to promote and support innovation in the Higher Education sector in the city.
6. The report makes 15 recommendations and all have been accepted or partially accepted. Full details of the recommendations and response are contained in appendix 1.

Reason for Recommendations

7. To enable the Cabinet to respond to the report published by the Economy and Culture Scrutiny Committee.

Financial Implications

8. Any relevant financial implications will be identified and considered as part of the work to progress the responses to the recommendations that are accepted.

Legal Implications

9. Any relevant legal implications will be identified and considered as part of the work to progress the responses to the recommendations that are accepted.

RECOMMENDATIONS

Cabinet is recommended to agree to the response to the recommendations as set out in Appendix A.

NEIL HANRATTY

Director

5 December 2014

The following appendices are attached:

Appendix A: Cabinet Response to the Report by the Economy and Culture Scrutiny Committee into "Higher Education Innovation in Cardiff"

The following background papers have been taken into account

A Report of the Economy & Culture Scrutiny Committee Higher Education Innovation in Cardiff November 2013

Cabinet Response to the Report by the Economy and Culture Scrutiny Committee into “Higher Education Innovation in Cardiff”

Cabinet welcomes the findings of the Economy and Culture Scrutiny report into Higher Education Innovation in Cardiff. A response to each of the recommendations is set out below. It should be noted that the responses will need to take into account the fact that the City of Cardiff Council is just one partner involved in the wider innovation eco-system for the city. The lead organisation in delivering many of the recommendations would be the Welsh Government and higher education. Allied to the context of current resource constraints, and reducing resources projected for the next three years there will inevitably be a commensurate reduction in overall levels of service delivery. Subsequently a result services provided will need to become more focussed and targeted on those areas that can have the greatest impact in terms of supporting innovation.

R1. The Cabinet ensures that the Council continues to improve its relationships with the Universities in the city, particularly by undertaking joint forward planning and sharing ‘masterplans’, ensuring the visions of the Council and Universities in Cardiff are aligned. Supported by Key Finding 6

Response: This recommendation is accepted

Officers will work closely with the city’s universities to ensuring that developments across the city are co-ordinated. In particular officers are working with our city’s higher education institutions in order to maximise the impact of current investment into incubation facilities, to remove duplication in provision, and to ensure that strategic projects are undertaken together. Such an example is the work currently taking place regarding Cardiff University’s Innovation Campus.

R2. The Cabinet ensures that the Council continues its commitment to the SPIDER project by supporting officers to participate in the training programmes developed as a result. Supported by Key Finding 5

Response: This recommendation is accepted

Officers will continue to work with Cardiff Metropolitan University to deliver the outputs of the SPIDER project. Through SPIDER, Cardiff Metropolitan University has developed training for public service staff on service design which is available for City of Cardiff Council staff for free. Cardiff Metropolitan University are also running a series of lunchtime seminars on topics relating to service design for Cardiff staff.

R3. The Cabinet ensures that Cardiff continues to advance as an attractive place to work and locate a business by improving transport links, housing standards, the city environment and raising the city profile. Supported by Key Finding 12

Response: This recommendation is accepted

This will be a focus of the development of the city, best described by the vision for the city to become Europe's most liveable capital city. As part of this we hosted an event in October called the 'Cardiff Convention' that brought together international experts to look at best practice from across the globe. The event included experts from various fields participating, from how we use our city's spaces, transport experts, those with knowledge of implementing sustainable city projects, to branding specialists. A report of this event is being produced that will be used to inform future strategy and actions.

Cardiff is also participating in a transnational co-operation project with the Conference of Atlantic Arc Cities, Dublin, Faro, La Rochelle, Liverpool and San Sebastián. The project is called AT Brand, and aims to engage communities in participating cities in understanding what makes their cities great – and how our communities think we should promote ourselves. In Cardiff the project was launched on the 31st July, and is also being undertaken in partnership with Media Wales who will use their media platform as a way of communicating the project.

The Cardiff Business Council has also begun to work with partners and members to promote the city as a place for business to locate.

R4. The Cabinet ensures that the Council continues to provide financial support to innovative start-ups in the city, and is willing to take risks in supporting businesses and trialling their products or services. Supported by Key Findings 14 and 20

Response: This recommendation is partially accepted

This view is accepted, however funding constraints mean that we are no longer currently providing any significant levels of financial support for start-ups in the city. Officers are exploring ways of identifying external funds to support this, but given the current funding squeeze faced by local authorities and public services across Wales this will not be an easy task. It is hoped that the next round of European Funding will provide some support for these activities, but this will nonetheless be restricted to those activities eligible for funding.

Procurement law will clearly create some obstacles for local government in trialling new products, and we also need to be aware of risks in using Council resources in risky ventures where the financial rewards would accrue to private

businesses rather than the City of Cardiff Council. Nonetheless, we do understand the impact that innovative, high value added business can provide to the city, and will be promoting other means of supporting innovation in business, such as Horizon 2020. Horizon 2020 is the EU Research and Innovation programme, with around €80 billion of funding available from 2014 to 2020. Aimed at securing Europe's global competitiveness, Horizon 2020's aim is to remove barriers to innovation and make it easier for the public and private sectors to work together in delivering innovation.

The Capital Cardiff fund, whilst restricted in terms of resources, also provides equity support for those businesses who may offer significant growth potential. As outlined above, officers are looking at identifying potential sources of funding to continue to deliver this.

R5. The Cabinet ensures that the Council continues its support of incubation space in the city and looks to promote these more widely, to all Cardiff based universities and their relevant graduates. The Council should explore the opportunity of developing further incubation space with Cardiff Metropolitan University (Centre for Product Design & Development Research) and University of South Wales (ATRiuM). Supported by Key Findings 16 and 17

Response: This recommendation is partially accepted

The City of Cardiff Council is working closely with higher education in the city to develop and promote incubation facilities. This needs to be undertaken, and in many cases led, with partners to ensure that the best possible space is provided, with the best possible support with a level of resource commensurate with the requirements of the developments taking place. Support will also be entirely privately led too, examples in the city centre including Founders Hub that is providing space for small and innovative businesses primarily focussing on creative and digital enterprises. It is important that the Council's role here is to support an innovative environment and not necessarily to lead on the development of incubation and innovation facilities.

With regard to work currently underway, we are in discussions with Cardiff University and Welsh Government about developments around CBTC and the Cardiff Medicentre with a view of improving current incubation facilities, and providing resources for investment in new facilities. We continue to work with all partners in the city to explore options for the development of incubation facilities across a range of key sectors.

***R6. The Cabinet ensures that the Council continues to develop plans with the Welsh Government to provide office space for innovative companies who are looking to move on from incubators, such as a science park.
Supported by Key Findings 17, 18 and 19***

Response: This recommendation is partially accepted

As above, the City of Cardiff Council is working closely with both public and private sector partners to support future development of incubation facilities and follow-on space in Cardiff and the city-region. This role can take many forms, such as supporting funding bids, or facilitating partnerships. It is important to note that this will not necessarily mean that the City of Cardiff Council will always have direct involvement in delivery. In many cases the Welsh Government and the higher education institutions will be the lead organisation. This will also require working with UK Government and the EU to support investment. This also includes supporting the development of facilities throughout the city-region, such as the Innovation Centre for Enterprise in Caerphilly. As highlighted above, it is important to note that the private sector may also be the lead body in taking forward developments.

Current developments include working with the Welsh Government to develop new office accommodation for innovative businesses, such as Capital Quarter and the new Life Sciences Hub Wales.

R7. The Cabinet encourages the Cardiff Business Council (CBC) to provide support and advice to innovative start-up companies and entrepreneurs, and ensures that all businesses in Cardiff are aware of the CBC. Supported by Key Finding 24

Response: This recommendation is partially accepted

It is important to note that the Cardiff Business Council is not a business support or advice organisation, rather it is a business-led organisation set up to grow Cardiff's private sector by marketing and promoting the Cardiff Capital Region. Cardiff Business Council also acts as the primary link between the City of Cardiff Council and the local business community, be they inward investors or indigenous businesses.

It is, however, recognised that start-up and small businesses need to be a central part of the Cardiff Business Council, and subsequently it has recently welcomed representatives of smaller businesses to the board. Through engaging with a wider group of partners the Cardiff Business Council aims to share information and signpost businesses to support, supporting the development of a wider business to business network.

R8. The Cabinet ensures that the Council looks to support universities in hosting global events in the city, and uses them as opportunities to further promote Cardiff to businesses and entrepreneurs. The Council should have a strategy in place and information available to sell the city to a global audience. Supported by Key Finding 11

Response: This recommendation is partially accepted

Whilst this is seen as an important role for the Council, it must also be recognised that there is a greater role for other organisations such as the Welsh Government.

The Council Economic Development team does currently work with conferences teams within the city's universities to promote Cardiff as a location for academic events. In addition, through the Cardiff Business Council we will also promote the ability of the city's universities to host major events and conferences, notably there is a presence of all the city's universities on the Cardiff Business Council board.

In terms of our strategy to promote Cardiff to a global audience, we have been active in attending events such as MIPIM in Cannes, one of the world's largest property development conventions. In addition higher education partners are also working to promote the city's potential as place to host global events, including a presence of Cardiff Metropolitan University in Beijing.

Furthermore Cardiff Council has also recently joined Eurocities, and will work with the network to attract and promote events in the city.

R9. The Cabinet ensures that the Council looks to learn lessons from leading British regions, such as Manchester and Oxfordshire, in terms of innovative business and entrepreneurial presence, ensuring Council officers are in active engagement with counterparts in these leading regions. Supported by Key Finding 26 and 27

Response: This recommendation is accepted

This is an area where it is accepted that greater collaboration and working with other areas is of significant benefit to Cardiff. However, the current approach is to learn from cities and city-regions rather than regions, and it is for this reason that we have joined the Core Cities network. The City of Cardiff Council has also recently joined the Eurocities network, which is Europe's biggest network of cities. We will also continue to work closely with the Welsh and UK Governments.

R10. The Cabinet ensures that all the advice and support available to new businesses in the city is pulled together and catalogued, regardless of who may provide this support. This should include the development of clear guidance and advice for businesses on where the responsibility of the Council, Welsh Government and other organisations such as Finance Wales lies. Supported by Key Finding 23, 24 and 25

Response: This recommendation is accepted

The City of Cardiff Council has revised its website to provide more streamlined support and signposting for businesses. However, much of the support is provided nationally, and it is anticipated that the new European Funding Programmes are likely to influence future provision of business support, from advice through to grant and loan funding, and it is considered prudent to get a better understanding of what national provision will be available ahead of any radical changes in communication. The Council currently provides a single e-mail point of contact using the businessadvice@cardiff.gov.uk address, and C2C are briefed on main contacts within Economic Development. Officers will continue to look at and revise the Council website in line with this recommendation in partnership with key stakeholders and service providers in the city.

R11. The Cabinet ensures that a community of Cardiff based entrepreneurs is developed, through the formalising of networks that exist within the city, the promotion of businesses through local press and the press of partners, and through Cardiff Business Council. Supported by Key Finding 22

Response: This recommendation is partly accepted

The City of Cardiff Council is committed to supporting the development of business networks in the city, and promoting the role of business in local press. For example, we have supported the development of the Cardiff Start network of technology entrepreneurs in the city, and subsequently have seen Cardiff become a member of the UK Tech City Cluster Alliance. The role of business across sectors has also been supported through local activities, such as our support of the annual Small Business Saturday event that takes place in December.

R12. The Cabinet ensures that the Council further develops the promotion of the services and advice it has available, making contact with businesses and ensuring that the Council is embedded as a

place to provide support to businesses in the city. Supported by Key Finding 25

Response: This recommendation is accepted

The City of Cardiff Council is pro-active in its support of business and seeks to maintain its position as a first point of contact for business. However, the role now needs to extend into a facilitation role as well as delivery in order to maximise the support we can provide for businesses in Cardiff given current funding constraints.

