CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD

CABINET: THURSDAY, 19 JANUARY 2017 at 3.30 PM

A Cabinet Meeting will be held in the Fitzalan High School on at 3.30 pm

A G E N D A

Apologies & Declarations of Interest

1   Minutes of the Cabinet Meetings of the 1 and 15 December 2016 *(Pages 1 - 8)*

Community Development, Co-operatives and Social Enterprise

2   Provision of Library Services at Cardiff Royal Infirmary *(Pages 9 - 38)*

Corporate Services & Performance

3   WITS (Wales Interpretation and Translation Service): Transfer of hosting responsibilities from Gwent Police to City of Cardiff Council *(Pages 39 - 58)*

4   Update of the Council's Alcohol and Drug Misuse Policy *(Pages 59 - 86)*

Early Years, Children & Families / Health, Housing & Wellbeing

5   Proposal to develop a Regional Social Care Workforce Development Unit for Cardiff and Vale of Glamorgan *(Pages 87 - 106)*

6   Direct Payments to Vulnerable People *(Pages 107 - 166)*

Education

7   The Performance of Cardiff Schools 2015/2016 *(Pages 167 - 236)*

8   School Organisation Proposals: The provision of additional English-medium primary school places at Radyr Primary School *(Pages 237 - 334)*

Transport, Planning & Sustainability

9   Supplementary Planning Guidance - Residential Design Guide, Tall Buildings, Locating Waste Management Facilities, Planning Obligations *(Pages 335 - 564)*

10   Cardiff Cycle Strategy *(Pages 565 - 618)*

PAUL ORDERS
Chief Executive

CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD

MINUTES

CABINET MEETING: 1 DECEMBER 2016

VENUE: CARDIFF AND VALE COLLEGE, DUMBALLS ROAD

Cabinet Members Present:	Councillor Phil Bale (Chair)
	Councillor Sue Lent
	Councillor Peter Bradbury
	Councillor Dan De'Ath
	Councillor Bob Derbyshire
	Councillor Graham Hinchey
	Councillor Susan Elsmore
	Councillor Sarah Merry
	Councillor Ramesh Patel
Observer:	Andrew Cobden, Managing Director, Vastint
Officers:	Paul Orders, Chief Executive
	Christine Salter, Section 151 Officer
	David Marr, Deputy Monitoring Officer
Apologies:	Councillor Judith Woodman
	Councillor David Walker

55   DUMBALLS ROAD REGENERATION

Appendices 2, 3, 4, 6 and 8 of this report are exempt from publication because they contain information of the kind described in paragraphs 14 and 21 of parts 4 and 5 of Schedule 12A to the Local Government Act 1972.

Cabinet considered a report outlining the proposal to acquire land at Dumballs Road in order to attract significant private sector investment (Vastint) to enable the regeneration of the area through a residential-led mixed used development delivering up to 2000 new homes (including affordable homes), commercial and community use. The site is circa 40 acres and is a strategic brown-field site adjacent to the city centre.

Andrew Cobden, Managing Director of Vastint attended the meeting and provided an overview of the company and its values. Vastint aim is to deliver positive long term social, economical and environmental solutions and developments.

AGREED; that

1) The Heads of Terms attached as Appendix 4 be approved.

2) Authority be delegated to the Director of Economic Development in consultation with the Leader of the Council, the Cabinet Member for Corporate Services and Performance, the Corporate Director Resources, and the Director of Governance and Legal Services to:

    i)   Conclude the acquisition of 8.5 acres of land at Dumballs Road as illustrated at Appendix 2 and in accordance with the Heads of Terms attached as Appendix 4.

    ii) Negotiate and conclude the acquisition of a further 4.1 acres of land at Dumballs Road as illustrated at Appendix 2 with the final cost of acquisition subject to allocated budgets and approval by an independent valuer.

    iii) Dispose of the former Depot Building at Bessemer Close to enable the relocation of a business from the Dumballs Road area as illustrated in the plan at Appendix 5 and in accordance with the independent valuation at Appendix 6.

3) the receipt from the disposal of the former Depot Building at Bessemer Close be ring fenced to enhance the allocated capital budget being used to acquire the land at Dumballs Road outlined in this report and illustrated in Appendix 2.

4) that the required level of capital allocation from the Central Enterprise Zone (CEZ) budget is brought forward from future years to the current financial year, as set out in Appendix 8.

CITY OF CARDIFF COUNCIL
CYNGOR DINAS CAERDYDD

MINUTES

CABINET MEETING: 15 DECEMBER 2016

Cabinet Members Present:	Councillor Phil Bale (Chair)
	Councillor Sue Lent
	Councillor Peter Bradbury
	Councillor Dan De'Ath
	Councillor Bob Derbyshire
	Councillor Graham Hinchey
	Councillor Susan Elsmore
	Councillor Sarah Merry
	Councillor Ramesh Patel

Observers:	Councillor Dianne Rees
	Councillor Neil McEvoy
	Councillor Judith Woodman

Officers:	Paul Orders, Chief Executive
	Christine Salter, Section 151 Officer
	Marie Rosenthal, Monitoring Officer
	Joanne Watkins, Cabinet Office

Apologies:

56   MINUTES OF THE CABINET MEETINGS HELD ON 10 AND 21 NOVEMBER 2016

RESOLVED: that the minutes of the Cabinet meetings of 10 and 21 November 2016 be approved.

57   WALES AUDIT OFFICE CORPORATE ASSESSMENT FOLLOW ON REPORT - STATEMENT OF ACTION

Cabinet received an update on the progress made during 2016/17 to implement the various commitments contained within the Council's Statement of Action developed in response to the Wales Audit Office Corporate Assessment Follow On report.

Progress against the actions contained within the Statement of Action are attached as an appendix to the report. The Council will continue to monitor implementation and liaise with Wales Audit Office accordingly.

RESOLVED: that the progress made in implementing the Council's Statement of Action during 2016/17 be noted.

58   CORPORATE RISK REGISTER - MID YEAR REVIEW 2016/17

Cabinet considered the Corporate Risk Register mid-year position, the register contains 24 risks and includes two new risks – "Promoting Independence" which now includes Delayed Transfer of Care and "Safeguarding".

RESOLVED: that the content of the Corporate Risk Register be noted.

59   COUNCIL TAX BASE 2017-18

The Cabinet received a report outlining details of the calculation of the Council tax base for2017/18.

RESOLVED; that

(1)   the calculation of the Council's tax base for the year 2017/18 be approved;

(2)   pursuant to this report and in accordance with the Local Authorities (Calculation of Tax Base) (Wales) Regulations 1995, as amended, the amount calculated by Cardiff Council as its council tax base for the year 2016/2017 shall be 143,032;

(3)   pursuant to this report and in accordance with the Local Authorities (Calculation of Tax Base) (Wales) Regulations 1995, as amended, the amounts calculated by the Council as the council tax base for the year 2017/18 in the community areas subject to a precept shall be as follows:-

Lisvane	2,350		
Pentyrch	3,258		
Radyr	3,651		
St. Fagans	1,295	(4)	the arrangements for the payment of
Old St. Mellons	1,400		precepts in 2017/18 to the South
Tongwynlais	823		Wales Police Authority be by equal

instalments on the last working day of each month from April 2017 to March 2018 and the Community Councils be by one payment on 1 April 2017, be on the same basis as that used in 2016/17 and the precepting authorities be advised accordingly.

60   FAMILIES FIRST RECOMMISSIONING

Councillor Peter Bradbury declared a personal and prejudicial interest in this item as his son attends a facility mentioned within the report. Cllr Bradbury left the meeting and took no part in the decision making.

Cabinet received a report outlining proposals for the commissioning arrangements for the Families First Programme. The Families First programme provides early intervention and prevention services for families.

RESOLVED; that (subject the Council securing written confirmation of grant funding from the Welsh Government at a level which is sufficient to cover the cost of the proposed variations and pilot arrangements);

1.   The proposed variation to the existing contracts referred to under **paragraph 20** of this report (with the exception of the Healthy Lifestyles contract referred to recommendation 1b) by way of an extension of 12 months commencing on 1 April 2017 be approved;

2.   the proposed variation to the existing Families First Healthy Lifestyles contract with the Cardiff and Vale University Health Board be approved:-

   i.   by way of an extension for a period of 3 months commencing upon 1 April 2017 in respect of those elements of the services referred to as 1) the Sex and Relationship Education project and 2) the ASSIST (smoking prevention) project;

   ii.   by way of an extension for a period of 12 months commencing upon 1 April 2017 in respect of the remaining elements of the services within the said contract.

3.   Authority be delegated to the Director of Social Services in consultation with the Cabinet Member for Early Years Children and Families and the Cabinet Member for Corporate Services and Performance, and Section 151 and Monitoring Officer for all aspects of commissioning the proposed short term pilot arrangements which may be put in place during the transition period as further detailed in **paragraph 34** of the report.

4.   a report will be submitted to Cabinet to seek approval to the proposed model for the longer term arrangements for the Families First Programme once the final Welsh Government Guidance and financial information in relation to the new programme has been received.

61   ACCOMMODATION REQUIREMENTS AT CANTONIAN HIGH SCHOOL

Appendix A to this report is exempt from publication as it contains information of the kind described in paragraph 16 of parts 4 of Schedule 12A to the Local Government Act 1972

RESOLVED: that

1.   It be noted that an application for the £1 million capital funding, from within the current 21st Century School Programme, has been submitted and is subject to Welsh Government approval.

2.   expenditure of £1.443 million be committed over the next three years for the supply of modular accommodation at Cantonian High School, subject to confirmation of the approval of capital funding by Welsh Government and the Section 151 Officer raising no objection,

3.   should the application not be approved by Welsh Government, a report outlining an alternative source of capital funding for the Cantonian High School scheme will need to be considered by Cabinet in the New Year.

62   EASTERN BAY LINK

Cabinet considered a report seeking authority to engage with Welsh Government to progress a joint study for the next phases of the Eastern Bay Link Road between Butetown Tunnels and A48 Eastern Avenue.

RESOLVED: that authority be delegated to the Director of City Operations to engage with the Welsh Government to progress a joint study of options for the next phases of the Eastern Bay Link Road between the Butetown Tunnels and A48 Eastern Avenue funded by the Welsh Government.

63   INTEGRATED NETWORK MAP

Cabinet considered the draft Integrated Network Map for public consultation. The Integrated Network Map sets out the plans of the local authority to develop or improve active travel routes over the next 15 years. The 12 week consultation period is required by Welsh Government as set out in the Statutory Guidance for the Delivery of the Active Travel (Wales) Act 2013.

RESOLVED: that the proposed engagement and consultation plan for the Integrated Network Map as set out in this report and attached appendices be approved.

64   CARDIFF WEST TRANSPORT INTERCHANGE

Cabinet received proposals to develop an Integrated Transport Hub on the site of the former Waungron Road Recycling Depot. The development of the Western Interchange will facilitate better public transport links from the North West Corridor to areas of growing employment, health care and education and will facilitate links via the local and national rail network currently accessed via the adjacent Waungron Park station.

RESOLVED: that

1.   the proposed Western Transport Interchange development be approved; and

2.   authority be delated to the Director of City Operations in consultation with the Cabinet Member for Finance, Cabinet Member for Transport, Planning and Sustainability, the Council's s151 Officer and the Director of Law and Governance to deal with all aspects of the procurement of the Works for the

Western Interchange Development as set out in this report, up to and including the award of the contract.

3.   the transfer of Indicative Capital Programme allocation from Bus Corridor improvements to the Cardiff West Interchange Scheme be approved.

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CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 19 JANUARY 2017

PROVISION OF LIBRARY SERVICES AT CARDIFF ROYAL INFIRMARY

REPORT OF DIRECTOR OF COMMUNITIES, HOUSING & CUSTOMER SERVICES

AGENDA ITEM: 2

PORTFOLIO: COMMUNITY DEVELOPMENT, CO-OPERATIVES & SOCIAL ENTERPRISE (COUNCILLOR PETER BRADBURY)

Reason for this Report

1. To recommend the involvement of the Council in a partnership development with the University Health Board to deliver a Health & Wellbeing Centre at the Cardiff Royal Infirmary in Adamsdown.

2. To recommend that an early phase of the project relocates library services to create a Café, Library and Information Centre, subject to consultation.

3. To recommend that the Roath Library building is re-advertised for Community Asset Transfer under a revised set of terms and conditions.

Background

4. On the 16th July 2015, the decision was made via a Cabinet Report to advertise the current Roath Library Building for Community Asset Transfer on the condition that the successful organisation would accommodate the Council's library service provision in the building. The building had closed in November 2014 due to historic and long standing repair and maintenance issues.

5. Due to the closure, a small alternative and temporary library provision was made available in the University Health Board owned Cardiff Royal Infirmary (CRI) Building, which is located in close proximity to the library.

6. Roath Library building is situated on Newport Road, Adamsdown and is located less than 1 mile east of Cardiff City Centre. It is on the Plasnewydd Ward boundary. The property is situated directly on the principal route connecting the city centre to the east of the city. Public

transport is readily available, serviced by Cardiff Bus. (Appendix 1 Roath Library Building and CRI).

7. Roath Library was advertised for expressions of interest in a Community Asset Transfer with a requirement for the re-provision of the Councils Library Service within the building. The Council received bids from five organisations by the closing date of 8th January 2016, and these were evaluated against a range of factors as per the Council's CAT process.

8. Based on this evaluation, two organisations were asked to progress to final bidder stage, which involves undertaking further due diligence on the building and providing a detailed business plan with a schedule of works. However, one organisation decided to cease their interest in the building due to the location of the building and the inability to recover the substantial investment in the future.

9. Concurrent to the CAT evaluation process, the Cardiff Partnership Asset Management Board were considering a number of partnership priorities across the city where there was an opportunity to align services and reduce operational costs.

10. The UHB Cardiff Royal Infirmary building was previously discounted by the Council as a potential opportunity for longer term library and hub services. This was due to uncertainty about the overall development timetable and the status of the CRI as a strategic site.

11. The UHB have recently confirmed that the CRI site will become one of three Health and Wellbeing Centres across Cardiff and the Vale of Glamorgan. The development has been identified as a priority project under Cardiff & Vale UHB's Shaping Our Future Well-Being Strategy.

12. As per the strategy the aim for these centres will be to *provide a range of facilities and technologies to enable services to be delivered close to home wherever possible. Alongside offering a community space, these centres will provide services in conjunction with key partners to deliver more integrated and co-ordinated services for our local population*.

13. The CRI is currently only 35% fully refurbished and in use, which presents an opportunity for complementary services to be co-located within the building.

14. Initial meetings have identified a number of Council and partner services that could be co-located at the CRI, and these are subject to ongoing investigations. Due to the scale and complexity of combining services into an integrated Hub, the scheme would need to be rolled out in a phased approach.

15. In view of this potential opportunity, the CAT process for Roath Library has been halted in order to allow this significant project to be fully

considered. The organisation that remains interested in progressing the CAT of Roath Library has been kept informed.

Café, Library and Information Centre

16. The available accommodation at the CRI is extensive, and a full project plan is currently being developed. The Chapel at the CRI forms part of the project scope and has been vacant for a number of years. The building is in a prominent location on the North West corner of the CRI site, on the corner of Newport Road and Glossop Road. Site plan attached in appendix 2.

17. UHB are currently rolling out their in-house Aroma branded coffee shops, and believe that this would be an ideal site to further develop their commercial offer. As more services are located within the CRI, there will be more demand for beverages and light snacks. In addition, the Chapel's prominent position on a main route into the city centre provides significant passing footfall.

18. There is potential for library services to be co-located within the Café to create a Reading Café environment, with inspiration sought from the successful Rowntree Park Reading Café. The aim would be to create an integrated one-space feel for the whole range of services on offer. Images are attached in appendix 3.

19. The list of services that are being proposed include

    - Café – Aroma branded, offering competitively priced drinks and light food.
    - A range of library books, and materials. (Commensurate with community requirements for a comprehensive library service).
    - PC's – 13
    - Self-serve kiosk.
    - Meeting rooms / training spaces
    - Regular classes / reading groups – as per demand.

20. Initial feasibility work is taking place to assess the opportunities for sensitive refurbishment and alteration works, whilst remaining sympathetic to the listed status and former use of the building. In addition, the proposed change of use of the building would be subject to planning and listed building consent.

21. Further discussion will be required with UHB once the full costed project is designed. However, the agreement in principle is that the UHB will fund the basic upgrade and conversion works, with the Council required to contribute to the cost of the library fit-out. Based on fit out costs for similar projects this work is anticipated to be in the region of £150,000 and it is proposed that this full amount is met from section 106 money in the Adamsdown ward.

Roath Library Building

22. The above partnership proposal, if approved, would remove the existing requirement for the re-provision of library services in the Roath Library Building. Therefore, given limited Council resources, there are two options that could be considered for the building to refurbish and bring the property back into use.

- **Open market sale** – normal disposal of Council buildings that are deemed surplus to requirement.

  o Advantages – The council would receive a capital receipt. However a high price would not be anticipated due to the amount of work required to bring it back into use.

  o Disadvantages – There would be a risk that the new owner of the building does not bring it back into use in a timely manner. Loss of a well-loved community building in an area that has few other community facilities.

- **Community Asset Transfer** – Due to the significant change in the terms being offered (as the space for a comprehensive library provision in the building is no longer required) the opportunity has to be re-advertised for a Community Asset Transfer / Leasehold Agreement. The requirement would be on a long-term, full repair and maintenance lease at a peppercorn rent that will provide definable community benefit.

  o Advantages – retention of a well-loved community building in an area of need. The Council would retain some control over the building to ensure the successful bid delivers benefits to the local community.

  o Disadvantages – this would not release a capital receipt to help fund the CRI project.

23. It is proposed that the CAT option is progressed and the building is re-advertised on these different terms to seek a community or commercial interest with a definable community benefit.

24. For any organisation to be successful, it would need to evidence during the CAT process that it has a sustainable business plan that includes the capital resources to bring the building back into use. It is anticipated that a full refurbishment of the building will be in excess of £700,000, dependant on the nature of the works.

25. The organisation which previously got through to the final bidder stage will be encouraged to resubmit an application on these new terms.

26. If the Community Asset Transfer is not successful then further options will be explored and this will be subject to a separate cabinet report.

Consultation

27. Full public consultation would need to take place on the re-provision of library services with the CRI. Proposed consultation documentation is attached in appendix 4.

Timeline

28. It is acknowledged that substantial time has passed since Roath Library closed and, even though alternative temporary provision has been provided, there is a pressing need to find a permanent solution for both the library service and the building. Therefore, the proposal would be to concurrently seek expressions of interest in the CAT of the Roath Library building on these new terms whilst public consultation is taking on the CRI proposal.

29. If the contents of this report are agreed, the following draft timeline is recommended.

CAT Roath Library	Café, Library and Information Centre	Dates
Advertisement of Roath Library for CAT – expressions of interest	Consultation on the proposed Café, Library and Information Centre	2nd February 2017 (deadline 2nd March 2017)
Informed by consultation, delegated decision report to progress		Spring 2017
Request detailed business cases following		April 2017
Award CAT and conditions, including timeline to complete project.		Summer 2017
	Commence works on the Chapel	Autumn 2017
	Completion of Chapel Works	Autumn 2018

Trade Union Consultation

30. Trade Unions have been consulted on this cabinet report and no issues were raised.

Local Member consultation

31. Local ward members have been consulted and invited to have had a tour of the potential venue.

Scrutiny

32. The report was subject to pre-decision on the 12th January 2017 and the views of the Economy and Culture scrutiny committee will be available to Cabinet.

Reasons for Recommendations

33. To ensure the delivery of sustainable library services in Adamsdown as part of a multi-agency Health & Wellbeing Hub at Cardiff Royal Infirmary.

Financial Implications

34. Whilst subject to detailed discussion, the capital costs of the library fit out will not exceed the amount of section 106 available for community facilities in the Adamsdown area (which currently totals £204,000), with any refurbishment of the building to be undertaken by University Health Board.

35. There may be an ongoing contribution to the Health board required to meet the operating costs of any joint facility. The basis of these would need to be set out at the start of any agreement and any such costs are deemed to be manageable from existing revenue budgets of the Directorate.

36. The report proposes that alternative options to Open Market disposal of the old Roath Library building are considered, in the form of undertaking a further Community Asset Transfer (CAT) Process. It is essential to note that the cost of any refurbishment could be c£700k, subject to detailed surveys and tender. The Council already has a backlog of maintenance on buildings it needs to retain, so any such costs would be unaffordable for the Council.

Legal Implications

37. There are a number of options set out in this report. These legal implications only deal with the recommended option/proposals. The statutory provision in relation to provision of libraries is set out in the body of the report.

38. The report sets out that it is proposed to end the current community transfer asset process and delegate the recommencement to the Director in consultation. It is understood the report sets out the reasons for doing so. The decision maker should be satisfied that any decision is reasonable.

39. The report also sets out the consultation to be undertaken with the public. Any consultation must be adequate and fair. The carrying out of consultation gives rise to a legitimate expectation that the outcome of the consultation will be considered as part of the decision making process. The decision maker should also have regard to such consultation when making its decision. It is understood the outcome of the consultation will be reported to the Director (in line with the delegation set out in this report).

40. With regards any proposed Community Asset transfer process and arrangements with Cardiff Royal Infirmary, the client department should seek advice from the Estates section and further legal advice should be sought on the specific arrangements prior to commencement of the process/implementation.

41. In respect of the sale of Roath Library the Council is under a duty to achieve 'best consideration' pursuant to s.123 of the Local Government Act 1972.

42. The Council has to satisfy its public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics.

43. Protected characteristics are:
    • Age
    • Gender reassignment
    • Sex
    • Race – including ethnic or national origin, colour or nationality
    • Disability
    • Pregnancy and maternity
    • Marriage and civil partnership
    • Sexual orientation
    • Religion or belief – including lack of belief

44. As such decisions have to be made in the context of the Council's equality act public sector duties.

45. The report identifies that an Equality Impact Assessment has been carried out and is appended at Appendix 5. The purpose of the Equality Impact Assessment is to ensure that the Council has understood the potential impacts of the proposal in terms of equality so that it can ensure that it is making proportionate and rational decisions having due regard to its public sector equality duty.

46. The decision maker must have due regard to the Equality Impact Assessment in making its decision.

47.	The decision maker should also have regard when making its decision to the Council's wider obligations under the Social Services and Wellbeing (Wales) Act 2014 and The Wellbeing of Future Generations (Wales) Act 2015. In brief both acts make provision with regards promoting/improving wellbeing.

HR implications

48.	Provision of the Library Service will be undertaken by current employees, mainly Neighbourhood Development Librarians, who already work in a variety of locations. Initial consultation has taken place with the Trade Unions, as well as affected employees, and this will continue during the development of the service.

Equality Implications

49.	The equality implications have been considered and the Equality Impact Assessment on the proposals is attached in appendix 5.

RECOMMENDATIONS

Cabinet is recommended to

1.	Agree for a consultation to be undertaken on the re-provision of library services to be co-located within the Cardiff Royal Infirmary.

2.	Delegate authority to the Director for Communities, Housing & Customer Services in consultation with Cabinet Member for Community Development, Co-operatives and Social Enterprise to implement the proposals determined as a result of the consultation referred to in this report.

3.	Delegate authority to the Director for Communities, Housing & Customer Services and Director for Economic Development in consultations with Cabinet Members for Community Development, Co-operatives & Social Enterprise and Corporate Services & Performance to fully undertake the Community Asset Transfer process for Roath Library Building on new terms.

4.	Note that a further cabinet report will be received if the Community Asset Transfer of Roath Library Building is unsuccessful.

5.	Note the Council's involvement in a partnership development at Cardiff Royal Infirmary and that future reports will follow regarding opportunities for other potential Council service provision from the building.

SARAH MCGILL
Director
13 January 2017

The following Appendices are attached:

Appendix 1: Roath Library – Cardiff Royal Infirmary Map
Appendix 2: Cardiff Royal Infirmary Site Plan
Appendix 3: Rowntree Park Reading Café
Appendix 4: Draft Consultation Documents
Appendix 5: Equalities Impact Assessment
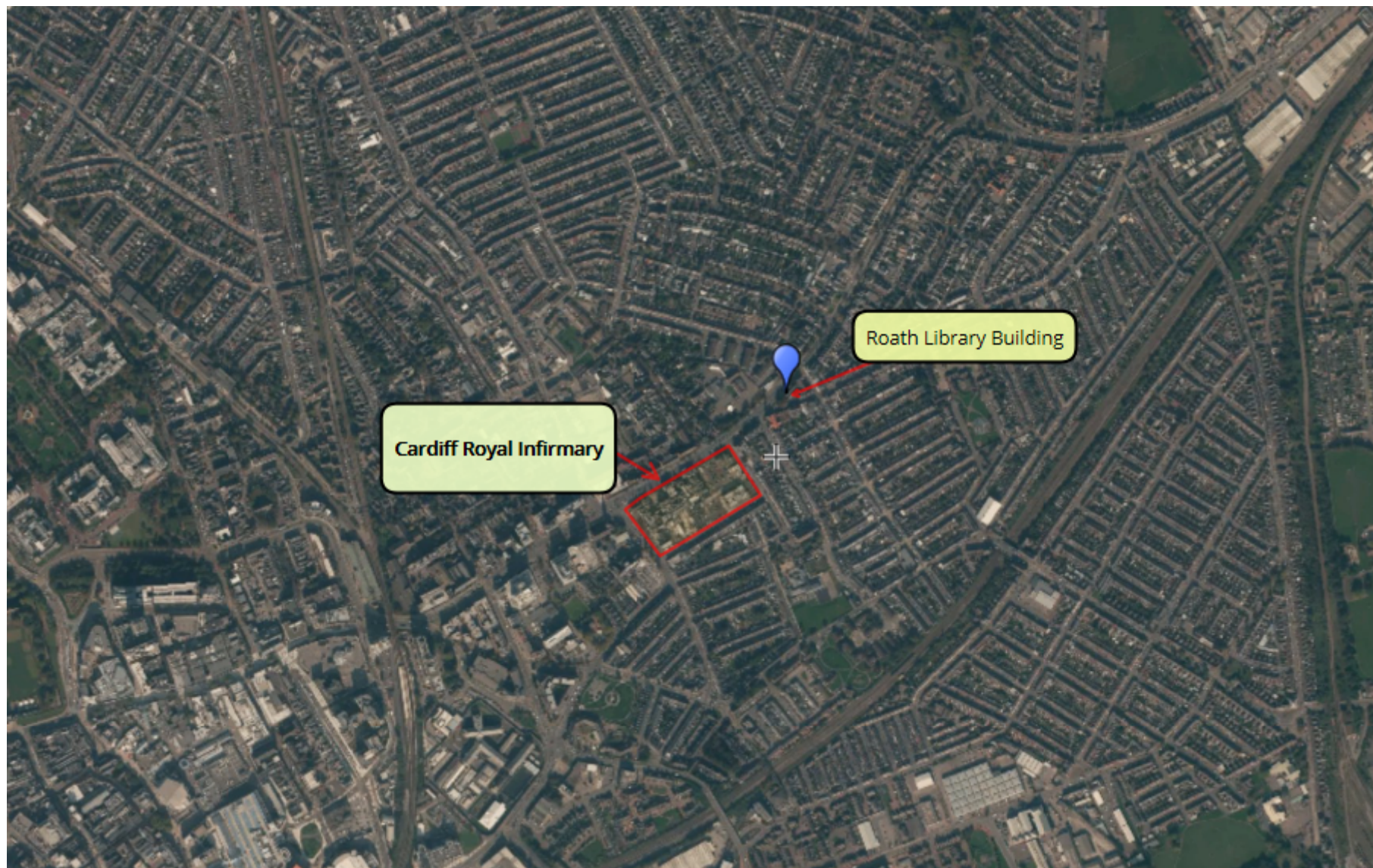Appendix 6: Scrutiny Comments *(to follow)*

Background Papers

Cardiff and the Vale University Health Board – Shaping Our Future Wellbeing
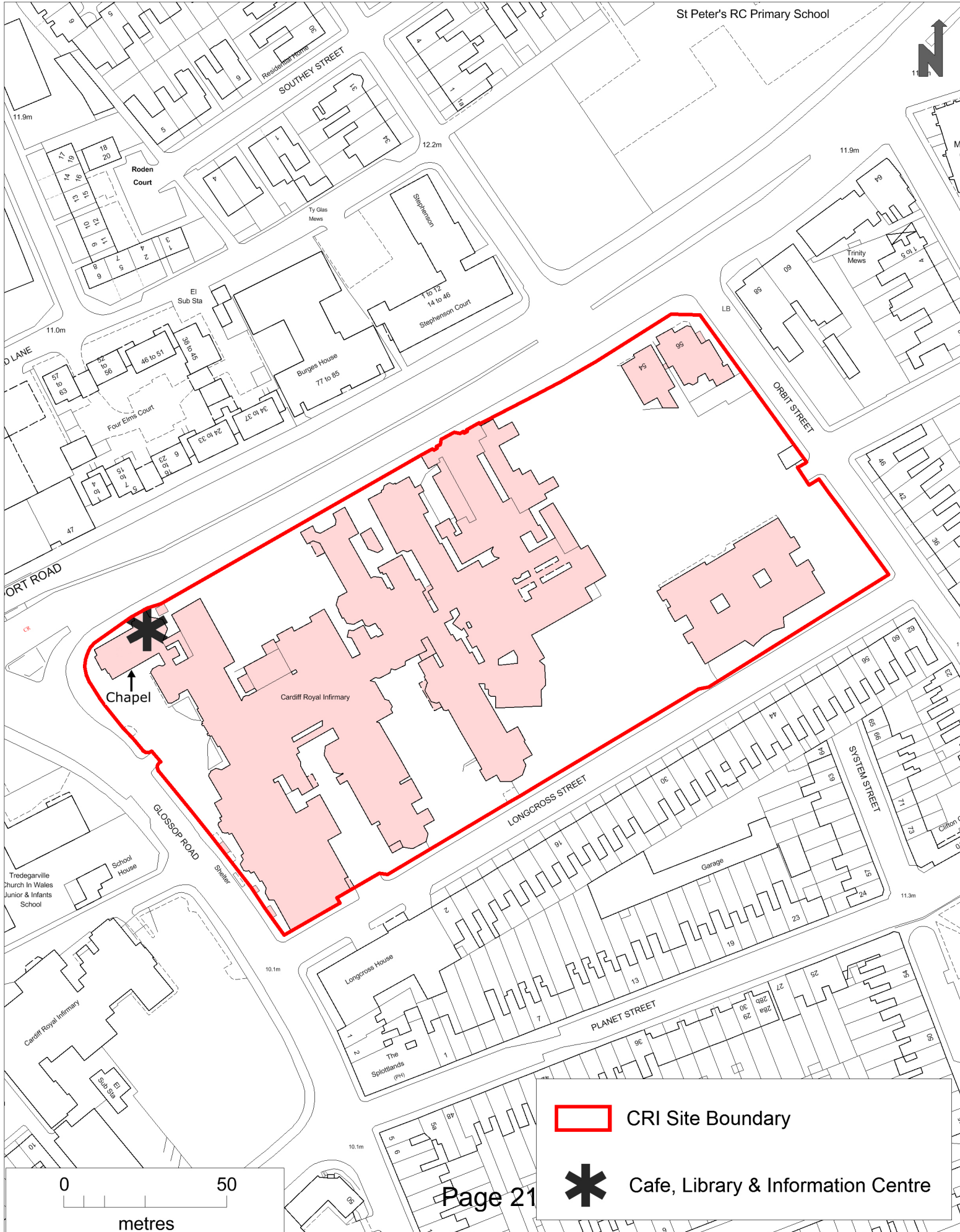Strategy 2015 – 2025

http://www.cardiffandvaleuhb.wales.nhs.uk/sitesplus/documents/1143/10%20-
%20UHB%20Shaping%20Our%20Future%20Wellbeing%20Strategy%20Fina
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Roath Library – Cardiff Royal Infirmary Map

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Cardiff Royal Infirmary

CARDIFF
CAERDYDD

St Peter's RC Primary School

SOUTHEY STREET

Roden Court

Ty Glas Mews

Stephenson

El Sub Sta

Burges House

77 to 85

Four Elms Court

Stephenson Court

1 to 12
14 to 46

ORBIT STREET

Trinity Mews

LB

D LANE

CR

RT ROAD

Chapel

Cardiff Royal Infirmary

GLOSSOP ROAD

Shelter

Tredegarville
Church In Wales
Junior & Infants
School

School House

Cardiff Royal Infirmary

El Sub Sta

Longcross House

The Splottlands
(PH)

PLANET STREET

LONGCROSS STREET

Garage

SYSTEM STREET

Clifton

Page 21

| CRI Site Boundary |

✳ Cafe, Library & Information Centre

0   50
metres

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Rowntree Park Reading Café

Source of images:
http://foodshorts.blogspot.co.uk/2015/02/rowntree-park-reading-cafe-york.html
http://www.castlesllp.co.uk/york-rowntree-park-lodge/

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DRAFT
The Chapel @ Cardiff Royal Infirmary
Proposed Café, Library & Information Centre.

Have Your Say!

To breathe new life into the historic former Chapel at Cardiff Royal Infirmary, Cardiff Council in collaboration with Cardiff & Vale University Health Board propose to convert it into a Café, Library and Information Centre. In order that the new facility meets the needs of people living and working in the area, we want to hear your views on the proposal.

With sympathetic and sensitive conversion work, the Chapel has the potential to accommodate a range of services and become a vibrant hub for the Adamsdown/ Roath community.
Services could include:

• A modern café
• A range of library books, and reading materials
• Children's area
• Free open access Wi-Fi
• Public access PC's
• Digital learning opportunities
• Meeting rooms
• Reading & conversation groups

The Chapel project will provide a permanent base for library services for Adamsdown / Roath. The library will be run on a self-service basis, supported by Neighbourhood Librarians.

Please hand in your completed survey to staff at the consultation events, any library or hub, or complete the survey online at : www.surveys.cardiff .gov.uk/xxxxxxxxxxxxx

Please ensure we have your response by Monday 2nd March 2017.

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

1. Do you think the proposed Café, Library & Information Centre would be a good use of the Chapel at Cardiff Royal Infirmary ?

Yes ☐   No ☐

    1a. If no, why not? _____

_____

2. If library and other services were provided at the Chapel, how likely would it be that you would use this facility?

☐ Definitely   ☐ Unlikely

☐ Probably   ☐ Never

☐ Possibly

2a. If likely to use the facility, which days would you prefer?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

2b. If unlikely to use the facility, why not?

☐ I use a library closer to home

☐ I have no need to use the library

☐ Other, please specify _____

3. It is proposed that the Chapel @ Cardiff Royal Infirmary could include the following services & facilities. Please tick those which you feel are most important to you and your family.

☐ Café facilities

Children's Books

☐ Picture books

☐ Story books

☐ Non-fiction / learning

Adult Books

☐ Fiction

☐ Non Fiction

☐ Large print

☐ Newspapers and magazines

Additional activities

☐ Public access PCs

☐ Digital Learning

☐ Training Courses

☐ Story- time and Rhyme-time

☐ Refuse bags

☐ Free Wi-Fi

☐ Reading Groups and Events

☐ Conversation Groups

☐ Other, please Specify _____

4. **Prior to its closure, did you use former Roath library?**

Yes [ ]   No [ ]

If so, how often?

Weekly [ ]   Monthly [ ]   Less Frequently [ ]

What alternative library to you currently use?_____
_____

5. **Do you have a local connection with the area ?**

[ ] I live here
[ ] My family live here
[ ] I work here
[ ] I shop here
[ ] I spend my leisure time here
[ ] My children go to school here
[ ] I study here
[ ] I own a business here
[ ] Other, please specify

6. **Are there any other comments you would like to make?**_____
_____
_____
_____
_____
_____
_____
_____

About You

Gender

☐ Male ☐ Female ☐ Transgender ☐ Prefer not to say

Age

☐ Under 16 ☐ 16-24 ☐ 25-44 ☐ 45-65 ☐ Over 65

☐ Prefer not to say

What is your postcode? *This will be used for analysis purposes only* _____

Do you consider yourself to have a disability?

☐ Yes ☐ No ☐ Prefer not to say

Please tick any of the following that apply to you:

☐ Deaf / Deafened / Hard of Hearing ☐ Visual impairment

☐ Long-standing illness or health condition (e.g. cancer, HIV, diabetes, asthma)

☐ Wheelchair user ☐ Mental health difficulties ☐ Mobility impairment

☐ Other - *Please specify* _____

What is your ethnic group? Please select one from the list:

☐ White – Welsh / English / Scottish / Northern Irish / British ☐ White - Irish

☐ White – Gypsy of Irish Traveller

☐ White – Any other white background (please specify): _____

☐ Asian / British Asian – Bangladeshi ☐ Asian / British Asian – Chinese

☐ Asian / British Asian – Indian ☐ Asian / British Asian – Pakistani

☐ Asian / British Asian – Any other (please specify):_____

☐ Black / African / Caribbean / Black British –African

☐ Black / African / Caribbean / Black British – Caribbean

☐ Black / African / Caribbean / Black British – Any other (please specify): _____

☐ Mixed / Multiple Ethnic Groups – White & Asian

☐ Mixed / Multiple Ethnic Groups – White & Black African

☐ Mixed / Multiple Ethnic Groups – White & Black Caribbean

☐ Mixed / Multiple Ethnic Groups – Any other (please specify): _____

☐ Other, please specify any other ethnic group: _____

☐ Prefer not to say

Thank you for your time

CARDIFF COUNCIL

Equality Impact Assessment
Corporate Assessment Template

Decision/Project: Provision of Library Services at Cardiff Royal Infirmary

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Nick Blake	Job Title: Business Support Manager
Service Team: Business Support Team	Service Area: Communities, Housing & Customer Services
Assessment Date: 15th December 2016	

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

Provision of Library Services at Cardiff Royal Infirmary to ensure the delivery of sustainable library services in Adamsdown as part of a multi-agency Health & Wellbeing Hub at Cardiff Royal Infirmary.

2. **Please provide background information on the project and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]**

Equality Impact Assessment was carried out on the original proposal, and can be found on the **following link.**

This Equality Impact Assessment is to update progress on the plans set out above. It is a live document that will be updated throughout the project.

3 **Assess Impact on the Protected Characteristics**

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

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

CARDIFF COUNCIL

Equality Impact Assessment
Corporate Assessment Template

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Currently there is limited temporary library services in the area as a result of Roath Library Closing. This project aims to delivery sustainable library services in Adamsdown. This will ensure people of all ages have access to library services including IT.
What action(s) can you take to address the differential impact?
Following consultation the views will be taken into account to ensure that the venue attracts and then meets the needs of library users. This could include a children's area.

3.2 Disability

Will this Project **differential impact [positive]** on disabled people?

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Currently there is limited temporary library services in the area as a result of Roath Library Closing. This project aims to delivery sustainable library services in Adamsdown. This will have a positive impact for all, including disabled people, as the venue will be completely accessible.
What action(s) can you take to address the differential impact?
The needs of disabled customers will be taken into account when designing the new facility, informed by the results of the consultation. Hearing loops and other accessible aids will be included.

CARDIFF COUNCIL

Equality Impact Assessment
Corporate Assessment Template

<table>
<tr><td></td></tr>
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3.3   Gender Reassignment

Will this Project have a **differential impact [positive]** on transgender people?

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Currently there is limited temporary library services in the area as a result of Roath Library Closing. This project aims to delivery sustainable library services in Adamsdown. This provision will have a positive impact on all, including transgender people.
What action(s) can you take to address the differential impact?

3.4.   Marriage and Civil Partnership

Will this Project have a **differential impact [positive]** on marriage and civil partnership?

	Yes	No	N/A
Marriage	X		
Civil Partnership	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Currently there is limited temporary library services in the area as a result of Roath Library Closing. This project aims to delivery sustainable library services in Adamsdown There will be a positive impact regardless of marital status.

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Equality Impact Assessment
Corporate Assessment Template

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

3.5 Pregnancy and Maternity

Will this Project have a **differential impact [positive]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy	X		
Maternity	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Currently there is limited temporary library services in the area as a result of Roath Library Closing. This project aims to delivery sustainable library services in Adamsdown.
This will have a positive impact for those in pregnant and in maternity period.
What action(s) can you take to address the differential impact?

3.6 Race

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

	Yes	No	N/A
White	X		
Mixed / Multiple Ethnic Groups	X		

CARDIFF COUNCIL

Equality Impact Assessment
Corporate Assessment Template

Asian / Asian British	X		
Black / African / Caribbean / Black British	X		
Other Ethnic Groups	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Currently there is limited temporary library services in the area as a result of Roath Library Closing. This project aims to delivery sustainable library services in Adamsdown.   There is a positive impact regardless of race, background or lifestyle. As a library it is anticipated that it will be used by people of different cultures.
What action(s) can you take to address the differential impact?
If through there consultation there are any additional specific services to be provide as part of the library this will accommodated where possible.

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	X		
Christian	X		
Hindu	X		
Humanist	X		
Jewish	X		
Muslim	X		
Sikh	X		
Other	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Currently there is limited temporary library services in the area as a result of Roath Library Closing. This project aims to delivery sustainable library services in Adamsdown   There will be a positive impact, the library will provide resources on numerous world religions and beliefs.

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Equality Impact Assessment
Corporate Assessment Template

What action(s) can you take to address the differential impact?	
If through there consultation there are any additional specific services to be provide as part of the library this will accommodated where possible.	

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

	Yes	No	N/A
Men	X		
Women	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Currently there is limited temporary library services in the area as a result of Roath Library Closing. This project aims to delivery sustainable library services in Adamsdown

Positive impact for both men and women to use the facility. |
| **What action(s) can you take to address the differential impact?** |
| |

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	X		

Equality Impact Assessment
Corporate Assessment Template

Gay Men		X		
Gay Women/Lesbians		X		
Heterosexual/Straight		X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Currently there is limited temporary library services in the area as a result of Roath Library Closing. This project aims to delivery sustainable library services in Adamsdown

There will be positive impact regardless of sexual orientation. |
| **What action(s) can you take to address the differential impact?** |
| Views will be sought via the consultation and taken into account where possible. |

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

	Yes	No	N/A
Welsh Language	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Currently there is limited temporary library services in the area as a result of Roath Library Closing. This project aims to delivery sustainable library services in Adamsdown

Positive impact, through the library providing a bilingual service. |
| **What action(s) can you take to address the differential impact?** |
| Compliance with the Welsh Language Act. |

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Equality Impact Assessment
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4. **Consultation and Engagement**

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

Full consultation will be undertaken as part of the project.

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

Groups	Actions
Age	
Disability	
Gender Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	Additional specific actions following the results of the consultation.
Religion/Belief	
Sex	
Sexual Orientation	
Welsh Language	
Generic Over-Arching [applicable to all the above groups]	

6. **Further Action**

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

7. **Authorisation**

CARDIFF COUNCIL

Equality Impact Assessment
Corporate Assessment Template

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 : Katie Pritchard	Date: 16/12/2016
Designation: Business Officer	
Approved By: Nick Blake	
Designation: Business Support Manager	
Service Area: Communities, Housing & Customer Services	

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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**CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL**

CABINET MEETING: 19 JANUARY 2017

**WITS (WALES INTERPRETATION AND TRANSLATION SERVICE):
TRANSFER OF HOSTING RESPONSIBILITIES FROM GWENT POLICE TO CITY OF CARDIFF COUNCIL**

REPORT OF DIRECTOR OF COMMUNITIES, HOUSING AND CUSTOMER SERVICES

AGENDA ITEM: 3

PORTFOLIO: CORPORATE SERVICES & PERFORMANCE (COUNCILLOR GRAHAM HINCHEY)

Reason for this Report

1.   To seek agreement for the Wales Interpretation and Translation Service hosting responsibilities, to transfer from Gwent Police to City of Cardiff Council.

2.   To agree for delegated authority in relation to the procurement process for the provision of the translators.

Background

3.   In 2009 the Welsh Government supported the development of a national Interpretation and Translation service (WITS) The service was designed for use by all public services in Wales and aimed to replace the profusion of separate translation arrangements with a "one-stop-shop" that would improve service quality and reliability.

4.   There are currently 37 partners signed up to the service consisting of Local Authorities, Health Boards, Police Authorities and the Probation Service. (see **Appendix 1**)

5.   The service is governed by a board made up of representatives from the partnership, which includes local authorities, police authorities, health boards and the probation service. Reports on performance of the service are received by all partners who attend the board on a quarterly basis.

6.   The service has an annual turnover of approximately £1.7 million. Organisations that are signatories to the service pay on the basis of a charge per service utilised which includes the cost of the interpreter, and a

small pro rata management and administration fee. There are approximately 1,300 translators who supply a service through WITS covering 125 languages which includes British Sign Language.

7. The service offers interpreters who have a DPSI (Diploma in Public Services) as well as interpreters who have been locally trained. The service has set up a framework to grade interpreters from 1-5 in terms of assessment quality of interpreter following as assessment or a grade 10 interpreter who has passed a DPSI (Diploma in Public Service Interpreting) or DPI (Diploma in Police Interpreting) qualification.

8. The service adheres to the principals of NRPSI (National Register of Public Service Interpreters) who maintain a national register of professional, qualified and accountable interpreters.

9. The 24/7 support and booking service currently comprises 13 call centre staff, based at Maindee Police Station in Newport. When the service was established it was agreed that Cardiff Council would source the staff required through Cardiff Works. It was anticipated that if the service proved its sustainability and value then permanent posts would be established.

Issues

10. Gwent Police approached the City of Cardiff Council in 2015 to ask if the Council would consider taking over hosting responsibilities for the service. The key reason for the request was that the police service, whilst absolutely appropriate as a service host for public sector provision, is not able to operate as a trading entity. The success of the service had led to requests for provision from organisations outside of the public sector and it was felt that an opportunity was being missed to develop the service for wider use.

11. In addition in October 2015 Wales Audit Office conducted an audit review of the service. The audit recommended a number of actions required to improve aspects of the service governance and performance framework and confirmed that a transfer to a local authority host would be of assistance in achieving the required improvement actions.

Proposal

12. Board decided on March 10th, 2016 that Cardiff Council be formally requested to take on the host role for the WITS service.

13. As host the Council will not Chair the board. Gwent Police who currently host the service have confirmed that they would be willing to Chair the Board for the next year. The board will be overseeing all aspects of the WITS provision.

14. The service would be located within the Communities, Housing and CS Directorate and based at Willcox House which is operates on a 24/7 basis.

Medium to long term

15. Cardiff Council could look to develop the service to a wider range of public and private sector customers. Initial market sounding and building on initial enquiries from those not able to currently access the service indicate that there is potential to expand.

16. If this proposal is accepted and following the transfer of the service, a detailed business case will be developed to commercialise. It is anticipated that this may involve the creation of a company, special purpose vehicle and would be subject to a future Cabinet Report.

Procurement Process – Provision of Translators

17. Recommendations leading from WAO report was a requirement to provide a compliant procurement route for the sourcing of interpreters / translators apart from the WITS vetting procedure that provides open and transparent access and their approved list.

18. The current cost of the translation service is c£1.7 million per year and the Council would need to undertake a compliant procurement process, which may require cabinet approval.

Reason for Recommendations

19. To ensure the long term sustainability of an 'in demand' service within the public sector, allowing further development of the service whilst gaining additional partners across Wales and maintaining a 'value for money' service.

Financial Implications

20. The proposal would result in the Council taking on the responsibility of hosting the translation service from Gwent Police. This will require the consideration of creation of permanent posts and a staffing structure that would facilitate the delivery of services to customers and consideration of TUPE implications in relevant cases.

21. The customers of the facility currently have a service level agreement agreed annually. This process will need to continue, together with a process to ensure that a robust business plan, customer retention plan and full Council cost and overhead recovery is in place to ensure that there are no adverse financial implications for the Council. Any such cost recovery should ensure a separate financial reserve is maintained to mitigate against any short adverse financial variances and also any long term liabilities that may fall on the Council as a result creating posts and incurring costs for the delivery of this service. The Council will need to put in place adequate support to undertake financial accounting, reporting and operational management of the service, which will need to be funded from income generated.

22. Prior to any transfer due diligence should be undertaken on the accounts from Gwent police for this facility, including projections of 2016/17 net expenditure and any earmarked reserve balance to be transferred. Any such transfers should be undertaken as part of a legal agreement to be entered into with Gwent Police. Any legal transfer should ensure that any liabilities arising from actions undertaken by Gwent Police or staff employed by them prior to transfer are not transferring as the responsibility of Cardiff Council.

23. Where any procurement is undertaken, this should be in accordance with the Council's procurement rules and consideration will need to be given to ensuring all relevant insurances are in place in relation to any risks to the Council in providing this hosting service.

Legal Implications

24. It is intended that the WITS Services ("the Service") will be provided on a collaborative basis for the collective benefit of all Members. To facilitate the arrangement a collaboration agreement is proposed, which will set out the terms upon which;

    (a) the Service will transfer from Gwent Police to the Council;
    (b) the Council will host the Service and
    (c) the obligations of the Members.

25. A draft collaboration agreement has been prepared, which is currently with the Member public bodies for comment.

26. The draft collaboration agreement is lengthy and therefore it is not practicable to set out all its provisions in this report, however the following should be noted:-

    • the anticipated start date is 1st April 2017.

    • The hosting and running of the Service will result in the Council taking on liabilities and incurring costs. It is important that appropriate due diligence checks are undertaken so that the full extent of the labilities and costs is appreciated and are acceptable to the Council.

    • Legal Services are instructed to draft the collaboration agreement such that an 'on costs' is charged to Members, in respect of each order placed for translation services. The on cost is designed to enable the Council to recover the costs of operating the Service (but not to make a profit). Relevant to this point is that Members are not obliged to use the Service, accordingly there is a risk that if insufficient orders are placed the Council will not recover its full costs of operating the Service. Legal Services are instructed that the Client is confident this will not be the case given the past history of usage and there is a reserve fund which has been accumulated previously for the benefit of the Members, which may be called upon to meet under recovered expenses incurred. All public body

Members will need to agree to this and this should be captured in the collaboration agreement

- Members are able to withdraw from the collaboration after one year, and membership is in effect on a year by year basis. It is proposed that the reserve fund will be structured so as to cover costs that Cardiff Council may incur if Members do not renew their membership (for example redundancy costs)

- As Host Cardiff Council will be responsible for procuring services to facilitate the WITS Services and it is important that this is done in a manner that accords with procurement law. Legal advice should be sought on the procurements.

26. It is important to note the Wales Audit Office Report raised various points and made recommendations as to the way forward in respect of the WITS Service. Should the transfer of WITS from Gwent Police to the Council be approved it will create a legitimate expectation that the transfer and ancillary actions taken by Cardiff Council will address the issues raised in the WAO report.

27. It is advisable the procurement arrangements for the Translators are in place so that they can be operational from the date the Council commences to hosts the Service.

28. Please see the HR implications as regards the employment law matters raised.

29. In considering this matter the decision maker must have regard to the Council's duties under the Equality Act 2010. Pursuant to these legal duties Councils must, in making decisions, have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a). Age,(b) Gender reassignment(c) Sex (d) Race – including ethnic or national origin, colour or nationality, (e) Disability, (f) Pregnancy and maternity, (g) Marriage and civil partnership, (h)Sexual orientation (i)Religion or belief – including lack of belief.

30. The report identifies that an Equality Impact Assessment has been carried out and is appended at **Appendix 2**. The purpose of the Equality Impact Assessment is to ensure that the Council has understood the potential impacts of the proposal in terms of equality so that it can ensure that it is making proportionate and rational decisions having due regard to its public sector equality duty. The decision maker must have due regard to the Equality Impact Assessment in making its decision.

Trade Union Consultation

31. The trade unions have been informed of the proposals, in additional relevant posts have been job evaluated.

HR Implications

32.   The recommendations in this report have the impact of creating a number of permanent roles within the Authority for which the temporary employees currently employed through Cardiff Works will be able to apply. This will provide a more stable workforce for WITS and greater security for those employees.

33.   Discussions have taken place with Gwent Police regarding the possibility of a small number of employees (one or two) transferring under the TUPE regulations, and if this does become the case then the Council will abide by the requirements of TUPE as well as the Code of Practice on Workforce Matters.

34.   With regards to the interpreters, a number of options have been considered and the option identified in the report is the option which will ensure compliance with legislation for the Council and a smooth transition of the interpreters.

35.   There has been trade union and employee consultation throughout the process to date and this will continue should the recommendations be agreed.

Equality Implications

36.   An equality impact assessment has been undertaken and is included as **Appendix 2.**

RECOMMENDATIONS

The Cabinet is recommended to

1.   Agree that The Wales Interpretation and Translation Service hosting responsibilities are transferred from Gwent Police to City of Cardiff Council.

2.   Delegate authority to the Director of Communities, Housing and Customer Services in consultation with the portfolio Member for Corporate Services and Performance.

    i.   To approve the detail of the collaboration agreement between the WITS Members and to conclude the collaboration agreement; and
    ii.   To deal with all aspects associated with the hosting and running of the WITS Service, including the carrying out of any procurements required

3.   Note that, should the transfer be approved, a future cabinet report is received on the potential expansion of the service.

Sarah McGill
Director
13 January 2017

The following appendices are attached:

Appendix 1: List of WITS Partners
Appendix 2: Equality Impact Assessment

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List of WITS Partners

- Abertawe Bro Morgannwg University Health Board
- Aneurin Bevan University Health Board
- Betsi Cadwaladr University Health Board
- Bridgend Council
- Bron Afon
- Cardiff and Vale University Health Board
- City of Cardiff Council
- Carmarthenshire Council
- Ceridigion Council
- Community Rehab Company
- Cwm Taf University Health Board
- Department of Works and Pensions
- Dyfed Powys Police
- Flintshire Council
- Gwent Missing Children Team
- Gwent Police
- Hywel Dda University Health Board
- Media Academy Cardiff
- Merthyr Tydfil Council
- Monmouthshire Council
- Neath Port Talbot Council
- North Wales Police
- Pembrokeshire Council
- Powys Health Board
- Powys Council
- Public Health Wales
- Rhondda Cynon Taff Council
- South Wales Police
- Swansea Council
- Taff Housing
- Torfaen Council
- Vale of Glamorgan Council
- Vale Valleys and Cardiff Adoption Consortium
- Valleys 2 Coast
- Velindre NHS Trust
- Welsh Refugee Council
- Western Bay Safeguarding Board

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Equality Impact Assessment
Corporate Assessment Template

Project Title:
WITS (Wales Interpretation and Translation Service): Transfer of hosting responsibilities from Gwent Police to City of Cardiff Council
New/Existing/Updating/Amending: New

Who is responsible for developing and implementing the Project?	
Name: Sarah McGill	Job Title: Director, Communities, Housing & Customer Services
Service Team: WITS (Wales Interpretation and Translation Service)	Service Area: Corporate Customer Services
Assessment Date: 09/12/16	

1.   What are the objectives of the Project?

For the Wales Interpretation and Translation Service hosting responsibilities, to transfer from Gwent Police to City of Cardiff Council.

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

See **WITS (Wales Interpretation and Translation Service) transfer of hosting responsibilities from Gwent Police to City of Cardiff Council Cabinet Report** for more detail.

In 2009 the Welsh Government supported the development of a national Interpretation and Translation service (WITS) The service was designed for use by all public services in Wales and aimed to replace the profusion of separate translation arrangements with a "one-stop-shop" that would improve service quality and reliability.

The service is governed by a board made up of representatives from the partnership, which includes local authorities, police authorities, health boards and the probation service. Reports on performance of the service are received by all partners who attend the board on a quarterly basis. There are currently 37 partners signed up to the service.

This 24/7 support and booking service currently comprises 13 call centre staff, based at Maindee Police Station in Newport. When the service was established it was agreed that Cardiff Council would source the staff required through Cardiff Works. It was anticipated that if the service proved its sustainability and value then permanent posts would be established.

Gwent Police approached the City of Cardiff Council in 2015 to ask if the Council would consider taking over hosting responsibilities for the service. The key reason for the request was

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Equality Impact Assessment
Corporate Assessment Template

that the police service, whilst absolutely appropriate as a service host for public sector provision, is not able to operate as a trading entity. The success of the service had led to requests for provision from organisations outside of the public sector and it was felt that an opportunity was being missed to develop the service for wider use.

The service would be located within the Communities, Housing and Customer Services Directorate and based at Willcox House which is operates on a 24/7 basis.

3   Assess Impact on the Protected Characteristics

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The WITS service has a positive impact on all of the Protected Characteristics including age. It is acknowledged that sometimes older BME people will revert back to their mother tongue as they age and the WITS service can provide Interpretation or Translation for numerous languages. This service has been developed as a 'one stop shop' improving access to public services for people who need to communicate in another language or accessible format. Following transfer of hosting responsibilities we will look to increase the partnership take up of public bodies across Wales, continuing to provide an effective, value for money service, which can reach even more individuals in communities who require access to this service. Should the transfer not take place for any reason, the service could be at serious risk of being ineffectively managed, sustained and developed further which in turn could reduce this service's availability across Wales.
What action(s) can you take to address the differential impact?
No action required at this time, the service will have a positive impact on people of all ages.

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Equality Impact Assessment
Corporate Assessment Template

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The WITS service has a positive impact on Disabled people. Aside from providing Interpretation and Translation services, British Sign Language is also available and requests for Braille can be met. This service has been developed as a 'one stop shop' improving access to public services for people who need to communicate in another language or format. Following transfer of hosting responsibilities we will look to increase the partnership take up of public bodies across Wales, continuing to provide an effective, value for money service, which can reach even more individuals in communities who require access to this service.
Should the transfer not take place for any reason, the service could be at serious risk of being ineffectively managed, sustained and developed further which in turn could reduce this service's availability across Wales.
What action(s) can you take to address the differential impact?
No action required at this time, the service will have a positive impact for disabled people.

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

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

CARDIFF COUNCIL

Equality Impact Assessment
Corporate Assessment Template

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This service has been developed as a 'one stop shop' improving access to public services for people who need to communicate in another language or format, regardless of gender identity. Following transfer of hosting responsibilities we will look to increase the partnership take up of public bodies across Wales, continuing to provide an effective, value for money service, which can reach even more individuals in communities who require access to this service. Should the transfer not take place for any reason, the service could be at serious risk of being ineffectively managed, sustained and developed further which in turn could reduce this service's availability across Wales.
What action(s) can you take to address the differential impact?
No action required at this time, the service will have a positive impact on gender identities.

3.4.   Marriage and Civil Partnership
Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** on marriage and civil partnership?

	Yes	No	N/A
Marriage	X		
Civil Partnership	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This service has been developed as a 'one stop shop' improving access to public services for people who need to communicate in another language or format. Following transfer of hosting responsibilities we will look to increase the partnership take up of public bodies across Wales, continuing to provide an effective, value for money service, which can reach even more individuals in communities who require access to this service. Should the transfer not take place for any reason, the service could be at serious risk of being ineffectively managed, sustained and developed further which in turn could reduce this service's availability across Wales.
What action(s) can you take to address the differential impact?

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Equality Impact Assessment
Corporate Assessment Template

No action required at this time, the service will have a positive impact for all regardless of marital status.

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

	Yes	No	N/A
Pregnancy	X		
Maternity	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This service has been developed as a 'one stop shop' improving access to public services for people who need to communicate in another language or format. Following transfer of hosting responsibilities we will look to increase the partnership take up of public bodies across Wales, continuing to provide an effective, value for money service, which can reach even more individuals in communities who require access to this service.   Should the transfer not take place for any reason, the service could be at serious risk of being ineffectively managed, sustained and developed further which in turn could reduce this service's availability across Wales.
What action(s) can you take to address the differential impact?
No action required at this time, the service will have a positive impact for pregnant women and women in the maternity period.

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

	Yes	No	N/A
White	X		

Equality Impact Assessment
Corporate Assessment Template

Mixed / Multiple Ethnic Groups	X		
Asian / Asian British	X		
Black / African / Caribbean / Black British	X		
Other Ethnic Groups	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This service has been developed as a 'one stop shop' improving access to public services for people who need to communicate in another language or accessible format. The diversity of the population of Cardiff means there is a need for a service like WITS, as there are many different languages spoken in the city. Following transfer of hosting responsibilities we will look to increase the partnership take up of public bodies across Wales, continuing to provide an effective, value for money service, which can reach even more individuals in communities who require access to this service. Should the transfer not take place for any reason, the service could be at serious risk of being ineffectively managed, sustained and developed further which in turn could reduce this service's availability across Wales.
What action(s) can you take to address the differential impact?
No action required at this time, the service will be beneficial to those whose first language is not English.

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	X		
Christian	X		
Hindu	X		
Humanist	X		
Jewish	X		
Muslim	X		
Sikh	X		
Other	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
As with Race, there is a diversity of Faith and Religions in Cardiff. This service has been developed as a 'one stop shop' improving access to public services for people who

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Equality Impact Assessment
Corporate Assessment Template

need to communicate in another language or accessible format. Following transfer of hosting responsibilities we will look to increase the partnership take up of public bodies across Wales, continuing to provide an effective, value for money service, which can reach even more individuals in communities who require access to this service. Should the transfer not take place for any reason, the service could be at serious risk of being ineffectively managed, sustained and developed further which in turn could reduce this service's availability across Wales.
What action(s) can you take to address the differential impact?
No differential impact identified, the service will be beneficial to those whose first language is not English.

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

	Yes	No	N/A
Men	X		
Women	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This service has been developed as a 'one stop shop' improving access to public services for people who need to communicate in another language or accessible format whether male of female. Following transfer of hosting responsibilities we will look to increase the partnership take up of public bodies across Wales, continuing to provide an effective, value for money service, which can reach even more individuals in communities who require access to this service. Should the transfer not take place for any reason, the service could be at serious risk of being ineffectively managed, sustained and developed further which in turn could reduce this service's availability across Wales.
What action(s) can you take to address the differential impact?
The service will have a positive impact on both men and women, no action required.

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This service has been developed as a 'one stop shop' improving access to public services for people who need to communicate in another language of accessible format regardless of their sexual orientation. Following transfer of hosting responsibilities we will look to increase the partnership take up of public bodies across Wales, continuing to provide an effective, value for money service, which can reach even more individuals in communities who require access to this service. Should the transfer not take place for any reason, the service could be at serious risk of being ineffectively managed, sustained and developed further which in turn could reduce this service's availability across Wales.
What action(s) can you take to address the differential impact?
The service will be beneficial to all regardless of sexual orientation.

3.10   Welsh Language

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

	Yes	No	N/A
Welsh Language	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This service has been developed as a 'one stop shop' improving access to public services for people who need to communicate in the Welsh Language or other languages. Following transfer of hosting responsibilities we will look to increase the partnership take up of public bodies across Wales, continuing to provide an effective, value for money service, which can reach even more individuals in communities who require access to this service. Should the transfer not take place for any reason, the service could be at serious risk of

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being ineffectively managed, sustained and developed further which in turn could reduce this service's availability across Wales.
What action(s) can you take to address the differential impact?
WITS can provide interpretation and translation in the Welsh Language, no action required.

4. Consultation and Engagement
What arrangements have been made to consult/engage with the various Equalities Groups?

As the transferring of host arrangements would have no impact on the service provided, this has not been necessary.

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

Groups	Actions
Age	n/a
Disability	n/a
Gender Reassignment	n/a
Marriage & Civil Partnership	n/a
Pregnancy & Maternity	n/a
Race	n/a
Religion/Belief	n/a
Sex	n/a
Sexual Orientation	n/a
Welsh Language	n/a
Generic Over-Arching [applicable to all the above groups]	The WITS service will have a positive impact for all the Protected Characteristics therefore no action is necessary at this time. Should any negative impacts become apparent this EIA can be revisited for further consideration.

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

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Equality Impact Assessment
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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.

If completed by an officer of a voluntary organisation, please give details below:

Completed By : John Agnew	Date:
Designation: Corporate Customer Services Manager	09 December 2016
Approved By (if applicable): N/A	
Designation:	
Service Area:	

For Council internal use only:

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

CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 19 JANUARY 2016

UPDATE OF THE COUNCIL'S ALCOHOL AND DRUG MISUSE POLICY

REPORT OF CORPORATE DIRECTOR RESOURCES

AGENDA ITEM: 4

PORTFOLIO: CORPORATE SERVICES AND PERFORMANCE (COUNCILLOR GRAHAM HINCHEY)

Reason for this Report

1.   There is a need to update the Council's Alcohol and Drug Misuse Policy. The opportunity is taken to extend the policy to include the misuse of substances and in addition to clarify roles and responsibilities for employees, managers and HR People Services and emphasis the support offered to employees. The manager's guide which supports the policy has also been updated. The update is particularly timely as the Council has recently been through the Corporate Heath Standard Assessment in November 2016. As part of the application the Council was required to produce an action plan which incorporates the use of alcohol, drugs and substances by employees and evidences the Council's commitment to supporting employees who may have issues related to misuse.

Background

2.   The Council's Alcohol and Drug Misuse Policy was developed in 2004 and has not been reviewed since then. The policy needs to be updated to reflect the misuse of substances in society and to provide further advice and guidance.

Substance Misuse

3.   Substance abuse or misuse is defined as the continued misuse of any mind altering substances that severely affects a person's physical and mental health, social situation and responsibilities. Misuse can interfere with employee's health and wellbeing and may also cause harm to colleagues, as well as affecting the quality of work and services to the citizens of Cardiff.

4.   The main changes to the revised policy (attached at Appendix 1) are:

- Title change to Management of Alcohol, Drug and Substance Misuse at Work.
- New format which include roles and responsibilities.
- Clarification of periods when employees are to refrain from consumption of alcohol, drugs or substances
- Responsibility to attend work free from consumption or influence is stated.
- Requirement for employees to inform their line manager regarding any criminal offences or convictions involving drugs, alcohol or substances.
- Clarification re use of disciplinary policy.
- Clarification of action to be taken by a manager if an employee is under the influence of drugs, alcohol or substances, including the need to carry out a risk assessment prior to a return to the role.
- Requirement to report illegal drug activity to the police.
- Guidance for employees who have concerns about a colleague.
- Guidance on the Council's liability for employees who drive whilst under the influence of drugs, alcohol or substances.
- Inclusion of updated information on support agencies.

Other Changes

5.   The guidance for managers on the policy has also been updated to include substance misuse and includes more detailed information on the following areas:

- Identifying alcohol, drugs or substance misuse.
- Recognising alcohol, drugs or substance misuse.
- How to deal with employees suspected of possession of or being under the influence of alcohol, drugs or substances.
- Performance or conduct issues relating to alcohol, drugs or substances.
- Conducting the meeting and possible outcomes

Consultation

6.   The changes have been discussed with a group of Council managers. The draft policy has been shared with the Employee Networks and trade unions have been consulted.

Reasons for Recommendations

7.   To ensure that up to date advice and guidance is reflected in the policy, and to include reference to the misuse of substances.

8.   To provide clarity on roles and responsibilities and the support available.

9.   To reinforce the Council's commitment to the health and wellbeing of employees.

Financial Implications

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

Legal Implications

11.   The Council has a duty under **The Health and Safety at Work etc Act 1974** to ensure, as far as is reasonable practicable, the health, safety, and welfare at work of all employees.

12.   The **Management of Health and Safety at Work Regulations 1999** require employers to carry out a risk assessment to identify hazards in the workplace and to put measures in place to minimise these risks.

13.   **The Misuse of Drugs Act 1971**makes it an offence for a person to knowingly allow drugs to be used, kept or supplied on his/her premises. It is also illegal to ignore such occurrences.

14.   **The Road Traffic Act 1988** states that a person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive through drink or drugs, shall be guilty of an offence. An offence is also committed if a person who is unfit through drink or drugs is in charge of a vehicle in the same circumstances The drugs can include illegal drugs, prescribed medicines or solvents.

15.   Under **The Equality Act 2010** some secondary illnesses arising from the misuse of alcohol or drugs may fall within the definition of 'disability' under the Act, to be considered when making allowances or adjustments.

16.   Consultation has been undertaken with appropriate parties, namely managers, employee networks, and trade unions.

HR Implications

17.   The proposed changes to the policy have been discussed with managers and the Employee Networks.   The new policy will need to be communicated to employees and managers, highlighting the changes made. The Trade Unions have been consulted and support the changes.

RECOMMENDATIONS

Cabinet is recommended to;

1.   Agree the changes to the policy and rebranding as the Management of Alcohol, Drugs and Substance Misuse at Work.

2.   Agree that the revised policy be commended to School Governing Bodies for adoption.

3.   Agree that the revised policy be brought to the attention of employees, managers, contractors etc. by relevant means.

CHRISTINE SALTER
Corporate Director
13 January 2017

The following appendices are attached:

Appendix 1 -   Management of Alcohol, Drugs and Substance Misuse at Work(1.CM.134)

Appendix 2 -   Manager's Guide on Alcohol, Drugs and Substance Misuse at Work (5.C.047)

MANAGEMENT OF ALCOHOL, DRUGS AND SUBSTANCE MISUSE AT WORK

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

DATE DOCUMENT PUBLISHED	
APPROVED BY	
APPROVAL DATE	
DOCUMENT OWNER	**Employee Relations**
DATE FOR REVIEW	

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SECTION 1 - INTRODUCTION, ROLES and RESPONSIBILITIES

Policy Statement

1.1 The City of Cardiff Council is committed to promoting the health, safety and wellbeing of all its employees and recognises the risks that may be caused by the misuse of alcohol, drugs and other intoxicating substances.

Aims and Objectives

1.2 This policy aims to describe employee responsibilities in respect of the consumption of alcohol, drugs and other substances and sets out the Council's corporate response to the misuse of alcohol, drugs and legal or illegal substances. The policy looks to encourage early detection and provide constructive help and support. However, it is important to recognise in certain circumstances the use of the Disciplinary Policy and Procedure may be appropriate.

In particular, the aims are to:

- Promote the health and wellbeing of our employees .
- Provide support to employees who are seeking help with alcohol, drugs and substance misuse related issues.
- Ensure risks are managed in association with alcohol, drugs and substance misuse at work.
- Ensure compliance with the Misuse of Drugs Act 1971.

1.3 This policy should be read in conjunction with the Managers Guide on Alcohol, Drugs and Substance Misuse.

1.4 Roles and Responsibilities

It is important that everyone clearly understands their roles and responsibilities within this process.

1.5 Employee Responsibilities

All employees are responsible for:

a) Seeking help if employees are concerned about their own drinking, drug and/or substance habits.

b) Ensuring they do not report for duty if under the influence of alcohol, drugs or substances.

c) Ensuring they do not bring drugs and/or substances into work.

d) Ensuring they do not bring in or have alcohol in work for consumption during working hours.

e) Informing their line manager if they are taking any medication which interferes with the safe performance of their role.

f) Drawing their managers' attention to anyone they suspect might be under the influence of alcohol, drugs, or substances.

g) Fully complying with the requirements of this policy.

h) Ensuring they do not consume alcohol, drugs or substances at work.

i) Recognising the dangers of alcohol, drugs and substances misuse particularly during working hours.

j) Not covering up or colluding with colleagues over their own or other colleagues misuse.

1.6 Management Responsibilities:

In addition to their responsibilities as employees, managers are also responsible for:

a) Ensuring all employees are aware of this policy and its requirements.

b) Promoting and supporting the prevention of alcohol, drugs and substance misuse.

c) Referring employees for assistance and support as appropriate.

d) Being familiar with the effects/signs of alcohol, drug and substance misuse and respond to changes in performance, attendance etc.

e) Informing HR People Services of any employee involved in court proceedings arising from alcohol, drug and /or substance misuse related offence.

f) Seeking advice from HR People Services as required.

g) Maintaining confidentiality at all times.

h) Approaching issues sensitively without making moral judgements.

i) Taking appropriate action if an employee is known or strongly suspected of being at work under the influence of alcohol drugs or substances.

j) Taking appropriate action if an employee identifies themselves as having an alcohol or substance related problem.

1.8 HR People Services responsibilities:

a) Acting as advisor to managers on the consistent application of the policy.

b) Providing all employees and managers with information and advice as necessary.

c) Advising managers on the approach to specific issues and on the use of the Disciplinary Policy where necessary.

d) Referring employees for assistance and support as necessary.

e) Reviewing the application of the policy and procedures in the light of operational experience.

Purpose

2.1 The City of Cardiff Council recognises that misuse of alcohol, drugs or substances is an issue in the workplace which must be addressed. This policy is the commitment of the Council to assist employees who misuse alcohol, drug or substances whilst recognising that in some circumstances, the use of the Disciplinary Policy and Procedures may be appropriate.

2.2 Alcohol, drug and substance misuse leads to under-performance, sickness and absence, accidents, mistakes, stress, increased overtime, and additional costs if an employee leaves their job or is dismissed. In addition, employee morale can be adversely affected by the behaviour of someone who is having a problem associated with the misuse of with alcohol, drug or substances or who is being shielded and not afforded assistance. This has a detrimental effect on organisational performance and subsequent service to the people of Cardiff. Employees who misuse alcohol or substances are liable to damage both their physical and mental health. The aim of this Policy is to minimise the damage caused to individual employees and the Council and to encourage employees to seek help.

Who is covered by this Policy?

2.3 This Policy applies to all employees of the Council, agency workers and contractors irrespective of status and/ or grade, except those employed directly by Schools. The policy is commended to school governing bodies.

Key Principles

2.4 The Council recognises that the misuse of alcohol, drugs and substances is a health problem, and treatment and assistance should be offered to employees who misuse alcohol and substances however in some circumstances disciplinary action may be appropriate.

2.5 Employees have a responsibility to ensure that they attend work free from the consumption and influence of alcohol, drugs and/or substances.

This includes:
- Periods when an employee is on-call or on standby and is being paid to do so.
- Before commencing the working day.
- At anytime during the working day or on returning from a break.

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2.6 Employees must not return to or engage in formal Council business following any consumption of alcohol, drugs and/or substances. This excludes hospitality and civic engagements when not returning to Council business.

2.7 Employees must inform their line manager of any formal allegation/accusation made against them, of any criminal offence, cautions and /or, a conviction for a criminal offence including that involving alcohol, drugs and substances. Employees should be aware that professional regulatory bodies such as the EWC will inform the Council of any convictions.

2.8 In all cases relating to alcohol, drug and/or substance misuse support will be offered. Employees shall be allowed free access to telephones in work time, for the purposes of accessing telephone based support. Employees can request a reasonable amount of time off work, for the purpose of attending meetings and/or appointments in connection with support or treatment. Managers should ensure balancing support for the employee whilst being mindful that this practice does not adversely affect service delivery.

2.9 Where the Council's policies such as, Attendance and Wellbeing, Capability policy or Disciplinary have been invoked, support will run concurrently. Medical advice will be obtained from the Council's Occupational Health Service and/or other specialist agencies as needed.

2.10 Employees who suspect or know that they have a drink, drug and/or substance related problem are encouraged to seek help and treatment voluntarily through recognised agencies e.g. Community Alcohol Team or from their General Practitioner. Employees in these circumstances need to take responsibility and should not wait to be advised by their manager before seeking advice for alcohol or substance misuse problems.

2.11 Whilst it is not the intention of the Council to infringe upon the liberty of employees, the Council has a duty as an employer to ensure the health and safety of employees and others, and to ensure appropriate standards in the workplace and work activities.

2.12 Confidentiality will be observed at all times. Breach of confidentiality will result in disciplinary action being taken against the employee concerned.

2.13 Employees have the right to be accompanied by a trade union representative or work colleague of their choice at any meetings associated with this policy.

2.14 Employees are expressly forbidden from consuming alcohol on Council premises unless:
- not on duty and in a licensed public area or
- an exception has been agreed by the relevant line manager.

2.15 Any employee who, on Council premises, takes unlawful drugs or substances which have not been prescribed on medical grounds, buys or sells drugs, or is in possession of unlawful drugs, will be deemed to be committing an act of gross misconduct and will be dealt with in line with the Council's Disciplinary Policy and Procedure and a referral to the police.

2.16 Disciplinary action may be taken in cases where alcohol, drugs or substance misuse has led to loss of qualifications to carry out a job, e.g. loss of driving licence.

2.17 Intoxicating substances may remain in the system for some time and even small amounts can impair performance and jeopardise safety. Employees are personally responsible for allowing sufficient time for intoxicating substances to leave their system before reporting for work. Employees, and in particular, those operating machinery or driving as part of their role must be particularly mindful of this.

SECTION 3 – PROCEDURE

3.1 HR People Services will provide advice at any stage to managers or employees on the implementation of the policy.

3.2 A manager who believes an employee's behaviour or unsatisfactory performance may be alcohol, drugs or substance related should hold a confidential meeting with the employee. The objective of the meeting is to discuss behaviour and/or performance and to explain that if there is a problem with alcohol, drugs or substances, help is available.

3.3 If an employee refuses to acknowledge there is a problem, or refuses to accept help, a time-scale will be set for improvement in behaviour or performance. At the end of this period, the Disciplinary Policy and Procedures may be used if there is not satisfactory or sustained improvement.

3.4 The implementation of this Policy and the Disciplinary Policy is not mutually exclusive. It is impossible to be prescriptive over the use of the Disciplinary Policy, as each case is unique. Consideration must always be given to all relevant factors and circumstances.

3.5 If the employee accepts there is a problem and will accept help, paid leave will be granted for counselling or treatment. Such leave will be treated as leave to attend medical appointments. Any employee who is absent for treatment or rehabilitation will be regarded as being on normal sickness absence, provided this is supported by the appropriate medical certification. Where appropriate managers can agree reasonable adjustments in line with the Attendance and Wellbeing Policy

3.6 The employee will remain in post unless on the basis of medical advice, the nature of the job would be inconsistent with the long-term resolution of the employee's alcohol drugs or substance problem. It may occasionally be necessary to request that the employee refrains from work temporarily, or undertakes restricted duties to ensure their own safety and that of others. When an employee cannot carry out their normal duties, every consideration will be given to finding suitable alternative employment.

3.7 Having accepted help, and addressed the alcohol drugs or substance problem, the employee's career prospects will not be impaired.

3.8 Where an employee, having received treatment, suffers a relapse, the case will be considered on its individual merits. Medical advice will be sought in an attempt to ascertain how much more treatment/rehabilitation time is likely to be required for a full recovery. At the Council's discretion, further treatment or rehabilitation time may be given in order to help the employee recover fully.

3.9 If, after an employee has received treatment, he or she is still unable to fulfil duties, then following medical advice and full consultation, termination of contract or ill health retirement.

3.10 When an individual is thought to be unfit for work through intoxication, the line manager should ensure that the following action is undertaken: -

- Immediately withdraw permission to undertake their role.
- Advise them that they are being sent home and assist them in making arrangements to be taken home by a friend, relative or via a taxi etc.

3.11 A risk assessment will be required to determine if it is safe for the employee to return to their role. Factors to consider may include:

- Driving.
- The use of machinery and ladders or other equipment.
- Decision making ability on behalf of the Council.
- Working with vulnerable adults.
- Working with children and young people.

3.12 If it is deemed unsafe for the employee to continue in their role, allocation of alternative duties orredeployment can be considered on a temporary or permanent basis. A medical opinion may be obtained from Council's Occupational Health Service to support this assessment. The line manager should also seek advice from HR People Services with regard to invoking the Disciplinary Policy.

3.13 The Council has a legal obligation to involve the Police in cases of suspected or confirmed illegal drug activity, whether that is possession, the supply or intent to supply.

3.14 An employee with an alcohol, drug and/or substance misuse problem will sometimes come to the notice of a fellow employee/s through deteriorating work performance and/or behaviour. It is in the employee's interests to be offered help as soon as possible, as it improves the chances of a successful outcome of treatment. Although it may be difficult, employees are encouraged to raise the issue with their line manager. Covering up for a colleague, or not addressing problems out of loyalty, will not help the colleague in the longer term.

3.15 Each employee has a responsibility for their own health and safety and that of others at work. If another employee's actions or behaviour compromises health and safety, this must immediately be brought to the attention of a supervisor or line manager.

3.16 The Council may be held legally responsible where an employee drives a Council vehicle and is found to be under the influence of alcohol, drugs and/or substances in the event of an accident. It is the responsibility of managers/supervisors to ensure that employees required to drive

Council vehicles or their own whilst on Council business are not suspected of being under the influence of alcohol, drugs &/or substances.

Support

The Council will participate in campaigns in line with local and national events to further promote a healthy lifestyle and encourage employees to seek help with alcohol, drug and substance misuse related issues. Please note all links below are available on the Health and Wellbeing page of the Intranet.

Internal Support

Employee Counselling Service 02920 788301

Employee Assistance Programme 0800174319 or via www.carefirst.lifestyle.co.uk User name is ccw001. Password is diff1234

External Self Help Advisory Services for Alcohol Drugs or Substance Dependency
This list is not intended to be exhaustive
.
NHS
(Information and advice from the National Health Service)
www.nhs.uk

EDAS – 0300 300 7000 (option 2) Substance Misuse Services in Cardiff and the Vale. This is a first point of contact for drug and alcohol services and will provide referrals for health service support, counselling and other services, dealing with drug, alcohol and other addictions.

Taith 0300300 7000 (option 1) Support Service (Neville Street)

Recovery Cymru 02920 227019 Offers friendly and informal peer support and drop in service 9 Cowbridge Road East and Holton Road, Barry.

The Living Room 02920 493895 Offers a range of support and counselling for all kinds of addictions. (Richmond Road)

Alcoholics Anonymous – 0800 917 7650 Offers confidential advice either by phone or e-mail. Calls are redirected automatically to an AA member in the caller's region. Information can be provided about future meetings that are to be conducted in the local area.

Al-Anon Family Groups – 020 7403 0888 Offers help and support for people whose lives are affected by someone else's drinking

Drinkline – 0300 123 1110
Provides free information, self-help materials and advises callers of where to go for help. Also offers help for families and friends of people who are drinking.

Drug help lines and services:

Talk to Frank – 0300 123 6600 Offers free and confidential advice about drugs and can refer people to local drug advice services. The website provides extensive drug information.

Narcotics Anonymous – 0300 999 1212 Help line offers confidential support and advice for drug addicts. Website provides a message board chat-room to discuss problems and contact information for local support groups across the UK.

Release – 0845 4500 215 www.release.org.uk
Offers free, confidential and non-judgemental advice on drug use and legal issues.

ADFAM **–** 020 3817 9410 Provides information for families and friends of drug users.

Dan – Wales Drug & alcohol helpline Free phone: 0808 808 2234 Text: DAN 81066

Re-Solv -01785 810762 (helpline) www.re-solv.org
 Re-Solv is a national charity dedicated to the prevention of solvent and
    volatile substance abuse.

SECTION 4– DEFINITIONS

The definition of 'drug misuse' refers to the **use** of illegal drugs and the **misuse**, whether deliberate or unintentional, of prescribed drugs and substances such as solvents. Drug misuse can harm the misuser both physically and mentally and, through the misusers actions, other people and the environment may also be adversely affected.

There are two main types of drug addiction:

● Physical addiction, when there are withdrawal symptoms, such as nausea, vomiting or cramping, if the supply of the drug is suddenly withdrawn.

● Psychological addiction, when there is a psychological compulsion or need to regularly use a drug. If the drug is withdrawn, there are no physical

symptoms but there may be psychological symptoms such as depression, anxiety and irritability.

Drug, Alcohol and Substance Misuse Flowchart

EMPLOYEE WITH POTENTIAL ALCOHOL, DRUGS OR SUBSTANCE CONCERNS

Employee Requests Help Prior to Identification of Work Related Issues → Advice sought from HR People Services ← Identification of Concern by Manager and Assessment of Information

Referral for Support

Successful Outcome

Unsuccessful Outcome

Seek Advice from HR People Services re Instigation of Appropriate Policies or Consideration of

Initial Informal Support Meeting

Referral for Support Offered

Employee Accepts Support

Successful Outcome

Unsuccessful Outcome

Employee Rejects Support

No Further Work Concerns

Work Concerns Continue

Seek Advice from HR People Services re Instigation of Appropriate Policies or Consideration for Further Support

Seek Advice from HR People Services re Instigation of Appropriate Policies

Manager's Guide on Alcohol, Drugs and Substance Misuse at Work

The City of Cardiff Council
HR People Services
Employee Relations Team

1st September 2016

Contents

1.0   Introduction

1.1 The purpose of this guidance is to provide information on the actions managers should take where they suspect an employee's performance is influenced by alcohol, drugs or substance misuse. It should be read in conjunction with the Council's Management of Alcohol, Drugs and Substance Misuse at Work Policy.

1.2 Alcohol, drug and substance related problems are often resolved by individuals acting on their own and who may chose to refer themselves to agencies with or without sharing this information with their manager. In other cases, further action may have to be taken to help an employee. The earlier a problem with alcohol, drugs or substances can be identified, the more likely it is that it can be successfully resolved.

1.3 This guide supports the Drug, Alcohol and Substance Misuse at Work Policy and is commended to school.

2.0   Identifying Alcohol, Drugs or Substances Misuse

2.1 Intoxication and dependency are two separate issues: people with drink, drugs or substance dependency may never appear intoxicated at work. Repeated short-term absences or erratic behaviour are common indicators of problematic drinking not dependency. Regular users can, in response to a difficult life event, suddenly increase their use of alcohol, drugs and/or substances. Although many will return to normal social drinking without any specialist help, it can still have a detrimental effect on work performance.

2.2 Signs and symptoms which could relate to an addiction problem, such as erratic behaviour and/or short term absence, can be similar to those caused by other conditions such as stress. Managers need to keep an open mind when dealing with work performance, but must provide a supportive environment where the individual will feel able to admit they have a problem and seek help.

3.0   Recognising Alcohol, Drug or Substance Misuse

3.1 In most cases it is the behaviour associated with alcohol, drug or substance misuse which managers and other colleagues will notice. The following factors are possible but not exclusive indicators to consider in conjunction with other relevant information, including the employee's explanation:

a. The physical symptoms or manifestations of alcohol, drug or substance use such as;

- altered or slurred speech or repeated incoherent statements;
- dilated or constricted pupils,
- flushed skin,
- excessive sweating;
- excessive drowsiness or loss of consciousness.

b. Unexplained, abrupt or radical changes in behaviour such as;
- violent outbursts,
- hyperactivity,
- extreme suspiciousness,
- frequent and/or extreme fluctuations of mood swings.

c. Inability to walk steadily or in a straight line, or perform normal manual functions without reasonable explanation.

d. Poor time keeping and/or unexplained, prolonged or frequent disappearances from the workplace.

e. Accidents or near-misses on the job which appear related to unexplained sensory or motor skill malfunctions.

f. Smell of alcohol on the employee whilst performing job duties.

g. The direct observation of drugs or alcohol use while at work or on duty.

4.0 Employees suspected of Possession of Alcohol, Drugs or Substances or Being Under the Influence of Alcohol, Drugs or Substances

4.1 The situation should never be ignored. There may be times when alcohol, drugs or substance misuse problems come to light in such a way that action must be taken immediately. This would clearly be the case where an employee appears intoxicated and unable to work properly/safely. The line manager must be clear that there is evidence (seeing, hearing, smelling) to confirm the suspicions.

4.2 When an individual is thought to be unfit for work through intoxication, the line manager should ensure that the following action is undertaken: -

- Immediately withdraw permission to undertake their role
- Advise them that they are being sent home and assist them in making arrangements to be taken home by a friend, relative or via a taxi etc.

4.3 A return to work interview must be conducted following this absence period, to offer support and reinforce the aims and principles of the Management of Alcohol, Drug and Substance Misuse at Work Policy. This period of absence should not be

treated as sickness absence and should be taken as annual, flexi or unpaid leave. Options can be discussed with a HR People Services.

4.4 Any incident involving an employee suspected of being in possession or under the influence of alcohol, drugs or a substance may result in a disciplinary investigation and advice should be sought from HR People Services.

4.5 Where an employee has driven to work under the influence of alcohol and in all cases of illegal drug activity, (i.e possession, the supply or intent to supply) HR People Services should be notified.

5.0   Performance or Conduct Issues Relating to Alcohol, Drugs or Other Substances

5.1 If a line manager identifies performance related issues such as absenteeism, accident levels, work performance or behaviour and it is reasonable to suspect that the employee is under the influence of alcohol, drugs or substances, then it is important to arrange to meet with the employee and discuss their performance.

5.2 Be mindful that certain medical conditions such as diabetes or clinical depression or disabilities such as bi-polar disorder or epilepsy require regular medication. Similarly employees undergoing hormonal treatment such as the menopause or transgender reassignment may take medication regularly. An employee may display similar behaviours to that associated with being influenced by alcohol, drugs or substance misuse if for example they may be suffering from a clinical over or under dose of prescribed medication.

5.3 When meeting with the employee, the line manager must explain why the employee's work performance is giving cause for concern; ask open questions as to why their performance is below standard and what support may be given to assist in performance improvement. The line manager should encourage the employee to volunteer any relevant information, which could include problems related to alcohol, drug and substance misuse.

5.4 If an alcohol, drug or substance misuse problem is declared, if relevant the line manager should refer to the Capability Policy if there are ongoing performance issues. The manager should agree to provide the necessary supervision and support, set achievable performance targets and review timescales. The line manager may also wish to provide details of the Employee Counselling Service, The Employee Assistance Package and the list of specialist agencies. If at any point in the process the line manager becomes seriously concerned about the employee's health, a referral to the Council's Occupational Health Service through a HR People Services can be arranged. However, this should be discussed with both the HR People Services and the employee before completing the referral form.

5.5 If the employee confirms they have issues with alcohol, drugs or substance misuse the line manager should refer to the Management of Alcohol and

Substance Misuse at Work Policy and obtain advice and support from a HR People Services.

6.0   Conducting the Initial Meeting and Possible Outcomes

6.1 The misuse of alcohol, drugs or substances is a sensitive area, and individuals are often exceedingly successful in denying and covering-up their problems. This is mainly out of fear and shame – fear of being judged and stigmatised and losing their jobs, and shame at their own lack of 'will-power' and self-control.

6.2 Stress that the aim is to seek the co-operation of the individual in making a constructive plan to overcome the shortcomings you have identified, including identifying support.

6.3 The following points should be considered:

- Identify and clearly specify where the employee's performance does not meet the required standards.
- State requirements in terms of work performance and why the standards are necessary.
- Stress the purpose of the meeting is to support the employee.
- Offer the employee an opportunity to discuss their situation in a constructive manner.
- Hold the meeting in a private room.
- Concentrate on the instances of poor performance which have been identified.
- Ask the employee for reasons for poor performance and question if it could be due to health problems without specifically mentioning alcohol, drugs or substances in the first instance.
- If appropriate discuss the Management of Alcohol Drugs and Substance Misuse at Work Policy
- Keep accurate, confidential records of instances of poor performance or other problems.
- Confirm confidentiality of the meeting and any outcomes.
- Agree future action.
- Arrange regular meetings to monitor progress and discuss any further problems if they arise.

- The employee has the right to be accompanied by a trade union representative or colleague.

6.4 If the subject of alcohol, drugs or substances has not arisen during the meeting, share your concern with the employee. Try to keep the tone objective and non-judgemental, and avoid the use of terms such as 'alcoholic' or 'drink problem' or

'substance problem' which can arouse defensiveness.

6.5 The person may become upset, angry or defensive, or refuse to accept that they may have an alcohol, drug or substance problem. If this happens, remain calm, restate the job requirements, and emphasise the positive contribution the individual has made in the past.

6.6 If the individual refuses to acknowledge that they have alcohol, drug or substance problem, or refuses to accept help, set a time-scale for improvement in attendance and/or performance. Make sure the employee understands what is required of them. Set a date for a further meeting with the employee to review progress.

6.7 At the end of this period you may have to resort to the Disciplinary Policy if no improvements have been observed.

7.0 Colleagues having concerns about fellow employees

7.1 An employee with an alcohol, drug or substance misuse problem will sometimes come to the notice of a fellow employee/s through deteriorating work performance. It is in the employee's interests to be offered help as soon as possible, as it improves the chances of a successful outcome of treatment. It is imperative that managers create an environment where colleagues feel confident to be open and supportive in these circumstances.

7.2 Although it may be difficult, employees are encouraged to raise the issue with their line manager. Covering up for a colleague, or not addressing problems out of loyalty, will not help the colleague in the longer term. In addition, each employee has a responsibility for their own health and safety and that of others at work. If another employee's actions or behaviour compromises health and safety, this must immediately be brought to the attention of a supervisor or line manager.

8.0 Self Help Advisory Services for Alcohol, Drug or Substance Misuse

Please note all links below are available on the Health and Wellbeing page of the Intranet.

Internal Support

Employee Counselling Service 02920 788301

Employee Assistance Programme 0800174319 or via www.carefirst.lifestyle.co.uk
User name is ccw001. Password is diff1234

External Self Help Advisory Services for Alcohol, Drugs or Substance Dependency
This list is not intended to be exhaustive
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NHS
(Information and advice from the National Health Service)
www.nhs.uk

EDAS – 0300 300 7000 (option 2) Substance Misuse Services in Cardiff and the Vale. This is a first point of contact for drug and alcohol services and will provide referrals for health service support, counselling and other services, dealing with drug, alcohol and other addictions.

Taith 0300300 7000 (option 1) Support Service (Neville Street)

Recovery Cymru 02920 227019 Offers friendly and informal peer support and drop in service 9 Cowbridge Road East and Holton Road, Barry.

The Living Room 02920 493895 Offers a range of support and counselling for all kinds of addictions. (Richmond Road)

Alcoholics Anonymous – 0800 917 7650 Offers confidential advice either by phone or e-mail. Calls are redirected automatically to an AA member in the caller's region. Information can be provided about future meetings that are to be conducted in the local area.

Al-Anon Family Groups – 020 7403 0888 Offers help and support for people whose lives are affected by someone else's drinking

Drinkline – 0300 123 1110
Provides free information, self-help materials and advises callers of where to go for help. Also offers help for families and friends of people who are drinking.

Drug help lines and services:

Talk to Frank – 0300 123 6600 Offers free and confidential advice about drugs and can refer people to local drug advice services. The website provides extensive drug information.

Narcotics Anonymous – 0300 999 1212 Help line offers confidential support and advice for drug addicts. Website provides a message board chat-room to discuss problems and

contact information for local support groups across the UK.

Release – 0845 4500 215 www.release.org.uk
Offers free, confidential and non-judgemental advice on drug use and legal issues.

ADFAM **–** 020 3817 9410 Provides information for families and friends of drug users.

Dan – Wales Drug & alcohol helpline Free phone: 0808 808 2234 Text: DAN 81066

Re-Solv -01785 810762 (helpline) www.re-solv.org
 Re-Solv is a national charity dedicated to the prevention of solvent and volatile
   substance abuse.

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**CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL**

CABINET MEETING: 19 JANUARY 2017

PROPOSAL TO DEVELOP A BUSINESS CASE FOR A REGIONAL SOCIAL CARE WORKFORCE DEVELOPMENT UNIT FOR CARDIFF AND VALE OF GLAMORGAN

REPORT OF DIRECTOR TONY YOUNG, DIRECTOR OF SOCIAL SERVICES

AGENDA ITEM: 5

PORTFOLIO: EARLY YEARS, CHILDREN AND FAMILIES (COUNCILLOR SUE LENT) AND HEALTH, HOUSING AND WELLBEING (COUNCILLOR SUSAN ELSMORE)

Reason for this Report

1. To approve the approach and actions required to further develop a plan for a Regional Social Care Workforce Development Unit.

2. To authorise the development of the detailed business model for operating the regional training unit, including any proposed Governance arrangements for the unit and financial arrangements and identification of the Host Authority and employer of staff.

3. To agree that the City of Cardiff Council will act as the lead for the development of the detailed business case.

Background

4. The delivery of excellent services through a well-qualified, skilled, engaged and motivated staff group is fundamental to the success of all public sector organisations. The next few years will require innovative approaches to training and development as we respond to the demands of the Social Services and Wellbeing (Wales) Act 2014 and the scale of transformation of services that it will bring. It will be increasingly important to be able to update and replenish our existing skill base.

5. It is the statutory responsibility of the Director of Social Services to maintain overall responsibility for not only Social Services workforce planning, training and professional development but that of the wider Social Care Sector (including third sector partners and independent and private providers).

6. The City of Cardiff Council receives an annual Grant from Welsh Government to support its Social Care Workforce Development Programme (SCWDP). In 2016-17 the Grant was £756,670. The Council also provides 30%, match funding of £324,287. Grant applications for 2015-16, were for the first time, required to be submitted on a regional basis.

7. Welsh Government acknowledged that there is a significant transition between local and regional working but their expectation is that the integration of training plans and amalgamation of partnerships progress over time.

8. In accordance with the Welsh Government's guidance, the Cardiff & Vale Care and Support Regional Workforce Partnership (RWP) was established in 2015, under the leadership of the Director of Social Services for Cardiff.

9. Since that time, it has built on a well-established positive foundation to implement a regional workforce development partnership that supports staff across the social care sector in the region to ensure all staff are trained and supported to undertake their roles. It ensures appropriate representation and engagement from all parts of the sector, and from users and carers. It ensured the training plan and the implementation plan for the Social Services and Wellbeing (Wales) Act 2014 were aligned to ensure that the whole social care sector was ready to deliver the new duties for social care in April 2016.

10. This scale and complexity of the Partnership's agenda in the context of a highly diverse population distributed across an area that is both distinctly rural and intensely urban, is very challenging, particularly when many Board members carry their workforce roles in addition to other significant responsibilities. All good partnerships rely on an effective 'engine' to drive the partnership's priorities and ensure that vision is translated into action and impact. The Directors of Social Services in both Councils have therefore committed in principle to the establishment of a sustainable Regional Workforce Development Training Unit (RWDU). It is expected that this will rationalise existing resources to meet levels of anticipated need for sector wide training and development consistent with Act implementation.

Issues

11. In practice, the development of a RWDU means that the two training units in both Authorities will come together to form the regional service. However, it is very early days in the planning of how such a service will deliver its work across a large and diverse area. No decisions have been taken as yet and staff currently working within these services have understood that they were unlikely to experience any change in the short term. However, they are now keen that detailed work commences to design an integrated unit. As part of the preliminary work that has been undertaken to date, the region has embraces the learning from the experiences of other regional approaches to the delivery of staff training and development.

