



DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

COUNCIL SUMMONS

Thursday, 26 March 2015

GWYS Y CYNGOR

Dydd Iau, 26 Mawrth 2015,

You are summoned to attend a meeting of the **COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF** which will be held at the Council Chamber - City Hall on Thursday, 26 March 2015 at 4.30 pm to transact the business set out in the agenda attached.

MARIE ROSENTHAL
County Clerk & Monitoring Officer

County Hall
Cardiff
CF10 4UW

20 March 2015

Promotion of equality and respect for others | Objectivity and propriety | Selflessness and stewardship
Integrity | Duty to uphold the law | Accountability and openness

<i>Item</i>		<i>Approx Time</i>	<i>Max Time Allotted</i>
1	Apologies for Absence To receive apologies for absence.		
2	Minutes (Pages 1 - 24) To approve as a correct record the minutes of the minutes of the meetings held on 26 February and 5 March 2015.	4.30 pm	5 mins
3	Declarations of Interest To receive declarations of interest (such declarations to be made in accordance with the Members Code of Conduct).		
4	Announcements To receive announcements from the Chair.	4.35 pm	5 mins
5	Petitions To receive petitions from Elected Members to Council.	4.40 pm	5 mins
6	Lord Mayor and Deputy Mayor Elect (Pages 25 - 26) To consider nominations for the positions of Lord Mayor and Deputy Lord Mayor for the 2015/16 Civic Year.	4.45 pm	20 mins
7	Cabinet Statements To receive statements from the Leader and Cabinet Members	5.05 pm	30 mins
8	Oral Questions To receive oral questions to the Leader, Cabinet Members; Chairs of Committee and/or nominated Members of the Fire Authority.	5.35 pm	90 mins
9	Corporate Plan 2015 - 2014 (Pages 27 - 78) To receive the Cabinet Report and approve the Corporate Plan.	7.05 pm	45 mins

10	<p>Pay Policy 2015/16 (Pages 79 - 104)</p> <p>To agree a Pay Policy Statement for 2015/16, in accordance with the requirements of the Localism Act 2011.</p>	7.50 pm	10 mins
11	<p>Fairwater Community Poll (Pages 105 - 110)</p> <p>Report of the Chief Executive.</p>	8.00 pm	15 mins
12	<p>Constitution Committee - 19 March 2015 (Pages 111 - 116)</p>	8.15 pm	20 mins
13	<p>Notice of Motion</p> <p>Motion 1</p> <p>This Council calls upon the Cabinet to:</p> <ol style="list-style-type: none"> 1 Reconsider its policy on introducing smaller wheelie bins. <p>Instead</p> <ol style="list-style-type: none"> 2 Provide support to the education team to allow officers to be out and about in our communities talking with residents on a regular basis. 3 Promote the use of fines for perpetual offenders. 4 Work closely with Local Members who should have extensive knowledge of problem areas, and plan action events to tackle the problems. 5 Continue to service local shops and businesses with small supplies of green bags, white bags and food bags. <p>Proposed by: Councillor Cowan</p> <p>Seconded by: Councillor Holden</p> <hr/> <p>Motion 2</p> <p>Cardiff is home to a large number of Somaliland people and Somaliland communities have lived here since the 1850s. They play a huge part in the life of the City and many have served honourably in the armed forces, NHS and the merchant navy.</p>	8.35 pm	30 mins
		9.05 pm	30 mins

	<p>Many Somaliland citizens remain concerned about the international status of Somaliland and are asking the Cardiff Council in its civic role as the Capital City of Wales and as part of its duties under the Equalities Act and as gesture of friendship to this Cardiff community to represent their concerns to the Commonwealth, UK and Welsh Governments.</p> <p>As such this Council resolves to endorse the recognition of the Republic of Somaliland, which has now operated peacefully with democratic elections for nearly 25 years as an independent republic. We respect the UN concept that recognition should start with the Regional Government body but notes that the African Union has for many years failed to act on its own report recommending recognition.</p> <p>We therefore call on the UK and Welsh Governments to recognise Somaliland as a sovereign state and in the meantime resolve to fully acknowledge the ties of friendship with Somaliland.</p> <p>Proposed by: Councillor Thorne</p> <p>Seconded by: Councillor Weaver</p>		
14	Urgent Business	9.35 pm	5 mins
Unopposed Council Business			
15	<p>Appointment of Local Authority Governors to School Governing Bodies (Pages 117 - 122)</p> <p>Report of the County Clerk and Monitoring Officer.</p>	9.40 pm	5 mins
16	<p>Appointment of Temporary LA Governors to Howardian Community Education Centre (Pages 123 - 128)</p> <p>Report of the County Clerk and Monitoring Officer.</p>		
17	<p>Cardiff Community Boundary Review (Pages 129 - 232)</p> <p>To adopt the recommendation endorsed by Cabinet at its meeting 19 February 2015.</p>		
18	Private Sector Housing Policy Update - Home Improvement Loans		

Written Questions – In accordance with Council Procedure Rules Written Questions received for consideration and response will be published on the Council Website in advance of the meeting and will be included as a record in the minutes of the meeting

This page is intentionally left blank

**CITY & COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**



COUNCIL:

26 MARCH 2015

REPORT OF COUNTY CLERK & MONITORING OFFICER

LORD MAYOR AND DEPUTY LORD MAYOR ELECT

Reason for this Report

1. To receive nominations for the positions of Lord Mayor and Deputy Lord Mayor for the 2015/16 Civic Year.

Background

2. The election of the Chair and Vice Chair of Council are determined by a vote of the Council at its Annual Meeting in May and nominations for these positions are sought from Party Groups to enable a recommendation to be made at the March Council meeting.
3. The Members appointed as Chair and Vice Chair are entitled to use the titles The Right Honourable the Lord Mayor and Deputy Lord Mayor respectively.

Issues

4. The purpose of this report is to seek the nomination of Members for election as Lord Mayor and Deputy Lord Mayor for 2015/16 Civic Year.
5. It will be necessary for Council to formally elect the Lord Mayor and Deputy Lord Mayor at the Annual Meeting of Council.
6. Party/Group nominations for these positions have been requested. .

Reasons for Recommendations

- 5 To consider nominations received for the positions of Lord Mayor and Deputy Lord Mayor for the 2015/16 civic year, in advance of the formal election at the Annual Council meeting in May.

Legal Implications

- 6 The Local Government Act 1972 requires that the Chairman of the Council be elected annually and that the Vice Chairman be appointed annually. In neither case may that person be a member of the Executive. The Council has the benefit of a Royal Charter permitting the Chairman and Vice Chairman to be known by the style and title of The Right Honourable the Lord Mayor and Deputy Lord Mayor respectively.

Financial Implications

- 7 Payments to civic heads are within the remit of the Independent Remuneration Panel. For 2015/16, the Panel has set three levels of civic salary for each of these roles which can be paid by any authority according to local factors. These range between £19,000 to £24,000 (inclusive of the basic allowance) and £14,000 to £18,000 (inclusive of basic allowance) for the Deputy Lord Mayor. These amounts can be met from within existing budgets.

RECOMMENDATIONS

It is recommended that:

Council consider nominations for the positions of Lord Mayor and Deputy Lord Mayor elect for the 2015/16 Civic year.

MARIE ROSENTHAL
County Clerk and Monitoring Officer
11 March 2015

CITY & COUNTY OF CARDIFF
DINAS A SIR CAERDYDD
COUNCIL: 26 MARCH 2015



CABINET PROPOSAL

CORPORATE PLAN 2015-2017

Reason for this Report

1. To enable Members to consider and approve the Council's Corporate Plan for 2015-17 and recommend it to Council for approval.

Background

2. The Corporate Plan forms part of the strategic policy framework set out within the Council's Constitution and is considered annually by the Council. The document outlines the Authority's strategic policy priorities and forms part of the required statutory improvement framework as it discharges the Council's obligations under the Local Government (Wales) Measure 2009 to publish a stage one plan, setting out how the Council plans to achieve its priorities for improvement. The Corporate Plan usually covers a 3-year period and is subject to an annual refresh.
3. The Council has to develop the Corporate Plan for 2015-2017 in the context of severe financial pressure, which has required budget savings of some £41.1m to be identified for 2015/16. This follows the identification of £130 million in savings over the past 5 years, with an estimated £120 million funding gap to be addressed between 2016/17 and 2018/19.
4. In October 2014, Cabinet considered the report entitled, "Repositioning Cardiff as Europe's Most Liveable Capital City: Vision, Values and Corporate Planning". The report outlined the Council's approach to strengthening corporate and partnership planning in order to deliver the organisation's vision and address key organisational issues including those identified in the Wales Audit Office Corporate Assessment. The Corporate Plan has been developed in this context.

Issues

Delivering the Council Vision

5. The Cabinet has established a new vision for Cardiff to be "Europe's most liveable capital city." This vision will be achieved by delivering seven outcomes which have been jointly agreed by public service and

third sector partners in the city. These outcomes are included in Cardiff's Single Integrated Plan – "What Matters":

- People in Cardiff are safe & feel safe
 - Cardiff has a thriving & prosperous economy
 - People in Cardiff achieve their full potential
 - Cardiff is a great place to live, work & play
 - People in Cardiff have a clean, attractive & sustainable environment
 - People in Cardiff are healthy
 - Cardiff is a fair, just & inclusive society
6. The Corporate Plan captures the Council's contribution to delivering Cardiff's seven outcomes, setting out the organisation's priorities and what will be done to deliver against these priorities. It should be noted that other city partners have an important contribution to make, and whilst the Council works with many of them on a range of issues, the Corporate Plan focuses on the Council's contribution to the city.

A New Approach

7. In a departure from previous Corporate Plans, which were structured around individual Cabinet portfolios, the Corporate Plan 2015-17 is structured around the following four priorities:
- Education & skills for people of all ages
 - Supporting people in vulnerable situations
 - Sustainable economic development as the engine for growth & jobs
 - Working with people & partners to design, deliver & improve services
8. This approach has been adopted to more strongly emphasise the Council's priorities and make clear that in the current financial climate, it is necessary to secure a strong focus on a small number of priorities where significant change is required. This approach is consistent with the approach undertaken by other UK Core Cities.
9. The Council remains committed to all its statutory obligations but the blunt reality is that the organisation can no longer do all the things it has done in the past. With reducing funding and increasing demand, the Council must be clear about its priorities. Three tightly focused priorities have therefore been maintained and a fourth priority introduced which recognises the need to change the way services are delivered. For each priority, a limited number of high-level improvement objectives have been established and for each improvement objective a number of commitments and performance indicators have been identified to measure progress. The priorities of the Corporate Plan are all consistent with the organisation's co-operative values.
10. The "business as usual" and more service focused change will be included in Directorate Delivery Plans prepared by individual directors. The Directorate Delivery Plans will continue to provide an important link between the Corporate Plan, the work of directorates and the objectives set for individual employees. Directorate Delivery Plans will also further

integrate financial and service planning, more detailed action about progressing Corporate Plan improvement objectives, as well as details of other important activities not included in the Corporate Plan.

11. In addition, Directorate Delivery Plans will provide clear lines of responsibility, increased accountability and be subject to effective management challenge and scrutiny. This will ensure that team and individual employee objectives are aligned with Council's key strategic priorities. This will support the Council's continued drive to improve compliance with organisational performance management requirements, including Personal Performance and Development Reviews (PPDRs). In this way, the Council will maintain an overview and manage the key organisational functions of:
 - identification and delivery of priorities;
 - service and financial planning;
 - timely performance management integrating financial and service performance; and
 - objective setting for and performance of individual members of staff.

Responding to Corporate Challenges

12. The Wales Audit Office (WAO) published its latest Corporate Assessment of the City of Cardiff Council in September 2014, seeking to answer the question: 'Is the Council capable of delivering its priorities and improved outcomes for citizens?'
13. In reviewing the Corporate Plan 2014-17, the Auditor General for Wales found that it lacked "sufficiently clear measures of success". The Corporate Assessment also noted that "variation in the way in which directorates describe outcomes, confused use of terminology and lack of clarity about the improvement sought ...mean that the Plan does not provide a clear reference point from which performance can be evaluated in the future."
14. The WAO Corporate Assessment did comment on the strengths of the Corporate Plan 2014-17 and that "the Council produced a more concise document with the aim of establishing a clearer focus on priorities". To address the issues raised by the Corporate Assessment, meet the requirements of emerging legislation (such as the Future Generations Bill) and address other historic issues raised by the WAO, the Council has:
 - **Set out the Council's Contribution to the City wide outcomes** captured in the 'What Matters' Single Integrated Plan.
 - **Established clear priorities** as well as a reduced number of improvement objectives to deliver the priorities.
 - **Set out clear terminology** for how the plan will be structured.

- **Agreed future targets with clear measures of success.** Following of a formal target setting session involving all Cabinet Members and the Senior Management Team the Plan now includes a basket of performance measures with clear targets. These consist of a mixture of (statutory) National Strategic Indicators and Public Accountability Measures as well as “Local” indicators selected for their particularly relevance. The Corporate Plan Appendix also includes details on past performance, the Council’s relative position (where available) and targets for future years.
- **Included appropriate benchmarking data where available.** The Cabinet and the Policy Review and Performance Scrutiny Committee have the shared aspiration to benchmark Cardiff’s performance within the Corporate Plan. Whilst, benchmarking information is included where available, it is not always possible to compare “like with like”. That said comparisons with other UK Core Cities and Welsh Local Authority areas are included where possible.

Stakeholder Engagement

15. Consistent with the Administration’s Co-operative Council values, the Corporate Plan has been developed in the context of extensive partner and stakeholder engagement, which is outlined below:

- **Early Engagement with Policy Review and Performance (PRAP) Scrutiny Committee:** The PRAP Scrutiny Committee received an opportunity to understand the approach undertaken to the development of the Corporate Plan and comment on the developments to the proposed format and structure (December 2014).
- **Engagement with Wales Audit Office:** In January 2015, a draft of the Corporate Plan was shared with the WAO for feedback on the format and structure to ensure the Council was responding positively to previous criticisms. The draft structure and terminology used in the Plan were revised following engagement with the WAO.
- **Consideration by Challenge Forum:** In January 2015, members of the Challenge Forum, including external peer challenge advisers, were invited to consider a draft version of the Corporate Plan to provide comments on structure, style and content. In summary, their comments were positive and:
 - endorsed the style and structure;
 - commended the clarity of vision;
 - noted that clear lines of accountability had been maintained;
 - recognised the distinction made between “city performance” and “organisational performance”;
 - appreciated that the Plan served a number of technical stakeholders; and
 - supported the production of a “shorter, community facing” version of the Plan.

- **All Member Engagement Session:** All Councillors were invited to a Member engagement workshop that was held on 22 January 2015, which provided an opportunity for them to learn more about the development of the new Corporate Plan prior to formal consideration by all Scrutiny Committees. Councillors were provided with a summary of the priorities, improvement objectives and key commitments. Infographics outlining the rationale for the priorities and objectives were also provided. The workshop was also attended by Cabinet Members and Directors.
- **Consideration by all Scrutiny Committees:** A draft version of the Corporate Plan 2015-2017 was provided to each of the Council's five Scrutiny Committees for consideration alongside the draft budget proposals for 2015/16 between the 3rd and 9th February 2015.
- **Cardiff Debate** initial findings that were published in November 2014 were considered, as well as the **Budget Consultation 2015/16 Report**.

Publication and Communication

16. The Corporate Plan 2015-2017 and relevant supporting documents will be published on the Council's website. To ensure the Plan and, more specifically, the Council's priorities and objectives are communicated effectively, a suite of stakeholder appropriate documents will be produced. These will include a shortened "Community Facing" version of the Plan that does not include some of the technical detail required by statute. For staff and elected Members, a "Plan on a Page" will also be published crystallising all the key messages. In addition, a balanced scorecard will be produced presenting key information relating to the organisation, its performance and its contribution to the wider city vision.

Reason for Recommendations

17. To enable the Corporate Plan 2015-2017 to be considered by the Council on 26 March 2015 and to be published thereafter, subject to any consequential amendments.

Financial Implications

18. This report sets out the Council's Corporate Plan for the period up until 2017. Implementing these strategic priorities will need to be in accordance with the amounts set out in the February 2014 Budget Report which included the revenue and capital budgets for 2015/16, the indicative Medium Term Financial Plan for the period up to 2018/19 and the indicative Capital Programme for the period up until 2019/20.
19. Some of the objectives contained in this report will need to be the subject of further reports so that detailed financial implications can be determined when further financial information is known. Where invest to save schemes, for example energy projects, are taken forward this will need to

be on the basis of robust business cases which generate commercial returns, Similarly the Plan clearly identifies the financial constraints within which the Council is and will continue to work whilst recognising the importance of Cardiff as the capital City driving economic activity and social change. Therefore proposals in respect of significant infrastructure developments which are not part of the existing Capital Programme will need to be developed by obtaining support from regional and private sector partners alongside potential Welsh Government and Central Government support.

Legal Implications

20. The Local Government Measure 2009 sets out the Council's obligations to ensure continuous improvement in the exercise of its functions. This report sets out the steps taken in identifying and consulting on the improvement objectives contained in the Corporate Plan for 2015-2017. The Corporate Plan is part of the Policy Framework and a decision on whether to adopt the draft Corporate Plan is a matter for full Council
21. The Council has to satisfy its public sector duties under the Equalities Act 2010. Decisions must have due regard to the need to (a) eliminate unlawful discrimination (b) advance equality of opportunity and (c) foster good relations on the basis of the protected characteristics defined in the Act. The Council needs to make its decision to make a proportionate and rational decision with proper regard for its equality duty

CABINET PROPOSAL

Council is recommended to:

1. approve the Corporate Plan 2015-2017 as set out in **Appendix 1**
2. delegate authority to the Chief Executive in consultation with the Leader of the Council to make any consequential amendments to the Corporate Plan following consideration by Council on 26 March 2015.

THE CABINET

19 March 2015

The following Appendix is attached:

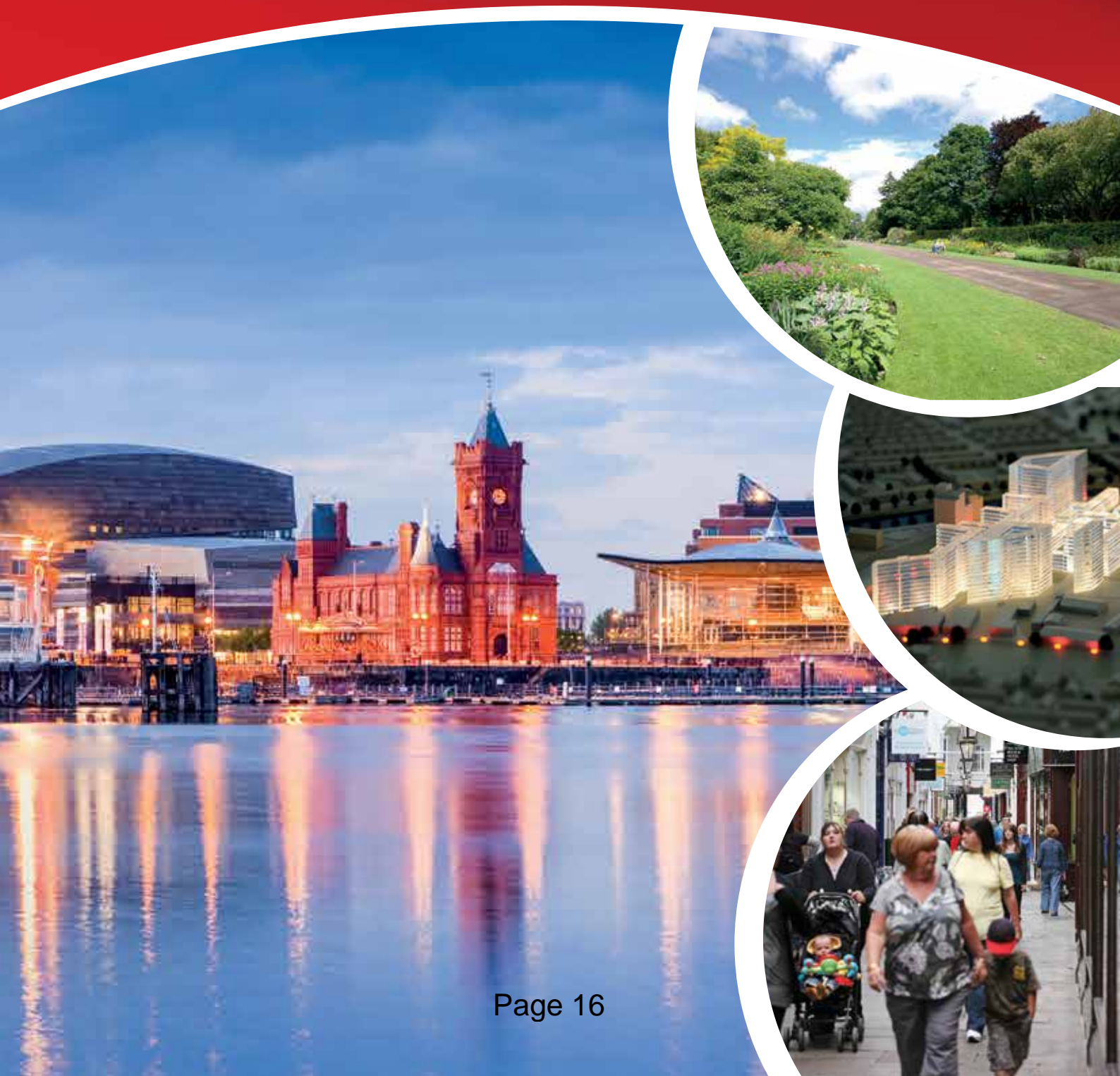
Appendix 1 – Corporate Plan 2015-2017

The City of Cardiff Council Corporate Plan

2015 - 2017



make the difference



Contents

Foreword by the Leader of the Council	4
Our Vision for Cardiff	5
Delivering Our Vision	6
Pressures Facing the City	8
The Need to Prioritise	10
Priorities and Improvement Objectives We Want to Achieve	12
- Priority 1: Education and Skills for People of All Ages	13
- Priority 2: Supporting People in Vulnerable Situations	19
- Priority 3: Sustainable Economic Development	26
- Priority 4: Working with People and Partners	29
Appendix A: Target Setting	

Corporate Plan 2015-17



This Corporate Plan sets out what the Council will do, and how we will work with partners from the public, private and third sector – and, crucially, with the residents of Cardiff - to deliver **our vision of becoming Europe’s most liveable capital city.**

The most successful cities are those which can offer excellent job opportunities and a great quality of life for their citizens. For Cardiff, this will mean improving our credentials as a place to work and invest, and continuing to develop as a great place to live, with a focus on delivering excellent public services, high quality schools and learning opportunities, attractive public spaces, supporting sport and culture alongside a commitment to protect the most vulnerable.

Cardiff is well placed. We are one of the fastest growing and most highly skilled cities in the UK, and were recently named as the ‘Best City for Young People in Britain’ as well as the ‘UK’s most liveable city.’ The European Commission’s Urban Audit also placed Cardiff as the highest ranking UK city and the 5th most liveable capital city in Europe. We can be number one.

Delivering our vision will not be easy. Cardiff’s growing population is a sign of our success – that so many people want to live in our city is perhaps the greatest compliment it could receive. But population growth can put pressure on public services and infrastructures, and so we must plan our city, and our public services, for the future to ensure that we protect the very thing which makes our city great – **the quality of life of our residents.** To deliver our vision of being a liveable city, Cardiff must also provide affordable social housing in well designed, connected and sustainable communities.

This growth coincides with a financial landscape for public service delivery that has changed dramatically. The Council alone has had to make over £85m savings during the last three years. Over the next 3 years the figure will be around £120m, not including around £41.1m in the next financial year.

Reducing budgets mean that we will have to be absolutely clear about the areas that are most important to, and make the biggest difference for, the people of Cardiff. This plan sets out our 4 priorities:

- **Education and skills for people of all ages;**
- **Supporting vulnerable people;**
- **Sustainable economic development;**
- **Working with people and partners to design, deliver and improve services.**

These priorities reflect the findings of the Cardiff Debate, which has visited all parts of the city to talk with the people of Cardiff about the future of public services. Cardiff Debate results have made clear that citizens care deeply about the quality and availability of public services. That’s why in reforming the Council we’ve done our best to

protect front line services, with the majority of budget savings in the next financial year coming from driving efficiencies from the way we do business. Our approach to change will be based as much upon values – of openness, fairness and a commitment to working with residents and partners – as on structures and models of service delivery. These values will underpin our 3 year Organisational Development programme through which we will be challenging ourselves to be more efficient, to drive up performance, and to reshape the Council to meet the long term challenges we face.

In doing so, we will not become inward looking. The Council will place a premium on openness and on delivering through partnerships. This will mean being connected to the people and communities of Cardiff; to public sector bodies and major employers in the city; as well as through working closely with our partners in the Capital City Region. Our recent membership of the UK Core Cities network is a statement of intent for the city as we look to raise our profile on a national and international stage.

This is a time of great challenges. But it can also be a time of opportunity. Cardiff is well placed to build on its success and become Europe’s most liveable capital city – a great place to work and do business; which attracts and retains the best talent; a place where people love to live; and a city of opportunity for everyone, regardless of background.

**Cllr Phil Bale | Leader,
City of Cardiff Council**

Our Vision for Cardiff:

'To be Europe's most liveable Capital City'

Being a liveable capital city means achieving 7 shared outcomes

People in Cardiff are Safe and Feel Safe

People Achieve their Full Potential

Cardiff has a Prosperous Economy

Cardiff is Fair, Just and Inclusive

People in Cardiff are Healthy

Cardiff is Clean and Sustainable

Cardiff is a Great Place to Live, Work and Play

Co-operative Council: Delivering the Vision

We will be a Co-operative Council,
**connected to the citizens
and communities** of Cardiff

Cardiff will **connect Wales to the world** and
be a **Capital city that attracts business,
investment, talent and tourism**

Co-operative Values: We Are Cardiff

Open

We are open and honest about the difficult choices we face, and allow people to have their say on what's important to them and their communities

Fair

We champion fairness, recognising that with less resource we need to prioritise services for those who need them most.

Together

We work with our communities and partners across the city to deliver the best outcomes for the people of Cardiff

Our Priorities:

Education and skills for people of all ages

Supporting People in Vulnerable Situations

Sustainable economic development as the engine for growth and jobs

Working with people and partners to design, deliver and improve services

Delivering Our Vision

The Cabinet has established a new vision for Cardiff to be **“Europe’s most liveable capital city.”**

This vision will be achieved by delivering seven outcomes which have been jointly agreed by public service and third sector partners in the city. These are captured in Cardiff’s Single Integrated Plan - **“What Matters”**:

- **People in Cardiff are safe and feel safe**
- **Cardiff has a thriving and prosperous economy**
- **People in Cardiff achieve their full potential**
- **Cardiff is a great place to live, work and play**
- **People in Cardiff have a clean, attractive and sustainable environment**
- **People in Cardiff are healthy**
- **Cardiff is a fair, just and inclusive society**

A ‘Liveable City Report’ which captures how the city is performing against a range of high level indicators associated with each outcome will be published annually.

The Corporate Plan captures the Council’s contribution to delivering Cardiff’s seven outcomes, setting out the organisation’s priorities and what will be done to deliver against these priorities. Other city partners have an important contribution to make, and whilst the Council works with many of them on a range of issues, this plan focuses on the Council’s contribution to the delivery of the seven city-wide outcomes.

It is not an expression of everything the Council does, but a statement on the

strategic priorities of the organisation. Directorate Delivery Plans will provide greater detail on how objectives contained within this plan will be delivered, and will also contain details of Council activity which is not included in this Plan. Each individual employee’s contribution to Corporate & Directorate plans will be captured through the Personal Performance and Development Review process.

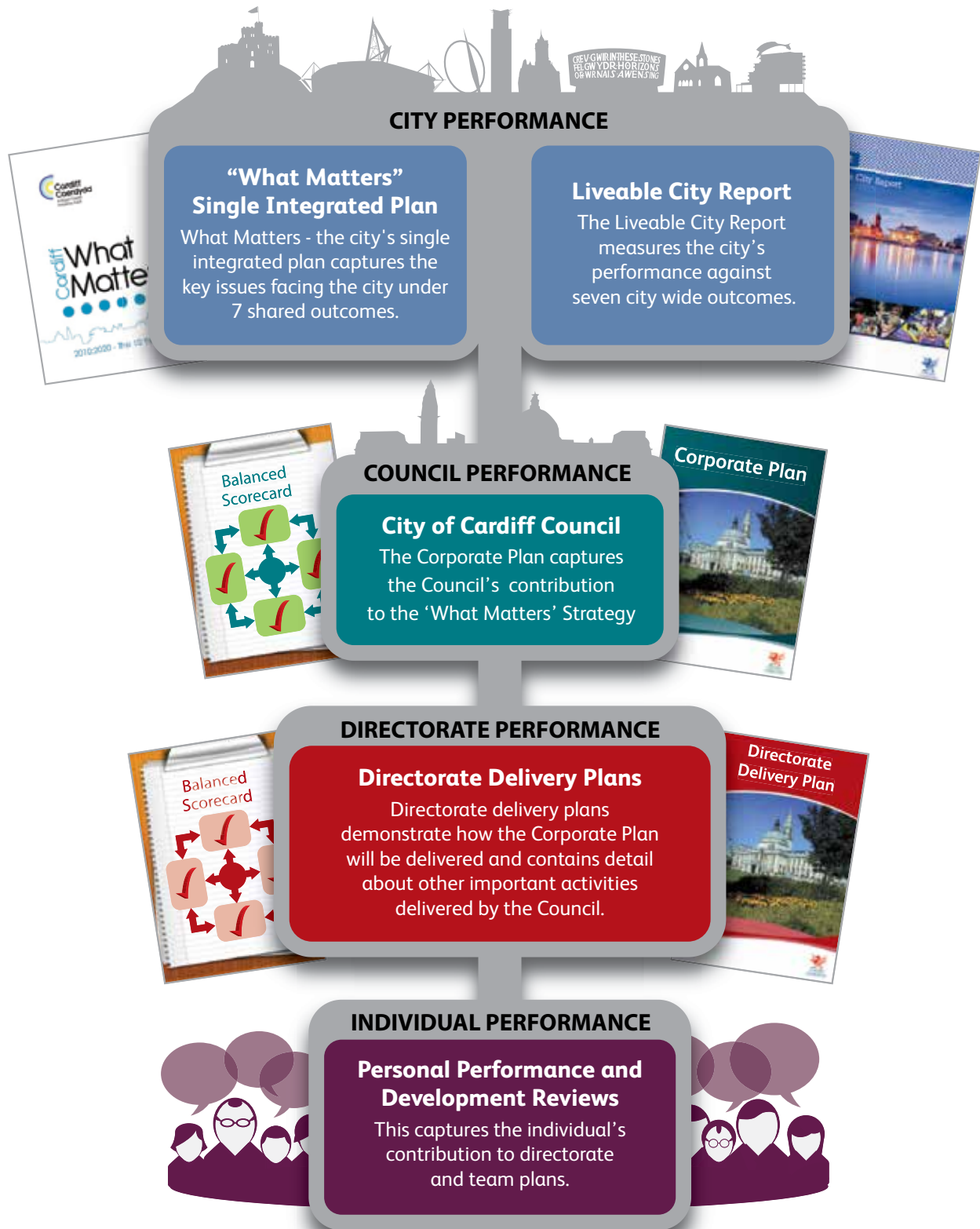
Statutory Requirements

This Corporate Plan discharges the Council’s duty to publish an Improvement Plan and set Improvement Objectives in line with the requirements of the Local Government (Wales) Measure 2009.

The Corporate Plan and the Council’s corporate planning process enables the Council to meet its duties in key areas. Important responsibilities such as responding to the Wales Programme for Improvement, delivering against the Outcome Agreement with the Welsh Government and being well positioned to deliver against the requirements of emerging legislation such as the Well-being of Future Generations Bill are all accounted for as part of our corporate planning process.

The Council remains committed to all its statutory obligations, such as the duties expressed within the Single Equality Act and the Welsh Language Measure.

Deliver the vision: Europe's Most Liveable Capital City



Pressures facing the city: Austerity and Growth

The Council's vision will need to be delivered against a backdrop of pronounced financial pressures and increasing demand for public services.

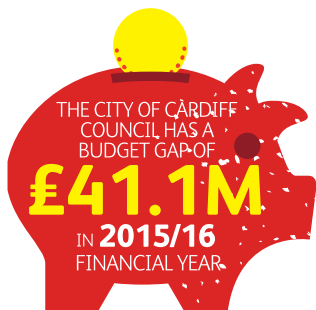
The level of the budget shortfall for Cardiff is an **estimated £120 million between 2016/17 - to 2018/19**. This year alone, the Council has had to bridge a £41.1 million budget gap in order to bring the amount spent in line with the total amount received in funding.

Between 2011 and 2026 Cardiff's population is also expected to increase dramatically, with the city experiencing the biggest percentage increase in population of any major British city. This growth is a sign of success – people want to live in Cardiff. However, it will also put additional demand pressure on public services. It will mean, for example, a big increase in the number of school age children and the number of older people, which in turn will put greater pressures on a number of important council services such as schools and adult social care.

Less money means that providing the support and services people need will become more difficult. These pressures are faced by other public and third sector organisations in the city as well – and it is important to be aware that costs and pressures are not unintentionally pushed onto other organisations or providers.

This means that a number of difficult choices will need to be made about which services are delivered - and how they are delivered - in the future.

PUBLIC SERVICES IN CARDIFF WILL HAVE
LESS MONEY,
MORE PEOPLE
NEEDING SUPPORT,
AND THE **FASTEST GROWING**
POPULATION IN THE UK



EXTRA 35% BY 2033

WELSH GOVERNMENT'S PROJECTION SUGGESTS CARDIFF'S POPULATION WILL INCREASE BY
35% (125,000)
OVER THE NEXT
20 YEARS



Our Workforce

The Council recognises that its workforce is its most valuable asset. Staff are responsible for delivering services across the city and its communities, every day and in delivering this plan, the contribution of staff will be crucial.