R13. The Cabinet ensures that the Council's Economic Development Directorate develops a reporting mechanism that evidences the Council's support of innovative start-ups and entrepreneurs. This information may include; businesses that have received financial support and investment; the progress and performance of companies that have been invested in; any stakes/shares the Council owns in companies; interactions between entrepreneurs and the Council; companies using council incubator space. Supported by Key Finding 16

Response: This recommendation is accepted

The City of Cardiff Council already has in place a Customer Relationship Management database for current interactions with business. This includes information on the type of business interactions, the sector and area the businesses are working in, the support being provided (both by the City of Cardiff and partners) and the expected level of job creation from the business.

However, in the future this will be embedded within wider work that is taking place to improve the Council's overall CRM capabilities. This will aim to ensure that all interactions with businesses are monitored, rather than just those between the Economic Development function and businesses. There will be some restrictions in data that is available from some businesses, for example, monitoring certain financial progress of a company if they have not given permission for data to be used, or it is not publically available.

R14. The Cabinet ensures that the Council works with each university in the city to develop community engagement strategies, with a view to increasing the number of community based projects, apprenticeships and school based projects undertaken by universities and their students. Supported by Key Finding 10

Response: This recommendation is accepted

The City of Cardiff Council is working with higher education in the city to develop partnerships in developing and delivering projects. For example, the Wales Economic Research Unit has recently completed a draft report looking at employer engagement with those not in education, employment or training. The City of Cardiff Council will work with higher education to develop these activities further. It should also be noted that Cardiff University have recently launched a number of community engagement projects, which Council officers are also participating in.

R15. The Cabinet accepts these recommendations and in its response, identifies an action plan, including timescales, for the implementations of the accepted recommendations.

Response: This recommendation is accepted

The City of Cardiff Council accepts, or partially accepts all of the recommendations, which will be address (or have been addressed) as outlined above. However, where appropriate the recommendations will be built into future business planning processes rather than developing a new action plan.

CORRESPONDENCE – INFORMATION REPORT

Background

1. Following Committee meetings, the Chair writes a letter to the relevant Cabinet Member or senior officer, summing up the Committee's comments, concerns and recommendations regarding the issues considered during that meeting. The letter usually asks for a response from the Cabinet Member to any recommendations made and sometimes requests further information.

Issues

2. A copy of the Correspondence Monitoring Sheet detailing the Committee's correspondence and those responses received is attached at **Appendix A**. This document outlines the key points raised within recent Chair's letters and a summary of any replies submitted to the Committee. Also attached to this report are full copies of recent correspondence.

Committee Meeting Correspondence

2 October 2014 meeting

3. A response to the letter sent following the October Committee meeting was received from the Leader on 26 November 2014. This is attached at **Appendix B**. The response addressed the issues raised following items on Cardiff Business Council, Economic Development Q1 Performance, and an Economic Development Team update. The minutes of the Public

Meeting on the Coal Exchange referenced in this letter can be found at **Appendix B2**.

6 November 2014 meeting

4. At this meeting the Committee considered the following items, with letters written to the relevant Cabinet Members:
 - Cardiff Film Unit – Leader, Cllr Bale (**Appendix C1**)
 - Chaper Art Centre – Cllr Bradbury, Cabinet Member xyz (**Appendix D1**)
 - Parks and Green Spaces Strategic Framework – Cllr Derbyshire, Cabinet Member – Environment (**Appendix E**)
5. Replies have been received from Cllr Bale (**Appendix C2**), Cllr Bradbury (**Appendix D2**).

4 December 2014 meeting

6. At this meeting the Committee considered the following items, with letters written to the relevant Cabinet Members:
 - Welsh Public Library Standards Annual Report 2013/14 – Cllr Bradbury, Cabinet Member: Community Development, Co-operatives & Social Enterprise (**Appendix F**)
 - Future Provision of Libraries Services in Cardiff – Cllr Bradbury, Cabinet Member: Community Development, Co-operatives & Social Enterprise (**see Appendix F**)
 - Q2 Performance, Sport, Leisure & Culture – Cllr Bradbury, Cabinet Member: Community Development, Co-operatives & Social Enterprise (**Appendix G**)
 - Q2 Performance, Economic Development – Leader, Cllr Bale (**Appendix H**).
7. A letter was also written to the Chair of the Policy Review and Performance Scrutiny Committee, Cllr Howells, in relation to Facilities

Management issues raised during the Q2 Performance, Sport, Leisure & Culture item. This is attached at **Appendix I**.

Task & Finish Inquiry Letters

8. The nature of recent task and finish activity by this Committee has meant that recommendations and comments have been submitted in a letter to the relevant Cabinet member, rather than via a formal report as is standard practice with more comprehensive task and finish inquiries.
9. On 19 November 2014 a meeting of the Alternative Delivery Models for Leisure & Cultural Venues was held. The letter written to Cllr Bradbury, Cabinet Member: Community Development, Co-operatives & Social Enterprise is attached at **Appendix J1**, and the subsequent response at **Appendix J2**.
10. Two meetings of a joint task and finish inquiry undertaken with Members of the Environmental Scrutiny Committee have taken place, looking at Cardiff Central Transport Hub. The letter written to Cllr Ramesh Patel, Cabinet Member: Transport, Planning and Sustainability following a meeting on 28 November 2014 is attached at **Appendix K1**, with the subsequent response at **Appendix K2**. A letter was also written following a meeting on 12 December 2014, which is attached at **Appendix L**.

Legal Implications

11. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any

procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

12. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

Recommendation

13. The Committee is recommended to note the content of the letters attached to this report and decide whether it wishes to take any further actions, or request any further information.

MARIE ROSENTHAL

County Clerk and Monitoring Officer

2 January 2014

Committee date	Recipient & Committee item	Comments/information requested	Response date	Response	Further Actions
3 JULY 2014	Leader Next Steps on Central Square	<p>Committee:</p> <ul style="list-style-type: none"> - stressed challenge of providing useful advice on a matter coming to Cabinet without having been provided the benefit of a written report - highlighted risk of providing feedback on a verbal presentation is of providing superficial scrutiny of a complex matter, or of being subsequently perceived to have failed in the task of holding decision makers to account - are reassured that you wish to closely engage scrutiny in the bus interchange discussions soon after the summer recess, and on an ongoing basis - request information on the process that will be developed to monitor the medium to long term economic impact of this project on Cardiff's economy, and in particular how the real and sustainable long term positive impact on employment will be monitored? - are comforted to know that officers are already thinking of the issues relating to difficulties in accessing information about bus route changes when stopping and boarding locations were moved out of the bus station. The Committee will monitor this through future scrutiny - are interested to discuss views on the future of the bottom end of St Mary Street and its current concentration of licenced establishments 	13 OCT 2014	<ul style="list-style-type: none"> - the response stated the Cabinet members and officers will work to bring reports to Committee as soon as possible, but highlighted it is important to work closely with Scrutiny to share progress even when it may not be possible to produce full written reports. - stated that the Council will record both the number of jobs created within the development and the number of jobs supported through the work of the Council as part of usual performance monitoring, the number of jobs created through the construction phase will also be monitored. - stated that Central square development will not only create jobs on the site itself but also raised the overall competitiveness of the city and trigger further investment - officers will be undertaking work with stakeholders to develop plans for the period of temporary bus station measures, the area will remain accessible for individuals heading to and from the railway station - substantial work will underpin the development of a new transport hub, taking into account best practice from around the globe and undertaking analysis of the impact on bus and car movement. 	Transport Hub inquiry will explore this further.
2 OCT 2014	Leader Cardiff Business Council	<p>Committee:</p> <ul style="list-style-type: none"> - note that good progress has been made towards achieving the key priorities for Year 1. The Committee look forward to receiving future updates on the achievement of the 1000 membership target - recognise the important role the inaugural board of the Business Council has played but look forward to the Membership of the Board being refreshed via an election process - was keen to stress that the Council must be mindful in sharing risks and must be open to pushing ahead with projects at the pace of change expected within the private sector - were interested to hear the view that there is room in the market for two convention centres in South Wales and wishes to receive evidence that supports this point of view which is being used to inform the decision to proceed with a convention centre in Cardiff. 	26 NOV 2014	<ul style="list-style-type: none"> - Intention for Business Council elections to be held in Spring 2016 - Aim for a representative board with the following structure: 2 City of Cardiff representatives, 5 investor partners elected by Business Council Members, 3 members co-opted by City of Cardiff Council, 2 elected members - gave evidence that shows there is room for two convention centres in South Wales 	
2 OCT 2014	Leader Economic Development Q1 Performance	<p>Committee:</p> <ul style="list-style-type: none"> - feels the Council must press ahead with the implementation of a Business Improvement District in Cardiff. - are pleased to note that the Council is increasingly using informal networks to identify opportunities to promote the city. This is an area the Council could benefit from increased assistance from Cardiff Business Council, given its aspirations to engage with all businesses in Cardiff. - pleased to hear the aspirations for the Economic Development Team to be self funding. Recognise the efforts that have been made to identify additional income streams to balance overspend in the budget, but question whether this approach to addressing budget overspend is sustainable in the longer term. - The Committee wishes to be kept informed of developments with regards to the Coal Exchange. Such historic buildings are resources of Welsh national significance, and as such the burden of maintaining these buildings should not fall solely upon the City of Cardiff Council. - pleased to hear that links are being built between Economic Development and the education sector in Cardiff. Of particular interest are the efforts that are being made to produce 'job sheets' for distribution in schools informing young people on the key sectors of employment in Cardiff - emphasised that it feels Economic Development is not a discretionary service in respect of the Council's agenda for addressing individuals not in employment, education or training and therefore should be expected, if not required, to contribute to this agenda. - would welcome information from Neil Harratty on the implications for the relocation of the bus station should the Traffic Commissioner wish to raise concerns 	26 NOV 2014	<ul style="list-style-type: none"> - given WG funding has not been secured for BID, the Council will now look to progress it with city partners - Coal exchange has transferred to the crown. Notes of a meeting with MP South Cardiff and Penarth included as appendix 	NH to provide requested information relating to bus station
2 OCT 2014	Leader Economic Development Team	<p>Committee:</p> <ul style="list-style-type: none"> - encouraged to hear about the positive performance of Cardiff across the range of indicators in respect of economic development - request the following additional figures: <ul style="list-style-type: none"> - Alternative measures of employment in Cardiff, namely the LLO Labor Force Survey figures. - The change in employment levels in the private sector vs public sector in Cardiff. - The average earnings in Cardiff, including breakdown across industrial sectors. - recommends the development of a robust policy that will help inform decisions made by the Council in relation to vacant office spaces in the city. - welcome the ideas put forward by the Leader in relation to targeting international markets, NGOs and consulates for occupancy in this type of office accommodation, and would be interested in receiving more information on this. - hopes to see future updates of this kind linking back to the Economic Development Team's key performance indicators and the achievement of the objectives contained within the Corporate Plan. 	26 NOV 2014	<ul style="list-style-type: none"> - requested employment statistics provided 	
2 OCT 2014	Leader Economic Development Team	<p>Committee:</p> <ul style="list-style-type: none"> - encouraged to hear about the positive performance of Cardiff across the range of indicators in respect of economic development - request the following additional figures: <ul style="list-style-type: none"> - Alternative measures of employment in Cardiff, namely the LLO Labor Force Survey figures. - The change in employment levels in the private sector vs public sector in Cardiff. - The average earnings in Cardiff, including breakdown across industrial sectors. - recommends the development of a robust policy that will help inform decisions made by the Council in relation to vacant office spaces in the city. - welcome the ideas put forward by the Leader in relation to targeting international markets, NGOs and consulates for occupancy in this type of office accommodation, and would be interested in receiving more information on this. - hopes to see future updates of this kind linking back to the Economic Development Team's key performance indicators and the achievement of the objectives contained within the Corporate Plan. 	27 NOV 2014	<ul style="list-style-type: none"> - requested employment statistics provided 	