12. A Regional Project Board was set up in **February 2016** Chaired by the Cardiff Operational Manager for Strategy, Performance & Resources. The Board has met quarterly taking its membership from the key internal stakeholders from both Councils. This included representation from Legal Services, Financial Services, Human Resources, Corporate Training, Senior Managers with responsibility for workforce development and the lead Director for Workforce Planning for the region. Additionally some consultant time was purchased from a specialist in workforce development to support and advise on the developments. This was funded from the SCWDP Grant.

13. A smaller Operational Group made up of Workforce Development Team and Operational Managers across the regional and the external specialist met regularly between Board meetings to progress key actions. A Consultation Strategy was agreed by the Board to ensure that the staff groups in scope for the proposed RWDU were kept fully informed of developments.

14. Additionally, two staff engagement workshops were held across the region to seek the views of staff in relation to the proposal to develop a RWDU. An options appraisal was completed in the second staff engagement workshop held in September 2016 that considered the range of operational models that could support the delivery of a RWDU. A summary of the Options Appraisal is located at **Appendix A**.

15. The Options Appraisal (**Appendix A**) identified that the preferred operational model was a fully integrated approach with the RWDU being hosted by one Local Authority, with all staff employed by the host under the leadership of a Regional Training Manager.

16. In summary, the work undertaken thus far in relation to the development of a RWDU includes:

- Consultation with all training staff across the region.
- Discussion with Finance, Legal Services, Human Resources and the Directors of Social Service in Cardiff and the Vale of Glamorgan
- Appraisal of the options to either develop an integrated RWDU or to remain as separate services.
- Discussions with the RWP
- Completion of an Equalities impact Assessment (located at **Appendix B**)

17. The Equalities Impact Assessment (**Appendix B**) does not result in any concerns that needs to be addressed in this report.

18. The Directors of Social Services in Cardiff and Vale of Glamorgan Councils in conjunction with the Board have considered the findings of the work undertaken to date and recommend that a fully integrated WDU be established early in the new financial year of 2017 with the City of Cardiff

Council acting as the lead organisation for developing the detailed business case.

19. The benefits of the proposed RWDR are as follows:

- Promotes more effective deployment of resources.
- Builds on the existing collaborative arrangements for other workforce development solutions.
- Aligns to the Welsh Government's and regional/local transformation agenda.
- Creates opportunities to improve the operating model of the service.

20. Whilst it is expected that the provision of a RWDU will provide a more efficient use of available resources, the proposal is not driven by cost reduction. The key driver for developing the   business case will be the creation of an operational model that is most conducive to delivering high quality social care training that meets the changing needs of Social Services and the wider Social Care Sector.

21. A number of factors were considered to identify the most appropriate local authority to take on the lead role for the development of the detailed operational business model for operating the RWDTU. Such factors included:

- A willingness to lead,
- Capacity to lead and undertake the extensive work required to design and develop the model
- The Local Authority's track record of delivering good quality staff training and development opportunities.
- The Director of Social Services for the proposed lead is the Regional Lead Director for Workforce Development and chair of the RWP Board.

Next Steps

22. If the Cabinet agrees the recommendations of this repot the next steps will include:

- Development of a detailed business model for operating a fully integrated RWDU, including a proposed staffing structure, financial model and governance arrangements and identification of the Host Authority and employer of staff. This will be developed in conjunction with Legal and Financial Services and Human Resources

- The operating model and structure will be shared with Trade Unions and staff for a period of consultation.

- A legal agreement such as a memorandum of understanding or collaboration agreement will be prepared once the proposal is finalised for consideration by Cabinet early in **2017 ― 18** setting out the recommended governance and accountability arrangements for

the RWDU, and including a financial agreement and operating model for the service.

- Sign off of the final structure by the RWDU Board, taking into consideration feedback received from the consultation process.

- Human Resources will work with the service to manage the TUPE implications of the proposal.

- Final business model and operational structure to be presented to Cabinet for decision.

23. The management of the existing service will continue under the current interim management arrangements until the RWDU is implemented which is expected to be early in the new financial year.

Reason for Recommendations

24. The reason for the recommendations is to explore in detail the preferred option to ensure that the region's statutory functions in relation to workforce development for Social Services and the wider Social Care Sector are fully met, in accordance with legislation and guidance, in the most efficient and effective way.

25. A further report will be presented to Cabinet in due course, to provide an update on progress and to seek agreement on the detailed business model, including proposals for hosting and employing staff, financial and governance arrangements and the associated implementation plan.

<u>Financial Implications</u>

26. There are no direct financial implications arising from this report, as it seeks approval for the further consideration of options relating to the development of a regional social care training unit. More detailed financial implications will thus be provided when the final business case is put forward for approval. The Council currently receives Social Care Workforce Development grant of £756,670 in relation to social care training. The Council also provides 30% match funding of £324,287, funded from base budgets. Any regional agreement will need to contain a financial protocol which, amongst other things, should address hosting and financial administration, relative contributions and charging mechanisms, payment arrangements, budget control and monitoring, governance, audit and accounting. These aspects will need to be addressed within any legal agreement which follows from the detailed business case. The financial elements should be formulated in consultation with Financial Services.

<u>Legal Implications</u>

27. There are no direct legal implications emanating from the recommendations in this report. The report seeks approval to explore and develop further the preferred method of collaboration which is set out in number 4 **Appendix A**. It is noted that the collaboration and supporting

legal structure may set out complex arrangements which are likely to require substantial resources across all departments of each Authority which may be a challenge within the proposed timescales. Legal Services have advised that there will be detailed legal implications provided once the business case has been finalised and detailed legal advice should be sought as to the proposals to include the legal structure of the collaboration, appropriate legal agreements, governance and staffing arrangements.

HR Implications

28.   There are no direct HR implications for this report as in the main it is asking for authority to move to the development of a detailed business model which will be referred back to Cabinet in 2017. Therefore any HR implications to the proposed model will be included in this report together with the detailed business model.

RECOMMENDATIONS

It is recommended that Cabinet:

1.   Approve the preferred option of collaboration in line with the outcome of the Options Appraisal in **Appendix A** undertaken by officers from Cardiff and Vale of Glamorgan Councils.

2.   Authorise progression to the next stage i.e. the creation of a regional Social Care Workforce Development Unit across Cardiff and the Vale of Glamorgan Local Authorities based on a fully integrated model, including the identification of the host Authority and employer of staff.

3.   Agree that the City of Cardiff Council will lead the further development of the detailed operational business model for the Regional Social Care Workforce Development Unit (RWDU).

4.   Note that a further report will follow early in **2017/18** that provides information on the proposed detailed business model for operating the Regional Workforce Development Unit and the Governance arrangements for the Unit, including a Memorandum of Understanding and Financial Agreement.

TONY YOUNG
Director
16 December 2016

The following appendices are attached:

Appendix A – Options Appraisal
Appendix B – Equalities Impact Assessment

Appendix A: Options Appraisal

Options	Opportunities	Challenges	Ranking & Rationale
1. **Do nothing but continue to build on the joint training opportunities already in place**	• Least disruptive option and therefore promote stability in the short term • Easier to work in one LA area – no challenges regarding working to different LAs with different policies re staff development. • Staff are familiar with local partners and local need and partnerships may be less affected. • Staff would continue in same rolls working to their specialists with same terms and conditions • No loss of continuity / productivity that is sometimes experienced when teams restructure.	• More difficult to meet the needs of the national and regional workforce development agenda with the current arrangements of having to provide a regional workforce partnership which is delivered from two separate LA teams. • Current model is not sustainable. There is a need to respond to changing demand (e.g. development of e-learning) and there is currently a lack of capacity and expertise to deliver this within current operational arrangements. • There are gaps in current provision (e.g. the vale does not have a workforce partnership coordinator) and duplication in others. • It is harder to achieve equity of provision with two separate teams delivering services in different ways. • The separate and different systems that are in place make it challenging for providers who operate across the regional (e.g. different	This was the least preferred option for the staff groups who felt that there was a missed opportunity if merging of the training units was not developed beyond the boundaries of current practice. The staff teams had an appetite for embracing change rather than things remaining as they are.

		booking systems for training courses).	
2. **Appoint a Regional Manager who will be hosted by one of the LAs, who will oversee two separate Cardiff & Vale teams (as they currently operate)**	• This model may make it easier to meet the needs of two LAs. • This would be less disruptive than full integration and the appointment of a regional manager could provide consistency of approach and delivery across the region where it is feasible to do so, whilst still operating two separate teams for Cardiff & Vale. • This arrangement would strengthen the current joint working arrangements whilst retaining the LA identity of both teams. • This model already exists and works well in some areas of Adult Services where a manager, employed by one local authority manages staff located in two separate teams (e.g. Learning Disability).	• This model would not address duplication / gaps in current arrangements as little would change. • There would be little benefit to customers other than the ability to provide some operational synergy across the teams. • Any developments are likely to be undertaken within separate teams rather than on a regional basis – therefore little benefit to the regional workforce partnership. • There would be no integration in practical terms.	The staff team felt that this option did not go far enough and would note future proof the services. They felt that this option would have little positive impact on customers. It was therefore felt that this option went some way to creating the conditions required for a sustainable social care training unit, but that it fell short of what was needed to provide a service that was up to date, and responsive to changing needs of both LAs.
3. **Appoint a Regional Training Manager who will be hosted by one of the LAs and second staff to the host LA, who will carry out their substantive roles in the same way, under the management of the host LA**	• As in **Option** 2, first 3 bullet points	• As in **Option 2** above. Additionally,	• As Option 2 above

4. **Appoint a Regional Training Manager who will be hosted by one of the LAs and TUPE staff from the other LA to the same LA so that all staff are employed by the same LA. Then restructure to create one team that covers the whole of the region.**	• There could be a risk of job losses if duplication of roles is removed from the new structure. • Individual LA teams will risk losing their identify • The smaller team may feel that they are being taken over by the larger team and there is a risk that the needs of the smaller LA may be lost amongst the demands of the larger LA. • Some staff may experience a negative impact on salary • Roles will change and this could be disruptive. • One team would have to meet the need of two different LAs and this will be challenging given the differences. • Some staff may need to be relocated and this could have a negative impact (e.g. increase in travel time). It may also make the team less accessible to those staff / providers who are located in the other LA	• This creates a positive opportunity to create a training unit that is fit for purpose and future proof. • A fully integrated team will be best placed to consistently meet the needs of the region in a fair and equitable way. • This is the model that is most conducive to meeting the needs of the regional workforce partnership. • This model will provide the opportunity for staff to work at scale, using their specialisms. • This provides the best option for maximising the resources that are available and making best us of capacity and expertise. • This provides the best opportunity to standardise practice. • This provides an opportunity to stream line the available funding across the regional, administering it from one pot. • This model will reduce duplication and provide an opportunity to address current gaps.	This was the staff teams preferred option. They felt that this option would provide an opportunity for teams to be fully integrated, following a restructuring that allows one team to operate across the region in a consistent way, whilst responding to the individual need of the two LAs. It was felt that this option would provide the best opportunity to create a training unit that reflected current and future needs, making best use of recourses and offering the maximum benefit to customers.
5. **Externally commission the whole function with regional Training Unit being delivered by an external agency outside of both LAs.**	• This could be more cost effective. • There may be an ability to generate income for the Local authority by delivering training at a profit for private	• It would be more difficult to achieve quality • There would be les ability of the service to be flexible and adapt to changing need. • There would be a risk that	Staff teams felt that this was not a viable option because it does not reflect the intentions of Welsh Government. It was felt that this option would pose significant risks to the two Local Authorities who

	businesses.	the service may not meet need and it may be difficult to retain control over provision • This was felt to be an extremely risky option – once the service was outsources it would be more difficult to bring back in house in the future if unsuccessful.	would have less control over the quality of training provided and the ability to be flexible and adapt to meet changing need.
6. **Merge both Training Units and locate within the Corporate Training Arm of one of the LAs**	• There may be economies of scale by merging with the corporate training arm of a LA • This could release capacity and provide opportunities to close some of the current operational gaps. • There could be advantages to the hosting LA of having all its training provision in one place.	• There is a risk that the social care training units in both LAs would lose their identity following the merger. • There is a risk that control would be lost and needs would not be met. • This does not seem to be I line with Welsh Government's view of regional working within the social care sector. • There is a greater risk of a disconnect occurring between the Corporate Training arm of the hosting Local authority and the provision of social care training to the other LA.	Whilst staff were able to recognise the importance of an integrated regional training unit having a close working relationship with both LA corporate training arms, it was felt that there was a risk that the social care identity would be lost if the training unit merged with corporate training in one of the two LAs it was also felt that the loss of identify may make it more difficulty to deliver training to the wider social care workforce and therefore may make it more difficult to meet the needs of the regional workforce partnership rather than strengthen existing partnership arrangements..

CARDIFF COUNCIL

Equality Impact Assessment
Corporate Assessment Template

Policy/Strategy/Project/Procedure/Service/Function Title: To consider the establishment of a Cardiff and Vale of Glamorgan Social Services Regional Workforce Development & Training Unit
New/Existing/Updating/Amending: New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Angela Bourge	Job Title: OM Strategy, Performance & Resources
Service Team: Social Care Training Unit	Service Area: Social Services
Assessment Date: 20/12/2011	

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

To consider the implications and options of establishing a Cardiff & Vale of Glamorgan Social Services Workforce Development & Training Unit

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.]**

Each of the two Authorities currently operate separate Social Services Workforce Development & Training Units and have done so since 1996.
However working relationships between the two Units is strong and there is a significant level of joint working and cooperation between officers of the two Units.
Welsh Government (WG) policy is increasingly promoting Regional responses to their initiatives highlighted most recently in Social Services by the WG

Equality Impact Assessment
Corporate Assessment Template

requirement for the establishment of Regional Social Care Workforce Development Partnerships. Other recent examples include the establishment of Regional Adult and Children's Safeguarding Boards. These changes present significant challenge to the workforce, workforce planning and training delivery in the Region.

The Social Services and Well-being (Wales) Act 2014 provides fresh impetus for changing working practices and in particular the relationship between workers in Social Services, Health & other Public Services within their communities.

It is therefore inevitable that the potential opportunities presented by the establishment of a Social Services Regional Workforce Development & Training Unit merits consideration.

In summary, the key driver for this proposal are therefore the opportunities it presents to organise the resources at the Region's disposal in the most effective way to deliver a social care workforce that is able to meet the expectations of the Act and the growing expectations of the population it serves.

3   Assess Impact on the Protected Characteristics

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This proposal is not felt to have a differential impact on age. The unit currently delivers social care training to adults who work with both children and adults who have social care needs.
What action(s) can you take to address the differential impact?

Equality Impact Assessment
Corporate Assessment Template

3.2 Disability

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This proposal is not felt to have a differential impact on disability.
What action(s) can you take to address the differential impact?
There is currently no one in the team who is registered as disabled. However, we will ensure that any proposed office moves that may arise in the future from this proposal will cater for the needs to both staff members and members of the social care workforce who will be accessing training from the team.

3.3 Gender Reassignment

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

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

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

Equality Impact Assessment
Corporate Assessment Template

It is not felt that this proposal will have a differential impact on people who fall within the gender reassignment protected group.
What action(s) can you take to address the differential impact?

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

	Yes	No	N/A
Marriage		X	
Civil Partnership		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
It is not felt that this proposal will have a differential impact on marriage and civil partnership.
What action(s) can you take to address the differential impact?

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

Equality Impact Assessment
Corporate Assessment Template

	Yes	No	N/A
Pregnancy		X	
Maternity		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
It is recognised that current team is disproportionately female. However, this proposal is not felt to have a differential impact on pregnancy and maternity. Women in the team who fall into this category will be afforded the same level of support as others employed by the Council.
What action(s) can you take to address the differential impact?
The fact that this service will be delivered regional may require current team members to cover a wider area when delivering training / assessing. However, individual risk assessments will always be carried out in such instances where women in the team are pregnant and appropriate adjustments will be made if it is appropriate to do so. This may mean that employees who fall into this category undertake more on-site training or substantially deliver training / assessments in one of the two local authority areas.

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

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

Equality Impact Assessment
Corporate Assessment Template

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
It is not felt that this proposal will have a differential impact on race.
What action(s) can you take to address the differential impact?

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		X	
Christian		X	
Hindu		X	
Humanist		X	
Jewish		X	
Muslim		X	
Sikh		X	
Other		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
It is not felt that this proposal will have a differential impact on religion
What action(s) can you take to address the differential impact?

Equality Impact Assessment
Corporate Assessment Template

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3.8   Sex

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

	Yes	No	N/A
Men		X	
Women	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
It is recognises that women are disproportionately represented in the team. Therefore any changes that will be made will disproportionately affect this group.   **There is concern that the proposal may mean that staff have to cover a wider area and this may impact on travel time and costs incurred from having to pay for parking.**
What action(s) can you take to address the differential impact?
As far as it is practicable to do so, sites will be identified across Cardiff & Vale for the delivery of training in those areas. Whilst there will be an inevitability that if the proposal is agreed, staff will be required to deliver services to areas of the Vale as well as Cardiff, we will try to substantially play to people's strengths and knowledge and allocate work to them that is closes to their work base.

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		X	
Gay Men		X	
Gay Women/Lesbians		X	
Heterosexual/Straight		X	

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

Equality Impact Assessment
Corporate Assessment Template

It is not felt that this proposal will have a differential impact on sexual orientation
What action(s) can you take to address the differential impact?

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

	Yes	No	N/A
Welsh Language		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
It is not felt that this proposal will have a differential impact on Welsh Language. The Welsh Language Act and associated standards will be observed at all times in line with Council and legislative requirements.
What action(s) can you take to address the differential impact?

4.   Consultation and Engagement
What arrangements have been made to consult/engage with the various Equalities Groups?

Equality Impact Assessment
Corporate Assessment Template

Consultation has taken place with staff who are in scope for this proposed change via regional workshops and in team meetings within the individual Local Authorities.

Additionally a Regional Board and operational group was established to ensure that key stakeholders within both Councils were actively involved in shaping the proposals.

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

Groups	Actions
Age	
Disability	**There is currently no one in the team who is registered as disabled. However, we will ensure that any proposed office moves that may arise in the future from this proposal will cater for the needs to both staff members and members of the social care workforce who will be accessing training from the team.**
Gender Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	**The fact that this service will be delivered regional may require current team members to cover a wider area when delivering training / assessing. However, individual risk assessments will always be carried out in such instances where women in the team are pregnant and appropriate adjustments will be made if it is appropriate to do so. This may mean that employees who fall into this category undertake more on-site training or substantially deliver training / assessments in one of the two local authority areas.**
Race	
Religion/Belief	
Sex	**As far as it is practicable to do so, sites will be identified**

Equality Impact Assessment
Corporate Assessment Template

	across Cardiff & Vale for the delivery of training in those areas. Whilst there will be an inevitability that if the proposal is agreed, staff will be required to deliver services to areas of the Vale as well as Cardiff, we will try to substantially play to people's strengths and knowledge and allocate work to them that is closes to their work base.
Sexual Orientation	
Welsh Language	
Generic Over-Arching [applicable to all the above groups]	

6. Further Action

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

7. Authorisation

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

Completed By : Jo Finch	Date:
Designation: Workforce development and training manager	
Approved By:	
Designation:	
Service Area:	

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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CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 19 JANUARY 2017

DIRECT PAYMENTS FOR VULNERABLE PEOPLE

REPORT OF DIRECTOR OF SOCIAL SERVICES

AGENDA ITEM: 6

PORTFOLIO: EARLY YEARS, CHILDREN AND FAMILIES (COUNCILLOR SUE LENT) AND HEALTH, HOUSING AND WELLBEING (COUNCILLOR SUSAN ELSMORE)

Reason for this Report

1. To recommend the approach to be taken for the recommissioning of Direct Payments support services in line with the implementation of the Social Services and Wellbeing (Wales) Act 2014.

Background

2. Direct Payments take the form of a cash payment made to a person who is eligible for care and support from social services in order to enable them to arrange and pay for their own care and support.

3. Direct Payments are a different way of delivering on the legislative responsibilities of social services where there is an assessed eligible need. The Purpose of Direct Payments is to give people flexibility over when their care is provided, the exact nature of the care, choice and control over who they have caring for them and the standards and quality of that care.

4. Direct payments can also be used for meeting the care and support needs of a child and of their carer.

5. The Social Services and Wellbeing(Wales) Act 2014 states that Direct Payments are an essential tool for the Council in meeting the Welsh Government's strategic aim of supporting people who require support and care to achieve their wellbeing outcomes and also to support carers who require support in achieving their wellbeing outcomes.

6. Typically, direct payments are used for:

    - Personal Care Services
    - Personal Assistants
    - Agency support

- Community Activities
- Equipment and minor home adaptations
- Respite

7. As well as increasing flexibility and choice, Direct Payments do require the service user or their carer to take on additional responsibilities for arranging and administering their care and support arrangements.

8. In 2005 the Council appointed the Cardiff & Vale Coalition for Disabled People (CVCDP) (now Diverse Cymru) to provide a service which was responsible for supporting the service user to recruit a Personal Care Assistant (P.A.) or to establish a contract with an Agency. Key services in that support include:

- To work with social workers in identifying potential users of Direct Payments and to meet and advise prospective users of the scheme.
- To advise the service user of their responsibilities as an employer
- To provide a " managed banking" service which provides an alternative for the service user who may not wish to establish their own separate care bank account
- To advocate on behalf of the service user for problems which arise in relation to the direct payments scheme.
- To provide user with the support necessary to recruit a PA or appoint an agency.
- To notify the Council of any concerns about the welfare of the Direct Payments user, their family or personal assistants which relate to this scheme as soon as is reasonably possible.

9. Diverse Cymru has continued to provide the Direct Payment Support Service. The value of the service equates to annual payments of circa £700,000.

10. During the last 11 years service user numbers have increased and currently 621 Adults and 151 Children are in receipt of a Direct Payment. 40 Adults and 16 Children are 'Working Towards' a Direct Payment with Diverse Cymru (figures as of 23.11.2016).

11. There is now a need to recommission the Direct Payments support service in order to comply with procurement requirements and also to ensure that the service integrates effectively with current models of social care prevention and support.

Direct Payment Model Proposal

12. The Directorate has reviewed the direct payment support service requirements in light of legislative requirements and the opportunities for integration made possible through service redesign.

13. In order to inform the development of a new service specification a consultation exercise was undertaken to gather service user views of the support and assistance that they valued and to find out if there were areas of support where additional help was required.

14. The review process has made clear that the current support service arrangements can lead to a degree of duplication and a lack of clarity about respective roles and responsibilities between the provider and the Council. Going forward therefore the specification will more clearly define these roles and responsibilities and ensure that service users have a clear single point of contact for information and advice.

15. There will be a more clearly defined role for the Council in the promotion and encouragement of the use of the Direct Payment option and also in the development of training pathways for individuals who may wish to become personal assistants in Cardiff. Every service user assessed as eligible for a Direct Payment will be visited prior to referral to the support provider to ensure that the option is fully understood and that advice on the widest range of independent living services are explored.

    The Support Service - will advise and provide support to people on a number of issues:

    – Visit each referred service user within a specified period
    – Provide advice on safety and best practices at home
    – Support on planning to use PA/Agency or Residential
    – Recruitment including adverts/job descriptions/interviews
    – Acting as an employer
    – Setting up employment systems
    – Legal advice relating to HR/Employment
    – Advice in relation to training/qualifications/DBS
    – Financial advice including pensions/insurance and payroll
    – Ongoing advice around employment and Direct Payments

    Direct Payment Managed Account Service

    Set up a Managed Account arrangement with the service user and providing ongoing support to keep the arrangement in place, as well as liaising with Social Services:

    – Providing information about each option
    – Setting up and monitoring the dedicated account
    – Arrange & pay all agreed outgoings (PA wages, care agency fees, insurance etc.)
    – Collect care contributions
    – Pay all amounts due to HMRC and keep pensions/insurance covered
    – Record income and payments
    – Provide statements of all transactions

16. The Directorate has conducted a consultation with persons receiving a Direct Payment, the family and case managers in order to assess the current service provision and establish principles for future service models. The main findings of the consultation supported the flexibility of selecting support as and when required from support service or managed accounts. Thus offering the service user more choice. Consultation Findings are attached to this report at **Appendix A.**

In Summary

17. A number of options were researched and considered to secure the delivery of the services. The preferred model would be to appoint either one or two organisation delivering the Support and Managed Accounts Service across the City to the combined value of circa £4.2 million. Two organisations delivering the Support and Managed Accounts service may address any market issues relating to capacity and would sustain services.

18. Further work is currently be carried out by the directorate to determine the most appropriate route of one or two providers to deliver the service. If recommendation 2 is approved, the information would inform the decision report for the director of Social Services. Such benefits are one or two organisations to deliver an effective model which takes into account the service users feedback supporting a single organisation as a point of contact, and the success of the 'one- stop shop' element. There are a number of experienced providers in the Direct Payments market that could provide valuable and effective service to service users of Cardiff, and this could be accessed through a combined tender. The Options Appraisal is attached to this report at **Appendix B**.

19. It is proposed that the contract for Direct Payments will be delivered as a whole package by tendering to the market for providers.

20. It is proposed the Directorate will procure a sustainable direct payment service expecting providers to deliver services which meet the outcomes of individuals as set out in their support plans, offering individuals more choice, control and independence in their lives.

21. Direct Payments will remain an option for service users in order to ensure that they have a choice over who delivers all or part of their support. This should not present any difficulty and we anticipate being able to deliver choice for service users where this is required.

22. The Directorate recognises it is working to a tight timescale. Transition and contingency arrangements are in place and will be administered by social services for a period leading up to the new contract. All directorate involved in the project have been briefed and are ready to respond as and when necessary.

23. The approach to the commissioning process will be strongly aligned to the Co-operative Values that the Council has signed up to:

    – **OPEN** – allowing service users to have their say on what is important to them, ensuring that they are listened to and their views directly inform the way that services are delivered in the future.

    – **FAIR** – ensuring that all organisations have the best opportunity to be successful, every effort will be made to ensure that smaller

organisations can participate by encouraging joint working and consortia.

– **TOGETHER** – working together with partner agencies, co-producing solutions and jointly commissioning where possible, to deliver a range of services designed for those who need them most.

24. A number of principles underpin this recommissioning:

- Ensuring that services are based on need and that the most vulnerable service users are protected.
- Promoting independence and delivering support at the lowest appropriate level to meet client needs.
- Taking evidence based approach to service design – considering current usage / turnover, outcomes and service user feedback.
- Ensure services are sustainable.
- Maximise the time spent on the client and reduce management costs.
- Wherever possible, commission support in partnership with other organisations / across funding streams.
- Develop service specifications that are outcome based and quality focused.

25. It is proposed that providers will be secured through appointment to a 3-year contract with the option to extend for three further years if they are delivering the best value, quality of service and cost.

26. The Directorate is proposing to seek the most economically advantageous tender based on criteria weighted equally on quality and value for money.

27. If the proposed recommendation is approved, all stages of the procurement process to be delegated authority to the Director of Social Services in consultation with Cabinet Members for Finance and Health, Housing and Wellbeing, the Council's Section 151 Officer and the Director of Governance and Legal Services, to determine all aspects of the procurement process up to and including the award of contracts and all ancillary matters pertaining to the procurement.

28. In light of the tight timescales in which the directorate are working, the Directorate are considering to use the Open procedure although this will be subject to a separate report (director level) if recommendation 2 is approved.

29. The Council propose to secure a support service and a managed accounts service to assist service users in all or elements of the persons direct payment service. It will be important at a time of any transition there is continuity in the delivery of the service.

Issues & Risks

30. If the proposed recommendations are approved, the procurement process may give rise to the Transfer of Undertakings (Protection of Employment)

Regulations (TUPE) between providers. Anonymised TUPE Information will be provided as part of the tender documentation.

31. The Directorate recognise to undertake a competitive tender process could de-stabilise the provision and continuity of support. However there is a requirement to competitively tender the service. The Directorate in conjunction with service users and families will ensure disruption to individuals is minimised.

Consultation

32. **Communities & Adult Services Scrutiny Committee** on 7th December 2016 has considered the proposals outlined in the report, the letter from the Committee and response from the Cabinet Member are attached at **Appendix C**.

33. A pre decision scrutiny of the report was presented on 10th January 2017 to **Children and Young People Scrutiny Committee** and comments from the committee are attached at **Appendix D.** The report is due to be presented at **Communities & Adult Services Scrutiny Committee** on 18th January 2017. The Committee's comments will be made available to t Cabinet at its meeting on 19th January 2017.

34. Service user and Case Manager/Social Worker consultation has also taken place. Consultation Findings are attached to this report at **Appendix A.**

35. Officers will continue to work closely with incumbent providers and other stakeholders. Every effort will be made to involve stakeholders and in particular service users in the specification of services and in the evaluation process.

Equality and Diversity

36. An Equalities Impact Assessment has been undertaken and attached as **Appendix E** to consider the potential impacts of the proposal in terms of equality so that the directorate can ensure that it is making proportionate and rational decisions having due regard to its public sector equality duty.

37. The Council as adopted the principle that in the conduct of public business and administration of justice in Wales, it will treat the English and Welsh languages on a basis of equality.

Reason for Recommendations

38. The reason for the recommended decision is to obtain the necessary approval in order to commence the procurement process to invite bids from the market in relation to Direct Payment Services for vulnerable people as outlined in the report.

Legal Implications

39. The first recommendation is to seek approval for the proposed model in relation to the longer term arrangements for the provision of support services for Direct Payments.

Direct Payments – current legislation

40. Direct Payments are monetary payments made available by the Council to individuals, or their representatives, to enable them to meet their assessed care and support needs, thereby increasing choice and independence for those individuals. The primary legislation which now governs Direct Payments is set out in the new Social Services and Well-being (Wales) Act 2014 ("the new Act"). In particular sections 50 – 53 set out the legislative provisions which require or allow the Council to make a Direct Payment towards the cost of meeting (i) an adult's needs, (ii) a child's needs, and (iii) a carer's needs for support under sections 40, 42 or 45. These provisions are underpinned by the Care and Support (Direct Payments) (Wales) Regulations 2015 ("the 2015 Regulations"), which set out, amongst other matters, what steps a local authority must take to enable individuals to make informed choices about direct payments. In addition to the new Act and the 2015 Regulations, the Council is required to act in accordance with the Welsh Government Code of Practice (entitled Social Services and Well-being (Wales) Act 2014 part 4 Code of Practice (Meeting Needs)). It is understood that the Directorate has taken account of the aforementioned legislation and guidance in developing the proposed model for the longer term provision of support services in relation to Direct Payment arrangements.

Proposed Model

41. It is noted that the Directorate proposes to go out to tender in order to appoint either one or two providers to provide the (i) support services and (ii) a "managed account " service. Legal Services are instructed that the proposed model will allow individuals and/or their representatives to select which elements of the services, if any, they wish to access, thereby offering choice in accordance with the primary objectives of the current legislation and guidance. By way of example only, an individual may elect to have his/her Direct Payment paid (1) to his/her own bank account and to manage the Direct Payment himself/herself, or (2) to a nominated third party on his/her behalf, with the proposed model providing that the individual may choose as his/her nominated third party either (i) the Council's appointed provider of the "managed account" service or (ii) another third party of the individual's choice.

42. As highlighted in the body of the report, the Directorate has undertaken stakeholder consultation in order to develop the proposed model. Consultation gives rise to the legitimate expectation that the feedback from the consultation will be taken into account when developing proposals.

Procurement

43. Legal Services are instructed that the Directorate proposes to undertake a competitive tender in order to award either one or two services contracts for a fixed term of three years with the option to extend for a further period or periods equating to no more than three years. It is understood that the estimated value of the proposed contract is circa £4.2 million. Under the Public Contracts Regulations 2015 the proposed services fall within Schedule 3 of the Public Contracts Regulations 2015 ('2015 Regulations'). Contracts for service that fall within schedule 3 and which are above threshold (ie are over £589,148) must be procured in accordance with the Regulations 74-77 (the so called "Light Touch Regime"). Whilst contracts which fall under the Light Touch Regime are not subject to the full ambit of the 2015 Regulations, nonetheless they are subject to certain mandatory requirements which are set out in the 2015 Regulations. Of particular significance to this proposal, is that there is a mandatory requirement for the Council to advertise such services by means of an OJEU contract notice or a prior information notice in accordance with the provisions of Regulation 75(1). Further, when seeking to award a contract for such services the Council is required to adopt a procedure which ensures compliance with the principles of transparency and equal treatment of economic operators (Regulation 76(2)). Legal Services are instructed that this is how the Directorate intends to proceed.

44. Detailed legal advice should be obtained throughout the procurement process with regard to i) the drafting of all the relevant procurement documentation (including the draft terms and conditions of contract) and ii) the procurement process in general. It is understood that the Directorate intends to proceed on this basis. The indicative timetable is, however, tight, in that the tender documentation, the agreed evaluation criteria, the draft contract terms and conditions will be required before issue of the OJEU notice).

TUPE

45. It is noted that currently the services being provided by an external provider. Accordingly TUPE may apply to the award of the new contract should the incumbent provider bid unsuccessfully. Legal advice should be sought in connection with the proposed terms and conditions of the contract, in particular to ensure that the Council's standard TUPE clauses are contained in the same.

46. The second recommendation in the report is to delegate authority to the Director of Social Services in consultation with Cabinet Members for Finance and Health, Housing and Wellbeing, the Council's Section 151 Officer and the Director of Governance and Legal Services, to determine all aspects of the procurement process (including determining the pre qualification criteria and the evaluation criteria to be used, and authorising the award of the contracts) and all ancillary matters pertaining to the procurement. This is a relatively complex and substantial procurement exercise. The purpose of the delegation means that the substantive issues

relating to the procurement, including determining the evaluation criteria will be made by the Director of Social Services.

Equality duty

47. In considering this matter the decision maker must have regard to the Council's duties under the Equality Act 2010. Pursuant to these legal duties Councils must, in making decisions, have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a). Age,(b) Gender reassignment(c) Sex (d) Race – including ethnic or national origin, colour or nationality, (e) Disability, (f) Pregnancy and maternity, (g) Marriage and civil partnership, (h)Sexual orientation (i)Religion or belief – including lack of belief.

48. The report identifies that an Equality Impact Assessment has been carried out and is appended at Appendix C. The purpose of the Equality Impact Assessment is to ensure that the Council has understood the potential impacts of the proposal in terms of equality so that it can ensure that it is making proportionate and rational decisions having due regard to its public sector equality duty. The decision maker must have due regard to the Equality Impact Assessment in making its decision.

49. The decision maker should also have regard when making its decision to the Council's wider obligations under the Social Services and Wellbeing (Wales) Act 2014 and The Wellbeing of Future Generations (Wales) Act 2015. In brief both acts make provision with regards promoting/improving wellbeing.

Financial Implications:

50. The report seeks approval for the procurement of a revised model for the direct payments support service. An existing direct payment management and support service is currently commissioned from an external provider at an annual cost of circa £700,000 per annum. A savings proposal of £200,000 was included in the 2016/17 budget in relation to the proposed review of this service. The revised timetable for the review has been acknowledged and is reflected in the current year's monitoring position. Whilst, the outcome of any procurement process cannot be predicted in advance, it is important that the process is conducted within a timescale that provides the earliest opportunity for the realization of savings. It is noted that the revised model assumes an enhanced Council role, including a dedicated direct payments team. Any additional resource requirements relating to this team will have to be met from within existing budgets.

Human Resources Implications

51. The proposal will involve an enhanced service provided by the Council. Any employee requirements for this service will follow corporately agreed processes and there will be trade union consultation on any changes or additions to the current service.

52. The procurement process could involve Transfer of Undertakings (Protection of Employment) Regulations between the outgoing and incoming provider, therefore HR will provide advice as part of the procurement process on this matter.

RECOMMENDATIONS

The Cabinet is recommended to:

1. Approve the proposed model for the provision of direct payments support services for service users as set out in the report;

2. Approve the proposed procurement process as set out in the report; and

3. Subject to approval of recommendation 2 above, agree to delegate authority to the Director of Social Services in consultation with Cabinet Members for Corporate Services & Performance; Early Years Children and Families and Health, Housing & Wellbeing; the Section 151 Officer and Monitoring Officer, to determine all aspects of the procurement process up to and including the award of contracts and all ancillary matters pertaining to the procurement.

TONY YOUNG
Director
13 January 2017

The following Appendices are attached:

Appendix A -   Consultation Findings
Appendix B -   Options Appraisal Paper
Appendix C -   A letter from Community & Adult Services Scrutiny Committee and response from Cabinet Member.
Appendix D -   A letter from Children and Young Person Scrutiny Committee
Appendix E -   Equality Impact Assessment

DIRECT PAYMENTS Consultation Results

During November 2016, the City of Cardiff Council Social Services team conducted a consultation with Service Users and Case Managers regarding the current Direct Payments system.

As part of this consultation, citizens were asked how they felt about their current service and if they had any recommendations for how the service would look. In addition, they were asked which options for support they have been using already, or would use in future if asked again. Opportunities were provided to give detailed comments on their experience.

The overall consensus from Service User feedback is that in most cases, Direct Payments are an effective way to meet their care needs, and have been delivered successfully. The more detailed comments have shown that there are a number of specific instances where their experience has been negative, and that often revolves around the incumbent provider.

Response rate

- 187 total service user questionnaires received

- Roughly 30% of overall service users

- 14 Adult Services Case Manager questionnaires received

- 5 Children's Services Case Manager questionnaires received

- 100% of Children's Services Case Managers approve of the proposed 'pick-list' based model

- 60% of Adult's Services Case Managers approve of the proposed 'pick-list' based model

Response at assessment
April – Nov 2016

- **Of the candidates who declined, 65% of those declined because they were satisfied with their current care arrangements**

- **When declining, service users gave the following reasons:**
  - *Would prefer to stay with existing Agency – happy with standard of care provided*
  - *Residential/nursing home placement arrangements in place*
  - *Service user does not feel able to manage own care*
  - *Service user/family requires care in place immediately*

- **30% of candidates offered Direct Payments agreed either to take them up now or to work towards them in future**

- **40% of the overall cohort that were assessed or reviewed during this time were not offered Direct Payments for reasons of capability or eligibility**

Investigating the way that social workers assess for and recommend Direct Payments is an important part of the recommissioning process. Currently, there are over 50 different reasons recorded in CareFirst for why DP has either been refused or not offered, and this needs to be better monitored in order to improve future processes.

Initial thoughts

- 93% of respondents felt their Social Worker was helpful during the process

- 90% believed that Direct Payments were able to meet their care needs

- 93% believe their banking choice provided enough support to manage their DP service

- 74% chose to use Managed Accounts service for the first time, compared to 77% who would set it up if they started again

Meeting needs

- 66% of service users would prefer to have contact with their support worker 'As & When' rather than on a regular basis

- Over 70% of respondents believed that the Direct Payment service satisfied or exceeded expectations

- Only 14% of respondents believed that the service only met some or none of their needs

Detailed feedback

Which services, if any, would you expect to have received in addition?

- *13/24 (over 50%) of comments on this question indicated that Service Users would have expected improved support on elements included within the proposed pick-list, or additional support with different areas. Some of these comments also mentioned improved information and better communication from the provider, which are integral elements to the proposed model*
- *This compares to 5/24 (20%) of comments on this question that indicated they would not expect any more support than was provided.*

How well do you think the Direct Payments service met your needs?

- *12/21 (60%) comments under this question described their service positively, but these comments are often in relation to a named Personal Assistant*
- *8/21 (40%) comments in this section described their service negatively, information or payments*

What suggestions would you make to improve the service?

- *In this section, 12/18 (67%) of comments indicated that the service requires significant improvement. Key factors listed here include:*
  - *Dissatisfaction with payroll runs and payments*
  - *High staff turnover contributing to poor communication*
  - *Low quality of information from the incumbent provider*
- *Just over a quarter of comments(4/18) indicated that they were satisfied with the system and did not wish to see any changes*

Points of interest

- 80% of surveys were filled in by someone else, with over 50% of those being a family member

- From all the additional comments provided, 32% make specific aspects to elements of continuity of service from the incumbent provider.

Conclusions

The feedback from surveys indicated that most social workers and service users agree that Direct Payments is usually an excellent way to meet care needs. There is also consensus that the degree of flexibility within DP can improve independent living and quality of life.

It is clear from the more detailed comments in the surveys however that there are a number of areas within the Direct Payments process that need to be tightened up, and that there are some alarming discontinuities within the service provided by the incumbent provider.

In addition, the feedback from social workers would seem to imply that the current system can be cumbersome to implement, and therefore that any changes to the system must be made with a view to ensuring that Direct Payments are easier to access and manage.

It is reasonable to infer from the responses that Direct Payments have made a positive impact on the lives of people in Cardiff, and that with an effective and functional system in place, this impact could be built upon. Furthermore, the drive to increase uptake of Direct Payments is likely to be successful if the issues described by the respondents can be addressed, and these main points are:

- *Communication with provider organisation e.g.. quality of information/single staff point of contact*
- *Accurate managing of accounts, payroll and payments*
- *Effective recruitment within the PA market, and engagement of PAs with providers*
- *Regular and effective contact with service users*
- *A more understanding and informed approach to complex needs*

Direct Payments

OPTIONS APPRAISAL

Monday 14th November 2016

Version 1.0 – Options Appraisal Working Group
Appendix A

What are Direct Payments?

- Direct Payments are payments from the Local Authority which are available to citizens whose needs have been assessed as substantial and critical and requiring a Social Services care and support package.

- In line with the Social Services & Wellbeing Act Wales (2014) it is a statutory duty to support an citizen through a Direct Payments service. Part 4 of the Code of Practice outlines the Local Authority duties with respect of Direct Payments.

- This method of managing care is designed to promote independence, decrease social inclusion and enhance self – esteem by enabling people to continue live in their own homes while taking an active role in their community.

- Cardiff Council has been operating a Direct Payments service since 1996; the service allows for the provision of Domiciliary care services either through a Personal Assistant (PA) or a Registered Domiciliary Care Agency (Agency).

- It is the Council's intention to widen access to Direct Payments to the eligible citizens of Cardiff by increasing uptake of the service and by improving the processes contained within the scheme.

Numbers of Direct Payments

Direct Payment Service Users (2013 - 2016)

Legend: Adults, Children, Totals

X-axis: 2013, 2014, 2015, 2016
Y-axis: 0, 100, 200, 300, 400, 500, 600, 700, 800, 900
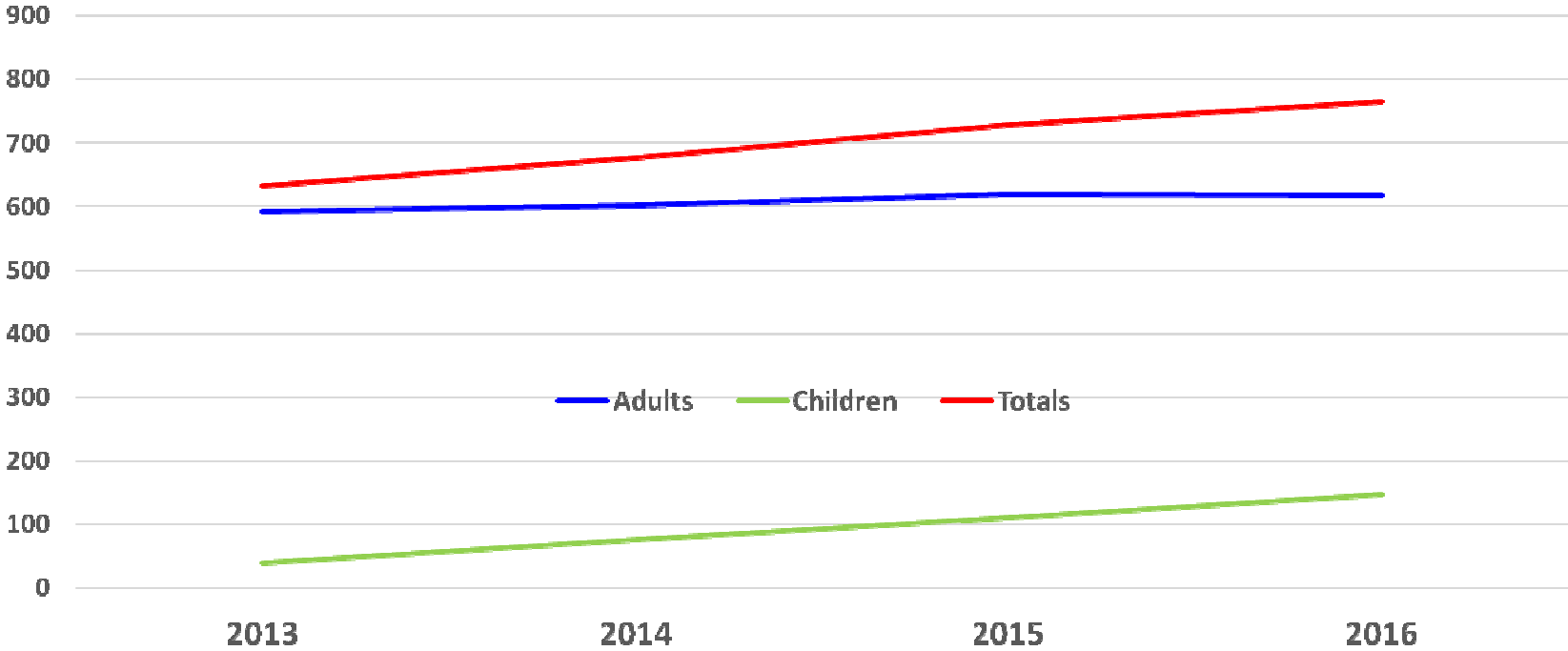
Which groups of citizens are using Direct Payments?

Direct Payments Hours by Client Group

Legend: Older People hours, Phys Dis hours, MHSOP hours, MH hours, LD hours
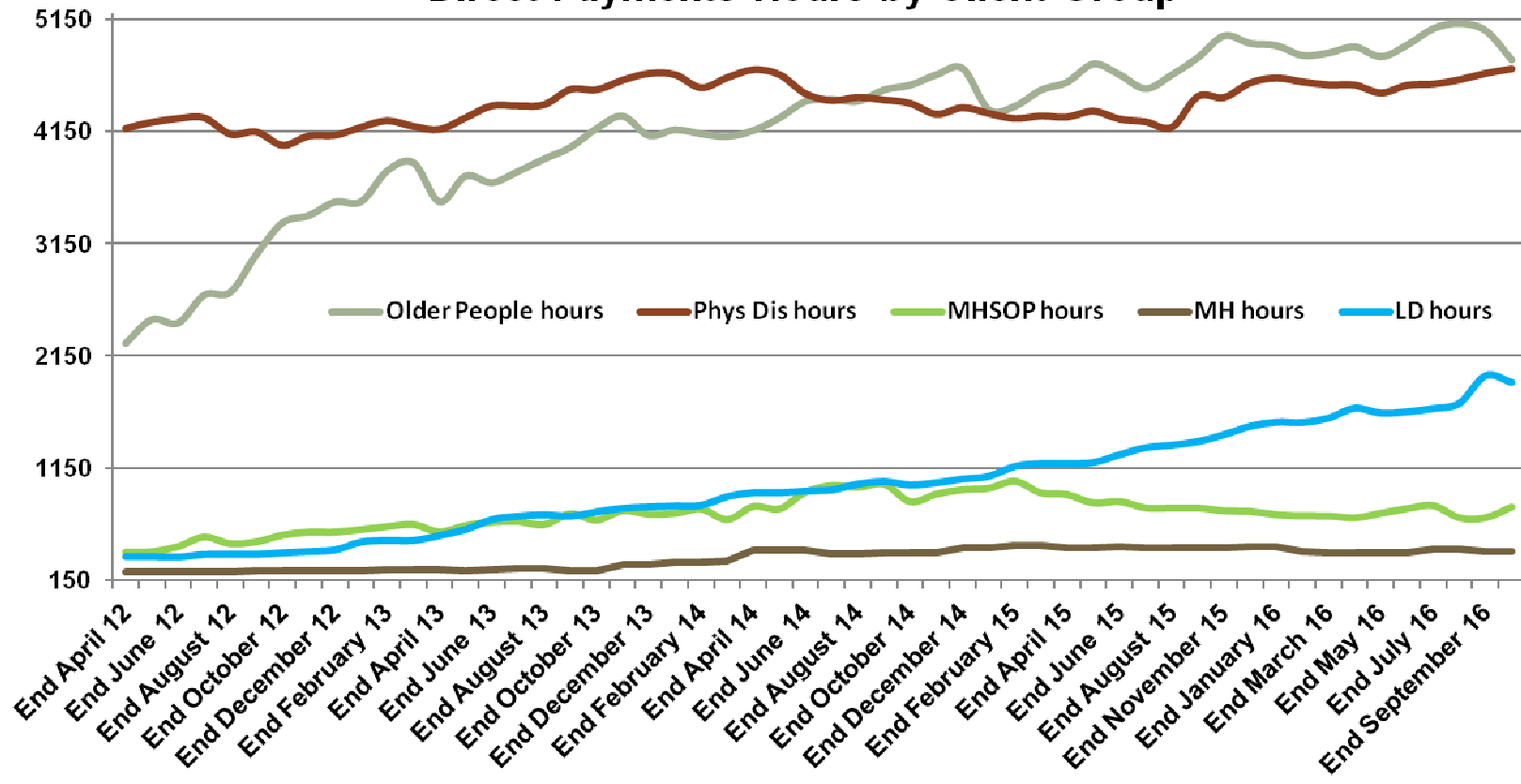
Service User Journey

'As-is' Process
(Slide 1)
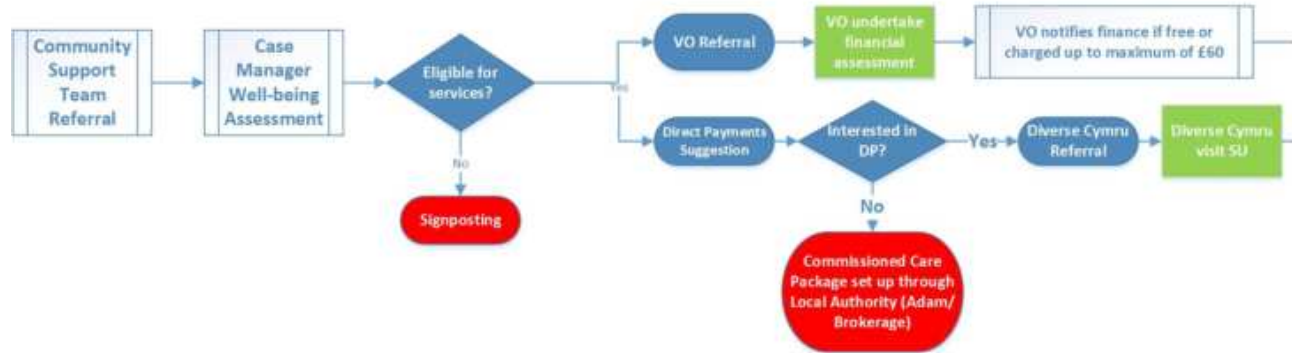
Community Support Team Referral	Case Manager Assessment	Eligibility	Direct Payments Suggestion	Independent Living Visit - Finance
Referrals come into CST from: • C2C • GP • Intake & Assessment • MASH Learning Disability & Mental Health referrals go straight to the relevant teams.	Internal Social Services process	If not entitled to LA assistance, applicants are signposted to other services/third sector partners	Case Manager provides information: • Script • List • Information Pack • Policy • Guidance • Default Positions **Not Interested** Follow LA brokerage system through Adam	Assesses available income of potential service user to establish if services will be free of charge or chargeable up to £60
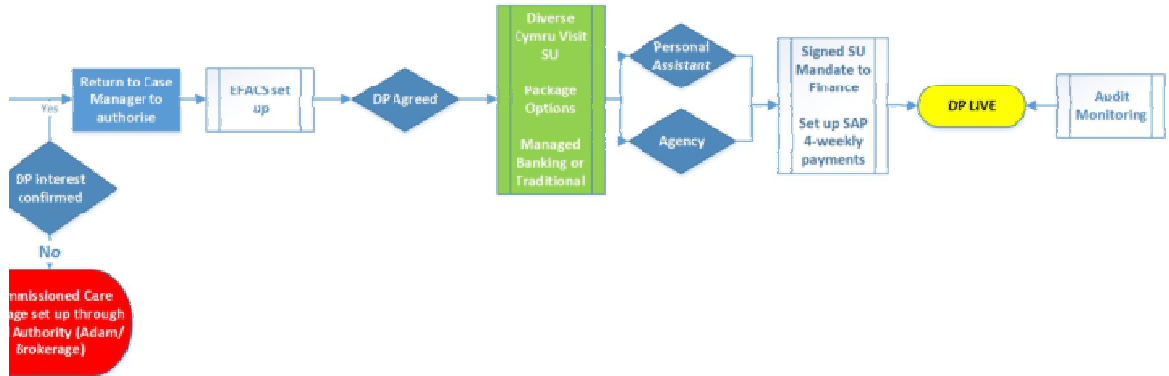
Diverse Cymru Referral	Diverse Cymru Visit *Terms & conditions confirm to Case Manager*	T&Cs SAP	Direct Payment Active
Diverse Cymru/Case Manager visit Service User and provide initial information: • Checklist • DP info pack • HR support e.g. recruitment • managed or traditional banking • 3 routes • Employment Law	Case Manager confirms that SU is interested and initiates ASWP to finance DC visit SU to set up final package options 1. Domiciliary - Personal Assistant SU chooses to independently recruit a PA to cover their care 2. Domiciliary – Agency SU contacts a domiciliary care agency to arrange cover for their care 3. Residential SU also has the option of using a DP to pay for residential care, but this option has not yet been used Managed Banking terms and conditions signed in person by SU **Banking Type** • Recruitment • Interviewing • Advertising • Legal • Specific ongoing support requirements • Pensions/Insurance	Banking terms and conditions returned Start date agreed between Case Manager, provider and SU Finance sets up 4-weekly payments in SAP after start date has been sent to brokerage	Monitoring and auditing • Case Manager • Visiting Officers • Finance • Brokerage

'As-is' Process
(Slide 2)

Suggested 'to-be' process

Community Support Team Referral → Case Manager Well-being Assessment → Eligible for Services → Direct Payments Updated Process → SU Decision → Yes → Finance EFACS + SAP Case Manager Authorisation Mandate Sign-off → Provider visit: package setup / Picklist / Banking Type → Personal Assistant / Agency / Residential → SAP → DP Live → Finance Auditing Monitoring

Eligible for Services → No

SU Decision → No Commissioned Care Package

Referral (Council)	Wellbeing Assessment (Council)	Introduction to Direct Payments *Eligibility*	Direct Payments Suggestion & Visit **UPDATED PROCESS**	Service User Decision	Finance & Case Manager Authorisation **UPDATED PROCESS**	Package Setup Visit **UPDATED PROCESS**	3 Routes SAP	Direct Payment Active **UPDATED PROCESS**
errals come o Community port Team m: C2C MASH GP Intake & Assessment rning ability, Mental lth and ldren's Services errals go ight to the evant teams.	*Internal Social Services process*	*A detailed explanation of Direct Payments is provided to SU/family and if interested then they are assessed for eligibility* • *New script* • *New DP policy* *If not entitled to LA assistance, applicants are signposted to other services/third sector partners*	*Case Manager visits to suggest DP and provide* **comprehensive overview** *of DP process:* • New information pack • Support information • Banking terms & conditions • Recruitment advice including adverts/JDs/interviewing • Appointment advice including HMRC/employment law/pensions/insurance • Managed banking T&Cs banking advice payroll hmrc • Information sharing protocol • PA/Agency/Residential options • Local Authority required forms **VOs attend SU at the same time to conduct financial referral**	*If DP not requested, then traditional care package put in place through Children's Services brokerage process and Adam*	*Case Manager confirms that SU/family is interested and initiates ASWB and other finance processes* *Case Manager refers to Managed Banking provider*	*Provider visit SU/family to set up final package options using a picklist:* • *Specific package requirements* • *Banking type* • *Which route* • *Sign banking documents* • *Sign T&Cs* *Mandate signed and delivered back to finance*	*Start date agreed between SU/Case Manager/provider* *Start date submitted to brokerage* *Finance sets up 4-weekly payments in SAP*	**Monitoring and auditing done through a single Direct Payments team based within the Council**

Why are we reviewing the process?

◦ **Legislative requirements of the Social Services & Wellbeing (Wales) Act 2014 have changed:**

  ◦ Provide greater choice and control over care

  ◦ Increased the range of services that can be paid for by Direct Payments

◦ **The Council has been working with an external provider for Direct Payments since 2007 and the current contractual arrangements come to an end in March 2017.**

◦ **Concerns have been raised about consistency of service we currently receive, and benchmarking in line with other Local Authorities indicates that improvements can be made to the services we provide to Direct Payment recipients. These improvements will be designed to provide a better, more efficient service and deliver increased value for money.**

◦ **It is felt that the model could be more flexible in meeting the needs of people by offering a 'pick-list' containing a range of choice within the service provided.**

◦ **A more flexible service would give greater control over their people's lives and allow them to live more independently.**

◦ **An opportunity exists to stimulate the market for Personal Assistants/Domiciliary Carers by linking into the Council's Into Work Advice/Adult & Community Learning services.**

Consultation Results

- *Roughly 30% of overall DP service users replied (187)*

- **90% believed that Direct Payments were able to meet their care needs**

- **Over 70% of respondents believed that the Direct Payment service satisfied or exceeded expectations**

- **Only 14% of respondents believed that the service only met some or none of their needs**

- **74% chose to use Managed Accounts service for the first time, compared to 77% who would set it up if they started again**

- **93% believe their banking choice provided enough support to manage their DP service**

- **Less than 20% of Service Users responded that they used all of the 'pick-list' services, and when asked which services would be used in future, the figure was less than 10%**

- **66% of service users would prefer to have contact with their support worker 'As & When' rather than on a regular basis**

- **93% of respondents felt their Social Worker was helpful during the process**

Response at assessment
April – Nov 2016

- Of the candidates who declined, 65% of those declined because they were satisfied with their current care arrangements

- When declining, service users gave the following reasons:
  - *Would prefer to stay with existing Agency – happy with standard of care provided*
  - *Residential/nursing home placement arrangements in place*
  - *Service user does not feel able to manage own care*
  - *Service user/family requires care in place immediately*

- 30% of candidates offered Direct Payments agreed either to take them up now or to work towards them in future

- 40% of the overall cohort that were assessed or reviewed during this time were not offered Direct Payments for reasons of capability or eligibility

Investigating the way that social workers assess for and recommend Direct Payments is an important part of the recommissioning process. Currently, there are over 50 different reasons recorded in CareFirst for why DP has either been refused or not offered, and this needs to be better monitored in order to improve future processes.

What legislation will guide the new model?

The Social Services and Wellbeing (Wales) Act 2014 (The Act) repeals previous legislation concerning entitlements to direct payments. The Care and Support (Direct Payments) (Wales) Regulations 2015, set the circumstances when local authorities are either required or allowed to make direct payments under Part 4 of the Social Services and Wellbeing Act 2014 as a way of meeting a person's needs for care and support.

Prior to the implementation of the Act, a local authority was required to provide a Direct payment if:
• It was requested by the person
• The Authority is satisfied that the care and support needs of the individual of a carer can be met through the provision of a direct payment
• The person is capable of managing the payment (either with or without support).
• If a person does not have the mental capacity to consent; the payment could be made to the 'suitable individual' to manage on the person's behalf.

The Act and associated regulations do not change the previous legislation and guidance but add to it by extending the range and the scope of use of Direct Payments. This Includes:
• Enabling individuals with a drug or alcohol dependency to request a direct payment (with suitable safeguards)
• Prohibiting local authorities from stipulating that the direct payment must be used in a particular way
• Allowing an individual to purchase care and support for the 'authority which made the payment'
• Authorising the use of direct payments to purchase care and support or help managing the payments from a relative living in the same household if appropriate for promoting the persons wellbeing
• People who wish to use their direct payments to cover long term residential care
• Requiring the first review of the direct payment arrangement at 6 months (previously 12 months)
• The use of direct payments for meeting a child's care and support needs for meeting a carers support needs

It is to be noted that it remains a statutory duty of the local authority to meet the assessed individual needs of each service user.

What other elements must the model contain?

Assurance of Supply	• *Citizens should be able to exercise choice in how their assessed needs are met* • *Providers should attempt to provide as much choice as possible in how those assessed needs are addressed* • *They should be confident that their support will be provided in a timely manner* • *The new model must work to ensure that the market can handle*
Quality	• *Specialist expertise of the provider(s)* • *If PAs are recommended to citizens, they are qualified to the industry-recommended standards* • *Recommended PAs have the ability to administer medication as and when required*
Service	• *Services are tailored to meet the needs of individuals.* • *Support scheme ensures that appropriate advice, information and support is available to all citizens* • *Supports users in complexities of using direct payments to meet their support needs legally and efficiently* • *Ensuring access to services that are delivered in a community setting*
Cost	• *Council only paying for necessary services that address established needs* • *Need to dis-incentivise 'up-selling' of services and support*
Innovation	• *Added value and innovation in service delivery – only provide services suitable to needs* • *Encourage utilisation of community resources and services* • *Signposting those citizens with lower level needs*

Options under consideration

1. Internal Provider

Legal advice has been sought on whether the managed banking aspect of the service can be delivered in-house and it would appear that this proposal falls outside of the current legislation, including the Social Services & Well-being Act (Wales) 2014 and other guidance governing Direct Payment arrangements.

2. Hybrid

Support function provided by the Council with a managed accounts function to be provided externally.

3. External Provider

An external provider that offers both a support and managed accounts service. A discrete Direct Payments team based in Social Services will monitor the contract and direct payment activity.

Requirements of model

Enhanced role of the Council

A Council team will ensure promote and encourage the Direct Payment option from the first time a Service User comes into contact with the Council, or when their care arrangements are reviewed.

Assessing eligibility for Direct Payments and then ensuring a simple referral pathway into setting them up

Setting up a dedicated Direct Payments team to manage referrals and relationship with provider(s)

Encouraging the use of Direct Payments by explaining and signposting Service Users to relevant information and processes

Providing support to prospective Personal Assistants to enter the market

Working in partnership with the appointed provider(s)

This team will also bring together the monitoring and auditing function.

Monitoring the Direct Payment accounts to ensure that money is spent appropriately and balances are topped up

Holding provider(s) to account for key performance indicators

Guarantee and monitor contingency funds

Activity of Support Services
Delivered through a single provider

Providing support to set up and manage a Direct Payment provider that is appropriate to the person and covers their care requirements

- ◦ Managing active/eligible Direct Payment cases
- ◦ Advice on safety and best practices at home
- ◦ Support on planning to use PA/Agency or Residential
- ◦ Recruitment including adverts/job descriptions/interviews
- ◦ Advice on becoming an employer
- ◦ Setting up employment systems
- ◦ Legal advice relating to HR/Employment
- ◦ Advice in relation to training/qualifications/DBS
- ◦ Financial advice including pensions/insurance and payroll
- ◦ Ongoing advice around employment and Direct Payments
- ◦ Securing cover and emergency arrangements with PAs
- ◦ Establishing contingency arrangements with Service Users

Activity of Managed Account service
Delivered through a single provider

Setting up a Managed Account arrangement with the service user and providing ongoing support to keep the arrangement in place. Liaising with the Social Services with respect of payments.

◦ Setting up and monitoring the dedicated account

◦ Arrange & pay all agreed outgoings (PA wages, care agency fees, insurance etc)

◦ Pay all amounts due to HMRC and keep pensions/insurance covered

◦ Record income and payments

◦ Provide statements of all transactions

Key Objectives

Delivered within each model

- Assessing eligibility for Direct Payments and then ensuring a simple referral pathway into setting them up

- Providing a one-stop shop for enquiries, advice, support and complaints

- Encouraging the use of Direct Payments

- Providing support to prospective Personal Assistants to enter the market

- Monitoring the Direct Payment accounts to ensure that money is spent appropriately and balances are topped up

- Holding provider(s) to account for key performance indicators

- Guarantee and monitor contingency funds

Features of a hybrid service

- Council is able to directly manage quality and evolution of the service.

- Opportunity to deliver an effective model which takes into account the service user feedback supporting a single organisation as a point of contact, and the success of the 'one-stop shop' element of the current model.

- Offering a list of individual chargeable options could guarantee better choice for the Service User and deliver increased value, which has been suggested by feedback from consultation.

- When asked which options would be selected in future, Service Users again responded that they would select only a few options, and not the entire list, demonstrating that a list of individual chargeable options could better serve their purpose and deliver increased value.

- By administering the support service the Council could forge direct links between service users and a number of different services, both internal and community based.

- Council is well placed to provide a 'one-stop-shop' point of contact, as it has significant experience in providing a service of this kind.

- Stronger links between the team providing the wellbeing assessments and the support provider could produce a significantly more efficient process for the service user and limit 'hand-offs'.

- Managed accounts service will be delivered through a competitive tender.

Concerns with operating a hybrid service

- In providing the Support element of the service, the Council will become responsible for delivering legal and employment service to a cohort of up to 700 clients, with the potential for that number to expand as increased uptake of Direct Payments is encouraged.

- The Council or provider may not immediately possess the experience or capacity to operate all elements of the Support service, and as such additional expertise would need to be called upon or possibly commissioned, for instance in payroll.

- With the possibility of services split up between the Council or provider and another additional provider for managed accounts, a number of 'hand-offs' may enter the process which could detract from continuity of the service user experience.

- The 'one-stop shop' approach that has been praised through consultation might be compromised if the service is divided up into different areas.

- There is a risk that, with the volume of the service needing to be provided, the Council or provider may need to expend significant resource in reaching the standard required.

- Existing staff providing support service will incur TUPE concerns

Features of an external service

› There are a number of experienced providers in the Direct Payments market that could provide a valuable and effective service to citizens of Cardiff, and this could be accessed through a combined tender.

› Opportunity to deliver an effective model which takes into account the service user feedback supporting a single organisation as a point of contact, and the success of the 'one-stop shop' element of the current model.

› Offering a list of individual chargeable options could guarantee better choice for the service user and deliver increased value, which has been suggested by feedback from consultation.

› In order to ensure that personal assistants engage with a support provider, the most effective incentive could be a provider that operates both support and the managed accounts payroll.

› The new model will encourage greater uptake of Direct Payments, this will result in a higher volume of DP cases needing support from a provider, by designing an external contract, this can be written into the requirements and adequately planned for.

› In order to ensure the new contract is able to handle the volume required, it is possible to consider additional ways to deliver the service, including dividing contracts based on geography or volume

› The level of responsibility involved with providing legal and financial advice on this scale may represented a risk for the Council, which is allayed by tendering the service externally.

› The costs of delivering an external service can be mapped based on existing external provision in other Local Authorities, including analysis of volume and service charges.

› The entire service will be presented to the market and tendered competitively.

Concerns with operating a fully external service

- There is a risk that with a service tendered at this volume the successful provider could begin a process of monopolisation.
  - *Note: this is addressed by tendering a one-service contract split into smaller contracts*
- Consistent contract monitoring for a tender of this volume would represent a significant resource drain on the Council.
- There would be limited scope for innovation within the service once a contract has commenced.
- Significant TUPE concerns will apply with a change of provider.
- The significant volumes involved with this tender could limit the engagement of potential bidders, especially considering the inherent focus on expanding uptake of Direct Payments.
  - *Note: by allowing the market the possibility to bid for smaller 'contracts' providing the entire service then this could be addressed*

Opportunities available through new model

Citizens will be able to select from a 'pick-list' of services

- This will ensure that the service provided will meet the agreed needs, and not provide anything that is not useful to the user
- This will ensure legislative compliance in that the SU is granted maximum choice during the process

New arrangements will build directly on lessons learned

- This will give the Council an opportunity to build a sustainable system that can work for longer
- The Council will be able to analyse and determine an accurate picture of what resources are needed to adequately manage a Direct Payments service

The Council will be in a better position to encourage take-up of Direct Payments and promote Independent Living

Issues encountered with current arrangement

ISSUE	ACTION
Personal Assistant/Domiciliary Care Market has insufficient capacity	• Carer awareness activities and building stronger links with PA/Carer market • Setting up a route into PA work through Into Work Advice Service & Adult/Community Learning • Within the specification for the service, these measures to work with the market, the Council and other partners will be included as performance indicators
Service Users have experienced difficulties arranging cover/contacting support agency	• Detailed specification from which performance can be measured • Regular reporting, performance measurement and testing of compliance from provider(s) • Comprehensive vetting during tender process
The Council currently pays one rate to a provider to facilitate Direct Payments to citizens. This rate is regardless of the level of support received.	• Service Users will be able to select from a pick-list of services that they wish to receive • This selection will be appropriate for their assessed needs, and not provide unnecessary assistance • The Council can then pay provider(s) based on **actual** services provided, rather than a flat rate
Current DP rate is not in line with the established market rate for the service.	• Review DP rate in line with current inflation uplifts and market analysis • The DP market in Cardiff will be reviewed

Further activity required from Project Group

ISSUE	ACTION
Market sounding exercise to be conducted	• Prior Information Notice to be prepared and published by C&P
Confirm desired recruitment model	• Creating a new domiciliary care agency has been ruled out owing to cost to the Council • Using a managing agency has been considered and will be scoped out further • Serious consideration has been given to the concept of setting up a PA Pool to join together the market with Council services
Confirm desired setup for new provider	• Framework of providers to be investigated • Market sounding exercises to be conducted
Pick-list prices to be established	• Finance/Procurement to research and establish baseline prices for services • Appropriate DP rate to be further examined
Direct Payments Team to be scoped	• Staffing and resource requirements to be established
Documents and policies to be refreshed	• All aspects of Direct Payment documents/policies to be refreshed

A decision relating to the recommended model and Direct Payment rate will be consulted upon and then presented prior to the Informal Cabinet session on the 8th December 2016.

Project/Tender Process & Timescale

- SU/Social Services Consultation - November 2016
- CASSC Scrutiny Submission - 30th November 2016
- CASSC Scrutiny Committee - 7th December 2016
- Detailed costing exercise - December 2016
- C&P Prior Information Notice (PIN) - December 2016
- CASSC Scrutiny Committee (Pre-Decision) - 18th January 2017
- Cabinet - 19th January 2017
- Provider Consultation - January 2017
- OJEU Contract Notice - January 2017
- ITT Stage - January/February 2017
- Tender Evaluation - March 2017
- Contract Award - March 2017
- Contract Commence - April 2017

Interim Contract Arrangements in place until March 2017

Next steps to implement preferred model

◦ *Seek authorisation from Cabinet to secure service and implement revised model*

◦ *Seek delegation to Director of Social Services for all procurement/tender*

◦ *Project Group to complete actions:*

   ◦ *Draft new service specifications*

   ◦ *Refresh Direct Payments Policy*

   ◦ *Update Information Pack*

   ◦ *Compile tender documentation*

   ◦ *Scope and implement transition arrangements*

   ◦ *Conduct further stakeholder consultation*

   ◦ *Establish pricing schedule and rate*

   Council to consider a new rate for Direct Payment provision (growth bid)

◦ *Council will need to recruit and appoint a dedicated team to manage service, monitor arrangements and liaise with providers*

My Ref: Scrutiny/Correspondence/Cllr McGarry

9 December 2016

Councillor Susan Elsmore
Cabinet Member
c/o Room 520
County Hall
Cardiff
CF10 4UW

Dear Susan

Community & Adult Services Scrutiny Committee – 7 December 2016

On behalf of the Members of the Community & Adult Services Scrutiny Committee, I would like to thank you and officers for attending for Agenda Item 4, Direct Payments.

Members were interested to learn more about the work to review arrangements and develop options for the future. Members note the objectives of improving arrangements for those using Direct Payments by simplifying the referral pathway and increasing choices. Members also note the aim of achieving value for money for the Council whilst ensuring quality of provision. Underpinning these is the need to increase the numbers of personal assistants available to provide care and support. Members support these goals, which will help us to meet our legal duties.

Members have re-arranged our work programme to accommodate pre-decision scrutiny of the Cabinet report on Direct Payments. The 18th January 2017 committee meeting will include this and an item on Adult Safeguarding. Our 8th March 2017 committee meeting will include scrutiny of the draft Housing Revenue Account Business Plan and Regional Partnership Board.

As part of our pre-decision scrutiny of Direct Payments, Members would like to receive more information about what the arrangements will look like in practice. In particular, Members would like more information on:
- The respective roles of Social Services and Preventative Services in the new pathway;
- The monitoring requirements built into the specification;
- The evaluation criteria and weighting;
- The transition arrangements, to ensure continuity and no detriment to service users.

Members accept the offer to receive comparator information on Direct Payments rates. Please send this to Scrutiny Services for inclusion in our committee papers in January 2017.
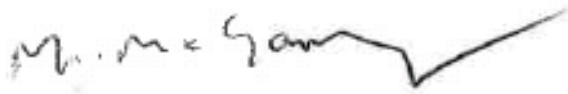
Members recognise that there is a real opportunity to make a difference for service users and carers by ensuring the direct payment system works for them. Members also

recognise the need to ensure value for money for the Council. However, Members are concerned about the tight timescales outlined at the meeting. Members recognise that officers are working hard to deliver to these timescales. However, Members would like assurance that more time will be taken if it is needed to ensure that the best possible scheme is developed.

Finally, Members noted the consultation finding that '*93% of respondents felt that their social worker was helpful during the process.*' Members ask that you pass on our commendations and thanks to social workers for their hard work assisting clients positively. Their efforts are recognised and appreciated.

Once again, thank you for bringing progress in this area to our attention. This letter has requested information be supplied in time to go out with our committee papers for 18 January 2017 meeting. However, other than that information, it does not require a response.

Yours sincerely,

COUNTY COUNCILLOR MARY M^CGARRY
Chairperson - Community & Adult Services Scrutiny Committee

Cc: Sarah McGill   Director of Communities, Housing and Customer Services
        Tony Young   Director of Social Services
        Amanda Phillips   Assistant Director of Social Services - Adults
        Denise Moriarty   Strategic Lead Planning Officer – Learning Disabilities
        Liz Patterson   Personal Assistant   Matt Swindell   Cabinet Office

**SWYDDFA CYMORTH Y CABINET
CABINET SUPPORT OFFICE**

Fy Nghyf / My Ref:	CM36639
Eich Cyf / Your ref:	Scrutiny/Correspondence/ Cllr McGarry

Dyddiad / Date: 10 January 2017

Annwyl / Dear Mary

Community and Adult Scrutiny Committee meeting – 7th December 2016

Thank you for your letter of 9th December 2016 in relation to Direct Payments for Vulnerable People.

As part of pre-decision scrutiny of Direct Payments, members have requested the following information and I intend to address each point individually:

The respective roles of Social Services and Preventative Services in the new pathway

The Social Service Directorate will remain responsible for assessing a person's needs and determining if they are eligible for direct payments. Within the new model of the direct payment service, when a person has been assessed as eligible they will receive comprehensive information on direct payments and the full range of independent living services.

The Social Services Directorate will work closely with First Point of Contact/ Independent Living Services who will offer advice regarding holistic approaches for preventative services such as home adaptation, occupational therapy input/Joint Equipment Service, home safety, benefit entitlement and housing support.

The monitoring requirements built into the specification

The monitoring will encompass:
- Social Services & Wellbeing (Wales) Act 2014: Outcome Measures Framework
- Key Performance Indicators against the Service Specification
- Monitoring Measures against the Contract Terms & Conditions, and
- Customer satisfaction

The monitoring will be analysed along with quarterly, bi-annual and annual contract review meetings.

The Provider and the Council will meet on a monthly basis to discuss and resolve any issues and review performance. The Provider's Contract Representative and the Council's Contract Manager will attend the operational meeting.

Formal quarterly review meetings will be held with senior managers and any ongoing issues with performance will be escalated to this meeting. Depending on the level and severity, the Council may issue a default notice but this will be in accordance with the provisions of the contract terms and conditions.

The evaluation criteria and weighting;

The evaluation is based on an overall quality/price ratio. Submissions will be evaluated on the 'most economically advantageous tender' (known as MEAT) using the quality and price criteria. The overall evaluation weighting will be a 50% on quality and 50% on price. This will be developed with a clear understanding of the price/value elements.

The indicative criteria for evaluating the quality of the tender will cover:
- Service Delivery
- Person Centred Outcomes
- Safeguarding
- Performance Management
- Quality Assurance
- Presentation on delivering Person Centred Outcomes.

The criteria weightings are yet to be finalised.

The Transition arrangements to ensure continuity and no detriment to service users.

Social Service officers will continue to work closely with the incumbent provider to ensure continuity of planning and service delivery. All stakeholders will ensure that disruption to individuals is minimised. A consideration remains any potential change from the incumbent provider, as the organisation may not be successful in the tender. The Transfer of Undertakings (Protection of Employment) Regulations may apply between the current and awarded provider for those staff working in the service.

Tight timescale – assurance should be approved

The Direct Payment Project is following the Project Quality Assurance process to ensure planning, risk assessment and mitigation actions to manage the project. While the Directorate recognises it is working to a tight timescale, transition and contingency arrangements are in place and will be administered by Social Services for a period leading up to the new contract. All parties involved in the project have been briefed and are ready to respond as and when necessary.

Comparative Data

In addition, please see attached the comparator information on Direct Payment rates.

I appreciate your comments and your commendations have been passed onto the social workers. Meanwhile, I hope that the above responses address the further information requested, but please don't hesitate to contact me if I can be of any further assistance.

Yn gwyir,
Yours sincerely,

Y Cynghorydd / Councillor Susan Elsmore
Aelod Cabinet Dros Iechyd, Tai a Lles
Cabinet Member for Health, Housing & Wellbeing

Enclosures

Cc   Members of the Community and Adult Scrutiny Committee

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

Neuadd y Sir
Caerdydd,
CF10 4UW
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CARDIFF
CAERDYDD

Date 11 January 2017

My Ref SS/CYP/MJH
Your Ref:

Councillor Sue Lent
Deputy Leader and Cabinet Member for Families, Children and Early Years
County Hall
Atlantic Wharf
CARDIFF
CF10 4UW

Dear Sue

On behalf of the Committee, I would like to thank you, Tony Young, Director of Social Services, and Denis Moriarty for attending the Children and Young People Scrutiny Committee on 10 January to present the **Draft Cabinet report on Direct Payments for Vulnerable People.** During the way forward section of the meeting the Members considered the information in the report, together with answers to their questions, and agreed to provide you with the following recommendations for consideration prior to Cabinet approving the report.

The Committee welcomed the opportunity to review the Draft Cabinet report prior to its consideration at Cabinet on 19 January 2017. The Members were pleased to hear that almost 200 children are being supported through the Direct Payments system.

The Members did however express some concern around the governance and dispute resolution processes within the current system and recommended that the new contract must set out clearly the governance and responsibility arrangements for all parties as well as including a comprehensive dispute resolution process.

The Committee also expressed concern that the current contract currently offers two separate hourly rates, which did not meet the current Foundation living wage. The Committee therefore recommended that the Cabinet must be provided with the option to ensure that all people employed through the Direct Payments system received the Foundation living wages of £8.45 per hour, as set out in Council Policy.

Finally, the Committee requested that a progress report on the implementation of the contract and operation of the new direct payments support service for Children & Young people be provided to the committee one year after the contract has been signed.

I hope that these comments, advice and requests for information will be of use and support in improving outcomes for vulnerable children. The Committee looks forward to receiving a response to this letter before the cabinet meeting on 19 January 2017.

Yours sincerely

COUNTY COUNCILLOR RICHARD COOK
Chairperson – Children and Young People Scrutiny Committee

CC: Tony Young, Director of Children's Services
              Melanie Jackson - Personal Assistant to Deputy Leader
              Denise Moriarty, Strategic Planning Lead Manager

CARDIFF COUNCIL

Equality Impact Assessment
Corporate Assessment Template

Policy/Strategy/Project/Procedure/Service/Function Title: Direct Payments Support Service
New/Existing/Updating/Amending: New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Tony Young	Job Title: Director Social Services
	Service Area: Social Services
Assessment Date: 08/09/2016 updated 9/12/2016	

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

There is a need to improve efficiency and effectiveness of the Direct Payment service in meeting the social care of the population served and to ensure the direct payment service is in line with implementation of the Social Service & Wellbeing (Wales) Act 2014. The Direct Payments service has been reviewed and revised to develop a model offering the citizen more choice and control for their direct payment. The Directorate will consider how it secure the highest quality and best value contract for Direct Payments support, considering that the number of people receiving Direct Payments is anticipated to grow in future years.

A re-tendering process will focus on quality and competitive pricing for the service and will be completed to maintain existing service user support to those receiving Direct Payments.

Although the service delivery model would be different, the proposal would adhere to the principles and actions described in Section 2 below. It would not impact adversely on the protected characteristics of individuals. The Direct Payment service will serve children and adults that are eligible for support and care.

A communication plan would be put in place to ensure there is information sharing and engagement with recipients of direct payments about the proposed changes and clear transitional arrangements would be put in place to support service users/ families.

1. **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.]**

The current contractual arrangements have been awarded a Direct Award until 31st

4.C.400	Issue 1	Nov 11	Process Owner: Rachel Jones	Authorised: Rachel Jones	Page 1

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March 2017.A project team has been established a review of the provision and collate an options appraisal to seek the most beneficial direction for the Council.

There are approximately 755 adults & children (Adults 605/Children 150) (figures as of 1.8.2016) service users accessing Direct Payments.

A revised policy has been updated in line with the Social Services & Wellbeing (Wales) Act 2014

The Community Support Team will conduct a wellbeing assessment and offer a direct payment to support those identified as having eligible needs. Their role is to assess individuals and to develop Care and Support Plans which meet the outcomes desired by the service user and to enable the option of a direct payment service.

3   Assess Impact on the Protected Characteristics

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
To ensure that regardless of a person's age they would have choice and control over their care and support through a Direct Payment.
What action(s) can you take to address the differential impact?
To continue with Corporate and Social Services objectives to increase take-up of Direct Payments, regardless of age.

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

	Yes	No	N/A
Hearing Impairment		X	
Physical Impairment		X	
Visual Impairment		X	
Learning Disability		X	
Long-Standing Illness or Health Condition		X	

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Mental Health		**X**	
Substance Misuse		**X**	
Other			

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
There will be no differential impact, regardless of disability.
What action(s) can you take to address the differential impact?
To continue with Corporate and Social Services objectives to increase take-up of Direct Payments.

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Transgendered service users will not be affected any differently from other groups by virtue of their gender reassignment.
What action(s) can you take to address the differential impact?
To continue with Corporate and Social Services objectives to increase take-up of Direct Payments.

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

	Yes	No	N/A
Marriage		X	
Civil Partnership		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Married service users or those people in civil partnerships will not be affected any

CARDIFF COUNCIL

Equality Impact Assessment
Corporate Assessment Template

differently from other groups by virtue of their marriage or civil partnership
What action(s) can you take to address the differential impact?
To continue with Corporate and Social Services objectives to increase take-up of Direct Payments.

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		x	
Maternity		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
There will be no impact on pregnant service users
What action(s) can you take to address the differential impact?
To continue with Corporate and Social Services objectives to increase take-up of Direct Payments.

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Service users from BME communities will not be affected any differently from other groups by virtue of their race.
What action(s) can you take to address the differential impact?
To continue with Corporate and Social Services objectives to increase take-up of Direct Payments using specific access methods.

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?

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	Yes	No	N/A
Buddhist	X		
Christian	X		
Hindu	X		
Humanist	X		
Jewish	X		
Muslim	X		
Sikh	X		
Other	X		
Please give details/consequences of the differential impact, and provide supporting evidence, if any.			
Service users will not be affected any differently from other groups by virtue of their religion, belief or non-belief			
What action(s) can you take to address the differential impact?			
To continue with Corporate and Social Services objectives to increase take-up of Direct Payments using specific access methods.			

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

	Yes	No	N/A
Men		x	
Women		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.			
Service users will not be affected any differently from other groups by virtue of their sex			
What action(s) can you take to address the differential impact?			
To continue with Corporate and Social Services objectives to increase take-up of Direct Payments.			

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		x	
Gay Men		x	
Gay Women/Lesbians		x	
Heterosexual/Straight		x	

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Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Service users will not be affected any differently from other groups by virtue of their sexual orientation
What action(s) can you take to address the differential impact?
To continue with Corporate and Social Services objectives to increase take-up of Direct Payments.

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

	Yes	No	N/A
Welsh Language		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Service users will not be affected any differently from other groups by virtue of their language
What action(s) can you take to address the differential impact?
To continue with Corporate and Social Services objectives to increase take-up of Direct Payments, ensuring that information, communications and direct support provision is available through the medium of Welsh.

4.   Consultation and Engagement
What arrangements have been made to consult/engage with the various Equalities Groups?

Consultation on the service model and expectations of the contracted organisation are taking place the project team and Social Services Programme Board.

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

Groups	Actions
Age	To continue with Corporate and Social Services objectives to increase take-up of Direct Payments, regardless of age.
Disability	To continue with Corporate and Social Services objectives to increase take-up of Direct Payments, regardless of disability.
Gender Reassignment	To continue with Corporate and Social Services objectives to increase take-up of Direct Payments, regardless of gender reassignment.

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Marriage & Civil Partnership	To continue with Corporate and Social Services objectives to increase take-up of Direct Payments, regardless of marriage and civil partnership.
Pregnancy & Maternity	To continue with Corporate and Social Services objectives to increase take-up of Direct Payments, regardless of pregnancy and maternity.
Race	To continue with Corporate and Social Services objectives to increase take-up of Direct Payments using specific access methods.
Religion/Belief	To continue with Corporate and Social Services objectives to increase take-up of Direct Payments using specific access methods.
Sex	To continue with Corporate and Social Services objectives to increase take-up of Direct Payments, regardless of sex.
Sexual Orientation	To continue with Corporate and Social Services objectives to increase take-up of Direct Payments, regardless of sexual orientation...
Welsh Language	To continue with Corporate and Social Services objectives to increase take-up of Direct Payments, ensuring that information, communications and direct support provision is available through the medium of Welsh.
Generic Over-Arching [applicable to all the above groups]	

6. Further Action

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

None

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 : Denise Moriarty	Date: 09/12/2016
Designation: Strategic Lead Planning Officer	
Approved By: Amanda Philips	
Designation: Assistant Director	
Service Area: Adult Social Services	

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Equality Impact Assessment
Corporate Assessment Template

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

CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 19 JANUARY 2017

THE PERFORMANCE OF CARDIFF'S SCHOOLS IN 2015/16

REPORT OF DIRECTOR OF EDUCATION & LIFELONG LEARNING

AGENDA ITEM: 7

PORTFOLIO: EDUCATION (COUNCILLOR SARAH MERRY)

Reason for this Report

1. To update Cabinet on the performance of Cardiff schools in 2015/16.

2. To identify the main strengths and areas for improvement.

Background

3. Since 2013 there has been an acceleration in the performance of Cardiff schools across all phases of education. In 2016, the city performed above the national averages in a wide range of performance indicators. However, against this overall improving picture, there remain key groups of learners with lower outcomes who do not make sufficient progress and do not develop the necessary skills to successfully move into education, employment or training after leaving statutory schooling.

4. Following the Estyn monitoring visit in February 2014, the authority was judged to be in need of significant improvement. In January 2016, Estyn judged that Cardiff Local Authority had made sufficient progress in relation to the key recommendations and removed it from follow-up activity. Their letter to the Authority also highlighted areas requiring ongoing attention. The report to Cabinet in January 2016 on the Performance of Cardiff Schools in 2014/15 also highlighted a number of priority areas for further improvement.

5. In the summer term 2016, the Council set out a renewed vision for education in Cardiff, 'Cardiff 2020- Aiming for Excellence', which outlined five goals:

    - Excellent outcomes for all learners
    - A high quality workforce
    - 21st Century learning environments
    - A self-improving school system
    - Schools and Cardiff in Partnership

6.   This report provides an analysis of educational outcomes for the academic year 2015-2016 and identifies the main strengths and shortcomings in performance, including in relation to the areas of priority highlighted by Estyn, and the previous year's performance report.

Overview of Performance

7.   In 2016, there have been further improvements in all the main indicators at the end of each Key Stage. However, there remains too much variation between schools, particularly in the secondary sector.

8.   There has been improvement in 2016 in a number of areas:

- Overall pupil outcomes in the main performance indicators at the expected and higher levels and at every Key Stage are above the national averages;
- Across the primary phase, there has been an increase in the number of schools in the highest benchmarking quarter and a corresponding decrease in the number of schools in the lowest benchmarking quarter;
- The performance of girls has increased at the end of each key stage and now compares favourably with the Welsh averages;
- Outcomes for vulnerable learners, such as eFSM pupils and the overall performance of minority ethnic pupils, have improved;
- Outcomes at Key Stage 4 in the Level 1, Level 2, and Level 2 inclusive threshold indicators have improved;
- The number of secondary schools where less than 50% of pupils achieve five GCSEs grades A*-C including English or Welsh and mathematics has decreased from eight in 2015 to four this year; and
- The proportion of SEN pupils at School Action and School Action Plus, achieving headline measures improved in every key stage.

9.   There remain a number of areas where further improvement is required, including:

- The reduced, but still noticeable, variation in standards achieved by schools with comparable pupil populations in both the primary and secondary sectors;
- The ongoing relatively low performance across a range of indicators in three secondary schools;
- The gap in the performance of pupils eligible for free school meals and their peers;
- The underachievement of some groups of learners, in particular a few Minority Ethnic groups, White UK pupils in schools in deprived areas of the city and children who are looked after;
- The proportion of statemented pupils achieving the CSI at Key Stages 2 and 3 which fell by 5ppt and 3ppt respectively this year; and
- The number of pupils who leave school aged 16 who do not have the necessary qualifications and skills to make a successful progression into education, employment or training.

Against a picture of overall improvement the variation in performance between schools has reduced, but still remains too wide

10.   In the primary phase, Cardiff is now at least in line with the national averages in all the main indicators. The number of high performing schools is increasing and variation between schools reducing. The lowest performing primary schools at Key Stage 2 in 2015 all improved their performance in 2016. Only one primary school now has below 70% of its pupils attaining the CSI at the end of Key Stage 2.
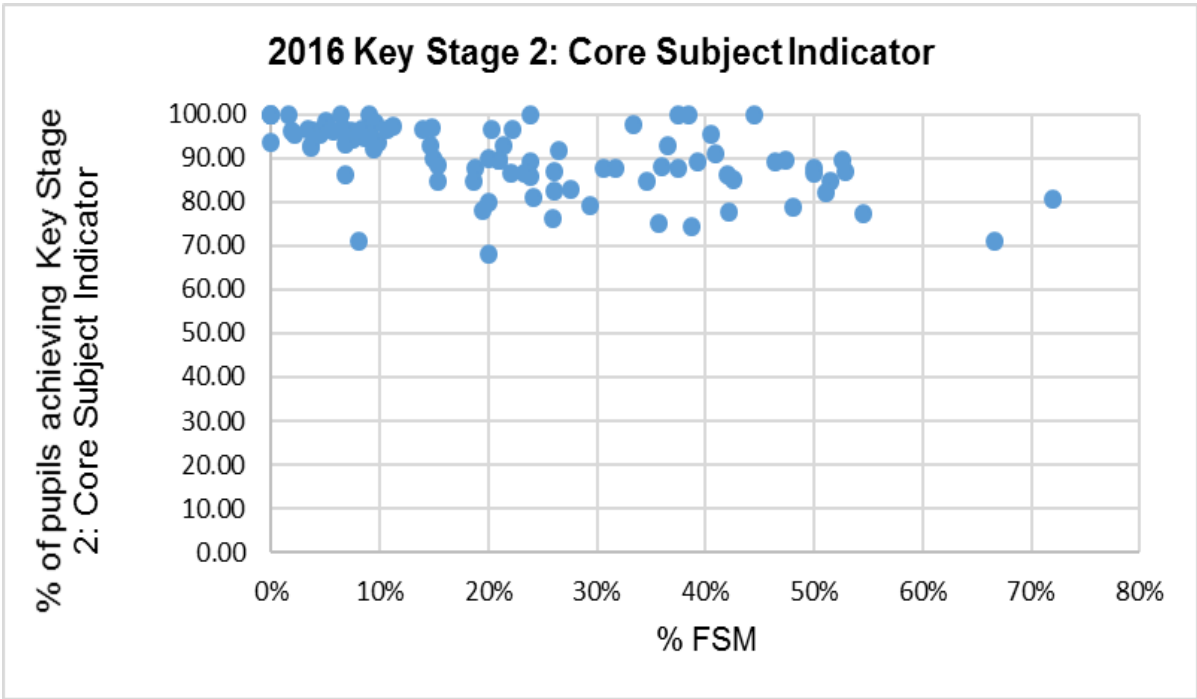
11.   Just over three quarters of primary schools inspected by Estyn in the 2015-2016 academic year were judged to be good or excellent overall. However, it can be seen from the graph above for 2016 that there remains a noticeable difference in outcomes between the highest performing schools and the lowest. This gap, although closing, is still too wide. This variability is not solely due to socioeconomic factors, as some of the highest performing schools serve relatively deprived communities.

12.   In the secondary sector, the difference between the highest and lowest performing secondary schools in the level 2 inclusive threshold has also reduced, but still remains too wide. In 2016, four schools had fewer than half of their pupils achieving the level 2 inclusive threshold, compared to eight schools in 2016.

Cardiff LA - 2016 KS4 Level 2 Threshold Inc E/W/M
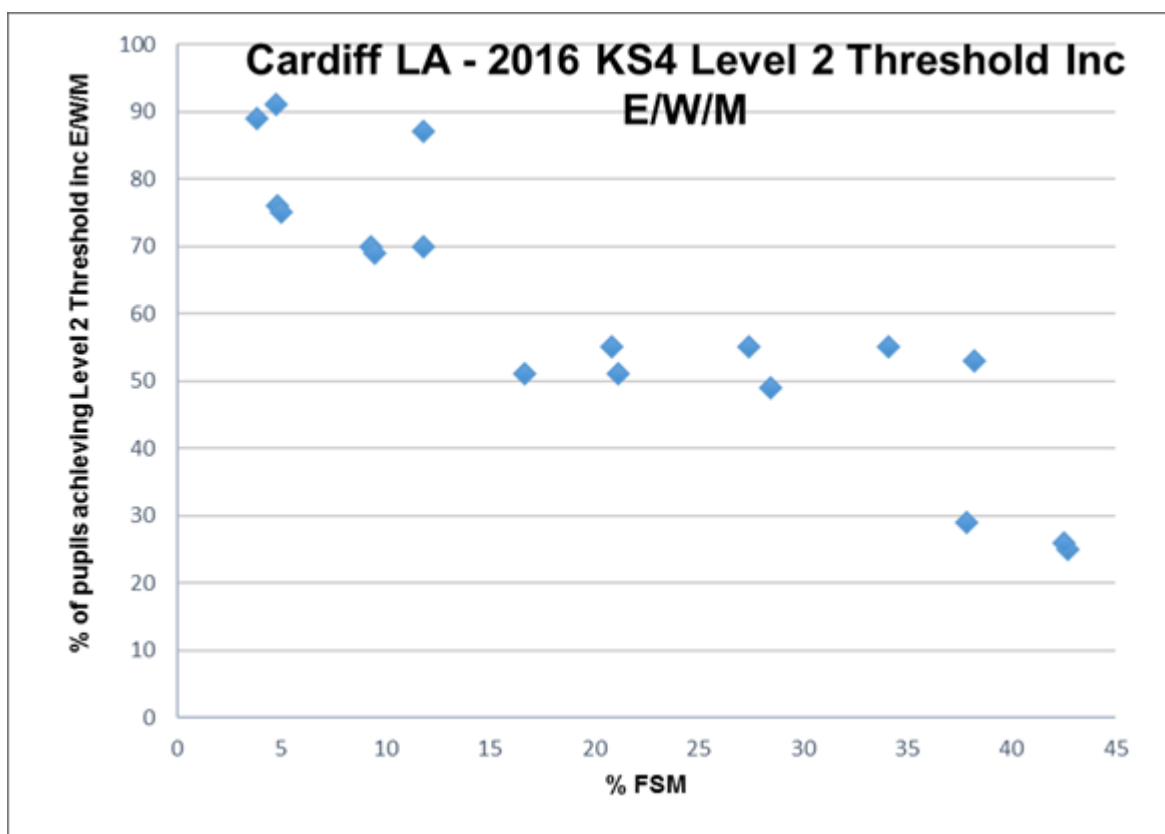
13. In the schools that improved, senior leaders have appropriately high expectations of both teachers and pupils. They rigorously monitor how well lessons are being taught and plan appropriately focused professional development for teachers. The progress of pupils and their attainment is closely tracked, with teachers being held to account for ensuring that pupils make at least good progress. Regular reports are provided for governors, who ensure well-informed support and challenge.

14. In schools where further improvement is needed, teachers' expectations of what pupils can achieve remain too low. Often a considerable amount of information about pupils' progress and attainment is collected, but is not used effectively to inform the teaching or to plan for the next steps in pupils' learning. Assessment data entered into tracking systems is sometimes not based on sound judgements of pupils' current performance.

Overall performance in the primary phase remains relatively stronger than in the secondary phase

15. Over the last two years there has been a significant increase in the number of both primary and secondary schools in the top two standards groups. There continues to be a greater proportion of the city's primary schools in standards groups 1 and 2, than is the case in Cardiff secondary schools.

	2014/15	2015/16	2016/17
Primary Sector	48.4%	70.5%	92.6%
Secondary Sector	44.4%	61.1%	72.2%

16.   Linked to the standards groups, and incorporating the judgements on the schools' capacity to improve, are the support categories. It can be seen from the table below that the city's secondary schools still require more support to improve than the primary schools.

17.   In the primary sector, the proportion of schools in the category requiring least support (green), is greater than in both the Consortium and across Wales with one third of schools in the lightest support category. Cardiff has nearly four out of every ten schools in the green category, which implies that the capacity within the city to support other schools is increasing.

18.   In the secondary sector, there has been an overall increase in the proportion of schools in the green and yellow categories. However the proportion remains below both the Consortium and Wales figures with just under one half of Cardiff schools in these two support categories.

Support Category	Primary 2015-16	Secondary 2015-16
Green	34% 33 out of 97 schools	26.3% 5 out of 19 schools
Yellow	43.2% 42 out of 97 schools	21.1% 4 out of 19 schools
Amber	17.5% 17 out of 97 schools	31.6% 6 out of 19 schools
Red	5.2% 5 out of 97 schools	21.1% 4 out of 19 schools

Estyn Inspection Outcomes

19.   The Estyn inspection outcomes of Cardiff's primary schools are stronger than across the secondary sector. The table below shows the comparative outcomes of school inspections requiring follow up activity over the last six years in Cardiff, compared with outcomes for Wales 2015-2016.