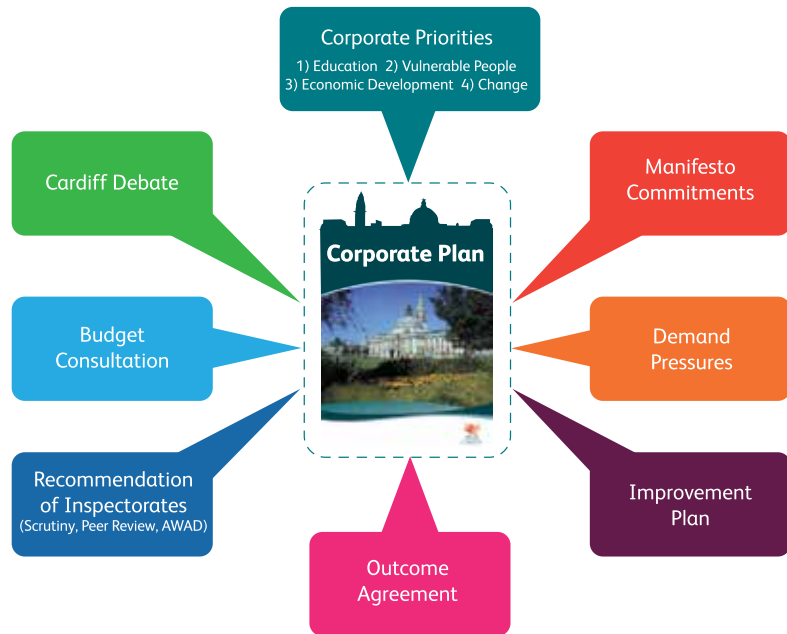
To ensure that the organisation understands the challenges front-line staff experience in delivering service priorities and fully considers the opportunities that they identify to improve performance, a programme of staff engagement is underway which will continue for the duration of the plan.

Recognising also the need to ensure staff interests are fully understood during a period of organisational changes, the Council and the Trade Unions have agreed to work in partnership on a programme of reform. The agreement will see the Council's Leader, Cabinet and Trade Unions work together to reform the delivery of Council services. Key principles will include working together to provide a level of certainty for staff on major issues, to protect jobs wherever possible and reforming Council services in a cost-effective manner.

Shaping the Corporate Plan

Informing the development of the Corporate Plan

A number of factors help shape the Corporate Plan, including local priorities and the views of the citizens of Cardiff, national priorities as set by the Welsh Government, and the recommendations of inspectorates and audit bodies in relation to the Council's performance and areas for improvement.



The Council is committed to openness and engagement and has initiated the Cardiff Debate- an extensive programme of citizen engagement- to provide an ongoing conversation with citizens, communities and partners.

Whilst the Cardiff Debate and Budget Consultation is only one of a number of elements shaping the plan, it has helped ensure services are responsive to local need. The outcomes of the Cardiff Debate have been considered in the development of the Plan.

For the first phase of the Cardiff Debate a total of 37 events have been undertaken, covering every neighbourhood partnership area. The graphic below illustrates how the Council is responding to some of the feedback and themes emerging from the responses received so far:

Cardiff Debate Feedback	Responding to Community Voices
<p>Which services are a priority for you and your family?</p> <ul style="list-style-type: none"> • Health Services (12.9%) • Education & Skills (9.8%) and • Keeping Children Safe (9.5%) 	<p>Education and Supporting Vulnerable People are clear priorities for the Corporate Plan. There are specific objectives about integrating health and social care and promoting independent living which is known to have an impact on health and quality of life.</p>
<p>Which services so you and your family use?</p> <ul style="list-style-type: none"> • Parks and Green Spaces (24.3%) • Sports, Leisure & Cultural Facilities (16.6%) • City Travel (13.7%) • Libraries, Community Centres & Hubs (13.0%) 	<p>The Sustainable Economic Development priority includes a number of objectives to improve transport in the city.</p> <p>This plan's 4th priority (Working with people and partners to design, deliver and improve services) has specific objectives on ensuring sustainable long term provision of non-statutory but highly valued services such as cultural and leisure centres, libraries and community services.</p>
<p>What matters most to you in the delivery of that service?</p> <p>Strong emphasis on service quality as opposed to other factors such as cost, proximity of services to home and who delivers the service.</p>	<p>This is addressed in this plan's 4th Priority: Working with people and partners to design, deliver and improve services. A three year Organisational Development Programme (ODP) has been established to ensure that Council services can change to meet the challenges of growth and austerity.</p>

The Need to Prioritise

The City of Cardiff Council can no longer do all the things it has done in the past. With reducing funding and increasing demand, the Council must be clear about its priorities.

Three tightly focused priorities have been maintained and a fourth priority introduced which recognises the need to change the way services are delivered.

Our priorities:

- Education and skills for people of all ages;
- Supporting people in vulnerable situations
- Sustainable economic development as the engine for growth and jobs;
- Working with people and partners to design, deliver and improve services.

For each priority, a limited number of improvement objectives have been established; and for each improvement objective, high level commitments and performance indicators have also been identified to measure progress.

Measuring Progress

To ensure there is clear accountability for delivering each objective a Lead Member, or in some instances Members, are identified.

The delivery of the Corporate Plan will be monitored through the Council's strengthened Performance Management Framework, including:

- Performance Challenge sessions of the Council's Senior Management Team;
- Joint Cabinet and Senior Management Team Performance Challenge meetings;
- A Challenge Forum involving Members; Senior Officers and external peer support to challenge the Council's progress against its improvement journey and delivery of the Corporate Plan.

Aligned monitoring and reporting cycles for finance and service performance information will further support this and afford far greater visibility of the Council's overall performance position – against which progress will be monitored on an ongoing basis.

› Key Terms

City Wide Outcomes

- Seven high level outcomes which have been agreed with partners, and are contained in Cardiff's Single Integrated Plan – "What Matters".
- Achieving these outcomes require action across a range of organisations.

Council Priorities

- The Council's priorities recognise the most important areas that need to be addressed in the short to medium term.

Improvement Objectives

- For each priority 2-3 Improvement Objectives have been identified. These reflect specific areas where the Council wishes to see improvement.
- Improvement Objectives are expressed clearly and simply, to explain the future condition (or specific local outcome) we want to achieve and are therefore outcome focused improvement objectives.

Commitments

- Commitments are specific initiatives that the Council will undertake to deliver the Improvement Objectives and contribute to City Wide Outcomes

Measuring Progress

- Progress will be measured by a basket of indicators.
- These will include nationally set indicators (known as NSIs and PAMs), service improvement data which is collected by local authorities across Wales, and local indicators chosen by the Council.



Delivering for Cardiff:

Our Core Business

Everyone in Cardiff uses public services and many of them are provided by the Council. It is sometimes easy to forget about all the important services that the Council delivers - every day - to people across the city.



Each year the Council will **deliver over 700 services to 352,000 residents in 151,000 households**, helping to support local communities and improve the lives of local people. Many will be aware that the Council is responsible for collecting bins, cutting the grass and cleaning streets, but it also provides support for older people and people with disabilities, it runs schools and manages a high quality housing stock, as well as looking after children who are in care.



The Council also ensures delivery of **leisure facilities across the city** which makes a positive impact on the health and well-being of communities. **Parks and green spaces** - which are a huge part of the city's appeal - are maintained by the Council. The Council will continue to work with

“friends groups” to make the best use of important natural assets and vital recreational spaces. This is in addition to working with partners to improve community engagement and local management of green spaces and community facilities.

Supporting the city's **leisure and recreational offer** not only ensures that people in Cardiff have a wide choice of physical activities, but it also helps keep people healthy and reduces the likelihood of long term health problems.



Cardiff has a long and successful track record of delivering **major sporting events**. Hosting **Rugby World Cup matches and the first Test match in the Ashes Cricket series in 2015**, will again demonstrate the city's capacity to deliver globally recognised events.

Cardiff's reputation as a sporting capital is being matched by our cultural offer. Important events such as Cardiff Contemporary – a city wide festival of visual arts-points to how things can be done in the future. By working with artists and communities, art and culture is being taken out of museums and galleries and into the communities of Cardiff. It is an exciting agenda and a real demonstration of how the Council can continue to support the Arts in the future.

As well as those living in the city, around 80,000 people commute into Cardiff every day from across the city-region. Indeed, this represents over 1/3rd of the city's workforce. Keeping the city (and the city-region) moving is therefore a top priority. The Council plays a crucial role in this as it maintains **roads and highways** as part of a wider strategy for dealing with traffic and congestion. Other important issues, like fixing potholes, are also addressed whilst a joined up transport strategy to keep the city moving during peak traffic is taken forward by the Council. Part of this involves encouraging a shift towards more sustainable modes of travel, enabling people to get around Cardiff in a convenient, safe and sustainable way.



While Council staff continue to work every day to keep Cardiff's streets clean, the Council also **monitors air quality and noise** and ensures that **public and consumer safety** is upheld to the highest standards.

While the financial pressures are undoubtedly challenging, the Council will continue to deliver and support a wide range of public services on behalf of citizens and communities across the city. Doing so will be fundamental to delivering the vision of becoming **Europe's most liveable capital city**.

Our Priorities and the Improvement Objectives we want to achieve



Priority 1: Education and Skills for People of All Ages

- Every Cardiff school is a good school where learners achieve well
- Looked after children in Cardiff achieve their full potential
- Adult learners achieve their potential

Priority 2: Supporting People in Vulnerable Situations

- People at risk in Cardiff are safeguarded
- People in Cardiff have access to good quality housing
- People in Cardiff are supported to live independently



Priority 3: Sustainable Economic Development

- Cardiff has more employment opportunities and higher value jobs
- Cardiff has a high quality city environment that includes attractive public spaces and good supporting transport infrastructure

Priority 4: Working with people and partners to design, deliver and improve services

- Communities and partners are actively involved in the design, delivery and improvement of highly valued services
- The City of Cardiff Council has effective governance arrangements and improves performance in key areas
- The City of Cardiff Council makes use of fewer, but better, buildings

Priority 1:

Education and Skills for People of All Ages



Priority 1: Education and Skills for People of All Ages

The Council is committed to helping all citizens and communities achieve their full potential, and to developing a well-educated workforce that the city's growing economy requires. Creating an excellent and inclusive school system and high quality opportunities for adult learning are therefore amongst the Council's highest priorities.

Because education doesn't begin and end at the school gate, meaningful collaboration with partners in the public, private and third sectors, and with parents and citizens across Cardiff will be essential to delivering the improvement required, and to making sure that this priority is achieved. All this forms an important part of delivering against our city wide outcome of helping people in Cardiff achieve their full potential.

City Performance

Relative to the UK core cities, Cardiff has a high number of adults educated to degree level or equivalent, as well as a low number of people with no qualification. This suggests that the city has a highly skilled workforce.

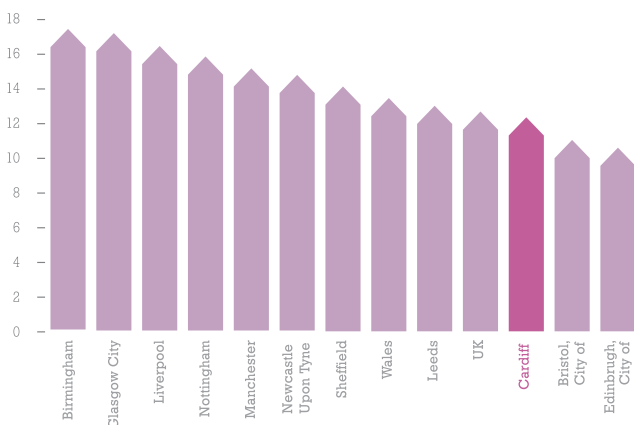
Standards achieved by learners in Cardiff schools are now improving at a faster rate than previously and many at a faster rate than the rest of Wales. 2014 saw a significant step forward in nearly all measures but we want to see further and more rapid improvement in performance. We have put in place clear plans to drive this improvement across the Council and in all schools, working closely with the Central South Consortium.



% with no qualifications (NVQ) - aged 16-64

Jan - Dec 13

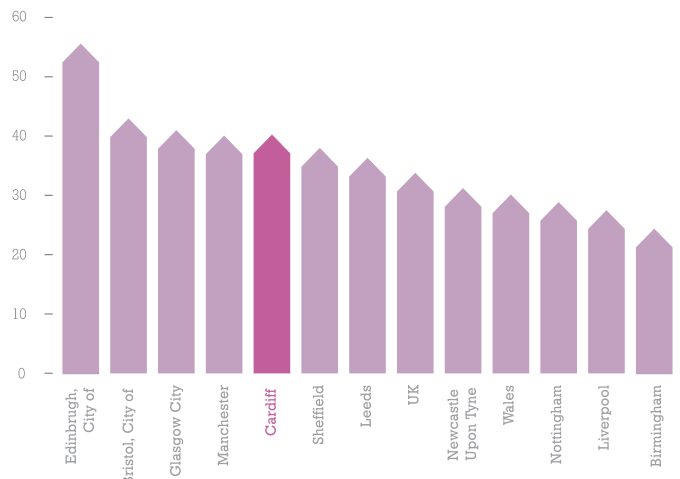
Source: Annual Population Survey



% with NVQ4+ (16-64)

Jan - Dec 13

Source: Annual Population Survey



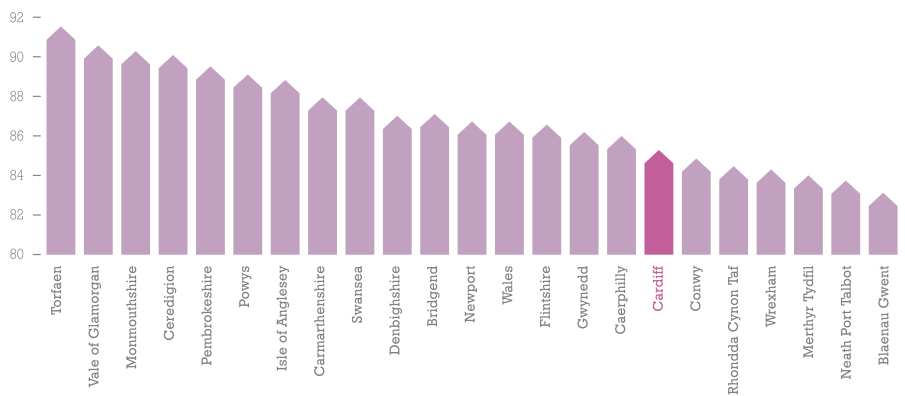
The results for the 2013-14 school year suggest that improvement work underway is beginning to have an impact, with Cardiff's performance relative to Welsh Authorities having been maintained or improved in most indicators.

Attendance at both primary and secondary school has continued to improve with Cardiff now ranked 7th (for primary school attendance) and 10th (for secondary school attendance) out of the 22 Wales local authorities, compared to 17 and 21 three years ago.

After five or more years of modest improvement in attainment at age 16, the rise of 3.9% in 2014 was a significant step up. For key stage 4 however, while there has been an improvement in headline performance measures, Cardiff continues to perform below the Welsh average on many of the main indicators and outcomes were below the targets set. Twelve out of nineteen secondary schools improved their performance at the level 2+ threshold in 2014. Compared to the UK core cities group, the performance of Cardiff schools at the level 2+ threshold at Key Stage 4 is near the top (4th position) and performance at Key Stage 2 for all core subjects is in 1st position.

The percentage of pupils assessed at the end of Key Stage 2, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment

Source: Stats Wales (2014)



The percentage of pupils aged 15 at the preceding 31 August, in schools maintained by the local authority who achieved the Level 2 threshold including a GCSE grade A*-C in English or Welsh first language and mathematics

Source: Stats Wales (2014)



Improvement Objective: Every Cardiff school is a good school where learners achieve well

1 What do we want to achieve?

Every child in Cardiff should be able to attend a good school. Cardiff expects every school to have the highest expectations for all their pupils, consistently high quality teaching and a curriculum which ensures that all learners are 'Qualified for Life'. The Council will make significant investment in new school buildings to transform some secondary schools and to meet the needs of the rapidly growing primary age population,

in both English and Welsh medium schools. At the heart of our plan is a focus on raising standards achieved by every learner. We need the best leaders and teachers to be supported by good governing bodies, and we will work closely with the Central South Consortium to achieve this. We want our schools to make the most of partnerships with universities, business, the arts and sports in Cardiff.

We want every school leaver to move on successfully into education, employment or training and we will deliver targeted support to address barriers to learning and ensure progression for all learners. This will focus on learners with the greatest need for support, including looked after children, those eligible for free school meals and those with additional learning needs.

2 Commitment

In order to achieve the above the Council will:

Lead Member

• Deliver the Schools Organisation Programme including the completion of Band A investment projects by 31st March 2019	ClIr Julia Magill
• Further increase the role of Cardiff schools in leading school to school working across the Central South Wales region.	ClIr Julia Magill
• Implement the Welsh Government Youth Guarantee to ensure appropriate progression routes for all learners by 2016.	ClIr Julia Magill
• Strengthen school governance, ensuring appointment to all Local Authority governance vacancies on school governing bodies in a timely manner by June 2015.	ClIr Julia Magill
• Identify young people most at risk of disengagement (Early Identification) by embedding the Vulnerability Assessment Profiling (VAP) tool across all Cardiff Schools by 2015.	ClIr Julia Magill
• Deliver the Challenge Cymru Programme in six secondary schools by the end of 2015-16 academic year.	ClIr Julia Magill
• Where schools do not make expected progress over time use Local Authority intervention powers and bring about improvement on an annual basis.	ClIr Julia Magill

3 Measuring Progress

- Reduce the number of local authority maintained schools who are placed in a formal category, either "Special Measures" or "Requiring Significant Improvement", following an Estyn Inspection to 0 in 2015-16
- Increase percentage of pupils assessed at the end of Key Stage 2, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment from 85.11% in 2014-15 to 86.5% in 2015-16
- Increase the percentage of pupils aged 15 at the preceding 31 August, in schools maintained by the local authority who achieved the Level 2 threshold including a GCSE grade A*-C in English or Welsh first language and mathematics from 54.04% in 2014-15 to 60% in 2015-16
- Increase the percentage of pupils achieving level 1 qualification at KS4 from 93.19% in 2014-15 to 94.5% in 2015-16
- Reduce the percentage point gap between FSM and non FSM pupils achievement of CSI at KS2 from 17.5% in 2014-15 to 16.22% in 2015-16.
- Reduce the percentage point gap between FSM and non FSM pupils achievement of Level 2 threshold including English/Welsh and mathematics at KS4 from 33.29% in 2014-15 to 30% in 2015-16
- Reduce the % of year 11 leavers not in education, employment or training from 4.26% in 2014-15 to 2.5% in 2015-16
- Reduce the % year 13/14 leavers not in education, employment or training 4.71% in 2014-15 to 3% in 2015-16
- Increase the attendance at Primary School from 94.9% in 2014-15 to 95.4% in 2016/17
- Increase the attendance at Secondary school from 93.8% in 2014-15 to 95% in 2016/17

Improvement Objective: Looked after children in Cardiff achieve their full potential

1 What do we want to achieve?

The Council is committed to providing high quality care and support for looked after children to help them achieve their potential. Closer working across Council Directorates, Cardiff schools and partner organisations will be crucial, and this will be supported by a new Corporate Parenting Advisory Committee.

The commitment and quality of support provided by the Looked After Children (LAC) Education Team was commended in feedback from the Care and Social Services Inspectorate Wales, following an inspection in May 2013. More young people are now being supported at university and, though challenges remain, the average educational attainment of

looked after children at key stages two and three has improved. A new scheme was launched in May 2013 to provide care leavers with opportunities to secure work placements in Council departments and those already placed have acquired new work related skills. This supports wider efforts to ensure positive progression routes for all care leavers.

2 Commitment

In order to achieve the above the Council will:

Prepare a Joint Looked After Children Education Delivery Plan, by July 2015, with a specific focus on:

- Significantly improving the timeliness and quality of Personal Education Plans
- Developing a system to capture and evidence the progress of every looked after child
- Developing an early flagging system that enables timely additional support to be provided to LAC learners to enable achievement
- Developing a methodology for capturing the non-academic achievements of LAC as a performance measure for the future
- Improving learning outcomes for children with additional needs

Lead Member

Cllr Sue Lent
Cllr Julia Magill

3 Measuring Progress

- Increase the percentage of looked after children eligible for assessment at the end of Key Stage 2 achieving the Core Subject Indicator, as determined by Teacher Assessment to 68% in 2015-16
- Increase the percentage of care leavers aged 16+ who obtained 5 or more GCSEs at grade A* to C to 12% in 2015-16
- Increase the average external qualifications point score for 16 year old looked after children in any local authority maintained learning setting to 220 in 2015-16
- Increase the percentage of young people formerly looked after with whom the authority is in contact, who are known to be engaged in education, training or employment at the age of 19 to 58% in 2015-16

Improvement Objective: Adult learners achieve their potential

1 What do we want to achieve?

Adult Community Learning (ACL) is delivered through the Cardiff and Vale Community Learning Partnership, and offers a broad range of adult education courses that help support local people to meet their learning aspirations. The Council’s contribution to ACL in Cardiff focuses on two key areas:

- **Learning for Work:** This focuses provision on priority learners as defined by the Welsh Government, and these learners include those currently not in Education, Training or Employment

and those aged 50+ who are currently unemployed. Key learning categories include English for Speakers of Other Languages and Basic Skills, Digital Literacy and Welsh medium provision.

- **Learning for Life:** This element provides opportunities for recreational lifelong learning courses on a cost recovery basis. These courses are available to all community members.

The Cardiff and Vale Community Learning Partnership had an Estyn Inspection in

January 2013 which highlighted areas of improvement required in the delivery of the service. The Council is now addressing these issues through the Post Inspection Action Plan, and will look to demonstrate improvement via further monitoring visits.

By increasing the number of accredited courses delivered to priority learners and improving levels of enrolment, the Council will support adult learners to achieve their full potential.

2 Commitment

In order to achieve the above the Council will:

- Increase the number of accredited courses delivered to priority learners by March 2016
- Increase the number of courses for priority learners held in Communities First areas by March 2016
- Increase enrolments for priority learners on a year by year basis by March 2016

Lead Member

Cllr Julia Magill

3 Measuring Progress

- Increase the success rate at or above the Adult Community Learning National Comparator (Overall Partnership Return) from 84% in 2014-15 to 87% in 2015-16
- Increase the success rate at or above the Adult Community Learning National Comparator (Cardiff specific return) from 72% in 2014-15 to 83% in 2015-16
- Increase the number of Learners within the city’s most deprived area (deciles one and two in the WIMD) to 87% in 2015-16 to achieve a success rate at or above the overall Partnership success rate

Priority 2: Supporting People in Vulnerable Situations



Priority 2: Supporting People in Vulnerable Situations

The Council is committed to prioritising services that support those who are most vulnerable, particularly children and older people. Difficult times mean that more people need access to support and the Council has taken a number of actions to help those in need, for example the work with partners to minimise the impact on those affected by welfare reform.

In order to support people in vulnerable situations and promote well-being, the council will prioritise the delivery of high quality and affordable social housing across the city. This will include changing

the way council housing is allocated to ensure those with the highest need have access to housing as well as ensuring private sector homes are fit for purpose.

Supporting vulnerable people is also hugely important if Cardiff is to effectively manage the growing demand pressures on services, promote social justice within the city and help address inequality. Developing a better understanding of the needs of individual service users and communities, and reshaping services in response will be crucial, as will be placing an increased focus on preventative action.

Doing this will require joined up working between different organisations in the public, private and third sector. Partners such as South Wales Police, Cardiff and Vale University Health Board, the Probation Service as well as a number of third sector organisations commit much of their resources to helping vulnerable people. Often their work will complement Council activity, and at other times the Council will collaborate directly with partners to support people and help ensure that **“Cardiff is fair, just and inclusive”** and that **“People are Safe and Feel Safe”**.

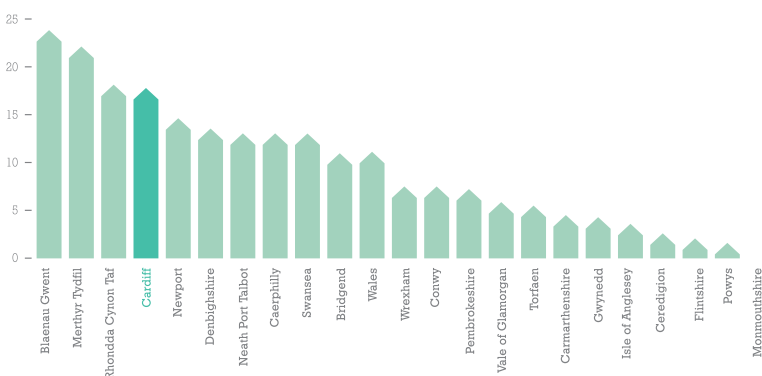


City Performance

Whilst Cardiff makes the greatest contribution to the national economy; the local authority is 4th highest when it comes to having the percentage of areas that are amongst the most deprived in Wales. This means that there are unacceptable levels of inequality within the city. For instance, over a quarter (28.6%) of households in Cardiff were deemed to be living in poverty, meaning that 41,256 households were classified as below the poverty line, with many of these being in the south of the city.

Percentage of Lower Super Output Areas (Areas roughly half the size of an electoral ward) in the 10% most deprived areas of Wales

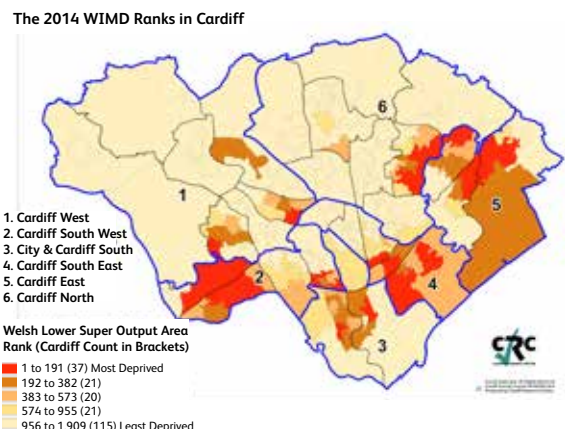
Source: Wales Index of Multiple Deprivation 2014



1: Percentage of Lower Super Output Areas in the 10% most deprived areas of Wales 2: 60% of National Median Income- Source: PayCheck, CACI)

Overall Welsh Index of Multiple Deprivation Map of Cardiff

Source: Welsh Index of Multiple Deprivation 2014



Whilst social and economic disadvantage can often place people in vulnerable situations and increase the likelihood of support being needed, **the Council deliver services to all in need, particularly the most vulnerable, and supports people wherever they live.**

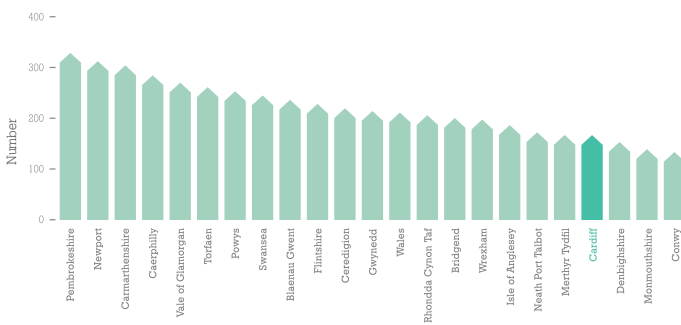
This includes older people in need of support, children in care, and those that

require safeguarding from issues such as sexual exploitation, abuse and human trafficking. It will also include supporting those who are homeless, or need access to high quality housing.

The quality of services such as social housing in Cardiff is amongst the best in Wales but in other areas, such as children's services, the Council is committed to

improving performance against some key national indicators and to make sure that the level and quality of service in Cardiff is in line with, or above the Welsh average.

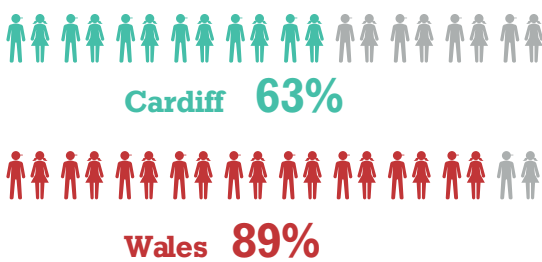
Days taken to get a Disabled Facilities Grant 2013 - 14



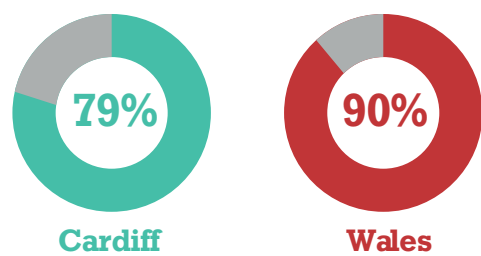
Number of Vacant Private Homes brought back into use 2013 - 14



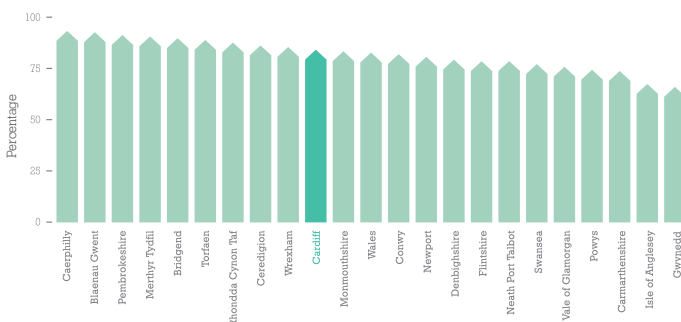
Children in Care Approaching 18 who have a Plan of Support when they leave care
Information is shown to the nearest whole number, 2013-14



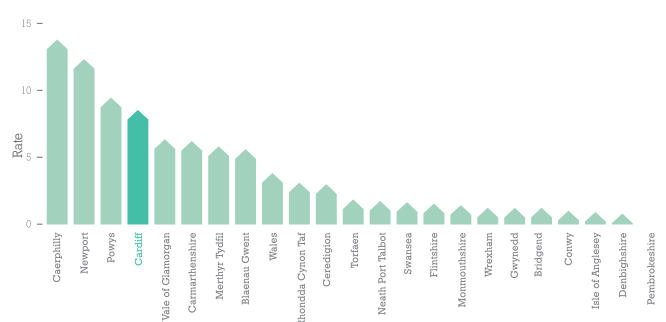
Reviews of Vulnerable Children Completed on Time
Information is shown to the nearest whole number, 2013-14



Adults Helped to Live at Home 2013 - 14



Rate of people staying in hospital waiting for Social Care 2013 - 14



Improvement Objective: People at risk in Cardiff are safeguarded

1 What do we want to achieve?

The Council is committed to supporting children, young people and adults who may be unable to take care of themselves and empowering individuals to protect themselves from significant harm or from exploitation.

Vulnerable people are often not able to voice their fears or tell people when they are being abused. The Council will continue to play a lead role with partners in protecting these people.

The Council also recognises the need to focus on the development of a range of more effective services to prevent the need for vulnerable children or adults to be separated or cared for away from their families

2 Commitment

In order to achieve the above the Council will:

Lead Member

<ul style="list-style-type: none"> Develop a co-ordinated programme of training and awareness raising for all front-line staff in relation to Vulnerable People by July 2016, which will include Child Sexual Exploitation, Human Trafficking, Vulnerable Adults and Vulnerable Children 	Cllr Lent, Cllr De'Ath
<ul style="list-style-type: none"> Establish a multi-agency methodology for gathering data and intelligence concerning child sexual exploitation by March 2016 	Cllr Lent, Cllr De'Ath
<ul style="list-style-type: none"> Establish a multi-agency methodology for gathering data and intelligence concerning human trafficking by March 2016 	Cllr Lent, Cllr De'Ath
<ul style="list-style-type: none"> Implement the Accelerated Improvement Agenda for Children's Services, including: <ul style="list-style-type: none"> Improving the system for protecting children from significant harm by implementing new inter-agency arrangements for managing referrals by March 2016 Improving the recruitment and retention of children's social workers, ensuring the Council achieves and maintains a vacancy rate below 15% by March 2016 	Cllr Lent, Cllr De'Ath
<ul style="list-style-type: none"> Commence implementation of a new Children and Families Preventative Strategy by October 2015, that enables earlier access to help for families, prevents the need for children being removed from their homes and alleviates the need for costly interventions 	Cllr Lent
<ul style="list-style-type: none"> Implement a fully re-commissioned domestic violence support service to meet the requirements of new legislation- whilst offering more integrated provision- by March 2017 	Cllr Lent, Cllr De'Ath
<ul style="list-style-type: none"> By September 2015, develop a robust multi-agency Prevent Delivery Plan that: <ul style="list-style-type: none"> Responds to the challenges of terrorism and extremism Prevents people from being drawn into terrorism with advice and support Addresses the threat of radicalisation 	Cllr Lent, Cllr De'Ath

3 Measuring Progress

- Reduce the percentage of Children's Services social work vacancies across the service to 15% in 2015-16
- Reduce the percentage of referrals that are re-referrals within 12 months to 24% in 2015-16
- Increase the percentage of initial child protection conferences due in the year which were held within 15 working days of the strategy discussion to 92% in 2015-16
- Increase the percentage of child protection reviews carried out within statutory timescales during the year to 100% in 2015-16
- The percentage of adult protection referrals completed where the risk has been managed

Improvement Objective: People in Cardiff have access to good quality housing

1 What do we want to achieve?

Housing is at the heart of well-being, and so the Council is committed to delivering high quality, sustainable and affordable homes, particularly for those in most need.

Demand for housing of all tenure in Cardiff is high, particularly for social

housing. The Council will therefore prioritise work to increase the level of housing available for Council tenants, as well as delivering an allocation policy that supports those in most need to access high quality homes. Achieving 100% compliance with the Welsh Housing

Quality Standard demonstrates that the housing offer for Council tenants is of a high quality. Further to this, work is ongoing to help ensure that private sector accommodation is fit for purpose and meets the need of Cardiff's residents and communities.

2 Commitment

In order to achieve the above the Council will:

Lead Member

- Deliver circa 1600 new homes for Cardiff through the Housing Partnering Scheme, as part of a phased approach by 2024, 40% of which will be affordable housing.
- Implement the Housing Allocation Policy to manage the demand for housing and ensure provision is allocated to those with the highest need.
- Ensure the private rented sector is fit for purpose and homes meet legal standards to protect the health of tenants through prioritised investigation of complaints and the proactive delivery of additional licensing schemes in the city.

Cllr Susan Elsmore
Cllr Susan Elsmore
Cllr Susan Elsmore

3 Measuring Progress

- An additional 20% of affordable housing units provided during 2015-16 as a percentage of all additional housing units provided during the year

Improvement Objective: People in Cardiff are supported to live independently

1 What do we want to achieve?

Helping people to live independently will mean enabling potentially vulnerable people to develop the skills they need to live on their own, supporting them with reasonable adaptation to their homes and providing services in a way that meets their needs. Doing so provides people with dignity and independence whilst reducing the demand for institutionalised

care. Ensuring help at home therefore represents a much more cost effective way of supporting people.

Involving people that require support in determining for themselves the type of support that best meets their needs will be a key part of this agenda.

Many young adults leaving the care system remain highly vulnerable and need additional support from a range of agencies to enable them to live independently. This is particularly marked for those with some level of learning disability. The Council will therefore ensure effective transitional support is in place.

