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AGENDA

Committee	ECONOMY & CULTURE SCRUTINY COMMITTEE
Date and Time of Meeting	THURSDAY, 15 OCTOBER 2015, 4.30 PM
Venue	COMMITTEE ROOM 4 - COUNTY HALL
Membership	Councillor McKerlich (Chair) Councillors Ali, Govier, Howells, Hyde, Javed, Stubbs, Weaver and Williams

1 **Apologies for Absence**

To receive apologies for absence.

2 **Declarations of Interest**

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

3 **Minutes** (*Pages 1 - 8*)

To approve as a correct record the minutes of 10 September 2015.

4 **3rd Sector Questions - Trial**

If a third sector organisation submits a question on a topic on the agenda, that the Chair of the Committee agrees will be considered at the meeting, a representative of that organisation will ask the question at this point.

5 **Arts Council of Wales - The Potential of the Arts in Cardiff** (*Pages 9 - 14*)

- (i) Sian Tomos (Arts Council of Wales, Director of Enterprise and Regeneration), David Alston, Director of Arts and Lisa Matthews, Portfolio Manager attending and will make a presentation
- (ii) Members' question and answer session.

6 Cardiff Business Council - Review (*Pages 15 - 24*)

- (i) The Leader, Councillor Phil Bale will be in attendance, and may wish to make a statement;
- (ii) Neil Hanratty (Director of Economic Development) will also be in attendance;
- (iii) Members' question and answer session.

7 Correspondence (*Pages 25 - 114*)

Members to consider correspondence for the Committee.

8 Way Forward

9 Date of next meeting

The next meeting of the Committee will meet on 5 November 2015.

Marie Rosenthal

Director Governance & Legal Services

Date: Friday, 9 October 2015

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

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

ECONOMY & CULTURE SCRUTINY COMMITTEE

10 SEPTEMBER 2015

Present: County Councillor McKerlich(Chairperson)
County Councillors Dilwar Ali, Govier, Howells, Hyde, Javed and
Weaver

20 : APOLOGIES FOR ABSENCE

No apologies were received.

21 : DECLARATIONS OF INTEREST

No Declarations of Interest were received.

22 : MINUTES

The minutes of the meeting held on 14 May 2015 were agreed as a correct record and signed by the Chairperson subject to the inclusion of Apologies from Councillor Howells due to conflicting Council meetings.

The minutes of the meeting held on 9 July 2015 were agreed as a correct record and signed by the Chairperson.

23 : QUARTER ONE 2015/2016: MONITORING PERFORMANCE

The Chairperson welcomed The Leader Councillor Phil Bale, Neil Hanratty Director Economic Development and Ken Poole Head of Economic Development to the meeting.

The Chairperson invited the Cabinet Member to make a statement in which he emphasised the approach regarding working towards a service that is self funding via income and partnership working, which was a key corporate priority and good progress was being made.

Members were provided with a presentation on the Economic Development Directorate Quarter 1 Performance Report, which outlined the summary of Main Services; Budget Position; Challenges Identified in Quarter 1 and Risk Position in Quarter 1.

The Chairperson invited questions and comments from Members:

- Members asked if the Multi Purpose Arena was still on schedule. Officers stated that they were still working on it, there would be a report to Cabinet in December; there was still a small funding gap at present so there was further work to do. The project would be mostly commercially funded but some public sector funding was also needed. Officers have spoken to the Welsh Government and Council finances were also being looked at.
- Members enquired how much it would cost. Officers explained they were looking at a large arena of around 13500 to 15000 seats and the cost would

be around £90-100 million depending on the specification. Officers were still testing this but they anticipated that it would be Commercial funding of £65 million which leaves the gap of £30 million, options were being explored.

The Cabinet Member added that the Welsh Government had supported the Convention Centre in Newport, Cardiff were now looking to adapt the use of the Multi Purpose Arena to be more flexible and have the opportunity of different income sources.

- With reference to the costing of the Bus Station Redevelopment, Members asked if officers felt confident they could keep to the timeline. The Director explained that there would be a detailed costing to Council before Christmas; with delivery over 2016/17; intended opening at the end of 2017, so an 18 month build programme.
- Members asked if Officers considered that the Welsh Government would support a Cardiff Arena as well as the Newport Convention Centre. Officers stated that the proposition is very different with Newport's Convention Centre providing an Auditorium and Exhibition Space; Cardiff Multi Purpose Arena would provide facilities for Sport, Entertainment and be flexible for a range of events such as meetings conferences and exhibitions.
- Members asked if the costs of the build included the land costs and were told that it didn't, that would be additional at around £100 million.
- Members asked about the Directorate's additional rental income. Officers advised that they had done better than expected in rental incomes and there was an ongoing rental review; in year performance was better than expected.
- With reference to the City Deal, Members enquired what the next stages were. The Leader advised that all 10 Councils are now signed up to take the deal forward; the City Deal Project Board had been established which The Leader chairs; the position statement had been submitted to the UK Government last week and we are now in Competitive Framework; KPMG are the consultant partners to meet help meet deadlines. With regards to projects, there are no specific projects identified as yet, projects would be sought across the region; the Independent Commission will evaluate the GDA uplift of each project, to get more economic benefit to the region as a whole, there needs to be a balance so that everyone benefits and its fair.
- Members sought clarification on whether projects would be identified by the end of the year. The Leader explained that detailed business cases would need to be ready, KPMG have worked on all big City Deals to date; there have been a handful of very significant proposals; all very different in nature. There was a need to step up the engagement and get key messages out.
- Members asked for further information about the Heritage Trust. Officers advised that the intention was to review or establish a Heritage Trust; maybe in an umbrella format; individual assets would be looked at initially and work on incorporating others not owned by the Council would happen in due course.

- Members asked if members from other local authorities involved in the City Deal were happy with Cardiff taking the lead on the project. The Leader stated that the lead needed to have the resource and the ability to draw on the expertise and resources of other Councils. An Officer group has been established which the Chief Executive of Newport Council chairs and also a Chief Executive group has been established that the Chief Executive of Cardiff chairs with members from all Councils.
- Members asked when they could expect the Property Strategy, Officers advised that the Property Strategy commits the Council to a number of meetings, one is a property plan as part of the annual plan, which is produced in May each year and is currently being worked on. It was noted that this area of work falls under the remit of the Policy Review and Performance Scrutiny Committee.
- Members enquired what could be done to increase membership on the Cardiff Business Council. Officers explained that this was under review and brought to the next Committee meeting.

Members were provided with an update on the Alternative Delivery Model Procurement. The Chairperson welcomed Councillor Peter Bradbury Cabinet Member Community Development, Co-operatives & Social Enterprise, Andrew Gregory Director City Operations and Sarah Stork Active Communities Manager to the meeting.

The Director stated that it was essential to drive commercialisation; this was the first of the ADM's to move forward and sets a model for a more commercial approach that could be replicated on other areas of the Council.

Members were provided with an outline of key dates and an update on the process so far. Members were advised that two companies had withdrawn so only two companies were now going to the evaluation phase. Members were also advised the Lots had changed and Lot 4 was no longer included. There would be a report to Cabinet in September for decision.

Officers advised that they were considering whether the combined Lots of 1, 2 & 3 would remain or the next phase; there would be an invitation to tender by the end of next week, with final submissions by the end of October. It was added that the timescales were tight with no flexibility, any slippage could mean savings not being met.

Members were advised that the enhanced in house model was being prepared and would be used as the default.

The Director stated that he had met with Leisure Centre Managers, it was an opportunity for them to realise the budget in their centres and look at investment from outside if in house doesn't stack up.

The Chairperson invited questions and comments from Members:

- Members asked how the proposals for the in house model were being developed, as there are lots of centres Members wondered how it would be co-ordinated and what support and advice was being offered to them. Officers explained that they had received commercial advice recently, had critically evaluated how the centres are now and opportunities that could be explored. They would look at the private sector and look at how the in house model could be remodelled. The Director added that there had been a series of meetings and they had looked outside of the scope of the individual centres, looking at common elements such as branding. He added that there is a commonality of issues and specific issues in each centre and also different demographics. This work would be brought forward by Malcolm Stammers, Dawn Pinder and Sarah Stork.
- Members asked if consideration had been given to grouping centres together. The Cabinet Member stated that he had asked this from the very start and information had been sought from the WLGA; Mutual' s and Trusts can take three to four years to realise savings. Currently work was being done on final due diligence; improvements were already seen in Channel View.
- With reference to the companies that have withdrawn, Members were concerned that if any more withdrew then there would be issues. Officers advised that they have been open about the Comparator and the in house model and the companies have decided to withdraw for a number of reasons. The Cabinet Member added that the specification that was put out was tight, the in house was the default position, those that withdrew had not been financially viable.
- Members asked how confident Officers were that the options would achieve savings, and how were they working with Corporate Finance to ensure it is robust. Officers stated that they want a position of zero financial impact for the Council; the system worked for other authorities so could work well for Cardiff. The Cabinet Member added that contractors are aware of the public budget document on making early savings.

The Chairperson thanked the Cabinet Member, Officers and witnesses for attending the meeting, giving their presentations/views and for answering Members questions.

AGREED – That the Chairperson writes on the Committee's behalf to the Cabinet Member to convey their comments and observations.

24 : CARDIFF BUSINESS IMPROVEMENT DISTRICT

The Chairperson welcomed Councillor Peter Bradbury Cabinet Member Community Development, Co-operatives & Social Enterprise, Neil Hanratty Director Economic Development, Ken Poole Head of Economic Development, Jon Day Economic Policy Manager and Mo Aswat Director The Mosaic Partnership to the meeting.

The Chairperson invited the Cabinet Member to make a statement in which he thanked Mo Aswat and Officers who have been doing a lot of good work on this; there were now tangible dates to work towards. The Cabinet Member also extended his thanks to Councillor Russell Goodway for his previous work on this.

Members were provided with a presentation on the Cardiff Bid which provided information on the Mosaic Partnership; What is a BID; Current UK position; The Mosaic BID development programme; Project Timetable; BID study area; what are BID's delivering; Locations; Case Studies; Emerging Key Themes; BID Benefits and Campaign Planning.

The Chairperson invited questions and comments from Members:

- Members asked what would happen if businesses didn't sign up for the BID. Members were advised that it was based on a majority vote and would become mandatory if the majority voted in favour. A majority vote needs to be achieved both in terms of number of businesses and in rateable value of businesses.
- Members enquired how the Levy would be spent. Members were advised that it was important to show businesses that they would see a benefit from the levy; explaining statutory services etc. information would be provided on the website and leaflets would be produced.
- With reference to shopping centres like St David's, Members asked if individual tenants would be included. Members were advised that they would; there would be approximately 20% Nationals and 80% small businesses, some of which were on the task group and have been generally positive about the scheme. The Director added that discussions had been going on since 2009, the appetite for BID was improving now as there was more encouragement from business experiencing BID's elsewhere in the Country.
- Members noted that the Business Plan was in the development phase and enquired how rigid and fixed it was if it's a five year plan. Members were advised that it becomes an essential legal mandate, it has to give members a level of confidence, however five years is a long time so there needs to be built into it that if changes are made there are processes to follow. Levy amount and Geographical area are two changes that would require a full ballot however.
- Members made reference to City Centre residents who would not be consulted at all and that potentially infrastructure and events etc. would impact, and asked how they would be able to engage. Members were advised that residents have been talked to as part of the development process and there were resident representatives on the BID's Board. It was added that the Council would also play its part in BID too.
- Members enquired where BID's had been unsuccessful, what was the reason for this. Members were advised that BID was a two faceted approach; Business Planning and Campaign Planning; those that had failed had developed a good business plans but had forgotten about sending the message out in simple terms to everyone; it was crucial to show people return on their investment and there needed to be transparency and control for members.
- Members noted that the look and feel of the City Centre was currently under the Council's control and presumed that this would not be diminished in any

way by BID. The Cabinet Member stated that he didn't envisage massive change, but there would be conversations with the BID group, such as discussions with businesses about improving the bottom end of St Mary Street and having a strong say in what Events would continue.

- Members emphasised that they would want the City Centre to continue to promote events throughout the City.

The Chairperson thanked the Cabinet Member, Officers and witnesses for attending the meeting, giving their presentations/views and for answering Members questions.

AGREED – That the Chairperson writes on the Committee's behalf to the Cabinet Member to convey their comments and observations.

25 : STRATEGIC FRAMEWORK FOR SPORT AND LEISURE FACILITIES - STRAND 1

The Chairperson welcomed Councillor Peter Bradbury Cabinet Member Community Development, Co-operatives & Social Enterprise, Andrew Gregory Director City Operations and Steve Morris Parks and Sport Development Manager to the Committee.

The Chairperson invited the Cabinet Member to make a statement in which he emphasised the importance of maximising the impact of the projects that are going on within the Directorate. The Director added that this issue does not fit directly into the Alternative Delivery model process, it is crucial to separate buildings from activities being delivered in them, there is a need to merge to reduce costs and improve facilities for residents. Members were advised that the report would be presented informally to Cabinet initially and then the formal Cabinet report produced.

Members were advised that work had started in Cardiff's year as European Capital of Sport. The Parks and Sport Development Manager explained that he had been frustrated by recent investment in schools with regards to sports facilities being built where demand is not there, and this had prompted them to look into how they advise on what is needed in schools, looking at the 21st Century Schools Agenda.

Members were advised that the Phase 1 would be looking at Sports Halls, Swimming Pools and Artificial Grass Pitches; Phase 2 would be concerned with Parks Provision and looking at demand from the General Public, Rugby and Football Leagues and Sunday Leagues. Phase 3 would be concerned with Cardiff's Elite Sport Offer; looking at demand from the rest of Wales, this conversation had been stimulated by the potential to bid for the Commonwealth Games in Wales. It was noted that Phase 1 was complete, Phase 2 had been started and Phase 3 would be started around Christmas time with a draft report produced in February March 2016; so this was a good opportunity for scrutiny's first impressions.

The Chairperson invited questions and comments from Members:

- Members asked whether Officers had mapped provision to identify deficiency and over supply. Members noted that the Star leisure centre had operated at 100% and if it closed then there would be a deficiency in the area unless

residents were able to use Willows School. The Cabinet Member stated that there were still considerations going on with regard to the Star centre, Schools have been told that if there was going to be Community Schools Investment then the SOP has to be planned accordingly. Members were advised by Officers that there was a facility planning model, using postcode analysis and that defining data would be reported; with regards to schools a change in policy would be anticipated to incorporate wider community access.

- Members asked whether regional capacity was also mapped, to take into account for example people who work in and use facilities in Cardiff but live outside of Cardiff. Officers advised that they have asked Sports Wales to look into this with regard to Cogan centre in the Vale of Glamorgan and they would ask them to repeat the exercise this time looking at Rhondda Cynon Taff. The Cabinet Member added that the Football Leagues would be key to this as they use facilities wider than Cardiff.
- With regards to opening up schools facilities to the public, the Chairperson noted that this could cause issues with caretakers hours and job descriptions; also there would likely be objections from nearby residents. Members were advised that some progress was being made in some schools but more needed to be done. The Cabinet Member added that it was important to get the message out that children playing sport in a facility are less likely to be involved in anti-social behaviour.
- Members noted that some schools have outside pitches but planning restricts their use after 6pm; Members also noted that some school Governing Bodies are reluctant to open up the school facilities. Officers stated that there was a huge opportunity with 21st Century Schools, it was important to empower the local community to merge facilities, some issues could be addressed easily such as changing the locations of changing rooms so that access does not have to be through the school; having local clubs to be key holders to lock up etc. innovative thinking was now needed.
- Members discussed ways of overcoming possible objections from residents on issues such as noise from hockey balls hitting fences, which could be addressed by having dampers on the fences.
- Members noted that some schools don't have facilities of their own; Officers explained that permission is given to such schools to use local parks for sports days etc. also swimming programmes were provided at leisure centres.

The Chairperson thanked the Cabinet Member, Officers and witnesses for attending the meeting, giving their presentations/views and for answering Members questions.

AGREED – That the Chairperson writes on the Committee's behalf to the Cabinet Member to convey their comments and observations.

26 : WORK PROGRAMME

Councillor Chris Weaver took the Chair at this point in the meeting.

Members were provided with a Work Programme for consideration and approval, as was discussed and prioritised at the 9 July 2015 Committee meeting.

Members discussed the addition of an Inquiry into Business Rates, which they considered should be done before Christmas in order to have the opportunity to influence budget decisions.

Members were advised of an Inquiry into the Community Infrastructure Levy being conducted by Paul Keeping and that volunteers for this Inquiry would be sought via email.

RESOLVED: to approve the Work Programme subject to the inclusion of an Inquiry into Business Rates.

27 : WAY FORWARD AND DATE OF NEXT MEETING

The next meeting is scheduled for Thursday 15th October 2015 at 4.30pm in CR 4 County Hall.

CITY & COUNTY OF CARDIFF

DINAS A SIR CAERDYDD

ECONOMY & CULTURE SCRUTINY COMMITTEE

15 OCTOBER 2015

ARTS COUNCIL OF WALES – THE POTENTIAL OF THE ARTS IN CARDIFF

Purpose of Report

1. This report prepares Members for the contribution that will be made to their meeting by the Arts Council of Wales, who have been invited to discuss the potential of the Arts in Cardiff to promote city regeneration and the well being of citizens.

Background

2. The Economy and Culture Scrutiny Committee's Terms of Reference gives the Committee responsibility to review Arts & Culture and Events & Tourism in Cardiff, and to *"scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of economic regeneration"*.
3. As part of the process to develop its 2015/16 work programme, the Economy and Culture Scrutiny Committee sought ideas for consideration from external stakeholders, alongside suggestions from Elected Members, directors, key strategic and performance plans and items carried forward or suggested during 2014/15. As a key stakeholder within Committee's terms of reference, the Arts Council of Wales was invited to suggest topics or ideas that it felt merited the Committee's attention.
4. The topic for consideration suggested by the Arts Council of Wales was *"The potential of the Arts in Cardiff to promote city regeneration and the well being of citizens"*.

Arts Council of Wales

5. The Arts Council of Wales is an independent charity, and is the nation's funding and development agency for the arts. Its vision is of a creative Wales where the arts are central to the life of Wales. The Arts Council's strategy; *"Inspire... Our strategy for Creativity and the Arts in Wales"*¹ is central to the Arts Council of Wales work, and can be summarised in three words – Make, Reach, Sustain - Making art, ensuring it connects, and ensuring a durable legacy are all part of the vision.
6. The following extract is taken from the Arts Council of Wales Strategic Equality Plan 2015/16 and summarises the vision outlined above.