Committee date	Recipient & Committee item	Comments/information requested	Response date	Response	Further Actions
6 NOV 2014	Leader Cardiff Film Unit	<p>Committee:</p> <ul style="list-style-type: none"> - recognise the need for the Unit and value the work that is undertaken through it. - support the recommendation being put to the Cabinet to continue to provide a Cardiff Film Unit, moving towards a model that is aligned with overall levels of income that reflect annual forecasts of expected income. - would of liked Economic Impact Assessment to have been undertaken - is concerned Corporate Initiatives budget is fully committed, having written to numerous Cabinet members on this issue - is concerned that some areas of the Council bypass the Film Unit, and would like this practice addressed 	16 DEC 2014	<ul style="list-style-type: none"> - the economic impact of the Film Unit is why it continues to be supported, however to fully undertake an assessment would be resource intensive and not considered a prudent use of money - the Film Unit is not considered an appropriate use of Corporate Initiatives money as it is intended to be an ongoing service, rather than a one off or discrete project - officers are looking to address areas of the Council bypassing the Film Unit 	
6 NOV 2014	Cllr Bradbury Chapter Arts Centre	<p>Committee:</p> <ul style="list-style-type: none"> - support the recommendations to issue a new lease of 125 years with peppercorn rent to Chapter Arts Centre. - is pleased significant work has gone into proposal, including economic impact assessment - is pleased partnership clearly exists between Council and Chapter - raised issue regarding risk with the lease, where Chapter will have responsibility for repairs and maintenance despite having no contingency in their budget should they require it. 	17 NOV 2014	<ul style="list-style-type: none"> - Cabinet paper updated to include risk relating to full repair and maintenance lease 	
6 NOV 2014	Cllr Derbyshire Parks & Green spaces Strategic Framework	<p>Committee:</p> <ul style="list-style-type: none"> - requested the methodology for Quality Value Assessments of land - hope Members will be involved in any decisions on land disposal - feels the strategic framework must clearly set out where other directorates will be worked with - would not support a move toward alternative delivery models for parks and green spaces 			
19 NOV 2014	Cllr Bradbury ADM Leisure & Cultural Venues T&F	<p>Members:</p> <ul style="list-style-type: none"> - were pleased previous comments had been taken on board - felt officers have worked hard to build a vision for the future of leisure and cultural venues in Cardiff - are pleased the tender process allows scope for innovation from the market, and also provides opportunities for SME's to bid for facilities - are pleased that retaining the inhouse service remains an option, should it prove competitive - would regard working with a partner organisation driven by social goals (such as a trust, charity or social enterprise) as our preferred option 	1 DEC 2014	<ul style="list-style-type: none"> - All of comments made have been taken on board - Role and commitment of Scrutiny in this project has been 'first class' and much appreciated by Cabinet member 	
4 DEC 2014	Leader Q2 Performance - Economic Development	<p>Committee:</p> <ul style="list-style-type: none"> - welcomed the performance in relation to responding to Member Enquiries, with only 38% of enquiries responded to on time - question why the performance indicator in relation to the amount of grant aid and private sector finance attracted by companies assisted by the Council is not rated 'red' rather than 'amber' as there is acceptance it will not be achieved. 			
4 DEC 2014	Cllr Bradbury Welsh Public Library Standards	<p>Committee:</p> <ul style="list-style-type: none"> - expressed their congratulations for the Council's achievements against the Welsh Public Library Standards this year. Committee is pleased that Cardiff has achieved above the Welsh average for 2013/14, and that the Council has increased the number of Standards met for each year of the fourth quality framework of Welsh Public Library Standards. - would like clarification around the contribution of Community Libraries towards the achievement and evaluation of the Welsh Public Library Standards. The Committee recommends that this issue is formally raised with the Minister, and feels strongly that all Library provision supported by the Local Authority, even if the building is maintained by an external organisation, should contribute toward the achievement of the Welsh Public Library Standards in Cardiff. 			
4 DEC 2014	Cllr Bradbury Future Provision of Library Services	<ul style="list-style-type: none"> - welcomes the fact that this has been undertaken at an early stage, allowing for public consultation to take place, and publishing an options paper on line to Council's website - is pleased that the Council is looking at options for closing Central Library, not being considered, and would be interested in receiving evidence of Cymal's viewpoint on the closure of Central Library to sustain seven community libraries, and also Cymal's point of view on the proposed future options as a whole - requested the research that has been undertaken into the approaches taken in other local authorities across the United Kingdom - are not convinced that a clear strategy is yet in place to attract community and commercial interest further than publishing a toolkit on the Council's website - question whether enough thought has been put into the tender processes required, should a commercial option be sought - would be interested to know what support services have been explored for Community groups or trusts, and recommend a system similar to that of the Governor Support Service available for school governors be considered. - has strong reservations about the Council looking to charging the public to use Libraries - would be interested to know what plans are in place to upskill existing staff to enable them to undertake these new roles and new ways of working. - request that information on the plans to promote and push the e-book and e-zine service are sent to the Committee, as Members question whether the public are aware that Council libraries offer this service. - request that the results of the consultation exercise, interpretation of the figures, and information on commercial and community groups that have come forward in relation to the various branch libraries is provided for the Committee's consideration. 			
4 DEC 2014	Cllr Bradbury CARL (Community Action for Rumney Library)	<p>Committee:</p> <ul style="list-style-type: none"> - is concerned to hear of class instructors being turned away from Rumney Library and being informed to look for alternative venues to hold their class, as the facility will be closing. Committee worries that these actions make it appear that a decision on the Library has already been predetermined, and could jeopardise the public perception of the consultation period. Committee also fears that, should a decision be reached to keep Rumney Library open, the Council could have driven away potential sources of income, which will be vital to the future sustainability of such a facility. 			
4 DEC 2014	Cllr Bradbury Q2 Performance - Sport, Leisure & Culture	<p>Committee:</p> <ul style="list-style-type: none"> - were pleased to hear about the high profile events that have been supported by the directorate in the past few months - were also pleased to note that there have been improvements in the number of Member Inquiries responded to on time and a 19% reduction in complaints to the directorate. - are concerned that Sickness Absence is rising and that the level of sickness absence in this directorate is one of the highest in the Council. The Committee will explore this further in Q3. - reiterated the point made at the meeting that Councillors should be kept informed when in-year mitigating actions are taken to respond to financial or service delivery pressures. 			

Committee date	Recipient & Committee item	Comments/information requested	Response date	Response	Further Actions
4 DEC 2014	Ollr Howels Facilities Management Issues	Facilities Management has been raised a number of times in recent months as creating issues for other service areas performance. Committee requests that these issues are explored by PRAP when next scrutinising Facilities Management.			
1 DEC 2014	Ollr Patel Cardiff Central Transport Hub 1 Joint T&F	<p>Members:</p> <ul style="list-style-type: none"> - feel strongly that the decisions on the bus station are of utmost importance to the city, and should be given the appropriate status by the Cabinet - request that further analysis is done by extracting and analysing responses from individuals who do not live in the city - welcome assurances that information on the range of stakeholders involved in informing the Cabinet decision, the viability of both proposed locations for the new bus station, and the impact the changes will have on journeys/times in the city, will be included in the Cabinet report 	12 DEC 2014	<ul style="list-style-type: none"> - To say that the survey was not targeted to people outside Cardiff is incorrect. Anyone with access to the internet worldwide could access and fill in the survey and the media coverage publicised this. - The consultation took place between 08 August and 03 October and was split into two parts. Part 1 (online survey, three press releases, dedicated forums) and Part 2 (external advertising, printed surveys distributed, queen street events, use of Cardiff Panel) - The bus station consultation produced 3777 responses, well over this average for the Ask Cardiff survey - work has been undertaken to evaluate non-cardiff responses. On the basis of the responses received, there is little evidence of any significant difference of opinion amongst residents and non-residents 	
13 DEC 2014	Ollr Patel Cardiff Central Transport Hub 2 Joint T&F	<p>Members:</p> <ul style="list-style-type: none"> - cannot escape the feeling that the plans for a new bus station have been development led rather than led by transport priorities. It appears the Council has prioritised the development of Central Square and the new bus station has been left to fit around the remaining space - Expressed concern with regard to the footprint allocated to the new bus interchange, and the capacity this leaves for adequate numbers of bus stands. Members were disappointed that the Council is making do with an area of land and exploring how best to fit a bus station into it, rather than dictating the land requirements for a world-class bus interchange, that fits seamlessly. - recommend that the designs for street layout and footpath routes surrounding the current bus station footprint are reviewed in order to provide the maximum space possible for the new bus interchange - feel the plans for the new bus interchange have not been future proofed, and are concerned that this facility will not be able to meet increased demand, particularly in light of population growth estimates for the city and the emphasis the Council places on encouraging the public to use public transport rather than private cars. - Were left with the impression that the Council is currently being overly cautious in this respect, and feel it should take a strong position, firing all neurons who drive irresponsibly and inconsiderately - The bus interchange team need to play the communicating changes during the 2 year transitional period, and in directing the public to be cautious of information that is not confirmed - Members were disappointed not to find information on the full range of stakeholders engaged with included in the Cabinet report, as was assured in the first meeting. - Question whether the proposals for a bus interchange on the Network Rail Car Park (south of the railway line) was ever really a viable option, particularly given land ownership issues, the relationship that exists between the Council and Network Rail, and the clear stated preferences of bus operators within the city that the north is the favoured location 			

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Fy Nghyf / My Ref: CM28887
Eich Cyf / Your Ref: NRS/CW/PB/03.10.14
Dyddiad / Date: 26th November 2014

Councillor Craig Williams
Chairperson Economy and Culture Scrutiny Committee
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Item 9 Appendix B

Annwyl / Dear Craig,

Scrutiny: Economy & Culture Scrutiny Committee - 2 October 2014

Thank you for your letter dated 13th October 2014, and for your support for the work of the Cardiff Business Council and the Economic Development Team. Your kind comments are certainly appreciated, and as ever the issues you raise are constructive. I have attempted to answer your specific questions below, but don't hesitate to contact me should you require further information.

With regard to the issue of the Cardiff Business Council Board, the current intention is that elections will be held in the spring of 2016, with the aim of ensuring a representative board that comprises:

- 2 City of Cardiff Representatives
- 5 investing partners elected by Cardiff Business Council members
- 3 board members co-opted by the City of Cardiff Council
- 2 elected by members, and nominated by the Cardiff Business Council membership

The proposals aim to ensure that the Cardiff Business Council is representative of the business community, as well as also reflecting the resources that contributing organisations make towards developing the Cardiff Business Council as a sustainably financed organisation. It is important that any future board and its administrative support reflects the future financial structure of the organisation, and ensures it is fit for purpose and representative of both members and levels of contributions made towards the running of a successful organisation.

In relation to the city brand, the intention is that we will retain the visuals that have been developed, and we will develop the voice and positioning following the feedback from the Cardiff Convention taking place on the 30th October.

ATEBWCH I / PLEASE REPLY TO:

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With regard to the room in the market for two convention centres, our market intelligence has been drawn from a number of sources, including our own market testing exercise that took place last year (a summary of which was included as an Appendix to the 12 September 2013 International Convention Centre, Exhibition Centre And Multi-Purpose Indoor Arena Cabinet Report) as well as a report prepared by The Right Solution Limited on the demand for conference type facilities. The evidence from this report has shown is that there remains a gap in the provision of specific facilities in Cardiff, and that the market favours city centre locations that afford good transport links alongside associated infrastructure such as a retail and leisure offer. A location easily accessible by public transport from this perspective would clearly provide a competitive offer from a UK perspective from when competing to attract events where you would not expect the majority of delegates to favour sustainable means of travel. It is considered that, whilst there may be some dilution of offer with two convention centres in South Wales, such a facility in Cardiff would appeal to a different market than that of a more 'out of town' development.

In terms of the development of a Business Improvement District, we have unfortunately been unsuccessful in two bids for Welsh Government funding to support the development of a BID in Cardiff. Nonetheless, we have undertaken some initial work that has shown broad support within the business community for the development of a city centre BID. Our initial modelling also suggests that we could provide significant income for such a scheme, set at a levy that would not discourage or have a negative impact on business. It is also important to note that our approach is based on the notion that the BID will foster partnership working in the city centre as opposed to a way of covering savings required on city centre services. Following the unsuccessful bids for funding we will now look to see how we can cover the costs of implementing a BID internally and with city partners.

With regard to the future budget position of the Economic Development Directorate, the aim of becoming self-funding is aspirational, but will hopefully ensure that our city retains an invaluable service in attracting and developing businesses. As the city grows its ability to deliver such services on a commercial basis will increase, and so there should be ample opportunity to make a step change in the way services are delivered to secure the long term future of the service.

