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AGENDA

Committee	ENVIRONMENTAL SCRUTINY COMMITTEE
Date and Time of Meeting	TUESDAY, 6 SEPTEMBER 2016, 4.30 PM
Venue	COMMITTEE ROOM 4 - COUNTY HALL
Membership	Councillor Mitchell (Chair) Councillors Aubrey, Clark, Chris Davis, Hill-John, Lomax, White and Darren Williams

Time approx.

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 - 10)

To approve as a correct record the minutes of the meetings held on the 14 June and 12 July 2016.

4 City Operations Directorate - Quarter 1 Performance Report 2016/17 (Pages 11 - 70)

4.40 pm

- (a) Councillor Ramesh Patel, Cabinet Member for Transport, Planning & Sustainability to make a statement on the areas of the areas of the City Operations Directorate – Quarter 1 Performance Report 2016/17 relevant to his portfolio of responsibility (if he wishes).
- (b) An officer from the City Operations Directorate to deliver a presentation based on the areas of the City Operations Directorate – Quarter 1 Performance Report 2016/17 relevant to the Transport, Planning & Sustainability portfolio.

- (c) Councillor Patel and an officer(s) from the City Operations Directorate will be available to answer Member questions.
- (d) An officer from the City Operations Directorate to make a statement on the areas of the City Operations Directorate – Quarter 1 Performance Report 2016/17 relevant to the Environment portfolio.
- (e) An officer from the City Operations Directorate to deliver a brief presentation based on the areas of the City Operations Directorate – Quarter 1 Performance Report 2016/17 relevant to the Environment Portfolio.
- (f) An officer(s) from the City Operations Directorate will be available to answer Member questions.

5 The City of Cardiff - Draft 2016 Air Quality Progress Report 5.40 pm
(Pages 71 - 194)

- (a) An officer from the Shared Regulatory Service to make a statement on Cardiff's Air Quality Strategy.
- (b) An officer from the Shared Regulatory Service to deliver a presentation on Cardiff's Air Quality Strategy.
- (c) An officer(s) from the Shared Regulatory Service will be available to answer Member questions.

6 Cardiff Council Public Convenience Outline Strategy 2016 (Pages 195 - 242) 6.20 pm

7 Draft Environmental Scrutiny Committee Work Programme 2016/17 (Pages 243 - 250) 7.20 pm

Principal Scrutiny Officer to talk Members through the Draft Environmental Scrutiny Committee Work Programme 2016/17. Members will need to consider the content of the Draft Environmental Scrutiny Committee Work Programme 2016/17 and decide if they wish to adopt it for the 2016/17 municipal year.

8 Correspondence (Pages 251 - 292) 7.40 pm

Members to comment on the recent correspondence sent and received by the Chair on behalf of the Committee.

9 Way Forward

10 Date of next meeting

The next meeting of the Committee will take place on 4 October 2016.

David Marr

Interim Monitoring Officer

Date: Wednesday, 31 August 2016

Contact: Graham Porter, 029 2087 3401, g.porter@cardiff.gov.uk

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ENVIRONMENTAL SCRUTINY COMMITTEE

14 JUNE 2016

Present: County Councillor Mitchell(Chairperson)
County Councillors Clark, Hill-John, Lomax and Darren Williams

1 : APPOINTMENT OF CHAIRPERSON

The Committee noted that the Annual Council on 26 May 2016 appointed Councillor Mitchell as Chairperson of the Committee.

2 : TERMS OF REFERENCE

The Committee noted that Annual Council on 26 May 2016 approved the following Terms of Reference:

- 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 environmental sustainability, including:
 - Strategic Planning Policy
 - Sustainability Policy
 - Environmental Health Policy
 - Public Protection Policy
 - Licensing Policy
 - Waste Management
 - Strategic Waste Projects
 - Street Cleansing
 - Cycling and Walking
 - Streetscape
 - Strategic Transportation Partnership
 - Transport Policy and Development
 - Intelligent Transport Solutions
 - Public Transport
 - Parking Management
- To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.
- To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.

3 : COMMITTEE MEMBERSHIP

The Committee noted that Annual Council on 26 May 2016 appointed the following Members to the Committee:

Councillors Aubrey, Clark, Chris Davis, Hill-John, Lomax, White and Darren Williams

4 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor White.

5 : DECLARATIONS OF INTEREST

No declarations of interest were received.

6 : CARDIFF'S TRANSPORT STRATEGY

The Committee received a briefing report setting out the approach taken by the Authority to develop Cardiff's new Transport Strategy prior to the Strategy being considered by the Cabinet at their meeting on 14 July 2016. The briefing included an outline of the purpose of the Strategy and the proposals it contains; receive an explanation of the rationale and supporting evidence for particular transport interventions; opportunities to discuss technical matters and issues with Council policy; opportunities to discuss public consultation; opportunities to discuss ways of raising and maintaining public awareness/interest in the Strategy.

Members were advised that Cardiff Local Development Plan (LDP), which was approved in January 2016, highlighted the need for a shift to sustainable transport to support the future growth of the City. The LDP set a target of 50% of all journeys to be made by sustainable modes of travel. The Transport Strategy provided a summary of the Council's transport priorities and proposed transport projects which will help achieve the 50% sustainable travel target by 2026.

The LDP provided for 41,000 new homes and 40,000 new jobs by 2026. It was estimated that this would result in a 32% increase in road traffic and intensify pressure on the City's road network. In order to accommodate growth on this scale the overall share of daily journeys made by car must decrease and a greater proportion of journeys need to be made by walking, cycling and public transport. To enable such a shift policies in the LDP seek to secure significant improvements to public transport and travel networks. Furthermore, it is the Council's ambition for Cardiff to become Europe's 'Most Liveable Capital City'. Integrating new developments with the provision of sustainable transport infrastructure is one of the key enablers to achieving the Council's ambitions.

Cardiff is the economic driver for the wider Capital City Region which has a population of approximately 1.4 million people. Cardiff itself provide one third of the region's employment. Within this region people make approximately 1.5 million trips every day with many journeys coming from neighbouring local authorities. These journeys exert considerable pressure on Cardiff transport network. The development of the Cardiff Capital Region Metro project will form one part of the central elements of the £1.2 billion package of investment secured through the Cardiff Capital Region City Deal. The Metro will provide the connectivity needed to support growth and support the delivery of sustainable transport.

It was considered that following the approval of the LDP and due to the central role that transport should play within the City Deal initiative, that the Council's transport vision and priorities would need to be captured within a single Strategy. The Strategy

is intended to provide a complete overview of plans to improve Cardiff's transport system and to explain why the projects proposed are needed to support the future growth of the City and the wider City Region. The Strategy aims to provide the principle reference for future communications and public engagement on transportation matters.

It is anticipated that the Transport Strategy will outline the following:

- The main transport issues and challenges which the Council and its partners are working to address;
- How improvements to Cardiff's transport system are needed to support the development of new sustainable communities envisaged within the Local Development Plan;
- The Council's priorities for individual modes of travel and key proposals for improving the transport system.

The Chairperson welcomed Councillor Ramesh Patel, Cabinet Member for Transport, Planning and Sustainability, Andrew Gregory, Corporate Director and Matt Price, Transport Vision, Policy and Strategy. The officers were invited to deliver a brief [presentation](#) on the Cardiff Transport Strategy.

The Chairperson invited Members of the Committee to raise questions, comment or seek clarification on the information received. Those discussions are summarised as follows:

- Members of the Committee considered they the Transport Strategy would impact on the Tourism Strategy. Members asked what consultation or communication has taken place with tourism stakeholders. The Cabinet Member gave an undertaking to include tourism stakeholders in the consultation process.
- Members asked whether the Capital Region Metro project included any proposals to connect Radyr and Coryton Stations and, by doing so, complete a circular rail network in the City. Officers stated that a decision on the mode of transport for the Capital Region Metro has not yet been made. This decision was the responsibility of the Welsh Government. The Cabinet Member accepted that the completion of a circular line was a logical step and he agreed with the basic principle. However, there has been no dialogue regarding this and it would be one of a range of proposals to be discussed.
- Officers advised that a decision on the mode of transport was expected late in 2016. Discussions would then take place regarding the detailed designs. It was anticipated that this process would take some time.
- The Cabinet Member asked the Committee to note that the transportation corridors were mapped and set out in the LDP. The Metro project was a bonus but was in the hands of the Welsh Government.
- Members asked what protections were in place in terms of alignments. Officers, again, stated that the discussion held did not address that level of

detail. Officers acknowledged that there were concerns regarding alignment of routes. Once the method or mode of transport was known it would be possible to move forward with these issues.

- The Committee asked whether the principle of a compensatory scheme has been considered. The Cabinet Member urged caution as these matters are not the responsibility of the local authority. Officers advised that an implementation body will be established to deliver the Metro. It will be for that body to address such issues. It was anticipated that an objective value added assessment of individual routes would be used to inform broader discussions. The impact on local communities will be addressed, aspects of which can be taken forward as part of the Transport Strategy.
- The Cabinet Member confirmed that there has been no decision regarding station allocation. Again, these matters were tied to the decision on transport mode. Heavy rail presented limited opportunities for new stations. However, light rail could lead to the creation of 5 or 6 new stations.
- The Committee asked at what stage efforts to address 'pinch points' on the highway network were and what was being done to improve bus routes. Officers stated that the Transport Strategy addresses these issues and the solutions. Discussions are ongoing with developers re the use of S106 funding for bus/cycle/walking routes. The Cabinet Member indicated that the authority was aware where the pinch points are and measures will be taken in conjunction with development proposals. As part of the planning application process there is an assessment of the impact of planning application on transport. As a result, measures to facilitate sustainable movement will be proposed. It was also important to get the master planning of major applications right so that those developments contain schools and other facilities in order that the number of journeys can be reduced.
- Members of the noted that developers are providing free bus passes to customers purchasing houses. Members suggested that where free bus travel is being provided a bus service should be established before residents locate there. The Cabinet Member agreed and stated that it was possible to use contributions from developers to subsidise bus services and help to embed sustainable travel behaviour.
- Members asked what a bus corridor on Cathedral Road might look. Officer advised that they would work closely with local Ward Members to get the maximum benefit from a bus corridor whilst minimising the impact on local residents. There were some locations of Cathedral Road where queues of traffic form. It was anticipated that these locations would benefit from bus lanes. It was not suggested that bus lanes would be installed on the whole length of road. The Cabinet Member stated that commuters used Cathedral Road for parking. They would be encouraged to use public transport in the future.
- Officers confirmed that, according to projections, the move towards the stated aim of a 50:50 modal transport split was on target. The Ask Cardiff Survey has demonstrated 57:43. It was anticipated that a light rail system (Cardiff Metro) would provide an additional 5-10% switch. Members asked whether the Ask

Cardiff figure related to commuter journeys or all journeys. Officers agreed to provide the Committee with clarification of the information provided.

- Referring to future transportation priorities, the Committee asked what criteria would be used when considering more or new stations. Officers stated that passenger demand, technical feasibility and cost would be considered. However, if the Welsh Government decides that heavy rail is their preferred option, then new stations were unlikely. Light rail would not require signalling, more train could be run and stations can be closer together. Light rail would provide considerably more opportunities.
- Officers confirmed that commuting (trips to work) by cycling has increased from 4% in 2003 to between 8-9%. A number of new initiatives would aim to improve these figures further, including a new cycle hire scheme and the central transport interchange.
- Responding to a question from a Member of the Committee, the Cabinet Member stated that enforcement of the 20mph zones was the responsibility of South Wales Police. The Cabinet Member advised that the authority was currently having dialogue with South Wales Police and the Cabinet Member also intends to clearly put this point to the Police Commission when they meet.
- Member raised concerns regarding the condition of road surfaces in the City. Members considered that if we are to encourage people to cycle more the road surface needs to be safe enough for them to do so. The Cabinet Member stated that extra provision had been set aside in the budget to make permanent repairs to road surfaces. The authority needs to be informed of potholes when they occur.

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

7 : STREET LIGHTING - MEMBER BRIEFING

The Committee received a briefing report regarding recent proposals on street lighting in Cardiff. The report focussed on the procurement of a contract to deliver LED street lighting and an update on the street dimming contract.

Members were advised that a key theme of Cardiff’s aspirations to become the most liveable European Capital City is the enhancing of the environment and the reduction of Cardiff’s carbon footprint within the context of budgetary control. The proposed conversion of 13,608 street lights located on strategic highways to LED was hoped to contribute to the Council’s liveable city aspirations. Furthermore, the Well-Being of Future Generations Act 2015 requires the Council to contribute to seven national Well-Being goals, including the ‘Prosperous Wales’ goal of promoting a low carbon society; and to climate change mitigation actions in both the ‘Long Term’ and ‘Preventative’ Ways of Working set out in the act.

The report summarised the positive impacts of LED lighting in terms of carbon reduction and budgetary savings. Street lighting accounts for 25% of the authority’s total carbon footprint. The proposals switch to LED on strategic routes would result in an estimated 3,476 tonnes of CO2 being removed from the Council’s operations,

equivalent to a £63k Carbon Reduction Commitment saving. There would also be a reduction in energy cost of £791k per annum, assuming costs remain at current levels, and taking into account installation costs, maintenance costs and financing of the project.

Members were advised that a trial of different LED lanterns had been completed and the specification of the procurement exercise was defined so as to meet the best results of the trial. The exercise identified that by using 3,000 Kelvin LED lights the light provided would match the light from the streetwise lanterns replaced as part of the dimming contract. This would provide a uniformed light colour and temperature across the City.

As part of the LED street lighting project it was also proposed that a CMS management system is implemented on the strategic road network. A CMS will allow faults to be reported automatically and for officers to raise lighting levels on occasions, for example, in the event of an incident.

The report provided Members of the Committee with an overview of the procurement process, including a potential procurement timeline. The report also provided details of the experiences of the other local authorities in Wales who have introduced LED lighting in recent years.

Members were advised that the final decision must have regard to an Equalities Impact Assessment (EQA). An EQA for the proposed scheme was carried out, the results of which were appended the report at Appendix 2.

The Chairperson welcomed Gary Brown, Operational Manager, Assets Engineering and Operations. Gary Brown was invited to deliver a brief [presentation](#) on the LED street light project.

The Chairperson invited Members of the Committee to raise questions, comment or seek clarification on the information received. Those discussions are summarised as follows:

- Members were advised that feedback from residents in other local authorities suggested that LED lights operating at 5000 to 7000 Kelvins were too bright and intrusive. Cardiff's LED lights would operate at 3000 Kelvins, thus providing additional savings.
- Officers confirmed that there were street lighting assets in the City which were not on adopted highways and were, therefore, the responsibility of directorates. Directorates were unable to provide any data on the number/location of these assets. Officers suggested that a 'One Council' approach to the management of these assets will require that a full audit is carried out, as any future Invest to Save projects are going to require good data. Officers were currently working with Directorates to move this issue forward.
- LED lighting is more reliable and fewer faults would be expected.
- Officers agreed to provide the Committee with the costs of providing street lighting on strategic routes currently.

- There was some discussion around the overall value of the financial benefits that the LED contract would provide. Members asked for a detailed breakdown of all costs and savings projected by the scheme.

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

8 : WORK PROGRAMME

The Committee discussed options for developing and agreeing the Committee’s Work Programme for 2016/17. The Principal Scrutiny Officer suggested that a list of potential work programme items be evaluated with items being scored in order of preference using a scoring matrix.

AGREED – That the draft work programme be presented at the Committee meeting on 12 July 2016.

9 : DATE OF NEXT MEETING

Members were advised that the next Environment Scrutiny Committee is scheduled for 12 July 2016.

The meeting terminated at 7.15 pm

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DRAFT MINUTES

Meeting ID	2331
Committee	Environmental Scrutiny Committee
Date	12/07/2016
Attendees	Councillor Paul Mitchell (Chairperson) Councillor Gareth Aubrey (Committee Member) Councillor Elizabeth Clark (Committee Member) Councillor Chris Davis (Committee Member) Councillor Gavin Hill-John (Committee Member) Councillor Chris Lomax (Committee Member) Councillor Susan White (Committee Member) Councillor Darren Williams (Committee Member) Richard Bowen (Principal Scrutiny Officer) Graham Porter (Clerk) Councillor Bob Derbyshire (Notify) Matt Swindell (Notify)

Item ID	6290
Item Title	Apologies for Absence
Summary	

Item ID	6291
Item Title	Declarations of Interest
Summary	

Item ID	6292
Item Title	Minutes
Summary	

Item ID	6297
Item Title	Cardiff's Energy Prospectus
Summary	

Item ID	6296
Item Title	Date of next meeting
Summary	Members were advised that the next Environment Scrutiny Committee is scheduled for ???????

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CITY & COUNTY OF CARDIFF
DINAS A SIR CAERDYDD

ENVIRONMENTAL SCRUTINY COMMITTEE

6 SEPTEMBER 2017

CITY OPERATIONS DIRECTORATE – QUARTER 1 PERFORMANCE
REPORT 2016/17

Reason for the Report

1. To present the City Operations Directorate performance report for Quarter 1 (April to June) of 2016/17. The performance report for the City Operations Directorate is attached as **Appendix 1**. This is supported by **Appendix 2** which consists of a summary of overall Council performance, for example, staff budgets, overtime and agency costs, sickness rates and complaint levels.

Background

2. The Environmental Scrutiny Committee has a role in reviewing the performance of Council services which fall within the Committee terms of reference; a copy of the terms of reference has been attached as **Appendix 3**. The Directorate that requires regular scrutiny by the Committee is the City Operations Directorate.
3. Members have agreed to consider performance issues during the municipal year 2016/17. It is anticipated that this will involve looking at the sections of the Delivery & Performance Report relevant to the terms of reference of the Committee on a quarterly basis.
4. The January 2016 'Wales Audit Office (WAO) Corporate Assessment Follow On Report' stressed the importance of the Council building on its capacity and mechanisms for internal challenge and self assessment.
5. In response to the 'WAO Corporate Assessment Follow On Report' the Council acknowledged that there is a need for more consistency around performance

management and benchmarking. The Council is of the view that the framework and mechanisms for effective performance management and reporting have been in place for a while; however, there is scope for further improvement – particularly in terms of the scope for strengthening the relationship between the Central Performance Team and Service Directorates.

6. To drive further improvement the Council recruited a new Head of Performance & Partnerships in early 2016. Since his appointment he has been given the task of refreshing the Council's performance management approach and as a consequence of this work, the Quarter 1 Delivery & Performance Report 2016/17 is now presented in a different format to the one which was presented for Quarter 4 2015/16. The new report is designed to tie in with the Council's new integrated strategic planning framework.

The Council's Strategic Planning Framework

7. The Council's integrated strategic planning framework to deliver its vision of Cardiff as 'Europe's most liveable Capital City' spans the City's overall performance (via the *What Matters* Single Integrated Plan and *Liveable City* Report); Council performance via the Corporate Plan; Directorate performance via Directorate Delivery Plans; through to individual performance via Personal Performance and Development Reviews.
8. The *Corporate Plan 2016-18* was approved at Council on 25 February 2016. It set out four Priorities and 12 Improvement Objectives for Cardiff. The four Priorities are listed as:
 - Priority 1: Better education and skills for all;
 - Priority 2: Supporting vulnerable people;
 - Priority 3: Creating more and better paid jobs;
 - Priority 4: Working together to transform services.
9. To tie in with the new reporting approach the new quarterly delivery & performance reporting structure now includes sections relevant to the City Operations Directorate on:

- **Measures** – this focuses on the performance indicators relevant to the City Operations Directorate;
- **Priorities** – this sets out the improvement objectives, commitments and progress / issues/ mitigating actions against the Corporate Plan Priorities relevant to the City Operations Directorate;
- **Challenges & Achievements** – this sets out the key challenges and achievements of the City Operations Directorate.

Performance Support Board

10. The Council's previous approach to performance management focused the use of performance information within the most strategic parts of the organisation, to ensure that these strategic audiences are considering strategic performance issues. It is also critical to ensure that underneath the strategic layer there are mechanisms in place which allow for effective engagement and support of operational performance issues.
11. In parallel with developing a coherent cross-organisation approach to service planning – which will, by default, create a new body of consistent performance information – the Council is in the process of introducing a Performance Support Board (PSB) model. The PSB would provide support to service performance and allow the Cabinet, scrutiny committees and the Senior Management Team (SMT) to focus on strategic performance issues.
12. It is expected that the primary roles of the PSB will be to support specific areas of service improvement, investigate areas of performance that are highlighted by robust data analysis, and provide a corporate overview for those performance measures that are not received by SMT, Cabinet or scrutiny committees. It is hoped that this approach will provide the organisation with confidence that measures mandated by Welsh Government but not included in outcomes-focused scorecards are receiving due attention.

13. It is anticipated that each Directorate will have a lead performance officer who will, together with the central Performance Team, analyse and challenge work to help inform the PSB's agenda.

Improved Reporting Timelines

14. The Council refresh of performance arrangements will examine opportunities to increase the speed with which information flows through its performance-related processes. An essential part of moving the organisation away from monitoring performance and onto managing performance is providing information within a timescale that allows the use of data to influence decision making and prompt appropriate intervention.
15. This means that in future the Council will need to commit to non negotiable deadlines for the return of performance information for the purposes of challenge and report collation; the Council will also have to accept the use of draft performance information at earlier stages in the performance reporting process.
16. It is accepted that final reports for Cabinet and scrutiny committees should always contain confirmed information; however, it is felt that the reports that are used by the PSB and SMT can contain draft performance information, provided it is flagged as such.

Publishing Performance Information on the Internet

17. To reinforce the Council's move to a culture of accountability, this refresh of performance arrangements presents an opportunity for Cardiff residents to access key performance information in a way that is immediately engaging. Council employees should also have access to online performance information that helps them understand the contribution they are making towards achieving organisational aims. It is therefore proposed that the Council publishes information about its performance on www.cardiff.gov.uk.
18. The published information would focus on the outcomes the Council is trying to achieve – the four Priorities – and, therefore, correlate to the performance measures

used at Cabinet and scrutiny committees. Information will be presented in a way that is engaging to a wide variety of people by using infographics. The aim would then be to report on all measures (in spreadsheet or similar format) in time.

Refresh the Council's Performance Management Strategy

19. In light of recommendations made in the WAO's latest report, the Framework element of the Performance Management Strategy will be updated to include guidance around timelines that support current processes. The most significant aspect of this refresh will be embedding it into the organisation's culture. Mostly, this will be achieved through changing practices as outlined above. However, ensuring that the Council's Performance Management Strategy is acknowledged, understood and used will require the Central Performance Team to engage and work proactively with service managers and performance leads.

Issues – Quarter 1 Delivery and Performance Report 2016/17

20. The City Operations Directorate Quarter 1 Delivery & Performance Report 2016/17 is attached to this report as **Appendix 1**. At the point of writing this report **Appendix 1** examined a number of performance areas including:
 - Progress made against Performance Indicators;
 - Progress made against Corporate Priorities and Directorate Priorities;
 - Progress made against Key Challenges and Key Achievements.
21. **Appendix 2** provides a range of Council-wide performance information which will help the Committee benchmark against the Council performance as a whole and other service areas. The document includes information on:
 - Customer contact;
 - Staff costs;
 - Financial tracking information;
 - Sickness absence levels;
 - Personal Performance and Development Review compliance as at 30 June 2016.

22. It is anticipated that future reports will include detailed financial information for each of the Directorates, for example, projected budget outturn and projected savings outturn. However, at the time of writing this report not all of the financial information for **Appendix 2** was available and so is not included in the report.
23. A number of key observations have been identified from the report, these are:
- At the end of Quarter 1 the City Operations Directorate staff had taken an average of 2.65 full time equivalent (FTE) sick days. Based on the Quarter 1 figure it is estimated that the City Operations Directorate will achieve an end of year outturn on 11.4 FTE sick days; this is above the City Operations Directorate 2016/17 target of 10.4 FTE sick days.
 - During Quarter 1 2016/17 the City Operations Directorate had a 95% Personal Performance & Development Review (PPDR) completion rate. This is above the Council average of 90% for the same period.
 - The City Operations Directorate Quarter 1 Delivery & Performance Report 2016/17 reports on four performance indicators. 25% (1) of these is rated as 'Amber', and 75% (3) of these are rated as 'Green'.
 - It should be noted that from the start of July 2016 Waste Management Services joined Cardiff Commercial Services which is a part of the Economic Development Directorate. It is anticipated that the Quarter 2 Delivery & Performance Report 2016/17 will reflect and report on these changes.
 - PLA/004(a) – the percentage of minor planning applications determined during the year within 13 weeks – this achieved a Quarter 1 2016/17 score of 37.5% and, therefore, a green 'RAG' status for the period. This is a significant improvement compared against 2015/16 as a whole which achieved an overall score of 12% and a red 'RAG' status. It is also a large improvement when compared to Quarter 4 in 2015/16 which achieved a result of 21.4% and also had a red 'RAG' status.

- PLA/004(c) - the percentage of householder planning applications determined during the year within eight weeks – this achieved a Quarter 1 2016/17 score of 80.8% and, therefore, a green 'RAG' status for the period. This is an improvement when compared to 2015/16 as a whole which produced a result of 71.4% and an amber 'RAG' status. It is also an improvement when compared when compared to Quarter 4 in 2015/16 which achieved a result of 79% and an amber 'RAG' status.
- PPN/009 – the percentage of food establishments which are 'broadly compliant' with food hygiene standards maintained a green 'RAG' status with a score of 93.5%.
- THS/007 – the percentage of adults aged 60 plus who hold a concessionary bus pass recorded a score of 92.1% which was allocated an amber 'RAG' status. This is down from Quarter 4 2015/16 which delivered a score of 96.50% and a green 'RAG' status.
- It should be noted that the Quarter 1 2016/17 only reported on four of the 17 indicators applied against the City Operations Directorate. Four are reported quarterly and are included in this report; eight are recorded annually and five are reported quarterly but have yet to be validated, therefore, cannot be included in this report.
- The Council is currently developing a new Cardiff City Transport Strategy which it hopes to take to Cabinet for approval after public consultation and stakeholder engagement in October / November 2016.
- Work is taking place to develop the Modified In House model for Infrastructure Services which was approved by Cabinet on 16 June 2016. The model comprises of two complementary programmes of change which are Cardiff Commercial Services and Neighbourhood Services.

- The Council still has to achieve the statutory 58% recycling target by March 2017. Service changes are currently being implemented by the Council to make sure that the statutory 58% recycling target is exceeded, for example, arrangements are now in place to recycle carpets and mattresses.
24. **Appendix 1** includes a table of the main performance indicators used by the City Operations Directorate to monitor performance; these indicators are supported by commentary to explain the current position. It was recently agreed by SMT that all performance indicators that are not subject to central government thresholds will be automatically RAG rated using a formulaic approach, whereby anything hitting target or above will be Green, anything 0.1% - 10% off target will be Amber and anything off by more than this will be Red. On reviewing the Quarter 1 Delivery & Performance Report 2016/17 it was noted that the following 'Key Performance Indicator' was marked as 'Amber':
- THS/007 – the percentage of adults aged 60 plus who hold a concessionary bus pass recorded a score of 92.1% and was allocated an amber 'RAG' status.
25. **N.B.** – It should be noted that four of the indicators allocated to the City Operations Directorate are reported on annually. Results for these are not included in the Quarter 1 Delivery & Performance Report 2016/17 as the data is still being collected, interrogated and verified.

Scope of the Scrutiny

26. This item will give Members the opportunity to consider the City Operations Directorate performance and feed in observations to support Cabinet consideration of the Quarter 1 Delivery & Performance Report 2016/17.

Way Forward

27. Councillor Ramesh Patel (Cabinet Member for Transport, Planning & Sustainability) and officers from the City Operations Directorate have been invited to attend for this item. They will be supported by officers from the City Operations Directorate. The

Quarter 1 Delivery & Performance Report 2016/17 will be addressed on a portfolio by portfolio basis.

Legal Implications

28. 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

29. 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

The Committee is recommended to:

- i. Note the contents of the attached reports;

- ii. Consider whether it wishes to make any comments to the Cabinet to take into consideration on the Quarter 1 Delivery & Performance Report 2016/17.

DAVID MARR

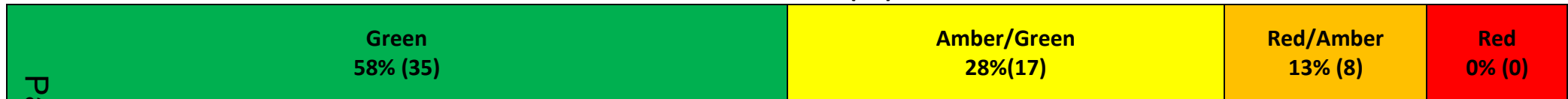
Interim Monitoring Officer

31 August 2016

Q1 Delivery and Performance Report 2016-17

Performance against Commitments in the Corporate Plan 2016-17

Q1 2016-17 – (60)



Page 21

Performance against Performance Indicators included in this report

Q1 2016-17 – (54)



*Including 6 (11%) being used to set a baseline and 2 (4%) are annual indicators

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Quarter 1 2016-17 Directorate Performance Report

Directorate: City Operations

Director: Andrew Gregory

Number Employees (FTE): 992

Cabinet Members: Cllrs Patel, Derbyshire, Bradbury

Q1 Measures

Performance Indicators (Total: 17)

Performance Indicator	Q1 2016-17	Target 2016-17	Q1 2015-16	Q4 2015-16	Outturn 2015-16	RAG	Commentary
PLA/004 (a) - The percentage of major planning applications determined during the year within 13 weeks	37.5%	25%	11.76%	21.43%	12%	G	A wide range of improvement measures are currently being developed and rolled out within the Planning Service as part of an inaugural Business Plan which has been prepared for the Service for 2016/17. The results therefore reflect the full range of measures including enhanced performance management arrangements/new weekly & monthly reporting mechanisms, reviewing reporting anomalies, improving existing systems and processes and developing new ways of working.
PLA/004 (c) - The percentage of householder planning applications determined during the year within 8 weeks	80.8%	80%	64.72%	79.02%	71.4%	G	As above
PPS/009 - The percentage of food establishments which are 'broadly compliant' with food hygiene standards	93.5%	92%	93.03%	93%	93%	G	
THS/007 - The percentage of adults aged 60+ who hold a concessionary bus pass	92.1%	94%	93.74%	96.50%	96.5%	A	Potentially there may a greater number of those age over 60 who have good access to private transport now and they maybe more resistant to using public transport and very unlikely to take up entitlement to the free bus pass. Also improvements have been made to ensuring data on those who have passed away is used to delete passholders on the database. Opportunities for more publicity for applying for bus passes will be explored.

NB 17 Performance Indicators are included in the Directorate Delivery Plan; 8 are annual and 9 are of a quarterly collection frequency, of which 5 results are awaiting validation, the remainder are included above.

Quarter 1 2016-17 Directorate Performance Report

Directorate: City Operations

Director: Andrew Gregory

Number Employees (FTE): 992

Cabinet Members: Cllrs Patel, Derbyshire, Bradbury

Progress against Performance Indicators (Corporate & Delivery Plans) (Total Reported 4)

RAG	Red %	Amber %	Green %	Notes
Q1	0	25% (1)	75% (3)	See note above
Q2				
Q3				
Q4				

Q1 Priorities

Corporate Plan Priorities						RAG
Priority 3 - Creating more and better paid jobs						
Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress /Issues/Mitigating Actions	Q1	Q2	Q3	Q4
3.2 Cardiff has a high quality city environment that includes attractive public spaces and good supporting transport infrastructure	Work with partners to design and deliver a new transport interchange - including a new bus station - as part of a high quality gateway into the city by December 2017	Summary provided by Economic Development.	A/G			
	Support Welsh Government and other stakeholders in the formulation of proposals to develop the Cardiff City Region Metro	The Council is in communication with Welsh Government officials; clarification is being sought regarding the technical scope of the Metro project (mode of operation) and arrangements/timetable for franchising and future governance.	A/G			
	Approve a new Cardiff City Transport Strategy following public consultation and stakeholder engagement by October 2016	Draft Strategy prepared following internal officer consultation; this will be considered at September Cabinet. Public engagement will follow in Quarter 3 - October/November 2016.	A/G			
	Deliver first phase of the Action Plan for Cardiff Bay by December 2016	On programme, outline plan agreed	G			
	Work with neighbouring Local Authorities and other relevant stakeholders to prepare a Strategic Development Plan (SDP) for the Cardiff Capital Region by 2021	Discussions taking place with relevant authorities, on programme	A/G			

Quarter 1 2016-17 Directorate Performance Report

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Cabinet Members: Cllrs Patel, Derbyshire, Bradbury

Page 25	<p>Establish a strategy for asset maintenance and renewal within the new City Operations Directorate by October 2016</p>	<p>The Asset Investment Strategy has been presented at the Investment Review Board, Informal Cabinet and Scrutiny. Agreement has been reached to further develop the funding strategy between City Operations and Corporate Finance Senior Managers – meetings have commenced and plans are being developed. Should the additional funding strategy not be achievable, Capital Annual Sums and Specifics Schemes Templates have been submitted to identify areas of specific financial pressure.</p>	A/G			
	<p>Develop a Cardiff Cycle Strategy, benchmarked against European best practice, by December 2016</p>	<p>Gehl Architects commissioned to assist with development of Cycle Strategy and stakeholder workshops facilitated by Gehl have been undertaken with key internal and external stakeholders. Stage 1 of the package of work to deliver the Integrated Network Map has been completed, setting out a review of Strategic Cycle Network Map routes and work required to bring them up to Welsh Government Active Travel standards.</p>	G			

Priority 4 – Working together to transform services

Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress/Issues/Mitigating Actions	Q1	Q2	Q3	Q4
4.1 Communities and partners are actively involved in the design, delivery and improvement of highly valued services	<p>Introduce a new model of provision for play services by April 2017, with a transition provision operable until the new grant commissioning model is in place</p>	<p>Proposed process being worked up, on programme</p>	G			
	<p>Establish the future leisure needs of the city and develop options for alternative models for the sustainable delivery of leisure infrastructure and services by June 2016</p>	<p>Cabinet will be considering a proposal for the Council to enter into a partnership with a not-for-profit social enterprise to deliver leisure services, Greenwich Leisure Limited (GLL). This will ensure that all of the</p>	A/G			

Quarter 1 2016-17 Directorate Performance Report

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Page 26		city's leisure centres remain open and continue to be invested in, with safeguards also being put in place to protect jobs, staff terms and conditions, staff pensions, service provision and the level of charges for use of these facilities. This proposed new way of working is not unusual for leisure services, especially in Wales, as all local authorities look at new ways to deliver these non-statutory services in innovative ways.			
	Ensure the new approach to the delivery of infrastructure services, including Waste, Cleansing, Parks, Highways, Design, Fleet and Facilities Management services, is operational by March 2017	On 16th June, Cabinet approved that the Modified In-House model would be adopted for the delivery of the services within scope of the Infrastructure Services project. The model comprises two complementary programmes of change: Cardiff Commercial Services and Neighbourhood Services. These programmes of change were implemented immediately after the Cabinet meeting.	G		
	Implement service changes for Cardiff to enable the Council to exceed its statutory recycling target (58%) by March 2017	Arrangements are now in place for carpet and mattress recycling from the HWRCs. The recycling of these materials will begin in July.	A/G		

Progress against Corporate Plan Commitments (Part 1) total: 11

RAG	Red %	Red/Amber %	Amber/Green %	Green %
Q1	0	0	60% (6)	40% (4)
Q2				
Q3				
Q4				

Progress against Directorate Core Business Actions (Part 2) total: 33

RAG	Red %	Red/Amber %	Amber/Green %	Green %
Q1	0	18% (6)	39% (13)	43% (14)
Q2				
Q3				
Q4				

Quarter 1 2016-17 Directorate Performance Report

Directorate: City Operations	Director: Andrew Gregory	Number Employees (FTE): 992	Cabinet Members: Cllrs Patel, Derbyshire, Bradbury
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Directorate Priorities - other than those included in Corporate Plan (Max. five)		RAG			
Priority	Progress /Issues/Mitigating Actions	Q1	Q2	Q3	Q4
Budgets – deliver and define balanced budget for 2016-17	Regular meetings being held to help mitigate with key support from teams and financial staff	R/A			
Define revised Neighbourhood Services model	Team set up and meeting weekly to help define new model	R/A			
Take forward service integration approach for digital, back office, enforcement	Rationalisation started with back office, projects commenced for digital and enforcement	R/A			

Q1 Challenges & Achievements

Key Challenges faced by Directorate (Max. five)		RAG			
Challenge	Mitigating Actions	Q1	Q2	Q3	Q4
Outlined in commitments and priorities as above					
Key Achievements (Good News and Successes) (Max. five)					
Neighbourhood Services moving forward as a result of ADM infrastructure Cabinet Decision					
Delivered balanced budget for 2015-16					

Quarter 1 2016-17 Directorate Performance Report

Directorate: Communities, Housing & Customer Services	Director: Sarah McGill	Number Employees (FTE): 1080	Cabinet Members: Cllrs Elsmore, Bradbury, De'Ath, Hinchey, Bale
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Q1 Measures

Performance Indicators (those included in Corporate & Delivery Plans) (Total 56)

Performance Indicator	Q1 2016-17	Target 2016-17	Q1 2015-16	Q4 2015-16	Outturn 2015-16	RAG	Commentary
Number of Landlords in Wales registered with Rent Smart Wales	13,759	26,000	New	New	New	G	Good performance with an average of 1,158 additional landlords registering per month.
Percentage of Commercial Landlord Agents licensed with Rent Smart Wales	5.63%	Q1 – 5% Q2 – 10% Q3 – 15% Q4 – 30%	New	New	New	G	The impact of delayed implementation of enforcement measures until 23rd November was greater than expected, however we are currently seeing a significant increase in the number of applications received on a weekly basis.
The Number of visitors to Libraries and Hubs across the City	618,735	Q1 – 500,000 Q2 – 1,000,000 Q3 – 1,500,000 Q4 – 3,100	429,964	3,068,228	3,068,228	G	This is excellent performance and demonstrates the success of the Libraries Strategy and Hubs Programme.
Percentage of Telecare calls resulting in an ambulance being called out	6%	10%	7%	6%	7%	G	Continued good performance and shows the impact the service is having on reducing demands place on Health.
Percentage of cases where alternative solutions were found by an Independent Living Visiting Officer that did not result in a referral through to Social Care	90%	45%	New	New	New	G	New service performing significantly better than anticipated at the time the target was set.

Quarter 1 2016-17 Directorate Performance Report

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Performance Indicator	2016-17 Q1	Target 2016-17	2015-16 Q1	2015-16 Q4	Outturn 2015-16	RAG	Commentary
Percentage of new service requests to be managed within Independent Living Services as opposed to Social Care	43%	50%	New	New	New	R	The implementation of the Social Services & Well-being Act from 6th April impacted on the Independent Living team's performance. Immediate measures have been put in place; performance has shown improvements through June and an improved Q2 result is anticipated
Percentage of interventions provided by the outreach service within 3 working days of a report of rough sleeping	100%	100%	New	New	New	G	New PI and excellent performance. As the service develops alternative outcomes based measures to be developed.
Percentage of customers who agreed with the statement "Overall the Hub met my requirements/I got what I needed"	100%	90%	100%	100%	99.8%	G	Excellent customer satisfaction, especially when linked to visitor numbers it demonstrated the success of the Hubs.
Additional weekly benefit awarded to clients of the City Centre Advice Team	£3,468,280	£10m	£2,014,781	£2,257,127	£9,797,432	G	A key indicator in measuring the impact that the money advice team are having in Cardiff.
Number of customers supported and assisted with their claims for Universal Credit	142	400	New	New	New	G	New Indicator that measures the demand/impact that UC changes is having. This along with a suite of indicators is being used to monitor whether the support provided to UC customers appropriate.
The average number of calendar days taken to deliver a Disabled Facilities Grant (from first contact to payment date)	215	200	214	257	247	G	There has been a decrease of over 40 days since Quarter 4, although a number of larger works are still to be completed, which will impact on the performance figures when finished.

Progress against Performance Indicators (Corporate & Delivery Plans) 11 Reported

Q1	Red (1)	Amber (0)	Green (10)	Q2	Red	Amber	Green	Q3	Red	Amber	Green	Q4	Red	Amber	Green
	9.1%	0%	90.9%												

Quarter 1 2016-17 Directorate Performance Report

Directorate: Communities, Housing & Customer Services

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Number Employees (FTE): 1080

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Q1 Priorities

Corporate Plan Priorities

RAG

Priority 1: Better Education and Skills for All

Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress /Issues/Mitigating Actions	Q1	Q2	Q3	Q4
Improvement Objective 1.3: Adult Learners Achieve their Potential Page 30	CHCSCP1: Increase the number of courses for priority learners in Communities First areas by March 2017, ensuring an increase in enrolment, retention and attainment which leads to an increase in the overall success rate for learners.	Current figures suggest a success rate of just over 90% for Terms 1 and 2 so far. Up to the period 2014-15, overall each provider from the CVCLP Partnership has seen a positive increase in the number of enrolments from Communities First areas. Cardiff Council showed an overall increase of 44%. While currently showing as 48% compared to 65% in 2014-15 (full year), Term 3 figures for 2015-16 should make the difference in order to reach the target of 65%.	G/A			
	CHCSCP2: By March 2017, the Into Work service will: <ul style="list-style-type: none"> Offer taster sessions in different employment sectors Hold two major Jobs Fairs in collaboration with partner agencies Hold guaranteed interview events in community buildings across the city Put together an employment offer which provides sourcing, training, shortlisting, and assistance in interview process to employees for organisations. 	Monthly training timetables are based around the jobs currently available across the City. Quarter 1 focussed its training on the hospitality sector, concentrating on offering different levels of Food Safety training and Customer Service qualifications. Senior Advisors have made contact with recruiting employers, including Wilko and Premier Inn, to establish training needs. Monthly training timetables will be altered accordingly to meet labour market needs.	G			

Priority 2: Supporting Vulnerable People

Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress/Issues/Mitigating Actions	Q1	Q2	Q3	Q4
Improvement Objective 2.1: People at Risk in Cardiff are Safeguarded	CHCSCP3: Implement a fully re-commissioned domestic violence support service to meet the requirements of new legislation, which ensures more integrated provision by	Discussions held with key stakeholders in terms of funding and strategic direction. Procurement process initiated with Sell2Wales advert published and consultation events arranged. Data gathering	G			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Communities, Housing & Customer Services
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	March 2017.	exercise initiated to inform the Needs Assessment.			
Improvement Objective 2.2: People in Cardiff have Access to Good Quality Housing	CHCSCP4: Deliver circa 1500 new homes for Cardiff through the Housing Partnering Scheme as part of a phased approach by 2024, 40% of which will be affordable housing.	All resident consultation completed and planning applications have been submitted for Braunton/Clevedon and Willowbrook West sites.	G		
	CHCSCP5: Develop a robust 5-year plan to maximise the delivery of new affordable housing units across Cardiff to help tackle housing need of all types, whilst ensuring the need is addressed across all delivery methods, including Section 106 developer contributions, windfall sites and Registered Social Landlord and council house building programmes.	A total of 8 new potential development sites have been identified so far. A housing land 'protocol' agreed with Strategic Estates to help identify more development sites and funding parameters. Resourcing and use of consultants for scheme concept design has been agreed.	G		
	CHCSCP6: Continue to work with partners to mitigate the impact of the welfare reform changes and to ensure that those affected still have access to good quality housing.	A Benefit Cap working group has been established with a wide range of partners and an action plan developed; sub-groups have been set up to deliver the plan. Information regarding affected families has been shared with the relevant RSLs so that they can provide advice and assistance. Help is available in the Hubs for those claiming Universal Credit. The Council's Money Advice team continues to provide personal budgeting support for claimants referred from the Job Centre and other partners. The Into Work advice team provides support to make and maintain Universal Credit claims. An action plan has been developed with our partners in response to the restrictions on social housing rents and regular meetings have commenced.	G		
Improvement Objective 2.2: People in Cardiff have Access to Good Quality Housing	CHCSCP7: Promote the Rent Smart Wales service to communicate the new requirements on landlords and agents, and review related processes in preparation for the implementation of the enforcement provisions in November 2016.	New campaign plan for 2016-17 has been developed in conjunction with our contractor and will be launched on 11th July with a ministerial visit.	G		
	CHCSCP8: Through working in partnership, engage with	Engagement work continues with rough sleepers and partner	G		

Quarter 1 2016-17 Directorate Performance Report

Directorate: Communities, Housing & Customer Services
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Number Employees (FTE): 1080
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	Rough Sleepers in the city to support them to find suitable accommodation.	agencies to reduce rough sleeping. Meetings are being held in Quarter 2 with Welsh Government and a homelessness charity to discuss plans for a successful £1 million funding bid to address rough sleeping in Wales. Work continues with statutory agencies to address these issues.				
	CHCSCP9: Review the management of accommodation used by Homelessness Services by March 2017.	Work has commenced analysing data in this area. Agreements for the payment of voids are in the process of being reviewed to ensure consistency.	G			
Improvement Objective 2.3: People in Cardiff are Supported to Live Independently Page 32	CHCSCP10: Promote and increase the number of adults using the new First Point of Contact Service to access information and signposting to enable them to remain independent in their community and to act as a gateway to accessing advice and assistance.	A series of meetings have taken place with partners with more planned for the near future. In addition, a partnership workshop took place to establish a more strategic approach to integrated working with a view to seamless referrals from GPs to Independent Living Services.	G			
	CHCSCP11: Work with our health partners to reduce the total number of Cardiff residents who experience a delayed transfer of care from hospital by 2017.	The Housing Resettlement Officer now attends a Multi-disciplinary Team on four major wards; their purpose is to support access to Stepdown accommodation and, where appropriate, help facilitate DTOC and discharge.	G			

Corporate Plan Priorities

RAG

Priority 4: Working Together to Transform Services

Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress /Issues/Mitigating Actions	Q1	Q2	Q3	Q4
Improvement Objective 4.1: Communities and Partners are Actively Involved in the Design, Delivery and Improvement of Highly Valued Services	CHCSCP12: Progress the agreed Community Hubs development programme by delivering new Hubs in: <ul style="list-style-type: none"> Fairwater by June 2016 Splott by October 2016 Llanedeyrn by December 2016 Llandaff North by January 2017 Agreeing plans for Llanishen and St Mellons Phase 2 Hubs by July 2016. 	Construction work on the Fairwater Hub was completed in May and the building re-opened to the public.	G			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Communities, Housing & Customer Services	Director: Sarah McGill	Number Employees (FTE): 1080	Cabinet Members: Cllrs Elsmore, Bradbury, De'Ath, Hinchey, Bale
	CHCSCP13: Implement phases 2 and 3 of the Customer Relationship Management (CRM) model by March 2018.	The system performance levels are under investigation with involvement from the supplier and implementation partner to optimise performance. Further discussions will take place in Quarter 2 on the progress made following this work.	R/A

Directorate Priorities - other than those included in Corporate Plan		RAG			
Priority	Progress /Issues/Mitigating Actions	Q1	Q2	Q3	Q4
Relocation of Local Studies and Library Stock Support and progression of Stock Management strategy.	Following a positive public consultation the decision to create a Heritage Library within Cathays Branch Library has been agreed and published. HR processes will be implemented in Quarter 2 and full design work undertaken. The Advisory Group has continued to meet during Quarter 1 and draft recommendations are currently being considered by the group.	A/G			
The continuous development of the Connect2Cardiff (C2C) service, including: Expansion of service provided on behalf of Civil Parking Enforcement to include meter fault reports and act as a point of contact for recovery-led payments for parking related debit recovery.	C2C are now operating as the first point of contact for all on-street parking meter faults. Call volumes will continue to be closely monitored but at this point no additional staff are required to deal with the calls, which have been absorbed comfortably into the existing service provided for Civil Parking Enforcement. Similarly, C2C are now answering queries and taking full/part payments for fines generated as a result of a parking and moving traffic contravention. Currently C2C are NOT negotiating repayment agreements and offer to transfer/arrange a call-back via Recovery in these cases. This was agreed on a six-month trial, with a review of volumes and processes due in August.	G			
Investigate income generation within the Caretaking Services Section, offering clearing/cleaning services to other sections including the private rented section.	The Caretaking team is carrying out work for Cleansing within the city centre and continue to take on other work as it is requested. They are also assisting with filming requests which generates income via location fees.	G			

Quarter 1 2016-17 Directorate Performance Report

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Review and improve void property management arrangements	The quick turnaround project has been expanded and all properties are visited whilst on notice as long as access can be gained. A review of forms completed has also taken place and is being implemented. There has been a meeting with contractors and a review of working practices, with new process developed, including joint post inspections. Reports are being reviewed to capture more data. Despite some progress, void turnaround times continue to be of concern; structures are currently being looked at to being in new ways of working.	R/A			
Commence agile working for technical staff across all teams, with a view to eventually rolling out mobile working and scheduling.	Hardware has been procured and is in use by the technical teams.	G			

Progress against Corporate Plan Commitments (Part 1) total: 13

Q1	R (0)	R/A (1) 7.5%	A/G (1) 7.5%	G (11) 85%	Q2	R	R/A	A/G	G	Q3	R	R/A	A/G	G	Q4	R	R/A	A/G	G
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Progress against Delivery Plan Commitments (Part 2) total: 53

Q1	R (0)	R/A (2) 4%	A/G (5) 9%	G (46) 87%	Q2	R	R/A	A/G	G	Q3	R	R/A	A/G	G	Q4	R	R/A	A/G	G
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Q1 Challenges & Achievements

Key Challenges faced by Directorate

Challenge	Mitigating Actions	RAG			
		Q1	Q2	Q3	Q4
Welfare Reform	An action plan has been developed to address restrictions on social housing rents, a Benefit Cap working group has been established and a wide range of support is available through Hubs.	R			
Alarm Receiving Centre - challenging PSBA timelines with Welsh Government	A meeting has been arranged with Welsh Government to address issues.	A/G			
Continued increase in demand on front-facing customer services and telephony	Work is ongoing to further develop web access to council services, to encourage channel shift; in June 76.6% of requests for waste caddies and replacement recycling bags were made online.	A/G			
Four Red Delivery Plan Performance Indicators	Work is ongoing to address these issues, particularly call queues for C2C and the repair reporting line. Rota adjustments have been made and senior officer presence on the floor is starting to take effect.	R/A			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Communities, Housing & Customer Services	Director: Sarah McGill	Number Employees (FTE): 1080	Cabinet Members: Cllrs Elsmore, Bradbury, De'Ath, Hinchey, Bale
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Key Achievements (Good News and Successes)

Fairwater Hub – On Monday 16th May Fairwater Hub opened to the public following considerable refurbishment of the building that was Fairwater Library. The Hub provides Council and Partner agency services to residents in one accessible location, including a full Library service, a full Housing & Benefit service, Into Work advice, Communities First events and space for children's events, as well as meeting and interview rooms. The Hub also provides free Wi-Fi access and free phones to contact council and partner services.

Closer to Home – This Cardiff & Vale partnership supported living project aimed to deliver improved accommodation and support services for those with Learning Disabilities, Autistic Spectrum Disorder and other complex needs, within their local communities. The Housing Development team joined forces with the Disabled Facilities Team and Adults' Social Services to identify, plan, design and produce a Closer to Home Supported Living Scheme at Meteor Street in Cardiff. The development was completed in May and is now operational. The scheme is expected to deliver substantial year-on-year savings for Social Care, whilst keeping those in need of supported living accommodation within their local community.

Volunteering – There are currently 67 people engaged in volunteering within Housing & Communities Advice Services. More than 160 people have volunteered within the programme and nearly half of these have now returned to work after developing their skills through the programme.

Website – Website development continues and during Quarter 1 sites for the Harbour Authority, Storey Arms and Flying Start went live.

Telecare – Telecare Cardiff has been working to increase their customer base through promotion of the service. A rebranding was carried out over the past year, with the branding updated on the Telecare vehicles during Quarter 1. Telecare also joined forces with Cardiff Neighbourhood Watch to promote the importance of remaining safe and independent in your own home. The team is already receiving over 100 referrals a month and are confident this will further increase with partnership working and promotion.