"When we talk about Make, we mean artistic creation. We want to foster an environment for our artists and arts organisations in which they can create their best work. Because if we Make well, we inspire."

"If we inspire, more people in Wales will enjoy and take part in the best that our nation has to offer. This is at the heart of our ability to Reach, and crucially to reach further than before, and to engage individuals and communities who have felt excluded from our work."

And if in doing this, something of worth is created in what is made or who is embraced, then we should ask how we protect and Sustain these things in ways that work economically and that can endure.

We achieve our goals by:

- *distributing Government grant-in-aid and Lottery funds*
- *providing advice about the arts*

¹ <http://issuu.com/artscouncilofwales/docs/inspire/1?e=1765604/10427962>

- *sharing information*
- *raising the profile of the arts in Wales*
- *generating more money for the arts economy*
- *influencing planners and decision-makers*
- *developing international opportunities in the arts*
- *promoting small scale performances in local communities*

Issues

7. In light of the work programme suggestion received from the Arts Council of Wales, the Chair of the Committee has invited representatives of the organisation to build upon the suggestion, outlining the opportunities that exist for Cardiff, identifying good practice and potential areas of weakness.

8. It is hoped that the information received and subsequent discussions during the meeting will help inform Members as they look to scrutinise arts-related items at future meetings throughout the year. Examples include the consideration of the Arts Venues Operational Management Procurement exercise and the scrutiny of the Cabinet's draft budget proposals for 2016/17.

Way Forward

9. Sian Tomos, the Arts Council of Wales' Director of Enterprise and Regeneration, will be joined by colleagues at the Committee meeting and will facilitate discussion around the potential of the arts in Cardiff.

10. The City of Cardiff Council is currently piloting arrangements for third sector organisations to be able to ask questions at scrutiny committee meetings. If a third sector organisation request to ask a question at the meeting and the Chair of the Committee is content for the question to come forward, a representative of that organisation will attend Committee to pose the question.

Legal Implications

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

Financial Implications

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

Recommendations

13. The Committee is recommended to consider the information received at the meeting, and submit any recommendations, observations or comments to the Cabinet Member. Members may also wish to consider additional areas of work for the Committee to focus on as part of the 2015/16 work programme.

Marie Rosenthal

Director of Governance and Legal Services

9 October 2015

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CITY & COUNTY OF CARDIFF

DINAS A SIR CAERDYDD

ECONOMY & CULTURE SCRUTINY COMMITTEE

15 OCTOBER 2015

REVIEW OF CARDIFF BUSINESS COUNCIL

Purpose of report

1. This report gives Members the opportunity to consider the review undertaken of Cardiff Business Council (CBC), to inform scrutiny of this review and the future proposed arrangements for this organisation, at their meeting on 15 October 2015.

Background

2. At their meeting on 22 July 2013, the Council's Cabinet approved the establishment of Cardiff Business Council as a wholly owned arms length company of the Council.
3. The Cardiff Business Council describes itself as *"the new business-led organisation set up to grow Cardiff's private sector by marketing and promoting the Cardiff Capital Region as a world-class destination for business investment and tourism. Cardiff Business Council is also acting as the primary link between the City of Cardiff Council and the local business community, be they inward investors or indigenous businesses."*¹
4. The report to Cabinet of 22 July 2013, sets out the role of Cardiff Business Council as follows:
 - Represent the views and interests of all businesses in Cardiff.

¹ <http://www.cardiffbusinesscouncil.com/>

- Act as the principal interface between the local business community and Cardiff Council.
- Advise the Council on strategy to improve economic development outcomes.
- Support and contribute towards the marketing and promotion of the city.
- Promote corporate social responsibility in support of the city's priorities.
- Promote growth in the local economy by encouraging business-to-business activity through the provision of a range of chargeable and non-chargeable services such as business-to-business networking meetings and events for local members.

5. The Draft Cardiff Council Economic Development Directorate Delivery Plan 2015-17² was considered by this Committee at its meeting on 4 June 2015. This Plan includes amongst its achievements for 2014-15:

“CBC delivered an exhibition to promote Cardiff and the Capital Region at a commercial property expo at MIPIM 50% of the costs provided by private sector partners. In addition to significant national media coverage the team achieved follow up meetings with 135 businesses and secure funding of £1 billion.”

6. Within the Economic Development Directorate Delivery Plan 2015-17, Cardiff Business Council is identified as a means to achieve a number of Directorate aspirations. It identifies:

- *Cardiff Business Council to work in collaboration with City of Cardiff Council, Welsh Government and City Region authorities on the City Deal.*
- *Closer collaboration between CBC, Education Services, and the Further Education and Higher Education providers on the skills agenda and placing business people on Governing Bodies for Schools.*

7. The Draft Economic Development Directorate Delivery Plan 2015-17 identifies the following key performance indicators in relation to Cardiff Business Council:

² Economic Development Directorate Delivery Plan - <http://cardiff.moderngov.co.uk/documents/s4012/Appendix%20C%20-%20Economic%20Development%20Directorate%20Business%20Plan%202015-17%20Draftv0%2010.pdf>

Ref	Performance Indicator	Supports the following strategies	2013-14 Result	2014-15 Result	2015-16 Target	2016-17 Target
Cardiff Business Council						
NEW/ED009	Grow membership of the Cardiff Business Council to 1,000 members (<i>by 2016</i>)	Improvement Plan 2013	Target: 1,000 Result: 0	Target: 1,000 Result: 120	n/a	n/a
ED008	The advertising value equivalent (AVE) of marketing articles.(now includes online articles)	Economic Development CBC	Target: £2.5m Result: £3.1 million	Target: £2.5 million Result: £3,679,003	£2.5 million	£2.5 million
NEW/ED010	Attract £250,000 of private sector funding towards the delivery of a new approach to marketing Cardiff (by 2016)	Improvement Plan 2013	Target: £250,000 Result: £75,000	Target: £250,000 Result: £252,422.00	n/a	n/a

Issues

8. A report was taken to Cabinet on 2 April 2015 to provide an update on work undertaken to attract a City Deal for Cardiff and to seek authority to progress towards the preparation of a formal City Deal proposal. This report also sought authority to undertake a review of the Cardiff Business Council to ensure the approach is best aligned to deliver its city promotion remit in addition to supporting the delivery of a City Deal.

9. Following consideration of this report, Cabinet resolved that:

Authority be delegated to the Chief Executive to:

- a. identify a budget and to appoint Specialist Advisors to support delivery of a detailed City Deal proposal for Cardiff*
- b. commission a review of the Cardiff Business Council model to put in place appropriate arrangements to support a successful City Deal proposal.*

10. The full Cabinet report can be found via the following link:

<http://cardiff.moderngov.co.uk/documents/s3347/Item%205%20Cabinet%202%20April%202015%20City%20Deal.pdf>

The April Cabinet report details the following information in relation to a review of Cardiff Business Council:

“Local businesses have played an important role in the development of City Deal proposals across England and in Glasgow. The same will be required for Cardiff. At present the Cardiff Business Council provides the principal interface between the Council and the local business community.”
(paragraph 31)

“The development of a detailed City Deal proposal for Cardiff will require a strong partnership between Welsh Government, the participating authorities and a broader range of local businesses. The Council therefore intends to engage with key stakeholders and bring forward a review of the current Cardiff Business Council model to ensure it is fit for purpose to support this wider remit”. (paragraph 33)

“The Council also intends to consider the formal appointment of the Advisory Board, which is currently operating on an interim basis, as part of this review. Implementing these changes early in the City Deal process is anticipated to help avoid disruption in the lead up to March 2016, which could be a crucial point in the City Deal negotiation process; it will enable those involved in the development of the proposal to also have a role in the delivery phase - which should energise their engagement; and it will enable a broader range of representation to deal with the dual role of continuing the marketing and promotion momentum alongside the new work that will be required to deliver a City Deal.” (paragraph 34)

11. The April Cabinet report outlines the scope of the review, stating;

“Given the nature and complexity of the City Deal process, and the need to maintain the city promotion momentum established by the company, the review will at least need to cover the following issues:

- *Ownership arrangements*
- *Legal structure and operational framework*
- *Leadership and Board Member representation*
- *Membership*
- *Geographically coverage*
- *Welsh Government / surrounding local authority involvement*
- *Partnership arrangements*
- *Funding arrangements”.*

Draft Cabinet Report

12. A report is due to be taken to Cabinet on 12 November 2015, outlining the findings of the review of the current Cardiff Business Council model, and recommending a way forward to support the City Deal proposals. The views of this Committee will be submitted to the Cabinet Member to inform and influence the contents this report.

Previous Scrutiny

13. At the Economy and Culture Scrutiny Committee of 2 October 2014, Members received an update on Cardiff Business Council, its achievements and the progress that was made in Year 1 of the Business Council’s period of operation. Following this item, Members wrote to the Leader with the following comments:

- Members were impressed with the energy and determination demonstrated by Council officers and private sector partners in driving the Business Council forwards.
- Members note that good progress has been made towards achieving the key priorities for Year 1 set out in the Cardiff Business Council Prospectus.
- Members looked forward to the membership of the Board being refreshed via an election process, and hoped to see candidates come forward that are more representative of small to medium enterprises in the city and that reflect the demographic of business owners in Cardiff.
- Members were pleased to note the manner in which the Cardiff Business Council demonstrates the ability of the Council to work within a genuine public and private sector partnership. Given this partnership arrangement, Members stressed that the Council must be mindful in sharing risks and must be open to pushing ahead with projects at the pace of change expected within the private sector.

14. At their 5 March 2015 meeting, Members of the Economy and Culture Scrutiny Committee considered Quarter 3 Performance for Economic Development. Discussions took place around Cardiff Business Council, and the following was included in the Chair's letter to the Leader following the meeting:

“During the meeting, the Committee questioned the future funding and staffing arrangements for Cardiff Business Council. We were informed the revenue budget for Cardiff Business Council will be reduced as agreed in the 2015/16 budget, and that if the Business Council requires dedicated support, it is something they will need to fund themselves. This position differs to what Members have been informed by individuals from the Business Council and we would like to request a clear position from you on the current and future support to be provided to Cardiff Business Council by the City of Cardiff Council. We will also be writing to Nigel Roberts to clarify his understanding and expectations of the support he is anticipating from the Council going forwards.”

15. The response from the Leader informed Members that that the budget of Cardiff Business Council was reduced 160,000 in the 2015/16 budget and that details of the review were contained within the April Cabinet Report (link provided in paragraph 10). No response was received from the letter written to the Chair of Cardiff Business Council, Nigel Roberts.

16. At the 15 May 2015 meeting of the Economy and Culture Scrutiny Committee, Members considered Quarter 4 Performance for Economic Development. Discussions again took place around Cardiff Business Council and the following was included in the Chair's letter to the Leader following the meeting:

Cardiff Business Council has been an area of focus for the Committee this year, and although a rationale was given at the meeting in response to our questions, we note that a comprehensive review is being undertaken after only a year and a half of the organisation's establishment, a relatively short time to reassess performance and remit. We recognise the need for a body in place that can work on a wider geographic remit than the City of Cardiff, given the City Deal and City Region aspirations, but are uncertain whether this review is the most appropriate means to facilitate this. With this in mind we would like to request information on the full parameters of the review and the methods being used, as we want to gain assurance that Cardiff Business Council is being given a fair chance going forwards, allowing it to build upon its recent successes."

17. The response from the Leader gave assurances that as soon as the review was complete, the results would be brought to the Committee.

18. At its 4 June 2015 meeting, the Economy and Culture Scrutiny Committee considered the Economic Development Directorate Delivery Plan 2015-2017. During the meeting, Members tested the rationale for the review of Cardiff Business Council and included the following within the Chair's letter to the Leader;

“We were informed that the Council funding for this organisation expires in March 2016, and as such it is a good time for a review take place. Additionally we heard that as arrangements for a City Deal progress, Cardiff Business Council was to be tested to see if it was the best organisation, or best structure to demonstrate to the UK Government that businesses will be enabled to play a leading role in the area. We agree Cardiff Business Council needs to be financially sustainable and able to deliver for businesses as regional plans develop. Members request the results and way forward are presented to the Committee upon completion of the review.”

19. The response from the Leader again gave assurances that as soon as the review was complete, the results would be brought to the Committee.

Way Forward

20. The Council Leader, Councillor Phil Bale has been invited to the meeting, and may wish to give a statement. Neil Hanratty (Director – Economic Development) will also be in attendance.

21. Nigel Roberts, Chairman of Cardiff Business Council, has also been invited to give his views on the review and the proposals going forwards.

Legal Implications

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

for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

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

Recommendations

24. The Committee is recommended to give consideration to the information attached to this report and information received during the meeting, and to submit any recommendations, observations or comments to the Cabinet Member, prior to a final report being taken to Cabinet on 12 November 2015.

Marie Rosenthal

Director of Governance and Legal Services

9 October 2015

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

ECONOMY & CULTURE SCRUTINY COMMITTEE

15 OCTOBER 2015

CORRESPONDENCE – INFORMATION REPORT

Background

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

Issues

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

Committee Meeting Correspondence

5 February 2015

3. A reply has been received to the letter written to the Leader following the scrutiny of the 2015/16 budget proposals in February 2015. The reply was received on 17 April 2015 (**Appendix B**)

2 April 2015

4. The following replies have also been received in response to the letters written following the April Committee meeting:

- The Leader – in relation to the Cardiff Tourism Strategy and Action Plan: 2015 - 2020. The reply was received on 29 June 2015 (**Appendix C**)
- Cllr Bradbury – in relation to Cardiff Contemporary Festival and Cardiff International Sports Stadium. The reply was received on 10 June 2015 (**Appendix D**).

14 May 2015

5. At this meeting the Committee considered the following items, with letters written to the relevant Cabinet Members and stakeholders:

- European Capital of Sport 2014, Sports Development Joint Venture and Sport Leisure and Culture Q4 Performance – Cllr Bradbury (**Appendix E**)
- Summer Reading Challenge and Communities, Housing and Customer Services Q4 Performance – Cllr Bradbury (**Appendix F1**)
- Cardiff and Vale Community Learning Partnership and Learning for Life Cost Recovery Model – Cllr Merry (**Appendix G**)
- Economic Development Q4 Performance – The Leader, Cllr Bale (**Appendix H1**)

6. The following replies have also been received in response to the letters written following the May Committee meeting:

- Cllr Bradbury – in relation to Communities, Housing and Customer Services Q4 Performance and the Summer Reading Challenge. Reply received 9 July 2015 (**Appendix F2**)
- The Leader – reply received on 30 July 2015 (**Appendix H2**)
- Cllr Bradbury – in relation to the Sports Development Joint Venture and Sport Leisure and Culture Q4 Performance. Reply received 9 October 2015 (**Appendix T**)

4 June 2015

7. At this meeting the Committee considered the following items, with letters

written to the relevant Cabinet Members and stakeholders:

- City Operations Directorate Delivery Plan and Communities, Housing and Customer Services Directorate Delivery Plan - Cllr Bradbury (**Appendix I1**)
- Communities, Housing and Customer Services Directorate Delivery Plan – Cllr Merry (**Appendix J**)
- City Operations Directorate Delivery Plan – Cllr Derbyshire (**Appendix K1**)
- Economic Development Directorate Delivery Plan and Cabinet Response – Cardiff Central Market and Historic Arcades Inquiry – The Leader, Cllr Bale (**Appendix L1**)

The following replies have been received to the letters listed above:

- Cllr Derbyshire – reply received 9 July 2015 (**Appendix K2**)
- Cllr Bale – reply received 5 August 2015 (**Appendix L2**)
- Cllr Bradbury – reply received 9 October 2015 (**Appendix I2**)

9 July 2015

At this meeting the Committee considered the following items, with letters written to the relevant Cabinet Members and stakeholders:

- Roath Library – Cllr Bradbury (**Appendix M1**)
- Allotment Strategy Interim Review – Cllr Derbyshire (**Appendix N**)
- Allotment Strategy Interim Review – Cllr Holden (**Appendix O**)

The following reply has been received to the letters listed above:

- Cllr Bradbury – reply received 15 July 2015 (**Appendix M2**)

10 September 2015

8. At this meeting the Committee considered the following items, with letters written to the relevant Cabinet Members and stakeholders:

- Economic Development Q1 Performance – The Leader, Cllr Bale
(**Appendix P**)
- Business Improvement District, City Operations Q1 Performance (ADM)
and Strategic Sports Framework Strand 1 – Cllr Bradbury (**Appendix Q**)

Responses are awaited for these letters.