We will also continue to update you with regards to developments relating to the Coal Exchange which has now transferred to the crown, and to this end I attached a copy of the minutes of a recent meeting that had been convened by the Member of Parliament for Cardiff South and Penarth earlier this month.

The issues raised regarding the expectation of the Economic Development Directorate to contribute to the wider Council agenda is also very much endorsed, and the service area will continue to work increasingly with partners across other Council departments, as well as partners across the City to support the Council's aims.

With regard to the issue of the implications for the relocation of the bus station, I will ask Neil Hanratty to forward you the relevant information on this subject.

Economic Development Statistics

A selection of requested statistics are provided below. It should be noted that as they are survey based there is a sample error included in all results. We have also included both the 'standard' Annual Population Survey measure of ILO unemployment with a 'model-based' variant which adjusts the figure using other information such as claimant count data. What this data shows is that the use of different measures can give significant different results. In this case, if we were to use the pure sample based data we see that the unemployment rate in Cardiff is actually below the UK and Wales averages, and is also lower than any of the UK Core Cities. We often however use claimant rate data as this is an actual count of information and not subject to sample error or bias.

Unemployment Rate – Annual Population Survey

Jul 2013-Jun 2014	Unemployment rate - aged 16-64	95% confidence interval of percent figure (+/-)
Nottingham	12.4	2.2
Newcastle upon Tyne	9.6	2.1
Liverpool	12.7	2.4
Manchester	9.4	1.9
Bristol, City of	9.0	2.0
Birmingham	12.8	2.1
Leeds	9.6	1.8
Sheffield	10.5	2.1
Cardiff	6.8	1.7
Edinburgh, City of	5.2	1.6
Glasgow City	9.8	2.4
United Kingdom	7.0	0.1
Wales	7.4	0.4

Source: Nomis

Note: Derived directly from Annual Population Survey data

All people - Economically active - Unemployed (Model Based), Cardiff

	Cardiff	Cardiff (%)	Wales (%)	GB(%)
Jul 12-Jun 13	17,700	10.0	8.2	7.8
Oct 12-Sep 13	18,000	9.8	8.1	7.7
Jan 13-Dec 13	16,400	8.8	7.9	7.5
Apr 13-Mar 14	15,300	8.1	7.4	7.2
Jul 13-Jun 14	14,900	8.0	7.1	6.8

Source: ONS Annual Population Survey

Note: numbers and % are for those aged 16 and over. % is a proportion of economically active

In terms of public and private sector employment, two separate data sources are presented below. The first data source is based on the Annual Population Survey and relates to residence based data – that is it refers to people who live in Cardiff rather than those who work in Cardiff. As a result it excludes those who commute into the city in the statistics, but includes those who commute out.

The second data source is based on the Business Register and Employment Survey, and relates to the number of people in employment in Cardiff. It excludes some data, such as those in HM Forces, or government-supported trainees, and subsequently often shows lower levels of overall employment than other sources.

Both data sources show an overall upward trend in employment in both sectors, albeit with slightly different periods of analysis.

All persons employed in public sector as % of all persons in employment

	Public Sector			Private Sector		
	Number	%	conf	Number	%	conf
Jul 2011-Jun 2012	53,300	34.5	3.4	101,400	65.5	3.4
Jul 2012-Jun 2013	52,800	33.4	3.4	105,000	66.6	3.4
Jul 2013-Jun 2014	55,600	32.5	3.2	115,200	67.5	3.2

95% confidence interval of percent figure (+/-)

Source: Nomis / ONS Annual Population Survey

Note: The preferred source of statistics for public sector employment is the Quarterly Public Sector Employment Survey (QPSES) and external sources, however, figures from this source are not available below government office region level

Employment by Public/Private Sector

Date	Public sector	Private sector
2011	51,600	145,300
2012	50,900	145,200
2013	52,100	146,600

Source: Business Register and Employment Survey

An overview of earnings for Cardiff is provided below based on full time workers media weekly pay. The data is presented for both residence based and workplace based information from the Annual Survey of Hours and Earnings. Whilst previously information was available by sector, the sample errors at the local level now mean that this is only currently published at the regional level (defined as NUTS 1 – which would mean the Wales figures in relation to Cardiff).

Full Time Workers, Median Weekly pay (gross), Standard error as a percentage of the figure (residence based) (£)

	Cardiff		United Kingdom		Wales	
	number	conf %	number	conf %	number	conf %
2011	498.5	4.0	498.3	0.1	455.1	1.2
2012	495.4	3.7	506.1	0.2	454.9	1.3
2013	503.6	4.2	517.5	0.2	476.9	1.2

Source: Annual Survey of Hours and Earnings

Full Time Workers, Median Weekly pay (gross), Standard error as a percentage of the figure (workplace based) (£)

	Cardiff		United Kingdom		Wales	
	number	conf %	number	conf %	number	conf %
2011	481.7	2.9	498.3	0.1	451.3	1.2
2012	486.1	3.1	506.1	0.2	452.5	1.2
2013	519.2	3.0	517.5	0.2	472.3	1.2

Source: Annual Survey of Hours and Earnings

With regard to the final comment relating to Grade B and C office space, we will work with colleagues in planning to support robust guidance to help, where appropriate, retain employment space in the city. We certainly appreciate that there is often pressure to change the use of buildings, and it is our view that we need to protect appropriate space not just for current demand for employment use, but also future use. It is essential that we can retain a range and choice of land and premises for employment use for future generations and this must be reflected in planning policy. We are also aware that there continues to be demand for a wide variety of different standards of office space, with many businesses not necessarily aiming for Grade A space. I will ask officers to undertake a review of the types of markets that we could consider in addition, as suggested during the scrutiny meeting, and report back at a later date.

Thank you again for your time, and I look forward to us continuing to work together on a positive basis.

Yn gywir,
Yours sincerely,

A handwritten signature in black ink, appearing to read 'Phil Bale', with a long horizontal stroke extending to the right.

**CYNGHORYDD / COUNCILLOR PHIL BALE
ARWEINYDD, CYNGOR DINAS CAERDYDD
LEADER OF THE CITY OF CARDIFF COUNCIL**

Minutes of a Public Meeting on the Cardiff Coal Exchange, October 9, 2014, 5.30pm-7.30pm, Butetown Pavilion, Dumballs Road.

Co-chaired by Stephen Doughty MP (SD) and Nerys Lloyd-Pierce (NLP) of Cardiff Civic Society, with a contribution by Dr Elaine Davey (ED), Chair of the Wales group of the Victorian Society, and attendance by Stephen Barlow of Heritage Lottery Fund (HLF).

1. Introduction:

- SD provided a brief background to CE, and summary of current situation in relation to ownership and legal charges – this is critical to how we move forward. The building is currently ‘ownerless’ in effect.
- Where a limited liability company is in liquidation, any assets owned by the company fall to be dealt with by the company's liquidators. It is open to the liquidators to disclaim such property (as has happened here), and the disclaimed freehold property may then be deemed subject to escheat to the Crown under common law. However, The Crown Estate cannot currently be considered the owner of the land, and will not take any action which might be construed as an act of management, ownership or possession. The solicitors acting for the Crown Estate are Burges Salmon of Bristol.
- The building is subject to two outstanding bank charges – the mortgagees in this instance being Julian Hodge Bank and Barclays; as well as three other claims. The Council claims it has an overriding charge related to the monies spent making the area around the building safe.
- NLP outlined the history and heritage of the CE, which she called ‘the most important building in Cardiff’. There is ‘the need for innovative and practical solutions which must be sustainable’ she said.
- NLP introduced ED who said there is a need for ‘positive vision, passion and commitment’ to see the future of the CE secured. She explained the building's context and the symbolic importance of its history to Cardiff and consequently, its contribution to the long slow process of establishing Wales as a separate political entity. ‘We need to find a way of ‘stitching the building (and others like it) back into the urban fabric of Cardiff’ she added.

2) Working Groups:

The meeting broke into three groups to debate and present back to the room on three crucial issues:

i) The preferred future use of the building

- The Coal Exchange has always provided ‘flexible’ and mixed-use space through the decades -this must continue. The trading hall itself (Grade II * listed) must have public access – making it available to the public is a priority; also a potential generator of funds.
- Specific future uses discussed included a hub for students in the creative industries, to tie in with Cardiff's emergence as a force in the modern creative industries; a museum/exhibition space celebrating the industrial heritage of ‘below the bridge’ Cardiff.
- Whatever the mixed-use future, rents must be affordable.
- A successful redevelopment could be a catalyst for revamping Mount Stuart Square and Butetown as a whole.
- An important distinction was made between the Exchange Hall and the wider building.

ii) Conservation aspects

- In terms of the technical and planning framework, as Grade II* listed, Statements of Significance would have been made during previous development proposals. Would these assessments stand and could they be used? It was claimed that unfortunately not as they would relate to specific applications now lapsed. Others claimed that these could now be used as precedents for what could be retained or removed as part of any conversion.

- There is a need to understand and define fully where the significance of the building lies - architectural or historic, with some arguing that the building is more important historically than architecturally.
- Priority must be conservation and retention of the trading hall ('sacrosanct') - with public access and use of the hall a necessity, whatever the final use(s).
- The CE was built in sections – not all is currently closed, and the South West Wing is occupied by tenants who wish to remain. Significant internal alterations have been made over the years, with the exception of the trading hall. The most important parts are the trading hall, the foyer and certain elevations. Differentiations must be made between primary and secondary fabric of the building.
- In the immediate short term, work is needed as soon as possible to prevent further decline.

iii) **Future financial responsibility and governance**

- Two key aspects to the financial challenges – firstly relating to 'saving' the building and preventing further decline; and secondly relating to future commercial viability of the chosen usage.
- A figure of £5m is required to make the building safe (this does not include refurbishment).
- A minimum figure of around £35m is estimated as necessary for a full redevelopment.
- It is estimated that £30-£50k is needed to commission an independent conservation management plan, which would be required in order to move to the next step.
- The Council would like to see the building in future use, but has no funds of its own to put into redevelopment. The Council's formal responsibilities relate only to public safety.
- Differing opinions on whether inclusion of residential options would increase chance of attracting investment. Previous development schemes and bids have failed. Some included housing provision, but none have drawn in requisite funding from private developers or banks.
- It was claimed that one of the existing mortgagees has apparently indicated it would be willing to forego monies owed if the building is brought into public use.
- The major block to any action is that there is currently no owner. There are many people with an interest, but there is currently no 'body' to commission plans, or apply for/access funding and grants which may be available, eg from the HLF.
- The absence of an owner means the building is also uninsured.
- Options include everything from Private Sector Developer through to Community Trust, or Public Ownership eg by Council or Welsh Government.

3. General discussion followed, and questions of clarification to/re Council, HLF, claimants etc.

4. Conclusion:

- Agreed way forward is to set up a working group of experts and stakeholders, with a view to setting up a charitable trust as a vehicle to engage with grant-providers, interested parties etc.
- A number of people attending volunteered to be part of this – with the first step the establishment of a working group who will take responsibility for pushing this forward, setting up a trust, and recruiting and making best use of the skills and expertise of volunteers.
- We need to learn from other successful projects, eg Penarth Pier Pavilion, Merthyr Redhouse, Llanelli House, Chapter, the Save the Vulcan campaign, Insole Court (representatives who worked on these were present).

5. Close of Meeting:

SD thanked all who attended and offered to continue to help convene these preliminary discussions.

Fy Nghyf / My Ref: NRS/CW/PB/06.11.14

Dyddiad / Date: 11 November 2014



Councillor Phil Bale
Leader, City of Cardiff Council
County Hall
Atlantic Wharf
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Item 9 Appendix C1

Dear Councillor Bale

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 6 November 2014
Cardiff Film Unit

On behalf of the Economy and Culture Scrutiny Committee I would like to thank you and officers for attending the Committee meeting on 6 November 2014. The Committee had a number of comments following the meeting, as set out below.

The Committee is supportive of the recommendation being put to the Cabinet to continue to provide a Cardiff Film Unit, moving towards a model that is aligned with overall levels of income that reflect annual forecasts of expected income. We recognise the need for the Unit and value the work that is undertaken through it.