2 Commitment

In order to achieve the above the Council will:

Lead Member

<ul style="list-style-type: none"> Deliver better integrated housing support and social care, with health services, to improve outcomes for those who need support to live independently, including: <ul style="list-style-type: none"> Increasing the number of people who are able to remain at home, living independently and safely, with the minimal intervention to promote their dignity by 2017 	Cllr Susan Elsmore
<ul style="list-style-type: none"> Work with our health partners to reduce the total number of Cardiff residents who experience a delayed transfer of care from hospital 	Cllr Susan Elsmore
<ul style="list-style-type: none"> Increase the uptake of direct payments as an alternative to direct provision of care for Cardiff residents every month 	Cllr Susan Elsmore
<ul style="list-style-type: none"> Support carers by ensuring that all carers are offered a Carer Assessment and increasing the number of care assessments undertaken by 2016 	Cllr Susan Elsmore
<ul style="list-style-type: none"> Improve the effectiveness of transitional support for disabled and vulnerable children approaching adulthood 	Cllr Sue Lent
<ul style="list-style-type: none"> Expand the range of supported accommodation options for vulnerable young adults 	Cllr Sue Lent

3 Measuring Progress

- Increase the rate of older people (aged 65 or over) supported in the community per 1,000 population aged 65 or over at 31 March to 47 per 1,000 in 2015-16
- Decrease the rate of older people (aged 65 or over) whom the authority supports in care homes per 1,000 population aged 65 or over at 31 March to 18 per 1,000 in 2015/16
- Increase the percentage of adult clients who are supported in the community during the year to 86.8% in 2015-16
- Reduce the rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over to 5.92 per 1000 in 2015-16
- 700 adults using direct payment scheme at the end of the quarter in 2015-16
- Increase the percentage of carers of adults who were offered an assessment or review of their needs in their own right during the year to 93% by 2015-16

Priority 3: Sustainable Economic Development as the Engine for Jobs and Growth



Priority 3: Sustainable Economic Development as the Engine for Jobs and Growth

Increasing the number and quality of jobs is essential to improving the quality of life for people in the city and wider region. The Council is therefore committed to helping create the conditions that will enable businesses to succeed, for attracting high quality investment and for more and better jobs to be created in the city.

This Council priority will help contribute to the What Matters outcome **“Cardiff has a thriving and prosperous economy”**. Working closely with the business community and other public and third sector organisations – in the city, across the wider city-region, nationally and internationally - will be essential in creating the right environment to deliver sustainable economic development.

City Performance

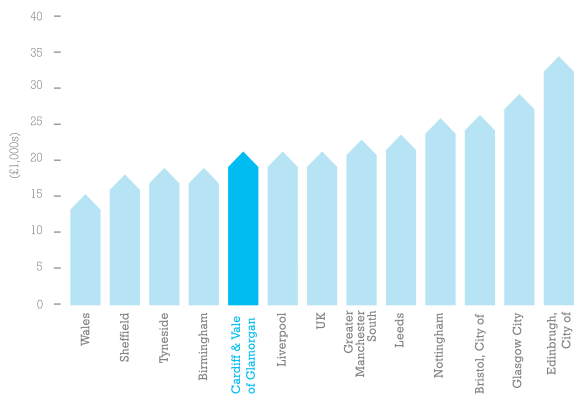
Cardiff’s economic performance is substantially stronger than any other area of Wales, and the city plays a vital role in creating jobs for the city-region. Cardiff has also demonstrated strength in comparison with UK Core Cities, with faster jobs growth over the past 10 years, and more recently, faster rising average wages and lower unemployment rates, which are at the lowest levels since February 2009. Other indicators, such as Cardiff’s high skills levels and fast growing population, point to a strong period for the city economy. That said, compared to the core cities Cardiff has relatively low levels of business density, low levels of business birth and low numbers of listed businesses.

These are fundamental issues that the Council will work with the private sector to address.

Economic success in the knowledge economy is dependent on growing, attracting and keeping talented people, and so quality of life is becoming as important as the quality of job opportunity on offer. As Cardiff grows its development will need to be managed in a sustainable, resilient and inclusive way if the city is to retain its high quality of life, with a particular focus on achieving a modal shift towards sustainable travel.

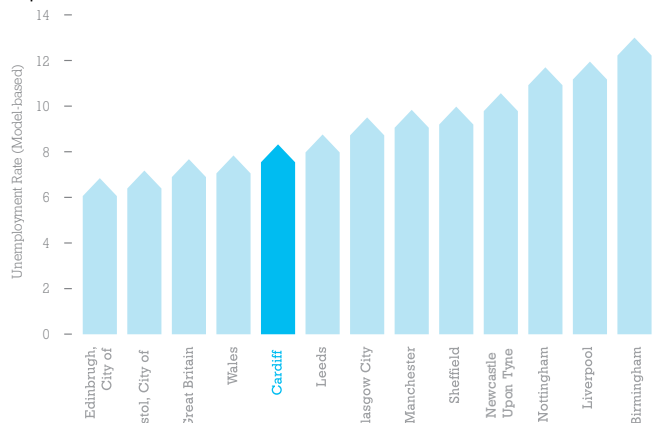
GVA

Provisional GVA per head (£) by NUTS3 Area, 2012



UNEMPLOYMENT

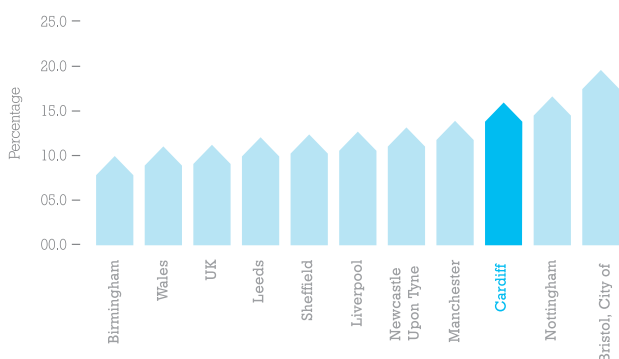
Unemployment Rate (Model-based) Apr 2013 to Mar 2014



SUSTAINABLE TRAVEL

Travel to Work: On Foot, 2011

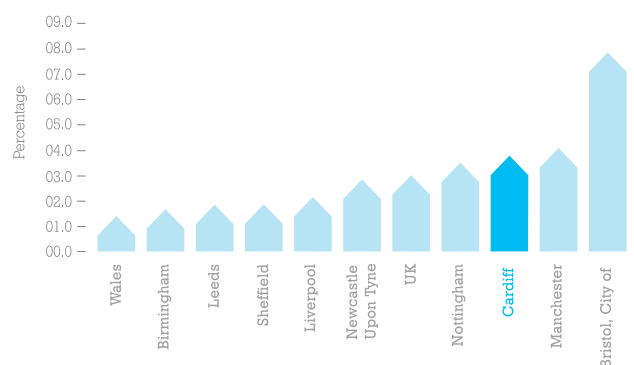
(% of Residents Aged 16-74 in Employment)



SUSTAINABLE TRAVEL

Travel to Work: Bicycle, 2011

(% of Residents Aged 16-74 in Employment)



Improvement Objective: Cardiff has more employment opportunities and higher value jobs

1 What do we want to achieve?

The Council will work with partners in the public and private sector to create an environment which is attractive to investment, and one where businesses succeed. This will require investment

in infrastructure to support business; continued support to start-ups and existing businesses as well as a proactive approach to securing inward investment and attracting visitors. Doing so will

increase the number and quality of the jobs available for people in the city and across the city-region.

2 Commitment

In order to achieve the above the Council will:

Lead Member

<ul style="list-style-type: none"> Deliver, with partners, 200,000 square feet of Grade A office as part of a new business district in the vicinity of central station between March 2014 and March 2016 	Cllr Phil Bale
<ul style="list-style-type: none"> Deliver with partners a proposal to Central Government for a City Deal for Cardiff by March 2016, along with a subsequent programme for delivery 	Cllr Phil Bale
<ul style="list-style-type: none"> Implement a delivery strategy to progress a Multi-Purpose Arena by March 2016 	Cllr Phil Bale
<ul style="list-style-type: none"> Develop a heritage quarter proposal for the Civic Centre, including a plan for the refurbishment of City Hall by March 2016 	Cllr Phil Bale
<ul style="list-style-type: none"> Establish a new Tourism Development Strategy by June 2015 with a view to doubling the value of overnight tourism in the city-region by 2020. 	Cllr Phil Bale

3 Measuring Progress

- 100,000sqft of 'Grade A' office space committed for Development in Cardiff in 2015-16
- 50 businesses supported financially or otherwise by the Council in 2015-16
- 1000 new and safeguarded jobs in businesses supported by the Council, financially or otherwise

Improvement Objective: Cardiff has a high quality city environment that includes attractive public space and good supporting transport infrastructure

1 What do we want to achieve?

Economic success will be reliant upon much more than delivering major urban regeneration schemes. It will demand a much broader approach to ensure that the city develops in a sustainable, resilient and inclusive manner.

Creating sustainable communities, with high quality housing, great parks and open spaces and excellent transport links, will be a priority. This will mean securing investment into Cardiff's transport infrastructure and services allowing people to travel around the city – and the

city-region - in a convenient and clean way. A new transport interchange and gateway to the city created at the heart of the transport network is a key priority.

2 Commitment

In order to achieve the above the Council will:

Lead Member

<ul style="list-style-type: none"> Work with key partners to design and deliver a new transport interchange- including a new bus station- as part of a high quality gateway into the city by December 2017 	Cllr Ramesh Patel
<ul style="list-style-type: none"> Support Welsh Government and other key stakeholders in the formulation of proposals to develop the Cardiff City Region Metro. Develop a Cardiff City Transport Strategy benchmarked against European best practice by December 2015. 	Cllr Ramesh Patel
<ul style="list-style-type: none"> Develop a new Master Plan and Action Plan for Cardiff Bay Area by December 2015 	Cllr Ramesh Patel
<ul style="list-style-type: none"> Adopt the Local Development Plan by October 2015 	Cllr Ramesh Patel
<ul style="list-style-type: none"> Establish an Energy Prospectus by August 2015, recommending the investment vehicle and delivery opportunities to generate clean, locally generated energy for the City and potentially the region 	Cllr Ramesh Patel
<ul style="list-style-type: none"> Establish a new strategy for highways and transport asset maintenance & renewal by October 2015 	Cllr Ramesh Patel
<ul style="list-style-type: none"> Develop a Cardiff Cycle Strategy benchmarked against European best practice by December 2016. 	Cllr Ramesh Patel

3 Measuring Progress

- 90% of highways inspected of a high or acceptable standard of cleanliness in 2015-16
- No more than 5% of A roads in poor condition in 2015-16
- No more than 8% of B roads in poor condition in 2015-16
- No more than 8% C roads in poor condition in 2015-16
- 44% of all travel to work trips on the transport network to be made by sustainable modes in 2015-16
- Maintain the status of 9 green flag parks and open spaces in 2015/16
- Increase the % of people cycling to work by 1% per annum and the % of children who cycle to school by 1% per annum
- Generate an additional Renewable energy generation of 5.4MW on the council's portfolio (land and assets) by 2017

Priority 4: Working with people and partners to design, deliver and improve services



Priority 4: Working with people and partners to design, deliver and improve services

The Council recognises that there is an urgent need to change the way it delivers many services to ensure that their long term sustainability is secured and that underperformance in some statutory services is addressed. In order to do so, a three year **Organisational Development Programme (ODP)** has been established which will:

- Review the shape and scope of the organisation and the way in which services are currently delivered to meet demand;
- Enhance citizen engagement and widen opportunities for people and communities to shape services around their needs;
- Identify delivery models that may be established to meet demand pressures and reflect budgetary realities;

- Significantly strengthen performance management, workforce development and staff engagement arrangements;
- Identify opportunities for further efficiency savings through better internal and external collaboration, integration of service delivery and better use of assets and infrastructures.

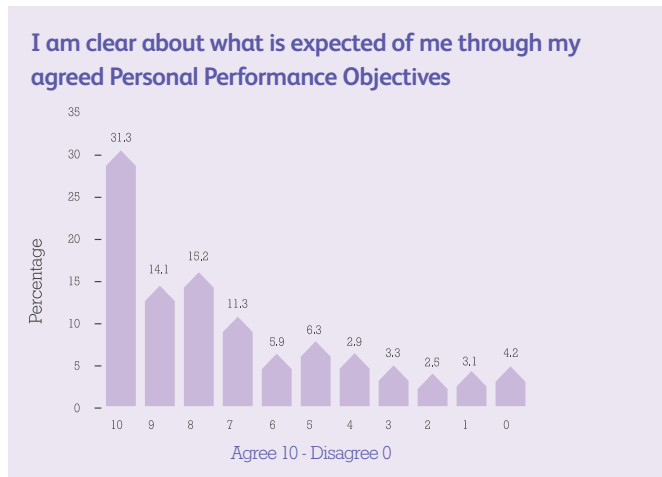
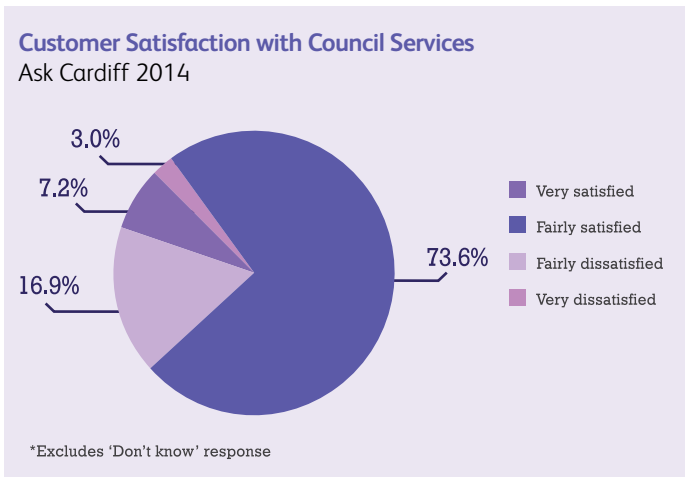
This chapter of the **Corporate Plan captures the work being undertaken under the Organisational Development Programme.**

Organisation's Performance

Within Cardiff, the level of citizen satisfaction with Council Services in 2014 was 80.8%, according to the Ask Cardiff

Citizen Satisfaction Survey. This was higher than the reported satisfaction level for local councils in England, with which 67 per cent of respondents were very or fairly satisfied. Whilst there are obvious issues around comparing two separate surveys, there were similarities in the nature of the questions asked, which suggests Cardiff is performing well in terms of citizen satisfaction. The challenge will be to maintain this level of satisfaction at a time of severe budgetary challenge.

The Council has achieved a marked improvement in the number of permanent staff completing their development reviews, a crucial component of an organisation where performance management is central to delivery and staff are clear about their contribution to the organisation's priorities.



City of Cardiff Council Performance against statutory indicators

Position	Cardiff attainment
Top Quartile	8 Statutory Indicators (18.6%)
Second Quartile	8 Statutory Indicators (18.6%)
Third Quartile	8 Statutory Indicators (18.6%)
Bottom Quartile	19 Statutory Indicators (44.2%)

In terms of Council performance, there is a clear need to improve. When Cardiff's performance is set against that of other Welsh local authorities, over 44% of the Council's statutory performance measures are in the bottom quartile.

The challenge for the Council is to work with communities and partners to improve performance in key areas, involve them in delivering highly valued services and reducing the cost of service delivery wherever possible.

Improvement Objective: Communities and partners are actively involved in the design, delivery and improvement of highly valued services

1 What do we want to achieve?

Responding to the budget and demand pressures that the Council and its public sector partners face will mean thinking differently about how many services are designed, delivered and commissioned in the future. This is particularly true for those services which, though non-statutory, are highly valued by the residents of Cardiff.

This will mean increased partnership working, with other local authorities and public services, including co-locating services within community facilities or 'Hubs,' sharing assets or buildings, pooling budgets, or introducing multi-

agency teams to work with residents and communities to provide more integrated services. It will also mean being more focused about when and where services are delivered. Internally, a 'One Council' approach will enable more joined-up working between departments and make services easier to access for residents - with a focus on increased use of digital channels where appropriate.

It will also mean developing and implementing alternative models for delivering services. Traditionally, the Council has been a direct provider of many

services. Through the Organisational Development Programme the Council will explore other approaches, such as commissioning and working with community groups, to see if cost of delivery can be reduced and the quality of service maintained. This approach aligns with feedback from the Cardiff Debate, which suggests that residents value the quality of the services itself, not necessarily, who is responsible for delivery. Identifying how some services can effectively, and fairly, be commercialised and engaging people more meaningfully in designing services are also components of this agenda.

2 Commitment

In order to achieve the above the Council will:

- Introduce new models of service provision for youth and play services in the city by April 2017, with existing services running until new services are in place.
- Establish the future cultural and leisure needs of the city and ensure the sustainable delivery of cultural and leisure infrastructure and services at less cost through new operating models, by June 2016
- Commence implementation of a new approach to infrastructure services (which includes Waste, Cleansing, Parks, Highways, Design, Fleet and Facilities Management services) to improve effectiveness whilst reducing costs from 2016
- Implement service changes for Cardiff to enable the Council to meet its statutory recycling target (58%) by March 2016 and continue to develop the future waste and recycling strategy for Cardiff in partnership with Welsh Government
- Develop a commercial opportunities strategy and establish a commercial trading company by September 2015
- Progress the agreed Community Hubs Strategy by opening a **Grangetown Hub** (September 2015), developing a new **STAR Hub** (March 2016) and bringing forward for consideration opportunities for future hub development in: **Llandaf North, Fairwater, Llanishen, St Mellons**
- Deliver a new Customer Relationship Management (CRM) model that improves customer services and drives down costs, implementing the first phase by December 2015
- Implement the regional service for Regulatory Services with the Vale of Glamorgan and Bridgend Councils to deliver efficiencies and build resilience within public health protection, trading standards, landlords and licencing services

Lead Member

Cllr Julia Magill Cllr Sue Lent
Cllr Peter Bradbury
Cllr Bob Derbyshire
Cllr Bob Derbyshire
Cllr Graham Hinchey
Cllr Peter Bradbury
Cllr Graham Hinchey
Cllr Dan De'Ath

3 Measuring Progress

- Close Medium Term Financial Plan Gap
- Maintain customer / citizen satisfaction with Council services at 80.8% in 2015/16
- 58% of municipal waste collected by local authorities and prepared for reuse and/or recycled (including source segregated biowastes that are composted or treated biologically in another way) in 2015-16

Improvement Objective: The City of Cardiff Council has effective governance arrangements and improves performance in key areas

1 What do we want to achieve?

The Corporate Assessment undertaken by the Wales Audit Office in 2014 identified areas where governance arrangements could be strengthened and emphasised the importance of effective performance management in ensuring that the

Council’s priorities are delivered. Significant improvements have already been made to the Council’s performance management arrangements in the last year. These will continue to be strengthened, working in partnership

with the Wales Audit Office and other external partners, with a particular focus on driving improvement in priority areas including Education and Children’s Services.

2 Commitment

In order to achieve the above the Council will:

Lead Member

<ul style="list-style-type: none"> Implement performance management tools consistently across the Council to ensure performance improvement in key areas by 2017 	Cllr Graham Hinchey
<ul style="list-style-type: none"> Increase monitoring, compliance and support for staff and managers to reduce the levels of sickness absence by March 2016 	Cllr Graham Hinchey
<ul style="list-style-type: none"> Improve support for staff and managers to maximise the impact of personal performance & development reviews in improving Council performance by March 2016 	Cllr Graham Hinchey
<ul style="list-style-type: none"> Ensure Delivery of Outcome Agreement by March 2016 	Cllr Graham Hinchey

3 Measuring Progress

- Increase the % of National Strategic Indicators and Public Accountability Measures that are in the top two quarters nationally to over 50% in 2015-16
- Increase the % of National Strategic Indicators and Public Accountability Measures that meet set targets from 75% in 2014-15 to 85% in 2015-16
- Increase the % of National Strategic Indicators and Public Accountability measures that show an improving trend from 80% in 2014-15 to 85% in 2015-16
- Reduce the levels of sickness absence to 9 (full time equivalent days) in 2015-16
- Increase the % of personal performance & development reviews completed for permanent staff to 90% in 2015-16
- 90% of middle managers complete the Cardiff Managers programme in 2015-16
- 100% of Outcome Agreement Grant Achieved by 2015-16

Improvement Objective: The City of Cardiff Council makes use of fewer, but better, buildings

1 What do we want to achieve?

The Council owns or has an interest in a large property estate with a current use value of around £1bn. This includes over 500 operational buildings used to deliver Council services and around 500 properties retained for investment purposes.

The current cost of operating the property estate is the second largest

call on the Council's budget, after staff, at circa £50m per annum, including planned maintenance. There is also a growing maintenance backlog in excess of £100m.

The Council will focus on reducing the cost of ownership of the operational property estate by rationalising the estate and by improving the quality of buildings

that are retained. An important part of this agenda will involve improving co-operation around property with partners.

It should be recognised that the schools organisation programme represents a significant body of work in relation to the council's approach to managing buildings and this is recognised in the education section.

2 Commitment

In order to achieve the above the Council will:

- Deliver the approved Property Strategy, including:
 - Implementing an annual Corporate Asset Management Plan for approval by Cabinet by April 2015
 - Introducing new Neighbourhood Area Asset Plans by December 2015.
 - Introducing new Service Area Property Plans by April 2015
 - Implementing a programme of Fitness For Purpose Assessments of all operation property by April 2016
- Delivery of an Office Rationalisation programme to deliver £1m of revenue savings and £6m of capital receipts by December 2017

Lead Member

Cllr Graham Hinchey

Cllr Graham Hinchey

3 Measuring Progress

- Reduced the Gross Internal Area (GIA) of buildings in operational use - 3.5% in 2015-16
- Reduced average running cost of occupied operational buildings - 4.5% in 2015-16
- 50% prioritised Fitness for Purpose Assessments completed by 2015-16
- 55% reduction in the proportion of operational buildings rated as in 'poor or bad condition' by 2015-16
- Reduce the maintenance back log - £4.3m in 2015-16

Improvement Objective: Every Cardiff school is a good school where learners achieve well

Measure	Type	2013-2014 Result (Academic yr 2012/13)	2014-2015 Result (Academic yr 2013/14)	2015-2016 Target (Academic yr 2014/15)	2016-2017 Target (Academic yr 2015/16)	Wales Av. 2014-15 (Academic yr 2013/14)	Rank	Current Direction of Travel	Lead Member
The number of local authority maintained schools who are placed in a formal category, either "Special Measures" or "Requiring Significant Improvement", following an Estyn Inspection	OA	3	1	0	-	-	-	N/A	Clr Julia Magill
The percentage of pupils assessed at the end of Key Stage 2, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment	NSI/PAM/OA	82.61 %	85.11 %	86.5 %	88 %	86.13 %	16	↑	Clr Julia Magill
The percentage of pupils aged 15 at the preceding 31 August, in schools maintained by the local authority who achieved the Level 2 threshold including a GCSE grade A*-C in English or Welsh first language and mathematics	NSI/PAM/OA	49.9 %	54.04 %	60 %	65 %	55.44 %	13	↑	Clr Julia Magill
The % of pupils to achieve level 1 qualification at KS4	Local	91.74 %	93.19 %	94.5 %	96 %	94 %	19	↑	Clr Julia Magill
The % of year 11 leavers not in education, employment or training (NEET)	Local / EAP	4.9 %	4.26 %	2.5 %	2.3 %	-	-	↑	Clr Julia Magill
The % year 13/14 leavers not in education, employment or training (NEET)	Local / EAP	9 %	4.71 %	3 %	2.5 %	-	-	↑	Clr Julia Magill
Attendance at secondary school	PAM/OA	92.9 %	93.8 %	94.1 %	95 %	93.6 %	10	↑	Clr Julia Magill
Attendance at primary school	PAM/OA	94 %	94.9 %	94.6 %	95.4 %	94.78 %	7	↑	Clr Julia Magill
Reduce the percentage point gap between FSM and non-FSM pupils achievement of CSI at KS2	Local	19.46 %	17.50 %	16.22 %	15 %	17.74 %	-	↑	Clr Julia Magill
Reduce the percentage point gap between FSM and non-FSM pupils achievement of Level 2 threshold including English/Welsh and mathematics at KS4	Local	36.18 %	33.29 %	30.0 %	27 %	33.79 %	-	↑	Clr Julia Magill

Key: AY= Academic year | NSI= National Strategic Indicator | PAM= Public Accountability Measure | OA = Outcome Agreement | EAP= Estyn Action Plan
 2014-15 result: Where results for 2014-15 is not available the current outturn against set target is included along with the red, amber, green status (RAG status).

Measure	Type	2013-2014 Result (Academic yr 2012/13)	2014-2015 Result (Academic yr 2013/14)	2015-2016 Target (Academic yr 2014/15)	2016-2017 Target (Academic yr 2015/16)	Wales Av. 2014-15 (Academic yr 2013/14)	Rank	Current Direction of Travel	Lead Member
The percentage of all pupils (including those in LA care) in any LA maintained school, aged 15 as at the preceding 31 August who leave compulsory education, training or work based learning without an approved external qualification	NSI/PAM / EAP	0.7%	0.5%	0.3%	0.15%	-	-	↑	Clr Julia Magill
The percentage of pupils assessed, in schools maintained by the local authority, receiving a Teacher Assessment in Welsh (first language) at the end of Key Stage 3	NS I	11.4%	11.22%	11.3%	11.9%	-	-	↓	Clr Julia Magill
The percentage of pupils assessed at the end of Key Stage 3, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment	PAM OA	77.8%	81.51%	79.3%	82.0	81%	12	↑	Clr Julia Magill
The average point score for pupils aged 15 at the preceding 31 August, in schools maintained by the local authority	NSI/PAM	457.0	476.6	497	525	524.5	21	↑	Clr Julia Magill
The % of pupils entering a volume equivalent to 2 A Levels who achieved the level 3 threshold.	Local	96.0%	96.8%	97.5%	98.0%	97.1%	13	↑	Clr Julia Magill

Measure	Type	2013-2014	2014-2015	2015-2016	2016-2017	Wales Av. 2014-15	Rank	Current Direction of Travel	Lead Member
The percentage of final statements of special education need issued within 26 weeks including exceptions	NSI	70.5%	70.5%	72%	73%	69.6%	14	→	Clr Julia Magill
The percentage of final statements of special education need issued within 26 weeks excluding exceptions	NSI	100.0%	100%	100%	100%	96.6%	1	→	Clr Julia Magill

Improvement Objective: Looked after children in Cardiff achieve their full potential

Measure	Type	2013-2014 Result (Academic yr 2012/13)	2014-2015 Result (Academic yr 2013/14)	2015-2016 Target (Academic yr 2014/15)	2016-2017 Target (Academic yr 2015/16)	Wales Av.	Rank	Current Direction of Travel	Lead Member
The percentage of looked after children eligible for assessment at the end of Key Stage 2 achieving the Core Subject Indicator, as determined by Teacher Assessment	SID	65%	65% Target	68%	68%	52%	6	-	Cllr Sue Lent
The percentage of care leavers aged 16+ who obtained 5 or more GCSEs at grade A* to C	Data Return	8%	12% target	12%	12%	12%	-	-	Cllr Sue Lent / Julia MaGill
The average external qualifications point score for 16 year old looked after children in any local authority maintained learning setting	NSI	216	180 target	220	240	262	18	↑	Cllr Sue Lent
The percentage of young people formerly looked after with whom the authority is in contact, who are known to be engaged in education, training or employment at the age of 19	NSI	53.2%	55% target	58%	60%	54.8%	12	↑	Cllr Sue Lent
The percentage of pupils in local authority care in any local authority maintained school, aged 15 as at the preceding 31 August who leave compulsory education, training or work based learning without an approved external qualification	NSI	16.3%	2.0% target	2.0%	2.0%	2.0%	22	↑	Cllr Sue Lent / Julia MaGil

Key: AY= Academic year | NSI= National Strategic Indicator | PAM= Public Accountability Measure | OA = Outcome Agreement | EAP= Estyn Action Plan
 2014-15 result: Where results for 2014-15 is not available the current outturn against set target is included along with the red, amber, green status (RAG status).

Improvement Objective: Adult learners achieve their potential

Measure	Type	2013-2014 Result (Academic yr 2012/13)	2014-2015 Result (Academic yr 2013/14)	2015-2016 Target (Academic yr 2014/15)	2016-2017 Target (Academic yr 2015/16)	Wales Av.	Rank	Current Direction of Travel	Lead Member
Progress against partnership performance data: - The success rate at or above the ACL National Comparator (Overall Partnership Return)	Local	80%	84%*	87%*	90%	84%	-	↑	Clr Julia Magill
- The success rate at or above the ACL National Comparator (Cardiff specific return)	Local	60%	72%*	83%*	84%	84%	-	↑	Clr Julia Magill
- Learners within deprivation deciles one and two to achieve a success rate at or above the overall Partnership success rate	Local	D1 – 76.3% D2 – 78.4%	D1 – 84.1% D2 – 84.2%	87%* 87%*	90% 90%	D1 84% D2 84%	-	↑	Clr Julia Magill

Improvement Objective: People in Cardiff are safe and those at risk are safeguarded

Measure	Type	2013-2014 Result	2014-2015 Result	2015-2016 Target	2016-2017 Target	Wales Av.	Rank	Current Direction of Travel	Lead Member
The percentage of Children's Services social work vacancies across the service	Local	20.8%	Target 17%	15%	15%	N/A	N/A-	↑	Clr Sue Lent
The percentage of referrals that are re-referrals within 12 months	SID	25.6%	Target 25%	24%	23%	22.2%	17	-	Clr Sue Lent
The percentage of initial child protection conferences due in the year which were held within 15 working days of the strategy discussion	SID	83.8%	Target 90.6%	92%	94%	89.9%	18	↑	Clr Sue Lent
The percentage of child protection reviews carried out within statutory timescales during the year	SID	98.5%	100%	100%	100%	98.1%	12	↑	Clr Sue Lent
The percentage of adult protection referrals completed where the risk has been managed	NSI/PAM OA	91.98%	N/A	N/A	N/A	94.45%	17	-	Clr Susan Elsmore
The percentage of children looked after at 31 March who have experienced one or more changes of school, during a period or periods of being looked after, which were not due to transitional arrangements, in the 12 months to 31 March	NSI	13.3%	9% target	11%	10%	13.8%	11	↓	Clr Sue Lent
The percentage of children looked after on 31 March who have had three or more placements during the year	NSI/PAM	8.3%	9% target	8%	8%	8.3%	11	↑	Clr Sue Lent
The percentage of initial assessments that were completed during the year where there is evidence that the child has been seen alone by the Social Worker	NSI	31.4%	N/A	N/A	N/A	42.9%	20	↑	Clr Sue Lent
The percentage of young people formerly looked after with whom the authority is in contact at the age of 19	NSI	94.0%	96% target	96%	96%	93.45%	13	↑	Clr Sue Lent
The percentage of young people formerly looked after with whom the authority is in contact, who are known to be in suitable, non-emergency accommodation at the age of 19	NSI	91.5%	96% target	96%	96%	92.75%	16	↓	Clr Sue Lent

Key: AY= Academic year | NSI= National Strategic Indicator | PAM= Public Accountability Measure | OA = Outcome Agreement | EAP= Estyn Action Plan
 2014-15 result: Where results for 2014-15 is not available the current outturn against set target is included along with the red, amber, green status (RAG status).

Measure	Type	2013-2014 Result	2014-2015 Result	2015-2016 Target	2016-2017 Target	Wales Av.	Rank	Current Direction of Travel	Lead Member
The percentage of eligible, relevant and former relevant children that have pathway plans as required	NSI	63.2%	90% target	90%	90%	89.2%	22	↑	Clr Sue Lent
The percentage of first placements of looked after children during the year that began with a care plan in place	PAM	62.5%	Target 90%	95%	95%	90.95%	21	↓	Clr Sue Lent
The percentage of initial assessments that were completed during the year where there is evidence that the child has been seen by the Social Worker	PAM	67.1%	Target 80%	80%	80%	78.9%	22	↑	Clr Sue Lent
The percentage of reviews of looked after children, children on the Child Protection Register and children in need carried out in line with the statutory timetable	PAM	79.2%	90% target	90%	90%	89.6%	22	↑	Clr Sue Lent
The percentage of statutory visits to looked after children due in the year that took place in accordance with regulations	PAM	87.7%	Target 90%	92%	95%	85.3%	12	↓	Clr Sue Lent
The percentage of young carers known to Social Services who were assessed	PAM	100.0%	100% target	100%	100%	85.9%	1	↑	Clr Sue Lent

Key: AY= Academic year | NSI= National Strategic Indicator | PAM= Public Accountability Measure | OA = Outcome Agreement | EAP= Estyn Action Plan
 2014-15 result: Where results for 2014-15 is not available the current outturn against set target is included along with the red, amber, green status (RAG status).

Improvement Objective: People in Cardiff have access to good quality housing

Measure	Type	2013-2014 Result	2014-2015 Result	2015-2016 Target	2016-2017 Target	Wales Av.	Rank	Current Direction of Travel	Lead Member
The number of additional affordable housing units provided during the year as a percentage of all additional housing units provided during the year	NSI	93%	Target 20%	20%	20%	37%	2		Cllr Ramesh Patel, Cllr Susan Elsmore
The percentage of all potentially homeless households for whom homelessness was prevented for at least 6 months	NSI/PAM	49.5%	51.02%	55%	55%	66.4%	19		Cllr Susan Elsmore
The percentage of private sector dwellings that had been vacant for more than 6 months at 1 April that were returned to occupation during the year through direct action by the local authority	NSI	5.49%	6.60% Amber	6.6%	6.6%	9.23%	10		Cllr Bob Derbyshire


Key: AY= Academic year | NSI= National Strategic Indicator | PAM= Public Accountability Measure | OA = Outcome Agreement | EAP= Estyn Action Plan
 2014-15 result: Where results for 2014-15 is not available the current outturn against set target is included along with the red, amber, green status (RAG status).

Improvement Objective: People in Cardiff are supported to live independently

Measure	Type	2013-2014 Result	2014-2015 Result	2015-2016 Target	2016-2017 Target	Wales Av.	Rank	Current Direction of Travel	Lead Member
The rate of older people (aged 65 or over) supported in the community per 1,000 population aged 65 or over at 31 March	NSI	46.42	Target 47	47	50	74.48	21	↑	Clr Susan Elsmore
The rate of older people (aged 65 or over) whom the authority supports in care homes per 1,000 population aged 65 or over at 31 March	NSI	17.98	Target 18.4	18	17.5	19.84	7	↑	Clr Susan Elsmore
The percentage of adult clients who are supported in the community during the year	PAM OA	86.41%	Target 86.5%	86.8%	87.5%	86.33%	10	↑	Clr Susan Elsmore
The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over	NSI	8.56	Target 6.52	5.92	5.2	4.68	19	↑	Clr Susan Elsmore
Total number of adults using direct payment scheme at the end of the quarter	Local	501	Target 800	700	800	-	-	-	Clr Susan Elsmore
The percentage of carers of adults who were offered an assessment or review of their needs during the year	PAM	50.2%	Target 90	93%	96%	85.8%	22	↓	Clr Susan Elsmore
The percentage of clients with a care plan at 31 March whose care plans should have been reviewed that were reviewed during the year	PAM OA	85.6%	Target 85 80.16%	90	92	81.1%	7	↑	Clr Susan Elsmore
The average number of calendar days taken to deliver a Disabled Facilities Grant	NSI/PAM	188	Target 192	200	200	239	4	↓	Clr Susan Elsmore





Key: AY= Academic year | NSI= National Strategic Indicator | PAM= Public Accountability Measure | OA = Outcome Agreement | EAP= Estyn Action Plan
 2014-15 result: Where results for 2014-15 is not available the current outturn against set target is included along with the red, amber, green status (RAG status).