Task and Finish Inquiries

9. The nature of recent task and finish activity by this Committee has meant that recommendations and comments have been submitted in a letter to the relevant Cabinet Member, rather than via the production of a formal report. The following correspondence has been exchanged as an output of the Cardiff Central Transport Hub Inquiry:

- Meeting 3 – 22 May 2015 – interim arrangements, communications and high level specifications – Cllr Patel (**Appendix R**)
- Meeting 4 – 23 June 2015 – preferred design and future engagement
(**Appendix S1**)
- Reply – Cllr Patel – received 5 August 2015 (**Appendix S2**)

Legal Implications

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

properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

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

Recommendation

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

MARIE ROSENTHAL

Director of Governance and Legal Services

9 October 2015

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Committee date	Recipient & Committee item	Comments/Information requested	Response date	Response	Further Actions
5 FEB 2015	Leader Draft Corporate Plan 2015-17 and Budget Proposals 2015/16	- pleased to hear the ambition for the Economic Development Directorate to reach a position where it is self financed, and we welcome the range of initiatives and funding mechanisms that are being explored in order to achieve this - Committee is concerned to hear that some of the city's larger businesses have still to sign up as members of Cardiff Business Council. The Committee requests that more information on the approaches being taken to get these businesses on board. - concerned that while plans for an arena and convention centre have been expressed for some time, they still lack detail and appear somewhat vague. - Members expressed concerns that the 'Great Western Cities' plans would seemingly conflict with the Capital City Region plans. Committee look forward to the upcoming announcement from the City Region in respect of this, and look forward to scrutinising this arrangement in the future.	17 APR 2015	- Confident that Cardiff Business Council will cope with budget reductions - Confirmed the number of Members at 119 in March 2015 - Commitment to bring Multi Purpose Arena to the Committee in the future - reiterated that Leader can see no conflict between Great Western Cities and City Deal Partnerships	
2 APR 2015	Leader Tourism & Heritage Strategy	- members note the aspiration to double value of overnight tourism and will monitor - welcome the Cardiff Card and hope to see this link with public transport around Cardiff - committee request the marketing plan for the card - note concerns about changes to tourist information centre - hope to see the use of a '.wales' domain explored	29 JUN 2015	- Intention for the plan to be delivered in partnership so not fully reliant on Council resources - impact of the closure of the tourist information centre will be monitored - the use of .wales or .cym will be considered, however it is expected most visitors will still use .com domain	
2 APR 2015	Cllr Bradbury Cardiff Contemporary Arts Festival Cardiff International Sport Stadium	- see festival as a success but hope in future an economic impact assessment will be undertaken - recommend that the funding sources, business models and governance structures of other UK Contemporary Arts Festivals such as Liverpool Biennial and Glasgow International are explored - note that there are no plans for funding of this festival to be withdrawn from this project	10 JUN 2015	- Comments regarding economic impact assessment and outreach work have been taken on board - confident that best quality track will be used when replacement is needed - offer to update the committee at a future date	
14 MAY 2015	Cllr Bradbury European Capital of Sport 2014 Sports Development Joint Venture Sports Leisure and Culture Q4 Performance	- Members stress the need to continue tracking the impact that the European Capital of Sport and recommend the impact on participation is monitored closely - feel assured that the correct processes were followed in terms of the partnership arrangement with Cardiff Metropolitan University - recognise that Sport Wales regard the approach as good practice and use it as an example for other authorities - glad to be informed that an action plan has now been put in place to help address sickness absence in the directorate - Committee supports the progress and direction being taken with regard to Flat Holm, an asset for Cardiff that we feel has historically been undervalued and not reached its full potential. A future item on this topic is requested - note that achieving savings through Leisure Centres and Arts Venues procurement exercises was always going to be challenging and we will continue to monitor this closely	9 OCT 2015	- Commitment to provide future item on Sports Joint Venture, ideally at the end of the year - sickness absence progress will be reported at a later meeting - flatholm plans progressing	
14 MAY 2015	Cllr Bradbury Summer Reading Challenge Communities Q4 Performance	- Members are keen to stress that the Council needs to capitalise upon this increase in footfall and push ahead in developing income opportunities - request clarification on the measurement used to calculate footfall in libraries across Cardiff and further statistics that support the assurances that our libraries services are seeing increased usage - Members congratulate all involved in delivering the diverse range of events and activities which have resulted in increased numbers of young people spending their summer reading - pleased to see that further challenging targets have been set for the 2015 Summer Reading Challenge, building on the momentum and partnerships generated last year	9 JUL 2015	- a link to Welsh Government guidance for PI's was provided - Eight libraries have infrared beam counters, eight use networked people counters and seven use a manual count sample method. - commitment given to reviewing the 2015 Summer Reading Challenge	
14 MAY 2015	Cllr Merry Cardiff and Vale Community Learning Partnership Learning for Life	- Committee wishes to express its congratulations for the positive monitoring visit report received from Estyn, and for the turnaround in performance for Adult Community Learning provision - Committee is encouraged that there is an awareness of areas where further improvements are required, such as widening the demographic accessing courses and targeting Community First areas - Committee requested a copy of the Post Inspection Action Plan for this service - Committee urge a cautious approach to reviewing Category C concessionary rate be taken, and recognise the aspiration to encourage Category C learners toward grant funded courses through the Learning for Work programme - Committee request that the results of the Learners Voice Survey are presented when this item is considered in the future			
14 MAY 2015	Leader Econ Dev Q4 Performance	- pleased that consultants have been appointed with a view to undertaking a ballot by the end of 2015 - request information on the full parameters of the Cardiff Business Council review and the methods being used, as we want to gain assurance Cardiff Business Council is being given a fair chance going forwards, allowing it to build upon its recent successes Committee - recommends that this dialogue continues with Glasgow and that you consider inviting a representative from Glasgow to provide more detail of Glasgow's City Deal experience when setting out comprehensive plans for the City Deal for Cardiff - request overarching detailed plan for the whole Central Square area.	30 JUL 2015	- suggestion that Consultants can come and present on progress when the Committee considers the item fully - commitment to the results of the Business Council review coming to Committee - commitment to an overarching detailed plan for Central Square to be brought to Committee	Schedule items on BID and Central Square
4 JUN 2015	Cllr Bradbury Communities Directorate Delivery Plan	- Hope that directorate changes will not affect the drive to achieve savings through projects such as the ADM Leisure - Given the comments that there is limited scope for further efficiencies from the enhanced in-house service, the Committee questions what additional money an external provider will be able to secure. - Committee is glad an asset transfer strategy is being developed and requests it is brought to a future meeting - request a breakdown on the sickness in this directorate by age profile and by job categories / service provision - request figures on agency and overtime spend, again split by job categories / service provision - Members request figures for the number of apprenticeships provided, the services they apply to, and their duration? Members also requested information on how many of these apprenticeships translate into more permanent roles within the Council	8 OCT 2015	- assurances given that Enhanced In-house will be robustly evaluated - with regard to Asset Transfer, often the Council wants to move ahead quicker than external organisations can get resources in place - Commitment given to bring Strategic Framework to Committee	Schedule Asset Transfer Strategy item
4 JUN 2015	Cllr Merry Communities Directorate Delivery Plan	- Committee noted their intention to scrutinise the review of concessionary rates for non-priority adult community learning as part of the 15/16 work programme - request a breakdown on the sickness in this directorate by age profile and by job categories / service provision - request figures on agency and overtime spend, again split by job categories / service provision - Members request figures for the number of apprenticeships provided, the services they apply to, and their duration? Members also requested information on how many of these apprenticeships translate into more permanent roles within the Council			
4 JUN 2015	Cllr Derbyshire City Ops Directorate Delivery Plan	- members were pleased that income opportunities have been identified and feel they should be pushed ahead - members welcomed plans to increase biodiversity and use of wildflowers - note the commitment to explore delivery models for grass pitches and will look to scrutinise this in the future	9 JUL 2015	- pleased committee recognises efforts to generate income rather than just make cuts	

Committee date	Recipient & Committee item	Comments/Information requested	Response date	Response	Further Actions
4 JUN 2015	Leader Econ Dev Directorate Delivery Plan Cabinet Response - Market Inquiry Great Western Cities	<ul style="list-style-type: none"> - committee feels there is scope for a multipurpose arena and request a more detailed item in the future - committee requests an update on the Cardiff Business Council Review - members look forward to reviewing City Deal developments - emphasised the importance of transport improvements alongside the city centre developments - members welcome efforts to improve relations with market tenants - members wish to schedule an item to review market changes in more detail - members are conscious the may be conflicts between Great Western Cities and the City Deal partnerships and hope these can be appropriately managed - members request the report and analysis on the potential negative impact from HS2 for both Cardiff and other cities such as Bristol. 	5 AUG 2015	<ul style="list-style-type: none"> - items will be arranged for 15/16 work programme as requested - a link is provided to the research quoted <p>www.bbc.co.uk/news/uk-24589652</p>	Schedule Committee items
9 JUL 2015	Cllr Bradbury Roath Library	<ul style="list-style-type: none"> - Pleased with intention to seek to retain delivery of library services within the building through a Community Asset Transfer solution - Feel it is embarrassing for the Council to have taken many months to put up a sign indicating the library is closed, and even more so given that this sign remains in place, indicating that the closure is temporary in order for repairs to be made. - Recommend additional information to be included within the report to Cabinet. The Cabinet report makes no reference to Section 106 money available in Adamsdown, which by our estimation could amount to a significant proportion of refurbishment costs - recommend that the report is amended to give an accurate picture of the consultation period, and the public opposition to closing Roath Library - request that the Equality Impact Assessment included as an Appendix to the Cabinet report is updated to reflect the fact Roath Library serves areas of the city which are in the bottom quartile of the Index of Multiple Deprivation - request that the Council start exploring the appetite within the business community to take over this building rather than waiting until a Community Asset Transfer is deemed unachievable – which seems the likely result 	15 JUL 2015	<ul style="list-style-type: none"> - Staff at the library were updating customers throughout the period of monitoring temperature, and all those who had reserved books or have regular bookings were informed when the library closed. - Temporary signs were ripped down or defaced, and so a permanent sign was installed, stating “this library is closed temporarily due to building & maintenance issues. We apologise for any inconvenience caused...” This sign remains as this is still an accurate position until any decision is made. - Report has been updated to reflect requested changes with regards to consultation and petitions. - Cabinet approval is not needed to test the market, so it will not be included in Cabinet report – but this is a course of action that will be explored. 	
9 JUL 2015	Cllr Derbyshire Allotment Strategy	<ul style="list-style-type: none"> - Committee is pleased everything is seemingly under control with regard to the future of Allotments in Cardiff. - Committee welcomes the close working relationship that has been developed with the Member Champion for Community Food Growing, and were pleased to hear that many of the historic barriers to working with allotment holders have been broken down as a result - Committee anticipate scrutinising this issue again when a new Allotment Strategy is developed in 2017 		* no reply required	
9 JUL 2015	Cllr Holden Allotment Strategy	<ul style="list-style-type: none"> -Committee offers congratulations on the work undertaken to improve allotments in Cardiff, acting as a facilitator between the Council and allotment tenants, and helping to break down barriers that have historically existed between these parties 		* no reply required	
10 SEPT 2015	Cllr Bradbury City Operations Q1 Performance BID Strategic Sports Framework	<ul style="list-style-type: none"> - Committee are concerned with the fact that only two interested parties have made it to the invitation to submit final tender (ISFT) stage of the exercise, and question whether the Council has asked too much of the market - Committee are conscious that the process followed to develop an enhanced in-house model will be of great interest to bidders involved throughout the procurement process and is likely to subject to considerable external scrutiny - Committee is well aware that the clear driver behind this ADM project is the need to deliver substantial savings, - savings which will need to be found whether an internal or external solution is agreed - welcomes that fact that the work has progressed to a stage where the tangible benefits of a Cardiff Business Improvement District (BID) can clearly be demonstrated - Committee notes reservations with regard to the potential impact on businesses that fall outside the Business Improvement District area, the impact on advertising citywide events and on residents who live in the city Centre. We feel it is very important for the Council to retain enough influence within the city centre to be in a position for feed in the priorities of the city as a whole. - Committee feels it is evident that strategic approach is particularly needed to influence and inform the levels of access provided to sports facilities within schools. Committee expects to see that in the future officers responsible for sports provision in Cardiff are involved in any decisions on school developments that include sports facilities, - Committee is glad that consideration has been given to mapping sporting needs and demands on a regional basis, and hopes to see that Sport Wales will repeat the work that is being undertaken in Cardiff 			
10 SEPT 2015	Leader Economic Development Q1 Performance	<ul style="list-style-type: none"> - Committee looks forward to testing the achievement of public sector contributions to the Multipurpose Arena - Committee is pleased the Heritage Trust is being considered on a cautious case by case basis rather than rushing to establish an overarching trust organisation - Note concern that the target of 1,000 members for Cardiff Business Council is nowhere near being achieved, although we recognise that the current review of the organisation may have restricted any drive to grow membership - Committee is pleased that all ten local authorities making up the Cardiff Capital Region have made the commitment to participate in negotiations with the UK Government - committee is assured that the governance arrangements in place are suitable, with Cardiff taking a leading role in some areas, and drawing on resources and expertise from all the authorities involved - Additional questions asked with regard to Cardiff Business Council 			

ECONOMY & CULTURE SCRUTINY COMMITTEE

15 OCTOBER 2015

CORRESPONDENCE – APPENDICES B – S

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Fy Nghyf / My Ref: CM30022

Eich Cyf / Your Ref:

Dyddiad / Date: 17th April 2015

Councillor Craig Williams
Chairperson
Economy & Cultural Scrutiny Committee
County Hall
Cardiff

Annwyl / Dear Craig,

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 5 FEBRUARY 2015

Thank you for inviting me to attend the Economic and Culture Scrutiny Committee on 5th February to discuss the Draft Corporate Plan and budget proposals for the Economic Development and Partnerships Portfolio. Please accept my apologies for the delay in responding.

In your subsequent letter you have raised concerns regarding funding of the Cardiff Business Council. I remain confident that the Cardiff Business Council will be able to cope with the budget cut in the same way that other areas of the Economic Development Service will need to do so. We will still need to continue to work innovatively, and the Business Council has already shown that it can be creative – demonstrated by the recent opening of the Cardiff Marketing Suite. In regard to your question on the current number of Cardiff Business Council members; as of March 2015 the figure stands at 119.

On the issue you raise regarding the Multi-purpose Arena, I can confirm that we will provide the Committee with the opportunity to scrutinise the proposals in due course. As I am sure you are aware there is a considerable amount of work that is required in taking this type of development forward, and I think it is important that we provide Scrutiny with the opportunity to look at the proposals when the plans are more mature.

Finally, on the issue you raise relating to the Great Western Cities Initiative, I believe there is no conflict whatsoever between developing stronger relationships with adjacent cities in the UK context, alongside the development of a stronger Cardiff Capital City region partnership. The Great Western Cities, as outlined in the

ATEBWCH I / PLEASE REPLY TO:

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Office of the Leader, Room 525, County Hall, Atlantic Wharf, Cardiff CF10 4UW
Tel (029) 2087 2500 Fax (029) 2087 2599



Statement of Intent, focusses on specific collaboration projects where there is scope for complimentary benefits. Also, in the context of a City Deal for Cardiff, raising the profile of the Great Western Cities will help to demonstrate to Central Government that a 'Severn Powerhouse' is an important driver of GVA growth in the UK, comparable to the much talked about 'Northern Powerhouse'.

Thank you for your comments and feedback. As ever, the work of the Economy and Culture Scrutiny Committee is much appreciated.

Yn gywir,
Yours sincerely,

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

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

**SWYDDFA'R ARWEINYDD
OFFICE OF THE LEADER**



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

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

Fy Nghyf / My Ref: CM30810
Eich Cyf / Your Ref: NRS/CW/PB/02.04.15
Dyddiad / Date: 29th June 2015

Councillor Ralph Cook
Chairperson
Economy and Culture Scrutiny Committee
County Hall
Cardiff
CF10 4UW

Annwyl / Dear Ralph,

Re: Economy and Culture Scrutiny Committee - 2 April 2015

Thank you for inviting me and Council officers to the April Meeting of the Economy and Culture Scrutiny Committee, and for your support and positive comments.

Since the meeting we have put into place a number of measures to promote the uptake of the Cardiff Visitor Card, including identifying additional agents to promote and co-sell the cards and looking into developing the card to integrate with transport operators. We have also progressed the Leadership Programme with partners in Belfast and Liverpool, and have already begun steps towards delivering a destination partnership programme.

With regard to the comments relating to the resources required to implement the Tourism Strategy and Action Plan, this will indeed be a challenge, but it is also important to consider that the Strategy and Action Plan is intended to be delivered in partnership, and not be solely reliant on the Council as the means to resource and deliver all aspects of the Strategy and Action Plan.

We will monitor the impact of changes that have taken place with regard to the Tourist Information Centre. This will also need to be taken in the context of general communications of Cardiff's offer, which continue to change significantly as a result of both technology and demographic changes in audience. We will also look into adopting the .wales and .cym domain names, though we expect the majority of visitors will continue to use the standard .com web domain address in the future.

ATEBWCH I / PLEASE REPLY TO:

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Tel (029) 2087 2500 Fax (029) 2087 2599



If there are any other issues you or the committee would like to raise please let me know and I will be only too happy to help.

Yn gywir,
Yours sincerely,

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

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

**CABINET SUPPORT OFFICE
SWYDDFA CYMORTH Y CABINET**



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

My Ref / Fy Ref: CM30811

Date / Dyddiad: 10th June 2015

Cllr Rod McKerlich
Chairperson, Economy & Culture Scrutiny Committee
Cardiff County Council
Atlantic Wharf
Butetown
Cardiff
CF10 4UW

Dear / Annwyl Rod

Economy & Culture Scrutiny Committee- 2 April 2015

Thank you for your letter which followed the Scrutiny Committee meeting held on 2 April 2015, at which the Cardiff Contemporary Festival 2014 and the Cardiff International Sports Stadium were considered.

Cardiff Contemporary Festival

I was delighted that the Committee was pleased with the Cardiff Contemporary Festival, which had been the largest ever held in the city. Although a simple evaluation of economic impact had been produced, we will take on board the Committee's recommendations to carry out a more significant analysis for the 2016 event. The Festival was significantly less expensive than those in other core cities, so we will look into the sources of funding that were found for those Festivals to see whether there are any new avenues for Cardiff to explore. The Committee's point regarding the importance of outreach work around the Festival in order to achieve maximum community involvement will be taken on board in the planning for the 2016 Festival.

Cardiff International Sports Stadium

I understand the concern that the track replacement should be to a high standard. The Cabinet's decision is to provide a maximum of £500K funding, which should be sufficient to provide the very best surface. Certainly within the agreement by lease and service level agreement, it will specify that the track surface should be able to accommodate national and international events. So, as it stands currently, I am confident that when the time comes to replace the track, the best surface will be provided.

PLEASE REPLY TO / ATEBWCH I : Cabinet Support Office / Swyddfa Cymorth Y Cabinet,
Room / Pwll 539 County Hall / Neuadd y Sir,
Atlantic Wharf / Glanfa'r Iwerydd, Cardiff / Caerdydd,
CF10 4UW



Officers have had meetings with Cardiff Athletics Club and Cardiff and Vale College have had discussions with other organisations who are situated at the Stadium to discuss the transfer and address and resolve any concerns. The Athletics Club will be key partners in the arrangements moving forward.

Officers and I would be pleased to update the Committee on the outcome of the transfer in a few months time.

Thanking you and the Committee once again for the comments and detailed scrutiny that you gave to these matters.