	Primary	Secondary
Cardiff 2015-16	47%	83%
Wales 2015-16	51%	66%
Cardiff 2014-15	50%	72%
Wales 2014-15	65%	69%

20.   Of the eighty three primary schools inspected in Cardiff under the current inspection framework introduced in 2010, whose reports have been published, forty one (49.4%) have required a follow-up activity; fourteen (16.9%) have required Estyn follow-up monitoring, nineteen (22.9%) schools required local authority monitoring, two schools required special measures and six significant improvements. Twelve schools received a judgment of excellent in one or both of the overall indicators.

21.   Of the 18 secondary schools inspected in this period, fifteen (83.3%) have required follow-up monitoring. Three schools required special measures and three significant improvement. Seven schools required Estyn monitoring and two schools required local authority monitoring. Two schools received a judgement of excellent on one or both of the overall indicators.

22.   The quality of leadership, including governance, as judged in Estyn inspections, is stronger overall in primary schools than in secondary schools. The updated figures for 2016, measured cumulatively since September 2011, show that Estyn inspections continue to judge that 75% of leadership and management in primary schools as good or excellent. The equivalent figure for secondary schools fell from 55% in 2015, to around 48% in 2016.

Schools are demonstrating a greater capacity for improvement, but there remains a minority of schools causing concern

16.   In 2014-2015, there were ten primary schools and six secondary schools categorised as requiring the most intensive (red) level of support. The number of schools requiring red level of support in 2015-2016 reduced to five primary schools, one special school and four secondary schools. There have been changes to leadership in five of these schools.

17.   Estyn reported in their final monitoring visit in January 2016 that:

"Overall, schools in Cardiff are becoming more resilient and are demonstrating a greater capacity for improvement. Since the monitoring visit in 2014, there has been an increase in the number of higher performing schools and a decrease in the number in need of significant improvement…..However, schools' performance at key stage 4 at level 1 and level 2, and the capped points score, has not improved sufficiently."

18.   A number of Cardiff schools with the greatest capacity for improvement have been commissioned to operate as 'hubs' by the Central South Consortium, to deliver training and professional development for teachers and leaders across the region. Such schools have also played a role in delivering bespoke support to schools causing concern as part of improvement plans, including as commissioned partners in the Schools Challenge Cymru programme. An external evaluation of the impact of such support has been commissioned by the Consortium and will report in 2017. In addition, an increasing number of primary headteachers are taking responsibility for more than one school. In 2015-2016, 5 headteachers were in such a position.

19.   In the secondary sector performance at the level 2 threshold is in line with the Welsh average for the first time this year, but further improvement is still needed in the level 1 threshold indicator. Cardiff has six secondary schools which are part of the Welsh Government's "Schools Challenge Cymru" programme. The performance of these schools at Key Stage 4 was stronger than in previous years. Five out of the six schools improved their performance in the level 2 inclusive threshold and one school maintained the increases in performance achieved in 2014. However, in three of these schools, where there are a high proportion of White UK and eFSM pupils, standards remain unacceptably low.

Whilst there has been an improvement in the outcomes for lower achieving pupils groups, standards attainment by such groups by the end of key stage 4 remain too low

Minority Ethnic Pupils

20.   There has been improvement over a three-year period in the performance of Minority Ethnic groups as a whole in all phases. Between 2013 and 2016, minority ethnic pupils show greater progress across the primary phase than White UK pupils although the gap has slightly narrowed over this period. Overall, the attainment gap between Minority Ethnic pupils and White UK pupils has reduced between Foundation Phase and Key Stage 2 in 2016, increased slightly at Key Stage 3 and reduced again at Key Stage 4.

21.   For the second year the performance of all Minority Ethnic groups in the Key Stage 4 Level 2+ indicator is in line with White UK pupils. The pupils most at risk of underachievement continue to be White UK pupils living in the more deprived areas of the city and Gypsy Roma Traveller young people.

22.   At Key Stage 2, the difference in performance of Minority Ethnic pupils and White UK pupils reduced by 1.5 ppt. This is partly due to the rise in outcomes of Black Caribbean pupils.

23.   In the Foundation Phase, Key Stage 2 and Key Stage 3 pupils with English as an additional Language (EAL) do less well than Minority Ethnic pupils with English as their first language and White UK pupils. At Key Stage 4, this trend is reversed, with EAL pupils outperforming the two groups of English speakers at all threshold measures. In schools which are successfully closing the gap, EAL pupils are tracked as a discrete group, in order to inform teaching and learning strategies.

24.   The lowest performing Minority Ethnic groups are Traveller/Romany and White European. In response, the LA Ethnic Minority and Traveller Achievement Service (EMTAS) has created a pupil tracker to ensure there is more robust monitoring centrally of these vulnerable groups. This includes attendance and exclusions data for these pupils as poor engagement with education often impedes the attainment of these groups.

25.   Schools are using their own data to track and address any underperformance of Minority Ethnic and English as an Additional Language pupils. All schools have audited their provision in this area and are clear about their own areas for development. To further support the progress of EU Roma pupils, EMTAS has seconded a member of staff to Families First to focus on engagement of Roma families in education. The focus of their work is to increase the value and importance that the families give to the education of their children. There is also a designated Educational Welfare Officer who focusses on supporting this group. Both roles are having a positive impact.

<u>Pupils with Special Educational Needs</u>

26.   In 2015 the proportion of School Action plus and School Action pupils achieving the level 1 threshold at Key Stage 4 fell, by 7 ppts and 1.7 ppts respectively, which contributed to an overall fall in the level 1 threshold of 1.1 ppt. Through successful targeting of support, and improving the range of courses available to pupils with SEN, this trend has been successfully reversed.

27.   In 2016 the proportion of School Action pupils achieving the level 1 threshold increased by 3ppt. For School Action Plus pupils the increase was 15 ppt. The proportion of pupils at School Action and School Action Plus achieving the level 2 threshold also increased by 3 ppt and 9 ppt respectively.

<u>Pupils Eligible for Free School Meals</u>

28.   There has been a greater reduction in the gap in performance between eFSM pupils and their peers in primary than in secondary schools. Between 2007 and 2016, the gap at age 11 narrowed by around 10 ppt whilst the gap at age 16 has only narrowed by 4 ppt.

29.   The performance of eFSM pupils in the main indicators at each key stage are shown in the table below. Despite further improvements in the performance of eFSM pupils at each key stage, the gap between the performance of eFSM pupils and their peers remains too wide.

	Cardiff eFSM 2016	Cardiff nFSM 2016	Wales eFSM 2016	Cardiff All Pupils 2016
FPI	80.2%	91.9%	75.7%	88.9%
KS2 CSI	78.8%	92.5%	77.1%	89.5%
KS3 CSI	70.8%	90.8%	69.4%	86.6%
KS4 L2+	39.3%	69.1%	35.6%	62.5%

30.   The schools that have been most successful in narrowing this gap focus on developing competency in literacy and numeracy and offer support, where necessary, to improve pupils' attendance and behaviour as well as their confidence and resilience. This is linked to effective use of the pupil deprivation grant to improve the skills and well-being of pupils through a variety of academic and extra-curricular activities.

<u>Children Who are Looked After</u>

31.   The performance of Children Who are Looked After and educated in a Cardiff school, improved in the main indicators at the end of each Key Stage in 2016. Despite this upward trend, outcomes are still far too low and lower than their peers at each key stage.

	Cardiff LAC 2015	Wales Children in need census 2015	Cardiff LAC 2016	Cardiff All Pupils 2016
Foundation Phase Outcome Indicator	75%	64%	89%	89%
Key Stage 2 Core Subject Indicator	56%	64%	68%	90%
Key Stage 3 Core Subject Indicator	38%	48%	47%	87%
Key Stage 4 Level 2+ Threshold	17%	18%	18%	63%

<u>Pupils Educated Other than at School (EOTAS) and Not Engaged in Education, Employment or Training (NEEDS)</u>

32.   Outcomes for pupils who are educated other than at school (EOTAS) are generally poor. Many pupils supported by the range of EOTAS provisions leave with very few, or no recognised qualifications, and are more at risk of not making a successful progression into education employment or training. Action is being taken following a review of EOTAS provision carried out in summer 2016 which made a number of recommendations to improve the quality of provision for young people who are educated out of mainstream provision.

33.   There has been a downward trend in the numbers of Year 11 leavers who are not engaged in education, employment or training (NEET) in Cardiff at the October count, date falling from 8.8% to 4.26% in 2014, with a slight rise in 2015 to 4.5%. This percentage represents 152 pupils out of a cohort of 3333 pupils. Of these 152 pupils, 34 young people (1.02%) could not or were unable to enter education, employment or training due to reasons including pregnancy, health related issues or custodial sentences. The provisional data for 2016 is showing a further reduction on previous figures.

34.   Work is being taken forward to deliver the objectives of the 'Cardiff Commitment' to youth engagement and progression, including an increase in the number and range of traineeships and apprenticeships that the Council offers as a large employer, and increased partnership working to improve opportunities for young people to enter work with employers across Cardiff in the private, public and third sector.

<u>Performance of Boys and Girls</u>

35.   In last year's report attention was drawn to the fact that:

"In Cardiff, girls continue to outperform boys at all key stages and in nearly all indicators. The lower performance of boys relative to girls in the Foundation Phase and at Key Stage 2 is most noticeable in English. That said, from Key

Stage 2, the performance of girls across Cardiff is lower than the performance of girls nationally in most areas."

36. For several years the attainment of boys has been a priority for many schools, as in most cohorts the attainment of girls has exceeded that of boys. Raised awareness of the relative underperformance of girls appears to have contributed to a distinct improvement this year in the performance of girls and a stronger comparable performance with girls across Wales as a whole.

37. The comparative performance of the city's boys with boys across Wales is positive in nearly all indicators, but the overall attainment of boys remains lower than the attainment of girls. The higher incidence of SEN among boys, which is a national phenomenon, is likely to have had some impact on this. 73% of statemented pupils in Cardiff are boys.

Priority Areas for Further Improvement

38. This report highlights the continuing importance of focused action in relation to:

   - The minority of schools causing concern and the key importance of effective challenge and support;
   - The continuing need to improve outcomes for a minority of learners at Key Stage 4 as measured by Level 2 and level 1 outcomes;
   - The development of improved provision for young people who are educated other than at school (EOTAS); and
   - The review and development of provision and practice in relation to special educational needs across Cardiff.

39. Looking forward to 2017, there will be a change in the qualifications that count towards the literacy and numeracy elements of the key measures. There are also changes to assessment in the core subjects in GCSE. These factors will undoubtedly impact on outcomes in 2017.

40. In addition to these changes, the development of the new curriculum currently underway in line with Successful Futures will present significant opportunities and challenges to all schools.

41. Action to address these priorities and challenges are set out in the improvements plans of individual schools, in the Corporate Plan and the Education Directorate business plan of Cardiff Council, in the Central South Consortium Business Plan, and in the plans of action in relation to each of the five goals of Cardiff 2020.

Summary Headline Results Across All Key Stages

Indicator	Cardiff Results 2010/11	Wales Average 2010/11	Cardiff Results 2015/16	Wales Average 2015/16	Cardiff Improvement 2011-2016
% of pupils achieving the Foundation Phase Outcome Indicator, at the end of year 2	78.66% (2011/12)	80.47% (2011/12)	88.9%	87%	+ 10.24ppt
% of pupils achieving the Core Subject Indicator, at the end of Key Stage 2	79.13%	80.%	89.5%	88.6%	+10.37ppt
% of pupils achieving the Core Subject Indicator, at the end of Key Stage 3	69.62%	68%	86.6%	85.9%	+16.98ppt
% pupils achieving the **Level 2+** threshold at the end of Key Stage 4 (5 GCSEs A* - C inc. Maths & Eng/Welsh)	48.42%	50.10%	62.5%	60%	+14.08ppt
% pupils achieving the **Level 2** threshold at the end of Key Stage 4 (5 GCSEs A* - C)	63.89%	67.29%	84.3%	84%	+20.41ppt
% pupils achieving the **Level 1** threshold at the end of Key Stage 4 (5 GCSE'S A* - G)	89.32%	90.32%	94.3%	95%	+4.98ppt
Attendance (Primary)	92.94%	93.30%	95%	94.9%	+2.06ppt
Attendance (Secondary)	90.54%	91.36%	94.50%	94.20%	+3.96ppt
% 17 year olds entering a volume equivalent to 2 A levels who achieved the Level 3 threshold.	96%	96.5%	98%	98%	+2ppt
Average wider points score for pupils aged 17	808	798.9	870	871	+62

Reason for Recommendation

42. The report provides an overview for Cabinet of performance concerning the Council's key responsibilities with regard to promoting high standards of achievement.

Legal Implications

43. The Council has a legal obligation under section 13A of the Education Act 1996 to promote high standards and to promote the fulfilment of learning potential for all pupils in the area.

44. The Council also has to satisfy its public sector duties under the Equality Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties, Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics.

    Protected characteristics are:

    - Age
    - Gender reassignment
    - Sex
    - Race – including ethnic or national origin, colour or nationality
    - Disability
    - Pregnancy and maternity
    - Marriage and civil partnership
    - Sexual orientation
    - Religion or belief – including lack of belief

45. The report reflects the progress the Council has achieved in meeting its legal obligations and how it has sought to satisfy its public sector equality duties

Financial Implications

46. There are no financial implications arising directly from this report. Schools achieve these results from within the resources that are allocated to them on an annual basis and through the services provided to schools from centrally retained budgets.

RECOMMENDATION

Cabinet is recommended to note the performance of Cardiff schools in the academic year 2015/2016.

NICK BATCHELAR
Director of Education and Lifelong Learning
13 January 2017

The following Appendices are attached:

Appendix 1   Explanation of Frequently Used Terms

Appendix 2   Summary Overview – Primary

Appendix 3   Performance in the Foundation Phase

Appendix 4   Performance at Key Stage 2

Appendix 5   Summary Overview – Secondary

Appendix 6   Performance at Key Stage 3

Appendix 7   Performance at Key Stage 4

Appendix 8   Performance at Key Stage 5

Appendix 9   Attendance at school

Appendix 10   Exclusions

Appendix 11   Not in Education, Employment or Training (NEET)

Appendix 12   Outcomes of Inspections

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Explanation of Frequently Used Terms

Foundation Phase (FP)	This covers pupils aged 3-7 (nursery, reception, year 1 and year 2)
Key Stage 2 (KS2)	Years 3 – 6 of primary schools, pupils aged 7 – 11
Key Stage 3 (KS3)	Years 7 – 9 of secondary schools, pupils aged 11 – 14
Key Stage 4 (KS4)	Years 10 – 11 of secondary schools, pupils aged 14 – 16
Post 16	Years 12 and 13
SEN	Special Educational Needs
MAT	More Able and Talented
EAL	English as an Additional language
LAC	Looked After Children
eFSM	Eligible for free school meals
nFSM	Not eligible for free school meals

Foundation Phase Outcome Indicator – the percentage of pupils achieving the expected outcomes in each of language, literacy and communication – English (LCE) or Welsh (LCW), mathematical development (MDT) and personal, social cultural diversity and well-being development (PSD).

Core Subjects - In the National Curriculum, the core subjects are, in English-medium schools, English, mathematics and science. In Welsh-medium schools there is an additional core subject of Welsh (first language).

Core Subject Indicator - The core subject indicator is the percentage of pupils achieving the expected level of attainment in each of the core subjects in combination(English or Welsh, mathematics and science).

Expected Outcome – There are expected levels of attainment that the majority of children will reach at the end of each key stage - Foundation Phase outcome 5, Key Stage 2 level 4, Key Stage 3 level 5.

Threshold Indicators - The level 2 threshold indicator including English or Welsh and mathematics is 5 grades A*-C including these subjects, the level 2 threshold is 5 grades A*-C and the level 1 threshold indicator is 5 grades A*-G. The threshold indicators include all approved qualifications not just GCSE that are the equivalent of: level 1: grades D-G; level 2: grades A*-C.

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Level 3 threshold - Equivalent to the volume of 2 A levels at grade A-E.

Benchmarking Quarter – The Welsh Government places schools into five groups based on proportions of FSM pupils. Each group is then divided into four quarters based on the performance of schools within each group.

Modelled Expectations – There is a strong relationship between FSM and achievement; this is modelled each year to show the "expected "performance at any given FSM level based on the statistical relationship.

FFT estimates – Fischer Family Trust is an organisation that uses a range of available data to provide estimates of the most likely outcomes for a pupil given their prior attainment.

Average Capped Wider Points Score - The calculation is based on the eight best GCSE grade/ approved vocational courses per pupil.

EAL Categories

A = New to English
- May use first language for learning and other purposes.
- May remain completely silent in the classroom.
- May be copying / repeating some words or phrases.
- May understand some everyday expressions in English but may have minimal or no literacy in English.

B = Early Acquisition
- May follow day to day social communication in English and participate in learning activities with support.
- Beginning to use spoken English for social purposes and may understand simple instructions and can follow narrative / accounts with visual support.
- May have developed some skills in reading and writing.
- May have become familiar with some subject specific vocabulary.
- Still needs a significant amount of EAL support to access the curriculum.

C = Developing competence
- May participate in learning activities with increasing independence.
- Able to express self orally in English, but structural inaccuracies are still apparent and literacy will require ongoing support, particularly for understanding text and writing.
- May be able to follow abstract concepts and more complex written English.

D = Competent
- Oral English will be developing well, enabling successful engagement in activities across the curriculum.
- Can read and understand a wide variety of texts but written English may lack complexity and contain occasional evidence of errors in structure.
- Needs some support to access subtle nuances of meaning, to refine English usage, and to develop abstract vocabulary.

E = Fluent
- Can operate across the curriculum to a level of competence equivalent to that of a pupil who uses English as his/her first language.
- Operates without EAL support across the curriculum.

Summary Overview of Primary Achievement

2.1   There has been a positive trend of improvement since 2013 in all of the performance measures in the primary phase. The rate of improvement in the main performance indicators is greater in Cardiff, than across Wales as a whole.

Table 1: Increase in Primary Performance since 2013

Increase since 2013	Cardiff	Wales
FPI	8ppt	4ppt
CSI	6.9ppt	4.3ppt

2.2   Outcomes continue to improve in all areas of learning in the Foundation Phase, in spite of the fact that many young children starting primary school with English as an additional language.

2.3   Outcomes at the end of Key Stage 2 build on the outcomes for the corresponding cohort at the end of the Foundation Phase in 2012. 78.7% of pupils achieved the FPI in 2012. 89.5% of this cohort of pupils achieved the CSI in 2016. This increase reflects the significant number of pupils who made greater than expected progress across Key Stage 2.

2.4   The proportions of pupils attaining the higher levels, (outcome 6 in the Foundation Phase and level 5 at Key Stage 2) compare favourably with the national averages. At the end of the Foundation Phase, at least one third of pupils attain the higher level in all areas of learning. At Key Stage 2, in the four core subjects, it is at least four out of every ten pupils.

2.5   There has been a further reduction in the number of primary schools performing below the median when compared to similar schools. Partnerships and external support, from a variety of sources, has contributed to the success of the schools that improved. However, noticeable variation in the performance of schools still exists. The range in outcomes in the Foundation Phase is between 52.4% and 100% in the FPI, whilst in the CSI at Key Stage 2 it is from 68.0% to 100%.

2.6   The performance of eFSM pupils continues to increase by a faster rate than the performance of non-FSM pupils, reducing the difference in performance between the two groups. The performance of eFSM pupils remains below that of nFSM pupils. An increased focus on the basics in primary schools has benefited all pupils, but the most disadvantaged in particular.

Table 2: Percentage Point Gap for eFSM and nFSM since 2013

Increase since 2013	eFSM	nFSM
FPI	13.39ppt	6.59ppt
CSI	11.13ppt	5.35ppt

2.7   Girls' performance exceeds that of boys across the primary phase. In contrast, to 2015, both boys' and girls' performance in Cardiff is higher than the national average at the end of Foundation Phase and at the end of Key Stage 2.

Table 3: Performance of Girls and Boys

	Cardiff Girls	Wales Girls	Cardiff Boys	Wales Boys
FPI	93.1%	91.2%	84.9%	83.0%
CSI	92.5%	91.3%	86.6%	86.1%

2.8   Overall, schools in the city are adapting well to the changing communities they serve. Mobility in some schools is however a significant challenge.

2.9   Some Minority Ethnic groups, such as Chinese in the Foundation Phase and Arab at Key Stage 2, are outperforming the White UK pupil group. In contrast, the White European and Traveller/Romany groups continue to perform below the White UK pupil group and the performance of minority ethnic pupils as a whole is below the Cardiff average in the primary phase.

2.10   In 2015-2016 attendance in primary schools fell very slightly to 95% which was a 0.1 ppt decrease on the previous year.

Performance in the Foundation Phase

Trend in Outcomes

3.1 The proportion of pupils achieving the Foundation Phase Indicator (FPI) is 88.9% (2016 target 86.0%). The improvement in the FPI is 2.2 ppt, which is greater than the national improvement (0.2 ppt). Cardiff now exceeds the Wales average (87.0%) for this indicator. This degree of improvement has been achieved within the context of increasing numbers of English as an additional language (EAL) learners.
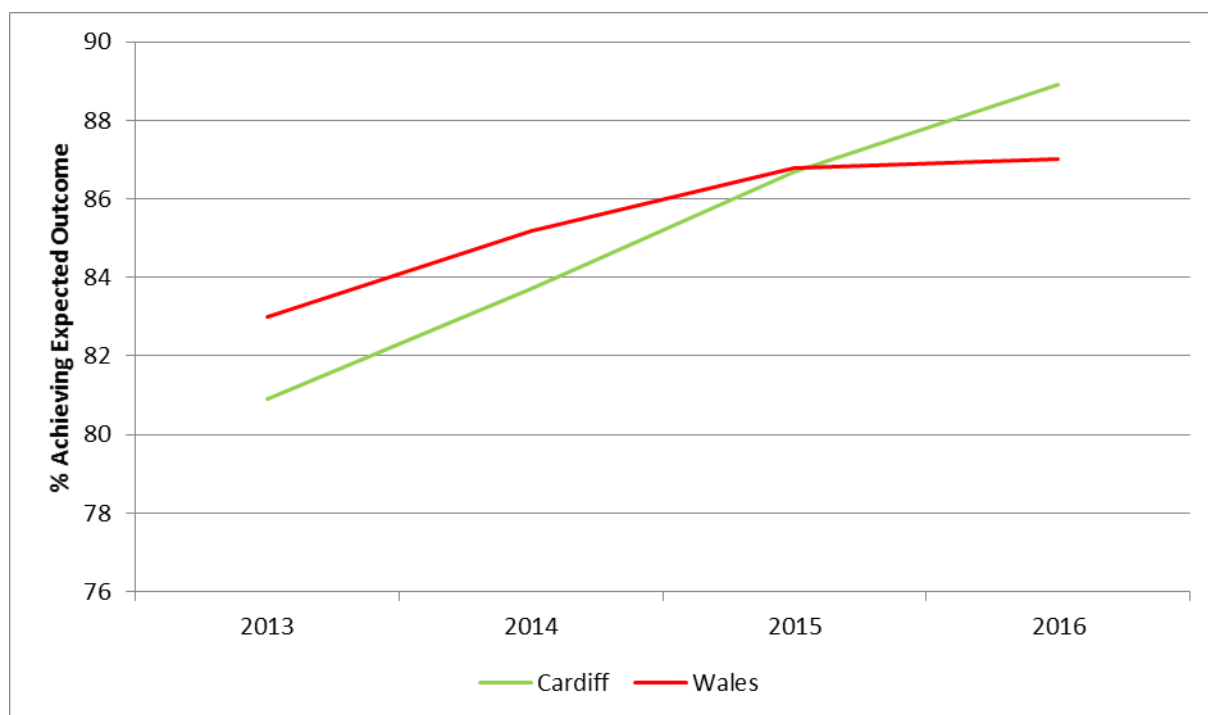
3.2 More than seventy percent of primary schools (68 out of 95) maintained, or improved, the FPI in 2016 compared to 2015.

3.3 In the remaining schools (27 out of 95), the proportion of pupils achieving the FPI fell by an average of 4.8 ppt. In nine schools, the decrease is less than 3 ppt. Five of the schools which reported decreases in outcomes are categorised as red or amber and action is already being taken to raise standards. In the remaining schools, including three which reported decreases for the second consecutive year, the challenge adviser has visited early in the autumn term to scrutinise each school's analysis of outcomes and the actions that are planned in response.

Foundation Phase Outcomes 2013-2016 Cardiff
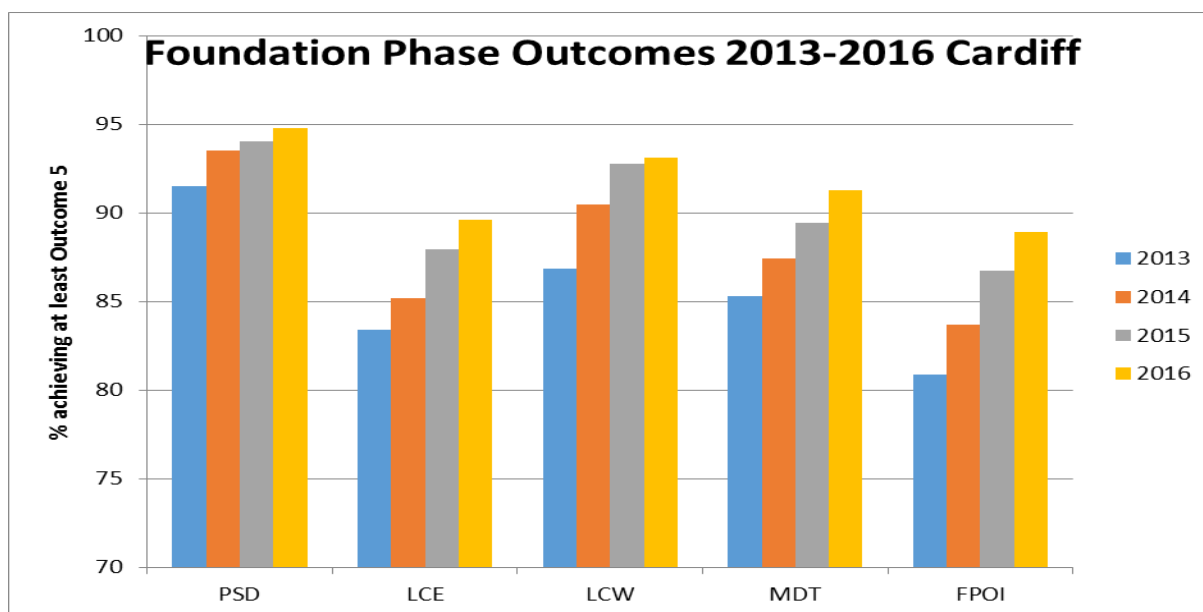
3.4   The strongest area of learning continues to be Personal and Social Development Wellbeing and Cultural Diversity (PSDWCD) and the weakest area Language, Literacy and Communication - English (LLCE). This is the case for both outcome 5 (the expected level) and outcome 6. In all areas of learning at least one third of pupils attain the higher level.

Foundation Phase (O5+)					
	PSD	LCE	LCW	MDT	FPOI
2013	91.50%	83.39%	86.86%	85.32%	80.85%
2014	93.52%	85.20%	90.45%	87.44%	83.70%
2015	94.04%	87.94%	92.76%	89.44%	86.73%
2016	94.80%	89.60%	93.10%	91.30%	88.90%

Performance of Key Groups - More Able and Talented (MAT) pupils

3.5   The proportion of pupils reaching outcome 6 (O6+) or above continues to improve each year in each area of learning and for the first time in 2016 all outcomes are ahead of the national averages.

	2012	Wales 2012	2013	Wales 2013	2014	Wales 2014	2015	Wales 2015	2016	Wales 2016
LCE	24.80%	25.60%	27.70%	29.50%	29.20%	32.20%	32.07%	34.24%	36.50%	36.20%
LCW	23.20%	24.80%	25.90%	29.30%	27.70%	32.50%	38.16%	36.88%	38.60%	36.20%
MDT	24.50%	24.20%	27.80%	28.20%	28.70%	30.30%	32.50%	34.30%	37.00%	36.40%
PSD	37.50%	38.60%	42.80%	45.90%	48.80%	51.50%	53.03%	56.03%	59.10%	58.90%

Performance of Key Groups - Gender

3.6   In the Foundation Phase, at outcome 5+, the performances of boys and girls are above the national averages, but the performance of boys is around 8 ppt lower than the performance of girls in the FPI. Girls' performance is stronger than boys in all the areas of learning, but the greatest difference of nearly 8 ppt is in Language, Literacy and Communication – English.

	2013	**2014**	**2015**	**2016**	**Wales 2016 Actual**
FPI Boys	77.95%	79.72%	82.73%	84.9%	83%
FPI Girls	83.93%	87.79%	90.85%	93.1%	91.2%
FPI Total	80.85%	83.7%	86.73%	88.9%	87%
Boys Vs Girls	-5.98	-8.07	-8.12	-8.2	-8.2

3.7   At the higher outcome 6+ the girls' outcomes exceed the outcomes for boys by more than 10 ppt in nearly all the areas of learning. The exception is in mathematical development. Boys' performance exceeds that of girls by 1 ppt. The performances of both boys and girls are at least in line with the national averages, with the exception of girls in PSDWBCD which are 1.3 ppt below the national figure.

Performance of Key Groups – Minority Ethnic Pupils

3.8   Overall, performance for Minority Ethnic pupils' attainment in the FPI in 2016 (86.5%) remains below White UK (90.4%) by 3.9 ppt. The achievement gap reduced for Minority Ethnic pupils by 3.3 ppts from 2013 to 2014. In 2015, the gap widened again to 6.6 ppt, but the difference has reduced again this year.

3.9   The proportion of Minority Ethnic pupils achieving the FPI as a whole has improved by slightly more than 10 ppt in the years between 2013 and 2016. Within this overall improvement, some groups of pupils are attaining above the Welsh average of 87% and the average of all Cardiff pupils of 88.9%. The lowest performing group continues to be Traveller/Romany, but the performance of this group improved significantly this year.

3.10   There has been a focus in several primary schools this year on this least attaining group. The engagement of their parents in education has been a key element in improving the outcomes at this phase of education.

3.11   Virtually all the different minority ethnic groups improved their performance in 2016. The exceptions were Somali and Chinese/Chinese British. The size of the cohort in each group will sometimes have an effect on the size of the percentage changes in attainment.

Foundation Phase	FPI 2013	FPI 2014	FPI 2015	FPI 2016	Wales aggregated 2013- 2015
Any other ethnic background	100.00%	81.08%	73.53%	90.63%	78.5%
Arab	70.69%	79.20%	79.09%	83.58%	NYA
Bangladeshi	79.84%	78.52%	82.86%	89.83%	83.1%
Black Caribbean	88.89%	70.00%	75.00%	90.91%	NYA
Chinese or Chinese British	86.67%	70.00%	92.31%	90.63%	89.4%
Mixed	80.73%	83.84%	88.58%	89.66%	86.1%
Not known	73.81%	63.04%	66.67%	92.59%	80.1%
Other Asian	88.24%	92.86%	88.98%	97.12%	86.8%
Other Black	73.47%	87.18%	81.90%	85.22%	81.3%
Pakistani	74.50%	80.99%	88.28%	90.15%	83.4%
Somali	70.73%	78.82%	85.71%	79.22%	NYA
Traveller/Romany	56.00%	68.97%	59.26%	74.07%	52.9%
White European	66.22%	76.54%	71.10%	75.93%	NYA
All EM Groups	76.40%	81.62%	82.26%	86.49%	NYA
White UK	82.91%	84.97%	88.93%	90.35%	85.7%
All Pupils	80.85%	83.70%	86.73%	88.93%	85.2%

Performance of Key Groups – EAL Pupils

3.12 There were improvements in performance of pupils in nearly all categories of language acquisition. Over the last two years, there have been improvements in the proportion of pupils achieving the FPI in all categories, some significantly so.

	2013	2014	2015	2016
EAL (Code A-E)	77.72%	81.93%	82.79%	86.6%
No EAL	84.15%	84.54%	88.11%	91.1%
All Pupils	**80.85%**	**83.70%**	**86.73%**	**88.90%**

	2013	2014	2015	2016
New to English (A)	41.97%	50.23%	48.06%	57.20%
Early Acquisition (B)	77.05%	85.98%	93.75%	90.3%
Developing competence (C)	95.09%	96.98%	97.36%	100%
Competent (D)	96.49%	100.00%	100.00%	100%
Fluent (E)	82.33%	87.86%	89.13%	93.90%

Performance of Key Groups – Looked After Children

3.13 The proportion of pupils achieving the Foundation Phase Indicator (FPI) is 89% (16 out of the 18 LAC in Year 2). This is an increase in that achieved in 2015 (75%) for this group of pupils. This performance is also in line with the figure of 88.9% for all pupils in Cardiff.

3.14 The Cardiff Looked After Children's attainment 2016 figure is substantially above the latest published Wales Looked After Child figure for 2015 of 64%. The Looked After Education Team are becoming more effective in working with all partners including the specialist teacher teams to promote the early identification of, and support for, children in care who are at risk of underachievement. The introduction of the central tracker means that more informative data is available and is being used effectively to identify underachievement at an early stage.

Performance of Key Groups – Pupils Eligible for Free School Meals

3.15 The attainment gap between those pupils in the Foundation Phase who are eligible for free school meals and those not eligible has narrowed again in 2016.
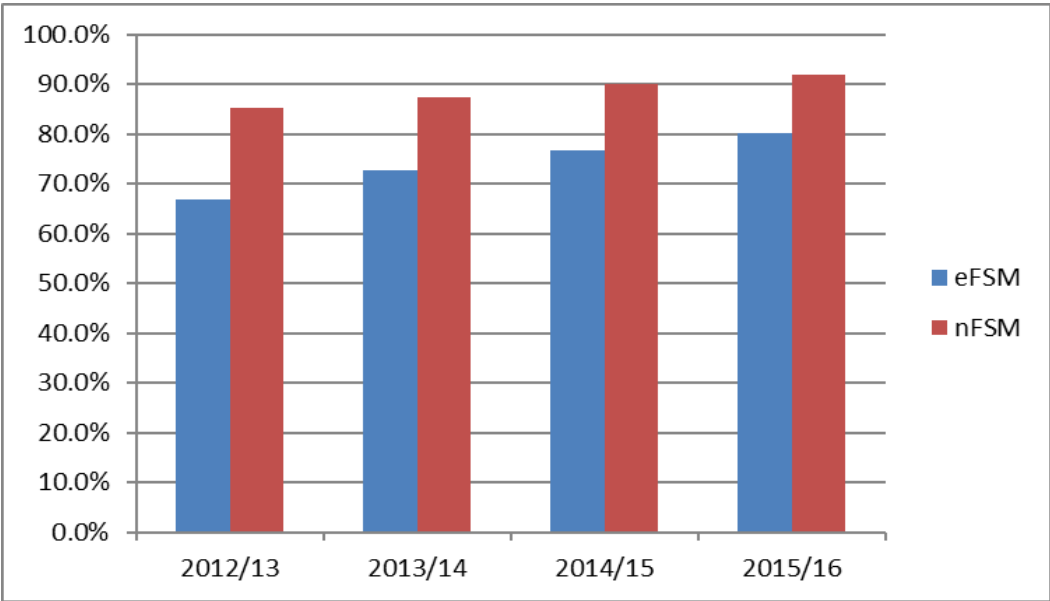
3.16 The difference in performance between eFSM pupils and nFSM pupils has been reduced from 13.3 ppt to 11.6 ppt.

3.17 The performance of eFSM pupils has improved by 3.7 ppt, compared to an improvement for nFSM pupils of 2.0 ppt.

3.18 These outcomes suggest that overall schools are using their pupil deprivation grant as intended to improve outcomes for the most disadvantaged pupils.

	Cardiff eFSM 2016	Cardiff nFSM 2016	Wales eFSM 2016	Cardiff All Pupils 2016
Foundation Phase Indicator	80.2%	91.9%	75.70%	88.90%

Performance of Key Groups – SEN Pupils

3.19 There continues to be a wide gap between the attainment of pupils with special educational needs (SEN) and non-SEN pupils in mainstream settings in the Foundation Phase. The gap is widest for statemented pupils, and the gap narrows for those at School Action Plus and School Action.

Foundation Phase - Percentage achieving outcome 5 or above

2016	FPI	LCE	LCW	MDT	PSD
Statemented	16.7%	20.2%	33.3%	25.5%	25.5%
School Action Plus	45.3%	52.4%	43.5%	55.1%	70.6%
School Action	73.0%	76.8%	76.1%	79.9%	92.5%
No SEN	97.0%	97.1%	98.5%	97.9%	99.0%
Not matched	66.7%	64.7%	100%	66.7%	66.7%
Total	**88.9%**	**89.6%**	**93.1%**	**91.3%**	**94.8%**

2015	FPI	LCE	LCW	MDT	PSD
Statemented	16.0%	19.4%	0.0%	19.8%	21.7%
School Action Plus	41.8%	50.5%	36.4%	49.5%	66.5%
School Action	69.8%	73.7%	82.1%	79.0%	90.8%
No SEN	95.6%	96.4%	97.3%	96.6%	98.9%
Not matched	50.0%	63.6%	0.0%	50.0%	75.0%
Total	**86.7%**	**87.9%**	**92.8%**	**89.4%**	**94.0%**

3.20 In 2016, the proportion of School Action and of School Action Plus pupils who achieved the FPI increased by 3 ppt while the proportion of non-SEN pupils achieving the FPI increased by 2 ppt, suggesting the gap continues to narrow.

3.21 The proportion of statemented pupils achieving FPI increased by less than 1ppt, which may reflect the increasing level of complex needs among the younger cohorts.

3.22 In all SEN groups, the performance gap is significantly narrower in Personal and Social Development, than in other areas of learning.

Comparative performance with other Local Authorities and Cities

3.23   Schools are grouped into FSM bands and ordered nationally to give four quarters – the top performing 25% of schools fall in Quarter 1 (upper quarter) and the bottom performing 25% of schools fall in Quarter 4 (lower quarter). The improvements in performance in the majority of schools have led to an increase in the number of schools in the top benchmarking quarter from 21 in 2015 to 31 in 2016 and a further reduction in the number of schools in the lowest quarter from 9 to 7.

2015 Benchmark quarters for FPI

	No of schools	% of schools
Quarter 1	21	22%
Quarter 2	32	34%
Quarter 3	33	35%
Quarter 4	9	9%
Total	95	100%

2016 Benchmark quarters for FPI

	No of schools	% of schools
Quarter 1	31	33%
Quarter 2	31	33%
Quarter 3	26	27%
Quarter 4	7	7%
Total	95	100%

3.24   Cardiff has improved its ranking once again in 2016, with performance now in the top ten local authorities across Wales.

Foundation Phase - FPI	2015/16		2014/15		2013/14	
	Result	Rank	Result	Rank	Result	Rank
Cardiff	88.90%	7	86.70%	12	83.70%	18

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Performance at Key Stage 2

Trend in Outcomes

4.1   There has been an improvement of 1.7ppt in the percentage of pupils reaching the expected level at Key Stage 2. The improvement is greater than the national improvement (0.9ppt). The proportion of pupils achieving the CSI is now 89.5%, the corresponding national figure is 88.6%.
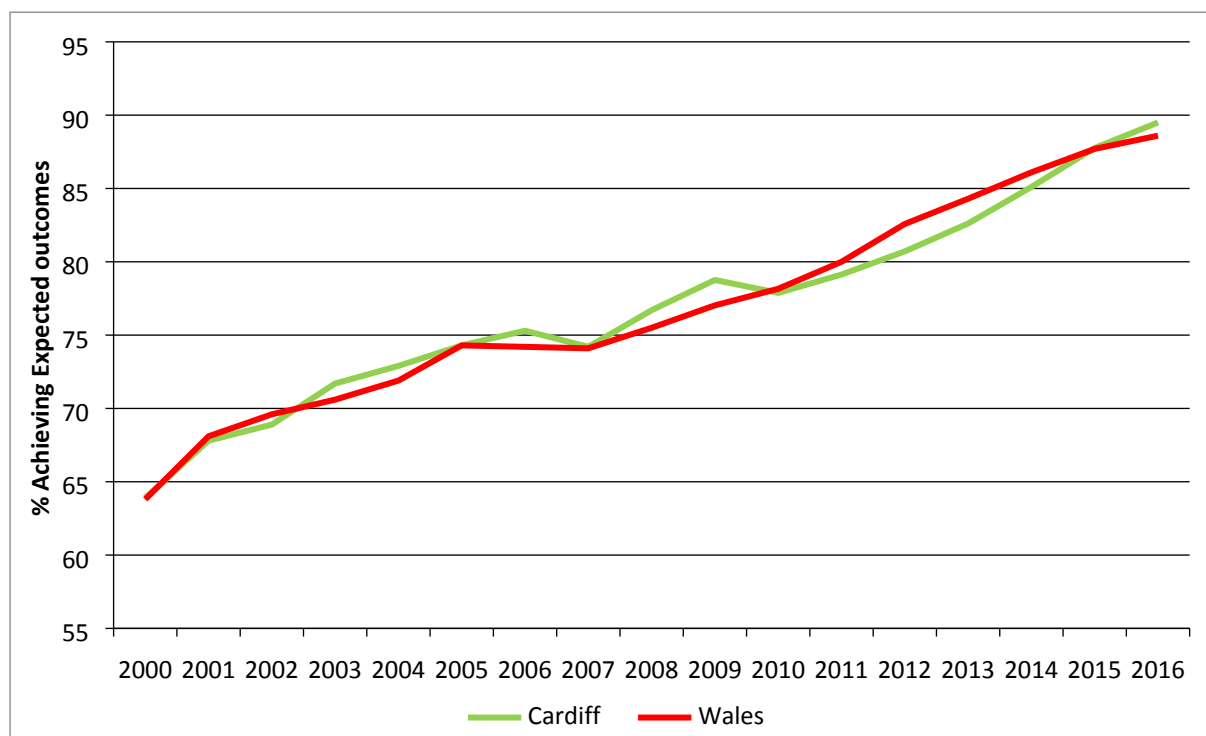
4.2   Two thirds of primary schools (62 out of 93) maintained, or improved, their Key Stage 2 CSI in 2015 compared to the previous year. In the remaining third (31 out of 93) the proportion of pupils achieving the CSI fell by an average of 6.5 ppt. In nine schools, the decrease is less than 3ppt. Eight schools are categorised as red or amber and action is already being taken to raise standards.

4.3   Just over two thirds of primary schools (65 out of 95) maintained or improved their Key Stage 2 CSI in 2016, compared to the previous year. In the remaining third (30 out of 95) the proportion of pupils achieving the CSI fell by an average of 4.6 ppt. In nine of the schools, the decrease is less than 3 ppt. Seven of the schools are categorised as red or amber and action is already being taken to raise standards. In the remaining schools, including five which reported decreases for the second consecutive year, actions have been planned in response.

4.4   At the expected level and the higher level, the strongest performance is in Welsh first language. English has the lowest performance at this Key Stage.

Around 45% of pupils attain the higher level in all subjects which is slightly higher than the proportion of pupils across Wales as a whole.
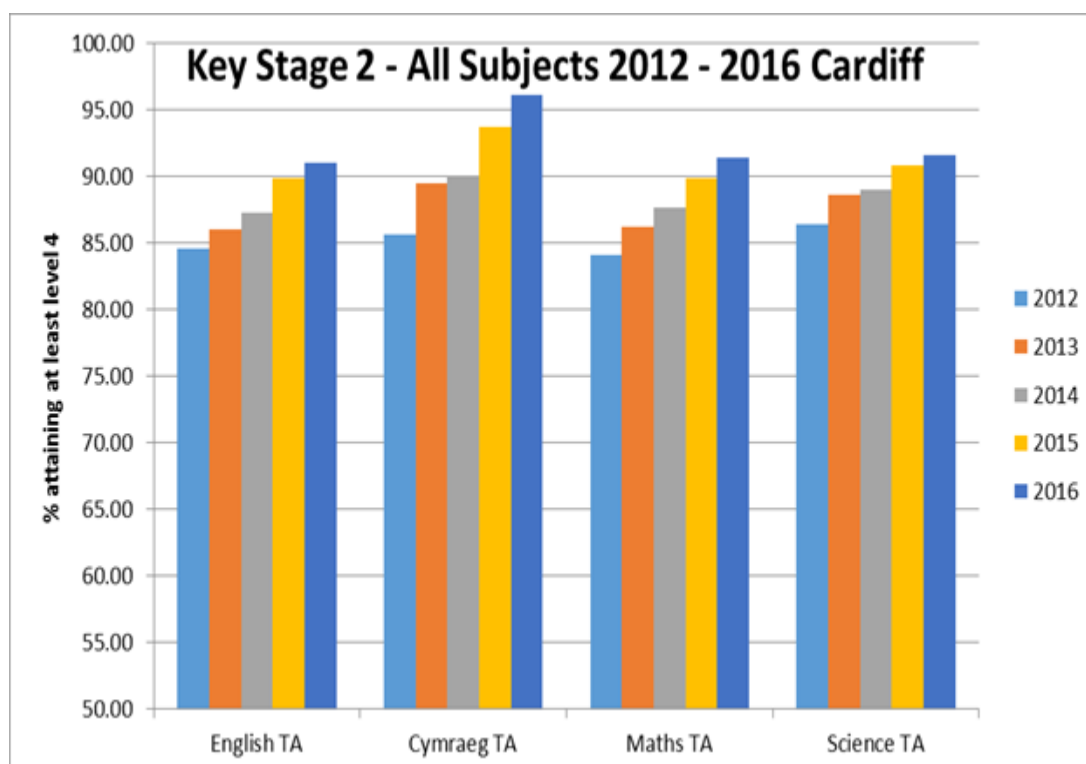
Key Stage 2 – Expected Level (4+)				
	English TA	Cymraeg TA	Maths TA	Science TA
2012	84.61%	85.68%	84.12%	86.45%
2013	86.00%	89.55%	86.24%	88.59%
2014	87.27%	90.11%	87.67%	89.02%
2015	89.87%	93.74%	89.87%	90.83%
2016	91.00%	96.10%	91.40%	91.60%

Performance of Key Groups - More Able and Talented Pupils

4.5 Cardiff is at least 2ppt higher than the national averages at level 5+ in all core subjects. Performance at this level in Welsh first language is particularly strong being 9.6ppt above the national average.

	2013	Wales 2013	2014	Wales 2014	2015	Wales 2015	2016	Wales 2016
English	34.00%	35.70%	36.80%	38.00%	40.89%	40.76%	44.70%	42.00%
Welsh	30.90%	30.40%	37.10%	33.90%	45.66%	37.97%	47.60%	38.00%
Mathematics	35.90%	35.70%	37.80%	38.00%	42.39%	41.24%	45.30%	43.20%
Science	35.10%	36.10%	37.60%	38.40%	41.15%	41.14%	45.30%	42.50%

Performance of Key Groups - Gender

4.6   At Key Stage 2 in the CSI, the performance of boys is 6 ppt lower than the performance of girls. In contrast to 2015, the performance of both girls and boys compares favourably to the national outcomes.

	2013	**2014**	**2015**	**2016**	**Wales 2016**
CSI Boys	80.99%	82.01%	86.03%	86.60%	86.1%
CSI Girls	84.43%	88.34%	89.53%	92.50%	91.3%
CSI Total	82.61%	85.11%	87.76%	89.50%	88.6%
Boys vs Girls	-3.44	-6.33	-3.49	-6.00	-5.20

4.7   At the expected level, girls' performance is stronger than boys in all of the core subjects, but the greatest difference of more than 6 ppt is in English. The gender gap is smaller than the national gender gap in Welsh first language but wider in the other core subjects.

4.8   Girls' performance compares well to the national averages in all the core subjects at the expected level, but the performance of boys is slightly lower than the national averages in mathematics (0.3 ppt) and science (1 ppt).

4.9   At the higher levels, the outcomes for both boys and girls exceed the national averages, significantly so in Welsh. The outcomes for girls are higher than the outcomes for boys in English, Welsh and science, but lower in mathematics. This pattern is similar to the pattern seen nationally.

Performance of Key Groups – Minority Ethnic Pupils

4.10   As a whole, the proportion of minority ethnic pupils achieving the CSI at Key Stage 2 has improved by 7.3 ppt in the years between 2013 and 2016. This is slightly more than the increase for White UK pupils (7.0 ppt) and so the gap in performance between the two groups has closed slightly.

4.11   The performance of minority ethnic pupils in 2016 (87.1%) remains below White UK (90.7%) by 3.6 ppt and all Cardiff pupils (89.5%) by 2.4 ppt.

Key Stage 2	CSI 2013	CSI 2014	CSI 2015	CSI 2016	Wales aggregated 2013- 2015
Any other ethnic background	94.44%	87.10%	85.71%	91.43%	81.4%
Arab	82.22%	84.47%	87.61%	91.91%	NYA
Bangladeshi	86.24%	90.98%	93.64%	87.14%	88.7%
Black Caribbean	100.00%	75.00%	33.33%	100.00%	NYA
Chinese or Chinese British	92.31%	80.00%	69.23%	100.00%	89.5%
Mixed	80.60%	85.99%	87.95%	90.19%	88.1%
Not known	78.95%	79.31%	76.19%	100.00%	85.3%
Other Asian	84.91%	92.42%	89.47%	89.23%	91.7%
Other Black	82.14%	78.21%	84.62%	79.46%	83.5%
Pakistani	85.22%	81.62%	86.23%	90.71%	84.7%
Somali	81.32%	81.93%	87.32%	90.36%	NYA
Traveller/Romany	54.17%	52.17%	72.22%	50.00%	56.1%
White European	59.17%	74.80%	71.35%	81.32%	NYA
All EM Groups	79.83%	83.00%	84.25%	87.13%	NYA
White UK	83.72%	86.03%	89.30%	90.72%	86.6%
All pupils	82.61%	85.11%	87.76%	89.54%	86.2%

4.12   Some minority ethnic groups, such as Pakistani, have a higher than average proportion of pupils achieving the core subject indicator. By far the lowest performing group at this Key Stage in 2016 is Traveller/Romany pupils. The lowest performing group in 2015 was Black Caribbean, but all pupils in this group achieved the core subject indicator in 2016. The project that was established last year to look at the achievement of Black Caribbean pupils and improve attainment has had a positive impact.

Key Groups - English as an Additional Language

4.13   The proportion of pupils with English as an Additional Language (EAL Categories A – E) achieving the Key Stage 2 Core Subject Indicator (CSI) is 88.4%. This compares with 89.5% of all pupils in Cardiff. Overall EAL attainment has improved by almost 7 ppt since 2013.

	2013	**2014**	**2015**	**2016**
EAL (Code A-E)	81.25%	83.70%	83.59%	88.40%
No EAL	83.26%	85.65%	89.03%	91.20%
All Pupils	**82.61%**	**85.11%**	**87.76%**	**89.50%**

	2013	2014	2015	2016
New to English (A)	16.67%	16.67%	36.36%	23.80%
Early Acquisition (B)	54.40%	59.69%	67.43%	68.83%
Developing competence (C)	94.21%	95.16%	95.93%	94.63%
Competent (D)	97.56%	95.83%	98.29%	100%
Fluent (E)	83.43%	89.80%	91.40%	98.11%

Key Groups - Performance of Looked After Children

4.14   There has been another improvement (12 ppt) in the percentage of pupils reaching the expected level at Key Stage 2 compared to the percentage in 2015. The proportion of pupils achieving the CSI is 68%, (15 out of 22 LAC in the cohort). This remains well below the Cardiff figure for all pupils, which is 89.5% but well above the Wales figure 2015 for LAC of 64%.

4.15   12 out of 22 (55%) of this cohort were on the Special Educational Needs (SEN) register (Statemented, School Action Plus and School Action).

Key Groups - Pupils Eligible for Free School Meals

4.16   The difference in performance between eFSM pupils and nFSM pupils has been reduced again this year from 14.3 ppt to 13.1 ppt as the performance of eFSM pupils has improved by approximately 2.09 ppt.
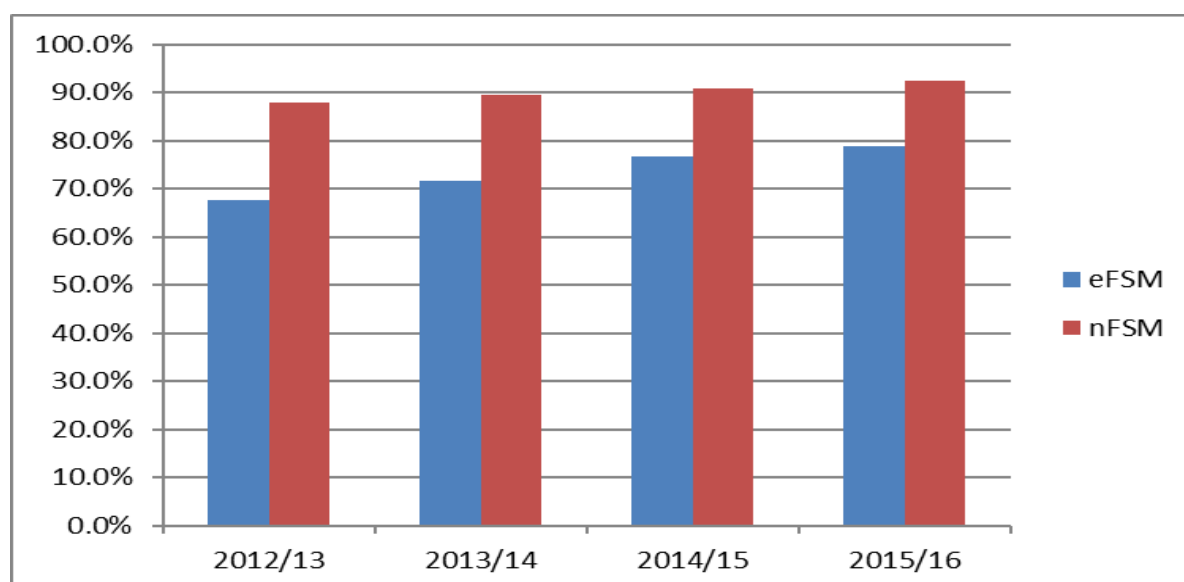
4.17   The gap has continued to reduce over the last five years as eFSM pupils' performance is improving at a faster rate than the performance of nFSM pupils.

4.18   The performance of eFSM pupils has improved by just over 2 ppt, compared to nFSM pupils which have improved by 1 ppt. The performance of the city's eFSM pupils compares favourably with the national figures for 2016.

	Cardiff eFSM 2016	Cardiff nFSM 2016	Wales eFSM 2016	Cardiff All Pupils 2016
Key Stage 2 Core Subject Indicator	78.8%	91.9%	75.1%	89.5%

Performance of Key Groups - SEN pupils

4.19   There continues to be a wide gap between the attainment of pupils with special educational needs (SEN) and non-SEN pupils in mainstream settings at Key Stage 2.   As in the Foundation Phase, the gap is widest for statemented pupils, and the gap narrows for those at school action plus and school action.

Key Stage 2 - Percentage achieving Level 4 or above

2016	English	Welsh	Maths	Science	CSI
Statemented	18.3%	20.0%	24.6%	19.0%	16.7%
School Action Plus	54.7%	58.3%	58.6%	60.5%	50.0%
School Action	84.2%	92.2%	83.8%	85.3%	79.2%
No SEN	99.0%	100.0%	98.9%	99.0%	98.5%
Not matched	85.7%	100.0%	85.7%	85.7%	85.7%
Total	**91.0%**	**96.1%**	**91.4%**	**91.6%**	**89.5%**

2015	English	Welsh	Maths	Science	CSI
Statemented	26.6%	0.0%	24.2%	25.8%	21.8%
School Action Plus	53.7%	55.6%	56.0%	60.1%	47.4%
School Action	82.6%	86.9%	83.5%	85.1%	76.9%
No SEN	98.7%	99.7%	98.4%	98.8%	98.0%
Not matched	70.0%	-	70.0%	70.0%	70.0%
Total	**89.9%**	**93.7%**	**89.9%**	**90.8%**	**87.8%**

4.20   The proportion of School Action and of School Action Plus pupils who achieved the CSI increased by 3 ppt, while the proportion of non-SEN pupils rose by less than 0.5 ppt, suggesting the gap continues to narrow for these groups.

4.21   The proportion of statemented pupils achieving CSI fell by 5ppt, reflecting the increasing needs of this cohort of pupils. The number of children and young people with complex learning difficulties and disabilities is known to be increasing (nationally).

4.22   The capacity of Cardiff schools to meet less complex needs without a statement is also improving. As a consequence, the proportion of pupils with statements is not increasing, but each cohort of pupils tends to have more complex needs than the previous cohort. The widening attainment gap needs to be seen in this context.

Comparative Performance with Other Local Authorities and Cities

4.23   The improvements in performance in the majority of schools have led to an increase in the number of schools in the top benchmarking group from 21 in 2015 to 30 in 2016 and a reduction in the number of schools in the lowest group from 14 to 12. In 3 of these schools there has been persistent low achievement and focused action is being taken.

2015 Benchmark quarters for KS2 CSI

	No of schools	% of schools
Quarter 1	21	22.58%
Quarter 2	28	30.11%
Quarter 3	30	32.26%
Quarter 4	14	15.05%
Total	93	100.00%

2016 Benchmark quarters for KS2 CSI

	No of schools	% of schools
Quarter 1	23	24.46%
Quarter 2	30	31.91%
Quarter 3	29	30.85%
Quarter 4	12	13.33%
Total	94	100.00%

4.24   Cardiff is the newest member of the Core Cities UK, having joined in 2014. The Core Cities Group promotes the role of cities in driving economic growth. They are Birmingham, Bristol, Cardiff, Glasgow, Leeds, Liverpool, Manchester, Nottingham, Newcastle and Sheffield. Membership will help the council to better benchmark its performance against other major UK cities.

4.25   Performance is at the top of the rankings at Key Stage 2 for the third consecutive year, compared with the English authorities. It is lower when compared with the Welsh authorities.

	English Level 4+	Mathematics Level 4+	Science Level 4+
	2016	**2016**	**2016**
Key Stage 2	1st	1st	1st

4.26   Comparisons between school results in England and Wales need to be treated with some caution because of the growing differences in curriculum and assessment. Bearing this in mind it can be noted that Cardiff's relative performance is at the top of the rankings at Key Stage 2 compared with the English Core Cities.

4.27   The positive relative improvement in the core subject indicator in 2016 is reflected in Cardiff's rank position, compared to the other Welsh local authorities.

4.28   As in the Foundation Phase, the rate of improvement at the end of this Key Stage is faster than the rate of improvement across Wales as a whole and this has led to further improvements in the overall ranking position for Cardiff.

KS2 CSI	2015/16		2014/15		2013/14	
Authority	Result	Rank	Result	Rank	Result	Rank
Cardiff	89.5%	8	87.8%	13	84.5%	16

Summary Overview - Secondary

5.1 The positive trend of improvement in all the main performance measures continues in the secondary phase. The rate of improvement is greater in Cardiff than across Wales at both Key Stages in 2016.

5.2 Performance at the level 2 inclusive threshold compares favourably with performance nationally. Performance at the level 2 threshold is in line with the Welsh average for the first time this year, but further improvement is still needed in the level 1 threshold indicator.

Increase since 2013	Cardiff	Wales
KS3 CSI	8.8ppt	8.9ppt
KS4 Level 2+	12.6ppt	7.3ppt

5.3 More than half the cohort of pupils achieved the higher levels (level 6+) in the core subjects at Key Stage 3 which, in nearly all subjects, is a greater than the equivalent figures nationally. These outcomes provide a firm foundation from which pupils can begin their GCSE courses at Key Stage 4.

5.4 Outcomes for both boys and girls improved across the secondary phase, with the performance of girls remaining stronger than boys in all the main indicators.

5.5 The performance of eFSM pupils has improved at a faster rate over the last three years than the performance of nFSM pupils. As the gap widens when pupils are in the secondary phase, early intervention is key and this needs to be implemented across Key Stage 3 not left until Key Stage 4 which is the case in some schools.

Increase since 2013	eFSM	nFSM
KS3 CSI	15.6ppt	6.9ppt
KS4 Level 2+	18.4ppt	12.0ppt

5.6 The greater emphasis on the attainment of eFSM pupils at Key Stage 4 by the Welsh Government by factoring their performance into the national categorisation system has further focused secondary schools on the performance of these learners. The performance of six schools in Cardiff falls below this target and has a negative impact on the schools' categorisation outcome.

5.7 Six schools have more than 50% of eFSM learners achieving the level 2+ threshold. In these schools, where the outcomes of eFSM pupils are relatively high, their performance is a school priority, driven by leaders. The impact of the PDG spending is monitored and challenged by governors.

Progress for the most disadvantaged pupils requires schools to focus on this key group as a priority.

5.8   The performance of other vulnerable learners, such as looked after children and some minority ethnic groups have also improved, but are still significantly below their peers.

5.9   The slowly improving trend in the proportion of looked after children achieving the level 2+ threshold continued in 2016, but there was a slight decrease in the other key stage 4 measures. The central team closely monitor the progress of looked after children and provide support and challenge to schools in order to improve the educational provision for these learners.

5.10   Cardiff has six secondary schools which are part of the Welsh Government's "Schools Challenge Cymru" programme. The performance of these schools at Key Stage 4 was stronger than in previous years. Five out of the six schools improved their performance in the level 2 inclusive threshold and one school maintained the increases in performance achieved in 2015. In three of these schools, where there are a high proportion of White UK and eFSM pupils, standards remain unacceptably low.

5.11   The overall attendance figure for secondary schools improved by 0.6 ppt to 94.4% in 2015-2016, which is once again above the Welsh average. The attendance figures in three secondary schools, although improving, are still having a negative effect on the city's overall figures.

5.12   At Key Stage 5, an increasing number of pupils achieved the level 3 threshold (98%). This results in a large proportion of year 13 pupils continuing into further education at college or university. Across Cardiff as a whole, there has been a reduction in the proportion of A level teaching in Cardiff judged by the ALPs value added tool to be excellent or outstanding from just over one third in 2015 to just over a quarter in 2016.

5.13   The figures for 2016 indicate that an increasing number of pupils in year 11 and year 13 are making a successful transition into education, employment or training. There is still a concerning number of young people who, for a variety of reasons, are not productively engaged post 16.

Performance at Key Stage 3

Trend in Outcomes

6.1   The proportion of pupils reaching the expected level at this Key Stage 3 also continues to increase and the rate of improvement has increased again this year. The proportion of pupils achieving the CSI was 86.6%, an improvement of 3.2 ppt on the 2015 figure. The improvement was greater than the national improvement (2.0 ppt).
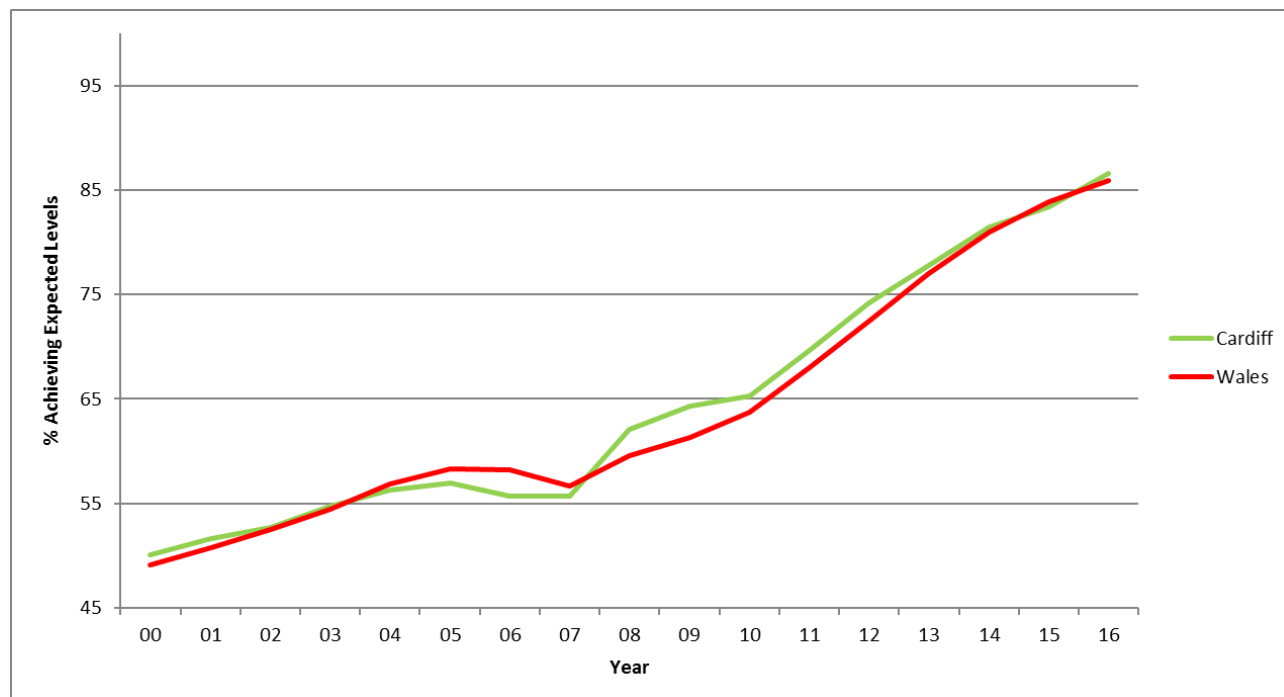
6.2   Two thirds of secondary schools (14 out of 19) maintained, or improved, their Key Stage 3 CSI, compared to the previous year. In the remaining third the proportion of pupils achieving the CSI fell by up to 5 ppt (with the exception of one secondary school which fell by nearly 19ppt).

6.3   The highest performance is in Welsh first language and the weakest performance is in English. At the higher levels (level 6+ and level 7+), there have been significant improvements in each of the core subjects.

Core Subjects	Cardiff					Wales
Level 5+	**2012**	**2013**	**2014**	**2015**	**2016**	**2016**
English	80.5%	84%	86%	86.7%	90.5%	89.2%
Welsh First Language	88.2%	88.5%	94%	92.8%	93.1%	92%
Mathematics	82.7%	84.3%	87.6%	89.3%	90.8%	90.1%
Science	84.6%	86.7%	90.6%	91.5%	93.7%	92.8%

6.4   There were improvements in the proportion of pupils reaching the expected level in nearly all subjects. There is a wide variation in the performance, compared to national averages in the non-core subjects. The outcomes in some subjects are above the equivalent national figures, but some are below.

Non-Core Subjects	Cardiff					Wales
Level 5+	2012	2013	2014	2015	2016	2016
Art	85.6%	88.6%	92.2%	90.1%	93.9%	93.3%
Design & Technology	84.4%	87.7%	90.1%	90.7%	92.8%	93.2%
Geography	79.6%	85.9%	86.7%	87.3%	90.2%	91.1%
History	80.1%	84.9%	87.1%	86.8%	91.2%	91.1%
Information Technology	84.3%	89.3%	91.3%	90.1%	91.6%	93.3%
MFL	70.7%	80%	81.6%	80.9%	85.5%	85.6%
Music	83.8%	85.4%	90.9%	88.7%	93.0%	92.9%
Physical Education	78.9%	84.1%	88.5%	90.8%	92.2%	92.6%
Welsh 2nd Language	66%	73%	76.7%	80%	80%	81.9%

Levels of Progress between Key Stage 2 and Key Stage 3

6.5   The tables below show the proportion of pupils making 0, 1, 2 and 3+ levels of progress from Key Stage 2 to Key Stage 3 in each of the core subjects*.

Cardiff

Subject	0 levels	1 level	2 levels	3+ levels
English	3.7	38.9	50.7	6.3
Welsh	2.4	42.2	51.1	4.3
Mathematics	3.3	30.3	55.6	10.5
Science	3.2	31.2	56.8	8.3

Central South Consortium

Subject	0 levels	1 level	2 levels	3+ levels
English	5.2	44.9	44.6	4.4
Welsh	2.1	45.2	49.7	2.9
Mathematics	4.1	33.9	51.5	9.8
Science	3.4	34.8	53.6	7.5

*excluding pupils with no values/previous information

6.6   It is expected that all pupils will make between one and two levels of progress across Key Stage 3. More pupils in Cardiff make at least two levels of progress in all core subjects across Key Stage 3 than they do across the consortium as a whole.

6.7   In all subject areas, there are a significant minority of pupils who are not making expected progress and consequently falling below age related expectations and/or underachieving. The proportions of these pupils are slightly below the figures for the consortium. Equivalent data is not collected nationally.

6.8   Where insufficient progress is being made, too often, teaching fails to challenge and engage pupils. The weaknesses in teaching and pupil progress identified at this Key Stage often reflect the priority given to provision at Key Stage 4. As a result, some Key Stage 3 classes are split between more than one teacher or taught by non-specialists.

Performance of Key Groups - More Able and Talented Pupils

6.9   There continues to be a strong upward trend in performance at the higher levels. Cardiff is above the national averages at level 6+ and level 7+ for all the main indicators.

2016 Key Stage 3		Level 6+	Level 7+
English TA	Cardiff	63.1%	21.2%
	Wales	56.2%	18.5%
Cymraeg TA	Cardiff	63.4%	20.7%
	Wales	57.2%	18.3%
Maths TA	Cardiff	65.6%	32.6%
	Wales	62.7%	28.6%
Science TA	Cardiff	67.5%	27.1%
	Wales	62.9%	23.5%

Performance of Key Groups – Gender

6.10   At the expected level, the performance of boys is approximately 6 ppt lower than the performance of girls. Girls' performance is stronger than boys in all of the core subjects. The subject with the biggest gender gap is English and Welsh (around 6 ppt).

	2013	2014	2015	2016	Wales 2016 Actual
CSI Boys	74.2%	77.5%	80.5%	83.7%	82.3%
CSI Girls	81.4%	85.7%	86.7%	89.8%	89.7%
CSI Total	77.8%	81.5%	83.4%	86.6%	85.9%
Boys vs. Girls	-7.14	-8.21	-6.25	-6.1	-7.4

6.11   At the higher levels the gender gap is larger than it is at the expected level, significantly so in both languages at level 6+ where it is 14.1 ppt in English and 10.5 ppt in Welsh.

6.12   The outcomes of girls and boys are higher than the national figures. The greatest difference is for boys in Welsh first language at level 6+ where the performance is more than 10 ppt ahead of the national average.

Performance of Key Groups – Minority Ethnic Pupils

6.13   There was a further, but smaller, increase in the proportion of minority ethnic pupils achieving the Key Stage 3 Core Subject Indicator as a whole in 2016. (83.08%). This remains 4.93 ppt below White UK pupils, a bigger difference than in 2015.

6.14   There was a further, but smaller, increase in the proportion of minority ethnic pupils achieving the Key Stage 3 Core Subject Indicator as a whole. (83.08%). This remains 4.93 ppt below White UK pupils, a greater gap than in 2015.

6.15   The overall improvement of minority ethnic pupils masks the declining performance of some groups, particularly Traveller/Romany pupils and White European pupils.

Key Stage 3	CSI 2013	CSI 2014	CSI 2015	CSI 2016	Wales aggregated 2013- 2015
Any other ethnic background	85.71%	92.86%	88.89%	91.89%	76.9%
Arab	70.83%	81.58%	73.49%	91.40%	NYA
Bangladeshi	83.54%	81.90%	89.62%	86.41%	84.3%
Black Caribbean	50.00%	100.00%	83.33%	100.00%	NYA
Chinese or Chinese British	100.00%	93.33%	100.00%	100.00%	91.4%
Mixed	81.25%	74.74%	83.89%	84.58%	81.8%
Not Known	78.05%	83.33%	86.11%	92.31%	83.6%
Other Asian	84.62%	88.89%	97.37%	94.12%	84.3%
Other Black	72.41%	71.43%	71.67%	85.53%	77.1%
Pakistani	82.76%	84.78%	91.00%	88.51%	81.0%%
Somali	77.94%	87.65%	85.37%	89.61%	NYA
Traveller/Romany	20.00%	40.00%	38.46%	30.00%	30.0%
White European	56.14%	62.31%	62.81%	60.67%	NYA
All EM Groups	75.19%	78.11%	81.25%	83.08%	NYA
White UK Pupils	78.64%	82.71%	84.20%	88.01%	81.0%
All Pupils	77.80%	81.51%	83.40%	86.59%	80.8%

Performance of Key Groups - English as an Additional Language

	2013	2014	2015	2016
EAL (Code A-E)	75.49%	77.91%	83.82%	82.85%
No EAL	78.60%	82.38%	83.39%	88.70%
All Pupils	**77.80%**	**81.50%**	**83.40%**	**86.60%**
	2013	**2014**	**2015**	**2016**
New to English (A)	8.33%	0.00%	0.00%	28.57%
Early Acquisition (B)	11.36%	14.29%	14.75%	36.78%
Developing Competence (C)	69.75%	71.50%	77.27%	83.54%
Competent (D)	91.54%	91.78%	95.29%	97.37%
Fluent (E)	83.97%	93.28%	94.60%	97.94%

6.16   The proportion of Key Stage 3 pupils with English as an Additional Language (EAL Categories A – E) achieving the Core Subject Indicator (CSI) was very close to the 2015 figure at 83.81%. This compares with 86.6% of all pupils in Cardiff.

Performance of Key Groups – Looked After Children

6.17   The proportion of Looked After Children reaching the expected level at Key Stage 3 (KS3) also continues to improve, although it remains below that of all pupils at this Key Stage.

6.18   The proportion of pupils achieving the CSI was 47% (8 out of 17 LAC in the cohort). This is well below the 86.6% of all pupils achieving the CSI in Cardiff, but close to the Wales Looked After Children figure for 2015 of 48%.

Key Groups - Performance of Pupils Eligible for Free School Meals

6.19   The difference in performance, at this Key Stage, between eFSM pupils and nFSM pupils has been reduced again this year from 21.6 ppt to 20.1 ppt. The greater focus on achievement at Key Stage 4 can mean a lower level of additional resources at Key Stage 3. Although this is not evident in the overall standards at Key Stage 3, the difference in performance between eFSM and nFSM pupils is greater than in the primary phase.

	Cardiff eFSM 2016	**Cardiff nFSM 2016**	**Wales FSM 2016**	**Cardiff All Pupils 2016**
Key Stage 3 Core Subject Indicator	70.8%	90.8%	69.4%	86.6%

6.20   The performance of eFSM pupils has improved by 4.4 ppt, compared to nFSM pupils which have improved by 2.7 ppt.
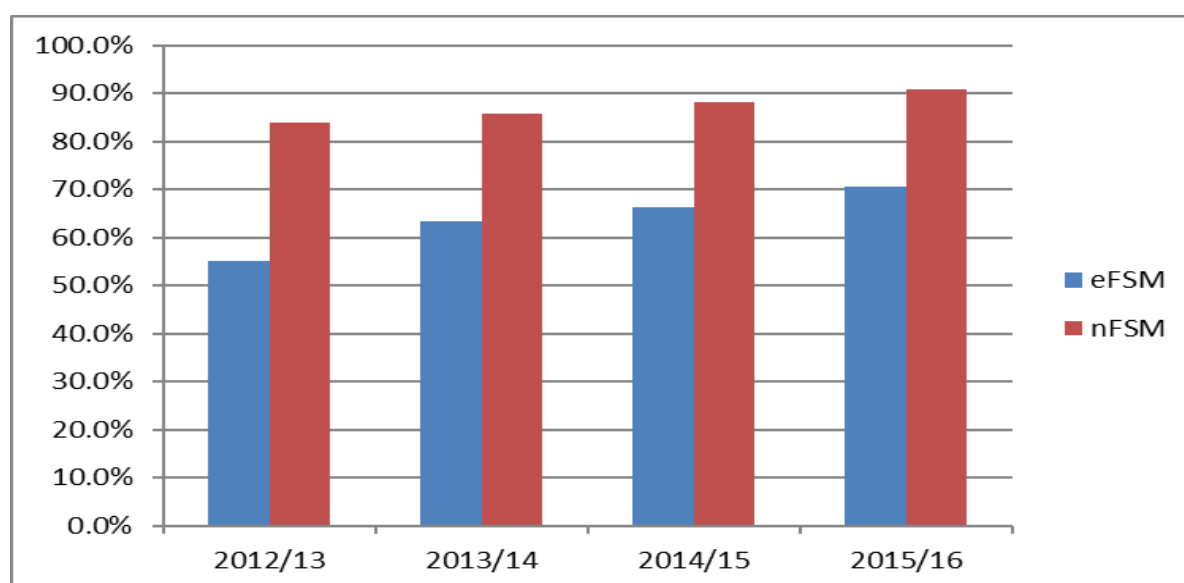
Performance of Key Groups - Performance of SEN pupils

6.21 There continues to be a wide gap between the attainment of pupils having special educational needs (SEN) and non-SEN pupils in mainstream settings at Key Stage 3. The gap is widest for statemented pupils, and the gap narrows for those at School Action Plus and School Action.

6.22 The proportion of School Action and of School Action Plus pupils who achieved the CSI increased by 3ppt, while the proportion of non-SEN pupils rose by 2ppt, suggesting the gap continues to narrow for these groups.

Key Stage 3 - Percentage achieving level 5 or above

2016	English	Welsh	Maths	Science	CSI
Statemented	34.6%	16.7%	35.3%	45.9%	25.6%
School Action Plus	80.7%	75.0%	82.9%	89.0%	50.9%
School Action	63.1%	56.0%	63.5%	78.8%	70.3%
No SEN	98.0%	99.4%	97.9%	98.5%	96.4%
Not matched	77.8%	-	88.9%	100.0%	77.8%
Total	**90.5%**	**93.1%**	**90.8%**	**93.7%**	**86.6%**

2015	English	Welsh	Maths	Science	CSI
Statemented	34.1%	0.0%	38.0%	42.6%	28.7%
School Action Plus	53.9%	64.0%	63.7%	68.0%	46.5%
School Action	74.6%	77.2%	79.9%	88.0%	66.7%
No SEN	96.4%	98.4%	97.4%	97.9%	94.7%
Not matched	63.6%	-	72.7%	81.8%	54.6%
Total	**86.7%**	**92.8%**	**86.7%**	**91.5%**	**83.4%**

Comparative performance with other Local authorities and cities

6.23 The increase in the proportion of pupils attaining the CSI at this key stage has improved Cardiff's rank position, compared to the other local authorities across Wales.

Key Stage 3 CSI	2015/16		2014/15		2013/14	
Authority	**Result**	**Rank**	**Result**	**Rank**	**Result**	**Rank**
Cardiff	86.6%	11	83.4%	13	81.5%	12

6.24 Despite the overall improved performance at Key Stage 3, there has been a decrease in the number of schools in the top benchmarking group, from 8 to 6 in 2016. As in 2015, there are 3 schools in the lowest group.

Benchmark quarters for KS3 CSI 2015

	No of schools	% of schools
Quarter 1	8	42.11%
Quarter 2	4	21.05%
Quarter 3	4	21.05%
Quarter 4	3	15.79%
Total	19	100.00%

Benchmark quarters for KS3 CSI 2016

	No of schools	% of schools
Quarter 1	6	31.58%
Quarter 2	5	26.32%
Quarter 3	5	26.32%
Quarter 4	3	15.79%
Total	19	100.00%

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Performance at Key Stage 4

Trend in Outcomes

7.1   The improvements seen at Key Stage 4 over the last few years are continuing. At the level 2+ threshold, performance remains above modelled expectations with a further improvement of 3.23 ppt to 62.53%.

7.2   For the first time in this indicator, Cardiff is in line with the top 25% performing authorities based on FFT estimates (62.78%).
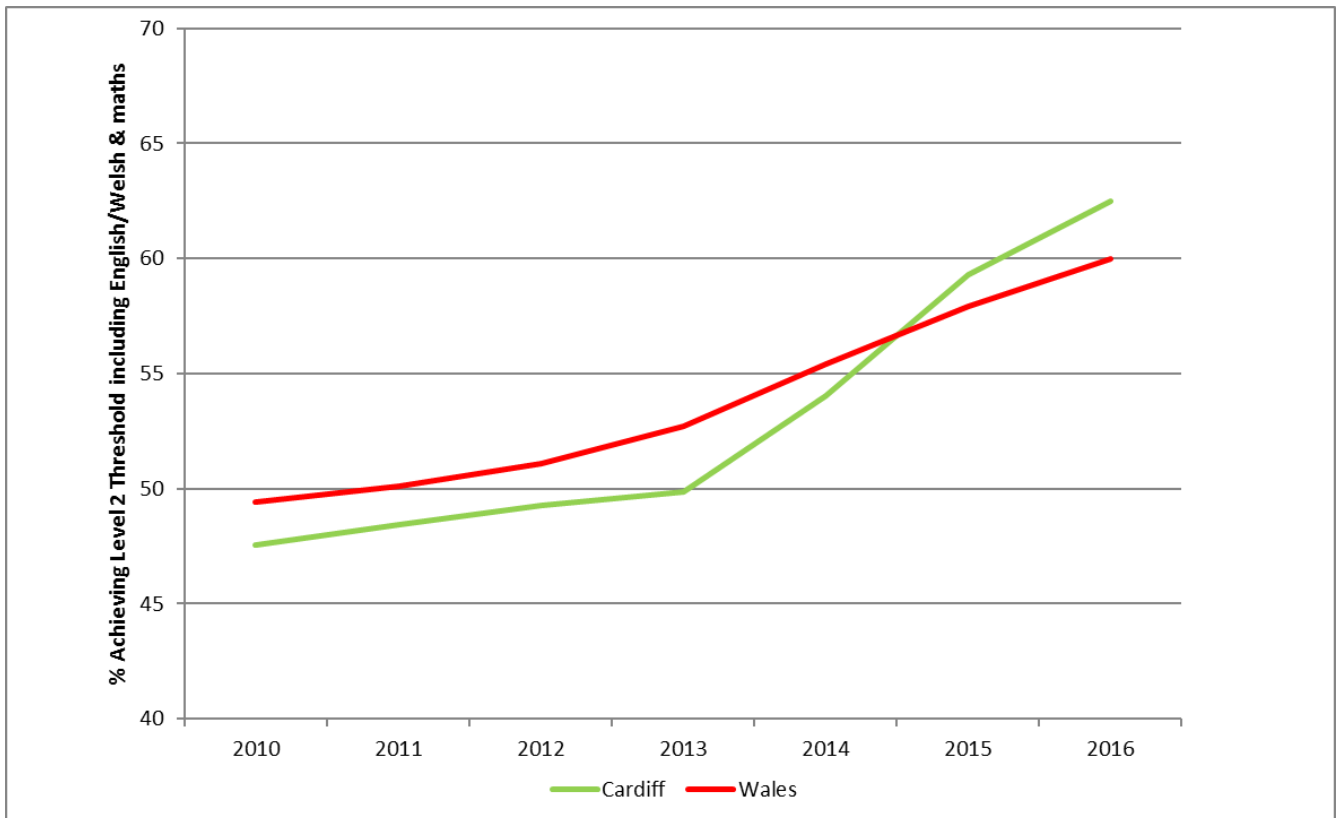
7.3   9 out of 18 secondary schools met or exceeded their expected performance for the level 2+ threshold. In the 9 schools where performance was below expectation, only 2 schools, a lower number than in 2015, had outcomes below expectation by more than 5 percentage points.

7.4   Approximately, four out of every ten pupils still end their compulsory education without having achieved five good GCSEs including English/ Welsh and mathematics. Only four schools now have less than half their pupils achieving the level 2+ threshold. In three of these schools it is less than one third of pupils.

7.5   Similar improvements were made in the level 2 threshold and capped points score. Performance at level 2 is in line with the Welsh average (84%) for the

first time and the capped point score has improved from 336.9 to 344, and is close to the Welsh average of 345. Schools are improving the range of qualifications offered and this is having a positive impact on outcomes for pupils in these measures.

7.6 The decrease in performance that occurred at the level 1 threshold in 2015 has been reversed with a 2.8 ppt improvement in 2016. However, Cardiff's performance remains 1ppt below the average for Wales.

7.7 Fifteen of the eighteen secondary schools improved their outcomes at the level 1 threshold this year. The same number of schools have more than 90% of their pupils achieving this indicator.

Key Stage 4 Results

	2012	2013	2014	2015	2016	Cardiff 2016 Target*	Wales 2016 Actual
Achieved the Level 2 threshold including E/W/M	49.3%	49.9%	54.0%	59.3%	63%	65%	60%
Achieved the Level 2 threshold	68.3%	73.0%	76.0%	81.6%	84%	87%	84%
Achieved the Level 1 threshold	91.2%	91.7%	93.2%	92.1%	94%	97%	95%
Percentage achieving the Core Subject Indicator	47.9%	46.7%	51.2%	56.5%	60%	-	58%
Average capped wider points score	317.0	322.0	331.0	336.9	344	340	345
Pupils entered for at least one exam	n/a	100.0%	99.0%	99.0%	99.0%	-	99%

7.8 There were also improvements in outcomes in the individual subjects of mathematics, English and science at level 2. However, in Welsh First Language at level 2 there was a decrease of approximately 4.5 ppt.

7.9 The strengthening of leadership, provision and standards have had a positive impact, particularly in mathematics. Since 2012, there have been improvements in all the core subjects as shown in the table below.

7.10 In eight schools, the results in the level 2+ threshold were less than expected. The reasons for the lower than expected performance vary. In four schools, it stems from lower than expected performance in mathematics. In three schools', performance was lower than expected in English and in one school performance was lower than expected in both subjects.

Subject	2012	2016	Improvement
English	63.1%	73.1%	10 ppt
Welsh	75.3%	79.8%	4.5 ppt
Mathematics	55.3%	67.3%	12 ppt
Science	66.1%	81.5%	15.4 ppt

Performance of Key Groups – EOTAS Pupils

7.11   The table below shows the performance of year 11 pupils in 2016 who were educated other than at school (EOTAS). The figures are slightly higher for the pupils who remained on a school roll, but both groups performance is very low. The local authority has improved its collection of progress data for these pupils and will use the data to improve on the extent and quality of provision available.

	Level 1	Level 2	Level 2+	No qualifications
The percentage of all pupils on EOTAS PLASC (some pupils would have been registered on a school roll as at annual census but receiving EOTAS provision (PLASC))	17.3%	4.0%	4.0%	12%
The percentage of pupils on EOTAS PLASC (those who were not on a school roll as at annual census (PLASC))	13%	0%	0%	25%

7.12   Cardiff has a slightly higher proportion of pupils not achieving a qualification than across Wales as a whole. For the first time this year, the performance of EOTAS pupils has been included in the local authorities' and national figures. There has led to a slight increase in the figure since 2015.

Achieving No Qualification	2015 (not including EOTAS pupils)	2016 (including EOTAS pupils)
Cardiff	0.5%	1.0%
Wales	1.2%	0.9%

Performance of Key Groups - Gender

7.13   At the level 2+ threshold, there was sufficient improvement in the performance of girls to improve the comparative performance with the national average. Both boys' and girls' performance now compares well with

the national average with both groups performing around 2 ppt higher than the national figures.

7.14   Performance at the level 2 threshold has improved, with boys' performance above the national average by 1 ppt (81.7% in Cardiff, compared to 80.7% across Wales). Girls' performance is just below the national average (87.0% in Cardiff compared to 87.6% across Wales).

7.15   Despite the overall improvement in the level 1 measure, girls' performance remains below the national average by 1.3 ppt and boys by 0.5 ppt.

Cardiff 2016

Key Stage 4	Achieved the Level 1 threshold	Achieved the Level 2 threshold	Achieved the Level 2 threshold incl. English or Welsh and Maths	Core Subject Indicator	Capped points score
Boys	93%	82%	59%	56%	334
Girls	95%	87%	67%	64%	354
Difference	-2.00	-5.00	-8.00	-8.00	-20.00

Wales 2016

Key Stage 4	Achieved the Level 1 threshold	Achieved the Level 2 threshold	Achieved the Level 2 threshold incl. GCSE grade A*-C in English or Welsh and Maths	Core Subject Indicator	Capped points score
Boys	94%	81%	59%	54%	333
Girls	97%	88%	67%	62%	353
Difference	-3.00	-7.00	-8.00	-8.00	-20.00

7.16   In English and Welsh at level 2, the performance of both boys and girls is significantly above the national averages. In science performance is slightly below national averages for both boys and girls. The lower performance is caused by the limited use of BTEC science in some schools.

7.17   Improvements in the quality of teaching and impact of leadership have improved overall performance in mathematics, which was below the national averages for both boys and girls in 2015. The performance of girls improved by 6.1 ppt which was sufficient to place this year's outcome above the equivalent national figure.

Performance of Key Groups – Minority Ethnic Pupils

Level 2+ Threshold

Key Stage 4 Level 2 +	2013	2014	2015	2016*	Wales aggregated 2013-15
Any other ethnic background	76.92%	77.78%	82.10%	82.14%	56.6%
Arab	38.46%	48.00%	56.60%	61.63%	NYA
Bangladeshi	48.42%	56.76%	60.00%	64.41%	58.5%
Black Caribbean	12.50%	33.33%	50.00%	50.00%	NYA
Chinese or Chinese British	68.42%	94.12%	100.00%	86.67%	79.8%
Mixed	45.50%	50.82%	57.40%	53.37%	58.2%
Other Asian	66.67%	64.81%	76.30%	84.13%	68.2%
Other Black	54.35%	41.51%	51.60%	59.68%	47.7%
Pakistani	47.73%	50.96%	73.10%	69.89%	56.2%
Somali	36.67%	38.71%	56.70%	60.26%	NYA
Traveller/Romany	0.00%	14.29%	0.00%	40.00%	15.5%
White European	40.57%	37.10%	49.60%	55.40%	NYA
All EM	46.58%	49.62%	59.20%	62.36%	NYA
White UK	50.68%	55.25%	59.30%	63.06%	56%
Not known	53.33%	48.94%	80.00%	71.43%	62%
All pupils	49.86%	54.04%	59.40%	62.53%	56%

7.18   The performance of minority ethnic pupils' performance improved by 3.16 ppt, while White UK pupils' improvement was 3.8 ppt. This increase has brought the percentage of minority ethnic pupils attainment to 62.36%, while White UK is just above at 63.06%. For the second year, minority ethnic pupils are within a percentage point of White UK pupils.

7.19   At the level 2 inclusive threshold the greatest positive changes were for the Traveller/Romany and White European. Targeted support by the Traveller team, in partnership with schools is effective. Working with families and engagement of families is an integral key to success.

Level 2 Threshold

7.20   Outcomes at the Level 2 threshold increased by less than 1 ppt from the previous year (from 86.9% to 87.8%) for all Minority Ethnic groups combined. This still means that they outperformed the White UK ethnic group for the third consecutive year at this threshold. The All Minority Ethnic group performed 3.4 ppt above All Cardiff pupils as a whole.

Key Stage 4 Level 2	2013	2014	2015	2016*	Wales aggregated 2013-15
Any other ethnic background	92.31%	88.89%	100.00%	92.86%	83.8%
Arab	76.92%	85.33%	94.70%	90.70%	NYA
Bangladeshi	86.32%	90.54%	91.30%	94.07%	90.6%
Black Caribbean	50.00%	83.33%	75.00%	100.00%	NYA
Chinese or Chinese British	84.21%	100.00%	100.00%	100.00%	95.1%
Mixed	71.50%	78.14%	85.10%	77.72%	82.7%
Other Asian	88.89%	85.19%	92.10%	96.83%	87.6%
Other Black	80.43%	81.13%	83.90%	87.10%	79.5%
Pakistani	75.00%	76.92%	92.50%	96.77%	83.5%
Somali	81.67%	85.48%	94.00%	89.74%	NYA
Traveller/Romany	0.00%	28.57%	45.50%	80.00%	42.3%
White European	61.32%	56.45%	74.80%	81.29%	NYA
All EM	74.90%	78.16%	86.90%	87.76%	NYA
White UK	72.34%	74.76%	79.70%	83.12%	82.9%
Not known	80.00%	68.09%	90.00%	92.86%	85.9%
All pupils	73.00%	76.03%	81.50%	84.40%	82.8%

Level 1 Threshold

7.21   Over the past 3 years Minority Ethnic pupils have always had a higher proportion of pupils achieving the Level 1 than White UK pupils but the gap has narrowed this year to just 0.56 ppt.

7.22   Six Minority Ethnic groups attained 100% Level 1. These groups include children who come from well-established communities in Cardiff. These children are likely to have passed through the whole education system (from Nursery up), while cohorts from other groups such as Other Black, White European and Arabic are more likely to include mid-phase arrivals. The pupil tracker developed for Gypsy/traveller pupils is being established for Roma pupils. This will enable closer monitoring centrally. The pupils 'at risk' of not achieving the Level 1 threshold are being closely monitored by Closing the Gap officers and schools are challenged on the appropriateness of their provision by the Partnership Inclusion Officers.

Key Stage 4 Level 1	2013	2014	2015	2016	Wales aggregated 2013-15
Any other ethnic background	100.00%	100.00%	100.00%	100.00%	93.2%
Arab	88.46%	97.33%	98.70%	98.84%	NYA
Bangladeshi	97.89%	100.00%	100.00%	99.15%	98.5%
Black Caribbean	75.00%	91.67%	87.50%	100.00%	NYA
Chinese or Chinese British	100.00%	100.00%	100.00%	100.00%	98.8%
Mixed	92.00%	95.63%	93.80%	89.64%	94.4%
Other Asian	100.00%	96.30%	100.00%	100.00%	95%
Other Black	93.48%	98.11%	90.30%	96.77%	95.5%
Pakistani	93.18%	96.15%	100.00%	100.00%	96.8%
Somali	98.33%	95.16%	100.00%	98.72%	NYA
Traveller/Romany	33.33%	71.43%	70.00%	100.00%	67.6%
White European	83.96%	81.45%	87.00%	94.96%	NYA
All EM	92.08%	94.19%	95.10%	96.37%	NYA
White UK	91.52%	93.11%	92.30%	94.48%	95.7%
Not known	96.67%	80.43%	64.70%	100.00%	97%
All pupils	91.74%	93.19%	92.10%	94.30%	95.6%

Performance of Key Groups – English as an Additional Language Pupils

7.23   The following data needs to be viewed with a degree of caution. It has been ascertained by the local authority's officers (EMTAS) that some minority ethnic pupils are being recorded as EAL and historically have been given a category of acquisition which does not relate to other assessment information. This has led to concerns over the reliability of the data. Local authority officers are working closely with schools to improve the accuracy of the data collected.

7.24   The performance of EAL learners has improved for nearly all categories in all performance indicators. Not surprisingly, the level of language acquisition affects the level 2 inclusive indicator, due to the lower performance in English.

2016	Level 1 threshold	Level 2 threshold	Level 2 threshold incl. E/W & M
EAL (Code A-E)	99.03%	90.92%	63.86%
No EAL	94.09%	82.90%	62.69%
All pupils	**94.3%**	**84.3%**	**62.5%**
New to English (A)	100%	100%	0%
Early Acquisition (B)	90.91%	45.45%	9.09%
Developing competence (C)	97.54%	75.41%	31.15%
Competent (D)	100%	97.86%	68.21%
Fluent (E)	100%	98.89%	90.00%

2015	Level 1 threshold	Level 2 threshold	Level 2 threshold incl. E/W & M
EAL (Code A-E)	95.99%	87.96%	59.34%
No EAL	92.38%	81.24%	60.01%
All Pupils	**92%**	**82%**	**59%**
New to English (A)	57.14%	57.14%	0.00%
Early Acquisition (B)	69.23%	65.38%	7.69%
Developing competence (C)	95.31%	82.81%	39.06%
Competent (D)	98.37%	91.30%	61.96%
Fluent (E)	98.68%	91.67%	76.32%

Performance of Key Groups - Looked After Children

7.25 The cohort in Cardiff schools and the PRU in 2016 decreased in size from the previous year from 35 pupils to 28 pupils. There was a small improvement in the percentage of pupils achieving the level 2+ threshold but performance in level 1 and level 2 thresholds decreased. 5 of the 28 pupils (17.8%) achieved the level 2+ threshold. This is in line with the percentage of Looked After Children achieving this indicator across Wales in 2015.

7.26 The length of time that a young person experiences abuse or neglect before becoming looked after, and the stability or otherwise of their time in care, can have dramatically different effects on their ability to learn and progress well. Those pupils who are continuously looked after have placement stability and do not move school during Key Stage 4 are more likely to succeed at school.

Key Stage 4 – Level 2+ threshold

Year	Total Pupils	L2 +	Wales LAC L2+	All Pupils Cardiff
2013	33	2 (6%)	13%	49.9%
2014	28	3 (10.3%)	17%	53.9%
2015	35	6 (17.1%)	18%	59.4%
2016	28	5 (17.8%)	NYA	63%

Key Stage 4 – Level 2 threshold

7.27   In 2016, there was a slight decrease in the proportion of Looked After Children who attained 5 A* - C. Since 2013, the increase for this group of pupils is 10 ppt. There is more to do in schools to ensure that provision is further tailored to meet the needs of individual pupils.

Year	Total Pupils	L2	All Pupils Cardiff
2013	33	12 (36.4%)	73.0%
2014	28	8 (27.6%)	76.0%
2015	35	17 (48.6%)	81.0%
2016	28	13 (46.4%)	84%

Key Stage 4 – Level 1 threshold

7.28   In 2016, 8 pupils did not achieve this basic level of qualification. The reasons behind their low attainment are being explored, so that improvements in provision can be made for the 2016-2017 cohort.