Improvement Objective: Cardiff has more employment opportunities and higher value jobs

Measure	Type	2013-2014 Result	2014-2015 Result	2015-2016 Target	2016-2017 Target	Wales Av.	Rank	Current Direction of Travel	Lead Member
Amount of 'Grade A' office space committed for Development in Cardiff	OA	278,182 sqft	Target: 100,000	100,000	100,000	N/A	N/A		Cllr Phil Bale
Number of businesses supported financially or otherwise by the Council	OA	239	Target: 50	50	50	N/A	N/A		Cllr Phil Bale
Number of new and safeguarded jobs in businesses supported by the Council, financially or otherwise	OA	1,036	Target: 1,000	1,000	1,000	N/A	N/A		Cllr Phil Bale
The percentage of new and safeguarded jobs which attract a salary of 10% above the average salary for Wales	OA	33%	Target: 20%	20%	20%	N/A	N/A		Cllr Phil Bale
The amount of grant aid and private sector finance attracted by companies assisted by the Council	OA	£3,111,740	Target: £1m	£3m	£3m	N/A	N/A		Cllr Phil Bale
The total number of people employed in Cardiff	OA	211,700	3.8%	+/-1%	+/-1%	2.6%	N/A		Cllr Phil Bale
Number of new jobs created in social enterprises	Local	N/A	N/A	2.5 per business supported	2.5 per business supported	N/A	N/A		Cllr Phil Bale

Key: AY= Academic year | NSI= National Strategic Indicator | PAM= Public Accountability Measure | OA = Outcome Agreement | EAP= Estyn Action Plan
 2014-15 result: Where results for 2014-15 is not available the current outturn against set target is included along with the red, amber, green status (RAG status).

Improvement Objective: Cardiff has a high quality city environment that includes attractive public space and good supporting transport infrastructure

Measure	Type	2013-2014 Result	2014-2015 Result	2015-2016 Target	2016-2017 Target	Wales Av.	Rank	Current Direction of Travel	Lead Member
The percentage of highways inspected of a high or acceptable standard of cleanliness	PAM	93.8%	Target: 90%	90%	90%	96.8%	16		Clr Bob Derbyshire
The percentage of A roads in poor condition	SID	4%	5%	5%	5%	4.5%	10		Clr Ramesh Patel
The percentage of B roads in poor condition	SID	8.2%	8%	8%	8%	6.1%	18		Clr Ramesh Patel
The percentage of C roads in poor condition	SID	10.1%	8%	8%	8%	18.9	6	-	Clr Ramesh Patel
Percentage of all travel to work trips on the transport network to be made by sustainable modes	Local	Result: 44% Target: 44%	Result: 43% Target: 46%	44%	Target: 45%	-	-	-	Clr Ramesh Patel
Green Flag Parks and Open Spaces	Local	9	9	9	9	3	1		Clr Bob Derbyshire
Renewable energy generation on the council's portfolio (land and assets) measured in MW of capacity	Local	-	-	-	5.4MW	-	-		Clr Ramesh Patel

Key: AY= Academic year | NSI= National Strategic Indicator | PAM= Public Accountability Measure | OA = Outcome Agreement | EAP= Estyn Action Plan
 2014-15 result: Where results for 2014-15 is not available the current outturn against set target is included along with the red, amber, green status (RAG status).

Improvement Objective: Communities and partners are actively involved in the design, delivery and improvement of highly valued services

Measure	Type	2013-2014 Result	2014-2015 Result	2015-2016 Target	2016-2017 Target	Wales Av.	Rank	Current Direction of Travel	Lead Member
Medium Term Financial Plan Gap	Local	£593.007m	£585.288m	£570.219m	£556.496m	-	-	-	Clr Graham Hinchey
The level of customer / citizen satisfaction with Council services	Local-Ask Cardiff	92.3 %	88.8 %	88.8 %	88.8 %	N/A	N/A	↓	Clr Graham Hinchey
The percentage of municipal waste collected by local authorities sent to landfill	NSI/PAM	46.85 %	Target: 48 %	30 %	25 %	37.72 %	21	↑	Clr Bob Derbyshire
The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated biowastes that are composted or treated biologically in another way	NSI/PAM	49.67 %	Target: 52 %	58 %	58 %	54.33 %	20	↓	Clr Bob Derbyshire
The percentage of reported fly tipping incidents cleared within 5 working days	NSI	92.60 %	Target: 90 %	90 %	90 %	95.03 %	19	↑	Clr Bob Derbyshire
The number of visits to Public Libraries during the year, per 1,000 population	NSI	8326	YTD figure 4106	6000	7000	5851	1	↓	Clr Peter Bradbury
The number of visits to local authority sport and leisure centres during the year where the visitor will be participating in physical activity, per 1,000 population	NSI	9990	Target: 9945	9647	9647	8954	6	-	Clr Peter Bradbury
The percentage of food establishments which are 'broadly compliant' with food hygiene standards	PAM	87.27 %	Target: 75 %	Target: 92 %	92 %	90.33 %	18	↑	Clr Bob Derbyshire

Key: AY= Academic year | NSI= National Strategic Indicator | PAM= Public Accountability Measure | OA = Outcome Agreement | EAP= Estyn Action Plan
 2014-15 result: Where results for 2014-15 is not available the current outturn against set target is included along with the red, amber, green status (RAG status).


Improvement Objective: The City of Cardiff Council has effective governance arrangements and improves performance in key areas

Measure	Type	2013-2014 Result	2014-2015 Result	2015-2016 Target	2016-2017 Target	Wales Av.	Rank	Current Direction of Travel	Lead Member
% of National Strategic Indicators and Public Accountability Measures that are in the top two quarters nationally	Aggregation NSI / PAMS	37.2%*	-	Over 50%	Over 50%	-	-	↑	Clr Graham Hinchey
% National Strategic Indicators and Public Accountability Measures meet set target	Aggregation NSI / PAMS	65%	75%	85%	90%	-	-	↑	Clr Graham Hinchey
% National Strategic Indicators and Public Accountability measures show an improving trend	Aggregation NSI / PAMS	75%	80%	85%	90%	-	-	↑	Clr Graham Hinchey
The levels of sickness absence full time equivalent days	local	10.18	10.03 (as at Q3)	9	8	n/a	n/a	↑	Clr Graham Hinchey
% completion of personal performance & development for permanent staff	local	82%	Half year compliance 85%	90%	95%	n/a	n/a	↑	Clr Graham Hinchey
% of middle managers completing the Cardiff Managers course	local	n/a	n/a	90%	95%	n/a	n/a	No benchmark	Clr Graham Hinchey
% of Outcome Agreement Grant Achieved	Locally agreed	100%	100%	100%	100%	Not relevant	Not relevant	Consistent	Clr Graham Hinchey

Key: AY= Academic year | NSI= National Strategic Indicator | PAM= Public Accountability Measure | OA = Outcome Agreement | EAP= Estyn Action Plan
 2014-15 result: Where results for 2014-15 is not available the current outturn against set target is included along with the red, amber, green status (RAG status).
 * 2013/14 Welsh Government statistical release and is based on 43 national indicators as one indicator was deemed to be not comparable to the rest of Wales.

Improvement Objective: The City of Cardiff Council makes use of fewer, but better, buildings

Measure	Type	2013-2014 Result	2014-2015 Result	2015-2016 Target	2016-2017 Target	Wales Av.	Rank	Current Direction of Travel	Lead Member
Reduced the Gross Internal Area (GIA) of buildings in operational use	Local (Assets Strategy)	N/A	2.5%	3.5%	4%	N/A	N/A	-	Cllr Graham Hinchey
Reduced average running cost of occupied operational buildings	Local (Assets Strategy)	N/A	2.5%	4.5%	3%	N/A	N/A	-	Cllr Graham Hinchey
% of prioritised Fitness for Purpose Assessments completed	Local (Assets Strategy)	N/A	N/A	50%	50%	N/A	N/A	-	Cllr Graham Hinchey
Percentage reduction in the proportion of operational buildings rated as in 'poor or bad condition'	Local (Assets Strategy)	N/A	N/A	55%	50%	N/A	N/A	-	Cllr Graham Hinchey
Reduce the maintenance backlog	Local (Assets Strategy)	N/A	£900k	£4.3m	£5.7m	N/A	N/A	-	Cllr Graham Hinchey

Measure	Type	2013-2014	2014-2015	2015-2016	2016-2017	Wales Av.	Rank	Current Direction of Travel	Lead Member
The percentage of adults aged 60+ who hold a concessionary bus pass	NSI	95.3%	Target 94%	Target 94%		84.3%	2		Cllr Graham Hinchey

Key: AY= Academic year | NSI= National Strategic Indicator | PAM= Public Accountability Measure | OA = Outcome Agreement | EAP= Estyn Action Plan
 2014-15 result: Where results for 2014-15 is not available the current outturn against set target is included along with the red, amber, green status (RAG status).

**CITY & COUNTY OF CARDIFF
DINAS A SIR CAERDYDD****COUNCIL: 26 MARCH 2015**

CABINET PROPOSAL

PAY POLICY 2015/16**Reason for this Report**

1. To ask the Council to agree a Pay Policy Statement for 2015/16, in accordance with the requirements of the Localism Act 2011.

Background

2. The City of Cardiff Council understands the importance of having a clear written policy on pay for employees. The policy statement will provide a framework to ensure that employees are rewarded fairly and objectively without discrimination.
3. The Council also has a statutory requirement under the Localism Act 2011 to prepare a pay policy statement on an annual basis. The first statement was in place by 31st March 2012 and they have been produced annually since. Agreement (and subsequent publication) of this fourth annual Pay Policy Statement will ensure continued compliance with this legislation.
4. The focus of the legislation is about transparency of pay for Chief Officers and how their pay compares with lower paid employees in the Council. However, in the interests of transparency and accountability the Council has chosen since 2011 to take a broader approach and produce a policy statement covering all employee groups with the exception of teachers (as the remuneration for this latter group is set by the Secretary of State and therefore not in local authority control). This policy excludes Members of the Council as they are not employees and are governed by separate legislation via the Independent Remuneration Panel for Wales
5. The legislation also requires the Council to provide information about severance/redundancy payments that are made to employees who leave the organisation. The Voluntary Severance policy was last reviewed by Cabinet in January 2015 with the changes taking effect from 3rd April 2015.
6. The annual pay policy reflects the requirements of the Standing Orders (Wales) Amendment Regulations 2014.

7. The above amendments to Standing Orders introduced a new requirement that: *“The relevant authority [i.e. full Council] must determine the level, and any change in the level, of the remuneration to be paid to a chief officer”*
8. The impact of this amendment is that *all* changes to chief officer pay must be voted on by full Council, not just those which are determined locally. This includes any pay rises which have been nationally negotiated by the JNC for Chief Officers and these now cannot be paid unless and until they have been agreed by full Council. As the Chief Officers (including Operational Managers) of this Authority are employed under JNC terms and conditions which are incorporated into their contracts of employment, they will be contractually entitled to any JNC pay rises and a decision to withhold payment (unless preceded by action to effect appropriate changes to contracts) could result in claims against the Authority of ‘unlawful deduction from wages’ or ‘breach of contract’.
9. Clearly seeking full Council’s determination to pay JNC nationally agreed pay rises at the time they are agreed is likely to cause delay in their payment. The WLGA has therefore pursued this matter with Welsh Government on behalf of local authorities in order to seek a pragmatic solution. As a result it has been agreed that the requirement that full Council must determine nationally agreed contractually entitled pay rises for Chief Officers can be met by full Council voting to on an appropriate resolution to insert a suitable clause in their Pay Policy Statements to cover this issue. One of the recommendations of this Report is presented to enable this Authority to meet this new requirement as outlined.
10. Should the Council at any time decide that it does not wish to implement nationally negotiated JNC pay increases then that would need to be a decision of Full Council, and the Pay Policy Statement would need to be amended again to reflect that decision. The Council’s commitment regarding the payment of all national pay awards is also reflected in the “Partnership for Change: Reform Agenda “ report, agreed by Cabinet in January 2015. Attached as Appendices 2 and 3 are the 2015/16 Pay Award Agreements for NJC for Local Government Services and JNC for Chief Officers
11. Welsh Government guidance on Pay Policy Statements has stated that where a Chief Officer is in receipt of a severance package above £100,000 this must be agreed by full Council. The cap on redundancy payments in the Council from 3 April 2015 is £20,880 (£21,375 from 6th April 2015 as the weekly maximum rises to £475) so a redundancy payment alone will not need to go to full Council. However, any salary paid in lieu and the full cost of early release of pension must be included when looking at the total cost of a package and so there may be instances where agreement of full Council will be required. This is incorporated into the proposed policy in paragraph 37. It should be noted that the WLGA are currently seeking QC advice on the Welsh Government guidance relating to a number of matters including severance packages above £100,000 being agreed by Council.

12. The policy also reflects the proposed changes to Tier 1 senior management structure of the Council as final proposals were agreed by Cabinet, Employment Conditions Committee and Council in February.2015.

Reasons for Recommendation

13. To respond to the legal requirement under the Localism Act 2011 but production of the policy statement will also provide openness and accountability in how the Council rewards it staff.

Legal Implications

14. Under Section 38 of the Localism Act 2011 the Council must prepare a Pay Policy Statement for each financial year before the commencement of that year. The Pay Policy Statement for 2015/16 must therefore be approved by 31st March 2015. The Act requires the Policy to cover certain specific matters and the Welsh Government has issued statutory Guidance in relation to Pay Policies. The proposed Pay Policy for 2015/16 meets the requirements of the Act and Welsh Government Guidance. The Pay Policy must be published on the Council's website. The Council's pay structures are considered to be compliant with Equalities legislation.

Financial Implications

15. The rates of pay and conditions set out in the Pay Policy Statement are reflected in the Council's Budget for 2015/16

Human Resource Implications

16. The recommendation will not impact on employees across the Council as it merely outlines in one policy, existing and agreed arrangements for pay and remuneration of employees.

CABINET PROPOSAL

Council is recommended to:

- 1) Approve the attached Pay Policy Statement 2015/16 (Appendix 1)
- 2) In light of the issues outlined in paragraphs 7-10 of this report, agree that the Authority's Pay Policy Statement will include the following paragraph:
 - 14.2 The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC pay rises. This Council will therefore pay these nationally agreed pay awards as and when determined unless full Council decides otherwise.

- (3) agree that the national pay award for JNC Chief Officer from 1st January 2015 be agreed. The pay award is 2% for salaries below £99,999. There is no pay award for salaries above £100,000.

THE CABINET

19 March 2015

The following appendices are attached:

Appendix 1 – Pay Policy Statement 2015/16

Appendix 2- NJC for Local Government Services : Pay Award Agreement
2015/16

Appendix 3 – JNC for Chief Officers : Pay Award Agreement 2015/16

CITY OF CARDIFF COUNCIL

PAY POLICY STATEMENT 2015/ 16

INTRODUCTION AND PURPOSE

1. The City of Cardiff Council recognises the importance of managing pay fairly and consistently in a way that motivates employees to make a positive contribution to the Council's business. The decisions that are taken regarding pay are crucial to maintaining equality across the Council. The production of a Pay Policy Statement supports this approach and will provide transparency. This Policy statement also reflects proposed amendments to the Tier 1 Senior Management structure and responsibilities , agreed by Cabinet , Employment Conditions Committee and Council in February 2015 .

SCOPE

2. The Localism Act 2011 requires authorities to develop and make public a pay policy statement on all aspects of Chief Officer remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the authority, explaining their policy on the relationship between remuneration for Chief Officer and other groups. However, in the interests of transparency and accountability the Council has chosen to take a broader approach and produce a policy statement covering all employee groups with the exception of teachers (as the remuneration for this latter group is set by the Secretary of State and therefore not in local authority control). This policy does not apply to Members of the Council as they are not employees and are governed by separate legislation via the Independent Remuneration Panel for Wales.

LEGISLATION

3. In determining the pay and remuneration of all its employees, the Council will comply with all relevant legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, Agency Workers Regulations 2010 and where relevant the Transfer of Undertakings (Protection of Employment) Regulations 2006. With regard to the Equal Pay requirements contained within the Equality Act, the Council will ensure there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.
4. This policy statement incorporates the Cardiff Council's pay policy statement as required by the Localism Act 2011.

RESPONSIBILITY AND SCOPE

5. The Council is directly responsible for a budget of £570 million (2015/16) and for the employment of 13,437 employees (as at December 2014). The Council provides services to a total population of 346,100 residents(according to the 2011 Census). Cardiff Research Centre has given an updated figure for mid 2013 as 351,700 residents. In January 2015 the Council was recorded as having a Council housing stock of 13,646 and in September 2014 there were 52,352 pupils enrolled in our

schools. During 2013 there were also 18.9m visitors that came to the city, of those some 17.07m were day visitors.

DEFINITIONS

6. **Chief Officer** – the Localism Act 2011 defines Chief Officer as:
- Head of Paid Service - in Cardiff this is the Chief Executive
 - Monitoring Officer – in Cardiff this is the Director of Governance & Legal Services
 - Statutory Chief Officers – in Cardiff these are -
 - Director for Education and Lifelong Learning,
 - Director of Social Services
 - Corporate Director Resources who undertakes the role of Section151 Officer
 - Non-statutory Chief Officers – this refers to non-statutory posts that report directly to the Head of Paid Service so in Cardiff this would be –
 - Director for Economic Development
 - Director for City Operations
 - Director for Communities, Housing and Customer Services.
 - Deputy Chief Officers – this refers to officers that report directly to statutory or non-statutory Chief Officers. In Cardiff this includes –
 - Assistant Director for Education and Lifelong Learning
 - Assistant Director for Children’s Services
 - Assistant Director for Environment
 - Assistant Director for Housing and Communities
 - Assistant Director for Customer Services and Communities
 - Chief Officer for Finance
 - Chief Officer for Change and Improvement
 - Chief Officer for HR People Services

There are also some Operational Managers that report directly to statutory or non-statutory Chief Officers (Directors of Economic Development; Governance and Legal Services; Social Services; and City Operations) and so for the purposes of this policy these posts are included within this definition. Operational Managers are employed on the same terms and conditions as the Council’s Heads of Service and Chief Officers as indicated in paragraph 13.1.

7. **Lowest Paid Employees** – the Localism Act 2011 requires the Council to define its ‘lowest paid employee’ within our pay policy statement. Within Cardiff Council our lowest paid employees are those appointed on SCP5 of the NJC nationally agreed pay spine. However, since 1st September 2012 Cardiff Council has adopted the Living Wage for its’ employees. Therefore, the minimum pay is currently £7.65 per hour. This is to rise to £7.85 per hour from 1st April 2015.
8. **Pay** – the Localism Act 2011 defines remuneration as ‘salary, bonuses, charges, fees or allowances payable, any benefits in kind, increase or enhancement of pension entitlement. This definition is adopted for the term **pay** used in this policy.

KEY PRINCIPLES

9. This policy statement aims to ensure that all employees are rewarded fairly and without discrimination for the work that they do. It reflects fairness and equality of opportunity, the need to encourage and enable employees to perform to the best of their ability and the commitment to operate a transparent pay and grading structure.
10. The Council recognises that pay is not the only means of rewarding and supporting employees and offers a wider range of benefits, i.e. flexible working, access to learning, etc.
11. To ensure these principles are embedded the Council will ensure that there are clear and rational processes for setting and reviewing salaries for all employees, and that there is sufficient flexibility to take into account the pay market and recruitment and retention factors.
12. Any policy statement on pay has to be affordable and support the provision of high quality public service.

PAY DETAILS

13. Pay Ranges – previous ‘NJC Green Book’ and ‘JNC Craft’ Employees
 - 13.1 All previous NJC Green Book and JNC Craft positions within the Council have gone through a job evaluation (JE) process using the Greater London Provincial Council (GLPC) scheme, following the signing of Collective Agreements with UNISON, GMB and Unite.(Green book) and UNISON, GMB , Unite and UCATT (JNC Craft)
 - 13.2 The Council has linked the scores from the job evaluation results directly to the NJC pay structure. This national pay structure ranges from spinal column point (SCP) 5 to 49 which equates to £13,500 to £42,032. Within Cardiff we have agreed 10 grades that span across SCPs 5-46 which equates to £13,500 to £40,217. Each grade has a number of incremental points. More information about the GLPC Scheme and the grades of the Council can be found in the Council’s Single Status Collective Agreement. The agreed grades can be seen at Annex 1.
 - 13.3 When negotiating the Single Status Collective Agreement it was agreed that the Council would not use the lowest point of SCP4 and so we deleted that from our pay range. This had a positive impact on the lowest paid employees of the Council. However, please note that as per paragraph 6 the Council since September 2012 has paid the Living Wage.
 - 13.4 As part of the 2015/16 budget , the Council reinstated the 1 hour reduction in the working week/2.7% pay contribution which was in place as part of the Workforce Package from 1 August 2014 - 31 March 2015 . .
14. Pay Ranges –Chief Officers and Operational Managers
 - 14.1 Posts at Operational Manager and above are employed on JNC Chief Officer terms and conditions and pay levels for these posts have been evaluated using the Hay Job Evaluation Scheme since 1999.

14.2 The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC pay rises. This Council will therefore pay these nationally agreed pay awards as and when determined unless full Council decides otherwise.

14.3 The Council has an agreed single pay point for the post of Chief Executive which was last reviewed in June 2013 when the post was to be advertised.. The Tier 1 Senior Management Restructure agreed by Cabinet , Employment Conditions Committee and Council has remodelled this team by the deletion of 7 posts and the creation of 3 new posts. The 3 new posts will be at a salary of £120,000 as confirmed by Employment Conditions Committee. As not directly impacted at this stage by the Tier 1 review , the single pay points for Chief Officers and Assistant Directors remain as agreed as part of the previous restructure , following Cabinet of 11 October 2012 and Employment Conditions Committee on 5 November 2012. Further, Operational Manager posts are also not directly impacted by this Tier 1 restructure and their 2 different ranges of pay remain as they are. The pay is as follows:

Level	Salary*
Chief Executive	£170,000
Corporate Director Resources	£130,000
Directors	£120,000
Chief Officers Assistant Directors	£81,600
Operational Managers	<u>Level 1</u> 5 points from £53,596 - £65,313 <u>Level 2</u> 5 points from £43,8622 - £52,984

* Effective from 1st January 2015 in line with JNC for Chief Officers national pay agreement. The 2015/16 JNC for Chief Officers Pay Award Notification is attached. National Pay award for JNC for Chief Executives not yet finalised

14.4 When a Hay Job Evaluation is carried out on Chief Officers posts Hay are asked to provide information about salary levels based on their assessments of relative job sizes and benchmarking against market comparisons for posts of similar size and complexity. Any report from Hay on changes to salary levels would be presented to the Council's Employment Conditions Committee (ECC) which has the following functions delegated to it under the Council's Constitution: *(a) To consider and determine policy and issues arising from the organisation, terms and conditions of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time where this is necessary, subject to the approval of Council in respect of any determination or variation of the remuneration of Chief Officers. (b) To decide requests for re-grading of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006), together with any other category of employee specified in Regulation from time to time, whether by way of appeal by an employee against a decision to refuse a re-grading application or to decide applications for re-grading which are supported, subject to the approval of Council in respect of any determination or variation of the remuneration of a Chief Officer.*

14.5 Since 2009/10 the Council has published pay details for Chief Officer posts on its website, while prior to this the number of officers at each salary band over £60,000 were set out. The information can be found in the 'Statement of Accounts' which is accessed via the tab 'Your Council' and then the link to 'Council Finance'. The Chief Executive pay has been published on the website since 2010.

14.6 The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as [1:11] and; between the lowest paid employee and median Chief Officer as [1.4].

The multiple between the median full time equivalent earnings and the Chief Executive is [1:9] and; between the median full time equivalent earnings and median Chief Officer is [1.3].

These figures are based on current basic salary on 1st April 2015.

14.7 The Council does not use performance related pay or bonuses for Chief Officers.

15. Pay Ranges – Employees other than Chief Officer and previous 'Green Book' and 'Craft' employees

15.1 The Council also has employees on other national terms and conditions, i.e. JNC Youth and Community, Soulbury and Teacher terms and conditions. Pay for these is based on the relevant nationally agreed rates of pay. JNC Youth and Community are at Annex 2 and Soulbury are at Annex 3.

16. Incremental Progression – all employees

For 'Green Book' , 'Craft' employees and Operational Managers incremental progression is not automatic but is dependent upon a successful performance review. Following a successful performance review increments are normally effective from the 1st April each year. For 'Green Book' and 'Craft' employees, this requirement is detailed in the relevant Single Status Collective Agreement and for Operational Managers this is contained within their national terms and conditions.

17. Salary on Appointment – all employees

Posts are advertised on the agreed grade/ range for that particular post and information regarding the minimum and maximum pay is provided in the advertisement. In practice most appointments are made at the bottom of the range, but there is discretion to appoint at a higher point on the range. This would usually be to match a candidate's current level of pay in particular circumstances.

18. Pay Review – all employees

All pay is reviewed in line with the national pay awards negotiated by the local government employers in conjunction with the recognised Trade Unions at a national level. Please see paragraph 14.2 in relation to JNC for Chief Officer national pay awards

19. Market supplements – all employees

It is recognised that there will be exceptional occasions where the market rate for certain key jobs is higher than that provided for by the new pay and grading structure. In these circumstances, the grading of the post will be reviewed in accordance with the new Market Supplement Scheme agreed as part of the Council's single status package. The scheme is applicable to all those covered by the green book, Craft employees, JNC for Chief Officers, JNC for Youth & Community Workers and those on Soulbury terms and conditions.

ADDITIONAL PAYMENTS

20. Employees employed under the previous 'Green Book' and 'Craft' terms and conditions are now paid on the same terms and conditions and pay scales through job evaluation. However, a tool allowance has been retained for relevant craft posts.

NJC 'Green Book' and JNC 'Craft' Employees

21. Additional payments are made as detailed in their respective Collective Agreements. The types of additional payments made include: overtime and Saturday and Sunday working at time and a half, recalls to work attract a minimum payment of 2 hours payment, public holiday payments, car allowances, motorcycle and bicycle allowances, stand by and call out payments, night /evening /unsocial hours payments, shift work allowance, sleeping in duty payment, first aid allowance, relocation payment and payment for professional subscriptions. For the financial year 2015/16 payments for interview expenses, relocation expenses and professional subscriptions (which are not legal requirements of a post) will continue to cease in order to manage a budget deficit.
22. Chief Officers and Operational Managers – the following additional payments are made:
- 22.1 Car, motorcycle and bicycle allowances - the Council has negotiated with trade unions to harmonise car allowances for all Council employees and uses the single rate based on the HMRC arrangements that will be paid for business mileage, i.e. currently 45p per mile.
- 22.2 Interview Expenses and Relocation Assistance For the financial year 2015/16 both of these will continue to cease in order to manage a budget deficit.
- 22.3 Professional Subscriptions – For the financial year 2015/16 these will continue only be paid by the Council where it is an essential requirement of the post..
- 22.4 Returning Officer fees - the appointment of Electoral Registration Officer is required by S8 Representation of the People Act 1983, and the appointment of Returning officer by S35 Representation of the People Act 1983. In Cardiff whilst the role of Electoral Registration Officer and Returning Officer is part of the job description of the Chief Executive, it continues to be carried out by the Corporate Director Resources . The fee for parliamentary, European Union, Welsh Government, Police and Crime Commissioner elections and all referenda are set by legislation. For these externally sponsored elections the fee is funded through grant awarded by the Welsh

Government in respect of its election and by Central Government in respect of the other elections. Local authorities have the discretion to set the fee for local elections. In the Council the fee for local elections (including ordinary and casual) is set in line with the fee agreed for the Welsh Government elections.

23. Other Employees

The Council is looking to negotiate with trade unions to harmonise the additional payments for JNC Youth and Community and Soulbury employees with those paid to 'Green Book' and 'Craft' employees. Due to the work associated with the workforce package implemented by the Council, negotiations for the other groups have been delayed and will start in the next financial year.

HONORARIA AND ACTING UP SCHEMES

24. The Council has schemes for the payment where an employee acts up into a post at a higher level of pay or where they undertake additional duties at a higher level of responsibility. These schemes are applicable for all Council employees. For the financial year 2015/16 use of the honoraria scheme will continue to be withdrawn in order to manage a budget deficit.

ANNUAL LEAVE

25. Green Book and Craft employees, Chief Officers and Operational Managers
27 days & 32 days after 5 years service. Plus 8 bank holidays

26. Other Employees
JNC Youth & Community – 30 days & 35 days after 5 years service.
Soulbury – 25 days rising to 30 days after 5 years service.
Plus 8 bank holidays and also 4 extra statutory days for both groups

27. The entitlements to annual leave are pro rata for part time employees.

PENSIONS AND REDUNDANCY/ SEVERANCE PAYMENTS

28. All Council employees (with the exception of teachers) are entitled to join the local government pension scheme (LGPS) which is offered by the Local Government Employers. If employees are eligible they will automatically become a member of the scheme (to join they must have a contract for at least 3 months duration and be under the age of 75). Employees can decide to opt out of the scheme. The benefits and contributions payable under the Fund are set out in the LGPS regulations.

29. The current level of contribution to the scheme by employees is:

FTE Pay	% Employee Contribution
Up to £13,500	5.5
£13,501 to £21,000	5.8
£21,01 to £34,000	6.5
£34,001 to £43,000	6.8
£43,001 to £60,000	8.5
£60,001 to £85,000	9.9

£85,001 to £100,000	10.5
£100,001 to £150,000	11.4
More than £150,000	12.5

30. The Council's current published statements relating to pensions was agreed by the Cabinet on 12th June 2014 for implementation in 30th June 2014 and the relevant document is available on the Council's website. A change to the way redundancy payments are calculated was agreed by Cabinet on 26th January 2015 and is detailed below in paragraph 31.

The document provides details of the Council's policy on making discretionary payments on early termination of employment under Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. The document also provides details of the Council's policy on increasing an employees total pension scheme membership and on awarding additional pension under Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008.

31. The arrangements set out in the document referred to in paragraph 30 apply to all employees of the Council irrespective of grade or status. The most relevant sections are detailed below:

The power to pay lump sum compensation of up to 104 weeks - the Council's policy for utilising this discretion is that the statutory redundancy table is multiplied by a factor of 1.5 subject to a maximum of 45 weeks from 3rd April 2015.

The power to increase a Statutory Redundancy Payment – the Council's policy for utilising this discretion is that redundancy payments to be based on actual weeks pay up to a maximum of £464 per week (as at 6th April 2014) or actual pay whichever is the lesser. The maximum figure to be adjusted by the statutory amount for a week's pay, as announced annually by the Department of Business Innovation and Skills. The maximum is to increase to £475 from 6th April 2015.

RE-EMPLOYMENT OF STAFF

32. The Council now has a policy regarding re-employment of employees (at any level) who take voluntary redundancy from the Council which was agreed at Cabinet on 26th January 2015
33. The Council's agreed policy is that employees requesting voluntary redundancy have to agree to the following condition - given the Council's obligation to safeguard public funds, they will be precluded from returning to employment (which includes permanent, temporary, casual and agency) within Cardiff Council (including schools) for a period of 12 months from the date of their termination.
34. The Council does not believe that it employs any individual in a manner that seeks to avoid tax.
35. Within the Council under the pension fund discretionary policies there is generally no abatement of pension following re-employment except under the following circumstances:

(a) Where a person has been awarded compensatory added years (CAY's) under LGPS Compensation Regulations the pension may be abated. This is a requirement of the compensation regulations but these will be historical cases as CAY's can no longer be granted.

(b) Where a person has retired under tier 1 ill health provisions and is subsequently re-employed. This is because the certification for tier 1 supposes that the person is permanently unfit for all work. Other tiers of ill health or other retirements would not lead to abatement on re-employment.

Abatement, where it applies, would be based on non betterment, that is the pension + pay in new employment should not exceed the pay at the point of retirement (adjusted for pension increases). Under (a) the abatement would only apply to the pension from CAY's.

ACCOUNTABILITY AND DECISION MAKING

36. In accordance with the Constitution of the Council the Cabinet are responsible for decision making in terms of pay, terms and conditions and redundancy arrangements in relation to employees of the Council. The exception to this is that the Employment Conditions Committee are responsible for posts at Chief Officer level and above as detailed above in paragraph 13.3.
37. Any Chief Officer severance package above £100,000 must be agreed by full Council. The severance/redundancy package includes any redundancy payment (from 3 April 2015, statutory redundancy pay of 30 weeks plus an additional 15 weeks), contractual notice period and full cost of early release of pension (as required under Regulation 68(2) of the Local Government Pension Scheme.).
38. An updated pay policy statement will be agreed by the Full Council annually in line with the legislation and Full Council will ensure compliance with the pay policy statement.

REVIEW OF THE POLICY

39. This policy statement will be kept under review and developments considered in the light of external best practice and legislation. The policy statement may also be reviewed as part of the Council's existing Scrutiny arrangements. The Council will ensure the policy statement is updated on an annual basis in line with the requirement of the Localism Act 2011. The annual policy statement will be submitted to Cabinet and then Full Council by March of each year.