Quarter 1 2016-17 Directorate Performance Report

Directorate: Economic Development

Director: Neil Hanratty

Number Employees (FTE): 200 ED/925 including CS

Cabinet Members: Cllrs Bale, Bradbury, Hinchey

Q1 Measures

Performance Indicators (those included in Corporate & Delivery Plans) (Total 26*)

Performance Indicator	Q1 2016-17	Target 2016-17	Q1 2015-16	Q4 2015-16	Outturn 2015-16	RAG	Commentary
16. Number of Paid Attendances at St David's Hall and New Theatre	95,105	398,000 (105,775 for Q1)	94,275	156,761	444,756	R	Mitigating action: Tickets sold for both venues were adversely affected with the unexpected lack of uptake for the Festival of Voice team events in SDH and the New Theatre. The resultant below target figures for Q1 of 14,915 tickets sold was partly mitigated by better than targeted results in April and May. Ticket sales will be monitored on a weekly basis and with sales remaining strong in both venues it is hoped targets will be met by the end of the financial year
17. Retained Income For St David's Hall and New Theatre	304,841	£1,318,341 (£360,183 for Q1)	£408,515	£727,635	£2,045,951	R	Mitigating action: Tickets sold for both venues were adversely affected with the unexpected lack of uptake for the Festival of Voice team events in SDH and the New Theatre. The resultant below target figures for Q1 of £81,916 on the retained income was partly mitigated by better than targeted results in April and May. Retained income will be monitored on a weekly basis and with sales remaining strong in both venues the retained income targets should be met by the end of the financial year.
9. Grade A' office space committed for development in Cardiff Measuring sq ft of grade 'A' office space from commencement of development	156,600 sq ft	150,000 sq ft	180,000 sq ft	136,21 sq ft	316,211 sq ft	G	

Quarter 1 2016-17 Directorate Performance Report

Directorate: Economic Development

Director: Neil Hanratty

Number Employees (FTE): 200 ED/925 including CS

Cabinet Members: Cllrs Bale, Bradbury, Hinchey

10. New and safeguarded jobs in businesses supported by the Council, financially or otherwise	214	500	478	2,205	4,304	G	
6. Revenue savings delivered through Property Rationalisation	£445,418	£1.6m	n/a	n/a	£968,605	G	
12. City Centre Footfall	10.8m	40m	9.4m	7.6m	40m	G	
15. Cardiff Castle Total Income	£922,499	£3,105,000	£994,751	£562,516	£3,425,528	G	
CTS –Income generation	£24,000	£200,000 (£50,000 Q1)	£39,960	£142,364	£142,364	R	Additional income is yet to be received for the ATF, vehicle wash and Days Rental; this gives a Q1 income of approx. £24k, which is still a shortfall on the target for the year.
Cleaning - Income generation	£1.3m	£5.7m (£1.4m Q1)	£1.5m	£5.6m	£5.6m	A	This is a trading account and based on costs, the achievement of this target is dependent on the retention of business

**This excludes 9 annual performance indicators and PPDR and Sickness PIs for Economic Development which are included in the Corporate Overview Scorecard.*

Progress against Performance Indicators (Corporate & Delivery Plans) total PIs reported 9

RAG	Red %	Amber %	Green %
Q1	33% (3)	11% (1)	56% (5)
Q2			
Q3			
Q4			

Q1 Priorities

Corporate Plan Priorities						RAG
Priority 3 - Creating more and better paid jobs						
Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress /Issues/Mitigating Actions	Q1	Q2	Q3	Q4
3.1 Cardiff has more	Facilitate growth in the Financial and Professional Service sector by working with partners to deliver 300,000 square feet of Grade	Planning application submitted for No 2 Central Square for 100k sq ft.	G			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Economic Development

Director: Neil Hanratty

Number Employees (FTE): 200 ED/925 including CS

Cabinet Members: Cllrs Bale, Bradbury, Hinchey

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 38</p>	<p>employment opportunities and higher value jobs</p>	<p>A office accommodation within the Cardiff Central Enterprise Zone by March 2018</p>	<p>Planning application to be submitted for Interchange building in Q3 providing a further 120k sq ft.</p> <p>Strong current pipeline of office enquiries including Government Property Unit requirement of 250k sq ft.</p>			
		<p>Deliver with partners a proposal to Central Government for a City Deal for Cardiff by March 2017, along with a subsequent programme for delivery</p>	<p>Establishment of new governance arrangements being progressed and dedicated staff appointed.</p> <p>Independent Growth Commission launched and due to report late autumn.</p>	G		
		<p>Implement a delivery strategy for regeneration of the city centre including progressing a planning application for a Multi-Purpose Arena by March 2017</p>	<p>A report to secure land for the delivery of the Multi-Purpose Arena project will be presented to Cabinet in Q3.</p>	G		
		<p>Work with Cardiff University to deliver the masterplan for the Civic Centre heritage quarter including a detailed options appraisal for City Hall by March 2017</p>	<p>Draft masterplan for Civic Centre completed for consultation.</p> <p>Options appraisal for City Hall under development.</p>	G		
		<p>Develop Cardiff Bay as a creative industries cluster including a plan for the regeneration of the Mount Stuart Square heritage quarter and the continued development of the Cardiff Bay waterfront by March 2017</p>	<p>Draft masterplan for Cardiff Bay nearly completed.</p> <p>A developer for the Coal Exchange has been secured. Proposals to create a creative industries cluster at Porth Teigr being progressed including: potential 2nd phase of the GloWorks; proposal for the C Shed; options for the Dr Who building; and new meanwhile use development fronting Roath Basin.</p>	G		
		<p>Continue the development of the International Sports Village as a major leisure destination including a review of the plan for the waterfront site by March 2017</p>	<p>Works to create a new consolidated car park facility on the Retail 3 site to commence in Q3.</p> <p>A review of the development plan has commenced with the</p>	G		

Quarter 1 2016-17 Directorate Performance Report

Directorate: Economic Development

Director: Neil Hanratty

Number Employees (FTE): 200 ED/925 including CS

Cabinet Members: Cllrs Bale, Bradbury, Hinchey

		developer.				
3.2 Cardiff has a high quality city environment that includes attractive public spaces and good supporting transport infrastructure	Work with partners to design and deliver a new transport interchange - including a new bus station - as part of a high quality gateway into the city by Dec 17	<p>A comprehensive review of the mixed use scheme has been undertaken and options will be presented to Cabinet in July. A decision on the final funding approach will be taken by Cabinet in Q3.</p> <p>Planning will be progressed in Q3 with a start on site scheduled for Q4.</p>	A/G			

Priority 4 – Working together to transform services

Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress/Issues/Mitigating Actions	Q1	Q2	Q3	Q4
4.1 Communities and partners are actively involved in the design, delivery and improvement of highly-valued services	In line with the agreed commercialisation strategy, develop and implement a continuing programme of specific commercial opportunities to commence by October 2016	A decision was made at June cabinet in respect of the way forward for the ADM infrastructure as a modified in house model. This has set the path for the commercial strategy going forward. The board has met twice and outline action plans have been developed for CTS, FM and waste	R/A			
4.3 The City of Cardiff Council makes use of fewer, but better, buildings	Implement new Investment Estate arrangements in order to improve performance and returns by March 2017	<p>New Investment Board established and commercial advisor appointed.</p> <p>Investment Strategy will be presented to Cabinet for agreement in Q3.</p>	G			
	Implement annual Corporate Asset Management Plan by March 2017 to deliver £1.6m of revenue savings and £3.78m of capital receipts through Property Rationalisation	Corporate Asset Management Plan (CAMP) 2016-17 will be presented to Cabinet in July. Targets progressing on-track.	G			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Economic Development | **Director:** Neil Hanratty | **Number Employees (FTE):** 200 ED/925 including CS | **Cabinet Members:** Cllrs Bale, Bradbury, Hinchey

	Complete Operational Estate utilisation review to guide future use of all assets and inform decision making by March 2017	Vacation of Global Link to be completed in Q2. Draft business case to develop a single property management database system is being progressed and will be completed in Q3.	G			
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Directorate Priorities - Other than those included in Corporate Plan (Max five)		RAG			
Priority	Progress /Issues/Mitigating Actions	Q1	Q2	Q3	Q4
Business Improvement District	Following 'Yes' vote, establish new organisation and the transition of the City Centre Management team in Q3.	G			
Sales and marketing restructure	OM appointed. Restructure on-going.	G			
Digital advertising strategy	First phase contracts close to completion. Second phase opportunities now being progressed with the market.	G			
Delivering UEFA Champions League 2017	Host city agreement now signed.	G			

Progress against Corporate Plan Commitments (Part 1) total: 9					Progress against Directorate Core Business Actions (Part 2) total: 9				
RAG	Red %	Red/Amber %	Amber/Green %	Green %	RAG	Red %	Red/Amber %	Amber/Green %	Green %
Q1	0%	11% (1)	11% (1)	78% (7)	Q1	0%	0%	11% (1)	89% (8)
Q2					Q2				
Q3					Q3				
Q4					Q4				

Q1 Challenges & Achievements

Key Challenges faced by Directorate (Max five)		RAG			
Challenge	Mitigating Actions	Q1	Q2	Q3	Q4
Cultural Alternative Delivery Model	The procurement process has progressed to the final 'Invitation to Submit Final Tender' (ISFT) stage. The process is expected to deliver the outcomes the Council anticipated subject to final negotiations. Full handover of the facilities is expected to be completed within the current financial year.	A/ G			
Castle income and costs	Identify appropriate 'invest to save' family attraction to increase footfall and income by end Q4.	A/ G			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Economic Development

Director: Neil Hanratty

Number Employees (FTE): 200 ED/925 including CS

Cabinet Members: Cllrs Bale, Bradbury, Hinchey

Catering income and costs	Undertake a comprehensive review of retail and functions catering and produce a strategy to reduce costs and increase income by end Q4.	A/ G			
Increase overnight stays and visitors	Prepare options for the establishment of a Tourism Management Organisation in Q3.	G			
Mansion House income and costs	Prepare a detailed plan for the future of the Mansion House by the end of Q4.	G			

Key Achievements (Good News and Successes) (Max five)

STEAM 2015 results show an increase in tourism visitor numbers (5%), economic impact of tourism (6.8%) and FTE jobs supported by tourism spend (8.3%) since 2014.

£100,000 awarded to complete two new tourism projects in 2016-17.

Successful delivery of the Euro 2016 Fanzone and Homecoming events.

New NatWest Entrepreneurial Spark business accelerator hub confirmed for No1 Central Square.

Local Organising committee for the Volvo Round the World Race 2018 has been established.

Q1 Corporate 2016-17 Directorate Performance Report

Directorate: Education & Lifelong Learning

Director: Nick Batchelar

Number Employees (FTE): 594

Cabinet Member: Cllr Merry

Measures

Performance Indicators (selection from those included in the Corporate Plan and Cardiff 2020) (Total = 21)

Performance Indicator CP = Corporate Plan Indicator 2020 = Cardiff 2020 Indicator CS = Currently secure school figures (in year) P = Provisional result for academic year F= Final Result for academic year R = Real time figures	Q1 2016-17	Target 2016-17	Q1 2015-16	Q4 2015-16	Outturn 2015-16	RAG	Commentary
	Academic Year 2015-16 (June 2016)	Target Academic Year 2015-16	Academic Year 2014-15 (June 2015)	Academic Year 2015-16 (March 2016)	Academic Year 2014-15 FINAL		
The percentage of pupils achieving Level 2+ threshold (5 GCSEs at A*- C, including a GCSE grade A*-C in English or Welsh first language and Mathematics) at Key Stage 4 (CP & 2020)	61.40% CS	65.00%	60.27% CS	56.29% CS	59.30% F	A	
The percentage of FSM pupils achieving the Level 2+ threshold at Key Stage 4 (CP & 2020)	35.95% CS	45.45%	29.53% CS	? CS	32.23% F	R	
The percentage of pupils achieving Level 2 threshold (5 GCSEs at A*- C) at Key Stage 4 (CP)	83.79% CS	87.08%	81.25% CS	78.42% CS	81.06% F	A	
The percentage of pupils achieving Level 1 threshold (5 GCSEs at Grade A- G) at Key Stage 4 (CP)	95.10% CS	97.81%	94.51% CS	94.33% CS	92.15% F	A	
The percentage of pupils achieving the Core Subject Indicator at the end of Key Stage 3 (CP)	86.60% P	85.00%	P	/	83.40% F	G	
The percentage of pupils achieving outcome 5 in the Foundation Phase Outcome Indicator (2020)	88.58% P	86.00%	P	/	86.73% F	G	
The percentage of pupils achieving the Core Subject Indicator at the end of Key Stage 2 (CP & 2020)	89.53% P	89.62%	P	75.26% CS	87.76% F	A	
The percentage of FSM pupils achieving the Core Subject Indicator at the end of Key Stage 2 (CP & 2020)	79.16% P	81.14%	P	? CS	76.74% F	A	
Attendance at primary school (CP & 2020)	95.08% P	95.4%	95.33% P	95.43% R	95.10% F	A	
Attendance at secondary school (CP & 2020)	94.18% P	95%	93.78% P	93.88% R	93.86% F	A	

Q1 Corporate 2016-17 Directorate Performance Report

Directorate: Education & Lifelong Learning

Director: Nick Batchelar

Number Employees (FTE): 594

Cabinet Member: Cllr Merry

Progress against Performance Indicators (Corporate & Delivery Plans) 10 Reported

RAG	Red %	Amber %	Green %	Notes
Q1	10% (1)	70% (7)	20% (2)	
Q2				
Q3				
Q4				

Q1 Priorities

Corporate Plan Priorities

RAG

Priority: Better Education and Skills for all

Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress /Issues/Mitigating Actions	Q1	Q2	Q3	Q4
Every Cardiff school is a good school Page 43	Deliver the Schools Organisation Programme (SOP) including the completion of Band A investment projects by 31 March 2019	The SOP Capital Programme is progressing well. Willmott Dixon has been appointed to construct Eastern High and the Trowbridge campus is now demolished and cleared ready for construction to commence at the end of June. Morgan Sindell has been appointed to construct the three new primary schools across Cardiff with a successful bid of £13.5m, which was £4m below the expected level. The extensions at Coed Glas, Ysgol Y Wern and Adamsdown primaries are on time and budget for completion this August. The Master Planning of Band B of the Capital Investment has commenced with data being collected to prioritise schemes later in the year.	G			
	Contribute to the development of a regional 'Central South Wales networked learning community', run by schools, for September 2017, focused on improvements in the quality of leadership, teaching and learning	All schools in Cardiff are part of an accredited school improvement group or network. There are 55 learning and teaching programmes and 19 leadership programmes on offer across 26 schools. Phase 3 of the peer review programme commences autumn term 2016 for green, yellow and amber schools.	G			

Q1 Corporate 2016-17 Directorate Performance Report

Directorate: Education & Lifelong Learning

Director: Nick Batchelar

Number Employees (FTE): 594

Cabinet Member: Cllr Merry

Corporate Plan Priorities

RAG

Priority: Better Education and Skills for all

Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress /Issues/Mitigating Actions	Q1	Q2	Q3	Q4
Page 44	Implement the requirements of the new curriculum for Wales - 'Successful Futures' - by September 2021, commencing with the introduction of the Digital Competence Framework (DCF) in all Cardiff schools by September 2016	Good progress has been made in raising awareness of the DCF in schools via a dedicated city-wide headteachers meeting. The LA is working collaboratively with schools and IT providers, via the Schools ICT Board, to further develop the 'Computing Unlocked' scheme of work so that it aligns with the Welsh Government's recently published draft DCF. Through consultation, headteachers have raised concerns regarding the suitability and sustainability of the current school ICT infrastructure.	A/G			
	Implement the new strategy framework for supporting children and young people with Additional Learning Needs (ALN), in accordance with the legislative framework, by 2021	The Welsh Government has confirmed that an ALN Reform Bill will be introduced in the forthcoming year. Preparatory work is in place, including an ongoing programme of training for headteachers and SENCos . Individual Development Plans (IDPs) are now used in place of statements for nursery-aged children with complex needs.	G			
	Turn around the performance of the minority of secondary schools that are causing concern by July 2018	The latest data submitted by schools shows that four out of the six Challenge Cymru schools are expecting improved outcomes this summer. The recruitment and appointment of a headteacher for the new secondary school in the West has been successfully completed.	R/A			
	Improve and sustain the expertise of Cardiff schools in mathematics and English, increasing capacity in teaching and learning at all levels	The mathematics strategy has been extended and communicated with all heads of department. One mathematics curriculum hub is developing a leadership programme to begin in the autumn term. All mathematics and English curriculum hub programmes feature improving the quality of teaching.	R/A			

Q1 Corporate 2016-17 Directorate Performance Report

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Number Employees (FTE): 594

Cabinet Member: Cllr Merry

Corporate Plan Priorities

RAG

Priority: Better Education and Skills for all

Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress /Issues/Mitigating Actions	Q1	Q2	Q3	Q4
Page 45		<p>The Key Stage 2 provisional results for mathematics at Level 4 are 91.3% (2015 89.9%) and English 91.0% (2015 89.9%). At Level 5 the equivalent figures are mathematics 45.0% (2015 42.4%) and English 44.5% (2015 40.9%).</p> <p>At Key Stage 4 the “currently secure” Level 2 mathematics figure in June 2016 was 66.6%, compared to a 2015 actual result of 63.2%. The equivalent figures for English are 71.6% and 71.9%.</p>				
	Address the persistent impact of poverty on attainment and the marked variations between schools in the attainment of Free School Meals (FSM) pupils	<p>The consortium collects and collates the attainment of FSM pupils by school.</p> <p>In 2016 provisional results for FSM pupils show that there has been a 3.2 ppt increase in the Foundation Phase Outcome Indicator, a 2.1 ppt increase in the Key Stage 2 Core Subject Indicator and a 4.4ppt increase in the Key Stage 3 Core Subject Indicator. This has led to a closing of the gap between the performance of FSM and non FSM pupils in these key stages. Currently secure figures at Key Stage 4 point to a likely increase in the Level 2+ indicator for FSM pupils but this increase is unlikely to be large enough for the 2016 target to be met.</p>	A/G			

Corporate Plan Priorities

Priority: Creating more jobs and better paid jobs

Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress/Issues/Mitigating Actions	Q1	Q2	Q3	Q4
All young people make a successful transition into employment, education	<p>Improve multi agency arrangements:</p> <ul style="list-style-type: none"> To ensure the early identification of children and young people at risk of not progressing to ongoing education, 	<p>Good progress has been made with the implementation of the Vulnerability Assessment Profile (VAP) in each secondary school. Each pupil who has fallen below the 85% attendance threshold in</p>	A/G			

Q1 Corporate 2016-17 Directorate Performance Report

Directorate: Education & Lifelong Learning

Director: Nick Batchelar

Number Employees (FTE): 594

Cabinet Member: Cllr Merry

Corporate Plan Priorities

Priority: Creating more jobs and better paid jobs

Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress/Issues/Mitigating Actions	Q1	Q2	Q3	Q4
or training	<ul style="list-style-type: none"> training or employment after leaving school, and To ensure that identified children and young people receive early and appropriate support 	<p>Years 7-11 in secondary schools has been given a RAG status. Of the 1,560 in total who have been identified using the VAP tool in Quarter 1, 1,222 have been classed as red or amber. Further interrogation of the data has led to 455 Year 11 pupils being offered further support from Cardiff's Youth Service and Careers Wales to ensure a positive destination post 16. The Local Authority and secondary schools have worked together to ensure a robust tracking process is in place for Quarters 2 and 3 to ensure all Year 11 leavers are accurately accounted for and recorded appropriately.</p> <p>However, the outcomes of this refreshed process will not be seen until after October 31st 2016 as this is the deadline for destinations.</p>				
	Strengthen and extend the existing lead worker model to directly support the transition of young people into employment, utilising European Social Fund (ESF) resources to extend capacity for the next three years.	<p>Good progress has been made with the implementation of the ESF-supported Inspire to Achieve programme being delivered in partnership with Careers Wales. This has allowed for an increase in the number of Youth Mentors from five to 19. Careers Wales has also recruited six members of staff. These 19 mentors plus 6 Careers Wales staff will work directly with the 455 pupils during July and August and will be allocated to secondary schools, Educated Other Than at School (EOTAS) provision and Cardiff and Vale College (CAVC) from September 2016, to ensure pupils identified as in need from the VAP receive early and appropriate support. An element of Inspire to Achieve allows for the development of bespoke provision for Step 5 pupils. A number of meetings have been held with schools as part of a</p>	A/ G			

Q1 Corporate 2016-17 Directorate Performance Report

Directorate: Education & Lifelong Learning

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Number Employees (FTE): 594

Cabinet Member: Cllr Merry

Corporate Plan Priorities

Priority: Creating more jobs and better paid jobs

Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress/Issues/Mitigating Actions	Q1	Q2	Q3	Q4
Page 47		<p>phased roll out based on the timescales for completion of the recruitment. To date in Quarter 1 we have 56 referrals and 28 starts.</p> <p>However, the roll out of the offer needs to be further strengthened in September. Quarter 1 has seen the completion of the recruitment of mentors and management staff. A presentation will be given to heads of secondary schools in September to strengthen the understanding of the new structure for the academic year 2016-17. The new procurement framework is unlikely to be live until October 2016.</p>				
	Improve information sharing and tracking systems between partners for young people pre- and post-16 by September 2016	<p>Good progress has been made with information sharing as the Wales Accord on the Sharing of Personal Information (WASPI) has been written and is currently being modified and quality assured by WG.</p> <p>However the time being taken to agree this means that an assured information sharing protocol is still not in place. This is having a negative impact post-16 and will prevent the sharing of personal information with post-16 providers. This will hinder the appropriate support being made available and increase the likelihood of pupils disengaging prior to 31st October deadline.</p>	R/ A			

Q1 Corporate 2016-17 Directorate Performance Report

Directorate: Education & Lifelong Learning

Director: Nick Batchelar

Number Employees (FTE): 594

Cabinet Member: Cllr Merry

Corporate Plan Priorities

Priority: Creating more jobs and better paid jobs

Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress/Issues/Mitigating Actions	Q1	Q2	Q3	Q4
Page 48	Implement the Welsh Government Youth Guarantee and Cardiff Commitment to ensure appropriate progression routes for all learners by September 2016.	During Quarter 1 the VAP was run against the Year 11 cohort in all schools and the output list of vulnerable learners was agreed with senior colleagues. Any young people who had not yet received an offer under the Guarantee were identified and received lead worker support and going forward will gain further support from the Youth Support Services Summer Transition programme. Additionally, other young people who have an offer but are at risk of not making the transition in September are also being supported through the summer.	A/ G			
	Enhance the range of opportunities for young people to develop employability skills and secure employment in Cardiff	Schools and colleges continue to deliver the revised WBQ. A junior apprenticeship scheme has been planned to start in September 2016 providing 75 places for Year 10 pupils identified using the VAP.	A/ G			

Priority: Supporting vulnerable people

Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress/Issues/Mitigating Actions	Q1	Q2	Q3	Q4
People at risk in Cardiff are safeguarded	Work towards Cardiff becoming a Child Friendly City by March 2017	Initial discussions have been held with Naomi Danquar, Director, Child Rights Partners - UNICEF UK. A team from UNICEF will be meeting with Council representatives in July. The aim of this meeting will be to study the findings of a three year Child Rights Partner pilot programme, examine the potential outcomes for Cardiff and identify the strategic commitment required to enable Cardiff to work with UNICEF to meet the Corporate Plan commitment of a 'Child Friendly City'.	A/ G			

Q1 Corporate 2016-17 Directorate Performance Report

Directorate: Education & Lifelong Learning

Director: Nick Batchelar

Number Employees (FTE): 594

Cabinet Member: Cllr Merry

Directorate Priorities - other than those included in Corporate Plan (Max. five)

Priority	Progress /Issues/Mitigating Actions	RAG			
		Q1	Q2	Q3	Q4
Improve the quality of provision for pupils Educated Other Than At School (EOTAS)	Aligned with the Estyn all-Wales thematic review on EOTAS. An external review of EOTAS provision has been completed in Cardiff. Recommendations will form the basis of an action plan to be implemented from September 2016 with implications for both secondary schools and the local authority.	R/A			
Raise the attainment of children who are looked after.	Outcomes for children who are looked after will be reported in Quarter 2. Good progress has been made in tracking the attainment of these pupils as recognised in the recent Estyn thematic review.	A/G			
Deliver the 2016-17 Capital Programme and reduce the maintenance backlog, leading to improvements in the learning environment.	There has been good progress in Quarter 1 in delivering the Capital Programme with significant projects planned to be delivered across the summer break. At the end of Quarter 1 the backlog of repairs has been reduced by 6%.	A/G			
Improve the quality of services delivered to schools.	By the end of Quarter 1 all school-related Service-level agreements were refreshed and distributed to schools. Early indications are that the majority of schools will buy back the full range of Council services. However, for a minority of services, for example educational psychology and human resources, a number of schools have signalled their intent to explore alternative providers.	A/G			

Progress against Corporate Plan Commitments (Part 1) total: 13

RAG	Red %	Red/Amber %	Amber/Green %	Green %
Q1	0	23% (3)	54% (7)	23% (3)
Q2				
Q3				
Q4				

Progress against Directorate Priorities (Part 2) total: 3

RAG	Red %	Red/Amber %	Amber/Green %	Green %
Q1	33.3% (1)	33.3% (1)	33.3% (1)	0
Q2				
Q3				
Q4				

Q1 Challenges & Achievements

Key Challenges faced by Directorate (Max. five)

Challenge	Mitigating Actions	RAG			
		Q1	Q2	Q3	Q4
There is a significant amount of work to be undertaken to complete the SOP priorities outlined above. This is taking place during a period of recruitment of Project Managers to the Schools Organisation and Admissions Programme (SOAP) Team.	The appointment of professionally qualified and experienced staff will be instrumental in achieving the delivery of the Band A investment priorities. Additionally, the engagement of contractors will be critical to assist in the master planning of Band B Investment priorities, in order to ensure that this is progressed alongside the delivery of the portfolio of existing projects.	A/G			

Q1 Corporate 2016-17 Directorate Performance Report

Directorate: Education & Lifelong Learning	Director: Nick Batchelar	Number Employees (FTE): 594	Cabinet Member: Cllr Merry
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Ensuring appropriate support is in place for school leavers at risk of becoming Not in Education, Employment or Training (NEET) over the summer period	A letter has been sent to secondary schools outlining their responsibilities and explaining the role of the youth mentors who will work directly with the 455 most at risk pupils during July and August. The effectiveness of the mentors in ensuring school leavers have an appropriate pathway to follow post-16 will be monitored by the senior youth workers.	R/A			
Revenue budget 2016-17.	Early monitoring indicates that the Directorate will not achieve the necessary savings for out of county placements. The plan to reduce the shortfall of £630K is to initiate a project task group involving education officers and other stakeholders, to identify and develop a range of approaches to address the issue by 31 st March 2017.	R			

Key Achievements (Good News and Successes) (Max. five)

- Launch and endorsement of the Cardiff 2020 Vision and Strategy in June, at an event in City Hall attended by over 400 people, including schools, governors, council officers, members, Further Education and Higher Education, business partners and a range of other public, private and voluntary sector stakeholders from across the city.
- Indications of improvements in Foundation Phase and Key Stage 2 results this year.
- Cardiff Looked After Children Service's new Virtual School tracker, to help monitor the attainment of looked after pupils, is named as a case study of best practice in Estyn's recently published thematic review.

Cardiff 50

Quarter 1 2016-17 Directorate Performance Report

Directorate: Governance & Legal Services

Director: David Marr/Liz Weale

Number Employees (FTE): 85

Cabinet Member: Cllr De'Ath

Q1 Measures

Performance Indicators (those included in Corporate & Delivery Plans) (Total –6, of which 2 are annual performance indicators)

Performance Indicator	Q1 2016-17	Target 2016-17	Q1 2015-16	Q4 2015-16	Outturn 2015-16	RAG	Commentary
Number of 'live' webcasting hits during meetings a. Full Council b. Planning Committee c. Scrutiny Committees (<i>from December 2016</i>)	227 180 0	Establish baseline	N/A	N/A	New		
Increase the number of properties responding to the Annual Canvass	N/A*	79%	N/A	New for 16/17	79%		*Annual Indicator
The number of cross-cutting Scrutinies undertaken during the year to review issues affecting more than one service or public body	9	15	N/A	N/A	New	G	
Member satisfaction with Scrutiny and Democratic Services outcomes	N/A*	Establish baseline	N/A	N/A	New		*Annual Indicator

Progress against Performance Indicators (Corporate & Delivery Plans) Total 6 (Total reported 1)

[2 Annual Performance Indicators]

RAG	Red %	Amber %	Green %	Notes
Q1	0	0	14.3% (1)	28.6% (2) indicators are annual and 42.8% (3) indicators are new and have no target
Q2				
Q3				
Q4				

Quarter 1 2016-17 Directorate Performance Report

Directorate: Governance & Legal Services

Director: David Marr/Liz Weale

Number Employees (FTE): 85

Cabinet Member: Cllr De'Ath

Q1 Priorities

Directorate Priorities - Other than those included in Corporate Plan (Max five)		RAG			
Priority	Progress /Issues/Mitigating Actions	Q1	Q2	Q3	Q4
6. Implementation of the recommendations of the Improving Scrutiny Report (May 2016)	Delivering the quick wins promised in the September 2015 "Improving Scrutiny" Report, for example, better meeting and agenda management, work programming, public engagement & communications, evaluating scrutiny impact. These will continue to be monitored and any outstanding actions will be rolled forward into the Review of Scrutiny. Scrutiny Chairs have undertaken a self-evaluation in relation to good practice and good characteristics of Scrutiny and the outcomes are positive.	G			
20. Implement year one of the Council's second Strategic Equality Plan, 2016-2017	All actions contained in Directorate Delivery Plans indicate which Strategic Equality Action Plan priority they address. This will allow the Equalities Team to review the Directorates' contribution to the delivery of the Strategic Equality Plan. The Equalities Team is also working with Performance Leads and are undertaking a 'mapping exercise' within the Communities Directorate to develop a case study as an example for managers about how they could implement the Strategic Equality Plan within Directorates.	A/G			
14. Lead on the implementation of the Welsh Language Standards across all Council Directorates, including preparing the Bilingual Cardiff 5 Year Strategy and increasing capacity to deliver bilingual service	The Welsh Language Standards Annual Report was approved by Council on 30 th June 2016 and published, on the Council website, by 30 th June as required. It is a report on the compliance with the Welsh Language Standards 2015-16 that came into force on 30 th March 2016 and focusses on the actions taken to prepare to comply with the Standards. Of the 171 Standards issued to the council, 155 had a compliance date of 30 th March 2016.	G			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Governance & Legal Services

Director: David Marr/Liz Weale

Number Employees (FTE): 85

Cabinet Member: Cllr De'Ath

12. Democratic Services Committee to review Member Development & Training and agree new approach and programme to commence in May 2017 (December 2016)	A report has been drafted to be agreed by the Democratic Services Committee in due course. A steering group will be set up to oversee the work including members of the Standards & Ethics Committee. The Governance Programme Board and the Democratic Services Committee have also received initial briefs.	A/G			
23. Review Contract Procedure Standing Orders and Procurement Rules in conjunction with Resources Director	To be reported to Constitution Committee before the end of the year.	G			

Progress against Corporate Plan Commitments (Part 1) total: 0

RAG	Red %	Red/Amber %	Amber/Green %	Green %
Q1	0% (0)	0% (0)	0% (0)	0% (0)
Q2	0% (0)	0% (0)	0% (0)	0% (0)
Q3	0% (0)	0% (0)	0% (0)	0% (0)
Q4	0% (0)	0% (0)	0% (0)	0% (0)

Progress against Directorate Core Business Actions (Part 2) total: 25

RAG	Red %	Red/Amber %	Amber/Green %	Green %
Q1	0	4% (1)	16% (4)	80% (20)
Q2				
Q3				
Q4				

Q1 Challenges & Achievements

Key Challenges faced by Directorate (Max five)		RAG			
Challenge	Mitigating Actions	Q1	Q2	Q3	Q4
1. Compliance with the new Welsh Language Standards. More investigations than anticipated have been undertaken by the Welsh Language Commissioner. Under the new Standards all complaints result in an investigation which is resource-intensive as it is a legal process. To date five investigations have been responded to and a further four have been received, with prescriptive templates, formats and timelines for the submission of acknowledgements and information etc.	Bilingual Cardiff continues to raise awareness of the Welsh Language Standards, for example through the Core Brief, and the standards are available on CIS. The Bilingual Working Group will review the investigations on a quarterly basis.	R/A			
2. Committee services provide a note taking service for Legal during the Education school admission appeal process, which takes place April – September. The volume of appeals received this year is significant.	The team is carrying out its statutory functions as a priority.	A/G			
3. (Scrutiny) Supporting Member capacity to deliver Scrutiny, given the number of vacancies on Scrutiny Committees.	Working with Chairs and Committee Members to ensure that the scope and scale of committee work programmes for 2016-17 is achievable within existing capacity.	A/G			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Governance & Legal Services

Director: David Marr/Liz Weale

Number Employees (FTE): 85

Cabinet Member: Cllr De'Ath

	Working with Group Whips to seek to manage any further vacancies arising during the year.			
4. (Equalities) Securing championship from management to mainstreaming implementation of the Council's Equality Objectives.	Working with Chief Executive and Chief Human Resources Officer to build a number of equalities considerations into the Workforce Strategy Organisational Development Programme. Working with Director of Communities, Housing and Customer Services to build some current good practice activity into a case study on how a Directorate can report on its equalities practices. Working with Directorate Business Planning Officers to identify appropriate actions for their Directorate to build into their business reporting arrangements for Quarters 3 and 4.	A/G		
5. Demand for legal advice continues to exceed capacity, resulting in work being outsourced at cost to the Council.	To consider with the new Director, once in place, how best, given the available resources, to rebalance Legal Services work between internal legal service and external providers.	R		

Key Achievements (Good News and Successes) (Max five)

- All Members have new tablet devices with the ModernGov app which is easier to use than previously. They are able to access meeting agendas and papers and can annotate them on the device.
- We have improved the robustness of our educational practice and admission appeals by the recruitment of an education barrister and senior legal assistant, so that this area of work can be carried out in house.
- Successfully delivering the National Assembly for Wales and Police and Crime Commissioner elections and the EU Referendum.
- Equalities - Co-ordinating the Council's response to the 48 recommendations in the "Breaking the Barriers" Conference Report.
- Delivering the Voter Registration Campaign. Since the register of Electors was published in December 2015 over 18,000 new electors were registered, with a further 9,000 electors registered in the weeks leading up to the election.

Currently the Directorate does not have a definitive rationale for assigning RAG status to Performance Indicators.

The Indicators that have a RAG status have been discussed with the responsible OM and, where targets have been set, if the Quarter 1 result is a quarter or more of the annual target the indicator has been marked as **Green**; if it is less than a quarter of the annual target it has been marked as **Red**.

Quarter 1 2016-17 Directorate Performance Report

Directorate: Resources

Director: Christine Salter

Number Employees (FTE): 571

Cabinet Members: Cllrs Hinchey, Bale, De'Ath

Q1 Measures

Performance Indicators (those included in Corporate & Delivery Plans) (Total 23*)

Performance Indicator	Q1 2016-17	Target 2016-17	Q1 2015-16	Q4 2015-16	Outturn 2015-16	RAG	Commentary
The percentage of council tax due for the financial year which was received by the Authority	28.13%	97% (28.23% Q1)	28.44%	97.28%	97.28%	A	
NNDR Collections – non-domestic rates received during the year, net of refunds	31.45%	96.5% (32.21% Q1)	32.21%	96.08%	96.08%	A	The Q1 figure is 31.45%. This figure compares to 32.21% for Q1 for 2015-16. A deeper analysis of annual trends of the last five years shows that Q1 take up is not a trusted indicator of the final year position thus there is no guarantee that the final year performance will not achieve at least the 2015-16 performance levels. However, there are risks associated with the ability to pay of a minority of businesses and a risk based focus on the customer base continues to be in operation as mitigation.
Reliability of top 10 ICT applications	99.98%	99.90%	99.99%	100%	99.99%	G	
Internal Customer Satisfaction of ICT services	91.42%	90%	88.32%	89.55%	88.83%	G	
Percentage of information requests meeting the statutory deadline - Freedom of Information	84.83%	85%	75.19%	78.87%	80.14%	A	Since streamlining the FOI multifunction requests process, compliance has increased from 62% in Quarter 1 of the last financial year to 82% this year. The Information Management Team will be looking at further ways of streamlining management of requests in Quarter 2 as outlined within the Corporate Assessment Objectives.
Percentage of information requests meeting the statutory deadline - Data Protection Act	92.38%	85%	86.81%	92.50%	91.06%	G	

Quarter 1 2016-17 Directorate Performance Report

Directorate: Resources Director: Christine Salter Number Employees (FTE): 571 Cabinet Members: Cllrs Hinchey, Bale, De’Ath

Performance Indicator	2016-17 Q1	Target 2016-17	2015-16 Q1	2015-16 Q4	Outturn 2015-16	RAG	Commentary
Number of Social Media Followers (Facebook & Twitter)	67,564	2.5% increase per quarter	44,527	62,127	62,127	G	

Progress against Performance Indicators (Corporate & Delivery Plans) (Total reported – 7)

RAG	Red %	Amber %	Green %	Notes
Q1	0% (0)	43% (3)	57% (4)	
Q2				
Q3				
Q4				

Q1 Priorities

Corporate Plan Priorities				RAG			
Priority 2. Supporting Vulnerable People							
Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress /Issues/Mitigating Actions	Q1	Q2	Q3	Q4	
2.1 People at risk in Cardiff are safeguarded	Introduce and deliver within the school curriculum a WJEC accredited “Challenging Extremism” module to raise awareness and prevent radicalisation	The programme has been in place nationally (Wales) since last September and Training has been supported by Welsh Government and the SEWAC education consortium and national affiliated bodies. Three Cardiff schools to date are involved in the WBQ Challenging Extremism project - Bishop of Llandaff, Fitzalan and Michaelston. (NB the WBQ modules are by choice). Pilot reviews with schools will take place in the summer term. Meeting are also taking place with Welsh Government to ascertain whether further training/awareness raising could be provided	G				

Quarter 1 2016-17 Directorate Performance Report

Directorate: Resources

Director: Christine Salter

Number Employees (FTE): 571

Cabinet Members: Cllrs Hinchey, Bale, De'Ath

Priority 4. Working together to transform services						
Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress/Issues/Mitigating Actions	Q1	Q2	Q3	Q4
4.1 Communities and partners are actively involved in the design, delivery and improvement of highly-valued services	Implement phases 2 and 3 of the Customer Relationship Management (CRM) model by March 2018 to enable Customers to access services through their preferred way and gain a single view of a customer across the organisation and a standard way of processing customers	Progress has been delayed to Quarter 2 for the Business Case for Council Tax services online portal and operational issues are currently being resolved.	R/A			
4.2 The City of Cardiff Council has effective governance arrangements and improves performance in key areas	Further embed performance management tools consistently across the Council to ensure continuing performance improvement in key areas by 2017	A Performance & Governance Programme has been set up under the Enabling & Commissioning Programme within the ODP. There are a number of projects within this which address performance management. In Quarter 1 the projects have considered how the Council applies Red-Amber-Green ratings consistently to commitments and Performance Indicators, and has continued to developed business planning and reporting processes. As part of this a revised quarterly report template has been developed along with a corporate overview scorecard which will allow better performance discussions within the Council's strategic groups	R/A			
	Further reduce sickness absence by March 2017 through continued monitoring, compliance and support for employees and managers	The Health & Wellbeing Strategy was approved at June's cabinet meeting and the TTCW (Time to change Wales) pledge was signed in May. Targets for sickness absence are being recalibrated from the 1st July as a result of the Cabinet Decision in respect of the Infrastructure ADM.	R/A			
	Further improve completion rates, quality and consistency of personal performance and development reviews (PPDR) by March 2017 through continued provision of support and training for employees and managers	An E-Learning module has been completed for the development of SMART objectives. Objectives have been set up in DigiGov as developmental objectives for Managers.	G			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Resources **Director:** Christine Salter **Number Employees (FTE):** 571 **Cabinet Members:** Cllrs Hinchey, Bale, De'Ath

	Develop a strategy for the temporary, casual and agency workforce taking account of social inclusion and youth engagement by March 2017	Initial planning underway and discussions taking place with colleagues on other Directorates.	G			
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Directorate Priorities - other than those included in Corporate Plan (Max. five)

Priority	Progress /Issues/Mitigating Actions	RAG			
		Q1	Q2	Q3	Q4
Maintain and improve collection rates for Council Tax to generate income for the Council through the review of collection and enforcement processes	The Q1 figure is 28.31%. This figure compares to 28.62% for Q1 for 2015-16. A deeper analysis of annual trends of the last five years shows that Q1 take up is not a trusted indicator of the final year position thus there are no concerns at this stage. The Introduction of alternative online options have been implemented with an average of 2785 clicks per month (including 1200 in respect of viewing balance). The positive impact of these arrangements will be reviewed in Q2 / Q3.	G			
Develop the 2016-17 and medium term financial strategy culminating in the production of a balanced budget for 2017-18 by March 2017.	The timetable has been adhered to with guidance issued and detailed proposals for 2017-18 being submitted by each directorate and shared informally with Cabinet in order to inform direction of the 2017-18 budget. The Budget Strategy has been formulated, shared and agreed with SMT during Q1 with themes being included in the budget strategy report. The budget strategy has been developed and shared with Directors and SMT and will be issued to Cabinet in Q2.	G			
Production of financial resilience snapshots in order to inform SMT and Cabinet of the long term financial implications of decisions already taken and inform financial strategy options going in to the medium and long term	A financial resilience snapshot has been produced accompanied by an analysis which compares key financial indicators with other Welsh Local Authorities. This snapshot will accompany and inform the 2017-18 Budget Strategy which will go to Cabinet in July.	G			
Provide Capital and Revenue monitoring and management information for member, directorates, schools and corporate reporting. This will enable monitoring of in-year spend against revenue and capital budgets in order to aid budget holders to proactively manage change. This monitoring will lead in to an effective closure of the 2016-17 directorate revenue accounts in April 2017.	The 2015-16 outturn report has been finalised and reported. Monitoring reports produced for Month 2 and 3 have been produced with specific regard to the performance against savings proposed. The introduction of the Commercialisation Board will require financial performance information to be provided in a trading format with a focus other than budget variances. The Amber rating reflects the scale of the accepted budget savings that are to be monitored and the reliance that accountancy puts on directorate evidence on their	R/ A			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Resources **Director:** Christine Salter **Number Employees (FTE):** 571 **Cabinet Members:** Cllrs Hinchey, Bale, De'Ath

	projected performance for the year.			
Implement the Corporate Digital Strategy to enable the organisation to understand the benefits of digitisation, meet the increasing expectations of citizens on public services and to deliver great efficiencies	The Digital Strategy has been approved by Cabinet. An action plan is now in place to deliver the vision and goals of the Strategy. Three posts have been recruited to in the Digital Delivery Team with further recruitment taking place. A Digitisation project has been commenced within the Enabling & Commissioning programme to progress the Digitisation agenda.	R/A		
Deliver the Council's contribution to the city's new Public Services Board	The annual review is to be developed now that 2015/16 national data sets are available. The first meeting of the Cardiff Public Services Board was held on 24th May 2016 and Terms of Reference agreed. At the first meeting of the Cardiff Public Services Board on 24th May 2016, it was agreed that a facilitated workshop should be held to establish priority issues. This workshop will also define and agree an overarching quality of life vision for public services partnership working in Cardiff. It is intended that the workshop will be held in Q2.	G		

Page

Progress against Corporate Plan Commitments (Part 1) total: e.g. 6					Progress against Directorate Core Business Actions (Part 2) total: e.g. 48				
RAG	Red %	Red/Amber %	Amber/Green %	Green %	RAG	Red %	Red/Amber %	Amber/Green %	Green %
Q1	0	50% (3)	0	50% (3)	Q1	4.16% (2)	20.83% (10)	0	68.75% (33)
Q2					Q2				
Q3					Q3				
Q4					Q4				

Q1 Challenges & Achievements

Key Challenges faced by Directorate (Max. five)		RAG			
Challenge	Mitigating Actions	Q1	Q2	Q3	Q4
SLAs with Schools Work is being undertaken across the Directorate regarding revising and updating SLAs with Schools, however, some schools are considering opting out of services in favour of alternative providers.	Work is being undertaken to offer Core, Optional or Premium services to give Schools more flexibility in the services received. ICT have also supported some schools to use a provider of their own choice whilst still providing connectivity back to County Hall	R/A			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Resources	Director: Christine Salter	Number Employees (FTE): 571	Cabinet Members: Cllrs Hinchey, Bale, De’Ath
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<p><u>Digitisation Strategy and delivery of Projects within the ODP</u> There are issues with recruiting quality staff to enable the delivery of the Digitisation Strategy due to the high demand in the private industry. This along with the sheer scale and appetite for the delivery of projects within ODP (including Digitisation) is affecting the authority’s ability to deliver the technology at the pace required.</p>	<p>as a result of Education mandating this. Recruitment has been ongoing along with alternative means of recruitment such as engaging with Universities for year in industry/graduate placements. Current Programmes and Projects, as well as Projects coming online are being reviewed and will be prioritised as appropriate to enable resources to be allocated appropriately.</p>	<p>R/ A</p>			
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Key Achievements (Good News and Successes) (Max. five)

<p>A successful event was held to give a public declaration specifically outlining the Council’s reasons as an organisation for being a part of Time to Change Wales. This event gave employees an opportunity to learn more about our commitment to send the stigma and discrimination around mental health. The declaration was signed by the Chief Exec and Corporate Director – Resources on behalf of the organisation. Colleagues shared their personal experiences of how mental health has affected them and their lives and why the event was so important.</p>
<p>The Communications Team launched a successful “Make the Difference Moments” campaign aimed to celebrate all the moments that staff across the council have created that help make the difference, we were overwhelmed with “Make the Difference” moments, seeing a whole range of “moments” from hard working to heart-warming and humorous.</p>
<p>A Performance & Governance Programme has been set up under the Enabling & Commissioning Programme within the ODP. There are a number of projects within this which address performance management. These projects are drawing on the expertise of staff across the council to collaboratively deliver the changes needed in relation to performance.</p>

Quarter 1 2016-17 Directorate Performance Report

Directorate: Social Services

Director: Tony Young

Number Employees (FTE): 900

Cabinet Members: Cllrs Lent, Elsmore

Q1 Measures

Performance Indicators (those included in Corporate & Delivery Plans) (Total 30)

Performance Indicator	Q1 2016-17	Target 2016-17	Q1 2015-16	Q4 2015-16	Outturn 2015-16	RAG	Commentary
Staff 1 - Percentage of social work vacancies in all teams	22.9%	18%	23.5%	22.2%	22.2%	R	For further information, please see the update against Improvement Objective 2.1 below – People at risk in Cardiff are safeguarded – improve recruitment and retention
Measure 25 - Percentage of children supported to remain living within their family	59.0%	N/A	New	New	New		Of the 1,661 children with a Care & Support Plan at 30.06.16, 980 were being supported to live at home (i.e. were not being looked after). No RAG rating has been applied as 2016-17 is the first year that this PI has been reported. A baseline will be established during the year to inform target setting for 2017-18.
Measure 26 - Percentage of looked after children returned home from care during the year	3.2%	N/A	New	New	New		Of the 747 children who have been looked after during the year to date, 24 have returned home. This PI is cumulative and performance will improve as we progress through the year. No RAG rating has been applied as 2016-17 is the first year that this PI has been reported. A baseline will be established during the year to inform target setting for 2017-18.
SCAL25 - The total number of adults in need of care and support using Direct Payments	633	Q1 648 Q2 682 Q3 716 Q4 750	New	New	New	A	Cumulative indicator. New indicator introduced to capture the flow to give a more accurate picture of take up regarding direct payments. For further information, please see the update against Improvement Objective 2.3 below - People in Cardiff are supported to live independently – increase the take up of direct payments.
SCA18a - Percentage of eligible adults who are caring for adults that were offered a Carers Assessment during the year	30.06	Q1 22.5% Q2 45.0% Q3 67.5% Q4 90.0%	29.2%	76.8%	76.8	G	Cumulative indicator. The number of completed carers assessments for Quarter 1 2016-17 is 217

Quarter 1 2016-17 Directorate Performance Report

Directorate: Social Services		Director: Tony Young			Number Employees (FTE): 900		Cabinet Members: Cllrs Lent, Elsmore	
Performance Indicator	Q1 2016-17	Target 2016-17	Q1 2015-16	Q4 2015-16	Outturn 2015-16	RAG	Commentary	
Measure 18 - Percentage of adult protection enquiries completed within 7 working days	97.1%	N/A	New	New	New		No RAG rating has been applied as 2016-17 is the first year that this PI has been reported. A baseline will be established during the year to inform target setting for 2017-18.	
Measure 19 - The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over	1.78	Q1 2.70 Q2 5.39 Q3 8.09 Q4 10.79	3.65	11.18	11.18	G	Cumulative indicator. Total number of delayed transfers of care for social care reasons (Cardiff) for this period is 30. For further information, please see Key Challenges Section - Delayed Transfers of Care.	

*This includes the Sickness and PPDR PIs which are included on the Corporate Overview Scorecard

Progress against Performance Indicators (Corporate & Delivery Plans – Total reported 7)

RAG	Red %	Amber %	Green %	Notes
Q1	14.3% (1)	14.3% (1)	28.6% (2)	RAG not included for 3 PIs (42.8%) which are in a baseline year
Q2				
Q3				
Q4				

RAG Rating Explanation

Service	Red	Amber	Green
Children's Services	Below threshold	Above threshold; below target	On or above target
Adults' Services	Unlikely to meet target (projected result)	Below target - within tolerance (projected result)	Target likely to be met (projected result)

Q1 Priorities

Corporate Plan Priorities				RAG				
Priority					Q1	Q2	Q3	Q4
Improvement Objectives	Commitments (Part 1 in Delivery Plans)		Progress / Issues / Mitigating Actions					
1.2 Looked after children in Cardiff achieve their potential	Embed key elements of the Corporate Parenting Strategy in collaboration with partners by March 2017		Corporate Parenting Strategy approved by Cabinet. Implementation plan to address the key outcomes of the Strategy is included as part of the Strategy document.		G			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Social Services

Director: Tony Young

Number Employees (FTE): 900

Cabinet Members: Cllrs Lent, Elsmore

Priority						
Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress / Issues / Mitigating Actions	Q1	Q2	Q3	Q4
2.1 People at risk in Cardiff are safeguarded	Improve the system for protecting children from significant harm by implementing new Multi Agency Safeguarding Hub (MASH) arrangements for managing referrals by June 2016	Children's Services, Health, Police, Probation and Wales Community Rehabilitation Company co-located to Bay Police Station in readiness for go-live date on 4 th July 2016. Education preparations to join MASH are underway – anticipated that staff will be co-located in Quarter 2.	G			
	Improve the recruitment and retention of children's social workers, ensuring the Council achieves and maintains a vacancy rate for children's social workers below 18% by March 2017 PI = Staff 1	Recruitment and Retention campaign reviewed. Work to refresh adverts to be undertaken in Quarter 2. Children's Services to recruit to a pool of additional social workers once all vacancies have been filled. This will enable the service to maintain consistency of service provision and caseload levels along with the ability to manage a healthy turnover of staff and to minimise the need to rely on expensive agency workers. Retention - remodelling of services is designed to support better retention of staff. The Care & Social Services Inspectorate, Wales (CSSIW) commented that investment into workforce planning has improved the ability to recruit suitably qualified and experienced staff. Workforce Strategy Implementation Group has commenced work to consider internal opportunities for secondments / shadowing in order to promote staff retention. Interviews undertaken for secondment to the degree in Social Work and two new seconded places offered for 2016-17. Vacancy position remains reasonably stable at 23%, although this is slightly higher than the 22% reported for Quarter 4 2015-16. Vacancy and sickness levels are subject to ongoing monitoring and senior managers continue to be informed of capacity issues within their teams.	A/G			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Social Services

Director: Tony Young

Number Employees (FTE): 900

Cabinet Members: Cllrs Lent, Elsmore

Priority

Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress / Issues / Mitigating Actions	Q1	Q2	Q3	Q4
Page 64	Implement key elements of the Cardiff Child Sexual Exploitation Strategy in collaboration with partners by March 2017	<p>Child Sexual Exploitation (CSE) Strategy approved by Cabinet. Implementation plan in place and targets being met. Case review undertaken covering the period January 2014 – December 2015.</p> <ul style="list-style-type: none"> • Trends, patterns and areas of practice improvement identified. • Changes in process implemented in light of findings. • Bespoke training for individual teams being rolled out. • Guidance for staff issued. • Range of tools to support practice under development. <p>Work underway to improve multi-agency working. Professional Interest Group established and well supported by multi-agencies. Third sector organisations consulted and report improvements in the statutory response to CSE. All organisations offering support to children at risk of CSE are meeting quarterly to ensure a cooperative, coordinated approach to tackling CSE in Cardiff.</p>	G			
	Work to make Cardiff a recognised Dementia Friendly City by March 2018	<p>Scope has expanded and a partnership approach with Health is being developed. Action Plan on course for issue to partners in Quarter 2. Dementia Awareness Week took place during the week commencing 15th May 2016 and a range of Council departments supported the initiatives.</p>	G			
	Complete roll out of the second phase of a specialist training programme regarding the Social Services and Well-being (Wales) Act 2014	<p>Specialist training on phase 2 (local implementation) of the Social Services and Well-being (Wales) Act 2014 commenced. Training for elected members on the Act expected to take place in Quarter 2. Outcome focussed training for Social Services, Health and third sector staff commenced.</p>	G			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Social Services

Director: Tony Young

Number Employees (FTE): 900

Cabinet Members: Cllrs Lent, Elsmore

Priority						
Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress / Issues / Mitigating Actions	Q1	Q2	Q3	Q4
2.3 People in Cardiff are supported to live independently	Improve the effectiveness of transitional support for disabled and vulnerable children approaching adulthood	Transition protocols for Cardiff and the Vale of Glamorgan reviewed and areas for alignment identified. Following a scoping of needs exercise, additional Welsh Government funding (£2.5 million) has been secured for work relating to joint working arrangements, enhancing transition arrangements and the delivery of services across Cardiff and the Vale of Glamorgan. Additional staff to be recruited into Adults' Services to work more closely with Children's Services in Cardiff and to align the transition services across the region. When I Am Ready scheme launched and operational.	G			
	Explore with the University Health Board (UHB) the feasibility of an integrated model for the management and delivery of health and social care services in adult social care	The Intermediate Care Fund for 2016-17 is being utilised as a pooled budget across the Cardiff and Vale region to further support key areas of work in relation to the priority areas for integration identified in the Social Services and Well-being (Wales) Act 2014. Work is progressing in relation to further developing locality working across health and social care in relation to care models, community health and wellbeing hubs and community resilience / support structures. Strategic integrated workshop held with partners in Quarter 1 to identify challenges and agree opportunities	G			
	Work with our health partners to reduce the total number of Cardiff residents who experience a Delayed Transfer of Care (DToC) from hospital by 2017 PI = ACT19	DToC numbers decreased in May to 78, a 17% decrease in a month. This is 33% lower than the same period last year when reported DToCs were 117. The Partnership is exceeding its initial 25% target reduction on the February 2015 position set for the first quarter of 2015-16. The number for Cardiff decreased by 7 in comparison to the previous month. The Cardiff and Vale of Glamorgan Integrated Health and Social Care Partnership Board DToC report for June (pre-	R/A			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Social Services

Director: Tony Young

Number Employees (FTE): 900

Cabinet Members: Cllrs Lent, Elsmore

Priority						
Improvement Objectives	Commitments (Part 1 in Delivery Plans)	Progress / Issues / Mitigating Actions	Q1	Q2	Q3	Q4
Page 66		validated figures excluding Mental Health) will not be available until after the data is released from Welsh Government.				
	Continue to increase the uptake of Direct Payments as an alternative to direct provision of care for Cardiff adult residents with care and support needs in line with the Social Services and Wellbeing (Wales) Act by 2017 PI = SCAL25	Direct Payments Project Group members and lead have met. Service specification has been updated in line with the Social Services and Well-being (Wales) Act 2014 and a Task & Finish Group are outlining Direct Payment Models and funding support mechanisms for future delivery.	R/A			
	Offer a Carers Assessment to all eligible adult carers who are caring for adults PI = SCA18a	The two Carer Assessment Workers (CAWs) have had a positive impact on the number of Carer Assessments offered and completed. During Quarter 1, 30.1% of carers were offered an assessment (897 offers for 2,984 carers) compared to 29.2% for the same period last year (799 offers for 2,740 carers). The number of completed assessments is 217 compared to 175 for the same period last year and is therefore on course to exceed target. The CAWs have also achieved positive outcomes for carers by listening to their needs and finding solutions to meet their outcomes in line with the objectives of the Social Services and Well-being (Wales) Act 2014.	G			

Directorate Priorities - other than those included in Corporate Plan (Max. five)

			RAG			
Priority	Progress / Issues / Mitigating Actions		Q1	Q2	Q3	Q4
Implement the Agile / Mobile Working Strategy across Social Services	Phase 1 implementation achieved.		G			
Early Help Strategy	Joint Assessment Family Framework pilot ongoing and subject to regular monitoring and review; training commenced.		G			
Improve the quality of residential care to support improved care for people in	Schedule of planned visits by the Contracts & Service Development team (announced and unannounced) now completed and implemented with visits being undertaken by the team. Robust escalating concerns		G			

Quarter 1 2016-17 Directorate Performance Report

Directorate: Social Services **Director:** Tony Young **Number Employees (FTE):** 900 **Cabinet Members:** Cllrs Lent, Elsmore

residential homes by March 2017. (In response to the Care & Social Services Inspectorate Wales (CSSIW) performance evaluation.	procedures in place to monitor residential care across Adult Services. Cardiff and the Vale Local Safeguarding Board's Operation Jasmine Review Group met on 13 th April to update the Action Plan. Statutory partners within the board have been instrumental in implementing the recommendations from the Operation Jasmine Independent Review, with some recommendations directly specifically at residential and nursing homes.			
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Progress against Corporate Plan Commitments (Part 1) total: 11					Progress against Directorate Core Business Actions (Part 2) total: 25				
RAG	Red %	Red/Amber %	Amber/Green %	Green %	RAG	Red %	Red/Amber %	Amber/Green %	Green %
Q1	0% (0)	18% (2)	9% (1)	73% (8)	Q1	4% (1)	0% (0)	8% (2)	88% (22)
Q2					Q2				
Q3					Q3				
Q4					Q4				

Q1 Challenges & Achievements

Key Challenges faced by Directorate (Max. five)		RAG			
Challenge	Mitigating Actions	Q1	Q2	Q3	Q4
Address fragility of domiciliary care market in preparation for winter pressures	As immediate mitigation for the forthcoming winter, a 'Bridging Team' is being established using monies from the successful Intermediate Care Fund bid to enhance the Community Resource Team's capacity to mitigate against DToC figures spiking. Development of alternative delivery models for domiciliary care as a long-term strategy.	G			
Caseloads in Children's Services	The increase in average caseloads is being mitigated by manager support and senior management oversight on particularly complex cases.	R/A			

Key Achievements (Good News and Successes) (Max. five)	
Submission of ACRF Director's Report to Scrutiny and Cabinet processes before the summer recess, including challenge with service users.	
Looked After Children Traineeship Scheme received an award for Innovation from Cardiff and the Vale College.	
Positive inspection report from Care & Social Services Inspectorate, Wales (CSSIW) published in April 2016 in relation to Adult Domiciliary Care. With regards to the Council's In-House Service, it was reported that the service focused on outcomes and independence and was provided by competent and confident staff who had a clear leadership structure providing good communication. Service user feedback included: "Staff listened" and offered choice, "cannot praise them enough" and care "not rushed", "able to talk".	