Year	Total Pupils	L1	All Pupils Cardiff
2013	33	21 (63.6%)	91.7%
2014	28	17 (58.6%)	93.2%
2015	35	27 (77.1%)	92.1%
2016	28	20 (71.4%)	94%

Performance of Key Groups - Pupils Eligible for Free School Meals

7.29   At the level 2+ threshold, the performance of both eFSM pupils and nFSM pupils has continued to improve. Results show that in Cardiff 39.3% of eFSM

pupils attained the level 2+ threshold, compared to 35.6% of eFSM pupils across Wales. The increase of 7.1ppt for these pupils resulted in the gap in performance between the two groups reducing to below 30ppt for the first time.
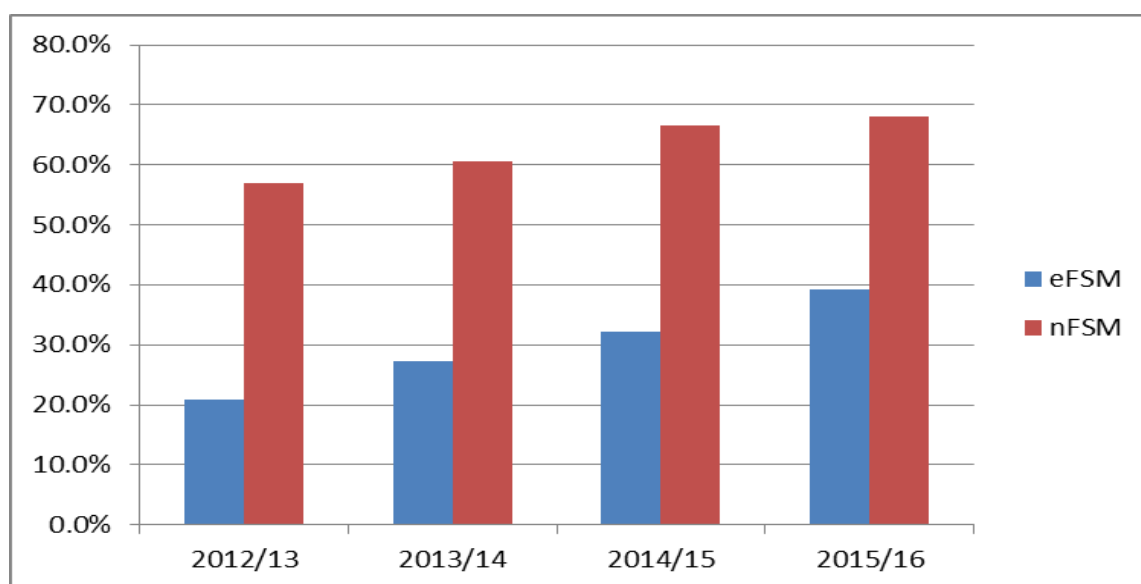
7.30 There is also a greater improvement in the performance of eFSM pupils compared to non FSM pupils in nearly all the main indicators at this key stage. The exception is Welsh as a first language. The performance of both eFSM and non-FSM pupils declined in Welsh as a first language.

7.31 The gap in performance between eFSM pupils and nFSM pupils decreased in Key Stage 4 in the three main performance indicators. There continues to be marked variations between schools in the attainment of eFSM pupils. Where the achievement of the most disadvantaged is not a high enough priority the underperformance of these pupils is not robustly addressed by leaders and governors.

	Level 2+ Cardiff	Level 2+ Wales	Level 2 Cardiff	Level 2 Wales	Level 1 Cardiff	Level 1 Wales
2015/16 eFSM	39.3%	35.6%	71.9%	71.6%	87.6%	92.0%
2015/16 nFSM	69.1%	66.8%	89.0%	89.0%	97.9%	98.2%
Difference 2016	29.8	31.3	17.1	17.5	10.3	6.2
Difference 2015	34.3	32.4	21.3	19.5	14.3	8.1

Performance of Key Groups - SEN pupils

7.32   There continues to be a wide gap between the attainment of pupils having special educational needs (SEN) and non-SEN pupils in mainstream settings at Key Stage 4. The gap is widest for statemented pupils, and the gap narrows for those at school action plus and school action.

Key Stage 4 - Percentage achieving threshold measures

2016	Level 1 threshold	Level 2 threshold	Level 2 threshold incl. E/W & M
Statemented	63.2%	44.3%	16.0%
School Action Plus	82.7%	56.0%	17.8%
School Action	92.7%	70.2%	29.8%
No SEN	97.9%	91.1%	74.7%
Total	**94%**	**84%**	**63%**

2015	Level 1 threshold	Level 2 threshold	Level 2 threshold incl. E/W & M
Statemented	59.56%	36.76%	13.24%
School Action Plus	67.66%	45.96%	11.91%
School Action	89.15%	67.46%	22.56%
No SEN	98.01%	91.22%	74.05%
Not matched	14.29%	0.00%	0.00%
Total	**92%**	**82%**	**59%**

7.33   In 2016 there has been an increase in the proportion of all statemented groups who achieved the Level 1, Level 2 and Level 2 inclusive thresholds, ranging between 3 ppt and 15 ppt.

7.34   The most substantial gains are seen for School Action Plus pupils, with a 15 ppt increase achieving the Level 1 threshold and 9 ppt increase at Level 2. This is in contrast to 2015, when the gaps widened considerably for this group. This reflects the work that has been done to challenge schools on the appropriateness of their provision for this group of learners.

Comparative Performance with Other Local Authorities and Cities

7.35   At Key Stage 4 there has been an improvement in the relative benchmarking positions of schools in 2016 when compared to 2015, in the level 1 and level 2 threshold measures with half of the schools above the median this year. In the level 2+ threshold, although overall performance improved, the number of schools in quarters 3 and 4 increased by one.

2016 Key Stage 4 – Percentage of Cardiff schools in upper and lower quarters

	Key Stage 4			
Performance Measure	**Q1**	**Q2**	**Q3**	**Q4**
Level 1 threshold	33.33%	16.66%	16.66%	33.33%
Level 2 threshold	33.33%	16.66%	22.22%	27.77%
Level 2 inc Eng/Wel & Maths	27.77%	38.88%	16.66%	16.66%

2015 Key Stage 4 – Percentage of Cardiff schools in upper and lower quarters

	Key Stage 4			
Performance Measure	Q1	Q2	Q3	Q4
Level 1 threshold	16.66%	5.55%	28.88%	50.00%
Level 2 threshold	22.22%	11.11%	22.22%	44.44%
Level 2 inc Eng/Wel & Maths	44.44%	27.77%	5.55%	22.22%

7.36 At the level 2+ threshold Cardiff's performance in 2016 compares favourably with other Welsh local authorities. Cardiff has moved into the top ten local authorities and the performance in this indicator is above modelled expectations based on the proportion of eFSM pupils.

Key Stage 4 L2+	**2015/16**		**2014/15**		**2013/14**	
Authority	**Result**	**Rank**	**Result**	**Rank**	**Result**	**Rank**
Cardiff	62.5	8	59.3	10	54.0	13

7.37 In contrast, at the level 2 threshold Cardiff's performance in 2016 is 13th out of the 22 other Welsh local authorities and 17th at the level 1 threshold.

7.38 At Key Stage 4 comparisons with England and the core cities are no longer meaningful because the qualifications that contribute to the performance measures are now different in Wales and England. This is illustrated in the table below where the closest equivalent figures for England are now much lower.

2016	**Level 2 threshold/ 5 A*-C with E/W/M**	**Level 2 threshold 5 A*-C**	**Level 1 threshold/ 5 A*-G**
Cardiff	63%	84%	94%
Wales	60%	84%	95%
England	61.6%	n/a	n/a

Performance at Key Stage 5

8.1   At A*-E, considered the 'pass rate', the proportion of subject entries was 98.2%. The proportion of students achieving the level 3 threshold was 98.0%. Both figures show small increases to those achieved in 2015.

	2011	**2012**	**2013**	**2014**	**2015**	**2016**
	A*/E	**A*/E**	**A*/E**	**A*/E**	**A*/E**	**A*/E**
Cardiff	97.6%	98.6%	98%	98%	98.1%	98.2%
Wales	97.2%	97.6%	97.6%	97.5%	97.3%	97.3%

8.2   The proportion of pupils achieving A*-C also increased by 1.9 ppt to 80.3%.

	2011	**2012**	**2013**	**2014**	**2015**	**2016**
	A*/C	**A*/C**	**A*/C**	**A*/C**	**A*/C**	**A*/C**
Cardiff	78.6%	80.2%	77.7%	77.1%	78.4%	80.3%
Wales	74.1%	75%	75.2%	75.2%	74.3%	73.8%

8.3   As a result of the Welsh Baccalaureate being graded A*- E in 2016, (whereas it was included as an A grade if successfully completed in 2015), the proportion of subject entries at A* or A shows a decrease of 2.9 ppt on the figure for 2015. This performance indicator is significantly above the Welsh average, the same as in previous years.

	2011	**2012**	**2013**	**2014**	**2015**	**2016**
	A*/A	**A*/A**	**A*/A**	**A*/A**	**A*/A**	**A*/A**
Cardiff	29.8%	29.5%	29.0%	29.7%	31.0%	28.1%
Wales	23.9%	23.6%	22.9%	23.2%	23.0%	23.1%

8.4   The results achieved at Key Stage 5 continue to compare positively with the national figures for both Wales and England. The proportion of subject entries at A* or A was 22.7% in Wales and 25.8% across England. At A*-C the corresponding national figures were 73.8% and 77.4% respectively. The national pass rate in Wales was 97.3% whereas in England it was 98.9%.

8.5   The overall trend in performance at the level 3 threshold and average wider points score is shown in the table below.

A Level Results 2016

YEAR 13	RESULTS					Wales
	2012	**2013**	**2014**	**2015**	**2016**	**2016**
Entering a volume equivalent to 2 A level who achieved the Level 3 threshold	97%	96.0%	97.0%	96.9%	97.6%	98%
Average wider points score for pupils aged 17	845	865.5	833	866	870	823.2

Performance in Cardiff Sixth Forms

8.6   Cardiff uses the Alps tools for identifying the added value schools bring to student achievements. This is the third full year of use and strongly welcomed by schools. It is now also in use across the Central South Consortium. It compares the performance of approximately 240,000 students taking over 685,000 A levels.

8.7   Using this information, it has been found that:

- There has been a reduction in the proportion of A level teaching in Cardiff judged to be excellent or outstanding from just over one third in 2015 to just over a quarter in 2016;
- The proportion of A level teaching judged to be less than satisfactory has reduced to less than one quarter in 2016;
- 2 schools have sustained excellent overall performance from 2013 to 2016;
- A further 3 schools have sustained good performance;
- 6 schools can be considered satisfactory in their overall performance; and
- 1 school continues to be in the lowest grades of performance

8.8   The value-added performance of subjects continues to show significant variation both within and across schools. Cardiff has a number of high performing subjects across a range of centres that are placed in the top 25% of performance and in some cases in the top 10%.

8.9   History and Art & Design are consistently the strongest performing subjects studied in nearly all centres across Cardiff. In contrast Biology and Psychology are the weakest performing subjects.

8.10   Some popular subjects such as Chemistry, Mathematics and French are high performing in some centres but poor performing in others.

8.11   Greater consistency across schools and an increase in the proportion of higher grades of performance is an ongoing challenge. The Alps data will continue to be used as evidence of quality of delivery in the move towards a commissioning model for post 16 provision across the city.

Attendance at School

Secondary Schools

9.1   The 2015-16 overall attendance figure for secondary schools was 94.5%, which was a 0.6ppt improvement on the previous year.

9.2   This is above the Welsh average of 94.2% and places Cardiff 7th out of the 22 local authorities in Wales for secondary school attendance compared with 11th in 2015. Cardiff's attendance rate is also better than similar authorities e.g. Newport and Swansea.
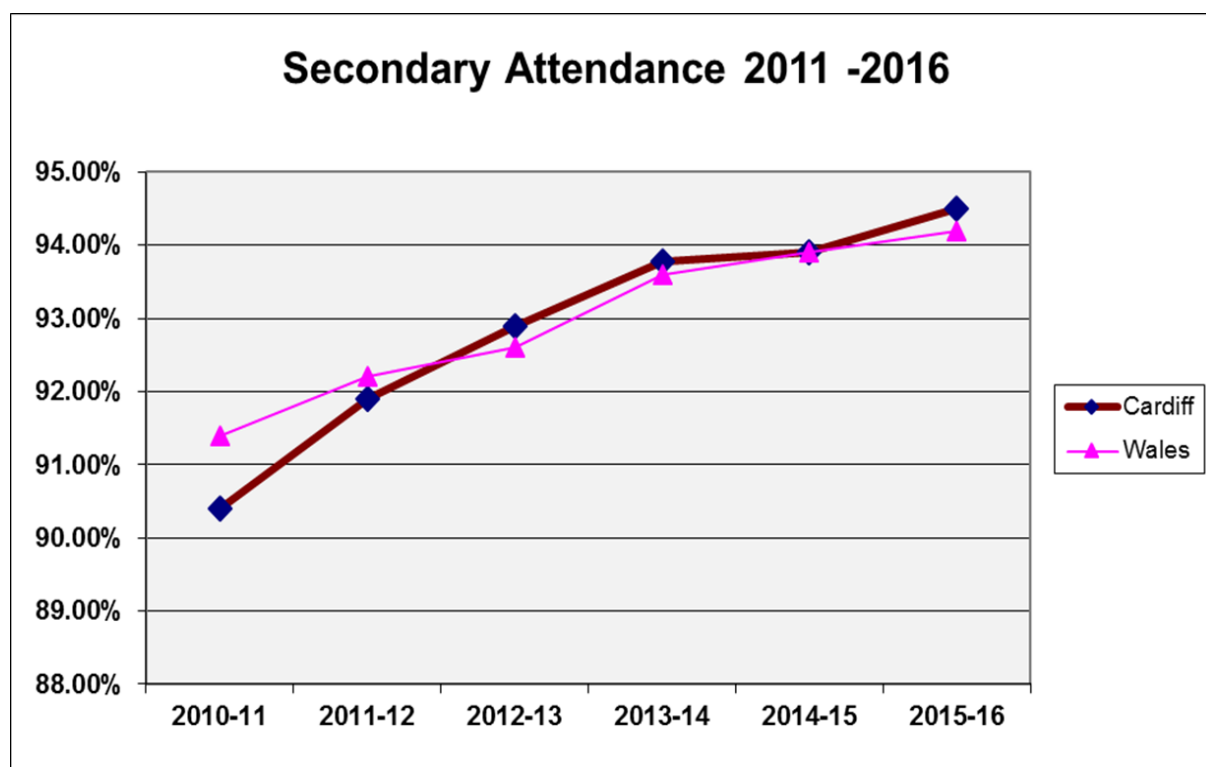
9.3   Attendance improved in sixteen out of the nineteen secondary schools with nine schools achieving attendance above 95% compared to seven last year.

9.4   The attendance of children who are looked after (LAC) is generally good and at secondary level was 95.3% overall compared with 94.4% for all pupils.

9.5   The table below shows the attendance at secondary schools of eFSM pupils compared to the whole secondary cohort for the five authorities which make up the Central South Consortium.

All Pupils					
Bridgend	The Vale	RCT	Merthyr Tydfil	Cardiff	CSC
94.5%	95%	94%	93.4%	94.5%	94.4%
eFSM Pupils					
91.4%	91.1%	90.4%	90.3%	90.7%	90.8%

9.6　　The attendance of eFSM pupils in Cardiff's secondary schools has improved by 1.93ppt since 2012/13, compared to 1.45ppt for non-FSM pupils. However, their attendance is significantly below that of non-FSM pupils.

Secondary Attendance	Year			
	2012/13	2013/14	2014/15	2015/16
FSM pupils- Cardiff	88.77%	90.19%	89.82%	90.7%
FSM pupils- Wales	88.04%	89.30%	89.75%	90.2%
Non-FSM pupils- Cardiff	94.05%	94.84%	94.94%	95.5%
Non-FSM pupils- Wales	93.64%	94.55%	94.55%	95.0%
Difference (non-FSM%-FSM%) - Cardiff	5.28	4.65	5.12	4.80
Difference (non-FSM%-FSM%) - Wales	5.60	5.25	5.00	4.70

Primary Schools

9.7　　Attendance in primary schools fell very slightly to 95% which was a 0.1ppt decrease on the previous year. The national average is 94.9%. Overall, 48.4% of primary schools achieved an attendance rate over 95% and 22.1% of schools achieved attendance of 96% or above.

Primary Attendance 2011 - 2016
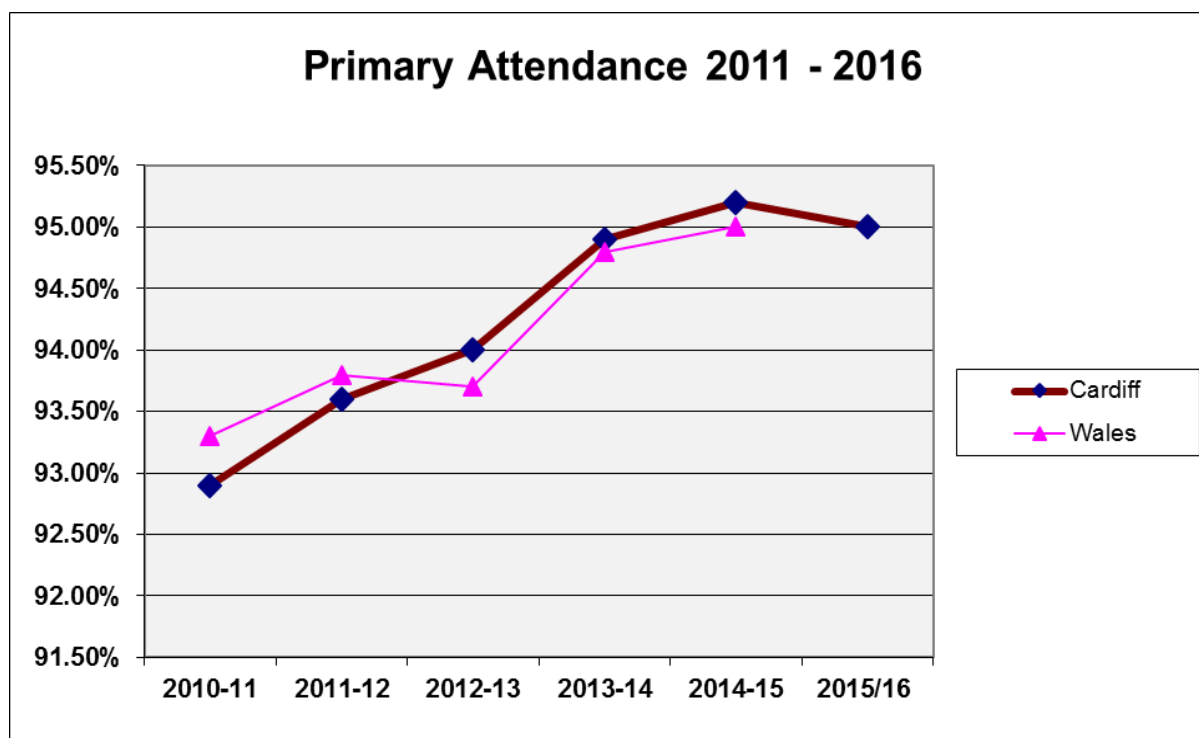
9.8   Overall primary attendance dropped by 0.2ppt on the previous year from 95.2% to 95%. This is still above the Welsh average of 94.9% but reduces the LA's rank from 6th to 9th. Primary school attendance in 15-16 was on track to improve slightly on last year's position. However, in May, there was appeal case which saw the High Court side with a father and held that he did not have to pay a fine levied against him by the appellant council for taking his daughter out of school for a holiday during term time (IOW vs Platt). This decision is set to be challenged but had significant ramifications for all LA's in relation to FPN's for holidays in term time. The judgement resulted in a significant increase in the number of families in Cardiff taking a holiday in term time in the summer term and consequently caused a marked drop in overall attendance at Primary level. The impact was less significant at secondary level as the attendance reporting period for secondary schools ended in May shortly after the High Court ruling.

9.9   The attendance of eFSM pupils in Cardiff's primary schools has improved by 1.2ppt since 2012/13, compared to 0.9ppt for non-FSM pupils. The attendance of eFSM pupils is less than that of non-FSM pupils and in line with the Welsh average.

Primary Attendance	Year			
	2012/13	2013/14	2014/15	2015/16
FSM pupils- Cardiff	91.7%	92.8%	93.1%	92.9%
FSM pupils- Wales	91.4%	92.6%	92.9%	92.7%
Non-FSM pupils- Cardiff	94.7%	95.6%	95.8%	95.6%
Non-FSM pupils- Wales	94.3%	95.3%	95.5%	95.5%
Difference (non-FSM%-FSM%) - Cardiff	3.0	2.8	2.7	2.7
Difference (non-FSM%-FSM%) - Wales	2.9	2.7	2.6	2.7

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Exclusions

10.1 The exclusion data shows an improvement in the secondary phase with significantly fewer exclusions per 1000 pupils in 2015-2016 than in the previous year reflecting a greater focus by schools on inclusion. However, in the primary phase the number of fixed term exclusions rose slightly.

10.2 The effective joint working between the Behaviour Support Team and schools has maintained the very low permanent exclusions. Support given to schools for alternatives to exclusion has been used effectively in most schools.

10.3 The strategy to reduce exclusions has been fully implemented. leading to much greater insight into the challenges faced by schools. This has improved the local authority's knowledge of schools and led to improvements in targeted support.

Primary Phase

10.4 Whilst the total number of incidents leading to exclusion has fallen, the short fixed term exclusion rate in primary schools has increased. The exclusions per 1000 pupils is now at 9.38. This reflects the fact that primary schools are facing increasing challenges with complex behaviours in this phase and insufficient provision for pupils with behaviour, emotional and social needs.

10.5 Longer fixed term exclusions have fallen and at 0.2 per 1000 pupils are below the Welsh average of 0.5 per 1000 pupils.

10.6 The average days lost to short exclusions has increased slightly but remains low. The average length of longer exclusions in this phase has also risen, however this relates to a lower number of incidents compared to previous years.

Exclusion category	13/14	14/15	15/16	Wales average (14/15)	15/16 target
Fixed term exclusions per 1000 pupils (5 days or fewer)	13.19	9.16	9.38	8.0	9.0
Fixed term exclusions per 1000 pupils (6 days or more)	0.3	0.3	0.2	0.5	0.3
Average days lost (FTE 5 days or fewer)	1.55	1.43	1.57	n/a	1.4
Average days lost (FTE 6 days or more)	8.07	9.07	9.3	n/a	9.0

Secondary Phase

10.7   Very good progress continues to be made in reducing short fixed term exclusions in this phase with a six year downward trend. Many secondary schools now have low exclusions figures.

10.8   The longer fixed term exclusion rate also fell significantly to below the latest available Welsh average.

10.9   Improvements have been made in reducing the average days lost for short exclusions and, whilst the average days lost to longer exclusions has risen slightly, this relates to far fewer incidents, only 15 cases compared to 79 the previous year.

10.10   Rates of exclusion are still relatively high in four secondary schools, resulting in the overall secondary data not reducing further. Of these, two schools reduced their rate of exclusion and work is ongoing to support the remaining two schools where exclusions remain very high.

10.11   Seventeen out of the nineteen secondary schools are now using delegated step 3 and 4 money effectively to support pupils at risk of exclusion.

Secondary Phase Exclusion Data

Exclusion category	13/14	14/15	15/16	Welsh average (14/15)	15/16 target
Fixed term exclusions per 1000 pupils (5 days or fewer)	95.9	76.7	55.3	55.3	55
Fixed term exclusions per 1000 pupils (6 days or more)	3.7	4.7	0.91	3.4	3.3
Average days lost (FTE 5 days or fewer)	1.77	1.74	1.55	n/a	n/a
Average days lost (FTE 6 days or more)	9.96	9.37	12.63	n/a	n/a

Not In Education, Employment or Training (NEET)

11.1   Significant progress had been made over the previous 5 years in reducing the number of young people who leave school and do not make a positive transition to Education Employment, Training in Cardiff. During the 2014-15 academic year, there was a slight percentage increase in the number of leavers who left without a destination.

11.2   There had been a significant reduction in the numbers of year 11 leavers designated as NEET, from 8.8% in 2010, to 4.26% in 2014. In 2015, the number of year 11 school leavers that did not progress into EET was 152 pupils, compared to the 151 from the previous academic year (2014). This number represented 4.5% of the cohort of 3333.

Year 11 school leaver known to be NEET 2010-2015
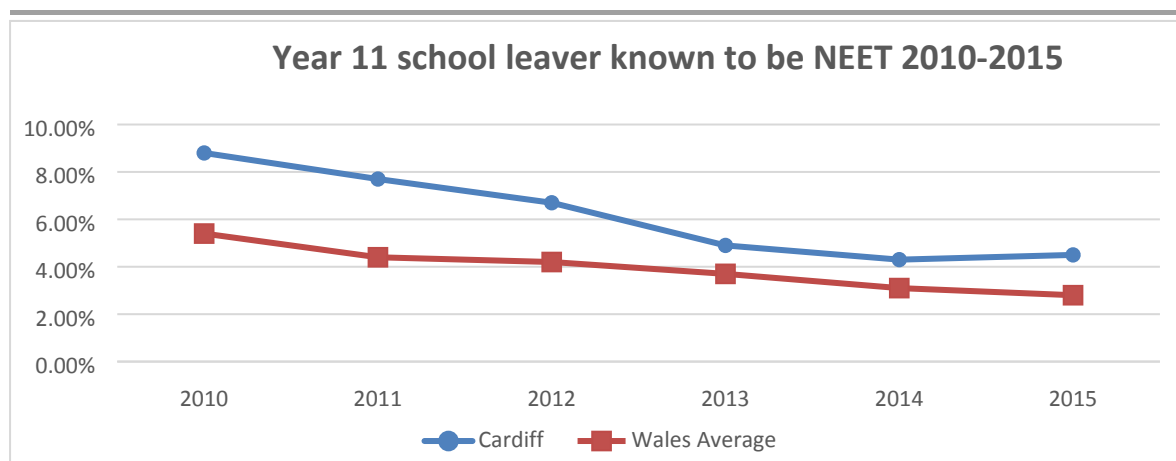
Source: Careers Wales Pupil Destinations from Schools in Wales. This indicator is based on a snapshot taken at the end of October each year and data relates to whether a young person was engaged in EET on the day of the count.

Year 11 Leavers known to be not in education, employment or training						
	2010	**2011**	**2012**	**2013**	**2014**	**2015**
Cardiff	8.8	7.7	6.7	4.9	4.3	4.5%
Wales	5.4	4.4	4.2	3.7	3.1	2.8%

11.3   Cardiff's position relative to that of the 21 other local authorities in Wales was 21st, compared with 20th in 2014. In relation to similar authorities Cardiff's performance at 4.5% is behind Newport 3.1%, Rhondda Cynon Taff 3.7% and Swansea 2.7%.

11.4   The local authority has strengthened its arrangements with Careers Wales and the wider partnership by agreeing a WASPI. This will continue to allow the partnership to share key data on individuals to strengthen the tracking and outcome data for Cardiff, in order to continue to support the placement

of young people into sustainable Education, Employment or training placements.

11.5   As part of the ongoing commitment to improve opportunities for young people to make a successful transition into Education, Employment or Training, the local authority has secured Inspire to Achieve, inclusive of Activate delivered by Careers Wales. The Youth Service has also fully recruited to all management and mentoring posts as part of the Early Intervention and Prevention restructure. This has seen the original team of 12 increase to 30 members of staff directly operating so implement Early Intervention and Prevention.

11.6   Work is also ongoing to deliver the objectives of the 'Cardiff Commitment' to youth engagement and progression. The aim of the strategy is to ensure that young people in Cardiff are provided with the support, choices and opportunities they need to be personally successful, economically active and engaged citizens.

11.7   In the short / medium term this will require the development of an improved Vulnerability Assessment Profile (VAP), consolidation of support networks for the identified vulnerable young people, improved co-ordination of post-16 curriculum options, training and pathways to work, enhanced employer relationships to increase access to opportunities for young people and training for staff that may be able to act as youth mentors for young people securing places in the Council.

11.8   Additional summer resource was put in place via Careers Wales and the Youth Service to target Year 11 leavers from the Vulnerability Assessment Profile in readiness for the Careers Wales October Destinations Survey.

Outcomes of Inspections

The Outcomes of School Inspections

12.1   At the time of writing this report, 3 nursery schools, 85 primary schools, 7 special schools, all 18 secondary schools and the Pupil Referral Unit (PRU) have been inspected since September 2010 when Estyn introduced a revised framework for inspections.

12.2   During the 2015-2016 academic year:

- 13 primary schools were inspected. 10 of the schools were judged overall to be good or excellent, the remaining 3 were judged to be adequate.
- The three secondary schools inspected were judged adequate in one or both of the two overall judgements and placed into ESTYN monitoring;
- One of the two special schools inspected required ESTYN monitoring the other was judged as requiring special measures.

12.3   The Annual Report of Her Majesty's Chief Inspector of Education and Training in Wales 2014-2015 cited that 61% of primary schools and 68% of secondary schools are in some form of follow-up monitoring. This represents a slight reduction in the number of primary schools in a category from 65% in 2013-14. There was little change in the equivalent figure for secondary schools.

12.4   In the four secondary schools the local authority has taken intervention action:

- Cantonian High remains on the list of schools requiring significant improvement, but the proportion of pupils achieving the level 2+ threshold improved again in 2016. The school has received support for leadership, learning and teaching from a high performing school and the school is also involved in the Schools Challenge Cymru programme.

- Eastern High continues to make progress against the recommendations from the inspection in December 2014, but remains in special measures. Outcomes improved in some indicators, but overall standards remain too low. In order to further raise standards, improving the capacity of middle leaders and the quality of teaching are the main priorities in 2017.

- Michaelston and Glyn Derw were placed into special measures following their inspection in October 2016 as a result of the continuing low standards and significant shortcomings in the quality of provision. Leadership has had limited impact on standards and provision, due to the number of significant changes in senior leadership over the last three years. The school is planned to close in the summer 2017.

12.5   In the primary schools, Adamsdown Primary and St. Cuthberts RC Primary made good progress over the year and have been removed from Estyn's list of schools requiring significant improvement. Trelai Primary School remains in special measures but the leadership issues are being addressed.

12.6   The special school Woodlands High was placed in special measures in January 2016. The local authority intervened, appointing additional governors and requiring the school to seek advice from Ty Gwyn Special School. This has led to a strengthened governing body and additional leadership capacity.

Main Themes in Inspection Reports

12.7   Estyn's Annual Report 2014-2015 highlights that in primary schools where standards are excellent, pupils of all abilities and backgrounds make very good progress from their starting points due to the consistently high quality of teaching and learning. Where schools have excellent prospects for improvement, leaders use an extensive range of methods to monitor the quality of provision and the standards that pupils achieve. They make highly effective use of this information to inform school improvement priorities.

12.8   Where inspections judge standards to be adequate at best, their report notes that there are inconsistencies in the quality of the provision. There are marked variations in the quality of teaching between classes and in how well teachers plan progressive activities to develop pupils' literacy, numeracy and ICT skills. These schools also have weaknesses in the quality of leadership and management.

12.9   In relation to secondary schools, Estyn's annual report 2014-2015 identifies that in the very few schools where standards are excellent, senior leaders have established a shared sense of ambition and pride, and an ethos of co-operation, support and trust. Leaders at all levels make improving teaching a key priority.

12.10   The report also documents that where standards are only adequate, schools usually have poor performance in one or more of the core subjects. The quality of teaching is inconsistent and activities are not always challenging enough. Assessment information used in tracking systems is not accurate enough to enable teachers and leaders to monitor performance. Leaders do not effectively use performance data and information from lesson observations to monitor progress or to improve teaching and standards. Recommendations highlighting the need to take action to improve in these areas have also been made in reports on Cardiff schools.

12.11   Where schools in Cardiff are judged to be unsatisfactory, there are low standards and shortcomings in leadership at all levels. Self-evaluation and planning for improvement have not had enough impact on raising standards and improving the quality of teaching. Governors do not challenge the school's leaders rigorously enough or hold them to account fully for the standards that pupils achieve.

Inspection Report Analysis - Outcomes from September 2011 - August 2016

In the tables below KQ refers to the key questions against which judgements are made.

KQ1 – How good are the outcomes?
KQ2 – How good is provision?
KQ3 – How good are leadership and management?

Percentage of reports graded Excellent

Type	KQ	Cardiff	CSC	Wales
Primary	KQ1	9.78%	4.40%	3.63%
Primary	KQ2	10.87%	4.09%	3.16%
Primary	KQ3	10.87%	6.29%	6.17%
Secondary	KQ1	4.76%	10.91%	11.79%
Secondary	KQ2	4.76%	9.09%	9.91%
Secondary	KQ3	9.52%	10.91%	13.68%
Special/PRU	KQ1	12.50%	18.18%	16.22%
Special/PRU	KQ2	12.50%	9.09%	12.16%
Special/PRU	KQ3	12.50%	18.18%	17.57%

Percentage of reports graded Good

Type	KQ	Cardiff	CSC	Wales
Primary	KQ1	68.48%	69.50%	67.75%
Primary	KQ2	65.22%	75.47%	75.54%
Primary	KQ3	64.13%	69.50%	67.59%
Secondary	KQ1	38.10%	30.91%	34.91%
Secondary	KQ2	42.86%	52.73%	56.13%
Secondary	KQ3	38.10%	50.91%	44.34%
Special/PRU	KQ1	75.00%	68.18%	56.76%
Special/PRU	KQ2	50.00%	68.18%	59.46%
Special/PRU	KQ3	37.50%	54.55%	45.95%

Percentage of reports graded Adequate

Type	KQ	Cardiff	CSC	Wales
Primary	KQ1	19.57%	24.84%	27.47%
Primary	KQ2	23.91%	19.50%	20.29%
Primary	KQ3	20.65%	21.07%	22.30%
Secondary	KQ1	33.33%	45.45%	41.98%
Secondary	KQ2	38.10%	30.91%	30.66%
Secondary	KQ3	33.33%	27.27%	33.96%
Special/PRU	KQ1	12.50%	13.64%	20.27%
Special/PRU	KQ2	37.50%	22.73%	21.62%
Special/PRU	KQ3	37.50%	22.73%	22.97%

Percentage of reports graded Unsatisfactory

Type	KQ	Cardiff	CSC	Wales
Primary	KQ1	2.17%	1.26%	1.16%
Primary	KQ2	0.00%	0.94%	1.00%
Primary	KQ3	4.35%	3.14%	3.94%
Secondary	KQ1	23.81%	12.73%	11.32%
Secondary	KQ2	14.29%	7.27%	3.30%
Secondary	KQ3	19.05%	10.91%	8.02%
Special/PRU	KQ1	0.00%	0.00%	6.76%
Special/PRU	KQ2	0.00%	0.00%	6.76%
Special/PRU	KQ3	12.50%	4.55%	13.51%

CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 19 JANUARY 2017

SCHOOL ORGANISATION PROPOSALS: THE PROVISION OF ADDITIONAL ENGLISH-MEDIUM PRIMARY SCHOOL PLACES AT RADYR PRIMARY SCHOOL

REPORT OF DIRECTOR OF EDUCATION & LIFELONG LEARNING

AGENDA ITEM: 8

PORTFOLIO: EDUCATION (COUNCILLOR SARAH MERRY)

Reason for this Report

1. This report is to inform the Cabinet of the responses received following consultation regarding the provision of additional English-medium primary school places at Radyr Primary School.

Background

2. There has been an increased demand for English-medium primary school places in the Radyr and Morganstown areas in the past five years.

3. As a temporary measure to meet demand, additional places over and above the Published Admission Number of 45 were provided using a combination of existing and temporary accommodation at Radyr Primary School. These additional places allowed the admission of up to 60 children into the Reception year group in September 2012, September 2013, September 2014, September 2015 and September 2016.

4. At its meeting on 15th September 2016 the Cabinet authorised officers to hold a public consultation on proposals to increase the number of English-medium primary school places by increasing the capacity of Radyr Primary School to allow the school to admit up to 60 pupils on a permanent basis from September 2017.

Issues

5. The consultation ran from 10 October to 21 November 2016.

6. Parents and others in the local community, together with staff and Governors of the affected schools were invited to respond to the consultation.

7.   The consultation process involved:

- Distribution of a Consultation Document outlining background, rational and implications. This document has been distributed to parents, local childcare providers, Headteachers and Chairs of Governors of nearby schools, all Members of local wards and other stakeholders (a copy of the consultation document can be seen at Appendix 1);
- Meetings with Staff and Governors at Radyr Primary School and a public meeting at which the proposal was explained and questions answered;
- One drop in session where officers were available to answer questions;
- Workshop session with pupils at Radyr Primary School to provide an opportunity for pupils to ask questions, learn more about the proposal and give their views. Details of the workshop session is attached at Appendix 2.
- A consultation response slip for return by post or e-mail, attached to the consultation document;
- An online response from at www.cardiff.gov.uk/21st Century Schools

8.   The views expressed at Council organised meetings and on paper or electronically through the appropriate channels, have been recorded.

Responses received during the consultation period
(Responses received are summarised below in italicised text)

9.   In total 32 responses were received. The majority view expressed during the consultation at meetings and in written correspondence was one of support for the proposed provision of additional English-medium primary school places at Radyr Primary School.

10.   Of the 32 responses received 27 were in support of the proposal and 4 against.

11.   The response from Estyn was neutral.

   Estyn Response

12.   A response from Estyn included the following points (for the full response, please see Appendix 3)

13.   *The proposer has suitably outlined the benefits of the proposal in addressing the issue of the increased demand for English medium school places in the Radyr and Morganstown area.*

14.   *It is Estyn's opinion that the proposal is likely to at least maintain the current standards of education in the area.*

15.   The Council acknowledges the views expressed.

Other Formal Responses

16.   Summaries of the formal written responses from the Governing Body and Headteacher of Radyr Primary School, Mark Drakeford AM & Kevin Brennan MP and the Radyr and Morganstown Community Council included the following points (for the full responses please see Appendix 4):

Radyr Primary School

17. *The Governors of Radyr Primary School fully support the expansion of the school. We firmly believe that the increase in pupil numbers will improve financial and resource planning which will improve the educational experience of both current and future pupils.*

18. *In recent years the uncertainty of pupil numbers has caused challenges for the school and the Governing Body in the areas of budget planning and staff resourcing. For many years Radyr Primary School has had mixed year group classes. The educational opportunities given to these children have never been compromised but mixed age classes are rarely popular with parents or pupils. A permanent two form intake will mean that there are no mixed year group classes which will assist in school management planning.*

19. *The Governing Body have formally noted their desire for the school to be one of a two form entry for many years. We believe that the school has the physical space and resources in place to fully support a school of 60 pupils per year group. In addition, looking at the demographic data it is clear that if the school does not become one which can take 60 pupils each year, many children who live in catchment will have to travel to alternative schools.*

20. The Council acknowledges the views expressed.

The Headteacher of Radyr Primary School

21. *The Headteacher of Radyr Primary School fully supports the expansion of the school.*

22. *The expansion will mean that there are no mixed year group classes which will assist in school management planning and have a positive impact on standards allowing teachers to plan more effectively and differentiate for one year group (not as previously across two).*

23. *The School has over the years adapted the physical space and resources to fully support a school of 60 pupils and the only necessary accommodation would be an extra classroom. As Radyr Primary is fortunate to have a very large field area and open space a further classroom would not impact on the available playground space for the children.*

24. *Radyr Primary school offers a wide range of after school clubs and increasing the numbers of children on roll and increasing the number of staff would only widen the opportunities available.*

25. *The school is fortunate to link closely with the community which offers a range of wrap around care. Many pupils attend the local latchkey provision before and after school along with a number of childminders who collect groups of children from school*

26. The Council acknowledges the views expressed.

Mark Drakeford AM & Kevin Brennan MP - Cardiff West

27. Summary of joint response from Mark Drakeford AM and Kevin Brennan MP included the following (for the full response please see Appendix 4).

28. *Over recent years, we have found it necessary to represent individual constituents living in the Radyr community who find that the local education authority has been unable to allocate a place at a local school for their child's education. There have been examples where this has extended to children who already have a sibling at a Radyr school.*

29. *We have long argued for a permanent solution which recognises the impact on demand for school places of house expansion in the area. We are therefore fully supportive of these proposals by the local authority, and would be grateful if these representations could be taken into account when coming to a final decision.*

30. The Council acknowledges the views expressed.

Radyr and Morganstown Community Council

31. The following response was received on behalf of the Radyr and Morganstown Community Council:

32. *The birth-rate in the catchment area makes it essential that the annual intake is increased to 60 at Radyr Primary School.*

33. The Council acknowledges the views expressed.

Other responses received

Capacity of school, standards and care

34. *Radyr Primary School is already exceeding capacity in terms of classroom sizes, communal and playground facilities.*

35. *Radyr Primary School is already full to bursting point, both in terms of classrooms but more importantly it has very limited facilities and space indoors and out.*

36. *There is insufficient space in the grounds of Radyr Primary School to provide extra classrooms without impacting on the playground at the top of the field.*

37. *Concerns that Radyr should be performing better according to Estyn and league tables and should concentrate on the quality of its education and what it is providing in terms of extra-curricular activities.*

38. *The before and after school care at Radyr Primary School is full to capacity and needs to be considered before adding more children.*

Appraisal of view expressed

39. As set out in the response from the Governing Body and the Headteacher at paras 17 – 19 and paras 21 – 24, the school has the physical space and resources in place to fully support a school of 60 pupils in each year group.

40. The School has already made changes to the space and accommodation in order to ensure it has suitable physical space along with appropriate levels of resources to provide for 60 children per year group.

41. The school has a large field and open space and do not feel that an additional classroom would impact on the available playground space for the children.

42. In the event of the proposal being progressed to implementation, officers will work with the school to ensure there is sufficient, suitable accommodation available to support the school in the effective delivery of national curriculum requirements.

43. As set out in their response (see appendix 3), Estyn are of the view that the proposal is likely to at least maintain the current standards of education in the area.

44. Additionally, it is the view of the Governing Body and the Headteacher that the admission of 60 children per year group will provide greater certainty around the number of pupils, assist in school management planning and improve financial resource planning which will improve the educational experience of both current and future pupils.

45. In the most recent Welsh Government categorisation of schools the school was categorised as Yellow (an effective school which is already doing well and knows the areas it needs to improve) and it is not expected that the proposal would impact on this.

46. Radyr Primary School is well placed to meet demand for English-medium places from the local area and the Council will work with the school to ensure standards are maintained.

47. The School offers a wide range of after school clubs, and increasing the number of children on roll and increasing the number of staff would widen the opportunities available.

48. As set out in the response from the Headteacher at para 25, there are a number of providers offering a range of wrap round care in the local community. The provision of additional places would be an issue for providers to consider.

Traffic and travel

49. *A Travel Plan will have very little effect on the already inconsiderate parking around the school.*

50. *I'm concerned about the speed of traffic on Bryn Derwen/ Driscoll Road. This is used as a rat run by residents and commuters to avoid traffic on Heol Isaf as well as parents coming and going to Bryn Deri and Radyr primary schools. The speeds are excessive and there are many parents with children who walk this route.*

51. *A traffic speed monitor (such as those installed on Heol Isaf) and some road signs to remind drivers might be of some use.*

Appraisal of view expressed

52. A Traffic and Transport Assessment to assess the potential impact of the proposal has been undertaken (see Appendix 5). The assessment sets out a number of recommendations that would need to be considered in the event of the proposal being progressed to implementation.

53. Cardiff's Supplementary Planning Guidance (Access, Circulation and Parking Standards 2010) sets out that all new or expanded schools are required to develop a Travel Plan for submission with a planning application. A School Travel Plan is specifically designed to address the transport needs of pupils and staff and will vary according to the nature of the education being provided, any community facilities on site and the catchment area of a school.

54. A Travel Plan is a policy and action plan to:

   ▪ manage transport efficiently
   ▪ improve access by all means of travel for employees, visitors, parents and students
   ▪ encourage sustainable transport – walking, cycling, public transport and car sharing
   ▪ reduce car use.

Parking Spaces around the school site

55. *Please consider providing drop off parking spaces for parents to avoid the current traffic chaos and parents parking on grass verges.*

Appraisal of view expressed

56. Cardiff's transport network is under pressure and experiences congestion from commuters driving into the city and people making short local trips be car. Traffic associated with the school run adds to congestion. The City of Cardiff Council's policy is to encourage and promote the increased use of sustainable travel models and to promote independent travel to school wherever possible.

57. Encouraging active travel to school is a very important means of increasing levels of physical activity in children and tackling the growing problem of childhood obesity. Reducing congestion at the school gate is key to ensuring the safety of pupils and to mitigating impacts on the local neighbourhood.

58. Provision of parent parking places is generally not supported by the City of Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic, contribute to congestion and reduce pupil safety. Parking facilities provided at schools are generally only for staff and to meet operational needs.

59. Failure to implement the proposal would result in a shortfall in English-medium primary places to serve the local area which would require children in the existing primary school catchment area of Radyr Primary School who are refused admission to attend schools further away. This would result in increased home to school travelling distance for some pupils with more families likely to opt for journey by car creating additional traffic on roads and causing congestion.

Catchment areas

60. *The Council are not rigidly enforcing catchment areas which is exacerbating the problem on pupil spaces at Radyr Primary School*

Appraisal of view expressed

61. Catchment areas are operated as one of the oversubscription criteria within the Council's school admissions policy. This policy meets the requirements of the Welsh Government's Admissions Code.

62. Parents are entitled to state a preference for any school, and in the event of a school being oversubscribed, and application is assessed against the oversubscription criteria. Whilst children who are resident in the catchment area of a school have priority over those who are not, children outside the catchment area cannot be denied a place if there are sufficient places available.

Alternative options

63. *Bryn Deri School is allowed to remain largely unchanged in these proposals whilst Radyr Primary School has to have its already limited facilities and surroundings squeezed even further*

64. *Bryn Deri has space for expansion and is less in need of improvement and support according to Estyn.*

Appraisal of view expressed

65. As set out in the Consultation Document (see tables 4 & 5, pages 8-9 of Consultation Document at Appendix 1) the demand for English-medium community primary school places has been greater in the Radyr Primary School catchment area than the Bryn Deri Primary catchment area in recent years, and this is projected to continue.

66. Following the provision of additional accommodation at Radyr Primary School to allow for the establishment of a nursery in 2013, the school would require

one further classroom to enable it to operate at two forms of entry (60 pupils per year group).

67. Expanding Bryn Deri Primary School to allow an admission number of 45 places, would require four further classrooms to be provided. The expansion of Radyr Primary School is therefore considered to be a more cost effective solution, when compared to the expansion of Bryn Deri Primary School.

Planning contributions

68. *New schools should be built within the new North West Cardiff developments as part of planning, which could accommodate children from Rhydlafar who are currently attending Radyr.*

69. *Where are the section 106 planning contributions towards education for all of the family housing estates you have approved in the Radyr and Morganstown areas?*

70. *What education contributions have been sought through these developments and how have they been spent in Radyr and Morganstown on existing schools?*

Appraisal of view expressed

71. The expansion of Radyr Primary School is proposed in order to meet the demand for places from existing housing within the Radyr Primary School catchment area. This expansion is not being brought forward in order to provide the additional school places that would be required as a result of new housing developments in North West Cardiff.

72. Any additional housing, if agreed for development, would be expected to include provision for education. A s.106 agreement for sites north and south of Llantrisant Road, approved for housing development, includes such provision.

73. Planning obligations under Section 106 of the Town and Country Planning Act 1990 (as amended), commonly known as S106 agreements, are a mechanism which make a development proposal acceptable in planning terms, that would not otherwise be acceptable. They are focused on site specific mitigation of the impact of development.

74. The s106 agreement of November 2002 in respect of the large housing development on the Radyr sidings site included a number of provisions, including a 'community contribution' of £350,000 towards Radyr Comprehensive School and £400,000 towards a new library.

75. As there was sufficient capacity in local schools at the time, contributions towards the expansion of primary education were not required from the developer(s).

Meeting with pupils

76. The pupils thought it would be good to have enough places for children, no split classes and more money for the school.

77. They were concerned about the school being too crowded, traffic, pressure on playground equipment and concerns about health and safety.

Appraisal of views expressed

78. The points raised by pupils have been addressed at paragraphs 39, 40 and 41.

Summary

79. There is clear support for the expansion of Radyr Primary School to allow the school to admit up to 60 pupils from September 2017.

80. The Governing Body and Headteacher have expressed their desire for the school to become two form entry for many years and believe that the school has the physical space and resources in place to fully support the proposed increase in pupil numbers.

81. The current uncertainty of pupil numbers at Radyr Primary School has caused challenges for the School in the areas of budget planning and staff resourcing. A permanent two form intake will mean that there are no mixed year group classes which will assist in school management planning.

82. Whilst concerns have been expressed about the expansion of Radyr Primary School, the school is well placed to meet demand for English-medium community places from the local area and the Council will work with the school to ensure that standards are maintained.

83. The proposal could result in potential increased traffic congestion around the school site at drop off/pick up times. A Traffic and Transport Assessment to assess the potential impact of the proposal has been undertaken (see Appendix 5). The assessment sets out a number of recommendations that would need to be considered in the event of the proposal being progressed to implementation.

84. Additionally, the Council would work with the Governing Body of Radyr Primary School to develop a Travel Plan to minimise any potential disruption.

85. Changes to any existing accommodation and any new accommodation can cause some disruption, however experience shows that this can be kept to a minimum and children's education does not suffer.

Local Member Consultation

86. The Local Member was consulted as part of the consultation and is fully supportive of the proposed expansion.

Reason for Recommendations

87. To address the shortfall of English-medium primary school places in the Radyr and Morganstown areas by increasing the capacity of Radyr Primary School to allow the school to admit 60 pupils from September 2017.

Financial Implications

88. This report seeks authority to delegate authority to the Director of Education and Director of Governance and Legal Services to publish a statutory notice to increase the capacity of Radyr Primary School to allow the school to admit up to 60 pupils from September 2017. There are no direct financial implications of the decision to publish the statutory notice.

89. Prior to implementation a further Cabinet report on the proposals will be required, which may recommend implementation of the proposal. This report would need to present the detailed financial implications of the recommendations set out in that report including any funding requirements of implementation.

90. Currently, no bid for Council Capital Programme funding has been made, however it is anticipated that any funding required to satisfy Traffic and Transportation improvements would be sought from this source. Expectations arising during the consultation and statutory notice exercise will need to be managed appropriately until full confirmation of any funding required has been received.

Legal Implications (including Equality Impact Assessment where appropriate)

91. Under the Education Act 1996 the Council has a responsibility for education and must provide sufficient school places for pupils of compulsory school age.

92. The proposals qualify as regulated alternations which must comply with the requirements of Part 3 of the Schools Standards and Organisation (Wales) Act 2013, which include provisions for consultation and publication of statutory notices. Those are supplemented by the School Organisation Code by the Welsh Government.

93. The recommendation in this Report to publish a statutory notice follows a period of consultation which ran from 10 October to 21 November 2016. This Report (together with the appendices attached to it) represents the consultation report which the Code requires to be published. The Cabinet must have due regard to the responses received during the consultation before it makes a decision upon whether to publish a statutory notice.

94. The Code requires that the statutory notice must be published within 26 weeks of the end of the consultation period unless an extension of time has been granted by the Welsh Ministers.

95. Following publication of the statutory notice there would be a period for objections of at least 28 days following which a further Report would need to

be made to the Cabinet summarising the statutory objections and giving responses to those objections. It would then be for the Cabinet to review those objections and determine whether to implement the proposals.

96. The Council has to satisfy its public sector duties under the Equality Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: age, gender reassignment, sex, race – including ethnic or national origin, colour or nationality, disability, pregnancy and maternity, marriage and civil partnership, sexual orientation, religion or belief – including lack of belief.

97. The decision on whether to proceed to publish a statutory notice has to be made in the context of the Council's public sector equality duties.

98. The report identifies that an Equality Impact Assessment has been carried out and has concluded that the proposal will not adversely affect a particular group in society. The purpose of an Equality Impact Assessment is to ensure that the Council has understood the potential impacts of the proposal in terms of equality so that it can ensure that it is making proportionate and rational decisions having due regard to its public sector equality duty. The decision maker must have due regard to the Equality Impact Assessment in making its decision.

99. In accordance with the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards included within the Council's Compliance Notice issued by the Welsh Language Commissioner, the Council must also consider (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.

HR Implications

100. HR People Services will work with the Governing Body of Radyr Primary in readiness for its permanent expansion. In line with the SOP HR Framework the Headteacher and the Governing Body will be encouraged to undertake a review of their staffing structure to ensure that they are sufficient for expansion as the numbers on roll increase. This will have to be balanced against the forecasted school budget. However, it is likely that the permanent expansion of the school will result in the creation of additional permanent vacancies.

101. HR People Services will also provide recruitment support in line with the Council's Redeployment and Redundancy Policy which the Governing Body has adopted. This means that any new vacancies arising as a consequence of an increase in the numbers on role, will provide opportunities for staff on the school redeployment register.

Equality Impact Assessment

102. An Equality Impact Assessment on this proposal has been carried out. The assessment concluded that this proposal would not adversely affect a particular group in society. If the proposal were to proceed, further equality impact assessments would be undertaken including an assessment on any additional accommodation. (Details of the Equality Impact Assessment can be seen at Appendix 6)

Sustainability Assessment

103. A Strategic Environmental Assessment (SEA) of the proposal has been carried out in accordance with European Legislation. The assessment confirms that the proposal is compatible with the environmental objective identified by Cardiff's 21st Century: A Strategic Framework for a School Building Improvement Programme. If the proposal were to proceed, an environmental assessment would be carried out as part of the planning application process. (Details of the Sustainability Assessment can be seen at Appendix 6)

Transport Matters

104. A Traffic and Transport Assessment to assess the potential impact of the proposal has been undertaken (See Appendix 5). The assessment sets out a number of recommendations that would need to be considered in the event of the proposal being progressed to implementation.

Community Impact

105. The following are taken into account when considering a proposal: Public Open Space, parkland, noise and traffic congestion. Officers will work with school and any community groups to ensure that any proposal (s) brought forward would avoid negative impacts wherever possible.

RECOMMENDATIONS

The Cabinet is recommended to delegate authority to the Director of Education and Lifelong Learning and the Director of Governance and Legal Services to publish a statutory notice to:

i.   Increase the capacity of Radyr Primary School to allow the school to admit up to 60 pupils from September 2017.

ii. Note that prior to implementation of the proposal a further report will be provided to the Cabinet providing details of any objections received, the proposed responses to those objections and recommendations for implementation or otherwise of the proposal.

NICK BATCHELAR
Director
13 January 2017

The following appendices are attached:

Appendix 1 – Consultation Document
Appendix 2 – Details of Pupil consultations
Appendix 3 – Estyn response
Appendix 4 – Formal responses
Appendix 5 - Traffic and Transport Assessment
Appendix 6 – Statutory Screening Tool

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21st Century Schools Consultation Document 2016

The provision of additional English-medium primary school places at Radyr Primary School

10 October - 21 November 2016

This document can be made available in Braille. Information can also be made available in other community languages if needed. Please contact us on 029 2087 2720 to arrange this.

CARDIFF
CAERDYDD

Table of Contents

Introduction

This consultation is an opportunity for people to learn about the school organisation proposal put forward in your area. It is your chance to ask questions and make comments that will be considered when the Council decides how to proceed.

Our consultation process follows Welsh Government guidelines outlined in the School Organisation Code 2013 and therefore a range of individuals and groups are being asked for their views about the proposal.

However, before any decisions are made the Council needs to ensure that it offers a number of opportunities for individuals and interested groups to make their views and opinions on the proposal known.

Table 1 below sets out details of the groups the Council is consulting:

Table 1: Groups the Council is consulting with	
Children and young people	Welsh Ministers
Parents/carers	Police & Crime Commissioner
School staff	Central South Consortium Joint Education Service (CSCJES)
School Governing Bodies	Welsh Language Commissioner
Local residents	Rhieni dros Addysg Gymraeg (RhAG)
Local Members/Assembly Members (AMs)/ Regional Assembly Members/Member of Parliament (MPs)	Trade Unions
Diocesan Directors of Education	Childcare providers
Neighbouring Authorities	Mudiad Meithrin
Neighbouring Primary and Secondary schools within Cardiff	Wales Pre-School Providers Association
Estyn	Clybiau Plant Cymru Kids Club
Communities First Partnership	National Day Nurseries Association
Community Council's	

How can you find out more and give your views?

A public meeting and drop in session have been arranged where the proposal will be explained. These are provided so you can ask questions and make comments that will be recorded. You may also provide your views in writing.

Details of the consultation meeting dates are given in Table 2 below:

Table 2: Consultation Meeting Dates		
Nature of Consultation	**Date/Time**	**Venue**
Staff Meeting	20 October 2016 3:30pm	Radyr Primary School
Governors Meeting	20 October 2016 5:30pm	Radyr Primary School
Public Meeting	20 October 2016 7 – 8:30pm	Radyr Primary School
Drop in session	02 November 2016 11am – 1pm	Radyr Library

In addition, workshop sessions will be arranged with Radyr Primary pupils to provide an opportunity for pupils to ask questions and learn more about the proposal and give their views.

Your Views Matter

Your views matter and we want you to tell us what you think about the proposal.

You can do this by:

- attending one of the meetings or drop in sessions above.

- completing the consultation response form which can be found on page 26 of this document.

- completing the online response form at www.cardiff.gov.uk/21stCenturySchools.

- contacting the School Organisation Planning Team on (029) 2087 2720, by e-mail to schoolresponses@cardiff.gov.uk or by post to Room 219, County Hall, Atlantic Wharf, Cardiff, CF10 4UW.

The closing date for responses to this consultation is 21 November 2016. Unfortunately responses received after this date will not be considered by the Council.

Explanation of terms used in this document

Please note the following terms used throughout this document:

Community Schools – a state primary or secondary school for which a local education authority has staffing, premises, and admissions responsibilities.

LA – Local Authority which means the City of Cardiff Council.

FE - a Form of Entry refers to a class of 30 children in each year group. A 2FE school is therefore two classes of 30 children in each year group.

WG – Welsh Government

Number on roll data - the number of pupils attending school excluding nursery age pupils.

PLASC - Pupil Level Annual School Census. In January of every year, verified information is collected by schools for submission to the Welsh Government. This includes the number of pupils enrolled in each school, their age groups, home addresses, ethnicity, and data on Welsh language, Free School Meals eligibility, Special Educational Needs and first language.

CSCJES – Central South Consortium Joint Education Service. The regional School Improvement Service for the five local authorities of Bridgend, Cardiff, Merthyr Tydfil, Rhondda Cynon Taff and the Vale of Glamorgan.

Foundation Phase – The first years of school (ages 3-7)

Key Stage 2 – The second phase of primary education (ages 7-11)

SEN - Special Educational Needs

FSM - Free School Meals

EAL - English as an Additional Language

School Action - When a class or subject teacher identifies that a pupil has SEN they provide interventions that are additional to or different from those provided as part of the school's usual curriculum.

School Action Plus - When the class or subject teacher and the SEN Co-ordinator are provided with advice or support from outside specialists, so that alternative interventions additional or different to those provided for the pupil through School Action can be put in place.

Statemented - A child has SEN if he or she has learning difficulties which requires special educational provision to be made for him or her. A learning difficulty means that the child has significantly greater difficulty in learning than most children of the same age, or that the child has a disability that needs different educational facilities from those that the school generally provides for children.

EIA – An Equality Impact Assessment (EIA) is a process designed to ensure that a policy, project of scheme does not discriminate against any disadvantaged or vulnerable people.

Statutory Notice – a statutory notice is the formal publication of a finalised proposal, if approved by the Council's Cabinet and will only be considered once the Cabinet have received a report on all the responses from the consultation. This is a legal requirement as outlined in the School Organisation Code 2013.

Determine – when the Council's Cabinet makes its final decision on a proposal, it is said that the proposal has been **"Determined"**.

Background to the proposal

There has been an increased demand for English-medium primary school places in the Radyr and Morganstown areas in the past five years. The area is served by two English-medium community primary schools, Bryn Deri Primary School and Radyr Primary School.

As a temporary measure to meet demand, additional places were provided using a combination of existing and temporary accommodation at Radyr Primary School in September 2012, September 2013, September 2014, September 2015 and September 2016.

Projections indicate that this demand for places will continue to exceed the capacity of local schools in future years and therefore a permanent solution is required. In response to this and in accordance with statutory requirements, the Council is now consulting on a proposal to provide additional English-medium primary school places, with implementation commencing from 2017.

The information within this document will outline the proposal to provide additional English-medium primary school places.

The Proposal

To increase the number of English-medium primary school places by:

- increasing the capacity of Radyr Primary School to allow the school to admit up to 60 pupils from September 2017.

Facilities included in a school

Any changes to existing or new school accommodation that may be required in the event of the proposal outlined above proceeding to implementation would meet with The Department of Education: Area guidelines for mainstream schools Building Bulletins which set out that the following facilities need to be included in any school:

- Teaching space: internal and external
- Halls/dining area
- Learning resource areas
- Staff and administration
- Storage
- Toilets and personal care
- Kitchen facilities
- Circulation, plant and internal walls
- Withdrawal areas to support small group/SEN working

Schools serving the area at present
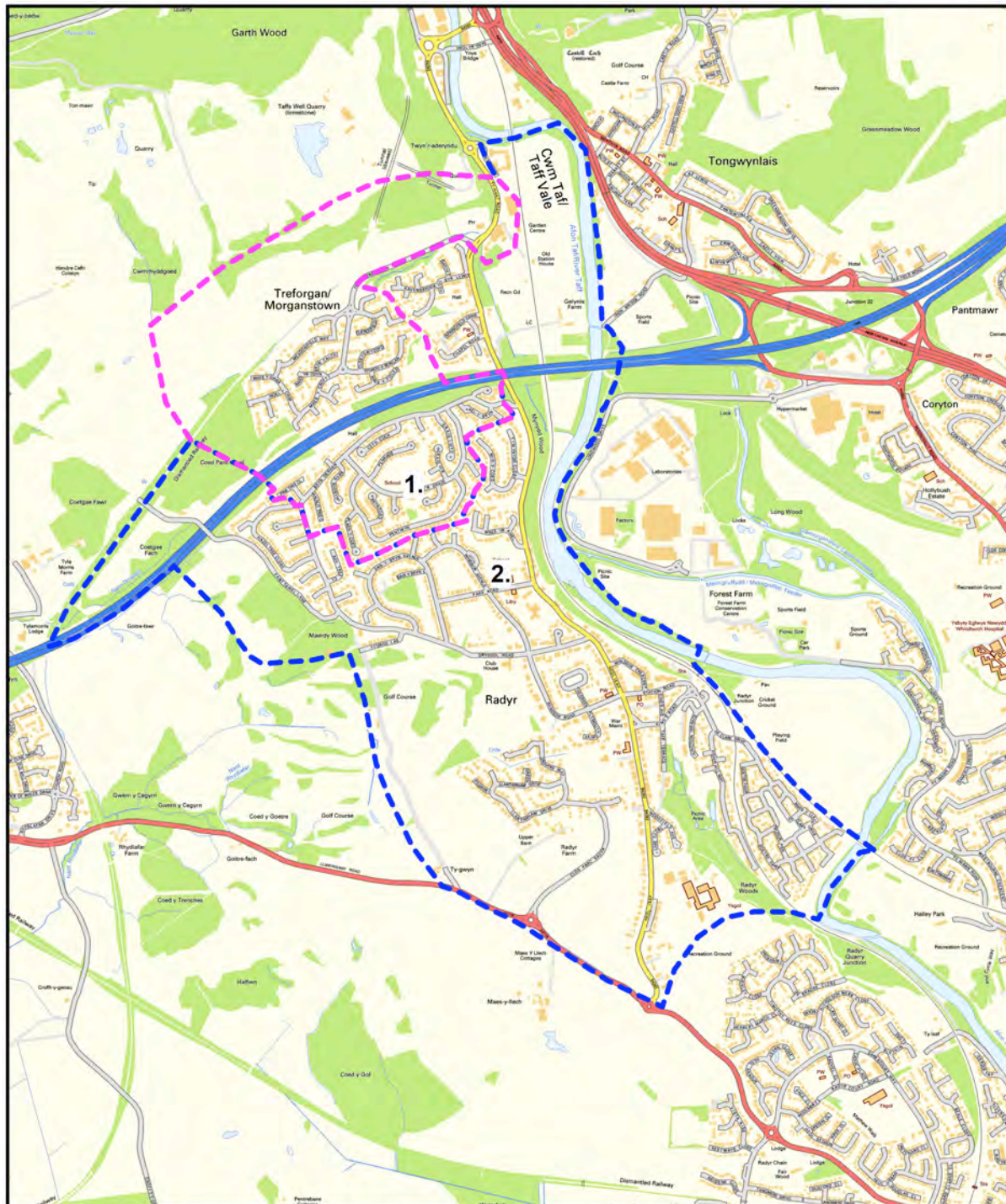
Bryn Deri Primary School and Radyr Primary School catchment areas

1. Bryn Deri Primary School / catchment area

2. Radyr Primary School / catchment area

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Ordnance Survey 100023376

The area is served by two English-medium community primary schools, Bryn Deri Primary School and Radyr Primary School.

The Radyr and Morganstown area is also served by Ysgol Coed y Gof, Pentrebane and Ysgol Gynradd Gwaelod y Garth. The demand for places at both of these schools remains at a high level, however in the first round of admissions for entry in September 2016, all pupils resident in these catchment areas were able to be allocated a place at their catchment area school, if this was stated as their preference. The Council will continue to monitor the demand for Welsh-medium primary school places in the local area, and bring forward appropriate proposals to balance the supply of and demand for places, when necessary.

There is no faith based provision in the Radyr and Morganstown area, however a small number of pupils from this area do attend faith based primary schools in other areas.

School Capacities, Condition and Suitability of School Buildings

This section sets out the capacities, condition and suitability of School Buildings and existing demand for primary school places that serve the Radyr and Morganstown areas.

Table 3 below provides details of school capacities and information regarding the condition and suitability of school buildings.

Table 3: Capacity, condition and suitability of schools serving the Radyr/Morganstown areas					
Name of School	Language medium/ Category of School	Condition Category as identified by 21st Century Schools Survey	Current Published Capacity (age 4-11)	Published Capacity (nursery – part time places)	Places per year group
Radyr Primary	English-medium community school	B	315	32	45
Bryn Deri Primary	English-medium community school	B	184	80	30
Ysgol Coed y Gof	Welsh-medium community school	B	389	0	60
Ysgol Gynradd Gwaelod Y Garth	Welsh-medium community school	B	237	40	33

The published overall school capacity of Bryn Deri Primary School is 184 places. The Published Admission Number, agreed in consultation with the Governing Body of the school, is 30 places for each year group.

The school accommodates 8 teaching classrooms, including the nursery classroom. This allows for one classroom for the nursery and one for each year group from Reception to Year 6.

The published overall school capacity of Radyr Primary School was set in 2008 at 315 places. The Published Admission Number, agreed in consultation with the Governing Body of the school, is 45 places for each year group. The assessed capacity and Admission Number are based on 12 teaching classrooms, including two classrooms in a demountable unit.

A nursery class was established at the school in 2013. An additional demountable unit containing two classrooms was provided, allowing for the new nursery class to be accommodated within an existing classroom within the main building and providing the school with one (net) additional classroom.

The school presently accommodates 14 teaching classrooms, including the nursery classroom. This configuration is one classroom fewer than necessary for the school to organise two classes for each year group from Reception to Year 6.

A reassessment of the capacity, taking into account the use of shared support space in the school, indicates that the school is able to accommodate up to 376 pupils. In the event of the proposal being implemented, sufficient accommodation would be made available to allow the school to accommodate up to 420 primary aged pupils.

Demand for English-medium places within the Radyr Primary School catchment area

The catchment area of Radyr Primary school falls entirely within, and serves part of, the Radyr and Morganstown ward. The Radyr and Morganstown ward is also served by Bryn Deri Primary School.

The Radyr Primary School catchment area lies within the catchment area of Radyr Comprehensive School. Projected demand for English-medium community school places varies in each of the primary school catchment areas within the secondary school catchment, however, the combined demand is at a high level.

Recent demand for places

A growth in the pre-school population has been evident in recent years in the Radyr and Morganstown area.

School census data (PLASC) confirms that the number of pupils attending English-medium Reception places at any school, resident within the catchment area of Bryn Deri Primary School, exceeded 30 places by 8 pupils in January 2013 and by 4 pupils in January 2014.

The number of pupils attending English-medium Reception places, resident within the catchment area of Radyr Primary School, exceeded 45 places by 10 pupils in January 2014 and by 2 pupils in January 2015. Initial data analysis suggests that the number of pupils attending Reception at an English-medium primary school also exceeded 45 in January 2016 by 26 pupils.

In September 2012, to assist in meeting the demand for places in the local area, the Council agreed with the Governing Body of Radyr Primary School to allow the admission of up to 15 additional pupils to the school, utilising spare accommodation in the school.

In order to continue to accommodate pupils in Radyr and Morganstown in local English-medium schools, and to prevent late applicants being unable to obtain local school places in neighbouring schools, the Council has allowed the admission of up to 60 pupils at entry to Reception in the successive intakes since September 2012.

The combined demand for English-medium community school places in the Bryn Deri and Radyr catchment areas, and take up of places at the two schools, in recent years is set out below:

Table 4: Pupils enrolled in EM community Reception classes					
	Primary School catchment area:			Pupils admitted to school	
Academic Year	**Bryn Deri Primary**	**Radyr Primary**	**Bryn Deri Primary & Radyr Primary combined catchment**	Bryn Deri Primary	Radyr Primary
2011/ 2012	26	29	55	30	38
2012/ 2013	38	39	77	30	60
2013/ 2014	34	55	89	30	60
2014/ 2015	28	47	75	30	56
2015/ 2016	25	71	96	30	60

School Class Organisation

Schools that are highly/ fully subscribed and which also have a Published Admission Number that is not a multiple of 30 pupils are expected to operate mixed age classes. In the case of Radyr Primary School, the Published Admission Number of 45 provided a suitable balance with the demand for places in the area for a number of years and the school was able to balance numbers of pupils in each year group with other year groups, in order to operate as a 1.5 Form entry school.

Having admitted 60 pupils in September 2012 to meet the demand for places that could not be accommodated elsewhere, and demand for places having remained at a high level, the Council has required the school to admit in excess of 45 pupils each year since and the school has not been able to return to a 1.5 form entry organisation.

As a consequence of this, the school would require an additional classroom for September 2017 in order for the Council to comply with admitting pupils up to the Published Admission Number of 45 places.

The provision of an additional classroom would result in an enlargement of the premises of the school which would increase the capacity of the school by at least 25% resulting in a significant alteration (know as "regulated alterations") for which proposals must be published (School Organisation Code 2013).

Future demand

Projected demand based upon NHS data received in 2015 indicates that the number of English-medium community pupils entering Reception will remains at high levels until at least September 2018, the latest year for which data are available.

Table 5 : Future demand for places in EM community Reception classes			
	Primary School catchment area:		
Academic Year	**Bryn Deri**	**Radyr**	**Bryn Deri & Radyr combined catchment**
2016/ 2017	34	69	103
2017/ 2018	37	54	91
2018/ 2019	30	80	110

The above projections take account of a positive Cohort Survival Ratio in the area, indicative of pupils moving into the area in the years between the age of 0-4. This ratio is evident in the annual NHS population data update for the Bryn Deri and Radyr catchment areas.

Projected demand for school places takes account of data supplied by the NHS and the recent take-up of places. The Council is aware of a number of sites approved for housing and/ or under consideration by housing developers that, if progressed, would increase the demand for school places in the local area.

Whilst any additional housing, if agreed for development, will be expected to include provision for education, any new housing in the locality could create additional demand for school places in addition to that included in projections, at least in the short term. In the event of this being the case consideration would need to be given to how this demand would be met.

Alternative options

As evidenced in tables 4 and 5, the demand for English-medium community primary school places in the Radyr and Morganstown area has been greater in the Radyr Primary School catchment area than the Bryn Deri Primary catchment area in recent years, and this is projected to continue.

Following the provision of additional accommodation at Radyr Primary School to allow for the establishment of a nursery in 2013, the school would require one further classroom to enable it to operate at two forms of entry (60 places per year group). An alternative option, of expanding Bryn Deri Primary School to allow an admission

number of 45 places, would require four further classrooms to be provided. The expansion of Radyr Primary School is therefore considered to be a more cost effective solution, when compared to the expansion of Bryn Deri Primary School.

The catchment areas of Radyr Primary School and Bryn Deri Primary School are abutted by those of the following primary schools:

- Coryton Primary School, Whitchurch
- Danescourt Primary School, Llandaff
- Hawthorn Primary School, Llandaff North
- Pentyrch Primary School, Pentyrch
- Peter Lea Primary School, Fairwater
- Tongwynlais Primary School
- Ysgol Gynradd Gwaelod Y Garth

The number of places available at Coryton, Hawthorn, Pentyrch and Tongwynlais primary schools and the demand for places in each of these catchment areas broadly balances with places available at each school.

Coryton, Hawthorn and Tongwynlais are geographically distant from Radyr and Morganstown, in terms of safe home to school walking distance. There is no safe walking route between Radyr/ Morganstown and Pentyrch.

Whilst Ysgol Gynradd Gwaelod Y Garth is within a reasonable[1] walking distance of parts of Morganstown, demand for places at the school from within its catchment area also broadly balances with the places available.

Peter Lea Primary School is in close proximity to some parts of the Radyr Primary School catchment area. However, this school falls within the secondary school catchment area of Cantonian High School. The demand for places at the three English-medium community primary schools in the Cantonian catchment (namely Fairwater, Pentrebane and Peter Lea) broadly balances with the places available in these catchment areas combined.

Changes to catchment areas of the above schools, and to Radyr Primary and Bryn Deri Primary, would not therefore provide a sustainable solution to balance the supply of and demand for places across the wider area.

Danescourt Primary School falls within the secondary school catchment area of Radyr Comprehensive High School, is within walking distance of parts of the Radyr Primary School catchment area, and has surplus places in comparison to demand from within its catchment area.

Table 6: Future demand for places in EM community Reception classes					
	Primary School catchment area:				
Academic Year	**Bryn Deri**	**Radyr**	**Bryn Deri & Radyr combined catchment**	**Danescourt**	**Bryn Deri, Radyr , Danescourt combined catchment**
2016/ 2017	34	69	103	21	124
2017/ 2018	37	54	91	24	115
2018/ 2019	30	80	110	26	136

Projections indicate that it may therefore be possible to provide a broad balance in the overall supply of and demand for places across the catchment areas of Bryn Deri, Radyr and Danescourt Primary Schools.

However, the distribution of children in the catchment area of Radyr Primary School is such that:

- the majority of pupils in the Radyr Primary School catchment area are more than 2 miles from Danescourt Primary School.

- a large proportion of pupils are resident North of the Radyr Primary School site, and would therefore pass the school to commute to Danescourt Primary,

- a large proportion of pupils are resident on the 'Radyr sidings' development and would, based on existing safe walking routes, be required to commute in excess of two miles to Danescourt Primary School.

Danescourt Primary School has also been fully subscribed at entry in recent years. At entry in September 2016, all 60 places available at Danescourt Primary School were allocated and the final place offered, on the basis of proximity to the school, was in closer proximity to the school (1.227 miles) than that of pupils resident on the Radyr sidings estate.

This suggests that in future years, should no action be taken to balance catchment areas, those pupils in the Radyr catchment that are refused admission to the school would also be unlikely to gain admission to Danescourt Primary School.

In summary, retaining existing arrangements would not be likely to provide sufficient places for pupils in the Radyr Primary School catchment area to be accommodated in schools within two miles of the school.

Additionally, implementing this option would also not allow the Council to comply with the published admission arrangements in September 2017 i.e. admitting a minimum of 45 pupils, should there be sufficient successful applicants.

 ([1] Reasonable walking distance being less than two miles, this being set as the limit beyond which free home to school transport would have to provided, in accordance with the Council's Home to School Transport Policy).

How would other schools be affected

The total number of places available at entry to Reception age in the two primary schools, following the implementation of this proposal, would be 90 (30 at Bryn Deri Primary School and 60 at Radyr Primary School). This compares to the existing arrangements, in which the Published Admission Numbers for each school enable up to 75 pupils to be admitted (30 at Bryn Deri Primary School and 45 at Radyr Primary School); however, due to the local demand for places Radyr Primary School has admitted 60 pupils at entry in each year from September 2012.

The proposal, which increases the combined capacity of the two schools, would continue an arrangement that has operated on a temporary basis for five intake years.

English-medium primary schools

The permanent expansion of Radyr Primary School at 2 forms of entry is expected to more closely match the future demand for places at the school from within the school's catchment area. The proposed expansion continues arrangements in place since 2012 which have not had a negative impact on local schools.

The expansion in capacity to this size would allow for an increase in the number of pupils able to be admitted compared to the Published Admission Number, but this is not expected to displace pupils from other schools.

The majority of pupils admitted to Bryn Deri Primary School and Radyr Primary School in recent years have been resident within the catchment area of these schools. Projections based on pre-school pupil population data suggest that this would continue, and that few surplus places would be available.

It is therefore anticipated that the proposed expansion of Radyr Primary School to 2 forms of entry would have little or no effect on the number of pupils on roll at other English-medium schools in the local area.

Welsh-medium primary schools

The take up of places at the Welsh-medium primary schools serving the area, Ysgol Coed Y Gof and Ysgol Gynradd Gwaelod Y Garth has remained at high levels for a number of years.

The city-wide population and the population in Radyr and Morganstown area have each grown in recent years, and demand for places at Welsh-medium schools has also grown. Ysgol Coed Y Gof and Ysgol Gynradd Gwaelod Y Garth were both fully subscribed in recent years, however both schools are able to accommodate children from other catchment areas.

City-wide, few surplus Welsh-medium places have been available at entry to Reception year. Only 3 other Welsh-medium primary schools had more than 4 surplus places at entry to Reception in September 2015, namely Ysgol Y Berllan Deg in Llanedeyrn (6 places) Ysgol Gymraeg Pwll Coch in Leckwith, (7 places) and Ysgol Gymraeg Pen Y Groes (16 places).

It is therefore anticipated that the proposed expansion of Radyr Primary School to 2 forms of entry would have little or no effect on the number of pupils on roll at Welsh-medium schools in the local area.

Faith-based primary schools

Although there is no faith based primary school provision in the Radyr and Morganstown area, some pupils from this area attend faith based primary schools in other areas.

The most recent school data in 2015 indicates that, from Radyr and Morganstown, two pupils attended Llandaff CiW Primary School and one pupil attended Christ The King Primary School, Llanishen.

Admission to these schools is determined by the Governing Body of the individual school. Llandaff CiW Primary School has been fully subscribed at entry to Reception for a number of years, and the take up of places at Christ The King Primary School has remained at high levels. This is projected to continue in future years and it is not expected that the proposal will impact upon this.

Table 7 below illustrates the number of pupils on roll at schools serving the area and schools in adjacent areas, and the projected numbers of pupils on roll should the proposal proceed as described.

Table 7: Recent and projected numbers on roll at local primary schools should the proposal proceed as described												
School	Is this school expected to be affected	NOR at Jan 2011	NOR at Jan 2012	NOR at Jan 2013	NOR at Jan 2014	NOR at Jan 2015	NOR at Jan 2016	2016/2017 projection	2017/2018 projection	2018/2019 projection	2019/2020 projection	2020/2021 projection
Radyr Primary School – should the proposal not proceed	Yes	310	327	342	350	365	369	383	384	385	370	354
Radyr Primary School – should the proposal proceed	Yes	310	327	342	350	365	369	383	399	415	415	414
Bryn Deri Primary School	No	204	201	192	192	196	204	201	207	206	205	204
Creigiau Primary School	No	333	342	342	357	365	367	370	371	377	380	386
Danescourt	No	282	270	264	303	319	345	355	367	377	386	381

Primary School											
Fairwater Primary School	No	216	205	201	211	205	216	215	209	203	198	194
Holy Family Primary School	No	93	95	97	98	108	106	111	113	111	106	104
Llandaff CW Primary School	No	422	422	422	417	421	420	420	420	420	420	420
Pentrebane Primary School	No	133	133	144	155	164	181	195	223	232	241	258
Pentyrch Primary School	No	130	125	111	113	122	133	130	136	134	133	131
Peter Lea Primary School	No	254	267	283	303	311	320	318	320	321	314	310
Tongwynlais Primary School	No	126	135	154	162	180	186	191	193	194	193	192
Ysgol Gymraeg Coed Y Gof	No	354	370	377	373	351	352	366	379	395	403	414
Ysgol Gynradd Gwaelod Y Garth	No	192	190	214	226	228	225	239	249	255	259	262
Ysgol Pencae	No	208	207	206	201	207	208	211	210	210	210	210

The projections for each of the above schools, with the exception of Radyr Primary School, represent both the projections as if the proposals were not to proceed and also if the proposals were to proceed. Those pupils unable to gain admission to schools due to oversubscription could elect to attend alternative English-medium, Welsh-medium, Faith, private schools or schools outside of Cardiff and for the purpose of clarity are not added to the Numbers on Roll at alternative schools.

Projections based on actual GP registration data beyond 2018 are not yet available and it is therefore difficult to assess the long-term impact on schools; however, there are no data presently available that suggest a reduction in the overall demand for school places.

How would nursery provision be affected?

Children in Cardiff are entitled to a part-time nursery place from the start of the term following their third birthday and must attend for a minimum of five half days. Nursery places are not allocated on a catchment area basis. Places are offered in a

local community nursery school or nursery class within two miles of a child's place of residence. If places are unavailable in local community nursery schools or nursery classes, parents may apply for nursery education place funding with a recognised provider designated by the Cardiff Early Childhood Steering Group.

A nursery unit was established at Radyr Primary School in 2013 and currently provides 48 part-time places (24 morning and 24 afternoon). There is scope to increase the number of places provided within the existing accommodation. Demand for nursery places at the school will be kept under review.

Whilst the addition of nursery places would mean there would potentially be a reduced number purchased in the private and voluntary childcare sector, many also provide wrap around places and the opportunities for this could increase with a larger number of families accessing the maintained provision for part time sessions.

It must be noted that accessing a nursery place at a school, does not guarantee a reception place and is subject to a separate primary phase admission process.

Quality and Standards

The Council works closely with the governing bodies of schools to ensure that standards in schools are high, that teaching is good and that leadership and governance is strong. The Council works closely with two organisations in order to monitor the performance of schools and to support school improvement.

Estyn is the office of Her Majesty's Chief Inspector of Education and Training in Wales. It is a Crown body, established under the Education Act 1992. Estyn is independent of the National Assembly for Wales but receives its funding from the Welsh Government under Section 104 of the Government of Wales Act 1998. Estyn inspects quality and standards in education and training providers in Wales.

Central South Consortium Joint Education Service (CSCJES) was established in September 2012. The Local Authority has commissioned the Consortium to support and challenge schools in Cardiff.

When proposing changes of this type to schools Local Authorities are required to refer to the most recent Estyn reports, other evidence from performance monitoring and any other information available on school effectiveness.

Local Authorities must also demonstrate the likely impact of the proposals on the quality of:

• outcomes (standards and wellbeing)
• provision (learning experiences, teaching, care support and guidance and learning environment)
• leadership and management (leadership, improving quality, partnership working and resource management)

Estyn

Schools are inspected as part of a national programme of school inspection. The purpose of an inspection is to identify good features and shortcomings in schools in order that they may improve the quality of education offered and raise standards achieved by their pupils (Estyn).

The relevant Estyn Inspection reports provide grades against Key Questions and provide schools with recommendations for improvement.

For inspections carried out since September 2010 a common inspection framework was introduced and Estyn inspections carried out after September 2010 provides judgements against three Key Questions:

Key Question 1: How good are outcomes?
Key Question 2: How good is provision?
Key Question 3: How good are leadership and management?

Each key question is provided with a judgement:

- Excellent –many strengths, including significant examples of sector-leading practice
- Good – many strengths and no important areas requiring significant improvement
- Adequate – strengths outweigh areas for improvement
- Unsatisfactory – important areas for improvement outweigh strengths

Inspectors also provide an overall judgement on the school's current performance and on its prospects for improvement.

Radyr Primary School was last inspected in June 2011. The school's performance was judged to be good with prospects for improvement judged to be adequate.

In October 2012, the school was judged to have good progress and was removed from the list of schools requiring Estyn monitoring.

Welsh Government categorisation of schools

In 2014 the Welsh Government introduced a new categorisation system that considered each school's standards alongside the school's capacity to improve so as to understand the level of support that organisations such as CSC need to give each other in order that they achieve their targets.

The categorisation system is described below:

Category of support	What the category means
Green	A highly effective school which is well run, has a strong leadership and is clear about its priorities for improvement.
Yellow	An effective school which is already doing well and knows the areas it needs to improve.

Amber	A School in need of improvement which needs help to identify the steps to improve or to make change happen more quickly.
Red	A school in need of greatest improvement and will receive immediate, intensive support.

To determine the colour coded category of support as explained in the table above, schools are placed in one of four groups for standards (1-4) and for bringing about improvement (A-D) with one being the highest grouping for standards and A being the highest for improvement capacity. Updated categorisations are published every year in January.

The Welsh Government has categorised the school as Yellow.

School	Standards Grade	Improvement Capacity	Category of Support
Radyr Primary School	1	B	Yellow

For further information about the new categorisation scheme, please see Welsh Government's parents' guide to the National School Categorisation System:

http://gov.wales/docs/dcells/publications/150119-parents-guide-en.pdf

Table 8 below/overleaf shows the Estyn judgements, recommendations, WG category and the Foundation Phase and Key Stage 2 data for Radry Primary School (Estyn Inspection June 2011).

Table 8: Estyn judgements and recommendations, WG category, FP & KS 2 data	
School's current Performance	**Good**
School's prospect for improvement	**Adequate**
Key Questions	**Judgement**
Key Question 1: How good are the outcomes?	**Good**
Standards	Good
Wellbeing	Good
Key Question 2: How good is provision?	**Good**
Learning experiences	Adequate
Teaching	Good
Care, support and guidance	Good
Learning environment	Good
Key Question 3: How good are leadership and management?	**Adequate**
Leadership	Adequate
Improving quality	Adequate
Partnership working	Good
Resource management	Good

Recommendations	
R1	Continue to focus on raising standards of achievement for all pupils
R2	Improve the planning of key skills to ensure coherency, progression and development across the school
R3	Improve teacher's planning to meet the needs of all pupils
R4	Clarify the roles and responsibilities of school leaders at all levels to improve development planning
R5	Improve the partnership between the school and parents or guardians
Welsh Government Support Category	
*Pupils achieving the expected outcome in the FP areas of learning (2015)	95%
*Pupils achieving the expected level in the core subjects at KS2 (2015)	96.4%
*Attendance (2015)	96.7%

*further information can be found on the website: mylocalschool.wales.gov.uk

Standards

The Council has in place policies to support school improvement e.g. 'High Achievement for All' and Achievement for Inclusion'. It is working to respond to the key principles of the 'School Effectiveness Framework' to secure better learning outcomes and well-being for all children.

It is not anticipated that there will be any impact on the quality of standards of education or the delivery of the Foundation Phase and Key Stage 2 at Radyr Primary School as a result of this proposal.

Provision

The proposal would provide appropriately for demand for English-medium primary school places in the Radyr and Morganstown areas.

Leadership and Governance

The Council would continue to work with the leadership of Radyr Primary School to continue to ensure a rigorous whole school approach to improvement planning and secure good relationships with parents and other partners in order to ensure pupils receive a high quality education.

Careful planning would take place during the proposed period of change to avoid any risk of distraction or disruption to leadership and governance that could impact on educational outcomes.

How would SEN and EAL provision be affected?

A child has Special Educational Needs if he or she has a learning difficulty which requires special educational provision. A learning difficulty means the child has significantly greater difficulty in learning than most children of the same age or that the child has a disability that needs different educational facilities than those that the school generally provides for children.

Table 9 below shows the percentage of SEN, FSM, EAL and Minority Ethnic pupils at Radyr Primary School.

Table 9: SEN, FSM, EAS and Minority Ethnic Information				
2015		**Radyr Primary**	**LA**	**Wales**
Percentage of SEN Pupils	School Action	11.3%	16.1%	15.1%
	School Action Plus		6%	8.3%
	Statemented		1.8%	1.7%
Percentage of FSM Pupils – 3 year average	**N/A**	3.7%	23.4%	20.1%
Percentage of EAL Pupils	**N/A**	2.9%	21.1%	5.9%
Percentage of Minority Ethnic Pupils	**N/A**	16.5%	32.9%	10.6%

* further information can be found on the website: mylocalschool.wales.gov.uk.

Schools in Cardiff receive delegated funding to enable them to provide extra support and focussed interventions for pupils who have special educational needs.

The majority of the funding is distributed by a formula which predicts the general level of high incidence needs in each school within Cardiff. Schools use the SEN Formula Funding to provide a range of focussed interventions for pupils with needs at 'School Action' or 'School Action Plus'.

In addition to the Formula Funding, schools may receive 'Complex Needs Enhancement' to enable them to support named children with more complex needs. Pupils with this level of need usually have a statement of special educational needs or a CIDPEY (Cardiff Individual Development Plan for Early Years), which sets out the child's strengths and difficulties, and provides clear information about how the child's learning will be supported at school.

There is no information available that suggests that the proposals would have a negative effect on SEN provision at the schools and the schools would continue to provide SEN support for pupils appropriate to the level of need. However,

consideration would need to be given to how any reconfiguration of buildings would facilitate this ongoing requirement.

There is also no information available that suggests that the proposals would have a negative effect on provision for any group including those who are from minority Ethnic groups or in receipt of free school meals and the schools would continue to provide support appropriate to the individual needs of each pupil.

What are the benefits of the proposal?

The Council's aims to improve the sufficiency of school places and suitability of school places across Cardiff. This proposal would contribute towards this aim.

The following benefits would be expected to result from this proposal:

- Achieve a better match between the supply and demand for English-medium primary school places within the local area.
- When compared with smaller schools, the scale of a two form entry primary school permits greater flexibility and opportunity for pupils due to an extended, more enhanced and secure financial resource base.
- A two form entry school can provide a greater degree of stability at all levels of leadership including maintaining a full and stable complement of school governors.
- The ability to employ more teaching and support staff would allow the two form entry school to cover a wider range of curriculum expertise.

Potential disadvantages of the proposal

The proposal could result in potential increased traffic congestion around the school site at drop off/pick up times. However, the Council would work with the Governing Body of the schools to develop a Travel Plan to minimise any potential disruption.

Changes to any existing accommodation and any new accommodation can cause some disruption however experience shows that this can be kept to a minimum and children's education does not suffer.

Risks associated with the proposal

There is a risk that the expected number of pupils entering Reception does not materialise. Whilst this appears unlikely, officers will ensure projections are kept under review and respond to any such changes in demand accordingly.

There is a possibility of development constraints not yet identified becoming apparent and having both cost and delay implications.

Admissions and catchment area arrangements

There are no proposed changes to catchment areas as part of this proposal.

There are no plans to change the Council's policy on the admission of children to schools as a result of this proposal.

Detailed information regarding admission arrangements is contained in the Council's Admission to Schools booklet, and this information can also be viewed on the Council's website (www.cardiff.gov.uk).

The Council would implement this intake by authorising the admission of pupils in accordance with its published criteria.

How would secondary catchments/schools be affected?

At the point of expansion, Radyr Primary School would be in the existing Radyr Comprehensive catchment area.

Separate proposals would be brought forward in good time to ensure there are sufficient places to meet demand for English-medium places within the Radyr Comprehensive catchment area if required.

Financial Matters

Any expansion of Radyr Primary School would require investment in the school. This investment would need to be funded through the Council's capital programme which will be determined by the end of February 2017.

The additional revenue costs of the increased pupil numbers September 2017 onwards would be met through the school funding formula which allocates the majority of funding for schools on the basis of pupil numbers.

Human Resources Matters

The Council's HR People Services would work with the Governing Body of Radyr Primary School in readiness for its permanent expansion (subject to approval). In line with the School Organisation Planning (SOP) HR Framework, the Headteacher and Governing Body will be encouraged to undertake a review of their staffing structure to ensure that they are sufficient for expansion as the number on roll increase. This will have to be balanced against the forecasted school budget. However, it is likely that the permanent expansion of the school would result in the creation of additional permanent vacancies.

HR People Services would also provide recruitment support in line with the Council's Redeployment and Redundancy Policy which the Governing Body has adopted. This means that any new vacancies arising as a consequence of an increase in the numbers on role, would provide opportunities for staff on the school redeployment register.

Transport Matters

A Traffic and Transport Assessment has been commissioned and any implications arising out of this will be considered when a decision on whether to progress the proposal is taken by the Council's Cabinet. Any costs identified through the traffic assessment that are specific to the additional pupils attending Radyr Primary School as opposed to increase in the general population in the area would be met by the Education budget.

Learner Travel Arrangements

Under these proposals there are no plans to change the Council's policy on the transport of children to and from schools. Any pupils affected by this proposal as a result of catchment areas would be offered the same support with transport as is provided throughout Cardiff and in accordance with the same criteria that apply across Cardiff. The Council's transport policy for school children can be viewed on the Council's website (www.cardiff.gov.uk).

Impact of the proposal on the Welsh Language

It is not anticipated that there will be any negative impact on the Welsh Language as a result of this proposal.

The teaching of Welsh within an English medium setting is subject to the requirements of the National Curriculum. This would not change with the expansion of the school.

This proposal does not seek to change the number of Welsh-medium primary school places available in the area.

Officers are monitoring birth rates, the yield from proposed housing and the patterns of take up in Welsh-medium provision at primary and secondary age with a view to bringing forward appropriate plans to meet any increased demand.

Equality Matters

An initial Equality Impact Assessment has been carried out. The assessment concluded that this proposal would not adversely affect a particular group in society. The assessment will be reviewed following consultation. If the proposal were to proceed, further equality impact assessments would be undertaken including an assessment on the design for any new build accommodation or refurbishment/adaptation of existing accommodation.

Sustainability Matters

A Strategic Environmental Assessment (SEA) of the proposal has been carried out in accordance with European Legislation. The assessment confirms that the proposal is compatible with the environmental objectives identified in the SEA of Cardiff's 21st Century: A Strategic Framework for a School Building Improvement Programme. If the proposal were to proceed, an environmental assessment would be carried out as part of the planning application process.

Considering Community Impact

There is a need to increase the number of English community places available without impacting adversely on the community. The following are taken into account when considering a proposal: Public Open Space, parkland, noise and traffic congestion. Officers will work with the school and any community group to ensure that the proposal avoids negative impacts wherever possible.

The school subject to the proposal is an existing school which offers a range of after school activities and may have community organisations offering services from the school facilities.   It is not anticipated that there would be a negative impact on any of these activities and the proposal allows for the potential development of community use of the additional facilities.

Next steps, how to make your views know and feedback form

What happens next?

Key Dates

The feedback from this consultation will be collated and summarised, and a report presented to the Council's Cabinet. This consultation report will be available for all persons to view on the Council website and copies can be obtained on request by using the contact details in this document.

There are a number of further stages that the Council would have to go through before a final decision is made by the Council.

These stages are set out in Table 9 below:

Table 9: Further stages	
Statutory Process	**Timescale**
Consultation Period	10 October – 21 November 2016
Consultation report considered by the Council Cabinet and published on the Council website	January 2017
Subject to approval statutory notice issued during which time formal written objections can be made	February 2017
Determination by the Council's Cabinet	To be confirmed
Objection report published on the Council's website and notification of Cabinet's decision	To be confirmed

The proposed timetable may be subject to change

Consultation period

The consultation period for these proposals starts on 10 October and ends on 21 November 2016. See page 26 for further details of how to respond and make your views known.

Within 13 weeks of 21 November 2016 a consultation report will be published on the City of Cardiff Council website. Hard copies of the report will also be available on request. The report will summarise the issues raised by consultees during the consultation period and provide the Council's response to these issues. The report will also contain Estyn's view of the proposals.

The Council's Cabinet will consider the consultation report and decide whether or not to proceed with the proposals.

If the Cabinet decides to continue with the proposals the City of Cardiff Council must publish a statutory notice.

Statutory Notice

The statutory notice would be published on the City of Cardiff Council website and posted at or near the main entrance to the schools/sites subject to the notice. Copies of the notice would be made available to schools identified in the notice to distribute to pupils, parents, guardians, and staff members (the school may also distribute the notice by email). The notice sets out the details of the proposals and invites anyone who wishes to object to do so in writing within the period specified.

Determination of the proposals

The City of Cardiff Council Cabinet will determine the proposal. Cabinet may decide to approve, reject or approve the proposal with modifications. In doing so, Cabinet will take into account any statutory objections received.

Decision Notification

Following determination of the proposal all interested parties will be informed of the decision which will be published electronically on the City of Cardiff Council's website.

Frequently Asked Questions

- **What would the proposal mean for children currently attending Radyr Primary School?**

Children currently attending Radyr Primary School would remain at the school.

- **Would the proposal have an impact on traffic in the local area?**

Traffic and transport implications would be considered as part of the Transport Assessment required in order to achieve planning consent for building works should this proposal be implemented.

- **Would the building works be carried out whilst children are on site?**

The City of Cardiff Council has significant experience in the successful delivery of building projects on the sites of occupied schools resulting from the progression of a large and growing school organisation programme. Any building work carried out on the schools site would be managed effectively in consultation with the school management to ensure the full curriculum continues to be delivered and that high education standards and safety standards are maintained.

- **Would there be any change to the uniform?**

There are no changes of uniform at any of the schools arising out of this proposal.

- **What about local childcare providers in the area?**

The City of Cardiff Council is supportive of Early Years Childcare providers, and as such the aim would be to work with local childcare providers to enable continued service delivery.

CONSULTATION RESPONSE FORM (The provision of additional English-medium primary school places at Radyr Primary School)

Your views matter, please tell us what you think about the proposal by:

Completing and returning the accompanying questionnaire to the address given at the bottom of the form.

Completing the on line response form at www.cardiff.gov.uk/21stcenturyschools

Or if you prefer you can e-mail your views to: schoolresponses@cardiff.gov.uk

Please note that all comments sent in writing or by e-mail must contain the full name and full postal address of the person making the comments.

The closing date for responses to this consultation is 21 November 2016. Unfortunately no responses received after this date can be considered by the Council.

Responses received from consultees who are opposed to the proposal will be considered as part of the consultation report, but will **not** be treated as statutory objections. Objections could only be registered following publication of a **statutory notice**.

Any responses received can be requested under the Freedom of Information Act and may have to be made public, however any information that would identify an individual such as an e-mail address, name or postal address would be removed.

Do you support the proposal to provide additional English-medium primary school places at Radyr Primary School from 2017?

Yes ☐   No ☐

If you do not support the proposal, please give your reasons together with any changes or alternatives that you would like to suggest.