CARDIFF COUNCIL GRADES FOR NJC

ANNEX 1

GREEN BOOK AND PREVIOUS JNC CRAFT STAFF W/E FROM 1ST JANUARY 2015

SCP	Salary	New Grades	
5	13,500	Grade 1 1 - 247	
6	13,614		
7	13,715		
8	13,871	Grade 2 248 - 286	
9	14,075		
10	14,338		
11	15,207		
12	15,523	Grade 3 287 - 327	
13	15,941		
14	16,231		
15	16,572		
16	16,969		
17	17,372	Grade 4 328 - 369	
18	17,714		
19	18,376		
20	19,048		
21	19,742		
22	20,253	Grade 5 370 - 409	
23	20,849		
24	21,530		
25	22,212		
26	22,937		
27	23,698	Grade 6 410 - 454	
28	24,472		
29	25,440		
30	26,293		
31	27,123		
32	27,924	Grade 7 455 - 499	
33	28,746		
34	29,558		
35	30,178		
36	30,978		
37	31,846	Grade 8 500 - 544	
38	32,778		
39	33,857		
40	34,746		
41	35,662		
42	36,571	Grade 9 545 - 589	
43	37,483		
44	38,405		
45	39,267		
46	40,217		
			Grade 10 590 +

Youth and Community Support Worker Range (Pay Award Not Yet Finalised)

Pay Points	w.e.f 1.9.13		
1	14,283		
2	14,880		
3	15,477		
4	16,077		
5	16,674		
6	17,271		
7	17,874		
8	18,474		
9	19,236	Professional Range	
10	19,833	Pay Points	w.e.f 1.9.13
11	20,796	11	20,796
12	21,741	12	21,741
13	22,713	13	22,713
14	23,721	14	23,721
15	24,408	15	24,408
16	25,125	16	25,125
17	25,830	17	25,830
		18	26,541
		19	27,246
		20	27,951
		21	28,746
		22	29,646
		23	30,522
		24	31,401
		25	32,289
		26	33,174
		27	34,062
		28	34,959
		29	35,850
		30	36,741

EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)

Spine point	Salary from 1.3.15	Spine point	Salary from 1.3.15
1	33,396	26	61,674
2	34,592	27	62,740
3	35,721	28	63,819
4	36,865	29	64,902
5	38,003	30	65,983
6	39,142	31	67,054
7	40,338	32	68,143
8	41,487*	33	69,232
9	42,828	34	70,347
10	44,023	35	71,458
11	45,203	36	72,603
12	46,346	37	73,728
13	47,640**	38	74,866
14	48,792	39	75,988
15	50,066	40	77,109
16	51,219	41	78,237
17	52,373	42	79,362
18	53,507	43	80,488
19	54,676	44	81,619
20	55,280***	45	82,747
21	56,441	46	83,876
22	57,452	47	85,010
23	58,566	48	86,134****
24	59,564	49	87,262****
25	60,633	50	88,391****

Notes:

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

* normal minimum point for EIP undertaking the full range of duties at this level

** normal minimum point for senior EIP undertaking the full range of duties at this level

*** normal minimum point for leading EIP undertaking the full range of duties at this level

**** extension to range to accommodate structured professional assessments.

EDUCATIONAL PSYCHOLOGISTS

EDUCATIONAL PSYCHOLOGISTS - SCALE A	
Spine point	Salary from 1.3.15
1	35,027
2	36,805
3	38,583
4	40,360
5	42,137
6	43,194
7	45,588
8	47,261
9	48,829*
10	50,398*
11	51,861*

Notes:

* Extension to scale to accommodate up to 3 additional SPA points to be added to the post holder's entitlement on the appropriate 6-point range

SENIOR AND PRINCIPAL EDUCATIONAL PSYCHOLOGISTS			
(B) SALARY RANGE			
Spine point	Salary from 1.3.15	Spine point	Salary from 1.3.15
1	43,914	10	55,828
2	45,588	11	56,937
3	47,261*	12	58,068
4	48,829	13	59,219
5	50,398	14	60,330 **
6	51,861	15	61,495 **
7	52,462	16	62,649**
8	53,584	17	63,810**
9	54,696	18	64,970**

Notes:

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

* Normal minimum point for the principal educational psychologist undertaking the full range of duties at this level

** Extension to range to accommodate discretionary scale points and structured professional assessments

TRAINEE EDUCATIONAL PSYCHOLOGISTS	
Spine point	Salary from 1.3.15
1	22,503
2	24,151
3	25,796
4	27,444
5	29,090
6	30,737

ASSISTANT EDUCATIONAL PSYCHOLOGISTS	
Spine point	Salary from 1.3.15
1	27,662
2	28,792
3	29,922
4	31,045

YOUNG PEOPLE'S/ COMMUNITY SERVICE MANAGERS

Spine point	Salary from 1.3.15	Spine point	Salary from 1.3.15
1	34,637	13	48,135
2	35,7700	14	49,269
3	36,903	15	50,404
4	38,059*	16	51,542
5	39,234	17	52,686
6	40,380	18	53,822
7	41,553**	19	54,952
8	42,885	20	56,107***
9	43,620	21	57,284***
10	44,754	22	58,487***
11	45,883	23	59,715***
12	47,013	24	60,969***

Notes:

The minimum Youth and Community Service Officers' scale is 4 points.

Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

* normal minimum point for senior youth and community service officers undertaking the full range of duties at this level (see paragraph 5.6 of the Soulbury Report)

** normal minimum point for principal youth and community service officer undertaking the full range of duties at this level (see paragraph 5.8 of the Soulbury Report)

*** extension to range to accommodate discretionary scale points and structured professional assessments

National Joint Council for Local Government Services

Employers' Secretary:

Sarah Messenger
Local Government House, Smith Square
London, SW1P 3HZ
Tel: 020 7187 7373 Fax: 020 7664 3030

Trade Union Secretaries

Fiona Farmer, Unite
Brian Strutton, GMB
Heather Wakefield, UNISON

Address for correspondence:

UNISON Centre
130 Euston Road
London NW1 2AY
Tel: 0845 3550845
Fax: 020 7551 1195

**To: Chief Executives in England, Wales and N Ireland
(copies for the Finance Director and HR Director)
Members of the National Joint Council**

14 November 2014

Dear Chief Executive,

2014-16 PAYSCALES & ALLOWANCES

Agreement has now been reached on rates of pay applicable from **1 January 2015**.

The new pay rates are attached at **Annex 1**.

Details of the non-consolidated payments to be paid in December 2014 (SCPs 5-49 only) and in April 2015 (SCPs 26-49 only) are attached at **Annex 2**.

The new rates for allowances up-rated in line with the pay increase of 2.20% are also set out at **Annex 3**.

It has been agreed that Spinal Column Point 5 (SCP5) will be deleted with effect from 1 October 2015. Therefore, employees on SCP5 shall progress to SCP6 on 1 October 2015.

NJC future work

Both Sides recognise that local government is undergoing a period of unprecedented change. The way that public services are designed and delivered is evolving at a rapid pace and against this background the NJC agrees that councils and their workforce need collective agreements that:

- reward employees fairly and recognise the diverse needs of the workforce
- attract, retain and train people with the skills needed for the future
- enable local service providers to react more quickly to changing circumstances
- facilitate effective partnership working and collaboration across organisations
- remove or modify existing barriers to ensure employees can move more easily between different public sector employers

The NJC remains committed to national collective bargaining and aims to ensure that the bargaining machinery can reflect and support new ways of working. The NJC will focus on

producing outputs that are relevant, fair and beneficial to both employers and those employed to provide public services.

Yours sincerely



Sarah
Messenger



Fiona
Farmer

Brian Strutton

Brian
Strutton



Heather
Wakefield

Joint Secretaries

NJC PAY SPINE 2014-16

SCP	1 Apr 13	1 Jan 15
5 (until 1 Oct 15)	£12,435	£13,500
6	£12,614	£13,614
7	£12,915	£13,715
8	£13,321	£13,871
9	£13,725	£14,075
10	£14,013	£14,338
11	£14,880	£15,207
12	£15,189	£15,523
13	£15,598	£15,941
14	£15,882	£16,231
15	£16,215	£16,572
16	£16,604	£16,969
17	£16,998	£17,372
18	£17,333	£17,714
19	£17,980	£18,376
20	£18,638	£19,048
21	£19,317	£19,742
22	£19,817	£20,253
23	£20,400	£20,849
24	£21,067	£21,530
25	£21,734	£22,212
26	£22,443	£22,937
27	£23,188	£23,698
28	£23,945	£24,472
29	£24,892	£25,440
30	£25,727	£26,293
31	£26,539	£27,123
32	£27,323	£27,924
33	£28,127	£28,746
34	£28,922	£29,558
35	£29,528	£30,178
36	£30,311	£30,978
37	£31,160	£31,846
38	£32,072	£32,778
39	£33,128	£33,857
40	£33,998	£34,746
41	£34,894	£35,662
42	£35,784	£36,571
43	£36,676	£37,483
44	£37,578	£38,405
45	£38,422	£39,267
46	£39,351	£40,217
47	£40,254	£41,140
48	£41,148	£42,053
49	£42,032	£42,957

NON-CONSOLIDATED PAYMENTS (see also Appendix)

SCP	December 14	April 15
5	£325	
6	£325	
7	£325	
8	£150	
9	£150	
10	£150	
11	£100	
12	£100	
13	£100	
14	£100	
15	£100	
16	£100	
17	£100	
18	£100	
19	£100	
20	£100	
21	£100	
22	£100	
23	£100	
24	£100	
25	£100	
26	£100	£3
27	£100	£7
28	£100	£10
29	£100	£14
30	£100	£18
31	£100	£22
32	£100	£26
33	£100	£29
34	£100	£33
35	£100	£36
36	£100	£39
37	£100	£43
38	£100	£47
39	£100	£52
40	£100	£56
41	£100	£60
42	£100	£65
43	£100	£69
44	£100	£73
45	£100	£77
46	£100	£81
47	£100	£85
48	£100	£89
49	£100	£93

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment

1 Jan 15
£34.00

**RATES OF PROTECTED ALLOWANCES AT 1 JAN 15
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 Jan 15
£1,215

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance

1 Jan 15
£197

City and Guilds Laboratory Technician's Advanced Certificate Allowance

1 Jan 15
£144

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area

1 Jan 15
£824

Outer Fringe Area

1 Jan 15
£573

Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 Jan 15
£27.35

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area

1 Jan 15
£824

Outer Fringe Area

1 Jan 15
£573

Technical issues related to the non-consolidated payments

1. The payments are subject to the normal tax and national insurance requirements and are pensionable
2. The payments should be paid only to those employees who are in post on 1 December 2014. The payments are not 'back pay', so should not be paid to any employees who leave employment before 1 December
3. The payments should be paid on a pro-rated basis according to each council's established procedure for remunerating part-time employees
4. The payments should be paid to employees on SCPs 5, 6, 7, 8, 9 and 10 as indicated regardless of whether councils are already applying some form of Living Wage supplement
5. The payments should be paid to those on maternity leave whether in the paid or unpaid period at full rate (subject to appropriate pro-rating)
6. The payments should be paid to those on long-term sickness absence (even if on nil pay)
7. The payments should be paid at the relevant rate based on the current SCP at 1 December 2014, eg. an employee on SCP7 acting up to SCP12 should get the payment that applies to SCP12
8. The payments should be paid to those on adoption leave and parental leave
9. The payments should not be paid to employees on a career break at 1 December 2014
10. The payments do not apply to employees who are being paid above SCP49
11. If an employee has more than one contract, the payments should be paid pro-rata on each contract
12. Subject to any other exclusions, the payments should be paid to all employees whose pay is set in accordance with NJC for Local Government Services pay arrangements, regardless of whether they are on permanent or temporary contracts

Joint Negotiating Committee for Chief Officers of Local Authorities

**To: Chief Executives in England and Wales (N Ireland for information)
(copies for the Finance Director and HR Director)
Regional Directors
Members of the Joint Negotiating Committee**

2 February 2015

Dear Chief Executive,

CHIEF OFFICERS' PAY AGREEMENT 2014-16

Agreement has now been reached on rates of pay applicable from **1 January 2015**.

The individual salaries and salary scales of all officers within scope of the JNC for Chief Officers of Local Authorities should be increased by two per cent on guaranteed FTE basic salary¹ of £99,999² or less [as at 31 December 2014].

This pay agreement covers the period to 31 March 2016.

Yours faithfully,

Sarah Messenger
Brian Strutton

Joint Secretaries

cc Mike Short, UNISON

¹ 'Guaranteed FTE basic salary' should exclude other separately identified payments such as London area / fringe allowances or Returning Officer fees etc.

² The pay award applies only to those employees whose guaranteed FTE basic salary was £99,999 or less at 31 December 2014. The pay award should not be applied to the first £99,999 of salaries of £100,000 or more.

Employers' Secretary: Sarah Messenger Local Government Association Local Government House Smith Square London SW1P 3HZ info@local.gov.uk	Officers' Secretary: Brian Strutton GMB 22-24 Worples Road London SW19 4DD brian.strutton@gmb.org.uk
--	--

This page is intentionally left blank

**CITY & COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**



COUNCIL: 26 MARCH 2015

FAIRWATER COMMUNITY POLL

CABINET PROPOSAL

Reason for this Report

1. To allow the Council to consider what action should be taken in response to the Fairwater Community Poll held on 5 March 2015.

Background

2. A Community Poll is a ballot of local government electors in a Community on a question affecting that Community. The provision for Community Polls is made by law and is intended to allow local communities to express their views on a local issue. A Community Poll may be requested by electors at a Community Meeting (or by Community Councillors in an area with a Community Council), and if it is supported by 150 or 10% of the electors for the Community, the Council is legally obliged to comply with the request and hold a Community Poll.
3. At a Fairwater Community Meeting held on 9 February 2015, electors called for a Community Poll to be held on the following question:

"Do you want the Council to re-open the Waungron Road Recycling Centre?" ('the Poll Question').
4. In accordance with its legal obligations, the Council held the Community Poll on 5th March 2015.

Issues

5. The result of the Community Poll is appended as Appendix A. Members will note that, in response to the Poll Question ("Do you want the Council to re-open the Waungron Road Recycling Centre?"), the majority vote was 'Yes'.
6. The legislation provides that, where a majority of those voting at the Community Poll were 'in favour' of the Poll Question, and the Monitoring Officer has served notice to confirm that the Poll Question relates to the functions of the Council, the Council must respond in one of a specified number of ways.

7. The Monitoring Officer has served notice on the Council to confirm that the Poll Question relates to functions of the City of Cardiff Council, as the waste disposal authority for Cardiff, pursuant to Part II of the Environmental Protection Act 1990. The Monitoring Officer's notice was served on 6 March 2015.
8. The response required from the Council is to perform one of the following actions:
 - (a) Exercise the Council's functions so as to comply with the Poll ;
 - (b) Consider, at a meeting of full Council, what action (if any) to take in response to the Poll;
 - (c) Initiate a public consultation exercise about what action (if any) the Council should take in response to the Poll;
 - (d) Hold a public meeting to seek views about what action (if any) the Council should take in response to the Poll;
 - (e) Initiate research to assist the Council to decide what action (if any) it should take in response to the Poll; or
 - (f) Refer the question of what action (if any) the Council should take in response to the Poll to a Scrutiny Committee with a request that the Scrutiny Committee reports back its conclusions to the Council.
9. The action must be taken within 2 months from receiving notice from the Monitoring Officer, that is, by no later than 6 May 2015.
10. After the 2 month period for action has expired, the Council is required to give notice to the Chair of the Community Meeting, describing the action it has taken and any further action proposed and to publish this notice on the Council's website for a period of at least 6 months.
11. Members may recall that the closure of Waungron Road Recycling Centre was agreed as part of the reduction of Household Waste Recycling Centres approved as budget savings in the Budget for 2014/2015; and no provision is made to allow the re-opening of this Centre in the 2015/16 Budget approved by Council last month. The call to re-open Waungron Road Recycling Centre cannot therefore be achieved within the approved budgetary framework.
12. Matters which are outside the budgetary framework can only be approved by full Council. This report therefore recommends that the results of the Fairwater Community Poll (held on 5th March 2015) be referred to full Council.
13. Members will be aware that the closure of Waungron Road Recycling Centre, as part of the budget proposals for 2014/15 and 2015/16, has been subject to full public consultation, rigorous scrutiny and debate. Provided Members are satisfied that the decision to close Waungron Road remains reasonable and appropriate in all the circumstances, it is submitted that Cabinet should recommend to Council that no further action should be taken in response to the Fairwater Community Poll.

14. Members may wish to note that a Community Meeting in the Community of Llandaff is also being held on 16th March 2015 to discuss the re-opening of Waungron Road Recycling Centre (and new housing developments in the area) and to call for a Llandaff Community Poll on this issue. However, if a Llandaff Community Poll is called, the earliest date on which the results of that Poll could be reported to Cabinet is (due to the statutory timescales for holding the poll and the scheduling of meetings around the UK General Election period) the end of May, which is after the statutory deadline for response to the Fairwater Community Poll. The Council therefore needs to agree its response to the Fairwater Community Poll before it is possible to know the outcome of any further Poll which may be called for at the Llandaff Community Meeting on 16th March 2015.

Reason for Recommendations

15. To enable the Council to consider what action should be taken in response to the Fairwater Community Poll held on 5 March 2015.

Legal Implications

16. The law governing Community Polls is set out in the Local Government Act 1972, Schedule 12, Part V (as amended by the Local Government (Wales) Measure 2011) and the Parish and Community Meetings (Polls) Rules 1987). The relevant legal provisions are set out in the body of the report.

Financial Implications

17. The setting of the budget is a Council decision. The decision to close Waungron Road formed part of the 2014/15 and 2015/16 Council budget decision. All costs associated with the reopening of Waungron Road need to be identified in order to inform the decision. In the event of a decision to reopen Waungron Road, then alternative savings or funding mechanism to the level of the costs required would need to be determined and established in order to ensure that the Council budget for 2015/16 remains balanced.

CABINET PROPOSAL

Council is recommended

1. Note the results of the Fairwater Community Poll held on 5th March 2015 (Appendix A to this report); and
2. Agree that no further action should be taken in response to that Poll.

THE CABINET

19 March 2015

The following appendix is attached:-

Appendix A - Declaration of Result of Poll, Fairwater Community Poll, 5th March 2015

The following Background Papers have been taken into account:

Monitoring Officer's Notice of Determination, dated 6th March 2015
Council and Cabinet reports on the Budget 2014/15 (February 2014), and
Budget 2015/16 (February 2015)

Declaration of Result of Poll

Datganiad Canlyniad y Bleidlais

Fairwater Community Poll

Pleidlais Cymuned Y Tyllgoed

A Poll of the Local Government Electors of the Community of Fairwater was taken on 5 March 2015 on the following question:

Cynhaliwyd Pleidlais ymhlith Etholwyr Llywodraeth Leol Cymuned y Tyllgoed ar 5 Mawrth 2015 ar y cwestiwn canlynol:

Do you want the Council to re-open the Waungron Road Recycling Centre?
Ydych chi eisiau l'r Cyngor ailagor Canolfan Ailgylchu Waungron Road?

I give notice that the number of votes recorded was as follows:
Hysbysaf bod nifer y pleidleisiau a gofnodwyd fel a ganlyn:

Question/Cwestiwn	Yes Ydw	No Nac ydw
Do you want the Council to re-open the Waungron Road Recycling Centre? Ydych chi eisiau l'r Cyngor ailagor Canolfan Ailgylchu Waungron Road?	1869	4

The number of ballot papers rejected by me was as follows:
Roedd y nifer o bapurau pleidleisio a wrthodwyd gennyf fel a ganlyn:

Reason/Rheswm	Number/ Nifer
(a) Want of an official mark/Angen marc swyddogol	
(b) Voting both Yes and No/Pleidleisio am Ie a Na	
(c) Writing or mark by which the voter could be identified/Ysgrifen neu farc lle gellir adnabod y pleidleisiwr	
(d) Unmarked or void for uncertainty/Heb farc neu'n ddi-rym ar gyfer ansicrwydd	3
(e) Rejected in part/Gwrthodwyd yn rhannol	
Total/Cyfanswm	

I therefore declare that the question is *carried/not carried*
*Rwyf felly yn datgan fod y cwestiwn wedi'i (*gario / heb ei gario*)*

Eligible Electorate <i>Etholwyr Cymwys</i>	Ballot Papers Issued <i>Nifer y Papurau Pleidleisio</i>	Turnout <i>Canran a Bleidleisiodd</i>
9687	1876	19.37%

Dated 5 March 2015
Dyddiedig 5 Mawrth 2015

Christine Salter
Christine Salter
Returning Officer/Swyddog Canlyniadau

This page is intentionally left blank

**CITY & COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**



COUNCIL:

26th MARCH 2015

REPORT FROM THE CONSTITUTION COMMITTEE – 19 MARCH 2015

REPORT OF THE COUNTY CLERK & MONITORING OFFICER

Reason for the Report

1. To report on the recommendations of the Constitution Committee following its meeting on 19 March 2015 in relation to the following matters:
 - to establish a Local Authority Governors Panel to advise council on the appointment of Local Authority (LA) Governors
 - to amend the Officer Scheme of Delegation to authorise the Director of Education to appoint additional governors and other matters in relation to schools causing concern
 - to amend the definition of “inappropriate business” to include matters outside the powers of the council
 - to amend the rules relating to business at Extraordinary meetings to make it clear that the rules of debate for ordinary motions will apply
 - To revise the rules relating to Order of Business at council meetings to require all matters requiring decision to take precedence.

Local Authority Governors Panel

2. In November 2014, the Children & Young People Scrutiny Committee undertook a Task and Finish Inquiry into the effectiveness of Cardiff schools’ Governing Bodies including a review of the appointment process for local authority governors. The Inquiry has recommended the setting up of a Member Governors Panel to oversee the process of recruiting local authority governors and to carry out a programme to recruit and support school governors
3. The Constitution Committee are supporting this new approach and recommending that the Constitution be amended to establish a cross party Advisory Member Panel to consider and vet all applications to serve as a Local Authority Governor making recommendations for appointment to the Council.

The Panel would also maintain an overview relating to the recruitment and training of governors; criteria for appointment and conduct. It is proposed that the Panel would comprise up to seven Cardiff councillors and meet termly or more frequently as required to consider all LA governor applications or renewals. The Panel would also consider any objections to appointments and any applications to remove an LA governor. All applications would need to be accompanied with an enhanced Disclosure and Barring Check.

School causing concern – Officer Scheme of Delegation

4. The Council has statutory responsibility for monitoring and intervening where necessary where there are concerns about school standards. The Council's powers to intervene in maintained schools are set out in Part 2, Chapter 1, of the School Standards and Organisation (Wales) Act 2013 ('SSOW Act 2013'). The accompanying statutory guidance (Schools Causing Concern, Welsh Government Guidance document no. 129/2014) states that Councils are required to 'use their powers proactively and effectively to bring about the rapid improvement of underperforming schools' (Guidance, Introduction paragraph 2).
5. There are 5 different types of intervention powers under the SSOW Act 2013, which the Council can exercise whenever the statutory grounds for intervention exist. Section 3 of the 2013 Act requires a Warning notice to be served before the powers can be exercised. The intervention powers are:
 - i. To direct a governing body to secure advice or collaborate in order to secure improvements - section 5;
 - ii. To appoint additional governors (to provide additional expertise to the governing body in key areas to support the school's improvement) - section 6;
 - iii. To appoint an Interim Executive Board to replace the governing body - section 7;
 - iv. To suspend the school's delegated budget – section 8; and
 - v. To give directions to the governing body or head teacher or take any other steps – section 9.
6. The appointment of individuals to outside bodies is, by law, a local choice function, which means that the Council has discretion to allocate responsibility for this function to either the Cabinet or the Council. The Statutory Guidance issued by Welsh Government (Guidance for County and County Borough Councils in Wales on Executive and Alternative Arrangements 2006, paragraph 3.22) confirms that the appropriate allocation of responsibility for such functions will depend on the circumstances, which means that whilst certain appointments may be suitable for decision by full Council, other appointments may be more suitable for decision by the Cabinet or officers under delegated authority. However, the Constitution currently assigns responsibility for *all* such appointments to full Council (Scheme of Delegations, Section 3).

7. The powers to intervene in schools causing concern need to be exercised in a timely manner, and sometimes on an urgent basis, without the delay likely to be involved in waiting for a Council meeting. The decision to intervene and the type of intervention are matters requiring professional judgement, rather than political debate; and additional governors are generally appointed on the basis of their special expertise, rather than as representatives of the Council. For these reasons, it is submitted that all the powers of intervention listed in paragraph 5 above (including the power to appoint additional governors) should properly be assigned as Executive functions, and delegated to the Director of Education.
8. The Constitution Committee recommend amendment of the Scheme of Delegations to that effect. This delegation will be subject always to the usual caveats applicable to all officer delegations, including consultation with Cabinet or any relevant non-executive committee and relevant officers and the proper recording of the decision.
9. The Constitution Committee are also recommending the corresponding amendment to the allocation of responsibility for the function of making appointments to outside bodies, to refer to the Director's delegation. For the avoidance of any doubt, no change is to be made to the provision for all other appointments to outside bodies to be referred to full Council.

Motions at Extraordinary meetings

10. The Constitution Committee are recommending that current Council Meeting Procedure Rules relating to items of business at Extraordinary Meetings need to be revised to make it clear that Notices of Motion can be considered at Extraordinary Meetings, and that the rules of debate for Ordinary Motions as set out in Rule 22 will apply as modified in relation to notice.

Inappropriate Business

11. Inappropriate business is defined in Rule 35 of the Council Meeting Procedure Rules. The definition does not include any matter which is unlawful or ultra vires the Council. The Constitution Committee are recommending that matters that are ultra vires the Council or unlawful be added to the definition.

Order Of Business at Council Meetings

12. The Constitution Committee has been reviewing the current Rules relating to Order of Business at council meetings. Rule 3 sets out an Order which puts the Leader and Cabinet Member Statements and the 90 minute Member Oral Questions and Answers ahead of Reports and Motions. The Committee is of the view that the Council Meeting should deal with all items of business requiring a vote including Motions ahead of these items and are recommending Rule 3 be

amended to do this.

Legal Implications

13. The relevant legal provisions are set out in the body of the report. Article 14 requires the full council to approve any changes to the Constitution.

Financial Implications

14. There are no financial implications arising from the recommendations of this report

RECOMMENDATIONS:

Council is recommended by the Constitution Committee to agree the following amendments to the Constitution:

1. Local Authority Governors Panel

That a Local Authority Governors' Panel be established as part of the Constitution with the following Terms of Reference:

Terms of reference

For School Governing Bodies constituted under The Government of Maintained Schools (Wales) Regulations 2005 to advise the council on appointments and removal of governors to those places allocated to the Local Authority;

To consider and make decisions relating to the recruitment, training and vetting of potential governors and any other matters that may be referred to the Panel by the Cabinet or the Constitution Committee.

Membership -Seven members

2. School causing concern – Officer Scheme of Delegation

Part 3- Responsibility for Functions .Section 4F, Insert a new delegation:

'Director of Education, Delegation Reference 'DEd1'

To exercise the Council's powers of intervention under Part 2 of the School Standards and Organisation (Wales) Act 2013, including for the avoidance of doubt, the powers to serve a Warning Notice; appoint additional governors or an Interim Executive Board'

Section 3, Amend allocation of the following local choice function as follows:

'The appointment of any individual:
To any office other than an office in which he / she is employed by the authority;
To anybody other than:
(i) The authority;
(ii) A joint committee of two or more authorities; or
To any committee or sub-committee of such a body,

And the revocation of any such appointment'

Decision Making Body – Council / Cabinet, for appointments pursuant to powers of intervention under section 6 or section 7 of the School Standards and Organisation (Wales) Act 2013

Delegation – [For appointments pursuant to powers of intervention] - Director of Education under delegation reference DEd1 (Scheme Section 4F)

3. Motions at Extraordinary meetings

Amend Rule 4 of the Council Meeting Procedure Rules relating to make it clear that Notices of Motion can be considered at extraordinary meetings, and that the rules of debate for Ordinary Motions as set out in Rule 22 will apply as modified in relation to notice.

4. Inappropriate Business

Amend Rule 35 of the Council Meeting Procedure Rules to include any matter which is unlawful or ultra vires the Council. .

5. Order Of Business

Amend Rule 3 of the Council Meeting Procedure Rules to move items 9 (viii) and (ix) [Leader and Cabinet Statements and Oral Questions] of business to follow Ordinary Motions

6. Consequential Amendments

Authorise the County Clerk and Monitoring Officer to make any consequential amendments to other Constitution provisions.

MARIE ROSENTHAL
County Clerk and Monitoring Officer
20 March 2015

*The following background papers have been taken into account:
Reports to Constitution Committee on 15 January and 19 March 2015:
Proposed Local Authority Governor Panel
Interventions in Schools – Scheme of Delegation
Council Meeting Procedure Rules Review*

This page is intentionally left blank

**CITY & COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**



COUNCIL: 26 March 2015

**APPOINTMENT OF LOCAL AUTHORITY GOVERNORS
TO SCHOOL GOVERNING BODIES**

**REPORT OF COUNTY CLERK AND MONITORING
OFFICER**

Reason for this Report

1. To appoint Local Authority School Governors.

Background

2. Section 19 of the Education Act 2002 creates the general ability for the Local Authority to appoint governors to the Governing Bodies of maintained schools, with further detail contained in the Government of Maintained Schools (Wales) Regulations 2005. When Local Authority school governor vacancies arise, either by appointees reaching the end of their term of office or resigning, it is the statutory duty of the Council to fill the vacancies as soon as possible.

Issues

3. Appendix 1 to this report contains a list of current vacancies and nominations up to 30 June 2015.

Reasons for Recommendations

4. To ensure that the Council fulfils its statutory functions in respect of the appointment of local authority governors for maintained schools.

Legal Implications

5. As noted in paragraph 2 of the report, the Council is required, pursuant to the Education Act 2002, section 19 and regulations made there under, to appoint local authority governors to the Governing Bodies of maintained schools, in accordance with those statutory provisions.

6. Appointments to outside bodies are a local choice function, which is reserved under the Council's Constitution to full Council. According, the appointment of local authority governors to Governing Bodies, as recommended in this report, requires the approval of full Council.

Financial Implications

7. There are no financial implications arising from this report.

Recommendation

That Council consider the nominations and make appointments of Local Authority Governors to the School Governing Bodies as set out in Appendix 1.

MARIE ROSENTHAL
County Clerk and Monitoring Officer
19 March 2015

The following Appendix is attached:

Appendix 1 List of current Local Authority School Governor Vacancies and Council Nominations for the period 27 March to 30 June 2015.

The following Background Documents have been taken into account: N/A

LA Governor Vacancies and Council Nomination – 27 March 2015 – 30 June 2015

- i. Nominations included in the list will have satisfied the required application process.
- ii. All terms of office unless otherwise stated are for 4 years.

Existing LA Governor Vacancies

School	Ward	Start of Vacancy	Renomination requested	Applications received	Nominated by	Approved (Yes/No)
St Illtyd's Catholic High School	Rumney	26/07/2014				
Creigiau Primary School	Creigiau	02/09/2014				
Gabalfa Primary School	Llandaff North	19/02/2015		Cllr Dilwar Ali		
Hawthorn Primary School	Llandaff North	18/10/2013				
Holy Family RC Primary School	Fairwater	25/03/2015				
St Ely Primary School	Ely	06/12/2013				
Kitchener Primary School	Riverside	08/09/2014				
Lansdowne Primary School	Canton	16/09/2014				
Llanedeyrn Primary School	Pentwyn	14/07/2014		Mrs Sarah Lewis	School	
Millbank Primary School	Caerau	10/12/2013				
Mountstuart Primary School	Butetown	17/07/2014				
Oakfield Primary School – 2 x vacancies	Trowbridge	01/09/2013				
		04/03/2015				
Pen-Y-Bryn Primary School	Llanrumney	10/03/2015		Mrs Claire Deguara	School	
Pencaerau Primary School	Caerau	23/09/2014				
Pentyrch Primary School – 2 x vacancies	Pentyrch	19/05/2014		Mr John Lewis	School	
		08/12/2014				
Radnor Primary School	Canton	05/02/2015				
St John Lloyd RC Primary School	Trowbridge	30/01/2013				
Thornhill Primary School	Llanishen	22/10/2014				
Tongwynlais Primary School	Whitchurch	11/12/2014		Mrs Sharron Dore	School	

Appendix 1

School	Ward	Start of Vacancy	Renomination requested	Applications received	Nominated by	Approved (Yes/No)
Trelai Primary School - 2 Vacancies	Caerau	11/05/2012 02/10/2012				
Trowbridge Primary School	Trowbridge	19/06/2014				
Windsor Clive Primary School – 2 x Vacancies	Ely	03/06/2014 18/06/2014				
Ysgol Glan Ceubal	Llandaff North	21/02/2015				
Ysgol Glan Morfa	Splott	29/01/2014				
Ysgol Gymraeg Bro Eirwg	Llanrumney	23/04/2014				
Ysgol Gymraeg Coed-Y-Gof	Fairwater	10/02/2014				
Ysgol Gymraeg Nant Caerau	Caerau	09/04/2014			Mr Alexander Loane	School
Ysgol Pen Y Pil - 2 Vacancies	Trowbridge	10/11/2012 11/09/2013			Mrs Siân Poole	School
Ysgol Y Berllan Deg	Pentwyn	17/12/2014				
Grangetown Nursery School	Grangetown	07/05/2014			Mrs Wendy Thomas	School
Tremorfa Nursery School	Splott	19/09/2014				

New LA Governor Vacancies to be considered

School	Ward	Start of Vacancy	Renomination Requested	Applications Received	Nominated By	Approved (Yes/No)
Llanishen High School	Llanishen	18/05/2015	Mrs Elizabeth Taylor			
Thornhill Primary School	Llanishen	21/06/2015				

Temporary Governing Bodies

School	Ward	Start of Vacancy	Renomination Requested	Applications Received	Nominated By	Approved (Yes/No)
New Pontprennau Primary School – 1 x staff governor position	Pontprennau	11/9//2014				

This page is intentionally left blank

**CITY & COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**



COUNCIL: 26th March 2015

**APPOINTMENT OF LOCAL AUTHORITY, PARENT AND STAFF SCHOOL
GOVERNORS TO NEW TEMPORARY GOVERNING BODY**

REPORT OF COUNTY CLERK AND MONITORING OFFICER

Reason for this Report

1. To appoint Local Authority, Parent and Staff School governors to a new temporary governing body for the proposed new primary school on the site of the Howardian Community Education Centre.

Background

2. The New Maintained Schools (Wales) Regulations 2005 state that where any proposals to establish a maintained school have been published under any enactment, the local authority may make arrangements to appoint governors to Temporary Governing Bodies under Section 34 of the 2002 Act in anticipation of the approval of the proposals or in anticipation of a determination by the authority that the proposals should be implemented.

The Council's Cabinet at its meeting of 26th January 2015 considered a report which set out recommendations following a public consultation that took place earlier in the year on a proposal regarding the provision of additional English-medium primary school provision in Cyncoed, Penylan and parts of Plasnewydd.

The Cabinet had agreed for the Council to progress to the next stage and issue a legal Statutory Notice to:

- Establish a new 2 Form Entry English-medium community primary school serving the age range 3-11 on part of the site of the Howardian Community Education Centre, Hammond Way, Cardiff, CF23 9NB, from September 2015.

The statutory notice went live on 24th February 2015 and allows a period of 28 days from the date of publication for receipt of formal objections to the proposals.

A temporary governing body will now be established in anticipation of the approval of the proposals.

Issues

3. Where the need for a temporary governing body arises, it is the statutory duty of the Council to appoint the Local Authority, Parent and Staff governors.

Reasons for Recommendations

4. To ensure that the Council fulfils its statutory functions in respect of the appointment of Local Authority governors, Parent and Staff governors to a temporary governing body.