Performance RAG Status Matrix for Corporate Commitments

CONSEQUENCES				
LIKELIHOOD	A1	A2	A3	A4
	B1	B2	B3	B4
	C1	C2	C3	C4
	D1	D2	D3	D4

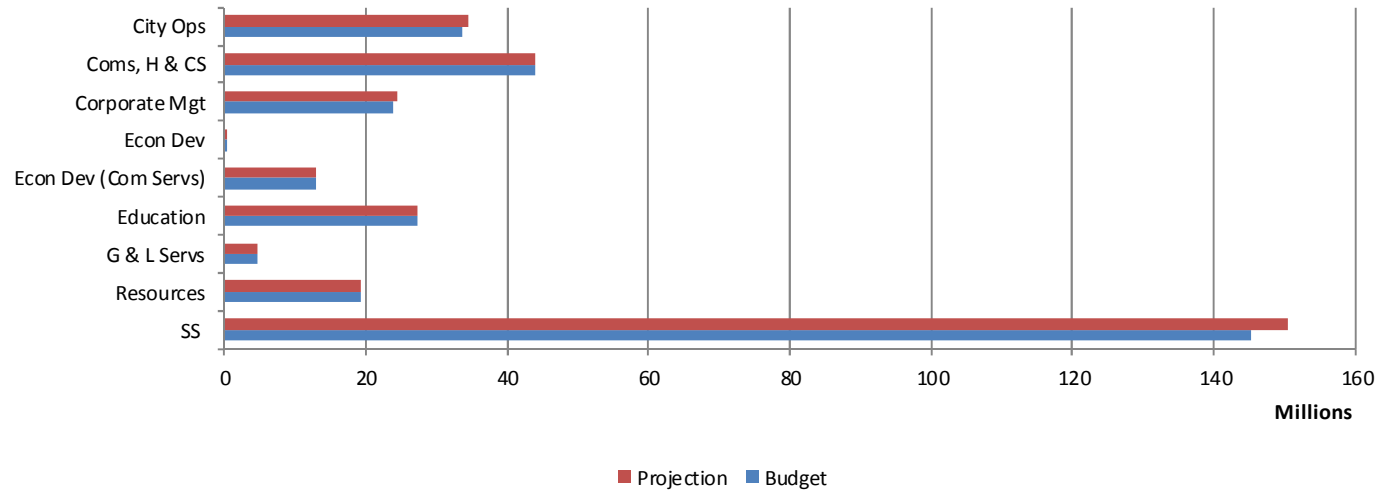
LIKELIHOOD	CONSEQUENCES
A = Very Likely	1 = Major
B = Likely	2 = Significant
C = Unlikely	3 = Moderate
D = Very Low	4 = Minor

RAG DEFINITION
<p>Significant issues. Commitment will not be achieved, or requires immediate action required to address. Issue to be raised with the Performance Support Board/SMT and Emphasis should be given on including in Performance Reports.</p>
<p>Moderate issues. Management action required to bring matters back on track. Issue either requires a corporate response to address or can be managed within the Directorate but issues needs to be raised with the Performance Support Group/SMT. Emphasis should be given on including in Performance Reports.</p>
<p>Some Issues. Delivery of the commitment is either delayed, or will not achieve the all the desired outcomes. Issues can be managed with the Directorate and does not require escalation.</p>
<p>On target – Commitment is on course to be delivered on time, on budget and to achieve the desired outcome.</p>

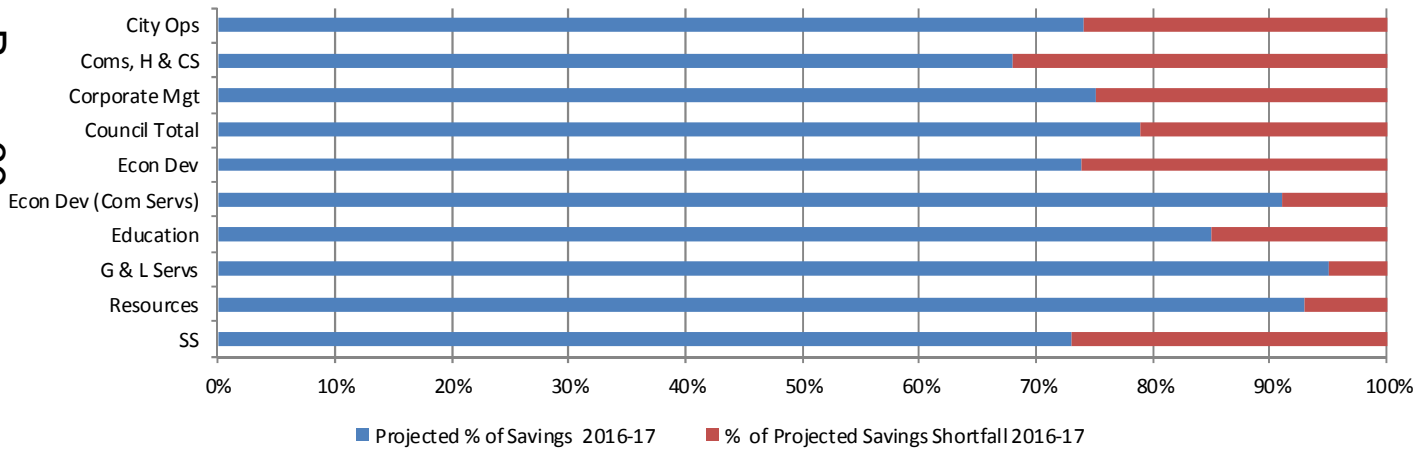
Council Overview Scorecard Quarter 1 2016-17

Financial - tracking financial success and value

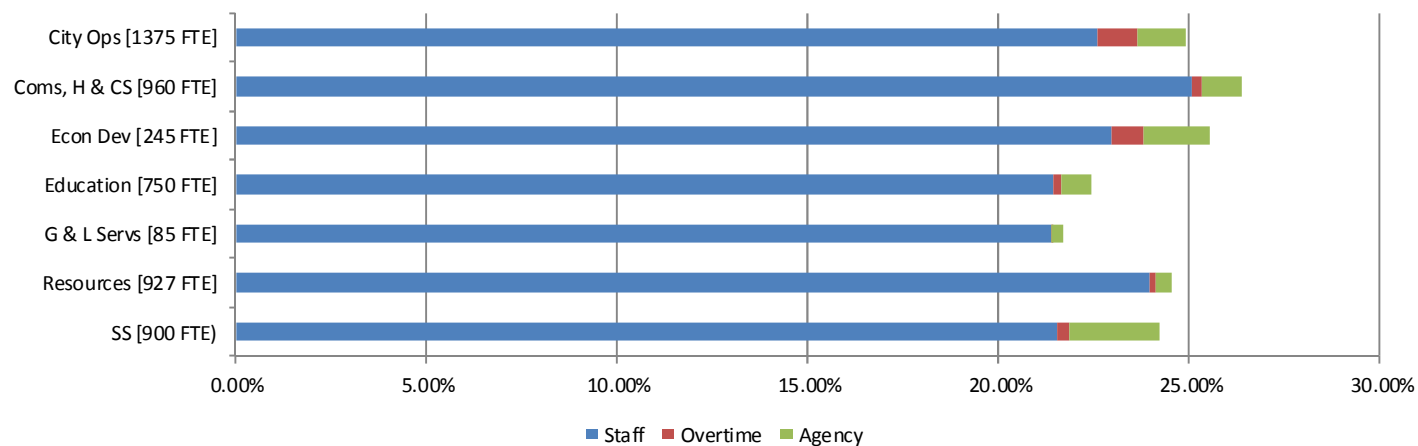
Projected Budget Outturn 2016-17



Percentage of Projected Savings 2016-17



Staff Budgets, Overtime & Agency



The table above represents the percentage spend for Quarter 1

Customer - clarifying and adding value to the customer

Social Media

Twitter

59,030 followers @cardiffcouncil
2,029 followers @cyngorcaerdydd
6,505 Likes on Facebook



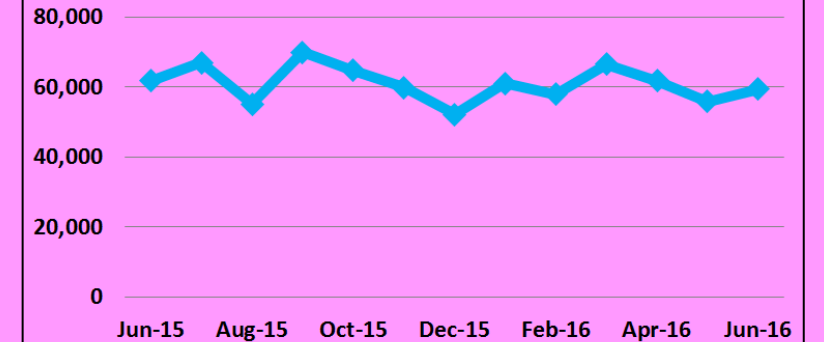
During Q1 there were **618,735** visits to Library & Hubs across the City

Calls to Connect Centre remain high with additional calls in Q1 in relation to the Referendum, Assembly Elections and PCC Elections.

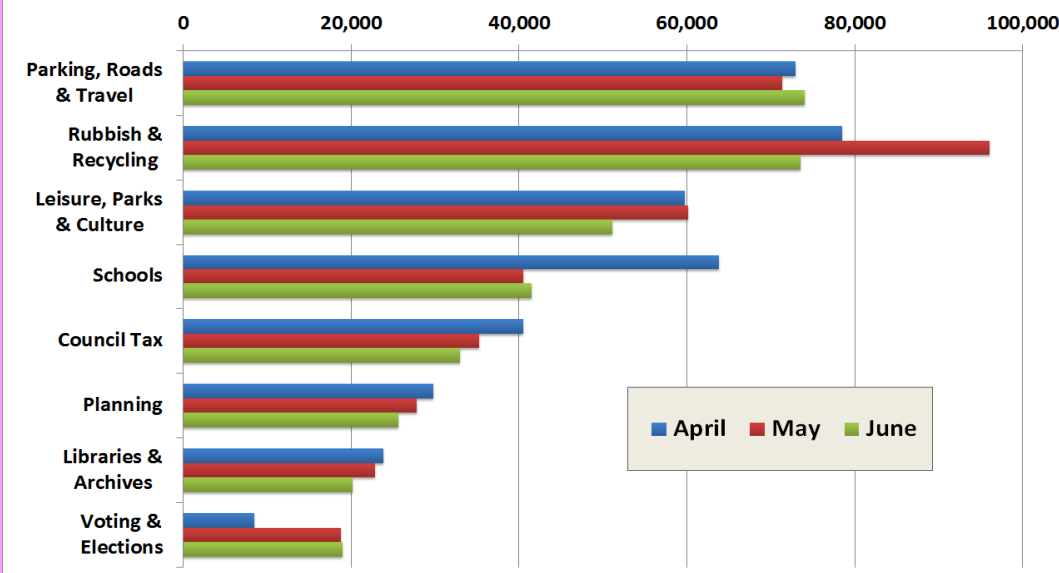
Customer Satisfaction Levels Q1

Visitors to Hubs : **100%**
Callers to C2C : English - **96%** Welsh - **100%**
Repair Reporting Line : **91%**
(other areas to be developed in Q2)
The council received **237** compliments

Calls to Connect to Cardiff



Most visited areas on the Cardiff.gov.uk



In May & June, **Czech** was the most popular language the website was translated into

Complaints

During Quarter 1 the 425 Complaints were logged, of which **94%** were responded to within 20 days

Information Requests

There has been a 10% increase in overall compliance for Information Requests from 78% to 88% and an increase in multi-function requests from 62% to 82%

Council Overview Scorecard Quarter 1 2016-17

Internal Processes - transforming the way that we do things

Enabling & Commissioning Services

This portfolio will establish Council-wide measures to support effective delivery and cost reduction across all directorates.

↑ 10 Green

↓ 3 Amber/Green

→ 5 Red/Amber

→ 0 Red

Reshaping Services

Reshaping Services will exploit enabling technologies and develop working practices to facilitate the reshaping of key services across the Council.

Its aim is to better understand and manage customer demand, re-align services and functions that are currently delivered across a number of service silos, and deliver services at a reduced cost in order that they are sustainable within the tough financial climate.

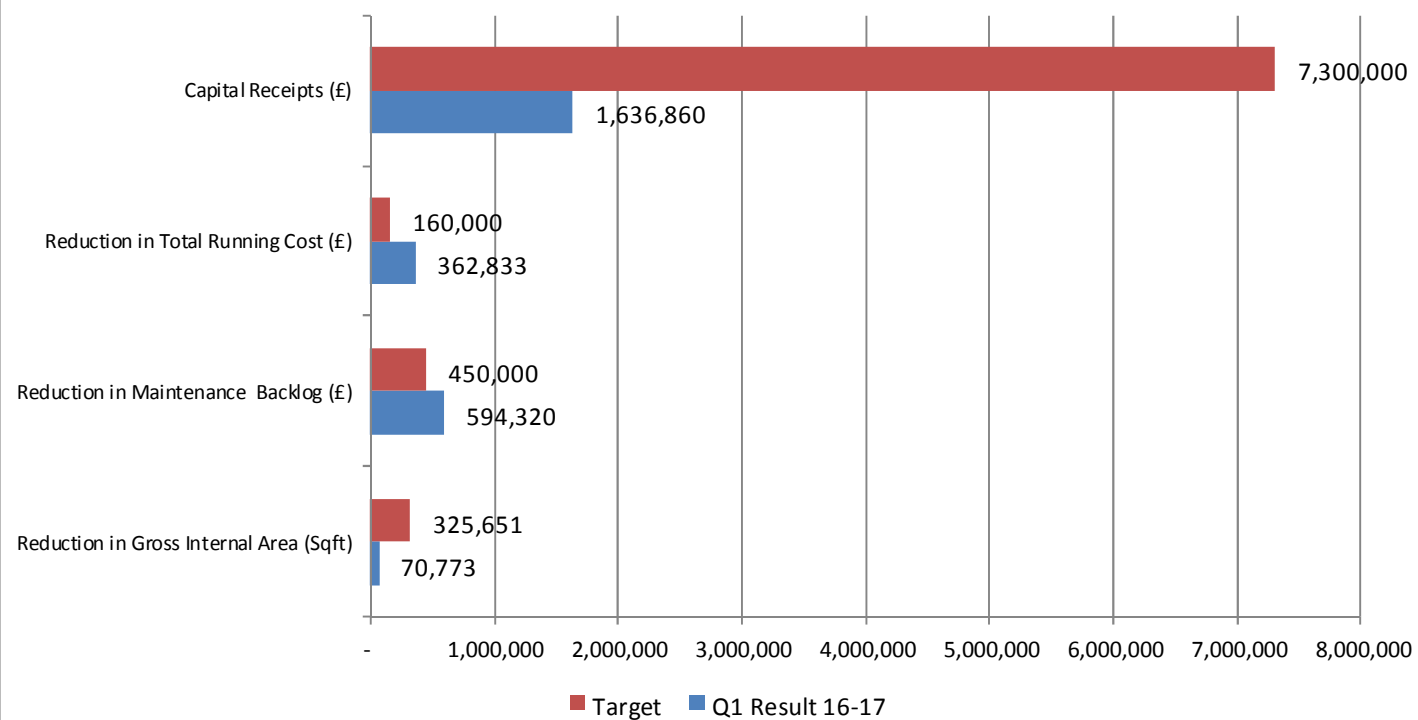
↑ 7 Green

↓ 7 Amber/Green

↑ 1 Red/Amber

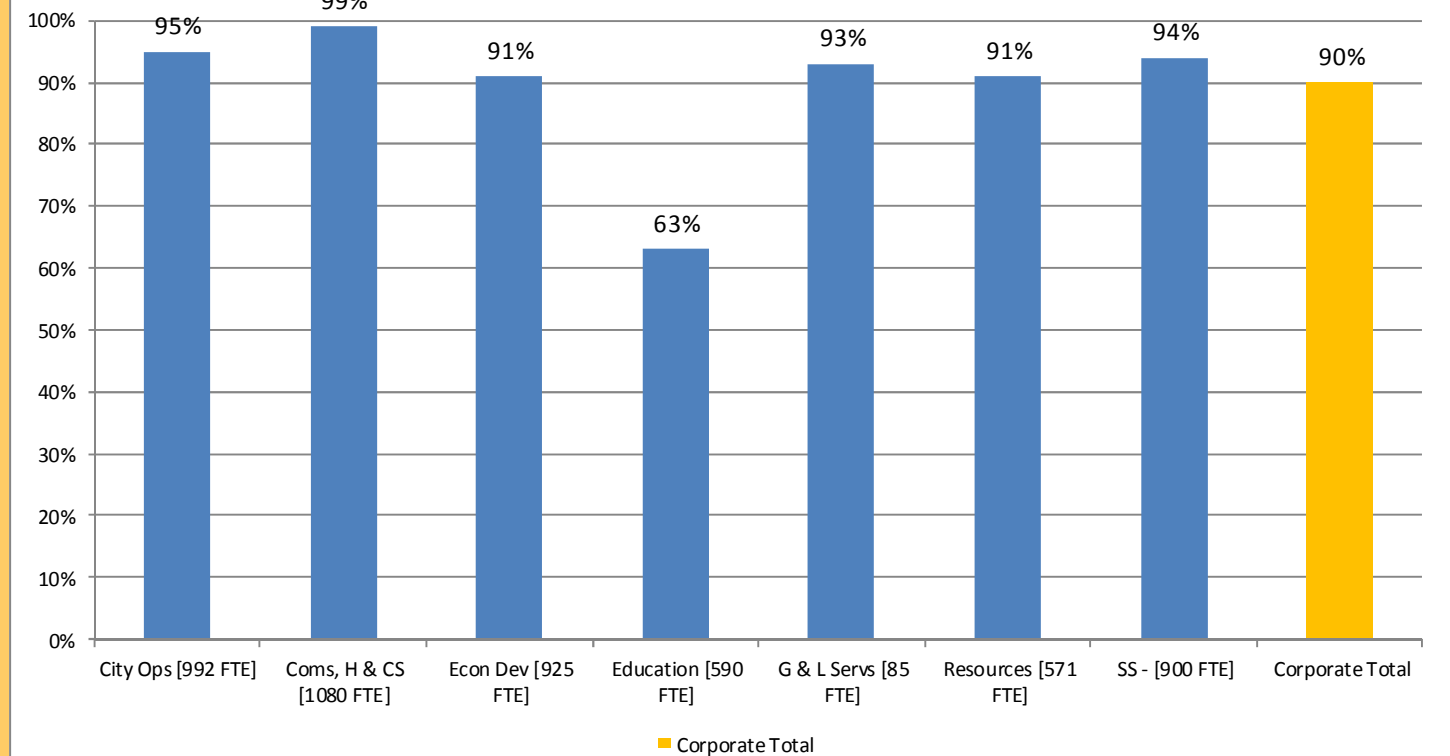
→ 1 Red

Corporate Asset Management 2016-17

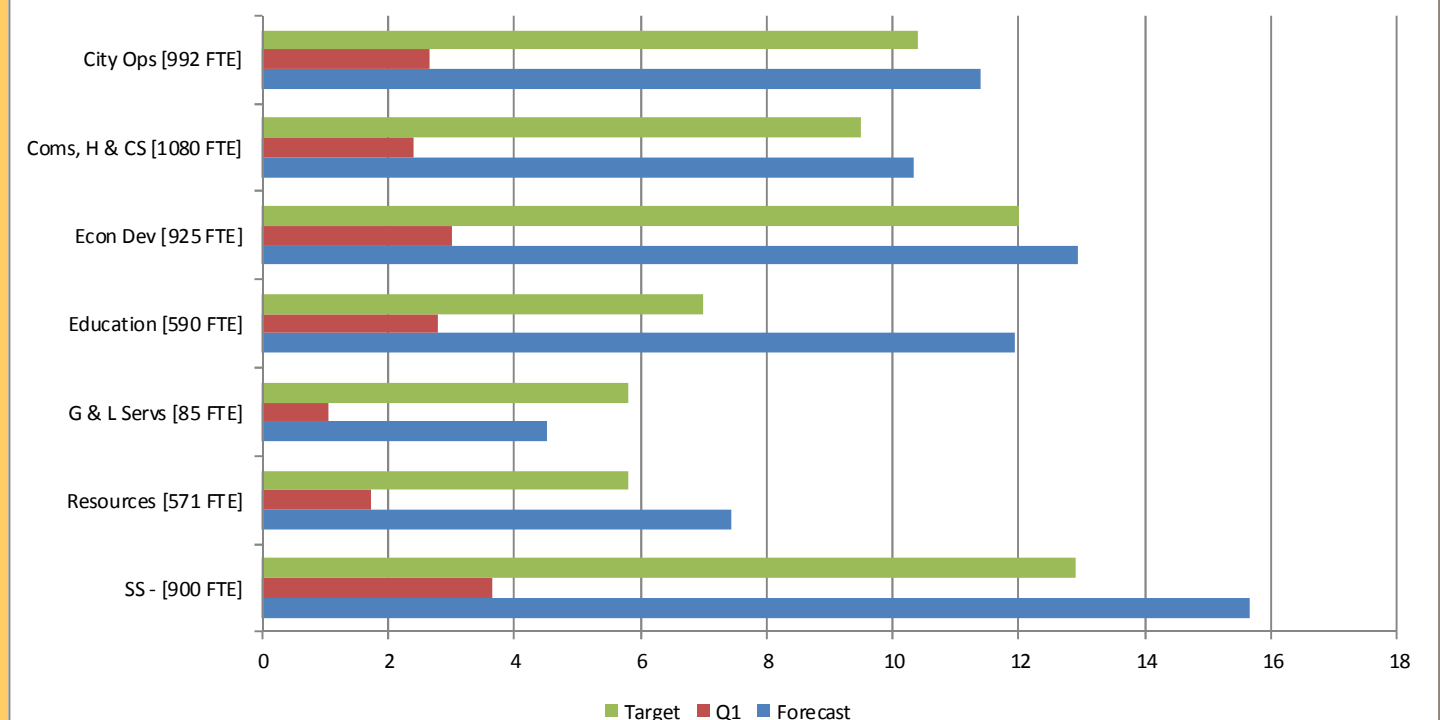


Learning & Growth - inspired, competent, engaged & aligned workforce

PPDR - Initiation of Objectives



Sickness Absence - FTE Days Lost Per Person



90% of Return to Work Interviews have been completed across the organisation

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

ENVIRONMENTAL SCRUTINY COMMITTEE

6 SEPTEMBER 2016

THE CITY OF CARDIFF – DRAFT 2016 AIR QUALITY PROGRESS REPORT

Purpose of Report

1. To provide Members with the opportunity to scrutinise ‘The City of Cardiff – Draft 2016 Air Quality Progress Report’ prior to it being considered by Cabinet this autumn.

Background

2. Air quality is the term used to describe and classify the concentration of certain pollutants in the air. These pollutants have the potential to adversely affect human health at elevated concentrations. The Council has the responsibility to monitor and review air quality standards in Cardiff. These are delegated to the Council through several regulations and pieces of legislation.

The Environment Act 1995 introduced legislation for the local management of air quality. Part IV of the Act introduced a statutory duty for local authorities to review and assess the air quality within their boundaries and to monitor local air quality in comparison with health based standards and objectives.

3. The National Air Quality Strategy was published in March 1997, establishing standards for eight key pollutants and outlining national and international policies to reduce air pollution levels by 2005. The eight key pollutants were benzene, 1,3-butadiene, carbon monoxide, lead, nitrogen dioxide, fine particles (PM10), sulphur dioxide and ozone.

4. The National Air Quality Strategy evolved over time and has been revised and republished as 'The Air Quality Strategy for England, Scotland, Wales and Northern Ireland - Working Together for Clean Air', 2000.
5. The Air Quality (Wales) Regulations 2000 set the statutory objectives for local authorities for seven air pollutants to be achieved by 2005 (ozone was omitted on the basis that national, rather than local action, would best reduce ozone levels due to the trans-boundary nature of the pollutant). The objectives were based on the effects of the pollutant on human health.
6. The main pollutants of concern in the United Kingdom are particulate matter (PM), oxides of nitrogen, and ground level ozone and ammonia. Road transport, large fuel-burning plants such as power stations, and agriculture are key sources for one or more of these pollutants.
7. The economic cost from the impacts of air pollution in the UK is estimated at between £9 billion and £19 billion every year. This is comparable to the economic cost of obesity (over £10 billion). Poor air quality is often associated with traffic derived pollution with urban areas close to busy roads being susceptible to exceeding the health based standards for Nitrogen Dioxide and Particulate Matter.
8. Estimates indicate that air pollution reduces life expectancy in the UK by an average of six months. Particulate Matter (PM) is one of the pollutants which is closely associated with health effects. PM consists of microscopically small solid particles or liquid droplets suspended in the air. The smaller the particles, the deeper they can penetrate into the respiratory system and the more hazardous they are to breathe. The source of PM can include traffic emissions and pollutants emitted from industrial processes, it can also be transported long distances and across national boundaries. The World Health Organization (WHO) advises there is no safe exposure level to PM. For people with lung and heart conditions, elevations in particulate air pollution can worsen their symptoms.

9. The short term health effects of nitrogen dioxide (NO₂) are also well established. At higher concentrations it can cause irritation of the lungs and can exacerbate existing lung conditions including asthma. However it is unlikely that such high levels of NO₂ will be reached in the United Kingdom. Ground level ozone (O₃) is formed when other pollutants react in sunlight, and can cause breathing problems and reduced lung function. There is also strong epidemiological evidence associating long term chronic exposure to high levels of NO₂ with respiratory effects in adults and reduced lung function in children.

10. Air pollution can affect plants and animals in the natural environment, impacting on biodiversity and sensitive environments. It can also reduce agricultural crop yields. Links between air quality and climate change actions are critical; it is believed that many of the actions to mitigate against climate change will also reduce air pollution in the long term.

The City of Cardiff – 2016 Draft Air Quality Progress Report

11. Once adopted, 'The City of Cardiff – 2016 Draft Air Quality Progress Report' (attached to this report as **Appendix 1**) will help the Council to fulfil the requirements of the Local Air Quality Management (LAQM) process as set out in Part IV of the Environment Act (1995), the Air Quality Strategy for England, Scotland, Wales and Northern Ireland 2007 and the relevant Policy and Technical Guidance documents.

12. The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where it is considered likely that target pollution levels will be exceeded, the local authority must then declare an Air Quality Management Area (AQMA), and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives.

13. For local authorities in Wales, Progress Reports are required in the intervening years between the three-yearly Updating and Screening Assessment reports. Their purpose is to maintain continuity in the LAQM process.
14. They are not intended to be as detailed as Updating and Screening Assessment Reports, or to require as much effort. However, if the Progress Report identifies the risk of exceeding an Air Quality Objective, the local authority should undertake a Detailed Assessment immediately, and not wait until the next round of Review and Assessment.

Air Quality Objectives

15. The air quality objectives applicable to LAQM in Wales are set out in the Air Quality (Wales) Regulations 2000, No. 1940 (Wales 138), Air Quality (Amendment) (Wales) Regulations 2002, No 3182 (Wales 298), and set out in Table 1.1 of **Appendix 1**. This table shows the objectives in units of microgrammes per cubic metre ($\mu\text{g}/\text{m}^3$), (milligrammes per cubic metre, $[\text{mg}/\text{m}^3]$ for carbon monoxide) with the number of occasions each year it is permissible to exceed target (where applicable).

Previous Review & Assessment

16. The Local Air Quality Management regime commenced with the Air Quality Regulations 1997, which came into force in December of that year. These Regulations were revoked and superseded by the current Air Quality (Wales) Regulations 2000 (as subsequently amended in 2002).
17. The 2015 Updating & Screening Assessment Report is referred to in **Appendix 1** as the start of 'Phase 6', i.e. it is the sixth Updating & Screening Assessment Report period which has been undertaken since the scheme commenced in 1997. Details of each 'Phase' (1 to 6) can be seen on pages 7 to 11 of **Appendix 1**.

Air Quality Management Areas

18. **Appendix 1** identifies four areas in Cardiff where it is likely that pollution levels will exceed target (described as 'exceedences') in terms of air pollution are considered likely. To deal with these exceedences four Air Quality Management Areas (AQMAs) have been established in Cardiff, these are:

- Cardiff City Centre AQMA
- Ely Bridge AQMA
- Stephenson Court AQMA
- Llandaff AQMA.

19. At present Cardiff Council has one finalised Air Quality Action Plan (AQAP) for Ely Bridge. As stated in the Progress Report there are three Interim Air Quality Action Plans. Therefore I think it would be best to outline this is the point; "To combat the air quality issues in each of these areas Air Quality Action Plans (AQAP's), which includes Finalised and Interim Action Plans, have been created which set out the measures required to address the problem. Details of the AQAP's for Cardiff's four AQMA's can be viewed on pages 98 to 103 of Appendix 1."

Automatic & Non Automatic Monitoring Sites

20. Cardiff has one automatic air quality monitoring site which is located at Frederick Street in the city centre (adjacent to Queen Street). The site constantly measures and reports on air quality at that location and feeds data directly into DEFRA's AURN network. This includes similar stations located in towns and cities across the United Kingdom. This site is run by a third party and provides a live urban background air quality summary for the city centre. The results of this live air quality monitoring can be viewed online at <http://www.welshairquality.co.uk>. Further information on the automatic monitoring sites can be viewed on pages 16 to 18 of **Appendix 1**.

21. There are 73 non automatic monitoring sites across Cardiff which monitor levels of Nitrogen Dioxide (NO₂). These are supported and maintained by the Council. The non automatic sites do not provide live data; instead they consist of diffusion tubes which

are placed at each of the sites (typically on lampposts or properties next to busy areas) then collected and replaced each month. The used tubes are sent to a laboratory for analysis; the analysed data is used to provide an air quality picture for Nitrogen Dioxide for each of the 73 locations across the city. Further information on the non automatic monitoring sites can be viewed on pages 19 to 48 of Appendix 1.

Key Policies Impacting on Air Quality

22. **Appendix 1** discusses a number of key policies which impact on air quality in Cardiff. These fall under three sub headings which are:

- **Air Quality Planning Policies** – this includes Cardiff’s Local Development Plan (2006 – 2026) which was adopted in early 2016 and which acts as the basis for land use planning in Cardiff. The Plan contains two policies which are particularly relevant to air quality, these are KP18 which deals with ‘Natural Resources’ and EN13 which addresses air, noise, light pollution and contaminated land states. These are detailed on page 95 of **Appendix 1**.
- **Local Transport Plans & Strategies** – this includes ‘The Local Transport Plan (LTP) – 2015 to 2020. The LTP focuses on a range of measures common to all parts of Cardiff which will have an impact upon traffic movements, growth and emissions (and hence air quality). Further details can be seen on page 96 of **Appendix 1**.
- **Climate Change Strategies** – the Council published the ‘Carbon Lite Cardiff Action Plan’ in June 2010. This has since been replaced by ‘One Planet Cardiff’ which has its own dedicated website with a vision document and delivery plan.

Planning Applications

23. As a large city Cardiff is continually evolving and new developments are constantly being passed through the planning system. These new developments could potentially have a negative impact on local air quality; therefore, the Council has a duty to include air quality as a part of the planning consultation process. Once a development is approved the Council has an ongoing obligation to monitor the impact of recent developments already underway or in use to ensure that suitable air quality levels are maintained. **Appendix 1** has a section on 'Planning Applications' on pages 91 to 94 of the report. This provides examples of five developments which 'may either be of significance in respect of local air quality or be a proposed development where air quality is a consideration', they are:

- Central Business District / Central Bus Station;
- Windsor House Student Accommodation;
- BBC Broadcasting House, Llantrisant Road, Llandaff;
- Glossop Road;
- The Mill Development at the former Paper Mill Site, Sanatorium Road, Canton.

Report Findings Summary & Future Proposed Actions

24. Since the 2015 Updating and Screening Assessment the Council has continued its monitoring of nitrogen dioxide in specific areas situated within Cardiff. The monitoring has been able to provide results to assist with quantifying the potential impacts of planning applications and significant industrial developments on local air quality.

25. The 2015 nitrogen dioxide monitoring data presented in the report shows a number of sites representative of relevant exposure with exceedences of the $40\mu\text{g}\text{m}^{-3}$ annual mean objective. These sites are predominantly contained within the declared AQMAs. However, there are two monitoring locations (Site IDs- 74 [Station Terrace] & 172 [Ocean Way]) which are not located within AQMAs, but it should be noted that annual

exceedences are not out of character for these sites and are in locations not representative of relevant exposure.

26. Following the completion of this 2016 Progress Report a detailed assessment is scheduled to be compiled to investigate the elevated concentration of NO₂ levels for Kingsway/ Duke Street/ Castle Street link area. This assessment will essentially confirm whether the current City Centre AQMA needs to be extended to include these streets.
27. Monitoring data for 2015 indicates that annual mean concentrations of nitrogen dioxide were not unduly elevated during the year, and that in some locations concentrations may have been lower than expected. A detailed assessment will follow this 2016 Progress Report to determine the potential expansion of the City Centre AQMA to encompass Kingsway/Duke Street/Castle Street link past Cardiff Castle.
28. Following this report, the finalisation of Action Plans for Cardiff City Centre AQMA, Llandaff AQMA and Stephenson Court AQMA is a priority. The Shared Regulatory Service has devised Interim Action Plans for these AQMAs and these actions will be undertaken, in particular the potential to undertake of detailed assessments for Llandaff and Stephenson Court AQMAs following a review of 2016's NO₂ data.
29. After this report is adopted it is anticipated that the Shared Regulatory Service and the Council will undertake the following proposed actions:
 - Continue monitoring within and around the existing AQMAs and other areas of concern;
 - Proceed to a detailed assessment for Kingsway/Duke Street/Castle Street link and based on findings, expand the City Centre AQMA to encompass these areas;
 - Continue to drive Air Quality as a major aspect to be considered during any planning applications, most importantly Cardiff Central Development;

- Continue to work towards the development of Final Action Plans for Cardiff City AQMA, Llandaff AQMA and Stephenson Court AQMA;
- Continue monitoring within the Stephenson Court AQMA to assess the impact, if any, of the road-layout changes completed at the start of 2015. Following review of 2016's data, either proceed to develop a viable Air Quality Action Plan or proceed to a Detailed Assessment with the potential outcome of the AQMA being revoked;
- Continue monitoring within the Llandaff AQMA. Following review of 2016's data, either proceed to develop a viable Air Quality Action Plan or proceed to a Detailed Assessment with the potential outcome of the AQMA being revoked;
- Submit a Progress Report in 2017.

Way Forward

30. Officers from the Shared Regulatory Service have been invited to attend to give a presentation and to answer Members' questions. The meeting will provide the Environmental Scrutiny Committee with the opportunity to scrutinise and comment on 'The City of Cardiff Council – Draft 2016 Air Quality Progress Report' prior to it being considered at Cabinet.

Legal Implications

31. 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

32. 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

The Committee is recommended to:

- Consider the information in the report and appendices, and provided at the meeting;
- Decide whether they would like to make any comments to the Cabinet;
- Decide the way forward for any future scrutiny of the issues discussed.

DAVID MARR

Interim Monitoring Officer

31 August 2016



2016 Air Quality Progress Report

The City of Cardiff Council

In fulfillment of Part IV of the
Environment Act 1995
Local Air Quality Management

August 2016

Local Authority Officer	Craig Lewis
Department	Specialist Enterprise Services
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E-mail	Craig.Lewis@cardiff.gov.uk
Report Reference number	LAQM.2016PR
Date	August 2016

Executive Summary

This report is Cardiff Council's 2016 Progress Report. It is the second of three annual reports to be made under "Phase 6" of the Local Air Quality Management regime.

Since the 2015 Updating and Screening Assessment the Council has continued its monitoring of nitrogen dioxide in specific areas situated within the Cardiff Borough. The monitoring has been able to provide results that assist with quantifying the potential impacts of planning applications and significant industrial developments on local air quality.

The 2015 nitrogen dioxide monitoring data presented in this report shows a number of sites representative of relevant exposure with exceedences of the $40\mu\text{g}\text{m}^{-3}$ annual mean objective. These sites are predominantly contained within the declared AQMAs. However, there are two monitoring locations (Site IDs- 74 & 172) which are not located within AQMAs, but it should be noted that annual exceedences are not out of character for these sites and are in locations not representative of relevant exposure. Site 74 (Station Terrace) is a kerbside location, established to monitor long-term trends of immediate road network. At the time of writing this report Site 74 has been relocated to a new location Site 183 which represents improved relevant exposure. Site 172 (Ocean Way) is a kerbside location situated up to 650m from any relevant exposure, used to examine potential impacts of traffic resulting from industrial development in the area.

Following the completion of this 2016 Progress Report a detailed assessment is scheduled to be compiled to investigate the elevated concentration of NO₂ levels for Kingsway/ Duke Street/ Castle Street link area. This assessment will essentially confirm whether the current City Centre AQMA needs to be extended to include these streets.

Monitoring for other pollutants did not result in other exceedences of National Air Quality Standards.

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Figure B.1: National Diffusion Tube Bias Adjustment Factor Spreadsheet

Appendices

Appendix A: Diffusion Tube Monitoring Data 2015

Appendix B: QA/QC Data

1 Introduction

1.1 Description of Local Authority Area

The capital city of Wales, Cardiff has a population of 346,100 people, and is a base for many of the country's political, cultural, sporting and commercial institutions. Principal destinations include the Millennium Stadium in the city centre, the St David's I and II shopping centres, and the historic Cardiff Castle. To the south of the city, Cardiff Bay (in the Butetown and Grangetown Wards) houses the Senedd, Wales Millennium Centre, BBC studios. Cardiff City Football Club and rugby union side Cardiff Blues are also both based in the capital.

Cardiff is a relatively flat city bounded by hills on the outskirts to the north and west. The Western, Northern and Eastern areas of the City are mainly residential, with the main commercial areas being in the City Centre and to the south. The industrial areas are centered on the docks in coastal areas to the south.

1.2 Purpose of Report

This report fulfils the requirements of the Local Air Quality Management (LAQM) process as set out in Part IV of the Environment Act (1995), the Air Quality Strategy for England, Scotland, Wales and Northern Ireland 2007 and the relevant Policy and Technical Guidance documents. The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where exceedences are considered likely, the local authority must then declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives.

For Local Authorities in Wales, Progress Reports are required in the intervening years between the three-yearly Updating and Screening Assessment reports. Their purpose is to maintain continuity in the LAQM process.

They are not intended to be as detailed as Updating and Screening Assessment Reports, or to require as much effort. However, if the Progress Report identifies the risk of exceedence of an Air Quality Objective, the Local Authority (LA) should undertake a Detailed Assessment immediately, and not wait until the next round of Review and Assessment.

1.3 Air Quality Objectives

The air quality objectives applicable to LAQM **in Wales** are set out in the Air Quality (Wales) Regulations 2000, No. 1940 (Wales 138), Air Quality (Amendment) (Wales) Regulations 2002, No 3182 (Wales 298), and are shown in Table 1.1. This table shows the objectives in units of microgrammes per cubic metre $\mu\text{g}/\text{m}^3$ (milligrammes per cubic metre, mg/m^3 for carbon monoxide) with the number of exceedences in each year that are permitted (where applicable).

Table 1.1 – Air Quality Objectives included in Regulations for the purpose of LAQM in Wales

Pollutant	Air Quality Objective		Date to be achieved by
	Concentration	Measured as	
Benzene	16.25 µg/m ³	Running annual mean	31.12.2003
	5.00 µg/m ³	Annual mean	31.12.2011
1,3-butadiene	2.25 µg/m ³	Running annual mean	31.12.2003
Carbon monoxide	10 mg/m ³	Running 8-hour mean	31.12.2003
Lead	0.50 µg/m ³	Annual mean	31.12.2004
	0.25 µg/m ³	Annual mean	31.12.2008
Nitrogen dioxide	200 µg/m ³ not to be exceeded more than 18 times a year	1-hour mean	31.12.2005
	40 µg/m ³	Annual mean	31.12.2005
Particulate matter (PM ₁₀) (gravimetric)	50 µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean	31.12.2004
	40 µg/m ³	Annual mean	31.12.2004
Sulphur dioxide	350 µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean	31.12.2004
	125 µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean	31.12.2004
	266 µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean	31.12.2005

1.4 Summary of Previous Review and Assessments

This Report is the second of Phase 6 of the Local Air Quality Management regime. The outcomes of the previous phases are discussed below.

Phase 1

The Local Air Quality Management regime commenced with the Air Quality Regulations 1997, which came into force in December of that year. These Regulations were revoked and superseded by the current Air Quality (Wales) Regulations 2000 (as subsequently amended in 2002).

The first phase of the review and assessment process concluded that for six of the seven pollutants included in the regulations there was little or no risk of the objectives being breached and that Air Quality Management Areas (AQMAs) for these pollutants were not necessary. Measures taken at the national level would be sufficient to ensure that there would be no local “hot-spots” of these pollutants and therefore local controls in addition to the national measures would not be required.

However, for the seventh of these pollutants, nitrogen dioxide (NO₂), it was concluded that national control measures such as vehicle emission and fuel standards, controls on industrial emissions, etc., would not, of themselves, be sufficient to ensure that the air quality objectives for this pollutant would not be met in all areas of Cardiff.

Whilst the vast majority of the area would meet the objectives, there were predicted to be local “hot-spots” close to heavily-trafficked road junctions where there were buildings close to the road and significant amounts of queuing traffic where the objectives would not be met.

As a result, four AQMAs were declared, each having been declared on the basis of measurements and modelling showing predicted breaches of the annual average objective for NO₂. These AQMAs were known as:

- The Cardiff West AQMA
- The Newport Road AQMA
- The Philog AQMA
- The St Mary Street AQMA

The first three of these came into force on 1st December 2000 and the latter on 1st September 2002. AQAPs the first three were published in November 2002 and for St Mary Street in February 2010.

Phase 2

The Council's 2003 USA concluded that for five of the seven pollutants regulated under the LAQM regime there was no evidence to suggest that local "hot-spots" for these pollutants had been missed in the first phase of the review and assessment process and that there was no need to consider these pollutants further at this time.

The 2003 USA also concluded that no local hot-spots of nitrogen dioxide had been overlooked during the first phase of review and assessment and that further detailed assessment of this pollutant was not necessary.

However, whilst the USA concluded that there was no evidence to suggest a likely breach of the 2004 objective for particulate matter (PM₁₀), there was considerable doubt that the provisional 2010 objectives for PM₁₀ would be achieved.

As a result of the conclusions of the 2003 USA the Council issued Progress Reports in 2004 and 2005.

Phase 3

Following the 2006 USA, the Council published and consulted upon an Air Quality Management Area (AQMA) Review during the autumn of 2006. This concluded that two of the four AQMAs could be revoked and that the then Cardiff West AQMA should be reduced in size and renamed as the Ely Bridge AQMA. Orders making the changes came into force on 1st February 2007.

The 2007 Progress Report highlighted a potential problem with regard to nitrogen dioxide concentrations on Newport Road in the immediate vicinity of Stephenson Court, where concentrations had been marginally, but consistently, above the Air Quality objective for a

few years. It was concluded that the possibility of declaring a new AQMA would be assessed in the 2008 Progress Report.

The monitoring data for the Stevenson Court area presented in the 2008 Progress Report led to the conclusion that a further “watching brief” would be kept with a view to reaching a firm conclusion once ratified monitoring data for the 2008 calendar year became available.

The monitoring data for 2007 presented in the 2008 Progress Report provided reassurance that the Council’s decisions in respect of the 2006 AQMA Review were soundly based.

Phase 4

The 2009 USA concluded that a Detailed Assessment for the Stephenson Court area of Newport Road was required as the annual mean concentration of nitrogen dioxide at three sites representative of relevant exposure in the area were above the air quality Objective.

A Detailed Assessment for this area was consulted upon during the summer of 2010 and the AQMA came into force on 1st December 2010.

The Council’s 2010 Progress Report was submitted in December 2010 and the 2011 Progress Report in June 2011.

The 2011 Progress Report highlighted abnormally high NO₂ 2010 annual mean concentrations across the Council’s monitoring network which could not be attributed to a particular source and evidence was presented to show that this was a regional issue probably associated with a prolonged period of unusually cold weather during November and December 2010. After dialogue with Welsh Assembly Government with regard to the conclusions reached about this data it was concluded that the Council would proceed to Detailed Assessments for the Llandaff and Westgate Street areas of the city and review the situation with regard to other exceedences when 2011 data is available and reported in 2012. A Further Assessment for the Stephenson Court AQMA was submitted to WAG for review in December 2011, i.e. one year after the AQMA was declared, in compliance with Section 84(2)(a) of the Environment Act 1995.

Phase 5

The 2012 USA was the first report in Phase 5 of the review and assessment process.

Monitoring data for 2011 largely confirmed that the annual mean concentrations of nitrogen dioxide previously reported for 2010 were unusually elevated, both locally and regionally, and local concentrations had returned to more typical values in 2011.

Detailed Assessments in respect of nitrogen dioxide in Westgate Street and for the Llandaff area were consulted upon during the summer of 2012 and as a result a new AQMA for Llandaff was declared on 1st April 2013 and Westgate Street was incorporated into the St Mary Street AQMA; this latter AQMA is now named Cardiff City Centre AQMA.

The Council's 2013 Progress Report recommended proceeding to a Detailed Assessment for the Fair oak Road Roundabout in the Plasnewydd Ward of the city as monitoring data over previous years indicated the need. This was submitted for review during 2014. The Assessment concluded that, as monitoring data for 2013 had returned to Objective compliance, there was no need to declare an AQMA at that time. It was proposed to continue monitoring in the area and review the results year-on-year.

The Further Assessment for the City Centre AQMA was submitted in April 2014 and the conclusion that the declaration of the AQMA was justified was accepted.

A Further Assessment for the Llandaff AQMA was also submitted for review in 2014. This concluded that the declaration of the AQMA was justified based upon monitoring data available at the time. However, as monitoring data for 2013 showed compliance with the Objective, it was concluded that there was no need to develop an Action Plan at that time. Monitoring would continue and the situation would be reviewed year-on-year.

In summary, there are currently four AQMAs in Cardiff; all have been declared in respect of NO₂ resulting from road-traffic emissions:

- Cardiff City Centre AQMA
- Ely Bridge AQMA
- Stephenson Court AQMA
- Llandaff AQMA

Phase 6

The 2015 USA was the first report in Phase 6 of the review and assessment process.

Monitoring data for 2014 largely confirmed that the annual mean concentrations of nitrogen dioxide previously reported for 2010 were unusually elevated, both locally and regionally, and local concentrations had returned to more typical values in 2011.

Figure 1.1 Boundary of Cardiff City Centre AQMA

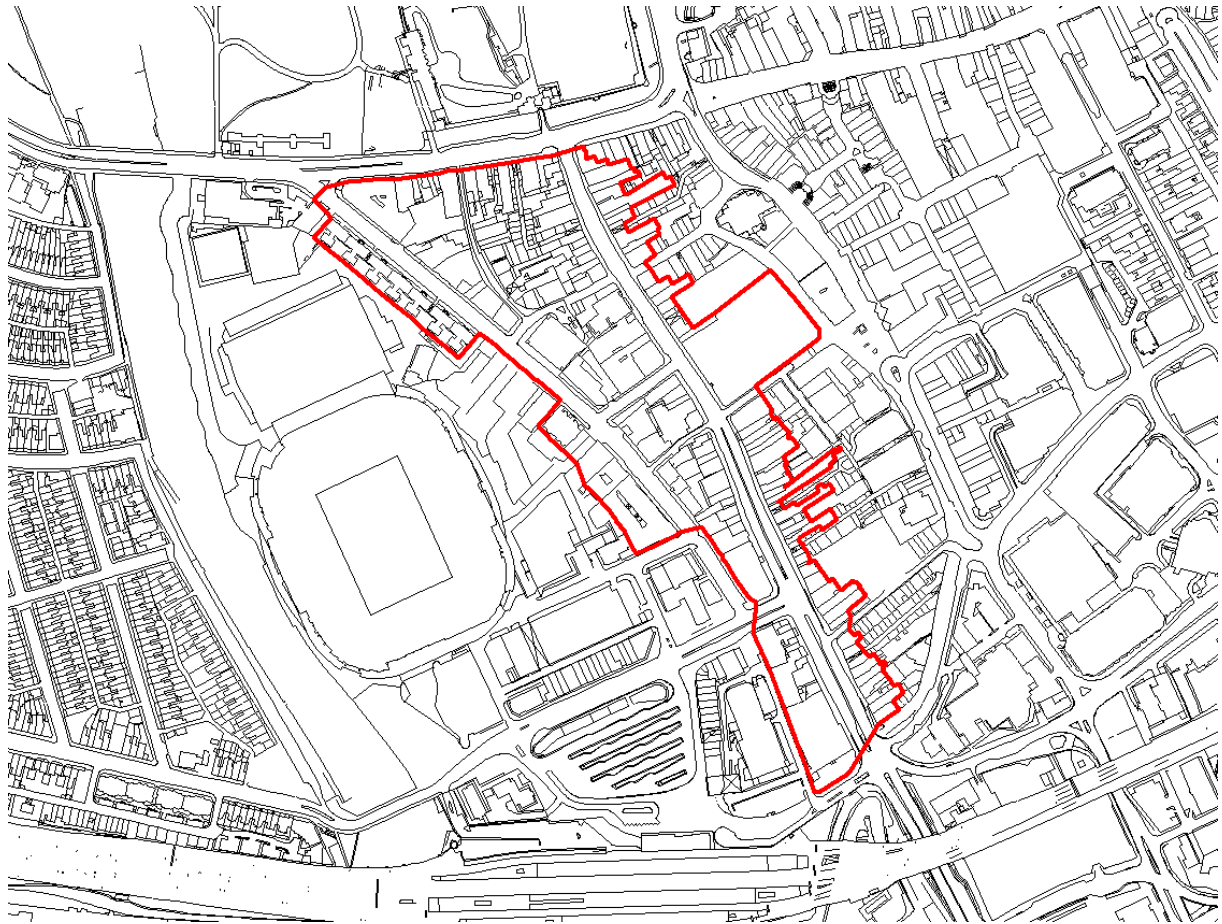


Figure 1.2 Boundary of Ely Bridge AQMA

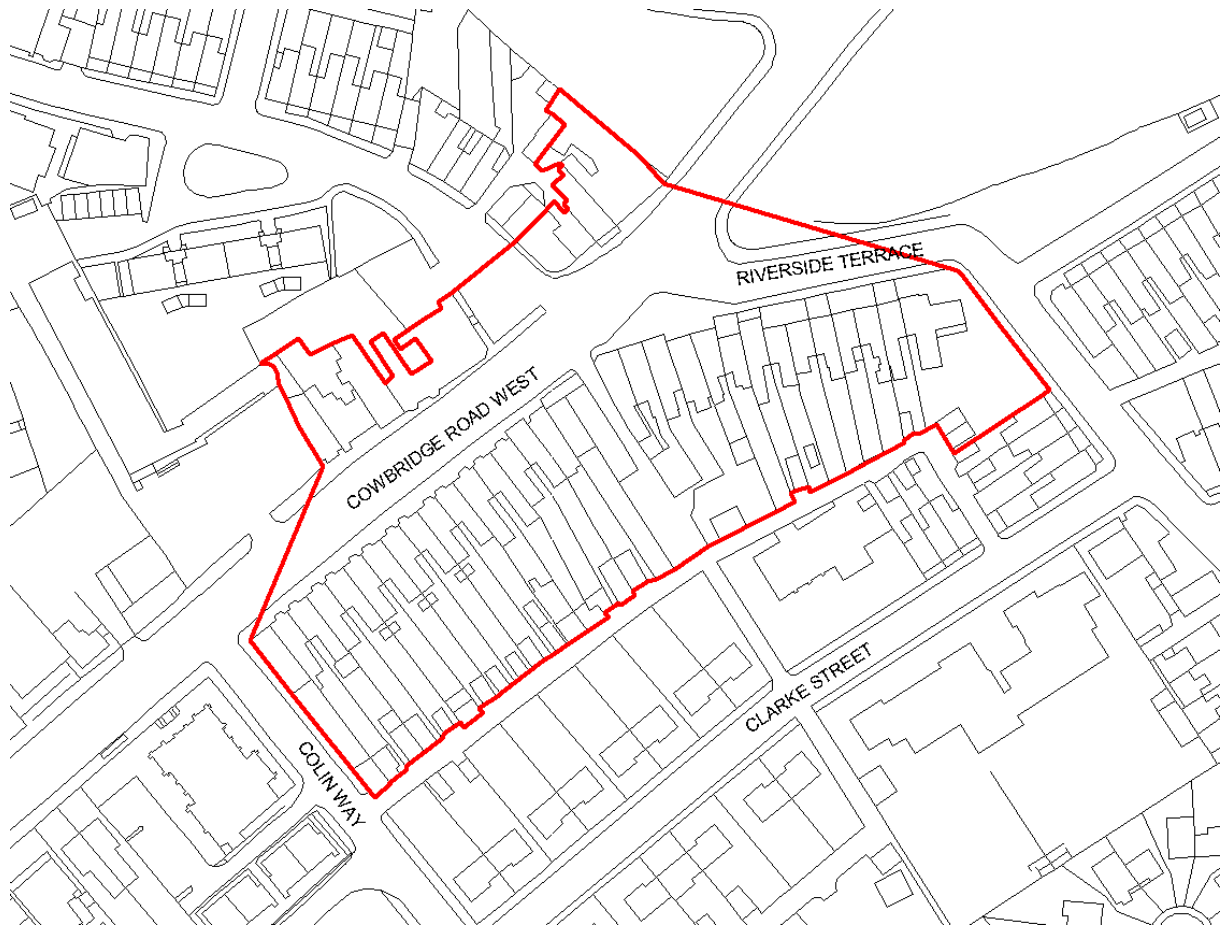


Figure 1.3 Boundary of Stephenson Court AQMA

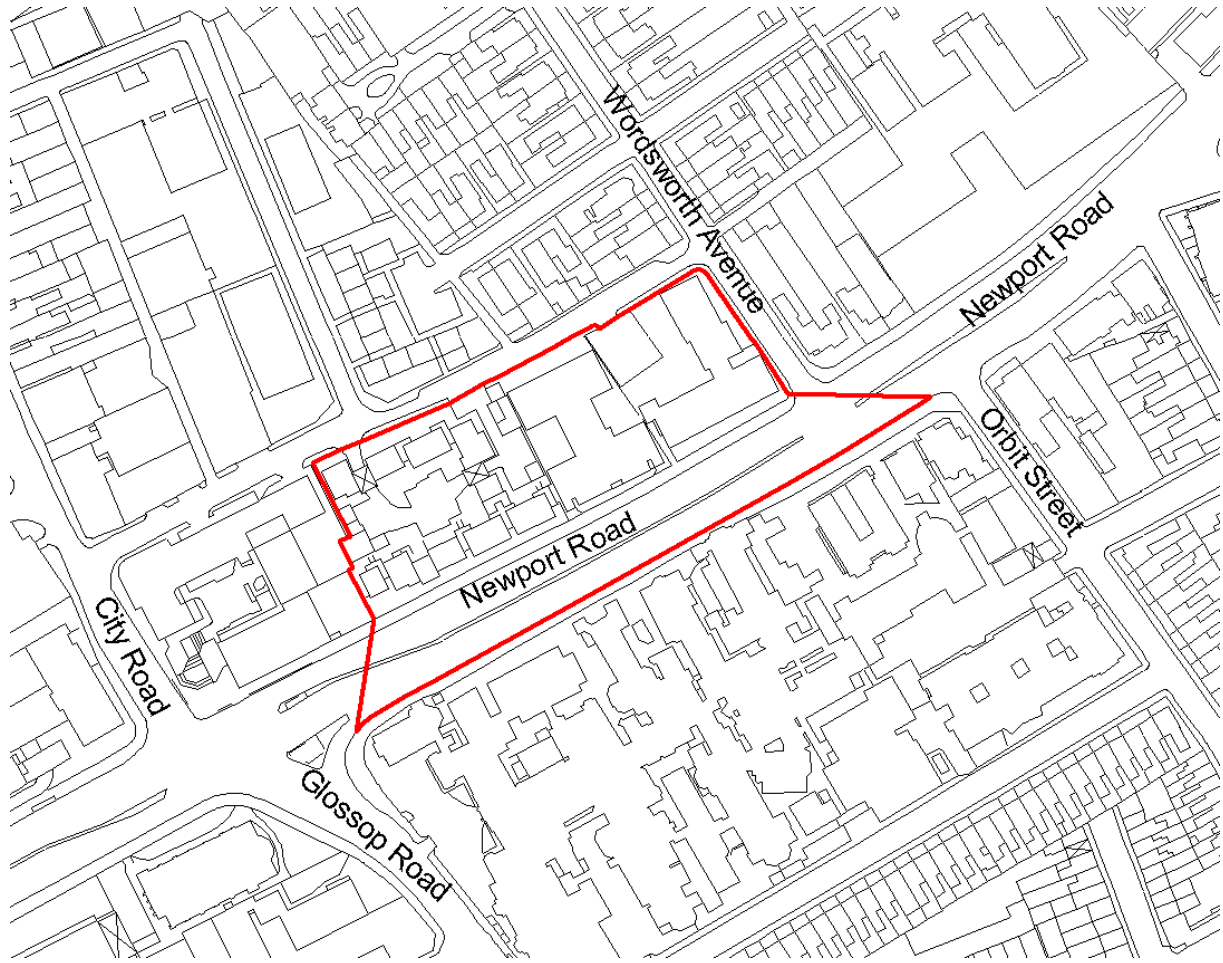


Figure 1.4 Boundary of Llandaff AQMA



2 New Monitoring Data

2.1 Summary of Monitoring Undertaken

2.1.1 Automatic Monitoring Sites

During 2015 monitoring took place at one automatic monitoring site in Cardiff, i.e. DEFRA's Cardiff Centre AURN site in Frederick Street (adjacent to the pedestrianised Queen Street shopping centre).

The Cardiff Centre AURN has been operating since May 1992. The station is part of DEFRA's AURN network and there are similar stations located in towns and cities across the UK.

This site is subject to six-monthly QA/QC audits by AEA, DEFRA's appointed contractor, and calibration gases are all traceable to National Standards. Calibrations have been carried out fortnightly by the appointed contractor. The repair and replacement of equipment has been contracted to suppliers of national repute throughout the station's working life. In February 2007 the PM₁₀ analyser was replaced with a PM₁₀ FDMS analyser and the site was augmented with a PM_{2.5} FDMS analyser in August 2008.