Do you wish to make any other comments?

Address: …………………………………………………………………………
…………………………………………………………………………………..

Postcode ……………………………………………………………………….
E-mail Address ………………………………………………………………

Date: ……………………………………………………………………………

Your status: Parent   ☐

                            Governor   ☐

                            Pupil   ☐

                            Member of Staff   ☐

                            Other (please specify)   ………………………………………………….

Thank you for your comments

Please tick the box below if you wish to be notified of publication of the consultation ☐
report

Please return this form to the School Organisation Planning Team, Room 422, County Hall, CF10 4UW by 21 November 2016.

This document is about changes proposed to schools in your area. You have been sent this document for you to find out more about this proposal and for you to give your views. Please tick this box if you require this information in your language and write your name, address and telephone number in English or Welsh in the large box at the bottom of the form. Please return this form to the address at the top of the form.

FR	☐	Ce document est sur les changements proposés dans les écoles de votre region. Vous avez été envoyé ce document pour que vous vous renseigner d'avantage au sujet de la proposition et pour vous de donner votre opinion. Veuillez cocher cette case si vous avez besoin de cette information dans votre langue et ecrire votre nom, l'adresse et numero de téléphone en Anglais ou en Welsh/Gallois dans la grande case au bas de ce formulaire. S'il vous plait, retourner ce formulaire à l'adresse indiquée au début de ce formulaire.
CN	☐	這份文件是關於您所在地區附近學校更改的提議。該文件已發送給您， 讓您更加了解這些提議，並讓你提出你的意見。 如果您需要了解這些用你的母語翻譯的信息，請勾選此框. 在表格末的大框格里,用英語或威爾士語寫你的姓名，地址和電話號碼。並請將本表格寄回該表格頂部的地址。
SM	☐	Warqadani waxay ku saabsantahay aragtida is bedel la doonaayo in lagu sameeyo iskuulada xaafada. Fadlan hadaad u baahantahy faahfaahin ku qoran afkaaga hooyo ,hoos calaamadee. Magacaaga,adireeskaaga, iyo telefonkaagaba ku qor afka ingiriisiga , AMA welshka. Dibna igu soo dir foomka , adireeska kor ku qoran
PL	☐	Dokument ten dotyczy proponowanych zmian w szkołach w Pańskiej okolicy. Wysłano go po to, by mogli się Państwo dowiedzieć więcej na temat projektu oraz wyrazić swoją opinię. Proszę zaznaczyć to okienko, jeżeli potrzebują Państwo owych informacji w języku ojczystym oraz proszę podać imię, nazwisko, adres i numer telefonu po angielsku lub walijsku w dużym okienku na dole formularza. Proszę zwrócić formularz na adres podany na górze.
CZ	☐	Tento dokument se týká změn, které byly navrhnuty školám ve vašem okrsku. Dokument vám byl zaslán, abyste se dozvěděli více o tomto návrhu a abyste měli možnost vyjádřit své názory. Prosím zaškrtněte toto políčko, pokud potřebujete tuto informaci ve vašem jazyce a napište svoje jméno, adresu a telefoní číslo v anglickém nebo velšském jazyce do velkého políčka, které je v dolní části tohoto formuláře. Prosím zašlete tento formulář zpět na adresu, která je poskytnuta v horní části tohoto formuláře.
AR	☐	هذه الوثيقة بخصوص بعض التغييرات المقترحة على المدارس فى منطقتك . و لقد أرسلنا هذه الوثيقة أليك لكى تعلم و تتعرف على هذه المقترحات ثم تبدى رأيك فيها. من فضلك ضع علامة على هذا المربع أذا كنت تحتاج معرفة هذه المعلومات مترجمة ألى لغتك الأصلية ، ثم أكتب أسمك ،و عنوانك ، و رقم هاتفك باللغة الأنجليزية أو لغة الويلش فى المربع الكبير الموجود بأسفل هذه الورقة . من فضلك أرسال هذه الورقة ألى العنوان الموجود فى أعلى هذه الورقة.
HD	☐	यह दस्तावीज़ आपके क्षेत्र में स्कूलों के लिए प्रस्तावित परिवर्तनों के बारे में हैं।आपको यह दस्ताविज़ इस प्रस्ताव के बारे में और अधिक जानकारी देने के लिए और इसके बारे में आप आपने विचार देने के लिए भेजा गया हैं। अगर आपको आपनी भाषा में इस जानकारी की अवश्यक्ता हैं तो कृपया इस बॉक्स में टिक करे, और फॉर्म के ताल पर बड़े बॉक्स में अंग्रेजी या वेल्श में अपना नाम, पता और टेलिफोने नंबर लिखे। कृपया इस फार्म को उपर दिए गए पते पर वापस भेजे।

DR	☐	این اطلاعات راجب عوض شدن برنامها در مکتب ها در این منطقه است. این اطلاعات برای شما روان شده است که شما بیشتر راجب این موضوع بفهمید و نظر خود را بگویید. این چارخانه را علامت بزنید اگر می خواهید این اطلاعات در زبان خودتان با شید. اسم و ادرس و تلفن نمبر خود را در انگلیسی یا در ولشی در داخل چار خانه کلن که در پایان این فورم است نوشته کنید. خواهشن پس این فورم را در ادرس که در بالا فورم نوشته است روان کنید.
GJ	☐	આ દસ્તાવેજ તમારાં વિસ્તારની શાળાઓના દરખાસ્ત થયેલ ફેરફારો બારામાં છે. આ દસ્તાવેજ તમને દરખાસ્ત બાબત વધુ માહિતી મેળવવાં ને તમારાં અભિપ્રાયો આપવા માટે મોકલાયેલ છે. મહેરબાની કરી આ માહિતી તમને તમારી ભાષામાં જોઈએ તો આ ખાનું ભરી દર્શાવો ને તમારું નામ, સરનામું ને ટેલીફોન નંબર અંગ્રેજી કે વેલ્શમાં પત્રકના છેવાડે મોટાં ખાનામાં લખો. મહેરબાની કરી આ પત્રક મથાળે આપેલ સરનામે પરત કરશો.
KD	☐	نه م نامه یه نه ده رباره ی نه و گورانتکاریانه یه که پیشنیار کراون بو قوتابخانه کانی ناو چه که ت نه م نامه یه ت بو ده نیرین بو نه وه ی نا گاداری نه و پیشنیارانه ت بکه ین و بو چونی خوتمان بو روون بکه یته و ه. تکایه نه و چوار گوشه ب چوکه ده ستنیشان بکه نه گه ر ده ته ویت کوبییه ك له م زانیارانه به زمانی خوت بو بنیرین. ناوی خوت و ناو درره سه که ت و ژماره ی ته له فونه که ت به ئنگلیزی یان به ویلزی له و چوار گوشه ی وره یه ی خواره وه ی نه م لا په ره یه بنوسه. تکایه نه م لا په ره بنیره بو نه و درره سه ی خواره وه ی سه روی نه م لا په ره ره یه نوسراوه.
PJ	☐	ਇਹ ਦਸਤਾਵੇਜ਼ ਆਪ ਜੀ ਦੇ ਇਲਾਕੇ ਦੇ ਸਕੂਲਾਂ ਵਿੱਚ ਆਉਣ ਵਾਲੇ ਪ੍ਰਸਤਾਵ ਉੱਪਰ ਹੈ। ਇਹ ਦਸਤਾਵੇਜ਼ ਆਪ ਦੀ ਇਨ੍ਹਾਂ ਪ੍ਰਸਤਾਵਾਂ ਉੱਪਰ ਹੋਰ ਜਾਣਕਾਰੀ ਵਧਾਉਣ ਅਤੇ ਆਪ ਦੇ ਸੁਝਾਵ ਲੈਣ ਲਈ ਭੇਜਿਆ ਗਿਆਂ ਹੈ। ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਅਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਇਸ ਖਾਨੇ ਵਿੱਚ ਟਿੱਕ ਕਰੋ ਅਤੇ ਅਪਣਾ ਨਾਂ, ਪਤਾ ਅਤੇ ਟੈਲੀਫ਼ੋਨ ਨੰਬਰ ਇੰਗਲਿਸ਼ ਜਾਂ ਵੈਲਸ਼ ਵਿੱਚ ਫ਼ਾਰਮ ਦੇ ਨਿੱਚੇ ਬੱਝੇ ਵੱਡੇ ਖਾਨੇ ਵਿੱਚ ਲਿਖੋ। ਕਿਰਪਾ ਕਰਕੇ ਇਹ ਫ਼ਾਰਮ ਉੱਪਰ ਦਿੱਤੇ ਪਤੇ ਤੇ ਵਾਪਸ ਕਰੋ।
UD	☐	یہ دستاویز آپ کے علاقے میں سکولوں کی مجوزہ تبدیلیوں کے بارے میں ہے۔ آپ کو یہ دستاویز اس لیے بھیجی جا رہی ہے تاکہ آپ اس تجویز کے بارے میں مزید جان سکیں اور اپنی رائے سے آگاہ کریں۔ اگر آپ کو یہ معلومات اپنی زبان میں چاہیے تو برائے مہربانی اس خانے میں نشان لگا دیں اور اپنا نام، پتہ اور فون نمبر انگریزی یا ویلش زبان میں اس فارم میں نیچے دیے گئے بڑے خانے میں لکھ دیں۔ مہربانی فرما کر یہ فارم اوپر دیے گئے پتے پر واپس بھجوا دیں۔
BG	☐	ইহা আপনার এলাকার স্কুল গুলিতে পরিবর্তন সম্বন্ধে প্রস্তাবিত একটি ডকিউমেন্ট। এই ডকিউমেন্টটি আপনাকে পাঠানো হয়েছে আপনার অবগতি এবং অপনার মতামত জানার জন্য। যদি এই তথ্যটি আপনার ভাষায় পেতে চান তবে দয়াকরে এই বাক্সে টিক দিন এক আপনার নাম, ঠিকানা ও টেলিফোন নম্বর ওয়েলশ অথবা ইংরেজীতে এই ফরমের নিচের বড় বাক্সের মধ্যে লিখুন। দয়াকরে ফরমের উপরে লিখিত ঠিকানায় এই ফরমটি ফেরৎ পাঠিয়ে দিন।

✉	Name:
	Address:
☎	Phone:

Schools Programme
Record of
Pupils Meeting
Radyr Primary School
16 November 2016

Present:
Rosalie Phillips (Project Officer), Paul Denton-Smith (Project Officer).

Please note: The following is not a transcript but a contemporaneous note of the meeting.

No	Heading	Action
1.	**Presentation**	
	RP opened the meeting, and explained to the pupils that the purpose of the meeting was to seek the views of pupils on the proposal to increase the capacity of the school to allow for 60 children per year group to be admitted to the school from 2017.	
2.	**Comments**	
	Officers outlined details of the proposal and answered questions and discussed the pupils' likes and dislikes of the options and of the proposals over all. Their responses were recorded using post it notes and stickers. Pupils **liked the proposal** as: • there would be more jobs for teachers • it be better for teachers as there would be no more split classes • all pupils would get the same attention • there would be more pupils and friends • there would be enough places for children • there would be more clubs • there would be more money for the school The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order: 1. No split classes 2. All pupils get the same attention 3. More clubs Pupils **disliked the proposal** as There may be less space • The school may be too crowded	

No	Heading	Action
	• There would be more traffic • There may be pressure on playground equipment • Concerns around Health and Safety The issues which received the most stickers from pupils (and were therefore the most popular) were, in descending order: 1. Less space 2. Too crowded 3. More traffic Following the interactive exercise above, officers then explained that their responses will form part of the cabinet report for responses from the consultation.	

R16/06

Estyn response to the proposal to the provision of additional English-medium primary school places at Radyr Primary School.

This report has been prepared by Her Majesty's Inspectors of Education and Training in Wales.

Under the terms of the School Standards and Organisation (Wales) Act 2013 and its associated Code, proposers are required to send consultation documents to Estyn. However Estyn is not a body which is required to act in accordance with the Code and the Act places no statutory requirements on Estyn in respect of school organisation matters. Therefore as a body being consulted, Estyn will provide their opinion only on the overall merits of school organisation proposals.

Estyn has considered the educational aspects of the proposal and has produced the following response to the information provided by the proposer and other additional information such as data from Welsh Government and the views of the Regional Consortia, which deliver school improvement services to the schools within the proposal.

Introduction

The proposal is by Cardiff County Council.

The proposal is to increase the capacity of Radyr Primary School to allow the school to admit up to 60 pupils from September 2017.

Summary / Conclusion

The proposer has suitably outlined the benefits of the proposal in addressing the issue of the increased demand for English medium school places in the Radyr and Morganstown area.

It is Estyn's opinion that the proposal is likely to at least maintain the current standards of education in the area.

Description and benefits

The proposal is to increase the capacity of Radyr Primary School from an intake of 45 to 60 a year. This has already been a temporary arrangement for the past five years. The proposer has appropriately considered the relative advantages and disadvantages of the proposal when compared with the status quo. For example, it has clearly demonstrated the demand for places in the catchment area as well as the projections for the future demand for places. These are expected to continue to exceed the capacity of local schools in future years.

The proposer has suitably considered the impact on other schools in the area which may be affected by the proposals, including Welsh medium schools and faith schools. It has suitably demonstrated that the proposal is unlikely to have any impact on these schools as the demand for these schools broadly balances with the places available. The proposer has appropriately considered the impact on early years' providers in the area and recognises that an increase in capacity for nursery pupils could have potential impact on private nurseries and the voluntary childcare sector.

The proposer has suitably considered the impact of the proposal on learner travel arrangements, which is likely to be limited because there is no change proposed to the catchment area. It intends to support home to school travel in line with the council's home to school transport policy. Although the proposer has commissioned a Traffic and Transport Assessment this has not been completed in time to be included at this stage of the consultation.

The proposer has completed an initial equality impact assessment that concluded that the proposal would not adversely affect a particular group in society. The proposer also considers the impact of the proposals on the Welsh language and reasonably concludes that there will be no negative impact on the Welsh language or Welsh medium provision in the area.

Educational aspects of the proposal

The proposer has provided basic headline data from 2015, but no concise analysis of this data. It has considered the fact that the school's current performance is currently in standards group 1 following national categorisation. The local consortium has placed the school in the yellow colour coded support category that indicates that the school knows what it is doing well and what it needs to improve. The proposer has also appropriately considered the most recent Estyn inspection outcomes for Radyr Primary School in 2011 when the school was placed into the category of Estyn monitoring. The school was subsequently removed from this category in October 2012 after it was judged that it had made good progress against recommendations.

The proposer does not suitably outline the impact of the proposal on provision within the school. However, this proposal has been in place on a temporary basis since September 2012 and it is reasonable to assume that this has already been addressed.

The proposer has appropriately considered the condition of the building for the proposal and that extra capacity would be needed if the proposal were to go ahead. However, it has not identified what work will be carried out in order to do this.

The proposer suitably considers that there is no information available to suggest that the proposal would impact negatively on the current provision offered for pupils with special educational needs, or for individual groups of pupils such as those eligible for free school meals or from ethnic minority groups.

R16/20

Governors' response to the two form entry proposal for Radyr Primary School

The Governors of Radyr Primary School fully support the expansion of the school to one of a two form entry.

In recent years the uncertainty of pupil numbers has caused challenges for the school and the Governing Body in the areas of budget planning and staff resourcing. The Finance committee of the Governing Body have found it increasingly challenging to accurately plan for each financial year due to the inability to accurately predict pupil numbers.

For many years Radyr Primary have had mixed year group classes. The educational opportunities given to these children have never been compromised but mixed age classes are rarely popular with parents or pupils. A permanent two form intake will mean that there are no mixed year group classes which will assist in school management planning.

The Governing Body have formally noted their desire for the school to be one of a two form entry for many years. Members of the Governing Body have actively campaigned for the change for over 18 months. We believe that the school has the physical space and resources in place to fully support a school of 60 pupils per year group. In addition, looking at the demographic data it is clear that if the school does not become one which can take 60 pupils each year, many children who live in catchment will have to travel to alternative schools. We firmly believe that the increase in pupil numbers will improve financial and resource planning which will improve the educational experience of both current and future pupils.

Jane Griffiths

Chair of Governors

November 2016

Headteachers' response to the two form entry proposal for Radyr Primary School

As the Headteacher of Radyr Primary School I fully support the expansion of the school to one of a two form entry, which is an increase of only 15 pupils in total.

For many years Radyr Primary have had mixed year group classes. A permanent two form intake will mean that there are no mixed year group classes which will assist in school management planning, this will also have a positive impact on standards allowing teachers to plan more effectively and differentiate for one year group (not as previously across two).

The school has over the years adapted the physical space and resources to fully support a school of 60 pupils per year group and the only necessary accommodation would be an extra classroom. As Radyr Primary is fortunate to have a very large field area and open space a further classroom would not impact on the available playground space for the children.

Radyr Primary school offers a wide range of after school clubs and increasing the numbers of children on roll and increasing the number of staff would only widen the opportunities available.

The school is fortunate to link closely with the community which offers a range of wrap around care. Many pupils attend the local latchkey provision before and after school along with a number of childminders who collect groups of children from school

The Governing Body have formally noted their desire for the school to be one of a two form entry for many years. Members of the Governing Body have actively campaigned for the change for over 18 months. We believe that In addition, looking at the demographic data it is clear that if the school does not become one which can take 60 pupils each year, many children who live in catchment will have to travel to alternative schools.

It is my opinion that the increase in pupil numbers will improve financial and resource planning which will improve the educational experience of both current and future pupils. If the two form entry proposal is not approved the school would revert to a 45 intake, this would still result in a need for 14 classes with only the funding for 45 pupils having a detrimental financial effect.

Claire Skidmore

Headteacher

Radyr Primary School

November 2016

MARK DRAKEFORD AM & KEVIN BRENNAN MP

School Organisation Planning Team
Room 219
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

18.11.2016

To whom it may concern,
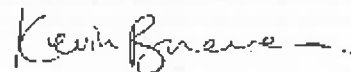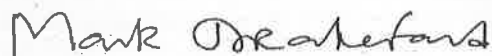
Re: 21st Century Schools Consultation- the provision of additional English-medium primary school places at Radyr Primary School.

We write in response to the current consultation on proposals to expand Radyr Primary School to become a permanent two-form entry school.

Over recent years, we have found it necessary to represent individual constituents living in the Radyr community who find that the local education authority has been unable to allocate a place at a local school for their child's education. There have been examples where this has extended to children who already have a sibling at a Radyr school.

We have long argued for a permanent solution which recognises the impact on demand for school places of house expansion in the area. We are therefore fully supportive of these proposals by the local authority, and would be grateful if these representations could be taken into account when coming to a final decision.

Yours sincerely,

Mark Drakeford AM
Cardiff West

Kevin Brennan MP
Cardiff West

CONSULTATION RESPONSE FORM (The provision of additional English-medium primary school places at Radyr Primary School)

Your views matter, please tell us what you think about the proposal by:

Completing and returning the accompanying questionnaire to the address given at the bottom of the form.

Completing the on line response form at www.cardiff.gov.uk/21stcenturyschools

Or if you prefer you can e-mail your views to: schoolresponses@cardiff.gov.uk

Please note that all comments sent in writing or by e-mail must contain the full name and full postal address of the person making the comments.

The closing date for responses to this consultation is 21 November 2016. Unfortunately no responses received after this date can be considered by the Council.

Responses received from consultees who are opposed to the proposal will be considered as part of the consultation report, but will **not** be treated as statutory objections. Objections could only be registered following publication of a **statutory notice**.

Any responses received can be requested under the Freedom of Information Act and may have to be made public, however any information that would identify an individual such as an e-mail address, name or postal address would be removed.

Do you support the proposal to provide additional English-medium primary school places at Radyr Primary School from 2017?

Yes ☑   No ☐

If you do not support the proposal, please give your reasons together with any changes or alternatives that you would like to suggest.

Do you wish to make any other comments?

The birthrate in the catchment area makes it essential that the annual intake is increased to 60 at Radyr Primary School.

Address: RADYR + MORGANSTOWN COMMUNITY COUNCIL
OLD CHURCH ROOMS, PARK ROAD, RADYR

Postcode ....

E-mail Address ....

Date: ....

Your status: Parent   ☐
                Governor   ☐
                Pupil   ☐
                Member of Staff   ☐
                Other (please specify) LOCAL COMMUNITY COUNCIL

Thank you for your comments

Please tick the box below if you wish to be notified of publication of the consultation ☑
report

Please return this form to the School Organisation Planning Team, Room 422, County Hall, CF10 4UW by 21 November 2016.

Radyr Primary School, Cardiff

Transport Projects,
City Development,
Cardiff County Council,
County Hall
CF10 4UW

Highway Impact Report
22 November 2016

	Print name	Signed
Prepared by:	Spiro Panagi	
Checked by	Nicola Grima	
Approved by	Jason Rowlands	

Contents

Figures

Photos

Appendices

1   Introduction

1.1   The Transport Projects team has been commissioned to assess the highway impact of a proposed increase of staff/pupils at Radyr Primary School. A site visit was undertaken to enable an assessment of the effect that the proposals will have on the highway infrastructure in the vicinity of the school and to identify any existing/potential road safety issues.

The information which has been provided sets out that the proposal is to increase capacity of the school from the published 315 pupil spaces of the school to 420 pupil spaces. This is against a background where the school is currently operating at around 380 pupil spaces through using demountable classrooms on site. The school configuration is slightly lower than the classroom requirements for a 2 Form of Entry (FE). There is also a nursery established on site which currently provides 20 pupil spaces in the AM and 24 in the PM, this will not be affected by the development proposals.

A site visit was undertaken on Thursday 22nd September 2016 between 1630 and 1745 hours. In addition to a site walkover survey this report has been informed through the following additional survey work:

- Speed Survey on Heol Isaf between 0800 and 0900 hours on Thursday 15th September;
- Peak hour turning count survey at the junctions of Park Road and Heol Isaf and Park Road with Windsor Avenue on Wednesday 14th September; and
- Parking surveys undertaken at and around peak network hours on Wednesday 14th September.

The survey work and the findings will be discussed later in this report.

The general location of the existing primary school is shown in the context of its local environs below on Figure 1.

Figure 1 – Site Location and Access

Figure 1 – Site Location and Access
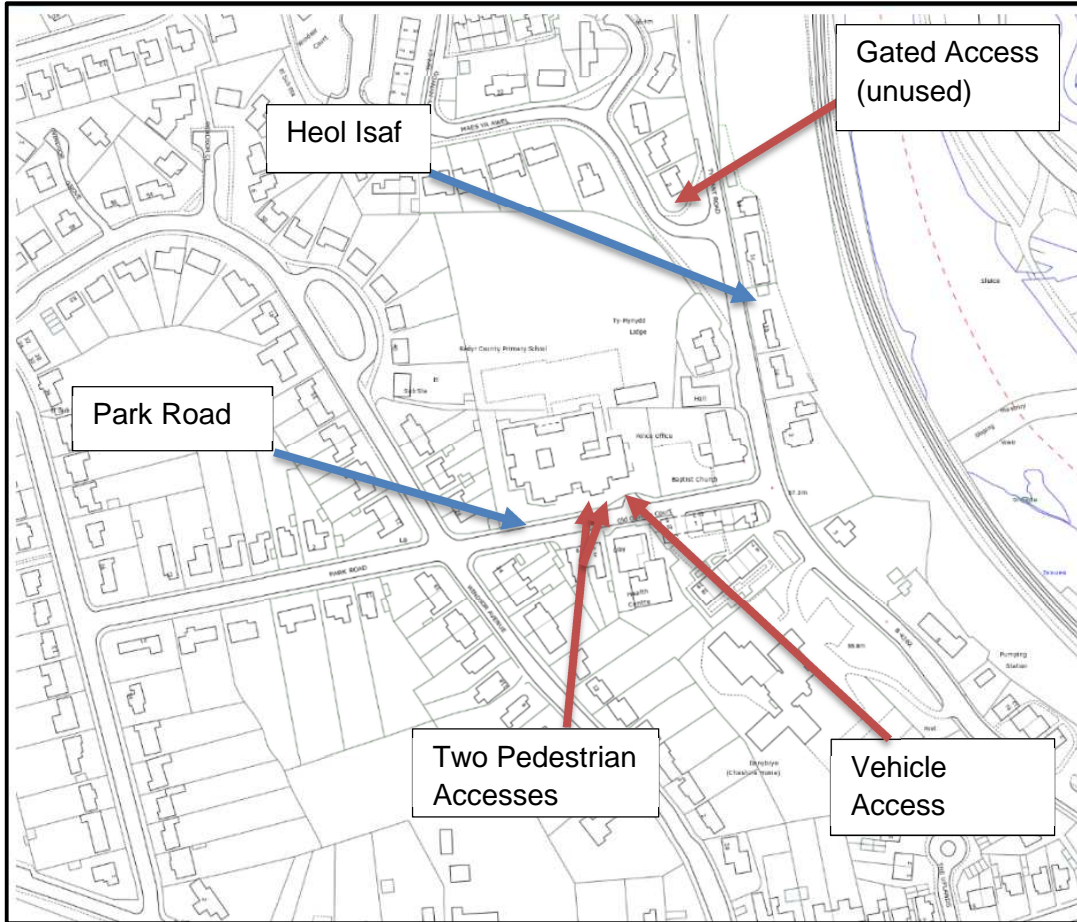
2   Existing conditions

2.1   **Pedestrian Routes to School** – There is only one current access approach route to the school this is on the north side of Park Road. A vehicular access is provided and two pedestrian accesses all within close proximity and gated. A further gated access is located to the north of the school entrance, this is accessed from Maes Yr Awel. These two residential streets, Park Road and Maes Yr Awel, are accessed from the local distributor route the B4262 Heol Isaf.

Heol Isaf connects Radyr to Morganstown, the A470 and the M4 to the north and Llantrisant Road, Danescourt and the city centre to the south. As the primary route through Radyr it is a busy commuter corridor. There have been numerous traffic schemes over the recent years to Heol Isaf. In the vicinity of the school a road narrowing and zebra crossing facility is provided to the north of the junction with Park Road. Photo set 1, below, shows the junction with Park Road and the crossing facility.

<u>Photo Set 1 – Heol Isaf Junction with Park Road and Zebra Crossing</u>

Photo 1a

Photo 1b

Photo 1c

Photo 1d

Park Road is a short connecting route between Heol Isaf in the east to Dan-Y-Bryn Avenue to the west, passing through Windsor Avenue. The section of Park Road between Heol Isaf and Windsor Avenue is primarily of a community character, with some residential dwellings. There are multiple vehicular access points on Park Road, these include The Church Rooms car park, a residential courtyard, Radyr Library, Radyr Primary School, a salon and café.

There is a zebra crossing facility provide near the school pedestrian accesses. Park Road is a bus route and a bus stop for travel in either direction is located close to the school entrance adding to the busy street scene. Photo set 2, below, shows Park Road and the crossing facility.

<u>Photo Set 2 – Park Road and Zebra Crossing</u>

Photo 2a   Photo 2b

Beyond the four arm junction with Windsor Avenue, Park Road is residential in character. The Park Road junctions with Heol Isaf and Windsor Road are built out, narrowing the Park Road width and provided dropped kerb and tactile paving crossing points. Built out parking areas are also provided in Park Road.

<u>Photo Set 3 Park Road and Windsor Avenue Junction</u>

Photo 3a   Photo 3b

The northern gated access from Maes Yr Awel is signed as 'keep out' and 'danger men at work'. Maes Yr Awel is a residential cul de sac which appears to be quiet. Windsor Avenue and Maes Yr Awel route northwards and have links to Public Right of Way footpaths Numbers 12 and 11, respectively. These access onto a route named Pentwyn which is a part distributor of a wider residential estate. The access and Maes Yr Awel is shown below in the section 'School Access'.

The existing pedestrian desire lines to the school are split, east from Heol Isaf and west from Park Road and Windsor Avenue.

To the east the zebra crossing location on Heol Isaf allows safe movement across this busy route from Radyr north and south. To the north of the junction with Park Road, the western footway ends at the junction with Maes Yr Awel.

From the west the local roads are residential in character and likely to be easy to cross in comparison to Heol Isaf.

The Zebra Crossing to the school is positioned near the school pedestrian entrances. The southern side of Park Road is built out for the crossing. The existing guard rail on the school side limits the footway width at the pedestrian access points.

2.2   **School Access** – As described earlier, the school has two existing pedestrian accesses off Park Road, both close to the crossing facility (see photo set 4). The vehicular access is located further east and the footways do not extend inside the school entrance (see photo set 5). School gates are opened at 0730 hours and locked at 1800 hours. School Keep Clear and the crossing markings prohibit parking across the school frontage.

Park Road has double yellow line TROs around the bellmouths of the Heol Isaf junction and the Windsor Avenue junction. There are traces of previous TROs along Park Road. Parking is contained within built out parking bays, although vehicles can access the Salon and café area parking on both sides of the Zebra Crossing.

The guard rail, on the school side, which channels pedestrians to the Zebra Crossing reduces the effective footway width from 1.8 metres to 1.6 metres. This width is further reduced by the placement of a lighting column.

Photo 4 –Pedestrian Access

Photo 5 –Vehicular Access

Photo Set 6 Northern School Access
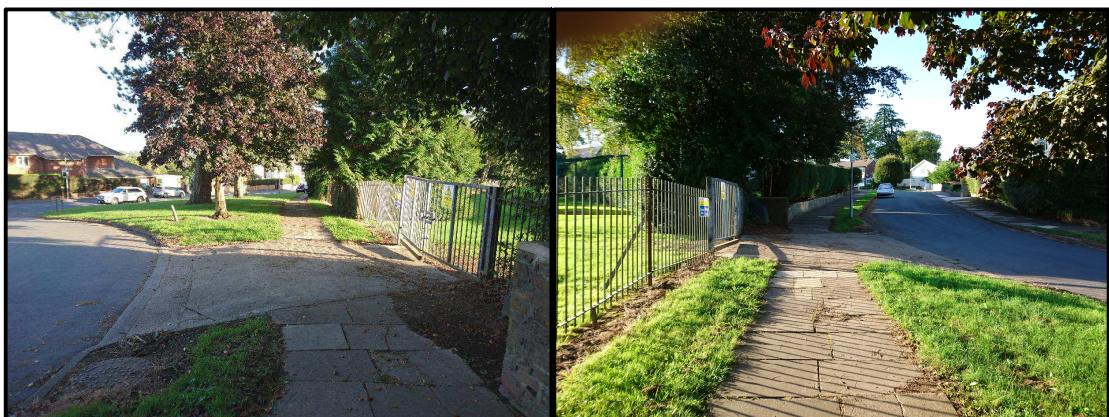
Public Transport

2.3   There is no school bus transport provision for this site.

Bus service Route 63 serves the bus stops on Park Road. The bus stops are located opposite the school entrance for westbound travel (Radyr Library Stop) and near the Heol Isaf junction for eastbound travel (Radyr Police Station Stop). The bus stops are simple flag and pole arrangement but do include raised kerbed boarding areas and marked out bus stop areas on the carriageway.

Figure 2 – Bus stop locations
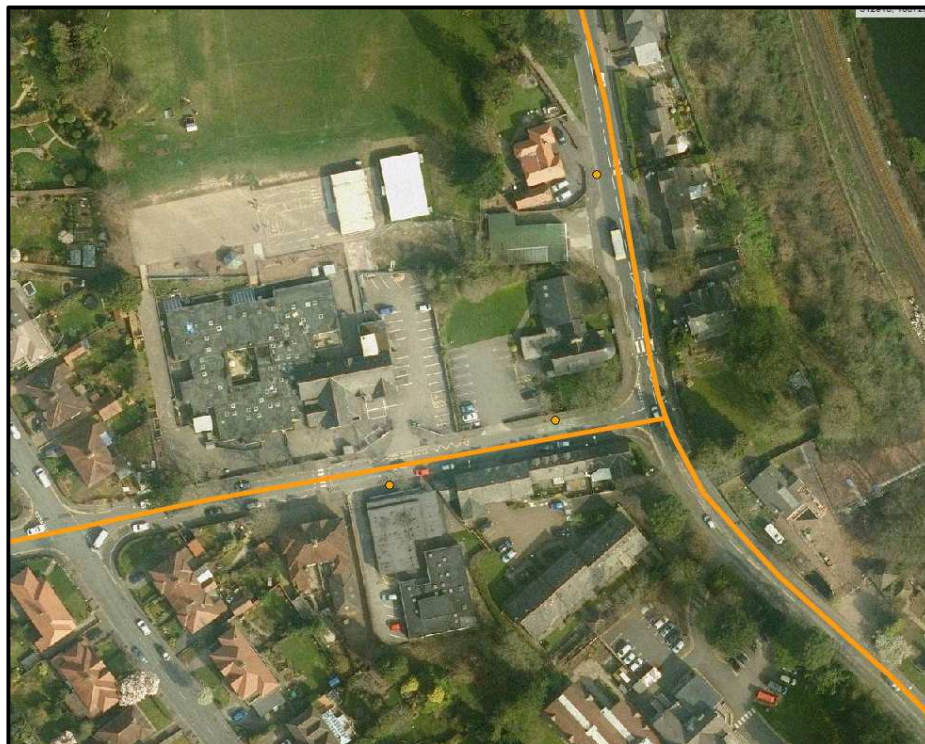
Injury Collision Report

2.4 Police road casualty data for the most recently available 5 year period has been examined. There are no incidents recorded in the immediate vicinity of the school or the accesses. There are incidents recorded further out from the school site these are shown below. On inspection these do not raise particular concern given the small amount of cluster and the locations near junctions. The incident to the north was isolated but may allude to issues due to speed.

Full details of the collisions are contained at Appendix A; Figure 3 shows a plot of the Road Casualty Collisions.

Figure 3 – Road Casualty plot

One incident recorded as slight. Loss of control, mounting road sign and entry into oncoming lane.

Five Incidents, categorised as slight injuries to vehicle drivers. Typical junction incidents including rear shunts and failure to give way.
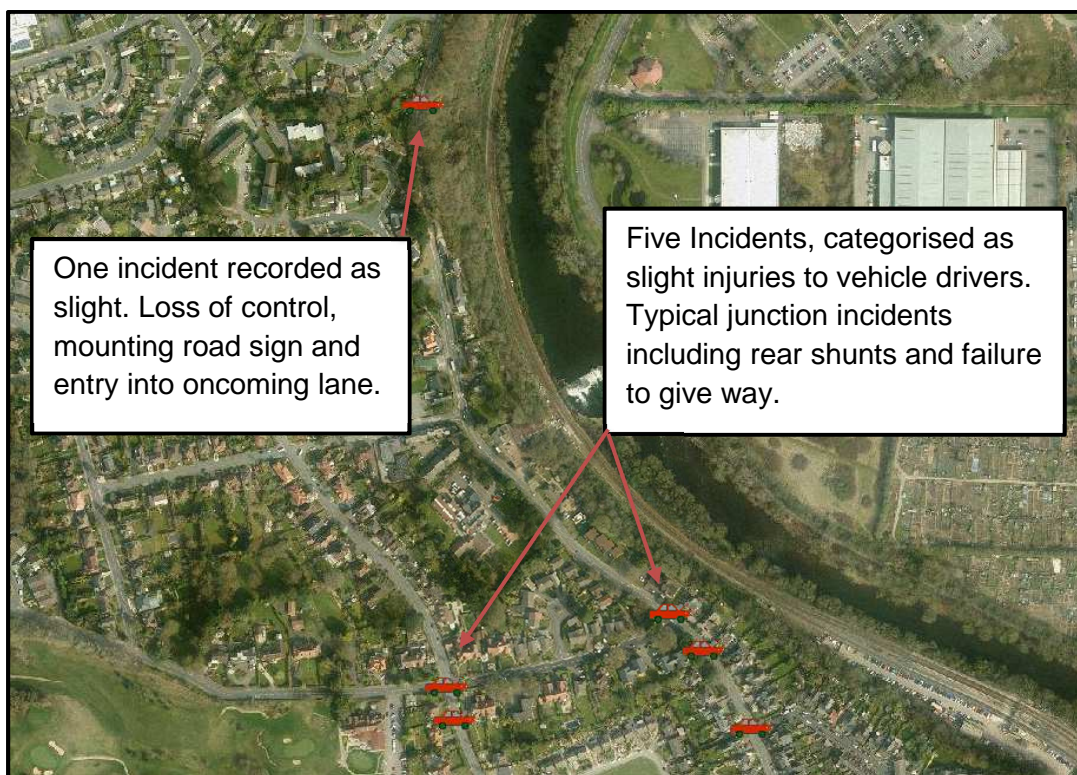
Speed Survey Analysis

2.5   A speed survey was carried on Heol Isaf at the junction with Park Road. The survey recorded speeds between 0800 and 0900 hours on Wednesday 15th September 2016.

The survey data has been interrogated and it can reported that there appears to be no speed related issues. Heol Isaf is subject to a 30 mph speed restriction, the survey captured the free flow speeds of 101 vehicles. The 85th percentile speed result was confirmed as 29 mph, one vehicle was recorded as travelling 31 mph and exceeding the speed limit.

Traffic Survey

2.6   Junction turning count surveys were undertaken at the junctions at either end of Park Road at the school location. The surveys were undertaken at the AM and PM network peak hours and an additional school peak PM peak survey.

The survey results confirm that in the school and network AM peak 66 vehicles were recorded travelling east and 36 entering Park Road from Heol Isaf. In the school PM peak 40 vehicles were recorded travelling east and 38

from Heol Isaf. The survey undertaken on Windsor Avenue generally reports less traffic in and out of Park Road. This confirms that parking and stopping occurs on Park Road, there were also vehicles recorded performing u turns to leave via Heol Isaf.

A pedestrian crossing survey was undertaking at the Park Road Zebra facility at the same survey times as the vehicle traffic. The survey recorded 144 crossings in the AM peak, 101 in the school PM peak and 33 in the network PM peak. The crossing is well used despite narrow footways and parking and accesses on the southern side of Park Road.

Parking Surveys

2.7   Parking surveys were undertaken to establish the impact of the school start and finish times on the local area. The surveys were undertaken on Wednesday 14th September 2016 and comprised of four walkover surveys:

- 0700 hours, before school starts and residents leave for work to compare to below;
- 0900 hours, at school time to quantify parental parking;
- 1500 hours, school finish times to quantify parental parking; and
- 1630 hours, after school finish to compare to above.

The survey results are contained in Appendix B.

<u>Figure 4 – AM Parking Survey 0700 and 0900 hours</u>
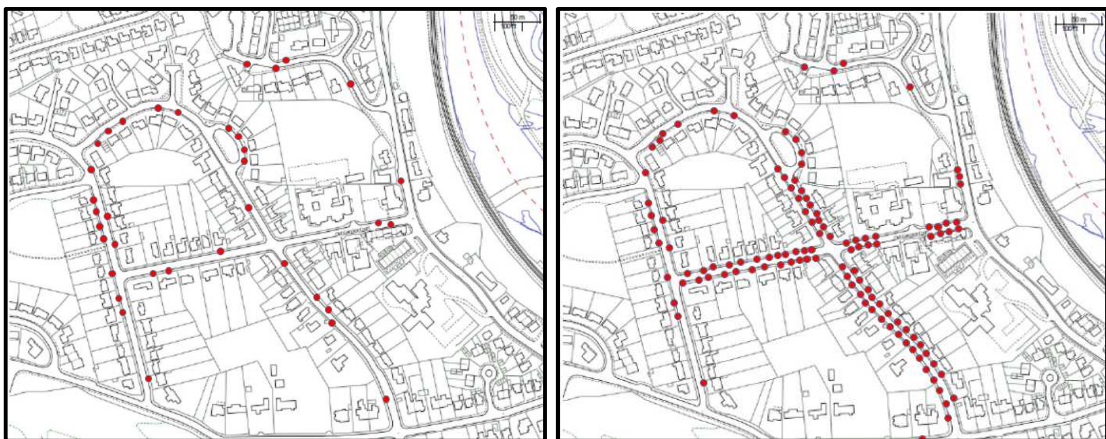
Figure 5 – PM Parking Survey 1500 and 1630 hours

The surveys confirm that parents are willing to walk up to 5 minutes from a parking space to take their child to school. The local available parking is heavily used, an increase in pupils being driven to school will push the parking cordon out further and also increase the potential for illegal parking nearer the school and on Heol Isaf.

Existing Travel

2.8   It has not been confirmed that there is an active Travel Plan at the Radyr Primary school site, although one will be required as part of a planning application. The school does record travel choices and provide this information to Cardiff Council to record and monitor the modal travel choices. The most recent data has been obtained and is shown in the table below

Percentage Mode Splits for Travel to School

	Radyr Primary School
Walk	30%
Cycle	0%
Scoot/Skate	2%
Bus	14%
Car	41%
Car Share	4%
Park/Walk	8%
Park/Cycle	0%
Taxi	0%
Other	0%

The modal split suggests that walking and private car are the two most popular travel choices, these could be higher if considered with the park and walk percentage. Bus use is higher than normally seen at other schools and could be a result of the close proximity of the bus stops and regular services.

3   Development Proposals

3.1   There is no development proposal masterplan which can be reviewed.

The information which has been provided sets out that the proposal is to increase capacity of the school from the published 315 pupil spaces of the school to 420 pupil spaces. This is against a background where the school is currently operating at around 380 pupil spaces through using demountable classrooms on site.

The school configuration is slightly lower than the classroom requirements for a 2 Form of Entry (FE). There is also a nursery established on site which provides 20 AM pupil spaces and 24 in the PM, this will not be affected by the development proposals.

The current school operations are supported by around 40 staff. The level of additional teaching and support staff that would be required for the proposed development has not yet been determined.

Vehicular Access and Parking

3.2   It is likely that the existing vehicular access will remain as per the current arrangements. There are no concept plans at present to review and therefore assumptions have been made.

The current level of car parking provision on site is 29 and 1 disabled use space. It is therefore assumed that additional on-site parking will need to be catered for to meet the increase in demand.

It appears that the existing Traffic Order for the School Keep Clear will cover the current access layout, however these should be reconsidered should any alteration to the access points be undertaken. There are also outdated TROs on Park Road with single yellow lines at the parking bays near the library and older double yellow lines in parking bay near Heol Isaf junction.

It should be noted that any process to extend or alter the associated Traffic Regulation Order will need to be started well before alterations commence. The process usually takes a minimum of 6 months.

With the increase in the number of pupils at the school, there will be an increase in the number of parents using the Heol Isaf, Windsor Road and Park Road as pick-up/ drop off areas and parking motor vehicles. The parking survey confirms that almost all available parking opportunities in close proximity to the site are taken.

The existing access arrangements around the Zebra Crossing create a number of opportunities for conflict to occur with pedestrians. Access to the library is next to the access to the salon and both the salon and café have

perpendicular shop front parking at the back of the footway. Access to the shop front parking appears to be from over the footway to either side of the crossing.

Suggested action

3.3   Refresh existing school keep clear signs and remove any outdated TROs.

The provision of bollards around the Zebra Crossing to create a safe crossing area. This should help to achieve a formalisation the shop front parking to the salon access and moving the café parking access further west.

The introduction of a 20 mph speed restriction and school safety zone for the Park Road section between Heol Isaf and Windsor Avenue.

Public Transport

3.4   As there are frequent services and good bus stop provision on Park Road, there are no further requirements as a result of this proposal. The general condition of the carriageway surface is degraded including the bus stop markings. Consider refreshing the road markings as part of the above scheme.

Pedestrian Facilities

3.5   The number of pedestrians accessing the site from outside the site boundary will increase; through either being dropping off/collected in close proximity, by dropped off/collected within a 5 minute walking distance, or through living within walking distance of the school.

The short section of Park Road, the two pedestrian accesses being located close to each other and the proximity of various accesses could create an unsafe situation.

The footway width along Park Road varies from 1.7 to 1.8 metres. The guard rail at the school side of the crossing reduces the effective usable width to 1.6 metres. This width is below modern standard and is exacerbated further by the location of a lighting column in that section of footway.

Suggested action

Consider opening the northern gated access to pedestrians. This route could serve the pupils who live to the north and potentially shorten journeys to the school grounds, reducing the need for private car use.

The public right of way through to Maes Yr Awel offers a traffic free route into this cul de sac which in itself is a safer environment than Park Road.

Reconfigure the Zebra Crossing locating the built out area on the school side instead of the opposite side. This will increase the footway width and could be undertaken with the above provision of bollards.

Suggested further actions

There is an existing Cardiff Future Scheme which relates to the provision of a crossing facility on Heol Isaf. The location of the proposed crossing is to the north of Maes Yr Awel and in the vicinity of the Min-Y-Coed junction, which provides residential access. The footway provision in this area is poor with no footway on the western side of the carriageway, between the Min-Y-Coed junction bellmouth and Maes Yr Awel. Pedestrians need to cross Heol Isaf to access the eastern footway at a point which visibility is not ideal. A formal crossing is required in this area to ensure pedestrian safety.

The data base also shows an Area of Concern at the Park Road Zebra Crossing. The entry suggests a scheme to raise the crossing providing a speed restraint measure.

Figure 6 – Suggested Measures

Collision Analysis

3.7 Due to relatively good safety record in the vicinity of the site, there are no suggested requirements in relation to casualty reduction in the area. The future scheme is proposed near the location of the incident which could have been caused speed issues.

4   Summary and conclusion

The following works are recommended to mitigate any detrimental effects on the adjacent transport infrastructure.

Cycling

Cycling has reviewed and there are no official cycle routes in the vicinity of the school. Given the age of pupils cycling to school would likely be undertaken on the footways and guided by parents. The footway on Park Road is narrow and the guard rails reduce width to an unsuitable level.

Pedestrian routes

Introduce new pedestrian formal crossing facility on Heol Isaf in the vicinity of Min-Y-Coed to enable pupils to cross safely where the western footway ends.

Open the northern gate to form an additional pedestrian entrance to encourage more walking on quieter residential routes and alleviate congestion outside the school entrances on Park Road.

Access

Refresh the road lining on Park Road, included the school keep clear markings, bus stops and removal of any outdated TRO markings. Install a school safety zone and reduce speeds to 20 mph on Park Road between Heol Isaf and Windsor Avenue.

Enhance the existing Park Road crossing to a raised Zebra, build out the school entrance footway. Additionally provide bollards on the opposite side to protect vulnerable road users from parking manoeuvres.

Public Transport

Consider increasing the school bus services (if applicable) raise awareness of the public services and the convenient location of the bus stops.

Increasing Provision at Radyr Primary School

Cardiff Council
Statutory Screening Tool Guidance

If you are developing a strategy, policy or activity that is likely to impact people, communities or land use in any way then there are a number of statutory requirements that apply. Failure to comply with these requirements, or demonstrate due regard, can expose the Council to legal challenge or other forms of reproach.

For instance, this will apply to strategies (i.e. Housing Strategy or Disabled Play Strategy), policies (i.e. Procurement Policy) or activity (i.e. developing new play area).

Completing the Statutory Screening Tool will ensure that all Cardiff Council strategies, policies and activities comply with relevant statutory obligations and responsibilities. Where a more detailed consideration of an issue is required, the Screening Tool will identify if there is a need for a full impact assessment, as relevant.

The main statutory requirements that strategies, policies or activities must reflect include:

- **Equality Act 2010 - Equality Impact Assessment**
- **Welsh Government's Sustainable Development Bill**
- **Welsh Government's Statutory Guidance - Shared Purpose Shared Delivery**
- **United Nations Convention on the Rights of the Child**
- **United Nations Principles for Older Persons**
- **Welsh Language Measure 2011**
- **Health Impact Assessment**
- **Habitats Regulations Assessment**
- **Strategic Environmental Assessment**

This Statutory Screening Tool allows us to meet all the requirements of all these pieces of legislation as part of an integrated screening method that usually taken no longer than an hour.

The Screening Tool can be completed as a self assessment or as part of a facilitated session, should further support be needed. For further information or if you require a facilitated session please contact the Policy, Partnerships and Citizen Focus Team on 2078 8563 e-mail: siadavies@cardiff.gov.uk. Please note:

- **The completed Screening Tool must be submitted as an appendix with the Cabinet report.**
- **The completed screening tool will be published on the intranet.**

Statutory Screening Tool

Name of Strategy / Policy / Activity: Proposal to provide additional English-medium primary school places in the Radyr and Morganstown area of the city.	Date of Screening: December 2016
Service Area/Section: Education & Lifelong Learning	Lead Officer: Nick Batchelar
Attendees: Self assessment	

What are the objectives of the Policy/Strategy/Project/Procedure/ Service/Function	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.]
At its meeting on 15 September 2016 the Cabinet authorised officers hold a public consultation on proposals to increase the number of English-medium primary school places by increasing the capacity of Radyr Primary School to allow the school to admit up to 60 pupils from September 2017.	There has been an increased demand for English-medium primary school places in the Radyr and Morganstown area in the past four years. The area is served by two English-medium community primary schools, Bryn Deri Primary School and Radyr Primary School. As a temporary measure to meet demand additional places were provided using a combination of existing and temporary accommodation at Radyr Primary School in September 2013, September 2014, September 2015 and September 2016. Projections indicate that this demand for places will exceed the capacity of local schools in future years and therefore a permanent solution is required. The increased number of primary aged pupils will be accommodated in demountable classrooms. The location and installation of the demountable accommodation would be subject to planning consent. Site and financial constraints do not allow for the expansion of existing facilities. If the proposal were to proceed, an equality impact assessment would be carried out at the design stage to ensure the accessibility of the proposed demountable accommodation and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the

	Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M, BB98 and BB102.

Part 1: *Impact on outcomes and due regard to Sustainable Development*

Please use the following scale when considering what contribution the activity makes:		
+	Positive	Positive contribution to the outcome
–	Negative	Negative contribution to the outcome
ntrl	Neutral	Neutral contribution to the outcome
Uncertain	Not Sure	Uncertain if any contribution is made to the outcome

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	**–**	Ntrl	Un-Crtn	
1.1	**People in Cardiff are healthy;** *Consider the potential impact on* • *the promotion of good health, prevention of damaging behaviour, promote healthy eating/active lifestyles etc,* • *vulnerable citizens and areas of multiple deprivation* • *Addressing instances of inequality in health*	x				N/A As the open space used by the school is not accessible to the public, the only potential impact of a school organisation proposal would be a loss of visual amenity value. The additional demountable accommodation would be in keeping with the existing school buildings and therefore there would not be a significant impact on the visual amenity value of the school site as a whole.
1.2	**People in Cardiff have a clean, attractive and sustainable environment;** *Consider the potential impact on* • *the causes and consequences of Climate Change and creating a carbon lite city*	x				The demountable accommodation would be new and therefore would be of suitable environmental quality for the foreseeable future. The demountable accommodation would be approved by Building Control.
	• *encouraging walking, cycling, and use of public transport and improving access to countryside and open space*	x				To reduce congestion and associated pollution in the vicinity of Radyr Primary School, a Travel Plan which includes schemes such as the Park Safe/Walk Safe scheme which encourages parents to park further away from the school would be explored by the school. A Traffic and Transport Assessment to assess the potential impact of the proposal has been undertaken (see Appendix 5). The assessment sets out a number of recommendations that would need to be considered in the event of the proposal being progressed to implementation.

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	–	Ntrl	Un-Crtn	
	• reducing environmental pollution (land, air, noise and water)			x		Water efficient measures may be possible to a lesser or greater extent depending on the compatibility of existing buildings.
	• reducing consumption and encouraging waste reduction, reuse, recycling and recovery	x				The demountable accommodation would be new and therefore would be of suitable environmental quality for the foreseeable future. The demountable accommodation would be approved by Building Control.
	• encouraging biodiversity				x	Any potential impact on the natural environment would be taken into account at an early stage in the planning and design process.
1.3	People in Cardiff are safe and feel safe; Consider the potential impact on • reducing crime, fear of crime and increasing safety of individuals • addressing anti-social behaviour • protecting vulnerable adults and children in Cardiff from harm or abuse	x				N/A
	Cardiff has a thriving and prosperous economy; Consider the potential impact on • economic competitiveness (enterprise activity, social enterprises, average earnings, improve productivity) • Assisting those Not in Education, Employment or Training • attracting and retaining workers (new employment and training opportunities, increase the value of employment,) • promoting local procurement opportunities or enhancing the capacity of local companies to compete	x			x	The school would provide employment. Consideration would be given to using local sub-contractors and suppliers.
1.5	People in Cardiff achieve their full potential; Consider the potential impact on • promoting and improving access to life-long learning in Cardiff • raising levels of skills and qualifications • giving children the best start • improving the understanding of sustainability • addressing child poverty (financial poverty, access poverty,	x	x		x	The following benefits would be expected to result from this proposal: • Achieve a better match between the supply and demand for English-medium primary school places within the local area. • When compared with smaller schools, the scale of a two form entry primary school permits greater flexibility and opportunity for pupils due to an extended, more

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	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	**–**	Ntrl	Un-Crtn	
	participation poverty) • *the United Nations Convention on the Rights of a Child and Principles for Older persons*	x				enhanced and secure financial resource base. • The ability to employ more teaching staff and support staff would allow the two form entry school to cover a wider range of curriculum expertise.
1.6	**Cardiff is a Great Place to Live, Work and Play** *Consider the potential impact on* • *promoting the cultural diversity of Cardiff* • *encouraging participation and access for all to physical activity, leisure & culture* • *play opportunities for Children and Young People* • *protecting and enhancing the landscape and historic heritage of Cardiff* • *promoting the City's international links*			x		Using the Council's online sources there are no cultural heritage receptors recorded within the site boundary.
1.7	**Cardiff is a fair, just and inclusive society.** Consider the potential impact on • *the elimination of discrimination, harassment or victimisation for equality groups*	x				See Equality Impact Assessment below and attached. Recruitment of school staff: The Council's recruitment process would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.
	• *has the community or stakeholders been engaged in developing the strategy/policy/activity?* • *how will citizen participation be encouraged (encouraging actions that consider different forms of consultation, through more in depth engagement to full participation in service development and delivery)?*			x		- Public consultation with relevant stakeholders and pupil consultation as appropriate. - Ecological Appraisal - external surveyors if appropriate
	EQUALITY IMPACT ASSESSMENT (This is attached on page 12)					
1.8	**The Council delivers positive outcomes for the city and its citizens through strong partnerships** *Consider the potential impact on* • *strengthening partnerships with business and voluntary sectors*				x	N/A

Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
	+	-	Ntrl	Un-Crtn	
• *the collaboration agenda and the potential for shared services, cross-boundary working and efficiency savings*					

SUMMARY OF APPRAISAL (highlight positive and negative effects of the policy / plan / project being assessed, demonstrating how it contributes to the economic, social and environmental sustainability of the city):

Economic

- The school would provide employment.
- Consideration would be given to using local sub-contractors and suppliers.
- Potential efficiencies if the school facilities were used to deliver community provision outside of school hours.

Social
- Investment in buildings enables schools to be best placed to provide the opportunities for learners to achieve their potential.
- There could be the potential for community use of school facilities outside of school hours.
- The new proposal would increase English-medium primary school provision to serve the Radyr and Morganstown areas. This should minimise the outflow of pupils to other areas of Cardiff thereby reducing the use of cars or public transport and encouraging walking and cycling to and from school.
- Accessibility has been considered. See Equality Impact Assessment section 3.2.

Environmental sustainability

WHAT ACTIONS HAVE BEEN IDENTIFIED OR CHANGES BEEN MADE TO THE POLICY / PLAN / PROJECT AS A RESULT OF THIS APPRAISAL:

Recommendations made in the Equality Impact Assessment /Traffic Assessment at the design stage and any Ecological appraisal would be taken into account in the planning application Design & Access Statement and any Environmental Assessment respectively.

Part 2: *Strategic Environmental Assessment Screening*

		Yes	No
2.1	Does the plan or programme set the framework for future development consent?	x	
2.2	Is the plan or programme likely to have significant, positive or negative, environmental effects?		x

Is a Full Strategic Environmental Assessment Screening Needed? ▪ **If yes has been ticked to both questions 2.1 and 2.2 then the answer is yes** ▪ **If a full SEA Screening is required then please contact the Sustainable Development Unit to arrange (details below)**	Yes	No X An SEA has been undertaken (attached)

If you have any doubt on your answers to the above questions regarding SEA then please consult with the Sustainable Development Unit on 2087 3228 sustainabledevelopment@cardiff.gov.uk

Part 3: *Habitat Regulation Assessment (HRA)*

		Yes	No	Unsure
3.1	Will the plan, project or programme results in an activity which is known to affect a European site, such as the Severn Estuary or the Cardiff Beech Woods?		x	
3.2	Will the plan, project or programme which steers development towards an area that includes a European site, such as the Severn Estuary or the Cardiff Beech Woods or may indirectly affect a European site?		x	
3.3	Is a full HRA needed?		x	

Details of the strategy will be sent to the County Ecologist on completion of the process to determine if a Habitat Regulation Assessment is needed. For further information please phone 2087 3215 or email biodiversity@cardiff.gov.uk

Appendix 1 – Statutory Requirements

It is possible that the Impact Screening Tool will identify the need to undertake specific statutory assessments:

- **Equality Impact Assessment**: *This assessment is required by the Equality Act 2010 and Welsh Government's Equality Regulations 2011.*
- **Sustainable Development Bill:** *The Bill, when it comes into effect, will require sustainable development (SD) to be a central organising principle for the organisation. This means that there is a duty to consider SD in the strategic decision making processes.*
- **Shared Purpose Shared Delivery**- *The Welsh Government requires local authorities to produce a single integrated plan to meet statutory requirements under a range of legislation. Cardiff Council must therefore demonstrate its contribution towards Cardiff's own integrated plan; "What Matters".*
- **United Nations Convention on the Rights of the Child**: *The Children Act 2004 guidance for Wales requires local authorities and their partners to have regard to the United Nations Convention on the Rights of a Child.*
- **United Nations Principles for Older Persons:** *The principles require a consideration of independence, participation, care, self-fulfillment and dignity.*
- **The Welsh Language Measure 2011:** *The measure sets out official status for the Welsh language, a Welsh language Commissioner, and the freedom to speak Welsh.*
- **Health Impact Assessment:** *(HIA) considers policies, programmes or projects for their potential effects on the health of a population*
- **Strategic Environmental Impact Assessment:** *A Strategic Environmental Assessment (SEA) is an European Directive for plans, programmes and policies with land use implications and significant environmental effects.*
- **Habitats Regulations Assessment:** *The Conservation (Natural Habitats, &c.) (Amendment) Regulations 2007 provides a requirement to undertake Habitats Regulations Assessment (HRA) of land use plans.*

Policy/Strategy/Project/Procedure/Service/Function Title:
To provide additional English-medium primary school places in the Radyr and Morganstown area of the city.
New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Janine Nightingale	Job Title: Head of Schools Organisation, Access & Planning
Service Team: Schools Organisation Planning (SOP)	Service Area: Education
Assessment Date: 16/08/16	

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

To provide additional English-medium primary school places in the Radyr and Morganstown area of the city.

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.]**

There has been an increased demand for English-medium primary school places in the Radyr and Morganstown areas for the past four years. The area is served by two English-medium community primary schools, Bryn Deri Primary School and Radyr Primary School.

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
3 to 11 years	x		
11 to 18 years		x	
18 - 65 years		x	
Over 65 years		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Primary school provision (Age 3-11)
The Council aims to improve the sufficiency and suitability of school places across Cardiff. This proposal would contribute towards this aim. The following benefits would be expected

to result from this proposal:

Achieve a better match between the supply and demand for English-medium primary school places within the local area.

When compared with smaller schools, the scale of a two form entry primary school permits greater flexibility and opportunity for pupils due to an extended, more enhanced and secure financial resource base.

A two form entry school can provide a greater degree of stability at all levels of leadership including maintaining a full and stable complement of school governors
The ability to employ more teaching and support staff would allow the two form entry school to cover a wider range of curriculum expertise.

Catchment areas

The proposal would not result in catchment area changes.

Potential impact on community provision (All Ages)

n/a

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

n/a

If no differential impact, explain the reason(s) for this assessment:

Transport and traffic

- Management of access to the school site prior/during parent drop off and pick up times would help with health & safety.

- Cardiff's Supplementary Planning Guidance (Access, Circulation and Parking Standards 2010) sets out that all new or expanded schools are required to develop a Travel Plan for submission with a planning application. A Travel Plan is a policy and action plan to:
  o manage transport efficiently
  o improve access by all means of travel for employees, visitors, patients and students
  o encourage sustainable transport – walking, cycling, public transport and car sharing
  o reduce car use.

- A School Travel Plan is specifically designed to address the transport needs of pupils and staff and will vary according to the nature of the education being provided and the catchment area of the school.

Employed age group

Redeployment opportunities

There may still be a perception that redeployment opportunities to the new school could be affected by age. The Council's procedure for managing staffing changes arising from reorganisation would be used in implementing any changes as a result of this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.

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3.2 Disability and Access

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?

If no differential impact, explain the reason(s) for this assessment:

If the proposal were to proceed, an equality impact assessment would be carried out at the design stage on the accessibility of the new demountable build accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.

New demountable accommodation

The design would take into account the needs of the following:

- Those with a hearing impairment – e.g. appropriate acoustics, British Sign Language images/symbols and portable/static hearing loops.

- Those with a visual impairment - e.g. the use of colour to differentiate between the function of spaces, tactile maps and Braille language on signs.

- Those with a physical impairment – e.g. level threshold doors, lifts with disabled access

- Those with learning disabilities – e.g. quiet spaces

The design stage would give consideration to future proofing the accommodation in terms of accessibility. For example, space could be provided to enable accessible toilets to be modified without significant structural changes being required.

Special Educational Needs (SEN) School Action support is provided in the classroom. However, there may be occasions where pupils are withdrawn from a classroom to receive an intervention.

Transport

Transport for pupils with a disability would not be affected as it would be provided if required to meet the child's needs in accordance with the SEN Code of Practice.

3.3 Gender Reassignment

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment:
The Council's procedure for securing staffing requirements to implement this proposal would be used in implementing this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.

3.4. Marriage and Civil Partnership

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

	Yes	No	N/A
Marriage			X
Civil Partnership			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment:
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		x	
Maternity			N/A

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment:
If the proposal were to proceed, an equality impact assessment would be carried out at the design stage to identify any reasonable adjustments that could be made to improve accessibility to the new demountable accommodation. The equality impact assessment

would take into account policies such as the Equality Act 2010, TAN 12: Design June 2014 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.

3.6 Race

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment:
The proposal would not have a differential impact upon one particular ethnic group as the provision would be available to all.

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		x	
Christian		x	
Hindu		x	
Humanist		x	
Jewish		x	
Muslim		x	
Sikh		x	
Other		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment:
The proposal would not have a differential impact upon faith as the provision would be available to all.
The senior staff in a school would be best placed to manage diversity in terms of belief (e.g. provision of a space for prayer).

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

		Yes	No	N/A
Men			x	
Women			x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment:
The Council's procedure for securing staffing requirements to implement this proposal would be used in implementing this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.

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		x	
Gay Men		x	
Gay Women		x	
Heterosexual		x	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment:
(Fears that recruitment opportunities could be affected by sexual orientation)
Evidence collated by the Stonewall lobby group alleges that Lesbian, Gay, Bisexual people are likely to be discriminated against in workplace recruitment.
The Council's procedure for securing staffing requirements to implement this proposal would be used in implementing this proposal. This would ensure that good practice is followed, including the application of the Council's policies on equal opportunities.

3.10 Language

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

	Yes	No	N/A
Welsh Language		x	
Other languages			

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
What action(s) can you take to address the differential impact?
If no differential impact, explain the reason(s) for this assessment:

Proposals are brought forward to meet demand for English-medium or Welsh-medium education.

Other Language support

The proposals would not directly impact on the level of support provided as all support is dependent on the Minority Ethnic Achievement Grant which is reviewed and then renewed according to the results of the annual Needs Assessment Survey. The allocation of teachers and Bi-lingual Teacher Assistants (BTAs) is usually in place for the period of the academic year but is liable to change throughout the year to meet fluctuations in demand.

It is Cardiff Council policy to provide signage in English and Welsh but not in other spoken languages. Therefore, additional way-finding methods would be considered including the use of colour to differentiate between the function of spaces, tactile maps, Braille language on signs and British Sign Language images/symbols.

4.   Consultation and Engagement

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

If the proposal proceeds, the Design Equalities Advisory Group (DEAG) and/or the Cardiff Council Access Focus Group (CCAFG) would be given the opportunity to comment at the design stage.

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

Groups	Actions
Age	See Generic over-arching actions below
Disability	
Gender Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	
Language	
Generic Over-Arching [applicable to all the above groups]	If the proposal were to proceed, an equality impact assessment would be carried out. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.

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

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

Completed By: Rachel Willis	Date: August 2016

Designation: : School Organisation, Access & Planning	
Approved By: Michele Duddridge Hossain	
Designation: School Organisation, Access & Planning	
Service Area: Education	

Environmental Report: Sustainability Appraisal (SA) Incorporating Strategic Environmental Assessment (SEA) of the School Organisation Planning proposal to provide additional English-medium primary school places in the Radyr and Morganstown area of the city.

Background

In 2008, a retrospective Strategic Environmental Assessment (SEA) of Cardiff's 21st Century: A Strategic Framework for a School Building Improvement Programme (published in 2006) was carried out based on the guidance that supports the European SEA Directive 2001/42/EC.

The retrospective approach to assessment was quality assured by an external consultant and their independent compliance review determined that the report detailing the assessment on the strategic framework met the key requirements set out for reporting the SEA process as required by the SEA Directive.

The retrospective assessment provides the basis for assessing current and future school organisation proposals at a strategic level.

If a proposal were to proceed, an environmental assessment would be carried out as part of the planning application process.

To request a copy of the assessment on the Strategic Framework please contact Rachel Willis, 029 2087 3946, RWillis@cardiff.gov.uk

Proposal

To provide additional English-medium primary school places in the Radyr and Morganstown area of the city.

Key:

xx	**= very incompatible; very negative effect**
x	**= incompatible; negative effect**
✔	**= compatible; positive effect**
✔✔	**= very compatible; very positive effect**
0	**= no links; neutral effect**
? and/or mitigation	**= uncertain effects**
DNA	**= data not available**

See table headers below: * Comparison of the preferred option to a possible alternative option(s) are required in a SA/SEA.

SEA objective	Proposal		Meet demand by directing pupils to other schools in the area or neighbouring schools and/or revising catchment areas		Do nothing	
	Rating	**Commentary/ explanation of compatibility with SEA objective**	**Rating**	**Commentary/ explanation of compatibility with SEA objective**	**Rating**	**Commentary/ explanation of compatibility with SEA objective**
1. *Promote* a greener economy by delivering a sustainable pattern of schools across Cardiff	✔	Achieved by expanding an existing school to meet the projected demand for places.	x	The nearest primary school to Radyr Primary School is Bryn Deri Primary School. Increasing primary provision at Radyr Primary School provides the opportunity to achieve high quality school places which meet the needs of Cardiff's growing and changing population, as outlined as a key goal in the Council's Cardiff 2020 document, "*A renewed vision for education and learning in Cardiff*".	x	There is an immediate need for the Council to provide additional English-medium primary school places in the Radyr area as projections indicate that demand for places will exceed the capacity of local schools in future years and therefore a permanent solution is required. Providing additional English-medium primary school places at Radyr Primary School meets the Council's vision of 4 Key Educational Aims: **AIM 1**: To improve Educational Attainment; **AIM 2**: To improve the Sufficiency and

SEA objective	Proposal		Meet demand by directing pupils to other schools in the area or neighbouring schools and/or revising catchment areas		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
						Suitability of School Places across Cardiff and ensure we are providing a 21st Century School Standard; **AIM 3**: To ensure that Cardiff achieves Best Value from its financial resources to improve the efficiency and cost-effectiveness of the education estate. **AIM 4:** To facilitate the development of Community Focussed Schools, for benefit of the wider community, across Cardiff.
2. *Reduce* greenhouse gas emissions through: a) Energy efficient building design and disposing of poor quality surplus accommodation b) Promoting sustainable modes of transport and integrated transport systems	0 x Mitigation	An increase in the number of children attending a school could increase the volume of traffic in the immediate vicinity. However, if the demand for school places in an area of the city is not met, pupils without places travel outside of their locality to attend school and are more likely to use polluting modes of transport. Congestion is also exacerbated due to the volume of traffic transversing the city. Traffic and transport implications including measures to encourage walking and cycling would be considered as part of the Transport Assessment for the proposal. - Emphasis is placed on travel by active modes where this is possible and on providing the facilities and opportunities at school for students to travel by walking, cycling and public transport. Encouraging active travel to school is a very important means of increasing levels of physical activity in children and tackling the growing problem of childhood obesity. Reducing congestion at the school gate is key to ensuring the safety of pupils and to mitigating impacts on the local neighbourhood. - Limited scope for parking would encourage walking and cycling to school.	N/A	N/A (See comments next to SEA Objective 1. above)	x	Doing nothing is not an option as additional capacity is needed to meet the demand for places. If the demand for school places in an area of the city is not met, pupils without places have to travel outside of their locality to attend school and are more likely to use polluting modes of transport. Congestion is also exacerbated due to the volume of traffic transversing the city.

SEA objective	Proposal		Meet demand by directing pupils to other schools in the area or neighbouring schools and/or revising catchment areas		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
Page 332		Provision of parent parking places is generally not supported by Cardiff Council. This is because such provision would promote travel to school by car, generate local traffic, contribute to congestion and reduce pupil safety. Parking facilities provided at schools is generally only for staff and to meet operational needs. - Consideration would be given to providing safe walking routes to existing designated parking in the wider locality. - Management of access to the school site prior/during parent drop off and pick up times would help with health & safety. - School safety zones could be set up to address health and safety concerns from increased traffic flows in the school vicinity A Traffic and Transport Assessment to assess the potential impact of the proposal has been undertaken (see Appendix 5). The assessment sets out a number of recommendations that would need to be considered in the event of the proposal being progressed to implementation. Cardiff's Supplementary Planning Guidance (Access, Circulation and Parking Standards 2010) sets out that all new or expanded schools are required to develop a Travel Plan for submission with a planning application. A Travel Plan is a policy and action plan to: • manage transport efficiently • improve access by all means of travel for employees, visitors and pupils/students • encourage sustainable transport – walking, cycling, public transport and car sharing - A School Travel Plan is specifically designed to address the transport needs of pupils and staff and will vary according to the nature of the education being provided and the catchment area of the school.				
3. *Promote health and wellbeing* by protecting and enhancing Public Open Space (POS) and improving access to POS	0	As the open space in and around the school are not accessible to the public the only potential impact of the option on the open space would be loss of visual amenity value. However, given the nature of the proposal and the value of the open space it is considered that the impact would be minimal.	N/A	N/A (See comments next to SEA Objective 1. above)	N/A	N/A (See comments next to SEA Objective 1. above)

SEA objective	Proposal		Meet demand by directing pupils to other schools in the area or neighbouring schools and/or revising catchment areas		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
4. *Minimise* air, light and noise pollution associated with building development and traffic congestion	**0** **x** **Mitigation**	a) Builders would be encouraged to minimise air, light and noise pollution during the construction period. The position of the demountable accommodation would seek to minimise any adverse impact on access to natural light for neighbouring properties. b) An increase in the number of children attending the school could increase the volume of traffic in the vicinity of the school. Locating provision central to the area it would serve should reduce this outflow of pupils to schools elsewhere in Cardiff, minimise the use of polluting modes of transport such as cars and buses and encourage walking and cycling to and from school. To reduce congestion and associated pollution the following would be considered: ▪ Formalising the parking regime outside the school to discourage unsafe parking and help with enforcement. ▪ The school agrees to a Travel Plan which includes schemes such as the Park Safe / Walk Safe scheme which encourage parents to park further away from the school.	N/A	N/A (See comments next to SEA Objective 1. above)	**x**	If the demand for school places in an area of the city is not met, pupils without places have to travel outside of their locality to attend school and are more likely to use polluting modes of transport. Congestion is also exacerbated due to the volume of traffic transversing the city.
5. *Protect* and enhance biodiversity, flora and fauna	? Mitigation required?	A Phase 1 survey (Preliminary Ecological Assessment) of the site(s) could be required to identify the main habitats and whether any detailed surveys for protected species are needed. If more detailed surveys are required recommendations to mitigate any impacts on biodiversity would be considered as part of the planning application.	N/A	N/A (See comments next to SEA Objective 1. above)	N/A	N/A (See comments next to SEA Objective 1. above)
6. *Protect* and enhance the landscape (habitats/visual amenities)	? Mitigation required?	A Phase 1 survey (Preliminary Ecological Assessment) of the site(s) could be required to identify the main habitats and whether any detailed surveys for protected species are needed. If more detailed surveys are required recommendations to mitigate any impacts on biodiversity would be considered as part of the planning application.	N/A	N/A (See comments next to SEA Objective 1. above)	N/A	N/A (See comments next to SEA Objective 1. above)

SEA objective	Proposal		Meet demand by directing pupils to other schools in the area or neighbouring schools and/or revising catchment areas		Do nothing	
	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective	Rating	Commentary/ explanation of compatibility with SEA objective
7. Conserve water resources and increase water efficiency in new developments and promote sustainable urban drainage systems	✔	Achieved by designing water efficient measures into the building design and addressing drainage through Sustainable Urban Drainage Systems (SUDS).	N/A	N/A (See comments next to SEA Objective 1. above)	N/A	N/A (See comments next to SEA Objective 1. above)
8. *Promote* regeneration by delivering inclusive schools that will improve equality of opportunity and access for all	0	If the proposal were to proceed, an equality impact assessment would be carried out on the accessibility of the design and to identify any reasonable adjustments that could be made to improve accessibility to existing accommodation. The equality impact assessment would take into account policies such as the Equality Act 2010, TAN 12: Design June 2009 as well as building regulations such as, BS8300, Part M and relevant Building Bulletins.	N/A	N/A (See comments next to SEA Objective 1. above)	N/A	N/A (See comments next to SEA Objective 1. above)
9. *Protect and enhance* designated historic assets	0	There are no registered historic assets within the proposed site.	N/A	N/A (See comments next to SEA Objective 1. above)	N/A	N/A (See comments next to SEA Objective 1. above)

Conclusion

The proposal has been assessed to be largely compatible with the environmental objectives used to assess the goal and principles of the "21st Century Schools: A Strategic Framework for a School Building Improvement Programme" underpin school organisation proposals.

There has been an increased demand for English-medium primary school places in the Radyr and Morganstown area in the past four years. The area is served by two English-medium community primary schools, Bryn Deri Primary School and Radyr Primary School.

There is an immediate need for the Council to provide additional English-medium primary school places in the Radyr and Morganstown areas as projections indicate that this demand for places will exceed the capacity of local schools in future years and therefore a permanent solution is required.

CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL

CABINET MEETING: 19 JANUARY 2017

SUPPLEMENTARY PLANNING GUIDANCE

REPORT OF DIRECTOR OF CITY OPERATIONS

AGENDA ITEM: 9

PORTFOLIO: TRANSPORT, PLANNING AND SUSTAINABILITY (COUNCILLOR RAMESH PATEL)

Reason for this Report

1.   To advise on the outcome of consultation on the following draft Supplementary Planning Guidance (SPG) which help to deliver the Liveable City agenda, bring about positive improvements to neighbourhoods, and to recommend their approval, as amended, by the Council:

  - Locating Waste Management Facilities (Appendix A)
  - Planning Obligations (Appendix B)
  - Residential Design Guide (Appendix C)
  - Tall Buildings (Appendix D)

Background

2.   The Council has a number of SPGs which were prepared to supplement the policies contained in previous adopted plans. In order to ensure conformity with the recently adopted Cardiff Local Development Plan (LDP) policies, a review of these is underway and a programme of SPG to support and amplify the policies in the LDP is currently being produced. These SPG's are the second tranche of this programme and further tranches will be brought before Cabinet and Council in next 12 months.

3.   Welsh Government guidance encourages local planning authorities to prepare SPG to provide advice on how LDP policies will be implemented. This should help those involved in the development and planning process understand the purpose and objectives of policies and assist the submission of permissible planning applications.

4.   SPG must be consistent with planning legislation, Welsh Government guidance and the LDP. It should be prepared in consultation with the public and appropriate interests, and their views should be taken into

account before formal Council approval. SPG may be given weight as a material consideration when making decisions on planning applications.

5.   In September and October 2016 consultation was undertaken for six weeks on the SPGs is in line with the LDP Community Involvement Scheme. Consultation included the following:

- A 6 weeks public consultation period
- A public notice in the local press to notify anyone with an interest
- Copies of the documents were made available to view in all Cardiff Libraries, County Hall and on the Council website.

6.   In addition to this Councillors were notified about the current SPG consultation and an email/letter notification was sent out to consultees on the SPG Consultation List – this list included the formal LDP consultees and anyone else who has requested to be kept informed of SPG consultations, including businesses, interested groups and individuals. Each of the SPG appended to this report contains appendices outlining the specific consultation undertaken, a summary of the representations submitted and the changes made in response.

7.   Most of the comments received were minor and technical in nature and a summary of the content of each of the SPG's together with a summary of any significant comments received and any proposed changes is included below:

Locating Waste Management Facilities

8.   The SPG provides further information on the waste policies contained within the LDP.   In particular, it will assist potential applicants in identifying locations which will be acceptable, in principle, for waste facilities.   It encourages waste management facilities to be located in existing or allocated general industrial areas, unless it can be shown that they could be acceptably located elsewhere.   It also contains detailed guidance on specific requirements for differing types of waste proposals, environmental considerations and likely mitigating measures which may be imposed.   It lists the detailed information which should accompany planning applications for waste proposals in order for the proposals to be adequately assessed.

9.   No consultation responses were received in response to the public consultation exercise, so no changes were made as a result.   Minor amendments were made to the references in the 'Local Policy' section.

Planning Obligations

10.   This is a new SPG, which sets out the Council's approach to planning obligations when considering applications for development in Cardiff. It provides further guidance on how the relevant policies set out in the Cardiff Local Development Plan are to be implemented and will assist in securing the provision of sustainable development across the city.

11. Historically, planning obligations have been identified within separate topic based SPG's, which meant that an applicant may have to review up to a dozen separate documents to identify the circumstances in which need for infrastructure provision and / or site specific mitigation may arise as a result of their proposed development.

12. The aim of this SPG is to provide greater clarity to developers, agents and other stakeholders regarding the basis on which planning obligations will be sought, by drawing all of this information together into one document. It supplements Policies KP6 (New Infrastructure) and KP7 (Planning Obligations) of the LDP and:

- Sets out Cardiff's approach to securing infrastructure provision and environmental improvements through planning obligations,
- Clarifies the relationship between planning obligations and the Community Infrastructure Levy (CIL),
- Provides guidance on the type and nature of planning obligations sought and the basis for contributions,
- Will enable the consideration of infrastructure matters at the earliest possible stage in the development process.

13. Representations were received from ten consultees, providing around sixty-five individual comments. These representations are identified at appendices of the Planning Obligations SPG, together with associated responses and, where relevant, details of associated amendments that have been made to the document. In summary these include / relate to:

- Introductory chapter of the SPG amended to clarify that planning obligations will be sought where the need arises as a result of a proposed development,
- Clarification provided that upon adoption of a Community Infrastructure Levy (CIL), items contained on a R123 List would not be sought through S106 Planning Obligations,
- Minor amendments made to Affordable Housing, Transportation / Highways, Open Space, Schools / Education, Community Facilities and Primary Healthcare Facilities chapters, reflecting comments raised and / or to provide further clarification on specific issues.
- Local Training and Employment: Clarification of circumstances where contributions towards bringing forward compensatory employment opportunities would be sought.
- District Heating and Sustainable Energy: Confirmation that further guidance relating to the content of Renewable Energy Assessments will be provided through the forthcoming Cardiff Renewable Energy Assessments SPG.
- Biodiversity, Tree Protection and Sustainable Urban Drainage: Comment raised that these chapters contain more information that is relevant to Planning Obligations and should be scaled back. These chapters have been retained in their original format as it is considered that this will help enable the consideration of infrastructure matters at the earliest possible stage in the development process.

14. All of the amendments made to the SPG are relatively minor in nature and do not alter the main thrust of the document.

<u>Annual document updates.</u>

15. Within the Planning Obligations SPG, certain chapters contain details of how financial contributions toward infrastructure provision will be calculated (e.g. where a financial contribution is provided towards off site open space provision). Over the lifespan of the SPG, these figures will need to be updated in line with (for example) the Retail Price Index and it is requested that approval be given for the SPG to be reviewed / amended on an annual basis to take on board these changes.

16. Whilst the Planning Obligations SPG contains details of the infrastructure requirements and site specific mitigation arising from proposed developments, there are certain topics where more detailed technical guidance is also required (for example how a developer would need to design and layout an area of open space). This information will be contained in forthcoming supplementary planning guidance and is referenced within relevant chapters of the Planning Obligations SPG (refer to contents page).

17. When these supporting SPG's are adopted, there will be a need to amended relevant references within the Planning Obligations SPG and it is requested that approval be given for the document to be updated to take on board these changes. For clarity, any future amendments to the Planning Obligations SPG would be identified on page 1 of the document.

Residential Design Guide

18. This SPG seeks to outline the issues that a design for new residential development in Cardiff should address as it seeks planning permission. It applies to major residential development proposals providing 10 dwellings or more, and which require a Design and Access Statement. It provides further guidance on how these major developments can conform to policies KP4, KP5, KP13, KP15, EN10, T1, C3, and C6 of the Cardiff LDP, where the policies relate to residential design quality.

19. Representations were received from five consultees, providing around twenty-one individual comments. The main changes made to the document are summarised in Appendices of the Residential Design Guide SPG and are as follow:

- The tone of the document was changed to explain more clearly how standard house types can be used and adjusted to achieve our urban design objectives, whilst also emphasising the role of streetscape and landscape design
- Minor changes in wording to consider how new homes fit into the natural landscape

- Changes to specified densities in line with the LDP policy and some more flexibility in how the measurement of density is assessed in certain situations.
- The addition of up-to-date references related to green infrastructure
- Additional measures to improve the legibility of apartments.

Tall Buildings

20.   The SPG seeks to expand on LDP policy Good Quality and Sustainable design (KP5) and specifically section (xii) which seeks to locate tall buildings in accessible locations and within clusters. The current SPG dated 2008 is now out of date and has been updated to reflect the Council's current ambitions for development for tall buildings.

21.   The SPG outlines the Council's vision for Cardiff to be the most Liveable City in Europe and that tall buildings need an exceptional standard of design; tall buildings are characterised as 8+ storeys or circa 25m. The Guide deals with pertinent tall building issues from recent development proposals and guides where the development of tall buildings is most appropriate, mainly within the city centre and bay.

22.   The Guide emphasises the need to respect heritage, and Appendix A illustrates a zone of very high sensitivity shrouding Cardiff Castle and the Civic Centre. Principles are included to ensure the positioning of tall buildings to retain key views to notable architectural features in the roofscape (Millennium Stadium masts, church steeples etc). Outside of the city centre, tall buildings are characterised as double or more than double height of surrounding properties or significantly taller in terms of actual height and number of floors.

23.   Three consultation responses were received from the Design Commission for Wales (DcFW), Natural Resources Wales and one local resident in the Cardiff Bay area. All comments were considered and some minor amendments have been made to the text to further clarify where appropriate. In relation to comments about further plans and visual analysis work being provided in the SPG, it was considered that this was not necessary and should be undertaken on a case by case basis by developers in discussion with the local planning authority and within the guidance parameters.

24.   A summary of the changes following consultation were as follows:

- Electronic links to documents were provided and additional references to DCfW;
- Greater clarity and more accurate descriptions were provided;
- Text strengthened to emphasise waterfront skyline and respecting historic buildings of character;
- Text reinforced and expanded in relation to distinguishable features, public realm, continuity of street frontages, land uses, materials, microclimate, security, deliveries, street interface.

Reason for the Recommendation

25.   To comply with Welsh Government guidance on the process for preparing Supplementary Planning Guidance.

<u>Legal Implications</u>

26.   The Cardiff Local Development Plan (LDP) was adopted on 28 January 2016 and contains policies and proposals which provide the basis for deciding planning applications. The policies in the adopted Cardiff LDP have special status under section 38(6) of the Planning and Compulsory Purchase Act 2004 which means that planning decisions must be taken in accordance with it unless material considerations indicate otherwise.

27.   Whilst the LDP contains policies and proposals which provide the basis for deciding planning applications supplementary planning guidance (SPG) can be used as a means of setting out more detailed guidance on the way in which those policies will be applied in particular circumstances or areas. SPG may be taken into account as a material consideration when determining planning applications.

28.   In order for a SPG to be given as much weight as possible as a material consideration it must be formulated, prepared and adopted in the proper manner.   The Locating Waste Management Facilities, Planning Obligations, Residential Design Guide and Tall Buildings SPGs have been subject to public consultation and where appropriate amendments have been made to reflect the comments received.

Powers and Duties

29.   The Council has a duty to seek to continually improve in the exercise of its functions (which includes where appropriate powers) in terms of inter alia strategic effectiveness, service quality and availability , sustainability, efficiency and innovation pursuant to the Local Government (Wales) Measure 2009.

30.   Section 3 of the Wellbeing of Future Generations (Wales) Act 2015 imposes a duty on public bodies to carry out sustainable development in accordance with the sustainable development principle to act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs (section 5).

31.   In considering this matter the decision maker must have regard to the Council's duties under the Equality Act 2010. Pursuant to these legal duties Councils must, in making decisions, have regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a) Age, (b) Gender reassignment (c) Sex (d) Race – including ethnic or national origin, colour or nationality, (e)

Disability,(f) Pregnancy and maternity (g) Marriage and civil partnership,(h) sexual orientation (i) Religion or belief – including lack of belief

32.   The LDP was subjected to an Equalities Impact Assessment. The SPGs supplement and provide guidance on the policies which were prepared within this framework.

Financial Implications

33.   No direct financial implications are expected to arise for the Council following the approval of the specific Supplementary Planning Guidance included in this report. The indexation uplift will ensure that Planning Obligation contributions move in line with general price changes.

RECOMMENDATIONS

Cabinet is recommended to:

1.   Approve the Supplementary Planning Guidance attached to this report at appendices A to D for consideration by Council.

2.   Recommend to Council that authority be delegated to the Director of City Operations, in consultation with the Cabinet Member for Transport, Planning and Sustainability and Chair of Planning Committee, to review and make consequential amendments to the Planning Obligations SPG (Appendix B) to take account of any annual changes in financial contribution calculations (e.g. changes in line with the Retail Price Index) and the adoption of other supporting supplementary planning guidance by the Council.

ANDREW GREGORY
Director
13 January 2017

The following Appendices are attached:

Appendix A –   Supplementary Planning Guidance: Locating Waste
                        Management Facilities
Appendix B –   Supplementary Planning Guidance: Planning Obligations
Appendix C –   Supplementary Planning Guidance: Residential Design Guide
Appendix D –   Supplementary Planning Guidance: Tall Buildings

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LOCATING WASTE MANAGEMENT FACILITIES

SUPPLEMENTARY PLANNING GUIDANCE

DRAFT JANUARY 2017

CARDIFF
CAERDYDD

CONTENTS

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

1. INTRODUCTION

1.1   This Supplementary Planning Guidance Note (SPG) supplements policies in the adopted Cardiff Local Development Plan (LDP) relating to the location of waste management facilities.

1.2   Welsh Government supports the use of supplementary planning guidance to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan, but are a material consideration in the determination of planning applications.

1.3   This SPG has been produced to provide further detail on the following waste policies contained within the LDP:
- KP12 'Waste';
- W1 'Sites for Waste Management Facilities'.

1.4   It is intended to:
- Identify the developments to which the policies apply;
- Identify locations which are acceptable in principle for waste facilities; and
- Provide advice to prospective applicants and the general public on the criteria against which proposals for waste facilities will be considered.

2. POLICY CONTEXT

EUROPEAN POLICY

2.1   The **Waste Framework Directive** (2008/98/EC) provides the legislative framework for the collection, transportation, recovery and disposal of waste. It requires Member States to establish an integrated and adequate network of installations for the disposal of waste and for the recovery of mixed municipal waste. The network should be adequate to deal with the range and volume of waste arisings.

2.2   The **Landfill Directive** (1999/31/EC) aims to prevent or reduce the negative effects of landfilling on the environment, by introducing stringent technical requirements for the landfilling of waste and setting targets for the reduction of biodegradable municipal waste going to landfill. Facilities for the management of waste which has been diverted from landfill will be required, as well as facilities for the disposal of waste streams which have been prohibited from being disposed of by landfilling.

NATIONAL POLICY

2.3   The Welsh Government's general policy for waste management is contained in the document **Towards Zero Waste – One Wales: One Planet (2010)**, a long term overarching framework for waste management and resource efficiency in Wales until 2050. It sets out how Wales will reduce the amount of waste it produces and make the transition to a high recycling society. It sets out the following key targets:
- At least 70% recycling across all sectors by 2025;

- Zero waste by 2050, where all products and services are delivered with waste prevention in mind.

2.4   In order to deliver these outcomes, a series of 'sector plans' have been produced which contain specific targets and policies. The **Collections, Infrastructure and Markets Sector Plan (CIM) (2012)** sets out medium term plans for the waste collection services, reprocessing infrastructure and recyclate markets that will be needed across Wales. It also explains the need for facilities for the sustainable recovery and disposal of wastes which cannot be dealt with higher up the waste hierarchy.

2.5   **Technical Advice Note 21 'Waste' (2014)** sets out the framework for facilitating the delivery of sustainable waste management infrastructure through the planning process. It states that, when considering development proposals for waste management facilities, planning authorities should take into account their potential contribution to the objectives, principles and strategic waste assessments set out in Towards Zero Waste and relevant sector plans. It requires planning applications for waste management facilities to be accompanied by a waste planning assessment containing sufficient information to enable an assessment of the application and its contribution to meeting the requirements set out in the CIM Sector Plan. TAN21 provides advice on appropriate locations for waste management facilities.

2.6   Chapter 12 of **Planning Policy Wales (Edition 9, 2016)** aims to ensure that appropriate facilities are established to meet the Welsh Government's objectives for waste management. The identification of suitable locations for waste management should be considered as part of plan preparation. The extent to which a waste management proposal demonstrates a contribution to the waste management objectives, policy, targets and assessments contained in national waste policy will be a material planning consideration.

LOCAL POLICY

2.7   This SPG provides more detail on LDP policies KP12 'Waste' and W1 'Sites for Waste Management Facilities'.

2.8   Policy KP12 states:
Waste arisings from Cardiff will be managed by:
- i.   Promoting and supporting additional sustainable waste management facilities, measures and strategies in accordance with the Collections, Infrastructure and Markets Sector Plan (2012) and TAN 21 (2014) in a manner that follows the waste hierarchy and the principles of an integrated and adequate network of waste installations; nearest appropriate installation; self-sufficiency and protection of human health and the environment;
- ii.   Encouraging the provision of in-building treatment facilities on existing and allocated areas of general industry;
- iii.   Supporting the provision and maintenance of sustainable waste management storage and collection arrangements in all appropriate new developments; and
- iv.   Supporting waste prevention and reuse and the provision of facilities that use recycled or composted products.

2.9   Policy W1 states:
Proposals for the development of waste management facilities will be permitted where:
- i.   There is a demonstrable need assessed against regional requirements;
- ii.   They conform with the waste hierarchy and the principles contained in the Waste

Framework Directive of An Integrated and Adequate Network; Nearest Appropriate Installation; Self Sufficiency and the Protection of Human Health and the Environment;

iii. They would not cause unacceptable harm to the environment, built heritage or to human health;

iv. They include acceptable proposals for restoration, aftercare and after- use, including the beneficial after-use of by-products;

v. They would not endanger aviation safety;

vi. They include acceptable proposals for the protection of adjoining and nearby land from landfill gas and leachate migration or contamination;

vii. They are not located within an area at risk from flooding;

viii. They would not cause unacceptable air, noise or light pollution, dust, vibration or odours, or attract excessive vermin;

ix. They provide safe means of access to the highway and adequate on- site parking and turning facilities; and

x. They are accompanied by a Waste Planning Assessment containing sufficient information to enable an assessment of the proposal.

Facilities for the handling, treatment and transfer of waste will generally be encouraged towards existing use class B2 general industrial land.

3.   SCOPE OF GUIDANCE

3.1   This document provides guidance on the assessment of proposals for new waste management facilities, including those required to deliver the aims of Towards Zero Waste and the associated Sector Plans. These include:
- Facilities in which goods are prepared for re-use;
- Re-use facilities;
- Waste separation facilities;
- Recycling or recovery facilities;
- Composting sites;
- Waste collection facilities – civic amenity sites, bring sites, scrap yards etc;
- Waste transfer stations;
- Thermal processes e.g. gasification, pyrolysis;
- Thermal treatment (with or without energy recovery); and
- Landfilling or land-raising operations.

3.2   Such facilities should be capable of dealing with the full range of waste streams arising. Such waste streams include:
- Municipal waste;
- Industrial waste;
- Commercial waste;
- Construction and demolition waste;
- Special, hazardous or clinical waste; and
- Agricultural waste.

4. UNDERLYING PRINCIPLES

4.1 WASTE HIERARCHY

All proposals for the development of waste management facilities across the County should conform to the principle of the waste hierarchy. This is a theoretical hierarchy where the various options for waste management appear in priority order. The hierarchy favours prevention and reuse, followed by: preparation for reuse; recycling; recovery and finally disposal. The aim should be to ensure that waste is driven as far up the hierarchy as possible.

4.2 AN INTEGRATED AND ADEQUATE NETWORK

The broad aim is to achieve sustainable waste management by ensuring the provision of an integrated and adequate network of waste installations which will enable the aspirations of the waste hierarchy to be delivered in practice.

4.3 NEAREST APPROPRIATE INSTALLATION

Waste should be disposed of or recovered in one of the nearest appropriate installations, whilst ensuring that the environment and human health are protected. In order to achieve this, it is important that a broad range of waste management facilities are available, so that waste can be managed as close to where it arises as possible.

4.4 SELF SUFFICIENCY

Proposals should assist in the aim of moving towards self-sufficiency in waste management, although it is not necessary for all areas to have the complete range of waste facilities that may be needed.

4.5 PROTECTION OF HUMAN HEALTH AND THE ENVIRONMENT

Proposals for waste facilities should be designed and located so that a high level of protection for the environment and for human health can be ensured.

5. NEED FOR WASTE MANAGEMENT FACILITIES

5.1 It is important to establish a need for waste management facilities in order to assess a proposal's contribution towards the development of an integrated and adequate waste infrastructure network in the local area. Under provision or overprovision of facilities could encourage the import or export of waste over longer distances, contrary to the underlying principles identified above. It is also important to ensure that need outweighs any potential adverse harm to the environment or human health.

5.2 TAN21 indicates that, in considering development proposals for waste facilities, local planning authorities should take into account their potential contribution to the objectives, principles and strategic waste assessments set out in Towards Zero Waste and the Collections, Infrastructure and Markets Sector Plan.

5.3 These documents currently identify a continued need to develop more waste treatment and recovery facilities in the short to medium term, in order to reduce the quantity of waste disposed of by landfill. The long term aim is to develop an integrated and adequate waste infrastructure network based on high levels of reuse and recycling. This means that, at present, there is a need for further waste management facilities which will contribute towards these aims. The extent to which a proposal demonstrates a contribution towards these short, medium and long term aims will be a material planning consideration.

5.4   Under the provisions of TAN 21, the Welsh Government intends that joint arrangements for waste monitoring should be set up between local planning authorities, in conjunction with WG and Natural Resources Wales. It is intended that Waste Planning Monitoring Reports will be produced, containing information on predicted waste arisings and existing capacity data in order to determine whether there is a need for further waste facilities in each region. However, at present monitoring arrangements are yet to be established, but should this happen then this data will be used to determine need.

6.   LOCATIONAL CONSIDERATIONS

APPROPRIATE LOCATIONS IN PRINCIPLE

6.1   The most appropriate locations for new waste management facilities will be those with the least adverse impacts upon human health and the local environment and which will allow the proposal to make the most significant contribution to the provision of an integrated and adequate network.

6.2   As waste is increasingly dealt with higher up the waste hierarchy, it is likely that many modern waste facilities will involve industrial processes which will be no different to any other industrial facilities in terms of appearance, operating conditions or impact on the local area. Waste management facilities will, therefore, be encouraged towards existing or allocated general industrial (Use Class B2) areas, unless it can be shown that they could be acceptably located elsewhere.

6.3   The LDP Proposals Map identifies areas of land which have been allocated for general industry. Waste facilities would also be acceptable in principle in other existing areas used for the purpose of general industry. The 'Cardiff Business and Industrial Landbank Monitor' is produced by the Council annually in July and provides information on unimplemented industrial consents and allocations across the County, including those for B2 use.

6.4   Given the potential of waste management facilities to generate significant numbers of vehicle movements, sites should be well located in terms of the primary road network. Consideration should also be given to alternative modes of transport, where possible.

6.5   The detailed environmental implications of specific proposals will need to be fully considered when any planning applications are received by the local planning authority.

SPECIFIC LOCATIONAL REQUIREMENTS

6.6   General industrial sites are not likely to be suitable for landfill operations or windrow composting. Careful consideration will be given to the location of waste facilities likely to create dust, litter or noise which may also not be suitably located within general industrial areas.

6.7   Proposals for waste facilities which include the recovery of heat from mixed municipal waste may be beneficially located in close proximity to heat users. Careful consideration will be given to the suitability of co-locating these facilities alongside potential users.

6.8   As waste is increasing dealt with by reuse, more opportunities may be sought to locate

facilities within commercial areas or retail frontages. Reuse facilities which involve storage and distribution may be appropriately located on business land, dependent upon the nature of the industrial processes involved. Facilities which involve the resale of goods may be appropriately located in retail frontages where there is no detrimental impact upon the shopping role of the centre or the individual frontage, where a shop front can be maintained and where access for drop-offs and collections is adequate.

6.9   More onerous locational requirements will apply for some waste streams, in particular hazardous waste. The co-disposal of hazardous and non- hazardous waste is prohibited by the Landfill Directive. Hazardous waste destined for landfill will be directed to a dedicated hazardous waste landfill site. The Landfill Directive also imposes more stringent requirements on hazardous waste sent to landfill. Such waste may require additional treatment prior to landfilling. The CIM Sector Plan acknowledges that it is unlikely that a new hazardous waste landfill will be developed in Wales because so little hazardous waste requiring landfilling is produced and sufficient disposal capacity exists at four landfill sites within 40 miles of the Welsh border in England to deal with hazardous waste arisings. If the annual monitoring reports to be provided as set out in TAN 21 identify a shortfall of provision for hazardous waste treatment or disposal in the South East Wales area, then an application would be assessed against Policy W2.