The Committee would, however, like to have seen evidence that an economic impact assessment had been undertaken, demonstrating the full value that the Cardiff Film Unit brings to the city. While we do not doubt the impact the Cardiff Film Unit has, we feel such an analysis could help put forward a far more compelling business case for the continuation of the service. This was emphasised to the Committee during the item that followed, looking at Chapter Arts Centre. A comprehensive economic impact assessment had been undertaken, demonstrating the range of benefits that Chapter Arts Centre brings to Cardiff, and left us in no doubt that the Council should be supporting its future plans. We would like to see this kind of analysis presented to us in future when we are being asked to comment on the business rationale of a service change such as this.

Members recognise that other cities are moving towards a 'no charge' model for filming and accept that this may be the way forward for Cardiff, despite the additional financial burden this may create. We feel that Cardiff Film Unit is a good example of where the Corporate Initiatives Fund could be effectively used, supporting an initiative that brings wider benefits to the city. The Committee is concerned to hear that this money has been already been fully allocated, particularly given the fact that we have previously written to Councillors Goodway, Patel and Bradbury on separate occasions to warn against cuts to the Fund and to recommend that a contingency

each year is placed into a reserve to support additional projects or events throughout the year. It would seem our warnings have not been heeded by the Cabinet.

The Committee was concerned to hear that certain Council Directorates continue to bypass Cardiff Film Unit and deal directly with companies wishing to film in the city. We feel this is a practice that must be rooted out and recognise the efforts made by Ken Poole and officers to address this issue. We support the view that all filming activities must be coordinated through a single body, with a standardised pricing mechanism, in order to continue to attract location managers and the wider TV and film sector to Cardiff.

I would be grateful if you would consider the above comments and look forward to your response to the points raised.

Regards,

A handwritten signature in black ink, appearing to read 'Craig Williams', with a long horizontal flourish extending to the right.

Councillor Craig Williams
Chairperson Economy and Culture Scrutiny Committee

cc Neil Hanratty – Director of Economic Development
Ken Poole – Head of Economic Development
Cheryl Cornelius – Cabinet Office
Members of the Economy and Culture Scrutiny Committee.



Fy Nghyf / My Ref: CM29207

Eich Cyf / Your Ref:

Dyddiad / Date: 16th December 2014

Councillor Craig Williams
Chairperson Economy & Culture Scrutiny Committee
City of Cardiff Council
County Hall
Atlantic Wharf
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Item 9 Appendix C2

Annwyl / Dear Councillor Williams

Scrutiny - Economy & Culture Scrutiny Committee - 6 November 2014

Thank you for your letter dated 11th November and for inviting myself and officers to attend the 6th November Economy and Culture Scrutiny Committee meeting. I appreciate your support for the work of the Film Unit, and for the Cabinet Report recommendation to continue the work of the Film Unit through a more sustainable self-funded model.

In terms of the economic impact, this is indeed a key reason for our support of the Film Unit, especially given, as outlined in the report, that the TV and film sector supports directly or indirectly almost 2,500 jobs in the city. However, calculating the economic impact of the Film Unit itself is far from an easy process which would require a degree of modelling and based upon subjective data. Furthermore the study would relate to a specific period of analysis, and therefore not necessarily provide a reliable predictor of future performance. Such a study would also require significant resource, potentially exceeding in cost the current shortfall of the Film Unit. It is not considered prudent use of limited funds to undertake such a study in these circumstances given both the financial context facing the Council as well as the uncertainty and relevance of any results. However, we would be prepared to support any invitation from the Committee to consider this area in more detail, or to co-operate with a study undertaken by another organisation.

With regards the use of the Corporate Initiatives Fund, it should be noted that our aim is to support the services delivered by the Film Unit on an ongoing basis, and this fund would therefore not be appropriate to support the continuation of service

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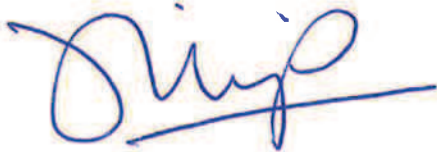


delivery from a funding source designed to support discrete projects and initiatives. I am sure that you can also appreciate that whilst having funding in reserve to support additional projects or events would be desirable for Cardiff City Council; the current financial position means that there is no scope for us to provide further support.

In terms of the need for a single point of contact, this is something that officers will address in developing a more sustainable model for the Film Unit. Through discussions to develop service level agreements with the large media companies we will by default ensure that the Film Unit becomes the single point of contact for their activities. For smaller filming activities this is something that will be addressed through putting in place the correct internal procedures.

Thank you again for your time and for listening to the presentation on the Cardiff Film Unit. The views of the Economy and Culture Scrutiny Committee are appreciated and will be taken on board in developing a more sustainable future for the Film Unit.

Yn gywir,
Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Phil Bale', with a long horizontal stroke extending to the right.

**CYNGHORYDD / COUNCILLOR PHIL BALE
ARWEINYDD, CYNGOR DINAS CAERDYDD
LEADER OF THE CITY OF CARDIFF COUNCIL**

Fy Nghyf / My Ref: NRS/CW/PBr/06.11.14

Dyddiad / Date: 13 November 2014



Councillor Peter Bradbury
Cabinet Member: Community Development, Co-operatives & Social Enterprise
City of Cardiff Council
County Hall
Atlantic Wharf
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CF10 4UW.

Item 9 Appendix D1

Dear Councillor Bradbury

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 6 November 2014
Chapter Arts Centre

On behalf of the Economy and Culture Scrutiny Committee I would like to thank you and officers for attending the Committee meeting on 6 November 2014. The Committee had a number of comments and recommendations following the meeting, as set out below.

The Committee is supportive of the recommendations being put to the Cabinet, namely, to issue a new lease of 125 years with peppercorn rent to Chapter Arts Centre and to delegate authority to the Director of Sport, Leisure and Culture with the Cabinet Member for Community Development, Cooperatives and Social Enterprise to negotiate the details of the lease and a separate partnership agreement with Chapter Arts Centre.

On the whole, the Committee was pleased with the level of work that has been put into this proposal. It was clear to us that a comprehensive Economic Impact Assessment of the work undertaken through Chapter has been completed and clearly demonstrates the benefit this organisation brings to the city. It is good to see that a strong partnership exists between the Council and Chapter Arts Centre and we hope this continues long into the future.

One issue the Committee wishes to raise, which was discussed with you at the meeting, is the fact that while the proposed lease gives responsibility for repairs and maintenance to the tenants (Chapter), there is no contingency within their budget to factor in such repairs. While the Committee does not question the ability of Chapter to maintain the building and to raise the required funds, we recommend that this should be highlighted as a risk within the report to Cabinet.

The Committee will be writing separately to Mark, Elaina and Andy at Chapter Arts Centre to wish them well with their future plans for the organisation.

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

Regards,

A handwritten signature in black ink, appearing to read 'Craig Williams', with a long horizontal flourish extending to the right.

Councillor Craig Williams
Chairperson Economy and Culture Scrutiny Committee

cc Chapter Arts Centre (Andy Eagle, Mark White & Elaina Gray)
Chris Hesse – Director, Sport, Leisure & Culture
Steve Myers – Strategic Estates
Cheryl Cornelius – Cabinet Office
Members of the Economy and Culture Scrutiny Committee.

**CABINET SUPPORT OFFICE
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My Ref / Fy Ref: CM29173

Date / Dyddiad: 17th November 2014

Item 9 Appendix D2

Cllr Craig Williams
Chairperson, Economy & Culture Scrutiny Committee

Dear / Annwyl Craig

Scrutiny - Economy & Culture - 6 November - Chapter Arts Centre

Thank you for your letter dated 13 November 2014.

I note that the Committee is supportive of the recommendations being put to Cabinet regarding issuing a new 125 year lease with peppercorn rent to Chapter Arts Centre and to delegate responsibility to the Director of Sport, Leisure and Culture and the Cabinet Member for Community Development, Co-operatives and Social Enterprise to negotiate the details of the lease and a separate partnership agreement with Chapter Arts Centre.

I can confirm that the Cabinet paper has been amended to incorporate the comment made at the meeting regarding the lack of contingency within the Chapter budget for repairs and maintenance.

As mentioned, the paper will be presented to Cabinet on 20 November 2014.

May I take this opportunity to thank you and the Committee members for their scrutiny of this matter.

Yours sincerely
Yn gwyir

**Councillor / Y Cynghorydd Peter Bradbury
Cabinet Member for Community Development, Co-operatives & Social
Enterprise
Aelod Cabinet Dros Datblygu Cymunedol, Mentrau Cydweithredol a
Mentrau Cymdeithasol**

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Fy Nghyf / My Ref: NRS/CW/BD/06.11.14

Dyddiad / Date: 19 November 2014

Councillor Bob Derbyshire
Cabinet Member for the Environment
City of Cardiff Council
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Item 9 Appendix E

Dear Councillor Derbyshire

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 6 November 2014
Parks and Green Spaces: Strategic Framework

On behalf of the Economy and Culture Scrutiny Committee I would like to thank you and officers for attending the Committee meeting on 6 November 2014. The Committee had a number of comments and requests following the meeting, as set out below.

The Committee was pleased to receive an overview of the Strategic Framework for Parks, and recognise that this high level approach will enable the Directorate to develop a vision for the individual work streams ongoing within the Parks Service. We appreciated the overview of the individual work streams given by Jon Maidment and Rosie James, and have a number of observations that are directed more toward individual work streams than the Framework itself.

In relation to the Quality Value Assessments being undertaken to inform decisions within the 'Land Rationalisation' work stream, the Committee was not able to glean from the evidence provided a clear methodology for this work, and would like to have sight of the approach that is being taken. As you will be well aware, any decisions on land disposal or change of land use (e.g. community growing or conservation) will be highly emotive to local residents, and it is important that the Council can demonstrate that the approach has been carefully scrutinised and that Ward Members are in a position to answer their constituents' concerns. This is something we previously discussed with you at our June Committee meeting, and we hope that the assurances given that Members would be involved in this process still apply.

The Committee notes that the milestones and timeline in relation to land disposals given within the Sport, Leisure & Culture Directorate Delivery Plan have clearly slipped, with the first pilot tranche of land disposals not taking place in Quarter 2. The Committee requests clarification on when this pilot is now scheduled to take place,

and requests assurances that further information on this work stream will be brought before the Committee.

The Committee welcomes the assurances you gave at the meeting that we are now “preaching to the converted” with regards to the use of wildflowers on pockets of green space across the city, and we look forward to seeing them introduced. The Committee feels that Cardiff has been left behind in this respect, with a number of neighbouring authorities visibly introducing areas of wildflowers, which are recognised as one of the cheapest, most attractive and sustainable options for land management. We recognise that this approach will need to be closely coordinated with Highways and hope that aspirations demonstrated by the Cabinet Member will not fall down because of a Council ‘silo’ mentality.

In this respect, the Committee was not convinced that wider opportunities to work with other services, such as Economic Development, Transport, Highways and Leisure, are being effectively captured within each work stream. We are concerned that opportunities to plan and undertake work in a coordinated manner will be missed if the overlaps with other service areas are not formally captured, and recommend that the Strategic Framework or individual work stream documentation make it explicit where other service areas will be involved as partners.

Finally, the Committee wishes to note its concerns about the prospect of alternative delivery models being introduced to manage and maintain the parks and green spaces within the city. We feel the quality of the parks and green spaces within the city make an essential contribution to what Cardiff has to offer to residents and visitors, and question whether the specialist knowledge and expertise demonstrated by the Parks Service would be jeopardised by a move to an alternative delivery model.

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

Regards,



Councillor Craig Williams
Chairperson Economy and Culture Scrutiny Committee

cc Chris Hespe - Director of Sport, Leisure & Culture
Jon Maidment - Operational Manager, Parks & Sport
Cheryl Cornelius – Cabinet Office
Members of the Economy and Culture Scrutiny Committee

Fy Nghyf / My Ref: NRS/CW/PBr/04.12.14

Dyddiad / Date: 02 January 2015



Councillor Peter Bradbury
Cabinet Member: Community Development, Co-operatives & Social Enterprise
City of Cardiff Council
County Hall
Atlantic Wharf
Cardiff
CF10 4UW.