Data from the Cardiff Centre AURN site has been validated and ratified by Ricardo-AEA and was downloaded from the Welsh Air Quality Forum database during May 2016. The site can be accessed here:

<http://www.welshairquality.co.uk/>

Figure 2.1 Location of Cardiff Centre AURN Monitoring Site

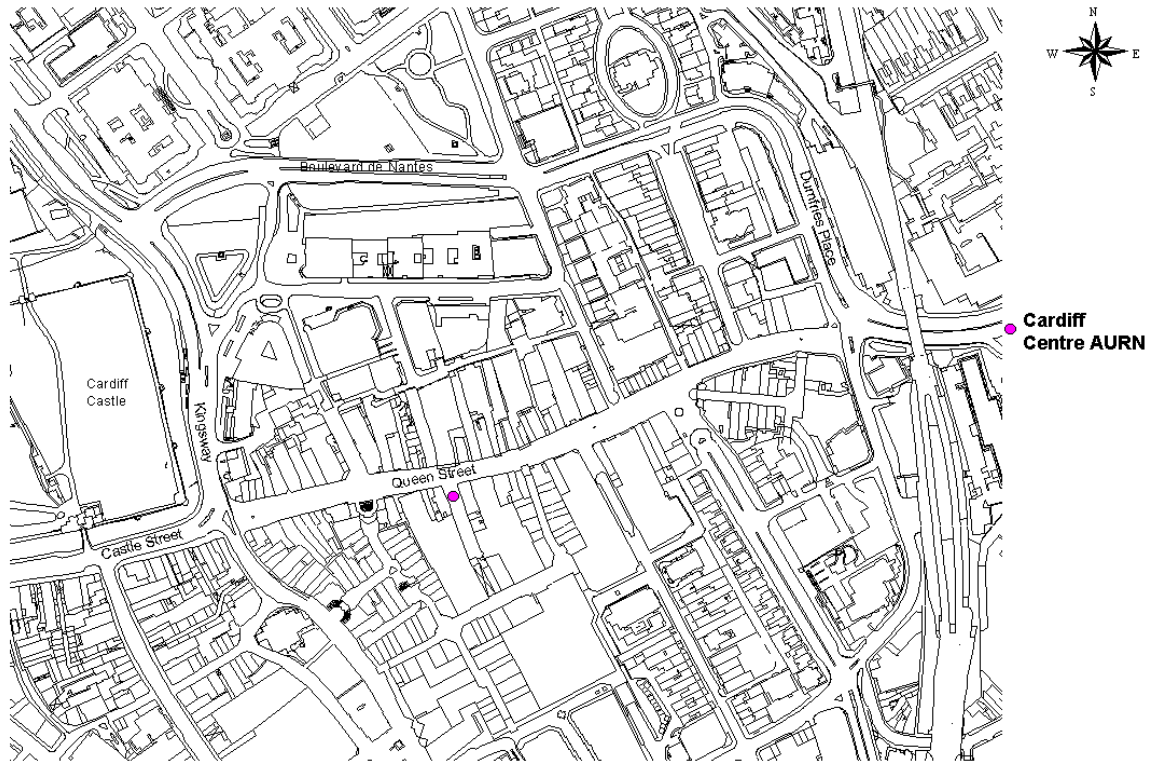


Table 2.1 Details of Automatic Monitoring Sites

Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Monitoring Technique	Relevant Exposure? (Y/N with distance (m) to relevant exposure)	Distance to kerb of nearest road (N/A if not applicable)	Does this location represent worst-case exposure?
Cardiff Centre AURN	Urban Centre	318416	176525	NO ₂	N	Chemiluminescence	Y (5m)	200m	N
Cardiff Centre AURN	Urban Centre	318416	176525	PM ₁₀ , PM _{2.5}	N	TEOM- FDMS	Y (5m)	200m	N
Cardiff Centre AURN	Urban Centre	318416	176525	SO ₂	N	UV Fluorescence	Y (5m)	200m	N
Cardiff Centre AURN	Urban Centre	318416	176525	CO	N	Infra-Red GFC	Y (5m)	200m	N
Cardiff Centre AURN	Urban Centre	318416	176525	O ₃	N	UV Absorption	Y (5m)	200m	N

2.1.2 Non-Automatic Monitoring Sites

Cardiff Council carries out monitoring of ambient air quality for Nitrogen Dioxide (NO₂). During the period since the Updated Screening Assessment in 2015, monitoring of NO₂ using passive diffusion tubes has been carried out at 73 locations throughout the district. The locations of the diffusion tubes are described in Table 2.2 and shown in Figures 2.2- 2.25.

The Council's monitoring network has evolved over time and, as sites have been closed and replaced by new ones, the tube locations have become increasingly focussed on residential premises close to busy roads and junctions.

No diffusion tube monitoring sites were decommissioned during 2015; all sites operational in 2014 were operational in 2015.

Since 2002, three diffusion tubes have been located on the inlet duct of the Cardiff Centre AURN monitoring site for bias-adjustment purposes.

A map showing the location and distribution of the diffusion tubes is shown below and Table 2.2 details the monitoring sites and their locations.

Table 2.2 Details of Non-Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Reference	Y OS Grid Reference	Site Height (m)	Pollutants Monitored	In AQMA?	Is Monitoring Co-located with a Continuous Analyser (Y/N)	Relevant Exposure? (Y/N with distance (m) from monitoring site to relevant exposure)	Distance to Kerb of Nearest Road (m) (N/A if not applicable)	Does this Location Represent Worst-Case Exposure?
16	Ninian Park Road	Roadside	317040	176060	1.5	NO ₂	N	N	Y (0.05m)	5m	Y
33	Mitre Place	Kerbside	315248	178165	3.0	NO ₂	Y	N	N (20m)	1m	Y
44	City Road	Kerbside	319086	177097	3.0	NO ₂	N	N	Y (2m)	1m	Y
45	Mackintosh Place	Kerbside	318722	177788	3.5	NO ₂	N	N	N (3m)	1m	Y
47	Ely Bridge	Kerbside	314457	176738	2.5	NO ₂	Y	N	N (2m)	0.25m	Y
49	Penarth Road	Roadside	317760	175310	1.5	NO ₂	N	N	Y (0.05m)	7m	Y
56	Birchgrove Village	Roadside	316816	180005	2.5	NO ₂	N	N	N (10m)	1.5m	Y
58	Westgate Street	Kerbside	317937	176400	2.5	NO ₂	Y	N	N (5m)	0.5m	Y
73	Green Street	Kerbside	317607	176434	2.5	NO ₂	N	N	N (2m)	0.5m	Y
74	Station Terrace	Kerbside	318772	176544	2.5	NO ₂	N	N	N (50m)	1m	Y
81	Stevenson Court	Roadside	319387	176980	2.0	NO ₂	Y	N	Y (0.05m)	5m	Y
82	104 Birchgrove Road	Roadside	316518	179683	2.0	NO ₂	N	N	Y (0.05m)	5m	Y
85	497 Cowbridge Road West	Roadside	312129	175084	1.5	NO ₂	N	N	Y (0.05m)	5m	Y
86	19 Fair oak Road	Roadside	318452	178805	1.5	NO ₂	N	N	Y 0.10m)	10m	Y

Site ID	Site Name	Site Type	X OS Grid Reference	Y OS Grid Reference	Site Height (m)	Pollutants Monitored	In AQMA?	Is Monitoring Co-located with a Continuous Analyser (Y/N)	Relevant Exposure? (Y/N with distance (m) from monitoring site to relevant exposure)	Distance to Kerb of Nearest Road (m) (N/A if not applicable)	Does this Location Represent Worst-Case Exposure?
96	Manor Way Junction	Roadside	316601	179653	1.5	NO ₂	N	N	Y (0.05m)	5m	Y
97	Newport Road (premises)	Roadside	319955	177546	1.5	NO ₂	N	N	Y (0.05m)	10m	Y
98	Western Avenue (premises)	Roadside	314805	177345	1.5	NO ₂	N	N	Y (0.05m)	10m	Y
99	Cardiff Road Llandaff	Roadside	315275	178117	1.5	NO ₂	Y	N	Y (0.05m)	3m	Y
100	188 Cardiff Road	Roadside	316226	177305	1.5	NO ₂	N	N	Y (0.10m)	20m	Y
101	Cardiff Centre AURN	Urban Centre	318416	176525	3.0	NO ₂	N	Y, Triplicate with Tubes 102 & 103	Y (0.10m)	200m	Y
102	Cardiff Centre AURN	Urban Centre	318416	176525	3.0	NO ₂	N	Y, Triplicate with Tubes 101 & 103	Y (0.10m)	200m	Y
103	Cardiff Centre AURN	Urban Centre	318416	176525	3.0	NO ₂	N	Y, Triplicate with Tubes 101 & 102	Y (0.10m)	200m	Y
106	30 Caerphilly Road	Roadside	316851	179520	1.5	NO ₂	N	N	Y (0.05m)	5m	Y
107	Lynx Hotel	Roadside	320356	177618	1.5	NO ₂	N	N	Y (0.05m)	4m	Y
111	98 Leckwith Road	Roadside	316444	175866	1.5	NO ₂	N	N	Y (0.05m)	6m	Y
112	17 Sloper Road	Roadside	316613	175910	1.5	NO ₂	N	N	Y (0.05m)	5m	Y
115	21 Llandaff Road	Roadside	316604	176641	1.5	NO ₂	N	N	Y (0.05m)	3m	Y

Site ID	Site Name	Site Type	X OS Grid Reference	Y OS Grid Reference	Site Height (m)	Pollutants Monitored	In AQMA?	Is Monitoring Co-located with a Continuous Analyser (Y/N)	Relevant Exposure? (Y/N with distance (m) from monitoring site to relevant exposure)	Distance to Kerb of Nearest Road (m) (N/A if not applicable)	Does this Location Represent Worst-Case Exposure?
117	25 Cowbridge Road West	Roadside	314458	176735	2.0	NO ₂	Y	N	Y (0.05m)	2m	Y
119	Havelock Street	Kerbside	318184	176086	2.0	NO ₂	N	N	N	1m	Y
124	287 Cowbridge Road East	Roadside	316586	17535	1.5	NO ₂	N	N	Y (0.05m)	10m	Y
126	Westgate Street Flats	Roadside	317946	176387	1.5	NO ₂	Y	N	Y (0.10m)	5m	Y
128	117 Tudor Street	Roadside	317540	175979	1.5	NO ₂	N	N	Y (0.05m)	5m	Y
129	Stephenson Court 2	Roadside	319349	176963	1.2	NO ₂	Y	N	Y (3m)	4m	Y
130	Burgess Court	Roadside	319326	176949	2.0	NO ₂	Y	N	Y (0.05m)	5m	Y
131	Dragon Court	Roadside	319292	176932	1.75	NO ₂	Y	N	Y (0.05m)	5m	Y
133	St Mark's Avenue	Roadside	317019	179078	2.0	NO ₂	N	N	N (21m)	2m	N
134	Sandringham Hotel	Roadside	318261	176229	2.0	NO ₂	Y	N	N (3m)	5m	Y
139	Lower Cathedral Road	Kerbside	317540	176410	2.0	NO ₂	N	N	Y (3m)	1m	Y
140	Clare Street	Kerbside	317600	176047	2.0	NO ₂	N	N	Y (6m)	0.5m	Y
141	Fairoak Road 2	Roadside	318438	178742	2.0	NO ₂	N	N	N (5m)	1.5m	Y
142	Pure Rugby	Kerbside	318326	176086	2.0	NO ₂	Y	N	N (>25m)	0.25m	Y
143	Windsor House	Roadside	318009	176337	1.5	NO ₂	Y	N	Y (0.10m)	6.5m	Y
144	Marlborough House	Roadside	318046	176307	1.5	NO ₂	Y	N	Y (0.10m)	6.5m	Y
145	Tudor Street Flats	Roadside	317904	175921	1.5	NO ₂	N	N	Y (0.05m)	4.5m	Y
146	Neville Street	Roadside	317508	176275	2.0	NO ₂	N	N	Y (0.05m)	3.5m	Y

Site ID	Site Name	Site Type	X OS Grid Reference	Y OS Grid Reference	Site Height (m)	Pollutants Monitored	In AQMA?	Is Monitoring Co-located with a Continuous Analyser (Y/N)	Relevant Exposure? (Y/N with distance (m) from monitoring site to relevant exposure)	Distance to Kerb of Nearest Road (m) (N/A if not applicable)	Does this Location Represent Worst-Case Exposure?
147	211 Penarth Road	Roadside	317636	175161	1.5	NO ₂	N	N	Y (0.10m)	7.0m	Y
148	161 Clare Road	Roadside	317695	175389	1.5	NO ₂	N	N	Y (0.05)	5.0m	Y
149	10 Corporation Road	Roadside	317764	175174	1.5	NO ₂	N	N	Y (0.05)	4.6m	Y
152	James Street	Roadside	319003	174596	1.5	NO ₂	N	N	Y (0.10m)	6.0m	Y
153	Magic Roundabout	Roadside	319491	176183	1.5	NO ₂	N	N	Y (0.10m)	12.5m	Y
156	2a/4 Colum Road	Roadside	317997	177412	1.5	NO ₂	N	N	Y (0.10m)	5.0m	Y
157	47 Birchgrove Road	Roadside	316605	179703	1.5	NO ₂	N	N	Y (0.10m)	8.0m	Y
158	64/66 Cathays Terrace	Roadside	318093	177716	1.5	NO ₂	N	N	Y (0.05m)	3.0m	Y
159	IMO façade replacement	Roadside	320709	177918	1.5	NO ₂	N	N	Y (0.10m)	4.0m	Y
160	High Street Zizzi	Urban Centre	318131	176407	2.0	NO ₂	Y	N	Y (0.10m)	65m	Y
161	52 Bridge Road	Roadside	315230	178205	1.5	NO ₂	Y	N	Y (0.05m)	7.9m	Y
162	58 Cardiff Road	Roadside	315533	177809	1.5	NO ₂	N	N	Y (0.05m)	8.8m	Y
163	118 Cardiff Road	Roadside	315738	177723	1.5	NO ₂	N	N	Y (0.05m)	14.8m	Y
164	725 Newport Road	Roadside	321405	179345	1.5	NO ₂	N	N	Y (0.05m)	6.5m	Y
165	6 Heol Tyrrell	Roadside	315918	176221	1.5	NO ₂	N	N	Y (0.05m)	5.5m	Y
166	163 Lansdowne Road	Roadside	315950	176424	1.5	NO ₂	N	N	Y (0.05m)	5.4m	Y

Site ID	Site Name	Site Type	X OS Grid Reference	Y OS Grid Reference	Site Height (m)	Pollutants Monitored	In AQMA?	Is Monitoring Co-located with a Continuous Analyser (Y/N)	Relevant Exposure? (Y/N with distance (m) from monitoring site to relevant exposure)	Distance to Kerb of Nearest Road (m) (N/A if not applicable)	Does this Location Represent Worst-Case Exposure?
167	359 Lansdowne Road	Roadside	315326	176714	1.5	NO ₂	N	N	Y (0.05m)	6.1m	Y
168	570 Cowbridge Road East	Roadside	314856	176929	1.5	NO ₂	N	N	Y (0.05m)	4.8m	Y
169	43 Clos Hector	Urban Background	321586	177414	1.5	NO ₂	N	N	Y (0.05m)	43m	Y
170	11 Pengam Green	Roadside	320973	177721	1.5	NO ₂	N	N	Y (0.05m)	9.3m	Y
171	23 Tweedsmuir Road	Roadside	320750	177053	1.5	NO ₂	N	N	Y (0.05m)	10.2m	Y
172	Ocean Way 1	Roadside	320544	175613	2.0	NO ₂	N	N	N (>650m)	1.5m	Y
173	Ocean Way 2	Roadside	320395	175623	2.0	NO ₂	N	N	N (>650m)	1.5m	Y
174	76 North Road	Kerbside	317508	177868	1.5	NO ₂	N	N	Y (0.1m)	1m	Y
175	Northgate House	Kerbside	318217	176545	2.0	NO ₂	N	N	N (9.4m)	0.2m	Y
176	Castle Arcade	Roadside	318079	176457	2.0	NO ₂	N	N	N (3.8m)	2.6m	Y
177	Angel Hotel	Roadside	317944	176438	2.0	NO ₂	N	N	Y (0.1m)	3m	Y
178	Park Street/Westgate Street	Kerbside	318235	176140	2.0	NO ₂	N	N	N (2.5m)	0.3m	Y

Figure 2.2 Map Showing Location and Distribution of Diffusion Tubes in 2015



Figure 2.3 Map Showing Location of Diffusion Tubes in and around the Cardiff City Centre AQMA

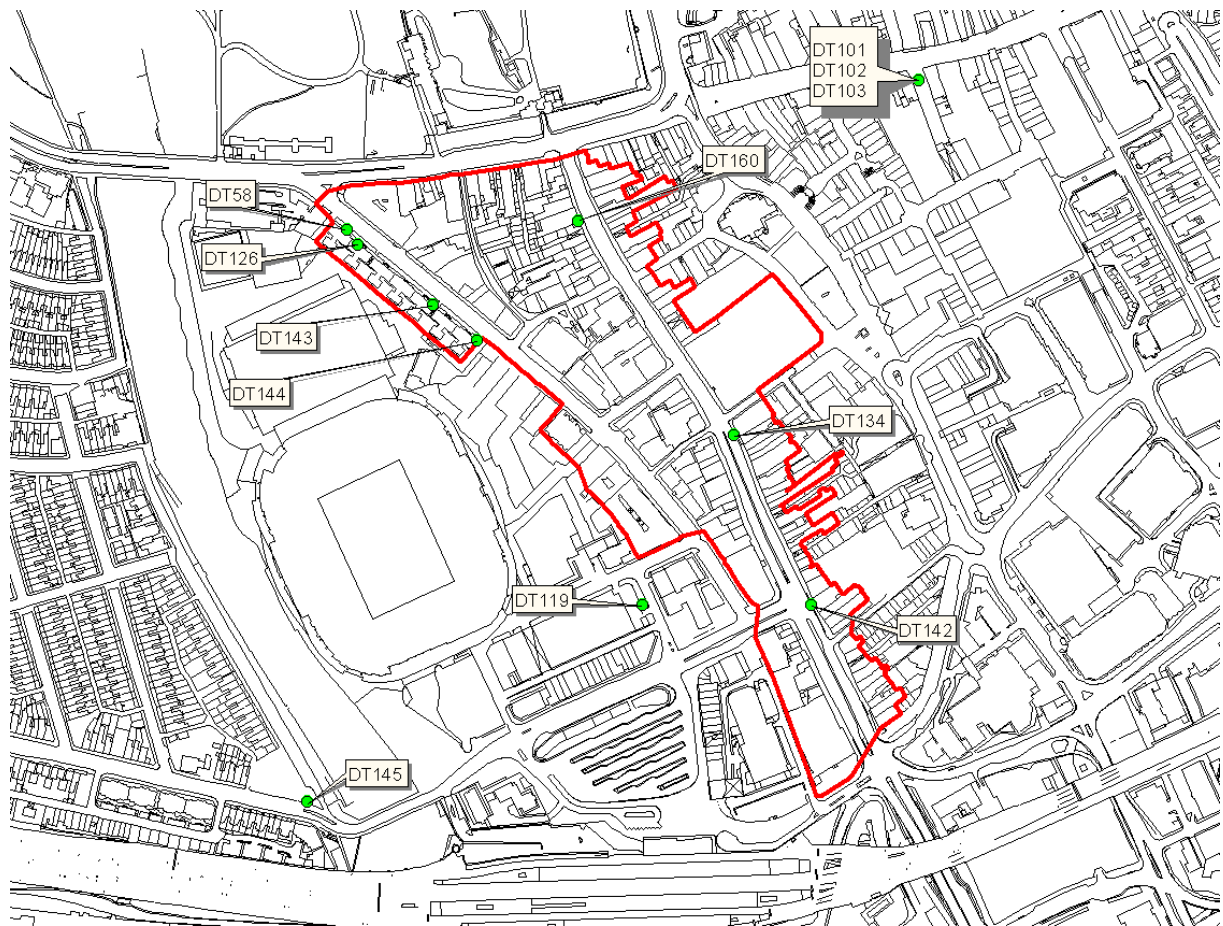


Figure 2.4 Map Showing Location of Diffusion Tubes in and around the Ely Bridge AQMA

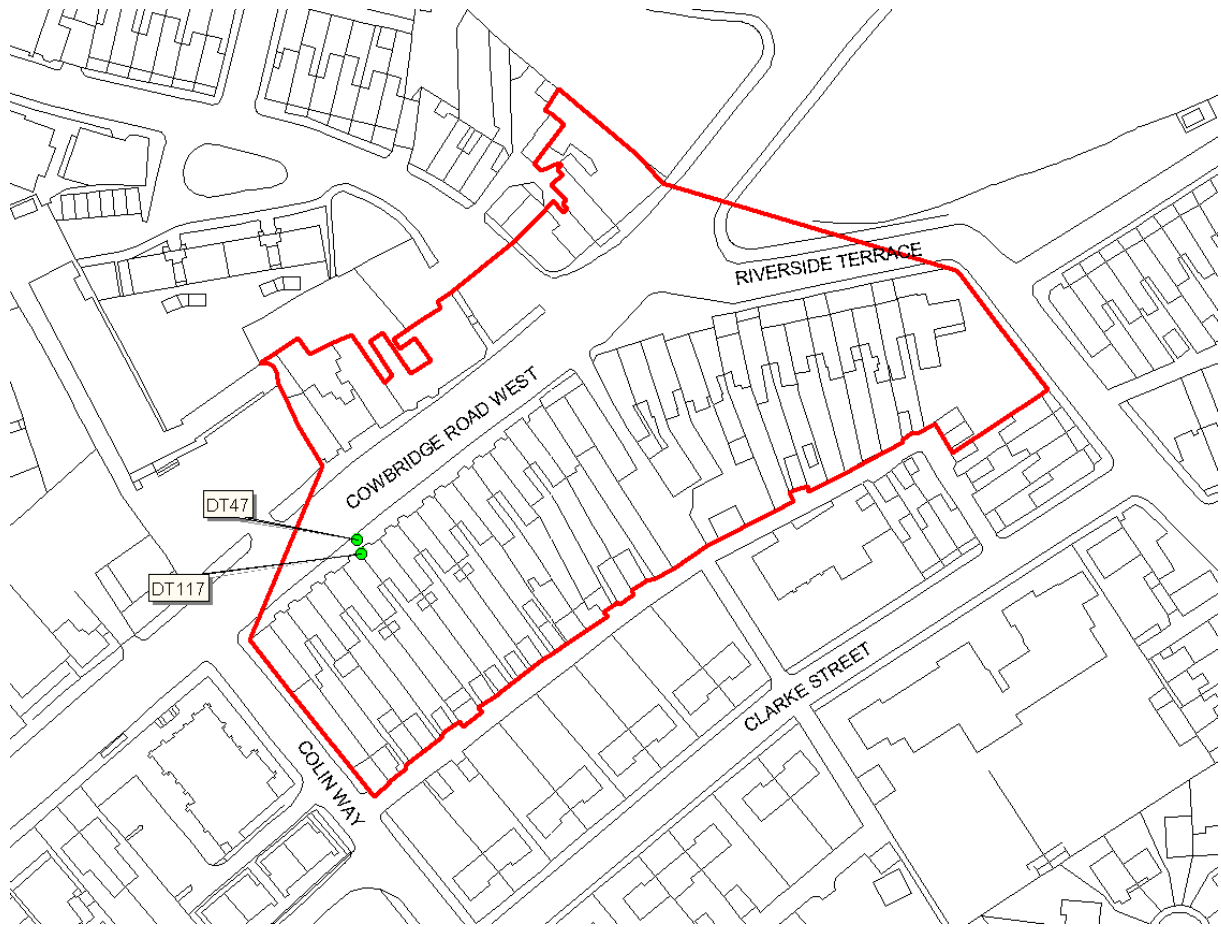


Figure 2.5 Map Showing Location of Diffusion Tubes in and around the Stephenson Court AQMA

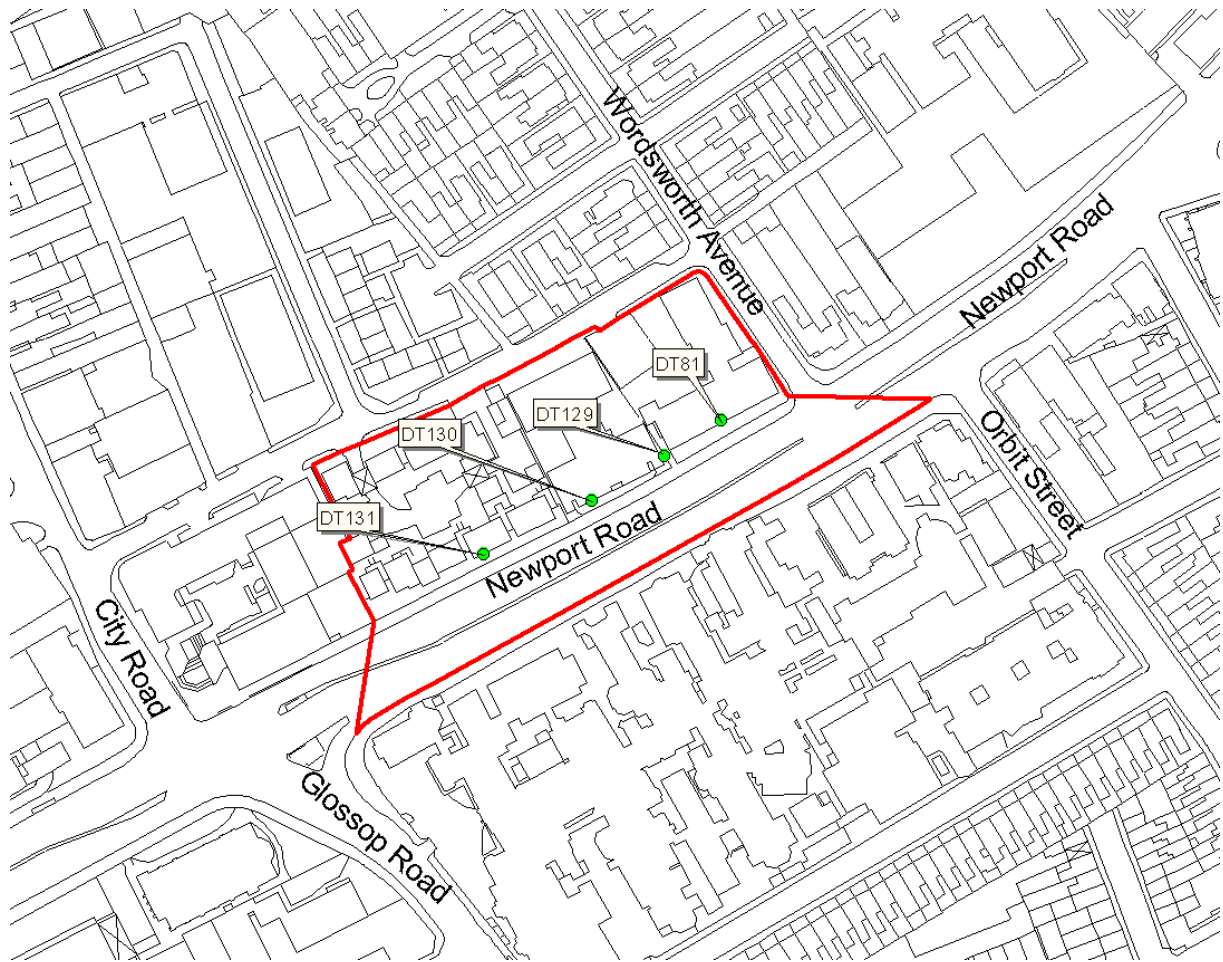


Figure 2.6 Map Showing Location of Diffusion Tubes in and around the Llandaff AQMA

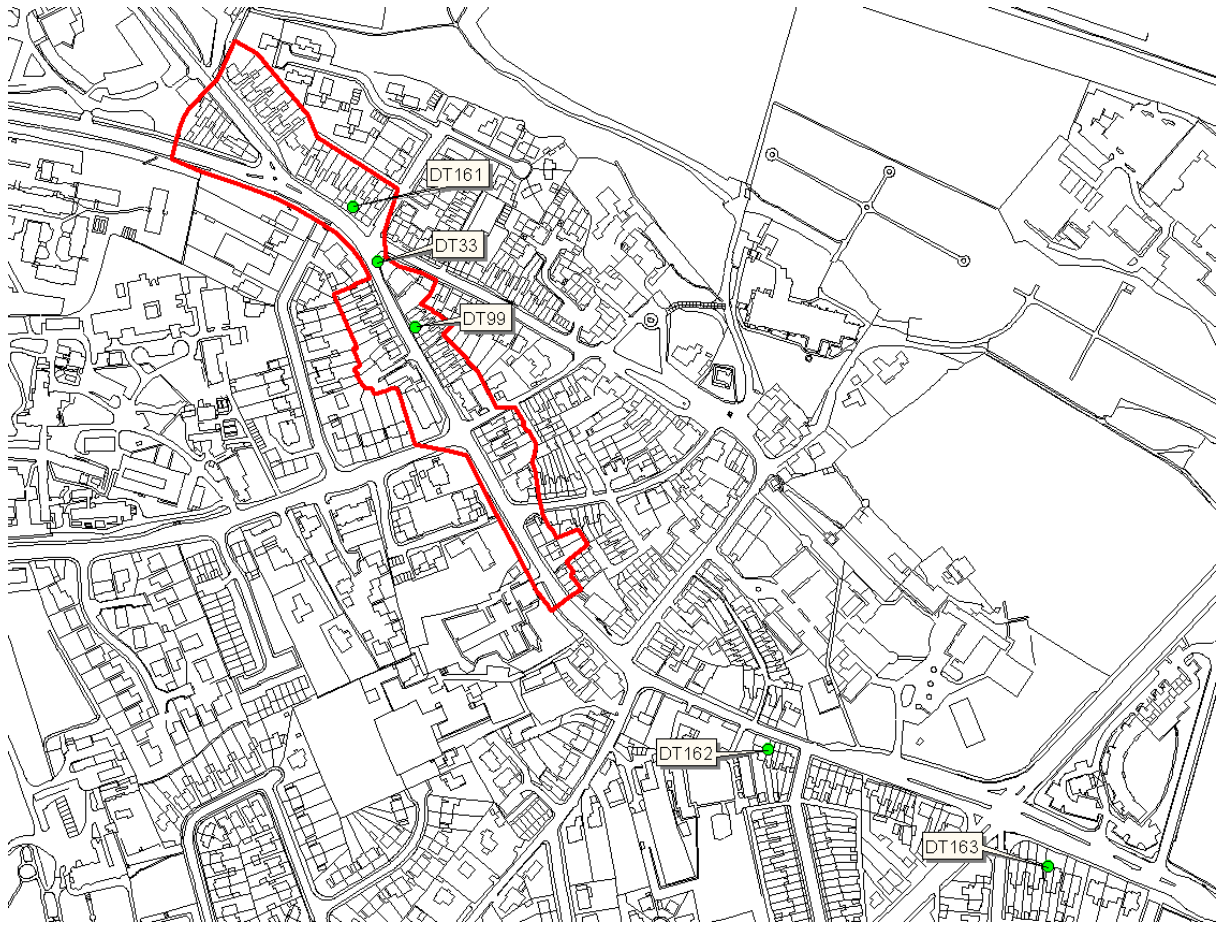


Figure 2.7 Map Showing Location of Diffusion Tube at Cardiff Road



Figure 2.8 Map Showing Location of Diffusion Tubes in Cathays area

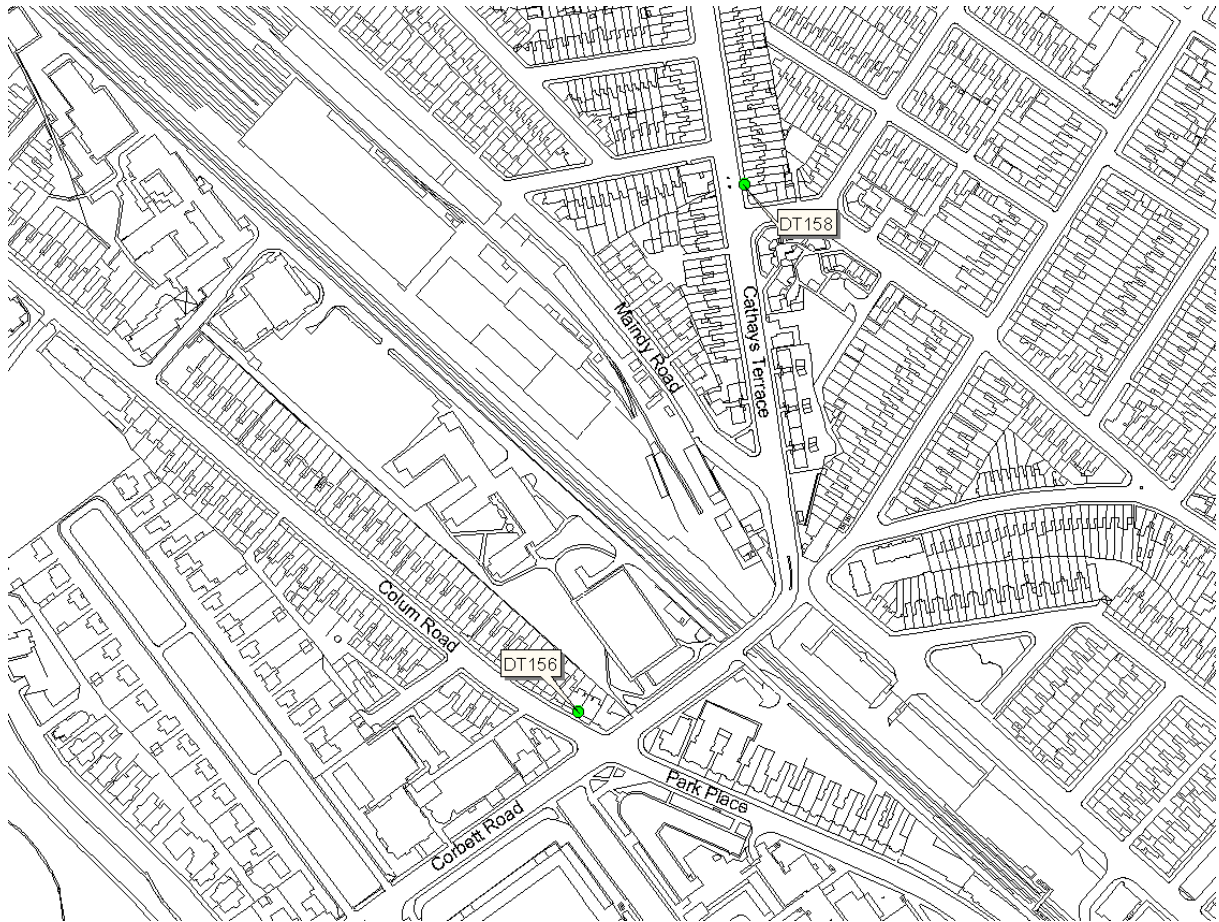


Figure 2.9 Map Showing Location of Diffusion Tube in City Road



Figure 2.10 Map Showing Location of Diffusion Tubes in Riverside area

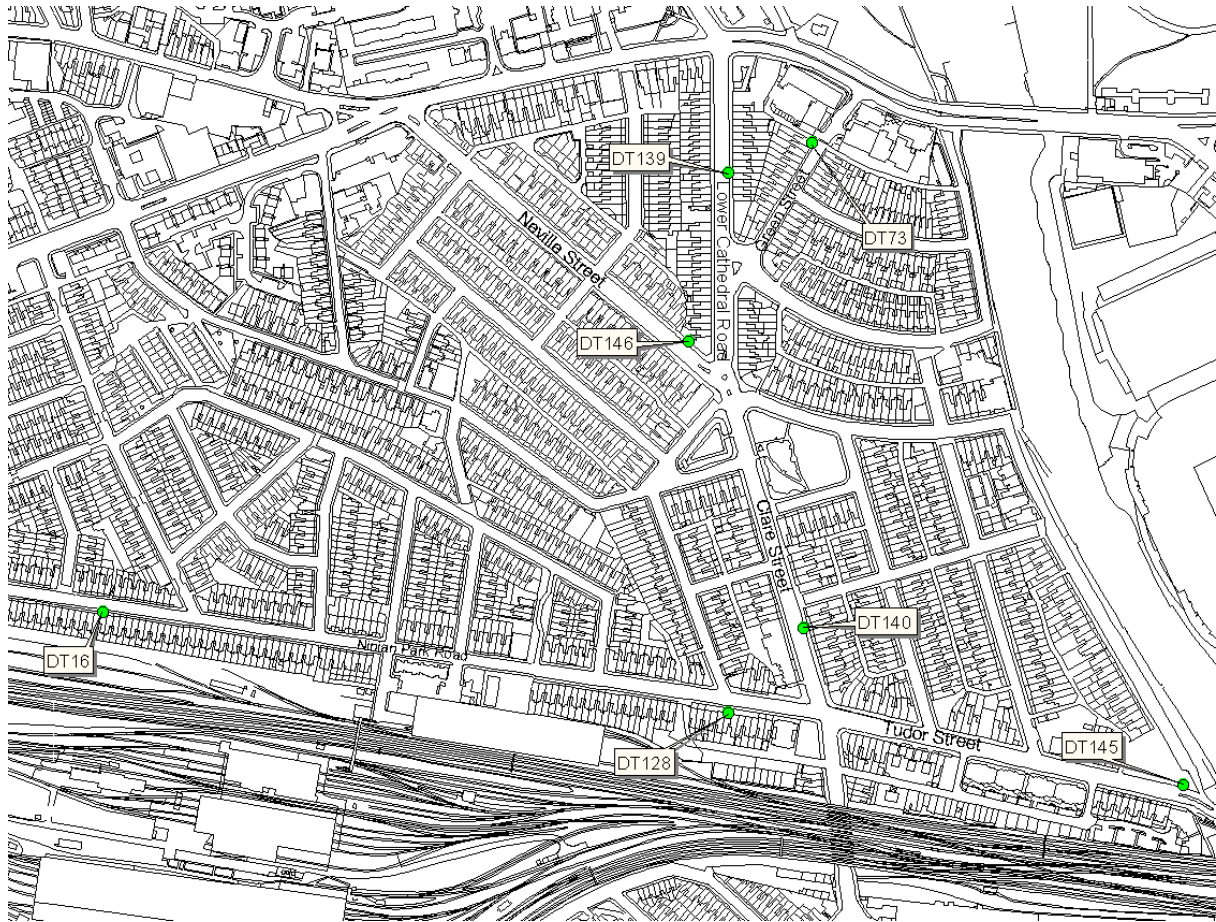


Figure 2.11 Map Showing Location of Diffusion Tube at Cowbridge Road West

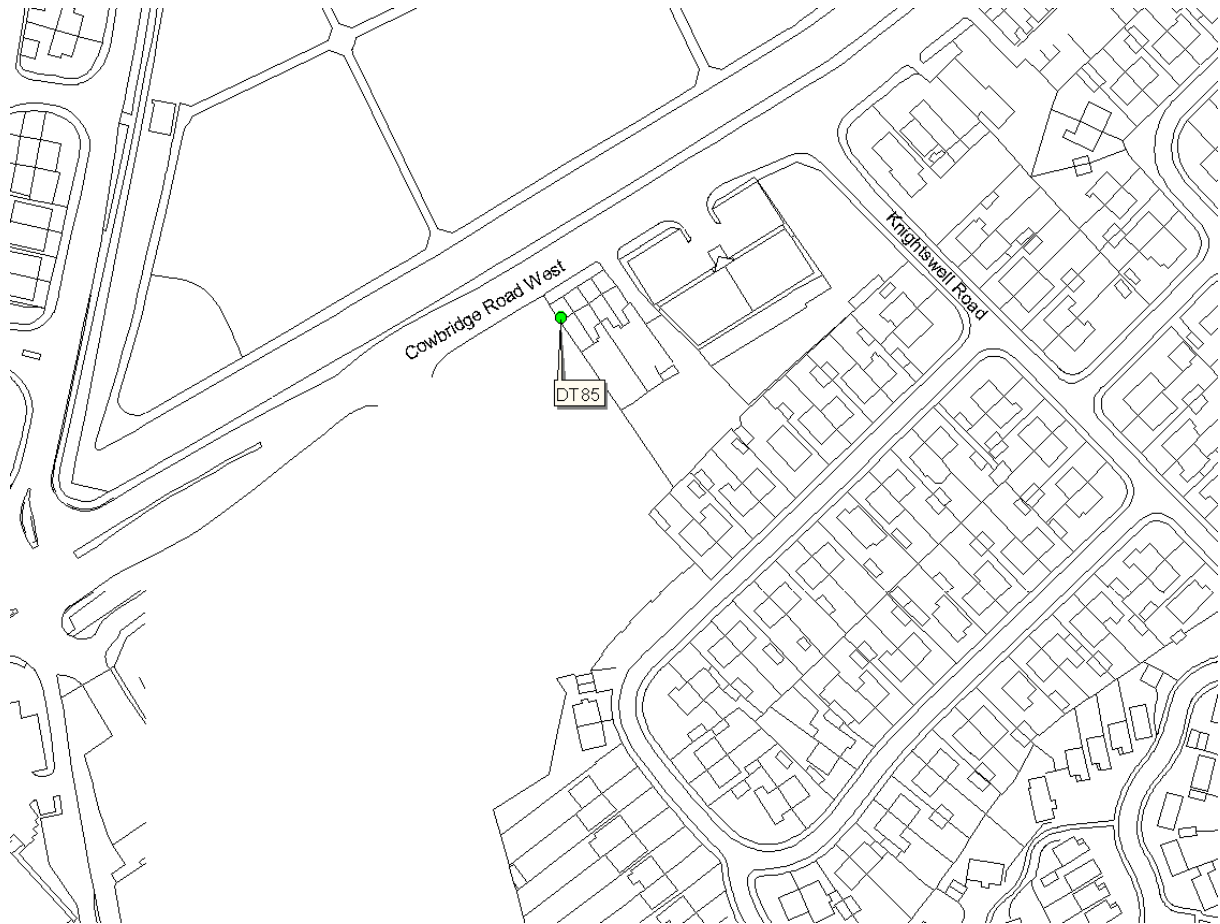


Figure 2.12 Map Showing Location of Diffusion Tube in Mackintosh Place



Figure 2.13 Map Showing Location of Diffusion Tubes in Fairoak Road

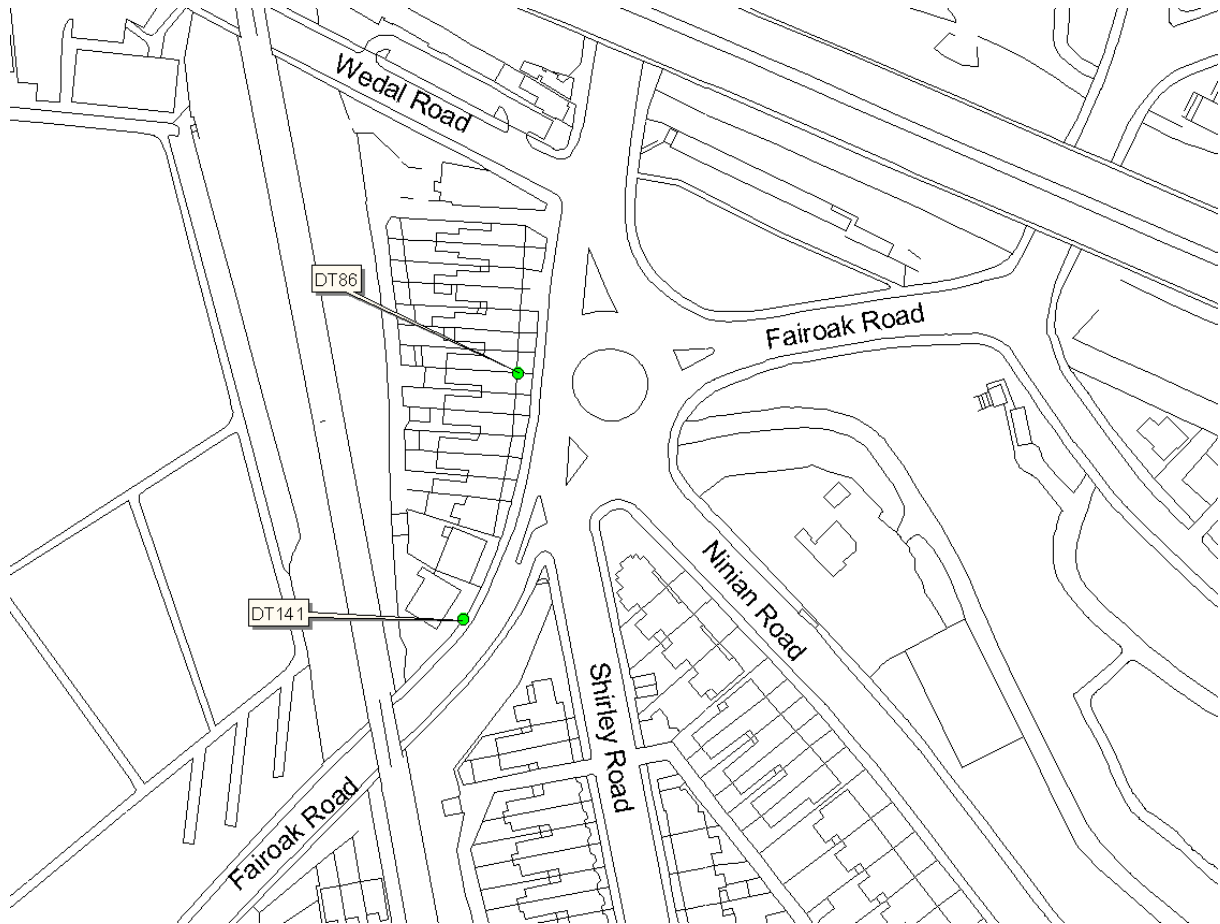


Figure 2.14 Map Showing Location of Diffusion Tubes in Heath area



Figure 2.15 Map Showing Location of Diffusion Tube in James Street

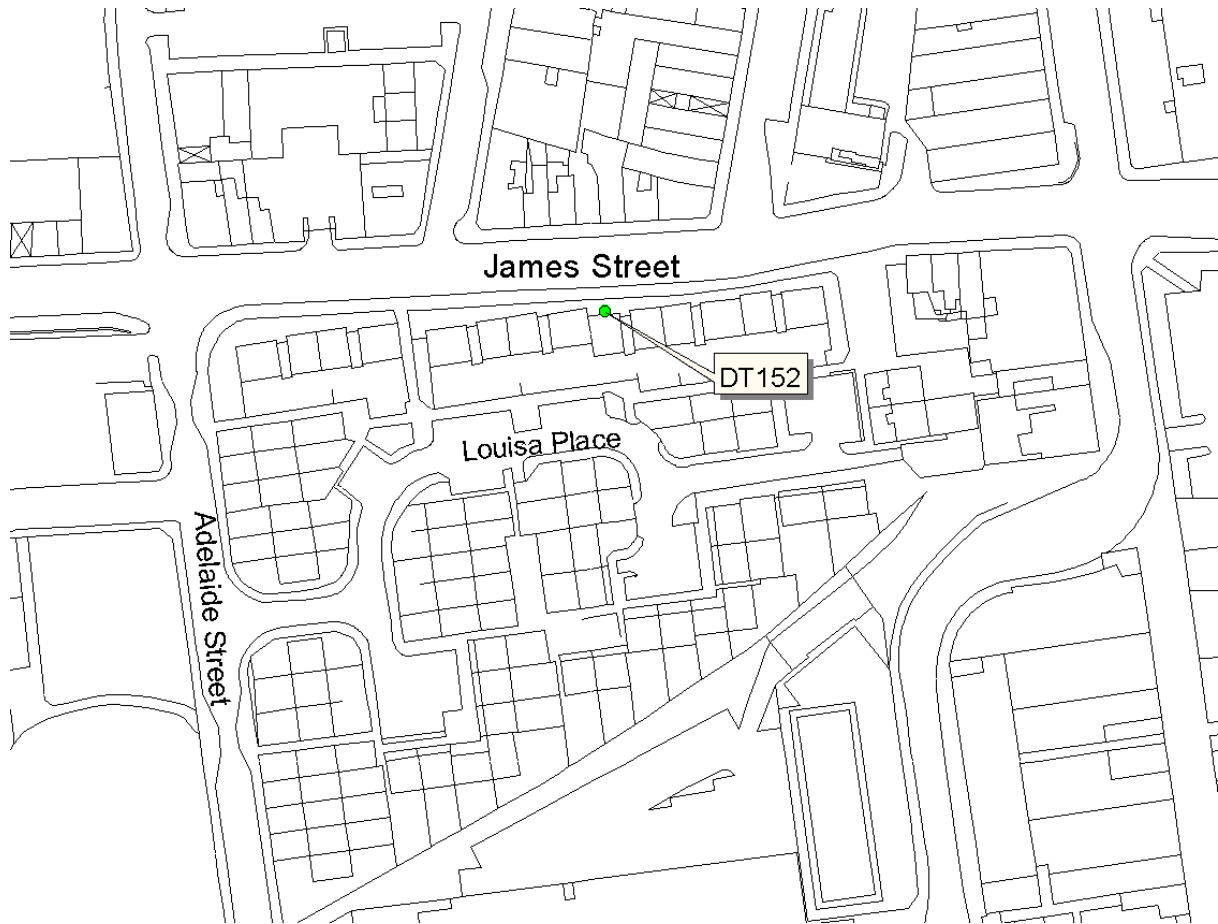


Figure 2.16 Map Showing Location of Diffusion Tubes in Leckwith area

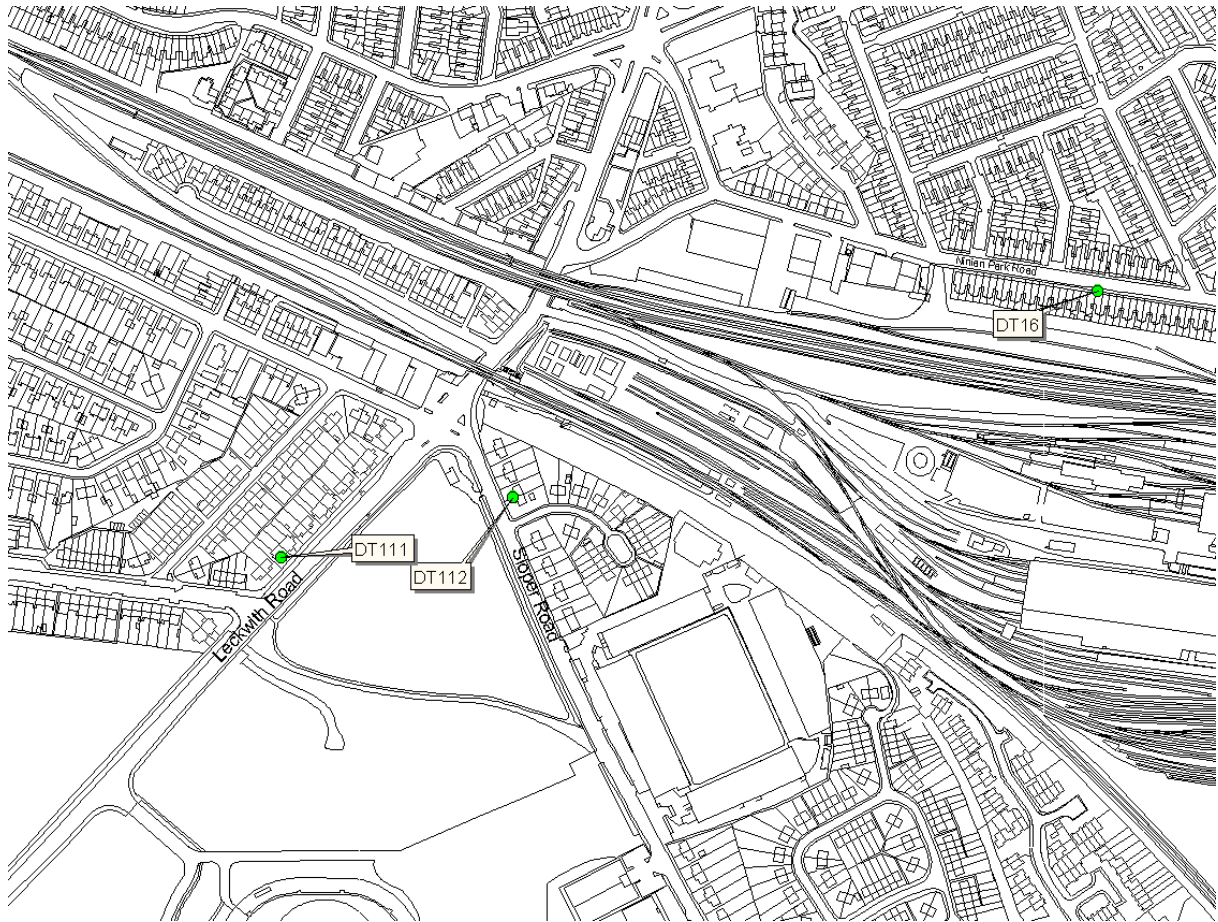


Figure 2.17 Map Showing Location of Diffusion Tube in East Tyndall Street



Figure 2.18 Map Showing Location of Diffusion Tubes in Newport Road



Figure 2.19 Map Showing Location of Diffusion Tubes in Penarth Road area



Figure 2.20 Map Showing Location of Diffusion Tube in Western Avenue

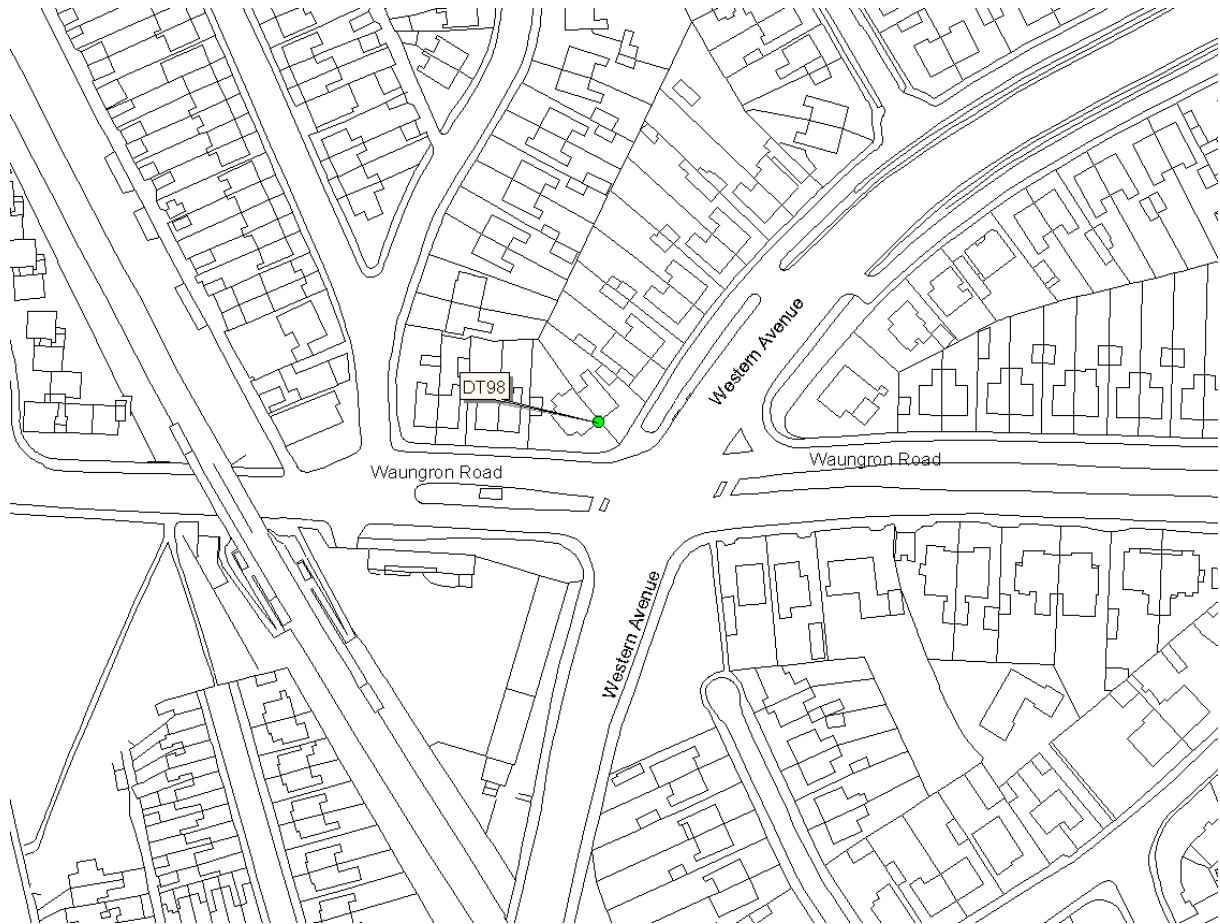


Figure 2.21 Map Showing Location of Diffusion Tubes in Cowbridge Road East and Llandaff Road