Legal Implications

5. Section 34 of the Education Act 2002 and Part 5 of the New Maintained Schools Wales Regulations 2005 set out the arrangements that need to be put in place for the government of new maintained schools.
6. In accordance with Section 34 of the Education Act 2002, there is a requirement upon the local authority to make arrangements for the constitution of a temporary governing body. Regulation 5(1) of Part 2 of the New Maintained Schools Wales Regulations 2005 enables the local authority to put in place arrangements to establish a temporary governing body for a new maintained school once proposals for the new school have been published via a statutory notice. This includes the appointment of Local Authority, Parent and Staff governors under regulations 4, 6 and 7 and schedules 1 and 2 of the Government of Maintained Schools Wales Regulations 2005.
7. If appointing a temporary staff governor the Authority must first make a decision whether a temporary staff governor should be included on the temporary governing board of the new school in accordance with the Government of Maintained Schools Wales Regulations 2005 and any person so appointed following such decision must be employed at a maintained school otherwise than as a teacher.
8. The number of each category of governor for a temporary governing body are set out by regulation 21 of the New Maintained Schools Wales Regulations 2005 and (in the context of a community school) regulation 13 of the Government of Maintained Schools Wales Regulations 2005
9. 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. standing orders and financial regulations; (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

10. There are no financial implications arising from this report.

Recommendation

10. The Council is asked to agree:

1. The appointment of Local Authority, Parent and Staff School Governors to the Temporary Governing Body as listed in Appendix 1.

MARIE ROSENTHAL
County Clerk and Monitoring Officer

Date: 19 March 2015

The following Appendix is attached:

Appendix 1 List of Local Authority, Parent and Staff school governors for appointment to the temporary governing body, with criteria for appointment

The following Background Documents have been taken into account:

The New Maintained Schools (Wales) Regulations 2005 (Parts 3 and 4)

This page is intentionally left blank

Appendix 1 – Appointments to the Temporary Governing Body for the proposed new school on the site of the Howardian Community Education Centre

School	Ward	Nominated by	Current/Former Governing Body	Date of Appointment	Current Position
Local Authority (3 x LA Governor appointments required)					
Cllr Joe Boyle	Penylan		Springwood Primary School Marlborough Primary School	February 2005 to present September 2011 to present	Chair of Governors
Mrs Nonny Matthewson			Cardiff High School	July 1996 to present	Chair of Governors
			Rhydypenau Primary School	July 1996 to present	Chair of Governors
Mr Andrew Skinner			Marlborough Primary School	November 2011 to present	Chair of Governors
			Marlborough Primary School (Temp)	September 2010 to November 2011	
			Marlborough Junior School	November 2008 to August 2011	
PARENT (4 x Parent Governor appointments required)					
Dr Chris Bettinson			Cantonian High School	1985 to 1989	Chair of Governors
			The Court School	1989 to 1991	Chair of Governors
			Coed Glas Primary School	1989 to October 2004	
			Llanishen High School	1989 to September 2004	Chair/Vice Chair of Governors

			St Teilo's C/W High School	December 2005 to December 2009	
Mr Huw Burrows			Cardiff High School	November 2012 to present	
Mrs Penelope Lloyd			Marlborough Infant School	May 2007 to August 2011	
Mr Simon Williams			Roath Park Primary School	September 1996 to present	
STAFF (1 x staff appointment required)					

Applications are from experienced governors

Governors can serve on two governing bodies and also a temporary governing body

The New Maintained Schools (Wales) Regulations 2005 state that “any person responsible for the appointment of a person as a temporary governor must have regard to the desirability of that person being suitably experienced. A person is defined as being suitably experienced if he or she has served as a governor or a temporary governor of a maintained school.

- In the case of parent governor appointments, The New Maintained Schools (Wales) Regulations 2005 state that “no person may be appointed as a temporary parent governor of the new school unless –
 - (a) he or she is the parent of a child who is to become a registered pupil at the school
 - (b) where it is not reasonably practical to appoint such a person, he or she is the parent of a child of compulsory school age.”

All applications from parent governors meet these criteria.

**CITY & COUNTY OF CARDIFF
DINAS A SIR CAREDYDD**



COUNCIL 26 MARCH 2015

CARDIFF COMMUNITY BOUNDARY REVIEW

REPORT OF COUNTY CLERK AND MONITORING OFFICER

PORTFOLIO: SAFETY, ENGAGEMENT & DEMOCRACY (COUNCILLOR DAN DE'ATH)

Reason for this Report

1. To seek agreement of Council on the outcome of the consultation that has been undertaken in relation to the Community Boundary Review on draft proposals for changes to community boundaries in Cardiff. endorsed by Cabinet at its meeting 19 February 2015.

Background

2. Sections 55 and 57 of the Local Government Act 1972 require the Council to keep under review its Community Areas (Boundaries) and Community Electoral Arrangements. The Local Government (Wales) Measure 2011 amended the 1972 Act to require the Council to publish each 15 years a report of how it has discharged the functions. The Council's last Review was undertaken in 2005.
3. For the purpose of such a review, a community is viewed as having a characteristic of a sense of identity that is often accompanied by a sense of separation from people living outside the area. This characteristic stems from a combination of social, economic, geographical, environmental and cultural influences.
4. A separate review of the Council's Electoral Wards is to be conducted by the Local Democracy and Boundary Commission for Wales (LDBCW) in their programme of reviews. The Commission will view the community structure in place as the primary building blocks for their review. It is therefore essential that this community review be completed ahead of the start of the Commission's review, to ensure that the interests of the community are represented at all levels of local government.
5. Although this programme is currently suspended (following publication of the Williams Review) LDBCW has confirmed the importance of completing the Community Review, notwithstanding any uncertainty arising from Williams. Community boundaries constitute the building

blocks upon which any future local government arrangements (whatever they may be) will be built.

6. The Community Boundary Review could have significant consequences for the future electoral ward structure of Cardiff as the Electoral Review will look at the grouping of communities to form electoral wards and the level of Member representation within those wards. The Commission may, as part of an electoral review, make changes to boundaries or create new communities to form new electoral wards.
7. Proposals for any changes will be considered by the LDBCW on the basis of being 'desirable in the interests of effective and convenient local government'. It will be necessary to demonstrate that the Council has consulted widely with all interested parties during the course of the Review, and considered issues such as how residential development plans within the next 5 years or so will affect the communities in formulating its proposals.
8. The Council commenced a community Review in March 2013 to consider what changes, if any, are needed to existing community arrangements across the whole of the City. The current Review builds upon the 2005 Review and takes into account a number of anomalies that have arisen mainly as a result of new housing developments.
9. An extensive consultation process was begun on 1st June 2013 when the Council published the necessary statutory notice to begin the Community Boundary Review. The notice invited Members, Community Councils, local residents and interested parties to contribute to and comment upon the Review. Political Group Leaders were included as key consultees. Comments and submissions were made at two stages of the Review; the preliminary investigation where comments informed the Draft Proposals, and the consultation on the draft proposals which informed the Final Proposals.
10. Final Proposals were considered by Cabinet on 19 February 2015. And following endorsement of these Final Proposals referred them to Council for debate and adoption at March 2015 Full Council, then placed on Public Deposit for a further six week period.
11. At the end of this six week period any proposed changes to community boundaries will be considered by the LDBCW. They will recommend that Welsh Government make an Order, including consequential changes to electoral wards, if they see fit.
12. Where no changes have been made to a community boundary, the Council will make Orders to implement any changes made to Community Council wards; changes to the number of community councillors they have and their electoral arrangements; or, changes to the name of a community area.

Stage One of the Consultation

13. The initial request for views in the spring of 2013 resulted in a total of 76 formal representations from elected Members, members of the public, clerks to Community Councils, representatives of community groups, and from the Council's Electoral Registration Officer Jon House. These collectively resulted in: 36 requests for boundary changes; three requests to change existing communities; 23 requests to create new communities; 14 requests for other changes; and 26 requests for no changes to be made.
14. 13 communities had no changes proposed for them. These were the communities of: Adamsdown, Pontprennau, Caerau, Roath, Castle, Tongwynlais, Cathays, Radyr, Morganstown, Heath, Whitchurch, Llandaff North, Old St Mellons, and Pentyrch.
15. 19 communities had one or more changes proposed for them. These were the communities of Butetown, Llanrumney, Canton, Pentwyn, Cyncoed, Penylan, Fairwater, Rhiwbina, Ely, Riverside, Gabalfa, Rumney, Grangetown, Splott, Lisvane, St Fagans, Llandaff, Trowbridge and Llanishen.
16. Submissions were received that proposed the creation of a new Community Council. Where appropriate the Review has put forward draft proposals for alterations to boundaries of the community. These alterations are in anticipation that once the Review has concluded, the electorate within the community would then form the Community Council.
17. The Electoral Registration Officer and Elections Manager carefully considered the representations that were received, and subsequently during the summer of 2013 circulated the following Community Boundary proposals to local Members for further comments:
 - **CR001** - Gabalfa. Change of name of community from "Gabalfa" to "Gabalfa and Mynachdy".
 - **CR002** – Pentwyn/Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
 - **CR003** – Creation of a new community of "Ty-Gwyn".
 - **CR004** – Llanishen/Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
 - **CR005** – Cyncoed/Pentwyn Change. Consequential change to corresponding Cardiff Council electoral wards.
 - **CR006** – Creation of a new community of "Llanedeyrn".
 - **CR007** – Creation of a new community of "Cardiff Bay".
 - **CR008** – Creation of a new community of "Leckwith".
 - **CR009** – Llanrumney/Rumney Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
 - **CR010** – Trowbridge/Rumney Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
 - **CR011** – Creigiau and St Fagans/Ely Boundary Change. Consequential change to corresponding Cardiff Council electoral

wards.

- **CR012** – Change of name of community. Change of name of community to “Rhiwbina with Pantmawr”.
- **CR013** – Splott. Creation of a new community of “Tremorfa”.
- **CR014** – Ely/Creigiau and St Fagans. Creation of a new community of “Michaelston-super-Ely”
- **CR015** – Llandaff/Fairwater/Canton Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
- **CR016** – Creation of a new community of “Pontcanna”.
- **CR017** – Creation of a new community area of “Danescourt”.
- **CR018** – Llanishen/Lisvane Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
- **CR019** – Llanishen/Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
- **CR020** – Lisvane/Llanishen Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
- **CR021** – Creation of a new community of “Thornhill”.

18. Maps indicating the proposed changes can be found in the Final Proposals report attached at Appendix A to this report.

Stage Two of the Consultation

19. 183 responses were received on this second stage of consultation on draft proposals. Respondents included private citizens, political parties, community councils, voluntary and community organisations, and from Councillors representing Llandaff, Llanrumney, Rhiwbina, Heath, Llanishen, Penylan, Fairwater, Whitchurch and Tongwynlais, St Fagans and Creigiau and Lisvane.

20. Careful consideration of the representations from local Councillors, officers and stakeholders show support for the acceptance of 11 proposals and for the rejection of 10 proposals. The following 11 proposals below have been recommended for acceptance:

- **CR001** - Gabalfa. Change if name of community from “Gabalfa” to “Gabalfa and Mynachdy”.
- **CR002** – Pentwyn/Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
- **CR004** – Llanishen/Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
- **CR005** – Cyncoed/Pentwyn Change. Consequential change to corresponding Cardiff Council electoral wards.
- **CR006** – Creation of a new community of “Llanedeyrn”.
- **CR009** – Llanrumney/Rumney Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
- **CR010** – Trowbridge/Rumney Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
- **CR012** – Change of name of community. Change of name of community to “Rhiwbina with Pantmawr”.

- **CR013** – Splott. Creation of a new community of “Tremorfa”.
- **CR016** – Creation of a new community of “Pontcanna”.
- **CR021** – Creation of a new community of “Thornhill”.

21. The following 10 proposals below have been recommended for rejection:

- **CR003** – Creation of a new community of “Ty-Gwyn”.
- **CR007** – Creation of a new community of “Cardiff Bay”.
- **CR008** – Creation of a new community of “Leckwith”.
- **CR011** – St Fagans/Ely Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
- **CR014** – Ely/St Fagans. Creation of a new community of “Michaelston-super-Ely”
- **CR015** – Llandaff/Fairwater/Canton Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
- **CR017** – Creation of a new community of “Danescourt”.
- **CR018** – Llanishen/Lisvane Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
- **CR019** – Llanishen/Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
- **CR020** – Lisvane/Llanishen Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

Local Member consultation

22. Members representing electoral wards affected by the proposals were invited to submit views on the recommended acceptances and rejections of the proposals during both phases of consultation in 2013. Members were also invited to provide any final views in November 2014. As part of the arrangements leading up to the debate and potential adoption of these at Full Council in March 2015, further communication and events will be undertaken to ensure that all Members are clear about the proposals coming forward to enable informed discussion and debate.

Reason for Recommendations

23. To enable the Council to comply with the request from the Local Democracy and Boundary Commission (LGBCW) that all Welsh local authorities conduct a review of their community boundaries in readiness for the next review of electoral wards.

Financial Implications

24. There are no direct financial implications for the Council arising from this report. However, any changes in boundaries could have an impact on the precept levels and council tax base of current community councils.

Legal Implications

25. The Local Government Boundary Commission for Wales and principal Councils have a duty to keep under review their community boundaries pursuant to Part IV of the Local Government Act 1972.

RECOMMENDATIONS

Council is recommended to agree that:

- 1) the following 10 initial draft Community Boundary changes contained in Appendix A are supported and adopted:
 - **CR001** – Change of name of community from “Gabalfa” to “Gabalfa and Mynachdy”.
 - **CR002** – Pentwyn/Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
 - **CR004** – Llanishen/Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
 - **CR005** – Cyncoed/Pentwyn Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
 - **CR006** – Creation of a new community of Llanedeyrn.
 - **CR010** – Trowbridge/Rumney Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
 - **CR012** – Change of name of community from “Rhiwbina” to “Rhiwbina with Pantmawr”.
 - **CR013** – Creation of a new community of “Tremorfa”.
 - **CR016** – Creation of a new community of “Pontcanna”.
 - **CR021** – Creation of a new community of “Thornhill”.

- 2) the following Community Boundary change is slightly amended from the original draft proposal, and the final draft proposal attached within **Appendix A** is supported and adopted:
 - **CR009** – Llanrumney/Rumney Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

- 3) the following 10 initial draft Community Boundary proposals contained in **Appendix A** are not endorsed, and are recommended to be rejected:
 - **CR003** – Creation of a new community of “Ty-Gwyn”.
 - **CR007** – Creation of a new community of “Cardiff Bay”.
 - **CR008** – Creation of a new community of “Leckwith”.
 - **CR011** – St Fagans/Ely Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
 - **CR014** – Ely/St Fagans. Creation of a new community of “Michaelston-super-Ely”.
 - **CR015** – Llandaff/Fairwater/Canton Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
 - **CR017** – Creation of a new community area of “Danescourt”.

- **CR018** – Llanishen/Lisvane Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
- **CR019** – Llanishen/Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.
- **CR020** – Lisvane/Llanishen Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

MARIE ROSENTHAL

County Clerk and Monitoring Officer
19 March 2015

The following appendix is attached:

Appendix A: Cardiff's Final Proposals Report, March 2015

The following background papers have been taken into account

Local Democracy and Boundary Commission for Wales: Community Reviews
Guidance, December 2013 (Review Date: November 2015)

This page is intentionally left blank

City of Cardiff Council

CARDIFF COMMUNITY BOUNDARY REVIEW

A Review of community areas and the community electoral arrangements for the communities in Cardiff

Final Proposals

March 2015



CITY OF CARDIFF COUNCIL COMMUNITY BOUNDARY REVIEW 2015: FINAL PROPOSALS

Contents	Page No.
List of Initial (Draft) Proposals	3
List of Final Proposals	4
Introduction and Background	5
Guiding Principles	6
The Review Process	
Public Consultation & Submissions	7
Timetable for the Review	8
Overview of Draft Proposals	9
Detail of Final Proposals	11
Appendix 1 – Map of Cardiff Existing Communities	
Appendix 2 – Maps of Proposed Changes.	
Appendix 3 – List of those making representations on Draft Proposals	

List of Cardiff's Initial (Draft) Proposals

CR001 – Gabalfa. Change of name of community from “Gabalfa” to “Gabalfa and Mynachdy”.

CR002 – Pentwyn/Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

CR003 – Creation of a new community of “Ty-Gwyn”.

CR004 – Llanishen/Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

CR005 – Cyncoed/Pentwyn Change. Consequential change to corresponding Cardiff Council electoral wards.

CR006 – Creation of a new community of “Llanedeyrn”.

CR007 – Creation of a new community of “Cardiff Bay”.

CR008 – Creation of a new community of “Leckwith”.

CR009 – Llanrumney/Rumney Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

CR010 – Trowbridge/Rumney Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

CR011 – Creigiau and St Fagans/Ely Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

CR012 – Change of name of community. Change of name of community from “Rhiwbina” to “Rhiwbina and Pantmawr”.

CR013 – Splott. Creation of a new community of “Tremorfa”.

CR014 – Ely/Creigiau and St Fagans. Creation of a new community of “Michaelston-super-Ely”.

CR015 – Llandaff/Fairwater/Canton Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

CR016 – Creation of a new community of “Pontcanna”.

CR017 – Creation of a new community area of “Danescourt”.

CR018 – Llanishen/Lisvane Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

CR019 – Llanishen/Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

CR020 – Lisvane/Llanishen Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

CR021 – Creation of a new community of “Thornhill”.

List of Cardiff's Final Proposals

Below is the list of Final Proposals the Council is intending to make. From page 11 of this report, each of the Draft Proposals is described in detail and illustrated via a map. These pages also include the Council's determination of each of the proposals.

CR001 – Gabalfa. Change of community name from “Gabalfa” to “Gabalfa and Mynachdy”.

CR002 – Pentwyn/Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

CR004 – Llanishen/Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

CR005 – Cyncoed/Pentwyn Change. Consequential change to corresponding Cardiff Council electoral wards.

CR006 – Creation of a new community of “Llanedeyrn”.

CR009 – Llanrumney/Rumney Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

CR010 – Trowbridge/Rumney Boundary Change. Consequential change to corresponding Cardiff Council electoral wards.

CR012 – Change of name of community. Change of name of community from “Rhiwbina” to “Rhiwbina and Pantmawr”.

CR013 – Splott. Creation of a new community of “Tremorfa”.

CR016 – Creation of a new community of “Pontcanna”.

CR021 – Creation of a new community of “Thornhill”.

Introduction

The City of Cardiff Council has, since March 2013, been undertaking a Community Review to consider what changes, if any, are needed to existing community arrangements across the whole of the City.

The first stage of the Review was to ask all residents and interested parties to consider the current arrangements and submit their views of support or proposals for change. All submissions were considered and, subsequently, draft proposals drawn up and made available for further public consultation. Final recommendations will be submitted to Full Council for adoption in March 2015.

For the purpose of the Review, a community was viewed as having a characteristic of a sense of identity that is often accompanied by a sense of separation from people living outside the area. This characteristic stems from a combination of social, economic, geographical, economic and cultural influences.

Background

The City of Cardiff Council is required to ensure that the community structure we have in place is relevant and reflects the identities and interests of the community in each part of the City.

Section 55 of the Local Government Act 1972 as amended by the Local Government (Wales) Measure 2011 states that (2A) *“Each Welsh principal council must, every fifteen years, publish a report which describes what the council has done in the previous fifteen years in order to discharge its duty to keep the whole of their area under review for the purpose described in subsection (2)”*.

(2C) states that *“the first report under subsection (2A) must be published within four years of the day on which that subsection comes into force”* and (2D) states that *“further reports must be published within fifteen years of the date on which the last report under subsection (2A) was published.”*

A separate review of the Council’s electoral wards is to be conducted by the Local Democracy and Boundary Commission for Wales (“the Commission”) in their programme of reviews due to commence in 2015. In undertaking their review, the Commission will view the community structure in place as the primary building blocks for their review.

It is therefore essential that this Community Review be concluded ahead of the Commission's Electoral Wards Review to ensure that the interests of the community are represented at all levels of local government.

The Council has undertaken this review now because the Local Democracy and Boundary Commission for Wales have stated that they intended to undertake Cardiff's Electoral Wards Review sooner rather than later. Reviews can have an effect on the delivery of elections and, therefore, it is strongly desirable to conduct the Review in a year free of major elections.

Guiding Principles of the Review

The Review aimed to ensure that community governance reflects the identities and interests of the community and that it is both effective and convenient. We want to ensure that community governance of our City is robust, representative and enabled to meet the challenges that lie before it. Furthermore the City of Cardiff Council wants to ensure that Community Councils are clear in the areas that they represent with electoral arrangements – warding arrangements and allocations of councillors – that are appropriate, equitable and readily understood by their electorate.

The Review Process

The Review covered the physical boundaries of a community and its electoral arrangements and community related matters including:

- Boundary matters (creating, merging, altering or abolishing communities);
- Naming of communities;
- Electoral arrangements for the communities (provision or otherwise of a community council, the number of councillors to be elected to the council and community warding); and
- Grouping communities under a common community council or de-grouping communities.

The Council was responsible for undertaking the Review within its area and has given consideration to all representations made at each stage of the review process.

Any proposed changes to the boundary of the community under Section 55(2) of the Local Government Act 1972 (as amended) (LGA 72) will be submitted to the Boundary Commission. If the Commission thinks that the recommendations are apt for securing effective and convenient local government in the area then the

Commission shall make the proposals for change to Welsh Ministers, with, or without modifications.

If it is proposed to make changes to the communities' electoral arrangements (i.e. the number of councillors) under Section 57(4) of LGA 72 then the Council will make the Order giving effect to those changes.

Public Consultation & Submissions

As part of the Review, the Council was required to undertake such steps as it thought fit to ensure that persons who may be interested in the Review were informed of the proposal to conduct it and were informed of draft proposals or recommendations.

The City of Cardiff Council met these duties by writing to:

- Community Councils, other local authorities and public bodies that are concerned;
- Community & resident associations, community groups, religious groups, ethnic groups, housing associations and other local interest groups as deemed appropriate;
- Councillors, AMs, MPs and local branches of political parties.

The Council also gave press notices at different stages of the Review, deposited copies of reports and documents at public libraries and the Council's main office and placed copies of reports and documents on its Electoral Services website.

Over 250 comments and submissions were made at two stages of the Review; the *Preliminary Investigation*, where comments informed the creation of the draft proposals and then the *Consultation on the Draft Proposals* which informed the Final Proposals and recommendations. All comments and submissions will have been given due consideration prior to the Council publishing its recommendations.

Timetable for the Review

The review commenced in March 2013 with the final recommendations being submitted for adoption in January 2015.

Action	Date
Start of Review	01 March 2013
Preliminary Investigation - Invite initial submissions (3 months)	01 March – 31 May 2013
Consideration of submissions received (3 months)	June – July 2013
Draft Proposal Consultation (3 months) <ul style="list-style-type: none"> - Publish draft proposals - Public consultation period 	01 Aug 2013 01 Aug – 31 Oct 2013
Consideration of submissions received (3 months) <i>(Review on hold whilst the Council held the European Elections and Introduces IER)</i>	Nov 2013 – July 2014
Prepare to Publish Final Proposals	July – December 2014
Final Proposal Publication - Publish final proposals & recommendations at Cabinet and Full Council	February and March 2015
On Public Deposit for 6 Weeks	April - May 2015

Overview of Proposals

Received submissions have been reviewed and draft proposals drawn up for public consultation, prior to producing the final proposals to be implemented.

Creation of New Communities

For consultation on the Review's Draft Proposals the following new communities within the following areas were proposed:

- **Cardiff Bay:** Relocate the part of the communities of Butetown and Grangetown that are located predominantly south of the A4232 from the River Ely to the Heliport.
- **Danescourt:** Relocate the part of the community of Llandaff that is north west of the railway line.
- **Leckwith:** Relocate the part of the communities of Grangetown and Canton that are located west of the main railway line and the Penarth/Barry railway line.
- **Llanedeyrn:** Relocate the part of the community of Pentwyn that is south of Parc Coed-y-Nant.
- **Michaelston-super-Ely:** Relocate the part of the communities of Ely and St Fagans that are located south of the Cardiff mainline railway within the current community of St Fagans and the area West of Michaelston Road within the current community of Ely.
- **Pontcanna:** Relocate the part of the community of Riverside that is North of Cowbridge Road East.
- **Thornhill:** Relocate the part of the community of Llanishen that is North of the Linear Park.
- **Tremorfa:** Relocate the part of the community of Splott bounded by the River Rhymney, the South Wales main railway line, the Splott branch railway line and the current Splott boundaries.
- **Ty-Gwyn:** Relocate the part of the community of Penylan that is North of the A48 dual carriageway to a new community.

Changes to Names of Existing Communities

The following community name changes were also proposed:

- Change the name **Gabalfa** to Gabalfa and Mynachdy.
- Change the name of **Rhiwbina** to Rhiwbina with Pantmawr.

Changes to Boundaries Between Communities

The majority of proposed boundary changes affected a small number of properties which have all been individually contacted. The full list of proposed boundary changes were:

- **St Fagans to Ely:** Move all properties around Marguerites Way and its adjoining cul-de-sacs from St Fagans to the Ely community.
- **Llanishen to Lisvane:** Move properties between the Rhymney Valley railway line and the reservoir to the community of Lisvane. Options exist regarding which community the reservoirs should be located within.
- **Llanishen to Cyncoed:** Move properties between the Rhymney Valley railway line and the reservoir to the community of Cyncoed. Options exist regarding which community the reservoirs should be located within.
- **Pentwyn to Cyncoed:** Move properties between the north western corner boundary to follow the line of Nant Glandulais brook and the Golf Course boundary.
- **Llanishen to Cyncoed:** Move the boundary around Maberley Court such that all the properties relocate from Llanishen to Cyncoed.
- **Cyncoed to Pentwyn:** Amend the community boundary around Hollybush Heights so that all properties are represented within the same community.
- **Llanrumney to Rumney:** Relocate a total of 37 properties in Newport Road to ensure that neighbouring properties on the same side of the street are represented in the same community.
- **Trowbridge to Rumney:** Move the boundary around Westbourne Court, Pwllmawr Court and The Avenue to relocate from Trowbridge to Rumney.
- **Llandaff/Fairwater/Canton:** Move the boundary between these three communities from the railway line and Ely Road to Western Avenue and Waungron Road.
- **Lisvane to Llanishen:** Change the boundary to relocate the identified properties around Caedelyn Court/Bryncoed to Llanishen Community.

Detail of Draft Final Proposals

CR001: GABALFA

The electoral ward of Gabalfa is one of the districts that make up the Cardiff North constituency. It is currently served by two Councillors (Councillors Ed Bridges and Gareth Holden).

As part of the review process affecting the community, change proposals were made to:

Change of name of community from “Gabalfa” to “Gabalfa and Mynachdy”.

At the start of the Community Review eight submissions were received proposing a change of name of community to either “Maindy” or “Maindy and Gabalfa”, based primarily on Gabalfa estate not being within Gabalfa community. The proposed change of name was premised on the local landmarks of Maindy Swimming Pool and Maindy Barracks.

As both Maindy landmarks and also Maindy Road are within Cathays community and not Gabalfa, it was felt that the proposed use of Maindy within the name would be equally confusing to both Cathays and the Gabalfa community.

Therefore the proposal has been made that including Mynachdy with the name would better represent the majority of the community, and would include a name that actually resides within the physical boundary of the community.

In response to consultation on the Draft Proposal four submissions were received - two in agreement and two in disagreement.

Cardiff’s Final Proposal is the same as its Draft Proposal - to change to name of the community to “Gabalfa and Mynachdy”.

CR002: PENTWYN / CYNCOED

The electoral wards of Pentwyn and Cyncoed both make up the Cardiff Central constituency. Pentwyn is currently served by four Councillors (Councillors Joseph Carter, Judith Woodman, Keith Hyde and Paul Chaundy). Cyncoed is currently served by three Councillors (Councillors David Rees, Kathryn Lloyd and Margaret Jones).

As part of the review process affecting the community, change proposals were made:

Pentwyn / Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral divisions.

Move the north western corner boundary to follow the line of the Nant Glandulais brook and the Golf Course boundary. Relocate all 12 properties in Pontfaen from Pentwyn community to Cyncoed community.

At the start of the Community Review a submission was received proposing moving the North West corner boundary to follow the line of Nant Glandulais brook. Upon review it was identified that this brook is currently used as a community boundary for both Pontprennau / Lisvane and for Pentwyn / Cyncoed, except for the boundary near Pontfaen.

It is proposed to recommend the boundary change in order to promote the continuity of a physical, identifiable, logical boundary through the housing development. The boundary will then continue around the boundary of the Golf Course in order to remove the anomaly of the Golf Course being spilt across two communities.

This change would affect 12 properties who would change community and consequently move to a closer, more convenient polling station within two minutes walking distance (est.) rather than the current 14 minute walking distance (est.).

In response to consultation on the Draft Proposal four submissions were received, all in agreement.

Cardiff's Final Proposal is the same as its Draft Proposal - to change the boundary line between Pentwyn and Cyncoed.

CR003: TY GWYN

The electoral ward of Penylan is one of the districts that make up the Cardiff Central constituency. It is currently served by three Councillors (Councillors Bill Kelloway, Joe Boyle and Patricia Burfoot).

As part of the review process affecting the community, change proposals were made:

Creation of a new community of Ty-Gwyn

Creation of a new community located to the North of the A48 dual carriageway. The new community is to be contained within the existing community boundary of Penylan.

At the start of the Community Review three submissions were received relating to the Penylan / Cyncoed boundary, north of the A48 dual carriageway, requesting that a range of properties were moved from Penylan to Cyncoed due to anomalies with the current boundary.

In response to consultation on the Draft Proposal five submissions were received - one in agreement and four in disagreement. There did not seem to be any strong local mandate for taking this proposal forward.

Cardiff's Final Proposal is to make no change to the current arrangement.

CR004: LLANISHEN / CYNCOED

The electoral ward of Llanishen is one of the districts that make up the Cardiff North constituency. It is currently served by four Councillors (Councillors Phil Bale, Garry Hunt, Julia Magill and Andrew Graham).

The electoral ward of Cyncoed is one of the districts that make up the Cardiff Central constituency. It is currently served by three Councillors (Councillors David Rees, Kathryn Lloyd and Margaret Jones).

As part of the review process affecting the community, change proposals were made:

Llanishen / Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral divisions.

Move the boundary around Maberley Court such that all the properties of Maberley Court relocate from Llanishen to Cyncoed community.

At the start of the Community Review two submissions were received relating to the boundary anomaly of Maberley Court and its 24 properties. Upon investigation it was not felt that Maberley Court is a part of the community of Llanishen, as it has no direct access to that community. It is a cul-de-sac that solely has access to Fidlas Avenue, in Cyncoed community. It was therefore proposed that all 24 properties in Maberley Court change community to be a part of the Cyncoed community that they are physically connected to.

In response to consultation on the Draft Proposal four submissions were received - two in agreement and two in disagreement.

Upon review, officers could understand the mandate for moving these properties into the community in which they reside.

Cardiff's Final Proposal is the same as its Draft Proposal - to change the boundary line between Llanishen and Cyncoed, resulting in all of Maberley Court being within Cyncoed community.

CR005: CYNCOED / PENTWYN

The electoral wards of Cyncoed and Pentwyn both make up the Cardiff Central constituency. Cyncoed is currently served by three Councillors (Councillors David Rees, Kathryn Lloyd and Margaret Jones). Pentwyn is currently served by four Councillors (Councillors Joseph Carter, Judith Woodman, Keith Hyde and Paul Chaundy).

As part of the review process affecting the community, change proposals were made:

Cyncoed / Pentwyn Boundary Change. Consequential change to corresponding Cardiff Council electoral divisions

Amend the community boundary around 18-21 Hollybush Heights so that all properties within Hollybush Heights are represented within the same community.

At the start of the Community Review a submission was received proposing that the community boundary around 18 - 21 Hollybush Heights be moved so that all properties within Hollybush Heights are represented within the same community. Upon investigation it was confirmed that in order to have effective governance all properties within Hollybush Heights should be aligned to all be within Pentwyn community.

In response to consultation on the Draft Proposal two submissions were received - both in agreement.

Cardiff's Final Proposal is the same as its Draft Proposal - to change the boundary line between Cyncoed/Pentwyn, resulting in all of Hollybush Heights being within Pentwyn community.

CR006: LLANEDEYRN

The electoral ward of Pentwyn is one of the districts that make up the Cardiff Central constituency. Pentwyn is currently served by four Councillors (Councillors Joseph Carter, Judith Woodman, Keith Hyde and Paul Chaundy).

As part of the review process affecting the community, change proposals were made:

Creation of a new community of Llanedeyrn

A new community located to the South of Parc Coed-Y-Nant. The new community is to be contained within the existing community boundary of Pentwyn.

At the start of the Community Review analysis was undertaken as to the viability of Llanedeyrn community. It was identified that Llanedeyrn is an identifiable, known long-standing community with strong physical boundaries including Eastern Avenue and the green divide of Parc Coed-y-Nant.

In response to consultation on the Draft Proposal two submissions were received - one in agreement and one disagreement.

Upon review, officers could understand the value of recognising a strongly held view that the community of Llanedeyrn was distinct from other local communities.

Cardiff's Final Proposal is the same as its Draft Proposal - to create a new community of Llanedeyrn.

CR007: CARDIFF BAY

The electoral wards of Butetown and Grangetown both make up the Cardiff South and Penarth constituency. Butetown is currently served by one Councillor (Councillor Ali Ahmed). Grangetown is currently served by three Councillors (Councillors Ashley Govier, Chris Lomax and Lynda Thorne).

As part of the review process affecting the community, change proposals were made:

Creation of a new community of Cardiff Bay

Creation of a new community of "Cardiff Bay" located predominantly to the South of the A4232 from the River Ely to the Heliport. The new community is to span the existing communities of Bute and Grangetown.

At the start of the Community Review two submissions were received proposing the creation of a new community for the Atlantic Wharf area of Butetown community. These proposals were based on the physical divide of the Cardiff Bay railway line / Lloyd George Avenue separating the older community from the newer developments in the Cardiff Bay and Atlantic Wharf areas.

In response to consultation on the Draft Proposal eight submissions were received - two in agreement and six in disagreement.

The Council has rejected this proposal, but will review in the future as new commercial and housing developments are currently underway within the area.

Cardiff's Final Proposal is to make no change to the current arrangement.

CR008: LECKWITH

The electoral ward of Canton is one of the districts that make up the Cardiff West constituency. It is currently served by three Councillors (Councillors Susan Elsmore, Ramesh Patel and Richard Cook).

The electoral ward of Grangetown is one of the districts that make up the Cardiff South and Penarth constituency. It is currently served by three Councillors (Councillors Ashley Govier, Chris Lomax and Lynda Thorne).

As part of the review process affecting the community, change proposals were made:

Creation of a new community of Leckwith

A new community located to the West of the main railway line and the Penarth/Barry railway line. The new community is to span the existing communities of Grangetown and Canton.

At the start of the Community Review three submissions were received to create a new community of "Leckwith" that spans the current community boundaries of both Canton and Grangetown. These submissions were based on the physical divide of the railway lines and the A4232 and B4267 main roads.

In response to consultation on the Draft Proposal five submissions were received - one in agreement and four in disagreement. There was not therefore seen to be sufficient mandate to take this proposal forward.