Dear Councillor Bradbury

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 4 DECEMBER 2014 LIBRARIES

On behalf of the Economy and Culture Scrutiny Committee I would like to thank you and officers for attending the Committee meeting on 4 December 2014. The Committee had a number of comments and recommendations following the meeting, as set out below.

Welsh Public Library Standards Annual Report

Members of the Committee would like to express their congratulations for the Council's achievements against the Welsh Public Library Standards this year. We are pleased that Cardiff has achieved above the Welsh average for 2013/14, and that the Council has increased the number of Standards met for each year of the fourth quality framework of Welsh Public Library Standards. We look forward to scrutinising the Council's performance again next year against the fifth quality framework – Libraries Making A Difference.

Members would like clarification of an issue discussed during the meeting, around the contribution of Community Libraries towards the achievement and evaluation of the Welsh Public Library Standards. As we understand it, the current position is that the performance of Community Libraries is not included in the achievement of Standards. With the potential that exists for a number of branch libraries to be run by community groups or partners in the future, we feel it is important that this position is confirmed and challenged. The Committee recommends that this issue is formally raised with the Minister, and we feel strongly that all Library provision supported by the Local Authority, even if the building is maintained by an external organisation,

should contribute toward the achievement of the Welsh Public Library Standards in Cardiff.

Future Provision of Library Services in Cardiff - Options

At the meeting Members were provided an overview of the financial challenge faced by the Communities, Housing & Customer Services Directorate over the next three years, which has prompted a full review of Library Services in Cardiff and resulted in the proposed strategy. The Committee welcomes the fact that this has been undertaken at an early stage, allowing for public consultation to take place, and publishing an options paper on the Council's website.

Members explored whether there was potential for Library provisions in the city centre to cease, in order to continue funding the branch libraries that are proposed to have their Council funding withdrawn. You indicated that this was not a realistic proposal, given the level of money the Council has invested in Central Library, and that CyMAL would not be satisfied by this course of action. The Committee did not fully accept this reasoning, and would be interested in receiving evidence of CyMAL's viewpoint on the closure of Central Library to sustain seven community libraries, and also CyMAL's point of view on the proposed future options as a whole, which we assume will have been sought as part of the consultation process.

It was clear to us that research has been undertaken into the approaches taken in other local authorities across the United Kingdom, with a number of good examples referenced. The Committee would like to see this research, and have particular interest in both examples of good and bad practice, and also evidence relating to Trusts for libraries, exploring what makes them thrive or fail. Please could you share this with the Principal Scrutiny Officer who will circulate it to the Committee, in sufficient time to inform Committee's final recommendations on this matter at our February 2015 meeting?

Members were informed that a range of options are being explored to secure funding for the libraries which are proposed to have their Council funding ceased, including commercial, community and partnering approaches. We were also informed of the 'Stepping Up' Toolkit, which has been developed by the Council to assist groups or individuals interested in helping deliver services or take over the running of suitable Council buildings. The Committee however remains concerned at the level of proactivity by the Council in generating interest and supporting groups who may be in a position to take over the running of a library facility. Members are not convinced that a clear strategy is yet in place to attract community and commercial interest further than publishing a toolkit on the Council's website. Finally, Members question whether enough thought has been put into the tender processes required, should a commercial option be sought. Through our close involvement with the Alternative Delivery Models for Leisure Facilities procurement exercise, we have seen how the achievement of savings can be delayed when a robust procurement exercise is

undertaken – and we question whether this is something that has been given due consideration in finding alternative arrangements for the running of libraries.

The Committee is also mindful of the fact that any Community group or Trust that takes over the running of a library in Cardiff may require ongoing advice and support from the Council. We would be interested to know what support services have been explored, and recommend a system similar to that of the Governor Support Service available for school governors be considered.

As you are will be aware, I agreed at the meeting to allow Councillor Cowan to address the Committee, and to provide an overview of her concerns in relation to the Library proposals. During this overview, it was proposed that the Council could look at charging the public to use Libraries, or to be a Library member. The Committee has strong reservations about this course of action, and while we accept it is an option that should be explored alongside others, we feel it would have a detrimental effect on deprived communities, and act as a disincentive to access services at Libraries. We also question whether this approach runs counter to the 5th Quality Framework of the Welsh Public Library Standards, with one of the Core Entitlements being ‘Libraries in Wales will be free to join’ (WPLSCE5).

As part of the presentation given to the Committee, Members were informed that there are plans to increase the number of Neighbourhood Development Librarians (NDL) in Cardiff, from two up to six, so that every Neighbourhood Partnership Area in Cardiff has its own NDL. We are aware that the skills required for Neighbourhood Librarians are very different to that of Community or Branch based Librarians and we would be interested to know what plans are in place to upskill existing staff to enable them to undertake these new roles and new ways of working.

Both the presentation given at the meeting and the Options Paper highlight changing demand as a driver for change in library provision, and that a move towards e-books and e-zines will mean that customers may not need to visit a library as frequently as before. However, figures show that only 1% of books loaned out in Cardiff are eBooks rather than physical books, and this leads us to question whether there will be a dramatic shift toward electronic formats in the future. We welcome assurances given by officers that the quality and choices of e-stock are improving, but we request that information on the plans to promote and push this service are sent to the Committee, as we question whether the public are aware that Council libraries offer this service.

The Committee were pleased to hear that you value the input Scrutiny can have in helping shape policy and services, and in this respect we would welcome future involvement as the proposals for the future of library services are finalised. We request that the results of the consultation exercise, interpretation of the figures, and information on commercial and community groups that have come forward in relation to the various branch libraries is provided for the Committee’s consideration.

Community Action for Rumney Library - Petition

As you are aware, the Committee provided the opportunity for a representative of Community Action for Rumney Library (CARL) to outline and present their petition at the meeting. The Members appreciated the willingness you demonstrated to continue dialogue with this group, and hope that progress can be made in exploring options for this service.

It was commented during this presentation that there are examples of class instructors being turned away from Rumney Library and being informed to look for alternative venues to hold their class, as the facility will be closing. We worry that these actions make it appear that a decision on the Library has already been predetermined, and could jeopardise the public perception of the consultation period. We also fear that, should a decision be reached to keep Rumney Library open, the Council could have driven away potential sources of income, which will be vital to the future sustainability of such a facility. At the meeting you commented that you were unaware this had happened, and we hope you will put measures in place to ensure that this is not repeated in other Libraries across the city.

A final point raised during this section of the meeting that the Members hope can be clarified is in relation to the local history section of Rumney Library, and any other branch library, should the decision to close the facility be made. Will these be relocated to a nearby facility, or co-located centrally?

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

Regards,



Councillor Craig Williams
Chairperson Economy and Culture Scrutiny Committee

cc Sarah McGill – Director, Communities, Housing and Customer Services
Isabelle Bignall – Assistant Director, Customer Services
Nicola Richards – Central Library Manager
Cheryl Cornelius and Jo Watkins, Cabinet Office
Members of the Economy and Culture Scrutiny Committee

Fy Nghyf / My Ref: NRS/CW/PBr/04.12.14

Dyddiad / Date: 02 January 2015



Councillor Peter Bradbury
Cabinet Member: Community Development, Co-operatives & Social Enterprise
City of Cardiff Council
County Hall
Atlantic Wharf
Cardiff
CF10 4UW.

Dear Councillor Bradbury

**ECONOMY AND CULTURE SCRUTINY COMMITTEE – 4 DECEMBER 2014
Quarter 2 Performance – Sport, Leisure & Culture**

On behalf of the Economy and Culture Scrutiny Committee I would like to thank you and officers for attending the Committee meeting on 4 December 2014. The Committee had a number of comments following the meeting, as set out below.

Members welcomed the overview of Quarter 2 performance given by the Director, which framed the budget position and performance in the directorate. We were pleased to hear about the high profile events that have been supported by the directorate in the past few months, such as the NATO dinner and the UEFA Super Cup, and with the opening of Air Trail at Cardiff International White Water Centre. We were also pleased to note that there have been improvements in the number of Member Inquiries responded to on time and a 19% reduction in complaints to the directorate.

We did however have a few concerns we wish to highlight. Firstly, in relation to sickness absence, we are concerned that this is rising and that the level of sickness absence in this directorate is one of the highest in the Council. We welcome the honesty of the Director in acknowledging the situation may worsen, as significant proposals for change in Leisure and Cultural venues, Flatholm Island and Community Halls could impact on the morale of staff; however we feel that this issue is something the directorate must get a hold of, and will be interested to explore this further at quarter 3 monitoring.

Members wish to reiterate the point made at the meeting that Councillors should be kept informed when in-year mitigating actions are taken to respond to financial or service delivery pressures. For example, when there are changes to opening hours,

or when a centre is closed early, the Ward Councillors should be informed so that they can pass on information when residents contact them.

Members are concerned that issues with Facilities Management (FM) response times are impacting on the performance of this directorate, and we will be writing to the Policy Review and Performance Committee to look into this, as FM falls under the terms of reference of this Committee. We hope this will help facilitate a resolution to the problems being experienced.

This letter does not require a response, however I would be grateful if you would consider the above comments and observations.

Regards,

A handwritten signature in black ink, appearing to read 'Craig Williams', with a long horizontal flourish extending to the right.

Councillor Craig Williams
Chairperson Economy and Culture Scrutiny Committee

cc Chris Hesper – Director of Sport, Leisure & Culture
Cllr Bob Derbyshire – Cabinet Member for the Environment
Cheryl Cornelius and Jo Watkins, Cabinet Office
Members of the Economy and Culture Scrutiny Committee.

Fy Nghyf / My Ref: NRS/CW/PB/04.12.14

Dyddiad / Date: 02 January 2015



Councillor Phil Bale
Leader, City of Cardiff Council
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Dear Councillor Bale

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 4 DECEMBER 2014
Quarter 2 Performance – Economic Development

At the December meeting of the Economy and Culture Scrutiny Committee Members considered the Quarter 2 Performance of the Economic Development Directorate. The Committee had a few comments and observations following the meeting, which are set out below.

Members questioned the performance in relation to responding to Member Enquiries, with only 38% of enquiries responded to on time. We were informed that the officer responsible for Member Enquiries was on long term sick, and that the enquiries had not been picked up in time. While we feel the work of an officer on long term sick should have been picked up earlier, we take the assurances given that the directorate now has a handle on this, and hope to see improvement in Quarter 3.

Members also explored the Performance Indicator in relation to the amount of grant aid and private sector finance attracted by companies assisted by the Council, which is given an 'amber' rating. We were informed that it is unlikely the 2014/15 target will be achieved, given the limited amounts of funding available, with the target being set at a time that the Council was in a position to give more assistance. We accept the reasons given for not being on course to achieve this years target, however it has led us to question why it is not rated 'red' rather than 'amber' as there is acceptance it will not be achieved. Members are concerned that this performance information will have been through various checks and stages, and yet this had not been picked up – leading us to question whether the rating of wider performance indicators in this directorate and others across the Council is accurate.

This letter does not require a response, however I would be grateful if you would consider the above comments and observations.

Regards,



Councillor Craig Williams
Chairperson Economy and Culture Scrutiny Committee

cc Neil Hanratty – Director of Economic Development
Cabinet Office
Members of the Economy and Culture Scrutiny Committee

Fy Nghyf / My Ref: NRS/CW/NH/04.12.14

Dyddiad / Date: 02 January 2015

Councillor Nigel Howells
Chair, Policy Review and Performance Scrutiny Committee
City of Cardiff Council
County Hall
Atlantic Wharf
Cardiff
CF10 4UW



Dear Councillor Howells

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 4 DECEMBER 2014
Facilities Management Issues

I am writing to you in relation to an issue raised at the December Economy and Culture Scrutiny Committee meeting. As a member of the Committee I know you will be well aware of the comments, but it needs to be formally recorded as requested by the Committee Members during the Way Forward.

In our scrutiny of Quarter 2 Performance for the Sport, Leisure & Culture directorate, it became apparent that an issue exists with regard to obtaining a definitive position from Facilities Management on whether statutory and routine maintenance has been carried out within various facilities operated by the Council. The Sport, Leisure & Culture directorate is accountable for the maintenance of numerous venues, however it has no control over the maintenance regimes and the prioritisation of works, and this has been highlighted as a risk for the directorate.