Yours sincerely
Yn gwyir

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

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

Fy Nghyf / My Ref: NRS/CW/PBr(2)/15.05.15

Dyddiad / Date: 15 June 2015



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

Dear Councillor Bradbury

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 15 MAY 2015

Thank you for attending the May meeting of the Economy and Culture Scrutiny Committee, where we considered Quarter 4 Performance of the Sport, Leisure and Culture Directorate, the Sports Development Joint Venture with Cardiff Metropolitan University and a review of Cardiff as European Capital of Sport 2014. I will be grateful if you could also pass on the thanks of the Committee to Chris Hespe and Steve Morris for their presentations and for addressing the questions that arose during the meeting. The Committee had a few comments and observations following the meeting, which are set out below. Please note that the Committee has written separately to address the items you attended relevant to the Communities, Housing and Customer Services Directorate.

European Capital of Sport 2014

It is clear to the Committee that Cardiff's year as European Capital of Sport in 2014 was a success, with an array of worldwide events held in the city alongside a focus on local clubs and grassroots sport. We wish to congratulate you, and officers for the arrangement and delivery of all that was undertaken under the banner of European Capital of Sport. Members questioned at the meeting whether this accolade brought the city any lasting tangible benefits, and we were pleased to hear the range of examples given, including helping to secure the World Half Marathon 2016, delivering a LGBT football competition, and seeing an increase in sports participation from women and girls.

Members are keen to stress the need to continue tracking the impact that the European Capital of Sport has had for the city and the various initiatives that were initiated during 2014. In particular, we recommend the impact on participation is

monitored closely. As already mentioned, the Committee is pleased to hear that the gap between boys and girls sports participation has closed as a direct result of the work undertaken in this period, and we hope efforts will be continued to further close this gap.

Sports Development Joint Venture

You will recall that prior to this meeting the partnership arrangement with Cardiff Metropolitan University was subject to criticism, in terms of the process followed in agreeing this joint venture. Members of the Committee are mindful that scrutiny of procurement processes would fall under the remit of the Policy Review and Performance Scrutiny Committee, however we welcome the explanation that was provided by the Director – Sport, Leisure and Culture, and feel assured that the correct processes were followed. With regard to the Joint Venture approach itself, the Committee welcomes the approach being taken and look forward to monitoring it going forwards. We note that Sport Wales regard the approach as good practice and welcome the news that Cardiff is being held up as an example for other local authorities.

Members were pleased to learn that the Sports Development Team has been restructured to deliver services through the existing Neighbourhood Partnership structure. We feel it is good that the range of services being delivered through Neighbourhood Partnership areas is being expanded and demonstrates commitment to a 'One Council' approach. We hope that this approach will facilitate genuine impact in terms of sports development across the city.

In discussing how the success of the Sports Development Joint Venture can be assessed, Members were informed that baseline data for participation will be evaluated, reports will be submitted to the six neighbourhood boards and overarching project board, and an annual plan of objectives is to be produced. We are mindful that the new structure for sports development has only been fully embedded for one quarter, but request that key performance indicators and the annual plan are sent through to us, allowing us to develop a more comprehensive understanding of the service and its performance.

Sport, Leisure and Culture Quarter 4 Performance

The final item considered by Members at the meeting was Quarter 4 Performance for the Sport Leisure and Culture Directorate. Sickness absence levels are an issue this Committee has raised with you following the scrutiny of Quarter 2 and Quarter 3 performance respectively, and we are glad to be informed that an action plan has now been put in place to help address this. We feel assured that, as stated during the meeting, you challenge your Director in this area regularly and we will be paying close attention for signs of improvement as we move into the first quarter of 2015/16.

Members asked for an update on the Flat Holm Island partnership during the meeting and were informed that a four-way agreement was being drawn up with the RSPB, National Trust and Flat Holm Society. The Committee supports the progress and direction being taken with regard to Flat Holm, an asset for Cardiff that we feel has historically been undervalued and not reached its full potential. We look forward to receiving more in depth information on the arrangements going forward and the opportunity to scrutinise the various aspects of the partnership including governance and marketing strategies. Please could you ensure officers liaise with the Principal Scrutiny Officer for this Committee when sufficient progress has been made for the proposal to be brought as an item?

The Committee note that the achievement of savings from the Leisure Centres and Arts Venues procurement exercises within the 2014/15 budget was always going to be challenging. We are mindful that procurement exercises of this scale and value will always be subject to long timescales, and welcome the assurance given that the procurement is progressing as planned and that suitable interest has been shown from the market. We note that the unachieved savings will be carried forward to 2015/16, which will bring with it additional pressures and risks, but it is clear to us that you, and officers are well aware of the need to deliver these savings. This is something the Committee will continue to monitor closely through our Task and Finish group and future scrutiny of performance reports.

To re-cap for ease, the Committee asks that the following points are addressed:

- Sports Development performance indicators and the appropriate annual plan are sent for the Committees consideration;
- Flat Holm Island Partnership is brought to a future meeting of the Committee.

I would be grateful if you would consider the above comments, observations and recommendations, and look forward to receiving your feedback.

Regards,



Councillor Christopher Weaver
Acting Chairperson – May Economy and Culture Scrutiny Committee Meeting

cc Chris Hesper – Director of Sport, Leisure and Culture
Steve Morris – Parks and Sport Development Manager
Chris Jennings – Assistant Director of Cardiff Met Sport
Cabinet Support Office
Members of the Economy and Culture Scrutiny Committee.

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Fy Nghyf / My Ref: NRS/CW/PBr/15.05.15

Dyddiad / Date: 15 June 2015



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

Dear Councillor Bradbury

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 15 MAY 2015

Thank you for attending the May meeting of the Economy and Culture Scrutiny Committee, where we considered the Quarter 4 Performance of the Communities, Housing & Customer Services Directorate and an item on the Summer Reading Challenge. I will be grateful if you could also pass on the thanks of the Committee to Sarah McGill and Isabelle Bignall for their presentations and for addressing the questions that arose during the meeting. The Committee had a few comments and observations following the meeting, which are set out below. Please note that the Committee has written separately to address the items you attended relevant to the Sport, Leisure and Culture Directorate.

Communities, Housing & Customer Services Quarter 4 Performance

The Committee focussed our attention during this part of the meeting on the performance of libraries in Cardiff. We questioned why there has been an increase in footfall within libraries despite a reduction in the number of book issues and a reduction in computer usage and accept the explanation that the provision of publically accessible Wi-Fi in all branches will have contributed to this footfall increase. Members are keen to stress that the Council needs to capitalise upon this increase in footfall and push ahead in developing income opportunities that will support the future of these services in the city.

You will recall at the meeting Members questioned that measurement used to calculate footfall into library facilities, and feel that simply using an entrance counter could lead to misleading figures given the range of services now offered within Hubs. For example, we would be uncomfortable accepting that a resident making housing benefit enquiries within a hub should be included within figures for library footfall. We

are aware this comes close to the debate on the purpose of a library, and what constitutes a library user – a debate we do not wish to open – but would like to urge caution in these figures. The Committee wishes to request clarification on the measurement used to calculate footfall in libraries across Cardiff and further statistics that support the assurances that our libraries services are seeing increased usage.

Summer Reading Challenge

Continuing the theme of Libraries, which has constituted one of the key areas of focus for this Committee in 2014/15, we considered the 2014 Summer Reading Challenge results and plans for 2015. The Committee are thrilled to see that participation for 2014 increased by 18%, seeing Cardiff move from being ranked 17th in Wales to 1st, and 40th in the UK. We wish to congratulate you, and all the officers involved in delivering the diverse range of events and activities which have resulted in increased numbers of young people spending their summer reading. We are aware that this initiative is one that Local Authorities must opt-in to, and are glad the Council is committed to supporting young people and addressing the literacy dip that can occur in the summer break.

We are also pleased to see that further challenging targets have been set for the 2015 Summer Reading Challenge, building on the momentum and partnerships generated last year. The Committee has commented throughout the year that too many services across the Council set seemingly low targets and achieve them with ease, and as such we welcome the approach taken here in setting challenging targets that will truly help drive improvements.

To re-cap for ease, the Committee asks that the following point is addressed:

- Clarification on the measurement used to calculate footfall in libraries across Cardiff and further statistics that support the assurances that our libraries services are seeing increased usage.

I would be grateful if you would consider the above comments, observations and recommendations, and look forward to receiving your feedback.

Regards,



Councillor Christopher Weaver
Acting Chairperson – May Economy and Culture Scrutiny Committee Meeting

cc Sarah McGill – Director, Communities, Housing and Customer Services
Cabinet Support Office
Members of the Economy and Culture Scrutiny Committee
Principal Scrutiny Officer – Children & Young People Scrutiny Committee

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**SWYDDFA CYMORTH Y CABINET
CABINET SUPPORT OFFICE**



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Fy Nghyf / My Ref : CM31213

Dyddiad / Date: 9th July 2015

Cllr Chris Weaver
C/O Member Services
County Hall
Atlantic Wharf
Butetown
Cardiff
CF10 4UW

Annwyl / Dear Chris

Economy & Culture Scrutiny Committee - 15 May 2015

I am writing further to your letter of 15 June 2015. Thank you for the opportunity to present to the committee the quarter four performance information and the outturn of the Summer Reading Challenge. Please find my response below to the recommendations, observations and requests for information contained within your letter.

The performance measure "*The number of visits to Public Libraries during the year, per 1,000 population*" is a National Strategic indicator (NSI) and as such we are led by Welsh Government's guidance as to what is included. Therefore at the beginning of April this specific question was asked to Welsh Government who confirmed that it is appropriate to include all visitors to our Community Hubs.

The guidance to this PI can be found on the following link.

<http://gov.wales/docs/statistics/2015/150226-national-strategic-indicators-2015-16-guidance-en.pdf>

Within the libraries, eight libraries have infrared beam counters, eight have networked people counters and 7 use the manual sample count method as per the guidance.

In previous years, reported to this committee is Cardiff Libraries delivery against the Welsh Public Libraries Standards, it would be welcomed if that can be scheduled within this scrutiny's work programme. We would like to take that opportunity to present further statistics on all the activities that are taking place in libraries.

PLEASE REPLY TO / ATEBWCH I : Cabinet Support Office / Swyddfa Cymorth Y Cabinet,
Room / Ystafell 518, County Hall / Neuadd y Sir,
Atlantic Wharf / Glanfa'r Iwerydd, Cardiff / Caerdydd,
CF10 4UW



Many thanks for your kind comments in relation to the results of the Summer Reading Challenge and these have been fed down to all members of staff. As we prepare for this years Summer Reading Challenge we will be looking to build on last years success and look forward to keeping this committee informed on our progress.

I hope the above gives you and the Committee Members more clarity on the information requested, and I would like to thank you for your comments.

Yn gwyir
Yours sincerely

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

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

cc - Cllr McKerlich

Fy Nghyf / My Ref: NRS/CW/JM/15.05.15

Dyddiad / Date: 15 June 2015

Councillor Sarah Merry
 Cabinet Member for Education and Skills
 City of Cardiff Council
 County Hall
 Atlantic Wharf
 Cardiff
 CF10 4UW.



Dear Councillor Merry

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 15 MAY 2015

I am writing to you following the May meeting of the Economy and Culture Scrutiny Committee, where we considered items on the Estyn Monitoring Visit Report (Cardiff and Vale Adult Community Learning Partnership) and the 'Learning for Life' - Cost Recovery Model. At the time of the meeting, Cllr Julia Magill attended as Cabinet Member – Education and Skills, however given the recent changes to Cabinet I am addressing the points raised to you. I will be grateful if you could pass on the thanks of the Committee to Sarah McGill, Isabelle Bignall and John Agnew for their presentation and for addressing the questions raised during the meeting. The Committee had a few comments and observations following the meeting, which are set out below.

Estyn Monitoring Visit Report – Cardiff and Vale Community Learning Partnership

The Committee wishes to express its congratulations for the positive monitoring visit report received from Estyn, and for the turnaround in performance for Adult Community Learning provision. In April 2014 this Committee was assured by officers that the Cardiff and Vale Community Learning Partnership was working to address the issues raised by Estyn, and we are pleased to see that the hard work has been rewarded, and that strong or very good progress has been made against each Estyn recommendations.

Members were also encouraged that there is an awareness of areas where further improvements are required, such as widening the demographic accessing courses and targeting Community First areas. It is pleasing that improvements have not solely focussed on addressing the Estyn Monitoring visit but have been focussed on improving the whole provision of Adult Community Learning. It was mentioned during the meeting that Members could be provided with the Post Inspection Action Plan for this service – an offer which we would like to take up. Please could this be sent through to the Principal Scrutiny Officer for circulation to the Committee?

The Committee will be writing separately to Mark Roberts and Kay Martin to similarly congratulate them, and to cover some points made at the meeting in relation to the Life in the UK tests carried out by Cardiff and Vale College.

Learning for Life Cost Recovery Model

The Committee is pleased that the introduction of the 'Learning for Life' cost recovery programme for non priority learners has been successful. When scrutinising this issue in April 2014 we had concerns that the restructuring of adult community learning might negatively impact upon disabled people across Cardiff, and as such we are particularly pleased to hear that the Disability Inclusion in Community Education (DICE) cost recovery pilot has proved successful.

During the meeting discussion took place around a further review of the rates charged and the removal of the Category C concessionary rate for individuals not in work and claiming benefits. As a Committee we recognise the financial challenges faced by the service, and the fact that it is rare for a local authority to offer multiple concessionary rates for adult community learning. While we do not oppose the intention to review the Category C concessionary rate, we would urge a cautious approach to be taken, in consultation with individuals who will be affected. Members recognise the aspiration to encourage Category C learners toward grant funded courses through the Learning for Work programme, and look forward to reviewing the success of this at a future meeting.

Members were informed at the meeting that the Learners Voice Survey indicates that learners are happy with the changes and current courses provided. We accept these assurances but would request that the results of this survey are provided to the Committee when we consider this area of work in the future, allowing us to undertake more informed scrutiny of this topic, with the learner's point of view in mind.

To re-cap for ease, the Committee asks that the following points are addressed:

- Principal Scrutiny Officer to be sent the Post Inspection Action Plan for Adult Community Learning in Cardiff, allowing it to be distributed to the Members;
- Members to be provided the Learners Voice Survey results when considering adult community learning in the future.

I would be grateful if you would consider the above comments, observations and recommendations, and look forward to receiving your feedback.

Regards,

A handwritten signature in black ink that reads "C. Weaver". The signature is written in a cursive style with a large initial 'C' and a long, sweeping underline.

Councillor Christopher Weaver

Acting Chairperson – May Economy and Culture Scrutiny Committee Meeting

cc Sarah McGill – Director, Communities, Housing and Customer Services
Cabinet Office
Members of the Economy and Culture Scrutiny Committee.
Mark Roberts and Kay Martin – Cardiff and Vale College

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Fy Nghyf / My Ref: NRS/CW/PB/15.05.15

Dyddiad / Date: 15 June 2015

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



Dear Councillor Bale

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 15 MAY 2015

Economic Development Quarter 4 Performance

Thank you for attending the May meeting of the Economy and Culture Scrutiny Committee, where we considered Quarter 4 Performance of the Economic Development Directorate. I will be grateful if you could also pass on the thanks of the Committee to Neil Hanratty for his presentation and for addressing the questions that arose during the meeting. The Committee had a few comments and observations following the meeting, which are set out below.

You will be aware that the progress on the Business Improvement District has been on the radar of the Committee throughout the year. While we have slight frustration that there has not been more progress this year, we are pleased that consultants have been appointed with a view to undertaking a ballot by the end of 2015. We will continue to monitor progress in this area in future meetings and look forward to receiving a more substantial item on plans for the way forward should the ballot find in favour of establishing a Business Improvement District in Cardiff.

Similarly, Cardiff Business Council has been an area of focus for the Committee this year, and although a rationale was given at the meeting in response to our questions, we note that a comprehensive review is being undertaken after only a year and a half of the organisation's establishment, a relatively short time to reassess performance and remit. We recognise the need for a body in place that can work on a wider geographic remit than the City of Cardiff, given the City Deal and City Region aspirations, but are uncertain whether this review is the most appropriate means to facilitate this. With this in mind we would like to request information on the full parameters of the review and the methods being used, as we want to gain assurance that Cardiff Business Council is being given a fair chance going forwards, allowing it to build upon its recent successes. We look forward to seeing the outcome of this review and will bear it in mind when establishing our work programme for 2015/16.

In relation to the City Deal, discussion took place around whether, following your visit to Glasgow, any lessons had been learnt from Glasgow's experience, given that Glasgow are also operating within a devolved Government setting. The Committee recommends that this dialogue continues and that you consider inviting a representative from Glasgow to provide more detail of Glasgow's City Deal experience when setting out comprehensive plans for the City Deal for Cardiff.

We are pleased that the commitment was made to continue the involvement of the Joint task and finish group in the development of plans for the Transport Interchange in Central Square. During the meeting the Committee also questioned the specifications that have been provided to architects as part of the design competition. We welcome the fact that Members of the task and finish inquiry will have the opportunity to examine these at its next meeting on Friday 22 May and are confident any issues or concerns with these will be raised by the Members involved. Members of the Inquiry also look forward to having the opportunity to scrutinise the high level designs at a future meeting in June, as was committed to during the committee meeting.

Some discussion took place around the provision of cycle facilities at the new Transport Interchange. While this is an area that is more suited to the Environmental Scrutiny Committee's remit and expertise, we wish to record our pleasure that there will be significant cycle stand provision and that the feasibility of a cycle workshop is being seriously explored.

The Committee questioned whether the Council's role in the Central Square redevelopment will be subject to examination from other bodies given its involvement as both a stakeholder and the planning authority, and given the phased approach that is being followed. We are assured that this is being considered and trust, as stated during the meeting, that planning decisions will be conducted in a professional and independent manner. The Committee is conscious that the various elements of the redevelopment seem to be stand alone projects with individual planning applications, though we are aware this may be a requirement of planning laws and regulations. The committee would like to see a clear overall vision / detailed documentation of how everything fits together, and seek reassurance that there is a clear overview of the whole development, to avoid difficulties in terms of project governance, accountability and timelines. We would like you to be able to provide an overarching detailed plan for the whole Central Square area.

A final point the Committee wishes to note is that we are glad our previous comments have been taken on board and that yourself and the Director for Economic Development recognise the need for next year's Performance Indicators to be suitably challenging and push improvement in the Directorate. Some targets in previous years have been met with seemingly relative ease, and the Committee are pleased to see some changes, though note some targets which have been exceeded comfortably in previous years remain below the achieved results.