6.10   The Landfill Directive provides specific locational advice for landfill sites. The following considerations should be taken into account:
- Distance from the boundary of the site to residential and recreational areas, waterways, water bodies and other agricultural or urban sites. Landfill facilities should be located at a minimum distance of 250m from occupied property;
- The topography of the site and the impact on visual amenity and landscape character;
- The impact on the highway network;
- The existence of groundwater, coastal water or nature protection zones in the area;
- Protection of the nature or cultural heritage of the area; and
- The presence of nearby airports or heliports.

6.11   The need for additional landfill void will be assessed against the regional requirements set out in the CIM Sector Plan.

7.   ENVIRONMENTAL CONSIDERATIONS

7.1   Waste management proposals can generate concern due to the characteristics of the processing activities themselves, as well as the transportation of materials to and from the site. A wide range of environmental considerations should be addressed in any proposal in order to ensure that any potential adverse impact is minimised. Where environment impact is unacceptable and cannot be mitigated, it is unlikely that planning permission will be granted.

7.2   All proposals which fall within Schedule 1 to the Town and Country Planning (Environmental Impact Assessment) (Wales) Regulations 2016 must be subject to Environmental Impact Assessment. These include waste disposal installations for the incineration, chemical treatment, or landfill of hazardous waste and of other waste where the capacity exceeds 100 tonnes per day.

7.3   In terms of proposals which fall within Schedule 2 of these Regulations, the local planning authority will provide a screening opinion as to whether EIA is required. Proposals which would fall under Schedule 2 include those where:

- Disposal is by incineration; or
- The area of the development exceeds 0.5ha; or
- The installation is sited within 100m of any controlled waters; or
- If any part is within a 'sensitive area' as defined in Regulation 2(1) of the 2016 EIA Regulations.

GENERAL ENVIRONMENTAL CONSIDERATIONS

EMISSIONS

7.4   Atmospheric emissions have the potential to cause public concern and air quality issues can be a material planning consideration. Emissions are controlled through the Environmental Permitting (England and Wales) Regulations 2010 and are regulated by Natural Resources Wales.

BIRDS AND VERMIN

7.5   Waste management sites can attract both birds and vermin. Vermin can present a potential health hazard. Congregating birds can be a nuisance to residential communities living near facilities, but can also cause a significant hazard to aviation safety. All applications for landfill, or areas where waste is temporarily stored outdoors, that fall within 8 miles of Cardiff International Airport will be referred to the Civil Aviation Authority for comment and all applications for landfill that fall within 10 miles of RAF St. Athan will be referred to the Ministry of Defence.

DUST

7.6   Dust has the potential to represent a nuisance and air quality can be a material planning consideration. Planning conditions may be imposed to require waste operators to prepare a scheme or enforce measures to suppress dust emissions.

LAND INSTABILITY

7.7   The stability of proposed waste sites should be investigated and facilities designed accordingly. Any new landform resulting from landfilling or land raising should be stable and should be designed to fit in with the scale and nature of the surrounding topology.

LITTER

7.8   Landfill sites, waste transfer stations and civic amenity sites can potentially cause problems in terms of litter. Operating plans and procedures should be used to reduce the impact of this issue.

NATURE AND ARCHAEOLOGICAL CONSERVATION

7.9   Where any ecological interest is known or suspected to be significant on or adjacent to proposed development sites, an ecological/geological/soil survey should be undertaken before any decision is taken on the future use of the site. Consideration should also be given to the potential effect on sites of archaeological importance. Facilities should not have an adverse impact on areas or sites designated for protection, such as:

- Local Nature Reserves (LNR);
- Sites of Importance for Nature Conservation (SINC);
- Sites of Special Scientific Interest (SSSI);

- Special Areas of Conservation (SAC);
- Special Protection Areas (SPA); or
- RAMSAR sites.

NOISE

7.10   Consideration will be given to the impact of waste proposals on residential development and other noise sensitive receptors. Planning conditions are likely to be imposed to limit the amount of noise and restrict the time of operation.

ODOURS

7.11   Waste facilities can produce unpleasant odours which will need to be given full consideration at the planning application stage. Measures to ensure that odour suppression techniques are used can be controlled by planning conditions.

PROTECTION OF SURFACE AND GROUNDWATER

7.12   Potential effects on surface and ground water resources are a material planning consideration. Planning conditions will be imposed to ensure that there is no possibility of run-off, spillage or leachate pollution of surface or ground waters. Waste management facilities proposed in areas that are regularly or potentially subject to flooding are unlikely to be acceptable. In areas where flooding is possible, the potential pollution of surface or ground water will be taken in to account.

TRANSPORT

7.13   Waste management facilities can generate a large number of vehicle movements. Consideration will be given to the traffic likely to be generated by the proposal. Sites should ideally be well located in terms of the primary road network, or in close proximity to alternative modes of transport. Planning permission may be refused if the existing road network is incapable of supporting the additional vehicle movements likely to be generated, or if the traffic impact on local communities is unacceptable and cannot be mitigated.

VISUAL IMPACT

7.14   The development of waste facilities can have significant impacts upon landscape and visual amenity, dependent upon the type of facility proposed and its location. Screening and amenity bunds may be required to reduce the potential impact.

8.   MITIGATING MEASURES

PLANNING CONDITIONS

8.1   It should be expected that a range of conditions will be attached to any grant of permission for a waste management facility in order to address particular environmental concerns. These may include:
- Transport, access and vehicle movements;
- Restrictions on the types or quantities of waste that can be accepted;
- Hours of operation;
- Noise limits;
- Timescale of operations;

- Visual impact and landscaping;
- Site layout;

- Restoration and aftercare.

8.2 However, it should be noted that where such problems cannot be satisfactorily addressed through mitigating measures, permission is unlikely to be granted.

OPERATING HOURS

8.3 The proposed hours of operation of a facility will be closely linked to issues of noise control, traffic movements and levels of lighting. A condition setting out the hours of working will normally be attached to each waste management facility. Where sites are located close to residential areas or other sensitive land uses, it will normally be inappropriate to allow operations or traffic movement to occur at night, or on Sundays or bank holidays. However, it is appreciated that some activities may require 24 hour operation, such as plant maintenance, facilities to control gas emissions and surface water pumping.

9. LICENSING

9.1 A waste management licence is required under the Environmental Protection Act 1990. Licences are required to recover, transport, deposit or dispose of waste. They ensure that the authorised activities do not cause pollution of the environment, harm to human health or serious detriment to local amenities.

9.2 Planning permission is required before a new permit or waste management licence is granted. Developers who are considering the development of any waste management facility should discuss the proposal with the local planning authority and the relevant pollution control regulator. Further advice can be obtained from Natural Resources Wales.

10. WASTE PLANNING ASSESSMENTS

10.1 Technical Advice Note 21 introduced the requirement that all applications for a waste facility which is for disposal, recovery or recycling should be accompanied by a Waste Planning Assessment. This should contain all information necessary to enable the planning authority to make a decision on the application.

10.2 The Waste Planning Statement should include:

WASTE POLICY STATEMENT
- A description of how the proposals will contribute to the relevant provisions of 'Towards Zero Waste' and the Collections, Infrastructure and Markets Sector Plan;
- A statement of compliance with policy related to need and location requirements;
- A calculation of existing and projected future demand;
- Identify the markets that will be served by the proposed development;
- A calculation to identify the current shortfall in treatment capacity;
- A description of the consultation undertaken by the applicant;
- A signed declaration that in making the application the applicant has paid due regard to the waste hierarchy.

TIME SCALE
- Lifespan of the operation, including any proposed measures for future proofing;
- Days and hours of operation.

TYPES AND QUANTITIES OF WASTE TO BE MANAGED
- Estimated annual quantity of each waste type to be received and estimated total capacity where relevant;
- The destination of any end product (residues and any hazardous materials) from the site;
- The minimum and maximum quantities that the facility could process and remain operational;
- The amount of waste (in tonnes) the facility is designed to treat.

DESIGN, LAYOUT, BUILDINGS AND PLANT
- The processes involved, including transportation to and from the site;
- Layout and design of buildings, plant, operational areas, haul roads and external lighting;
- Details on landfill gas and leachate control, if relevant;
- Proposed restoration and aftercare.

AMENITY AND NUISANCE
- The compatibility of the proposed development with existing or neighbouring land uses;
- Measures to prevent and control land contamination, light pollution, noise, smell, dust, birds and vermin, and litter;
- Any emissions associated with the proposed operations.

AIR POLLUTION
- The impact of emissions to atmosphere of any product gasses resulting from specialist treatment/recovery processes.

ENERGY EFFICIENCY (if relevant)
- Explanation of how energy recovered from the incineration process will be maximised;
- Evidence that the proposal would or would not meet the R1 energy efficiency calculation.

10.3   Further information on Waste Planning Assessments can be seen in Annex B of TAN 21.

APPENDIX A
SUMMARY OF CONSULTATION

Public consultation was undertaken between the 8th of September and the 20th of October 2016. A press notice was placed in a local newspaper on Wednesday the 7th of September 2016. Copies of the draft guidance were placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also placed on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors, the Welsh Government, Community Councils in Cardiff, interested persons and the following organisations known to have a general interest in planning in Cardiff, or a potential interest in this guidance:

Alder King	Cardiff Heliport
Alternatives for Transport	Cardiff International Airport Ltd.
AMEC Environment & Infrastructure UK Limited	Cardiff Local Access Forum
Arts Council of Wales	Cardiff Metropolitan University
Arup	Cardiff Naturalists
Asbri Planning Ltd	Cardiff Pedestrian Liberation
Associated British Ports	Cardiff Transition
Association of Inland Navigation Authorities	Cardiff University
Atkins	Cardiff West Communities First
Austin-Smith: Lord	Carolyn Jones Planning Services
Baker Associates	CDN Planning
Barton Willmore	Celsa Manufacturing (UK) LTD
Bellway Homes (Wales Division) Ltd	Cemex Uk Operations Ltd
Biffa	CFW Architects
Bilfinger GVA	CGMS Consulting
Black Environment Network	Chartered Institute of Housing in Wales
Blake Morgan LLP	Chichester Nunns Partnership
BNP Paribas Real Estate	Chris Morgan
Bovis Homes	Chwarae Teg
Boyer Planning	Civil Aviation Authority
Bristol City Council	Coal Authority
Bryant Homes (South West)	Coleg Glan Hafren
BT Group plc	Communities First Adamsdown
Business in the Community Wales	Community Housing Cymru
C2J	Community Land Advisory Service Cymru
Cadwyn Housing Association	Confederation of British Industry
Caerau and Ely Communities First	Confederation of Passenger Transport
Caerphilly County Borough Council	Connections Design
Campaign for the Protection of Rural Wales	Country Land and Business Association
Cardiff & Vale Parents Federation	CSJ Planning Consultants
Cardiff & Vale University Health Board (UHB)	Danescourt Community Association
Cardiff Access Group	David Lock Associates
Cardiff Against the Incinerator	Davies Sutton Architects
Cardiff Bus	Davis Meade Agricultural
Cardiff Bus Users	Derek Prosser Associates
Cardiff Civic Society	Design Circle RSAW South
Cardiff Community Housing Association	Design Commission for Wales
Cardiff Cycling Campaign	Development, Land & Planning Consultants Ltd
Cardiff Ethnic Minority Elders	Disability Wales
Cardiff Greenpeace	Disability Arts Cymru

DLP Consultants
DPP Cardiff
Drivers Jonas
DTB Design
DTZ
Dwr Cymru Welsh Water
Edenstone Homes
Equality and Human Rights Commission
Ethnic Business Support Project
Federation of Small Businesses
First City Limited
FirstGroup plc
Firstplan
Forestry Commission Wales
Freight Transport Association
Friends of Nantfawr Community Woodland
Fulfords Land & Planning
G L Hearn
G Powys Jones MSc FRTPI
Garden History Society
Geraint John Planning Ltd
GL Hearn Ltd
Glamorgan - Gwent Archaeological Trust Ltd
Glamorgan Gwent Housing Association
GMA Planning
Graig Community Council
Graig Protection Society
Great Western Trains Company Limited
Grosvenor Waterside
GVA
GVA Grimley
H O W Commercial Planning Advisors
Haford Housing Association Limited/ Hafod Care
Association Limited
Halcrow
Hammonds Yates
Harmers
Heath Residents Association
Herbert R Thomas LLP
Home Builders Federation
Hutchinson 3G UK
Hyland Edgar Driver
Hywel Davies
Interfaith Wales
Jacobs Babtie
Jeremy Peter Associates
JLL
John Robinson Planning & Design
John Wotton Architects
Jones Lang LaSalle
Keep Wales Tidy
Kelly Taylor & Associates

Kingsmead Assets Limited
Knight Frank
Landscape Institute Wales
Levvel Ltd
Linc-Cymru
Lisvane Community Council
Llandaff Conservation Group
Llandaff Society
Lovell Partnership
Loyn & Co Architects
LUC
Madley Construction
Mango Planning and Development Limited
Marshfield Community Council
Martin Robeson Planning Practice
McCarthy & Stone (plc)
McCarthy and Stone (Western Region)
Meadgate Homes Ltd
Mineral Products Association
Morgan Cole
Mott MacDonald
Nathaniel Lichfield and Partners
National Youth Arts
Natural Resources Wales
Neame Sutton
Network Rail
Network Rail Infrastructure Ltd
Newport City Council
NFU Cymru
North West Cardiff Group
Novell Tullet
O2 UK
Oakgrove Nurseries
Old St Mellons Community Council
Orange
Origin3
Pantmawr Residents Association
Peace Mala
Peacock & Smith
Pegasus
Pentyrch Community Council
Persimmon Homes
Peterson Williams
Peterstone Community Council
Philippa Cole
Planning Aid Wales
Planning Potential
Police & Crime Commissioner
Powell Dobson
Powergen
Prospero Planning
Quarry Products Association

Quinco
Race Equality First
Radyr & Morganstown Association
Radyr and Morganstown Community Council
Radyr and Morganstown Partnership and
Community Trust (PACT)
Radyr Farm
Radyr Golf Club
Rapleys
Redrow Homes (South Wales)
Reeves Retail Planning Consultancy Ltd
Renplan
Reservoir Action Group (RAG)
Rhiwbina Civic Society
Rhondda Cynon Taf County Borough Council
RICS Wales
Rio Architects
Riverside Communities First Team
Robert Turely Associates
Roberts Limbrick
Robertson Francis Partnership
Royal Commission on the Ancient & Historical
Monuments of Wales
Royal National Institute for the Blind
RPS Group Plc
RSPB Cymru
Save Creigiau Action Group
Savills
Savills (Cardiff)
Scope Cymru
Scott Brownrigg
Sellwood Planning
Shawn Cullen
SK Designs
SLR Consulting
South Wales Chamber of Commerce Cardiff
South Wales Police Crime Prevention Design
Adviser
South Wales WIN
Splott and Tremorfa Communities First
Sport Wales
SSE Energy Supply Ltd
St Fagans Community Council
Stedman Architectural
Stewart Ross Associates
Stonewall Cymru
Stride Treglown Town Planning

Stuart Coventry Scott Wilson
Sullivan Land & Planning
Sustrans Cymru
SWALEC
Taff Housing Association
Tanner & Tilley
Taylor Wimpey
Terry Nunns Architects
The 20th Century Society
The Boarding Centre Ltd
The Design Group 3
The Georgian Group
The Institute of Cemetery and Crematorium
Management
The Land Mark Practice
The Planning Bureau
The Royal Town Planning Institute
The urbanists
The Victorian Society
The Wildlife Trust of South & West Wales
Theatres Trust
T-Mobile (UK) Ltd
Tongwynlais Community Council
Torfaen County Borough Council
Turley Associates
United Welsh Housing Association
Urban City Ltd
Urdd Youth Group
Velindre NHS Trust Corporate Headquarters
Virgin Media
Vodaphone
Wales & West Housing Association
Wales Council for Voluntary Action
Wales Women's Aid
Watts Morgan
Welsh Ambulance Services NHS Trust - South East
Region
Welsh Government
Welsh Government - Economy Skills and Transport
Division
Welsh Language Commissioner
Welsh Language Society
Welsh Tenants Federation Ltd
Wentlooge Community Council
White Young Green Planning
Wimpey Homes
Wyevale Garden Centres Ltd

No responses were received as a result of the public consultation exercise, as such no alterations were made.

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Cardiff Planning Obligations SPG

(Supplementary Planning Guidance)

CARDIFF
CAERDYDD

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

Contents

1. Introduction

1.1 About this Document

1.1.1. This Planning Guidance is supplementary to the Cardiff Local Development Plan (LDP) 2006-2026 and sets out the Council's approach to planning obligations when considering applications for development in Cardiff. It provides further guidance on how the policies set out in the LDP are to be implemented and will assist in securing the provision of sustainable development across the city.

1.1.2. This SPG will help to ensure that developments contribute toward the provision of necessary infrastructure and measures required to mitigate their impact. The delivery of the right level and type of infrastructure at the right time is not only essential to support the development of new homes, economic growth and the creation of sustainable communities, but also provides benefits to the city's existing residents, workers and visitors. Failure to provide sufficient supporting infrastructure can have a detrimental impact on the overall quality and associated use of local, countywide and regional amenities.

1.1.3. The aim of this SPG is to provide clarity to developers, agents and other stakeholders regarding the basis on which planning obligations will be secured. It supplements Policies KP6 (New Infrastructure) and KP7 (Planning Obligations) of the Cardiff Local Development Plan 2006-2026 and:

- Sets out Cardiff's approach to securing infrastructure provision and environmental improvements through planning obligations,

- Clarifies the relationship between planning obligations and the Community Infrastructure Levy (CIL),

- Provides guidance on the type and nature of planning obligations and the basis for contributions,

- Will enable the consideration of infrastructure matters at the earliest possible stage in the development process.

1.1.4. This document covers in detail those infrastructure elements that will be secured through planning obligations and sets out the forms of development from which the Council will seek contributions where the need arises as a result of a proposed development. It identifies the nature of what will be required, the scale of development from which particular types of contribution will be sought and, where relevant, sets out the basis on which the level of obligation will be calculated.

1.2   Mechanisms for Securing Infrastructure

1.2.1.   The following mechanisms are available to secure both site specific and countywide infrastructure provision:

Planning Conditions

1.2.2.   Planning Conditions are attached to a planning permission and set out details of required standards, timescales and / or works which must be carried out at prescribed stages in the development process. Where necessary, they can also require further details to be submitted in order to make the development acceptable. Planning Conditions should not be duplicated by Planning Obligations.

Planning Obligations

1.2.3.   Planning obligations run with the land (the application site) in perpetuity and may be enforced by the Council as the local planning authority against the original covenantor and its successors in title to the land. Planning Obligations can be secured either through a S106 Agreement, where there are mutual obligations between the Council and those with a legal interest in the application site, or a Unilateral Undertaking, which binds by planning obligations those with a legal interest in the land, but impose no obligations on the Council.

1.2.4.   Planning obligations are useful arrangements to overcome obstacles which may otherwise prevent planning permission from being granted and can either be provided through delivering what is needed to the required standard or as a financial contribution, or by a combination of both.

S278 / S38 Agreements

1.2.5.   These agreements relate specifically to Highway works. They also run with the land in perpetuity and may be enforced against the owner, mortgagees and their successors in title to the land (anyone with a legal interest in the land).

Section 38 Agreement

1.2.6.   Where, as part of a development, it is proposed to construct a new road or junction, the normal legal means by which the road becomes a public highway is via an agreement under Section 38 of the Highways Act 1980.

Section 278 Agreement

1.2.7.   A Section 278 Agreement is a legally binding document between the Local Highway Authority and a developer to ensure that any works to be carried out to an existing area of adopted highway are completed to the standards and satisfaction of the Local Highway Authority.

Community Infrastructure Levy

1.2.8.   In April 2010, the Government introduced the Community Infrastructure Levy (CIL) Regulations. CIL enables Local Planning Authorities to raise a levy on new development in their area, which can then be used to fund infrastructure to help support growth. Unlike planning obligations, CIL is a set charge and is non-negotiable. Where it is introduced by a local authority, it sits alongside the use of planning obligations but will not directly replace them.

1.3   Legislation and Policy Context

1.3.1.   Section 38(6) of the Planning and Compulsory Purchase Act (2004) states that the determination of a planning application must be in accordance with the development plan unless material considerations indicate otherwise. Welsh Government advice supports the use of SPG to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance and may be taken into account as a material planning consideration in planning decisions. The policy context is given below.

National Legislation and Policy Context

Planning Obligations.

1.3.2.   The legislative and policy guidance framework governing the use of planning obligations is set out in Section 106 of the Town and Country Planning Act 1990 (as amended by Section 12 of the 1991 Planning and Compensation Act) and Welsh Office Circular 13/97 'Planning Obligations'. This enables any person with an interest in land in the area of a local authority to enter into a planning obligation that:

- Restricts the development or use of the land in any specified way;
- Requires specified operations or activities to be carried out in, on, under or over the land;
- Requires the land to be used in any specified way; or
- Requires a sum or sums to be paid to the authority on a specified date or dates or periodically.

Community Infrastructure Levy (CIL).

1.3.3.   Part 11 of the Planning Act 2008 introduced the Community Infrastructure Levy. Relevant legislation is further set out in the Community Infrastructure Levy (CIL) Regulations 2010 and subsequent CIL (Amendment) Regulations.

1.3.4.   Regulation 122(2) of the CIL Regulations (as amended) states that a planning obligation may only constitute a reason for granting planning permission for development if the obligation is:

- Necessary to make the development acceptable in planning terms;
- Directly related to the development; and
- Fairly and reasonably related in scale and kind to the development.

Well-being of Future Generations (Wales) Act 2015.

1.3.5.   The Well-being of Future Generations (Wales) Act 2015 establishes a 'sustainable development principle', which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

Planning Policy Wales.

1.3.6.   Planning Policy Wales (PPW) Edition 9 (November 2016) sets out the land use planning policies of the Welsh Government. Chapter 3.5 provides guidance relating to planning conditions, obligations and the Community Infrastructure Levy.

Local Policy Context

Cardiff Local Development Plan 2006-2026.

1.3.7.   Policy KP6 (New Infrastructure) of the Cardiff Local Development Plan 2006-2026 identifies that 'New development will make appropriate provision for, or contribute towards, the necessary infrastructure required as a consequence of the proposed development. Such infrastructure will be delivered in a timely manner to meet the needs of existing and planned communities'.

1.3.8.   Policy KP7 (Planning Obligations) specifies that planning obligations will be sought to mitigate any impacts directly related to the development.

1.3.9.   Policies KP2(A) to Kp2(H) provide a summary of the key infrastructure requirements relating to LDP Strategic Sites (sites of 500 homes or more and / or with significant employment / mixed uses).

1.3.10. Additional LDP Key Policies and Detailed Policies relating to specific infrastructure elements are identified within each subsequent chapter of the SPG.

Cardiff Infrastructure Plan.

1.3.11. The Cardiff Infrastructure Plan (IP) is a 'living document' that sites alongside the LDP and identifies infrastructure required to facilitate and sustain the growth of the city. The IP is informed by the Cardiff Local Development Plan and its associated Supplementary Planning Guidance documents.

1.4   The Community Infrastructure Levy (CIL)

1.4.1.   Planning Policy Wales (Edition 9, November 2016) provides the following overview of the CIL Regs:

- '3.5.6 The Community Infrastructure Levy Regulations 2010 came into force in April 2010 and are non-devolved. The CIL is intended to provide infrastructure to support the development of an area rather than to make individual planning applications acceptable in planning terms. As a result, there may still be some site specific impact mitigation requirements without which a development should not be granted planning permission. Some of these needs may be provided for through the CIL but others may not, particularly if they are very local in their impact. There is therefore still a legitimate role for development-specific planning obligations to enable a local planning authority to be confident that the specific consequences of development can be mitigated'.

The Relationship between Planning Obligations and CIL

1.4.2.   CIL Regulation 123 prevents the use of planning obligations to fund infrastructure projects or types of infrastructure that may be funded by the CIL (this is referred to as 'double dipping'). Upon the adoption of a CIL, a local authority maintains on its website a Regulation 123 (R123) List identifying the projects or types of infrastructure that it intends may be wholly or partly funded by CIL. These specific infrastructure projects or types of infrastructure cannot then be funded through planning obligations.

1.4.3.   In order to ensure that planning obligations and CIL can operate in a complementary way, from 6th April 2015, the pooling of contributions which are secured through S106 agreements has been limited (by Regulation 123) to five planning obligations for the same infrastructure project or type of infrastructure.

1.4.4.   The two main exemptions to the 'pooling of five' are the provision of Affordable Housing, which the CIL Regulations identify will not be restricted in this way and Highway Infrastructure provided through S278 Agreements. In addition, those items which have historically been secured via S106 agreements, but are not classed as 'infrastructure', for example, Traffic Regulation Orders and Travel Plans will also not be restricted by the 'pooling of five'.

1.5 Cardiff's approach to Planning Obligations and CIL

Planning Obligations

1.5.1. Where the need arises as a result of a proposed development, site specific infrastructure provision and mitigation measures will be secured through planning obligations.

1.5.2. The following chapters, under each infrastructure category, provide guidance as to the circumstances where infrastructure provision and / or site specific mitigation will be sought. Each case will be considered on its merits having regard to the specific circumstances of the site and the proposed development.

CIL

1.5.3. In addition to Planning Obligations, it is proposed that, upon the adoption of a Cardiff CIL, a charge will be levied on Residential, Retail and Student Accommodation developments to raise funds that will contribute towards wider strategic and other local infrastructure provision across the city.

1.5.4. As part of the preparation of a Cardiff CIL, consultation was undertaken between 8th September 2016 and 20th October 2016 on a Draft Charging Schedule (DCS), which proposed the following rates:

Development type		CIL rate £/m2
Residential Zone 1	Countywide zone for developments of 1-499 dwellings	70
Residential Zone 2	Sites of 500 or more dwellings (including all developments within LDP Strategic Sites).	Nil
Retail		200
Student Accommodation		100

1.5.5. Following the above consultation period, a Draft Charging Schedule is then submitted for Independent Examination and an associated Inspectors Report is published prior to the adoption of a CIL by a Local Authority.

1.5.6. Details of current progress on the adoption of a CIL can be viewed at www.cardiff.gov.uk/cil. Upon the adoption / implementation of a CIL, this Planning Obligations SPG will be updated to identify the charges that have been put in place.

1.5.7. As identified in the CIL Regulations, following the adoption of a CIL, Affordable Housing will continue to be secured through Planning Obligations.

1.5.8. Infrastructure projects and types of infrastructure which may be funded either in whole or in part by CIL (and therefore would not be sought through planning obligations) will be identified on a R123 List.

2.   Affordable Housing

Policy Context

2.1.   Planning Policy Wales (paragraphs 9.1.2 and 9.2.14) states that Local Authorities should promote sustainable residential environments and make appropriate provision for affordable housing, including social rented housing (owned by local authorities and registered social landlords) and intermediate housing (where prices or rents are above those of social rent but below market housing prices or rents).

2.2.   This chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policy:

- H3: Affordable Housing

Affordable Housing Provision

Development Type		Provision Sought
All residential developments that: i. Contain 5 or more dwellings; or ii. Sites of or exceeding 0.1 hectares in gross site area; or iii. Where adjacent and related residential proposals result in combined numbers or site size areas exceeding the above thresholds, the Council will seek affordable housing based on the affordable housing target percentages set out opposite. Excluding: Student Accommodation and Specialist Accommodation that provides a <u>significant element of care</u>.	Brownfield Sites	20% Affordable Housing
	Greenfield Sites	30% Affordable Housing

Key Principles

2.3.   Affordable housing will be provided onsite in order to promote social integration and to contribute toward the development of sustainable communities. Alternatives to onsite provision will only be considered in exceptional circumstances.

2.4.   The provision of affordable housing is based on 'evidence of housing need'. Within Cardiff, evidence of housing need is based upon the Local Housing Market Assessment - Update (2015), which is supplemented by the Common Waiting List for both Council and Registered Social Landlord (RSL) stock in the city and any other relevant information.

2.5.   The Council will ensure that the spirit and purpose of LDP Policy H3 is not circumvented by the artificial sub-division of sites.

2.6.   LDP Policy H3 applies to all proposed residential developments covered by the identified thresholds (para 2.2), including conversions, changes of use and mixed use developments where the site description and plans show 5 or more dwellings. Schemes providing specialist accommodation are included within this definition, except those in which residents require a significant element of care.

2.7.   Student Accommodation is classified as a 'sui generis' use. Where a planning application identifies that a site and / or an element within a mixed use development will be specifically and exclusively used for this purpose, the corresponding units will not be expected to contribute toward affordable housing provision.

Definition of Affordable Housing

2.8.   Welsh Government Technical Advice Note 2 (Planning and Affordable Housing) at paragraph 5.1 defines Affordable Housing as 'housing where there are secure mechanisms in place to ensure that it is accessible to those who cannot afford market housing, both on first occupation and for subsequent occupiers'.

2.9.   The Council recognises that there are two types of affordable housing:

- **Social Rented Housing (SR):** where rented dwellings are provided by a Registered Social Landlord (RSL) or the Council.

- **Intermediate Housing:** where prices or rents are above those of social rents but below market housing prices or rents. This includes:

    a)   Intermediate Rented Housing (IR). Where rented dwellings are provided by a Registered Social Landlord or the Council at a rent level of no more than 100% Local Housing Allowance (inclusive of service charges) in perpetuity.

    b)   Low Cost Home Ownership (LCHO). Where sale prices are at least 30% -40% below market house prices.

2.10.   It should be noted that housing provided at a discount by the developer to the first occupier does not constitute affordable housing, as this form of provision fails to retain affordable housing for as long as the need arises.

Tenure

2.11.   The Council will seek an appropriate mix of tenures on application sites. The affordable housing tenure mix sought will be predominantly social rented with a small proportion of Low Cost Home Ownership (if applicable). Provision will need to be determined on a site-by-site basis through discussions between the Council and the applicant / developer in order to take account of local housing need and factors such as accessibility to local facilities and transport infrastructure.

Transfer and Prices

2.12.   For Social Rented and Intermediate Rented, developers will be required to transfer units to an approved organisation, usually a Registered Social Landlord (RSL) or the Council itself. Developers should be aware that the affordable units should be transferred to the RSL or the Council at a value no greater than the fixed capital payments advised by the Local Authority. The capital payment that will be made by an RSL or the Council for purchase of the affordable units is based on the rental income that can be charged for an affordable rented unit. The payment will differ depending on whether the affordable unit is a social rented unit or an intermediate unit. Payment tables are available upon request and are updated annually.

2.13.   It should be noted that if a development is, or is likely to be, subject to a service charge or additional charge, then any such reasonable charge shall be included within the rent of the Affordable Housing Units, provided that in the case of Intermediate Rented Units the imposition of any such charge shall not increase the rent to a level that exceeds 100% of the published Rent Officer Local Housing Allowance then in force.

2.14.   For Low Cost Home Ownership (Shared Equity) units the fixed capital payment will be based on an affordable percentage of the open market value of the relevant property, and will usually range between 60%-70% of the open market value. The unsold equity share will be held by either the Council or an RSL.

2.15.   Low Cost Home Ownership (LCHO) will only be acceptable where the sale price is low enough for purchase by those in genuine housing need. As future sales must also be at the same percentage discount and must also be to those in genuine housing need, either an RSL or usually the Council itself will act as an agent to ensure arrangements are adhered to, and that this form of affordable provision is retained for as long as the need exists.

Providers of Affordable Housing - Registered Social Landlords (RSLs)

2.16.   The most suitable suppliers of affordable housing are RSLs, usually Housing Associations, because:

- RSLs have a duty to allocate tenancies in a fair, consistent, transparent manner, based on housing need;
- they ensure control over future occupancy and future levels of rents or ownership;
- they are subject to regular monitoring to ensure standards of service are maintained;
- the Council and RSLs allocate from the common waiting list to ensure local people in need occupy the affordable housing units without income restrictions;
- RSL's have a duty to allocate to secure contracts;
- RSLs are established contact points for people in housing need.

2.17.   The Council will be able to advise developers of a suitable RSL partner for the delivery of affordable housing. Any alternative supplier of affordable housing must be agreed by the Council, and it must be demonstrated that their objectives and controls are similar to RSLs. The Council has 7 RSL partners with Welsh Government Approved Development status:

- Cadwyn Housing Association
- Cardiff Community Housing Associatio
- Hafod & Hafod Care Housing Associati
- Linc Cymru

- Taff Housing Association
- United Welsh
- Wales & West Housing

2.18.   In addition, the Council itself is also a supplier and delivery partner for affordable housing provision. There may be occasions where the Council will be the delivery partner of the affordable housing provision. This will be discussed and agreed as part of the planning application process.

Onsite Provision

2.19.   Consistent with LDP Policy H3, affordable housing will be provided on-site unless there are exceptional circumstances (and associated evidence) to support alternative provision.

2.20.   Affordable housing should be located throughout a site and not concentrated in one part of a development. For larger developments in particular, affordable housing is best located in clusters that are properly integrated into the development and situated near local amenities, facilities and transport hubs.

2.21.   Affordable housing provision should generally reflect the type and size of market housing 0n a site (for example if all market dwellings are houses, affordable housing provision should not be all flats). In addition, there should be no difference in external appearance between open market and affordable housing units, notwithstanding that the affordable rented housing units will be expected to meet Welsh Government Development Quality Requirements (DQR).

2.22.   The completion of the affordable housing will normally be linked to the completion of a specified percentage of the general market housing to ensure that schemes are developed as a whole. Where a large development is proposed in phases, the delivery of affordable houses should also be phased to further integrate general market and affordable housing. This is in keeping with the aims of inclusive and mixed communities.

Standards of Design and Construction

2.23.   The Council seeks that all affordable rented units (social rented and intermediate rented) meet the standards identified in 'Development Quality Requirements', Welsh Government, 1st July 2005 (or subsequent amendments). Further design guidance is provided through Planning Policy Wales, Tan 12 (Design), the Cardiff Local Development Plan and associated Supplementary Planning Guidance.

Off Site Provision

2.24.   Off-site provision will only be considered in exceptional circumstances where robust supporting evidence is provided, and agreed in writing, by the Council. In such circumstances, the developer will be expected to provide an alternative site for, and deliver, the required affordable housing.

2.25.   In considering offsite provision, the following criteria would have to be met:

- The Council agrees that there are exceptional justifications for provision off-site.

- The Council and the developer agree on the quantity and type of affordable housing that would have been provided on-site.

- The alternative form of provision would be equivalent in all respects to the affordable housing that would have been provided on-site

.
- The developer has demonstrated that the affordable housing will be provided on a mutually agreed site that will accommodate the requirement, within a reasonable period of time (up to 3 years).

2.26.   Any offsite location proposed would need to be suitable for affordable housing (i.e. accessible to local facilities / transport infrastructure) and located near enough to the main development to meet the identified need. This will be subject to agreement with the Local Authority.

2.27.   The developer will need to establish a clear, deliverable and guaranteed means of achieving the criteria outlined above before planning permission can be granted. This may mean first obtaining planning permission for the off-site development. It will need to include satisfactory phasing arrangements, and take account of any additional affordable housing provision and other infrastructure requirements that would normally be expected to be provided on the alternative site. Such arrangements will usually be secured by a Section 106 Agreement.

Financial Contribution in lieu of onsite provision

2.28.   In circumstances where it has been agreed that there are exceptional justifications for provision offsite and where (1) a developer does not own or control an alternative site and (2) it is not feasible for the developer to be able to purchase a suitable alternative site, a financial contribution in lieu of affordable housing may be considered.

2.29.   Registered Social Landlords (RSL's) are able to build affordable housing by securing private finance to supplement a Social Housing Grant. A financial contribution should therefore be equivalent to the Social Housing Grant required to develop an RSL new-build scheme of the same proportion and type of affordable units that would otherwise have been expected on-site. This would allow a financial contribution to contribute to the overall affordable housing provision without recourse to public subsidy.

2.30.   Before a calculation can be made, it will be necessary to have agreed the appropriate proportion of affordable housing and mix, based on an affordable housing mix representative of the development as a whole. The formula for calculating a financial contribution in lieu of onsite provision is:

  - **Grant Eligibility ((ACG £ per unit) x (58% SHG)) x N = £ financial contribution**.

    Where:

  - **Grant Eligibility:** Determined by multiplying the Acceptable Cost Guidance per dwelling by the Social Housing Grant rate (see below).

  - **ACG (Acceptable Cost Guidance):** Is an amount based on the price within which the Welsh Government stipulates an RSL must buy land, build the unit and pay costs. It is calculated per social housing dwelling and relates to dwelling type and occupancy (e.g. 2 person 1 bed flat) for different cost bands in Wales. ACG is published by the Welsh Government.

  - **58% SHG (Social Housing Grant rate):** This is normally expressed as the total proportion of actual scheme costs that will be funded by the Welsh Government and is determined in accordance with the grant procedures as published by their Housing Directorate.

  - **N:** Number of off-site surrogate affordable housing units (rounded to the nearest whole unit).

2.31.   If it is agreed that the contribution would be paid at a future date, then interest payments will be negotiated. These arrangements will be the subject of an agreement under Section 106 of the Town and Country Planning Act 1990.

Specialist Housing and / or Older Persons Accommodation

2.32.   The Council has a duty to have regard to the housing requirements of older people and those with specialist accommodation needs. In certain circumstances, particular housing needs cannot be addressed within the existing housing stock and new purpose built units may be required.

2.33.   Where there is evidence of need and it is considered appropriate, specialist and / or older persons housing may be sought / provided as part of the affordable housing contribution. Where such housing is proposed, this may be agreed by the Council as part or all of the affordable housing requirement, subject to agreement on housing need and in particular affordability.

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2.34.	The Council expects that specialist housing for older persons or specific client groups should be provided on-site. The specification for such accommodation will need to be discussed in detail with the Council and can include bungalows. Where specialist and / or older persons accommodation is to be provided as the affordable housing contribution, site suitability (for example, topography and proximity to local facilities) will be taken into consideration.

S106 Agreements

2.35.	A Section 106 Agreement is likely to cover:

- The amount and type of affordable housing to be provided;
- The location of and the amounts to be paid for the affordable housing;
- Occupancy criteria and nomination rights for the affordable housing;
- Arrangements to ensure the provision is affordable for as long as the need arises;
- Transfer of land or dwellings from the developer to an RSL or the Council; the payments that an RSL or the Council will be able to make
- The timescale, or phasing, for building the affordable housing, in relation to the construction of the remainder of the development;
- Contingency arrangements, if the RSL or the Council does not implement the affordable housing by a certain date;
- The level of any financial contribution, its timing, and any related arrangements about fees,
- The details of any alternative site for the delivery of the affordable housing (if applicable).

3.   Transportation and Highways

Policy Context

3.1   Planning Policy Wales (paragraph 8.1.1) identifies that the Welsh Government aims to extend choice in transport and secure accessibility in a way which supports sustainable development and helps to tackle the causes of climate change by: encouraging a more effective and efficient transport system, with greater use of the more sustainable and healthy forms of travel, and minimising the need to travel.

3.2   Technical Advice Note (TAN) 18: 'Transport' advocates close integration of land use and transport planning to achieve an efficient and sustainable transport system and to address the impacts of road traffic growth. Ensuring that new development includes appropriate provision for sustainable transport modes is identified as key to the delivery of transport integration and addressing transport concerns.

3.3   The Active Travel (Wales) Act 2013 requires local authorities to continuously improve facilities and routes for pedestrians and cyclists. It also requires new road schemes to consider the needs of pedestrians and cyclists.

3.4   The Cardiff Local Transport Plan (LTP) 2015-2020 identifies the key transport issues relevant to Cardiff, the high level interventions needed to address these issues and the specific priorities for the local authority to deliver in the Local Transport Plan period (2015-2020). The plan also outlines the Council's medium and long-term priorities up to 2030.

3.5   This chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policies:

- KP8: Sustainable Transport
- T1: Walking and Cycling
- T2: Strategic Rapid Transit and Bus Corridors
- T3: Transport Interchanges

- T5: Managing Transport Impacts
- T6: Impact on Transport Networks and Services
- T8: Strategic Recreational Routes
- En4: River Corridors

3.6   Additional guidance will be provided in the (Cardiff) Managing Transport Impacts and Parking Standards SPG.

Infrastructure Provision / Mitigation

Development Type		Provision Sought
All development types.	Where the need arises as a result of a proposed development.	▪ The in-kind provision of and / or a financial contribution towards the provision of onsite and off-site highway / transportation infrastructure, network enhancements and service improvements.

Key Principles

3.7   The Council will maximise opportunities for trips generated by new development to be made by walking, cycling and public transport and seek to ensure that the highway network is able to accommodate road traffic movements associated with new development in a safe and efficient manner.

3.8   Development proposals which have the potential to impact on the highway and transportation network will be considered within one of three categories:

- Developments at or above the identified thresholds for the provision of a Transport Assessment (TA),
- Developments below a TA threshold that may require the preparation of a Transport Statement (TS),
- Other developments that may generate the need for local interventions.

3.9 As identified in WG Technical Advice Note 18 (Transport), applicants for developments at or above specified thresholds will be required to submit, as part of their application, a **Transport Assessment (TA)** that identifies the scale of anticipated transport impacts of a development and a series of proposed measures (including infrastructure provision) to mitigate those impacts.

3.10 The need for, scale, scope and level of detail required for a Transport Assessment should be established as early as possible in the development management process (i.e. at the pre-application enquiry stage), as a TA may positively influence the overall nature and detailed design of a development. Failure to provide sufficient information as part of an application can result in delays to the decision making process.

3.11 Developments falling below TA thresholds may have transport impacts which warrant some level of investigation and assessment. In such circumstances, the Council may require the preparation of a Transport Statement (TS), which again should be established at the pre-application enquiry stage.

Onsite Provision:

3.12 Developers will be expected to provide all on-site highway and transportation infrastructure necessary to serve their development, including, for example;

- Roads,
- Junctions,
- Traffic signals,
- Footways,
- Cycle ways,
- Cycle parking,
- Cycle hire,
- Lockers,
- Changing facilities,
- Controlled and uncontrolled crossings,
- Parking and parking control measures,
- Car clubs,
- Speed limits and associated control measures,
- Street lighting,
- Bus stops,
- Bus lanes,
- Bus shelters,
- Travel information,
- Lay-bys,
- Telematics and communications,
- Sensor technology,
- CCTV
- Connections to the existing highway network.

Offsite Provision:

3.13 Developers will be expected to provide / contribute toward, either through in-kind provision, or through a financial contribution, offsite highway works, public transport infrastructure / facilities and local interventions (e.g. walking, cycling and accessibility improvements) where the need arises as a result of the proposed development.

Impacts on Highway Function

3.14 Through introducing new access points, and increasing flows or turning movements, new developments can potentially impact on the function of a highway route for different modes by:

- Making roads busier and less attractive for people cycling and walking;
- Reducing safety and accessibility for pedestrians, cyclists or those travelling by public transport;
- Increasing delay for pedestrians and cyclists at junctions and crossings;
- Increasing bus journey times and reducing journey time reliability;
- Increasing journey costs;
- Changing travel patterns;

- Increasing traffic speeds;
- Making traffic queues and delays longer at junctions and reducing journey time reliability; and
- Reducing road safety.

3.15   Such impacts can potentially impair the operation of the local highway network, add to congestion problems, reduce road safety and conflict with the LDP's objectives to increase sustainable travel and achieve modal shift.

3.16   Therefore, in considering development proposals, the Council will need to understand and assess the impact of developments on the function of roads directly serving a development, within the immediate vicinity of the site and within the wider highway network.

3.17   The TA or TS will need to quantify the new movements which would be generated by the proposed development and show their impact upon the function of roads directly serving the development and the wider highway network. Where necessary, the TA/TS should identify measures to mitigate these impacts and make the development acceptable in relation to the LDP's sustainable transport policies.

3.18   The infrastructure provision / mitigation measures associated with improvements to the highway network may include, for example:

- Modifications to junctions e.g. to improve efficiency of operation and/or to provide enhanced provision for bus movements and active travel modes.
- Transport services to encourage sustainable travel (e.g. bus services, car clubs, cycle hire).
- Travel information, incentives and promotion of sustainable travel (e.g. public transport timetables, real-time information, maps, annual public transport season tickets, cycle vouchers, travel planning etc).
- Facilities to enable efficient interchange between modes.
- Speed limits and associated control and traffic management measures.
- Changes to highway layouts, road markings, signage and on-street parking to manage traffic movements and/or to provide improvements to facilities for pedestrians, cyclists and buses (e.g. crossings, cycle lanes, cycle parking, lockers, bus lanes etc).
- Connections with and extensions and improvements to the Cardiff Strategic Cycle Network (Enfys).
- Connections and extensions to routes forming part of the Cardiff Walkable Neighbourhoods Plan and associated priority measures, such as crossings facilities and traffic calming.
- Connections with and extensions and improvements to the identified in the future Council's Active Travel Integrated Network Map.
- Accessibility: Improvements for safe access for people with disabilities, the elderly, the infirm and those with young children.
- Infrastructure to improve the management of the highway network including telematics/traffic management utilities and equipment, parking controls and management facilities, CCTV etc.

Integrated Transport (Public Transport)

3.19   Increasing the proportion of trips made by public transport will be essential in order to manage demand for car travel and achieving the LDP 50:50 modal split target.

3.20   Where the Council's analysis of Transport Assessments / Statements and other relevant information provides evidence of transport impacts, the Council will seek to secure mitigation of those impacts through the following courses of action (either individually or in combination):

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- The provision of public transport infrastructure, rapid transit routes (including the provision of land) and associated infrastructure including interchange facilities within the master plans and layout of strategic development sites as identified through Policies KP2(A) to KP2(H);
- The safeguarding of land for strategic rapid transit and bus corridor routes;
- Securing off-site strategic rapid transit and bus corridor infrastructure including, for example; bus lanes, bus priority, bus gates and junction modifications that enhance the function of roads and bus corridors;
- New or enhanced public transport services (e.g. attractive bus service frequency, park and ride etc);
- Facilities to enable efficient interchange between modes (e.g. interchanges, transport hubs, park and ride, taxi stands etc).
- Securing improvements to the wider local bus network by way of bus priority measures, interchange facilities, junction and service improvements;
- Securing Travel Plans / dedicated Travel Plan coordinators and incentive schemes (e.g. annual public transport season tickets);
- Bus shelters, boarders / build-outs, real time information systems, timetables, travel information, travel maps, anti-crime (cctv) cameras; and
- Cycle parking, lockers and cycle changing facilities.

3.21   On-site infrastructure will normally be secured through the development by way of conditions of planning permissions. The provision of off-site measures will generally be secured by way of S106 Planning Obligations or Section 278 agreements. Commuted maintenance of new highway infrastructure will generally be secured by way of Section 38 and Section 278 agreements. The provision of travel planning and transport services will generally be secured by way of S106 Planning Obligations.

Transport Assessments.

3.22   Transport Assessments (TAs) provide the means of identifying and understanding the scale of anticipated transport impacts of a proposed development, or redevelopment. TAs are prepared by the applicant as part of their planning application and should provide a comprehensive and consistent review of all the potential transport impacts of a proposed development or redevelopment so that they are easily understood by the Local Authority and the public.

3.23   The purpose of a TA is to quantify the potential transport impacts arising from a proposed development and to identify the physical infrastructure and other transport measures that will mitigate these impacts to ensure that a development accords with LDP policies. A TA should provide sufficient information to enable decision makers to understand how the proposed development is likely to function in transport terms.

3.24   All applications for developments (including changes of use) falling into the following categories will be expected to be accompanied by a TA:

Use	Transport Assessment Threshold
Food retail	1,000m2 gross floor area
Non-food retail	1,000m2 gross floor area
Cinemas and conference facilities	1,000m2 gross floor area
Leisure facilities	1,000m2 gross floor area
Business	2,500m2 gross floor area
Industry	5,000m2 gross floor area
Distribution and Warehousing	10,000m2 gross floor area
Hospitals	2,500m2 gross floor area
Higher and further education	2,500m2 gross floor area

Use (Continued)	Transport Assessment Threshold
Schools	All new schools
Stadia	1,500 seats
Housing	100 dwellings
Hotels	1,000m2 gross floor area

Technical Advice Note 18 (2007) Annex D.

3.25 TAN 18 (2007) identifies that the output of the TA should be a **Transport Implementation Strategy (TIS)**, which is intended to achieve three things:

- 'identify what policy objectives and requirements are set by the (local) development plan in terms of access to the development and movements in and around the site;
- identify what access arrangements are required for a successful development (meeting the needs of the developer, end user, addressing impacts on neighbours and existing movements surrounding the site);
- specify the package of physical, management, monitoring and promotional measures needed to accommodate the requirements identified above, such as physical infrastructure, the design and location of buildings, parking management, financial incentives and dedicated travel plan co-ordinators'.

3.26 Further guidance on the content of a Transport Assessment (TA) and Transport Implementation Strategy (TIS) will be contained in the Council's Managing Transport Impacts and Parking Standards SPG, which will provide an explanatory note and checklist of requirements to help ensure that any TA which is submitted to the Council contains all of the information which is required by the planning authority in assessing a planning application.

3.27 Where a number of smaller developments are proposed in close proximity to one another it may be more appropriate to undertake one overarching TA and this could be done as part of a master-planning exercise.

3.28 There may be circumstances where a development falls below the identified TA thresholds, but due to the nature or location of the proposal, the Council considers it necessary for the applicant to prepare a TA as part of their application. In such circumstances the need for a TA would be expected to be established at the pre-application enquiry stage.

3.29 It is important that modelling included in TA's take account of likely background growth in traffic on the network and the impacts of the proposed development, in combination with the likely impacts of other neighbouring sites that will be brought forward during the plan period.

Transport Statements.

3.30 Some developments which fall below the size thresholds where a TA would be required may have transport impacts which warrant some level of investigation and assessment. Examples include developments which require direct access onto major arterial routes or strategic bus corridors or where they may affect parts of the highway network or specific junctions which experience particularly high volumes of traffic or there are potential impacts on non-motorised user groups or safety. In such instances, applicants will be expected to prepare (as part of their application) a Transport Statement (TS) providing a qualitative and quantitative assessment of the existing transport conditions in and around a development site and the transport impacts of the development in terms of trip generation. The TS should also set out the measures that will be taken to address those impacts.

3.31   Further guidance on the content of a Transport Statement (TS) will be contained in the Council's 'Managing Transport Impacts and Parking Standards' SPG, which will provide an explanatory note and checklist of requirements to help ensure that any TS which is submitted to the Council contains all of the information which is required by the planning authority in assessing a planning application.

Travel Plans

3.32   A Travel Plan is a long term management and monitoring strategy for an occupier (or group of occupiers) of a site that seeks to deliver sustainable transport objectives through positive action. Travel Plans are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel, such as walking, cycling and the use of public transport.

3.33   Travel Plans should set out specific outcomes, targets and measures, and clear future monitoring and management arrangements. They should address all journeys resulting from a proposed development by anyone who may need to visit or stay and they should seek to fit in with wider strategies for transport in the area.

3.34   Travel Plans will be expected to form part of all Transport Implementations Strategies (TIS's) accompanying a Transport Assessment (TA). They may also be required for:

- Developments which could generate significant amounts of travel in, or near to, air quality management areas and in other locations where there are local initiatives or targets for the reduction of road traffic, or the promotion of public transport, walking and cycling,
- Developments where a Travel Plan would help address a particular local traffic problem associated with a planning application, for example, where there is potential for overspill parking to occur from developments with low or nil off-street parking provision,
- Smaller incremental developments that contribute toward an impact of overall travel demand in the wider area.

3.35   The need for a Travel Plan would be identified at the pre-application enquiry stage. Where a pre-application enquiry has not been submitted, a Travel Plan may be secured by condition as part of a planning application.

3.36   Further guidance on the content of a Travel Plan will be contained in the Council's Managing Transport Impacts and Parking Standards SPG, which will provide an explanatory note and checklist of requirements to help ensure that any Travel Plan which is submitted to the Council contains all of the information which is required by the planning authority in assessing a planning application.

S38 / S278 Highway Works

3.37   In circumstances where works that are undertaken by a developer are to be adopted by the Council and / or where works are undertaken by a developer to an area of Adopted Highway, they will need to be constructed to the Council's Highway Specifications as specified in the Highways Agreement pursuant to which the works are being carried out.

Commuted Maintenance Sums (CMS).

3.38   Where works are carried out by a developer to the adopted highway, or are to be adopted by the Council, developers will be expected to provide a commuted maintenance sum and bond as provided for the relevant Highways Agreement.

4. Public Rights of Way

4.1 Welsh Office Circular 5/93 'Rights of Way' (Annex D, paragraphs 2) states that the effect of development on a Public Right of Way is a material consideration in determining a planning application.

4.2 This Chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policy:

- T8: Strategic Recreational Routes

Additional guidance will be provided in the Cardiff Managing Transport Impacts and Parking Standards SPG and the Cardiff Green Infrastructure SPG.

Infrastructure Provision / Mitigation

Development Type		Provision / Mitigation Sought
All development types	Where a Public Right of Way crosses an application site, or is adjacent to an application site.	- The retention of the Public Right of Way. - The upgrading of the route (where need arises as a result of the proposed development).
	Where a proposal would cause an obstruction to a Public Right of Way.	In circumstances where a route diversion is agreed with the Council, the in-kind provision of an equally commodious route that provides a continuous and unbroken facility.

Key Principles

4.3 There are approximately 200km of public rights of way in Cardiff, which include footpaths, bridleways and byways. The rights of way network is managed and maintained by the Highway Authority.

4.4 Developers are expected to give due consideration as to whether a public right of way crosses their development site. The Highway Authority has a duty to protect the public rights of way network under Section 130 of the Highways Act 1980 and will expect routes to be retained on their existing alignment, especially where they provide a convenient well used route to local facilities, links areas and are used for recreational reasons or for access to the countryside.

4.5 The Highway Authority is responsible for maintaining a 'Definitive Map and Statement of Rights of Way' which provides a legal record of the existence, status, width and position of a public right of way. If a right of way is shown on the Definitive Map, but does not physically exist on the ground, in law the right of way still exists until a legally confirmed order removes or redirects its alignment. The Definitive Map and Statements are available for the public to view. If a developer requires information of what rights of way are within their application site they should contact the Councils Public Rights of Way Team.

4.6 Where it is agreed that a legal order is necessary, the full cost of making that order will be borne by the developer. Where a new route is to be provided, it will need to be constructed to an adoptable standard and will need to conform to the requirements of Cardiff Council's Highway Standards.

When Might a Diversion be Acceptable?

4.7   A developer would need to demonstrate why retaining an existing public right of way would prejudice an otherwise acceptable development or layout. A diversion may be acceptable if an equally convenient and commodious route can be found. In some cases it may be possible to create a more convenient route as a result of a development or enhance the quality of a route, particularly on large sites. These opportunities should be considered, even if it means diverting a right of way. On larger sites, the public rights of way network should be considered in a comprehensive manner and as part of the network of off road routes for moving round the site, and linking it with surrounding communities and countryside.

4.8   Welsh Office Circular 5/93 'Rights of Way' (Annex D) advises that if a path is diverted, it should not usually be on the footway or carriageway of an estate road. Instead, paths should lead through landscaped or open space areas away from vehicular traffic to ensure that the character of the public right of way is maintained as far as possible and that the route remains legible to users.

4.9   When determining an application for the diversion or alteration to a public right of way, the Council will need to be satisfied that it is necessary (not just desirable or preferable) for the path to be altered. Legal orders can take up to a year to come into effect and it is therefore recommended that where relevant, developers enter into early dialogue with the Council.

4.10   Welsh Office Circular 5/93 identifies that the granting of planning permission does not give the developer any right to interfere with, obstruct or move a Public Right of Way. Where a legal order is required, the original definitive line must be kept open at all times until the new route comes into effect.

4.11   A Developer may consider dedicating any path under Section 25 of the Highways Act 1980 for the creation of a footpath or bridleway by agreement to the Highway Authority to create a cohesive strategic network. Further guidance will be provided through the Cardiff Managing Transport Impacts and Parking Standards SPG.

Design Considerations

4.12   On larger sites, the public rights of way network should be considered as part of the integrated transport system, while retaining their individual characteristics and status.

4.13   New or upgraded paths and diverted rights of way will need to be well designed, suitably constructed (e.g. hard surfaced tarmac for footways / cycle ways) and avoid the need for people to make unduly long circuitous routes. Guidance on design standards will be provided in the Cardiff Green Infrastructure SPG.

5. Provision of Functional Open Space

Policy Context

5.1. Planning Policy Wales (paragraph 11.1.10) states that the planning system should ensure that adequate land and water resources are allocated for formal and informal sport and recreation, taking full account of the need for recreational space and current levels of provision and deficiencies. At paragraph 11.3.2 it identifies that Local Planning Authorities may be justified in seeking Section 106 Planning Obligations to contribute to the maintenance of safe and attractive facilities and open space. Further guidance is provided in: Planning Policy Wales Technical Advice Note 16: Sport, Recreation and Open Space.

5.2. This chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policy:

- C5: Provision for Open Space, Outdoor Recreation, Children's Play and Sport.

5.3. Additional guidance will be provided in the <u>Cardiff Green Infrastructure SPG</u>.

Infrastructure Provision

Development Type		Provision Sought
All Residential developments, (where need arises as a result of a proposed development). Including: Student Accommodation and sheltered housing / residential homes. Excluding: Specialist accommodation that provides a <u>significant element of care</u>.	Over 8 units	A financial contribution towards the provision of, or improvements to off-site functional open space.
	Over 14 units	Either: - The onsite provision of functional open space; - A combination of onsite provision and a financial contribution towards the provision of, or improvements to off-site functional open space; - A financial contribution towards the provision of, or improvements to off-site functional open space. To be determined through individual site characteristics, an assessment of existing local provision and the scale of the proposed development.
Large-scale commercial developments		Provision of open space and / or improved links to nearby open space.

Key Principles

5.4. Functional open space (FOS) relates to those areas that make provision for active sport and recreation including, equipped children's play areas, teen equipment, sports pitches and areas providing space for informal recreational use (refer to paragraph 5.13). It does not include amenity space (refer to paragraph 5.15).

5.5. Residential developments will be expected to make provision for 2.43 hectares of functional open space per 1000 projected population. This is in accordance with the guidance provided through PPW Technical Advice Note 16 (Open Space) and the 'Fields in Trust' Benchmark Standards.

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5.6.   Functional open space provision on new residential developments will be expected to reflect the requirements of the occupiers of the site (for example, if family housing is proposed, an element of equipped children's play space is likely to be sought).

5.7.   Where functional open space facilities exist in the local area, it may be more suitable to secure a financial contribution toward expanding / upgrading those facilities to support the additional demand generated by the development, as opposed to duplicating provision on the new site.

5.8.   A reduced level of functional open space provision (1.28 hectares per 1000 projected population) will be sought from student accommodation (sui generis), sheltered housing and retirement homes (use class C2). This level of contribution excludes the play element of functional open space and takes account of either (1) resident's accessibility to student sports facilities (student accommodation) or (2) the anticipated reduction in use of formal functional open space facilities by future occupiers (sheltered housing / retirement homes).

5.9.   Contributions will not be sought from residential institutions where residents require a significant element of care (i.e. nursing homes), or from such elements within a mixed use scheme.

5.10.   Where on-site functional open space is provided, the developer will be expected to make satisfactory provision for its future management and maintenance.

5.11.   The provision of functional open space should be phased and implemented alongside new development to ensure that residents are served with appropriate facilities over time.

5.12.   Functional open space standards and guidelines will be provided in the Cardiff Green Infrastructure SPG. Schemes should be designed in dialogue with the Council's Parks Services department.

Definition of Functional Open Space

5.13.   For the purpose of this SPG Functional Open Space is considered to include:

Open Space Function	Definition
Equipped and Natural Children's Play Areas	Areas specifically designed for children's play with fixed play activities such as swings, slides or multi-units and / or more natural play environments.
Teen Equipment	Areas designed for teen use including Multiuse Games Areas (MUGAs), skate parks, outdoor fitness equipment and shelters.
Informal Functional Open Space	Areas providing space for informal recreational uses e.g. walking, jogging, cycling, informal ball games, and general leisure. This includes green corridors that can be used for active recreation due to presence of a permanent hard surfaced footpath.
Formal Functional Open Space	Areas of level and well drained land of sufficient size able to be used for formal recreation purposes such as football and cricket pitches. Also includes artificial turf and 3G pitches, greens, courts and athletic tracks, including dedicated ancillary facilities such as floodlighting, changing rooms and associated parking. (Excludes golf courses, indoor sports and leisure centres).

5.14.   The above is not an exhaustive list of examples and other facilities may be required depending on the characteristics of the site and its locality. In all instances, provision must be available for public use to be considered within the definition of functional open space.

5.15. Some open spaces have particular value to the amenity of an area, but are not considered suitable for active sports and recreation and are therefore not included within the definition of functional open space and associated calculations, these include, for example:

- Allotments and community gardens,
- Cemeteries and churchyards,
- Large water features, including rivers, canals and reservoirs. (This relates to the body of water only. Land around these features may be considered towards Informal Functional Open Space, where they meet the relevant criteria identified at paragraph 5.13, i.e. green corridors that can be used for active recreation due to the presence of a hard surfaced footpath).
- Hard landscaped squares,
- Woodlands, hedgerows, grasslands, buffer zones / ecotones to woodlands road verges / incidental areas of grass and ponds,
- Engineered SuDS features which are designed primarily to serve this purpose and do not serve a recreational function,
- Areas that provide 'visual amenity', but are not physically accessible to the public.

5.16. The provision of functional open space does not negate a developer's requirement to provide sufficient amenity space in order to achieve good quality development.

5.17. Educational Land - For larger scale residential developments where a new school is also to be provided on a site, any associated outdoor sports provision is excluded from the calculation of 2.43 hectares per 1000 population.

Assessment of Functional Open Space Provision.

What type of functional open space?

5.18. Functional open space provision on new residential developments will be expected to reflect the requirements of the future occupiers of the site and the particular characteristics of the associated development. For example, if family housing is proposed, equipped children's play space will be required along with formal and informal functional open space for youths and adults, such as multi-use games areas. All new facilities will be expected to be of an appropriate size and quality to meet the needs of future occupiers.

5.19. Provision will be determined on a site-by-site basis, with the nature of the proposal, the existing levels and types of functional open space in the local area and the recreational needs of the locality taken into account.

5.20. Where it is identified that existing facilities within the local area could be upgraded or extended to support the need generated by a proposed development, a financial contribution may be sought in lieu of on-site provision.

Distance Thresholds

5.21. As identified in the 'Fields in Trust' guidelines, functional open space should be easily accessible and located in close proximity to dwellings. For the purposes of this chapter of the SPG, the following distance thresholds will be considered when assessing the provision of facilities (from the edge of a development site):

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- Equipped play and children's play: 400m - 600m
- Teen equipment   600m - 1000m
- Informal functional open space   1000m
- Formal functional open space   1500m

5.22. In determining distance thresholds, features and obstacles to pedestrian and cycle movement, such as major roads, railways and rivers should be taken into consideration.

How Much Functional Open Space

5.23. Functional open space provision is calculated from the projected population of a development and the application of a minimum standard of 2.43ha per 1000 projected population. This is an aggregation of four components:

- Equipped play and children's play areas: 0.25ha,
- Teen equipment: 0.30ha,
- Informal functional open space: 0.68ha,
- Formal functional open space: 1.20ha.

5.24. The projected population for a development is calculated using occupancy rates, derived from the 2011 census:

Number of Bedrooms	Occupancy Figure (persons per dwelling)
1	1.3
2	1.8
3	2.5
4	3.1
5	3.8
Where unknown	2.33 (average occupancy figure)

5.25. For student accommodation, occupancy figures are calculated at 1 person per bed space:

Number of Bedrooms	Occupancy Figure
Student Bedrooms	1.0

5.26. As identified in paragraph 5.8, proposals for student accommodation, sheltered housing and retirement homes are calculated at a reduced rate of 1.28ha per 1000 projected population (i.e. 2.43ha minus 0.25ha children's play, 0.30 teen equipment and half contribution toward formal functional open space at 0.60ha).

5.27. Example Calculations:

A development is proposed, where 20 dwellings contain 3 bedrooms and 30 dwellings contain 4 bedrooms:

- Functional open space provision: (20 x 2.5) + (30 x 3.1) x **2.43** / 1000 = **0.347ha**

A sheltered housing development is proposed containing 20 dwellings containing 2 bedrooms:

- Functional open space provision: (20 x 1.8) x **1.28** / 1000 = **0.046ha**

A student accommodation development is proposed containing 50 1 bedroom units:

- Functional open space provision: (50x **1.0**) x **1.28** / 1000 = **0.064ha**

Financial Contribution in Lieu of Functional Open Space.

5.28.   In circumstances where it is agreed that a financial contribution is to be provided in lieu of onsite provision, the level of contribution is based on the cost of providing 1 hectare of functional open space, multiplied by the amount required by the proposed development:

- At 2016, the figure for providing 1ha of functional open space is **£426,975.**

5.29.   This figure is derived from the commercial rates published in Spon's External Works and Landscape Price Book (2016 Edition) and additional figures provided by the Council's Parks Services Division representing the cost of implementing recent projects. The figure will be reviewed annually in line with the Retail Price Index.

5.30.   As identified below, a pro rata contribution would be sought in circumstances where part of the functional open space contribution is provided onsite.

5.31.   Example Calculation:

A residential development of 50 dwellings is proposed, where 20 units contain 3 bedrooms, 30 units contain 4 bedrooms and where 0.20ha of open space is provided onsite:

- Amount of functional open space provision: (20 x 2.5) + (30 x 3.1) x 2.43 / 1000 = 0.347ha
- Deduction of onsite functional open space provision: 0.347ha – 0.20ha = 0.147ha

- Amount of equivalent financial contribution: £426,975 x 0.147 = **£62,765.33**

The Maintenance of Areas of Functional Open Space.

5.32.   Where on-site functional open space is provided, the developer will be expected to make satisfactory arrangements for its future management and maintenance in discussion with the Council as part of the planning application process. Various delivery models may be considered, including adoption by the Council.

5.33.   The Council may consider accepting areas of functional open space for adoption provided it is over 0.20 hectares in size. For an area of functional open space to be adopted, the Council will require it to be laid out to satisfactory standards (as identified in the Cardiff Green Infrastructure SPG), maintained for a minimum period of 1 year and transferred to the Council with the payment of a commuted capital sum for the maintenance of the open space for 25 years. Smaller areas of functional open space, minimum size 0.08ha, may be provided on site but these are unlikely to be adopted by the Council, so alternative management arrangements would be required.

5.34.   The 1 year maintenance period will commence on the date the laying out works are certified complete in their entirety by the Council's Parks Services Division. The maintenance work will be carried out in accordance with an approved specification and, for the avoidance of doubt, to no lesser standard than is set out in the Councils Specification for Grounds Maintenance Works for Parks and Open Space. Failure to maintain the open space to a relevant standard will result in the maintenance period being extended.

5.35. The process for the transfer of functional open space to the Council will only commence on the satisfactory completion of a 1 year maintenance period as determined by the Parks Services Division. The developer will continue to be responsible for the maintenance of the open space to the specified standards until the transfer is complete and the commuted capital sum has been paid to the Council.

Commuted Maintenance Sums

5.36. Commuted maintenance sums need to be determined on a site-by-site basis to take account of the size and type of functional open space provision and the nature of any facilities provided within it. Commuted maintenance costs will be calculated once the detailed design of the functional open space has been agreed by the Council. Any commuted sum calculated at an earlier stage will form an estimate only and will be updated at detailed design stage. In the event that significant changes are made to the layout, design and / or specification of an area of functional open space during its implementation, associated commuted maintenance sums would be amended to reflect these changes.

5.37. It is recommended that the developers discuss the functional open space requirements for their development and the associated commuted capital sum payments with the Council's Parks Services Division with whom the payment must be agreed in advance of a final planning application, i.e. at pre-application stage.

5.38. The payment of commuted capital sums is likely to be secured by way of a planning obligation under Section 106 of the 1990 Town & Country Planning Act and individual sums will be index linked using RPI from the date they are formally agreed by the relevant parties to the date of payment.

Transfer of Open Space

5.39. The Developer will be expected to provide as-built plans, technical details, a schedule of quantities and other information for the functional open space, as set out in the Green Infrastructure SPG. They will be responsible for providing all necessary information and documentation to execute the legal transfer of the open space to the Council and paying the Council's reasonable costs. Developers will be responsible for maintaining the open space until the legal proceedings have been completed.

Management Companies

5.40. Where it has been agreed between the Council and the Developer / Owner of a site that maintenance will be carried out by an organisation other than the Council, the following information will need to be provided to and approved in writing by the Council:

- An appropriate Management Plan and Service Charge Regime in relation to the maintenance of the areas of Functional Open Space, which shall include proposals for default in the event of such management scheme failing to become operational or being properly maintained in perpetuity,
- Details of a named Management Company and a manager responsible for liaising with the Council and owners / occupiers of the Dwellings,
- Demonstrate to the Council that the management company has sufficient financial standing to perform the obligations required to maintain the Functional Open Space,
- Provide to the Council a copy of the Certificate of Incorporation and the Memorandum and Articles of Association of the Management Company,
- Specify arrangements including 'step in' rights for the Council whereby in the event of the Management Company defaulting in its maintenance obligations, that the Council will be able to obtain the necessary funds from the site owners or their nominee and arrange for maintenance to be carried out.

6. Protection of Open Space

Policy Context

6.1 Planning Policy Wales (paragraph 11.1.10) states that the planning system should ensure that adequate land and water resources are allocated for formal and informal sport and recreation, taking full account of the need for recreational space and current levels of provision and deficiencies. Further guidance is provided in: Planning Policy Wales Technical Advice Note 16: Sport, Recreation and Open Space.

6.2 This chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policy:

- C4: Protection of Open Space.

Infrastructure Mitigation

Development Type		Mitigation Sought
All development types.	Where a development proposal involves the loss of functional open space.	The In-kind provision of and / or a financial contribution towards the provision of compensatory functional open space / replacement facilities.

Key Principles

6.3 Where a development proposal involves the loss of an area of functional open space, developers will be expected to compensate for the loss of the facility, either through in-kind provision, or through a financial contribution toward replacement facilities in the local area.

6.4 Compensatory requirements identified in this chapter of the SPG and LDP Policy C4 are additional to any functional open space requirements established through Chapter 5 (of this SPG) and LDP Policy C5.

6.5 Compensatory open space / replacement facilities should be located within an area that serves the catchment population affected by the loss of the functional open space (refer to Ch 5, para 5.21).

Definition of Functional Open Space

6.6 Functional Open Space includes: (1) Equipped and Natural Children's Play Areas, (2) Teen Equipment, (3) Informal Functional Open Space and (4) Formal Functional Open Space (refer to Ch 5, paragraph 5.13).

Amount of Compensatory Open Space to be Provided

6.7 Proposals will be assessed on a site by site basis, having regard to the open space function of the resource to be lost and the needs of the locality. The quantity and community benefit of the compensatory area should be at least equal to the scale and type of the functional open space being lost. For example if the proposal involves the loss of a children's play area, a replacement play area or an equivalent financial contribution will be sought.

6.8 In some circumstances it may be appropriate to provide an alternative form of functional open space provision that caters to the needs of the local population. For example, the loss of an area of informal open space may be better compensated for by investment in qualitative improvements to other open space in the locality (such as a sports pitch).

6.9 The specifications for the replacement facility and / or the equivalent level of financial contribution will be provided by the Council's Parks Services Division.

7. Schools and Education

Policy Context

7.1. Cardiff Council has a responsibility to ensure that a sufficient number and variety of school places at primary and secondary level are available to meet the needs of the population of the county.

7.2. This chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policy:

- C7: Planning for Schools

Infrastructure Provision

Development Type		Provision Sought
All Residential developments (where need arises as a result of a proposed development). Excluding: Student accommodation, care homes / retirement homes and specialist accommodation that provides a significant element of care.	Where the site contains 15 or more dwellings. NOTE: For this chapter only, 1 dwelling equals 1 house or 5.43 flats. (Refer to paragraph 6.7). A site may therefore contain 15 or more houses, 80 or more flats, or an equivalent combination thereof.	The in-kind provision of and / or a financial contribution towards the provision of: ▪ Nursery, ▪ Primary, ▪ Secondary, ▪ Sixth Form ▪ Special Educational Need (SEN) school places (including, where necessary, the provision of land), either through the development of new build schools, or through the expansion of existing schools.

Key Principles

7.3. The Council will seek the provision of new school places in circumstances where the need generated by a proposed development cannot reasonably be met by existing schools, because the capacity at the schools in whose catchment areas the new housing development is proposed would, as a result of the development, be exceeded by demand.

7.4. New school places will either be provided through the expansion of existing schools (where a site is capable of accommodating additional pupil places), or through the provision of new build schools.

7.5. Contributions sought may be financial, land or built infrastructure and will relate to the number of pupils expected to be generated by the proposed development.

How Contributions will be Assessed

7.6. Contributions toward new or expanded school facilities will be based on the following factors:

a) The number and type of dwelling units in the development
b) The number of school age children likely to be generated by each dwelling
c) Capacity surplus within school catchment(s)
d) Whether schools within associated catchment areas are capable of accommodating additional pupil places through expansion.

e) Special Educational Needs (SEN) provision
f) Medium of Provision (English Medium : Welsh Medium)
g) Cost per pupil place
h) Any necessary land costs.

Dwelling Thresholds (a)

7.7. Contributions will be sought from developments of 15 or more dwellings[*]. The 2011 Population Census indicates that flats only generate 18.42% of dependent children (under 18 years of age) compared to houses. [*]1 dwelling is therefore calculated as 1 house or 5.43 flats.

Pupil Yields (b)

7.8. The number of children generated by a residential development will vary depending on the type and size of the dwellings of which it comprises. In order to be able to project a typical yield from a development, an initial assessment of the number of children likely to be generated by a proposed housing development is made based on yield factors derived from 2011 Census statistics and Number on School Rolls (NOR) data for Cardiff. These yields are indicated below:

Education Phase	House Yields:				
	1 bed	2 bed	3 bed	4 bed	5+ bed
Nursery	0.0102	0.0507	0.0579	0.0610	0.0555
Primary	0.0155	0.1247	0.2290	0.2947	0.3059
Secondary	0.0058	0.0604	0.1666	0.2553	0.2806
6th Form	0.0007	0.0165	0.0513	0.0864	0.1049

Education Phase	Flat Yields:				
	1 bed	2 bed	3 bed	4 bed	5+ bed
Nursery	0.0210	0.0390	0.0567	0.0470	0.0102
Primary	0.0501	0.0749	0.1793	0.2329	0.0649
Secondary	0.0336	0.0287	0.1125	0.1179	0.0373
6th Form	0.0092	0.0079	0.0345	0.0280	0.0116

Special Educational Need pupil requiring facility - primary: 1.62% (of total aggregate pupil yield)
Special Educational Need pupil requiring facility - secondary / 6th form: 2.48% (of total aggregate pupil yield)

Assessment of Existing Capacity (c)

7.9. The pupil yield generated by a proposed development will be assessed against the permanent capacity at the school(s) in whose catchment area(s) the new housing development is proposed, using guidance provided through Government Circular No: 021/2011 (Measuring the capacity of schools in Wales).

7.10. The Audit Commission recommended that local authorities should plan for a 95% occupancy rate in schools to allow for preference and demand volatility (e.g. year on year changes in the birth rate, parental choice etc.). Any school which has achieved 95% occupancy would therefore be regarded as having no surplus capacity.

7.11.   All schools within the catchment of the development are assessed for surplus capacity by using NOR (number on roll) and population projections obtained from NHS and PLASC (Pupil Level Annual School Census) data. Pupil number assessments and place provision over a wider area are also considered as appropriate, including schools in nearby catchments that are full and for which projections would indicate that excess pupil numbers would be accommodated by schools within the development catchment(s).

7.12.   Net pupil places required above projected capacity are then calculated by offsetting a developments projected pupil yield against any existing school place surplus.

Expansion of Existing Schools (d)

7.13.   When expanding school provision to meet additional demand for school places, consideration is given to:

- Expansion of existing schools on unconfined sites
- Expansion of existing school sites that abut potential development land

7.14.   Sites where, if expanded, would not meet the Department for Education's Building Bulletin recommendations or School Premises Regulations or are otherwise unsuitable for significant expansion are excluded from consideration.

Special Educational Needs (SEN) Provision (e)

7.15.   Special Educational Need (SEN) pupils are those taught in either a special school or in a specialist facility on the site of a mainstream school.

Medium of Provision – English-Medium: Welsh-Medium (f)

7.16.   An evaluation of different educational settings (i.e. English-Medium, Welsh-Medium, faith and voluntary aided schools) is undertaken based on historical take up of places in the catchment (authority) and how place availability would drive parental preference. Medium of provision is currently (at 2016) apportioned on a circa 80:20 (English-Medium: Welsh-Medium) basis.

Cost per Pupil Place (g)

7.17.   The cost per pupil place is derived from the build costs associated with recent school developments in Cardiff built to Constructing Excellence in Wales and DfES Building Bulletins 98 / 99 standards. At 2016, these figures are:

Year group	Cost per new pupil place
Nursery cost	£5,662
Primary cost	£11,325
Secondary cost	£17,719
6th Form cost	£17,719
Special provision SEN cost - Primary	£38,849
Special provision SEN cost - Secondary	£53,952

Land Costs (h)

7.18. Where a new school is to be provided 'in-kind' as part of a development, the developer will be required to make provision for sufficient and suitable land for the facility to meet the standards identified through Constructing Excellence in Wales, DfES Building Bulletins 98 and 99, and in compliance with Educational Employers Requirements' as specified by the Authority.

7.19. In circumstances where additional school places can be provided through the expansion of an existing school, but where this expansion would generate the need to purchase additional land, a pro rata contribution would be sought toward the cost of purchasing the land, based on the number of new pupils generated by the proposed development as a percentage of the total number of pupil places in the school.

7.20. Where a new build facility is to be provided off-site which would require the purchasing of land, the level of contribution sought will relate to the size of the area of land that will be required to provide the school (to meet the standards identified through Constructing Excellence in Wales and DfES Building Bulletins 98 and 99) and the equivalent land value purchase price.

7.21. Where expansion to an existing school can be made on an unconfined site a contribution toward land costs would not be sought.

In Kind Provision

7.22. Where the need for a new school arises as result of a proposed development, the 'developer construct' option will be sought. It should be noted that the establishment of any new school would be subject to consideration and consultation under the relevant statutory requirements at the time.

7.23. Where a new school is to be built 'in kind' as part of a development, the size of the school will need to be equal to whole forms of entry (FE), as it is not possible to build and operate schools on a pro-rata FE basis. Primary schools are organised as 2 or 3 Forms of Entry plus 48 nursery places per form of entry. Secondary schools are usually within the range of 6-10 Forms of Entry, plus sixth form provision.

7.24. Where a new school is to be provided, the Council may require the school to be delivered to coincide with the occupation of a specific quantity of new housing. Where this is not possible and alternative capacity does not exist, it will be for the developer to provide temporary measures in advance of the new school opening.

7.25. Where a developer undertakes the construction of a school, an architectural design team experienced in the design of school buildings must be used. The Council will need to approve in writing the designs and the developer's employers requirements prior to the tender being let. The Council's accommodation standards are as per DfES Building Bulletin 98 (Building framework for secondary school projects) and 99 (Building framework for primary school projects). Construction and design compliance conditions are stipulated in the 'Educational Employers Requirements'

7.26. Upon completion of the school, the developer will be responsible for providing all necessary information and documentation to execute the legal transfer of ownership of the school to the Council and paying the Council's reasonable costs. Developers will be responsible for maintaining the school until the legal transfer proceedings have been completed.

Example School Provision Calculation

7.27. A planning application is submitted for an area of the city where both the primary and secondary schools in the allocated catchment areas are at capacity, other than for Welsh medium which has a surplus of capacity at primary level of 25 places

7.28. The application is for 86 flats (15 x 1 bed flats, 71 x 2 bed flats) and 120 (3 bed) houses.

Pupil yield

Year Group	1 bed flat x 15	2 bed flat x 71	3 bed house x 120	Aggregate Yield
Nursery	0.0102 x 15 = 0.153	0.0390 x 71 = 2.77	0.0579 x 120 = 6.95	9.87
Primary:	0.0155 x 15 = 0.233	0.0749 x 71 = 5.32	0.2290 x 120 = 27.48	33.03
Secondary	0.0058 x 15 = 0.087	0.0287 x 71 = 2.04	0.1666 x 120 = 19.99	22.11
6th Form	0.0007 x 15 = 0.011	0.0079 x 71 = 0.56	0.0513 x 120 = 6.15	6.72

Special Educational Needs (SEN) Calculation

- Aggregate yield, primary: 33.03 x 0.0162 = 0.53 places
- Aggregate yield, secondary and 6th form: 28.83 x 0.0248 = 0.71 places

Removal of SEN pupils from their respective peer groups:

- Nursery: 9.87 (n/a)
- Primary: 33.03 (aggregate yield) – 0.53 (SEN) = 32.5
- Secondary + 6th form: 28.83 (aggregate yield) – 0.71 (SEN) = 28.12

Medium of provision (80:20 - English medium: Welsh medium)

Year group	Aggregate Yield (Excluding SEN)	English medium (80%)	Welsh medium (20%)
Nursery	9.87	7.90	1.97
Primary	32.5	26	6.5
Secondary + 6th form	28.12	22.50	5.62

Surplus Capacity Deduction /Net Aggregate Pupil Yield

Year group	Gross Aggregate	Surplus Capacity	Net Aggregate
Nursery	9.87 (7.90Eng / 1.97Wel)	None	9.87
Primary	32.5 (26Eng / 6.5Wel)	(25 welsh medium) = - 6.5	26
Secondary + 6th form	28.12 (22.50Eng / 5.62Wel)	None	28.12

Costs per pupil place

Year group	Net Aggregate Pupil Yield	Cost per Pupil Place	Total
Nursery	9.87	£5,662	£55,884
Primary	26	£11,325	£294,450
Secondary + 6th form	28.12	£17,719	£498,258
SEN Primary	0.53	£38,849	£20,590
SEN Secondary	0.71	£53,952	£38,306
Total Contribution (excluding provision of land / land costs)			**£907,488**

8. Community Facilities

Policy Context

8.1. Planning Policy Wales (paragraph 4.6.1) identifies that 'development can help to arrest the decline in community facilities and deliver environmentally-sound modernisation, re-use or replacement of urban infrastructure'. At paragraph 9.2.7 it states that 'plans should state clearly the contribution which developers will be expected to make towards the provision of infrastructure, community facilities and affordable housing'.

8.2. This chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policy:

- C1: Community Facilities

Infrastructure Provision

Development Type		Mitigation Sought
All residential developments (where the need arises as a result of a proposed development). Including: Student accommodation and sheltered or extra care housing. Excluding: Specialist accommodation that provides a significant element of care.	Of 25 or more dwellings	A financial contribution towards community facility provision
	Strategic Sites, and / or sites of 500 or more dwellings	The in-kind provision of on-site community facilities (including land, build and fit-out to allow occupation without requiring any additional building works) and / or a financial contribution towards community facility provision.

Key Principles

8.3. Providing a range of facilities that are accessible to as many people as possible is a key component in creating sustainable communities. Geographical requirements are generally linked to the standards under-pinning the 'walkable-neighbourhoods' concept, ensuring that non car-dependent households have easy access to appropriate community amenities.

8.4. Growth in population arising from new development generates demand for and increases pressure on community facilities. To meet the needs of future residents, it may be necessary to meet this additional demand through:

- The provision of new facilities
- The extension to, or upgrading of existing facilities

8.5. Where the in-kind provision of a new facility is required, developers will be expected to supply the land and facility (including fit-out to allow occupation without requiring any additional building works), together with associated highway infrastructure and parking provision. Developers will be expected to submit proposals for on-going management / maintenance of the facility, including the identification of an appropriate management body.

8.6.   A reduced level of community facility provision will be sought from student accommodation and sheltered or extra care housing developments where a **significant element** of communal facilities are provided onsite.

Definition of Community Facilities

8.7.   For the purpose of this SPG, Community Facilities are considered to include those facilities used by local communities for leisure and social purposes, including community centres and meeting places, community halls, community hubs and libraries, local shopping centres, leisure centres and youth centres.

8.8.   The definition of community facilities relate to sites and premises that are run by not-for-profit organisations including voluntary organisations, community associations and Cardiff Council. Privately run commercial facilities and members only clubs are excluded.

8.9.   Whilst faith buildings are not included in the above definition, facilities attached to such buildings which are used by and are accessible for the wider community may be included.

8.10.   The provision of dedicated facilities ancillary to parks, open spaces and sports pitches (i.e. changing rooms) are not included within the definition of community facilities as this is sought through the provision of functional open space (refer to chapter 5).

8.11.   Consideration will be given to proposals that incorporate an element of community use within a school building, however this would be subject to discussions with the Council regarding the type of provision proposed with regard to local need, hours that a facility would be accessible to the public and management / access arrangements relating to community use.

Shared Facilities

8.12.   Where community facilities are to be provided onsite, developers will be expected to investigate opportunities for the provision of shared facilities, where a variety of services are provided under one roof. The benefits of providing community facilities in this way are:

- Reduced costs, i.e. one building is cheaper to deliver and run than several smaller facilities;
- Reduced footprint from shared space;
- Increased footfall, in turn benefitting other functions;
- Providing a central 'hub' where people can meet for a variety of reasons, promoting social integration;
- Rationalised management and maintenance.

How is Community Facility Need Identified?

8.13.   There are a variety of ways in which the Council identifies community facility need. These include needs assessments, consultation with community groups / service providers and audits of existing facilities.

8.14.   The level and type of contribution sought will be specific to each individual application, taking account of the scale and nature of the proposed development, existing / planned community facilities within the surrounding area and their ability to support and cater for associated population growth.

What Level of Contribution will be Sought

8.15. Community facility calculations are based on a floorspace provision of **0.32 sqm** per person. This is applied to the 2011 census data in order to identify a level of floorspace provision per dwelling, based on the total number of bedrooms and associated occupancy figures (as identified below):

Number of Bedrooms	Occupancy Figure (persons per dwelling)
1	1.3
2	1.8
3	2.5

Number of Bedrooms	Occupancy Figure (persons per dwelling)
4	3.1
5+	3.8
Where Unknown	2.33 (average occupancy figure)

8.16. For student accommodation, occupancy figures are calculated at 1 person per bed space:

Number of Bedrooms	Occupancy Figure
1 Student Bedroom	1.0

Worked Examples

Development Type	Dwellings / Rooms	Occupancy Rate	Floorspace Provision
A: Residential	20 x 3 bed dwellings 30 x 4 bed dwellings	20 x 2.5 = 50 persons 30 x 3.1 = 93 persons	143 x 0.32 = 45.76sqm
B: Student Accommodation	67 Bedrooms	67 x 1.0 = 67 persons	67 x 0.32 = 21.44sqm

Financial Contributions

8.17. The current average build cost of community facilities as calculated by BCIS classification CI/SfB 532 is **£1723 per square metre** (Q3 2015). In circumstances where a financial contribution towards off-site provision is sought, the financial equivalent will be calculated as:

Total floorspace provision x £1732 per sqm = **Financial Contribution.**

Development Type	Floorspace Provision	Equivalent Financial Contribution
A: Residential	143 x 0.32 = 45.76sqm	45.76sqm x £1732= £79,256.32
B: Student Accommodation	67 x 0.32 = 21.44sqm	21.44sqm x £1732 = £37,134.08

9. Primary and Community Healthcare Facilities

Policy Context

9.1. Planning Policy Wales (paragraph 12.1.1) identifies that 'adequate and efficient infrastructure, including services such as education and health facilities …. is crucial for the economic, social and environmental sustainability of all parts of Wales'.

9.2. This chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policy:

- C1 Community Facilities
- C7: Health

Infrastructure Provision

Development Type	Mitigation Sought
Strategic Sites and / or sites of 500 or more dwellings (where the need arises as a result of a proposed development). Excluding: Student Accommodation.	The in-kind provision of on-site primary and community healthcare facilities (including land, build and fit-out to allow occupation without requiring any additional building works) and / or a financial contribution towards the provision of off-site primary and community healthcare facilities.

Key Principles

9.3. The Cardiff and Vale University Health Board (UHB) is responsible for ensuring access to NHS primary care services in Cardiff. Primary Healthcare Facilities focus on General Practitioner (GP) Surgeries, but can also include other primary care services, (such as community pharmacists, dentists and optometrists) and community health facilities (such as district nursing, health visiting, podiatry, physiotherapy and audiology) to enable practices to offer an extended and more flexible range of facilities to their patients.

9.4. The provision of new primary healthcare GP places will be sought in circumstances where the need generated by a proposed development cannot reasonably be met by existing premises, because the capacity at the GP premises in whose catchment areas the new housing development is proposed would, as a result of the development be exceeded by demand.

9.5. To meet the needs of future residents, it may be necessary to meet this additional demand through:

- The provision of new facilities
- The extension to, or upgrading of existing facilities

9.6. Where the in-kind provision of a new facility is required, developers will be expected to supply the land and facility (including fit-out to allow occupation without requiring any additional building works), together with associated highway infrastructure and parking provision.

9.7. With regard to Chapter 8.13, where Primary and Community Healthcare Facilities are to be provided onsite, developers will be expected to investigate opportunities for this floorspace provision to form part of a wider shared use community facilities.

How Contributions will be Assessed

9.8. Contributions toward additional or improved primary healthcare GP facilities will be based on the following factors:

a)   The number and type of dwelling units in the development
b)   The number of people likely to be generated by each dwelling
c)   Capacity surplus within GP catchments
d)   Cost / floorspace requirement per patient place

Dwelling Type / Population Yield (a/b)

9.9.   The number of people generated by a residential development will vary depending on the size of the dwellings of which it comprises. In order to be able to project a typical yield, an assessment of the number of people likely to be generated by a proposed housing development is made based on yield factors derived from 2011 Census statistics:

Number of Bedrooms	Occupancy Figure (persons per dwelling)
1	1.3
2	1.8
3	2.5
4	3.1
5+	3.8
Where Unknown	2.33 (average occupancy figure)

Capacity surplus within GP catchments (c)

9.10.   The population yield generated by a proposed development will be assessed against capacity at GP practice(s) in whose catchment area(s) the new housing development is proposed.

9.11.   Net patient places required above projected capacity are then calculated by offsetting a developments projected population yield against any existing GP place surplus.

Cost / floorspace requirement per patient place (d)

9.12.   Primary healthcare facility calculations are based on floorspace provision per patient. The UHB works with a best practice GP to patient ratio of 1:1800.

9.13.   As identified in the Welsh Health Building Note 36 'General Medical Premises in Wales', floorspace requirements for a primary health care GP facilities include, public spaces (reception areas / public conveniences), primary and community care spaces (consulting / examination rooms and specialist clinical space) and staff spaces (facilities management / admin space). At 2016, the floorspace requirement per patient is **0.096 sqm.**

9.14.   Where an equivalent level of financial contribution is to be calculated, the BICS classification CI/SfB 421 for health centre build (Q3 2015) is **£1708** per square metre.

In Kind Provision

9.15.   Where the on-site need for a new primary healthcare facility arises as a result of a proposed development, the 'developer construct' option will be sought. Benefits of this approach are that the developer maintains control of delivering the facilities in a timely manner relative to the completion of residential dwellings.

9.16.   Guidance on the design and layout of primary care is provided through the 'Welsh Health Building Note 36 'General Medical Premises in Wales'. It should be noted that for operational reasons, facilities should be constructed over no more than 2 storeys.

10.   District and Local Centres

Policy Context

10.1.   Planning Policy Wales (paragraph 10.2.1) identifies that Local planning authorities should develop through their … development plans a clear strategy and policies for retail development which seek to achieve vital, attractive and viable centres.

10.2.   This chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policy:

- KP2: Strategic Sites
- R7: Retail provision within Strategic Sites

Infrastructure Provision

Development Type	Mitigation Sought
Strategic Sites: C - North West Cardiff D - Land north of J33 on M4 F - North East Cardiff (West of Pontprennau); G - East of Pontprennau Link Road.	The in-kind provision of on-site District and / or Local Centres, including: ▪ For mixed-use components, the provision of the 'core and shell' of the centres commercial units (including land, build and fit-out to allow occupation without requiring any additional building works), together with the provision of associated services, parking and highway access. ▪ For stand-alone retail (i.e. a small supermarket), the safeguarding of land for future development by commercial operators, including connection to all services and highway access as is reasonably required for the proper occupation of the site.

Key Principles

10.3.   Where retail units are to be provided as part of a mixed used development (for example with residential units to upper floors), the design of the buildings (i.e. plot layouts, ceiling heights, service corridors / access arrangements) will be expected to be future-proofed against potential changes in retail provision (i.e. to enable the coalescence or subdivision of units) and / or changes to alternative compatible uses.

10.4.   Developers will be expected to provide details of, and implement a Marketing Strategy for, commercial units within District / Local centres. The marketing of individual premises should be for a period of no less than 24 months at comparable local market rates before alternative uses can be considered.

11. Public Realm, Community Safety and Public Art

11.1.   Planning Policy Wales (paragraph 3.4.3) states that 'When a new building is proposed, an existing building is being extended or altered, or a change of use is proposed, developers should consider the need to make it accessible for all those who might use the building. The appropriate design and layout of spaces in, between and around buildings, including parking provision and movement routes, is particularly important in ensuring good accessibility'.

11.2.   This chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policies:

- KP5: Good Quality and Sustainable Design
- EN13: Air, Noise, Light Pollution and Contaminated Land

Infrastructure Provision

Development Type		Provision Sought
All development types.	Where the need arises as a result of a proposed development.	The in-kind provision of, and / or a financial contribution towards, a scheme of public realm improvements (which may include the provision of public art) and / or community safety measures, in the vicinity of the site.
- LDP Strategic Sites - Development proposals that require a Masterplan or Site Development Brief - Large scale redevelopment projects		- A public realm strategy and an associated scheme of works for the site and immediate vicinity. - A public art strategy and an associated scheme of public art, artworks and art interventions.
Out of Centre Retail Development (Where the need arises as a result of a proposed development).		A financial contribution towards district and / or local centre public realm improvements.

Key Principles

11.3.   The public realm refers to the space between buildings where people have free access (whether publicly or privately owned), such as streets and public squares. New developments, either through an increase in floorspace and intensification of use, or due to the nature of a proposed development can increase pressure on, or affect the suitability of the surrounding pedestrian environment.

11.4.   Public realm and / or community safety improvements will be sought towards the upgrading of the pedestrian environment in the area immediately surrounding or leading to an application site, where the need arises as a result of the proposed development. To help ensure that improvement works are completed in a timely manner relative to the occupation / opening of a proposed development, in-kind provision will normally be sought in the first instance.

Off-Site Mitigation.

11.5.   The quality of the pedestrian environment in the area surrounding a site should be taken into consideration as part of a development proposal. Where the public realm is of a poor quality, the in-kind provision of public realm / community safety improvements will be sought, which may include; the resurfacing and / or upgrading of footways / carriageways and the upgrading, relocation and / or introduction of kerbstones, channels, pedestrian crossing facilities, street furniture, bus shelters, street lighting, street trees, CCTV, and general equipment (i.e. utility boxes).

11.6.   Contributions towards public realm improvements will be considered in conjunction with requests towards highway improvements as identified in Chapter 3.

11.7.   The level and type of contribution sought will be considered in relation to the scale of the proposed development and the quality of the existing pedestrian environment. Where there is an identified scheme of public realm improvement works in the vicinity of the site, a financial contribution may be sought in lieu of in-kind provision.

11.8.   Guidance on the use of paving materials and street furniture is provided through the Cardiff Public Realm Manual. Schemes will be required to be built to Cardiff's Highways Specifications.

<u>Air Quality Monitoring</u>

11.9.   Poor air quality can impact on people's health / quality of life and local authorities are required to assess air quality in their areas against National Air Quality Standards. Where the need arises as a result of a proposed development, developers will be requested to provide an Air Quality Assessment and, in the event of an adverse assessment, a proposed scheme of mitigation measures. In addition to a scheme of mitigation measures, a financial contribution may be sought towards the site specific monitoring of air quality emissions.

Public Art

11.10.   Public art can play an important role in creating local distinctiveness and helping to make areas more legible. It can also form a valuable tool in helping to create connections between new developments and surrounding communities through engagement and active participation.

11.11.   Public Art should be considered from the outset of a development proposal and should form part of an overall design vision, with commissions forming an integral part of the buildings and / or public spaces. Developers will be expected to demonstrate how public art will be incorporated into their scheme that reasonably relates to the scale of the proposed development.

11.12.   For larger scale developments, particularly where a site is expected to be delivered in phases, the developer will be expected to prepare a public art strategy for the site.

11.13.   Public art can take the form of physical works, temporary works or ephemeral projects and is defined as the original work of a living or acknowledged artist or designer that is accessible to the public either physically, visually and / or in the form of social engagement. Artworks should be site specific and not a mass produced object or a reproduction of an original design. Art should be created for a particular place and should form part of a collaborative process with others, such as architects, landscape designers, arts officers, members of the local community and the public. Such work can be:

- permanent works, such as three-dimensional artworks, bespoke street furniture, ecology / land art works or integrated two and three-dimensional works,
- interior commissions, where they are freely accessible to the public for most or all of the time,
- temporary, ephemeral or time-based commissions such as festivals, publications and artworks with a legacy through events,
- projects that involve the up-skilling of local residents through the engagement with artists and public art.

11.14.   Further guidance is provided through the Cardiff Public Art Strategy and Public Art SPG

12.   Waste Management Facilities

12.1.   Planning Policy Wales (paragraph 12.7.3) states that 'Adequate facilities and space for the collection, composting and recycling of waste materials should be incorporated into the design of any development'.