The scrutiny of Facilities Management falls outside the terms of reference for the Economy and Culture Scrutiny Committee, and we would request that this matter is raised when the Policy Review and Performance Scrutiny Committee next considers it. This is not the first time that issues within Facilities Management have been raised at our Committee, and we feel the performance and working practices of this service are long over due some attention.

This letter does not require a response, however I would be grateful if you would consider the above comments and observations.

Regards,

A handwritten signature in black ink, appearing to read 'Craig Williams'.

Councillor Craig Williams
Chairperson Economy and Culture Scrutiny Committee

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Fy Nghyf / My Ref: NRS/CW/PBr/ADM Inq

Dyddiad / Date: 26 November 2014



Councillor Peter Bradbury
Cabinet Member: Community Development, Co-operatives & Social Enterprise
City of Cardiff Council
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Dear Councillor Bradbury

ECONOMY AND CULTURE SCRUTINY COMMITTEE INQUIRY – ALTERNATIVE DELIVERY MODELS IN LEISURE AND CULTURAL VENUES – 19 November 2014

I am pleased to provide you with views of the Members of the Task and Finish Inquiry focussing on Alternative Delivery Models in Leisure and Cultural Venues following the meeting that took place on 19 November 2014.

The Members of the Inquiry are pleased to note that our previous input on this project has been considered, and it is clear that previous discussions and suggestions have been taken on board by yourself and the project team. Given the pressure that officers are under to achieve savings and proceed with the tender process, we are particularly glad our input had not been disregarded.

We would like to extend our thanks to the officers who attended the meeting, and it is clear to us that the project team is prepared, assured in what they are undertaking and have a vision for the future of Leisure and Cultural services in Cardiff. It was evident that officers are well informed on work that is ongoing elsewhere across the country and that significant market testing has been undertaken in relation to the procurement exercises, allowing the project team to gauge the level of interest in the Lots available and to anticipate the bids that are likely to be received.

The Members recognise the fact that the Council is looking towards a net zero subsidy for the services, and can see that this is being driven by wider budgetary pressures on the service. While we welcome this aspiration, we would not insist that this result is achieved if suitably attractive bids are received that do not provide a net zero subsidy position for the Council.

The Members of the Inquiry welcome the focus that is to be placed on the achievement of desired outcomes when evaluating the bids received, rather than the Council being overly prescriptive with the specifications that bidders must satisfy. As outlined by officers, we believe that this approach will enable innovation from the market and allow bidders to outline new opportunities and options for service delivery. We feel that this approach will provide scope for a range of bidders to be taken through the first stage of the procurement exercise, if not further through the process.

We welcome the approach that has been taken within the Leisure Facilities procurement, with four separate Lots available for bidders and feel it is clear that officers have put considerable thought into this Lot allocation. We feel the three single facility Lots will provide the opportunity for smaller operators/organisations to participate in the procurement, which would not been possible had the Council gone with fewer, larger Lots, while at the same time retaining a more substantial Lot that will be attractive to larger organisations.

Members were interested to hear about the use of the in-house service provision as a benchmark throughout the process, and welcome the fact that the Council's provision of services is still being driven to reduce costs and improve quality of service. We were informed that if the Council's provision remained competitive late into the procurement process it would be considered as a viable option. Members are keen to stress that we would welcome the retention of the service if the Council's service provision is found to compete with the options provided by the wider market.

As discussed with officers at the meeting, we would welcome the consideration of social objectives from service provision within the competitive dialogue process – such as the payment of the living wage to staff, reduced charges for Children who are Looked After and increased access for disadvantaged customers. Members view this as an aspiration and are not requesting the Council takes a prescriptive approach to this within the required specifications, but rather expect this to be considered and explored with bidders as the procurement process progresses, as was assured by officers at the meeting.

Finally, the Members of the Inquiry would like to reiterate the preferences given in the report produced in May 2014, that we would regard working with a partner organisation driven by social goals (such as a trust, charity or social enterprise) as our preferred option. We feel that this approach would provide a natural role for Elected Members and the Local Authority to contribute to the running of facilities, and feel these organisations would better address the social elements of the services provided in Leisure and Cultural facilities. Despite this preference, there is not an expectancy for this to become a limiting factor that rules out any bids received for any of the four Leisure Lots, or in the future Cultural Venues procurement, but rather an area that should be given due consideration through the procurement process.

The Committee welcomes its continued involvement in this project, and trust that our input will prove valuable in informing the specifications and evaluation criteria used through the competitive dialogue process.

Regards,

A handwritten signature in black ink, appearing to read 'Craig Williams', with a long horizontal flourish extending to the right.

Councillor Craig Williams
Chairperson Economy and Culture Scrutiny Committee

cc Chris Hespe – Director, Sport, Leisure & Culture
Malcolm Stammers – Operational Manager, Leisure & Play
Roger Hopwood – Operational Manager, Arts & Theatre
Cheryl Cornelius – Cabinet Office
Members of the Economy and Culture Scrutiny Committee.

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**CABINET SUPPORT OFFICE
SWYDDFA CYMORTH Y CABINET**

My Ref / Fy Ref: CM29296

Date / Dyddiad: 1st December 2014



County Hall
Cardiff,
CF10 4UW
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Neuadd y Sir
Caerdydd,
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Ffôn: (029) 2087 2088

Cllr Craig Williams
County Hall
Atlantic Wharf
Butetown
Cardiff
CF10 4UW

Item 9 Appendix J2

Dear / Annwyl Craig

**ECONOMY AND CULTURE SCRUTINY COMMITTEE INQUIRY: Alternative
Delivery Models - Inquiry Meeting 19 November 2014**

Thank you for your letter and valuable comments that were made following the Scrutiny Committee Task and Finish Group's consideration of the current position with the work on alternative delivery for leisure centres and arts venues. Once again, I would like to stress how useful this scrutiny has been to the process and I would be grateful if you could pass on my and Officers' thanks to the Members involved for their commitment.

I note the comments in support of the principle of bundling the facilities into lots to enable smaller and more local interest to be expressed in some of the facilities. Also, I note the recommendation that we should ensure that the specifications are not overly prescriptive that they would restrict innovation.

Your comments in support of an enhanced in-house model as long as it was suitably competitive were made strongly, and that should external operators be appointed in due course, then the Committee's preference would be that those operators would have social goals.

The process of the in-depth look into alternative delivery by the Scrutiny Committee has been first class and something that I really appreciate. I hope that Officers and I will be given the opportunity to take advantage again of the Task and Finish Group's knowledge and interest in this topic later in the process.

Yours sincerely
Yn gwyir

**Councillor / Y Cynghorydd Peter Bradbury
Cabinet Member for Community Development, Co-operatives & Social
Enterprise
Aelod Cabinet Dros Datblygu Cymunedol, Mentrau Cydweithredol a Mentrau
Cymdeithasol**

PLEASE REPLY TO / ATEBWCH I : Cabinet Support Office / Swyddfa Cymorth Y Cabinet,
Room / Ystafell 517, County Hall / Neuadd y Sir,
Atlantic Wharf / Glanfa'r Iwerydd, Cardiff / Caerdydd,
CF10 4UW



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Fy Nghyf / My Ref: NRS/CW/RP/28.11.14

Dyddiad / Date: 1 December 2014



Councillor Ramesh Patel
Cabinet Member: Transport, Planning and Sustainability
City of Cardiff Council
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Dear Councillor Patel

JOINT TASK AND FINISH INQUIRY – ECONOMY & CULTURE AND ENVIRONMENTAL SCRUTINY COMMITTEES – CARDIFF CENTRAL TRANSPORT HUB – 28 NOVEMBER 2014

On behalf of the Members of the Joint task and finish Inquiry into Cardiff Central Transport Hub I would like to thank you and officers for attending the meeting on 28 November 2014. The Members had a number of comments and requests following the meeting, as set out below.

We feel strongly that the decisions on the bus station are of utmost importance to the city, and given the appropriate status by the Cabinet. At the meeting there remained doubt as to which Cabinet meeting will consider this paper – something which was of concern to the Members of the Task Group. Given its importance, we request that the decision on the bus station is brought to the earliest possible Cabinet meeting, and that the papers for this decision are sent to the Members of the Inquiry as early as possible. Please can you confirm the date of the meeting as soon as it is agreed?

As you are aware, concerns were raised in the meeting in relation to the range of stakeholders involved in informing the Cabinet decision, the viability of both proposed locations for the new bus station, and the impact the changes will have on journey times in the city. We welcome the assurances you gave during the meeting that these issues have been addressed and that the detail will come out within the Cabinet Papers and accompanying technical documents, and we look forward to reading these.

A final issue raised at the meeting, that we wish to follow up at this point of the Inquiry, is in relation to the number of people living outside of Cardiff who have completed the consultation. Concerns were raised that their point of view would be

lost or overwhelmed by the responses from those who live within the city, and that they may have different priorities from residents. We request that further analysis is done by extracting and analysing responses from individuals who do not live in the city – either to be completed by transport officers who hold the data, or by sending the raw data to the Scrutiny Research team for its researchers to break down.

It is the intention of this Task and Finish group to consider the Cabinet report and supporting information when it becomes available, and to write to you with our comments and observations prior to the date of the Cabinet meeting. In the weeks and months after that meeting, we look forward to working with you and officers to feed into the design priorities for the Central Transport Hub and surrounding area.

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, appearing to read 'Craig Williams', with a long horizontal flourish extending to the right.

Councillor Craig Williams
Chairperson Economy and Culture Scrutiny Committee

cc Paul Carter – Operational Manager, Transportation
Claire Moggridge – Operational Manager, Major Projects Infrastructure
Cheryl Cornelius – Cabinet Office
Members of the Economy and Culture Scrutiny Committee
Members of the Environmental Scrutiny Committee

**CABINET SUPPORT OFFICE
SWYDDFA CYMORTH Y CABINET**



My Ref / Fy Ref: CM29340
Your Ref / Eich Ref: NRS/CW/RP/
28.11.14

Date / Dyddiad: 12 December 20014

Item 9 Appendix K2

Councillor Craig Williams
County Hall
Atlantic Wharf
Butetown
Cardiff
CF10 4UW

Dear Councillor Williams

**Joint Task and Finish Inquiry - Economy & Culture and Environmental
Scrutiny Committees - Cardiff Central Transport Hub - 28 November 2014**

Thank you for your correspondence concerning the above and for the comments made by the Committees. I can formally confirm what has been conveyed verbally already, that the matter will be considered at a public Cabinet meeting on 15 December 2014.

I understand the concerns raised in relation to the consultation responses received from non-residents of Cardiff. The publicity was launched online which would have given access to the survey to anyone worldwide who looked for it. For example, if you entered 'Cardiff bus station consultation' into the search engine 'Google', the first display is the survey on the Council's website – HAVE YOUR SAY ON THE FUTURE OF CARDIFF BUS STATION, then advertising the survey on Travel-Line Cymru and then followed by the coverage on Wales Online and BBC etc.

To say that the survey was not targeted to people outside Cardiff is incorrect. Anyone with access to the internet worldwide could access and fill in the survey and the media coverage publicised this. There is a cross sample comparing responses from Cardiff residents and respondents from outside Cardiff at the bottom of this e-mail.

The consultation took place between 08 August and 03 October and was split into two parts.

PLEASE REPLY TO / ATEBWCH I: Cabinet Support Office / Swyddfa Cymorth Y Cabinet,
Room / Ystafell 514, County Hall / Neuadd y Sir,
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Part 1 – launch of the online survey

- The online survey – HAVE YOUR SAY ON THE FUTURE OF CARDIFF BUS STATION was launched on Cardiff’s website, Ask Cardiff web page, Keep Cardiff Moving website and bus company websites (Stagecoach and Newport Transport), also Bus Users Cymru and Confederation of Passenger Transport.
- Three press releases were sent out– which resulted in coverage on BBC Online (Under the section South East Wales – worldwide audience); the Western Mail (audience – whole of Wales) , South Wales Echo (Cardiff to Pembrokeshire) and Media Wales (Worldwide audience). All of the coverage giving awareness on the consultation and the consultation itself is shown in the attached PDF.
- The survey was then sent to a number of established consultation forums, cycling groups, over 50’s/Access forum and 150 printed surveys were given to the taxi trade.