To re-cap for ease, the Committee asks that the following points are addressed:

- A future item is brought to Scrutiny should the BID ballot provide a positive result;
- The Transport Interchange specifications and detailed designs are brought before the Task and Finish inquiry Members;
- A future item is brought to Scrutiny following the review of Cardiff Business Council; and
- An overarching detailed plan for the Central Square regeneration is brought to the Committee, outlining timescales, governance and accountability.

I would be grateful if you would consider the above comments, observations and recommendations, and look forward to receiving your feedback.

Regards,

A handwritten signature in black ink that reads "C. Weaver". The signature is written in a cursive, flowing style.

Councillor Christopher Weaver
Acting Chairperson – May Economy and Culture Scrutiny Committee Meeting

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

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Fy Nghyf / My Ref: CM31221

Eich Cyf / Your Ref:

Dyddiad / Date: 30th July 2015

Councillor McKerlich
C/O Member Services
County Hall
Atlantic Wharf
Butetown
Cardiff
CF10 4UW

Annwyl / Dear Rod

Economy & Culture Scrutiny

Thank you for your letter dated 15th June sent on behalf of the Economy and Culture Scrutiny Committee.

With regard to the development of a Business Improvement District, work is already underway, and a Task Group has been formed of local businesses to progress the proposal. If it is deemed suitable the appointed consultants would be able to present to scrutiny at a future date to outline the processes and next steps. It is important that we appreciate that this is very much a business led initiative, but clearly there is a role for the local authority in supporting a Business Improvement District. I will inform Cllr Peter Bradbury, the Cabinet Member responsible for the development of the Business Improvement District, of the issues that you have raised.

Similarly, as soon as the review of the Cardiff Business Council has been finalised and completed we can bring this item to a future Economy and Culture Scrutiny Committee Meeting.

With regard to the design and specification of the Transport Interchange, you are aware that a presentation was given at a recent Scrutiny Committee meeting. The intention now is to develop the concept designs into detailed designs ready for planning. We are aiming to take a report on the detailed design/costs to Cabinet in October and we would welcome the opportunity to undertake a pre-decision Scrutiny meeting.

ATEBWCH I / PLEASE REPLY TO:

Swyddfa'r Arweinydd, Ystafell 525, Neuadd y Sir, Glanfa'r Iwerydd, Caerdydd CF10 4UW
Ffôn (029) 2087 2500 Ffacs (029) 2087 2599

Office of the Leader, Room 525, County Hall, Atlantic Wharf, Cardiff CF10 4UW
Tel (029) 2087 2500 Fax (029) 2087 2599



In terms of the Central Square redevelopment, there is now a clear vision to transform the area in front of Central Station into a gateway that befits a major UK core city and the capital city of Wales, becoming the focal point for a much improved regional transport system. In addition, an overarching detailed plan for the project outlining timescales, governance and accountability can be presented to Scrutiny Committee in due course in line with the committee's work programme for 2015/16.

Yn gywir,
Yours sincerely,



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

**CC: Cllr Peter Bradbury, Cabinet Member: Community Development,
Co-operatives & Social Enterprise
Cllr Ramesh Patel , Cabinet Member: Transport, Planning &
Sustainability**

Fy Nghyf / My Ref: NRS/RM/PBr/04.06.15

Dyddiad / Date: 30 June 2015



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

Dear Councillor Bradbury

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 4 JUNE 2015

Thank you for attending the June meeting of the Economy and Culture Scrutiny Committee, where we considered the elements of the Directorate Delivery plans for the City Operations and Communities, Housing & Customer Services directorates that are relevant to this Committee's terms of reference. I will be grateful if you could also pass on the thanks of the Committee to Sarah McGill, Isabelle Bignall and Chris Hespe for their presentations and for addressing the questions that arose during the meeting. The Committee had a few comments and observations following the meeting, which are set out below.

City Operations Directorate Delivery Plan

Members are mindful that the recent senior management restructure has resulted in the creation of the City Operations Directorate, with some elements of the former Sport, Leisure and Culture Directorate (namely Leisure Services, Parks and Green Spaces and Cardiff Harbour Authority) being moved to this new directorate. It has been clear to us that you have had a good working relationship with the Director of Sport, Leisure and Culture, and have been able to challenge him and work together to drive forward projects such as the Alternative Delivery Models for Leisure and Culture Facilities. We hope that a similar relationship will be established with the new Director for City Operations.

Throughout the year Members have closely monitored the progress in procuring an operator for Leisure Centres and Arts Venues in the city, and have been involved via a task and finish inquiry. We are pleased that these procurement exercises are moving forward as planned but note the Director's comments made during the meeting that the procurement timetable leaves little flexibility, making it challenging to secure the levels of savings indicated within the financial year. Members also note

the comments made that throughout the year the in-house provision has been driven to make efficiency savings and generate increased income, but that there is not much scope for further efficiencies or income to be found. This leaves the Committee questioning what additional money an external provider will be able to secure, and whether the levels of savings applied to this project in the budget are in fact attainable and realistic. We would welcome your comments on this matter.

The Community Asset Transfer of Maes-y-Coed and Plasnewydd Community Centres have been on the radar of this Committee for some time, and you will be well aware that we have written on many occasions to urge you to accelerate the process. With this in mind we are pleased to hear that the need to speed things up has been acknowledged, and that the Council is now looking at long term leases rather than traditional asset transfers as a means of quickening the transfer to community groups. We note that a strategy is being developed with respect to community transfer of Council facilities and request that officers liaise with the Principal Scrutiny Officer in order for this to be brought for our consideration later in the year.

A final note from this Delivery Plan is that the Committee notes the assurances given that a Strategic Framework for Sport and Leisure Facilities should be in place by September 2015 and we will keep this in mind as we look to set the Committee's work programme for the 2015/16 calendar of meetings.

Communities, Housing and Customer Services Directorate Delivery Plan

Our comments on the Communities, Housing and Customer Services Delivery Plan relate to the directorate as a whole, and as such we will be writing to Cllr Merry to raise the same points.

During the meeting Members explored the sickness absence figures for the Directorate. We are aware that the areas of the directorate with high sickness are not those that fall under the Committee's terms of reference, nevertheless we would like to request a breakdown on the sickness in this directorate by age profile and by job categories / service provision for Members to review and make comments to the relevant scrutiny committee should it be deemed necessary.

In relation to these levels of sickness, we are mindful that this will have had a knock on effect on the levels of overtime and agency spend for the directorate. Please could you also provide us with figures on this area of spend, again split by job categories / service provision.

Members were pleased to hear that plans are in place to address an ageing workforce in many of the services within this directorate and in particular that apprenticeships are offered in a number of services, and with a range of durations. Please could you provide us with the relevant figures for apprenticeships provided, the services they apply to, and their duration? Members would also be interested in

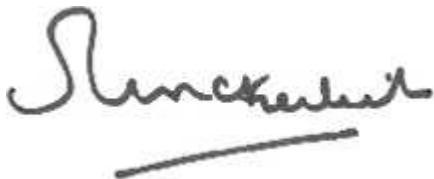
information on how many of these apprenticeships translate into more permanent roles within the Council, if this analysis is available.

To re-cap for ease, the Committee asks that the following points are addressed:

- We would welcome your comments on the savings to be delivered from the Leisure Management procurement exercise and their achievability.
- Request an item be arranged with the Principal Scrutiny Officer to consider the strategy for asset transfers and long term lease arrangements.
- Request an item be arranged with the Principal Scrutiny Officer to consider the Strategic Framework for Sport and Leisure Facilities.
- Request a breakdown on the sickness in this directorate by age profile and by job categories / service provision.
- Request figures for agency and overtime spend split by job categories / service provision.
- Request information on apprenticeships in the directorate, including total number, the services they are within, their duration, and how many translate into permanent employment.

I would be grateful if you would consider the above comments, observations and recommendations, and look forward to receiving your feedback.

Regards,



Councillor Roderick McKerlich
Chairperson, Economy and Culture Scrutiny Committee

cc Sarah McGill – Director, Communities, Housing and Customer Services
Andrew Gregory – Director, City Operations
Chris Hespe – Director, Sport Leisure and Culture
Neil Hanratty – Director, Economic Development
Claire Deguara, Cabinet Support Office
Members of the Economy and Culture Scrutiny Committee

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CABINET SUPPORT OFFICE**



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Fy Nghyf / My Ref : CM31364

Dyddiad / Date: 8th October 2015

Councillor R Mckerlich
Cardiff County Council
Atlantic Wharf
Butetown
Cardiff
CF10 4UW

Annwyl / Dear Rod

Economy & Culture Scrutiny Committee - 4 June 2015

Thank you for your letter of June 16th regarding various matter discussed/raised at the Economy & Culture Scrutiny Committee meeting on June 4th, please accept my apologies for the delay and my reply follows:-

City Operations Directorate Delivery Plan

As the Committee noted I have enjoyed working with the current Director of Leisure and wish him every success in his future endeavours. The Director gave a very honest update to the Committee with regard to the very stringent timelines for both the Leisure Centres and Arts Venues procurement process. The "Enhanced In House" model which remains the comparator for the procurement process is well developed and all bidders (and the "Enhanced In House" model) will be financially evaluated after the ISDS (Invitation to submit detailed solution) stage. An issue that bidders have had to assess is the element of risk that they need to "take over" from the Council and how that is going to be resourced whether by insurance, from income generated or their own resources. Until this process is completed, it will not be clear as to whether the Council's objectives can be met.

The Committee's comments with regard to the Community Asset transfer process are noted and once a strategy and process is developed then there is no issue with bringing it back for Scrutiny. My only comment is that usually the Council wants to proceed more quickly than the external organisation has the resources to support as in many cases they are groups/organisations formed specifically for the purpose of the CAT.

The Strategic Framework will be brought to the Committee whether in a completed form or for an update as the initial work on there strands has been completed. One of the next phases of the ongoing work is to factor in the effect of the Local Development Plan onto the provision of facilities.

PLEASE REPLY TO / ATEBWCH I : Cabinet Support Office / Swyddfa Cymorth Y Cabinet,
Room 1.1, Staffell 516, County Hall / Neuadd y Sir,
Atlantic Wharf / Glanfa'r Iwerydd, Cardiff / Caerdydd
CF10 4UW



I hope the above is of assistance.

Yn gwyir
Yours sincerely

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

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

Fy Nghyf / My Ref: NRS/RM/SM/04.06.15

Dyddiad / Date: 29 June 2015

Councillor Sarah Merry
 Cabinet Member for Education and Skills
 City of Cardiff Council
 County Hall
 Cardiff
 CF10 4UW



Dear Councillor Merry

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 4 June 2015

Thank you for attending the June meeting of the Economy and Culture Scrutiny Committee, where we considered the elements of the Communities, Housing & Customer Services Directorate Delivery Plan that are relevant to this Committee's terms of reference. I will be grateful if you could also pass on the thanks of the Committee to Sarah McGill and Isabelle Bignall for their presentation and for addressing the questions that arose during the meeting. The Committee had a few comments and observations following the meeting, which are set out below.

I am conscious that there are proposed changes to Cabinet Member portfolios, and as such will ensure a copy of this letter is sent to Cllr De'Ath who is due to take on responsibility for this area of work.

Communities, Housing and Customer Services Directorate Delivery Plan

As outlined in the 'Key Achievements from 2014/15' section of the Delivery Plan, Members wish to take the opportunity to praise the approach and direction being taken for Into Work Services in Cardiff, following a redesign of Local Training and Enterprise. We note the successes that have been achieved in relation to hosting job fairs, guaranteed interview events and volunteer recruitment, and are pleased that the Council is playing a crucial role in supporting individuals to find paid employment. We hope that these successes will be built upon for the 2015/16 municipal year.

In the letter following the May Committee meeting, Members of this Committee noted their intention to scrutinise the review of concessionary rates for non-priority adult community learning, and this is a point we wish to reemphasise as we look to set our work programme for 2015/16. Please could you liaise with the Principal Scrutiny Officer for the Committee in order to schedule this item?

Our remaining comments relate to the Communities, Housing and Customer Services Directorate as a whole, and as such we will be writing to Cllr Bradbury to raise the same points.

During the meeting Members explored the sickness absence figures for the Directorate. We aware that the areas of the directorate with high sickness are not those that fall under the Committees terms of reference, nevertheless we would like to request a breakdown on the sickness in this directorate by age profile and by job categories / service provision for Members to review and make comments to the relevant scrutiny Committee should it be deemed necessary.

In relation to these levels of sickness, we are mindful that this will have had a knock on effect on the levels of overtime and agency spend for the directorate. Please could you also provide us with figures on this area of spend, again split by job categories / service provision?

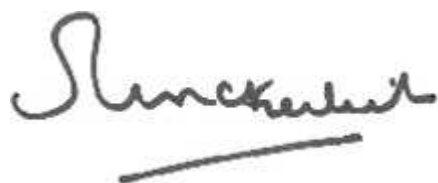
Members were pleased to hear that plans are in place to address an ageing workforce in many of the services within this directorate and in particular that apprenticeships are offered in a number of services, and with a range of durations. Please could you provide us with the relevant figures for apprenticeships provided, the services they apply to, and their duration? Members would also be interested in information on how many of these apprenticeships translate into more permanent roles within the Council, if this analysis is available.

To re-cap for ease, the Committee asks that the following points are addressed:

- Review of concessionary rates for non-priority adult community learning to be scheduled into 2015/16 work programme.
- Request a breakdown on the sickness in this directorate by age profile and by job categories / service provision.
- Request figures for agency and overtime spend split by job categories / service provision.
- Request information on apprenticeships in the directorate, including total number, the services they are within, their duration, and how many translate into permanent employment.

I would be grateful if you would consider the above comments, observations and recommendations, and look forward to receiving your feedback.

Regards,



Councillor Roderick McKerlich
Chairperson, Economy and Culture Scrutiny Committee

cc Cllr De'Ath – Cabinet Member, Skills, Safety & Engagement
Sarah McGill – Director, Communities, Housing and Customer Services
Cheryl Cornelius and Jo Watkins, Cabinet Office
Members of the Economy and Culture Scrutiny Committee

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Fy Nghyf / My Ref: NRS/RM/BD/04.06.15

Dyddiad / Date: 29 June 2015

Councillor Bob Derbyshire
Cabinet Member for the Environment
City of Cardiff Council
County Hall
Cardiff
CF10 4UW



Dear Councillor Derbyshire

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 4 JUNE 2015

Thank you for providing your apologies for the June meeting of the Economy and Culture Scrutiny Committee, where we considered the City Operations Directorate Delivery Plan. Councillor Bradbury and Chris Hespe were able to address all questions raised from your area of responsibility, and I write to you with a few comments and observations the Committee made following the meeting, which are set out below.

City Operations Directorate Delivery Plan

Members are mindful that the recent senior management restructure has resulted in the creation of the City Operations Directorate, with Parks and Green Spaces being moved to this new directorate. In previous Committee meetings it has been clear to us that you have had a good working relationship with the Director of Sport, Leisure and Culture, and we hope that as responsibility transfers to new director Andrew Gregory, you will be able to build a similar relationship where you are enabled to challenge and drive projects forwards.

At the meeting, Members were pleased to hear that income opportunities have been identified in a number of areas such as tree maintenance, plant production and landscaping and would encourage you to push ahead with these initiatives, while being mindful of the limitations that apply to local authorities.

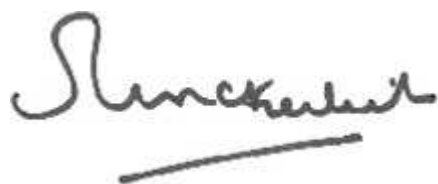
During the Scrutiny of this item, Members strayed on to discussing items that are more suited to the Environmental Scrutiny Committee terms of reference. Despite this, Members wish to note that we welcome the plans to increase and protect biodiversity across Cardiff. We were informed during the meeting that there is the equivalent of 40 football fields of land allocated for wildflower meadows, which is particularly pleasing given that we wrote to you in November 2014 to give our support for this approach.

Similarly, Bereavement Services is probably more suited to the Environmental Scrutiny Committee but we wish to record our praise for the job Martin Birch is doing in relation to providing Muslim Funeral services. While we appreciate the Director's offer of a visit to the Crematorium, we feel this would more relevant for Members of the Environmental Scrutiny Committee, and as such we have cc'd the relevant Principal Scrutiny Officer for information and to explore the offer should the Members wish.

A final note from this Delivery Plan is that the Committee notes the assurances given that a Strategic Framework for Sport and Leisure Facilities should be in place by September 2015. We will keep this in mind as we look to set the work programme for the 2015/16 calendar of meetings and will invite you to attend alongside Councillor Bradbury as we note that the Quarter 2 milestone for this directorate commitment is to explore delivery models for grass sports pitches.

I would be grateful if you would consider the above comments, observations and recommendations, and look forward to receiving your feedback.

Regards,

A handwritten signature in black ink, appearing to read 'Roderick McKerlich', with a horizontal line underneath it.

Councillor Roderick McKerlich
Chairperson, Economy and Culture Scrutiny Committee

cc Chris Hespe – Director, Sport Leisure and Culture
Principal Scrutiny Officer – Environmental Scrutiny Committee
Andrew Gregory – Director, City Operations
Alison Taylor – Cabinet Support Office
Members of the Economy and Culture Scrutiny Committee

**CABINET SUPPORT OFFICE
SWYDDFA CYMORTH Y CABINET**

My Ref: CM31378
Your Ref: NRS/RM/BD/04.06.15
Date: 9th July 2015



APPENDIX K2

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

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

Councillor Rod McKerlich
Chair of Economy & Culture Scrutiny Committee
c/o Scrutiny Services
County Hall
Cardiff
CF10 4UW

Annwyl / Dear Rod

Economy & Culture Scrutiny Committee 4 June 2015

Thank you for your letter dated 29 June 2015 in relation to the above meeting. I am very grateful to you and the Committee members for their thorough consideration of the key work priorities of the parks and bereavement elements of the Sport, Leisure and Culture Directorate, which are now transferring to the new City Operations Directorate. In particular, I note the strong support for these functions.

I am pleased with the recognition of you and Scrutiny Committee colleagues that we have to place increasing emphasis on income generation rather than make significant financial cutbacks to our parks and green spaces work. We are indeed pressing forward with a number of initiatives.

Also, I note the Committee's strong support for the efforts to increase biodiversity across the city.