12.2.   This chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policy:

- W2: Provision for waste management facilities in development

12.3.   Additional guidance is provided in the Cardiff Waste Collection and Storage Facilities SPG(2016).

Infrastructure Provision

Development Type	Provision Sought
All Residential developments	Provision of receptacles for: ▪ recycling ▪ garden ▪ food and ▪ residual waste
All commercial developments	Provision of receptacles for: ▪ recycling ▪ food and ▪ residual waste
Mixed use developments.	As above, however separate storage facilities must be made. Commercial waste must not be mixed with residential waste.
Class A3 (Food and Drink) uses	The provision of a litter bin / bins within the public realm (where the need arises as a result of the proposed development).

Key Principles – Residential Developments

12.4.   All residential developments are required to provide adequate storage for four dedicated waste streams; recycling, garden, food and residual waste. Provision must be made for the total volume of all waste streams produced over a 14 day period.

12.5.   The Cardiff Waste Collection and Storage Facilities SPG identifies the capacity and number of bins (or bags) and caddies that will be required per house / flat / number of bedrooms / number of residents for residential schemes.

12.6.   Developers will be required to purchase the bin provision necessary for each residential unit. 140 litre and 240 litre wheeled bins **must** be purchased from Cardiff Council. 660 litre and 1100 litre bulk bins can be purchased from other suppliers, however details of the bin dimensions, materials, colour and supplier will need to be submitted to and approved by the Council prior to purchase to ensure that they are compatible with collection vehicles and health and safety standards. Bin specifications are identified in appendix 3 of the Cardiff Waste Collection and Storage Facilities SPG. If details are not provided and as a result, waste receptacles are not safe to collect, the Council reserves the right to refuse collection until suitable bin specifications are met.

12.7.   The price of bin provisions can be found in Chapter 8 of the Cardiff Waste Collection and Storage Facilities SPG.

Key Principles – Commercial Developments

12.8.   All industrial and commercial premises have a duty of care to ensure their waste is managed and disposed of correctly. Chapter 5 of the Cardiff Waste Collection and Storage Facilities SPG identifies approximate total waste storage capacities for a range of commercial developments. The actual capacity required will vary according to the exact nature of the commercial activities and the frequency of collections.

Class A3 (Food and Drink) uses.

12.9.   Class A3 (Food and Drink) uses, particularly hot food takeaways (where the use is for the sale of hot food for consumption off the premises), have the potential to overload the capacity of existing litter bin provision in the surrounding area. Where it is identified that a proposed A3 use, either as part of a new development, or as a change of use of an existing premises would impact upon current facilities, a contribution, either through in-kind provision or as a financial contribution, may be sought.

12.10. For larger scale applications, litter bins may be provided through a wider scheme of public realm improvements associated with the development (refer to Chapter 11).

13. Local Employment and Training

13.1. Planning Policy Wales (paragraph 7.1.3) states that 'wherever possible local planning authorities should seek to guide and control economic development to facilitate regeneration and promote social and environmental sustainability. In so doing, they should aim to….support national, regional, and local economic policies and strategies and…..deliver physical regeneration and employment opportunities to disadvantaged communities'.

13.2. This chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policy:

- EC1: Existing Employment Land
- EC3: Alternative use of Employment Land and Premises
- EC4: protecting Offices in the Central and Bay Business Areas

Infrastructure Mitigation

Development Type		Mitigation Sought
All developments involving the loss of B1 floorspace within:	The Central and Bay Business Areas, where; - The loss of floorspace exceeds 1000m² and where no Class B1 employment use is proposed to mitigate this loss;	A financial contribution towards bringing forward compensatory employment and training opportunities.
All developments involving the loss of Class B1, B2 or B8 employment land and / or floorspace within:	Areas of Existing, Permitted and Allocated Employment Land as designated on the Local Development Plan Proposals Map, where: - The loss of floorspace exceeds 1000 m2 and where no employment use is proposed to mitigate this loss; - A site exceeds 0.2 hectares and where no employment use is proposed on site to mitigate this loss.	

Key Principles

13.3. In circumstances where employment land or floorspace is lost as part of a proposed development, a contribution will be sought towards the provision of training and support to enable displaced employees and people who may have sought employment at the site, to gain employment elsewhere in the city.

13.4. A contribution would not be sought in circumstances where a mixed use development is proposed that retains a significant element of Class B use on a site.

How Contributions will be utilised (The Cardiff Capital Fund)

13.5. The Capital Cardiff Fund aims to assist companies to safeguard and create employment in the city by offering packages of financial support in the form of grants, loans and equity investment. Eligible applicants include new start growth and established businesses within Cardiff's key sectors (Creative Industries, Bio Science, ICT, Manufacturing and Business and Financial Services). Support is provided to businesses that require specialist advice, undertaking innovation, improving competitiveness, expanding, investing in technology and knowledge exploitation and investment for environmental improvements to commercial premises.

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13.6.   Funding is offered between £5,000 and £50,000 and the level of support for each case is linked to the economic development outputs such as job creation. Companies must demonstrate business to business activity and at the minimum a national market for their products or services. Typical funding projects within the Capital Cardiff scheme include:

- Relocation into Cardiff
- Capital Investment
- Job Creation/Retention
- Purchase of Capital Equipment
- Provision of workshop / business start-up units
- Research and Development
- Renovating a Property
- Environmental Works

13.7.   Where appropriate the Council would also seek to utilise the funds through investing in appropriate projects to support business development, accessibility to employment to attract and create new jobs.

What level of contribution will be sought

13.8.   The level of contribution sought will take account of:

- The number of people that could have been employed in the employment floorspace to be lost.
- The proportion of displaced employees that would be unable to find new employment without retraining or other support.
- The cost of providing the training and support necessary to enable a person to gain employment.
- Whether a proposal seeks to retain a significant element of Class B floorspace.

13.9.   Assumptions for the number of square metres of floorspace required per employee are set out in the table below. From this information, an estimate of the number of employees that could have been employed within the floorspace / on the site to be lost through an alternative use can be calculated.

Employment floorspace type:	Floorspace per employee (m^2):
Office - B1a	14.5
Other Business Space – B1b/c and B2	47
Warehouse - B8	75

Source: Employment Densities Guide, 2nd Edition 2010, Drivers Jonas Deloitte on behalf of OffPAT and HCA.

13.10. In circumstances where an alternative use is proposed on employment land, an estimated floorspace density assumption will be applied to the land area (ha) in order to derive the sqm development potential on site.

13.11. Whilst the precise number of employees that would be unable to find new employment without retraining would depend upon the nature of the existing employment use, it is estimated that approximately 15% of employees within B1 use classes and 30% within B2 and B8 use classes would require retraining to enable them to access alternative employment.

13.12. Where is identified (and agreed by the Council) that existing businesses floorspace / employees are being relocated to suitable alternative premises within Cardiff as part of an application these figures would be deducted from calculations.

13.13. Recent information from Job Centre Plus indicates that it costs between £3,000 and £6,000 to provide the training and support necessary to enable a person to gain employment. A contribution of £2,000 per person requiring retraining or support will be sought, which would fund between one third and two thirds of the training and support costs, based on the Job Centre Plus information.

Example Calculations

Calculation	B1 office (1,250m2)	B8 Warehouse (5,000m2)
Total floorspace / floorspace per employee = estimated no of employees.	1,250 / 14.5 = 86.2	5,000 / 75 = 66.6
Employees requiring retraining	86.2 / 100 x 15 = 12.93	66.6 / 100 x 30 = 19.98
Contribution Sought	12.93 x £2,000 = £25,860	19.98 x £2,000 = £39,960

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14.   Renewable Energy and Low Carbon Technologies

14.1.   Planning Policy Wales. (paragraph 4.12.2) states that 'Development proposals should mitigate the causes of climate change by minimising carbon and other greenhouse gas emissions associated with their design, construction, use and eventual demolition. The overall aspiration is to secure zero carbon buildings while continuing to promote a range of Low and Zero Carbon (LZC) technologies as a means to achieve this'.

14.2.   This chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policy:

- EN12: Renewable Energy and Low Carbon Technologies

14.3.   Additional guidance will be provided through the Cardiff Renewable Energy Assessment SPG

Infrastructure Provision / Mitigation

Development Type	Provision / Mitigation Sought
LDP Strategic Sites	■ To provide a Renewable Energy Assessment and propose an associated scheme of mitigation measures.
Developments containing 100 or more dwellings	
Commercial developments of 1000sqm or more	

Key Principles

14.4.   Cardiff Council supports the Welsh Government's long term aspiration of zero carbon / zero energy buildings. TAN 12 (Design / 2016) recognises that opportunities for local Low or Zero Carbon (LZC) energy supply, such as Combined Heat and Power (CHP) and district heating systems can be maximised when higher densities and a mix of uses are proposed, which balance energy demand over different time periods. Larger proposals present unique opportunities to develop sites which not only comply with required standards, but also positively contribute towards Cardiff's sustainable expansion, limiting energy use and subsequent emissions as far as possible.

Types of Provision and Mitigation

14.5.   Developers will be expected to prepare an Independent Energy Assessment, which investigates the technical feasibility and financial viability of incorporating LZC technologies and opportunities to minimise carbon emissions associated with heating, cooling and power systems beyond the minimum standards set out in Building Regulations Part L (conservation of fuel and power)

14.6.   Consistent with TAN 12 and Welsh Government's 'Energy Efficiency in Wales' Strategy, developers will be expected to follow the principles of the energy hierarchy, which advocates a sequential approach to minimising energy demand and carbon emissions:

1.   **Energy Reduction** – Reduce the amount of energy used ('smart' heating and lighting, behavioural changes), use of passive design measures.
2.   **Energy Efficiency** – Using energy efficient systems (better insulation, efficient appliances and lighting).
3.   **Renewable Energy** – Generate heat and electricity from renewable sources (solar PV and thermal, wind, biomass, hydro, geothermal).

4. **Minimise carbon impact of other energy generation** – Using low carbon technologies to reduce residual CO2 emissions (heat pumps, CHP and CCHP systems).

14.7. Further guidance regarding the content of energy assessments will be provided through the Cardiff Renewable Energy Assessments Supplementary Planning Guidance, but as a minimum, assessments will be expected to include a non-technical executive summary and the following details:

- Carbon footprint: Anticipated total energy demand / carbon dioxide emissions associated with the development (both regulated and unregulated loads should be identified),
- Assessment of options to reduce energy demand and emissions at each stage of the energy hierarchy,
- Measures of mitigation and proposed CO2 reductions at each stage of the energy hierarchy, expressed in relation to compliance with Part L of the Building Regulations as the benchmark.

14.8. It should be noted that the Council's policy is technology neutral and so potential solutions are not limited to the examples outlined above.

15.   Biodiversity.

Policy Context

15.1.   Planning Policy Wales (paragraph 5.2.8) states that 'The planning system has an important part to play in meeting biodiversity objectives by promoting approaches to development which create new opportunities to enhance biodiversity, prevent biodiversity losses, or compensate for losses where damage is unavoidable'. At paragraph 5.1.4 it identifies that 'it is important that biodiversity and landscape considerations are taken into account at an early stage in …. development management'.

15.2.   Welsh Government Technical Advice Note 5 (Nature Conservation and Planning) provides advice about how the land use planning system should contribute to protecting and enhancing biodiversity and geological conservation.

15.3.   Biodiversity information provided should observe the British Standard publication 'Biodiversity – Code of Practice for Planning and Development (BS42020:2013)

15.4.   This chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policies:

- KP16: Green Infrastructure
- EN4: River Corridors
- EN5: Designated Sites

- EN6: Ecological Networks / Biodiversity
- EN7: Priority Habitats and Species

15.5.   Additional guidance will be provided through the Cardiff Green Infrastructure SPG.

Infrastructure Provision / Mitigation

Development Type	Provision / Mitigation Sought
Any development that impacts on one or all of the following biodiversity categories: - River Corridors - Designated Sites - Ecological Networks and Features of Importance for Biodiversity - Priority Habitats and Species	- The submission of information in support of a planning application to enable its biodiversity impacts to be properly assessed. - In circumstances where a biodiversity impact is identified, a proposed scheme of measures within the following hierarchy: (1) Avoidance, (2) Mitigation, (3) Compensation, (4) New Benefits.

River Corridors (LDP Policy EN4)

15.6.   Cardiff contains four river corridors of the Taff, Ely, Rhymney and Nant Fawr. These watercourses and adjoining open spaces, (as defined on the LDP Proposals Map), possess high recreational, biodiversity, historic, cultural and landscape value.

Statutory Designated Sites (LDP Policy EN5)

15.7.   Sites may be designated for their international, national or local importance in terms of nature conservation. Some designations are statutory because they are regulated by legislation.

Internationally Designated Sites in Cardiff.

15.8.   Within Cardiff, four sites have been designated for their international importance for nature conservation, these are:

- Cardiff Beech Woods SAC
- Severn Estuary SAC
- Severn Estuary SPA
- Severn Estuary Ramsar Site

15.9.   The consideration of the possible impacts of plans, projects or development upon international sites is established through a process known as a Habitats Regulations Appraisal (HRA) which must be undertaken by the Competent Authority(s) issuing the consent. In the case of planning permission, this is Cardiff Council as the Local Planning Authority. Development Proposals in Cardiff will be subject to Screening Criteria, which will be set out in the Cardiff Green Infrastructure SPG (Ecology and Biodiversity Technical Guidance Note - TGN), to determine whether HRA is needed. An applicant may be required to commission survey work in order to inform the HRA. Subsequently if the HRA finds that the project would result in an adverse effect on the integrity of an international site, then compensatory measures would be required. Annex 3 of TAN 5 provides further advice on development proposals likely to affect international sites.

Nationally Designated Sites in Cardiff

15.10.   Sites of Special Scientific Interest (SSSIs) are statutory sites which are designated and protected by the Wildlife and Countryside Act 1981 (as amended). Cardiff Council has a duty to further the conservation and enhancement of the features which provide the special interest of an SSSI. The Act requires Natural Resources Wales (NRW) to be consulted regarding planning applications, or any works carried out or authorised by the Council, which may affect the features of interest of an SSSI. An applicant may be required to commission survey work in order to inform the assessment of the impact upon a SSSI. Subsequently if that assessment finds that the project would result in an adverse effect on the integrity of a SSSI, then compensatory measures would be required.

15.11.   There are currently 17 SSSIs in Cardiff of which 11 are designated for biological interest, two are designated for mixed biological and geological interest and 3 for solely geological interest.

Sites of Importance for Nature Conservation in Cardiff (SINC's)

15.12.   Planning Policy Wales (2016) recommends the designation of non-statutory sites of interest for nature conservation where these are soundly based on an objective scientific assessment of the value of the site and informed by community participation and reflecting community values. In Cardiff, these non-statutory sites are referred to as Sites of Importance for Nature Conservation (SINCs), of which there are currently 177 in Cardiff.

15.13.   Section 5.5.3 of TAN 5 advises that developers should avoid harm to SINCs where possible, but where harm is unavoidable, it should be minimised by mitigation measures and offset by compensation measures, as necessary.

Ecological Networks and features of Importance for Biodiversity (LDP Policy EN6)

15.14.   The protection, management and enhancement of ecological networks is recognised in Regulation 39 of the Conservation of Habitats and Species Regulations 2010 (as amended). Wild species of flora and fauna are often widely dispersed in the landscape, with significant populations being isolated from each other. In such cases, landscape features may provide wildlife corridors for some species, as well as links or 'stepping-stones' between habitats.

15.15. Features of the landscape which are of importance for wild flora and fauna are those which, by virtue of their linear and continuous structure (such as rivers with their banks or the traditional system of markings field boundaries) or their function as stepping stones (such as ponds or small woods), are essential for the migration, dispersal and genetic exchange of wild species. The impact of a development proposal upon these features must be assessed as part of an ecological impact assessment, and measures of avoidance, mitigation and compensation may be required.

Protected Species (LDP Policy EN7)

15.16. Planning Policy Wales (2016) at paragraph 5.5.11 states that: 'The presence of a species protected under European or UK legislation is a material consideration when a local planning authority is considering a development proposal which, if carried out, would be likely to result in disturbance or harm to the species or its habitat'. Chapter 6 and Annex 7 of TAN 5 provide further information on protected species.

European Protected Species

15.17. European Protected Species which are known to occur in Cardiff are:

- Great Crested Newt
- Otter
- Dormouse
- Several species of bats

Under Regulation 9(3) of the Conservation of Habitats and Species Regulations 2010 (as amended), Cardiff Council has a duty to have regard to the requirements of the EU Habitats Directive (which gave rise to the above Regulations), in the exercise of its functions. In practice this means that Cardiff Council will have to ensure that the protection afforded to these species is upheld as part of its planning function.

UK Protected Species

15.18. UK Protected Species known to occur in Cardiff will be identified in the Cardiff Green Infrastructure SPG (Ecology and Biodiversity Technical Guidance Note - TGN). The Wildlife and Countryside Act 1981 (as amended) contains several schedules which give varying levels of protection to certain species of plants and animals:

- Schedule 1 lists certain species of birds which it is an offence to disturb at or near the nest or with dependant young.
- Schedule 5 affords differing degrees of protection to other animals.
- Schedule 8 affords protection to certain species of plants.

Key Principles

15.19. Biodiversity impact will be considered with regard to the following factors:

- The importance of the biodiversity interests.
- How they may be affected by the development proposal.
- Whether these effects can be acceptably avoided, mitigated or compensated for.
- The nature of and justification for the development proposed (with regard to LDP Policy).
- The availability of suitable alternative sites.
- Whether there are other relevant material considerations.

15.20. Welsh Government Technical Advice Note 5 (Nature Conservation and Planning) at Chapter 4 identifies that: 'The development control process is a critical stage in delivering the protection and enhancement of nature conservation required by PPW. The following can help to achieve these objectives:

- adopting the five-point approach to decision-making: (1) information, (2) avoidance, (3) mitigation, (4) compensation, (5) new benefits - Refer to paragraphs 15.25-15.42 (below).
- ensuring that planning applications are submitted with adequate information, using early negotiation, checklists, requiring ecological surveys and appropriate consultation;
- securing necessary measures to protect, enhance, mitigate and compensate through planning conditions and obligations;
- carrying out effective planning enforcement;
- identifying ways to build nature conservation into the design of new development'.

15.21. Paragraph 4.3.4 of TAN5 identifies that the information submitted with a planning application should be proportional to the likelihood of effects on nature conservation interests and to their potential significance. Where a proposal is not EIA development, applicants may need to prepare and submit one or more of the following as appropriate:

- A Preliminary Ecological Appraisal (PEA)
- A Geological / Geomorphological / Hydrological / Hydrogeological Report,
- A Soils Report,

- An Ecological Impact Assessment Report (EcIA)
- A Construction Environmental Management Plan (CEMP)
- An Ecological Mitigation Strategy (EMS)
- A Monitoring and Remediation Plan or Programme,

15.22. Potential biodiversity impact is not limited to the geographical extent of a planning application and development proposals in the vicinity of a designated site or species habitat will need to consider any direct or indirect affects they are liable to generate.

15.23. Scale and type of impact will vary according to each individual development, however the following details are provided as an initial guide to assist in identifying the nature conservation value of features and estimating impact:

Five-Point Approach to Biodiversity Issues

15.24. As identified in Chapter 4 of TAN 5 (Nature Conservation and Planning), the Council recommends the following sequential five point approach to development proposals involving biodiversity issues:

(1) Information

15.25. Where the need arises as a result of a proposed development, applicants will be expected to submit sufficient detailed information in support of a planning application to enable its impact on biodiversity interests to be properly assessed.

15.26. The level and detail of information required will depend on the nature of the proposal and characteristics of the natural resource, but should usually include:

- A description of the natural resource, including:

  - Any statutory or non-statutory nature conservation designations;

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- Survey material showing the location and type of trees, hedgerows water features, streams and drainage ditches and other habitat features;
- A description of habitat types including flora and fauna;
- A description of any other features of nature conservation value, such as Section 7 species and local nature conservation priority species priority species;
- The timing of any surveys required for key species and the surveys themselves.
- Ecosystems present on the site and of which the site forms a part

- An assessment of the value of the natural resource – including features of particular value.
- A description of the proposal - together with appropriate plans.
- A statement (with illustrative plans and sections if helpful) clearly outlining the direct and indirect impacts of the proposed development on the natural resource, and the measures taken to avoid negative biodiversity impacts.
- Where appropriate, a statement and plans indicating compensatory or mitigating measures proposed - including details and timing of proposed habitat creation or habitat enhancement works.
- Where appropriate, a statement and plans indicating details of protection measures during site construction - including reference to British Standard Specifications for protective fencing.
- Where appropriate, a statement outlining future management arrangements for the natural resource - including details of ownership and proposed maintenance regime.
- Where appropriate, details of the measures proposed for monitoring habitat and species condition.

15.27. Early pre-application discussions with Cardiff Council are recommended to establish the information required, as a subsequent requirement for consideration of protected species, for example, may result in significant delays.

15.28. The Council may be able to supply information about a site from its own Cardiff Biological Database, or direct enquiries to an appropriate source of data such as the South East Wales Biodiversity Records Centre (SEWBReC). Where existing information is insufficient, the applicant may be required to supply assessments in the form of new survey work. Assessments should be carried out by qualified, suitably experienced environmental consultants using recognised methodology and at an appropriate time of year. Protected species licences may be required to carry out some assessments.

15.29. Where an Environmental Statement (ES) is required under the Environmental Impact Assessment (Wales) Regulations 2016 or a Habitats Regulations Appraisal (HRA) is required under the Conservation of Habitats and Species Regulations 2010 (as amended), Cardiff Council may provide a scoping opinion as to the information required to determine the application. Further guidance will be provided through the Cardiff Green Infrastructure SPG.

(2) Avoidance of Harm

15.30. In the first instance, schemes should be designed to avoid harm to important species and habitats, including designated sites, protected species and biodiversity priority species during construction as well as operation. Where appropriate, this could include:

- Maintaining existing features of interest.
- Maintaining and enhancing corridors and links to adjacent/neighbouring habitats – to prevent species becoming isolated and vulnerable.

(3) Mitigation

15.31.   In some circumstances, it may be appropriate for the Council to include a condition or a planning obligation to ensure that the risk of possible damage to nature conservation interests during construction and operation is minimised. Advice on the use of planning conditions and planning obligations is set out in Sections 4.6 and 4.7 of TAN 5.

(4) Compensation

15.32.   Where avoidance of harm is not appropriate, mitigation is not possible, and loss or damage to natural habitats or important species is unavoidable, the Council may include a condition or obligation requiring compensatory measures. Compensatory measures should be implemented as close to the site of impact as possible.

15.33.   There are primarily four types of compensatory treatment:

- **Habitat re-creation** - the re-creation of an existing habitat lost to development.
- **Habitat creation** - the creation of a new habitat.
- **Habitat enhancement** - the enhancement of an existing habitat.
- **Social / community enhancement measures** - improving the conservation value of a site through measures such as improved access, provision of interpretative facilities and encouraging wider community involvement.

15.34.   The circumstances of each case will vary and warrant different forms or combinations of compensatory treatment. Early discussion with the Council is recommended concerning the acceptability of possible compensatory packages.

15.35.   The ease and cost of re-creating different habitats varies considerably. Certain habitats are highly dependent on specific requirements and biological inter-relationships whereas others are more flexible and less complex. For example, ancient woodlands are of great antiquity, fragility and uniqueness, and contain a wide variety of complex biological inter-relationships. Recreation, by matching the existing quality and overall nature conservation value, is unlikely to be achievable. Consideration may be given to refusing planning permission where habitat loss cannot be mitigated or compensated.

15.36.   Generally, any compensatory habitat provision will be required to exceed that which is to be lost. This is because newly-created habitats such as new ponds or planted hedgerows may take many years to achieve the quality of the habitat that is lost. Furthermore, there is also a risk that newly-created habitats may fail to support the species for which they are intended. Therefore, additional provision beyond a like-for-like amount will be required in order to offset these concerns. For example, Natural Resources Wales (NRW) have advised that where a pond supporting Great Crested Newts would be lost, then at least three ponds must be provided as compensation. Similarly, for the loss of each metre of hedgerow which supports dormice, three metres should be planted in its place.

15.37.   The Council will also encourage the provision of new habitats and social / community enhancement measures on new developments which do not adversely affect nature conservation interests.

(5) New Benefits

15.38. Most development proposals will offer an opportunity to create new benefits for biodiversity, which may be included in a planning condition or obligation.

15.39. Nesting or roosting opportunities for birds and bats should be incorporated into new build, in accordance with the advice given in the TCPA's 'Biodiversity Positive: Eco-towns Biodiversity Worksheet 2009', and in the Bat Conservation Trust's 'Biodiversity for Low and Zero Carbon Buildings: A Technical Guide for New Build 2010'.

15.40. Examples of biodiversity enhancements include, but are not limited to:

- Creation of wildflower meadows in amenity areas
- Planting of woodlands and planting of street trees
- Incorporating bat roosting features into buildings
- Incorporating bird nesting features into buildings
- Putting up bat boxes, bird boxes and dormouse boxes in trees and other vegetation
- Retaining areas of dense cover and leaf litter for hedgehogs
- Creating new ponds as amenity features and for wildlife
- Building amphibian-friendly gulley pot and kerb designs into development to avoid trapping amphibians
- Using native species in landscaping, especially fruiting or berry-bearing species
- Creating habitat piles for reptiles and invertebrates

Monitoring

15.41. Where measures of avoidance, mitigation or compensation are implemented, the Council will require that the effectiveness of these measures is monitored, and that there is provision for remediation in the event that these measures are identified as not being effective.

Natural Resources Wales

15.42. Natural Resources Wales (NRW) should be consulted regarding international and national statutory protected sites and European protected species.

16. Tree, Woodland and Hedgerow Protection

16.1. Planning Policy Wales (paragraph 5.2.9) states that 'Local planning authorities should seek to protect trees, groups of trees and areas of woodland where they have natural heritage value or contribute to the character or amenity of a particular locality. Ancient and semi-natural woodlands are irreplaceable habitats of high biodiversity value which should be protected from development that would result in significant damage'.

16.2. This chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policy:

■ EN8: Trees, Woodlands and Hedgerows.

16.3. Additional guidance will be provided through the Cardiff Green Infrastructure SPG.

Infrastructure Provision / Mitigation

Development Type		Provision / Mitigation Sought
All development types.	Where the need arises as a result of a proposed development.	■ An assessment of which trees, woodlands and hedgerows should be retained, through the preparation of associated surveys. ■ Where features are identified as having significant biodiversity / amenity value, details of associated protection measures and / or details of proposed mitigation measures to compensate for loss.

Key Principles

16.4. It takes several decades for new planting to mature; therefore it is important to ensure that the best existing trees, woodlands and hedgerows are kept in a healthy state, to enhance new development from the outset.

16.5. Trees, woodlands and hedgerows are living organisms that are sensitive to changes in their environment and can be easily damaged or destroyed by construction operations. Their successful integration into a development depends on the selection of appropriate features for retention / enhancement / extension, informed site design and careful implementation.

16.6. The Cardiff Green Infrastructure SPG will provide detailed guidance on the work that needs to be undertaken in preparing development proposals and planning applications that could have an impact on trees, hedgerows or woodlands. In summary, the following issues will need to be considered:

Site Surveys

16.7. Where trees are allocated 'A' or 'B' categorisation following a **Tree Survey** carried out in accordance with the current British Standard (BS) 5837, they should be retained and protected from harm. If a developer proposes their removal, they will need to demonstrate how mitigation measures such as new tree planting and landscaping can compensate for losses. Planning permission will not normally be granted for development that:

- Directly or indirectly causes unacceptable harm to trees or woodlands that have been identified as having significant amenity value. The methodology and recommendations set out in the current BS5837 will be used to assess the threat of harm.
- Includes inadequate or inappropriate landscape proposals that fail to provide measures to conserve or, where appropriate, enhance the character of the landscape.

16.8. **Hedgerow Surveys** should include those within and bounding the site. Their position should be recorded, along with details of woody species composition, condition, height, width and approximate age. Where hedgerows or lengths of hedgerow are to be removed to facilitate developments, sufficient information should be submitted to allow the Council to assess whether the hedgerows to be removed are 'important' in accordance with the definitions contained within the Hedgerows Regulations 1997.

16.9. **Surveys of flora and fauna** may be required. Trees on some sites may support statutorily protected species, form the basis of locally important wildlife habitats or enhance other adjoining valuable habitats. In such cases, qualified ecological advice should be obtained and where appropriate, an evaluation report added to the survey.

16.10. For applications that involve complex tree issues, even on small sites, it will be necessary to provide a **Tree Constraints Plan** in accordance with the current BS 5837, illustrating the constraints imposed by trees in terms of their above and below ground growth, on any development.

16.11. It is essential that topographical surveys, tree surveys and tree constraints plans are prepared before layout proposals are considered, to ensure that development proposals take full account of any trees, hedgerows or woodlands on or adjacent to the site.

16.12. Using the information provided by a tree survey and constraints plan, the development potential of the site can be assessed. Site planning should be seen as a process of assessing various options against the survey and constraints information, in order to provide the best compromise between tree retention and the development potential of the site.

16.13. Two buffer zones are important in successfully integrating trees and development. (1) The minimum acceptable distance between trees and proposed structures necessary to avoid unreasonable interference with the use of the site, allowing for future growth of the trees above and below ground. (2) A construction exclusion zone - the minimum distance between trees and construction operations necessary to ensure that the trees survive the development process.

16.14. Once the layout has been finalised, an **Arboricultural Impact Assessment**, **Arboricultural Method Statement** and **Tree Protection Plan** should be prepared in accordance with the current BS 5837, to describe the impact of development on trees and the methods to be used to ensure that retained trees are protected from unacceptable harm.

Planning Conditions

16.15. For certain proposals, if a method statement for work affecting trees has not already been submitted, then a condition may be attached to a permission requiring one to be submitted and approved prior to commencement of any operations on site. Such a condition will require adherence to this method statement. Where a method statement is not required, specific conditions may relate to protective barriers, storage of materials, access and other operations potentially damaging to trees. Conditions may also relate to landscaping of the site, including tree planting.

S106 Planning Obligations

16.16. Section 106 obligations can include reference to tree related issues, such as retention, management or enhancement either within the site or within the immediate locality.

Tree Preservation Orders

16.17. A Tree Preservation Order (TPO) may be made before or after determining a planning application. The expediency of serving a TPO will be considered on the basis of the public amenity value of the tree(s) in question, and the level of threat the tree(s) is subject to. Tree Preservation Orders will be applied to individual trees, groups of trees or woodlands as appropriate.

17.   Flood Risk Management and Sustainable Urban Drainage

17.1   Planning Policy Wales (paragraph 13.2.4) states that 'Development proposals should seek to reduce, and certainly not increase, flood risk arising either from river and / or coastal flooding or from additional run-off from development in any location'.

17.2   Welsh Government Technical Advice Note 15 (Development and Flood Risk) identifies that 'Built development such as roads, pavements, and roofing, tends to increase the surface area of impermeable ground, thus reducing percolation and increasing rapid surface run-off. This has the effect of reducing the time it takes for precipitation to enter the watercourse and consequently increasing the peak discharge. SuDs can perform an important role in managing run-off from a site and should be implemented, wherever they will be effective, in all new development proposals'.

17.3   Section 27 (Sustainable Development) of the Flood Water and Management Act 2010 gives Lead Local Flood Authorities (LLFA / Cardiff Council in this instance) a duty to aim to make a contribution towards the achievement of sustainable development.

17.4   The Welsh Government has published new standards and guidance for sustainable drainage serving new developments in Wales through its document: 'Recommended non-statutory standards for sustainable drainage (SuDS) in Wales – designing, constructing, operating and maintaining surface water drainage systems' (January 2016).

17.5   This chapter of the Planning Obligations SPG is supplementary to Local Development Plan Policies:

- EN10: Water Sensitive Design
- EN11: Protection of Water Resources

17.6   Additional guidance will be provided through the Cardiff xxx SPG.

Infrastructure Provision / Mitigation

Development Type	Provision / Mitigation Sought
All development types	The submission of information in support of a planning application to enable its impact on rainwater management to be properly assessed. Where the need arises as a result of a proposed development, the integral design and implementation of a scheme of rainwater / surface water management measures incorporating SuDs principles that seek to achieve: - The sites runoff rates prior to development on greenfield sites - The 'betterment' (reduction) in runoff rates on brownfield sites (previously developed land).
	Flood mitigation measures and / or coastal defence works (where the need arises as a result of a proposed development).

Key Principles

<u>Sustainable Urban Drainage Systems (SuDs)</u>

17.7   SuDS (Sustainable Drainage Systems) is a broad term that describes an approach to rainwater / surface water management, with the aims of ensuring the stability and durability of drainage systems, protecting and enhancing the environment, improving water quality and reducing damage from flooding.

17.8   SuDS can be used in a variety of different ways to reduce the amount of rainwater that is discharged from a site and to slow down the water that is discharged. Through onsite management, development proposals should seek to equal (or in the case of previously developed land better) the sites runoff rates prior to development.

17.9   As with natural rainwater catchments, SuDS can use a combination of drainage techniques to control flows and volumes as well as treating surface runoff. This principle is referred to as a 'treatment train', where runoff has to pass through various treatment stages before infiltrating into the ground, or being released into a watercourse. By attenuating, storing and infiltrating surface water within individual SuDS components, runoff volumes and flow rates can be controlled, which reduces the need for large storage facilities at the end of a system.

17.10   SuDS systems can be incorporated into a range of developments, from single dwellings to large scale sites. The appropriate application of a SuDS scheme to a specific development will be dependent upon a series of factors, including the layout, topography and geology of a site and its surroundings.

17.11   SuDS systems should be designed to ensure that operational and maintenance requirements are economically proportionate.

<u>Flood Mitigation Measures</u>

17.12   TAN 15's Development and Flood Risk Development Advice Map sets out those areas of the city have been identified as being susceptible to flood risk from tidal, fluvial, surface water and groundwater sources. In order for development proposals to be acceptable within these areas, developers will be expected to carry out a Flood Consequence Assessment (FCA) to evaluate the extent of risk and ensure no unacceptable development occurs within the flood risk area identified. An FCA will identify whether there is a need to incorporate environmentally and visually sympathetic flood mitigation measures into development proposals, which need to be planned in a comprehensive manner.

Types of SuDs Provision and Mitigation

17.13   There are a range of different SuDS systems, which be used either individually or in combination, these include:

<u>Source Control:</u>

- Permeable paving
- Green roofs
- Infiltration basins
- Infiltration trenches
- Soakaways

<u>Transportation Systems:</u>

- Filter drains
- Swales

<u>Passive Treatment:</u>

- Filter strips
- Detention basins
- Retention ponds
- Wetlands
- Tree planting

Drainage Hierarchy

17.14   When considering SuDS proposals, the following drainage hierarchy should be followed:

a)   Use infiltration techniques in suitable areas;
b)   Provide attenuation with discharge to a watercourse;
c)   Provide attenuation with discharge to a surface water sewer (drain);
d)   Provide attenuation with discharge to a combined sewer (drain).

Incorporating SuDS into a Development Proposal

17.15   The integration of SuDS should be considered from the outset of a development proposal and form an integral part of the design of a site. For larger sites, it is recommended that SuDS proposals form part of pre-application discussions, so that conceptual designs can be agreed prior to more detailed design work being undertaken.

17.16   Developments will need to consider the protection of open sections of open or culverted watercourses in accordance with the Council's 'Policy Regarding Culverts' document. A corridor of open land should be provided on both sides of a watercourse in order to maintain a flood channel and to provide environmental features.

17.17   Most larger developments will have some provision for landscaping and these areas can also be used to locate certain SuDS features. In sites with more limited space, methods such as permeable surfaces, tree planting and rainwater harvesting can form part of the SuDS approach without the need for additional land requirements.

17.18   For large scale proposals, developing a masterplan / layout should start with a consideration of the natural water flow paths across the site and associated ground conditions at a drainage catchment scale. Proposed layouts should, as far as possible (taking account of other constraints and development requirements), provide surface routes that replicate and / or improve existing natural flow paths. Water should be allowed to soak into the ground wherever possible if the ground conditions and situation are suitable.

17.19   SuDS features and in particular surface features need to ensure that whilst they are designed to be attractive, unobtrusive and safe, they also need to function correctly. It is therefore recommended that design teams include both a landscape architect and a suitably qualified / experienced SuDS engineer.

17.20   Formal functional Open Space (refer to Chapter 5) should not be located within areas that form part of a SuDS system.

Pre-Application Stage

17.21   At the pre-application stage, it is recommended that the following information be submitted:

a)   The identification of fluvial constraints on the site.
b)   A site layout, with a SuDS concept design showing the individual components and how they are likely to be connected together. This can be in the form of a sketch diagram, as opposed to an engineering or landscape drawing.

c) A description of the likely bedrock and superficial geology below the site, details of which can be viewed (free of charge) online at the British Geological Survey website: www.bgs.ac.uk.
d) A description of the existing topography of the site and natural or existing surface water drainage flows.
e) The proposed destination for the surface water,
f) An explanation of how the proposed SuDS will provide (as appropriate); interception, attenuation to greenfield / existing runoff rates, long term storage and amenity / biodiversity benefits. (For smaller sites, this explanation can be included on the SuDS diagram).

<u>Planning Application Stage</u>

17.22   The following SuDS information should be submitted in support of a planning application:

a) A diagram of the proposed scheme showing the outline design of SuDS for the site. This should show where areas drain to, the flow routes for water through the system, where water will be stored and the volume of storage provided for the design rainfall event, the location, capacity and details of flow controls and the discharge point. Exceedance routes should also be indicated and explained;
b) The identification of open or culverted sections of watercourse and how these will be incorporated into the development.
c) A description of likely bedrock and superficial geology below the site;
d) A description of existing topography of the site and natural or existing surface water drainage flows and how these have been allowed for in the design;
e) The proposed destination for the surface water (refer to drainage hierarchy at paragraph 17.14):

- If discharging surface water via infiltration, the developer will need to provide evidence that the site is suitable. This will require a site investigation including infiltration tests;
- If discharging surface water to a watercourse, the developer will be required to provide evidence of the restriction of flows to relevant Greenfield or brownfield rates.
- If discharging surface water to a public sewer, developers will be required to provide evidence of the integrity and that available capacity exists in the public sewerage network to serve their development in the form of written confirmation of acceptance from Dwr Cymru Welsh Water.
- If discharging surface water to a private sewer, developers will be required to provide evidence of the integrity and that available capacity exists in the private sewer to serve their development, including calculations and written confirmation from relevant landowners.

f) Landscaping plans for any open surface features showing how they are integrated into the overall landscape design for the development;
g) A health and safety checklist for the scheme;
h) Details of how interception losses are provided through the provision of SuDS techniques;
i) Supporting calculations to demonstrate the SuDS system has sufficient capacity;
j) Supporting justification for the SuDS components proposed within the system;
k) An explanation of any amenity and biodiversity provision within the system and the basis for the design of these aspects.

Management and Maintenance

17.23   The successful performance of SuDS depends not only on good design, but also on its management and maintenance, which should be considered from the outset of a proposal. The Council will need to be satisfied both that the proposed minimum standards of operation are appropriate and that there are there are clear arrangements in place for ongoing maintenance of the SUDs over the lifetime of the development. Within this context there are a range of options. Section 106 agreements are a way of delivering or addressing matters that are necessary to make a development acceptable in planning terms and can be used to require the payment of commuted sums or other provisions. The appropriate responsible party to maintain and operate the SuDS component(s) will be evaluated on a site by site basis.

17.24   Developers will be expected to make satisfactory arrangements for the future management and maintenance of SuDs. This should be considered from the outset of a proposal through early engagement with the Council and Dwr Cymru Welsh Water.

Adoption

17.25   For a SuDS to be adopted, the Council would require it to be laid out to satisfactory standards (as identified in the Cardiff xxx SPG), this would require payment and a legal agreement backed up by the deposit of a repayable performance bond in respect of the construction or laying out and maintenance of the SuDs for a specified period. Following the expiration of the bond period, the Council may require the right for it or the adopting body to access and maintain the adopted asset instead of transferring the asset.

17.26   The 1 year maintenance period will commence on the date the laying out works are certified complete in their entirety by the Council's Drainage Division. The maintenance work will be carried out in accordance with an approved specification. Failure to maintain the SuDS to the relevant standard will result in the maintenance period being extended.

17.27   The process for the transfer of the SuDS to the Council will only commence on the satisfactory completion of a 1 year maintenance period as determined by the Drainage Division. The developer will continue to be responsible for the maintenance of the SuDS to the specified standards until the transfer is complete and the commuted capital sum has been paid to the Council.

Commuted Maintenance Sums

17.28   Commuted maintenance sums will reflect the size and type of the SuDS provision and the nature of any infrastructure provided within it. This will be calculated at detailed design stage, once the design of the SuDS has been agreed in writing by the Council. Any commuted sum calculated at an earlier stage, will form an estimate only and will be updated at detailed design stage.

17.29   It is recommended that developers discuss the SuDS requirements for their development and the associated commuted capital sum payments with the Council's Drainage Division with whom the payment must be agreed in advance of a final planning application, i.e. at pre-application stage.

17.30   The payment of commuted capital sums is likely to be secured by way of a planning obligation under Section 106 of the 1990 Town & Country Planning Act

Transfer of SuDS

17.31   The Developer will be expected to provide a completed Operational / Maintenance Manual and be responsible for providing all necessary information and documentation to execute the legal transfer of the SuDS to the Council and paying the Council's reasonable costs. Developers will be responsible for maintaining the SuDS until the legal proceedings have been completed.

Management Companies

17.32   Where it has been agreed between the Council and the Developer / Owner of a site that maintenance will be carried out by an organisation other than the Council, the following information will need to be provided to and approved in writing by the Council:

- An appropriate Management Plan and Service Charge Regime in relation to the maintenance of the SuDS, which shall include proposals for default in the event of such management scheme failing to become operational or being properly maintained in perpetuity,
- Details of a named Management Company and a manager responsible for liaising with the Council and owners / occupiers of the Dwellings,
- Demonstrate to the Council that the management company has sufficient financial standing to perform the obligations required to maintain the SuDS,
- Provide to the Council a copy of the Certificate of Incorporation and the Memorandum and Articles of Association of the Management Company,
- Specify arrangements including 'step in' rights for the Council whereby in the event of the Management Company defaulting in its maintenance obligations, that the Council will be able to obtain the necessary funds from the site owners or their nominee and arrange for maintenance to be carried out.

18. Development Viability

18.1   Developers will be expected to provide, pay for, or contribute towards mitigation measures and infrastructure provision where the need arises as a result of their proposed development. It is recognised however that there may be occasions where development proposals are unable to meet all the relevant policy requirements whilst still remaining viable.

18.2   Planning obligations are negotiated between the Council and developers on a case by case basis. Where developers believe that viability is an issue, applicants will need to submit an 'open book' viability appraisal to the Council in accordance with the below checklist, setting out how they are not able to meet the full policy requirements (including the amount and tenure of affordable housing) deemed necessary to be secured through a Section 106 agreement and / or any payable CIL charges.

18.3   The Council will seek independent verification to review the financial appraisal which has been provided (the cost of which will be met by the applicant). The application will then be considered against the potential under provision or delayed provision of infrastructure (including affordable housing).

18.4   Based on independent financial viability findings and other evidence, planning obligations may potentially be deferred / phased, or discounted (as identified below).

Deferred timing / phasing of planning obligations

18.5   This option would be explored first before seeking to reduce the quantum of contributions. The following may be considered to be justifiable, depending on the viability evidence:

- The provision of site specific infrastructure (including affordable housing) in phases, with some on commencement and some at a specified later trigger point.
- Deferral of financial payments due under a planning obligation to a later stage of development.

Reduced quantum of planning obligation contributions

18.6   Any reduction in contributions would be to the minimum necessary to make the scheme financially viable. The Council would need to determine whether a development would still be acceptable in planning terms with a reduced level of contribution(s).

Appendix 1: Residential Viability Appraisal Checklist

1. Overview of Development Proposal		✔
➢ Brief description of the proposed development / redevelopment	Including site area (ha), development details and reasons why the applicant considers there is an economic case for lower levels of contributions / affordable housing than those sought.	
➢ Address and site location plan	With a site boundary plan including the GROSS site area (in hectares/acres) and NET development area (in hectares/acres)	
➢ Total Number of Dwellings.	Type, square metre size, number of beds and mix, including proposed number, type, size and mix of Affordable Housing.	
➢ Total Gross Internal Area	Calculated in accordance with the RICS code of measuring practice to the new buildings to be built/converted/refurbished (in square metres/square ft).	

2. Details of Current Use of the Site and Planning Uses		✔
➢ Current use planning approval number.		
➢ Current planning use type.		
➢ Site Acquisition Cost:	Include details on stamp duty, VAT etc	
➢ Current value of site for existing planning use/Benchmark Land Value	Supported by professional evidence and assessment at the date of the appraisal.	

3. Development Revenues		✔
➢ Market Values.	Market values of sale units (per unit or by size of unit per sqm basis) with total revenue for the whole site. Please include a summary sales specification and indicate the car parking (number and type) to be provided per unit; also include details of ground rents, service charges.	
➢ Sales Revenues	For other mixed-use elements with calculation to give capital values including rental stream and yields used.	
➢ Sale of Affordable Housing units	The affordable housing payments to be made	
➢ Value of around rents / leases		
➢ Service charge information		
NB. All sales information should be supported by professional evidence of values for comparable units in the area of the development, for independent verification on a unit-by-unit basis (e.g. 1 bed 2 person flat with balcony, view, car space etc.).		

4. Development Costs		✔
➢ Build Costs	Building Cost of units, with detailed cost plan to support the headline costs being used.	
➢ Site infrastructure costs / external works	I.e. roads, sewers, services, highways/access, landscaping, connections etc.	
➢ Abnormal Costs (if applicable)	With supporting professional evidence.	
➢ Contingency sum or percentage.		

4. Development Costs (Continued)		✓
➢ Development Costs.	Professional fees identified by specialism together with supporting information of appointment.	
This should include:	% of:	✓
- Professional Fees	Base build cost	
- Agency & Marketing (Open Market Housing)	GDV	
- Agency & Marketing (Affordable Housing)	GDV	
- Agency & Marketing (Commercial development)	GDV	
- Legal costs associated with disposals	% GDV or £'s per unit	
- Finance – Debit interest	Borrowing	
- Finance – Credit interest	Any development surplus	
- Developer's return (profit) for open market housing	GDV or cost	
- Developer's return (profit) for commercial development	GDV or cost	
- Other (please specify)		

4. Development Costs (Continued)		✓
➢ Other costs.	Planning fees, site investigations, building reg fees, NHBC etc.	
➢ Off Site Works	If relevant.	
➢ S106 allowances.	Commuted sum contributions for all Planning Obligations, other than AH, with brief summary of item. (See Planning Obligations SPG for guidance)	
➢ CIL allowances	CIL sum contributions	
➢ Finance Costs	Cost of financing scheme over development period including funding fees giving interest rate assumptions based on monthly costs; include details of total development period, construction period for the development and the sales period for the development	
➢ Profit	Anticipated profit margin / return(s) i.e. Profit on cost / revenue	
➢ Residual land valuation	Anticipated land value based on a residual valuation approach.	
NB. Please provide evidence to support costing. This should include detailed breakdown of costs provided by appropriate professionals and a method statement of how costs have been calculated. Any provisional sums should be clearly shown. Figures for comparable schemes should also be supplied.		

4. Other Information Required		✓
➢ Most recent scheme plan	Relating to planning application and updates.	
➢ Cash flow data.	Provide the full cash flow for the scheme	

Appendix 2: Consultation on the Draft Planning Obligations SPG

Consultation on the Cardiff Planning Obligations SPG was undertaken between 8th September and the 20th October 2016. A press notice was placed in a local newspaper on Wednesday 7th September 2016. Copies of the draft guidance was placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also published on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors, the Welsh Government, Community Councils in Cardiff and any interested persons and the following organisations known to have general interest in planning in Cardiff or a potential interest in this guidance:

- Alder King
- Alternatives for Transport
- AMEC Environment & Infrastructure UK Limited
- Arts Council of Wales
- Arup
- Asbri Planning Ltd
- Associated British Ports
- Association of Inland Navigation Authorities
- Atkins
- Austin-Smith: Lord
- Baker Associates
- Barton Willmore
- Bellway Homes (Wales Division) Ltd
- Biffa
- Bilfinger GVA
- Black Environment Network
- Blake Morgan LLP
- BNP Paribas Real Estate
- Bovis Homes
- Boyer Planning
- Bristol City Council
- Bryant Homes (South West)
- BT Group plc
- Business in the Community Wales
- C2J
- Cadwyn Housing Association
- Caerau and Ely Communities First
- Caerphilly County Borough Council
- Campaign for the Protection of Rural Wales
- Cardiff & Vale Parents Federation
- Cardiff & Vale University Health Board (UHB)***
- Cardiff Access Group
- Cardiff Against the Incinerator
- Cardiff Bus
- Cardiff Bus Users

- Cardiff Civic Society
- Cardiff Community Housing Association
- Cardiff Cycling Campaign
- Cardiff Ethnic Minority Elders
- Cardiff Greenpeace
- Cardiff Heliport
- Cardiff International Airport Ltd.
- Cardiff Local Access Forum
- Cardiff Metropolitan University
- Cardiff Naturalists
- Cardiff Pedestrian Liberation
- Cardiff Transition
- Cardiff University
- Cardiff West Communities First
- Carolyn Jones Planning Services
- CDN Planning
- Celsa Manufacturing (UK) LTD
- Cemex Uk Operations Ltd
- CFW Architects
- CGMS Consulting
- Chartered Institute of Housing in Wales
- Chichester Nunns Partnership
- Chris Morgan
- Chwarae Teg
- Civil Aviation Authority
- Coal Authority
- Coleg Glan Hafren
- Communities First Adamsdown
- Community Housing Cymru
- Community Land Advisory Service Cymru
- Confederation of British Industry
- Confederation of Passenger Transport
- Connections Design
- Country Land and Business Association
- CSJ Planning Consultants
- Danescourt Community Association

- David Lock Associates***
- Davies Sutton Architects
- DavisMeade Agricultural
- Derek Prosser Associates
- Design Circle RSAW South
- Design Commission for Wales
- Development, Land & Planning Consultants Ltd
- Disability Arts Cymru
- Disability Wales
- DLP Consultants
- DPP Cardiff
- Drivers Jonas
- DTB Design
- DTZ
- Dwr Cymru Welsh Water***
- Edenstone Homes
- Equality and Human Rights Commission
- Ethnic Business Support Project
- Federation of Small Businesses
- First City Limited
- FirstGroup plc
- Firstplan
- Forestry Commisssion Wales
- Freight Transport Association
- Friends of Nantfawr Community Woodland
- Fulfords Land & Planning
- G L Hearn
- G Powys Jones MSc FRTPI
- Garden History Society
- Geraint John Planning Ltd
- GL Hearn Ltd
- Glamorgan - Gwent Archaeological Trust Ltd
- Glamorgan Gwent Housing Association
- GMA Planning
- Graig Community Council
- Graig Protection Society
- Great Western Trains Company Limited
- Grosvenor Waterside
- GVA
- GVA Grimley
- H O W Commercial Planning Advisors
- Haford Housing Association Limited/ Hafod Care Association Limited
- Halcrow
- Hammonds Yates
- Harmers

- Heath Residents Association
- Herbert R Thomas LLP
- Home Builders Federation***
- Hutchinson 3G UK
- Hyland Edgar Driver
- Hywel Davies
- Interfaith Wales
- Jacobs Babtie
- Jeremy Peter Associates
- JLL
- John Robinson Planning & Design
- John Wotton Architects
- Jones Lang LaSalle
- JP Morgan Asset Management
- Keep Wales Tidy
- Kelly Taylor & Associates
- Kingsmead Assets Limited
- Knight Frank
- Landscape Insitute Wales
- Levvel Ltd
- Linc-Cymru
- Lisvane Community Council
- Llandaff Conservation Group
- Llandaff Society
- Lovell Partnership
- Loyn & Co Architects
- LUC
- Madley Construction
- Mango Planning and Development Limited
- Marshfield Community Council
- Martin Robeson Plannning Practice
- McCarthy & Stone (plc)
- McCarthy and Stone (Western Region)
- Meadgate Homes Ltd
- Mineral Products Association
- Morgan Cole
- Mott MacDonald
- Nathaniel Lichfield and Partners***
- National Youth Arts
- Natural Resources Wales***
- Neame Sutton
- Network Rail***
- Network Rail Infrastructure Ltd
- Newport City Council
- NFU Cymru
- North West Cardiff Group

- Novell Tullet
- O2 UK
- Oakgrove Nurseries
- Old St Mellons Community Council
- Orange
- Origin3
- Pantmawr Residents Association
- Peace Mala
- Peacock & Smith
- Pegasus
- Pentyrch Community Council
- Persimmon Homes***
- Peterson Williams
- Peterstone Community Council
- Phillippa Cole
- Planning Aid Wales
- Planning Potential
- Police & Crime Commissioner
- Powell Dobson
- Powergen
- Prospero Planning
- Quarry Products Association
- Quinco
- Race Equality First
- Radyr & Morganstown Association
- Radyr and Morganstown Community Council
- Radyr and Morganstown Partnership and Community Trust (PACT)
- Radyr Farm
- Radyr Golf Club
- Rapleys
- Redrow Homes (South Wales)
- Reeves Retail Planning Consultancy Ltd
- Renplan
- Reservoir Action Group (RAG)
- Rhiwbina Civic Society
- Rhondda Cynon Taf County Borough Council
- RICS Wales
- Rio Architects
- Riverside Communities First Team
- Robert Turely Associates
- Roberts Limbrick
- Robertson Francis Partnership
- Royal Commission on the Ancient & Historical Monuments of Wales
- Royal National Institute for the Blind
- RPS Group Plc***
- RSPB Cymru
- Save Creigiau Action Group
- Savills
- Savills (Cardiff)***
- Scope Cymru
- Scott Brownrigg
- Sellwood Planning
- Shawn Cullen
- SK Designs
- SLR Consulting
- South Wales Chamber of Commerce Cardiff
- South Wales Police Crime Prevention Design Adviser
- South Wales WIN
- Splott and Tremorfa Communities First
- Sport Wales
- SSE Energy Supply Ltd
- St Fagans Community Council
- Stedman Architectural
- Stewart Ross Associates
- Stonewall Cymru
- Stride Treglown Town Planning
- Stuart Coventry Scott Wilson
- Sullivan Land & Planning
- Sustrans Cymru
- SWALEC
- Taff Housing Association
- Tanner & Tilley
- Taylor Wimpey
- Terry Nunns Architects
- The 20th Century Society
- The Boarding Centre Ltd
- The Design Group 3
- The Georgian Group
- The Institute of Cemetery and Crematorium Management
- The Land Mark Practice
- The Planning Bureau
- The Royal Town Planning Institute
- The urbanists
- The Victorian Society
- The Wildlife Trust of South & West Wales
- Theatres Trust
- T-Mobile (UK) Ltd
- Tongwynlais Community Council

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- Torfaen County Borough Council
- Turley Associates
- United Welsh Housing Association
- Urban City Ltd
- Urdd Youth Group
- Velindre NHS Trust Corporate Headquarters
- Virgin Media
- Vodaphone
- Wales & West Housing Association
- Wales Council for Voluntary Action
- Wales Women's Aid
- Watts Morgan

- Welsh Ambulance Services NHS Trust - South East Region
- Welsh Government
- Welsh Government - Economy Skills and Transport Division
- Welsh Language Commissioner
- Welsh Language Society
- Welsh Tenants Federation Ltd
- Wentlooge Community Council
- White Young Green Planning
- Wimpey Homes
- Wyevale Garden Centres Ltd.

Comments specifically or generally relevant to the draft guidance were received from the above consultees indicated ***.

Appendix 3: Consultation Representations and Responses

No.	Summary of Comments	CCC Response	Amendment to SPG
1	SPG General Comment. Generally welcome the SPG. Consider it is important to note that planning obligations should only be sought where they are necessary to make the development acceptable in planning terms.	This is referenced at paragraphs 1.1.4 and 1.2.4.	No Change.
2	SPG / Cardiff Infrastructure Plan. Consider that it is important that the SPG is, as far as possible, consistent with the LDP Infrastructure Plan and site-specific masterplan frameworks. It is unclear how the SPG relates to the Infrastructure Plan and the likely obligations and contributions to be secured from the development of the Strategic Sites. This should be clarified in the SPG.	Strategic Site schematic frameworks have been incorporated into the Adopted LDP as Policies KP2A-H (Strategic Sites), to which the Planning Obligations SPG is supplementary. The Infrastructure Plan sits alongside the LDP and is informed by the relevant LDP policies and associated SPG's.	New paragraph added at 1.3.7 referencing LDP Policies KP2A-H. New paragraph added at 1.3.11 referencing the Cardiff Infrastructure Plan.
3	Chapter 7 (Schools and Education), Para 7.20. No explanation is provided as to why 'residential land value' should be assumed for purchasing a site for a school. It would be more appropriate and in accordance with Circular 13/97 that paragraph 7.20 is amended to 'the equivalent existing use value'. The paragraph should be amended to the following wording 'equivalent existing use value'.	It needs to be recognised that the purchase price of an area of land may be greater than its 'existing use', e.g. where it has a planning consent or is an area of land identified in the LDP as allocated for an alternative use.	Paragraph 7.20 amended to reference 'equivalent land value purchase price'.
4	Chapter 3 (Transportation and Highways) Para 3.2. No reference to developer contributions being used towards improving rail infrastructure or rail facilities. Major new developments place strain upon customer facilities available at stations.	LDP Policy KP7 identifies that planning obligations will be sought to mitigate any impacts directly related to a development and will be assessed in line with Planning Policy Guidance. Paragraph 3.20 of the SPG identifies that infrastructure provision / mitigation may include local 'facilities to enable efficient interchange between modes'.	No change.

No.	Summary of Comments	CCC Response	Amendment to SPG
5	Chapter 3 (Transportation and Highways) Reference should be included within the SPG to identify that financial contributions will be sought from developers towards the replacement of level crossings with over bridges, where increased usage from a major development would have a detrimental impact upon the safety of pedestrians and / or vehicles using the level crossing.	The local transport impacts of a proposed development and associated mitigation measures would be identified / considered through a Transport Assessment on a site by site basis.	No change.
6	SPG / Cardiff Infrastructure Plan. Infrastructure that relates to more than one 'strategic site' should be apportioned on a pro-rata basis to each site and considered within the scope of the CIL R122 legal tests (necessary / directly related / fairly and reasonably related in scale and kind).	Planning applications are considered / determined with regard to relevant legislation and policy context, having regard to all material factors.	No change.
7	Chapter 2 Affordable Housing. The SPG should make it clear that the exact affordable housing contribution to be provided will depend on the circumstances of each proposal, particularly overall scheme viability and be possibly subject to an appropriate viability assessment.	Development Viability is not an issue that is solely applicable to Affordable Housing. Chapter 18 – Development Viability covers these points raised in relation to scheme viability.	No change.
8	Chapter 7 Schools and Education. The SPG should recognise and note that schools can be provided through on-site provision, contribution through land and contributions from other developers/developments.	This is addressed in the infrastructure provision table at Chapter 7.	Paragraph 7.5 amended to provide further clarification.
9	Chapter 9 Primary Healthcare Facilities. The SPG should acknowledge that the funding of doctors' surgeries is undergoing change and recognise that they operate as independent businesses.	The Planning Obligations SPG seeks to provide floor space provision for primary healthcare facilities for strategic sites where the need arises as a result of the proposed development.	No change.

No.	Summary of Comments	CCC Response	Amendment to SPG
10	Chapter 9 Primary Healthcare Facilities. The Cardiff and Vale University Health Board is responsible for the provision of local primary healthcare (GP practices, dentists, optometrists and community pharmacists) and community health (e.g. district nursing, health visiting, podiatry, physiotherapy, audiology). We request that the title of the chapter be amended to Primary and Community Healthcare Facilities and the description amended at para 9.3.	Noted.	Amendment made to chapter title and description at paragraph 9.3.
11	Chapter 9 Primary Healthcare Facilities. Para 9.2. This section suggests that mitigation will only be sought from sites of 500 or more dwellings. We would urge that developer contributions be sought from developments of 50+ dwellings.	This issue has been considered. The thresholds identified have taken account of how floorspace provision is calculated (GP to patient ratio of 1:1800) and policy guidance / regulations provided through Welsh Office Circular 13/97 (Planning Obligations) and the CIL Regulations 2010 (as amended, inc Regs 122 and 123.	No change.
12	Chapter 9 Primary Healthcare Facilities. A model for the delivery of community healthcare floor space requirements has recently been completed and we would seek that an additional 0.031sqm per person be added to floor space calculations to accommodate this requirement.	Contributions sought need to be reasonable, necessary and directly related (the 3 tests) to a proposed development. Within this context, the provision of 0.096sqm per person established through the preparation of the LDP Infrastructure Plan is considered appropriate, recognising the balance between facilities that cater for a proposed development and those services which may also be used by the wider population.	No change.
13	Chapter 9 Primary Healthcare Facilities. An assessment of the capacity of nearby health centres will be undertaken and developer contributions will be sought where local facilities cannot meet the projected demand.	As assessment of GP premises was undertaken as part of the preparation of the LDP Infrastructure Plan and has informed the level of contribution sought from Strategic Sites. This would be reviewed as applications are received.	No change.

No.	Summary of Comments	CCC Response	Amendment to SPG
14	<u>Chapter 9 Primary Healthcare Facilities.</u> The UHB is committed to delivering services from shared use facilities as stated in Chapter 8 (Community Facilities) Para 8.11. We recommend that a similar comment is explicitly made within Chapter 9 and cross referenced to Chapter 8.	Noted.	New paragraph 9.7 added relating to shared community facilities.
15	<u>Chapter 9 Primary Healthcare Facilities.</u> It should be noted that calculations for community healthcare facilities does not incorporate requirements for delivering group education sessions. It is assumed that activity rooms in shared use facilities could be used for such group activity.	Noted.	No change.
16	<u>Chapter 2 Affordable Housing, Para 2.11.</u> Although this paragraph does provide flexibility for tenure mix to be negotiated on each site, it would be helpful in terms of providing clear and equal advice to developers if it were to define the preferred tenure mix by a percentage split whilst retaining the flexibility to negotiate.	Each site / scheme will be negotiated on a case-by-case basis including the tenure of the affordable housing. The appropriate tenure will be agreed with regard to the site specifics which will vary from site to site. In view of the above it is not considered appropriate to specify a tenure mix.	No change
17	<u>Chapter 2 Affordable Housing, Para 2.23.</u> DQR standards are currently only a requirement of the grant approval for SHG and not required by legislation so affordable housing which does not receive grant should not be required to comply with DQR standards. This paragraph should be reworded to only require DQR standards on affordable housing which is provided using SHG.	Development Quality Requirements (DQR) is considered to be the reference for best practice for the development of affordable housing. By negotiating and delivering affordable units that meet DQR, the Council is ensuring that well designed, good quality and sustainable housing is being provided for tenants both now and in the future. In view of the above, the building of affordable rented housing will continue to be sought to DQR standards.	No change.

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No.	Summary of Comments	CCC Response	Amendment to SPG
18	Chapter 3 Transportation and Highways, Para 3.13 and 3.20. A statement should be included that clarifies that contributions will not be included for any items on the Council's R123 list should a CIL be adopted.	This is identified in Chapter 1, at sections 1.4 and 1.5.	No change.
19	Chapter 3 Transportation and Highways, para 4.13. The requirement to construct to an adoptable standard is not a 'financial consideration' and should be dealt with under a separate heading. In addition, if the requirement is to construct to adoptable standards then there should also be wording to confirm that the Council will consider adopting the works following completion.	Noted. Paragraph move to Key Principles section of the chapter. Adoption would be considered on a site-by-site basis. No change proposed.	Paragraph ordering amended.
20	Chapter 5 Provision of Functional Open Space. Para 5.10 is repeated at Para 5.32, it is not considered necessary to have it twice in the same section of the document.	This is a key issue in the provision of functional open space and is therefore considered appropriate to reference in the introductory section of the chapter.	No change.
21	Chapter 5 Provision of Functional Open Space. Para 5.15 includes SuDs in the list of exclusions, but it is included in Para 5.13 and 17.16. The guidance is currently confusing and should be amended.	Noted. Paragraphs amended to reflect that engineered Suds features that do not serve a recreational function are excluded.	Paragraphs amended to reflect that engineered Suds features that do not serve a recreational function are excluded.
22	Chapter 5 Provision of Functional Open Space. Para 5.32 is contradicted by Para 5.33 as paragraph 5.32 suggests developers are responsible for making satisfactory arrangements for future management and maintenance, but the paragraph 5.33 indicates that the Council 'may consider accepting areas of functional open space'. The current wording causes confusion and should be amended.	Noted.	Paragraph 5.32 amended to provide clarification.

No.	Summary of Comments	CCC Response	Amendment to SPG
23	Chapter 5 Provision of Functional Open Space. Request that additional wording be incorporated to provide flexibility to allow for where a new school's leisure facilities which are open for community use are provided and it can be shown that these facilities are available for use by the general public, that they should be included in the open space calculation for the development. This is supported by TAN16, which advocates the multiple use of such facilities.	Although dual use of recreational facilities between schools and the wider community are welcomed in principle, there has to be certainty that facilities located within a school will be available for community use in perpetuity to allow these to be considered as part of the recreational allocation. At present, there are a number of barriers which prevent this and the current approach is to therefore consider school dual use provision as an 'add-on' to public open space, not a replacement for it FIT guidance also makes it clear that educational open space can only count towards meeting the standard for recreational provision where "authorised community use is secured by written agreement". As no such written agreements are currently in place within Cardiff it is correct to not count educational open space towards the recreational standard.	No change.
24	Chapter 7 Schools and Education, Para 7.22. With regard to the words 'consultation under the relevant statutory requirements at the time' additional wording should be added to explain that the Local Authority will be responsible for this. It is not considered appropriate for a developer to be responsible for such a consultation process.	The establishment of any new school would be subject to consideration by the relevant decision making authority (e.g. a Local Authority) and consultation would be undertaken in accordance with the relevant statutory requirements at the time.	No change.

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No.	Summary of Comments	CCC Response	Amendment to SPG
25	Chapter 7 Schools and Education, Para 7.23. The HBF object to this paragraph. Currently the wording suggests that a developer will have to pay the full cost of a new school even if their development doesn't result in it all the spaces being taken up by the development.	Paragraph 7.5 identifies that contributions sought will relate to the number of pupils expected to be generated by a proposed development.	No change.
26	General Comment. The HBF can find no references to 'claw back' or 'repayment' clauses with regard to financial contributions. The HBF consider that it is normal practise to include such provisions allowing for unspent money to be returned to the developer within a reasonable period of time. The HBF request that the document includes a statement with regard to this issue and sets a maximum period of 5 years (unless an extended period is agreed by the developer) for the repayment of unspent contributions.	Planning obligations may require different timescales for implementation depending on the details of individual applications. It is not therefore considered reasonable nor appropriate to identify an arbitrary clawback provision within this SPG.	No change.
27	General - Planning Obligations / CIL. Broadly supportive of the certainty provided by the aforementioned document, but have concerns when considered in the context of the limitations prescribed by regulation 122 and 123 of the CIL Regulations 2010. We would welcome further information on the anticipated S106 obligation that will be imposed on a typical development and how this will impact on development when considered in the context of the CIL Preliminary Draft Charging Schedule.	The Planning Obligations SPG identifies the types and level of S106 contributions that will be sought where the need arises as a result of a proposed development. Contributions will be sought in accordance with Regulations 122 and 123. CIL charges proposed through the CIL Draft Charging Schedule (DCS) have taken account of the contributions that are sought through the Planning Obligations SPG. The DCS will be considered at independent examination prior to adoption.	No change.

No.	Summary of Comments	CCC Response	Amendment to SPG
28	<u>Chapter 2 Affordable Housing.</u> Whilst we note the intention of the wording contained in para 2.21, it should be noted that the provisions of the Development Quality Requirements are such that there will be a difference in the external appearance of the open market and affordable units.	Noted. Paragraph 2.21 will be amended to reflect this issue.	Paragraph 2.21 amended to reflect this issue.
29	<u>Chapter 2 Affordable Housing, Para 2.11.</u> The suggestion that the tenure will be predominantly social rented has the effect of decoupling supply from the evidenced need and as such, should be reworded to ensure that tenure mix is always linked to evidenced need.	The evidenced need for Cardiff is for predominantly social rented accommodation. Each site / scheme will be negotiated on a case-by-case basis including the tenure of the affordable housing. The appropriate tenure will be agreed with regard to the site specifics which will vary from site to site.	No change.
30	<u>Chapter 2 Affordable Housing, Para 2.23.</u> Part 4 of the Housing (Wales) Act 2014 together with sections 33A, 33B and 33C of the Housing Act 1996 permits Welsh Ministers to set mandatory standards for the quality of new, existing and rehabilitated housing where public subsidy is available. This distinction is important as it recognises that the standards imposed by Welsh Ministers should be borne by the Welsh Government i.e. through public subsidy and not by private developers. Insisting on DQR standards for the construction of all social rented housing where public subsidy is not available would represent a departure from that which was intended by the aforementioned legislation. Accordingly, we would request that the Council's intention in respect of the DQR standards reflects and respects the provisions of the Housing Act 1996 and the Housing (Wales) Act 2014.	Development Quality Requirements (DQR) is considered to be the reference for best practice for the development of affordable housing. By negotiating and delivering affordable units that meet DQR, the Council is ensuring that well designed, good quality and sustainable housing is being provided for tenants both now and in the future. In view of the above, the building of affordable rented housing will continue to be sought to DQR standards.	No change.

No.	Summary of Comments	CCC Response	Amendment to SPG
31	General – Planning Obligations SPG / CIL. We would welcome greater clarification of the relationship between the proposed planning obligations and those identified on the Council's CIL R123 list so as to avoid potential duplication for: Transportation / Highways, Provision of Functional Open Space and Protection of Open Space.	This issue is addressed at Chapter 1.5, which identifies that site specific infrastructure and mitigation measures will be secured through planning obligations. Upon adoption of CIL a R123 list will be published, which will identify those other local infrastructure and wider strategic infrastructure projects which may be funded either in whole or in part by CIL.	No change.
32	Chapter 7 Schools and Education, Para 7.10. Paragraph 7.10 quotes the recommendations of the Audit Commission which states that local planning authorities should plan for a 95% occupancy rate in schools to allow for preference and demand volatility. When viewed in its entirety, it can be seen that para 7.10 does not quote the recommendation of the Audit Commission in full, as the full recommendation reads as follows: 'a sensible approach would be to plan for a 95% occupancy rate at schools and accept some variation, say plus or minus 10 percent, around this target'. On that basis, we would welcome a more flexible approach, which has regard to the capacities of schools in both the immediate and neighbouring catchments, to reflect the recommendations of the Audit Commission and the impact of parental choice as not all pupils generated by a given development will attend schools within the same catchment.	To both provide the developer with a clear and transparent means of obligation request calculation and in order to treat all developers equitably and consistently, the formula derived for evaluating planning obligations has been made as unambiguous as possible. As a consequence, thresholds have been set, typical yields calculated and school capacity and occupancy evaluated according to set criteria and with defined cut off points. Using 95% as a set threshold value is considered to be fair, reasonable, and clear to all parties and is consistent with the means of setting capacity used by other Local Authorities.	No change.
33	Chapter 8 Community Facilities, Chapter 9 Primary Healthcare Facilities and Chapter 10 District and Local Centres. We would welcome greater clarity on the operation of the obligation, given the pooling restrictions imposed by Regulation 123 (Pooling of 5).	With regard to infrastructure provision for each of the strategic sites, this is identified through LDP policies KP2A-H and will be considered within the context of the masterplanning and associated delivery of these sites. The definition, phasing and delivery of infrastructure on a site-by-site basis will be mindful of pooling restrictions under CIL Regulation 123.	No change.

No.	Summary of Comments	CCC Response	Amendment to SPG
34	Chapter 11 Public Realm, Community Safety and Public Art. The guidance provided in respect of Air Quality Monitoring does not prescribe the process, trigger or methodology for the application of the requirement.	Noted.	Paragraph 11.9 amended.
35	Chapter 15 Biodiversity. 15.22. We suggest the wording of the final sentence is amended as follows: •'…applicants may need to prepare and submit…' 15.25. We suggest the wording is amended as follows: •'…the Council recommends the following sequential five point approach…' 15.27. We suggest the wording is amended as follows: •Second sub bullet point: 'Survey material showing the location, distribution and type of trees, hedgerows, water features, streams, drainage ditches and other habitat features' •Fourth sub bullet point: '…such as protected species, Section 7 species…' •Fifth sub bullet point: 'The timing of any surveys required for key species and the surveys themselves' •Final bullet point: '…and proposed maintenance regime, and details of the proposed financial provisions to secure delivery of the management regime' •Additional bullet point: 'Where appropriate, details of the measures proposed for monitoring habitat and species condition (see Section 15.42 below)' 15.41. We suggest the second bullet point is split into two separate points as follows, as they are, by their nature, very different examples: •'Planting of woodlands' •'Planting of street trees'	15.22 – Noted. 15.25 – Agreed that the points should be approached in sequence. 15.27 – 2nd bullet noted. 15.27 – 4th bullet Amendment not necessary; the phrase 'such as' indicates that the list is not exhaustive, and in any case all protected species are likely to fall into one or both of the categories listed 15.27 – 5th bullet noted. 15.27 – Final bullet, not considered necessary, 'future management arrangement' includes financial arrangements. 15.27 – Proposed additional bullet point noted. 15.41 – Noted.	15.22 – Wording amended. 15.25 – wording amended. 15.27 – 2nd bullet wording amended. 15.27 – 4th bullet no amendment. 15.27 – 5th bullet wording amended. 15.27 – Final bullet no amendment. 15.27 – Additional bullet point added. 15.41 – Amended to read planting of woodlands and planting of street trees.

No.	Summary of Comments	CCC Response	Amendment to SPG
36	Chapter 16 Trees, Woodland and Hedgerow Protection. 16.3. We suggest the wording of the second bullet point in the 'Infrastructure Provision / Mitigation' table is amended as follows: 'Where features are identified as having significant biodiversity / amenity value…' 16.5. We suggest the wording is amended as follows '…Their successful integration into a development depends on the selection of appropriate features for retention / enhancement / extension, informed site design and careful consideration.' 16.13. We suggest this section, regarding buffer zones, should be moved to the 'Key Principles' section i.e. after 16.6.	Noted.	Paragraphs 16.3 and 16.5 amended. Paragraph 16.13 retained at current location.
37	Chapter 17 Flood Risk Management and Sustainable Urban Drainage. We question the relevance of the second box in the 'Infrastructure Provision / Mitigation' table, which states: 'Flood mitigation measures and / or coastal defence works (where the need arises as a result of a proposed development).' The explanatory text in this chapter appears to relate to managing flood risk through SuDS, as opposed to fluvial / coastal flood risk. Therefore we suggest further explanatory text is required to explain the relevance of this second box.	Noted.	Paragraph 17.12 added relating to flood mitigation measures and flood consequence assessments.

No.	Summary of Comments	CCC Response	Amendment to SPG
38	Introduction, Para 1.1.4. This paragraph implies that the formula set out within the SPG will be applied across the board. This does not take into account the tests set out within Regulation 122 (2) of the CIL Regulations which require that contributions are fair, reasonable, necessary and directly related to the development. Change sought: It is suggested that the paragraph is amended to include wording to the effect that each development will be considered on its individual characteristics and specific needs arising from that development, taking into account capacities and needs within the local area. The pooling restrictions set out within the CIL regulations should also be more prominent at an early stage within the document.	Contributions will be sought with regard to relevant legislation and policy context.	Paragraph 1.1.4 amended to make reference to 'the need arising as a result of a proposed development'. The 'pooling of five' is referenced at paragraph 1.4.3.
39	Chapter 2 Affordable Housing. Para 2.7. This relates to student accommodation being classified as a sui generis use, confirming that student accommodation will not be expected to contribute towards affordable housing provision. This is considered to be the correct approach and is supported.	Comment Noted.	None.

No.	Summary of Comments	CCC Response	Amendment to SPG
40	Chapter 5 Provision of Functional Open Space. The calculations set out in the SPG make no distinction between the needs arising from student accommodation compared with C3 residential uses. Student accommodation is typically only occupied for 2/3 of the year and universities have their own playing fields, sports facilities and organised events, the demand placed on existing public facilities is therefore not the same as they would be for a residential occupier. It is only Informal Functional Open Space (0.68ha per 1000) that has additional stress placed on it as a result of student accommodation. Change sought: student accommodation calculation reduced to 0.68ha per 1000 people.	A reduced level of contribution is sought from Student Accommodation, as identified at paragraphs 5.8 and 5.26. These figures reflect that a contribution is not sought toward the children's play element and a reduced (half contribution) is sought towards formal functional open space.	No change.
41	Chapter 5 Provision of Functional Open Space. Under the CIL Pooling restrictions, it should be made clear that contributions cannot be sought on a generic citywide basis. The Council must identify specific projects or areas of Open Space that need to be improved as a result of the specific development.	This issues are identified in Chapter 1.	No change.
42	Chapter 8 Community Facilities. The reference to contributions only being sought where the need arises as a result of a proposed development is welcomed.	Noted.	No change.

No.	Summary of Comments	CCC Response	Amendment to SPG
43	Chapter 8 Community Facilities Paras 8.7 and 8.13. Paragraph 8.7 makes reference to the definition of Community Facilities, including those run by not for profit organisations including voluntary organisations, community associations and Cardiff Council. Occupiers of student accommodation attend the Universities which are themselves charities. Therefore Community Facilities provided by the universities should be taken into account when assessing capacity and need arising from student accommodation. The universities provide extensive shared facilities for their students. Most PBSA also includes integrated communal facilities within the building which should be factored into the assessment as to whether community facilities should be sought. As a consequence of the above, it is considered that paragraph 8.13 should recognise these factors stating that community contributions on PBSA will only be sought in exceptional circumstances and where justified by site specifics.	It is recognised that students use facilities provided by universities and that some student accommodation developments also make onsite provision. Students do however also make use of a range of other community facilities and an increase in student population will place increasing pressure on such facilities. Consequently, a financial contribution will be sought towards provide new facilities and / or to extend and upgrade existing ones.	New paragraph 8.6 identifying that where a significant element of onsite communal facilities are provided within student accommodation and sheltered or extra care housing developments, a reduced level of contribution will be sought.
44	Chapter 9 Primary Healthcare Facilities, Para 9.2. Clarification is sought to confirm that student accommodation is not included within the 'development type' definition set out under para 9.2. The temporary nature of students presence in the city and the fact that PBSA does not necessarily lead to an increase in the student population means that where sites have 500 beds or more are proposed, they should not be included within the requirements for primary healthcare facilities.	Infrastructure provision table amended to identify that student accommodation is excluded from the types of development where contributions would be sought.	Infrastructure Provision table amended to identify that student accommodation is excluded from the types of development where contributions would be sought.

No.	Summary of Comments	CCC Response	Amendment to SPG
45	Chapter 13 Local Training and Employment. The concern here is that there is not a direct correlation between changes in floor space and the displacement of staff or the need to re-train them. In many cases, where PBSA is proposed, the quality of office floor space to be replaced / lost is poor and has been difficult to let. In addition, there is a large quantity of empty office floor space within the city to which displaced employers can relocate. It is considered that the contributions towards employment and training, specifically for the loss of B1A office accommodation fails the tests set out within Regulation 122. Changes sought: Either B1A should be excluded from the local employment and training contributions or section 13 of the SPG should be deleted in full.	Each application would be considered on a case by case basis. Where employment land and / or premises are under pressure from non-employment uses and it is considered that there still exists an opportunity to make a contribution towards longer term economic development and job retention and growth within an area, developers will be requested to make provision for an appropriate contribution towards bringing forward compensatory employment opportunities.	No change.
46	Introduction. In paragraph 1.3.2 it should be specified that Planning Conditions should be used in preference to Planning Obligations where possible.	This issue would be specific to the circumstances of each application.	No change.
47	Chapter 2 Affordable Housing Para 2.13. We support Paragraph 2.13, as if there is a service charge for private management of an estate that includes affordable housing units it is reasonable that the affordable units also contribute towards the management arrangements. For example, there may be areas where up to 30% of dwellings are affordable housing units, it would not be fair for the management of these areas to be subsidised by the private residents.	Noted.	No change.

No.	Summary of Comments	CCC Response	Amendment to SPG
48	Chapter 2 Affordable Housing Para 2.33 and 2.35. Paragraph 2.33 states that where there is evidence of need, specialist and / or older persons housing may be provided as part of the affordable housing contribution subject to agreement on housing need and affordability. This approach is supported, however, it is unclear how this relates to the statement in paragraph 2.35 that where specialist housing is proposed, this will still give rise to an affordable housing requirement.	Noted.	Paragraph 2.35 will be deleted.
49	Chapter 5 Provision of Functional Open Space. The provision of open space for new sites should take into account existing levels of provision within the locality, it should not be automatically assumed that there is a deficit in all areas. The standard of 2.43 ha of functional open space per 1,000 population should therefore take into account existing developments and local provision. Planning obligations should only seek contributions where they are necessary.	These issues are already identified at Paragraphs 5.19 and 5.20.	No change.
50	Chapter 5 Provision of Functional Open Space, Para 5.17. Object to the exclusion of education playing fields from the calculation of outdoor sports provision (paragraph 5.17) as the potential for dual use of education facilities should not be discounted. This is a position that is supported by Fields in Trust (FIT) guidance1, in which it recommends that school playing space is made available to the local community out of school hours and during holiday period as an appropriate way of providing sport and recreation facilities within planned developments.	Although dual use of recreational facilities between schools and the wider community are welcomed in principle, there has to be certainty that facilities located within a school will be available for community use in perpetuity to allow these to be considered as part of the recreational allocation. At present, there are a number of barriers which prevent this and the current approach is to therefore consider school dual use provision as an 'add-on' to public open space, not a replacement for it. FIT guidance also makes it clear that educational open space	No change.

can only count towards meeting the standard for recreational provision where "authorised community use is secured by written agreement". As no such written agreements are currently in place within Cardiff it is correct to not count educational open space towards the recreational standard.

No.	Summary of Comments	CCC Response	Amendment to SPG
51	<u>Chapter 5 Provision of Functional Open Space</u> PPW does not prescribe particular standards of open space provision, instead it recommends that these should be based on the results of an Open Space Assessment process. LPAs are not obliged to follow the FIT standards where there is evidence that there might be justification for a variation in approach. NLP is concerned that the Council is simply basing its requirements on the FIT standards, in particular in relation to formal provision, where evidence exists pointing towards increased demand for informal recreational provision e.g. trim trails, recreation cycle routes etc. This is particularly important within the context of an aging population where demand for recreational space is likely to change in nature. As such, we do not agree with the rigid imposition of minimum standards set out within Paragraph 5.23 as more appropriate mixes of provision are likely to be suitable.	Cardiff's Functional Open Space standards identified have taken account of existing provision across the city. Historically, there has been an under provision of 'formal functional open space' (i.e. sports pitches) which has placed increased pressure on established parks. As identified at paragraph 5.19, provision will be determined on a site-by-site basis.	No change.

No.	Summary of Comments	CCC Response	Amendment to SPG
52	Chapter 5 Provision of Functional Open Space. The use of occupancy data from the 2011 census will over estimate demand for play space. The latest household projections, published in 2014, indicate that average household size in 2016 is 2.31 persons dropping to 2.26 in 2026 and 2.23 in 2031. Given the LDP timeframe, it is proposed that the POS calculation should be based on the average household size projected for 2026 of 2.26. The occupancy figure per bedroom should also be amended accordingly to reflect actual projected occupation once developments are completed.	The Census is widely regarded as providing the most accurate and authoritative data in relation to population and housing in England and Wales. Census data provides an accurate 'snapshot' in time, whereas the household projections incorporate estimates for intermediate years and are known to become less certain as time passes. The Council consider that the use of Census data is appropriate and no change is proposed.	No change.
53	Chapter 7 Schools and Education, Para 7.11. Paragraph 7.11 refers to pupil number assessments looking over a wider area including schools in nearby catchments that are full and for which projections would indicate that excess numbers would be accommodated by schools within the development catchment. Our clients do not consider that it is reasonable to prioritise pupils from outside a catchment area ahead of pupils from a development site within the catchment area. It is not the purpose of Planning Obligations to address existing problems in provision that are not created by the development. Similarly our clients request that the Council should be prepared to do an assessment across a wider area to understand whether any local capacity problems may be arising from the exporting of pupils from adjacent catchments that actually have the capacity to accommodate them.	The SPG sets out the criteria by which contributions will be assessed. Planning obligations, where sought, relate to the needs arising as a result of the proposed development and (where available) would take account of the projected surplus places in local schools.	No change.

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No.	Summary of Comments	CCC Response	Amendment to SPG
54	Chapter 7 Schools and Education. Paragraph 7.23 makes reference to in kind provision and the minimum size of schools whilst paragraph 7.22 makes it clear that on strategic sites that the 'developer constructs' option will be sought. In circumstances where a new school is provided on site it is possible that a developer might be required to make education provision that meets the future needs of a wider catchment than just their development. There must be a mechanism in place to ensure that this 'over provision' including land inputs can be recaptured by the developer to accord with the legal requirements for seeking Planning Obligations.	This issue would need to be considered in relation to the specifics of individual planning applications having regard to all material factors, including consideration of welsh / English medium and primary / secondary provision as well as subsequent phases of larger developments.	No change.
55	Chapter 8 Community Facilities. The Community Facilities floor space requirement figure of 0.32sqm per person requires justification. As with our comment on open space, it is considered that occupancy figures should be based on the best estimate of household size on completion of the scheme (i.e. latest household projections) rather than the 2011 census figures; as currently proposed the SPG over estimates occupation per dwelling.	0.32sqm per person is the established standard of community facility provision in Cardiff. It is considered that 320m² is the appropriate size of community building for 1000 people, as this allows the provision of a range of community activities to meet the different needs within a population. By way of an example, the Council is currently developing the new St Mellons Hub which, upon completion (and in addition to existing facilities) will provide a total floor area of 3323m² for the 10,000 residents of the St Mellons estate. This level of contribution is consistent with that sought through the former Community Facilities and Residential Development SPG (March 2007) which was adopted following consultation.	No change.

No.	Summary of Comments	CCC Response	Amendment to SPG
56	Chapter 8 Community Facilities. We support the shared use of community facilities set out in paragraph 8.11 and consider that the SPG could be stronger on this point. Whilst the SPG places the onus on the developer to explore potential our experience is that the difficulties often arise in seeking agreement from different Council Departments to share facilities.	Cardiff Council is committed to the principal of multi-use, multi-functional, multi-agency community building, as evidenced by the community hubs development programme.	No change.
57	Chapter 9 Primary Health Care Facilities. Our client does not object to the provision of such facilities where there is evidence of need. As with education provision however where it is provided in kind on site there will be a minimum effective scale of provision which might be in excess of that required by the development alone. As a result there must either be a recognition of the scale of over provision (including land costs) in calculating the total s106 contribution or a way of recapturing some of the over provision.	This issue would need to be considered in relation to the specifics of individual planning applications, having regard to all material factors.	No change.
58	Chapter 13 Local Training and Employment. Object to the requirement of a financial contribution towards compensatory employment and training on sites where there is a loss of employment land. Where such a change of use is permitted and to meet the tests of the LDP policy it will have been accepted that the site is no longer appropriate for an employment use. Any loss of employment is likely to have happened well before any proposed change of use and will not have been created as a result of it. In these circumstances the proposed contribution would not arise as a result of the development and would not relate to it, as a result it would fail the legal tests.	Each application would be considered on a case by case basis. Where employment land and / or premises are under pressure from non-employment uses and it is considered that there still exists an opportunity to make a contribution towards longer term economic development and job retention and growth within an area, developers will be requested to make provision for an appropriate contribution towards bringing forward compensatory employment opportunities.	No change.

No.	Summary of Comments	CCC Response	Amendment to SPG
59	Chapter 14 District Heating and Sustainable Energy. Paragraph 14.7 refers to emerging guidance on Renewable Energy Assessments which is yet to be consulted upon. Despite this, reference is made to the minimum requirements of these assessments which potentially go beyond what is required by national policy and LDP policy EN12 – we would question the appropriateness of the SPG introducing requirements that are more onerous than policy established within the Local Plan or National Policy. Additionally, the issues raised are not matters that would be expected to be contained within a s106 agreement. It is questionable the extent to which the contents of this section is relevant to the Planning Obligations SPG and whether it should instead be contained within the forthcoming Renewable Energy Assessments SPG.	One of the aims of the Planning Obligations SPG is to help enable the consideration of infrastructure matters at the earliest possible stage in the development process. In this regard, it is considered appropriate to include broader principles relating to certain subjects within this document.	No change.
60	Chapter 15 Biodiversity. The level of detail in this section goes well beyond matters relating to Planning Obligations and should be extracted. If it is considered that all the detail is necessary then it should form the basis of an SPG dealing with Biodiversity.	One of the aims of the Planning Obligations SPG is to help enable the consideration of infrastructure matters at the earliest possible stage in the development process. In this regard, it is considered appropriate to include broader principles relating to certain subjects within this document.	No change.
61	Chapter 5 Provision of Functional Open Space. Paragraph 5.13 defines the type of facilities that would be regarded as informal functional open space. It goes on to state that 'the open space may contain water features or SUDS where it is demonstrated that they serve a recreational function'. Paragraph 5.15 however identifies 'large water features, including rivers, canals and reservoir' as examples of open space which are not considered suitable for active sports and recreation and are therefore not considered as functional open space.	Noted. Reference to water features deleted from paragraph 5.13.

Paragraph 5.15 amended to identify that large water features (i.e. the body of water) are excluded from calculations, but that the land around these, where they meet the informal functional open space criteria (i.e. provide a recreational function through permanent hard surfaced footpaths or other recreational provision) will be considered. | Noted. Reference to water features deleted from paragraph 5.13.

Paragraph 5.15 amended to identify that large water features (i.e. the body of water) are excluded from calculations, but that the land around these, where they meet the informal functional open space criteria (i.e. provide a recreational function through permanent hard surfaced footpaths or |

| | We feel that there may be a slight contradiction in these statements that may need further clarification. | | other recreational provision) will be considered. |

No.	Summary of Comments	CCC Response	Amendment to SPG
62	Chapter 16 Trees Woodland and Hedgerow Protection. Whilst our client does not necessarily disagree with the matters set out in this section, most of it is more relevant to the preparation of a planning application rather than consideration of Planning Obligations. As a result we request that wider advice is removed and only matters directly relevant to Planning Obligations are retained.	One of the aims of the Planning Obligations SPG is to help enable the consideration of infrastructure matters at the earliest possible stage in the development process. In this regard, it is considered appropriate to include broader principles relating to certain subjects within this document.	No change.
63	Chapter 17 Flood Risk Management and Sustainable Urban Drainage. This section seems to be more suited to best practice guidance on flood risk management and SUDs rather than SPG focusing on Planning Obligations. In order to retain the focus of the SPG we request that wider advice is removed and only matters directly relevant to Planning Obligations are retained.	One of the aims of the Planning Obligations SPG is to help enable the consideration of infrastructure matters at the earliest possible stage in the development process. In this regard, it is considered appropriate to include broader principles relating to certain subjects within this document.	No change.
64	Chapter 17 Flood Risk Management and Sustainable Urban Drainage. Whilst we welcome the provisions of Section 17 of the Planning Obligations SPG which refers to Sustainable Urban Drainage, we would recommend that this section be expanded to also take account of improvements to water and sewerage infrastructure in line with Section 8 of LDP Technical Paper No.6 Infrastructure Plan.	Improvements to water and sewerage infrastructure is considered to be outside the scope of this chapter of the SPG, which relates to Flood Risk Management and Sustainable Urban Drainage.	No change.
65	Chapter 15 Biodiversity. Further justification is required to support the assertions in paragraph 15.37 that compensatory habitat provision will be required to exceed that which is to be lost.	This issues is already covered in paragraph 15.37, which identifies that newly created habitats may take many years to achieve the quality of the habitat lost and that newly created habitats may fail to support the species for which they are intended. NRW have advised in their planning application advice that a ratio of 3:1 is considered appropriate to mitigate these issues.	Paragraph 15.37 amended to include 'NRW have advised that'….

Cardiff Residential Design Guide

Supplementary Planning Guidance

January 2017

Table of Contents

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh

Introduction

Welsh Government support the use of Supplementary Guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan polices and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan but are a material consideration in the determination of planning applications.

This supplementary planning guidance (SPG) outlines the issues that a design for new residential development in Cardiff should address as it seeks planning permission. It applies to major residential development proposals providing 10 dwellings or more, and which require a Design and Access Statement. Design advice for smaller residential projects can be found in the *Infill Sites SPG*.

This guidance supplements and is in line with current Welsh Government policy on design, as presented in *Planning Policy Wales* (Welsh Government, constantly updated) and *Technical Advice Note 12: Design* (Welsh Government, constantly updated). It also supports the proper implementation of *Manual for Streets* (Department for Transport, 2007). It should be read in conjunction with policies in the current *Cardiff Local Development Plan 2006-2026* (Cardiff Council, 2016), the *Cardiff Liveable Design Guide* (1) (Cardiff Council, 2015) and other relevant Cardiff Council supplementary planning guidance which are cross referenced at appropriate points in the text.

Designers should be mindful of the need to also satisfy Building Regulations, and should develop schemes which will conform to both regulatory regimes.

This guidance is written in the full knowledge that Cardiff Council has to work closely with the house building industry and be aware of the market conditions that may apply. Uncertainty, delay and changing requirements late in the planning process are major concerns for both developers and the planning authority, and so this guidance provides a clear statement of what the planning authority expects both in terms of how design information should be presented, but also how design issues should be addressed. Planning applications submitted in line with these requirements can be dealt with efficiently.

The use of images

Please note that the images in this document are included to illustrate particular points referenced in the text. Inclusion of an image does not mean a general endorsement of other attributes of the scheme.

1. This guide can be read in conjunction with the Cardiff Liveable Design Guide which provides place making, planning and urban design guidelines that the Council will apply to strategic development sites throughout the city.

Page 457
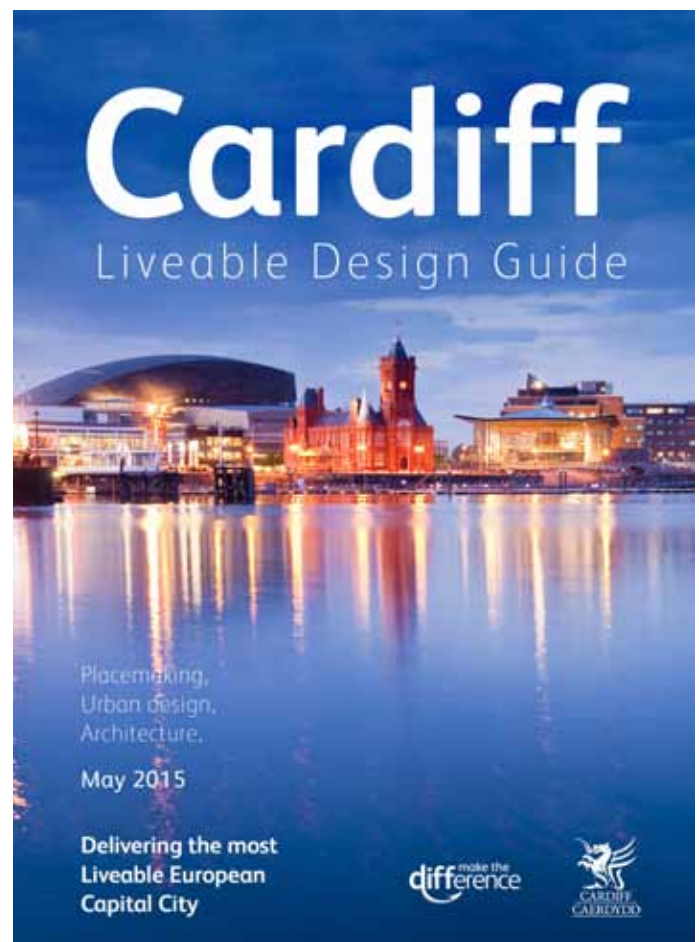
Residential environments in Cardiff

Cardiff is a reasonably compact city with a successful city centre and regenerating bay. Reflecting its history, it contains rings of residential development that reflect its periods of growth. It contains many popular neighbourhoods which are close to significant open spaces, well served by public transport and offering a convenient mix of uses. In the inner suburbs people can get about on foot. Neighbourhood uses tend to be accessibly located on radial streets. Cycling infrastructure is improving.

The city has some celebrated Victorian and Edwardian housing around very attractive urban parks (2), and contains a popular garden suburb (3). The outer suburbs built during the last 30 years tend to contain neighbourhood environments which have given priority to the car (4). It is less popular to walk and the environments can tend to lack places of distinct character. Provision of neighbourhood uses has tended to be provided in free standing buildings which can be dominated by car parking. These neighbourhoods reflect the characteristics of similar developments that have occurred elsewhere in the UK.

The last few decades have also seen significant growth in apartment living in both the city centre and Cardiff Bay. These areas have a preponderance of 1 and 2 bedroom homes, and whilst the apartments have been successful, often with a great setting overlooking the bay, sometimes they have been designed in an insular or gated form and haven't always resulted in much pedestrian vitality in their contexts, or the establishment of really great streets or public spaces between them (5).

Cardiff's Local Development Plan makes provision for the delivery of 41,000 new dwellings in Cardiff over the plan period. This significant growth emphasises the importance of this guidance as we try and ensure that new homes are planned and designed to reinforce or establish new sustainable neighbourhoods and places in line with best contemporary urban design practices.

Across the UK new ways of thinking and practicing have led to great improvements in new residential developments to overcome some of the recognised failings of previously developed schemes, and both policy and guidance produced by the Welsh Government gives powers through the planning system to ensure that developments here in Cardiff are also designed and developed to the highest standards.

2. Cardiff contains many popular Edwardian residential areas which remain popular today.

3. Rhiwbina Garden Village

4. Outer suburbs built during the last 30 years tend to contain environments which have given priority to the car.

5. Some recent apartments have been designed in an insular or gated form which hasn't always resulted in much pedestrian vitality in their contexts.