Cardiff's Final Proposal is to make no change to the current arrangement.

CR009: LLANRUMNEY / RUMNEY

The electoral wards of Llanrumney and Rumney both make up the Cardiff South and Penarth constituency. Llanrumney is currently served by three Councillors (Councillors Derrick Morgan, Heather Joyce and Keith Jones). Rumney is currently served by two Councillors (Councillors Bob Derbyshire and Jacqueline Parry).

As part of the review process affecting the community, change proposals were made:

Llanrumney / Rumney Boundary Change. Consequential change to corresponding Cardiff Council electoral divisions.

Relocate a total of 37 properties in Newport Road from Llanrumney to Rumney to ensure that neighbouring properties on the same side of the street are represented in the same community.

At the start of the Community Review a submission was received requesting a change of boundary to overcome an anomaly whereby neighbouring properties on the same side of Newport Road are in different communities and vote at different polling stations. This proposal would affect 37 properties, all odd numbered properties between 693 Newport Road and Ye Cross Inn on Newport Road. This would also provide the benefit of moving the amenities known locally as Rumney Hill Gardens, Rumney Bowling Green and Rumney Police Station into the community of Rumney from their current location in the Llanrumney community.

In response to consultation on the Draft Proposal nine submissions were received - six in agreement and three in disagreement.

Local Members expressed differing views on this proposal, and a meeting was arranged to discuss options and the best way forward. On further consideration, it became clear that the properties above the shops to the north of Widecombe Drive and north of Newport Road are actually serviced from the back of the properties, via the Llanrumney Community. Officers also considered that Rumney Police Station would better represent the boundary between the two communities. The proposal was therefore revised to ensure that those properties north of Rumney Police Station and north of Newport Road remained within the community of Llanrumney.

Upon review Cardiff's Final Proposal is that:

- ***The properties and amenities marked on the map situated south of Rumney Police Station but north of Newport Road be moved into the Rumney community.***
- ***The properties and amenities marked on the map situated north of Rumney Police Station and north of Newport Road be retained in the Llanrumney community.***

CR0010: TROWBRIDGE / RUMNEY

The electoral wards of Trowbridge and Rumney both make up the Cardiff South and Penarth constituency. Trowbridge is currently served by three Councillors (Councillors Monica Walsh, Ralph Cook and Michael Michael). Rumney is currently served by two Councillors (Councillors Bob Derbyshire and Jacqueline Parry).

As part of the review process affecting the community, change proposals were made:

Trowbridge / Rumney Boundary Change. Consequential change to corresponding Cardiff Council electoral divisions

Move the boundary around Westbourne Court, Pwllmawr Court and The Avenue such that these properties relocate from Trowbridge to Rumney.

At the start of the Community Review two submissions were received relating to the boundary anomaly of Westbourne Court, Pwllmawr Cottages, Pwllmawr Court and The Avenue. Upon investigation it was felt that these properties are not part of Trowbridge, as they are physically isolated from Trowbridge by trading estates and that they already vote within Rumney, at the Rumney War Memorial Hall. It is therefore proposed that 33 properties change to be a part of Rumney community.

In response to consultation on the Draft Proposal nine submissions were received - all in agreement.

Cardiff's Final Proposal is the same as its Draft Proposal to change the boundary line between Trowbridge/Rumney, resulting in all 33 properties being relocated to Rumney.

CR011: ST FAGANS / ELY

The electoral wards of St Fagans and Ely both make up the Cardiff West constituency. St Fagans is currently served by one Councillor (Councillor Graham Thomas). Ely is currently served by three Councillors (Councillors Jim Murphy, Susan Goddard and Russell Goodway).

As part of the review process affecting the community, change proposals were made:

St Fagans / Ely Boundary Change. Consequential to corresponding Cardiff Council electoral divisions

Move all properties around Marguerites Way and its adjoining cul-de-sac from St Fagans to Ely community.

At the start of the Community Review two submissions were received requesting a relocation of the properties around the cul-de-sac of Marguerites Way from St Fagans to Ely community.

In response to consultation on the Draft Proposal fifteen submissions were received - one in agreement and fourteen in disagreement.

It is understood that access to these properties is currently achieved via the community of Ely, and that therefore it might seem more logical for these properties to be moved to the Ely community. As, however, plans for future development might impact on current access arrangements, it has been felt appropriate to leave arrangements as they are for the time being, and to review when the Local Development Plan is at a more mature stage of adoption.

Cardiff's Final Proposal is to make no change to the current arrangement.

CR012: RHIWBINA

The electoral ward of Rhiwbina is one of the districts that make up the Cardiff North constituency. It is currently served by three Councillors (Councillors Jayne Cowan, Adrian Robson and Eleanor Sanders).

As part of the review process affecting the community, change proposals were made:

Change of name of community

Change of name of community to “Rhiwbina with Pantmawr”

At the start of the Community Review three submissions were received requesting a change of name of the community to include the community of Pantmawr which was viewed as having a discrete community identity, yet being too small to be physically separated into a stand-alone community.

In response to consultation on the Draft Proposal five submissions were received - three in agreement and two in disagreement.

Upon review, officers could understand the validity of the proposal to make this change, and it was therefore proposed that the name choice of all respondents be adhered to, namely “Rhiwbina with Pantmawr”.

At the end of the process, a question was raised as to why this Community should contain the word “with”, when other such communities with two parts are described with the word “and” (for instance “Radyr and Morganstown”). Ward Councillors consulted locally with residents, and it appeared that this designation would be convenient within the community, so agreed a final proposal to slightly amend the name of the community to “Rhiwbina and Pantmawr”.

Cardiff’s Final Proposal is to agreed but slightly amend the Draft Proposal - to change to name of the community to “Rhiwbina and Pantmawr”.

CR013: SPLOTT

The electoral ward of Splott is one of the districts that make up the Cardiff South and Penarth constituency. It is currently served by three Councillors (Councillors Gretta Marshall, Huw Thomas and Ed Stubbs).

As part of the review process affecting the community, change proposals were made:

Splott. Creation of a new community of "Tremorfa"

Create a new community bounded by the River Rhymney, South Wales railway line, Splott branch railway line and the current Splott boundaries.

At the start of the Community Review a submission was received to split the current community of Splott into two and to create a new community of "Tremorfa". This would be based on the River Rhymney, South Wales main railway line, Splott branch railway line and the current Splott boundaries. Following a review of the proposal, it was determined that the aforementioned railway lines and river constitute effective dividers of this area from the rest of Splott. It was therefore recommended that a new community of Tremorfa be created to reflect this distinct geographical area.

In response to consultation on the Draft Proposal four submissions were received - all in agreement.

Cardiff's Final Proposal is the same as its Draft Proposal - to create a new community of Tremorfa.

CRO14: ELY / ST FAGANS

The electoral wards of Ely and St Fagans both make up the Cardiff West constituency. Ely is currently served by three Councillors (Councillors Jim Murphy, Susan Goddard and Russell Goodway). St Fagans is currently served by one Councillor (Councillor Graham Thomas).

As part of the review process affecting the community, change proposals were made:

Ely / St Fagans. Creation of a new community of "Michaelston-super-Ely"

A new community comprising the area South of the Cardiff mainline railway within the current community of St Fagans and the area West of Michaelston Road within the current community of Ely. This community will exclude the area covered under proposal CR011. The new community will traverse the communities of Ely and St Fagans.

At the start of the Community Review three submissions were received requesting the creation of a new community that spanned part of the existing communities of Ely and St Fagans. These proposals are based on the premise that the area has its own local facilities of shops, school, post office and pub. The review of the submissions identified that whilst there was disparity within the submissions regarding the exact boundary of the area of Michaelston-super-Ely, that this was still a defined community with physical boundaries separating the area; namely the mainline railway, Ely Road, the A48, Michaelston Road and Western Cemetery.

In response to consultation on the Draft Proposal twenty three submissions were received - four in agreement and nineteen in disagreement. There did not seem to be any strong local mandate for taking this proposal forward.

Cardiff's Final Proposal is to make no change to the current arrangement.

CR015: LLANDAFF / FAIRWATER / CANTON

The electoral wards of Llandaff, Fairwater and Canton all make up the Cardiff West constituency. Llandaff is currently served by two Councillors (Councillors Gareth Aubrey and Kirsty Davies). Fairwater is currently served by three Councillors (Councillors Lisa Ford, Neil McEvoy and Paul Mitchell). Canton is currently served by three Councillors (Councillors Susan Elsmore, Ramesh Patel and Richard Cook).

As part of the review process affecting the community, change proposals were made:

Llandaff / Fairwater / Canton Boundary Change. Consequential change to corresponding Cardiff Council electoral divisions

Move the boundary between these three communities from the railway line and Ely Road to Western Avenue and Waungron Road.

At the start of the Community Review three submissions were received relating to the boundary between Fairwater, Llandaff and Canton communities, requesting it be moved to the larger physical boundaries between these three communities. This is based on the current road used being a secondary road and that the proposed new boundary should continue the use of larger, primary roads as the physical boundary; namely Western Avenue and Waungron Road.

In response to consultation on the Draft Proposal thirty three submissions were received - one in agreement and 32 in disagreement. There did not seem to be any strong local mandate for taking this proposal forward.

Cardiff's Final Proposal is to make no change to the current arrangement.

CR016: PONTCANNA

The electoral ward of Riverside is one of the districts that make up the Cardiff West constituency. It is currently served by three Councillors (Councillors Cecilia Love, Iona Gordon and Darren Williams).

As part of the review process affecting the community, change proposals were made:

Creation of a new community of Pontcanna

A new community located to the North of Cowbridge Road East. The new community is to be contained within the existing community boundary of Riverside.

At the start of the Community Review two submissions were received proposing the creation of a community of Pontcanna in order to reflect the “distinct areas of sharply differing character” and to include the landmark location of Pontcanna Fields.

Upon review it was confirmed that local businesses and community organisations use the name of Pontcanna and that there is a distinct and locally identifiable community of Pontcanna. It is therefore proposed that a new community be established to the north of Cambridge Road East within the current community boundary of Riverside.

In response to consultation on the Draft Proposal eight submissions were received - seven in agreement and one in disagreement.

Cardiff's Final Proposal is the same as its Draft Proposal - to create a new community of Pontcanna.

CR017: DANESCOURT

The electoral ward of Llandaff is one of the districts that make up the Cardiff West constituency. It is currently served by two Councillors (Councillors Gareth Aubrey and Kirsty Davies).

As part of the review process affecting the community, change proposals were made:

Creation of a new community area of “Danescourt”

A new community located to the North West of the railway line. The new community is to be contained within the existing community boundary of Llandaff.

At the start of the Community Review a submission was received requesting the creation of a community of Danescourt. This submission was reviewed alongside submissions relating to relocating the Tangmere Drive area of Fairwater community to Llandaff community.

In response to consultation on the Draft Proposal fourteen submissions were received - one in agreement and thirteen in disagreement. There did not seem to be sufficient mandate for taking this proposal forward.

Cardiff's Final Proposal is to make no change to the current arrangement.

CR018: LLANISHEN / LISVANE

The electoral wards of Llanishen and Lisvane both make up the Cardiff North constituency. Llanishen is currently served by four Councillors (Councillors Phil Bale, Garry Hunt, Julia Magill and Andrew Graham). Lisvane is currently served by one Councillor (Councillor David Walker).

As part of the review process affecting the community, change proposals were made:

Llanishen / Lisvane Boundary Change. Consequential change to corresponding Cardiff Council electoral divisions

Move properties between the Rhymney Valley railway line and the reservoir to the community of Lisvane:

Either

- (A) Relocate Lisvane and Llanishen reservoirs to Cyncoed community or*
- (B) Relocate Llanishen reservoir to Cyncoed community and Lisvane reservoir to Lisvane community or*
- (C) Relocate Lisvane and Llanishen reservoirs to Lisvane community.*

At the start of the Community Review two submissions were received relating to the properties off Station Road in Llanishen community between the Rhymney Valley railway line and the Reservoir.

In response to consultation on the Draft Proposal seven submissions were received - five in agreement and two in disagreement.

The Council has decided not to proceed with this proposal as it considers the community structure that is already in place is relevant and to reflect the identities and interests of the community.

Cardiff's Final Proposal is to make no change to the current arrangement.

CR019: LLANISHEN / CYNCOED

The electoral ward of Cyncoed is one of the districts that make up the Cardiff Central constituency. It is currently served by three Councillors (Councillors David Rees, Kathryn Lloyd and Margaret Jones).

The electoral ward of Llanishen is one of the districts that make up the Cardiff North constituency. It is currently served by four Councillors (Councillors Phil Bale, Garry Hunt, Julia Magill and Andrew Graham).

As part of the review process affecting the community, change proposals were made:

Llanishen / Cyncoed Boundary Change. Consequential change to corresponding Cardiff Council electoral divisions

Move properties between the Rhymney Valley railway line and the reservoir to the community of Cyncoed.

Either

- (A) Relocate Lisvane and Llanishen reservoirs to Cyncoed community*
- or*
- (B) Relocate Llanishen reservoir to Cyncoed community and Lisvane reservoir to Lisvane community or*
- (C) Relocate Lisvane and Llanishen reservoirs to Lisvane community.*

At the start of the Community Review a submission was received relating to the properties around Usk Road / Ewenny Road / Solva Avenue. These properties are between the Rhymney Valley railway line and the Reservoir.

In response to consultation on the Draft Proposal two submissions were received - all in agreement

The Council has decided not to proceed with this proposal as it feels that the community structure that is already in place is relevant and reflects the identities and interests of the community.

Cardiff's Final Proposal is to make no change to the current arrangement.

CR020: LISVANE / LLANISHEN

The electoral wards of Lisvane and Llanishen both make up the Cardiff North constituency. Lisvane is currently served by one Councillor (Councillor David Walker). Llanishen is currently served by four Councillors (Councillors Phil Bale, Garry Hunt, Julia Magill and Andrew Graham).

As part of the review process affecting the community, change proposals were made:

Lisvane / Llanishen Boundary Change. Consequential change to corresponding Cardiff Council electoral divisions

Change the boundary to relocate the identified properties around Caedelyn Court / Bryncoed to Llanishen community.

At the start of the Community Review a submission was received identifying 37 properties in Lisvane community to be moved into Llanishen community.

In response to consultation on the Draft Proposal five submissions were received - all in disagreement. There did not seem to be a strong mandate for taking this proposal forward.

Cardiff's Final Proposal is to make no change to the current arrangement.

CR021: THORNHILL

The electoral ward of Llanishen is one of the districts that make up the Cardiff North constituency. It is currently served by four Councillors (Councillors Phil Bale, Garry Hunt, Julia Magill and Andrew Graham).

As part of the review process affecting the community, change proposals were made:

Creation of a new community of Thornhill

Creation of a new community of Thornhill located to the North of the Linear Park.

At the start of the Community Review two submissions were received requesting that a separate community of Thornhill be created, based on the distinct nature of the area and that 'Thornhill' is the name stated on the local community centre, bus routes, railway station and primary school. Upon review it was identified that each part of the existing community has separate primary schools, pubs, shopping areas and parks, though they share the high school and leisure centre. The linear park and the distinct nature of the newer building developments in Thornhill suggest that Thornhill may be viewed as a distinct community, especially as the submission not to separate was not evidenced.

In response to consultation on the Draft Proposal three submissions were received - two in agreement and one in disagreement.

The Council has recommended that the new community be created.

In making its final proposal, the Council is aware that the A465 has traditionally delineated the boundary of the electoral wards of Rhiwbina and Llanishen, with Rhiwbina to the west and Llanishen to the east. Equally, the Council is aware that to the West of the A465 lies the City of Cardiff Crematorium, known colloquially as "Thornhill Crematorium". The Council therefore considered whether the boundary between the Wards should be re-drawn to incorporate the Crematorium into any new community of Thornhill. It decided not to take this step, as the Crematorium is a resource for the whole of the city and wider region, rather than narrowly for the local community of Thornhill.

Cardiff's Final Proposal is the same as its Draft Proposal - to create a new community of Thornhill.

For Further Information, please contact:

democraticservices@cardiff.gov.uk

Cardiff (029) 2087 2953

© City of Cardiff Council 2015

**CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD**



COUNCIL: 26 MARCH 2015

CABINET PROPOSAL

HOME IMPROVEMENT LOANS

Reason for this Report

1. To seek Council approval for amendments to the Private Sector Housing Policy including new arrangements for awarding private sector Home Improvement Loans making use of Welsh Government repayable funding.

Background

2. The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 empowers local authorities to assist with the improvement of private sector properties. The Council currently operates a number of schemes to assist private owners and landlords to improve their properties and these are set out in the Private Sector Housing Policy which is appended to the Housing Strategy. The Policy includes a number of schemes to assist private owners to improve their properties:

Home Improvement Grants for the Elderly

These grants assist people aged 65 and over who are in receipt of a means-tested benefits, with a home in Council Tax band A-E, to repair, and maintain their homes with the aim of keeping them warm, dry safe & secure. A charge is made on the property for a period of 5 years which is recoverable once the property is disposed of or changes hands. The Council currently provides capital funding for these grants although there is no statutory requirement for this. However in recent years this funding has been reduced and was proposed to be reduced further due to declining capital resources and will be phased out over 2 years.

Renewal Area Grants.

The Renewal Area was a 10 year Welsh Government funded programme to improve the housing and environmental conditions of an area in a strategic and co-ordinated manner over a period of time. Cardiff had two Renewal Areas – West Adamsdown and North Grangetown. This funding ends 31st March 2015.

Houses into Homes Loans

These loans are provided to renovate long term vacant property for sale or for rent. The loans are repaid over 2 years or 3 years. Significant Welsh Government funding was made available for this in recent years with Cardiff's allocation being in excess of £2m. The allocation forms a recyclable pot which may in the future need to be repaid to the Welsh Government. Cardiff has achieved success in the payment of the loans with only £8,000 remaining from the original allocation. Although recently there has been less interest and currently there are no completed applications awaiting processing at this time.

Contribution for Owners Costs in Regeneration Schemes

General Fund Capital has been used together with other funding including Housing Revenue to deliver improvement schemes and improve energy efficiency. Owners or leaseholders often can not fund the work themselves and therefore a financial contribution towards the costs of the improvement work means that it more likely private owners will become involved in the scheme and holistic improvement work completed. To date a Capital allocation has been used to fund improvement work to leasehold properties. An example of this is the current programme to overclad post war BISF steel frame properties which are very poorly insulated due to non traditional build techniques used in their construction. While funding exists to upgrade the Council owned properties this is not appropriate unless adjoining private dwellings are upgraded at the same time. There is a limited amount of capital funding for this purpose.

Issues

3. The Welsh Government have indicated their intention to make available repayable funding to Local Authorities to enable them to deliver a home improvement loan scheme to owners in the private sector.
4. The funding available for Cardiff is £743,493 in 2014/15 and £1,380,773 in 2015/16. A total of £2,124,266 over the two years. Schemes must be in place and the 2014/15 funding must be drawn down by 31 March 2015.
5. This funding must be repaid to the Welsh Government after 15 years. The Welsh Government will not charge interest on the repayable Loan Fund, however if the funds are not used within 6 months the interest earned on the balance must be added to the loan fund.
6. From similar schemes that have operated elsewhere the Welsh Government have estimated that 5% of the loans will not be repaid and have agreed to share this risk by writing off half of the first 5% of bad debt. The Council must underwrite the remaining bad debt.
7. Loan funding not committed or awarded in a reasonable time (not defined) must be either passed to another local authority or back to Welsh Government.

8. The repayable funding from Welsh Government is available in two instalments, the first can be drawn down by late 2015, and the second by March 2016. The second instalment cannot be drawn down if the first instalment has not been committed and awarded.

Purpose and Use of the Fund

9. The repayable Loan Fund must be used to offer private sector homeowners a loan to make their properties warm, safe or secure. This is not a statutory duty of the Council.
10. It can be awarded for:
 - Providing loans to owner occupiers and the private rented sector to improve properties (the “Home Improvement Loans”) and
 - Providing loans to bring empty properties back into use (the “Houses into Homes Loans”)
11. Fifty percent of the funding must be used for Home Improvement Loans and 50% must be used for Houses into Homes.
12. Loans can be from £1,000 up to £25,000 per unit of accommodation up to a maximum of £150,000.

Regional Approach

13. The Welsh Government have stipulated that a regional approach must be taken, however the way in which the products are awarded and repaid can vary between authorities.

Repayment

14. All loans offered to private sector owners must be repayable. The loan will be interest free, but the local authority can charge an administration fee of up to 15% for Home improvement loans. For Houses to Homes there is an administration fee based on a sliding scale dependant on loan value
15. The Welsh Government have indicated that repayment by way of lifetime charge on a property would be acceptable, provided that the local authority is able to repay the loan within the set period.

Proposed Schemes

16. Given the changes to funding arrangements it has been necessary to update the Private Sector Housing Policy, the amended draft is attached at appendix 1. The proposed schemes are outlined below:

Extended Home Improvement Assistance for the Elderly

17. In line with the Corporate plan objective to assist the vulnerable and with the aim of supporting the elderly to live independently in their own homes it is proposed to continue the approach of focusing funding on those over the age of 65.
18. The purpose of the scheme will be to ensure that elderly people can remain in their own home, warm, safe, dry and secure. The eligibility scheme will be very similar to that of the current grant assistance offered. The clients will be assessed to ensure they do not have sufficient funds to cover the cost of work themselves.
19. It is proposed that all such assistance will be repayable by means of a lifetime charge set against the property. This will recover all monies paid out including the 15% administration charge when the property changes ownership, either by sale or transfer to another person.
20. The minimum amount of funds will be £3,000 with a maximum of £10,000, anything above this would be exceptional and determined on case by case basis.
21. Funds will be recycled for the first ten years, however at the end of this period all new payments will cease so that the capital can be returned to the Welsh Government in March 2030. As loans will not be repaid until the property is disposed of or changes hands there is a risk that all funds will not be recovered before the capital is repaid to the Welsh Government.
22. This scheme will be administered as part of the Independent Living Gateway Service and will operate in partnership with Care and Repair. Care and Repair are an external not for profit organisation advocated by Welsh Government which supports clients of 60 years and older. They will evaluate the best solution for the client, one of which could be the Home Improvement Loan. Other options will also be considered including equity release, charitable donations and external funding to ensure the best fit for the individual client. Care and Repair will also carry out Healthy Home Checks and benefit maximisation to ensure a full service for clients.

Extend the Houses into Homes Scheme

23. These loans will be provided to renovate long term vacant property for sale or for rent. Preference will be given to properties where the Council will be able to nominate future tenants, for example where the property will be used to rent to homeless people or to those on the Common Waiting List.
24. The maximum amount of loan is £150k per person, based on a maximum of £25k per unit of accommodation provided. Thus a maximum loan of £25k is available for a single house, but up to £50k is available for 2 flats.

Other Loan Schemes

25. Providing general repayable loans to other private sector residents has been considered and this is problematic for a number of reasons:
26. There are significant concerns about providing repayable loans to those who have little or no disposable income and with limited ability to make monthly repayments loans of this nature could put the individuals in financial difficulties. Those with higher disposable incomes could afford to raise the loans through normal banking arrangements at similar cost.
27. Granting and recovering loans for this group would be expensive in terms of administration and the allowable fee would not cover this cost. In addition previous attempts to operate loan schemes in Cardiff have proved unsuccessful with very little take up. It is not therefore proposed to use loans widely for private owners other than through the targeted elderly programme.
28. However, the use of a repayable loan to enable private owners to become involved in wider stock improvement programmes (such as non-traditional over cladding and BISF improvement schemes) being delivered by Cardiff Council would be advantageous.
29. In many cases owners may not be in a position to fund the work themselves and therefore a repayable loan option provided by Cardiff council could increase the number of private owners entering into the programme. Although other grant funding is sought and applied for and other sources of funding promoted, some schemes can be prevented from going ahead or can be significantly compromised due to the lack of capital to assist the homeowner and their inability to raise the finance themselves. Further work is currently underway to establish whether the use of repayable loans is appropriate for owner contributions to regeneration schemes where no other funding is available, if this is considered viable a report will be brought forward early in 2015/16.

Equality Impact Assessment

30. An Equality Impact Assessment has been carried out and this is attached at appendix 2.

Reasons for Recommendations

31. To agree amendments to the Private Sector Housing Policy and to put in place new arrangements for private sector Home Improvement Loans making use of Welsh Government repayable funding.

Legal Implications

32. Assistance pursuant to the Regulatory Reform Order may include conditions including repayment of the assistance but before imposing any such condition or taking any steps to enforce the condition at a later

stage the Authority must have regard to the ability of the person concerned to make that repayment.

33. Consequently before the Authority provide any assistance they have to provide a statement in writing of the conditions to be applied and satisfy themselves that the person has received appropriate advice about the extent and nature of any obligation to which that person will become subject.
34. The adoption of the amended policy which is recommended in this report (and its public notification and provision for inspection and post to interested people) is necessary prior to the provision of any assistance under the proposed policy changes and the power to provide assistance must be exercised in accordance with the amended policy.
35. Other legal implications appear in the text of this Report.

Financial Implications

36. The Council already acts as an agent for the WG Houses into Homes scheme. WG has introduced a further scheme and it is essential that any funds available from this WG scheme are utilised in support of Council objectives.
37. The new WG scheme is based on funds to be received from WG, which are to be returned to WG in 2030, or sooner if the funds cannot be utilised. Non utilisation of funds could incur an interest penalty unless returned to WG. Whilst the Councils approach to introduce a life time charge on properties for Loans in respect of Targeted elderly Home improvement Grants and a charge on properties where Houses into Homes loans are provided, there remains a risk of non recovery in relation to loans provided as part of Council regeneration schemes to owner occupiers. Such loans would supplement grant bids and signposting to owner occupiers of other funding available, which may require an assessment of affordability.
38. Whilst Welsh Government will only cover any default of up to 2.5% of the £2.124 million provided i.e £53,000. Any default in excess above this will be the responsibility of the Council, with £2.071 m required to be paid by to WG, irrespective of the sums actually remaining from the recyclable fund. Given the timing of recovery of any land charges, there may be a cash flow risk, however this is mitigated in part by ceasing the scheme up to 5 years before sums have to be returned to WG.
39. Any loans will need to be limited to the amounts available in the recyclable fund.
40. The report indicates that the detail of any loan schemes is to be delegated. Such detail will need to consider the significant additional administrative costs of managing the existing houses into homes scheme and introducing new loans schemes. This will need to consider processes and systems required to manage payments, receipts, charges,

financial vetting and ensuring the council complies with the terms and conditions of the recyclable funding. Any such costs will need to be recovered from any administration charges which can be levied on the loans (up to 15%) or be fully re-imbursable from the directorates existing revenue budget.

Human Resources Implications

41. There are no Human Resource Implications for this report.

CABINET PROPOSAL

Council is recommended to:

1. approve the amendments to the revised Private Sector Housing Policy including the proposals set out in this report to provide Home Improvement Loans to elderly owner occupiers and Houses into Homes Loans to the private rented sector to bring empty properties back into use.
2. approve the use of Welsh Government repayable funding to meet the costs of these loans
3. agree that authority be delegated to the Director of Communities, Housing and Customer Service to put in place the detailed arrangements relating to the Home Improvement Loan schemes and to make minor changes to the schemes as necessary to their ensure effective operation.

THE CABINET

19 March 2015

The following appendices are attached

Appendix 1 – Draft Private Sector Housing Policy

Appendix 2 – Equality Impact Assessment

This page is intentionally left blank

Private Sector Housing Policy 2015 - 2017



Contents

1. Introduction	3
2. Strategic Context	4
3. Partnerships	4
3.a. Cardiff Care and Repair	4
3.b. Registered Social Landlords	5
3.c. Private Sector Landlords	5
4. Private Sector House Condition Survey	5
5. People Aged Over 65 Receiving a Means-Tested Benefit	5
6. People in Need of Disabled Facilities	6
7. Independent Living Service	6
8. Independent Living Building Work Standard	6
9. Cardiff Council's Agency Service	7
10. Financial Assistance	7
10a. Home Improvement Loans	8
10b. Houses into Homes Loan Scheme	9
10c. Group Repair Regeneration	11
11. Support for Disabled People using Regulatory Reform	12
11a. Small works assistance	12
11b. Stair lifts	13
11c. Enablement Support	13
11d. Community Alarm	14
11e. Life Time Charge	14
11f. Urgent Assistance	15
11g. Repair and Replace	16
11h. Relocation Grant	17
11i. Recover specialist equipment	18
11j. Match Funding	19
12. Disabled Tenants in the Public Sector	19
13. Conditions of Financial Assistance	20
13a. Waiver of Conditions	20
13b. Home Loan Conditions	20
13c. Grant Conditions	20
13d. recovered Grant Aid	21
14. Further Development	21
15. Complaints	21
16. Performance Indicators	22
17. Implementation Plan	22
18. Policy Review	22

1. Introduction

In July 2002 the National Government made significant changes to housing grant legislation, introducing the Regulatory Reform (Housing Assistance) (England & Wales) Order 2002. This Order allows local authorities to formulate their own flexible financial assistance policies to improve or repair private sector housing and to target funding to address local needs and priorities.

This Private Sector Housing Policy 2015–2017 details the range of options provided by the City of Cardiff Council, including:

- Grant aid
- Loans and equity release schemes
- Grant / loan mixes
- Advice and assistance

A decision has been taken to focus limited resources on those applicants aged 65 and over on low income (claiming a means tested benefit). Works will be undertaken as part of the Cardiff Grants Standard and primarily focus on the greatest identified risks, utilising the principles of Warm, Dry, Safe and Secure.

For many years the Council has supported the improvement of individual homes and neighbourhoods through a repair grant programme. This programme offered assistance to owners to complete repairs to their property. This has been achieved on both an individual basis and by grouping properties together.

The funding for projects has been substantially reduced and subsequently grant assistance provided has been targeted to specific types of work for specific groups of people. Alternative vehicles for the provision of financial assistance will also be explored. The Independent Living Service continue to provide assistance to a similar number of residents despite the reductions in funding. This has been achieved by careful specification of works through the application of the Independent Living Building Work Standard.

2. Strategic Context

This Policy has been appended to the Cardiff Housing Strategy 2012-2017, where, using a more outcome-focused approach, each chapter includes objectives that will benefit citizens from a housing perspective. The outcomes required by this Private Sector Housing Policy have been identified in the Housing Strategy under Chapter 6 - People in Cardiff Achieve their Full Potential.

The Independent Living Service

The Council has recently brought together access to a range of services for older people into a single gateway. The service has multi skilled visiting officers who can provide a range of assistance including access to disabled adaptations and home improvement loans as well as benefit maximisation and access to social activities and events to help keep older people independent in their own homes.

3. Partnerships

The City of Cardiff Council recognises that poor housing condition is an issue that is best addressed through a partnership approach. A number of external organisations work with the Council in this area including:

- Welsh Government
- Care and Repair
- Age Cymru
- Registered Social Landlords (RSL's)
- South Wales Police
- The Cardiff Landlords Forum
- South Wales Fire Authority
- Local Universities
- The Council of Mortgage Lenders
- Community Forums
- Local Contractors
- South East Wales Energy Advice Centre

3.a. Cardiff Care and Repair

Cardiff Care and Repair aims to identify holistic solutions to housing problems experienced by older and disabled people through partnership working. The Agency focuses on providing support and assistance to clients to complete repairs, small adaptations and improvements to their home, enabling them to live with increased safety and comfort. Their case-work approach is fundamental in delivering an intensive, client-centred service focussed on the provision of bespoke housing solutions.

Review of the Private Sector Housing Policy and the Disabled Facilities Service has recognised the added value of working in partnership with the local Care and Repair Agency to deliver an effective and economic service to clients outside of the formal grant route. The right to receive mandatory grants will remain, however development of the partnership will provide a broader service to meet specific needs.

3.b. Registered Social Landlords (RSLs)

Through the development of new initiatives with RSLs, the Council is better placed to achieve the priorities identified in this policy. For example, a joint leasing scheme aims to bring vacant properties back in to use and will help increase the provision of affordable, good quality rented accommodation across Cardiff.

3.c. Private Sector Landlords

The Council has worked effectively with private landlords to bring empty homes back into use using Welsh Government recyclable funding. Private sector landlords rent their properties to approximately 10,000 low income households in the city and are key partners in preventing homelessness.

4. Private Sector House Condition Survey

In 2005 Cardiff Council commissioned a survey to assess the condition of housing in the private sector. A full copy of the survey is available on the Council's website (www.cardiff.gov.uk). The survey considered the cost of undertaking repairs to properties in Cardiff. The results are detailed in the table below:

Tenure	Urgent Repairs	Basic Repairs
	Those needing to be done in the next year	Those needing to be done in the next 5 years
Owner- Occupier with no mortgage	£1,269	£1,969
Owner- Occupier with a mortgage	£1,007	£1,687
Register Social Landlords (housing associations)	£671	£1,023
Private Rented Accommodation	£1,333	£2,055
Average	£1,114	£1,781
Vacant dwellings	£3,152	£4,312

(Source: Cardiff House Condition Survey 2005)

Table 1 Cost of Repairs by Tenure

The results showed that properties owned by single older people, and houses built before 1919, have the highest repair costs for both urgent and basic repairs. The highest levels of repairs are needed in the private rented sector. One in four vacant dwellings are 'unfit', which hinders their rapid re-occupation.

5. People Aged Over 65 Receiving a Means Tested Benefit

Evidence shows that older people often live in poor housing conditions, have very limited resources to maintain their homes, and limited prospects of changing their circumstances. The City of Cardiff Council will provide financial assistance (as detailed in this Policy) to older people in receipt of means-tested benefits to repair, maintain and

adapt their homes. The Council will provide this assistance in partnership with Cardiff Care and Repair who will provide information relating to home repair and maintenance for older and disabled people.

6. People in Need of Disabled Facilities

The Council's Independent Living Service (ILS) manages the provision of financial assistance and adaptation works for disabled people living in all housing tenures. This includes the following:

- Disabled Facilities Grants (DFGs) – Available to provide adaptations, such as stair lifts and specialist bathing facilities, to enable a disabled person to live as independently and as safely as possible. Once the need for a DFG has been identified, the Council has a duty to determine the application as a mandatory grant which is means-tested.
- Discretionary Assistance – The Regulatory Reform Order 2002 gives councils powers to provide discretionary assistance including minor/low cost adaptation works and, where appropriate, additional funding where the maximum DFG limit is exceeded.

7. The Independent Living Service

The Independent Living Service has revised and updated its policies to improve performance and working practices and ensure that services are delivered in a timely manner.

Energy Efficiency / Affordable Warmth

The Service is currently developing processes to ensure that frail, elderly and disabled clients receive joined-up advice and support which helps them to remain in their homes and meets the objectives of the Council's Affordable Warmth Strategy.