I am relaxed about which Scrutiny Committee should oversee the Bereavement Service. I shall pass on to Martin Birch the Committee's thanks for his work on funeral services for Muslims.

Councillor Bradbury will be referring to the Strategic Framework for Sport and Leisure Facilities in his response to your recent letter to him. I understand that there is planning for the first part of that Framework to be scrutinised in September 2015.

Thanking you again for your time, advice and support.

Yn gwyir
Yours sincerely

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

PLEASE REPLY TO: Cabinet Support Office, Room 518, County Hall, Atlantic Wharf,
Cardiff CF10 4UW
Tel (029) 2087 2631 Fax (029) 2087 3691



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Fy Nghyf / My Ref: NRS/RM/PB/04.06.15

Dyddiad / Date: 16 July 2015



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

Dear Councillor Bale

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 4 JUNE 2015

Thank you for attending the June meeting of the Economy and Culture Scrutiny Committee, where we considered the Economic Development Directorate Delivery Plan, the Great Western Cities Partnership and the Cabinet Response to this Committee's Cardiff Central Market and Historic Arcades Inquiry. I will be grateful if you could also pass on the thanks of the Committee to Neil Hanratty, Ken Poole, Charles Coats and Jonathan Day for their presentations and for addressing the questions arising during the meeting. The Committee had a few comments and observations following the meeting, which are set out below.

Economic Development Directorate Delivery Plan

Members of the Committee are in agreement with the point of view given during the meeting, that despite the Celtic Manor pushing ahead with its conference centre, there is room for another facility of this kind in Cardiff. We feel the range of hotel provision the city has to offer will help secure usage of such a facility, and we also recognise the intention for this facility to be a multipurpose arena, holding sports and music events, as opposed to a dedicated conference centre. The Committee would be interested in receiving an item on this development when the plans are more tangible, and request this is arranged with the Principal Scrutiny Officer for this committee.

During the meeting, Members tested the rationale for the review of Cardiff Business Council. We were informed that the Council funding for this organisation expires in March 2016, and as such it is a good time for a review take place. Additionally we heard that as arrangements for a City Deal progress, Cardiff Business Council was to be tested to see if it was the best organisation, or best structure to demonstrate to the UK Government that businesses will be enabled to play a leading role in the area. We agree Cardiff Business Council needs to be financially sustainable and able to

deliver for businesses as regional plans develop. Members request the results and way forward are presented to the Committee upon completion of the review.

The Committee wrote to you in April with comments regarding the changes to the Tourist Information Centre, and we wish to reemphasise the points made following discussions at this meeting. You are clearly well aware that the city centre needs to have a dedicated tourist information point and we are confident there are a range of good options coming forward, such as within the Welsh Language Centre or as part of developments at Central Square, and we look forward to reviewing the proposals as they come forward.

Members wish to note the comments made with regard to the City Deal proposals and the ongoing negotiations with surrounding local authorities. At the meeting you stated you were hopeful that all nine surrounding local authorities would give their support to the Cardiff City Deal, with Cabinet reports going through the relevant processes within each Council. We look forward to seeing whether your efforts to outline the benefits of the City Deal are successful and hope the backing of all our neighbouring authorities is received.

In discussing this item, and during the later agenda item on the Great Western Cities Partnership, the importance of transport within Cardiff and connectivity with other cities was emphasised to the Members. Members heard that transport, and the ease of travel within a city are one of the key factors to making it attractive for investors. The Committee is mindful that Cardiff is pushing ahead with a number of developments aimed at boosting the local economy, such as the Central Square and Cardiff Enterprise Zone, and feels it is vital that transport improvements in and around the city are prioritised alongside these.

Cabinet Response – Cardiff Central Market and Historic Arcades Inquiry

Members of the Committee are pleased the work we have undertaken through this inquiry has been valued and taken on board by the Cabinet Member and Officers, with all but one of our recommendations being accepted or partially accepted.

The Committee particularly welcomes the efforts that have been made to improve relations with market tenants and their representative groups. Members are conscious that much of the improvement needed for the market will need to be undertaken with the cooperation and support of its tenants, and it is therefore imperative that any historic disputes or tensions do not hinder any progress or improvement plans agreed for Cardiff Central Market, as was outlined in our report to Cabinet.

The Committee is keen to monitor the progress made in relation to all the accepted recommendations from our inquiry. As we look to set out 2015/16 work programme in

the coming weeks, please could you advise us an appropriate time to schedule a comprehensive update and to scrutinise the vision or improvement plan that has been developed for the Market? Members are keen to see a timeline in relation to the Market, outlining the changes and improvements we can expect to see and when they are due to be complete.

In relation to the vision and aspirations for Cardiff Central Market, the Committee feels the Council needs to be ambitious, setting high targets and looking to bring the market up to the standard of those found in major cities across Europe. Officers at the meeting outlined how great an asset the market is, describing it as iconic and as having a lot of potential as a tourist attraction. We expect to see improvement plans developed that recognise and look to exploit these characteristics.

During the meeting Members were informed the market already offers a diverse range of products and stalls, with 50 different types of product offered across the 63 stalls. We do however question the quality and diversity of what is offered within the market, and feel this could in fact serve as a barrier to developing a high quality tourist attraction. In our experiences when visiting markets abroad, the range of products sold at stalls is fascinating and of a high quality, and we feel at present the offer of Cardiff market does not reach these standards.

Great Western Cities Partnership

Members of the Committee welcomed the comprehensive overview you provided at the meeting and we note the commitment and enthusiasm you demonstrated to the Great Western Cities Partnership. We recognise that this partnership is a good offer for the City of Cardiff and that the benefits that can stem from such a partnership with the cities of Bristol and Newport merit the efforts being invested by yourself and officers.

The Committee wishes to note a need for caution because there may be conflicting interests and a need to split resources between the Great Western Cities Partnership and the Cardiff City Region, particularly as both initiatives could be competing for government funding at the same time. During the meeting you addressed these concerns and we are reassured that you are aware of this potential conflict. We note that during the meeting you commented that the City Region is the primary focus, with the Great Western Cities partnership sitting alongside.

The Committee is conscious there will always be potential for tensions when working on projects across a number of local of authorities or indeed with cities across the border. In working on the City Region and Great Western Cities partnership, Cardiff will be working with both the Welsh and UK Governments and we feel there may well be conflicting interests to be balanced. It is our hope that as plans progress, the understanding of how they can coexist and how each can provide benefits for the

surrounding areas will become clearer. Again, we are reassured you are aware of the potential conflicts and finely balanced relationships that will need to be maintained, and hope that commitment to these projects produces tangible benefits for Cardiff.

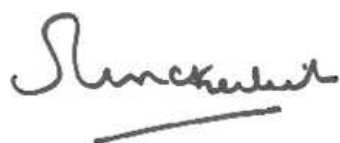
During the presentation given at the meeting, you made reference to a report identifying that the potential negative impact for Cardiff from HS2 is around £60m. Please could you provide us with any analysis that has been undertaken into this figure, or indeed share the report which identified this negative impact? Members of the Committee are also interested to know how other cities, such as Bristol, are potentially going to be impacted according to this report, and whether this has been a catalyst for their willingness to work in partnership with authorities in South East Wales.

To re-cap for ease, the Committee asks that the following points are addressed:

- an item be arranged with the Principal Scrutiny Officer to consider the proposals for a multipurpose arena when they are more tangible.
- an item be arranged with the Principal Scrutiny Officer to consider the results of the Cardiff Business Council review and the plans for the way forward.
- an item be arranged with the Principal Scrutiny Officer to consider the longer term proposals for a Tourist Information Centre in the city centre.
- an indication be given of an appropriate time to schedule a comprehensive update on Cardiff Central Market.
- provide the report and analysis on the potential negative impact from HS2 for both Cardiff and other cities such as Bristol.

I would be grateful if you would consider the above comments, observations and recommendations, and look forward to receiving your feedback.

Regards,



Councillor Rod McKerlich
Chairperson, Economy and Culture Scrutiny Committee

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

**SWYDDFA'R ARWEINYDD
OFFICE OF THE LEADER**

Fy Nghyf / My Ref: CM31594

Eich Cyf / Your Ref:

Dyddiad / Date: 5th August 2015

Councillor Rod Mckerlich
Chair of Economy & Culture Scrutiny Committee
County Hall
Atlantic Wharf
Cardiff
CF10 4UW



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

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

Annwyl / Dear Rod

Economy & Culture Scrutiny - 4 June 2015

Thank you for your letter dated 16th July 2015, and for inviting myself and officers to present at the Economy and Culture Scrutiny Committee of 4th June 2015. Your input and insight is very important in helping shape what we do as a Council, and is very much appreciated.

I have requested that the Director of Economic Development Neil Hanratty liaise directly with the Principal Scrutiny Officer to consider the issues that you have raised, namely the review of Cardiff Business Council, proposals for a multipurpose arena, and plans for a dedicated city centre tourist information point, with a view to return to Scrutiny with further detail. With regard to the update of Cardiff Central Market, I will ask officers to contact the Principal Scrutiny Officer to arrange for a presentation to the Scrutiny Committee in late autumn, by which time a lot of improvements will have been put in place.

In terms of the analysis of the potential impact of HS2, the data references a news story covering research undertaken by KPMG, and can be accessed online at <http://www.bbc.co.uk/news/uk-24589652>.

Thank you again for inviting me to present at the Economy and Culture Scrutiny Committee. The Scrutiny Committees play a crucial role and your feedback is very much appreciated. If you need any further information on any of the issues raised please do not hesitate to ask.

Yn gywir,
Yours sincerely,

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

ATEBWCH I / PLEASE REPLY TO:

Swyddfa'r Arweinydd, Ystafell 525, Neuadd y Sir, Glanfa'r Iwerydd, Caerdydd CF10 4UW
Ffôn (029) 2087 2500 Ffacs (029) 2087 2599

Office of the Leader, Room 525, County Hall, Atlantic Wharf, Cardiff CF10 4UW
Tel (029) 2087 2500 Fax (029) 2087 2599



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Fy Nghyf / My Ref: NRS/RM/PBr/09.07.15

Dyddiad / Date: 10 July 2015



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

Dear Councillor Bradbury

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 9 JULY 2015

Thank you for attending the July meeting of the Economy and Culture Scrutiny Committee, where we undertook pre-decision scrutiny of the Roath Library Cabinet report. I will be grateful if you could also pass on the thanks of the Committee to Sarah McGill, Isabelle Bignall and Nick Blake for their presentation and for addressing the questions that arose during the meeting. The Committee had a few comments and observations following the meeting, which are set out below.

Roath Library

Members of the Committee welcome the opportunity to scrutinise the proposals for Roath Library and hope to see that our comments will be taken into account within the final report submitted to Cabinet. We are pleased that the proposals have moved on from those deferred from the May Committee meeting and note that the current proposals to Cabinet, in the first instance, seek to retain delivery of library services within the building through a Community Asset Transfer solution.

Before we address the proposals, we wish to express our disappointment at the messages we heard from a representative of the Save Roath Library Group. We feel it is embarrassing for the Council to have taken many months to put up a sign indicating the library is closed, and even more so given that this sign remains in place, indicating that the closure is temporary in order for repairs to be made. This despite the fact there are clearly no plans in place for repairs to be made in the immediate future, if indeed at all, as the Council awaits organisations coming forward with solid proposals for a Community Asset Transfer. We feel the local community and library users deserve better than this and expect to see far better communication following the report to Cabinet, clearly and accurately informing the public what is really proposed going forward and updated as progress is made.

As was raised during the meeting, Members of the Committee wish to recommend changes and additional information to be included within the report to Cabinet. The Cabinet report makes no reference to Section 106 money available in Adamsdown, which by our estimation could amount to a significant proportion of refurbishment costs, particularly when insurance claim money is included.

There was disagreement at the meeting on the rules for use of Section 106 contributions, with officers stating this money cannot be used on projects such as this, with contributions agreed with developers for a particular purpose and ward Members consulted at the point of use. The Committee is minded to disagree with this point of view and feel Section 106 contributions can be used to enhance existing community facilities, and that negotiations can be undertaken with developers in order for this to be agreed. We feel that the Cabinet report should include details of the available Section 106 money in this area of the city, and if, as was stated at the meeting, this money is not enough to make the necessary repairs to the Roath Library Building, this should be clearly outlined in the report. We recommend that the report is amended to include this information, and, if this avenue of funding has not been fully explored, recommend this is undertaken as a matter of urgency, allowing for a full picture to be presented to Cabinet. If the Committee's understanding of regulations with regard to the use and allocation of Section 106 contributions is incorrect, we would welcome evidence supporting this.

Members of the Committee also wish to note our opinion that the Cabinet report is misleading and inaccurate in its reference to petitions opposing the closure of Roath Library. Paragraph 5 of the draft report indicates that during the budget consultation period, the 29 petitions received in relation to the potential closure of Roath Library represented the lowest amount received for any library facing potential closure. While this may be factually accurate, this section of the report makes no reference to the fact that Roath Library closed two weeks before the consultation started, leaving library users unaware the consultation was taking place and unable to complete the consultation as many rely on the Library for their access to computers. Members are aware that a petition now exists with in excess of 1000 signatories through the Save Roath Library Group, and that Councillor Howells submitted a petition to Council with over 100 signatories, and yet there is no reference to this within the Cabinet report. We recommend that the report is amended to give an accurate picture of the consultation period, and the public opposition to closing Roath Library.

A final point we wish to make on the contents of the draft Cabinet report is to request that the Equality Impact Assessment included as an Appendix to the Cabinet report is updated to reflect the fact Roath Library serves areas of the city which are in the bottom quartile of the Index of Multiple Deprivation. The users of this Library facility are highly diverse and some of the most disadvantaged within the city, with settlements of asylum seekers and refugees in the area. We question why this is not presented within the information of the Cabinet report and its associated appendices.

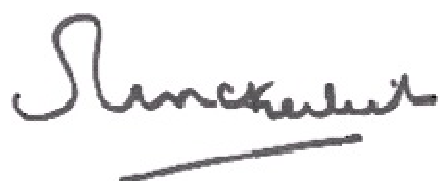
Members of the Committee welcome the aspiration shown in the draft Cabinet report, to offer the Roath Library building for Community Asset Transfer, and seeking to secure library provision from this building. We do however have reservations over whether any organisation will come forward, particularly in light of the significant repairs required to make the building operational. We foresee that months down the line we will be considering a new report indicating that no Community Asset Transfer solution has been found, and that a new direction is needed. The Committee recommends the Council should be testing the appetite within the business community to take over this building, and exploring if the continued provision of library services alongside an operational business is a realistic proposition. During the meeting Members referenced the Tramshed development in Grangetown as an example of where this approach has been successfully achieved, and we would urge you to start exploring this type of option now rather than waiting until a Community Asset Transfer is deemed unachievable.

To re-cap for ease, the Committee asks that the following points are addressed:

- Committee recommends the Cabinet report includes an appraisal of the available Section 106 contributions for this area of the city, which can be applied to Roath Library repairs and refurbishment.
- Committee recommends paragraph 5 of the draft Cabinet report is amended to reflect the fact that Roath Library was closed during the Budget consultation period, and that substantial petitions have been received since the closure of the consultation.
- Committee recommends the Equality Impact Assessment included as an appendix to the Cabinet report is updated to reflect the fact that parts of Adamsdown are in the bottom quartile of the Index of Multiple Deprivation.
- Committee recommends market testing work commences to explore options for this building with the business community.

I would be grateful if you would consider the above comments, observations and recommendations, and look forward to receiving your feedback.

Regards,

A handwritten signature in black ink, appearing to read 'Rod McKerlich', with a horizontal line underneath it.

Councillor Rod McKerlich
Chairperson, Economy and Culture Scrutiny Committee

cc Sarah McGill – Director, Communities, Housing and Customer Services
Cabinet Support Office
Members of the Economy and Culture Scrutiny Committee

**SWYDDFA CYMORTH Y CABINET
CABINET SUPPORT OFFICE**



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

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

Fy Nghyf / My Ref : CM31533

Dyddiad / Date: 15th July 2015

Cllr R Mckerlich
Cardiff County Council
Atlantic Wharf
Butetown
Cardiff
CF10 4UW

Annwyl / Dear Rod

Economy & Culture Scruinty Committee - 9 July 2015 - Roath Library

I am writing in response to your correspondence concerning the Economy and Culture Scruinty Committee which took place on 9th July 2015. Thank you for the opportunity to present the Roath Library Cabinet report, the input of the committee is valued and I view very positively the recommendations you have made. I would however like to point out a couple of factual matters that were not addressed entirely correctly in your correspondence and feel that it doesn't recognise the hard work that has been put in to ensure that library services remain in the area.

In terms of communications about the closure of the building, whilst the temperature of the building was being monitored staff at the branch were updating customers that the boiler had broken and that if the temperature was to drop the library unfortunately would close. This included those that attended Story and Rhyme-time classes and the advice that there would be additional classes at Star Library. Anyone who had a book reserved for collection from the Library was individually called and collection was arranged at another branch. Previously, refugee and asylum seekers were directed to Roath Library and following the closure partners that work with these groups were informed of the closure and they were instead directed to Star Library.

In regards to the signage, various temporary signs were installed from the day of the closure. Unfortunately these temporary signs were either ripped down or written on. Therefore a more permanent sign was put on the door on the 26th February, which bilingually stated:

*"This library is closed temporarily due to building & maintenance issues.
We apologise for any inconvenience caused.
Your closest libraries are Penylan Library, Star Centre and Central Library"*

PLEASE REPLY TO / ATEBWCH I : Cabinet Support Office / Swyddfa Cymorth Y Cabinet,

Room / Ystafell 518, County Hall / Neuadd y Sir,
Atlantic Wharf / Glanfa'r Iwerydd, Cardiff / Caerdydd,
CF10 4UW



As no decision is made on the building, the above is still an accurate message even post Cabinet on the 16th July as it is still hoped that a community group (or commercial as per the suggestion at the meeting) will come forward and the Library will reopen. I am not suggesting that the communication was flawless and will look to make improvements for the future. Now that a Save Roath Library Group has been formed this will provide us with a good access channel to inform the community.

In response to the four specific points raised by Committee please see my response below.