Figure 2.22 Map Showing Location of Diffusion Tubes in Ocean Way

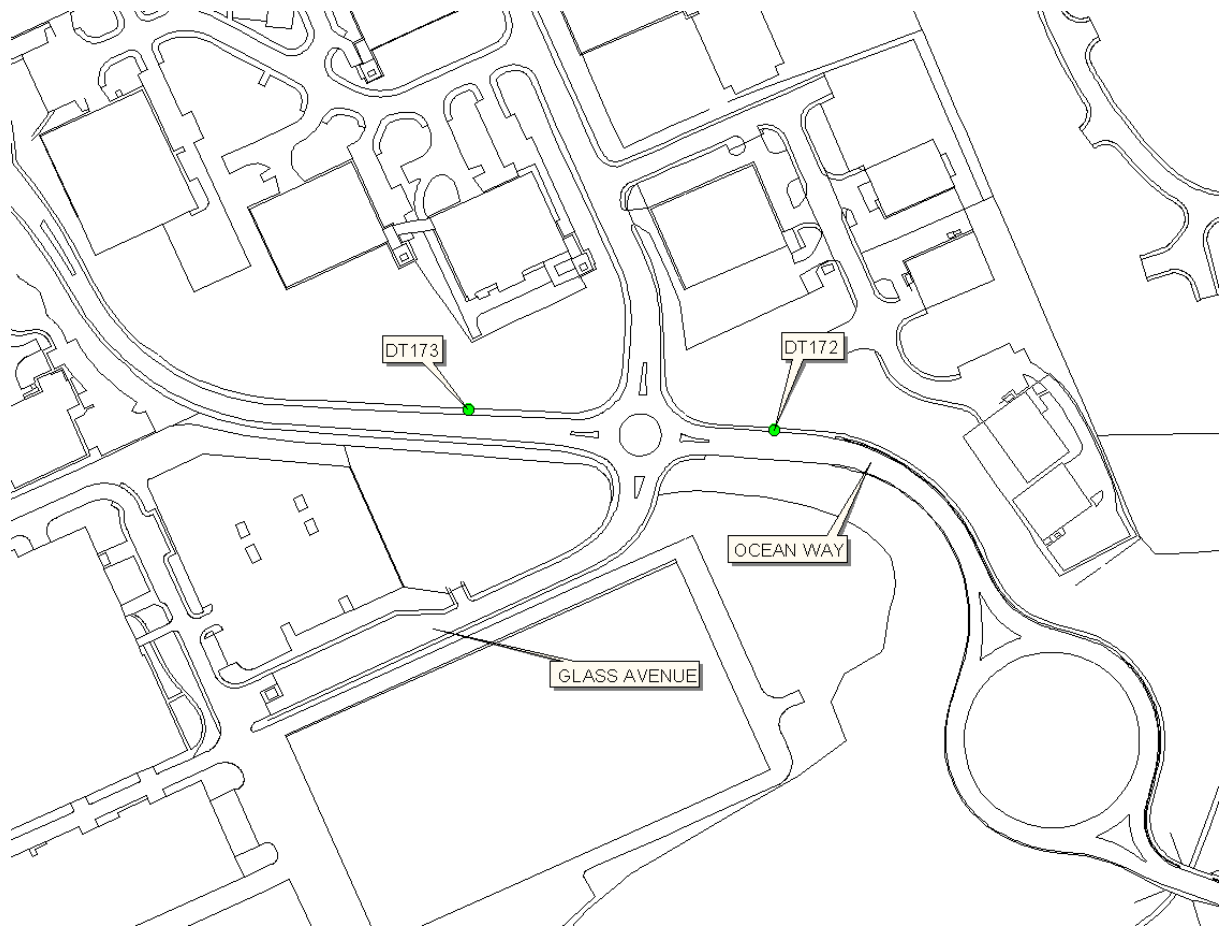
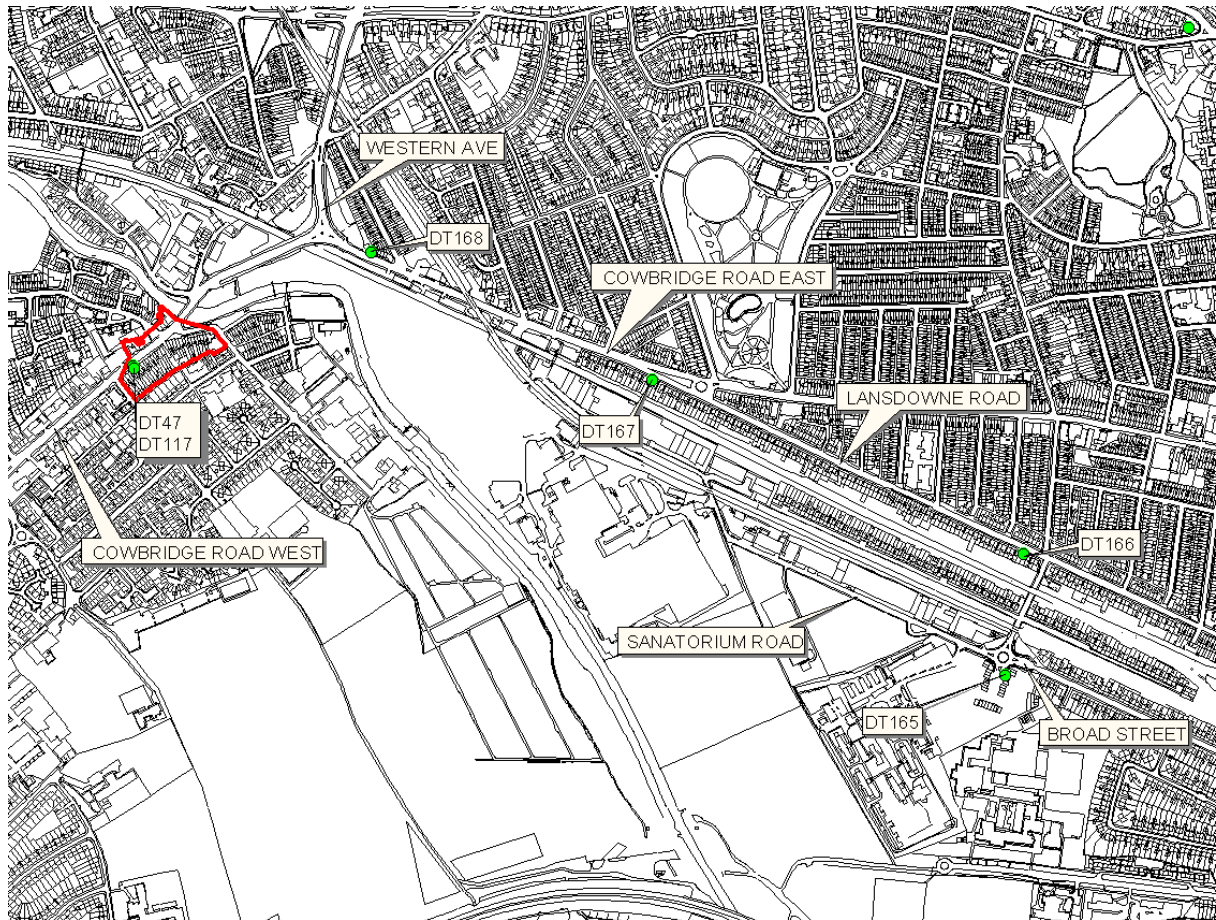


Figure 2.23 Map Showing Location of Diffusion Tubes in Tremorfa area

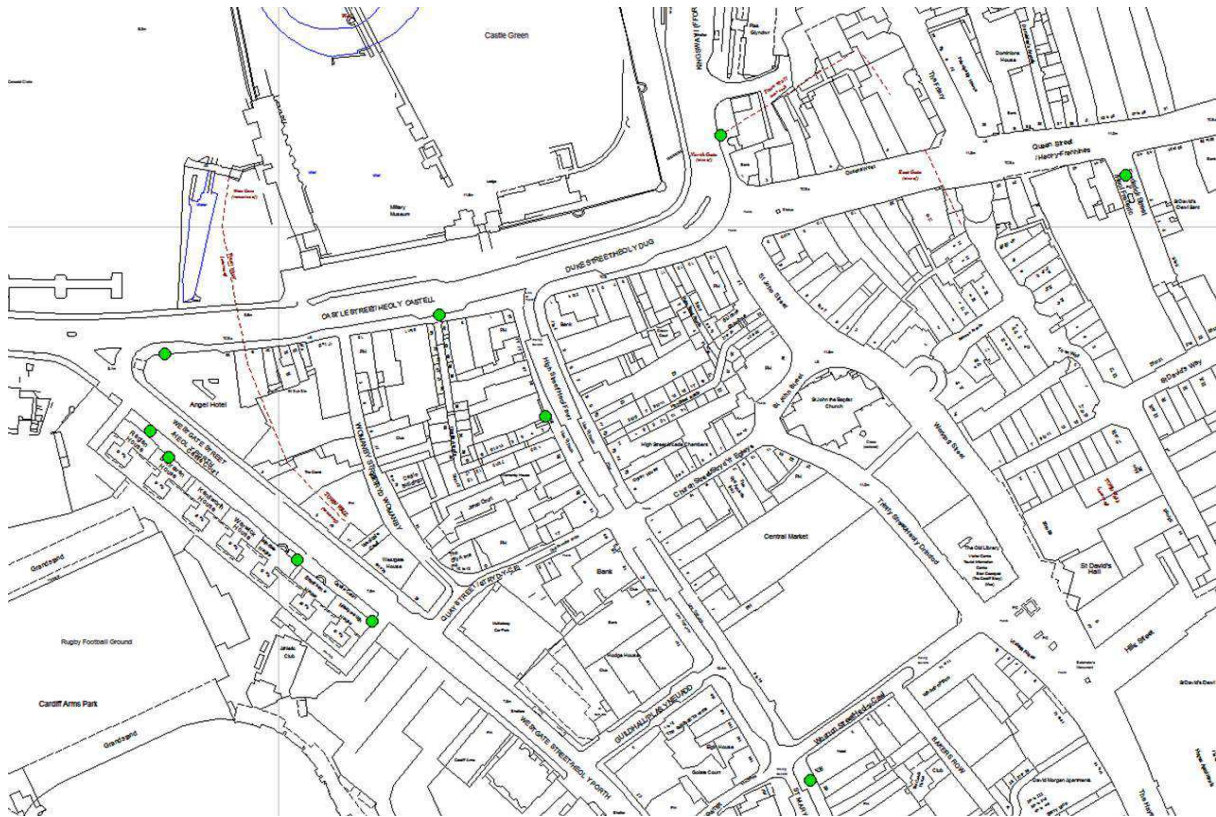


Figure 2.24 Map Showing Location of Diffusion Tubes in area of former Papermill, Canton



Area outlined in red is boundary of Ely Bridge AQMA

Figure 2.25 Map Showing Location of Diffusion Tubes in Kingsway, Duke Street and Castle Street



2.2 **Comparison of Monitoring Results with Air Quality Objectives**

During 2015 monitoring was carried out for Nitrogen Dioxide and Particulate Matter (PM₁₀). There was no monitoring undertaken for benzene or 1-3-butadiene.

2.2.1 **Nitrogen Dioxide (NO₂)**

Nitrogen Dioxide was measured during 2015 at one site equipped with an automatic analyser and by a network of 73 passive diffusion tubes. The results are given and discussed below.

2.2.2 **Automatic Monitoring Data**

The annual mean nitrogen dioxide concentrations at Cardiff Council's City Centre AURN site is summarised in Table 2.3, for the years 2011 to 2015. The annual mean nitrogen dioxide concentration was below the objective in 2015. In addition there were no exceedences of the 1- hour mean objective (Table 2.4).

Table 2.3 – Results of Automatic Monitoring for NO₂: Comparison with Annual Mean Objective

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period % ^a	Valid Data Capture 2015 % ^b	Annual Mean Concentration µg/m ³				
					2011	2012	2013	2014	2015
Cardiff Centre AURN	Urban Centre	N	100	79.5	27	27	26	25	27

^a i.e. data capture for the monitoring period, in cases where monitoring was only carried out for part of the year

^b i.e. data capture for the full calendar year (e.g. if monitoring was carried out for six months the maximum data capture for the full calendar year would be 50%)

Figure 2.3 – Trends in Annual Mean NO₂ Concentrations Measured at Automatic Monitoring Sites

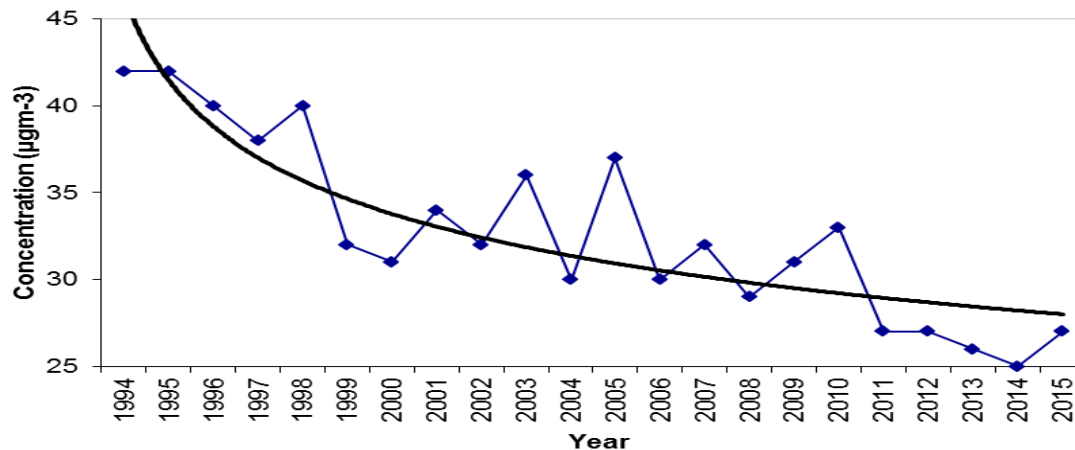


Table 2.4 – Results of Automatic Monitoring for NO₂: Comparison with 1-hour Mean Objective

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period % ^a	Valid Data Capture 2015 % ^b	Number of Hourly Means > 200µg/m ³				
					2011* ^c	2012* ^c	2013* ^c	2014* ^c	2015 ^c
Cardiff Centre AURN	Urban Centre	N	100	79.5	0	0	5	0	0 (14.98)

^a i.e. data capture for the monitoring period, in cases where monitoring was only carried out for part of the year

^b i.e. data capture for the full calendar year (e.g. if monitoring was carried out for six months the maximum data capture for the full calendar year would be 50%)

^c If the data capture for full calendar year is less than 90%, include the 99.8th percentile of hourly means in brackets

* Number of exceedences for previous years is optional

2.2.3 Diffusion Tube Monitoring Data

The nitrogen dioxide diffusion tube data is summarised in Table 2.5. The full dataset (monthly mean values) is included in Appendix A1. All data has been bias adjusted. The applied bias adjustment factor was 0.79, as described in Appendix A2. The national bias correction factor for this laboratory was utilized due to insufficient annual data capture from the Cardiff City Centre, Frederick Street Automatic Monitor (<90%) and the co-location study was less than 75% of the year. It must be noted, due to maintenance, no co-location diffusion tubes were placed in parallel to the analyser for January and February 2015. The bias correction factor of 0.79 was obtained from the following website:

<http://laqm.defra.gov.uk/bias-adjustment-factors/national-bias.html>

Table 2.5 shows that 10 of the 73 monitoring sites recorded a concentration of NO₂ above the 40µg/m³ annual mean Objective in 2015. Of these 10 sites, 4 are inside one of the four AQMAs.

Of the 10 sites (numbers 74, 172, 175, 176, 177 & 178) are not currently in an AQMA where the measured concentration of NO₂ was above the 40µg/m³ annual mean Objective in 2015. However, none are at locations which represent relevant exposure as each site is a kerbside site with the exception of Site 177, which is on the façade of a hotel.

Site 74 has been discussed in previous reports; it is not representative of relevant exposure and remains in place to record long-term trends on the immediate local road network.

Site 172 is placed on Ocean Way to monitor potential impacts of traffic resulting from industrial developments in the area. The site is not representative of relevant exposure, the nearest being >650m away.

Sites 175, 176, 177 and 178 (Northgate House, Castle Arcade, Angel Hotel and Park Street/Westgate Street respectively) were commissioned in February and March 2014 in response to the granting of planning consent for residential accommodation at Northgate House. The premises were formerly used for retail (ground floor) and offices (1st floor and above) with a basement pub/nightclub. Residential use of Northgate House, Kingsway, commenced during the late summer/autumn of 2014 and Site 175 is at a kerbside location outside the premises. It was not possible to locate a diffusion tube on the façade of the premises during the construction phase of the development. I can confirm that at the time of writing this report Site 175 has relocated to the façade of the building following the completion of construction works. Results will be analysed and produced in 2017's PR.

Sites 176 and 177 were commissioned to monitor concentrations along the Kingsway/Castle Street/Duke Street road link past Cardiff Castle to Westgate Street and the Cardiff City Centre AQMA.

Site 178, whilst not technically within the City Centre AQMA, is located at a kerbside about 2.5m from the façade of residential accommodation that is within the AQMA. The site was commissioned to monitor the effects of road-traffic changes on Westgate Street during the construction and initial operational phase of the proposed new Central Square development.

It is possible to estimate the decrease in nitrogen dioxide concentration with increasing distance from the kerb using the following tool made available by DEFRA:

<http://laqm.defra.gov.uk/documents/NO2withDistancefromRoadsCalculatorIssue4.xls>

The tool can be used to estimate concentrations at relevant locations, i.e. façades of nearby buildings, from concentrations measured at kerbside sites and this has been done for Sites 175, 176 and 178.

Site 175 (Northgate House) is located on street-furniture 0.2m from the Kingsway kerb and Northgate House is 9.6m from kerb. Site 176 (Castle Arcade) is rather more complex, being 0.2m from the kerb of a loading bay but 2.6m from the main carriageway. The nearest building façade is 3.8m from the kerb of the loading bay (6.4m from the carriageway). Generally, vehicles tend to park in the loading bay for significant periods without their engines running. For the purposes of assessment, therefore, it is assumed that the nearest road-traffic source to the monitoring site and façade is the main Castle Street carriageway. Site 178 (Park Street/Westgate Street) is located on street furniture 0.3m from the kerb. The façade of residential accommodation, which is within the Cardiff City Centre AQMA although the monitoring site is not, is a further 1.5m from the kerb (1.8m in total).

Using the above tool together with 2015 monitoring data gives calculated façade concentrations as follows:

Site 175:	34.7 $\mu\text{g}\text{m}^{-3}$
Site 176:	47.8 $\mu\text{g}\text{m}^{-3}$
Site 178:	45.4 $\mu\text{g}\text{m}^{-3}$

The above concentrations are the equivalent façade-concentrations. The calculated concentrations for Sites 175 & 178 are considered representative of relevant exposure.

For Site 175, the calculated concentration is below the Objective.

The façade closest to Site 176 (Castle Arcade) is not representative of relevant exposure, there being no current residential accommodation on the façade closest to the site. Being on the façade of a hotel, Site 177 (Angel Hotel) is also not representative of relevant exposure. However, data for both of these sites may reflect concentrations at locations of relevant exposure along the Duke Street and Castle Street façade. There is residential accommodation at The Rummer Tavern on Duke Street and at Dempsey's bar on Castle Street.

As detailed previously, given the above and monitoring data presented, it is considered that there is a need to proceed to a Detailed Assessment for Duke Street and Castle Street. At the time of writing this report a Detailed Assessment is being drawn together and will follow this Progress Report.

The façade closest to Site 178, being residential accommodation, is representative of relevant exposure although it should be noted that there is no residential accommodation at ground-floor level.

Monitoring at Sites 176, 177 and 178 will continue for the foreseeable future. It must be noted that at the present time sites 74, 142, 176, 177 & 178 have been relocated to improved locations of relevant exposure.

Within the City Centre AQMA, 2015 data shows continued elevated results, particularly along Westgate Street. Annual levels of NO₂ at residential accommodation in Westgate Street (Sites 126, 143 & 144) are approaching the objective with concentrations >36µg/m³. There are also high levels recorded at residential accommodation within the Ely Bridge AQMA (Site 117).

The 2015 monitoring data at residential accommodation within the Llandaff AQMA (Sites 99 and 161) showed compliance with the Objective. As illustrated in the Interim Action Plan (Section 9), despite the levels falling below the annual objective a decision has been made to continue with the established Llandaff AQMA.

All four sites within the Stephenson Court AQMA (Sites, 81, 129, 130 & 131) showed compliance with the Objective. Following the completion of engineering works (realignment of the junction in order to reduce queuing on City Road & relocation of bus stops outside residential accommodation to positions further east) towards the end of 2015, the Interim Action Plan (Section 9) details that monitoring will continue within the established AQMA for 2016. The data will be reviewed and appropriate actions adopted.

There are 10 façade-based diffusion tube sites with complete annual mean datasets from 2002, i.e. from when the Council started determining an annual bias-adjustment factor. These sites are numbers 16, 49, 81, 82, 85, 86, 96, 97, 99 and 100. Bias-adjusted nitrogen dioxide concentrations from these 10 sites have been averaged for each year and plotted in Figure 2.4 to give a combined, representative trend over the years since 2002.

The plot seems to indicate a very slow, gradual increase in nitrogen dioxide concentrations in earlier years, possibly influenced by the noticeable concentration peaks in 2003, 2007 and 2010. It is evident that average concentrations dropped significantly for years 2014 & 2015. Both 2014 & 2015's results are very comparable to one another. Monitoring at all these sites continues in 2016.

There were no annual mean concentrations measured in 2015 which were greater than $60\mu\text{gm}^{-3}$ and consequently there is little risk of the hourly-mean Objective being exceeded at any site.

Table 2.6 shows the nitrogen dioxide diffusion tube data for Cardiff Council for 2011 – 2015 for comparison purposes.

Table 2.5 Results of Nitrogen Dioxide Diffusion Tubes in 2015

Site ID	Location	Site Type	Within AQMA?	Triplicate or Collocated Tube	Full Calendar Year Data Capture 2015 (Number of Months or %) ^a	2015 Annual Mean Concentration ($\mu\text{g}/\text{m}^3$) - Bias Adjustment factor = 0.79
16	Ninian Park Road	Roadside	N	N	12	27.86
33	Mitre Place	Kerbside	Y	N	12	46.94
44	City Road	Kerbside	N	N	12	27.08
45	Mackintosh Place	Kerbside	N	N	11	32.09
47	Ely Bridge	Kerbside	Y	N	11	41.35
49	Penarth Road	Roadside	N	N	9	29.35
56	Birchgrove Village	Roadside	N	N	12	29.64
58	Westgate Street	Kerbside	Y	N	12	48.25
73	Green Street	Kerbside	N	N	12	22.05
74	Station Terrace	Kerbside	N	N	11	41.64
81	Stephenson Court	Roadside	Y	N	12	35.29
82	104 Birchgrove Road	Roadside	N	N	10	23.79
85	497 Cowbridge Road West	Roadside	N	N	12	22.36
86	19 Fair oak Road	Roadside	N	N	12	34.85
96	Manor Way Junction	Roadside	N	N	12	31.05

Site ID	Location	Site Type	Within AQMA?	Triplicate or Collocated Tube	Full Calendar Year Data Capture 2015 (Number of Months or %) ^a	2015 Annual Mean Concentration ($\mu\text{g}/\text{m}^3$) - Bias Adjustment factor = 0.79
97	Newport Road (premises)	Roadside	N	N	12	30.49
98	Western Avenue (premises)	Roadside	N	N	12	25.44
99	Cardiff Road Llandaff	Roadside	Y	N	12	29.84
100	188 Cardiff Road	Roadside	N	N	12	28.86
101	Cardiff Centre AURN	Urban Centre	N	Y	10	20.28
102	Cardiff Centre AURN	Urban Centre	N	Y	10	21.06
103	Cardiff Centre AURN	Urban Centre	N	Y	10	20.72
106	30 Caerphilly Road	Roadside	N	N	12	29.41
107	Lynx Hotel	Roadside	N	N	11	30.70
111	98 Leckwith Road	Roadside	N	N	12	21.34
112	17 Sloper Road	Roadside	N	N	12	27.06
115	21 Llandaff Road	Roadside	N	N	12	32.47
117	25 Cowbridge Road West	Roadside	Y	N	11	39.54
119	Havelock Street	Kerbside	N	N	12	27.65
124	287 Cowbridge Road East	Roadside	N	N	12	22.48
126	Westgate Street Flats	Roadside	Y	N	11	36.00

Site ID	Location	Site Type	Within AQMA?	Triplicate or Collocated Tube	Full Calendar Year Data Capture 2015 (Number of Months or %) ^a	2015 Annual Mean Concentration ($\mu\text{g}/\text{m}^3$) - Bias Adjustment factor = 0.79
128	117 Tudor Street	Roadside	N	N	12	29.57
129	Stephenson Court 2	Roadside	Y	N	12	31.45
130	Burgess Court	Roadside	Y	N	12	35.23
131	Dragon Court	Roadside	Y	N	12	39.48
133	St Mark's Avenue	Roadside	N	N	12	31.89
134	Sandringham Hotel	Roadside	Y	N	9	32.07
139	Lower Cathedral Road	Kerbside	N	N	12	29.42
140	Clare Street	Kerbside	N	N	12	36.32
141	Fairoak Road 2	Roadside	N	N	12	32.28
142	Pure Rugby	Kerbside	Y	N	10	41.83
143	Windsor House	Roadside	Y	N	12	38.16
144	Marlborough House	Roadside	Y	N	12	37.22
145	Tudor Street Flats	Roadside	N	N	11	29.90
146	Neville Street	Roadside	N	N	11	26.57
147	211 Penarth Road	Roadside	N	N	12	27.70
148	161 Clare Road	Roadside	N	N	12	27.53
149	10 Corporation Road	Roadside	N	N	12	33.56
152	James Street	Roadside	N	N	12	27.60
153	Magic Roundabout	Roadside	N	N	12	28.99

Site ID	Location	Site Type	Within AQMA?	Triplicate or Collocated Tube	Full Calendar Year Data Capture 2015 (Number of Months or %) ^a	2015 Annual Mean Concentration ($\mu\text{g}/\text{m}^3$) - Bias Adjustment factor = 0.79
156	2a/4 Colum Road	Roadside	N	N	12	25.92
157	47 Birchgrove Road	Roadside	N	N	12	27.16
158	64/66 Cathays Terrace	Roadside	N	N	11	25.50
159	IMO façade replacement	Roadside	N	N	12	33.96
160	High Street Zizzi	Urban Centre	Y	N	11	27.03
161	52 Bridge Road	Roadside	Y	N	12	32.28
162	58 Cardiff Road	Roadside	N	N	12	24.47
163	118 Cardiff Road	Roadside	N	N	12	23.22
164	725 Newport Road	Roadside	N	N	10	20.31
165	6 Heol Tyrrell	Roadside	N	N	12	15.10
166	163 Lansdowne Road	Roadside	N	N	12	32.05
167	359 Lansdowne Road	Roadside	N	N	12	28.26
168	570 Cowbridge Road East	Roadside	N	N	12	24.26
169	43 Clos Hector	Urban Centre	N	N	12	16.27
170	11 Pengam Green	Roadside	N	N	12	19.08
171	23 Tweedsmuir Road	Roadside	N	N	12	18.06

Site ID	Location	Site Type	Within AQMA?	Triplicate or Collocated Tube	Full Calendar Year Data Capture 2015 (Number of Months or %) ^a	2015 Annual Mean Concentration ($\mu\text{g}/\text{m}^3$) - Bias Adjustment factor = 0.79
172	Ocean Way 1	Roadside	N	N	9	44.50
173	Ocean Way 2	Roadside	N	N	10	28.40
174	76 North Road	Kerbside	N	N	12	28.65
175	Northgate House	Kerbside	N	N	12	42.00 (34.7)^b
176	Castle Arcade	Roadside	N	N	11	53.06 (47.8)^b
177	Angel Hotel	Roadside	N	N	12	48.09
178	Park Street/Westgate Street	Kerbside	N	N	11	54.32 (45.4)^b

In bold, exceedence of the NO₂ annual mean AQS objective of 40 $\mu\text{g}/\text{m}^3$

^a Result has been annualised in accordance with Boxes 7.9 and 7.10 of LAQM.TG16 as data capture for the year was less than 75%.

^b NO₂ exceedence is measured at a monitoring site not representative of public exposure. NO₂ concentration at the nearest relevant exposure calculated based on the “NO₂ fall-off with distance” calculator (<http://laqm.defra.gov.uk/tools-monitoring-data/no2-falloff.html>).

Table 2.6 Results of Nitrogen Dioxide Diffusion Tubes (2011 to 2015)

Site ID	Site Type	Within AQMA?	Annual mean concentration (adjusted for bias) $\mu\text{g}/\text{m}^3$				
			2011 (Bias Adjustment Factor = 0.88)	2012 (Bias Adjustment Factor = 0.86)	2013 (Bias Adjustment Factor = 0.85)	2014 (Bias Adjustment Factor = 0.84)	2015 (Bias Adjustment Factor = 0.79)
16	Roadside	N	32.1	30.9	31.3	32.4	27.86
33	Kerbside	Y	55.0	49.8	49.6	51.2	46.94
44	Kerbside	N	39.2	34.8	33.2	29.7	27.08
45	Kerbside	N	36.8	36.8	36.8	37.8	32.09
47	Kerbside	Y	53.0	51.1^a	48.0	47.1	41.35
49	Roadside	N	31.9	27.9	32.1	32.6	29.35
56	Roadside	N	31.5	33.9	35.4	35.8	29.64
58	Kerbside	Y	54.9	49.5	52.4	51.2	48.25
73	Kerbside	N	28.0	25.6	24.9	26.8	22.05
74	Kerbside	N	48.0	50.1	47.8	47.3	41.64
81	Roadside	Y	40.6	40.6	37.2	36.4	35.29
82	Roadside	N	28.2	28.5	32.1	27.6	23.79
85	Roadside	N	28.2	27.3	26.7	27.2	22.36
86	Roadside	N	39.9	40.3	38.8	38.9	34.85
96	Roadside	N	34.5	35.4	35.5	34.4	31.05
97	Roadside	N	35.4	37.8	34.5	33.6	30.49
98	Roadside	N	29.1	26.9	28.3	29.8	25.44
99	Roadside	Y	39.8	34.5	38.9	39.6	29.84
100	Roadside	N	34.8	33.7	32.6	31.8	28.86
101	Urban Centre	N	26.7	25.8	26.5	24.4	20.28
102	Urban Centre	N	28.0	26.1	26.9	24.2	21.06
103	Urban Centre	N	27.4	25.8	26.2	24.4	20.72
106	Roadside	N	34.0	35.7	34.8	34.9	29.41
107	Roadside	N	36.4	37.6	34.6	34.8	30.70
111	Roadside	N	24.5	23.7	25.2	24.7	21.34
112	Roadside	N	30.2	30.6	30.7	28.8	27.06
115	Roadside	N	38.7	37.7	35.5	36.3	32.47
117	Roadside	Y	46.5	42.6	44.9	42.3	39.54

Site ID	Site Type	Within AQMA?	Annual mean concentration (adjusted for bias) $\mu\text{g}/\text{m}^3$				
			2011 (Bias Adjustment Factor = 0.88)	2012 (Bias Adjustment Factor = 0.86)	2013 (Bias Adjustment Factor = 0.85)	2014 (Bias Adjustment Factor = 0.84)	2015 (Bias Adjustment Factor = 0.79)
119	Kerbside	N	40.2	33.7	33.2	32.0	27.65
124	Roadside	N	27.0	25.5	26.1	26.3	22.48
126	Roadside	Y	45.4	39.9	44.0	41.2	36.00
128	Roadside	N	36.7	35.1	34.7	36.5	29.57
129	Roadside	Y	36.2	34.9	32.8	32.0	31.45
130	Roadside	Y	44.4	41.5	39.0	38.9	35.23
131	Roadside	Y	47.3	47.9	43.9	41.2	39.48
133	Roadside	N	39.5	39.3	37.8	37.5	31.89
134	Roadside	Y	45.1	37.2 ^a	33.4 ^a	34.5	32.07
139	Kerbside	N	34.3	34.3	34.1	35.5	29.42
140	Kerbside	N	42.5	41.7	42.2	42.9	36.32
141	Roadside	N	40.0	47.6	37.7	37.0	32.28
142	Kerbside	Y	48.7	47.6	46.3	44.9	41.83
143	Roadside	Y	43.8	41.5	42.1	42.1	38.16
144	Roadside	Y	42.9	39.5	39.0	38.2	37.22
145	Roadside	N	34.6	33.8	34.5	32.6	29.90
146	Roadside	N	29.4	29.5	30.9	29.7	26.57
147	Roadside	N	31.1	31.0	32.0	31.3	27.70
148	Roadside	N	29.0	27.8	29.3	29.1	27.53
149	Roadside	N	34.1	33.0	34.5	33.2	33.56
152	Roadside	N	32.8	32.5	31.0	29.7	27.60
153	Roadside	N	35.0	36.2	33.0	33.2	28.99
156	Roadside	N	33.4	32.6	34.9	31.4	25.92
157	Roadside	N	33.1	31.6	29.0	29.7	27.16
158	Roadside	N	31.5	28.8	30.2	29.1	25.50
159	Roadside	N	38.7	39.9	38.8	39.2	33.96
160	Urban Centre	Y	32.6	31.4	30.3	28.3	27.03
161	Roadside	Y	-	43.0	39.1	37.2	32.28
162	Roadside	N	-	28.5	27.6	27.6	24.47
163	Roadside	N	-	27.5	25.4	28.2	23.22
164	Roadside	N	-	-	25.4	23.9	20.31
165	Roadside	N	-	-	19.4	17.4	15.10

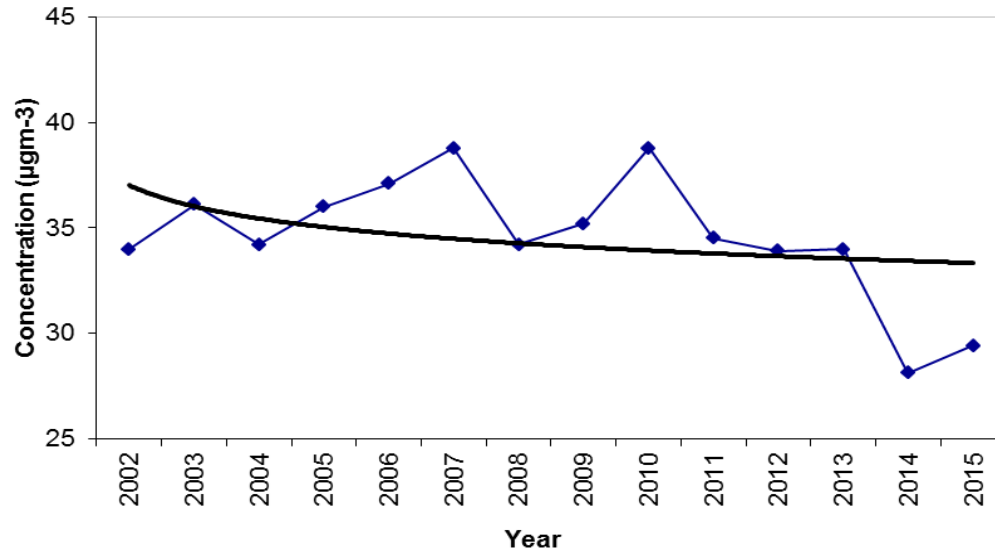
Site ID	Site Type	Within AQMA?	Annual mean concentration (adjusted for bias) $\mu\text{g}/\text{m}^3$				
			2011 (Bias Adjustment Factor = 0.88)	2012 (Bias Adjustment Factor = 0.86)	2013 (Bias Adjustment Factor = 0.85)	2014 (Bias Adjustment Factor = 0.84)	2015 (Bias Adjustment Factor = 0.79)
166	Roadside	N	-	-	34.9	36.6	32.05
167	Roadside	N	-	-	31.7	31.5	28.26
168	Roadside	N	-	-	27.9	27.7	24.26
169	Urban Centre	N	-	-	18.0	18.1	16.27
170	Roadside	N	-	-	22.1	21.9	19.08
171	Roadside	N	-	-	22.5	20.8	18.06
172	Roadside	N	-	-	49.5	47.8	44.50
173	Roadside	N	-	-	33.7	33.3	28.40
174	Kerbside	N	-	-	-	33.9	28.65
175	Kerbside	N	-	-	-	46.8	42.00 (34.7)^b
176	Roadside	N	-	-	-	55.0	53.06 (47.8)^b
177	Roadside	N	-	-	-	51.8	48.09
178	Kerbside	N	-	-	-	51.6	54.32 (45.4)^b

In bold, exceedence of the NO₂ annual mean AQS objective of 40 $\mu\text{g}/\text{m}^3$

^a Result has been annualised in accordance with Boxes 7.9 and 7.10 of LAQM.TG16 as data capture for the year was less than 75%.

^b NO₂ exceedence is measured at a monitoring site not representative of public exposure. NO₂ concentration at the nearest relevant exposure calculated based on the “NO₂ fall-off with distance” calculator (<http://laqm.defra.gov.uk/tools-monitoring-data/no2-falloff.html>).

Figure 2.4 – Trends in Annual Mean Nitrogen Dioxide Concentrations Measured at Diffusion Tube Monitoring Sites



2.2.4 Particulate Matter (PM₁₀)

During 2015 PM₁₀ was measured at the Cardiff Centre AURN monitoring site and the summary data is given in Tables 2.7 and 2.8 below.

As for previous years, there have been no exceedences of either of the National Air Quality Standards in 2015.

Figure 2.5 shows a generally downward trend in annual mean concentrations of PM₁₀.

Table 2.7 – Results of Automatic Monitoring for PM₁₀: Comparison with Annual Mean Objective

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period %	Valid Data Capture 2015 %	Confirm Gravimetric Equivalent (Y or N/A)	Annual Mean Concentration (µg/m ³)				
						2011	2012	2013	2014	2015
Cardiff Centre AURN	Urban Centre	N	99.7	85.5	Y	22 ^a	18	19	16	16

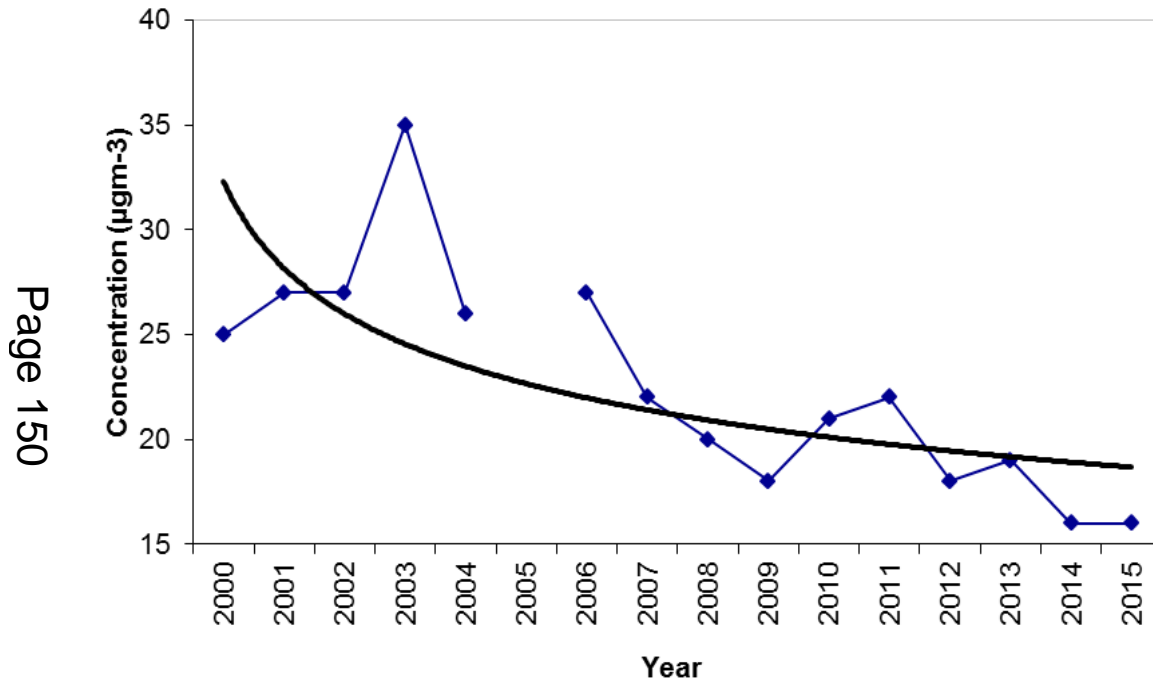
^a Result has been “annualised” in accordance with Box 3.2 of TG(09) as data capture for the year was less than 75%

Table 2.8 – Results of Automatic Monitoring for PM₁₀: Comparison with 24-hour Mean Objective

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period %	Valid Data Capture 2015 %	Confirm Gravimetric Equivalent (Y or N/A)	Number of Daily Means > 50µg/m ³				
						2011	2012	2013	2014	2015
Cardiff Centre AURN	Urban Centre	N	99.7	85.5	Y	3	5	3	4	5 (25.4)

^a 90.4th percentile of 24-hour means shown in brackets due to <90% data capture for the year

Figure 2.5 – Trends in Annual Mean PM₁₀ Concentrations



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2.2.5 Sulphur Dioxide (SO₂)

Sulphur dioxide was measured at the Cardiff Centre AURN automatic monitoring site during 2015. The site is classified as “Urban Background” and is a relevant location for the 15-minute and 1-hour Objectives. Data for the monitoring is given in Table 2.9 below.

There were no exceedences of Objectives during 2015.

Table 2.9 – Results of Automatic Monitoring for SO₂: Comparison with Objectives

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period %	Valid Data Capture 2015 %	Number of: ^a		
					15-minute Means > 266µg/m ³	1-hour Means > 350µg/m ³	24-hour Means > 125µg/m ³
Cardiff Centre AURN	Urban Centre	N	100	89	0 (25.2)	0 (14.5)	0 (4.3)

^a As data capture for full calendar year is less than 90%, result in brackets represents required percentile (in µg/m³): 15-min mean = 99.9th ; 1-hour mean = 99.7th ; 24-hour mean = 99.2th percentile

2.2.6 Benzene

No monitoring of Benzene was undertaken by Cardiff Council in 2015.

2.2.7 Other Pollutants Measured

During 2015 monitoring for ozone and carbon monoxide was carried out in Cardiff. Details are in the following sections

Carbon Monoxide

Carbon monoxide was monitored at Cardiff Centre AURN during 2015.

Data capture at for the whole year at the Cardiff Centre AURN site was 87.8% and there were no exceedences of the Objective.

There continues to be no risk of the National Air Quality Standard being exceeded.

Table 2.10: Results of Automatic Monitoring of Carbon Monoxide (2015)

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period %	Valid Data Capture 2015 %	Number of 8 hour Means > 10µg/m ³
					2015
Cardiff Centre AURN	Urban Centre	N	100	87.8	0

Ozone (O₃)

Cardiff Council monitors Ozone due to its potential correlations with other pollutants. In 2015, ozone was measured at the Cardiff City Centre, Frederick Street AURN site. Although Ozone is not included in the Local Air Quality Management system, the results are included in Table 2.9 for completeness. The results are compared with the running 8-hour mean objective as set by the Expert Panel on Air Quality Standards (EPAQs) which states the running 8-hour mean should not exceed 100µg/m³ on more than 10 days per year. There are no exceedences of the ozone objective in Cardiff in 2015.

Table 2.11: Results of Automatic Monitoring of Ozone (2015)^{a & b}

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period %	Valid Data Capture 2015 %	Number of Daily Means > 50µg/m ³
					2015
Cardiff Centre AURN	Urban Centre	N	100	88.3	122 (76.5)

a Exceedences are shown in bold

b Where annual data capture is less than 90%, the 97th percentile of the maximum daily 8-hour running mean is shown in brackets.

2.2.8 Summary of Compliance with AQS Objectives

The City of Cardiff Council has measured concentrations of nitrogen dioxide above the annual mean objective at relevant locations outside of an AQMA and **will need to proceed to a Detailed Assessment** for Duke Street and Castle Street in the city centre.

3 New Local Developments

3.1 Road Traffic Sources

3.1.1 Narrow Congested Streets with Residential Properties Close to the Kerb

Cardiff Council has considered road traffic sources extensively in both this and each year in earlier reports; the monitoring network is very largely focused on measuring concentrations of nitrogen dioxide close to many of them. These have been discussed either in previous reports or earlier in this report.

There are no newly identified road traffic sources which need to be considered.

New monitoring sites were commissioned at the start of 2014 and data from these sites is reported herein. These new sites were commissioned following the granting of a planning consent which introduced new exposure near to an existing congested road link. Planning consent has also been granted for new student accommodation on the site of (the now former) Windsor House on Dumfries Place in the City Centre. Monitoring was carried out for 3 months prior to the submission of an air quality assessment for the development. This concluded that concentrations of nitrogen dioxide at the development will be elevated at ground, first and second floors and that either building design/layout and/or mitigation measures would be required.

At the time of writing the former Windsor House is currently under construction and monitoring in and around this site commenced at the beginning of 2016. Results will be published in 2017's PR. There is no need to proceed to a Detailed Assessment at this point.

The City of Cardiff Council confirms that there are no new/newly identified congested streets with a flow above 5,000 vehicles per day and residential properties close to the kerb, that have not been adequately considered in previous rounds of Review and Assessment.

3.1.2 Busy Streets Where People May Spend 1-hour or More Close to Traffic

Previous reports identified High Street, St Mary Street (within the St Mary Street AQMA) as a location where people might spend one hour or more close to traffic.

St Mary Street was also identified as being the only place where annual mean concentrations of nitrogen dioxide were above $60\mu\text{g}/\text{m}^3$ meaning that there was risk of the hourly mean objective being exceeded. Following the implementation of the Action Plan for the AQMA, High Street and St Mary Street are now largely traffic-free and compliant with the Objectives.

Since the completion of the plan for St Mary Street the main outcome was the increase in traffic along Westgate Street. This implication fundamentally led to the establishment of the City Centre AQMA, 2013. 2015's annual levels of NO_2 at residential accommodation in Westgate Street (Sites 126, 143 & 144) are approaching the objective with concentrations $>36\mu\text{g}/\text{m}^3$.

There are no new locations identified since the Council's 2015 USA was submitted and there is no need to consider this further at this time.

The City of Cardiff Council confirms that there are no new/newly identified busy streets where people may spend 1 hour or more close to traffic.

3.1.3 Roads with a High Flow of Buses and/or HGVs.

The 2003, 2006 and 2009 USAs reported that there were no roads in Cardiff which meet the criteria for high flows of buses and/or HGVs. The road link having the highest proportion of buses and/or HGVs was the High Street/St Mary Street link. However, this is now largely traffic free and buses/coaches/HGVs are not permitted access to the road link.

However, the 2012 USA reported that the closure of High Street and St Mary Street appeared to have displaced buses and coaches heading to Central Bus Station onto Westgate Street meaning that approximately 25% of the traffic using Westgate Street is buses and coaches. Monitoring data for Westgate Street indicates that there is a nitrogen dioxide issue in the area and Westgate Street is now part of the Cardiff City Centre AQMA. A Further Assessment for the Westgate Street area of the AQMA was submitted in 2014.

Other than Westgate Street, there are no roads in Cardiff where buses, coaches and HDVs account for >20% of road traffic, where flow of these vehicles is >2500 and there is relevant exposure within 10m of the kerb.

The City of Cardiff Council confirms that there are no new/newly identified roads with high flows of buses/HDVs.

3.1.4 Junctions

Junctions have been fully considered in previous annual reviews and assessments.

Supported by monitoring at such locations over a number of years, the Council has not identified locations outside of the four current AQMAs where exceedence of the objectives is likely, except for the Kingsway/Duke Street/Castle Street link which is discussed elsewhere in this report.

The end of 2015 marked the the completion of engineering works within the Stephenson Court AQMA (realignment of the junction in order to reduce queuing on City Road & relocation of bus stops outside residential accommodation to positions further east).

Monitoring will continue within the established AQMA for 2016. The data will be reviewed and appropriate actions adopted.

There are no newly constructed or proposed roads where exceedences of either the nitrogen dioxide or PM₁₀ objectives are likely.

The City of Cardiff Council confirms that there are no new/newly identified busy junctions/busy roads.

3.1.5 New Roads Constructed or Proposed Since the Last Round of Review and Assessment

Other than small, local roads in residential developments, there have been no new roads proposed since the 2015 USA.

The 2009 USA reported the notable alterations on Leckwith Road in association with the then newly constructed Cardiff City FC stadium. Monitoring at nearby residential accommodation remains ongoing and has not revealed a significant alteration in concentrations of nitrogen dioxide as a result of this development.

The City of Cardiff Council confirms that there are no new/proposed roads.

3.1.6 Roads with Significantly Changed Traffic Flows

Ratified traffic data has been examined and there are no roads in Cardiff which have experienced traffic flow (AADT) growth of 25% or more in the preceding three years.

There is increasing evidence from the traffic measurements both locally and regionally to suggest that, for economic and other reasons, traffic growth on major routes has stopped year-on-year and may even have declined recently. This has, for example, resulted in a number of air quality assessments submitted with planning applications assuming current levels of road traffic as a worst-case scenario.

It should be noted that Cardiff Council is actively implementing its traffic management policy of a 50:50 modal split, i.e. 50% of journeys being made other than by the private car. This is not just for new developments but also for the local road network as a whole.

The Council is currently considering planning applications for significant housing and mixed used developments at a number of “strategic sites” across the city. Potentially the most significant of these are three “strategic sites” centred on Llantrisant Road to the west of the Llandaff AQMA. The largest of these three sites includes several thousand new residences and this site is the closest of the three to the Llandaff AQMA. There is also a recent planning application for residential accommodation at the current site of the BBC Wales TV studios on Llantrisant Road immediately to the west of the AQMA.

The potential impact of the three “strategic sites” is being considered as a whole rather than individual applications due to the potential for significant traffic impact along Llantrisant Road. Air Quality Assessments have been submitted for these sites and each of them takes into account the other sites and their potential traffic impact. The application for the BBC Wales TV studios also has the benefit of an Air Quality Assessment.

In the case of the “strategic sites” the developments could take up to a decade to complete. None of the four sites mentioned above have commenced development at the time of writing and there is therefore no significantly altered traffic flows to assess currently.

The City of Cardiff Council confirms that there are no new/newly identified roads with significantly changed traffic flows.

3.1.7 Bus and Coach Stations

Exposure at Cardiff Central Bus Station has been considered in previous reports with the conclusion that exceedence of the objectives was unlikely. Nothing has changed in this regard.

Since 2015’s USA Cardiff Central Bus Station has been closed and redevelopment has begun. At the time of writing this report Air Quality is currently under review whereby Air Quality Assessment proposals have had comments passed by Cardiff Council. Of particular concern is the impact the new Bus Station will have on Air Quality in Westgate Street. This concern has been addressed in the Air Quality Assessment proposal.

This might affect concentrations of nitrogen dioxide in Westgate Street and, as mentioned earlier in this report, monitoring is in place to record this.

The City of Cardiff Council confirms that there are no relevant bus stations in the Local Authority area.

3.2 Other Transport Sources

3.2.1 Airports

There are no airports in Cardiff. The nearest airport is Cardiff International which is located approximately 15 miles to the west of Cardiff in The Vale of Glamorgan Council's area.

There are no airports planned or proposed within the Council's area and nowhere to put one.

The City of Cardiff Council confirms that there are no airports in the Local Authority area.

3.2.2 Railways (Diesel and Steam Trains)

Cardiff is well-served by passenger rail transport. The main Swansea to London Paddington line is served by Cardiff Central Station. Additionally, there is a network of local-line services running, in the main, to the valleys north of Cardiff.

LAQM.TG(16) suggests that SO₂ emissions from diesel locomotives may be significant if there are outdoor locations where locomotives are regularly stationary for more than 15minutes and where members of the public could be regularly exposed over this period at such locations.

LAQM.TG(16) also requires consideration exposure to nitrogen dioxide within 30m of certain specified railway lines in those areas where the annual mean background concentration is above 25µgm⁻³.

3.2.3 Stationary Trains

Stationary trains have been considered fully in earlier reports with regard to potential exceedences of the sulphur dioxide objective. No potential exceedences were found and nothing has changed in this regard since then. There is no need to further assess this source.

It should be recorded that works are now underway in preparation for the electrification of the main Swansea/Cardiff to London Paddington line. The effects of this on local emissions can be only beneficial.

Discussions with regard to the electrification of the local line network are ongoing.

The City of Cardiff Council confirms that there are no locations where diesel or steam trains are regularly stationary for periods of 15 minutes or more, with potential for relevant exposure within 15m.

3.2.4 Moving Trains

LAQM.TG(09) introduced a new requirement to assess the potential for exceedence of nitrogen dioxide objectives. The assessment criteria are in relation to large numbers of diesel locomotive movements where there is relevant exposure within 30metres of the track in areas where the background annual mean concentration of nitrogen dioxide is above $25\mu\text{m}^{-3}$.

This assessment was carried out for the 2009 USA and nothing has changed in the intervening period. There is no need to further assess this source.

It should be recorded that works are now underway in preparation for the electrification of the main Swansea/Cardiff to London Paddington line. The effects of this on local emissions can be only beneficial.

Discussions with regard to the electrification of the local line network are ongoing.

The City of Cardiff Council confirms that there are no locations with a large number of movements of diesel locomotives, and potential long-term relevant exposure within 30m.

3.2.5 Ports (Shipping)

The 2012 USA reported:

“Cardiff docks are not a ferry terminal, there is no Ro-Ro usage and no cruise liners use the port. There is some container traffic using the port and the docks handle bulk cargoes such as sand and grain. Coal-handling operations ceased some years ago.”

In accordance with LAQM.TG(16) guidance threshold of 5000 movements per annum, with relevant exposure within 250m of the berths and main areas or 15,000 large ship movements per annum, with relevant exposure within 1km of these areas is not close to being

approached and the risk of exceedence of the SO₂ objectives is considered very small.

Nothing has changed in this regard since the last 2015 USA report that time and there is no need to consider this source further.

The City of Cardiff Council confirms that there are no ports or shipping that meet the specified criteria within the Local Authority area.

3.3 Industrial Sources- Industrial Installations

3.3.1 New or Proposed Installations for which an Air Quality Assessment has been Carried Out

There are no new industrial installations for which planning approval has been granted which will give rise to potentially significant emissions of regulated pollutants.

At the time of writing this report, there is currently a scoping request for the Energy From Waste (Efw) site operated by Viridor, Tremorfa to increase the volume of waste that can be accepted and processed. The application is currently under review and an Air Quality Assessment methodology proposal has been reviewed by Shared Regulatory Services Specialist Services Team.

There are no new industrial processes in neighbouring local authority areas which could impact upon air quality in Cardiff.

It is not necessary, therefore, to consider new or proposed industrial installations further in this report.

The City of Cardiff Council confirms that there are no new or proposed industrial installations for which planning approval has been granted within its area or nearby in a neighbouring authority.

3.3.2 Existing Installations where Emissions have Increased Substantially or New Relevant Exposure has been Introduced

There are no existing industrial processes in Cardiff which have substantially increased emissions to air since the 2015 USA.

There is no need for further consideration of this aspect of the assessment further.

The City of Cardiff Council confirms that there are no industrial installations with substantially increased emissions or new relevant exposure in their vicinity within its area or nearby in a neighbouring authority.

3.3.3 New or Significantly Changed Installations with No Previous Air Quality Assessment

There are no new or significantly changed industrial installations for which previous air quality assessments have not been carried out and which could give rise to potentially significant emissions of regulated pollutants either within Cardiff or within neighbouring local authorities.

The City of Cardiff Council confirms that there are no new or proposed industrial installations for which planning approval has been granted within its area or nearby in a neighbouring authority.

3.3.4 Major Fuel (Petrol) Storage Depots

As reported in the 2012 USA, there is one major fuel (petrol) storage depot in Cardiff. This is the Chevron Terminal located in Cardiff Docks which was assessed in previous reports. This installation is subject to an EPR Permit and regulated by the Council. Capacity and throughput at this site has not altered significantly for the worse since the last assessment and no new relevant exposure exists.

There are major fuel (petrol) storage depots within the Local Authority area, but these have been considered in previous reports.

3.3.5 Petrol Stations

There are no new petrol stations in Cardiff with throughputs greater than 2000m³ per annum with a busy road nearby where there is relevant exposure within 10m of the pumps.

It is not necessary, therefore, to consider this further.

The City of Cardiff Council confirms that there are no petrol stations meeting the specified criteria.

3.3.6 Poultry Farms

There are no poultry farms in Cardiff subject to IPPC control. There is therefore no need to consider this further.

The City of Cardiff Council confirms that there are no poultry farms meeting the specified criteria.

3.4 Commercial and Domestic Sources

3.4.1 Biomass Combustion – Individual Installations

No large combustion plants burning biomass materials in Cardiff, no known service sector biomass boilers and no community heating schemes using biomass boilers have been identified since the 2015 USA. No residential areas with extensive solid fuel heating have been identified in previous reports.

It is not necessary to consider this further at this time. However, the Council is aware of the potential impact of biomass burning and will be keeping a register of such plant and installations for which planning approval is granted.

The City of Cardiff Council confirms that there are no biomass combustion plants in the Local Authority area.