Assisting clients to achieve affordable warmth will feature in all aspects of the Independent Living Service. Partnership working with energy professionals will allow relevant cases to be signposted for support, e.g. boilers, renewable energy, draft exclusion, loft insulation, cavity fill, caseworker support, etc. It is expected that the majority of referrals will be resolved through external agencies, but where this is not possible, or additional funding is required, any one of the existing means of support outlined in this Policy may be utilised. ILS will identify all support costs and the long term sustainability of this proposal will be subject to available resources when set against the mainstream services of providing adaptations.

8. Independent Living Building Work Standard (schedule of works)

The Independent Living Work Standard provides Council Officers with guidance on the works which can be provided under each grant and loan stream, and helps to ensure that limited resources are targeted to essential repairs only, i.e. those required to achieve a warm, dry, safe and secure property. It also ensures uniformity of practice across the Council's Financial Assistance Services. The Standard is subject to review in

light of available resources and to meet the requirements of this Policy and local and national indicators.

9. Cardiff Council's Agency Service

The Council operates a Grant Agency Service (The Agency) for eligible applicants. This service provides professional help and advice for the grant applicant to:

1. Appoint a contractor from the formally procured contractor list;
2. Arrange for contracts and call-off terms to be signed by both the builder and the homeowner;
3. Monitor the works to ensure completion to an acceptable standard;
4. Make payments direct to the contractor.

The Agency Service has a take up rate of over 90% for repair and adaptation works and provides reassurance for applicants concerned about unscrupulous contractors. The service is compulsory for applicants who take a loan to fund the cost of works.

The Council charges a fee, based on the total cost of works, excluding ancillary fees associated to the work. Should the conditions be breached, the Agency fee is not recoverable from the applicant (or their estate). Fees for mandatory grants will not be recovered.

10. Financial Assistance

This section details the financial assistance available through this Policy. All assistance is subject to the availability of funding, and to specific terms and conditions unless otherwise stated.

The Council will deal with enquiries in date order, unless there are dangerous living conditions which have a significant effect on the health, safety and wellbeing of the occupant, or unless otherwise specified.

Enquiries will be processed under the Policy in place at the time of approval and not the Policy in place at the time the initial enquiry was received. If eligibility criteria, or the terms and conditions of a form of assistance change while there are outstanding enquiries, the clients affected will be notified of the changes. This process will enable the Council to more effectively manage the demand for its services within its given resources.

All discretionary assistance is subject to conditions relating to the ownership and use of the property and equipment. Depending upon the assistance received, the conditions will be registered as a charge either with the Land Registry or as a Local Land Charge.

Details of the administrative and processing requirements are contained in the Independent Living procedures and work instructions, which may be subject to periodic change to meet service demands.

Home Improvement Loans

The Welsh Government has made funds available to provide Home Improvement Loans and Houses into Homes loans. The amount awarded to Cardiff is to be repaid after 15 years. This funding is to be used to finance the following schemes.

10a. Home Improvement Loans

With limited resources it is not possible to offer assistance to all owner-occupiers in Cardiff requiring home improvements. In line with Council priorities, financial assistance will be targeted to older people. However, some older persons will have the financial means to pay for works to their property, either through income or capital within their home. Financial assistance will therefore be targeted towards those in lower value properties on a low income. The criteria and assistance offered is:

Qualifying Criteria	<ul style="list-style-type: none"> • The property must be registered with Land Registry in the applicant's name. • The property must be within Council Tax band A-D <p>Eligible applicant must be:</p> <ul style="list-style-type: none"> • Over 65 years old • On a means tested benefit • The Owner Occupier of the property • Have occupied the property as their only residence for 3 years prior to application • The property must be at least 10 years old • There must be equity within the property • Total borrowing will not exceed 80% of the property value- excluding outstanding loans • The client must have less than £16,000 in savings • There must be a level of disrepair • Not have received a repair grant in the last 5 years
Eligible Works	Works to be determined by the Council in accordance with the current Independent Living Building Works Standard. The work undertaken aims to protect the health, safety and security of the applicant
Assistance Offered	Will be aimed at a need to remain warm, safe dry and secure and be within the equitable value of the property. The assistance will include an administration charge made at the time of offering assistance, and collected upon disposal of the property Maximum funding will be £25,000
Conditions of assistance	The property must remain in the applicant's name and be their only residence. Fee 15%.
Condition period	A Lifetime charge will be applied to the property, repayable in full upon disposal or change of ownership
Repayment of Assistance	Will be upon disposal of the property or change of ownership for both capital and fee.

Table 2 Details of Home Improvement Loans

10b. Houses into Homes Loan Scheme

The Welsh Government's Houses into Homes scheme offers interest-free loans to owners of empty properties, in order to assist them to:

- renovate a dwelling to a reasonable standard, free from any serious hazards (as a minimum), so that it is suitable for immediate occupation, whether by for sale (loan to sell) or to let (loan to let); or
- to convert an empty property or commercial building into one or more units to the Houses into Homes Standard (as a minimum), so that it is suitable for immediate occupation, whether by sale (loan to sell) or to let (loan to let).

The scheme is operated jointly by the Vale of Glamorgan Council and Cardiff Council. Eligibility for the loans and terms and conditions have been set nationally and are summarised below.

Houses into Homes Loan Scheme									
Qualifying criteria	<p>Person(s) applying for the loan may either be the existing or prospective owner(s), but must in either case be able to supply security for the loan as detailed below. The property must be in the applicant(s) name before the loan can be approved.</p> <p>The applicant must not have any debt owing to the Council.</p> <p>The applicant must not have been prosecuted by the Council for housing related offences.</p> <p>The property must have been vacant for a minimum of 6 months.</p>								
Works eligible for loans	<p>To be eligible works must: -</p> <ul style="list-style-type: none"> • On completion, result in the property/units being suitable for immediate occupation as a dwelling(s), • Comply with all relevant Building Regulations, and • Achieve the Houses into Homes Standard. In summary this standard ensures the property <ul style="list-style-type: none"> • meets the current statutory minimum standard for housing • is in a reasonable state of repair • has reasonably modern facilities and services, and • provides a reasonable degree of thermal comfort, i.e. efficient heat and insulation. 								
Assistance offered	Up to £25,000 per unit of accommodation, to a maximum of £150,000 per applicant.								
Conditions of assistance	<p>Fees</p> <p>An administration fee is payable to the Council on submission of the application as follows:</p> <table> <thead> <tr> <th>Loan amount</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>£0 - £50,000</td> <td>£295.00</td> </tr> <tr> <td>£50,001 - £100,000</td> <td>£395.00</td> </tr> <tr> <td>£100,001-£150,000</td> <td>£495.00</td> </tr> </tbody> </table> <p>A Land Registry Fee is also payable to cover the Council's cost to register a first or second charge on the property being offered as security. This fee is as follows:</p>	Loan amount	Fee	£0 - £50,000	£295.00	£50,001 - £100,000	£395.00	£100,001-£150,000	£495.00
Loan amount	Fee								
£0 - £50,000	£295.00								
£50,001 - £100,000	£395.00								
£100,001-£150,000	£495.00								

- For loans up to £99,999 the fee is £50.00 per title
- For loans of £100,000 and over the fee is £70.00 per title

A Company applying for a Loan will also be required to pay a fee of £45.00 to cover costs associated with registering the charge at Companies House. Applications received without payment of the associated fees will not be processed.

Terms and conditions of loan

All loans paid under this scheme will be repayable.

All applicants will be required to enter into a legal agreement with the Council regarding the repayment of the loan.

Where the loan applied for and approved is a “Loan to Sell” the loan will be repayable immediately and no later than the date stipulated in the Loan Facility Agreement (maximum of 2 years).

Where the loan applied and approved is a “Loan to Let”, the loan will be repayable no later than the date stipulated in the Loan Facility Agreement (maximum of 3 years), unless there is an earlier disposal of the property or the units within the property are divided and all sold on the same day.

Where the property is converted into units and there is a disposal of one or more units (prior to the fixed dates set out in the terms of the Loan Facility Agreement), then on each such disposal of a unit, the applicant must repay the lesser amount of the gross sale proceeds and the amount of the loan outstanding. If, after all such disposals, monies are still outstanding under the loan, then the applicant must repay such monies on whichever occurs the earlier of the disposal of the final unit or the relevant date as set out in the loan agreement.

The applicant must undertake works to the property to meet the Houses into Homes Standard. Failure to do so will be a breach of the loan agreement and will trigger a repayment request

The applicant must complete the works to the property within the stated timescales. Failure to do so will be a breach of the loan agreement and will trigger a repayment request.

In the case of a loan to sell, where the property is not made available for sale within 12 weeks of the date set for completion of those works (*or by date to be agreed for the Houses into Homes scheme, if earlier*), a breach of loan conditions will be considered to have occurred.

In the case of a loan to let, where the property is not made available for let within 12 weeks of the date set for completion of those works, a breach of loan conditions will be considered to have occurred.

	<p>Where any sum is required to be paid, but is not repaid in accordance with the loan conditions, a breach of conditions will have occurred and the Council may demand immediate repayment of the loan and any interest. The Council will charge interest at 6%</p> <p>Failure to repay the loan at the end of the term or on demand where there is a breach will result in the Council taking legal action to recover the loan.</p> <p>All applicants must agree to a legal charge being placed on the property to secure the loan. Agreement may be made in exceptional circumstances to accept a charge on an alternative property.</p> <p>All legal charges must be either first or (where the Council receives confirmation from the first charge holder that it consents to a second charge) second charges. Third or subsequent charges will not be accepted.</p> <p>Where it is agreed to accept a legal charge on an alternative property that is not the subject of the loan application, the alternative property must be located in England or Wales and the valuation of that property must be submitted to the Council prior to the advance of any loan. The additional legal costs associated with this arrangement must be covered by the applicant.</p>
--	---

Table 3 Details of Houses into Homes Loans

10c. Group Repair

Group Repair – Contribution to owner / leaseholder costs in Regeneration Schemes	
Qualifying criteria	Available to private owners and leaseholders in identified Regeneration Improvement schemes & Area Improvement strategies.
Work eligible for grant aid	Works identified by the Council to improve thermal efficiency or the external space, courtyards and general amenity space associated to a property or block of flats.
Assistance offered	Loan to cover an agreed element of the cost. Recovery to be by repayment or by lifetime charge on the property.
Conditions of assistance	The property must remain in the applicants name and only residence and within the determined scheme area. A charge will be placed on the property.
Condition period	Relevant to the repayment plan agreed.
Agency Service	Compulsory that the appointed contractor for the regeneration scheme should carry out the works. The council will appoint the contractor and manage the scheme.

Table 4 Details of Group Repair

11. Support for Disabled People under the Regulatory Reform Order

Mandatory Disabled Facilities Grants (DFGs) are administered under the Housing Grants, Construction and Regeneration Act 1996 (as amended). The Act details eligibility and conditions for the assistance.

Demand for assistance to adapt properties to meet the needs of disabled people is growing and creating pressure on the available resources. As a result, the City of Cardiff Council has reviewed its Disabled Facilities Service and in order to improve the timeliness and effectiveness of the assistance provided the following types of discretionary assistance have been developed. Whilst all discretionary grant applicants must qualify for mandatory assistance, the provision of discretionary grants will ensure the effective use of Council resources.

11a. Small Works Assistance

Small Works Assistance will be used to deliver small, low-cost works quickly and sensitively to meet the needs of mainly older/disabled people. The maximum value of work offered is prescribed by local policy. Works carried out through this assistance may include:

- Minor electrical work;
- Work to improve the security of the property;
- Installation of fire detection equipment;
- Works to help prevent slips, trips and falls around the home.

Such intervention can reduce the need for more costly Disabled Facility Grants or prevent hospital admissions due to slips, trips or falls.

Small Works Assistance	
Qualifying criteria	<ul style="list-style-type: none"> • As per the Independent Living eligibility criteria at the time of referral • Works have to be to prevent slips, trips or fall Or <ul style="list-style-type: none"> • To keep a client warm, safe, dry and secure • To a value of £1,000 for Adults, or £2,000 for Children (the Council retains discretion to extend these limits following a case review).
Work eligible for grant aid	Works as determined in accordance with Independent Living Building Works Standard valid at the time.
Assistance offered	100% of grant aid to a maximum prescribed by the prevailing policy (excluding VAT and agency fees). Not subject to a means test.
Conditions of assistance	No conditions
Condition period	No condition period
Agency Service	Compulsory

Table 5 Details of the Small Works Partnership Grant

11b. Stair Lift Scheme

Stair Lift Scheme	
Qualifying criteria	<ul style="list-style-type: none"> • Recommendation from Occupational Therapist • Or the need to replace a defective stair lift for the original recipient
Work eligible for grant aid	Stair lift only
Assistance offered	Maximum £5k
Conditions of assistance	N/A
Condition period	N/A
Agency Service	Mandatory

Table 6 Details of the Stair Lift Scheme

11c. Enablement Support

The project's objective is to provide clients with a 6 week enablement programme upon discharge from hospital, focusing on maximising independence and encompassing skills training, equipment provision and adaptations to the home. The service is proven to reduce care needs and increase functional independence, client autonomy and satisfaction. The emphasis is on the provision of alternative solutions to care management activities and reduction of further dependence on health, social care and housing services.

Enablement Support	
Qualifying criteria	<ul style="list-style-type: none"> • Facilitate hospital discharge • Need a 6 week enablement package • Adaptations to negate/reduce the need for care • Will not require on going care past the enablement period
Work eligible for grant aid	<ul style="list-style-type: none"> • The applicant must have an assessed need for 'necessary and appropriate' assistance as an outcome of an assessment by a Council Occupational Therapist, and out of an options analysis completed by the Disabled Facilities Service the scheme is considered the most 'reasonable and practicable ' means of meeting the assessed need
Assistance offered	Maximum £5k
Conditions of assistance	N/A
Condition period	N/A
Agency Service	Mandatory

Table 7 Details of Enablement Support

11d. Community Alarm Grant

A community alarm can be installed for qualifying applicants and monitored by Cardiff Community Alarm Service.

Community Alarm Grant - Summary	
Qualifying Criteria	All applicants must be: <ul style="list-style-type: none">• Over 60 or registered disabled, <u>and</u>• In receipt of a means tested benefit. Proof of benefit receipt is required in the form of an award letter, book/card or bank statement.
Works eligible for grant aid	The cost of the installation of the alarm and any extra electrical or telephone sockets will be eligible.
Assistance offered	100% of the cost of the works will be covered by the grant.
Conditions of assistance	No conditions
Condition period	Not applicable
Agency Service	Not available

Table 8 Details of the Community Alarm Grant

11.e. Lifetime Property Charges to fund the additional cost of adaptations where the cost exceeds the mandatory grant limits

This support will provide assistance where the cost of adaptation works exceeds the mandatory Disabled Facilities Grant limit (currently £36,000). Cases (particularly for children) can often be sensitive, complex and the required adaptations expensive to deliver. The Council has a corporate responsibility under The Children's Act 1989 to provide essential adaptations identified by the attending Occupational Therapist. Legislation limits the funding available via a Disabled Facilities Grant (currently £36,000), although occasionally the adaptations required exceed this limit. In the case of children, Section 17(7) of the Children's Act states that the Council may provide assistance that may be 'subject to' conditions for repayment.

The provision of this assistance will ensure needs are met (particularly of children), that the person is able to remain within the family unit and is able to develop a level of independence. Without this assistance, there is a possibility that the accommodation may be deemed 'unsuitable' as it would not meet the person's specific needs and may even have a detrimental impact on the health and safety of the person or their carers.

Lifetime Property Charges	
When considered as a means of 'top up' for mandatory assistance	
Qualifying criteria	<p>Available to support the delivery of adaptations where the mandatory limit of £36,000 will not cover the full cost of works, <u>and</u> where the client is not eligible for discretionary top up, <u>and</u> does not have the means to find the additional costs, <u>and</u> where Children's Services are unable to provide the cost.</p> <p>Available to disabled people (particularly children) in owner occupied or private tenanted properties.</p> <p>The applicant must have an assessed need for 'necessary and appropriate' assistance as an outcome of an assessment by a Council Occupational Therapist, and out of an options analysis completed by the Disabled Facilities Service the scheme is considered the most 'reasonable and practicable' means of meeting the assessed need.</p> <p>In order to access this assistance the prognosis for independent living is good, and it will ensure the person is able to remain within the family home.</p>
Works eligible for grant aid	Mandatory works of adaptation considered reasonable and practicable and subject to confirmation by a Service Manager, or similar responsible officer.
Assistance offered	All costs above the Mandatory limit of £36,000.
Conditions of assistance	<p>The recipients will at the time of disposing of the property pay back the authority the identified amount of financial assistance provided over the maximum grant limit in place at the time the assistance is provided (currently £36,000).</p> <p>It is intended that there is no discretion to apply a waiver to any part or portion of this condition.</p>
Condition period	Life time – in the case of a breach of this condition at any time within this period the whole amount of the top up will be recovered.

Table 8 Details of the Lifetime Property Charges

11.f. Disabled Urgent Assistance

This assistance provides a timely help for the most vulnerable people outside of mainstream grants. The grant is to be utilised where a need for 'urgent' aid has been recognised by a Senior Occupational Practitioner, and the circumstances meet the Authority's criteria. This assistance is particularly useful in freeing up NHS beds where facilities are urgently required in a patient's home to facilitate safe discharge from hospital.

The criteria describes a maximum time (3 weeks) to complete the works with a notional maximum value (£12,000). However, the Council may consider the benefits of larger schemes in exceptional circumstances.

Disabled Urgent Assistance	
When considering fast track assistance outside of mandatory grant aid	
Qualifying criteria	<p>Available to disabled owner occupiers or private tenants. The work meets the criteria of 'necessary and appropriate' and 'reasonable and practicable' as defined in the provision of mandatory grant aid. Cases to be considered are within the definition of urgent e.g.</p> <ul style="list-style-type: none"> • The client has a life limiting condition, which is rapidly deteriorating • Delayed transfer of care <p>One or more of the above criteria must be used to facilitate a safe hospital discharge or prevent an imminent breakdown of the caring situation, which may result in admission to hospital or long term care</p>
Works eligible for grant aid	<p>Urgent adaptations which can be completed within 3 weeks of commencement on site and cost no more than £8,000 (excluding VAT & Fees).</p> <p>Exceptional cases outside of the basic eligibility criteria will be considered for this form of funding where an options analysis confirms that this is the best course of action. A report from the Operational Manager will require the counter signature of the Occupational Therapy Manager.</p>
Assistance offered	100% grant aid

Conditions for assistance	None
Condition period	None

Table 9 Summary of the Disabled Urgent Assistance

11g. Adaptations Requiring Repair or Replacement

Under normal circumstances equipment provided has a 12 month warranty from the date of installation and continuing maintenance and repair costs remain with the applicant. The prohibitive nature of these costs may result in faulty equipment placing the applicant at risk of falls and/or medical deterioration. Eventually the Authority is left with the burden of the cost of replacing the equipment plus (where a person's health has deteriorated as a result of the loss of equipment) the potential for continuing care costs.

The provision of grant assistance to provide a responsive repair service has been established as an 'invest-to-save' initiative i.e. a minor, cost effective repair at the time of breakdown will save the prohibitively high cost of replacement following an application for mandatory grant assistance.

In introducing this discretionary assistance it is recognised that levels of support will be subject to demand and available resources.

Adaptation Repair & Replacement Assistance	
When considering the need for repairing or replacing adaptations which have failed under reasonable use.	
Qualifying criteria	<p>The equipment must have originally been provided for the applicant by the Local Authority via either mandatory or discretionary assistance.</p> <p>Where equipment has been ‘inherited’ assistance <u>will not</u> be available unless the need for the equipment is confirmed following an assessment by an Occupational Therapist <u>and</u> the work meets the criteria of ‘necessary and appropriate’ and ‘reasonable and practicable’ as defined in the provision of mandatory grant aid and would normally qualify for assistance out of the current <u>Repair & Replacement policy</u>. Cases outside this criteria may be considered by a Service Manager.</p> <p>Evidence that demonstrates any type of misuse of the equipment may result in the withdrawal of assistance.</p> <p>Service will be provided in accordance with the current Qualifying operational guidance.</p>

Works eligible for grant aid	Qualifying work providing repair or replacement of adaptations which have failed out of reasonable usage or have come to the end of their reasonable working life. This would not normally exceed a nominal cost, but exceptional cases outside of the basic eligibility criteria will be considered for this form of funding where an options analysis confirms that this is the best course of action. A Senior Manager may review the recommendation for evidence of misuse which may result in withdrawal of assistance.
Assistance offered	Normally 100% assistance
Conditions for assistance	None
Condition period	None

Table 10 Summary of the Repair and Replace Assistance

11h. Disabled Relocation Grant

The Council recognises that it may be appropriate for a disabled person to move to a more suitable property, where the adaptation of their current home is either not practicable or the costs are not reasonable. To support this move the Council will offer a Disabled Relocation Grant. This grant will be subject to a means test to determine an applicant’s contribution, but will help pay for the legal costs in buying and selling a property, moving between two properties and undertaking minor work to the new property to make it suitable for occupation.

Disabled Relocation Grant	
Where the most effective means of meeting the need is to consider moving to a more appropriate property	
Qualifying criteria	The applicant must meet the eligibility criteria for a mandatory DFG. The property being purchased must be a suitable property meeting, or capable of meeting, the assessed need in every way including any necessary minor assistance for low level adaptations. The cost of relocating to a suitable property is considered the most appropriate course of action out of a test of reasonableness and an options analysis.
Works eligible for grant aid	To assist in the purchase of a suitable property including estate agent fees, conveyance costs, stamp duty, and removal expenses.
Assistance offered	100% of the described costs up to maximum award of £36,000 which is inclusive of the cost of providing mandatory assistance.
Conditions of assistance	I The property must remain in the applicants name and only residence
Condition period	A Lifetime charge will be applied to the property, which upon disposal or change of ownership will be repaid in full, .Excluding the cost of the adaptations
Repayment of Assistance	Will be upon disposal of the property or change of ownership-

Table 11 Details of Disabled Relocation Grant

11i. Recovery of Specialised Equipment for the Disabled

All of the services provided under grant assistance generally carry an agreement that the Council reserves the right to consider recycling items at their discretion. The right to exercise the discretion will primarily depend on the age and condition of the item and the current need for refurbished equipment. The costs involved include refurbishment and removal, storage and re-siting, but there may still be considerable benefits in considering this route. The following is a suggested form of words for recycling adaptations (Welsh Office Circular 59/96) which has been adapted to apply to all of the assistance provided through the Private Sector Housing Policy:

(1) Where an application for assistance has been approved under the Private Sector Housing Policy and the eligible works consist of or include the installation in the property of specialised equipment for the disabled occupant(s), the applicant shall notify the authority if and as soon as the equipment is no longer needed.

(2) The Authority, or the Social Services Authority on their behalf, shall be entitled, upon reasonable prior written notice given to the applicant either following the giving of the notification above, or at any time, to inspect the equipment and, subject to complying with sub-paragraph (3), to remove it.

(3) The authority agrees, within a reasonable time following an inspection of the equipment -

(a) To notify the applicant in writing whether the equipment is to be removed; and

(b) if the equipment is to be removed, to remove it or arrange for it to be removed and forthwith to make good any damage caused to the property (whether by the authority themselves or the social services authority) by its removal.

(4) Subject to the authority giving prior notice, the applicant or his representatives will arrange reasonable access to the property to the Authority or the Social Services Authority for the purposes of inspection and removal of the equipment.

11.j. Match Funding Assistance

The Council recognises that the number of referrals for adaptations is outgrowing the available funding, which in turn creates a waiting list for mandatory assistance. The Council therefore offers clients on the DFG waiting list a choice to match fund the cost of providing assistance, in conjunction with discretionary funding.

The Authority would provide the first £5,000 of assistance, and 50% of the remaining costs. The client would be liable for the remaining 50% of costs over the £5,000 threshold.

This is a voluntary scheme; should a client not be able to, or not wish to match fund, this will not impact on their situation regarding mandatory assistance. However where a client does take up the offer of match funding, the cost and waiting times for the mandatory service may be reduced.

Match Funding Assistance	
Giving the client a choice	
Qualifying Criteria	Available to all owner occupiers or private tenants. The applicant must have been assessed by the Council's Occupational Therapist, and meet the criteria for mandatory assistance. Where the cost of work must exceed £5,000, the total cost of providing assistance can be no more than £36k. The Authority will contribute the first £5,000, with the client match funding 50% of the remaining total cost of works, excluding administration fees.
Works Eligible for grant aid	Works which would meet the eligibility criteria for mandatory assistance.
Assistance offered	The first £5,000 and 50% of costs above £5,000 will be met by the Authority; the remaining 50% of the costs will be met by the client.
Conditions of assistance	The client will have to provide the Authority with evidence they can meet their required costs.
Condition period	Life time – in the case of a breach of this condition at any time within this period the whole amount of the match funding being recovered

Table 12 Details of Match Funding Assistance

12. Disabled Tenants in the Public Sector

The City of Cardiff Council operates a single point of contact for disability services in both the private and public sectors.

13. Conditions of Financial Assistance

The assistance detailed in this document is subject to conditions unless otherwise stated. The Policy provides a summary of the conditions for each type of assistance - full details of terms and conditions will be provided upon application.

13.a. Waiver of Conditions

The waiver of conditions to repay financial assistance will depend upon the assistance received and the circumstances of the applicant. If an applicant believes they may be eligible for a waiver of the assistance conditions (as set out below) they are advised to contact the Council for advice before they take any action which may constitute a breach of condition. The Council decision on a waiver application is final.

13.b. Home Loan Conditions

Home Loan assistance is provided on the condition it will be repaid. Therefore, waivers will not be considered in any circumstance. For example:

- If the applicant is required to move due to circumstances beyond their control, or
- if the applicant dies, but the property remains occupied, the amount as detailed in the secured charge will be recovered.

The secured charge will also be recovered on ownership transfer of the property regardless of the relationship of the new owner to the applicant. In certain circumstances if ownership passes to a family member, if that person is eligible, they may apply for a transfer of loan.

13.c. Grant Conditions

In exceptional circumstances the Council may consider the waiver of the terms and conditions of assistance given. However, it will be the applicant's responsibility to prove their exceptional circumstances to the Council. Applications for waiver must be made in writing. The decision of the Council is final. The relevant Operational Manager, in consultation with Internal Audit, will consider each application and the applicant will be informed of the outcome in writing. This decision will either be:-

- 1) approval of the waiver or,
- 2) refusal of the waiver or,
- 3) an agreement to a reduction in the amount to be repaid and/or
- 4) an agreement to amend the terms and conditions of grant aid

Application for waiver will be assessed according to the Renewal Policy in place at the time of that application for waiver, and not the policy under which the assistance was approved.

The main principle behind the Council's decision to agree an application for waiver will be whether the repayment of that grant assistance will cause significant financial hardship to the grant applicant, or the grant applicant's estate would be in deficit.

Applications for waiver must be made in advance of a breach of grant conditions. If it is not reasonably possible for the applicant to submit an application in advance of a breach of conditions, in very exceptional circumstances the Council may consider the application in retrospect if evidence is provided detailing why the application is in retrospect. The Council's decision is final.

13.d. Recovered Grant Aid

All money recovered as a result of the breach of grant assistance will be returned to the appropriate funding stream within the Service Area. The return of this recovered grant aid will enable the Service Area to assist other applicants.

14. Further Development

This Policy sets out details of the financial assistance currently offered by the City of Cardiff Council and the context within which these packages have been developed. However, the level of funding available to the Council to support repairs to privately-owned properties is reducing.

Alternative packages for owners who cannot afford to maintain or adapt their homes will need to be developed and regularly reviewed. Some of these packages are being developed in conjunction with the Welsh Government, such as the Home Improvement Loan.

15. Complaints

Whilst the Council endeavours to meet the needs of all its customers, there may be circumstances when individuals feel aggrieved. This grievance may be due to the policy or about the standard of service. In all cases where a complaint is received, in accordance with the procedure outlined below, a formal response will be sent to the complainant.

Content of the Policy

To express any concerns regarding the content of this policy please write to the Independent Living Service, PO Box 345, Cardiff, CF11 0BA.

Eligibility

Each type of assistance has its own eligibility criteria. Individuals who fall outside the criteria may still be considered for assistance if they can prove exceptional circumstances. In these cases please write to the Independent Living Service, PO Box 345, Cardiff, CF11 0BA.

Complaints about the standard of service

Customers dissatisfied with the service received, resulting from activity undertaken through this Policy, should use the procedures laid out in Cardiff Council's Corporate Complaints Policy. Copies of the Policy are available on request.

16. Performance Indicators

The Welsh Government and City of Cardiff Council set annual performance targets for the services provided through this Policy. Targets and results are published by the Welsh Government and the Council each year and are available on request from the Council's Housing Service.

17. Implementation Plan

This Policy and the assistance detailed within it are effective from April 2015.

Applications for assistance will be dealt with under the Policy in force at the time of processing the application, not the date when the application was submitted.

Applications that have been completed under previous Policies must adhere to the conditions of grant aid set out in the appropriate policy until the end of the grant condition period. However, if an applicant wishes to apply for waiver of those terms and conditions, the waiver application will have to be made under the Policy in force at the time of approval of the grant or the last Policy adopted. Copies of the previous Policies are available from the Council's Private Sector Housing Service on request.

18. Policy Review

Amendments to this Policy may be required from time to time. This may involve changes to the grant application pack and the mechanisms for processing grants. Minor changes to schemes to ensure their effective operation can be made by the relevant Corporate Director. Full review will be carried out periodically through the appropriate Council process.

Equality Impact Assessment
Corporate Assessment Template



Policy Title: Private Sector Housing Policy
New/Existing/Updating/Amending: Updating 2015/17

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Jane Thomas	Job Title: Assistant Director Housing & Communities
Service Team: Housing & Communities	Service Area: Communities
Assessment Date: 13.2.15	

1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?

The Regulatory Reform (Housing Assistance) (England & Wales) Order 2002. allows local authorities to formulate their own flexible financial assistance policies to target their funding to address specific local needs and priorities. Cardiff Council provides a range of options including;

- Grant aid
- Loans and equity release schemes
- Grant / loan mixes
- Assistance with moving to more suitable accommodation
- Practical advice and assistance about how to get repairs done

These options provide for a better use of budget allocation and the provision of opportunities to attract private finance.

The Private Sector Housing Policy sets out the schemes that Cardiff Council operates to help private owners to improve their property. The Welsh Government have recently made available funding for the purpose of:

- Providing loans to owner occupiers and the private rented sector to improve properties (the “Home Improvement Loans”) and
- Providing loans to bring empty properties back into use (the “Houses into Homes Loans”)

This funding is repayable after 15 years so cannot be used to provide grants but must be repayable.

CARDIFF COUNCIL

Equality Impact Assessment Corporate Assessment Template

Home Improvement Loans - there is a risk in using loans that low income households will be put into debt and their homes be at risk. Therefore the approach taken with home improvement loans is to focus on low income elderly home owners and to recover the funding only when the property is disposed of by putting a lifetime charge on the property. By partnership working between the Independent Living Service and Care and Repair loans will only be offered where no other funding source is available and in conjunction with a range of other measures to help the elderly stay independent in their own homes.

The Houses into Homes loans scheme will continue as at present, the aim of the scheme is to bring empty properties back into use for sale or rent and has operated successfully so far.

The Policy also allows for disabled adaptations to be carried out outside the mandatory framework. These remain as at present.

Also the scheme allows for owner contributions to regeneration schemes to be covered where no other funding sources are available. This funding is recoverable through a charge on the property.

2. Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

Evidence shows that older people often live in poor housing conditions, have very limited resources to maintain their homes, and limited prospects of changing their circumstances. The policy will allow the Council to assist older people on means-tested benefits by making financial assistance available to repair, maintain and adapt properties. The Council will also support Cardiff Care and Repair who provide a 'help pack' of information relating to home repair and maintenance for older and disabled people.

3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative/]** on younger/older people?

	Yes	No	N/A
Up to 18 years	x		
18 - 65 years	x		
Over 65 years	x		

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The Home Improvement Loans will be offered to people over 65 only in line with the Councils objective to support the most vulnerable and the research that shows that the older people have less ability to maintain and improve their homes.

Other parts of the scheme are open to all ages.

What action(s) can you take to address the differential impact?

Help and advice can be offered to working age residents on how to source other funding to improve their homes such as Green Deal. As part of its regeneration schemes the Council will continue to identify alternative funding sources and make appropriate bids, such as recent bids for Arbed funding which have allowed overcladding schemes to go ahead.

3.2 Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment	x		
Physical Impairment	x		
Visual Impairment	x		
Learning Disability		x	
Long-Standing Illness or Health Condition	x		
Mental Health		x	
Substance Misuse		x	
Other			

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The Councils proactive approach to offering a range of ways that disabled adaptations can be funded has assisted a larger number of clients to access the adaptations they need. This will continue under the new policy.

What action(s) can you take to address the differential impact?

None as the differential impact is positive and appropriate.

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

No differential impact

What action(s) can you take to address the differential impact?

N/A

3.4 Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage		x	
Civil Partnership		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

No differential impact

What action(s) can you take to address the differential impact?

N/A

3.5 Pregnancy and Maternity

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy		x	
Maternity		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

No differential impact

What action(s) can you take to address the differential impact?

N/A

3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White		x	
Mixed / Multiple Ethnic Groups		x	
Asian / Asian British		x	
Black / African / Caribbean / Black British		x	
Other Ethnic Groups			

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

No differential Impact

What action(s) can you take to address the differential impact?

N/A

3.7 Religion, Belief or Non-Belief

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist		X	
Christian		X	
Hindu		X	
Humanist		X	
Jewish		X	
Muslim		X	
Sikh		X	
Other		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

No differential impact

What action(s) can you take to address the differential impact?

N/A

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men		X	
Women		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

No differential Impact

What action(s) can you take to address the differential impact?

N/A

3.9 Sexual Orientation

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual		X	
Gay Men		X	
Gay Women/Lesbians		X	
Heterosexual/Straight		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

No differential impact

What action(s) can you take to address the differential impact?

N/A

3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

The Welsh Language scheme will be complied with in all publicity.

What action(s) can you take to address the differential impact?

N/A

CARDIFF COUNCIL

Equality Impact Assessment Corporate Assessment Template

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

No consultation has been undertaken for this amendment to the policy.

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	Information will be made available for homeowners / leaseholders who are not able to access funding through these schemes to improve their properties about other funding available such as Green Deal.
Disability	N/A
Gender Reassignment	N/A
Marriage & Civil Partnership	N/A
Pregnancy & Maternity	N/A
Race	N/A
Religion/Belief	N/A
Sex	N/A
Sexual Orientation	N/A
Welsh Language	N/A
Generic Over-Arching [applicable to all the above groups]	N/A

6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Jane Thomas	Date:
Designation: Assistant Director of Housing	February 2015
Approved By: Sarah McGill	
Designation: Director Communities, Housing and Customer	February 2015

CARDIFF COUNCIL

**Equality Impact Assessment
Corporate Assessment Template**

Service	
Service Area: Communities	

- 7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk

This page is intentionally left blank