- In relation to the section 106 issues I am aware that officers in Planning have been asked to clarify the situation regarding the overall legal and policy position. However, specifically, the existing 106 funding identified as available within the Adamsdown ward would not meet the current identified costs of repairs and maintenance of the Roath library building and as explained the current costs have been assessed without an intrusive survey and are exclusive of any improvement/refurbishment of the building. The approach I am recommending would ensure the long term availability and sustainability of library services in the Adamsdown area, ensure a more joined up approach to service delivery with partners (preferably in the Roath library building itself) without significant capital cost.
- The version of the report that is available online and will be going to Cabinet on 16th July has been updated following Scrutiny and now acknowledges 1,000 signatories that were presented by the Save Roath Library group.
- Equality Impact Assessments look to assess the impact of a decision on any of the protected equality strands as defined but the Equality Act 2010. Deprivation or any other social indicators are not included as part of the Act and this explains the omission from the assessment. However, with hindsight this could have been included in the body of the report to inform decision makers. As your letter and the response will be available to members ahead of the decision being taken I believe that all members will have regard to this information. The future long term proposal will require full consultation and a full Equality Impact Assessment will be carried out if the Community Asset Transfer (CAT) option is not successful.
- I agree that it would be worthwhile considering that we look at potential commercial operators to take over the library. I will consider raising a Prior Information Notice (PIN) that will look for commercial interest in running a library from the building, whilst being able to utilise the asset to make money. The report has not been updated to reflect this as the key recommendation is to test the opportunity for a CAT, however it is not believed that cabinet approval is needed to progress a PIN as is just a request for interested parties, with no obligation on either side to formally enter into a tender process. Therefore, this opportunity could be pursued as another potential mitigation if the CAT is unsuccessful.

Once again, I would just like to reiterate that the aim is to re-establish services and for a sustainable library service solution to be found for the area. I hope to come back to this committee with a positive outcome for either the CAT or alternative library provision in a partner building in the area.

Yn gwyir
Yours sincerely

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

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

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Fy Nghyf / My Ref: NRS/RM/BD/09.07.15

Dyddiad / Date: 16 July 2015

Councillor Bob Derbyshire
Cabinet Member for the Environment
City of Cardiff Council
County Hall
Cardiff
CF10 4UW



Dear Councillor Derbyshire

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 9 JULY 2015

Allotment Strategy Interim Review

Thank you for attending the July meeting of the Economy and Culture Scrutiny Committee, where we considered the Allotment Strategy Interim Review. I will be grateful if you could also pass on the thanks of the Committee to Jon Maidment and Rosie James for their presentation and addressing the questions that arose during the meeting.

During our scrutiny of the 2015/16 budget proposals in February, this Committee was informed that the progress in relation to driving efficiency and improving standards in Allotments was a 'good news story'. Having considered the Allotment Strategy Interim Review, the Committee is pleased to see that this is indeed the case, and that you and your officers appear to have everything under control with regard to the future of Allotments in Cardiff.

At the meeting members tested a number of areas, such as the accessibility of allotments, waiting lists and plot sizes, and we were pleased that all these issues have been considered and that the Council is working with the Cardiff Allotment Holders Association to find appropriate solutions. The Committee welcomes the close working relationship that has been developed with the Member Champion for Community Food Growing, and were pleased to hear that many of the historic barriers to working with allotment holders have been broken down as a result of Councillor Holden's involvement. We feel confident there is now a focus and direction set for further improvements to be made in Cardiff's allotments.

The Committee expects further progress to be made as outlined in the Allotment Strategy Interim Plan 2014-2017 Action Plan, helping to develop a well managed, sustainable and accessible allotment service for Cardiff. We anticipate scrutinising this issue again when a new Allotment Strategy is developed in 2017.

Regards,

A handwritten signature in black ink, appearing to read 'Rod McKerlich', with a horizontal line underneath it.

Councillor Rod McKerlich
Chairperson, Economy and Culture Scrutiny Committee

cc Andrew Gregory – Director, City Operations
Cllr Holden – Member Champion, Community Food Growing
Jon Maidment – Operational Manager, Parks, Sports and Harbour Authority
Cabinet Support Office
Members of the Economy and Culture Scrutiny Committee

Fy Nghyf / My Ref: NRS/RM/GH/09.07.15

Dyddiad / Date: 16 July 2015



Councillor Gareth Holden
City of Cardiff Council
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Dear Councillor Holden

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 9 JULY 2015

Allotment Strategy Interim Review

Following the Economy & Culture Scrutiny Committee's consideration of the Allotment Strategy Interim Review, I would like to thank you for attending the meeting and answering the Committee's questions alongside the Cabinet Member and officers.

We wish to congratulate you on the work you have undertaken to improve allotments in Cardiff, acting as a facilitator between the Council and allotment tenants, and helping to break down barriers that have historically existed between these parties. During the meeting the Chairman of Cardiff Allotment Holders' Association commented that allotment holders now feel involved and engaged in the running and future plans for allotments, and we recognise this is very much down to the energy and enthusiasm you have dedicated in your role as Member Champion for Community Food Growing.

We hope that this partnership approach and the delivery of the actions set out in the Allotment Strategy Interim Plan 2014-2017 Action Plan will help develop a well managed, sustainable and accessible allotment service for Cardiff

Regards,

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Councillor Rod McKerlich
Chairperson, Economy and Culture Scrutiny Committee

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Fy Nghyf / My Ref: NRS/RM/PB/10.09.15

Dyddiad / Date: 24 September 2015



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

Dear Councillor Bale

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 10 SEPTEMBER 2015

Thank you for attending the September meeting of the Economy and Culture Scrutiny Committee, where we considered Quarter 1 Performance of the Economic Development Directorate. I will be grateful if you could also pass on the thanks of the Committee to Neil Hanratty and Ken Poole for their presentations and for addressing the questions arising during the meeting. The Committee had a few comments and observations following the meeting, which are set out below.

Economic Development Quarter 1 Performance

Members of the Committee explored whether the plans for the Multipurpose Arena were progressing to schedule. We were encouraged to hear that everything is on track, with a report anticipated to be taken to Cabinet in December, and are pleased with the aspiration being shown in seeking to develop a facility comparable or larger than those found in other leading UK cities. It was explained that projects such as this are typically funded by a combination of commercial and public sector contributions, and currently work is being put into securing the public sector element. We look forward to testing this project again once a robust business case has been developed.

At the meeting, Members explored your progress with regards to a Heritage Trust and whether the intention is for this to be wider in scope than buildings currently owned and operated by the Council. We were informed that at present only Council buildings are in the scope of the project, and work is being undertaken to establish the extent of the benefits of a trust approach for each building, exploring whether an 'umbrella' trust or individual trust approach is most appropriate to deliver any anticipated benefits. We are pleased with the approach being taken and are encouraged that the directorate is taking a cautious approach, establishing achievable benefits rather than rushing to establish a Trust which would assume responsibility for these important assets.

As you will be well aware, the Committee has a keen interest in Cardiff Business Council and recognise importance of an organisation that represents the interests of the business community in the city. We wish to note our concern that the target of 1,000 members for Cardiff Business Council is nowhere near being achieved, although we recognise that the current review of the organisation may have restricted any drive to grow membership. It is important that the right organisational structure is in place to support businesses in playing a leading role in the City Deal proposals, and as such we look forward to scrutinising the results of the review at an upcoming Committee meeting.

With regard to the Bus Station, Members were reassured that the project still on course for completion by the end of 2017. We hope the commitment remains to involve this Committee going forward, either through our joint task and finish inquiry with the Environmental Scrutiny Committee or through a future scheduled Committee meeting.

Members asked for an update on the City Deal, and we are pleased that all ten local authorities making up the Cardiff Capital Region have made the commitment to participate in negotiations with the UK Government. Members recognise that at present we are not able to discuss specific projects within the City Deal, but that projects are currently being submitted from across the region, all of which will be independently evaluated, ensuring that the projects taken forward will deliver the maximum economic benefit for the region as a whole. We are assured that the governance arrangements in place are suitable, with Cardiff taking a leading role in some areas, and drawing on resources and expertise from all the authorities involved. We are confident that this approach can deliver a City Deal proposal that will cover, and benefit the whole Cardiff Capital Region. Again, we look forward to testing the proposals coming forward as the City Deal negotiations progress.

Following the meeting, I have since met with a member of the Cardiff Business Community and discussed the City Deal in more detail. As a result I have a number of questions that I am hoping you will be able to clarify. I appreciate that this meeting would have been better scheduled in advance of the Committee date, allowing me to raise these questions as part of the public Committee meeting, however I am mindful that it will be a number of months until we have the opportunity to scrutinise this topic again and I trust these are questions you will be able to address in your response to this letter. The questions I seek answers for are:

- Across the 10 local authorities, how many individual projects will be competing for inclusion within the Cardiff Capital Region City Deal, and has a set number been agreed upon for inclusion within the final submission?
- What are the judging criteria that will be used to assess these applications for inclusion within the City Deal submission?
- What is the favoured offer for a City Deal from a Cardiff Council perspective, and how does this align with the current framework on City Deals?

- Is the selected bid to the UK Government a matter solely for the ten participating authorities in the Cardiff Capital Region to decide, or does the Welsh Government have an influence and potential veto?
- What is the final deadline for submitting a bid and is there a critical path in place to ensure that this deadline is met by the Cardiff Capital Region bid with all the supporting data and information in place?
- How will the local authorities involved deal with providing the necessary match funding – has a decision been discussed and reached across the ten authorities? If so, what is the estimated Cardiff Council share of match funding?
- What governance and operational structures are envisaged to deliver the plan if the bid is successful, and is it intended that this structure will be headed up by a senior business figure in the Cardiff Capital Region?

To re-cap for ease, the Committee asks that the following points are addressed:

- Future Committee items be arranged with the Principal Scrutiny Officer to consider developments in the following projects:
 - a) Cardiff Multipurpose Arena
 - b) Cardiff Capital Region City Deal
 - c) Cardiff Business Council – review
- Further scrutiny of the Central Transport Interchange project is arranged as a continuation of the joint task and finish inquiry with the Environmental Scrutiny Committee, or through an item at a scheduled Committee meeting, or through both.
- The additional questions above are answered

I would be grateful if you would consider the above comments, observations and recommendations, and look forward to receiving your feedback.

Regards,



Councillor Rod McKerlich
Chairperson, Economy and Culture Scrutiny Committee

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

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Fy Nghyf / My Ref: NRS/RM/PBr/10.09.15

Dyddiad / Date: 24 September 2015



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

Dear Councillor Bradbury

ECONOMY AND CULTURE SCRUTINY COMMITTEE – 10 SEPTEMBER 2015

Thank you for attending the September meeting of the Economy and Culture Scrutiny Committee, where we considered Quarter 1 Performance of the City Operations Directorate, the Cardiff Business Improvement District and an update on the Strategic Framework for Sport and Leisure Facilities. I will be grateful if you could also pass on the thanks of the Committee to Andrew Gregory, Neil Hanratty and their officers for the presentations delivered and for addressing the questions that arose during the meeting. The Committee had a few comments and observations following the meeting, which are set out below.

City Operations Quarter 1 Performance

Members of the Committee were pleased to receive an update on the Alternative Delivery Models for Leisure Facilities procurement exercise as part of our scrutiny of Quarter 1 Performance. We recognise that the procurement is progressing well and the Council will soon be at the point where final tenders are evaluated and a decision is made on where to award the contract. During the presentation given to Members, it was commented that the competitiveness of the process could be jeopardised if another bidder withdraws, given that only two bidding organisations remain.

Members of the Committee are concerned with the fact that only two interested parties have made it to the invitation to submit final tender (ISFT) stage of the exercise, and we question whether the Council has asked too much of the market, setting its targets too high and being overly ambitious. It remains to be seen whether this will jeopardise the achievement of the required savings, but we hope that the need to allow for flexibility and innovation from the market has become clear and will be built into future procurement exercises of a similar scale and nature.

Members of the Committee are also particularly conscious that the process followed to develop an enhanced in-house model, to be compared against final submissions from the market, will be of great interest to bidders involved throughout the procurement process and is likely to be subject to considerable external scrutiny. We are confident you are already well aware of this, and hope that the in-house offer will have been subjected to appropriate levels of rigour. If following almost two years of work on the procurement process the Council decides to choose an enhanced in-house solution, the processes followed will need to be beyond reproach, particularly given the significant resources that will have been invested in the process by external companies.

That said, the Committee is well aware that the clear driver behind this project is the need to deliver substantial savings, and to arrive at a position of nil cost to the Council from the provision of leisure services - savings which will need to be found whether an internal or external solution is agreed. If indeed the best way to achieve this is through an enhanced in-house offer, we would support this course of action, but we are minded to stress that the Council cannot afford to stick with an in-house provision and not deliver the required levels of savings. We hope that rigorous improvement plans are being drawn up should the procurement exercise find no suitable external provider for these services, recognising the need for a modified in-house provision to deliver significant service improvements.

The Committee is pleased to see that the future timeline for this project includes a commitment to bring the decision back for our consideration in November. However we wish to raise the fact that our scheduled Committee meeting takes place a week before Cabinet on Thursday 5 November, rather than 11 November as stated on the timeline. Please could you liaise with the Principal Scrutiny Officer for this committee to ensure that arrangements are made for this us to consider this issue again at the appropriate time

Cardiff Business Improvement District

I am conscious that, on the previous occasions the Committee has considered the Business Improvement District proposals, usually as part of quarterly performance, the Chair's letter and the observations of the Committee have been addressed to the Leader. We hope that these observations have been passed onto you as the responsible Cabinet Member for this project and hope that this oversight has not caused any problems.

The Committee welcomes that fact that the work has progressed to a stage where the tangible benefits of a Cardiff Business Improvement District (BID) can clearly be demonstrated. The examples given during the presentation, based on case studies across the UK, include reductions in crime, positive press coverage and media campaigns, savings secured through joint procurement and increases in footfall. We

can clearly see how all these would be a benefit to Cardiff City Centre and hope the promotion campaign to secure a positive vote from businesses will clearly outline these potential benefits. As a Committee we are supportive of this work and hope a vote in favour of the introduction of a BID in Cardiff is achieved.

The Committee does however wish to note our reservations with regard to the potential impact on businesses that fall outside the Business Improvement District area, the impact on advertising citywide events and on residents who live in the city centre – all of which were raised during the meeting. We feel it is very important for the Council to retain enough influence within the city centre to be in a position for feed in the priorities of the city as a whole. For example, we feel it is important that events taking place in Cardiff Bay continue to be suitably promoted within the city centre, and fear that this kind of advertising would not be supported by businesses within the BID area, for understandable reasons. The Committee is conscious that there could be conflict of interests in this area, and hope that the Council will be in a strong enough position to promote the interests of Cardiff as a whole.

Strategic Framework for Sport and Leisure Facilities – Strand 1

It is clear to the Committee that there is the need to develop a framework covering sports facilities and provisions across the city, and while we would expect such a piece of work to have been undertaken prior to the commencement of the ADM procurement process, we are supportive of the direction being taken with this piece of work. Through the information provided during the meeting it is evident that strategic approach is particularly needed to influence and inform the levels of access provided to sports facilities within schools, and that the opportunities presented by the Schools Organisation Plan and 21st Century Schools project will be integral to meeting the citywide demand for sports facilities.

We would expect to see that in the future officers responsible for sports provision in Cardiff are involved in any decisions on school developments that include sports facilities, allowing consideration to be given to structuring the facilities to enable access out of school hours or to local community teams, or to help meet the wider needs and demand of the city. We recommend that you reach a formal agreement with the Cabinet Member – Education in this respect, ensuring the involvement of the Parks and Sport Development Manager on such projects.

The Committee is also mindful of the importance of understanding why schools, or local residents object to sports facilities being used outside of school hours. This will help ensure that the same issues can be overcome when planning new developments of local arrangements. A good illustrative example of this was discussed during the meeting, where dampeners can be installed on hockey and football pitches to reduce to noise of balls hitting the surrounding fences, and can lead to residents accepting out of hours use at these type of pitches. This type of

consideration can be implemented quite easily during the design of a facility, and can avoid many of the objections raised to their use. Across Cardiff, schools and elected Members will be well aware of objections raised against community access to sports facilities, and we would urge officers to catalogue them in order to ensure they are mitigated in any future school sport facility developments.

The Committee is glad that consideration has been given to mapping sporting needs and demands on a regional basis, and hopes to see that Sport Wales will repeat the work that is being undertaken in Cardiff. As we discussed during the meeting, many clubs within Cardiff access facilities in the Vale of Glamorgan, and a collaborative approach to sports provision could help drive further improvements in the supply of appropriate facilities.

To re-cap for ease, the Committee asks that the following points are addressed:

- Arrangements are made with the Principal Scrutiny Officer of this Committee to ensure appropriate timing for the pre-decision scrutiny of the Alternative Delivery Models for Leisure Facilities procurement exercise.
- The Committee recommends that discussion take place with the Cabinet Member – Education to agree to the involvement of Sports Development officers in any decisions on developments within schools that include sports facilities.
- The Committee recommends that work is undertaken to formally capture the objections and complaints that have previously prevented out-of-hours and community use of schools sports facilities.

I would be grateful if you would consider the above comments, observations and recommendations, and look forward to receiving your feedback.

Regards,



Councillor Rod McKerlich
Chairperson, Economy and Culture Scrutiny Committee

cc Andrew Gregory – Director, City Operations
Neil Hanratty – Director, Economic Development
Cabinet Support Office
Members of the Economy and Culture Scrutiny Committee

Fy Nghyf / My Ref: NRS/RP/22.05.15

Dyddiad / Date: 08 June 2015



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

Dear Councillor Patel

JOINT TASK AND FINISH INQUIRY – ECONOMY & CULTURE AND ENVIRONMENTAL SCRUTINY COMMITTEES: CARDIFF CENTRAL TRANSPORT HUB, 22 MAY 2015

The Members of the Joint Task and Finish Inquiry into ‘Cardiff Central Transport Hub’ met with officers on Friday 22 May to discuss the interim arrangements and planned communications following the anticipated closure of the bus station on 1 August 2015. Members also considered the specifications and requirements given to architects in order to inform their high level designs. Members of the Inquiry would like to thank you for your ongoing commitment to engage us on this piece of work and would ask you also pass on our thanks to the officers who met with us. As the Cabinet Member responsible for the delivery of a new Transport Interchange for Cardiff, we are writing to you with our comments and observations following the meeting.