3.4.2 Biomass Combustion – Combined Impacts

Previous reports have confirmed that there are no known areas in Cardiff where coal or solid fuel burning provides a significant level or primary household heating. Nothing has changed in this regard since the 2015 USA, despite the potential for increasing popularity of solid fuel heating with increased fossil-fuel prices, and there is no need to consider this further at this time.

The City of Cardiff Council confirms that there are no biomass combustion plants in the Local Authority area.

3.4.3 Domestic Solid-Fuel Burning

Previous reports have confirmed that there are no known areas in Cardiff where coal or solid fuel burning provides a significant level or primary household heating. Nothing has changed in this regard since the 2015 USA, despite the potential for increasing popularity of solid fuel heating with increased fossil-fuel prices, and there is no need to consider this further at this time.

It should be noted that the Council receives a number of enquiries each year from residents in respect of national or local requirements were they to wish to install log-burners or similar appliances in their homes. There are no smoke control area in Cardiff and hence no legal requirements with regard to appliances that may be installed. However, residents are always reminded of the legislation in respect of statutory smoke nuisance and, where they can't be persuaded otherwise for reasons of air quality and health, recommended to seek out an appliance certified for use in a smoke control area.

The City of Cardiff Council confirms that there are no areas of significant domestic fuel use in the Local Authority area.

3.5 **New Developments with Fugitive or Uncontrolled Sources**

There are no new locations where fugitive could occur which have not been covered by previous rounds of review and assessment and no locations where new relevant exposure has been introduced to existing locations.

It is not considered necessary to consider this further at this time.

The City of Cardiff Council confirms that there are no potential sources of fugitive particulate matter emissions in the Local Authority area.

4 Local / Regional Air Quality Strategy

The Council published its local air quality strategy “A Framework for the Future, 2003 – 2010” in October 2003. The Strategy recognised that the Council has the major role in securing improvements in local air quality in Cardiff and, in consequence, improved health and quality of life for those who live and work in the City.

The Strategy recognised the importance of bringing together the Council’s policies, strategies and plans as they may influence or affect air quality and recognises the importance of committing both the Council and other significant organisations to secure low air pollution levels in the city in the long term.

The Strategy detailed a number of commitments for the Council in this regard and these are summarised below:

1. The Council would continue to control local sources of air pollution using available environmental and enforcement powers, local planning controls and traffic management systems.
2. The Council would continue to ensure that its statutory responsibilities in respect of air quality continue to be addressed in all relevant aspects of the Council’s local policy framework.
3. The Council would continue to measure levels of key pollutants in the atmosphere using techniques and methodologies such that the data obtained may be compared to the air quality Objectives. The Council will undertake to ensure that the monitoring data is available within the public domain using the Council’s internet website.
4. The Council would continue to implement the Local Air Quality Management regime and periodically review and assess air quality in its area according to statutory requirements and according to guidance from central government and the devolved administrations. The Council will develop Air Quality Action Plans as necessary and will work towards meeting the air quality Objectives.
5. The Council would continue to operate, maintain and augment its vehicle fleet with low-emission vehicles wherever practicable.

6. The Council would review this Strategy from time-to-time as appropriate to ensure that it is both factually accurate and reflective of national and local developments in air pollution knowledge, control, measurement and good practice.

It is recognised that the Strategy is overdue. Now that the Council's Local Development Plan is in place it will be appropriate for Strategy to be reviewed and updated. However, the commitments outlined above remain in place.

5 Planning Applications

The Council continues to monitor the impact of proposed developments and recent developments already underway or in use.

The following developments may either be of significance in respect of local air quality or be a proposed development where air quality is a consideration.

5.1 Central Business District/Central Bus Station

Plans are currently being developed for a new “Central Business District” centred on Callaghan Square to the south of St Mary Street and the main railway line. The plans include the provision of a new Central Bus Station. How the bus station will operate and how bus routes around the Central Business District will function is still yet to be finalised. Chapter G (Air Quality) of an Environmental Statement was published in October 2014. This report considered implications on Cardiff City’s Air Quality and City Centre AQMA. The air quality assessment considered the construction phase and operational phase impacts of the proposed redevelopment assuming the relocation of the existing bus station to the site currently occupied by Marland House. The report considered scenarios which looked at surrounding traffic emissions as a result of the development, but failed to consider the bus station emissions as a contributing factor.

At the time of writing this report, planners and relevant parties are in the process stage of producing the Air Quality Chapter of the ES for the Central Square Interchange Development, incorporating the new proposed bus station emissions.

As highlighted air quality is a fundamental consideration in these plans as any changes to the existing bus station arrangements and routes to and from it will impact upon the Cardiff City Centre AQMA and Westgate Street part of it in particular.

After liaising with planners and consultants, Air Quality methodology proposals have been discussed and will be finalised.

These plans are likely to form a substantial part of an Air Quality Action Plan for the AQMA.

5.2 Windsor House

Planning application (13/01050/DCI) was received in May 2013. The plans proposed the demolition of Windsor House and erection of part six storey, part seven storey new building to accommodate managed student cluster flats and studios, including access, landscaping and associated works. At the time of writing this report construction of the new development is almost complete.

Cardiff Council's Pollution Control Team expressed concerns for the location of the development due to nearby road traffic emissions on Dumfries Place. A condition (Condition 14) was therefore implemented, requesting an Air Quality Assessment focussed on nitrogen dioxide from road traffic and its potential impacts on the occupiers of the development to be produced and accepted in writing by the Local Planning Authority before the commencement of any works. Condition 14 of the permission states;

'No development shall take place until an air quality assessment, including mitigation measures that may be necessary, has been submitted to and approved in writing by the Local Planning Authority. The agreed mitigation measures shall be implemented to the satisfaction of the Local Planning Authority prior to beneficial occupation.'

Proposed methodology for the Air Quality Assessment was agreed with Cardiff Council. It was confirmed that air quality monitoring should be undertaken prior to the commencement of development and the Air Quality Assessment should be provided prior to beneficial occupation. It was proposed and accepted by Cardiff Council that the most effective way of meeting the condition was through NO₂ monitoring over a period of 3 months between 30th August and 2nd December 2014, with the use of NO₂ passive diffusion tubes deployed at locations as close as possible to Windsor House.

The Air Quality Assessment was submitted in January 2015. The report concluded that mitigation is applied to:

- all habitable rooms on the Newport Road frontage to level 3 (inclusive) will require filtration. All levels above the floor of level 4, shown on plan 'proposed east west elevation' labelled as 25100 AoD should not require filtration based on the monitoring results.
- all habitable rooms on the Windsor Lane frontage from levels 1 to 4 as far from the Newport Road as studio B104 (inclusive); and
- all habitable rooms on the Sainsburys frontage from levels 1 to 4 as far back (i.e. from the Newport Road) as the courtyard (e.g. rooms c112 and c113a on level 1).

The report was accepted by Cardiff Council's Pollution Team and condition was passed. At the time of writing this report monitoring is in place at Windsor House, Windsor Lane. The findings from this location will be reported in 2017's Progress Report.

5.3 BBC Broadcasting House, Llantrisant Road, Llandaff

Planning application (15/00799/MJR) was received April 2015. The application details the redevelopment of the BBC Broadcasting House, Llantrisant Road site for residential development (up to 400 new homes). The plan requires demolition of all existing structures, site clearance and site preparation, the installation of new services and infrastructure and other associated works and activities. The BBC is expected to vacate the site in 2018 whereby the site will become available for redevelopment.

The proposed site lies in close proximity to the already established Llandaff AQMA. Therefore, as part of the planning application an Air Quality Assessment would need to be carried out. In February 2015 Cardiff Council's Air Pollution Officer met with consultants to discuss the Air Quality Assessment and their methodology proposal. The officer raised concerns with regards to vehicles queuing at peak hours on Llantrisant Road, new bus lane under construction outside the BBC premises and consideration of proposed developments at strategic sites further out of Cardiff along Llantrisant Road.

The Air Quality Assessment was submitted in May 2015. It assessed operational impacts of traffic emissions, arising from the development related traffic on local roads and the impact of traffic from local roads on the air quality for future residents. The Assessment based its conclusions on projected outcomes for 2019, which is anticipated to be the first year of occupation. The Assessment concluded that the overall operational air quality impacts of the development would be insignificant. Following this conclusion, Cardiff Council's officer was satisfied by the findings but did note that vehicles turning right from the west-bound carriageway of Llantrisant Road into the northern part of the development may cause queuing back into the AQMA during the evening traffic peak. It was recommended that, should consent be granted, adequate provision be required for vehicles turning right such that westbound traffic-flow is not impeded during the evening peak period.

NO₂ Monitoring has continued within the Llandaff AQMA at three specified locations. As illustrated above, both residential locations have shown compliance with the National AQS.

5.4 Glossop Road

At the time of writing this report proposals are in place for a redevelopment project located on Glossop Road, Cardiff. Plans are still premature, however discussions have taken place with Air Quality Consultants who are producing an Air Quality Assessment as part of the planning application. The project is taking place on a 0.647ha plot which runs along Glossop Road, Newport Road Lane, Howard Gardens and Moira Terrace. The aim of the redevelopment is to produce student accommodation consisting of 670 rooms. The proposed development will be car free, therefore the assessment of operational effects will focus on the exposure of future residents of the development to surrounding air quality. The development is anticipated to be completed by 2018; 2015 baseline data will be used to model projections for 2018. As expressed to the Consultants, the development is situated in close proximity to the Stephenson Court AQMA and the sensitive receptors which are already modelled by Council will need to be considered in addition to the residents of the new accommodation.

5.5 The Mill Development at the former Paper Mill Site, Sanatorium Road, Canton

Planning consent has been granted for mixed use development on the former Arjo Wiggins Papermill site On Sanatorium Road, Canton.

The initial plans included the provision of a new bus-only, left-in, left-out junction joining Cowbridge Road East between the Ely Bridge roundabout and Riverside Terrace. However, the splitting of the development means that 1/3 of the vehicular traffic would need to access/leave the site via the proposed new junction at Ely Bridge. Plans for the junction were amended to make the junction multi-directional and available to all road traffic.

Given the proximity of the proposed new junction to the Ely Bridge AQMA an Air Quality Impact Assessment was submitted in support of the plans. It was concluded that, in an extreme, worst case scenario, the proposed new junction would cause a very small negative impact on air quality within the AQMA and that, in planning terms, this impact was insignificant.

Currently infrastructure works are progressing. The Council continues to monitor air quality within the area, Sites 165- 168. These sites were implemented following the original planning application in 2013. From 2013 to current time, these sites have continued to comply with National AQS.

6 Air Quality Planning Policies

At the time of writing this report Cardiff Council has adopted a new Local Development Plan (2006- 2026). The plan was adopted on the 28th January 2016 and upon adoption it now forms the development plan and will be the basis for decisions on land use planning in Cardiff.

The plan contains two policies of relevance to air quality;

-KP18 deals with Natural Resources. It states:

“In the interests of the long-term sustainable development of Cardiff, development proposals must take full account of the need to minimise impacts on the city’s natural resources and minimise pollution, in particular the following elements.....minimising air pollution from industrial, domestic and road transportation sources and managing air quality.”

-EN13 which addresses air, noise, light pollution and contaminated land states

“Development will not be permitted where it would cause or result in unacceptable harm to health, local amenity, the character and quality of the countryside, or interests of nature conservation, landscape or built heritage importance because of air, noise, light pollution or the presence of unacceptable levels of land contamination.”

The Cardiff LDP replaces several existing plans, including the South Glamorgan (Cardiff Area) Replacement Structure Plan 1991- 2011, City of Cardiff Local Plan and the Cardiff Unitary Development Plan (UDP) (to 2016).

Environmental Policy EV4 of the Replacement Structure Plan states that:

“Proposals which have an unacceptable effect on local communities or important natural resources by virtue of air, land, water or waste pollution will not be permitted.”

Policy 2.64 of the Cardiff UDP concerns air, noise and light pollution, and states that:

“Development will not be permitted where it would cause or result in unacceptable harm to health, local amenity, the character and quality of the countryside, or interests of nature conservation or landscape importance because of air, noise or light pollution.”

And Paragraph 2.64.6 stipulates that:

“Planning permission will not be granted for development that would contribute to poor air quality as a result of traffic emissions.”

7 Local Transport Plans and Strategies

The Local Transport Plan (LTP) 2015- 2020. The implementation of this policy followed Welsh Government's decision to replace Regional Transport Plans with LTPs. Cardiff's LTP policy identifies key transport issues and strategies to tackle these issues. The LTP focuses on a range of measures common to all parts of Cardiff which will have an impact upon traffic movements, growth and emissions (and hence air quality). The programmes highlighted in the LTP include walking and cycling infrastructure, bus network and junction improvements, Cardiff Capital Region Metro Schemes, 20mph limits and road safety schemes. LTP programmes will compliment transport infrastructure provided in conjunction with development brought forward through the LDP. LTP programmes include;

- Walkable Neighbourhoods programme
- Cardiff Strategic Cycle Network (Enfys) programme
- Bus programme (Strategic Bus Network)- junctions improvements, bus prioritisation, extending the range of destination via bus.
- Cardiff Capital Region Metro programme- phased implementation of proposed rapid transit link between Cardiff Bay and Cardiff Central and rapid transit corridor in NW Cardiff to Pontyclun, Rhondda Cynon Taff
- Improve access to local stations programme
- Park and Ride programme- Proposed facility at Junction 33. Designed to intercept traffic on A470, north of Cardiff
- Highway programme- strategic junction improvements and strategic highway improvements
- Road Safety programme

The Council has published an Annual Progress Report for Transport each year since 2002. These are available here:

<http://www.keepingcardiffmoving.co.uk/your-sustainable-travel-city>

8 Climate Change Strategies

The Council published the “Carbon Lite Cardiff Action Plan” in June 2010.

Carbon Lite has run its course and has been superseded by “One Planet Cardiff” which has its own dedicated website with the vision document and delivery plan. Links to both the Cardiff Council website and the One Planet Cardiff website are below:

<http://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Sustainable-Development-and-Energy/Pages/Sustainable-Development-and-Energy.aspx>

<http://www.oneplanetcardiff.co.uk/>

9 Implementation of Action Plans

Currently there are four established AQMAs within Cardiff:

1. **Cardiff City Centre**- declared 1st April 2013
2. **Llandaff**- declared 1st April 2013
3. **Stephenson Court**- declared 1s December 2010
4. **Ely Bridge**- declared 1st Feb 2007

Each of these AQMAs was declared as a result of road-traffic derived Nitrogen Dioxide.

At present Shared Regulatory Services (SRS) currently have one action plan in place for Ely Bridge AQMA. At the time of writing this report, discussions have been made with Welsh Government with regards to the difficulties SRS face when trying to produce formal Action Plans for its AQMAs due to foreseeable developments and the uncertainty of how these developments will affect air quality. It was agreed with Welsh Government that temporary Interim Action Plans will be implemented for Cardiff City, Llandaff and Stephenson Court AQMAs.

The Cardiff City Centre AQMA incorporates the former St Mary Street AQMA and an Action Plan for this area was adopted in February 2010. The measures contained therein were fully implemented. Essentially, the plan was to create a pedestrian-friendly environment north of the junction with Wood Street to Castle St. The works have now been completed and monitoring remains in place to access the effectiveness of the plan. However, one of the main outcomes of this plan was the increase in traffic on Westgate Street, which therefore led to increased levels of NO₂ and the declaration of the City Centre AQMA in 2013.

The redevelopment of Central Square/ Cardiff Bus Station impedes on an agreed final version of an Air Quality Action Plan for the City Centre AQMA. To date the final designs or the timescales for the development and in particular any detailed transport/ air quality assessments and proposed modifications to the traffic flows on Westgate and surrounding streets have yet to be reviewed. The development of an action plan is made difficult to fulfil without final assessment and design details available. In this instance SRS has produced an "Interim Action Plan" which is detailed in Section 9.1. This plan draws upon SRS's efforts to drive Air Quality as a major aspect of consideration during any development.

With regards to Llandaff AQMA, a further assessment was undertaken in 2014. Results highlighted levels of NO₂ below the national objective of 40µg/m³. Although the outcome from this study would suggest a decision of revoking the AQMA could be undertaken, the levels were not significantly below the AQS and as such it has been decided that the AQMA would remain and reviewed on a year by year basis, as detailed in the 2015 USA. Currently there is currently no formal Action Plan in place for the Llandaff AQMA due to location of the AQMA and potential development of strategic LDP sites situated to the north of the AQMA. As detailed in Section 5 “Planning Application”, at the time of writing report there is currently planning permission granted for the redevelopment of the BBC Broadcasting House site into 400 new homes for 2018. Due to the uncertainty surrounding the AQMA an “Interim Action Plan” has been produced by Cardiff Council (see Section 9.2).

Currently no action plan is in place for Stephenson Court AQMA. Significant changes to road-layouts and bus stops immediately adjacent to the AQMA have only recently been completed by the Council and the impacts of these changes were not modelled or assessed in terms of the impact on the air quality prior to implementation and therefore we do not yet know whether these changes have had a beneficial or detrimental effect on the air quality in the AQMA. Section 9.3 contains an Interim Action Plan for Stephenson Court AQMA.

9.1 Cardiff City Centre Interim Action Plan

- Continue to monitor traffic derived NO₂ & PM₁₀ with the use of passive diffusion tubes at existing sample locations in and around the City Centre AQMA and use of continuous analysers located at Cardiff City Centre's AURN site.
- Evaluate trends in the monitoring data and look to improve NO₂ tube locations (especially where new residential accommodation is created and tubes could be moved to the façade of the building) and potentially create new NO₂ monitoring locations.
- Investigate the potential expansion of the City Centre AQMA, for example elevated concentrations of NO₂ for Kingsway/ Duke Street/ Castle Street link area has prompted a Detailed Assessment to be carried out following this Progress Report.
- With the introduction of Cardiff's Local Transport Plan (LTP) 2015- 2020, it is of SRS Pollution team's best interest to influence and push those programmes which will have a beneficial impact on air quality.
- With Cardiff Central Enterprise Zone being highlighted as a Strategic site in Cardiff's Local Development Plan (LDP), SRS will aim to drive air quality as one of the key considerations within the design stage of any development. At the time of writing this, with regards to Cardiff Central's redevelopment and the implementation of new transport hub, SRS's Specialist Services Officers have been working in close conjunction with colleagues in City Operations (transport management/ planning) and the developers of the Central Square, including attending Transport Workshops. Air Quality Assessments for the various phases of the development have both been carried out and are planned to be carried out. An Air Quality Assessment is currently being proposed for the inclusion of the new bus station development and how this will impact air quality, particularly focusing on Westgate Street. Proposed methodologies for this assessment have been evaluated and discussed through the course of various meetings. The main task of these meetings is to establish mitigation methods which can then be incorporated into a final Action Plan:-
- Potential ideas to improve air quality, especially situated along Westgate Street could be the introduction of "Low Emission Zones" which would restrict buses to meeting Euro IV standards or better. Once the designs and working principles (bus routes, leaving and entry points, signalling) of the bus station are finalised, such ideas of improving air quality can be investigated further.

9.2 Llandaff Interim Action Plan

- Continue to monitor traffic derived NO₂ with the use of passive diffusion tubes at existing sample locations. Based on previous NO₂ data, results at residential accommodations along Llantrisant Road have fallen below the AQS. Following a review of 2016's ratified diffusion tube data it may be necessary for SRS to undertake a detailed assessment which could therefore lead to the Llandaff AQMA being revoked. However any decision to revoke this AQMA needs to be mindful of the potential development of strategic LDP sites to the north of the AQMA. For example planning consent has been granted for the redevelopment of the BBC Broadcasting site into 400 new homes to the north of the AQMA (15/00799/MJR). This development is planned for 2018.

-Currently there are three NO₂ monitoring locations within the established AQMA. It has been decided that if monitoring is to continue into 2016, the locations of these passive diffusion tubes will be assessed. One of the diffusion tubes which is not located at a residential façade (site 33) and therefore will be moved to a nearby residential façade to represent a worst case scenario.

- SRS will work closely with Cardiff Council's Planning Department, advising on any development with the potential for detrimental impacts on air quality, requesting Air Quality Assessments and applying conditions where necessary.

9.3 Stephenson Court Interim Action Plan

-Following the completion of engineering works towards the end of 2015 (realignment of the junction in order to reduce queuing on City Road & relocation of bus stops outside residential accommodation to positions further east) Shared Regulatory Services Specialist Services Team has decided to continue NO₂ monitoring with the use of passive diffusion tubes for 2016 in order to assess the effectiveness of the changes that have taken place. Once the 2016 data has been ratified and evaluated it will be investigated whether or not to proceed to a detailed assessment and revoke the AQMA.

9.4 Ely Bridge Action Plan

The Ely Bridge AQMA is centred upon the north-western end of Cowbridge Road West (known locally as Ely Bridge).

Cowbridge Road West is a dual-carriageway road linking Culverhouse Cross to the south-west with Western Avenue and Cowbridge Road East to the north-east. It is heavily trafficked during the daytime, both during weekdays and at weekends, as it provides one of the principal routes into and out from the city centre from the A4232 Peripheral Distributor Road (PDR) and The Vale of Glamorgan to the west of Culverhouse Cross.

Towards the south-west, the road link is relatively open in aspect and traffic is free-flowing in the main. The whole length of Cowbridge Road West is subject to a 30mph speed limit and this is enforced by permanently located speed cameras at a number of points.

Within the AQMA there are terraced residential properties just a footpath's width from the kerb and there is significant localised traffic congestion adjacent to these properties. The free-flow of traffic is adversely affected by light-controlled junctions at Mill Road and Riverside Terrace and an on-demand light-controlled pedestrian crossing adjacent to these junctions. There is also a junction with Colin Way adjacent to the AQMA on the south-bound side of the carriageway.

The Ely Bridge AQMA came into force on 1st February 2007. An Action Plan for this AQMA was adopted in February 2009 following review of an earlier Action Plan for the former Cardiff West AQMA. The review concluded that there were no additional measures available for the Ely Bridge AQMA other than those which were in the former Action Plans and these drew heavily on traffic and emission reduction measures contained in the Local Transport Plan (LTP).

The LTP has a number of key themes:

- Widening Travel Choices
- Managing Travel Demand
- Network Management

The Council Produces Annual Progress Reports (APR) for the implementation of the measures Contained in the LTP. There are available online here:

http://www.cardiff.gov.uk/content.asp?nav=2870,4048,4188,4242&parent_directory_id=2865

At the time of writing the latest APR available is for 2011. Appendix 2 contains tables detailing progress with regard to implementing the LTP.

It is possible that the Action Plan will be reassessed as a result of the proposed new additional junction on Cowbridge Road West, planned to be located just east of the AQMA.

10 Conclusions and Proposed Actions

10.1 Conclusions from New Monitoring Data

Monitoring data for 2015 indicates that annual mean concentrations of nitrogen dioxide were not unduly elevated during the year and that in some locations concentrations may have been lower than expected. Monitoring during 2016 and onwards may show whether this will be maintained.

As highlighted in 2015 USA and this report a detailed assessment will follow this Progress Report to determine the potential expansion of the City Centre AQMA to encompass Kingsway/Duke Street/Castle Street link past Cardiff Castle.

Following this report, the finalisation of Action Plans for Cardiff City Centre AQMA, Llandaff AQMA and Stephenson Court AQMA is a priority. As outlined above, SRS have devised Interim Action Plans for these AQMAs and these actions will be undertaken, in particular the potential to undertake of detailed assessments for Llandaff and Stephenson Court AQMAs following a review of 2016's NO₂ data.

10.2 Conclusions relating to New Local Developments

Section 5 details a number of local developments which have either gained planning consent recently or for which a planning application has been received.

These applications have been handled accordingly where Air Quality Assessments have been produced and conditions applied accordingly.

10.3 Other Conclusions

There are no other conclusions to be drawn from the information provided herein.

10.4 Proposed Actions

As a result of the information provided herein it is proposed to

1. Continue monitoring within and around the existing AQMAs and other areas of concern.
2. Proceed to a detailed assessment for Kingsway/Duke Street/Castle Street link and based on findings, expand the City Centre AQMA to encompass these areas.
3. Continue to drive Air Quality as a major aspect to be considered during any planning applications, most importantly Cardiff Central Development.
4. Continue to work towards the development of Final Action Plans for Cardiff City AQMA, Llandaff AQMA and Stephenson Court AQMA.
5. Continue monitoring within the Stephenson Court AQMA to assess the impact, if any, of the road-layout changes completed at the start of 2015. Following review of 2016's data, either proceed to develop a viable Air Quality Action Plan or proceed to a Detailed Assessment with the potential outcome of the AQMA being revoked.
6. Continue monitoring within the Llandaff AQMA. Following review of 2016's data, either proceed to develop a viable Air Quality Action Plan or proceed to a Detailed Assessment with the potential outcome of the AQMA being revoked.
7. Submit a Progress Report in 2017.

11 References

1. Air Quality (Wales) Regulations 2000, No. 1940 (Wales 138)
2. Air Quality (Amendment)(Wales) Regulations 2002, No. 3182 (Wales 298)
3. The County Council of the City and County of Cardiff (The Philog Air Quality Management (NO₂)) Order 2000
4. The County Council of the City and County of Cardiff (The Newport Road Air Quality Management (NO₂)) Order 2000
5. The County Council of the City and County of Cardiff (The Cardiff West Air Quality Management (NO₂)) Order 2000
6. The County Council of the City and County of Cardiff (The St Mary Street Air Quality Management (NO₂)) Order 2002
7. The County Council of the City and County of Cardiff (Ely Bridge Air Quality Management (NO₂)) Order 2007
8. The County Council of the City and County of Cardiff (Stephenson Court Air Quality Management (NO₂)) Order 2010
9. The County Council of the City and County of Cardiff (Cardiff City Centre Air Quality Management (NO₂)) Order 2013
10. The County Council of the City and County of Cardiff (Llandaff Air Quality Management (NO₂)) Order 2013
11. Cardiff Council 2003 Updating and Screening Assessment
12. Cardiff Council 2004 Progress Report
13. Cardiff Council 2005 Progress Report
14. Cardiff Council 2006 Updating and Screening Assessment
15. Cardiff Council 2007 Progress Report
16. Cardiff Council 2008 Progress Report
17. Cardiff Council 2009 Updating and Screening Assessment
18. Cardiff Council 2010 Progress Report
19. Cardiff Council 2011 Progress Report
20. Cardiff Council 2012 Updating and Screening Assessment
22. Cardiff Council Detailed Assessment for Stephenson Court
22. Cardiff Council 2012 Further Assessment for Stephenson Court
23. Cardiff Local Transport Plan 2000-2016
24. Cardiff Annual Progress Report for Transport 2009
25. Regional Transport Plan for South Wales
26. Cardiff Council Ely Bridge Air Quality Action Plan 2009
27. Cardiff Council St Mary Street Air Quality Action Plan 2010
28. Cardiff Council Detailed Assessment for Llandaff
29. Cardiff Council Detailed Assessment for Westgate Street
30. Cardiff Council 2014 Further Assessment for Cardiff City Centre
31. Cardiff Council 2014 Further Assessment for Llandaff
32. Cardiff Council 2014 Detailed Assessment for Fair oak Road Roundabout
33. Cardiff Council 2014 Progress Report
34. City of Cardiff Council Local Transport Plan 2015- 2020
35. Cardiff Local Development Plan 2006- 2026
36. Cardiff Council 2015 Updating and Screening Assessment

Appendices

Appendix A: Diffusion Tube Monitoring Data 2015

Site	WAQF_site_id	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ave	Biased Adjusted using national bias adjustment factor (0.79)	DC %
16	CCC-036	19.8	44.0	44.0	36.7	34.3	27.5	33.7	33	33.7	39.6	35.8	41.1	35.3	27.86	12
33	CCC-054	32.6	79.6	70.5	55.0	61.8	43.8	55.3	55.7	55.4	59.7	68.8	74.8	59.4	46.94	12
44	CCC-078	23.8	48.3	44.1	34.5	30.9	23.7	26.7	30.5	33.4	43.0	34.9	37.6	34.3	27.08	12
45	CCC-079	23.7	54.0	53.2	37.5	38.2	24.4	35.9	31.5	43.4	46.2	58.8	58.8	40.6	32.09	11
47	CCC-081	30.6	66.4	72.6	67.5	49.3	38.5	43.4	51.5	59.7	33	63.3	52.3	41.35	11	
49	CCC-083	26.0	48.4	46.6	33.8	37.4	36.1	34.7	36.5	34.9				37.2	29.35	9
56	CCC-090	27.7	53.1	49.1	36.6	37.6	29.6	32.7	36.8	40.1	39.5	16.3	51.1	37.5	29.64	12
58	CCC-092	37.0	77.9	71.8	59.4	67.7	56.5	67.7	57.4	45.6	54.0	72.1	65.8	61.1	48.25	12
73	CCC-107	17.2	41.2	34.4	31.6	25.7	18.5	21.7	22.4	29.6	36.6	32.3	23.8	27.9	22.05	12
74	CCC-108	35.1	68.0	58.3	43.9	50.1	44.2	55.6	55.5	53.8	51.3		64	52.7	41.64	11
81	CCC-115	30.5	57.7	55.3	41.3	47.2	27.2	43.7	40.1	44.9	51.6	57.3	39.3	44.7	35.29	12
82	CCC-116		39.2		38.9	26.5	15.8	13.5	25.7	35.9	44.7	30.5	30.4	30.1	23.79	10
85	CCC-119	13.9	39.0	39.9	29.5	27.1	21.8	25.4	25.6	31.6	32.4	25.3	28.2	28.3	22.36	12
86	CCC-120	30.4	60.5	44.1	43.2	46.1	37.8	42.8	40.9	43.2	42.9	50	47.5	44.1	34.85	12
96	CCC-130	25.0	42.7	48.4	42.5	35.7	30.8	34.3	37.5	45.9	51.8	39.3	37.8	39.3	31.05	12
97	CCC-131	22.4	47.8	44.7	39.4	38.1	30.1	33.5	34.5	39.8	44.8	42.3	45.8	38.6	30.49	12
98	CCC-132	17.5	42.5	40.4	27.8	31.2	23.1	28.8	29.3	32.8	40.7	31.5	40.8	32.2	25.44	12
99	CCC-133	22.5	42.6	52.6	45.5	28.3	28.7	31.1	33.8	43.8	58.3	31.2	34.9	37.8	29.84	12
100	CCC-134	25.4	43.5	45.9	34.6	32.5	30.9	38.8	35.7	36.1	42.9	37.1	35	36.5	28.86	12
101	CCC-135			34.4	25.5	23.3	12.9	21.7	22.9	29.4	29.7	29.3	27.6	25.7	20.28	10
102	CCC-136			35.7	24.5	21.9	15.7	21.6	25.4	28	33.3	34.3	26.2	26.7	21.06	10
103	CCC-137			35.4	26.0	22.8	17.9	21.5	22	27.8	35.0	28.2	25.7	26.2	20.72	10
106	CCC-140	25.0	47.9	46.6	35.9	31.8	25.7	31.3	36.4	34.9	40.3	38.4	52.6	37.2	29.41	12
107	CCC-141	27.2	45.3	46.6	40.0	38.4	30.3	32.8	33		51.8	45.6	36.4	38.9	30.70	11
111	CCC-145	17.9	32.2	34.3	31.3	21.8	20.7	21	23.9	27.5	41.8	25.1	26.7	27.0	21.34	12
112	CCC-146	22.7	41.5	46.6	36.9	34.5	25.5	28.6	30.2	37.6	49.0	31.4	26.5	34.3	27.06	12
115	CCC-149	26.1	44.8	51.8	41.0	42.7	37	34.3	38.2	43.2	44.7	45	44.4	41.1	32.47	12
117	CCC-151	26.8	59.5	60.3	61.4	43.2	40.3	45.4	44.5		65.2	49.6	54.4	50.1	39.54	11
119	CCC-153	22.1	42.5	41.6	35.8	27.9	20	29.2	33.5	38.3	49.3	39	40.8	35.0	27.65	12
124	CCC-158	16.6	41.2	34.8	27.7	24.5	20.8	23.7	26.6	29.7	37.3	30	28.5	28.5	22.48	12
126	CCC-160	26.9		53.3	46.1	49.4	36.2	48.5	47.6	44.9	47.3	51	50	45.6	36.00	11
128	CCC-162	25.2	47.3	43.3	43.4	30.7	22.6	37.6	30.9	40	45.2	38.7	44.3	37.4	29.57	12
129	CCC-163	23.4	55.1	45.4	39.4	34.7	39.9	40	38.6	43.5	42.4	39.5	35.8	39.8	31.45	12
130	CCC-164	33.4	56.6	52.9	32.1	43.6	40.7	37.1	42.3	47.3	57.7	44.4	47	44.6	35.23	12
131	CCC-165	30.8	61.5	61.0	43.9	54.6	38.5	51.3	48	51.6	55.6	55.2	47.7	50.0	39.48	12
133	CCC-167	24.8	46.1	45.8	47.6	40.1	32.3	37.5	40.8	42.4	45.2	41.6	40.2	40.4	31.89	12
134	CCC-168	27.0	54.9			36.7	29.3	31.7	39.9		53.2	47.8	44.8	40.6	32.07	9
139	CCC-173	22.8	49.8	49.1	40.8	29.7	25.5	29.8	33.2	41.3	52.2	38.4	34.3	37.2	29.42	12
140	CCC-174	25.6	57.9	55.6	53.4	41.4	30.8	41.8	43.2	45.4	53.4	49.3	53.9	46.0	36.32	12
141	CCC-175	25.2	53.0	48.9	36.0	38.9	37.8	37.7	35.2	43.9	44.6	47.3	41.8	40.9	32.28	12
142	CCC-176	32.0	62.4	63.1	56.7	47	39.9	49.5		59.3		63.9	55.7	53.0	41.83	10
143	CCC-177	27.3	59.5	52.1	47.2	53.8	46.7	52.3	45.1	47	48.3	50.6	49.7	48.3	38.16	12
144	CCC-178	27.7	56.8	52.1	44.1	54.3	45.5	53.3	43.6	49.9	44.2	45.4	48.4	47.1	37.22	12
145	CCC-179	25.5	52.3	50.5	34.8	35	30.8	30.6	31.8	40.2	48.7		36.1	37.8	29.90	11
146	CCC-180	21.6	45.3	43.5		27.9	23	28.4	29.3	35.1	41.9	33.5	40.5	33.6	26.57	11
147	CCC-181	21.5	46.2	42.6	44.9	29.1	24.8	27.2	31	34.4	46.0	36.5	36.6	35.1	27.70	12
148	CCC-182	20.2	42.2	47.7	44.0	28.4	24.3	24	32.5	38.4	52.4	34	30.1	34.9	27.53	12
149	CCC-183	27.2	51.3	53.7	43.6	45.3	39.5	42.1	39.3	41.2	39.5	45.6	41.5	42.5	33.56	12
152	CCC-186	19.0	42.5	44.1	42.4	34.2	28.8	30.4	31	36.6	38.7	35	36.5	34.9	27.60	12
153	CCC-187	24.0	45.8	44.5	38.0	36.6	30.6	34.8	31.4	33.3	41.5	43.5	36.3	36.7	28.99	12
156	CCC-190	19.2	44.8	43.9	33.8	25.6	19.8	24.8	26.7	37.2	49.9	36.3	31.7	32.8	25.92	12
157	CCC-191	23.5	46.7	42.9	37.6	32.7	28.4	29.6	28.1	30.8	34.4	39.1	38.7	34.4	27.16	12
158	CCC-192		39.1	30.4	23.3	16.9	23.1	28	36	47.4	34.7	33.2	32.3	25.50	11	
159	CCC-193	23.6	44.8	54.2	41.2	39.7	30.2	37.3	41.2	49.4	51.9	50.2	52.2	43.0	33.96	12
160	CCC-194	20.5	43.7	38.8	34.4	36	25.8	33.3	31.6	35	37.5	39.7		34.2	27.03	11
161	CCC-195	25.5	53.3	52.7	38.8	38.5	28.6	35.4	39.8	45.7	54.1	40.2	37.7	40.9	32.28	12
162	CCC-196	21.3	43.2	35.2	34.4	27.2	22.2	26.9	26.5	29.1	35.8	33.3	36.6	31.0	24.47	12
163	CCC-197	23.2	45.2	42.6	33.5	30.1	23.8	22.8	23.7	30.4	35.7	6.9	34.8	29.4	23.22	12
164	CCC-198	16.8	34.6	33.7	28.4	21.4			18.5	22.7	30.5	23.5	27	25.7	20.31	10
165	CCC-199	12.7	24.3	27.3	23.3	14.9	10.6	13.8	17	20.1	29.1	18.3	18	19.1	15.10	12
166	CCC-200	18.0	52.1	49.7	41.3	40.5	36.3	35.4	38.4	41	41.7	43	49.5	40.6	32.05	12
167	CCC-201	18.1	46.1	43.6	37.4	33.1	27.3	32.9	32.4	36.9	42.8	37	41.7	35.8	28.26	12
168	CCC-202	19.3	38.7	39.4	31.2	27.3	23.6	28.1	30.8	31.8	38.7	31.3	28.3	30.7	24.26	12
169	CCC-203	14.7	28.5	27.0	21.0	15.1	13.3	15.2	18.7	21.5	29.7	22.5	19.9	20.6	16.27	12
170	CCC-204	18.4	33.5	26.2	21.7	21.2	14.6	19	22.5	27.6	30.2	29.8	25.1	24.2	19.08	12
171	CCC-205	15.9	29.4	30.1	19.5	19.2	14.6	16	20.8	25.9	31.0	27.6	24.3	22.9	18.06	12
172	CCC-206	32.6	69.1	64.3	42.9	60.7				57.8	45.8	70.7	63.1	56.3	44.50	9
173	CCC-207	20.4	41.4	46.2	27.7	34.3	18.7			34	40.3	49.8	46.7	36.0	28.40	10
174	CCC-208	22.4	46.3	50.9	38.7	30.7	23.4	25.6	31.5	40.9	57.9	31.7	35.2	36.3	28.65	12
175	CCC-209	27.0	47.7	65.6	58.8	44.4	45	49.5	55.3	59.2	78.1	52.7	54.6	53.2	42.00	12
176	CCC-210	36.3	72.4	77.5	77.5	78.6	58.2	68.8	65.9	69.4	65.5	65.5	80.7	67.2	53.06	11
177	CCC-211	21.4	72.4	63.4	70.5	64.1	54.3	62.2	63.4	62.8	61.9	55.9	78.2	60.9	48.09	12
178	CCC-212	42.9	70.8	79.0	70.1	77.1		70.4	67.2	72	68.9	72	66	68.8	54.32	11

Appendix B: QA/QC Data

Diffusion Tube Bias Adjustment Factors

A database of bias adjustment factors determined from Local Authority co-location studies throughout the UK has been collated by the LAQM Helpdesk. The National Diffusion Tube Bias Adjustment Factor Spreadsheet (Version 06/16) was used to obtain an overall adjustment factor of 0.79 from the input data shown in the following screen-shot. This overall factor is based on 26 co-location studies where the tube preparation method and analysis laboratory used were the same as those used by Cardiff Council.

Figure B.1: National Diffusion Tube Bias Adjustment Factor Spreadsheet

National Diffusion Tube Bias Adjustment Factor Spreadsheet							Spreadsheet Version Number: 06/16			
Follow the steps below in the correct order to show the results of relevant co-location studies							This spreadsheet will be updated at the end of September 2016 LAQM Helpdesk Website			
Data only apply to tubes exposed monthly and are not suitable for correcting individual short-term monitoring periods										
Whenever presenting adjusted data, you should state the adjustment factor used and the version of the spreadsheet										
This spreadsheet will be updated every few months; the factors may therefore be subject to change. This should not discourage their immediate use.										
The LAQM Helpdesk is operated on behalf of Defra and the Devolved Administrations by Bureau Veritas, in conjunction with contract partners AECOM and the National Physical Laboratory.					Spreadsheet maintained by the National Physical Laboratory. Original compiled by Air Quality Consultants Ltd.					
Step 1:		Step 2:	Step 3:	Step 4:						
Select the Laboratory that Analyses Your Tubes from the Drop-Down List		SELECT a Preparation Method from the Drop-Down List	SELECT a Year from the Drop-Down List	Where there is only one study for a chosen combination, you should use the adjustment factor shown with caution. Where there is more than one study, use the overall factor shown in blue at the foot of the final column.						
If a laboratory is not shown, use have no data for this laboratory.		If a preparation method is not shown, use have no data for this method at this laboratory.	If a year is not shown, use have no data.	If you have your own co-location study then see footnote . If uncertain what to do then contact the Local Air Quality Management Helpdesk at LAQMHelpdesk@uk.bureauveritas.com or 0800 0327953						
Analysed By	Method	Year	Site Type	Local Authority	Length of Study (months)	Diffusion Tube Mean Conc. (Dm) (µg/m ³)	Automatic Monitor Mean Conc. (Cm) (µg/m ³)	Bias (B)	Tube Precision ⁿ	Bias Adjustment Factor (A) (Cm/Dm)
ESG Didcot	50% TEA in acetone	2015	SU	Thanet District Council	9	17	15	10.6%	G	0.90
ESG Didcot	50% TEA in acetone	2015	R	Thanet District Council	12	27	23	17.8%	G	0.85
ESG Didcot	50% TEA in acetone	2015	B	Medway Council	12	21	12	77.3%	G	0.56
ESG Didcot	50% TEA in acetone	2015	R	Medway Council	11	32	23	42.6%	G	0.70
ESG Didcot	50% TEA in acetone	2015	R	North East Lincolnshire Council	10	34	28	21.2%	F	0.83
ESG Didcot	50% TEA in acetone	2015	R	North East Lincolnshire Council	11	39	28	38.8%	G	0.72
ESG Didcot	50% TEA in acetone	2015	R	North East Lincolnshire Council	11	55	47	16.2%	G	0.86
ESG Didcot	50% TEA in acetone	2015	R	Hambleton District Council	10	22	19	17.6%	G	0.85
ESG Didcot	50% TEA in acetone	2015	UB	City of York Council	11	24	16	50.6%	G	0.66
ESG Didcot	50% TEA in acetone	2015	R	City of York Council	11	36	27	31.9%	G	0.76
ESG Didcot	50% TEA in acetone	2015	R	City of York Council	11	34	25	34.8%	G	0.74
ESG Didcot	50% TEA in acetone	2015	R	City of York Council	12	39	28	41.1%	G	0.71
ESG Didcot	50% TEA in acetone	2015	R	Rugby Borough Council	12	23	21	10.6%	G	0.90
ESG Didcot	50% TEA in acetone	2015		Overall Factor* (26 studies)					Use	0.79

Discussion of Choice of Factor to use

The bias adjustment factor applied to all 2015 data is 0.79. The applied bias adjustment factor has been calculated using the national diffusion tube bias adjustment factor spreadsheet version 06/16. The individual bias adjustment factor calculated using Frederick Street, Cardiff City Centre automatic monitoring system has not been adopted due to insufficient data capture (<90%) at the automatic monitoring analyser for NO₂ and the co-location study was less than 9 months.

PM Monitoring Adjustment

The Frederick Street Automatic Monitoring Station uses a TEOM- FDMS (Tapered Element Oscillating Microbalance Filter Dynamics Measurement System) to monitor PM₁₀ & PM_{2.5}. In accordance with Section 7.146 of the LAQM TG(16) the local authority can use this analyser without the need for correction for slope or intercept.

QA/QC of Diffusion Tube Monitoring

The diffusion tubes are supplied and analysed by Environmental Scientifics Group Didcot, using the 50% triethanolamine (TEA) in water method. Environmental Scientifics Group Didcot participates in the Annual Field Inter-Comparison Exercise and Workplace Analysis Scheme for Proficiency (WASP) inter-comparison scheme for nitrogen dioxide diffusion tube analysis. From April 2014 the WASP Scheme was combined with the STACKS scheme to form the new AIR scheme, which Environmental Scientifics Group participates in. The AIR scheme is an independent analytical proficiency testing scheme operated by LGC Standards and supported by the Health and Safety Laboratory (HSL).

The laboratory Environmental Scientifics Group Didcot is regarded ranked as the highest rank of satisfactory in relation to the WASP intercomparison scheme for spiked Nitrogen Dioxide diffusion tubes. Information regarding tube precision can be obtained via <http://laqm.defra.gov.uk/diffusion-tubes/precision.html> Information regarding WASP results can be obtained via <http://laqm.defra.gov.uk/diffusion-tubes/ga-qc-framework.html>

Uncertainties

All values presented in this report are the best possible estimates, but uncertainties in the results might cause over-or under-predictions. All of the measured concentrations presented have an intrinsic margin of error. DEFRA and the Das suggest that this is of the order of plus or minus 20% for diffusion tube data and plus or minus 10% for automatic measurements.

The UK Government's Air Quality Expert Group (AQEG) has published a report on trends in primary nitrogen dioxide in the UK (AQEG, 2007). This examines evidence that shows that while NO_x emissions have fallen in line with predictions made a decade previously, the composition of NO_x has, in some urban environments, changed. This may have caused nitrogen dioxide levels at some locations to fall less rapidly than was expected. The latest guidance from DEFRA and the DAs (2009) has been followed regarding NO_x to NO₂ relationships.

The limitations to the assessment should be borne in mind when considering the results set out in preceding sections.

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

ENVIRONMENTAL SCRUTINY COMMITTEE

6 SEPTEMBER 2016

CARDIFF COUNCIL PUBLIC CONVENIENCE STRATEGY 2016

Purpose of Report

1. To provide Members with the opportunity to scrutinise the Cardiff Council Public Convenience Strategy 2016 and provide feedback before it is considered at Cabinet.

Background

2. In March 2016 Welsh Government declined to adopt the adoption of the Public Health (Wales) Bill. Notwithstanding, the Council has a continued ethical and operational commitment towards public convenience provision in the City. Including the establishment of a strategy to address the toileting needs of the community, improving both the standards and availability of public conveniences under the local authority's control. To address this requirement the Council has created the 'Cardiff Council Public Convenience Strategy 2016'; a copy of this document is attached to this report as **Appendix 1**.
3. **Appendix 1** details a number of key concerns around the provision of public conveniences, these include:
 - The various partnership approaches which can be taken in the provision of public conveniences;
 - The adoption of best practice;
 - The use of new technologies; and
 - How the access to public conveniences will be communicated in future.

4. The 'Cardiff Council Public Convenience Strategy 2016' (**Appendix 1**) is the first step being taken by the Council to address the new legislative requirement. The document sets out a series of recommendations which need to be considered before a formal timetable of plans is established. The hope is that the approved plans will help realise the Council's aspiration of providing good quality public convenience facilities for all residents and visitors.

Cardiff's Public Convenience History

5. Historically, the management of public conveniences has been spilt across four of the Council's service areas, these are:
 - Street Cleansing – they have managed the city centre public conveniences;
 - Parks – they have managed the public conveniences in Cardiff's parks;
 - Bereavement Services – they have managed the public conveniences in cemeteries; and
 - The Harbour Authority – they are responsible for the public conveniences in Cardiff Bay.

Appendix 1 provides an overarching strategy for all Council service areas to ensure consistent service delivery.

6. Public conveniences provide infrastructure necessary to facilitate the enjoyment of the city by visitors and residents. They can make a significant impact upon the comfort of individuals and families who visit public spaces in the city and their perception of the city as a desirable place to visit and live.
7. Although the proposed Welsh Government, Public Health (Wales) Bill, Part 6 focuses on 'Provision of Toilets', currently a local authority provision of public conveniences is not a statutory duty. Increasingly the Council faces challenges to maintain standards of toilet provision, maintenance and cleaning due to limited funding.
8. A 2007, Public Conveniences survey found that 75% of respondents found public conveniences to be poor or very poor across Cardiff; in particular the survey identified that 48% of public conveniences in the city centre were poor or very poor.

9. Changing demographics, human activity in the city and the regulatory provision of these facilities in private businesses (for example, hotels and shopping precincts) has impacted on the demand for public conveniences. This now means that to meet public demand / expectations many private businesses are now providing public conveniences which meet the highest of standards; this generally means that they are modern, very clean, accessible and hygienic. As a consequence there is a view that the historic role of providing public conveniences is less of an imperative. Local authorities now mainly provide public conveniences where they create demand as service providers themselves, for example, in libraries and community hubs.
10. The reduction in the Council's public convenience provision has over the last 10 to 15 years been further impacted in by major infrastructure development and regeneration of many locations. For example, many private retailers now provide public conveniences as part of their developments as a consequence of building regulations. This type of quality provision is designed to satisfy the demands of a wide ranging demographic of customers; including those with a range of disabilities, parents with children and older people.
11. Cardiff's position in terms of the provision of public conveniences is not unique. In an attempt to address public convenience issues across the United Kingdom the government produced a document in 2008 titled 'Improving Public Access to Better Quality Toilets – A Strategic Guide'; this aimed to provide a blueprint for local public toilet provision. Furthermore, whilst adopted the Welsh Government; Public Health (Wales) Bill, expresses under Part 6 'Provision of Toilets' a number of duties that local authorities must meet regarding public convenience provision.

Aims & Objectives of the Strategy

12. The aim of the Strategy is to meet the needs of residents and visitors to the city by reviewing and accounting for the quality and quantity of public conveniences in Cardiff, their usage, maintenance, and opening hours. Broadly the strategy seeks to achieve the following:

- Providing a unified holistic Council approach to a strategy for all the Council's public conveniences which are implemented and supported corporately;
- Creating a unified approach to high quality public convenience and sanitary provision across the Council;
- Generation of guide lines for the integration of public accessible facilities into any new council building development where practicable;
- Providing a selection of clean, safe, accessible and high standard public conveniences with a 'home from home' experience when using both Council and partner facilities;
- Provision of public conveniences by the Council and its partners to support activities where people are encouraged to stay for long periods in excess of three hours;
- Provision of public conveniences to support events including the consumption of food and beverages: ideally supported in partnership by the private sector and retailers that benefit from customers comfort.

Strategy Key Recommendations

13. The strategy sets out a series of 17 areas for consideration; each of these are set out as an issue / opportunity and followed up by a number of recommendations for each area. Full detail of these considerations can be seen in **Appendix 1**.
14. The list of considerations includes:

Provision;	Access and inclusion;
Legal position;	Cleanliness standards & maintenance;
Council position;	Funding potential;
Revised opening hours;	Awareness and partnership;
Improve the offer / availability / use of	Marketing & sponsorship;
existing Council facilities;	Public consultation;
Community toilet scheme;	Planning;
Night time economy;	Antisocial behaviour and Events.

15. A summary briefing on the strategy identifies the most important considerations and describes what they aim to achieve, these include:
- **Improve the offer / availability / use of existing Council facilities** – Mapping of existing provision. Conduct a mapping exercise of existing provision within the Cardiff Council offering.
 - **Provision** – Improved communications to the public via new media will be a key driver for change and information relay regarding provision and quality; web sites and apps, such as ‘public toilet map’ and ‘looseker’ are already used by Cardiff to list the Council facilities could be promoted to visitors. Best practice and innovative ideas should be explored, such as a case study of the SatLav text messaging service operated by Westminster City Council, which makes use of mobile phone technology to help the public locate their closest accessible toilets as well as numerous ‘apps’ that could be explored to help visitors find the nearest toilet facilities.
 - **Legal Position** – Whilst un-adopted, under the Public Health (Wales) Bill; the Council is ethically required to develop a strategy for public conveniences, independently and or in partnership with the public sector. It is recommended that all elements of the un-adopted Bill be accounted for in advance of any potential adoption / statute.
 - **Legal Position** – Improved communications to the public via new media will be a key driver for change and information relay regarding provision and quality. By way of example in the high footfall areas of Cardiff (Bay & City Centre) there are hundreds of toilets. The Council will work with retailers and food outlets to signpost their facilities better in partnership.
 - **Unified Approach** - Led by City Operations, a unified approach to high quality public convenience provision across the city should be implemented in partnership with other directorates, for example, communities. Using existing and growing provision (for example, community hubs & libraries) based within community facilities would satisfy upcoming Bills and gaps in service provision / availability, augmenting services based within City Operations responsibility.

- **Community Toilet Scheme** – Partnership Offering / Provision. The Council will benefit by working in partnership to encourage a wide range of premises to make their facilities available to the wider public. (Currently there are over 100 toilet facilities provided by the private sector in the City Centre and Bay area).
- **Access and Inclusion** – Ensuring that ‘Changing Places Specification WCs’ are considered for installing in all Cardiff Council properties, but in particular those having a public function, for example, hubs, shared facilities, schools and parks / leisure. Within this consideration the business case should allow for future proofing, for example, installing appropriate drainage and tanking if not hoists and sanitary ware.
- **Cleanliness, Standards & Maintenance** – Defined cleanliness standard for Cardiff council public conveniences. This should be used to establish / provide uniformity and allow for efficiencies in cleansing, procurement and maintenance; Compliancy. Ensure that facilities are compliant to Part M Building Regulations as a minimum standard; In accordance with the Equalities Act 2010 the Council will also aim to cater for elderly users and those with special medical conditions, paying attention to the distribution of public conveniences and the frequency, distance between them but importantly the specification.

16. **Appendix 1** concludes that public conveniences which are managed by Cardiff Council are in a wide ranging state of repair, and are often of poor quality, poorly maintained and resourced. It is only through three key drivers that public conveniences can be provided in Cardiff to a standard demanded by an international capital city, these are:

- Working partnership across council and externally;
- Communication and information;
- Availability / frequency and quality.

17. In addition to the ‘Cardiff Council Public Convenience Strategy 2016’ (**Appendix 1**) an Equality Impact Assessment for the ‘Cardiff Council Public Convenience Strategy 2016’ has been attached to this report as **Appendix 2**.

Way Forward

18. Officers from the City Operations Directorate have been invited to attend to give a presentation and to answer Members' questions. The meeting will provide the Environmental Scrutiny Committee with the opportunity to scrutinise and comment on the content of the Draft Public Conveniences Strategy prior to it being considered at Cabinet.

Legal Implications

19. 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

20. 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

The Committee is recommended to:

- Consider the information in the report and appendices, and provided at the meeting;
- Decide whether they would like to make any comments to the Cabinet;
- Decide the way forward for any future scrutiny of the issues discussed.

DAVID MARR
Interim Monitoring Officer

31 August 2016



Cardiff Council
Public Convenience
Strategy

2016

Background

In March 2016 Welsh Government failed to agree the adoption of the Public Health (Wales) Bill. Notwithstanding, the Council has a continued ethical and operational commitment towards public convenience provision in the City.

As such the Council, in line with the recommendations of the aforementioned un-adopted Bill, intends to set out a Strategy to address the toileting needs of the community; improving both the standards and availability of public conveniences under the Local Authority's control. This strategy also includes details of partnership approaches, best practice adoption and use of new technologies and communications that it is envisaged will lead to an increased awareness of the locations of Public Conveniences within the city.

This Strategy is the first step to delivering this commitment. It sets out recommendations that should be considered before a timetable for plans can be established, in order to ensure that the City of Cardiff's aspirations provide good quality public convenience facilities for all residents and visitors.

Introduction

Historically, the management of public conveniences has been spilt across four service areas within the Authority:

- i) Street Cleansing, managing the city centre facilities,
- ii) Parks managing the facilities in Parks
- iii) Bereavement Services managing toilets in cemeteries, and
- iv) The Harbour Authority manages for toilets in the Bay.

This strategy provides an overarching directional strategy for all Council in order to ensure consistent service delivery.

The provision of public conveniences provides infrastructure necessary to facilitate the enjoyment of the city by visitors and residents. They can make a significant impact upon the comfort of individuals and families who visit public spaces in the city and their perception of the city as a desirable place to visit.

Although the proposed Welsh Government, Public Health (Wales) Bill, Part 6 focuses on 'Provision of Toilets', currently a local authority provision of public conveniences is not a statutory duty. Increasingly Council faces challenges to maintain standards of toilet provision, maintenance and cleaning due to limited funding and pressure on resources and varying approaches across the service areas.

The 2007, Public Conveniences survey found 75% of respondents found public conveniences poor or very poor across Cardiff and in the city centre 48% thought the facilities were poor or very poor.

Changing demographics, human activity in the city and the regulatory provision of these facilities in private businesses (i.e. hotels and shopping precincts, St Davids Shopping Centre) has impacted on the demand for public conveniences. As such many modern toilet facilities are demanded by patrons of the private sector; who in meeting customers' needs, expectations and related legislation now provide high toileting that is of a high standards of cleanliness, accessibility and safety, ensuring within their licensing that hygiene and maintenance are achieved.

As such; the historic role of Local Authorities providing Toileting has become less of an imperative. Local authorities now mainly provide Toileting facilities where they create demand as service providers themselves e.g. libraries, Community hubs and supported facilities.

This reduction in specific dedicated Council Toilet provision has over the last ten to fifteen years been further impacted in Cardiff by major infrastructure development and investment and the regeneration of many locations. By way of example many private retailers now provide public conveniences as part of their developments under building regulations Part M e.g. St David's shopping centre provides high quality separate toilet facilities, incorporating WCs, Baby and adult changing facilities and fully accessible toileting available over extended opening hours in excess of 18 hours a day and capable of satisfying increased footfall. This type of quality provision is designed to satisfy the demands of wide ranging demographic of customers including those with a range of disabilities, parents with children and the older community.