Part 2 - Public events – focussing on Cardiff

- External advertising campaign launched – Cardiff bus rear advertising, posters put up in bus shelters, advertising in the Capital Times, leaflets in leisure centres, libraries and all hubs.
- Printed surveys and drop boxes were placed in all libraries, leisure centres and hubs for residents to fill in the form.
- Two public events were held in Queen Street on two separate days
- Survey sent to Cardiff Panel – 5000 people.
- Joint Over 50's and Cardiff Council Access Focus Group forums were held

The response to this consultation was judged to be ‘an excellent sample’, not only based on its size, but the diverse nature of the sample collected.

In terms of the number of responses, this can be compared to other consultations carried out by the Council. The largest consultation that this Council does is the Ask Cardiff Survey targeted at a very wide audience, asking for views on all council services.

The highest recorded sample for this consultation was approximately 6000 respondents, with an average of 2500 each year. The bus station consultation produced 3717 responses, well over this average for the Ask Cardiff survey. Consultations on specific subjects usually result in a response of approximately 300 or more. The sample size of respondents outside Cardiff for this consultation was 448 respondents which is higher than the average total of respondents for a consultation exercise on a single issue.

A summary of the results and the analysis is shown below:

In summary

- The majority (87%) of those questioned stated that they were from Cardiff, with 12% identifying themselves as living outside of Cardiff;
- Of those respondents living outside of Cardiff, the majority provided home postcodes within the authorities of Vale of Glamorgan (20%), RCT (13%) and Caerphilly (9%);
- Both residents and non-residents alike had almost identical priorities for the new bus stations, in both cases the top 3 priorities were – ‘Easy access to trains’, ‘Convenient interchange between services’ and ‘Easy access for pedestrians’;
- Similarly, residents and non-residents had almost identical views on which features would be important for a new bus station, in both instances the most important being – ‘Toilets’, ‘Real time electronic information’ and ‘Seated waiting area’;
- 67% of both residents and non-residents each stated that they would make greater use of a new bus station;
- With regards to the location of the new station, although there were some differences in the numbers preferring north to south between residents and non-residents, overall the majority preference in both instances was for the location north of Central Station (71% Residents, 59% Non-Residents).

Origin of All Respondents:

	No.	%
Cardiff Resident	3,229	87%
Non-Residents	448	12%
Origin Not Stated	40	1%
ALL RESPONDENTS	3,717	100%

Origin of Non-Residents:

	No.	%
Blaenau Gwent	2	0%
Bridgend	23	5%
Caerphilly	40	9%
Merthyr	8	2%
Monmouthshire	5	1%
Newport	20	4%
Rhondda Cynon Taf	56	13%
Torfaen	7	2%
Vale of Glamorgan	90	20%
Other/Origin Not Stated	197	44%
ALL NON-RESIDENTS	448	100%

Priorities for the development of the new bus station (weighted):

	Cardiff Residents	Non-Residents
Easy access to trains	1	1
Easy access to taxis	8	8
Easy access to long distance coaches	6	6
Easy access to future transport	7	7
Easy access for pedestrians	3	3
Easy access for cyclists	10	9
Easy access for taxis	9	10
Easy access for car pick up/drop off	5	5
Convenient interchange between services	2	2
Easy access for mobility impairment	4	4
Other	11	11

Proposed bus station features ranked by greatest importance (weighted):

	Cardiff Residents	Non-Residents
Airport type concourse	10	10
Real time electronic information	2	2
Cycle facilities	9	9
Staffed presence	4	4
Integrated ticketing system	6	6
24/7 opening times	5	5
Toilets	1	1
Retail outlets	11	11
Food outlets	8	7
Seated waiting area	3	3
Luggage storage area	7	8

Would you make greater use of a new bus station:

	Cardiff Residents	Non-Residents
Yes	67%	67%
No	10%	8%
Don't Know	23%	25%

Preference for the location of the new bus station, north or south of Central Station:

	Cardiff Residents	Non-Residents
North	71%	59%
South	12%	18%
No Opinion	17%	23%

In conclusion, I would say that on the basis of the responses received, there is little evidence of any significant difference of opinion amongst residents and non-residents, and that the results previously reported hold true.

I trust this information is of assistance.

Yours sincerely,
Yn gwyir,



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

cc Members of the Economy and Culture Scrutiny Committee
Members of the Environmental Scrutiny Committee
Paul Carter – Operational Manager, Transportation
Claire Moggridge – Operational Manager, Major Projects Infrastructure
Joanne Watkins – Cabinet Office

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Fy Nghyf / My Ref: NRS/CW/RP/12.12.14

Dyddiad / Date: 13 December 2014



Councillor Ramesh Patel
Cabinet Member: Transport, Planning and Sustainability
City of Cardiff Council
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Dear Councillor Patel

JOINT TASK AND FINISH INQUIRY – ECONOMY & CULTURE AND ENVIRONMENTAL SCRUTINY COMMITTEES – CARDIFF CENTRAL TRANSPORT HUB – 12 DECEMBER 2014

The Members of the Joint Task and Finish Inquiry into ‘Cardiff Central Transport Hub’ met with stakeholders on Friday 12 December to consider the report ‘Central Bus Interchange Next Steps’, which is on the Cabinet agenda for Monday 15 December. The comments and observations following this meeting are set out below, which we request are given consideration prior to the item being presented at Cabinet, and request that this letter is included in the papers for the meeting

Members of the Inquiry cannot escape the feeling that the plans for a new bus station have been development led rather than led by transport priorities. It appears to us that, rather than designing the new facilities around the priorities for the transport network in the city, the Council has prioritised the development of Central Square and the new bus station has been left to fit around the remaining space. This is a big disappointment to us, many of whom have been involved in new plans for the central bus station for many years. The fact that Cardiff will be without a central bus interchange for approximately two and a half years is a clear indication to us that this solution has not been driven by transport priorities.

We wish to express our concern with regard to the footprint allocated to the new bus interchange, and the capacity this leaves for adequate numbers of bus stands. We met with the main bus providers for the city, and while we accept their assurances that they are content with the footprint, and that future bus route plans may mean reduced numbers of buses going through the central interchange, it was clear that this is dependant on coach services being located elsewhere in the city, and is very much based on current bus usage. We are disappointed that the Council is making do with an area of land and exploring how best to fit a bus station into it, rather than dictating the land requirements for a world-class bus interchange, that fits seamlessly

with other current and future modes of transport. This is particularly frustrating to us given that the Council is the owner of all the land in question. We recommend that the designs for street layout and footpath routes surrounding the current bus station footprint are reviewed in order to provide the maximum space possible for the new bus interchange. Members of the Inquiry were informed at the meeting that a number of architects will be invited to provide high level designs for the bus station, and we recommend that they are encouraged to be innovative with their proposals for maximising space for buses within the station, and we also hope to see options such as dynamic stands and layover options are explored, which can allow for increased bus capacity if the footprint itself cannot be increased. We do however accept the concerns raised by bus providers that dynamic stands can lead to confusion and are not favoured by their customers.

Members of the Inquiry feel the plans for the new bus interchange have not been future proofed, and are concerned that this facility will not be able to meet increased demand, particularly in light of population growth estimates for the city and the emphasis the Council places on encouraging the public to use public transport rather than private cars. We feel the aspiration should be for a station with excess capacity, with room to meet increased demand, rather than a solution that is a significant downsize from current capacity.

Members heard that the Council is committed to making it easier for buses to move around the city, and an important aspect of this is the enforcement of moving traffic offences. We were left with the impression that the Council is currently being overly cautious in this respect, and feel it should take a strong position, fining all motorists who drive irresponsibly and inconsiderately. We would hope that sufficient finance and investment is going to be allocated to enable all hot spot areas in the city to be monitored, and that stakeholders such as bus operators will be engaged to help identify turns or junctions that need stronger enforcement of road regulations. We do not feel that the Council should be scared of generating income, at least in the short-term, if it is what is required to ensure motorists in the city drive in an acceptable manner.

The transitional arrangements for buses and coaches in Cardiff, once the current station has been demolished and prior to the new bus interchange being completed in 2017, were discussed at length with stakeholders. Members are content that these transitional arrangements have been developed with bus operators on board and we heard assurances that the proposed arrangements will not cause too much disruption to the city centre and public transport customers. We do feel that the Council has a vitally important role to play in communicating the changes, and in directing the public to their buses or to information around bus routes. Understandably the various bus providers will focus their attention on information relating to their own services, and we feel the Council must coordinate the wider information provided, and also the timing of information. We would hope that a Communication Strategy/Plan has been developed which captures the plans for communicating changes to the public,

including information online, on street and on buses. We request that this plan is sent through to us early in the new year at the latest. During the meeting, Members were concerned to hear that a disconnect exists between rail and bus services, with Arriva unwilling to provide real-time bus information or timetables within the railway station. If this city is to have truly integrated transport systems, we feel the Council has a role to play as a mediator and should be putting pressure on providers to provide information on connecting services.

Members are aware that this Cabinet report is one of the first stages in developing plans for a new bus interchange, with high level designs to be completed in February and more detailed concepts and designs anticipated in April 2015. We request that Scrutiny Members are included throughout this design process, as there are a number of areas we feel our views should be considered, including taxi access to the station, the location of coach services, whether the station is part of the bus box, disabled access and cycle facilities at the interchange to name a few. This involvement may be through this Task and Finish inquiry, or solely through Members of the Environmental Scrutiny Committee.

At the first meeting of this Inquiry on Friday 28 November, Members were given assurances that comprehensive engagement has been undertaken with stakeholders in developing the plans for the new bus interchange, and were informed that this detail would be contained within the Cabinet report or appended papers. Having considered the Cabinet papers, Members were disappointed not to find this information included, and are left questioning who the Council has engaged with, and what point of view they put across. At the most recent inquiry meeting, it was clear to us that a good relationship exists between Council Officers and bus providers, and that there is an on-going dialogue with them, and we could see evidence that coach and rail operators have been engaged, however we expect that a formal record of stakeholders and their points of view has been created, and request that this is sent to us.

The information contained within the Cabinet report, and that captured during the two Inquiry meetings has left the Members of this Task and Finish group questioning whether the proposals for a bus interchange on the Network Rail Car Park (south of the railway line) was ever really a viable option, particularly given land ownership issues, the relationship that exists between the Council and Network Rail, and the clear stated preferences of bus operators within the city that the north is the favoured location. While we welcome the commitment of the Council to gather public opinion, and recognise that valuable information has been captured in relation to preferred features for a bus station and access to other transport modes, we question the wisdom in asking whether the station would be preferable north or south of the railway line. We feel it is fortunate that public preference is for a station to the north of the rail lines, and that preference for the south would have caused major problems, including reputational damage, for the council given that it isn't a truly viable proposition to deliver on. At the meeting this Friday, Members were informed that the

cost of the public consultation exercise has been calculated, but that officers didn't have the figures to hand – please could this information be sent through to us.

Finally, I would like to thank you for the letter you sent on Friday 12 December in response to the comments and requests from this Inquiry's first meeting. We welcome the additional work officers have undertaken in summarising the results for non-residents of Cardiff, and can see that their priorities are almost identical to those of respondents that are Cardiff residents. The approach taken both online and through public events demonstrates a commitment from the Council to capturing public opinion on the future of the bus station, and we feel that the high number of respondents clearly demonstrates that this issue is a high priority for this city and the people that live, work and visit here.

I trust that you will consider these comments and concerns prior to the Cabinet meeting to be held on Monday 15 December, and I look forward to your response to the requests made in this letter.

Regards,

A handwritten signature in black ink, appearing to read 'Craig Williams', with a long horizontal flourish extending to the right.

Councillor Craig Williams
Chairperson Economy and Culture Scrutiny Committee

cc Paul Carter – Operational Manager, Transportation
Claire Moggridge – Operational Manager, Major Projects Infrastructure
Cabinet Office
Members of the Economy and Culture Scrutiny Committee
Members of the Environmental Scrutiny Committee