Interim Arrangements

Given the significant changes that will be taking place in Central Square, we are conscious that members of the public must be kept well informed about where to catch their buses, or indeed which bus they need to catch. With this in mind, we are encouraged by the intention to distribute maps widely, informing the public where they can catch buses that used to run from Central Station, and we are also encouraged that this will be supported by an on street physical presence of officers who can be approached by the public to have their questions answered.

We are mindful that visitors and tourists will need assistance throughout the period where there is not a central bus station in operation, and would hope that there are plans to keep ‘people on the ground’ for the long term. That said, we are well aware that money and resources are limited in the current climate, and a continuous presence on street may not be cost effective or indeed an efficient use of resources.

In the absence of an on street presence, Members recommend that clear signage is introduced to enable the public to find their way to bus stops with ease. It is important that the designs used are simple, colour coded and alphanumeric (not dependant on individuals being able to read English).

Members of the Inquiry request that they are given the opportunity to look over any final publications and maps produced for public circulation, prior to their sign off and mass production. We feel that, in or role as a 'critical friend', we can provide a useful final validation of the content and structure used in these publications.

During the meeting, Members questioned the placement of some of the bus stops, as they seem to be a long way from their former Central Station location (in particular the stops numbered 1-4). We were informed that bus operators chose their desired locations, with the process facilitated by the Council, and that the operators were confident the chosen stops will minimise disruption to customers. We are pleased to hear that the Council has proactively engaged with bus operators in Cardiff and allowed them to make decisions on interim arrangements, and hope this will continue throughout the time of change in relation to bus and coach provision in Cardiff.

Members are mindful that there is significant public interest in this project, and there is a risk of members of the public developing a misinformed perception of what will happen in the long term. Members are glad to hear that you are engaging at an early stage with senior staff within the Echo and local media to inform them of the proposals in an open and transparent manner. While we are aware that the Council will inevitably be subject to criticism from some quarters, we hope this approach will help manage communication of the changes and plans going forward.

A small note in relation to the presentation we were given is that under the heading 'What have we done so far...' the third point states that engagement has taken place with all bus operators. It is clear to us following our questioning and further information in the presentation, that engagement has taken place with all transport operators not just bus operators, and feel this should be amended to fully capture the range of engagement that has been undertaken.

During the meeting officers outlined a timeline for political and scrutiny engagement, and we were informed that Labour Group will receive a presentation, followed by Elected Member seminars. Members of the Inquiry request that presentations are offered to all political Groups, at their already scheduled pre-Council group meetings, typically on a Monday evening, rather than solely to the Labour Group, as this has historically been the process with large and important projects such as this. It will allow non-executive Members to more rigorously evaluate and test the proposals, and keep them suitably informed in order to answer public questions within their ward.

We note the following key dates were given during the presentation:

- Pre 25 June 2015 – Scrutiny of chosen architect design
- 2 July 2015 – Cabinet meeting
- 3 July to 31 July – Advertising and public information campaign
- 4 July to 31 July – Roadshows / staffed public exhibitions
- 18 July to 15 August – Staff on the ground
- Autumn/Winter 2015 – Detailed Planning Application submission.

The Members of the Inquiry who sit on the Environmental Scrutiny Committee are conscious that they have been informed that the detailed application will be submitted to Planning in September 2015. We ask that you clarify when this application is anticipated, and request that you provide the Members of the inquiry with the wider timetable that is being worked to for the Central Square redevelopment, included the building and opening of a new Transport Interchange.

External Specifications

We understand that Rightacres is leading on the Central Square redevelopment, including the Transport Interchange, and that five architects have been invited to submit high level designs taking into consideration a number of external and internal specifications. These specifications were outlined to us during the meeting, and below are the comments and recommendations we have with regard to these.

We are positive about the plans for the Transport Interchange to be a multi-use building, including retail outlets and potentially office space above the operational bus facility. We recognise a number of benefits to this approach, including providing an economic boost to the area, increasing employment in the city centre and potential to increase trade within local shops. Locating offices above the bus facility should also encourage activity through it and encourage individuals employed there to use public transport. At a time when development space within the city centre is scarce, it makes sense to us that the space allocated for a bus facility can also be used for offices by building upwards.

We note the intention for the bus facility concourse to be under cover, and for the bus facility to link with the train station via covered access. We are pleased with the intention for the bus facility and train station to be integrated and we feel this will result in an improved experience for its users. As part of the presentation we received on the interim arrangements we were also informed that proposals are in place for a covered walkway from the train station to the taxi rank on Saunders Road. Again, we are pleased with this proposal and are glad to see that improvements are being made for users of the facilities in Central Square following the removal of the current central pick up and drop off area.

Members of the Inquiry questioned the impact of removing the central pick up and drop off area that currently is located in front of Cardiff Central Train Station. We can

understand the logic that an overall increase in the number of pick up and drop off spaces, spread across three locations, should help ease congestion. We have concerns, however, that people will continue to abuse the allocated waiting times, increasing traffic congestion. We hope that Arriva Trains Wales will be encouraged to enforce the waiting restrictions more stringently in the pick up and drop off facilities they provide, and recommend that the provision of real time information on electronic display boards is explored as a means to inform drivers how long they have been parked.

We also have reservations about all taxis being enabled to access the taxi rank on Saunders Road. We note that there is currently a cap on the number of permits allocated to use this road and fear that rivalries or sensitive relationships between taxi providers could be tested if this system is expanded or removed. We recommend that any changes here are managed sensitively, and we welcome the commitment given to the plans to widen Saunders Road, allowing for increased waiting car capacity.

We consider the safety of pedestrians to be of paramount importance in an enclosed facility such as this, and we request guarantees that the chosen design will not have shared space where buses and pedestrians may conflict. We recommend that the chosen design makes it impossible for pedestrians to unknowingly (or knowingly for that matter) stray into the area where buses will be reversing.

Members of the Inquiry were pleased to see that one of the specifications given to architects was that the Transport Interchange should not compromise the proposed Metro System. Having explored this with officers during the meeting it was explained that the feasibility study for the Metro is being progressed by Welsh Government, with proposed routes along St Mary Street and Wood Street and a Metro stop situated in the vicinity of the Transport Interchange entrance on Wood Street. We believe this can help create a genuine transport hub in central Cardiff, with bus, rail, tram and Metro services connected via the Transport Interchange facility.

Internal Specifications

With regard to capacity of the bus facility, Members of the Inquiry wish to note the following information they have been provided during the meeting and in previous correspondence:

- Currently 47% of buses in Cardiff go through Central Station.
- The current bus station accommodates at peak 84 movement per hour.
- The Transport Interchange will have 14 stands for buses.
- The Transport Interchange will accommodate up to 120 buses per hour (which could increase if using dynamic stand allocation).

Please could you confirm that this information is correct, and provide an estimate of how much increase in capacity dynamic stand allocation could provide? We note that

officers were unable to confirm what proportion of buses will depart from the Transport Interchange, and that this detail will be decided as part of the detailed planning stage with bus providers, subject to a review of the routes across Cardiff.

Members also request you write back with clarification on the proposed arrangements for National Express coaches – will they be accommodated with a dedicated stand within the Transport Interchange, and where will they be provided an area for layover?

Members note that the specifications presented do not give an explicit requirement for the concourse area to have seating for waiting bus users. We accept this may be an oversight in the presentation, as during the meeting officers were open in discussing the need for waiting facilities. We wish, however, to ensure that seating is an absolute must, and request assurances there will be adequate provision of them within the new transport interchange. In the interest of the elderly and infirm, who cannot stand to wait five or 10 minutes for a bus, we consider this provision as essential. We wish to stress that seating must not solely be provided by food and drink outlets, where their use is dependant on making a purchase, but should be free for anyone to use.

I am aware that this letter is quite extensive, capturing the wide range of discussion that took place during the meeting. For ease, I include a re-cap of the points that require follow up:

- In the interim period, Members recommend that clear, colour coded and alphanumeric signage is introduced to enable the public to find their way to bus stops with ease;
- Members request the opportunity to look over any publications and maps produced for public circulation, prior to their sign off and mass production;
- Members request that presentations are offered to all political Group meetings, rather than solely to the Labour Group;
- Members wish to be provided the wider timetable that is being worked to for the Central Square redevelopment;
- Members recommend Arriva Trains Wales is encouraged to enforce the waiting restrictions more stringently in the pick up and drop off facilities and that the provision of real time information on electronic display is explored;
- Members recommend that the chosen design makes the area where buses will be reversing inaccessible to pedestrians;
- Members request confirmation of the stand and capacity information provided and ask you provide an estimate of how much increase in capacity dynamic stand allocation could provide;
- Members request clarification on the proposed arrangements for National Express coaches; and
- Members recommend that provision of seating is an essential requirement for the concourse/waiting area of the new facility.

We welcome your ongoing commitment to include Scrutiny in the Transport Interchange developments and look forward to the next meeting of this inquiry, where we will consider the chosen architect and their high level concept designs for the Transport Interchange. We note that the presentation stated this will happen prior to June 25 and request officers contact Nathan Swain, the Principal Scrutiny Officer responsible to the Inquiry, as early as possible to make arrangements for this meeting.

Regards

A handwritten signature in black ink, appearing to read 'R Cook', with a small '#' symbol at the end.

Councillor Ralph Cook
Chairperson Environmental Scrutiny Committee

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

Fy Nghyf / My Ref: RDB/RP/24.06.15

Dyddiad / Date: 24th June 2015



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

Dear Councillor Patel

JOINT TASK AND FINISH INQUIRY – ECONOMY & CULTURE AND ENVIRONMENTAL SCRUTINY COMMITTEES: CARDIFF CENTRAL TRANSPORT HUB, 23rd JUNE 2015

The Members of the Joint Task and Finish Inquiry into ‘Cardiff Central Transport Hub’ met with officers on Tuesday 23rd June to receive a presentation outlining the preferred design for the new Cardiff Transport Interchange and to receive an overview of the engagement work that will be undertaken to develop the final detailed design.

Members of the Inquiry would like to thank you for your ongoing commitment to engage with scrutiny on this piece of work and would ask you also pass on our thanks to the officers who attended the meeting. As the Cabinet Member responsible for the delivery of a new Transport Interchange for Cardiff, we are writing to you with our comments and observations following the meeting.

Preferred design for the new Cardiff Transport Interchange

- Members feel that the new Cardiff Transport Interchange should include a dedicated area for storing luggage. This is a facility which the current bus and train station lacks and is a common feature of modern European transport interchanges. I would be grateful if you could look into the inclusion of such a facility in the detailed design for the new transport interchange.
- The task group notes that the current bus station has 22 stands and can accommodate 73 buses an hour; this equates to 45% of all city centre bus services. They also note that new Cardiff Transport Interchange will have 14 stands and accommodate an average of 112 buses per hour. It is estimated that the new transport interchange will be able to manage a maximum of 140 bus transfers per hour. This means that on average the new transport interchange

could deal with a bus transfer every 32 seconds and at peak capacity this will increase to one every 26 seconds.

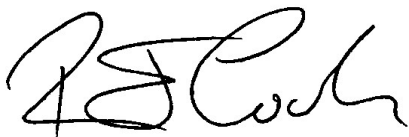
- Due to the higher number of buses entering and leaving the new bus station the task group would like assurances about the impact on safety beyond the curtilage of the development; in particular that the immediate roads will be able to cope with the greater volume of bus traffic. The task group would also like to know if further restrictions would be imposed on private car users in the vicinity of the new facility.
- The task group would like assurance that the smaller footprint of the new bus station will be able to cope with the increased volume to ensure that safe and smooth bus operation can take place, for example, there will not be a significant risk of vehicles colliding when reversing in the restricted area.
- At the moment the bus station currently deals with 45% of buses travelling into the city centre. Bearing in mind the increased capacity of the new transport interchange Members would like to know what you anticipate this value will be once the new facility is complete. I would be grateful if you could provide this information.
- Members understand that the smaller bus station foot print and the higher bus transfer rate means that in future there will be little if any opportunity for bus layover. This will obviously have an impact on the major bus providers, for example, Cardiff Bus. I'd be grateful if you could liaise with the major bus providers to find out what provision they have for alternative layover locations and share this with the task group.
- The task group note that questions were asked about the cost implications of the new transport interchange proposals. They look forward to reviewing these when the Cabinet report on the Cardiff Transport Interchange is published.
- A Member was keen to find how much funding is to be placed into the new transport interchange as a result of developer contributions, for example, section 106 contributions from the new BBC building, etc.. I would be grateful if you could provide the task group with this information once the planning application is approved.
- The task group notes the legal requirement of the Council to ensure that an Equalities Impact Assessment is completed for the new transport interchange. They will look to review this document prior to the planning application being approved.
- When the topic of drop off and pick up locations was discussed a Member raised concerns that an apparent reduction of these areas to the north of the development would cause difficulties for people trying to access the transport

interchange. Other Members were content that as long as the new drop off and pick up locations were properly managed then it was likely that access would in fact improve despite the reduction. The task group would, therefore, like reassurance that there is a strong commitment to properly manage all drop off and pick up areas in future with regular enforcement action being taken where appropriate.

- A Member was concerned that the new building above the transport interchange would be too high when compared to its surroundings. The Member felt that the detailed design needs to be carefully thought out so that it does not excessively dominate other buildings in the area.
- It has been suggested that the anticipated completion date for Cardiff's new transport interchange will be towards the end of 2017. If this isn't accurate then I'd be grateful if you could supply the task group with an estimated completion date for the project.

We welcome your ongoing commitment to include Scrutiny in the Transport Interchange developments. I look forward to the next meeting of this inquiry where we will consider the detailed proposals in the Cardiff Transport Interchange planning application.

Regards,



Councillor Ralph Cook
Chairperson Environmental Scrutiny Committee

cc Andrew Gregory – Director of City Operations
Paul Carter – Operational Manager, Transportation
Claire Moggridge – Operational Manager, Major Projects Infrastructure
Ian Lloyd-Davies – Media Advisor
Members of the Economy and Culture Scrutiny Committee
Members of the Environmental Scrutiny Committee
Cabinet Office

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**CABINET SUPPORT OFFICE
SWYDDFA CYMORTH Y CABINET**

My Ref / Fy Ref: CM31382
Your Ref / Eich Ref: RDB/RP/24.06.15

Dyddiad / Date: 05 August 2015



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

Annwyl / Dear Chair

Joint Task & Finish Inquiry - Economy & Culture and Environmental Scrutiny Committees: Cardiff Central Transport Hub - 23 June 2015

Thank you for your letter dated 24 June 2015 with regards to the meeting above.

I would like to respond to your comments in the order that they were raised.

- Luggage Storage Area

This will be included in the specification for detailed design.

- Impact on Immediate Road Network

My officers are currently examining the city centre road network in order to give more advantage to buses, cyclists and pedestrians, and reduce through movements by general traffic.

- Safe Bus Operation

The design of the new facility will provide sufficient space to enable safe reversing manoeuvres to be carried out.

- Capacity and Layover

It is impossible to predict the percentage of bus services that will use the new interchange. It is anticipated that the current bus network and methods of operation will undergo significant changes, which are likely to change the way the bus operators use the facility. There will be some layover spaces provided, but fewer than in the current bus station.

**PLEASE REPLY TO / ATEBWCH
I:**

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

- Costs/Funding

A report will be brought to Cabinet in October by the Director of Economic Development which will set out the funding arrangements for the new interchange.

- Equalities Impact Assessment

Noted. I will ensure members have sight of this before the application is approved.

- Pick up/Drop-Off Facilities

It is vital that these facilities are managed to provide efficient use of the available space.

- Height of Building

Urban design characteristics of the new development, including height, massing etc. will be fully considered as part of the Planning Appeal process.

- Anticipated Completion Date

Anticipated completion date is December 2017, however this is a complex project which is inextricably linked with other Central Square developments.

I trust this information is of assistance.

Yn gwyir,
Yours sincerely,



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

cc Andrew Gregory – Director of City Operations
Paul Carter – Operational Manager, Transportation
Claire Moggridge – Operational Manager, Major Projects Infrastructure
Ian Lloyd-Davies – Media Advisor
Members of the Economy and Culture Scrutiny Committee
Members of the Environmental Scrutiny Committee
Cabinet Office

**SWYDDFA CYMORTH Y CABINET
CABINET SUPPORT OFFICE**

Fy Nghyf / My Ref : CM31214

Dyddiad / Date: 9th October 2015



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

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

Cllr R Mckerlich
Cardiff County Council
Atlantic Wharf
Butetown
Cardiff
CF10 4UW

Annwyl / Dear Rod

Economy & Culture Scrutiny Cttee - 15 May

Thank you for your letter of June 15th regarding various matter discussed/raised at the Economy & Culture Scrutiny Committee meeting on May 15th. I apologise for the delay in responding.

European Capital of Sport 2014

It is pleasing to note the Committee's endorsement that the year had been a considerable success with a range of outcomes from increasing participation for women and girls to securing the World Half Marathon in 2016. As part of the Local Sports Plan in conjunction with Sport Wales and Cardiff Metropolitan University participation numbers continue to be closely monitored for any trends and this will remain the case for the foreseeable future.

Sports Development Joint Venture

The Committee comments are noted with regard to being kept appraised of the key performance indicators and annual plan and we will be happy to return to the Committee at an agreed date to continue this dialogue. Without wishing to pressure the Committees views/thoughts maybe the end of year would be good time as that should have allowed time for further embedding which the Committee noted was still at an early stage. In the meantime the Local Sports Board meets every quarter to monitor performance against the Local Sports Plan.

PLEASE REPLY TO / ATEBWCH I : Cabinet Support Office / Swyddfa Cymorth Y Cabinet,
Room 513, County Hall / Neuadd y Sir,
Atlantic Wharf / Glanfa'r Iwerydd, Cardiff / Caerdydd,
CF10 4UW



Sport, Leisure and Culture Quarter 4 Performance

The Service area continues to focus on the level of sickness absence with Leisure & Play having the support of a dedicated resource from HR with considerable impact from the high levels in April. This focus continues and will be reported to the Committee when future performance reports are considered.

As reported progress continues to be made with the Flatholm Island partnership discussions and we are happy to return to the Committee in the future when there is a final proposal for consideration.

The Committee's understanding of the financial pressures that the Leisure Centres and Arts Venues procurement process brings regarding savings and timescales was appreciated. It clearly will need to continue to be a focus of reporting/scrutiny throughout the year and at the point that any decision is recommended it will need to receive due consideration by the Committee.

I trust the above is of assistance.

Yn gwyir
Yours sincerely

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

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