Understandably Cardiff is not alone in the growing pressure on public toilet provision, and in an attempt to address this the government produced in 2008 a document 'Improving Public Access to Better Quality Toilets – A Strategic Guide' providing a blueprint for local public toilet provision. Furthermore, the proposed Welsh Government; Public Health (Wales) Bill, expresses under Part 6 'Provision of Toilets' a number of duties that Local authorities must account for regarding WC provision. (Appendix 3: Relevant Legislation).

However, as said increasing pressures on local authorities and the greater potential of improved diversity and quality of services held in the private sector delivery of Toileting, must raise the question; is local authority best placed to provide all local public conveniences? Is there a shared benefit to a greater partnership working approach?

2. Aims & Objectives

The aim of this strategy is to meet the needs of residents and visitors to the city by reviewing and accounting for the quality and quantity of public conveniences in Cardiff, their usage, maintenance, and opening hours.

Broadly the strategy seeks to achieve;

- A unified holistic council approach to a strategy for all the councils Public Conveniences; Implemented and supported corporately.

- Unified approach to high quality WC and sanitary provision across Council.
- Generation of guide lines for the integration of public accessible facilities into any new council building development where practicable; using Part M Building regs as a minimum requirement / standard.
- Provide a selection of clean, safe, accessible and high standard WCs, with a 'home from home' experience when using the Council and partners facilities.
- Provision of public conveniences by Council and partners to support activities where people are encouraged to stay for long periods in excess of three hours.
- Provision of public conveniences to support events including the consumption of food and beverages: ideally supported in partnership by the private sector and retailers that benefit from customers comfort.

Considerations and Recommendations		
Consideration	Issue / opportunity	Recommendation
Provision	<p>All of the below Options have been evaluated in accordance with best practice. However Option 4 - Expand the offering - working in partnership; has been identified as the preferred option.</p> <p>Option 1 - Close all public conveniences Although the provision of a public convenience service is not currently statutory, this Council recognises the importance and essential need to provide this service. Cardiff Council is committed to provide a high quality public convenience service council-wide; closure of all public conveniences is a not an option as the remaining toilet facilities provide valuable provision and many have integrated uses e.g. with changing facilities.</p> <p>Option 2 Status Quo - Retention of the existing service The retention of public conveniences currently available, focusing on consistent standards of quality that can be sustained.</p> <p>Option 3 – Community Tax Levi Improve standards and availability by securing community tax levy to provide new facilities.</p> <p>Option 4 - Expand the offering - working in partnership In accordance with the Public Health (wales) Bill. The Council will focus on providing better, high quality, uniform standards for the existing facilities, but also expanding and adding to provision, through the use of new developments of council buildings / incorporating new offerings within a unified strategy to provision</p> <p>In accordance with the Equalities Act 2010 the Council will also aim to cater for elderly users and those with special medical conditions, paying attention to the distribution of public conveniences and the frequency, distance between them.</p>	<p>Currently Option 4 as outlined in the previous column and below is recommended.</p> <p><i>Option 4 - Expand the offering - working in partnership In accordance with the Public Health (wales) Bill. The Council will focus on providing better, high quality, uniform standards for the existing facilities, but also expanding and adding to provision, through the use of new developments of council buildings / incorporating new offerings within a unified strategy to provision</i></p> <p>The following points briefly outline how this will broadly be implemented.</p> <ol style="list-style-type: none"> 1. Offering and Quality Improvements. Within this document a raft of recommendations will suggest towards the implementation of Option 4 - Expand the offering - working in partnership In accordance with the Public Health (wales) Bill. The Council will focus on providing better, high quality, uniform standards for the existing facilities, but also expanding and adding to provision, through the use of new developments of council buildings / incorporating new offerings within a unified strategy to provision 2. Low use Retention. It is unlikely that public conveniences with low levels of usage will be retained by council. 3. Strategy integration. Use of strategic and spatial plans to ensure a better mix of provision, adopting a range of approaches to meet needs at different times of the day, and to improve poor quality facilities that attract criminal activity and bring down the reputation of neighbourhoods. 4. Improved communications to the public via new media will be a key driver for change and information relay regarding provision and quality. By way of example in the high footfall areas of Cardiff (bay & city centre) there are 100's of toilets. Council will work with retailers and food outlets to signpost their facilities better in partnership. 5. Community Toilet scheme evolution. The Community Toilet Scheme funding will support initiatives as well as possible corporate sponsorship and promotion to encourage the private sector to open up their facilities to more of the public.
Legal Position	<p>Whilst the Council does not currently have a statutory duty to provide public conveniences independently; the upcoming Welsh Government; Public Health (Wales) Bill, expresses under Part 6 'Provision of Toilets' a number of duties that Local authorities must account for regarding WC provision. (Please see Appendix 3: Relevant Legislation).</p> <p>Councils Vision the 7 shared outcomes established as a requirement for Cardiff to become a liveable capital city also prescribe towards the provision of Wcs within the City; a level of expectation based on Cardiff's growing requirements, both in population and demand as an ever expanding Capital City; naturally creates demand for a high level of expectation.</p>	<ol style="list-style-type: none"> 1. In March 2016 Welsh Government failed to agree the adoption of the Public Health (Wales) Bill. Notwithstanding, Under the Public Health (Wales) Bill council is required to develop a strategy for Toilet provision, independently and or in partnership with the public sector. It is recommended that all elements of the Bill be adopted regardless of its adoption / statute. 2. Statutory planning. Council to improve its statutory opportunity, through planning and Building Control to ensure that planning applications comply with Part M building regulations. Providing high quality accessible WCs, Baby changing and adult changing opportunities as services may demand. 3. Illustration of compliancy with the Equalities Act 2010 regarding the availability of WCs and the removal of barriers to access, in order to improve social opportunities.

	<p>The Equalities Act 2010 would consider the provision of Toileting in the community as the removal of barriers to access and inclusion. As such a full equality impact assessment and accompanying engagement will be conducted in order to establish the best options for WC provision in Cardiff.</p>	<p>4. In accordance with the duties as expressed within the Equalities Act 2010; a full equality impact assessment will be conducted using community engagement as a vehicle for identifying need and gaps.</p>
<p>Council Position</p>	<p>Currently the Councils public conveniences are controlled through in-house resources and funding under the City Operations Directorate. Although there is now 1 directorate an inconsistent approach in provision, maintenance and standards is evident given that each of the now combined section brings their own approach.</p> <p>Upon the completion of the planned closures of the APC; Council will have no standalone facilities; with the remaining stock of public conveniences being predominately linked to facilities with joint purpose or within existing buildings.</p> <p>It is unlikely that Council will commit to providing any newly construction dedicated standalone WC facilities on an independent basis. The capital investment costs to secure and build new facilities can prove to be a barrier if the council were to consider new facilities, by example the completed Roath Park project cost excess of £100,000 in 2013.</p> <p>It is proposed that by bringing the conveniences for the whole of council under one approach, it will be possible to make efficiencies by one service area overseeing all public conveniences and the adoption of set standards, resources and budgets can be maximised.</p> <p>From 1st April 2015 all standalone toilet facilities provided by the Council fall under the directorate of City Operations.</p> <p>Therefore, this directorate is best placed to take forwards the actions from this strategy to ensure standard approaches and economies of scale.</p>	<ol style="list-style-type: none"> 1. Unified Approach. Led by City Operation, a unified approach to high quality WC and Toileting provision across the city should be implemented in partnership with other directorates e.g. communities. Using existing and growing provision (e.g. community hubs, libraries) based within community facilities would satisfy upcoming Bills and gaps in service provision / availability, augmenting services based within City Operations responsibility. 2. Targeting provision. Locations affected by the Closures should be targeted to identify alternative facilities or provision within a close distance. The Community Toilet Scheme funding will support initiatives as well as possible corporate sponsorship and promotion to encourage the private sector to open up their facilities to more of the public to replace the gap created through closure / removal. 3. Marketing. Review of community toilet scheme responsibilities and current provision needs to be conducted. City Operations through a newly established strategy to initiate corporate marketing of WC provision for residents, tourism, and visitors 2015/16, via new media and communications. 4. Working with partners, the council would propose greater partnership working and sharing of resources in order to publicise, operate and utilise all available facilities; this providing an economic benefit to all parties.
<p>Revised opening hours</p>	<p>Antisocial behaviour and operational management of closing times.</p> <p>On a location by location basis seasonal opening and closing hours for public conveniences can be introduced for all facilities, this can be remotely conducted through automatic time locks being installed.</p> <p>Regulation of closing hours and automated locking should mitigate against misuse and abuse of the facilities and thereby improve quality standards, in addition to matching the demands of the public.</p> <p>Many of the parks facilities already have seasonal hours to match the sporting activities and parks usage.</p> <p>The hours the facilities are accessible can have an impact on mis-use and anti-</p>	<ol style="list-style-type: none"> 1. Assessment of opening times. Continue standard opening times – further to assessment. Review on a facility by facility and customer usage basis to find the optimum opening periods.

	social behaviour. Be reviewing the time incidents occur a pattern of opening hours could be improved.	
Seasonal opening hours	<p>Seasonal opening and closing hours for public conveniences can be introduced for all standalone facilities.</p> <p>Regulation of closing hours and automated locking should mitigate against misuse and abuse of the facilities and thereby improve quality standards, in addition to matching the demands of the public.</p> <p>Many of the parks facilities already have seasonal hours to match the sporting activities and parks usage.</p> <p>The hours the facilities are accessible can have an impact on mis-use and anti-social behaviour..</p>	<ol style="list-style-type: none"> 1. Fitment of automatic time locks to all standalone facilities to be installed. 2. Review incident rates so establish appropriate closure times to reduce anti social behaviour / occurrence. 3. Promote and communicate closure times to communities using such locations. Promote changes through new media.
Improve the offer / availability / use of existing Council facilities	<p>One way to increase public convenience facilities is to make Council buildings toilet facilities accessible to the public. It is recognised that toilets provided in certain Council offices can be made accessible to public use. Subject to consultation being carried out and accessibility being improved at certain sites, additional toilet facilities Council-wide will become accessible.</p>	<ol style="list-style-type: none"> 1. Mapping of existing provision. Conduct a mapping exercise of existing provision within the Cardiff Council offering. 2. Expand the Offering. Improve / expand the offering through using locations such as community hubs, which may be identified as potentially filling gaps in provision currently apparent and due to closures e.g. APC. 3. Council properties. Identify all Council properties and examine their offering for quality, range and suitability/ publicise 4. Use all Council buildings such as City Hall, New library Cardiff Castle, New theatre, St Davids Hall. 5. Future Council Development. Any future council building development or regeneration considers the provision of publically accessible toilet facilities as part of their design and compliancy.
Community Toilet Scheme	<p>The Welsh Government launched the Community Toilet scheme (CTS) in 2007.</p> <p>Background - The Welsh Government funding granted to Cardiff Council is currently £3000 a year, to facilitate grants for private enterprises to open up their toilets facilities to the general public. To date take up of scheme has been very poor. Fourteen signed up in 2012, to date two have left the scheme, but a further four have joined the scheme bring the total to sixteen. Other premises have expressed the lack of interest down to the increased demands on their facilities and possible mis-use. A lack of awareness of the scheme could also be a reason for the low registration of the grants.</p> <p>To improve the historical position in 2010/11 the council provided an additional £20,000 budget to “top-up” the CTS grants, so making it more attractive to businesses. The aim is to achieve an increased number of business and toilet providers in the high foot fall areas of the City.</p> <p>Currently uptake is low and needs promotion although currently promoted by City Centre management and the corporate communications team.</p>	<ol style="list-style-type: none"> 1. Partnership Offering / Provision. The Council will benefit by working in partnership to encourage a wide range of premises to make their facilities available to the wider public. (Currently there are over 100 toilet facilities provided by the private sector in the city centre and bay area). 2. Bus and Taxi facilities will need to be utilised more efficiently. This includes provision in the new Central square Transport Hub. This will benefit the night time as well as day-time economy. 3. Partnership Incentives. Explore the use of partnership opportunities, incentivising through a small fee being received for each new facility registered:- <ul style="list-style-type: none"> • 3rd sector promotion • Keep Wales Tidy • Chambers of Commerce • Hoteliers association

<p>Night Time Economy</p>	<p>The high concentration of pubs and clubs within the city centre and Cardiff bay generate several night time local environmental quality concerns, including urination. On the weekends and evenings there is a massive influx of people visit the pubs and clubs of the city. For special events, there can be an additional 250,000 people visiting the centre in the day and but also they remain for the evenings.</p> <p>Some Authorities turn to the installation of pop up style urinals, butterfly style urinals, wee-lie bins and temporary pissoirs located in key areas.</p> <p>Some of these mobile facilities have also been trialled in recent years in the city centre in St Marys Street and Greyfriars Road areas as part of the Operation Mistletoe campaign in the lead up to Christmas. Such temporary facilities are relatively expensive to provide and maintain and do not enhance the day time street scene that Cardiff has worked hard to achieve. In several cities where the temporary facilities were provided they attracted negative reactions from daytime visitors and shoppers. The most appropriate solution for the night time economy could be mobile weekend toilet units that are only provided at specific times and days, yet as stated above, such solutions prove costly to administer. Whilst this may not completely eradicate the problem of street urination, it has been suggested by the BTA, the Police and Westminster City Council that it would go a long way to making the city centre a more hygienic and welcoming place to frequent during the evening.</p> <p>It should be noted that such facilities have to service both sexes and if unsupervised can attract a high risk for the users and the operators through mis-use, anti-social behaviour and the possibility of attack or incident. Alternatively, more open urinals can reduce anti-social behaviour but provide less privacy for users and passers-by.</p> <p>Many cities, like Swansea and Westminster City already uses mobile weekend toilet units to help tackle the late night urination problem and linked these with education campaigns “don’t spoil it for everyone” and “rank” aimed at taxi drivers. Towns like Watford have built in under ground urinals that ‘pop’ out the ground at night to provide services for the night time economy and then return to an underground storage area in the morning, such facilities require extensive infrastructure and maintenance and is unlikely to be suitable for Cardiff city centre due to the extensive underground network of utilities in the city centre.</p> <p>Other authorities place their resources into street washing as they feel the problem cannot be tackled by placing toilets in one local. In Cardiff, historically, with the exception of the temporary facilities provided as part of the seasonal Operation Mistletoe, the emphasis has been on dealing with the effect of urination. Popular places used by the night time revellers include Blue Star Lane, The Golate, Crockerherbtown Lane, Millicent Street (section by</p>	<p>Finding a solution to the lack of night time toilet provision and the possible inebriated state of some individuals the answers are not always easy.</p> <ol style="list-style-type: none"> 1. Historic treatment. It is recommended that the Historic way that this issue is tackled is continued. With the exception of the temporary facilities provided as part of the seasonal Operation Mistletoe, the emphasis is to deal with the effect of urination e.g. Blue Star Lane, The Golate, Crockerherbtown Lane, Millicent Street (section by Tesco’s), telephone boxes and doorways in general. 2. New Technology. It is recommended that in instances where ‘Hot spots’ occur new technologies are adopted such as anti pee paints. https://www.youtube.com/watch?v=SzXHgANCnF4 http://www.mirror.co.uk/usvsth3m/residents-german-city-getting-revenge-5283159 This combined with a signage and communication strategy may reduce the need for priority washing by the City Centre Street Cleansing Teams. At the current time, priority privately owned areas (e.g. doorways) are washed in addition to the affected adopted highway areas. Due to financial pressures this will be reviewed going forward. 3. Business contribution. Furthermore this could be assisted by business making a contribution towards the management of the issue management of this issue, purchase pf materials / communications. 4. Business Responsibility. Additionally it is recommended that businesses should be encouraged to block off their doorways (e.g. installing pull-down shutters for use at night); businesses joining together to create a Business Improvement District (BID) with a portion of the generated funding being used for night time toilets, or the Council imposing a night time levy (e.g. as operated by Newcastle Council) on businesses that operate at night, again with a portion of the generated funds being used for night time toilets. 5. Business Feedback / cases. Ultimately further feedback and business case are to be obtained and explored from the current temporary night time provision to determine if providing facilities in strategic locations of the city centre and bay is more cost effective than street washing. 6. The use of pop up ‘pissoirs’ will be investigated in hotspots such as St Mary Street. This in accordance with previous scrutiny investigation into the subject of the night time economy.
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	<p>Tesco’s), telephone boxes and doorways in general. Hot spots are washed on a priority basis early morning by the City Centre Street Cleansing Teams. At the current time, priority privately owned areas (e.g. doorways) are washed in addition to the affected adopted highway areas. However, in conjunction with the unprecedented squeeze on public finances, this will be reviewed going forward.</p> <p>There are options for businesses to assist in, or make a contribution to, the management of this issue. These include: businesses blocking off their doorways (e.g. installing pull-down shutters for use at night); businesses joining together to create a Business Improvement District (BID) with a portion of the generated funding being used for night time toilets, or the Council imposing a night time levy (e.g. as operated by Newcastle Council) on businesses that operate at night, again with a portion of the generated funds being used for night time toilets.</p>	
<p>Access and Inclusion</p>	<p>All the provided facilities must comply with the Disability Discrimination Act (DDA) Part M requirements of the regulations and guidance exists to support the authority in complying. The facilities the council provides must be accessible for all residents and visitors to Cardiff.</p>	<ol style="list-style-type: none"> 1. Access Audits. In addition to an equalities impact assessment a full access audit of all locations currently within the Community Toilet scheme (CTS), will be conducted to establish suitability and compliancy. 2. Location Audit is conducted to establish gaps in provision, particularly associated to the removal of the APCs. This will inform an action plan. 3. Community participation and partnership working will facilitate this activity at minimal costs – costs to be established. 4. Ensuring that Changing Places Specification WCs are considered for installing in all Cardiff Council properties, but in particular those having a public function e.g. Hubs, shared facilities, schools and Parks / Leisure. Within this consideration the business case should allow for future proofing e.g. installing appropriate drainage and tanking if not hoists and sanitary ware.
<p>Cleanliness, Standards & Maintenance</p>	<p>A review of the current varying standards and maintenance regimes adopted across the Council is required. If Cardiff wishes to raise the current standards and visitor experience of toilets then one minimum standard for cleanliness, maintenance and fixture provision must be adopted by all the Councils facilities. The strategy requires that all public conveniences be brought up to and maintained to the same standard.</p> <p>An acceptable standard of cleanliness has been defined in terms of the outcome rather than the input. These standards should relate too;</p> <p>Cleanliness standard</p> <ul style="list-style-type: none"> • Clean, safe and dry floor • Loo roll – provisions of and quality of paper • Provision and emptying of bins <p>Maintenance standard</p> <ul style="list-style-type: none"> • Inspections levels • Speed and quality of repairs 	<ol style="list-style-type: none"> 1. Defined cleanliness standard for Cardiff council public conveniences in accordance with the Public Health (Wales) Bill and accompanying guidance. This should be used to establish / provide uniformity and allow for efficiencies in cleansing, procurement and maintenance. 2. Compliancy. Ensure that facilities are compliant to Part M Building Regulations as a minimum standard 3. In accordance with the Equalities Act 2010 the Council will also aim to cater for elderly users and those with special medical conditions, paying attention to the distribution of public conveniences and the frequency, distance between them but importantly the specification. 4. Changing places WCs will be investigated to look at where such facilities can be appropriately located – in partnership with the changing places campaign Cardiff will promote these locations

	<p>Fixture & fittings provision</p> <ul style="list-style-type: none"> • Hot and cold running water • Sustainable, water savings devices • Sustainable energy usage and lightly • Sustainable hand dryers instead of paper towels • Baby changing facilities • Soap dispensers • Locks • Sinks • Toilets • Disabled facilities & access 	
<p>Funding potentials</p>	<p>The British Toilet Association (BTA) and other councils suggest a variety of funding options are available for improving existing provision and providing new facilities, including capital purchase, lease financing, lease maintenance, equipment rental, advertise funding and charging for facilities.</p>	<ol style="list-style-type: none"> 1. Funding Opportunity Identification. It is fair to say that the increasing financial pressures faced by council, requires a partnership strategy and has already identified that Council is not best placed to deliver quality WC facilities independently. As such Partnerships and shared opportunities must be considered a driver.
<p>Awareness and Partnership</p>	<p>Across Cardiff there are many toilets that are accessible to the public. Within Cardiff there is a need to improve the signposting of public conveniences throughout the city, but especially in the city centre and areas that attract high tourist numbers.</p> <p>As well as increasing the number of tradition signposts for Council or partnership facilities, the Community Toilet Scheme funds should be explored for promoting facilities in the larger shopping areas. In return for the toilet grant, premises would allow Cardiff Council to promote their toilet facilities as accessible. In order to make the scheme more attractive, promotion of the premises through web adverts or capital times articles could be explored.</p>	<ol style="list-style-type: none"> 1. All public and retailer conveniences will be clearly identified and locatable through directional signage, and new media apps. Web links, apps and visitor information should be provided to signpost your nearest facilities. Although traditional sign posts are required, web links could be promoted in the high footfall areas, which lists the local facilities available. Such a web link could also be used as a promotional tool for the Community Toilet Scheme partners. 2. Existing New technology solutions could be adopted in partnership to improve awareness of local toilets e.g. travel websites and accessibility resources such as the development of an in house accessible information portal. 3. Web sites and Apps, such as ‘public toilet map’ and ‘looseeker’ are already used by Cardiff to list the Council facilities could be promoted to visitors. Best practice and imitative ideas should be explored, such as a case study of the SatLav text messaging service operated by Westminster City Council, which makes use of mobile phone technology to help the public locate their closest accessible toilets as well as numerous ‘apps’ that could be explored to help visitors find the nearest toilet facilities. 4. The council already have a web page on the Community Toilet Scheme. Sponsorship and advertising of the scheme partners could be explored as an additional benefit to supporting the Community Toilet Scheme.
<p>Marketing & Sponsorship</p>	<p>In the private sector it is common place that companies with seek sponsorship deals e.g. Mothercare sponsor baby changing facilities, Imperial Leather sponsor soap dispensers, for their toilet facilities. So, allowing the facilities to provide high quality fixtures and fittings at a reduced price. In addition, in high usage facilities advertising space on the interior toilet doors is sold as an additional income stream.</p>	<ol style="list-style-type: none"> 1. Marketing and sponsorship opportunities should be centrally led to maximise income for advertising space and sponsorship deals on all appropriate Council Facilities and also to develop buy-in to the community toilet scheme.
<p>Public Consultation</p>	<p>Understanding what the residents and visitors to Cardiff think and want from the public conveniences is important. Through public consultation and the other advice and assistance of the British Toilet Association, Cardiff can improve the current ‘well below standard’ of public convenience provision in</p>	<ol style="list-style-type: none"> 1. Engagement. Conduct a series of engagement activities with special interest and local groups:- <ul style="list-style-type: none"> • Cardiff Council Access Focus Group • 50 + forum • Heath board

	<p>line with public expectation, be kept informed of new ideas and gain valuable insight and information from toilet providers.</p> <p>The below figures illustrate the publics feelings about WC provision in Cardiff in 2007; 9 years ago. As such it is reasonable to expect that their feedback would be more negative should such an exercise be conducted today</p> <p>July 2007 survey results;</p> <p>How would you rate public conveniences in...?</p> <p>Parks & Gardens 4.2% V.good 20.5% good 45.0% poor 30.2% V poor</p> <p>City centre 12.4% V.good 39.4% good 37.4% poor 10.9% V poor</p>	<ul style="list-style-type: none"> • Citizen Panel
<p>Planning</p>	<p>Currently there is limited public conveniences consideration given through the planning process. An SPG (strategic planning guidance) is required to ensure section 106 monies are secured for the provision of facilities from any new major developments. The SPG will allow consideration for the provision of public conveniences in all future planning applications, utilising every opportunity possible to improve the provision in the city, where any new venture is likely to attract a high volume of visitors, and thus will require adequate toilet provision.</p>	<ol style="list-style-type: none"> 1. Building Control. Greater Building Control involvement should be adopted to ensure planning applications account for Part M building regulation and suitable Toileting numbers / frequency in new developments. 2. SPG for transport. The New SPG for transport should make consideration towards numbers of car parking spaces in conjunction to toileting provision, so as to utilising every opportunity possible to improve the provision in the city, where any new venture is likely to attract a high volume of visitors, and thus will require adequate toilet provision. 3. LDP should make reference towards Toilet provision in the city under high visitor volumes 4. Public Conveniences Strategic Planning Guidance. Consideration should be made towards a public conveniences Strategic Planning Guidance; produced to capture section 106 and community tax levy monies, but also ensure the provision of public facilities are considered for new major developments.
<p>Antisocial behaviour</p>	<p>The facilities across the city suffer from vandalism, anti-social behaviour, drugs activities and unfortunately on a too frequent occasion deaths. Depending on the location of the facilities the number of incidents varies and is not restricted to late opening hours.</p> <p>The act of urinating in public is a criminal offence that the Police have powers to take action under Public Order Act, 1986, section 5. However, the act is open to interpretation of common sense and individual circumstances, which can mean it is difficult to prosecute in court.</p>	<ol style="list-style-type: none"> 1. Automated Door Systems. Install automated open and lock down systems to the unmanned toilet facilities throughout the city. 2. Public Safety Measures. Liaise and consult closely with the Police Authority, CPOs and Community Safety and Drug Action Team to implement appropriate measures to ensure the safety of staff and all persons using public conveniences. 3. RADAR keys. Refit all unmanned accessible WCs with RADAR key locks, publicise RADAR, and RADAR key availability in an through council properties
<p>Events</p>	<p>Increased pressures created through significant and frequent international events have a significant impact on the WCs provision in the city, and if not catered for have the potential to promote antisocial behaviours, public health issues and crime.</p>	<ol style="list-style-type: none"> 1. Partnership working with Network Rail to ensure adequate daily and events WC provision. 2. Increased partnership working with local stakeholders. 3. Increased dialogue with Rightacers Partnership, regarding new premises and their designs, which may

	<p>In the short term (from April 2016) the above factors will potentially increase due to the removal of current provision as listed below.</p> <p>Importantly however, this situation is exacerbated through the closure of WCs in Marland House as a whole and central square due (service / utilities routed from Marland house) to the revitalisation of the area and new infra structure.</p> <p>As such this leaves the area in drastic need of WC provision, especially during events where there will be no suitable provision to cater for high daily footfall (30 thousand per month approximately) let alone the significantly increased footfall associated to events, who will be using the train station as a main transport artery and gathering point.</p>	<p>permit potential WC capacity, this may include the use of the upcoming Transport hub.</p> <p>4. Working with Partners to look at sponsorship potential for temporary WC facilities during peak usage e.g. events etc.</p>
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Conclusion

Public conveniences in Cardiff council are in a wide ranging state of repair, and are often of poor quality, poorly maintained and resourced.

It is only through 3 key drivers that WCs can be provided in Cardiff to a standard demanded by an international capital city

- Working Partnership across council and externally
- Communication and Information
- Availability / frequency and quality

The recommendations to be taken forward by the City Operations Directorate will assist in addressing the core concerns as illustrated within this document.

Appendix 1: Council run Public Convenience locations in Cardiff

Cardiff Council - Public Conveniences

City Centre / Suburbs

Service Area	Address	APC ?	Disabled Access	Radar Keys	Opening hours	Baby Changing	Leased /Owned by CC	Cleaning Arrangements	Post Code	Status - Open / Closed
Parks	Cowbridge Road East	No	Yes	Yes	Approx 7am to dusk	No	Cardiff Council	Service level agreement	CF5 1BJ	CLOSED approx. 2012
Parks	Llandaff City	No	Yes	No	Approx 7am to dusk	No	Cardiff Council	Service level agreement	CF11 9JL	CLOSED April, 2015
External Provider	Llandaff Fields	No	Yes	Yes	Approx 7am to dusk	No	Cardiff Council	Service level agreement / Now forms part of a catering facility.	CF11 9JL	Open
Parks	Whitchurch Road	No	Yes	Yes	Approx 7am to dusk	No	Cardiff Council	Service level agreement	CF14 3QX	CLOSED approx 2011
Parks	Caedelyn Parc	No	No	No	Approx 7am to dusk	No	Cardiff Council	Service level agreement	CF14 1BH	Open
Parks	Waterloo Gardens	No	No	No	Approx 7am to dusk	No	Cardiff Council	Service level agreement / Grounds	CF23 5PG	Open

								Maintenance		
Parks	Cefn Onn Park (North)	No	No	No	Approx 7am to dusk	No	Cardiff Council	Service level agreement	CF14	CLOSED 2002 approx
Parks	Cefn Onn Park (South)	No	Yes	Yes	Approx 7am to dusk	Yes	Cardiff Council	Service level agreement	CF14	Open
Parks	Roath Park Lake (East)	No	Yes	Yes	Approx 7am to dusk	Yes	Cardiff Council	Boatstage staff / Service Level Agreement.	CF23 5PG	Open
Parks	Roath Park Lake (West)	No	Yes	Yes	Approx 7am to dusk	Yes	Cardiff Council	Boatstage staff / Service level agreement.	CF23 5PG	Open
Parks	Victoria Park (Paddling Pool)	No	Yes	Yes	Approx 7am to dusk	Yes	Cardiff Council	Service level agreement & seasonal paddling pool attendants.	CF5 1BJ	Open
Parks	Splott Park	No	No	No	Approx 7am to dusk	No	Cardiff Council	Games attendant	CF24 2SJ	CLOSED 1998 approx
Parks	Thompson Park	No	Yes	Yes	Only when staffed	No	Cardiff Council	Service level agreement	CF5	Open
Parks	Sophia Gardens Car Park	No	Yes	Yes	09.00 16.00	Yes	Cardiff Council	Staff on site	CF11 9SZ	Open
Parks & Sport	Roath Pleasure Gardens	Yes	Yes	Approx 7am to dusk	Yes	Cardiff Council	Service level agreement	CF14 4EP	Parks & Sport	Roath Pleasure Gardens

Parks	Poncanna Caravan Site	No	Yes/disabled showers	Yes	caravan Site use only	Yes	Cardiff Council	Staff on site	CF11 9LB	Not Public / caravan Site use only
Bereavement	Pantmawr Cemetery	No	Yes	No	During cemetery opening hours	No	Cardiff Council	DSU cleaning	CF14 7TD	Open
Bereavement	Thornhill Cem (entrance)	No	No	No	During cemetery opening hours	No	Cardiff Council	DSU cleaning	CF14 9UA	Open
Bereavement	Thornhill Crematorium	No	Yes	No	During cemetery opening hours	No	Cardiff Council	Staff on site	CF14 9UA	Open
Bereavement	Cathays (Chapel)	No	Yes	No	During cemetery opening hours	No	Cardiff Council	Staff on site	CF24 4PY	Open
Bereavement	Western Cemetery	No	Yes	Yes	During cemetery opening hours	No	Cardiff Council	Staff on site	CF5 5TB	Open
Waste Management	Albany Road	Yes	Yes	Yes	24 Hour Mon-Sun	Yes	Leased, due for closure 1 st April 2014	Automatic	CF24 3LH	Closed / April 1 st 2016

Waste Management	Delta Street, Canton	Yes	Yes	Yes	24 Hour Mon-Sun	Yes	Leased, due for closure 1 st April 2014	Automatic	CF11 8HJ	Closed / April 1 st 2016
Waste Management	Four Elms Road, Splott	Yes	Yes	Yes	24 Hour Mon-Sun	Yes	Leased, due for closure 1 st April 2014	Automatic	CF24 1LE	Closed / April 1 st 2016
Waste Management	Frederick Street	Yes	Yes	Yes	24 Hour Mon-Sun	Yes	Leased, due for closure 1 st April 2014	Automatic	CF10	Closed / April 1 st 2016
Waste Management	Heol Y Deri, Rhiwbina	Yes	Yes	Yes	08.00-18.00 Mon-Sun	Yes	Leased, due for closure 1 st April 2014	Automatic	CF14 6HJ	CLOSED
Waste Management	Penlline Road, Whitchurch	Yes	Yes	Yes	24 Hour Mon-Sun	Yes	Leased, due for closure 1 st April 2014	Automatic	CF14 2AA	Closed / April 1 st 2016
Waste Management	Ty Glas Road	Yes	Yes	Yes	24 Hour Mon-Sun	Yes	Leased, due for closure 1 st April 2014	Healthmatic	CF14 5ER	Closed / April 1 st 2016
Harbour Authority	Barrage (temp until Barrage Café built)	No	Yes	No	Open during barrage opening hours	Yes	Leased Harbour Authority	Community Maintenance Services	CF64 1LQ	Closed March 2014
Harbour Authority	Barrage two toilets under	No	Yes one disabled	No	Open 24 hours	Yes	Owned Harbour	Community Maintenance	CF64 1TQ	Open

	the Control Building		toilet				Authority	Services		
Harbour Authority	Barrage Environmental Building	No	Yes	No	Open during barrage opening hours	Yes	Owned by Harbor Authority	Community Maintenance Services	CF104LY	Open

Appendix 2: Best Practice (According to British Toilet Association)

The BTA have established the following criteria for judging the quality of 'away from home' toilet provision:

Signage & Communication

- Directional signage
- External building signage
- Internal customer communication signage

Décor & Maintenance

- Adequate state of repair both internal and external fixtures & fittings
- Sufficient sanitary fittings, taps, locks on doors, hooks etc.

Cleanliness

- Walls, ceilings and floor areas
- Fixtures and fittings - basins, bowls, seats, taps etc.

Hygiene Equipment

- Hand washing and drying facilities
- Supply toilet tissue
- Provide sanitary product disposal

Air Quality

- Ventilation, drainage smells etc.

Extras

- Added value enhancement - vending, flowers etc.

Security

- Sufficient lighting including entrances and external areas

Accessible Facilities

- DDA compliant provision for both sexes or a unisex facility

Baby Changing Facilities

- Provision for both sexes or a unisex facility

Overall Management & Customer Care

- Clear evidence that the facilities are being properly managed

Appendix 3: Relevant Legislation

There are two key pieces of legislation that relate to the provision of Public Toilets:-

- The provision and maintenance of toilets in public places is at the discretion of local authorities who have a power, under section 87 of the Public Health Act 1936 (PHA 1936) to provide public conveniences, but no duty to do so.
- Under section 87(3) (c) of the PHA 1936, local authorities are allowed to charge for use of public conveniences, but not urinals. However, this exemption was removed by the Sex Discrimination Act (Amendment) Regulations, in April 2008. This will allow greater scope for local authorities to fund improvements urgently required within many public conveniences.

Additional forms of legislation that offer best use of available powers to local authorities are:-

- Local Government (Miscellaneous Provisions) Act 1976. Under section 20 of this act, councils have the power to require toilet provision and maintenance for public use in any place providing entertainment, exhibitions or sporting events, and places serving food and drink for consumption on the premises.
- The Public Lavatories (Turnstiles) Act 1963. This act prohibits the use of turnstiles in any part of a public lavatory controlled or managed by a local authority (this does not apply to other providers of toilet facilities).
- Anti-Social Behaviour Act 2003 allows the Police, Local Authority Officers and Community Support Officers to issue fixed penalty Notices (FPN's) to anyone caught graffitising or vandalising property such as public toilets.

British Standard BS 6465-1:2006 secures an appropriate level of provision, design quality and accessibility for sanitary facilities in new buildings and buildings undergoing major refurbishment.

Additional forms of legislation that require consideration when providing public services are:

- The Disability Discrimination Act 1995;
- The Equality Act 2006;
- The Public Lavatories (Turnstiles) Act 1963; and
- The Anti-Social Behaviour Act 2003.

The Disability Discrimination Act 1995 requires service providers to do what is reasonably practicable in making adjustments to services so that they are accessible to disabled people. Additionally a requirement of the Disability Equality Duty, which came into force in December 2004, is to consider the needs of all sectors of the society they serve whilst promoting greater equality.

The Equality Act 2006 challenged all public authorities with promoting gender equality, giving local authorities the opportunity to consider ensuring a more balanced access to public toilets for men and women.

The Public Lavatories (Turnstiles) Act 1963 prohibits the use of turnstiles in any part of a public toilet managed or controlled by a local authority. This legislation came about following public concerns about the safety of turnstiles for specific users including pregnant women, disabled people and those people with luggage / bags of shopping.

The Anti Social Behaviour Act 2003 gives powers to the Police, Local Authority Officers and Community Support Officers to issue Fixed Penalty Notice's to anyone caught causing damage to property, including public toilets.

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Equality Impact Assessment
Corporate Assessment Template

Policy/Strategy/Project/Procedure/Service/Function Title: Public Convenience Strategy
New/Existing/Updating/Amending: New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Robert Gravelle	Job Title: Section Leader H&S, BSI, EqIA
Service Team: City Operations	Service Area:
Assessment Date: 06/07/2016	

1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?

The strategy outlines the mechanisms by which Council intends to better meet the needs of residents and visitors to the city, through reviewing and accounting for the quality and quantity of public conveniences in Cardiff, their usage, range of services, maintenance and opening hours.

2. Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

<p>1. Background</p> <p>In March 2016 Welsh Government failed to agree the adoption of the Public Health (Wales) Bill, a bill that would have forced local authority to implement a strategy for the provision of public toilets.</p> <p>Notwithstanding council has a continued commitment ethical and operational commitment towards WC provision in the City and as such will be implementing a strategy regardless.</p> <p>As such the City of Cardiff Council intends in line with the recommendations of the aforementioned un-adopted Bill, to set out a strategy to address the toileting needs of the community; improving both the standards and availability of public conveniences under the local authority’s control. This strategy includes details of how funding may be secured, partnership approaches, best practice adoption and use of new technologies and communications.</p> <p>This outline strategy is the first step to delivering this commitment. Setting out recommendations that should be considered before a timetable for plans can be</p>

**Equality Impact Assessment
Corporate Assessment Template**

establish, in order to ensure that the City of Cardiff's Aspirations to provide good quality public convenience facilities for all residents and visitors is realised.

2. Issues

Historically, the management of public conveniences has been spilt across four service areas within the Authority:

- Street Cleansing, managing the city centre facilities,
- Parks managing the facilities in Parks
- Bereavement Services managing toilets in cemeteries, and
- The Harbour Authority being responsible for toilets in the Bay.

This strategy provides an overarching directional strategy for all Council in order to ensure consistent service delivery.

The provision of public conveniences provides infrastructure necessary to facilitate the enjoyment of the city by visitors and residents. They can make a significant impact upon the comfort of individuals and families who visit public spaces in the city and their perception of the city as a desirable place to visit.

Although the proposed Welsh Government, Public Health (Wales) Bill, Part 6 focuses on 'Provision of Toilets', currently a local authority provision of public conveniences is not a statutory duty. Increasingly Council faces challenges to maintain standards of toilet provision, maintenance and cleaning due to limited funding and pressure on resources and varying approaches across the service areas.

The 2007, Public Conveniences survey found 75% of respondents found public conveniences poor or very poor across Cardiff and in the city centre 48% thought the facilities were poor or very poor.

Changing demographics, human activity in the city and the regulatory provision of these facilities in private businesses (i.e. hotels and shopping precincts, St Davids Shopping Centre) has impacted on the demand for public conveniences. As such many modern toilet facilities are demanded by patrons of the private sector; who in meeting customers' needs, expectations and related legislation now provide high toileting that is of a high standards of cleanliness, accessibility and safety, ensuring within their licensing that hygiene and maintenance are achieved.

As such; the historic role of Local Authorities providing Toileting has become less of an imperative. Local authorities now mainly provide Toileting facilities where they create demand as service providers themselves e.g. libraries, Community hubs and supported facilities.

This reduction in specific dedicated Council Toilet provision has over the last ten to

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fifteen years been further impacted in Cardiff by major infrastructure development and investment and the regeneration of many locations. By way of example many private retailers now provide public conveniences as part of their developments under building regulations Part M e.g. St David's shopping centre provides high quality separate toilet facilities, incorporating WCs, Baby and adult changing facilities and fully accessible toileting available over extended opening hours in excess of 18 hours a day and capable of satisfying increased footfall. This type of quality provision is designed to satisfy the demands of wide ranging demographic of customers including those with a range of disabilities, parents with children and the older community.

Understandably Cardiff is not alone in the growing pressure on public toilet provision, and in an attempt to address this the government produced in 2008 a document 'Improving Public Access to Better Quality Toilets – A Strategic Guide' providing a blueprint for local public toilet provision. Furthermore, the proposed Welsh Government; Public Health (Wales) Bill, expresses under Part 6 'Provision of Toilets' a number of duties that Local authorities must account for regarding WC provision. (A full legislation summary is attached in Appendix 4 (reorder).

However, as said increasing pressures on local authorities and the greater potential of improved diversity and quality of services held in the private sector delivery of Toileting, must raise the question; is local authority best placed to provide all local public conveniences? Is there a shared benefit to a greater partnership working approach?

3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative/]** on younger/older people?

	Yes	No	N/A
Up to 18 years	✓		
18 - 65 years	✓		
Over 65 years	✓		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

This strategy and the proposals within will it is expected have a positive differential impact on all Protected Characteristics.
In particular within the Protected Characteristics of Age, younger and older people will benefit from the increase in identifiable / publically available toilet facilities across the city; meaning, a reduction I individuals needing to travel extend distances to public conveniences, that accessible and age permissible / suitable.

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What action(s) can you take to address the differential impact?

Further (generic) consideration needs to be given to:-

- Informing the community of the strategy for the provision of public conveniences in Cardiff
- Promoting and communicating the locations of all public conveniences to the wider community in a variety of ways including web based, visual identification signage and active promotion within neighbourhoods.
- Signing more businesses up to the Community Toilet Scheme or similar.
- Adding and expanding the offering of more public conveniences e.g. hubs, partner locations etc.
- Partnership working with establishments that have high quality WCs provision.
- Identifying at the planning stage where locations could be made available for wider public use above that of just patrons.
- Promotion of locations via licensing.
- Creation of information sources and use of mobile phone apps for signposting.
- Implementing planning requirements where reasonable for retail / restaurant etc. to provide / allow access to their own on site public conveniences.
- An increase in identifiable / publically available toilet facilities will it is expected replace the offering lost by the removal of Automatic Public Conveniences (APCs) are were whole accessible and did not comply to building regulation Part M or the Requirements of the Equality Act 2010 (part 4 Premises)

3.2 Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment	✓		
Physical Impairment	✓		
Visual Impairment	✓		
Learning Disability	✓		
Long-Standing Illness or Health Condition	✓		
Mental Health	✓		
Substance Misuse	✓		
Other	✓		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

This strategy and the proposals within will it is expected have a positive differential impact on all Protected Characteristics.

In particular within the Protected Characteristics of Disability, it is anticipated that all Disabled people will benefit from the potential increase in available toilet facilities

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across the city in variety of distinct ways.

This proposal could have a positive impact on disabled people with there being an overall increase in identifiable / publically available toilet facilities, meaning:-

- Individuals may have less distance to travel to locate accessible public conveniences.
- Individuals with a range of disabilities will have increased choice so feelings of exclusion from some locations will be reduced.
- An increase in the identifiable numbers of public conveniences / alternative locations will increase choice. Reducing the potential effect of some locations that may be considered as inaccessible e.g. have steps to their entrance, or even not have an accessible WC.
- Whilst there is still a potential that staff within some locations may not understand the needs of some disabled people e.g. BSL users, wheelchair users, those with learning disabilities etc. increased exposure and opportunity for socialising crated through increased numbers in public conveniences / accessible conveniences will it is expected improve awareness and understanding. This may also be aided by potentially increased opportunities / requirements for staff training in DET (Disability Equalities Training).
- In respect of Substance Misuse (whilst the City of Cardiff Council do not condone drug misuse / abuse) – it is hoped that an increase in identifiable / publically available toilet facilities will be cleaner locations for drug users to use, safely and cleanly admonishing drugs of all natures, both medicinal and recreational.
- An increase in identifiable / publically available toilet facilities will it is expected replace the offering lost by the removal of Automatic Public Conveniences (APCs) are were whole accessible and did not comply to building regulation Part M or the Requirements of the Equality Act 2010 (part 4 Premises)

What action(s) can you take to address the differential impact?

Further (generic) consideration needs to be given to:-

- Informing the community of the strategy for the provision of public conveniences in Cardiff
- Promoting and communicating the locations of all public conveniences to the wider community in a variety of ways including wed based, visual identification signage and active promotion within neighbourhoods.
- Signing more businesses up to the Community Toilet Scheme or similar.
- Adding and expanding the offering of more public conveniences e.g. hubs, partner locations etc.
- Partnership working with establishments that have high quality WCs provision.
- Identifying at the planning stage where locations could be made available for wider public use above that of just patrons.
- Promotion of locations via licensing.
- Creation of information sources and use of mobile phone apps for signposting.
- Implementing planning requirements where reasonable for retail / restaurant

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etc. to provide / allow access to their own on site public conveniences.

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)	✓		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

This Strategy could possibly have a positive impact on transgender people with there being is an increase in identifiable / publically available toilet facilities, meaning:-

- There is a potential for an increase in the provision / identification of unisex public conveniences; as such unisex facilities do not require an individual to express their gender, thus improving anonymity and discretion.
- Whilst there is no stature it is proposed that many locations e.g. pubs, shops restaurants will / potentially either provide definable standalone unisex facilities or change current male and female Wcs, into unisex provision. This alleviating social pressures / constructs affecting transgender individuals who may feel that they are expected to or that it is safer to use a WC that is designated contra to the way that they are defining themselves. E.g. a male transitioning to a Female may be forced to us a male Wc although they identify as female.
- Individuals may have shorter distances to travel to locate alternative / unisex / safe and accessible public conveniences.
- Individuals will have increased choice so reducing any feelings of exclusion or vulnerability.
- An increase in identifiable / publically available toilet facilities will it is expected replace the offering lost by the removal of Automatic Public Conveniences (APCs) which were unisex so of benefit to the transgender community.

What action(s) can you take to address the differential impact?

In addition to the below generic consideration that can be of benefit to all communities. Consideration would be made towards the following:-

- Improving awareness with WC providers of the needs of this particular community
- Improving information and consideration in planning applications regarding the benefits of creating unisex WCs in appropriate locations.

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Further (generic) consideration needs to be given to:-

- The Creation of a unified strategy for the provision of public conveniences in Cardiff
- Promoting and communicating alternatives to the locations.
- Signing more businesses up to the scheme Community Toilet Scheme or similar
- Opening up more public facilities, e.g. hubs, partner locations etc
- Partnership working with establishments that have high quality WCs provision.
- Identifying at the planning stage where locations could be made available for wider public use above that of just patrons.
- Promotion of locations via licensing.
- Creation of information sources and use of mobile phone apps for signposting.

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage			✓
Civil Partnership			✓

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is not anticipated that the proposals will have a differential impact in terms of marriage and civil partnership, although this will be monitored and accounted for as necessary.

What action(s) can you take to address the differential impact?

N/A

3.5 Pregnancy and Maternity

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy	✓		
Maternity	✓		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

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This proposal would have a positive impact on Pregnancy and Maternity given the increase in identifiable / publically available toilet facilities, meaning:-

- Individuals will have shorter distances to travel to locate alternative and accessible public conveniences.
- Individuals will have greater choice so will feel less excluded through greater range of locations e.g. pubs / restaurants.
- Improvements in the quality of Public conveniences will result in greater numbers of locations with baby changing facilities.
- Whilst there is still a potential that staff within some locations may not understand the needs of those who are pregnant or have maternity needs. Increased exposure and opportunity for socialising crated through increased numbers in public conveniences / accessible conveniences will it is expected improve awareness and understanding.
- Individuals will have increased choice so reducing any feelings of exclusion or vulnerability.
- Improved quality of public conveniences will improve choice for both male and female parents who can use them with male children and vice versa

What action(s) can you take to address the differential impact?

In addition to the below generic consideration that can be of benefit to all communities. Consideration would be made towards the following:-

- Improving awareness with WC providers of the needs of this particular community.
- Improving information regarding facilities availability / locations
- Improving information and consideration in planning applications regarding the benefits of creating baby changing facilities where appropriate.

Further (generic) consideration needs to be given to:-

- The Creation of a unified strategy for the provision of public conveniences in Cardiff
- Promoting and communicating alternatives / choice of public conveniences
- Signing more businesses up to the scheme Community Toilet Scheme or similar
- Opening up more public facilities, e.g. hubs, partner locations etc
- Partnership working with establishments that have high quality WCs provision.
- Identifying at the planning stage where locations could be made available for wider public use above that of just patrons.
- Promotion of locations via licensing.
- Creation of information sources and use of mobile phone apps for signposting.

3.6 Race

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Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White	✓		
Mixed / Multiple Ethnic Groups	✓		
Asian / Asian British	✓		
Black / African / Caribbean / Black British	✓		
Other Ethnic Groups	✓		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

This proposal could possibly have a positive impact in respect of Race given the increase in identifiable / publically available toilet facilities, meaning:-

- Individuals may have to travel shorter distances to locate alternative / permissible public conveniences.
- Increased availability and choice will result in individuals being able to look for locations and use locations which would otherwise restrict their use due to religious and belief factors this individuals will feel less excluded from some locations e.g. pubs / restaurants (e.g. religious connotations about using locations serving alcohol).
- Individuals will have increased choice so reducing any feelings of exclusion or vulnerability.
- Whilst there is still a potential that staff within some locations may not understand the needs of some communities. Increased exposure and integration opportunities crated through increased numbers in public conveniences / accessible conveniences will it is expected improve awareness and understanding and potentially reduce anti-social behaviours.

What action(s) can you take to address the differential impact?

In addition to the below generic consideration that can be of benefit to all communities. Consideration would be made towards the following:-

- Improving awareness with WC providers of the needs of this particular community e.g. in locations that do not serve alcohol.
- Improving information regarding facilities availability / locations

Further (generic) consideration needs to be given to:-

- The Creation of a unified strategy for the provision of public conveniences in Cardiff
- Promoting and communicating alternatives / choice of public conveniences
- Signing more businesses up to the scheme Community Toilet Scheme or similar
- Opening up more public facilities, e.g. hubs, partner locations etc
- Partnership working with establishments that have high quality WCs provision.

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- Identifying at the planning stage where locations could be made available for wider public use above that of just patrons.
- Promotion of locations via licensing.
- Creation of information sources and use of mobile phone apps for signposting.

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist	✓		
Christian	✓		
Hindu	✓		
Humanist	✓		
Jewish	✓		
Muslim	✓		
Sikh	✓		
Other	✓		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

This proposal could possibly have a positive impact in respect of Religion, Belief or Non-Belief given the increase in identifiable / publically available toilet facilities, meaning:-

- Individuals may have to travel shorter distances to locate alternative / permissible public conveniences.
- Increased availability and choice will result in individuals being able to look for locations and use locations which would otherwise restrict their use due to religious and belief factors this individuals will feel less excluded from some locations e.g. pubs / restaurants (e.g. religious connotations about using locations serving alcohol).
- Individuals will have increased choice so reducing any feelings of exclusion or vulnerability.
- Whilst there is still a potential that staff within some locations may not understand the needs of some communities. Increased exposure and integration opportunities crated through increased numbers in public conveniences / accessible conveniences will it is expected improve awareness and understanding and potentially reduce anti-social behaviours.

What action(s) can you take to address the differential impact?

In addition to the below generic consideration that can be of benefit to all communities. Consideration would be made towards the following:-

- Improving awareness with WC providers of the needs of this particular community e.g. in locations that do not serve alcohol.

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- Improving information regarding facilities availability / locations

Further (generic) consideration needs to be given to:-

- The Creation of a unified strategy for the provision of public conveniences in Cardiff
- Promoting and communicating alternatives / choice of public conveniences
- Signing more businesses up to the scheme Community Toilet Scheme or similar
- Opening up more public facilities, e.g. hubs, partner locations etc
- Partnership working with establishments that have high quality WCs provision.
- Identifying at the planning stage where locations could be made available for wider public use above that of just patrons.
- Promotion of locations via licensing.
- Creation of information sources and use of mobile phone apps for signposting.

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men	✓		
Women	✓		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

This proposal could possibly have a positive impact in respect of Sex given the increase in increasing identifiable / publically available toilet facilities, meaning:-

- Individuals may have to travel shorter distances to locate alternative / permissible / personally appropriate public conveniences.
- Individuals will have increased choice so reducing any feelings of exclusion or vulnerability.
- Individuals may feel excluded from some alternative locations e.g. pubs / restaurants (e.g. religious connotations about using locations serving alcohol), so greater choice will reduce this impact.
- Greater choice will reduce Individuals feelings of exclusion of vulnerability in using some locations.

What action(s) can you take to address the differential impact?

In addition to the below generic consideration that can be of benefit to all communities. Consideration would be made towards the following:-

- Improving awareness with WC providers of the needs.
- Improving information regarding facilities availability / locations.

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Further (generic) consideration needs to be given to:-

- The Creation of a unified strategy for the provision of public conveniences in Cardiff
- Promoting and communicating alternatives / choice of public conveniences
- Signing more businesses up to the scheme Community Toilet Scheme or similar
- Opening up more public facilities, e.g. hubs, partner locations etc
- Partnership working with establishments that have high quality WCs provision.
- Identifying at the planning stage where locations could be made available for wider public use above that of just patrons.
- Promotion of locations via licensing.
- Creation of information sources and use of mobile phone apps for signposting.

3.9 Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual	✓		
Gay Men	✓		
Gay Women/Lesbians	✓		
Heterosexual/Straight	✓		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

This proposal could possibly have a positive impact in respect of Sexual Orientation given the increase in identifiable / publically available toilet facilities, meaning:-

- Individuals may have to travel shorter distances to locate alternative / permissible public conveniences.
- Increased availability and choice will result in individuals being able to look for alternative locations to ones that would otherwise restrict their choice or make them feel vulnerable.
- Individuals will have increased choice so reducing any feelings of exclusion or vulnerability.
- Whilst there is still a potential that staff within some locations may not understand the needs of some communities. Increased exposure and integration opportunities crated through increased numbers in public conveniences / accessible conveniences will it is expected improve awareness and understanding and potentially reduce anti-social behaviours.

What action(s) can you take to address the differential impact?

In addition to the below generic consideration that can be of benefit to all communities. Consideration would be made towards the following:-

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- Improving awareness with WC providers of the needs of the broad community
- Improving information regarding facilities availability / locations

Further (generic) consideration needs to be given to:-

- The Creation of a unified strategy for the provision of public conveniences in Cardiff
- Promoting and communicating alternatives / choice of public conveniences
- Signing more businesses up to the scheme Community Toilet Scheme or similar
- Opening up more public facilities, e.g. hubs, partner locations etc
- Partnership working with establishments that have high quality WCs provision.
- Identifying at the planning stage where locations could be made available for wider public use above that of just patrons.
- Promotion of locations via licensing.
- Creation of information sources and use of mobile phone apps for signposting.

3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language	✓		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

It is anticipated that the welsh community or those who speak welsh will not largely be impacted by the increase in Public Conveniences. Although this increase in public conveniences will likely improve some communities opportunity to interact in the welsh language.

Whilst it is a requirement that all literature and signage should be Bilingual in accordance with the Welsh Language Act, it is anticipated that much of the appropriate signage is pictorial.

What action(s) can you take to address the differential impact?

In addition to the below generic consideration that can be of benefit to all communities. Consideration would be made towards the following:-

Providing information and all policy in bilingual formats in accordance with the Welsh Language Act so as to:-

- Improving awareness with WC providers of the needs of this particular community e.g. in locations that do not serve alcohol.
- Improving information regarding facilities availability / locations

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Further (generic) consideration needs to be given to:-

- The Creation of a unified strategy for the provision of public conveniences in Cardiff
- Promoting and communicating alternatives / choice of public conveniences
- Signing more businesses up to the scheme Community Toilet Scheme or similar
- Opening up more public facilities, e.g. hubs, partner locations etc
- Partnership working with establishments that have high quality WCs provision.
- Identifying at the planning stage where locations could be made available for wider public use above that of just patrons.
- Promotion of locations via licensing.
- Creation of information sources and use of mobile phone apps for signposting.

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

Relevant Consultation Pre 2016

Consultation within the subject of Public Conveniences Focused on the closure of Automatic Public Conveniences (APCs); the key information from which is below. This information indicates clearly that there is a need to mitigate against the closure of not only APCs but also all reducing public facilities.

- There was a period of public consultation, including a series of “Changes for Cardiff” “Cardiff Debate” engagement and consultation events, giving citizens and communities the opportunity to provide feedback on the draft budget proposals. The Consultation included members from a broad community including those from the Cardiff Council Access Focus Group and 50+ forum; as well as other communities that engaged during the Cardiff Debate phase from across Cardiff. Whereas there is detail of the numbers who use these facilities there are no details of the characteristic groups that might use these units.

Findings

- 79.1% of the respondents were in favour of the removal of the APC’s;
- In terms of those respondents that expressed concern, the most frequent reason was in relation to the *“minority numbers within the public for whom these services are an essential with the elderly, those with medical conditions, pregnant women and people with young children all identified as being in need of public conveniences.”*

Engagement during 2016 concluded that there was a need for a definable

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strategy and resolution of unified council approach to the provision of public convenience in partnership with commercial and retail operatives.

This it was concluded would provide opportunity to mitigate the effects of the removal of APCs and provide suitable WC provision in Cardiff.

February 2016

Consultation with the CCAFG (Cardiff Council Access Focus Group) and members of the 50+ forum.

Consultation and Engagement to date has been brief pending Cabinet support and adoption of the Public Convenience Strategy and approach.

5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	Please see considerations under this protected characteristic
Disability	Please see considerations under this protected characteristic
Gender Reassignment	Please see considerations under this protected characteristic
Marriage & Civil Partnership	N/A
Pregnancy & Maternity	Please see considerations under this protected characteristic
Race	Please see considerations under this protected characteristic
Religion/Belief	Please see considerations under this protected characteristic
Sex	Please see considerations under this protected characteristic
Sexual Orientation	Please see considerations under this protected characteristic
Welsh Language	Please see considerations under this protected characteristic

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<p>Generic Over-Arching [applicable to all the above groups]</p>	<p>Further (generic) consideration needs to be given to:-</p> <ul style="list-style-type: none"> • Informing the community of the strategy for the provision of public conveniences in Cardiff • Promoting and communicating the locations of all public conveniences to the wider community in a variety of ways including web based, visual identification signage and active promotion within neighbourhoods. • Signing more businesses up to the Community Toilet Scheme or similar. • Adding and expanding the offering of more public conveniences e.g. hubs, partner locations etc. • Partnership working with establishments that have high quality WCs provision. • Identifying at the planning stage where locations could be made available for wider public use above that of just patrons. • Promotion of locations via licensing. • Creation of information sources and use of mobile phone apps for signposting. • Implementing planning requirements where reasonable for retail / restaurant etc. to provide / allow access to their own on site public conveniences. • An increase in identifiable / publically available toilet facilities will it is expected replace the offering lost by the removal of Automatic Public Conveniences (APCs). <p>Please note that due regard has been provided within this EIA towards:-</p> <ul style="list-style-type: none"> • Equality Act 2010. • Wellbeing of Future Generations (Wales) Act 2015 • Welsh Government Statutory Guidance - Shared Purpose Shared Delivery • United Nations Convention on the Rights of the Child • United Nations Principles for Older Persons • Welsh Language (Wales) Measure 2011 • Health Impact Assessment • Habitats Regulations Assessment • Strategic Environmental Assessment
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6. Further Action

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Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Robert Gravelle	Date: 06/07/16
Designation: Section Leader H&S, BSI, EqIA	
Approved By: Andrew Gregory, Director of City Operations, Strategic Planning, Highways, Traffic & Transportation	July 2016
Designation: Director	
Service Area: City Operations	

7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk

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

ENVIRONMENTAL SCRUTINY COMMITTEE:

6 SEPTEMBER 2016

DRAFT ENVIRONMENTAL SCRUTINY COMMITTEE WORK PROGRAMME 2016/17

Background

1. The Constitution states that each Scrutiny Committee will set their own work programme. This is undertaken at the beginning of a municipal year and updated as the work progresses. The work programme needs to be carefully constructed so that the time available to the Committee is used most effectively.
2. The Environmental Scrutiny Committee's Terms of Reference provide the Committee with the responsibility for the scrutiny of a number of specific service areas. A copy of the terms of reference has been attached to this document as **Appendix 1**. This will remind Members of the scope of ideas that could be considered.
3. The Committee is responsible for the scrutiny of a number of policies and strategies that affect the sustainability and environment of Cardiff. It can also undertake investigations into any of these areas.
4. The construction of a work programme involves obtaining information from a range of sources, these include:
 - Information from the relevant Directorate;
 - Relevant extracts from the current Corporate Plan;
 - Suggestions and ideas put forward by the previous Environmental Scrutiny Committee;
 - Member suggestions and observations;
 - Citizen and third party comments and observations;
 - Performance Information.

5. The topics gathered from the sources identified above were recorded in a document titled 'Environmental Scrutiny Committee Work Programme – Potential Work Programme List - 2016/17'. This document was considered at the meeting on the 12th July 2016 prior to Members completing a scoring matrix to identify their individual priorities. Once the individual scoring matrices were completed they were summarised to create an overall list of Member priorities. The Principal Scrutiny Officer has taken these priority topics and placed them into a 'Draft Environmental Scrutiny Committee Work Programme - 2016/17'; a copy has been attached to this report as **Appendix 2**.
6. In setting their work programme, Members have been mindful of Wales Audit Office advice for scrutiny committees to aim to achieve committee meetings that last no longer than three hours, whilst maintaining robust and appropriate levels of scrutiny across the terms of reference, by ensuring agendas are of a manageable size and that work occurs outside committee meetings. Members agreed in principle with this approach and agreed to aim to achieve this, with the option to adjourn a committee meeting if more time is required than originally anticipated.

Way Forward

7. Members should consider the 'Draft Environmental Scrutiny Committee Work Programme - 2016/17' and decide if they are happy to formally adopt it as the 'Environmental Scrutiny Committee Work Programme - 2016/17'.

Legal Implications

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

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

Financial Implications

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

RECOMMENDATIONS

The Committee is recommended to:

- i. Consider the contents of this report; and
- ii. Agree a way forward for the work programme.

DAVID MARR
Interim Monitoring Officer

31 August 2016

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Environmental Scrutiny Committee – Terms of Reference

The role of this Committee is 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 environmental sustainability including:

- Strategic Planning Policy
- Sustainability Policy
- Environmental Health Policy
- Public Protection Policy
- Licensing Policy
- Waste Management
- Strategic Waste Projects
- Street Cleansing
- Cycling and Walking
- Streetscape
- Strategic Transportation Partnership
- Transport Policy and Development
- Intelligent Transport Solutions
- Public Transport
- Parking Management

To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.

To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance Council performance and service delivery in this area.

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	6th June 2016	14th June 2016	12th July 2016	August	6th September 2016	4th October 2016	1st November 2016	6th December 2016	10th January 2017	14th February 2017	7th March 2017
Corporate items					Quarter 1 Performance 2016/17		Quarter 2 Performance 2016/17			Budget & Corporate Plan Scrutiny	Quarter 3 Performance 2016/17
Information reports		Cardiff's Transport Strategy	Cardiff's Energy Prospectus		Public Conveniences Strategy	Cardiff's Waste Management Strategy - Member Update	Neighbourhood Services - Member Update	Cardiff Bay & City Centre Master Plans	Infrastructure Services - Member Update		Cardiff's Parking Strategy - Member Update
		Street Lighting - Member Briefing	Work Programme 2016/17		Air Quality Strategy	Household Waste Recycling Centre - Member Update	Managing Litter in Cardiff	Neighbourhood Services Enforcement	Review of Cardiff's Draft Transport Strategy		
					Draft Work Programme 2016/17	Pavement & Footway Maintenance in Cardiff	Cardiff's Cycling Strategy & Integrated Network Map	Planning Service Member Update - Including Update on the Planning Inspectorate Recommendations	Highway Asset Management - Member Update		
Cabinet responses											

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

ENVIRONMENTAL SCRUTINY COMMITTEE:

6 SEPTEMBER 2016

CORRESPONDENCE UPDATE – INFORMATION REPORT

Background

1. Following most Committee meetings, the Chair writes a letter to the relevant Cabinet Member or officer, summing up the Committee's comments and recommendations regarding the issues considered during that meeting. This cover report provides a record of those letters and any other correspondence received since the previous Committee meeting.

Issues

2. At the Environmental Scrutiny Committee meetings on the 17 May, 6 June, 14 June and 12 July 2016 Members considered the following items:
 - **17 May** - City Operations Directorate – Quarter 4 Performance Report 2015/16
 - **17 May** - Highway Asset Investment Strategy
 - **6 June** - Pre decision of the draft Cabinet report titled 'Infrastructure Services Alternative Delivery Model: Next Steps'
 - **14 June** - Cardiff's Transport Strategy
 - **14 June** - Street Lighting – Member Briefing
 - **12 July** - Cardiff's Energy Prospectus – Member Update
3. After the meetings the following letters were sent by the Chair of the on behalf of the Committee:
 - A letter to Councillor Bob Derbyshire, Cabinet Member for the Environment after the meeting on the 17 May 2016 – attached as **Appendix 1**;
 - A letter to Councillor Ramesh Patel, Cabinet Member for Transport, Planning & Sustainability after the meeting on the 17 May 2016 – attached as **Appendix 2**;

- A letter to Councillor Bob Derbyshire, Cabinet Member for the Environment after the meeting on the 6 June 2016 – attached as **Appendix 3**;
 - A letter to Councillor Ramesh Patel, Cabinet Member for Transport, Planning & Sustainability after the meeting on the 14 June 2016 – attached as **Appendix 4**;
 - A letter to Councillor Ramesh Patel, Cabinet Member for Transport, Planning & Sustainability after the meeting on the 12 July 2016 – attached as **Appendix 5**.
4. Since the last correspondence report the following replies have been provided to letters written on behalf of the Environmental Scrutiny Committee. These are listed below:
- A reply to the letter sent to Councillor Bob Derbyshire, Cabinet Member for the Environment after the joint meeting with the Policy Review & Performance Scrutiny Committee on 6 June 2016 – attached as **Appendix 6**.
 - A reply to the letter sent to Councillor Ramesh Patel, Cabinet Member for Transport, Planning & Sustainability after the Environmental Scrutiny Committee meeting on 14 June 2016 – attached as **Appendix 7**.
 - A reply to the letter sent to Councillor Ramesh Patel, Cabinet Member for Transport, Planning & Sustainability after the Environmental Scrutiny Committee meeting on 12 July 2016 – attached as **Appendix 8**.

Legal Implications

5. 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

6. 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

7. The Committee is recommended to note the content of the letters contained in **Appendices 1, 2, 3, 4, 5, 6, 7 & 8.**

David Marr

Interim Monitor Officer

31 August 2016

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Ref: RDB/PM/BD/17.05.16

20 June 2016

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



Dear Councillor Derbyshire

Environmental Scrutiny Committee – 17 May 2016

On behalf of the Environmental Scrutiny Committee I would like to thank the officers for attending the Committee meeting on Tuesday 17 May 2016. As you are aware the meeting considered an item titled 'City Operations – Quarter 4 Performance'. The comments and observations made by Members following this item are set out in this letter.

City Operations – Quarter 4 Performance

- Members would like to congratulate the City Operations Directorate for delivering a budget surplus of £3,000 during the financial year 2015/16; they feel that this is an excellent achievement in the current financial climate. The Committee did, however, note the comments made by the Director for City Operations on the varied performance across the City Operations Directorate as a whole. For example, he mentioned that certain parts of Waste Services still had sickness rates in excess of 18 days per person per annum.

With this in mind I would be grateful if you could provide the Committee with the sickness, budget and savings details on a service by service basis for all of the City Operations Directorate for 2015/16. This I feel will provide the Committee with a greater insight into the stronger and weaker performing parts of the City Operations Directorate which in turn will help inform how we identify items for future scrutiny. Please note that the letter

to the Cabinet Member for Transport, Planning & Sustainability has also asked for this information.

- During the meeting it was explained that the 58% recycling target for 2015/16 (WMT/009b) would be met, although details of the exact result still required a final verification by Welsh Government. The Committee welcomes this news, but noted that the figures used in the City Operations Quarter 4 Performance Report were different to those featured in the City Operations Directorate presentation for the Environment Portfolio. For example, Quarter 1 in the report was 57% while the presentation provided a figure of 64.28% for the same period.

To address the confusion I would be grateful if you could confirm details of the correct percentage scores for each of the Quarters during 2015/16.

- During the meeting Members asked for a breakdown of the recycling figures by recyclate type for 2015/16, for example, this should include the proportion of bottom ash, food waste, green garden waste, plastic, glass, etc.
- Members were made aware that the Council had faced recent difficulties in recycling glass. They were also told that the collected glass could only be counted as recycled once it was sold and sent on for reprocessing. I would appreciate it if you could confirm the impact that this has had on recycling figures, and the costs associated in paying a third party to take the glass away.
- During the meeting concerns were raised at apparently contradictory statements over whether incorrectly presented waste is recorded or not as a part of the fly tipping performance indicator. A Member explained that the Environmental Scrutiny Committee minutes from the 19 May 2015 stated, "*when black bins/bags are put out on the wrong collection day this is categorised as waste presentation and not fly-tipping. This used to be categorised as fly-tipping until about two years ago. Such incidents are logged as waste presentation in Fly-capture, which is the national fly-*

tipping database used by local authorities. Previously these would have been logged as fly-tipping events. The Committee requested that Members be provided with the date on which the change in categorisation was made and for ward by ward figures on waste presentation”.

The subsequent Chair’s letter dated 29 May 2015 said that, “The Assistant Director for the Environment explained that a fly capture report could easily be produced for Cardiff and then confirmed that they could be produced on a Ward by Ward basis”. As a result this information was subsequently provided for each Ward and month for 2014/15 (excluding one month - April 2014) in Cllr Derbyshire’s letter of 15 September 2015. At the meeting a Member suggested that the definitions for fly-tipping and misrepresented waste might have changed and that the information available was no longer as freely available when compared to May 2015.

To provide clarification on the position of fly-tipping and misrepresented waste I would be grateful if you could:

- Provide the Committee with the current definitions for fly-tipping and misrepresented waste;
 - Explain where the fly-tipping and misrepresented waste information is recorded, and how easily this can be accessed to produce ward based and Cardiff wide reports.
-
- During the way forward Members discussed the introduction of the Bininfo app. I would be grateful if you could confirm when the Bininfo app will be available, the promotional work which will be undertaken to raise awareness of the new app, and the anticipated annual budget for running the Bininfo app in Cardiff.

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

Regards,

A handwritten signature in black ink that reads "P. D. Mitchell". The signature is written in a cursive style with a horizontal line underlining the name.

Councillor Paul Mitchell

Chairperson Environmental Scrutiny Committee

Cc:

Andrew Gregory, Director of City Operations

Tara King, Assistant Director of City Operations

David Lowe, Waste Operations Manager

Jane Cherrington, Operational Manager for Strategy & Enforcement

Paul Keeping, Operational Manager, Scrutiny Services

David Marr, Interim Monitoring Officer

Members of the Environmental Scrutiny Committee

Ref: RDB/PM/RP/17.05.16

24 June 2016

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



Dear Councillor Patel

Environmental Scrutiny Committee – 17 May 2016

On behalf of the Environmental Scrutiny Committee I would like to thank the officers for attending the Committee meeting on Tuesday 17 May 2016. As you are aware the meeting considered items titled 'City Operations – Quarter 4 Performance' and 'Highway Asset Investment Strategy'. The comments and observations made by Members following these items are set out in this letter.

City Operations – Quarter 4 Performance

- Members would like to congratulate the City Operations Directorate for delivering a budget surplus of £3,000 during the financial year 2015/16. They feel that this is an excellent achievement in the current financial climate. The Committee did, however, note the comments made by the Director for City Operations on the varied performance across the City Operations Directorate as a whole. For example, he mentioned that certain parts of Waste Services still had sickness rates in excess of 18 days per person per annum.

With this in mind I would be grateful if you could provide the Committee with the sickness, budget and savings details on a service by service basis for all of the City Operations Directorate for 2015/16. This I feel will provide the Committee with a greater insight into the stronger and weaker

performing parts of the City Operations Directorate, which will in turn help inform how we identify items for future scrutiny. Please note that the letter to the Cabinet Member for the Environment also asks for this information.

- At the meeting the Director for City Operations once again explained that performance indicators PLA/004 (a) (percentage of major planning applications determined during the year within 13 weeks) and PLA/004 (c) (percentage of householder planning applications determined during the year within eight weeks) were once again rated “Red” and “Amber” respectively. The Committee were mindful that significant improvements had previously been promised for Quarter 4 2015/16 and Quarter 1 2016/17. They note that the Director for City Operations is confident of turning both of these indicators to “Green” in time for the Quarter 1 Performance report for 2016/17, and will therefore monitor progress with interest.
- During the meeting there was some concern around the extent to which planning enforcement is carried out in Cardiff, with particular reference to the frequency with which demolition work is carried out against illegal buildings that have been determined for demolition. Reference was made to the letter sent to you after your visit to Environmental Scrutiny Committee on 19 May 2015, which asked for “details on the quantity of illegal buildings determined for demolition by planning enforcement and the number that have actually been demolished for 2013/14 and 2014/15”. In reply you explained that “16 had been determined for demolition, but 7 were subsequently removed.”

I would be grateful if you could confirm in writing how many of the nine properties still on the list have actually been demolished, and the current status of the properties which have not been demolished.

- At the meeting there was some concern around the public availability of planning application documents. A Member was of the opinion that it was no longer possible for the public to view hard copies of planning applications at sites like City Hall, and the Council does not currently

accept planning objections by email or in any other written format. It was felt that if this were the case then the process could discriminate against certain groups, for example, older people. The Director for City Operations has agreed to look into the matter, therefore, I would be grateful if his findings could be confirmed in your reply to this letter.

Highway Asset Investment Strategy

- The Environmental Scrutiny Committee would like to endorse the recommendation made in the Cabinet report to implement a steady state approach to the management of the Highway Asset in Cardiff. Members felt that this longer term planning approach was the most sensible option currently available to the Council. This position is consistent with the conclusions the Committee made in September 2014 when they reviewed an earlier version of the Highway Asset Investment Strategy.
- A Member questioned when work would begin on the Greener Grangetown project and you explained that work was due to start imminently. I would be grateful if you could provide a detailed timeline to include when the work would begin, and when it is anticipated that it will be completed.
- Members felt that the implementation of 20 mph zones in Cardiff had been a positive thing, particularly as the lower speed limit reduces the chance of serious injury in a road traffic accident or collision. The Committee are also keen to gain a better understanding of the benefits of the 20mph speed limits in terms of preserving the quality of the Highway Asset and reducing general maintenance requirements. For example, Members were of the view that the reduced need to brake or accelerate would place less pressure on the actual highway asset, resulting in a longer deterioration period. I would be interested in finding out if any cost benefit analysis has been carried out which reflects the financial impact of implementing 20mph

zones on the Highway Asset. If you have access to a report of this type I would be grateful if you could share this with the Committee.

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

Regards,

A handwritten signature in black ink that reads "P. D. Mitchell". The signature is written in a cursive style with a prominent underline under the name "Mitchell".

Councillor Paul Mitchell
Chairperson Environmental Scrutiny Committee

Cc:

Andrew Gregory, Director for City Operations

Tara King, Assistant Director for City Operations

Matthew Wakelam – Operational Manager, Infrastructure & Operations

James Clemence – Head of Planning

Simon Gilbert – Operational Manager, Development Management (Strategic & Place Making)

Paul Carter – Head of Transport

Paul Keeping – Operational Manager, Scrutiny Services

David Marr – Interim Monitoring Officer

Members of the Environmental Scrutiny Committee

Councillor Michael Michael, Chair of Cardiff's Planning Committee

Ref: RDB/PM/BD/06.06.16

7 June 2016

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



Dear Councillor Derbyshire,

**Joint Environmental and Policy Review & Performance Scrutiny
Committee – 6 June 2016**

On behalf of the Environmental and Policy Review & Performance Scrutiny Committee I would like to thank you, Councillor Hinchey and officers for attending the Committee meeting on Monday 6th June 2016. As you are aware the meeting considered an item titled 'Infrastructure Services Full Business Case'. The comments and observations made by Members following these items are set out in this letter by relevant area:

Performance & Delivery - As the Cabinet is set to approve the Modified In House option in June 2016 the Committee believes that emphasis should now switch to monitoring the performance and delivery of the successful model. During the way forward there was a detailed discussion around how effective performance and delivery monitoring could be achieved and the following suggestions were made:

- **New Performance Measures** - The Infrastructure Services Full Business Case states that a series of performance measures will be developed to help monitor the progress of the Modified In House approach. During the meeting the Assistant Director for City Operations provided examples of the measures which could be included in the new performance monitoring package, for example, reduction in operating cost; net profit from income generated; customer baseline information and monitored performance

against the established action plan. Members feel that getting this new bundle of indicators right is essential and, therefore, ask that they are made available for scrutiny at the earliest possible opportunity. This scrutiny needs to be in advance of approval by the Commercial & Accelerated Improvement Board.

- **Project Strategic Objectives** – The Members believe that any new performance measures; business plans and action plans should clearly link back to the strategic objectives set out in the project. I hope that this will be apparent to both Committees when we review the new documents referenced above at future scrutiny.
- **Regular Monitoring** – The Committee agreed that the progress of the Modified In House approach needs to be properly monitored on a regular basis to ensure that savings and improvements are being delivered. Reviewing progress on an annual basis, for example, would not be sufficient due to the magnitude of the change required and the fact that delivery failures around specific key enablers (for example the Fleet Management Software and other ICT projects) could significantly hold back project success. All scrutiny committees receive monitoring reports on a quarterly basis, therefore, it would seem appropriate that progress and performance measures of the Modified In House approach are included in the Council's quarterly performance report – this would ensure that scrutiny receives an update every few months. Further to this Members believe that the clusters and individual services within the 'Commercial & Collaboration' programme need to be individually reported against and not simply monitored in a wider directorate context. For example, as the Council is looking for 'accelerated improvement' in clusters like 'Recycling Waste Management Services' and 'Total Facilities Management' it would seem sensible to publish indicators like achievement of savings; sickness rates; operational cost reduction and net profit from income generated against each of clusters **and individual services** within those clusters. Such transparency would make future

monitoring of those services easier, particularly if those clusters were changed or replaced by an alternative structure.

- **Modified In House Business Plan 2017 to 2021** - The Committee were concerned that the preparation of the Modified In House business plan 2017 to 2021 would not start until September 2016 with an approval date of January 2017. Members felt that business plans should have been made available alongside the Infrastructure Services Full Business Case as these should clearly identify a way forward for the new Modified In House approach. I would be grateful if you could make draft versions of the business plans available for scrutiny prior to these being presented to the Commercialisation & Accelerated Improvement Board and / or Cabinet for approval.

Collaboration – During the meeting there was some discussion around the collaboration opportunities for the Wholly Owned Company and the Modified In House approach. It was explained that collaboration opportunities were greater for the Wholly Owned Company; however, achievement of these within a relatively short timescale was identified as a significant risk due to the nature of collaborative working. Despite the risks associated with collaborative working arrangements Members were drawn to potential rewards of such work and, therefore, ask that the Modified In House approach actively looks for collaborative opportunities with neighbouring authorities and other local public bodies – particularly as this is something that the Welsh Government is currently encouraging. Members are aware that the Welsh Government is willing to provide collaborative grants to help develop collaborative working schemes. I would encourage you to actively pursue this funding to help sell the collective benefits to neighbouring authorities.

Insourcing – The Modified In House approach identified £1.931m of savings opportunities for the Council – £1m of these were from the Total Facilities Management cluster. As this £1.931m represents a significant part of the overall £4.767m saving for the Modified In House approach over the five year period, and that we should be able to accurately forecast where these

opportunities arise I would be grateful if you could provide a line by line explanation of these insourcing opportunities.

Fleet Management – The Committee remains concerned at the speed of implementation of the new fleet management software for Fleet Services. For the past two years scrutiny through various formats has repeatedly stressed the need to introduce a fleet management system into Central Transport Services – the failure to deliver such a package has resulted in significant additional costs being passed onto a number of very important Council services. Members welcome the fact that the Infrastructure Services Full Business Case identifies fleet management software as a key enabler for the overall Modified In House approach and that a date has been set for the start of a commissioning exercise to procure the service, however, they wish to reiterate the urgency of delivering a new fleet management system and so will monitor developments very closely over the next 10 months.

Other ICT Projects – Members also acknowledge the importance of the other ICT projects being developed with the support of Enterprise Architecture, for example, mobile scheduling, mobile working devices and rostering software. In a similar vein to the fleet management software implementation the Committee will be asking for regular updates over the next 10 months to ensure that these important projects remain on track to give the Modified In House approach the best chance of success.

Projections - The projections made in the Infrastructure Services Full Business Case were noted by the Committee. Members have agreed to monitor delivery of the Modified In House approach with interest and will look to review progress made against the figures illustrated in the Infrastructure Services Full Business Case when the independent review of progress is concluded in August / September 2017. In particular they will focus the financial modelling featured in Table 3 and Appendix 3 of the Infrastructure Services Full Business Case (using these figures as a baseline for future comparison) and delivery of the key enablers which have been identified to drive the project forward.

Income Generation – When considering the financial model illustrated in Appendix 3 of the Infrastructure Services Full Business Case Members were concerned that the £307,000 projected for additional trading within the Wholly Owned Company was very low. A Member provided an informed explanation on the income generation opportunities available through Fleet Services due to the high gross margin associated with carrying out MOT work for the public and private companies (65% gross margin for labour; 25% gross margin for parts). They accept that the Modified In House approach could provide an additional £1.510m over the five year period, however, based on a c£70m per annum service this seemed to be a very low figure. The Committee felt that during the overall alternative delivery model process much emphasis had been placed on income and that the final figures were disappointing. They were of the view that after a prolonged period of debate that time had come to stop thinking about opportunities and start ‘income doing’ to improve the financial position of the Council.

Improvement of Service Quality - The Members note that the Modified In House approach projects a saving of £4.767m over a five year period, however, the Infrastructure Services Full Business Case doesn't actually reference in detail how the Council will improve the quality of service delivery. The Committee feels that the report should place greater emphasis on improving service delivery across the range of services in scope.

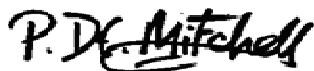
Future Scrutiny - As previously stated in this letter the Committee is looking to scrutinise the key elements of the Modified In House approach after it is adopted by Cabinet. In particular they look forward to:

- Being updated on Modified In House developments on a regular basis through the quarterly performance monitoring process;
- Having the opportunity to review copies of the draft business plans prior to these being approved by the Commercialisation & Accelerated Improvement Board and / or Cabinet;

- Receiving regular updates on the commissioning and procurement of the fleet management software and other ICT projects being developed with Enterprise Architecture;
- Having the opportunity to review the draft performance indicators prior to these being approved by the Commercialisation & Accelerated Improvement Board and / or Cabinet.

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

Regards,



Councillor Paul Mitchell
Chairperson Environmental Scrutiny Committee

Cc to:

Councillor Graham Hinchey, Cabinet Member for Corporate Services & Performance

Councillor Phil Bale, Leader

Councillor Ramesh Patel, Cabinet Member for Transport, Planning & Sustainability

Councillor Nigel Howells, Chair of the Policy Review & Performance Scrutiny Committee

Paul Orders, Chief Executive

Christine Salter, Corporate Director Resources

Andrew Gregory, Director of City Operations

Neil Hanratty, Director for Economic Development

Tara King, Assistant Director of City Operations

David Lowe, Waste Operations Manager

Marc Falconer, Accountancy Manager, Major Projects

Paul Keeping, Operational Manager, Scrutiny Services

David Marr, Interim Monitoring Officer

Angie Shiels, GMB

Ken Daniels, GMB

Robert Collins, UCATT

Mohamed Hassan, UNISON

Ian Titherington, UNISON

Harris Karim, UNITE

Jim Pates, UNITE

Thomas Watkins, UNITE

Members of the Environmental Scrutiny Committee

Members of the Policy Review & Performance Scrutiny Committee

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Ref: RDB/PM/RP/14.06.16

21 July 2016

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



Dear Councillor Patel

Environmental Scrutiny Committee – 14 June 2016

On behalf of the Environmental Scrutiny Committee I would like to thank you and the officers for attending the Committee meeting on Tuesday 14 June 2016. As you are aware the meeting considered items titled 'Cardiff's Transport Strategy' and 'Street Lighting – Member Briefing'. The comments and observations made by Members following these items are set out in this letter.

Cardiff's Transport Strategy

- During the way forward Members discussed a range of potential stakeholder groups which they felt should be involved in the consultation exercise for Cardiff's Transport Strategy. In particular they felt that the Wales Tourist Board and other tourism bodies should be involved in the exercise as transport is a critical factor in bringing a substantial number of tourists and other visitors into the city each year. In addition to this the Committee would like to see clear linkages between Cardiff's Transport Strategy and Cardiff's Student Strategy as student numbers have increased substantially in recent years.
- The Committee would like to see a commitment to establishing a 'circle line' around Cardiff as a part of the South Wales Metro proposals. In particular they feel that developing a link between Coryton and Radyr would be a logical step which would help complete a natural circle route

for the city. Members, therefore, feel that when the Council is asked to submit its proposals and priorities for the South Wales Metro to the Welsh Government then this particular option should feature.

- At the meeting I stressed the importance of securing any pieces of land which are vital for protecting any heavy and / or light alignment points; this approach should make the longer term development of the South Wales Metro much easier and cheaper. In addition to this I would again stress the importance of establishing a suitable land purchase compensation scheme at the first possible opportunity; this would provide much needed assurance for people living on the potential routes and avoid unnecessary worry and property devaluation.
- The Committee as a whole has yet take a view on the preferred transport options for the South Wales Metro – this is something that I would like to consider further during 2016/17. On a personal note, and given my transport background, I would prefer to see a light rail option being applied across the South Wales Metro; it is far more cost effective and flexible than options like heavy rail.
- During the meeting a Member stressed the importance of properly maintaining highway routes leading to key transport sites, for example, railway stations and park & ride facilities. Having well maintained highways in these areas would provide cyclists looking to access rail travel with confidence which in turn would encourage modal transfer. I would be grateful if you could look into the feasibility of prioritising highway maintenance work in these areas and provide the Committee with feedback on your findings.
- Members agree with the idea of implementing 20 mph zones, however, are concerned that in some areas there appears to be a lack of enforcement and signage to support the new schemes. They feel that without any clear enforcement initiatives and appropriate signage motorists will simply ignore the lower speed limits. The Committee, therefore, asks that you liaise with key agencies like South Wales Police to

ensure that proper measures are put in place for existing and new schemes.

- The presentation included a graph titled 'Our Target – 50:50 Modal Split'; this covered the period 2011 to 2026. Discussion on the graph caused some confusion as it was not clear if it illustrated journeys to work in Cardiff or all journeys in Cardiff. I would be grateful if you could confirm if the graph represented journeys to work or all journeys in Cardiff.
- During the meeting a Member explained that residents in two new housing developments in Pontprennau and Pentrebanne had received bus travel subsidies on the day that they moved into their new property. The Committee felt that this was a good idea as it helped promote good travel habits from residents of the new housing developments. I would ask you to look into the practicality of extending this approach to all new housing developments in future, particularly for those on the new strategic sites which will need to be developed around the 50:50 modal split principle.

Street Lighting – Member Briefing

- Overall Members were supportive of the work being undertaken by the Council to procure 13,608 LED lanterns for Cardiff's strategic routes. They felt that the anticipated energy, carbon and financial reductions were a positive thing, however, they were concerned that only the highways lighting stock were within the scope of the tender exercise while the street lighting controlled by housing and parks was excluded. The Committee feel that this is a negative example of 'silo' working and that if the benefits of the LED lanterns are clear for the highways lighting stock then naturally these same benefits would apply to all other parts of the Council. As a consequence I would ask that you revisit the proposal to review if it is possible for housing and parks street lighting to be included in the LED scheme; either now or in the near future.
- During the meeting Members asked for confirmation of the anticipated financial savings to be delivered through the LED street lighting scheme.

There was some confusion around the actual value; therefore, I would be grateful if you could provide the Committee with a detailed breakdown of all savings and costs associated with the new scheme.

- Members are aware that the implementation of LED street lighting can potentially result in a reduction in light pollution. I would, therefore, be grateful if you could provide the Committee with any information that you currently hold on how LED lighting reduces such light pollution and ultimately results in night sky improvements.

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

Regards,

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

Councillor Paul Mitchell
Chairperson Environmental Scrutiny Committee

Cc:

Andrew Gregory, Director for City Operations
Tara King, Assistant Director for City Operations
Matthew Wakelam – Operational Manager, Infrastructure & Operations
Gary Brown – Operational Manager, Assets, Engineering & Operations
Matthew Price – Section Leader – Transport Vision, Policy & Strategy
Paul Carter – Head of Transport
Paul Keeping – Operational Manager, Scrutiny Services
David Marr – Interim Monitoring Officer
Members of the Environmental Scrutiny Committee

Ref: RDB/PM/RP/12.07.16

25 July 2016

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



Dear Councillor Patel

Environmental Scrutiny Committee – 12 July 2016

On behalf of the Environmental Scrutiny Committee I would like to thank the Operational Manager for Energy & Sustainability for attending the Committee meeting on Tuesday 12 July 2016. As you are aware the meeting considered an item titled 'Cardiff's Energy Prospectus – Member Update'. The comments and observations made by Members following this item are set out in this letter.

Cardiff's Energy Prospectus – Member Update

- To begin with I would like to congratulate the officers in the Energy Team for the considerable progress that has been achieved since we last scrutinised Cardiff's Energy Prospectus in June 2015. Members were very encouraged that:
 - Significant projects like Radyr Weir have been delivered;
 - Progress has been made on the Kelda Anaerobic Digestion Plant;
 - Numerous energy efficiency projects have been delivered in schools, on the Council's estate and across the wider community;
 - The Council has helped drive forward seven exceptionally innovative energy projects;
 - Cardiff now delivers 35MW of local renewable energy which contributes to a 16% renewable energy provision per head of population (making Cardiff the fourth most successful city in the UK);

- The Energy Team has attracted £6m in external grant funding in the last three years; and,
 - A 2,000 tonne reduction in CO2 emissions has been achieved across the Council's estate in the last 12 months.
- Members commented that the presentation titled 'Energy Prospectus Update' was the most interesting that they had received at a scrutiny meeting and that it was very exciting to see the Council involved in so many innovative projects.
 - Members are concerned about the implications that 'Brexit' might have on a number of projects contained within Cardiff's Energy Prospectus. I would be grateful if you could provide the Committee with a summary of the potential impacts from 'Brexit' on projects currently within Cardiff's Energy Prospectus.
 - Members are fully supportive of the Groundwater Heat Project currently being developed in Cardiff. The idea that there are 28 billion litres of warm water underneath Cardiff which could provide sustainable heating across large parts of the city is very exciting. I would appreciate it if you could keep the Committee updated on the progress of this project and confirm if there is an option to link this potential heat source via a heat network to the new strategic sites identified in Cardiff's Local Development Plan.
 - The Committee found the seven innovation projects being supported by the Council both fascinating and exciting. Innovative ideas like the 'Vivus Lime' quick drying lime render; the 'Q-Bot' underfloor insulation robot; the portable renewables SBRI and the Hydrogen Enabled Local Energy projects came across as both ground breaking and financially lucrative. I would be grateful if you could confirm the longer term benefits that these projects potentially offer Cardiff and if the Council holds a financial stake in any of these initiatives.
 - Members were informed of a recently developed NEA grant for targeting individuals with identified fuel poverty health issues which Cardiff is piloting

with Flintshire. I would be grateful if you could provide the Committee with further information on this excellent scheme.

- During the way forward Members again asked for a progress update on the Greener Grangetown project. Further to the request made in my letter after the meeting on the 17th May I would be grateful if you could confirm when work will start on the Greener Grangetown project and provide an estimated completion date.

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

Regards,

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

Councillor Paul Mitchell
Chairperson Environmental Scrutiny Committee

Cc:

Andrew Gregory - Director for City Operations
Gareth Harcombe - Operational Manager, Energy & Sustainability
Paul Keeping – Operational Manager, Scrutiny Services
David Marr – Interim Monitoring Officer
Members of the Environmental Scrutiny Committee

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**SWYDDFA CYMORTH Y CABINET
CABINET SUPPORT OFFICE**

Fy Nghyf / My Ref : CM34904
Eich Cyf / Your Ref :
Dyddiad / Date: 10th June 2016



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Councillor Paul Mitchell
Chairperson Environmental Scrutiny Committee
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Annwyl / Dear Paul

**Joint Environmental And Policy Review & Performance Scrutiny Committee
- 6 June 2016**

Thank you for inviting myself and colleagues to a joint meeting of the Environmental and Policy Review & Performance Scrutiny Committee on Monday 6th June 2016. I have considered the points raised in your subsequent letter of 9th June 2016 and respond as follows:

Performance and Delivery

- **New Performance Measures** – I concur that it is important that an appropriate bundle of performance indicators is developed in order to monitor the progress of the new Modified In-house approach. The proposed suite will be shared with Scrutiny prior to being submitted to the Commercial & Accelerated Improvement Board for approval.
- **Project Strategic Objectives** – It is confirmed that any new performance measures, business plans and action plans will clearly link back to the strategic project objectives and be included in the Business Plan.
- **Regular Monitoring** – I agree that the progress of the Modified In House approach needs to be properly monitored on a regular basis to ensure that savings and improvements are being delivered. Arrangements are being made for monitoring reports to be produced on a quarterly basis, in line with the existing Corporate Quarterly Performance Reporting with progress

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Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn sicrhau ein bod yn cyfathrebu â chi yn eich dewis iaith boed yn Gymraeg, yn Saesneg neu'n ddwyieithog dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.

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against the clusters and individual services identified in the 'proposed way forward'.

- **Modified In House Business Plan 2017 to 2021** – It was confirmed that work on the Modified In House Business Plan 2017 to 2021 has already commenced and this will be shared with Scrutiny prior to being formally submitted to the Commercial & Accelerated Improvement Board for approval. The view of the Scrutiny Members that the business plan should have been made available alongside the Infrastructure Services Full Business Case (FBC) is noted. However, it is believed that sufficient information is included in the Full Business Case to enable a thorough review of the two options to be undertaken and the best way forward identified which was the objective of this phase of the project

Collaboration – The Full Business Case broadly sets out opportunities for collaboration in respect of the proposed service clusters. As advised during the meeting, discussions with neighbouring authorities and other public sector organisations regarding collaboration opportunities have commenced, they will continue to find and form mutually beneficial proposals. Initial discussions with representatives from the Welsh Assembly Government have also been held. These will continue over the forthcoming months and beyond, and opportunities identified will be developed as quickly as practicable.

Insourcing – The sources of the values are where capacity has been identified that, with either training or technology additions, functions currently contracted can be delivered within existing Council resources and capacity. I assure you they are forecast and will be tracked in detail as part of the performance measures in line with financial savings plan monitoring.

Fleet Management – As stated during the meeting, the installation of a fully functional Fleet Management Information Technology (FMIT) system for Fleet Management has been identified as a priority 'key enabler'. I am pleased to report that on 7th June 2016, the Council's Investment Review Board approved a business case for the installation of a new system and procurement is now ongoing. Given the urgency of this matter, progress will be monitored very closely until the system is in place a fully functional.

Other ICT Projects – As stated during the meeting, similarly to the provision of an FMIT system, the installation of new technology for a number of services has been identified as a 'key enabler'. I am pleased to report that on 7th June 2016, the Council's Investment Review Board also approved a business case for the installation of a new database, rostering and mobile working technology for domestic waste collections. Development work is also progressing in respect of new technology systems for Facilities Management and similar work will also be progressed in respect of Neighbourhood Services and Highways.

Projections – As previously stated, the importance of monitoring progress against objectives is fully recognised. The Commercial and Accelerated Improvement Board will play a key role in progressing the proposed two complementary programmes of change. Its role will include the regular review

and challenge in respect of the ongoing service interventions and associated progress against the service strategies. As previously stated, progress against the performance measures will be shared with Scrutiny at future meetings.

Income Generation – It is important to note that the £307,000 is net income. As explained during the meeting, and as detailed in the FBC, the service analyses show that there is a significant variance of readiness within the services in scope to fully trade where cost base analysis, ICT, staff training and marketing strategies are inadequately developed and will take time to do so. Trading, other than growing existing trading streams, is therefore not the short term priority for many of the services given that; operational change and retention of third party spend is within the control of the Council, hence the most secure route to achieve savings and will make the services more sustainable and efficient. However, it is critical that all services become ‘fit for purpose’ to provide both sustainable and efficient services in the long term and grow their ability to trade. To assist with the necessary commercialisation of services, key activities (as identified in section 2.4.2.4 of the FBC) to be taken forward over the forthcoming months include:

- The establishment of a pricing strategy which has clear commercial principles and accounts for both direct and indirect costs including central establishment costs (CEC) to ensure competitive pricing whilst not over-recovering the indirect costs;
- Completion of zero-based budgeting for all the services in scope to develop a thorough understanding of the essential expenditure and control of budgets to support the future delivery model;
- Improving the current commercial function: there are existing employee’s fulfilling commercial roles – it is intended that these be brought together and a Commercial Lead Person appointed to lead the commercial team across all services;
- Development of a business development strategy for each service and across the services in scope with differentiation between immediate opportunities and a longer term strategy once services are fit to trade;
- Development of a commercial brand that optimises dual brand of being public sector and commercial;
- Development of a marketing strategy and website aligned with branding and business development strategy;
- Mapping out of common customers across services both internal and external, and
- Consideration of the implementation of a policy of supporting the services in scope by ensuring that the Council across all other services seeks to utilise the services in scope rather than promoting third party spend, as long as value for money can be demonstrated and the specific services in scope are given sufficient time to become competitive.

Improvement of Service Quality – Improving the quality of service delivery is a key objective of the project and this is reflected in the proposed way forward. This is particularly evident in the following key enablers, identified within the

FBC, which will all have a direct positive impact upon the quality of service delivery:

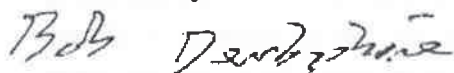
- Implementation of a Fleet Management Information Technology package for the Central Transport Service;
- Implementation of the new enterprise architecture including rostering, scheduling and mobile working technology;
- Completion of a thorough review of the current fleet and building maintenance frameworks;
- Increasing the use of apprenticeships and developing further links with the NEETs agenda;
- The adoption of a 'One-Council' approach to asset management, investment, development and maintenance in respect of the Council's infrastructure assets, and
- The on-going effective engagement of the Trade Unions and employees regarding the operational improvements identified within the service and 'overarching' strategies;

Ongoing initiatives to improve performance should also be noted. For example, over the last twelve months, a pilot Neighbourhood Services scheme was piloted in the west of the city involving street cleansing, parks and highways, and steps have been taken since January 2016 to roll out this approach across the whole city. Examples of improved performance and outcomes for communities include the percentage of highways inspected of a high or acceptable standard of cleanliness (STS/005 (b)), which has increased from 86.79% in 2014/15 to 90.64% in 2015/16. In addition, the percentage of reported fly tipping incidents cleared within 5 working days (STS/006) has increased from 82.61% in 2014/15 to 97.91% in 2015/16. This supports the proposal to strengthen the ongoing operational changes and to accelerate integration of service delivery, in particular, Highway Operations, Parks Services, Street Cleansing and all environmental enforcement services as set out in the FBC.

Future Scrutiny – Going forward, myself and colleagues will be please to meet with the Committee when appropriate to present information regarding progress on the implementation of the proposals and other relevant matters, including those identified earlier in this letter.

I trust this response is of assistance. However, if you have any queries, please do not hesitate to contact me.

Yn gwyir
Yours sincerely



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

CC: Councillor Nigel Howells, Chair of the Policy Review & Performance Scrutiny Committee



Fy Nghyf / My Ref: CM35315

Dyddiad / Date: 23rd August 2016

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

Annwyl/Dear Councillor Mitchell

Environmental Scrutiny Committee - 14th June 2016

Thank you for your letter dated 21st July 2016. I am able to advise as follows.

Cardiff's Transport Strategy

Comment

During the way forward, Members discussed a range of potential stakeholder groups which they felt should be involved in the consultation exercise for Cardiff's Transport Strategy. In particular they felt that the Wales Tourist Board and other tourism bodies should be involved in the exercise as transport is a critical factor in bringing a substantial number of tourists and other visitors into the city each year. In addition to this the Committee would like to see clear linkages between Cardiff's Transport Strategy and Cardiff's Student Strategy as student numbers have increased substantially in recent years.

Response

I welcome the suggestion of potential stakeholder groups which should be included in the Transport Strategy consultation. Transport Officers will liaise with Economic Development regarding corporate links with Visit Wales and we will

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ensure that there is ongoing engagement with them on transport issues. There is also an opportunity for engagement with Visit Wales on the forthcoming Cycling Strategy development consultation.

Cardiff's Universities are key partners and major trip attractors. As such, regular liaison takes place between Officers and University stakeholders and we will ensure that consultation takes place with university staff and students. We will also work closely with the Student Liaison Officers to ensure that a clear link is established and maintained between the Student Strategy and Transport Strategy.

Comment

The Committee would like to see a commitment to establishing a 'circle line' around Cardiff as a part of the South Wales Metro proposals. In particular they feel that developing a link between Coryton and Radyr would be a logical step which would help complete a natural circle route for the city. Members, therefore, feel that when the Council is asked to submit its proposals and priorities for the South Wales Metro to the Welsh Government then this particular option should feature.

Response

The Cardiff Capital Region Metro project is being led by Welsh Government. Extensive investigation and feasibility work will be required to determine the exact configuration of the Metro network, the priorities for investment and develop detailed proposals. The following website link provides further information on the Metro:

<http://gov.wales/topics/transport/public/metro/>

Figure 7 of the information brochure on the website shows possible future Metro extensions. It shows a possible future extension between Coryton and Taffs Well. Page 12 of the Metro Intervention Appraisal Report suggests that a City Circle Loop Scheme "...has some benefits and is to be included into the relevant package as a long term intervention." Therefore, it is expected that the feasibility and benefits of a potential loop would be considered as part of the ongoing work.

Comment

At the meeting I stressed the importance of securing any pieces of land which are vital for protecting any heavy and / or light alignment points; this approach should make the longer term development of the South Wales Metro much easier and cheaper. In addition to this I would again stress the importance of establishing a suitable land purchase compensation scheme at the first possible opportunity; this would provide much needed assurance for people living on the potential routes and avoid unnecessary worry and property devaluation.

Response

All matters relating to land purchase and compensation would be a matter for Welsh Government to address in the course of developing Metro proposals.

Comment

The Committee as a whole has yet take a view on the preferred transport options for the South Wales Metro – this is something that I would like to consider further during 2016/17. On a personal note, and given my transport background, I would prefer to see a light rail option being applied across the South Wales Metro; it is far more cost effective and flexible than options like heavy rail.

Response

The mode of operation for the Metro has yet to be determined. Welsh Government will shortly commence the bidding process for the renewal of the Wales and Borders rail franchise which will include the South Wales Valleys network. The Welsh Government's requirements regarding the mode of operation on the South Wales Valleys network will become apparent when bids are invited.

Comment

During the meeting a Member stressed the importance of properly maintaining highway routes leading to key transport sites, for example, railway stations and park & ride facilities. Having well maintained highways in these areas would provide cyclists looking to access rail travel with confidence which in turn would encourage modal transfer. I would be grateful if you could look into the feasibility of prioritising highway maintenance work in these areas and provide the Committee with feedback on your findings.

Response

The selection process for the highway improvement programme takes into account a number of elements of information. The key consideration is asset condition data which is gathered via a number sources. Requests highlighted by the public, Councillors, highway safety inspectors are all factored into the decision making process and assist in determining the most suitable roads for inclusion in the relevant programme. The prioritisation process also considers cycle and bus routes, schools, shopping zones and areas that have a high amenity value.

Despite the good work that is done to prioritise the limited maintenance funding available, there is a clear need for an additional ring-fenced maintenance funding for cycle routes. The most important cycle routes are not necessarily on the highway or may not have high volumes of motor traffic. I will pursue this additional funding through the Council's annual budget approval process.

Comment

Members agree with the idea of implementing 20 mph zones, however, are concerned that in some areas there appears to be a lack of enforcement and signage to support the new schemes. They feel that without any clear enforcement initiatives and appropriate signage motorists will simply ignore the lower speed limits. The Committee, therefore, asks that you liaise with key

agencies like South Wales Police to ensure that proper measures are put in place for existing and new schemes.

Response

It is intended to set out a clear policy on 20mph areas in the light of recent pilot. This policy will guide future decisions on selecting 20mph areas, designing measures and monitoring and enforcement. Liaison with the South Wales Police and other stakeholders will be a key element in the development of this policy.

Comment

The presentation included a graph titled 'Our Target – 50:50 Modal Split'; this covered the period 2011 to 2026. Discussion on the graph caused some confusion as it was not clear if it illustrated journeys to work in Cardiff or all journeys in Cardiff. I would be grateful if you could confirm if the graph represented journeys to work or all journeys in Cardiff.

Response

The existing 2011 figure presented was for all journeys by sustainable transport, and came from the 'Personalised Travel Planning' project which was conducted in Cardiff during 2011 – 2013.

The target set out in the LDP was for 50% of all journeys (work included) to be made by sustainable modes by 2026.

Comment

During the meeting a member explained that residents in two new housing developments in Pontprennau and Pentrebanne had received bus travel subsidies on the day that they moved into their new property. The Committee felt that this was a good idea as it helped promote good travel habits from residents of the new housing developments. I would ask you to look into the practicality of extending this approach to all new housing developments in future, particularly for those on the new strategic sites which will need to be developed around the 50:50 modal split principle.

Response

I can confirm that this approach will be taken and that contributions will be sought where they can be justified by the assessment of transport impacts of development proposals.

Street Lighting – Member Briefing

Comment

Overall Members were supportive of the work being undertaken by the Council to procure 13,608 LED lanterns for Cardiff's strategic routes. They felt that the anticipated energy, carbon and financial reductions were a positive thing, however, they were concerned that only the highways lighting stock were within the scope of the tender exercise while the street lighting controlled by housing and parks was excluded. The Committee feel that this is a negative example of

'silo' working and that if the benefits of the LED lanterns are clear for the highways lighting stock then naturally these same benefits would apply to all other parts of the Council. As a consequence I would ask that you revisit the proposal to review if it is possible for housing and parks street lighting to be included in the LED scheme; either now or in the near future.

During the meeting Members asked for confirmation of the anticipated financial savings to be delivered through the LED street lighting scheme.

There was some confusion around the actual value; therefore, I would be grateful if you could provide the Committee with a detailed breakdown of all savings and costs associated with the new scheme.

Members are aware that the implementation of LED street lighting can potentially result in a reduction in light pollution. I would, therefore, be grateful if you could provide the Committee with any information that you currently hold on how LED lighting reduces such light pollution and ultimately results in night sky improvements.

Response

I am disappointed with the comments with regards 'silo' working as my Officers in Assets & Engineering are promoting a 'One Council' approach for asset management. Discussions have taken place with Parks and Housing with regards their assets. It should be recognised that both Parks and Housing have limited or no asset information with regards their assets and therefore the process to review all of the lighting would have delayed the LED contract significantly. As the energy savings from the project will be £791,416 per annum this equates to £65,951 savings that would be delayed each month from not delivering the project.

My Officers are working with Parks and Housing to promote the 'One Council' approach but there is a need for these asset owners to support the process as work would be required to reassign assets and budgets to maintain each asset group. The collection of data on each asset is the first step that needs to be addressed and Matthew Wakelam, Head of Infrastructure and Operations, will be having further discussions with Sarah McGill and Jon Maidment to please some impetus on doing this. Any information captured would be added to the Asset Management system, AMX, which it is intended will hold information on all our infrastructure assets (not buildings).

The savings can be split into two areas; those that we be realised immediately and those that will require further work to realise the savings. Energy savings from the installation of new LED street lighting is the only immediate saving. This is a significant saving of £791,416 per annum. The contract is estimated to be £4.858M and as no capital funding has been provided to implement the scheme some of the £791,416 savings will need to be utilised to payback the capital cost over the next 12 years. This means that the savings shown in the Medium Term Financial Plan are £150k in 16/17, £100k in 17/18 and £50k in 18/19. A final saving of £491,416 will be realised at the end of the 12 year payback period but this would not be shown on any Medium Term Financial Plan due to it being so far in the future.

Other savings identified but not included in payback are Carbon reduction commitment £63,100, reduction in maintenance costs £35,000, faults and failure prediction £20,000, option of trimming £26,600, option of dimming £47,900. This totals a potential further £192,600 savings per annum. All of these aspects are not immediate and will need some work to ensure they are realised. The Carbon Reduction commitment is included in this area as this is centrally controlled and may not represent a saving to City Operations, albeit the work undertaken by City Operations has achieved the saving. Maintenance cost and fault failure prediction would only be realised if other income generating work was undertaken in its place or resource was reallocated. Trimming and Dimming would require further internal discussions in terms of our policy on lighting and how lighting is managed at night on our main roads.

There are differing views on as to whether the introduction of LED lighting results in night sky improvements. As long as LEDs are shielded, light spill and glare are relatively well-controlled, but light reflected from the ground also goes up into space to light the sky. The Officers have spent a significant amount of time reviewing the specification and engaging with stakeholders relating to night sky concerns to ensure that what is implemented balances the energy improvements and meeting the required lumen levels for our roads with the type of lighting implemented. The City of Cardiff Council is the first Local Authority to utilise 3000 Kelvin lighting in comparison to 5000 Kelvin lighting and although this has reduced energy savings the decision has been based on what is best for the City and the citizens of Cardiff. There are a significant number of interested stakeholders interested in how the City of Cardiff Council has managed the delivery of this project as there is recognition that Officers have truly understood issues associated with street lighting.

I trust the above is of assistance.

Yn gywir
Yours sincerely



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



Fy Nghyf / My Ref: CM35312

Dyddiad / Date: 22nd August 2016

Councillor Paul Mitchell
Cardiff Council
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Annwyl/Dear Councillor Mitchell

Environmental Scrutiny Committee - 12th July 2016

Thank you for your support of our Energy work and for your kind comments on the presentation given by officers at your 12th July meeting. I know that the Energy and Sustainability team appreciated the opportunity to showcase some of the projects that they have been delivering this year.

You asked about the implications that **Brexit** may have on some of the projects discussed. Our two current EU funded projects (WISDOM - water system management, and PERFORMER - building energy performance) will be unaffected. Budgets for these are already allocated and both are due to finish well within the 2 year horizon for exiting.

The European Commission have also made it clear that UK organisations remain eligible to apply for current and future funding calls of this nature up to the point of the UK's exit and we understand that project reviewers in Brussels have been specifically briefed not to take into account the Brexit decision in assessing any bids. There is though, some anecdotal evidence that European partners interested in current and future calls are starting to see UK partners as a high risk in developing bidding consortia. However, the Energy and

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Sustainability team continues to be involved in scoping new bids and has not had direct experience of this to date. We have two live bids for funding submitted at present and will find out more about the success of these in the Autumn.

In the longer term, this particular funding stream does look likely to close, although the details and timing of this will no doubt be part of the exit negotiations. This is clearly a risk for the Energy and Sustainability team where some staff are funded through these projects. However I know that there are other UK based funding streams that can also support staff and innovations in this way and the team continues to apply for relevant projects. In the meantime, I am also aware that the Chief Executive has asked the Economic Development team to review our external funding activities across the Authority to ensure that we can capitalise on current opportunities and prepare for any changes.

You also asked for information about the **financial stake** that we may hold in some of our innovation projects. This is quite a complex issue and the rules governing our stake and other intellectual property rights vary from project to project. In general terms, EU State Aid rules mean that intellectual property developed by the public sector, using public funding, should be made freely available. This is a condition for some of our projects and for these the benefit to the Council is limited to the funding support gained for staff and deployment costs and any on-going energy savings associated with the projects. However, in our "Small Business Research Initiative" projects, the rules are slightly different. In these we are required to show that we share elements of both risk and reward with the companies we sponsor. In order both to demonstrate this and to comply with wider State Aid rules, we have developed a system where grant funded companies retain their Intellectual Property rights, but in return are required to supply future commercial versions of their products to the Council at cost price plus 1%. In addition, they commit to passing their intellectual property rights to us if they fail to exploit it, or if the company ceases to trade within set periods.

You also asked for more detail on our NEA Fuel Poverty project. The **National Energy Action** grant funded Healthy Homes, Healthy People Cymru project is a partnership project with Flintshire Council to undertake energy efficiency works to homes in Cardiff and Flintshire. The project is unusual in that it specifically targets fuel poor residents identified by the health service as suffering from a health condition that is exacerbated by a cold or damp home. The total project value is £325,000 to be split equally between Flintshire and Cardiff. A minimum of 115 properties will be retrofitted with energy efficiency measures (heating and insulation) across the two areas by March 31st 2017. The project (although not yet officially started at the time) won the 'Regional Large Scale Project of the Year' at the Energy Efficiency and Retrofit Awards 2016 earlier this year.

Greener Grangetown

In reference to your question requesting a start date for the Greener Grangetown project, I can advise that we anticipate the project to start on site in October 2016, with a projected 42 week contract period (the projected completion date

being August 2017). A definitive date is not available as one of the main project funders is still confirming their spend preferences for the scheme.

Thank you once again for your interest in our Energy and Sustainability agenda. I will ensure that you are kept up to date with developments in this area, including on our Ground Heat project and its interface with our wider Heat Network Feasibility project which will be in progress during this year.

Yn gywir
Yours sincerely

A handwritten signature in black ink, appearing to read 'Ramesh Patel', written in a cursive style.

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