The organisation of this guide

Good design will only emerge when good designers are given the chance to complete the right planning and design process. This guide starts by outlining how we would expect that process to be organised so that designers have the time and opportunity to address the issues presented here.

Following this we offer advice about the full range of issues that concern us, organised around similar themes and questions presented in the house building industry endorsed *Building for Life 12 Wales* (6) and the associated house builder quality mark *Built for Life*. We start by looking at how the scheme should fit into an existing, or help to establish a new, neighbourhood. Then we discuss how developments should result in distinctive places that relate well to their contexts. Finally we discuss how new homes should fit into well-designed streets. Organising the guidance in this way helps you find the part of the guidance most relevant for your scale of development. Designers of larger schemes should be familiar with all of it, whilst smaller projects can focus on the issues, for example, related to buildings and streets.

Many of these issues are best communicated through the right plans and other images presented coherently in a design and access statement (DAS). Good advice on how to produce a DAS can be found in the Welsh Government's *Technical Advice Note 12: Guidance on Design and Access Statements* (7). We recommend that any DAS should directly illustrate and explain how any design responds to the issues discussed here, and in the order that we present them.
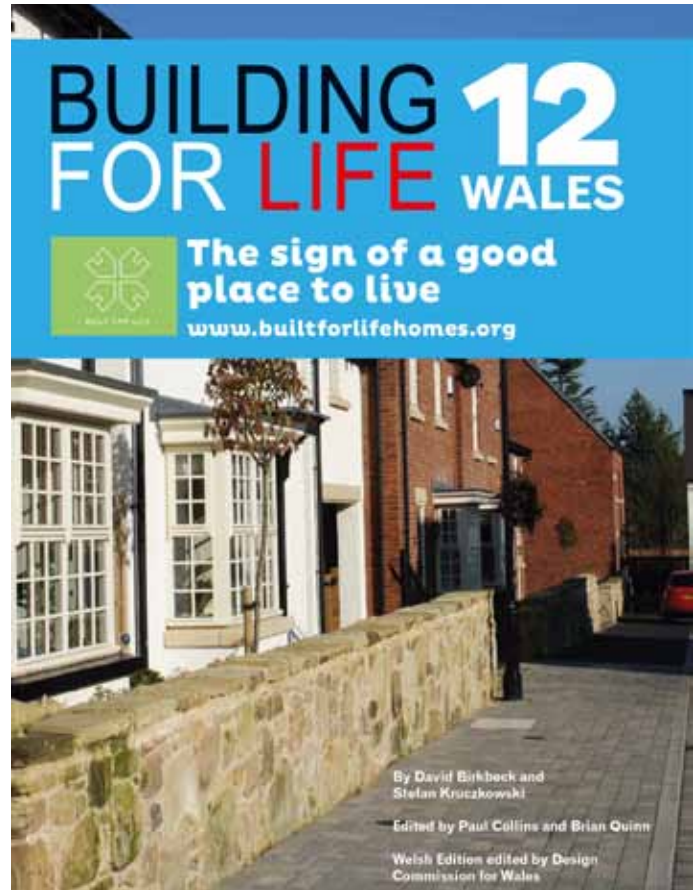
6. This guidance is based on issues and criteria presented in *Building for Life 12 Wales*
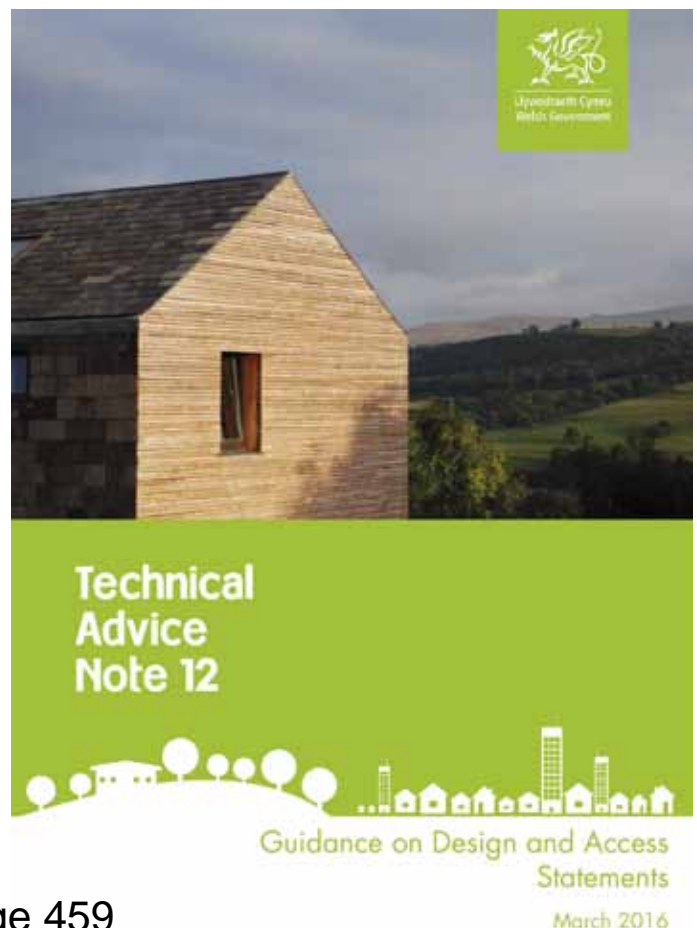
7. Good guidance on how to produce a Design and Access Statement can be found in TAN12 guidelines

Cardiff planning policy context

Cardiff's adopted Local Development Plan has a robust set of planning policies and guidelines controlling and promoting the good design of developments in the city. We recommend that a thorough review of policy and guidance is undertaken to understand what might apply to a site. Although it is not necessary to provide a dry list of relevant policies and guidelines in a design and access statement, it is important to explain how the features of a design have considered the requirements.

In particular we recommend a review of:

- Planning policy designations
- Special landscape designations
- Conservation area character appraisals and the details of any scheduled monuments or listed buildings or other heritage assets that influence a site
- Tree preservation orders
- Any relevant site specific development briefs
- Other supplementary planning guidance
- The planning history of the site

Other relevant supplementary planning guidance related to residential developments also includes guidance on highway and parking standards, the provision of affordable housing and open space, planning obligations, tall buildings, public art, public rights of way and development, trees and development, community facilities and residential development and waste collection and storage. As necessary, new forms of guidance are always being created. If you are uncertain about which supplementary planning guidance might be relevant to your development, the Council will be able to advise you as to which might be most relevant at a pre-application discussion.

Relevant information is available on the Cardiff Council website, including the current *Cardiff Local Development Plan* and the full list of supplementary planning guidance.

Appraisal of the scheme against national and local design policies, guidance and standards is undertaken by officers of the Council with recommendations made to the planning committee as part of the development management process.

A number of specific policies in the Local Development Plan relate to the design quality of major residential schemes, and this SPG aims to provide more information about how we expect these design qualities to be achieved:

Policy for Master Planning on Strategic Development Sites

Policy KP4 in the *Cardiff Local Development Plan* requires that any development on a strategic site of more than 500 homes adopts a master planning approach. Details of how to conform to this requirement can be found on the Cardiff Council website in:

- *Cardiff Local Development Plan Masterplanning Framework*
- *Liveable Design Guide: Placemaking, urban design, architecture*

Policy KP4 states that major developments should accord with the following Master Planning General Principles:

1. Development schemes will be planned in a comprehensive and integrated manner, reflecting partnership working and setting out the phasing of development along with a timely provision of supporting infrastructure. Masterplans will need to encompass the whole of a development area regardless of land ownership patterns, and this will require partnership working, involving all relevant parties;
2. High density residential and mixed-use development shall be focused along public transport corridors and in neighbourhood centres, with lower densities provided elsewhere to deliver an overall range and choice of accommodation to meet different needs;
3. Dedicated sustainable transport corridors shall include provision for public transport, cycling and walking which will form key elements of the overall master plan and effectively link into the wider network;
4. Walking, cycling and public transport will be attractive, practical and convenient travel choices for all;
5. Provision of a full range of social and community facilities will be concentrated within mixed use neighbourhood centres located along public transport corridors and easily accessed by walking and cycling;
6. The masterplanning process will effectively respond to the local context and the context of climate change, to create new, well designed neighbourhoods with a distinctive character which residents will be proud of;
7. New development shall respond to local deficiencies and provide good connectivity to adjoining areas and be informed by feedback from existing communities;

8. Multi-functional and connected green open spaces shall form strategically important links to the surrounding area to provide routes for people and wildlife and open spaces for sports, recreation and play;

9. Existing landscapes, biodiversity and historic features of the site shall be sympathetically integrated into the development, taking opportunities to protect, enhance and manage important features along with mitigation and enhancement measures to provide satisfactory compensatory measures;

10. Innovative and creative management solutions for energy, management of surface water and waste shall be adopted to make new developments more environmentally sustainable.

In addition development will also accord with guidance set out in site-specific master planning frameworks, if they have been prepared.

Policy for Good Quality and Sustainable Design

Policy KP5 in the *Cardiff Local Development Plan* is the principal policy requiring high quality, sustainable design which makes a positive contribution to the creation of distinctive communities, places and spaces. This guidance elaborates on how the requirements of this policy can be secured in residential development led schemes. The policy requires that development:

- Responds to the local character and context of the built and landscape setting so that layout, scale, form, massing, height, density, colour, materials, detailing and impact on the built and natural heritage are all addressed within development proposals;
- Provides legible development which is easy to get around and which ensures a sense of continuity and enclosure;
- Provides a diversity of land uses to create balanced communities and add vibrancy throughout the day;
- Creates interconnected streets, squares and spaces as distinctive places, which are safe, accessible, vibrant and secure and incorporate public art where appropriate;
- Provides a healthy and convenient environment for all users that supports the principles of community safety, encourages walking and cycling, enables employment, essential services and community facilities to be accessible by sustainable transport and maximises the contribution of networks of multi-functional and

connected open spaces to encourage healthier lifestyles;
- Maximises renewable energy solutions;
- Achieves a resource efficient and climate responsive design that provides sustainable water and waste management solutions and minimises emissions from transport, homes and industry;
- Achieves an adaptable design that can respond to future social, economic, technological and environmental requirements;
- Promotes the efficient use of land, developing at highest practicable densities and where appropriate achieving the remediation of contaminated land;
- Ensures no undue effect on the amenity of neighbouring occupiers and connecting positively to surrounding communities;
- Fosters inclusive design, ensuring buildings, streets and spaces are accessible to all users and are adaptable to future changes in lifestyle; and
- Locates tall buildings in locations which are highly accessible through walking and public transport and within an existing or proposed cluster of tall buildings.

Responding to Evidenced Social Needs

Policy KP13 seeks developments which: deliver sustainable neighbourhoods, tackle deprivation and improve the quality of life for all. This includes:

- Providing a range of dwelling sizes, types and affordability including seeking to provide a target of 6,646 affordable dwellings over the remaining 12 years of Plan period
- Supporting the vitality, viability and attractiveness of existing District and Local Centres and their regeneration, including retail and other commercial development and housing of an appropriate scale;
- Encouraging the provision of a full range of social, health, leisure and education facilities and community infrastructure for both existing and new communities that are accessible to all by walking and cycling and public transport;
- Supporting the regeneration of deprived communities within the city and maximising the additional benefits that new communities can bring to adjoining or surrounding communities;
- Encouraging the enhancement of communities through better equality of access to services for all, promoting cultural and wider diversity for all groups in society, and creating places that encourage social interaction and cohesion;
- Developing new cultural and sporting facilities

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to build upon Cardiff's role as a major tourist, cultural and sporting destination for visitors and residents alike; and

- Designing out crime and creating communities which are safer and feel safer.

Climate Change

Policy KP15 seeks to mitigate against the effects of climate change and adapt to its impacts. Development proposals should take into account the following factors:

- Reducing carbon emissions;
- Protecting and increasing carbon sinks;
- Adapting to the implications of climate change at both a strategic and detailed design level;
- Promoting energy efficiency and increasing the supply of renewable energy;
- Avoiding areas susceptible to flood risk in the first instance in accordance with the sequential approach set out in national guidance; and
- Preventing development that increases flood risk.

Water Sensitive Urban Design

Policy EN10 requires development to apply water sensitive urban design solutions (the process of integrating water cycle management with the built environment through planning and urban design). To include the management of:

- Water demand and supply;
- Waste water and pollution;
- Rainfall and runoff;
- Watercourses and water resource;
- Flooding; and
- Water pathways.

Walking and Cycling

We are committed to delivering forms of development that meet the requirements of the Active Travel (Wales) Act.

Policy T1 of the *Cardiff Local Development Plan* requires developments which enable people to access employment, essential services and community facilities by walking and cycling. The Council will support developments which incorporate:

- High quality, sustainable design which makes a positive contribution to the distinctiveness of communities and places;
- Permeable and legible networks providing safe, convenient and attractive walking and cycling routes;
- Connections and extensions to the *Cardiff Strategic Cycle Network* and routes forming part of the *Cardiff Walkable Neighbourhoods Plan*;
- Measures to minimise vehicle speed and give priority to pedestrians and cyclists;
- Safe, convenient and attractive walking and cycling connections to existing developments, neighbourhoods, jobs and services;
- Infrastructure designed in accordance with standards of good practice including the Welsh Government *Design Guidance - Active Travel*, and the Council's *Cycling Design Guide*;
- Supporting facilities including signing, secure cycle parking and, where necessary, shower and changing facilities; and
- The provision of car-free zones.

Community Safety and Creating Safe Environments

Policy C3 requires that all new developments and redevelopments shall be designed to promote a safe and secure environment and minimise the opportunity for crime. In particular development shall:

- Maximise natural surveillance of areas which may be vulnerable to crime such as publicly accessible spaces, open space, car parking areas and footpaths;
- Have well defined routes, spaces and entrances that provide convenient movement without compromising security;
- Maintain perceptible distinction between public and private spaces through well-defined boundaries and defensible space;
- Provide a good standard of lighting to public spaces and routes while minimising energy use and light pollution; and
- Be designed with management and maintenance in mind, to discourage crime in the present and future.

Health

Policy C6 requires developments to reduce health inequalities and support healthy lifestyle choices by ensuring that they provide a physical and built environment that supports inter-connectivity and active travel choices, as well as enhancing road safety.

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The right design process

Good designs can only emerge from a strong design process which will also readily provide content for a design and access statement. Suitable designers will be very familiar with this process.

Design team

A strong design team with a proven track record in delivering good residential developments will understand the issues presented here and be able to refer to suitable precedents. Our experience tells us that good design teams deliver successful projects efficiently, and that the requirements presented here might require the input of professionals with various forms of expertise.

It is important to put together the right team to address any relevant issues, including experts in residential development, architecture, quantity surveying, landscape architecture, urban design, highway engineering, active travel, ecology, planning, heritage and archaeology.

Design drawings

The preparation of good drawings for both the planning application and design and access statement is central to both thinking about and communicating the relevant design qualities of a scheme. The Council expects clear graphic evidence related to the issues raised in this document, and time can be wasted in the planning application process if relevant images are not provided at the start. Drawings should illustrate the following requirements:

Site Analysis

Welsh policy on design, presented in TAN 12, stresses the importance of context and site analysis:

"*Understanding the site and its immediate and wider context is the basis for a meaningful and sustainable design response, and is the responsibility of all those involved in the design process, particularly planning applicants and their agents...*" TAN 12 Design

The Welsh Government and Design Commission for Wales (DCFW) have also prepared separate guidelines called *Site and Context Analysis: Capturing the value of a site* which explain how to approach the task (8). They were prompted to do this because of the inadequacy of analyses associated with schemes submitted to the DCFW for design review. We will apply these guidelines

in the assessment of schemes submitted in Cardiff.

Designers should complete and present a thorough analysis to ensure that they fully understand the context and site that they will be working on. The list of issues that might become relevant is non-exhaustive as all contexts are different, but we suggest a presentation of the following information, if it relates to the scheme:

Wider context

- The network of green infrastructure or ecological systems, areas of landscape character and the location of any protected species and habitats;
- Public rights of way and the wider network of roads and cycle routes;
- The public transport context, including the wider network of rail and bus services and the hierarchy of highways, including cycle routes;
- The location and content of nearby neighbourhood, employment and service centres.

Site & Context Analysis Guide:
Capturing the value of a site
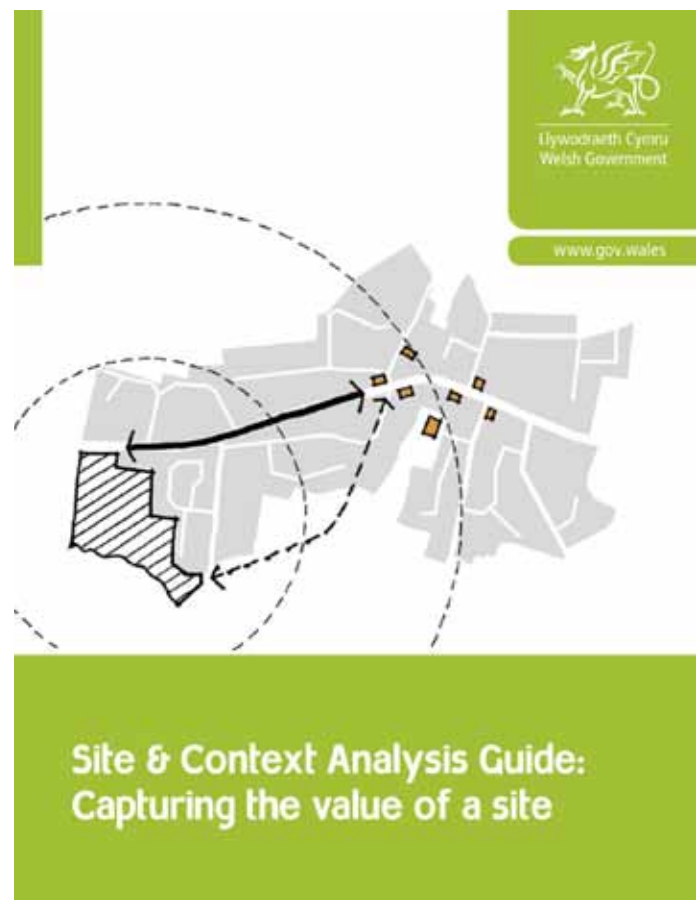
March 2016

8. We will apply guidance on how to complete and present a site and context analysis produced by the Design Commission for Wales.

The Neighbourhood

- The provision of local supermarkets and shops in the vicinity, highlighting the walking distance and route quality from the site;
- The location of other local facilities such as schools, religious buildings, nurseries, doctors, dentists, community buildings and pubs, also highlighting the walking distance and route quality from the site;
- Key aspects of the neighbouring urban form including net residential densities and building heights (advice on how we measure net residential density is on page 20);
- Any specific areas of character in residential areas surrounding the scheme, and whether and how this might influence a design. Advice on what should be included in a character statement is provided below in the section *"Is the design specific to the scheme?" (page 21).*

Transport and Accessibility

- Public transport frequency, routes and stops to key destinations;
- Pattern of access through the wider context and to and across the site for active travellers such as pedestrians and cyclists;
- Pattern of access through the wider context and to and across the site for other vehicle users.

Natural Features and Open Spaces

- Site topography;
- Water courses, drainage systems and areas of potential flooding;
- The location of the site in relation to the wider strategic landscape system, including major open spaces and areas of ecological value;
- The location and quality of existing play spaces and sports fields, including local and destination children's play areas, equipped teen play areas and formal sports and recreation open spaces;
- Sun path and any areas of shadowing.

Social Profile

- The social profile of the neighbouring areas;
- A market analysis of recent sales in the area;
- Crime map data highlighting any significant issues.

Other Site Specific Aspects

- **Topography** of the site, indicating which areas can be built on and which might be difficult;
- **Utilities:** Gas mains, water mains, electricity pylons, cables and sub stations, including any necessary easements;
- **Trees and other planting** on the site, including which might be protected and which removed;
- **Historic features:** archaeology, conservation areas and listed and other buildings or other features to be retained;
- **Specific and important views** from and through the site to important local landmarks;
- **Orientation** of neighbouring homes, indicating their fronts and backs and giving an indication of both the quality of the backs and any relevant points of access;
- **Boundaries:** The type and quality of boundaries to the site;
- **Other site constraints:** contaminated soils and filled areas, microclimate and noise sources.

Opportunities and constraints

The results of the context and site analysis should be summarised in an opportunities and constraints map and provide a list of points which highlight how the surveys have informed the emerging concept and subsequent design. Such a map and statement help people understand and appreciate how you have responded to the issues related to the site and its context. Opportunities presented should start to show interesting ideas for the scheme.

Design concept

Larger schemes will benefit from the preparation of a design concept diagram which highlights the key strategic design features of a scheme, such as the principal pattern of access, the location of centres and uses other than housing, the protection of green corridors or creation of open spaces and key landscape features, the network of highways and cycle routes, the density profile across a scheme, building heights, the distribution of any character areas and key built form or townscape characteristics. Guidance for each character area and any specific key built form features should also be produced to inform reserved matters applications.

Design drawings

Design drawings should represent the scheme within its context and, where relevant, show the location and form of neighbouring development.

All drawings should be drawn and reproduced at a scale that will enable proposals to be assessed. Plans should have a north arrow if the top of the image is not north.

As we look at a lot of drawings at various scales electronically, it is useful to have a scale bar on plans, and/or tell us at what scale the image should be printed

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out, and the scale that applies at this scale (eg 1:500 @ A1).

Design rationale

For larger projects, drawings or diagrams that unpick the qualities of the scheme should explain different aspects of the design. The images should clearly notate how the designs respond to the themes and issues presented in this guidance and that are relevant to the site. These should appear in the Design and Access Statement.

Design and Access Statements

Design and access statements (DAS) offer a significant opportunity to explain and justify your design. Developers are required to submit a DAS that illustrates and explains the decisions leading to the final design. It should provide adequate graphic and written evidence to a level of detail which shows how the proposal has achieved good design in relation to both design policy and guidance and also for the site in its context. Details of what a DAS should contain and how it should be presented can be found in the Welsh Government's *Technical Advice Note 12: Guidance on Design and Access Statements (7).*

Consultation and engagement

Following the receipt of a pre-application enquiry, we welcome discussions or workshops which help establish the design parameters against which a future planning application will be assessed, and a chance to offer initial advice about what might be proposed. Such discussions are most effective where the above process has been followed through, time for design has been found and relevant drawings have been produced.

New developments can sometimes be controversial with existing residents. Opportunities for engagement with local councillors, civic and community groups and citizens should also be considered at an early stage of the design process, so that emerging designs can be informed by local concerns and ideas.

The Welsh Government has introduced a statutory requirement for local planning authorities to provide pre-application advice, whilst there is also a requirement for all applicants for major developments to undertake pre-application publicity and consultation on their plans. Details of the Cardiff pre-application service, and requirements for publicity and consultation, can be found on the Cardiff Council Planning web site. The aim of these processes is to raise any significant planning issues prior to the submission of a formal application. This provides applicants with the opportunity to consider these issues and, if necessary, amend the proposals before they are finalised and submitted as a planning application.

Design Review with the Design Commission for Wales

Relevant projects may be submitted to the Design Commission for Wales' Design Review Service for comment and advice (9). This is best done prior to the submission of a planning application. The process helps to identify early opportunities for good design quality in development proposals and assists us in securing public value through design excellence. This process may be initiated by the applicant or the Council. Further information about this process can be found at DCFW.org.
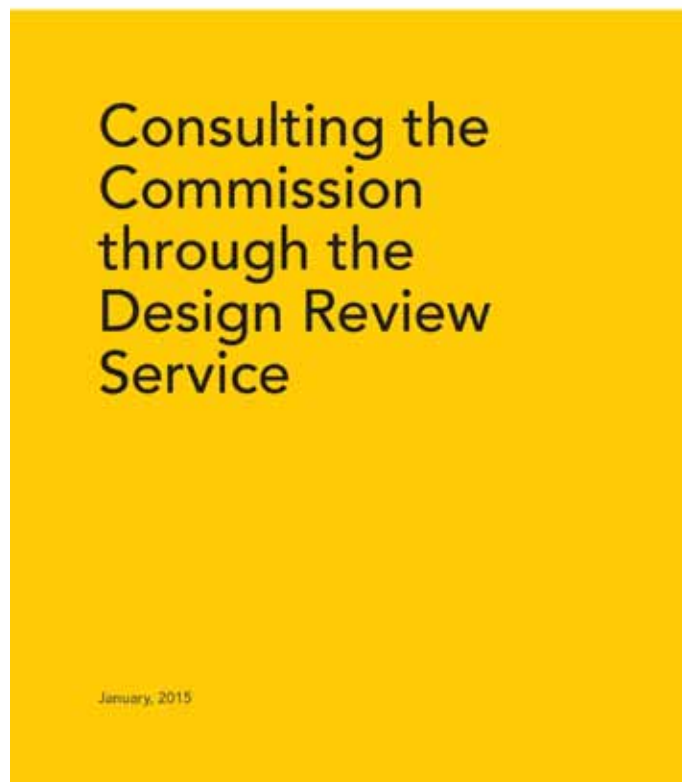
9. The Design Commission for Wales provides its own advice about how to submit schemes into the Design Review Service.

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The wrong design process

Sometimes design processes are used which do not result in good developments. The most common are:

- Not employing good designers right from the start. We know that good designs are produced by good designers. Investing in them will help both the design and planning process.
- Slavish use of standard house types which have not been designed for use in the relevant layouts.
- The design of larger schemes without any reference to a clear concept which would shape the overall structure and character of the development.
- The employment of urban designers to produce a good design for an outline planning application which establishes a site's value and capacity, and then the submission of poorer detailed reserved matters plans.
- Not obtaining a *Stage 1 Road Safety Audit* or a *Combined User Audit* for the outline design. This omission has the risk that the design could include features that introduce a road safety problem or issues which may be difficult and costly to rectify at a later stage.
- For larger schemes, the submission of vague plans which look graphically convincing, but which provide no useful detail to guide or control the structure or character of subsequent phases.
- The design of schemes without adequate understanding of a site or its context.
- The use of minor amendments to water down well designed features of a planning consent.

We will resist schemes that emerge through these and similar processes where we observe a poor or declining quality to a design.

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Summary of the key design questions that must be addressed

Part of the neighbourhood

- Does the development provide, or is it close to, neighbourhood facilities that are reachable safely by walking and cycling?
- Is there an accommodation/tenure mix that reflects the needs and aspirations of the local community?
- Does the development have good access to public transport?
- Is the scheme well connected internally and to its context?

Creating places

- Does the development make efficient use of land and provide homes at a reasonable density?
- Is the design specific to the scheme?
- Does the scheme sympathetically integrate with existing buildings, landscape or topography?
- Do the buildings and layout make it easy to find your way around and result in an attractive townscape?
- Does the scheme include adequate provision of well-designed public spaces?
- Do the buildings and layout help to make it feel safe and secure and reduce opportunities for crime?
- Does the development have features that reduce its environmental impact?

Street and home

- Are the streets and spaces defined by buildings and landscape so that the highways do not dominate their character?
- Are streets and public spaces designed with a clear purpose and to a standard that meets the needs of all potential users?
- Is resident and visitor parking sufficient and well integrated so that it does not dominate the street scene?
- Are the individual houses well designed to meet the needs and aspirations of future occupants and also in relation to their context?
- Does the design conform to necessary amenity standards?
- Does the design include adequate and well-designed waste and recycling facilities, and show care in the location and integration of meter cupboards?
- Is the streetscape both attractive and robust?

Part of the neighbourhood

New homes and other uses should enhance and become part of an existing neighbourhood, or help create a distinctive and popular new one. Good neighbourhoods are central to opportunities to live a more sustainable and healthier lifestyle.

They can reduce the need to travel by providing most of the facilities and services we need within walking distance of our homes. This mix of uses can include well located convenience shops, doctors' surgeries, community buildings, open spaces, nurseries and primary schools, pubs and religious buildings; all allowing people to meet their daily needs without having to travel far from their home.

They should also be socially mixed, providing a range of dwelling types and tenures, at a range of densities, to ensure that a full range of local demands and needs are met.

The pattern of routes should prioritise active travel choices, making it easy and convenient to walk and cycle, both within the development, but also to other parts of the context. This requires that developments are permeable.

Finally developments should support the provision and use of public transport by making it easy and safe to get to well located public transport stops, allowing residents convenient access to the rest of the city without being reliant on a car.

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12

Does the development provide, or is it close to, neighbourhood facilities that are reachable along direct and safe walking and cycling routes?

As part of a commitment to securing both sustainable and healthy forms of development and promoting active forms of travel, suitably large developments will need to provide a good mix of facilities within walking distance from homes, whilst smaller schemes will need to ensure that they contain layouts that connect efficiently and safely to those that exist locally. We will require forms of development which are oriented towards pedestrian, cyclist and public transport users.

We will resist forms of development that are located without access to adequate facilities close to people's homes and which suggest that future residents will be car dependent when trying to reach things traditionally provided within walking distance. We will also resist forms of development where the principal routes to such facilities are indirect, unattractive or would feel unsecure.

We will adopt a range of measures to judge the reasonable distance from homes to any relevant facilities. We will use these distances as a *rule of thumb* to judge the vicinity of either existing or planned neighbourhood uses.

Issues to address

Provide direct access to existing or new shops and other neighbourhood uses, schools, leisure facilities and open spaces along well designed walking and cycling routes

(10). The layout of a development and the quality of connections it provides can have a significant impact on walking distances and people's travel choices.

Further information:
- Welsh Government (2014) *Design Guidance Active Travel (Wales) Act 2013*
- Cardiff Council, *Cardiff Cycle Design Guide*
- Sustrans (2014) *Handbook for cycle friendly design*

Provide denser forms of residential development closer to neighbourhood centres in order to provide enough people locally to support their viability (11 see over). For further information see the Cardiff Council *Liveable Design Guide.*

Locate any new facilities in residential areas at distances that allow both existing and new residents easy access to them on foot or by bike (12). Integrate these facilities into the fabric of the wider development to avoid creating isolated buildings dominated by car parking and highway infrastructure .

Fully integrate homes for elderly people within safe walking distance to local facilities and services and also public transport, in order to help maintain residents' independence.

Design homes in relation to district and local centres or shopping parades so that they might easily be converted to retail or other uses in the future.

10. Provide direct access to existing or new shops and other neighbourhood uses, schools, leisure facilities and open spaces along well designed walking and cycling routes. Integrate neighbourhood uses into the street network so that they are convenient and comfortable to walk to and between.

11. Provide denser forms of development close to neighbourhood centres and any other retail provision in order to help the viability of the commercial uses and public transport.
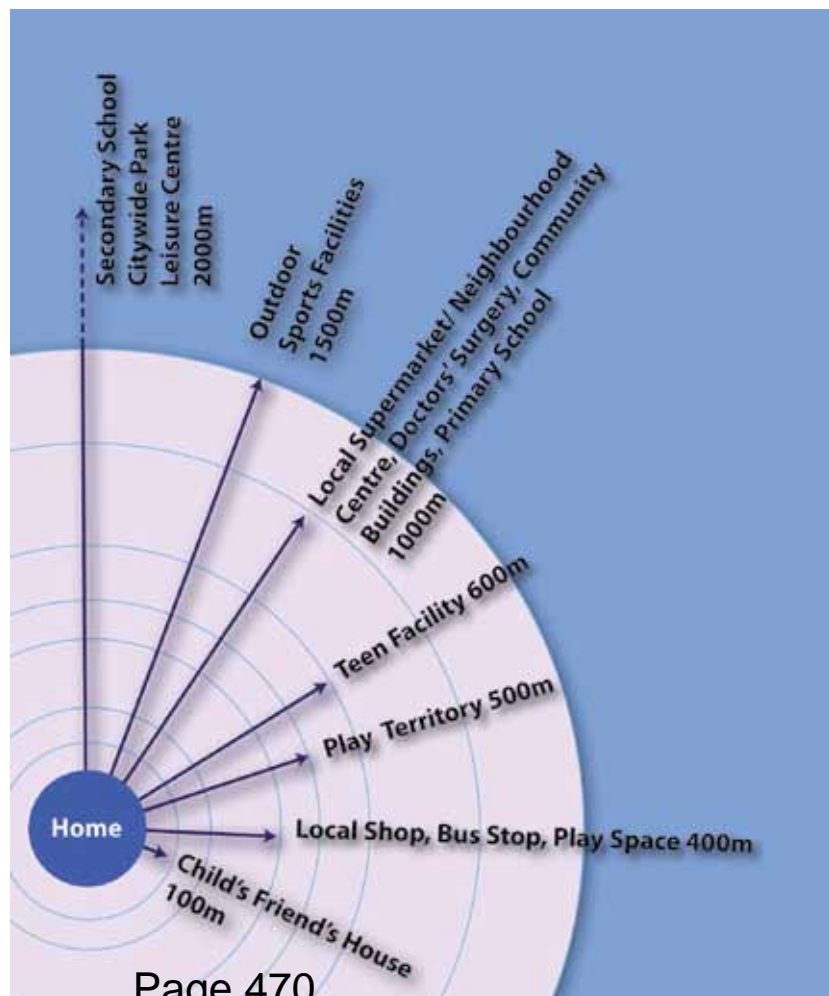
12. Locate any new facilities in residential areas at distances that allow both existing and new residents easy access to them on foot or by bike. We will adopt these distances as a rule of thumb for judging the accessibility of sites and distances to facilities and services.

Secondary School
Citywide Park
Leisure Centre
2000m

Outdoor Sports Facilities 1500m

Local Supermarket/ Neighbourhood Centre, Doctors' Surgery, Community Buildings, Primary School 1000m

Teen Facility 600m

Play Territory 500m

Local Shop, Bus Stop, Play Space 400m

Child's Friend's House 100m

Home

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14

Is there an accommodation/tenure mix that reflects the needs and aspirations of the local community?

Schemes should provide an appropriate mix of dwelling types to establish or contribute to a broad based community. Whilst we would accept the best parts of a scheme will attract the most prestigious homes, designs in general should also result in streets that are tenure blind so that it is not possible to differentiate between homes that are market sale, affordable rented and low cost home ownership. We will resist forms of development that highlight social divisions through the form of the layout or significant distinctions in façade treatments or landscaping.

Issues to address

Provide a range of dwelling types to establish or contribute to a balanced community.

The Council requires all affordable rented units (social rented and intermediate rented) to meet the standards identified in the Welsh Government's (2005 or subsequent amendments) *Development Quality Requirements.* Designs will also ensure that, despite these standards and their impact, all homes of whichever tenure are integrated into the overall design concept and externally finished to a similar standard (13).

13. We will resist social or affordable housing that is not seamlessly integrated into a layout.

Does the development have good access to public transport?

Providing pedestrian access to public transport stops, connecting homes to the rest of the city, is central to supporting more sustainable forms of development and giving transport and travel choices to residents. These stops should be well lit, overlooked by neighbouring properties and integrated into the street scene. Significant interchanges should include secure cycle storage so that people can combine cycle and bus trips. The Council will always welcome innovative schemes which explore ways of reducing car use and the negative impacts of cars on streets and public spaces.

Issues to address

Maximise the number of homes on sites that are close to good, high frequency public transport routes, reached along safe routes (14).

14. Development should maximise the number of homes on sites that are close to good, high frequency public transport routes.

Embrace key connections and desire lines to off-site local transport facilities and stops.

Promote sustainable inter-modal travel opportunities by providing safe and sheltered cycle storage at all homes or near relevant public transport stops.
Further guidance on standards for cycle parking can be found in the *Managing Transport Impacts and Parking Standards SPG*, and advice on the choice of public cycle parking, in the *Cardiff Public Realm Manual*.

Explore scope for car free developments or car-pooling schemes.

15. We will resist forms of development in which public transport stops are not fully integrated into the layout, and properly overlooked by neighbouring properties.

Ensure that public transport stops and shelters are integrated into the layout, are overlooked by neighbouring properties and well lit (15).

Further guidance on the design of recommended bus shelters can be found in the *Cardiff Public Realm Manual*.

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16

Is the scheme well connected internally and to its context?

In contrast to previous approaches to highway design, which often resulted in few pedestrian choices and longer and sometimes busier routes between parts of a community, we now expect the pattern of streets to put equal emphasis on meeting the access requirements of pedestrians and cyclists. Well-connected or permeable layouts give pedestrians and cyclists more choice and shorter routes. Often they can choose to walk or cycle along routes with less traffic. This helps make walking and cycling a positive choice.

Streets in the scheme should be well connected internally and to their context. Public routes should also be overlooked by the principal frontages or specifically designed side elevations of homes.

We will resist forms of development which provide a poor pattern of access for any category of user, or where routes are not safe.

Issues to address

Link routes directly with surrounding footpaths, cycle ways and roads (16).

Patterns of access should not result in a preponderance of private rear gardens being located next to public spaces (17).

Allow for reasonable access to future neighbouring development sites.

Foot and cycle networks should be more permeable than those provided for other vehicles, allowing direct patterns of access for active travel.

In larger schemes, do not use a block structure and pattern of access that separates public pedestrian and cyclist routes from other highway users, such as a Radburn layout.

Further guidance on design to support active travel can be found in Welsh Government (2014) *Design Guidance Active Travel (Wales) Act 2013*.

16. New routes should link directly with surrounding footpaths, cycle ways and roads so that pedestrians and cyclists can gain direct access.

17. We will resist forms of development which result in a preponderance of private rear gardens located next to public streets and spaces.

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Creating places

Rather than resulting in bland residential environments, housing developments in Cardiff will contribute to building on or establishing distinctive places.

In the past many housing developments have been criticised for ignoring aspects of their context, or resulting from the the imposition of standard highway and housing designs.

People buy houses, but we want those houses to be part of great places. Homes will be laid out to establish distinctive, diverse, attractive, safe, well used and cherished places where a wide range of people choose to live, and which will have qualities to help them remain economically, environmentally and socially sustainable.

Great places result from the explicit thought given to the qualities of the spaces between buildings, rather than just the design of the homes. Individual homes all contribute in some way to the qualities of a place, and developments should: ensure there are enough people to support a range of facilities and services; respond to the specific qualities of the context; include a range of distinctive streets and other public spaces; be easy to find your way around; have an attractive townscape, feel safe and include design features that reduce the impact of the development on the environment.

Does the development make efficient use of land and provide homes at a reasonable density?

The vitality and viability of neighbourhood centres and public transport services are dependent upon having a good number of potential customers within their catchment areas. Low density forms of development can reduce their viability, and often result in less sustainable forms of development which can't be readily reached by active travel modes. In order to support the vitality and viability of local shops and services we will welcome designs that can increase development densities within walking distance, where they also conform to other guidance presented here.

In addition, variations in the density of development can allow for greater variety in the spatial and visual character of a scheme which can enhance the townscape and help people find their way around.

There is no relationship between development density and the ability of a scheme to provide adequate green spaces or meet amenity standards, although the form of green space might go from providing private to more shared forms of garden or open space. We will always welcome interesting approaches to providing amenity spaces.

Our LDP policies for strategic sites typically present desired net densities for particular types of development across a neighbourhood and we will apply similar principles to other relevant locations (18). How we work out the net development density is presented in Figure 20 (see over).

The shift from housing to apartments typically occurs at about 35 dph, and the introduction of apartments can have a significant impact on the number of units provided on a site. This can be seen in Ninian Park and Phoenix Way examples shown in Figure 20. To meet the density requirements the introduction of apartments into some areas of a scheme might be necessary.

Issues to address

Provide residential densities adequate enough to support local commercial, community and public transport services within walking distance of people's homes.

Denser, more compact and taller forms of development, coupled with additional attention to design detail, can positively define key spaces, frontages and main streets (19).

Street or area	Net dwellings per hectare *
Within a mixed use district centre	45 +
Fronting a spine street which also facilitates public transport links to a district centre	45 +
Within 400m of a district centre	35 +
Other parts of the residential area	30 +

18. Expected net development densities for different areas within a neighbourhood based on LDP policies for strategic sites. These will be applied unless character and context factors require a more sensitive approach.

* Where an LDP policy is not a factor we may consider a measure of bed spaces per hectare to justify a density. Where this measure is considered, we will typically treat 3 bed spaces and equivalent to 1 dwelling.

19. Higher densities or taller buildings can be used to positively define key spaces, frontages and main streets. Newhall, Harlow.

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20. Net Residential Densities

The net residential density is an average across the housing area only. The land take for the assessment includes the land taken for houses, private gardens, pavements, minor access roads, car parking and 'incidental' open space. It excludes land used for 'significant' public open spaces (1), parks, play spaces, schools and their grounds (2), and land or parking associated with commercial (3) or community buildings (4).

If the boundary does not include housing on both sides of a street, the boundary is drawn down half of the highway.

Radyr Siding 29 dph

Phoenix Way 66 dph

Ninian Park 47 dph

Porth Teigr 70 dph

Is the design specific to the scheme?

Good designs seek to establish distinctive and interesting residential areas. Clear ideas for place making will inform design ideas for street- and landscapes as well as how house or other building types will be combined. We welcome the use of standard building types where they are used and adjusted to suit their position in a carefully conceived layout and townscape. We will, in particular, encourage special care in approaches to urban design in important locations requiring special townscape treatments. We will support schemes that are informed by a thorough character analysis of the context and site, although this does not mean we expect designs to mimic those within the context. We welcome innovation in the design of homes where an awareness of context has been demonstrated.

Issues to address

Standard house types should be grouped and adjusted to suit their position in a carefully conceived layout and townscape.

Present the design in relation to its context.

Develop a clear design vision for the development in order to demonstrate its response to character and context. It could be *in keeping* with areas of good character, and in particular conservation areas affected by the scheme, or create a positive new identity that complements an existing character.

Designs should be based on a thorough plan for the built form (22 see over). This could include ideas for:

- key views out of (towards distant features and landscapes) or through a site;
- key vistas created within the site;
- principal frontages, including suggestions about built form character, building scale and massing, parking arrangements (to reduce its impact on a townscape), roof forms, landscaping ideas to reinforce the special character including tree planting, soft and hard landscaping and ideas about boundary treatments;
- key nodal places to be defined by special landscape **and** built form treatments and possibly requiring more bespoke design solutions;
- secondary nodal places to be defined by a special landscape **and/or** built form treatment and requiring careful use of what might be standard house types, adjusted to this setting;
- landmark buildings (located to vary the townscape – to close a vista or create punctuation);
- key corners requiring specially designed buildings with an equal treatment of two facades and not just windows on two elevations.

For significant schemes we will expect this material to be presented to scale at the outline planning application stage.

For any category of feature highlighted at the outline planning stage, specific design guidance, precedent images and drawings should highlight the expected treatment of the feature in any subsequent reserved matters application.

21. We will resist schemes where the poor use of standard house types, and a lack of ideas for streetscape, results in bland or placeless environments.

22. Outline planning applications should contain built form and landscape diagrams similar to that below, and which present a design with the important categories of issue considered. This will give us confidence that we will achieve certain qualities in a final scheme, like that at the bottom, but still allow flexibility in the development of a detailed design. See also guidance on character statements.

Legend:

- **3 storey etc**
- **2.5 storey**
- **2 storey and block structure**
- Townscape trees (indicating specimen size when fully grown)
- Avenue trees (also indicating specimen size when fully grown)
- Public green spaces and verges
- Corner building designed to front two streets
- Nodal spaces with bespoke architecture and landscape
- Secondary spaces with bespoke landscape and adjusted standard houses
- Key view out of or through the site
- Principal frontage with parking behind the building line, care in the use of any standard house types, and an interesting roof line
- Key vista to special building or group of buildings

22

For larger schemes, character areas should be specified on a relevant plan (23). There should be a logic to this choice of areas linked to aspects of the layout. We will resist designs where we cannot understand the logic of character areas in relation to the layout. Ideas for character areas will only be considered useful if a distinctive character is likely to result.

For each area highlighted in the character area plan, design ideas for the categories of issue presented in Figure 24 should be provided as relevant.

Precedent images should also be used in any design and access statement to illustrate specific aspects of any design, and also linked to the categories in Figure 24. Generic precedent images unlinked to a specific aspect of a design will not be considered useful.

We will expect key nodal spaces to be phased into a development in a way that guarantees their qualities, either by delivering them in one go, or through approval of a design code which specifies its key qualities.

Representations of trees in plans and 3D views should represent the selected tree species at their approximate fully grown height and crown circumference, to confirm the adequacy of the growing space provided for it (22).

Design Codes may be used to ensure that master plans are implemented, the quality of development between phases is consistent, and the planned character areas are clearly distinct (25 see over).

24. Categories of detail which can be used to inform character statements

23. Character area plan. For each area, the aspects of the design that create a distinctive and successful character should be presented in a character statement. The aspects of the design that can be presented and illustrated are listed in Figure 24.

Farm Village
- Dense village grain (mixed use and 40-60 DPH)
- General village character (30-50 DPH)
- Village gardens
- Village avenue

Streets	Street hierarchy sections and building lines
	Qualities of principal frontages (see Figure 19)
	Parking strategy for residents and visitors, including principles to reduce the impact of parking on prominent frontages and integrate parking into the street scene
	Key street section dimensions
	Highway standards
Plots and buildings	Plot widths and depth, indicating front and rear garden area
	Building lines
	Building types
	Building heights
	Roof lines and forms
	Building styles or architectural details
	Materials used in houses and ancillary buildings
	Cycle parking provision
	Treatment of utility boxes
	Treatment of refuse areas
	Boundary treatments ⏤ front, side and rear
Public realm	Materials in the streetscape
	Tree and hedge protection
	Tree planting types and principles
	Other landscape designs
	Lighting
	Signage
	Public art
Special groups and spaces	Treatment of special views and vistas, nodal and secondary spaces, and special corner buildings (See Figure 19)

Regulating Plan

Density

Character Areas

Rooflines

Building Lines

CONSISTENT BUILDING LINE WITH VARIED VERGE WIDTHS AND LIMITED GAPS IN THE BUILDING LINE

WITH VARIED GAPS BETWEEN BUILDINGS TO ALLOW FOR GARDENS, ROADS AND DIFFERENT PARKING STRATEGIES

INFORMAL BUILDING LINE TO CREATE A DEATHSCAPE ZONE TO MAX AMOUNT OF LANDSCAPING

Boundaries

Low level irregular course stone wall with tiled coping

Low level brick wall and/or metal railing

Hedge between brick piers with coping stone

Railing

Low level landscaping or open

Timber post and rail fence

25. Design Codes may be used to ensure that: master plans are implemented, the quality of development between phases is consistent, and the planned character areas are clearly distinct. (Images: Pegasus Group)

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Does the scheme sympathetically integrate with existing buildings, landscape or topography?

All development sites are different, and we expect designs to try and enhance this distinction. This is particularly the case where sites have characteristics that need protecting or which might enhance a scheme. Such things include the topography of the land, features providing a distinctive historic character or identity, aspects of the ecology and landscape including trees, or views into, through or from the site.

National government guidance in *TAN 5 Nature and Conservation* requires developments to integrate biodiversity into all planning decisions, as well as ensuring species and habitat protection and mitigating the effects of climate change. *TAN 12 Design* stresses the importance of context and site analysis in highlighting any important assets as a precursor to enhancing them in a design.

Working with or enhancing these aspects of a site will add value to a development because these features are often important to and popular with both established and the future residents in an area. We will resist schemes which have not understood and appreciated these specific aspects of a site.

Issues to address

Use landscape architects to produce a landscaping strategy which integrates the scheme with the surrounding context.

Respond to and reinforce locally distinctive patterns of development (listed buildings (26), conservation areas and historic parks and gardens) and landscape designations (TPOs, SSSI, sites of importance for nature conservation).

Respond to any specific aspects of the topography, by either building along contours or, where possible, creating some drama in the townscape by exploiting the slope.

Protect or enhance any site elements which contribute to local character, where they have a long term sustainable future as part of the development.

High ground or sloping topography can make development prominent in surrounding views of the site and particularly sensitive design is required in such cases.

Exploit existing or new views to attractive aspects of the context or features of the new scheme (27 see over).

Complement the scale and massing of neighbouring built forms, unless a specific acceptance of a change in scale and massing has been indicated as acceptable.

Integrate established trees (28 see over), hedgerow and other landscape elements that must be retained through the clear designation and treatment of ecotones or buffer zones.

Explore opportunities to protect, enhance and create connected wildlife habitats and also encourage biodiversity. Strategic woodland corridors affected by

26. Integrate any listed buildings or other historic features of a site into a scheme in an acceptable way

28. Integrate existing trees into new public spaces

urbanisation can be protected through the introduction of appropriately wide green corridors (29).

We will ensure that the habitats of protected species are maintained and enhanced as a result of development proposals, through both the design of a scheme and plans for public space management.

Translocate habitats for any protected species affected by a development and which can't be successfully accommodated within a site.

Don't create awkward or unusable pieces of land which have no clear function or aesthetic value, or which will be difficult to manage and maintain (30).

Improved connectivity between woodlands

30 m belt to provide a dark flight corridor for bats between woodlands and the river

New 60 m tree and open space belt connecting woodland.
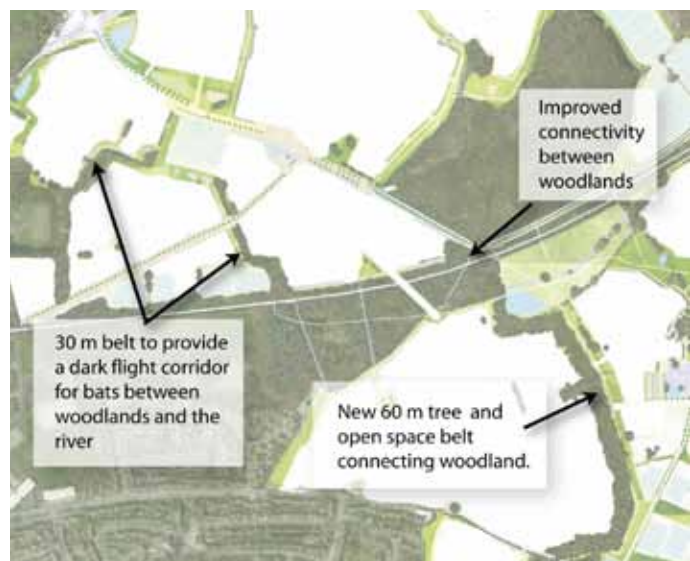
29. Strategic wildlife corridors

30. "Left over" areas of land should be designed out of schemes.

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Do the buildings and layout make it easy to find your way around and result in an attractive townscape?

New residential areas should be easy to understand for both residents and visitors. A neighbourhood that is easy to understand tends to feel safer and more secure, whilst people will know how to travel directly across a wider area. This requires a clear network of reasonably direct and distinctive streets and urban spaces that are interesting, welcoming and people-friendly. People are helped to navigate themselves along this network where there are also distinctive landmarks and focal places, memorable views, works of art and also well placed signage. By contrast, indistinct housing or even walls or fences located along standard roads forming winding cul-de-sacs can make it feel less safe whilst also being more difficult to know where you are or where a route might be going. Sometimes the design of buildings and the urban space at key junctions should be treated with particular care. These are the points that people need to know where they are, whilst the design of the environment should provide orientation to where people might want to go.

We will resist developments which result in an indistinct or placeless character, and where we anticipate people will become easily lost.

The residential townscape is determined by how buildings and aspects of the landscape are grouped to form different views and vistas, and create different places in a scheme. The quality of a townscape is also influenced by some aspects of the exterior landscape and architectural detailing which will be discussed when we look more closely at the design of homes and streetscapes.

Views, vistas and the resulting places can be well composed and attractive, or poorly considered and chaotic or even dull. A good townscape will result in places in a scheme being distinctive and memorable. Thinking about the townscape is an established tradition in urban design. Understanding key views requires images that show the three dimensional aspects of a design from the viewpoint of a user. Normal plans and elevations don't always clearly express what people will see in places. Aerial 3D views don't show us evidence of what people will see from ground level. Good street-level views should be used to design what is experienced at the human scale, even in developments which might include large buildings.

Cardiff already has many attractive townscapes, but an interest in townscape doesn't require the re-creation of traditional or established forms. We will encourage either traditional or contemporary townscapes which exploit the opportunities for place making afforded by the *Manual for Streets*.

Places that lack distinctiveness and interest will be less popular and might be less interesting to walk or even cycle around. Boring places make even short journeys feel longer. As part of a wider commitment to supporting active travel we must ensure that walking routes are attractive so that walking becomes a positive choice. A good townscape involves ideas about the strategic views and places to be introduced into a scheme, but it can also involve thinking about how houses are grouped together. We will ensure that standard houses, in particular, have been used and adjusted to create a considered townscape.

Issues to address

Link new residential areas to key uses, facilities and open spaces in the established settlement via direct and legible routes which are well overlooked and lit.

Establish a direct and connected pattern of streets and spaces for pedestrians and cyclists within the scheme.

Design the street sections to establish a spatial hierarchy which allow the status of streets to be reflected in their form, whilst creating variety in the layout (31).
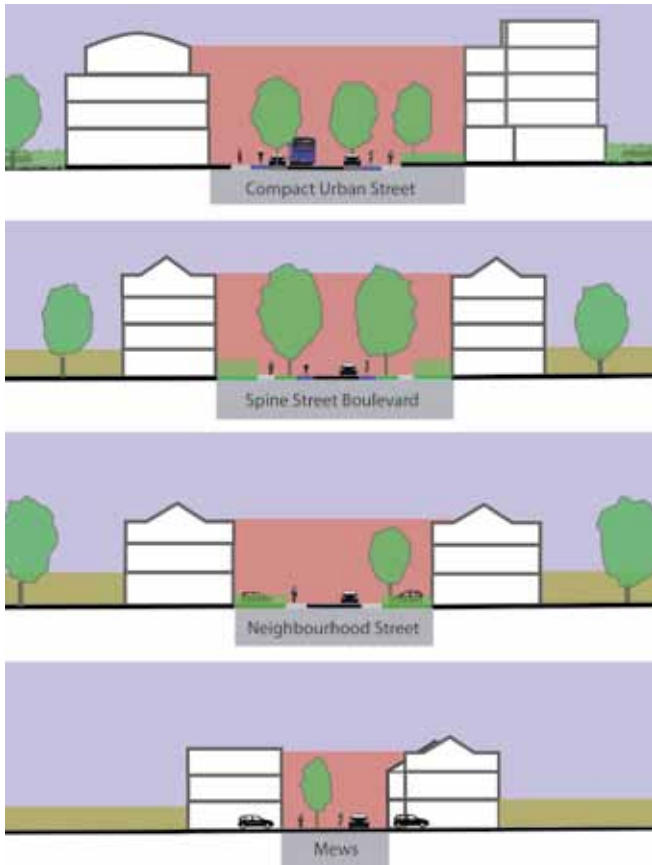
31. Varying street sections will establish a spatial hierarchy

Frame streets and public spaces with key building facades and active frontages, and not walls and fences, to help highlight them as distinctive places and maintain overlooking.

Integrate key views into the design towards significant landmark buildings or features either outside of, or inside the site. These will be identified in a thorough site and context analysis.

Locate and design any marketing suite and homes so that they do not impact on the long term design integrity of any prominent street or space.

Use key uses or create distinctive building groupings, views, gateway and landmark features to aid way finding by establishing a memorable townscape at key points in the scheme (32).

Use changes in scale and massing of buildings, or elements of a building, to highlight important spaces and intersections (32).

Locate distinctive urban spaces in a development at focal points created by the pattern of access. People can use them to orientate themselves, they can form a social focus for residents from a group of streets, and they can accommodate parts of a sustainable urban drainage scheme, larger trees and possibly also local play facilities (32).
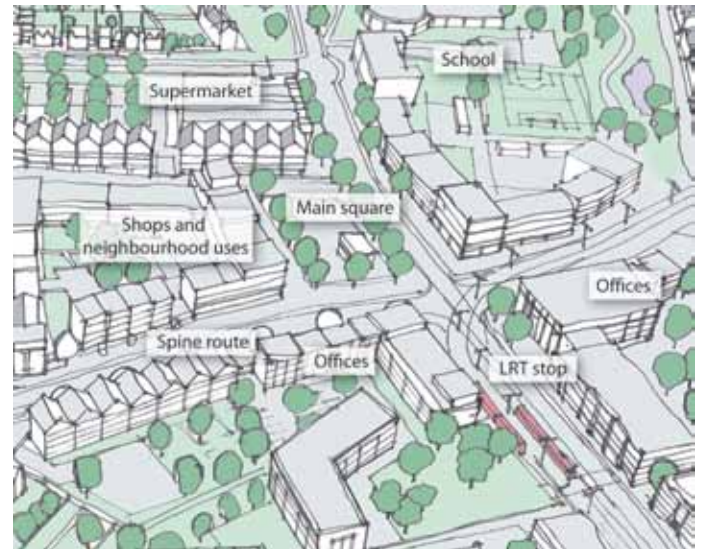
32. Key points in a scheme, where important routes meet, can be the location for any commercial and neighbourhood uses, a prominent public space, and buildings forming a distinct townscape.

The relationship between streets and public spaces and homes should be as direct and straight forward as possible for both residents and visitors, so that people can easily find front doors.

The entrance to apartment blocks should be legible and welcoming. Apartment blocks should also be identifiable with clear signage providing block numbering or naming.

Ensure that pedestrian level views of the townscape are prepared so that the townscape character can be understood and adjusted.

Design buildings at prominent corners to reflect their position in a layout. Ensure they have a suitable scale and massing, with facades that are equivalent in terms of materials and detail, and windows that offer adequate surveillance of the two streets (33 see over).

Close or punctuate significant views through a scheme with specially designed buildings or landscaping (34 see over).

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33. Buildings on significant corners should be designed to have a degree of prominence, whilst also having a plan and facade that offer a frontage treatment when seen from either street. Ingress Park, Greenhithe.

34. Close or punctuate significant views through a scheme with specially designed buildings or landscaping

35

Ensure landscaping and boundary treatments reduce the impact of frontage parking on street views (35).

Avoid close-boarded fences on boundaries that front onto public spaces and parking areas as they can have a poor visual appearance (36a). Introduce more attractive solutions (36b).

36a

36b

30

Does the scheme include adequate provision of well-designed public spaces?

Public spaces should be designed by landscape architects. These professionals know how the design of public space should be approached. They understand that a good quality of public space is central to residents' satisfaction with their neighbourhood. Public spaces include the streets, but also other types of urban or green spaces, including play areas. Their quality can make walking and cycling a pleasure, and therefore support healthier lifestyles. They can reinforce a sense of place, local identity and pride, and they can help people find their way around. They are one of the places that neighbours will meet.

In the past the success of public spaces was sometimes judged by the amount that was provided. Today we know that an over-provision of poorly designed public areas has not been successful, and so we are interested in securing the right amount, but also ensuring it is of good quality, with plans for its ongoing use, management and maintenance.

Standards for the provision of different types of open space in new residential developments will be found in the relevant chapter of the *Green Infrastructure SPG*. Concern for standards is not, however, enough.

37. Principles for informing and evaluating the design of public spaces in residential areas. Adapted from 12 Quality Criteria*, Gehl Architects.*

Safety and Protection

Feeling safe from traffic, and protection from potential traffic collisions

Appropriate highway design to promote safe driver behaviours.

Protection from crime and the fear of violence

Surveillance, good lighting, vitality.

Protection against unpleasant sensory experiences

Appropriate protection from wind, rain, pollution, cold, noise.

Health and Comfort

Opportunities for active travel

Prevention of traffic flows and infrastructure design creating community severance, room for walking and cycling, interesting routes, good surfaces, inclusive access.

Opportunities for sitting

Zones for sitting, utilising good views of townscape, landscape and people, access to the sun, well designed seating, quiet enough to talk.

Opportunities for play and exercise

Play facilities for young children and teenagers. Play and sports provision. Opportunities to play informally in streets and opens spaces.

Enjoyment

Scale

Buildings and spaces designed at a human scale

Positive sensory experience

Good design and detailing. Good materials.

Design with nature

Access to and understanding of natural processes, protecting trees and habitats, promoting biodiversity, space for large trees, sustainable water management

Different forms and character of public space are at the heart of place making. We will expect designs for larger schemes to introduce a variety of residential settings and spaces to give parts of the scheme character, as well as accommodating a variety of types of open space. Key public spaces must be located appropriately, rather than resulting from left over space following the positioning of highways and homes.

Public spaces should be designed to successfully combine ecological, visual or social functions. As a result we will also judge the design of spaces against a consistent set of principles which will ensure that all spaces are safe, healthy and comfortable, and also providing spaces that residents will enjoy (37).

Spaces must be designed to both be and feel safe, and protect residents from any unpleasant impacts which might be felt from a site's context. They should be designed to allow use for active travel, sitting and socialising.

Families are keen to know that their communities contain suitable play areas, and a hierarchy of play spaces for both young children and teenagers should be integrated into a design to ensure that there are opportunities for all ages and abilities in convenient, safe, accessible and attractive locations which are well overlooked, but will not attract anti-social behaviour. These spaces should reflect current thinking and be of a high quality to attract children and families and become a valued part of the local environment. Poor quality or unimaginative spaces will not be attractive to young people, will not be valued by a local community and might fall into disuse.

The scale of urban spaces should be at a human scale, with concern for both the hard and ecological landscape. The details of a space should be robust and attractive and designs should support sustainable patterns of drainage, protect important natural assets and otherwise promote biodiversity. We will make use of specialist advice regarding ecology and trees, and particular attention will be given to protecting existing good quality trees and finding space for new large trees in developments.

Spaces should be developed as homes are built, and we shall seek to ensure that phasing of a wider development accounts for this.

Finally we will want to ensure that sustainable plans are in place for the future management and maintenance of public spaces.
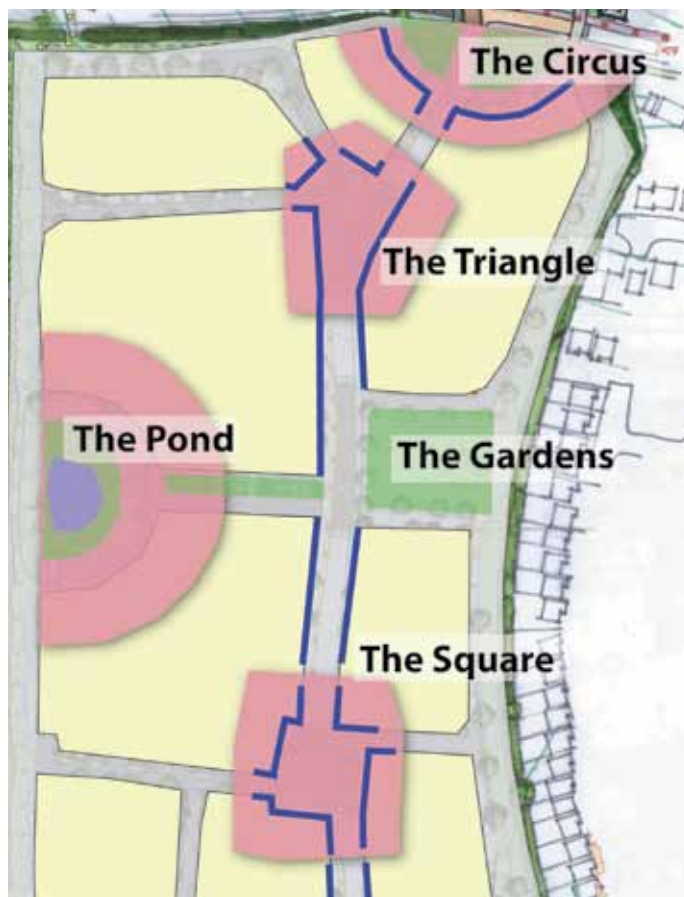
38. Developments should be designed around ideas for distinct places within a scheme. Schemes exclusively dominated by the character of highways will be resisted.

39. We will resist forms of development that do not front neighbouring public spaces

Issues to address

Designs will show how they accommodate a range of urban spaces within the built form (38).

Design landscaping to maintain sight lines across spaces and provide a reasonable degree of overlooking of public spaces from neighbouring homes. We will resist forms of development that do not front onto neighbouring public spaces (39). Open space that is tucked away in the corner

of the site, or has housing with high boundary fences backing onto it, should be avoided as this frequently leads to long term problems of anti-social behaviour. Open spaces that are out of sight and difficult to access are seen as a threat rather than a positive asset by residents. The key design aim is to create a sense of ownership and safety.

In outline applications landscape/ green infrastructure parameters plans should clearly set out strategic open space and green infrastructure concepts which can be carried forward to reserved matters applications. Such plans should set out objectives for different areas and routes and consider long term management. This might include areas for householder/ community management.

Attention should be paid to resulting micro-climates in all planned open spaces to ensure that the anticipated effects of wind and shadow will not affect the planned use of spaces.

Lighting schemes will be provided which enhance feelings of safety in all public areas of a development.

Although extreme conditions are reasonably rare, we will want to ensure that open spaces are not badly affected by exposed conditions, and in particular traffic, pollution and noise. Spaces will be located to offer excellent environmental conditions for social activities.

Hard neighbourhood spaces should be provided at a human scale. Research has suggested that spaces larger than 60 metres can start to feel over large. Overlarge public spaces between buildings can feel dangerous and anonymous. A rule of thumb is that spaces should be designed so that people in neighbouring properties can recognise the people coming and going across the space. This is called a social distance. The building of dense and tall residential buildings should not result in overlarge neighbourhood spaces.

Access to areas of public space will minimise the impact of traffic through appropriate highway designs, providing treatments which allow young children independent access without the need of parental supervision (40).

Unless otherwise dictated by natural site features, locate the main open space centrally, or where it is easily accessible from all parts of the new development and, where appropriate, other neighbouring developments. This makes it a focal point, helps in orientating visitors entering the development, and encourages use by the whole community.

Designs for open space should account for how they provide a range of activities and benefits for a wide range of residents, in line with the themes introduced in Figure 37. Open space should be multi-functional and flexible to take into account the differing needs of those living, working and visiting the area.

40. Highways should be designed to allow young children access to open and play spaces without parental supervision. Recent guidelines in Manual for Streets are being implemented to allow this to happen. The above examples show shared space solutions.

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Open space should build in resilience to climate change, providing flood mitigation for extreme events to protect surrounding buildings and infrastructure. The primary function of the open space however should remain as a space that can be used actively for recreation, with well drained ground conditions allowing good drainage and recovery after extreme weather events.

Plans should provide for both formal and informal play opportunities in line with requirements in the *Green Infrastructure SPG*, and play spaces should be designed in accordance with current thinking.
Further guidance on the provision and design of open and play spaces can be found in:
• *Green Infrastructure SPG (forthcoming)*
• www.playwales.org.uk
• Play England (2008) *Design for Play*

Within an open space the most active areas (eg play areas, teen areas, seating) should be in highly visible locations, but at a sufficient distance from properties to minimise disturbance

Trees are a popular feature of streetscapes which must be located to have ecological and townscape impact in spaces that are suitable for them. Tree planting should be given proper consideration during the early design stages rather than being treated as an afterthought.
Further guidance on planting trees can be found in:
• *the relevant part of the Green Infrastructure SPG (forthcoming)*
• *The Cardiff Public Realm Manual*

Designs should demonstrate how they can accommodate both avenue and large specimen trees, and plans and sections should accommodate the provision of both planting and growing space for all relevant varieties that are selected (41).

We would prefer layouts that accommodate a number of large, long-lived trees planted in *"fit for purpose"* beds, rather than a larger number of small or fastigiated trees, squeezed in wherever there is space left over.

If public spaces are not offered for adoption then a viable strategy for their management and maintenance will be secured through planning condition and legal agreement.

Where necessary, open spaces should be implemented on a phased basis as new, adjacent homes are completed, to ensure that open spaces are created as the community develops, rather than left to the end.

Treatments should be informed by Cardiff's adopted *Public Realm Manual* which provides detailed advice about how to approach the design of the public landscape, including the streets in residential areas.

41. Plans and sections should demonstrate how tree crown and root growth will be accommodated in relevant growing areas.

Do the buildings and layout help to make it feel safe and secure and reduce opportunities for crime?

It is well understood that the design of residential areas can help people feel safe and reduce opportunities for crime.

Four qualities help to achieve this:

- vitality or coming and going by neighbours and the public means that there are people about who can keep an eye on things.
- a clear and effective distinction between public and more private spaces means that people know where there is a right of access or control.
- views from neighbouring homes of all public areas through the use of windows, lighting and good design of the landscape mean that people feel safe, whilst potential criminals might feel observed.
- Footpaths with an open aspect and overlooked by adjoining dwellings means that all areas of public space will have surveillance and feel safe.

We will support schemes that have these qualities, and resist designs which result in places feeling unsafe or creating potential crime hot spots. Further advice on this issue might also be sought from the Secured by Design web site (securedbydesign.com) where there is detailed advice about designing new home and residential spaces.

As part of a wider commitment to supporting active travel we must also ensure that walking and cycling routes feel safe all of the time so that walking and cycling becomes a positive choice.

Issues to address

The network of streets and other public routes should be direct and visually open, and in a network that will encourage good levels of use throughout the day, safely mixing pedestrians and vehicle users (42).

Footpaths and parking areas will be overlooked by habitable rooms.

42. Networks should be direct and visually open, with the main public routes for all users fronted and overlooked by homes.

43. Maintain a clear distinction between public and private space in a resulting block structure

44. Locate utility meters in the public realm, but not as a prominent feature on a building facade

Maintain a clear distinction between public and private areas through the design of a scheme, with public routes at the front of dwellings. The pattern of permeability should not result in a preponderance of public routes to the rear of properties (43).

If segregated footpaths are unavoidable they should be well lit and have good site lines along their length to avoid potential hiding places.

Locate utility meters in the public realm, but not as a prominent feature on a building facade (44).

We will resist designs leading to public areas of development resulting in blind corners, and which might be intimidating for users (45).

Where alley ways are being suggested as a supplementary form of access, we will expect them to be gated and controlled by residents if there are otherwise inadequate defensible space measures, such as direct surveillance of the route from neighbouring homes (46).

Gated communities will not be accepted where they negatively impact on the reasonable permeability of a wider area or result in poor surveillance of neighbouring streets and public spaces.

45. We will resist designs that result in public areas of a development which result in blind corners.

46. Where alleyways are a necessary feature of a design, if they are not overlooked we will expect them to be gated and controlled by residents.

36

Does the development have features that reduce its environmental impact?

Planning Policy Wales and national planning policy guidance expects the planning system to provide new homes and buildings in a way which is consistent with sustainability principles. This is explained in the Welsh Government publication (2014) *Practice Guidance: Planning for Sustainable Buildings.*

Well-designed schemes are energy efficient and minimise or even enhance their life time impact on the natural environment. More environmentally sustainable homes and developments: require as little energy as possible and exploit renewable energy sources; sustainably manage the use of water within and from the site; and include a landscaping strategy that explores the potential to maintain and develop a site's biodiversity. Major developments of over 100 dwellings are, in particular, required to explore how low carbon and renewable energy technologies and supply systems can be used within their schemes.

Issues to address

Provide a layout that optimises solar gain for homes by ensuring that principal living spaces benefit from a southern aspect (47).

Use designs that minimise energy demand and include alternative or renewable energy sources in the development.

Major developments of over 100 dwellings will need to submit an independent energy assessment investigating the financial viability and technical feasibility of

incorporating renewable and low carbon technologies into their scheme, in line with policy EN12 of the *Cardiff Local Development Plan*.

Adopt a water efficiency strategy and explore opportunities to include rainwater harvesting, grey water recycling systems and green roofs.

Minimise surface water runoff from sealed surfaces such as driveways and paths.

Integrate a sustainable urban drainage (SUDS) system into the site layout, to control surface water runoff and therefore reduce the risks of flooding, promote biodiversity and create a valuable amenity asset (48).

Highlight "blue corridors" in an initial phase of analysis and design to properly account for surface water flow paths and the space needed to accommodate any future water attenuation.

Drainage schemes will be required to attenuate volumes of water to accommodate rainfall events 1 in 100 years, plus a 30% climate change allowance, pending agreement. This significant volume will need to be accounted for in the layout of the development, and preferably with above ground attenuation.

Recent guidance on SUDS can be found in *Welsh Government (2016) Recommended non-statutory standards for sustainable drainage (SuDS) in Wales.* Further advice on SUDS in Cardiff will be found in the *Green Infrastructure SPG* and in a forthcoming SPG dedicated to the topic.

47. Homes designed and located to optimise solar gain can

The adoption of sustainable drainage schemes will need to be considered at pre-application stage and it is recommended that early conversations with the Council and Dwr Cymru/Welsh Water are undertaken to ensure that the development is acceptable to the relevant body and adoption agreements are set out in principle.

Include a landscaping strategy which will increase biodiversity based on native species (49). Good advice on designing for biodiversity can be found elsewhere. See for example the forthcoming Green Infrastructure SPG and also: Town and Country Planning Association

(2004) *Biodiversity by Design: a guide to sustainable communities*, or Town and Country Planning Association and the Wildlife Trust (2012) *Planning for a healthy environment - good practice for green infrastructure and biodiversity*, or Wildlife Trust Wales (2016) *Green Infrastructure: a catalyst for the well-being of future generations in Wales.*

48. We will welcome developments integrating sustainable urban drainage which is designed to be an attractive and interesting feature of the environment.

49. We will welcome residential landscapes designed and managed to promote biodiversity.

Street and home

At a detailed level, new homes contribute to forming streets and other types of urban space, whilst they also have an impact on other homes in their immediate context. At this scale we want to see ideas for the character of streets and spaces through concern for detailed aspects of the new townscape. We want to ensure that public spaces are all inclusive, providing safe and convenient access for everyone. We want to ensure that there is enough car and cycle parking which must be well designed into a scheme. Schemes should conform to standards for both privacy and amenity. Homes should provide adequate facilities for the management of waste and recycling. Resulting streetscapes should also be both robust and attractive.

Are the streets and spaces defined by buildings and landscape so that the highways do not dominate their character?

Our streets and other types of public space will be designed to be distinctive places where residents can enjoy a good quality of life. They will be designed for all street users and should be regarded as social spaces which accommodate a mix of activities common to residential areas, including walking and cycling as well as children's play. These spaces will be a key focus in our neighbourhoods, and we will encourage designs which create a distinctive and interesting urban design and landscaping framework. Homes should therefore be designed according to how they contribute to this framework. Of particular need is to ensure that these streets and spaces have frontage and are well overlooked so that they feel safe and are also likely to be well used by pedestrians.

Streets should accommodate necessary vehicular access and parking without giving exclusive preference to meeting the needs of drivers. As such, their spatial and visual character should not be dominated by adherence to rigid highway standards. *Manual for Streets* highlights a movement towards combining distinctive street character types with more traditional standards for roads based on traffic flows and the number of buildings served. We expect the spatial and visual character of different places in a scheme to be designed first, and then any standards to be fully met within the design of the places.

We embrace the guidance presented in *Manual for Streets* 1 and 2. We will therefore resist forms of highway treatment based on either *Design Bulletin 32*, which has now been superseded, or *Design Manual for Roads and Bridges* which is not relevant to these types of highway.

Issues to address

Position buildings and landscapes to establish a distinctive urban form. We will resist developments where the character of a scheme is based around the design of roads (50).

50. It is expected that the character of places within a scheme will be designed before detailed highway ideas and standards are applied to a layout.

Design the spatial character of streets and public spaces to reflect their position in the hierarchy.

Design buildings, or groups of buildings, to turn corners, so that elevations in prominent locations have a design quality consistent with the principal façade (51). Ensure all public areas, including streets and alleyways, are overlooked.

Entrances to buildings should be oriented towards and visible from the street.

The transition from public space to home should be designed to enhance the kerb appeal, with care in the design of boundary treatments, bin storage, landscaping and entrances.

Well-designed boundary treatments, such as walls and fences, reinforce defensible space and can be a prominent and attractive feature of the townscape (52).

Boundary treatments visible from the public realm should be a good quality, with robust materials complimenting those used in buildings. Indistinct fencing, such as close board fencing, can be used in positions not visible from public spaces.

51. Designs should consider how homes turn prominent corners so that surveillance and the attractiveness of the frontages are maintained.

52. A design code for this development specified the need for simple white timber fencing of a particular height, leading to a great variety of designs which enhance the streetscape.

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Dimensions accommodating manoeuvring vehicles in the highway area, like hammerheads, shall be accommodated within well designed urban spaces, instead of dictating their form and character (53).

53. Highway engineering measures should be seamlessly integrated into the place making ideas (bottom) rather than dictating and dominating the resulting character (top).

Are streets and public spaces designed with a clear purpose and to a standard that meets the needs of all potential users?

The Welsh Government expects developments to be inclusive, and designed to provide access to the widest range of people, but showing particular awareness of the specific needs of older people, children and people with mobility or sensory impairments. In addition the design of residential streets should accommodate the needs of all users through a process which meets the needs of vulnerable users first, before considering the accommodation of other forms of movement. In general streets should meet the needs of people in the following order: pedestrians, cyclists, emergency vehicles, and then other vehicles. This approach ensures that pedestrian and cyclist routes are short and direct and junctions are easy and safe for them to cross.

Issues to address

Design all routes to accord with current national and local supplementary planning guidance and standards for parking. Further information:
* Welsh Government (2014) *Design Guidance Active Travel (Wales) Act 2013*
* *Managing Transport Impacts and Parking Standards SPG*
* Cardiff Council, *Cardiff Cycle Design Guide*
* Department for Transport (2007) *Manual for Streets*
* Department for Transport (2010) *Manual for Streets 2: Wider application of the principles*

Create streets with built forms and highway designs which result in vehicle design speeds of no more than 20mph.

Obtain a *Stage 1 Road Safety Audit* and *Combined User Audit* from the Highway Authority to highlight any problems regarding highway safety, active travel, inclusive accessibility and environmental aspects of a scheme. These will highlight any road safety problems that can be rectified before a Stage 2 Road Safety Audit completed as part of the Technical Approval.

Ensure that all public spaces are designed to be inclusive so that all people, including the more vulnerable, can move freely, safely and efficiently within and between neighbourhoods or get a similar quality of access to the rest of the city:

* Levels across a layout must ensure accessibility for all users, with provision of appropriate slope gradients of about 5%, with potential to have no more than 8% over very short distances.

* Buildings should have level entrances.
* Path and drive surfaces should include routes that are firm, level, non-glare and non-slip when wet or dry. Exclusive use of loose materials, such as gravel, cobbles and uneven setts, is not recommended.

Further guidance in inclusive design can be found in: Department for Transport (2005) *Inclusive mobility.*

Consult the City's Access Officer at an early stage of designing strategic developments and schemes involving a significant provision of public space, to seek help in identifying barriers to access and getting guidance on adjustments.

Accommodate direct and safe pedestrian, cyclist and vehicular movements at junctions and corners. Further information:

* Welsh Government (2014) *Design Guidance Active Travel (Wales) Act 2013*
* *Managing Transport Impacts and Parking Standards SPG*
* *Cardiff Cycle Design Guide*

Swept path analysis will be required to prove that highway geometry will be adequate to accommodate emergency, domestic waste and delivery vehicles on all highways and in turning areas, and also for buses on designated routes.

Junctions are key spaces in a neighbourhood and their spatial and visual character should not be dominated by unnecessarily generous visibility splays or excessive corner radii (54).

Ensure that junction designs along busier roads embrace current thinking and practices, meeting the needs of pedestrians and cyclists, whilst allowing efficient and safe vehicular movements.

Design streets as informal social and play spaces by exploring the use of well-designed shared space or "home zone" treatments, reflecting principles and lessons from current guidance. See the specific guidance on page 46/47.

54. On quiet residential streets, traffic goes slower where visibility is constrained, whilst a more vivid townscape is also possible. Shared space treatments can help establish plenty of room for vehicles to manoeuvre.

Street lighting should be located to provide a suitable level of illumination of all public spaces and positioned so that lighting columns do not obstruct footways. Trees and other forms of planting should not be planted where they will grow to limit the reasonable effectiveness of street lighting.

Paths for non-motorised users should be designed to include measures that will deter misuse by prohibited users. The use of barriers (see an example in 53, top image) should be resisted, as these features may discriminate against, or also be barriers for, legal users, and may contravene the Disability Discrimination Act.

Design all highways, cycle routes and footpaths to comply with the minimum dimensional standards presented in Figure 55.

In relation to the Council's winter maintenance of roads, developments may be asked to accommodate grit bins in suitable locations.

55. Required dimensions for highways

Type	Spine Streets / Special Bus Route	Residential Street	Areas designed using home zone principles	Route segregating cyclists and pedestrians and also segregated from traffic	Shared cycle and pedestrian routes, segregated from traffic	Segregated cycling route	Segregated pedestrian route
Description	Significant route providing access through the neighbourhood.	Typical design for a residential street	Shared surface residential streets, designed using home zone design principles.	A route shared by cyclists and pedestrians, but where different users are segregated.	A path shared by cyclists and pedestrians where users mix.	A route used exclusively by cyclists.	A route used exclusively by pedestrians.
Maximum design speed	20 mph	20 mph	< 20mph	-	-	-	-
Number of homes served	No upper limit	Up to 200 dwellings	Up to 100 vehicles per hour at peak times	-	-	-	-
Carriageway requirements	6.3m (min)	5.5 – 4.8 m	See separate guidance on home zone design	-	-	-	-
Junction requirements	-	Tabled from a spine road	Tabled into the shared space		-	-	-
Cycling requirements (plus clearances as given in the 'Active Travel Guidance')	3 metre. Segregated from carriageway and footway.	On street	On street	See DE021 – DE024 in Design Guidance – Active Travel (Wales) Act 2013			-
				3m (clear width)	At least 3m (if busy consider segregation).	3m (clear width)	
Footway requirements	2 m on both sides (clear width)	2 m on both sides (clear width)	Shared surface, but route protected from traffic and parking for vulnerable users.	Pedestrian route 2m.		-	At least 2 m (clear width).
Frontage development	Required	Required	Required	-	-	-	-
Domestic parking arrangements	On plot. Behind the building line, or shielded by front boundary treatments.	On plot, with landscaping to limit the impact of parking on street frontage views.	On plot or on street with landscaping to limit the impact of parking on street views.	-	-	-	-
Visitor or incidental parking arrangements	On street but not impeding the carriageway or anticipated tracking. (Note that parking width will be additional to the 6.3 metre carriageway).	On street, in designated spaces.	On street, in designated spaces.	-	-	-	-

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Shared space streets using home zone design principles

Designs using home zone design principles result in residential streets in which the road space is shared between vehicle and other road users (56). The aim is to reduce the impact of traffic, change the way that streets are used and to improve the quality of life in residential streets by making them places for people, and not just dominated by moving or parked vehicles. The design of the environment should make it clear to motorists that they share the street space with other people, and that they should drive accordingly.

Within such environments the street will be designed to reduce normal traffic speeds to below 20mph.

Reducing traffic speeds to the recommended design speed will be achieved more easily where there is a stepped reduction in speed on the approach to the area.

Home zones should be located at the most local end of the road hierarchy and be the destination for most traffic.

Carriageway design should include features which limit forward visibility, and encourage slow driving, but also be designed to accommodate larger vehicles.

The highway width available for all users should not create unacceptably wide paths for motorised users, nor make manoeuvring unduly onerous for larger vehicles that may need to enter. Routes for vehicles will have to be validated by swept path analysis to the satisfaction of the highway authority.

Various techniques may be used to achieve the desired design speed including: shared surfaces; indirect routes for vehicular traffic; careful highway design, areas of planting in the street; careful use of surface materials; features to encourage the use of the street, such as seating and play equipment; and appropriate signs and 'gateways' to mark the limits of the area.

Care should be taken to avoid a "wall to wall" paving treatment that erodes street character. Paving of any shared surface areas can reflect the use of the space, and in particular, highlight the path for vehicles, areas of parking or sitting and play spaces. Material choices for adopted areas should be based on the palette in the *Cardiff Public Realm Manual*.

Vehicles should not have to travel more than 400 metres along a home zone. Longer distances can result in driver frustration.

Home zones should not experience more than about 100 vehicle movements during the afternoon peak hour when there is the chance of most conflict between people driving and other street users, including children playing.

A designated safe route for blind and partially sighted people, but also for other vulnerable street users, should be provided through any shared space element of a scheme. This route, and the approach to it, should be suitably marked to meet the needs of the visually impaired (57).

56. Well designed home zones successfully combine the listed features.

It may not be necessary to highlight junction priority in a home zone.

Home zones can be clearly marked at their entrances and exits with carefully designed 'gateway' features, to minimise the need for signage.

Home zone spaces will be defined by buildings and landscaping, rather than by conventional kerb edges and carriageways.

Dwellings that define the edges of a home zone should overlook the space, and front gardens should not be long, ensuring that there is a direct relationship between the dwellings and the home zone space.

Home zone spaces can include features to encourage social interaction such as communal seating areas and play equipment. These should be carefully sited to avoid any loss of residential amenity.

Some on-street parking will be provided in home zones, but it must be provided in clearly marked bays and arranged in such a way as to not inconvenience pedestrians and/or cyclists.

Opportunities for indiscriminate on-street parking shall be minimised through the careful arrangement of planting and other features within the space, and controlled parking zones might be introduced to regulate the location of parking.

Parking spaces that are provided will be carefully integrated between planting to minimise the visual impact of parked cars.

We will resist shared surface schemes which, through their design, do not benefit residents by virtue of their dimensions, geometries or anticipated spatial or aesthetic qualities (58).

Further guidance on the design of home zones can be found in:
- Biddulph, M (2001) *Home zones: a planning and design handbook*
- IHIE (2002) *Home zones: Design guidelines*

Is resident and visitor parking sufficient and well integrated so that it does not dominate the street scene?

We are interested in how schemes accommodate both car and cycle parking. How we accommodate car parking in particular is a key concern of house buyers, but insensitive solutions can have a significant impact on the visual character of buildings and streets. We must accommodate the right number of parking spaces. Various approaches to accommodating parking are acceptable, and the best schemes often include a mix of solutions, with approaches adjusted to reflect how parking contributes to achieving other urban design objectives and aspirations. We will resist schemes in which off street parking dominates the visual character of the environment when seen from the perspective of a pedestrian. Street views must be designed to have a deliberate townscape and landscaping, into which suitable approaches to parking are added.
At a higher level of detail, the parking needs to be convenient and well overlooked with concern shown for both resident and visitor spaces. The landscaping treatment of parking spaces should also be considered as part of a wider street scene.

59. The best schemes are not dominated by parked cars, and integrate cars into a layout in a variety of ways

Car parking

Issues to address

Provide enough parking for residents located close to people's homes. The best schemes are not dominated by parked cars, and integrate cars in a variety of ways (59). Further guidance on the design and standards for parking can be found in:
- *Managing Transport Impacts and Parking Standards SPG*
- English Partnerships (2006) *Car parking: what works, where*

Ensure parking areas are well overlooked by the people who own the vehicles?

Provide adequate visitor parking located conveniently and intuitively, preferably on or close to the street (60).

In key locations, ensure parked cars are well integrated into the street scene whilst not visually dominating the resulting townscape or frontage. Ensure landscaping or front boundaries are used to soften the visual impact of vehicles parked perpendicular to a building line and/or on-plot and in front of the building line. (61).

60. Visitor parking should be located close to homes, and on or close to the street.

61. Landscaping and good boundaries should shield cars parked perpendicular to and in front of a building line.

62. Undercroft parking must only be used and located where it has least impact on prominent frontages.

Site and design parking so that the principal building frontage and its pedestrian access is from or as close as possible to the street.

Reduce the potential for footway parking through the clear designation of any on-street spaces and the use of features such as kerb build-outs, bollards and planting. Mark individual parking spaces in an attractive way as part of the landscape treatment.

Undercroft parking must only be used and located where it has least impact on prominent frontages. Schemes should ensure that all principal frontages to public spaces are active, with the presence of doors and windows. Key frontages dominated by garages or the screening of parking will be resisted (62).

Access to undercroft parking or entrances through buildings which are uncontrolled by gates should include a sign indicating the maximum height of vehicles that be accommodated under the building. This is to reduce the risk of collision.

Design garages to have materials and detailing consistent with the wider scheme. They should not be positioned at prominent locations in the street scene, such as on corners, in front of consistent building lines or at the end of prominent street vistas.

Where possible, driveway egress widths should be one vehicle wide, so that open driveways do not visually dominate the character of streets.

Ensure rear parking courts are small, so that people who use them will get to know each other. Avoid multiple access points from the public realm, and don't put public routes through them. A safe, direct and convenient route between homes and any rear parking court must be provided. Allow a sufficient budget for appropriate

boundary walls, landscaping and lighting. Think about if their location and the local crime rate justifies the installation of gates (63).

We will resist apartment developments where principal living spaces face directly onto car parking areas or courts with inadequate landscaping to soften the outlook.

For higher density schemes we would encourage basement or ground floor parking to be covered with a landscaped deck providing private or communal amenity space for residents (64).

63. Rear parking courts can be an attractive feature of a scheme if they are small, closely linked to and overlooked by well designed homes and attractively landscaped (bottom image). If any of these qualities are missing they can feel a bleak and may not be used (top image).

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64. *Higher density schemes can establish attractive and useful spaces on parking decks.*

Cycle parking

Issues to address

All forms of residential accommodation require adequate bike parking spaces to be designated in a design. Design drawings should show the location and amount of cycle parking being provided in a scheme, and reassure us that this will be sheltered and secure. Further guidance on cycle parking standards and design can be found in:

• Welsh Government (2014) *Design Guidance Active Travel (Wales) Act 2013*
• *Cardiff Cycle Design Guide*, and
• *Managing Transport Impacts and Parking Standards SPG*
• Details on recommended cycle stands can also be found in the *Cardiff Public Realm Manual*

In housing schemes, cycle provision could be designed and built into the front elevations, along with refuse and recycling storage. Any such provision should be designed to be an integral part of the house design, and not appear to be an after thought.

In apartment schemes, convenient, secure, covered cycle parking should be provided within the curtilage of the scheme.

Provide adequate visitor cycle parking in formal public spaces where cyclists might need it. Put it close to key destinations, in locations that have coming and going, are overlooked and well lit. Further advice on standards for on-street cycle parking infrastructure can be found in the *Cardiff Public Realm Manual.*

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Are the individual houses well designed to meet the needs and aspirations of future occupants and also in relation to their context?

Individual homes should be well designed and exhibit architectural quality. This does not mean that we are interested in imposing an arbitrary style of architecture on developers or their designers. It means that homes should be designed to realise the qualities required from this guidance whilst also providing a design of homes which fully satisfy both the needs and aspirations of residents. Homes should:

- **provide enough room to accommodate its occupants and their lifestyles in comfort;**
- **provide for inclusive accessibility, in line with Part M of the Building Regulations;**
- **be energy efficient;**
- **be robust and easy to personalise and maintain;**
- **result in a successful kerb appeal and enhance the appearance of an area.**

The best designs might also be innovative and interesting.

Issues to address

We will encourage buildings which celebrate the positive elements of a local context **or** provide a good new contemporary character and form. This means that we will encourage groups of buildings which have good:

- scale and massing;
- roof forms;
- building materials and use of texture and colour;
- window proportions and facade composition;
- boundary treatments;
- detailing of all aspects, including porches, entrances and windows, transitions between materials, rainwater goods, eaves, soffits and weather boards, chimneys and ironwork.

We will highlight situations where access to homes might fall below standards of inclusivity through the introduction of steps or slopes, or uneven surfaces, which discriminate against people who have a mobility impairment.

Levels across a layout must ensure accessibility for all users, with provision of appropriate slope gradients of about 5%, with potential to have no more than 8% over very short distances.

Buildings should have level entrances. Path and drive surfaces should include routes that are firm, level,

non-glare and non-slip when wet or dry. Exclusive use of loose materials, such as gravel, cobbles and uneven setts is not recommended. Further guidance in inclusive design can be found in: Department for Transport (2005) *Inclusive mobility.*

We will resist homes which we think, for any reason, will not provide enough room to comfortably accommodate the anticipated occupants.

We will resist bland developments containing buildings which include little evidence of care in their form and composition, a repetition of uninteresting elements and a complete absence of any relevant detailing.

Ancillary elements of a home, such as the boundaries, garages, sheds, cycle parking and waste storage and recycling structures, should be treated as an integral part of the design. Their quality should match that of the rest of the development.

We will resist forms of development where the scale and massing of any buildings or other element of a scheme, are discordant, or aspects of a scheme are poorly chosen or located in the street scene.

We will work to improve architectural compositions where the proportions within a facade or group of facades appear to be random or ill considered.

Materials should be good quality and fit for purpose. They should be selected to compliment the overall composition and visual character of a scheme and also anticipate the effects of weathering.

The Cardiff *Liveable Design Guide* discusses how we want to encourage energy efficient patterns of development and forms of housing. We will welcome homes designed to be energy efficient or otherwise innovative in form and character where all other matters have been dealt with well, including sensitivity to context.

Does the design conform to necessary amenity standards?

Meeting amenity standards will not, on its own, result in well-designed neighbourhoods, but residents and neighbours are concerned about their privacy, their access to reasonably sized gardens or other types of outdoor space, and also the quality of natural light in their homes. Designs might provide these amenities in innovative ways, and so these common standards will always be used flexibly if a design solution justifies it.

Issues to address

Privacy
- A privacy distance of at least 21 metres will be required between facing windows to habitable rooms on the private side of a development. Design measures can be used to secure privacy by means other than distance, such as by careful window positioning and screening.
- The minimum overlooking distance from a rear window above the ground floor to a private garden area of a facing dwelling should be at least 10.5 metres.
- Where homes are angled at 30 degrees or more to each other, they can be closer together, but measures to limit garden overlooking might be necessary. Such schemes will be judged on their merits.
- The scale and massing of any design must not be overbearing or result in the unacceptable overshadowing of neighbouring properties.

Outdoor amenity spaces

- Provide enclosed and secure private rear gardens for all houses and ground floor flats that might serve as family accommodation.
- Gardens should measure at least 10.5m in depth or 50m² overall. Visual privacy should be provided for at least part of the garden, and ideally the space immediately to the rear of the dwelling.
- Innovative ways of providing outdoor amenity space are always encouraged and will be considered on their merits.
- Well-designed shared amenity spaces such as roof gardens, communal gardens and additional areas of play can be suitable in some forms of development. Where these are introduced to a suitable design, we will allow the required garden standard to be mixed between these private and shared amenity spaces, so long as all other standards are met.
- For communal gardens, a minimum area of 75m² should be provided for up to 5 units with an additional 10m² for each additional unit.
- Communal gardens should be clearly defined, secure and private, accessible to all occupants and integral

to the form and character of the development. They should be designed to ensure that all functional requirements of the residents (equivalent to a private garden) are met, such as relaxation, clothes drying or refuse storage.
- Balconies will need to be provided for apartments with no direct, safe or convenient access to a communal garden or other suitable public green spaces within their vicinity. They should be a minimum of 5m². They should be located in positions where they receive direct sunlight for some part of the day, and preferably with a southern aspect.

Balconies should generally be avoided in established suburban locations characterised by larger rear gardens if they will result in significant overlooking.

Outlook

Habitable rooms in individual dwellings, including single aspect flats, should have a pleasant outlook onto streets or amenity spaces, rather than, for example, face a poorly landscaped parking area.

Daylight and sun light

The BRE publication *Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice* provides a series of techniques for assessing the extent to which any development provides adequate daylight and sunlight to habitable rooms within any development, or affected neighbouring buildings.

We will apply these standards to an initial judgement of schemes, and may request further evidence to justify a design approach in certain situations if we are concerned about the likely adequacy and impacts.

We may apply separate assessments to judge the impact of development on a neighbouring outdoor area, such as a patio, and we will typically seek extensions of at least 2 storeys to be away from the property boundary by at least 2m.

How we will apply daylight and sunlight assessments

The assessment of sunlight and daylight is based on the BRE guidance presented in *Site Planning for Daylight and Sunlight- a guide to good practice* .

Although changes to permitted development rights have allowed certain types of infill development which might exceed these standards, where the opportunity to control exists, we will apply the standards in a reasonable manner.

These guidelines will sometimes be used flexibly as we recognise that light can be provided to living spaces via a number of means which might not be evident from the assessment approaches, whilst certain townscape situations might reasonably deserve some flexibility in their use. As such the standards are initially used as a trigger to invite further justification for a design.

We will resist developments which do not meet these standards without further justification or other reasonable measures being in place to provide adequate light.

The standards apply equally to impacts on both new and existing buildings, and should be assessed accordingly.

The standards will not apply to affects resulting from the height of minor gables

Where the standards are not being met, we will always seek ways to improve the situation to the required standard.

Affected rooms

This guidance applies to habitable rooms which, according to the layout plan, are the main daytime living spaces of the scheme. Assessments will not relate to toilets, bathrooms, circulation spaces, storerooms, galley kitchens or similar spaces. Rooms containing beds will only be included in an assessment if they form part of the daytime living space.

Rooms containing more than one effective source of light, such as windows on other facades, light wells or tubes will not be included in any assessment (65).

65. Rooms containing more than one source of light will not be included.

The 25 degree rule

The first assessment relates to windows facing other buildings or relevant structures.

A significant building or structure will be obstructing reasonable light to a relevant window if it breaks a line projecting up from the centre of the relevant window 25 degrees from the horizontal (66).
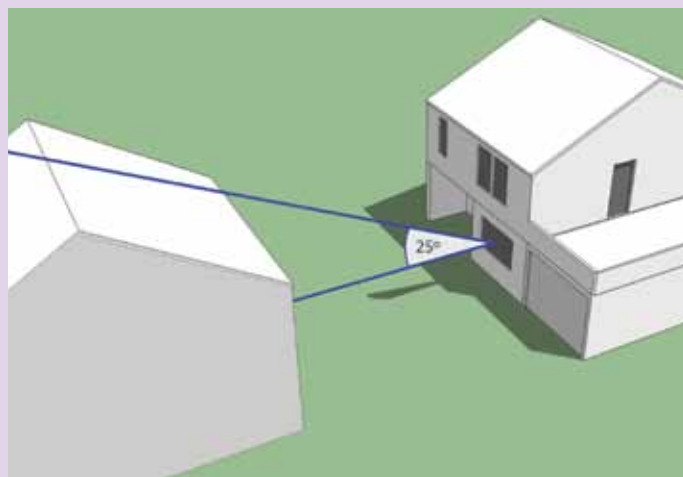
66. The 25 degree line projecting from the centre of the relevant window. In this case the scheme is immediately acceptable.

If this occurs, applicants can prove that windows will not be adversely affected by this structure by quantifying the daylight using the Skylight Indicator or Waldram assessments set out in the BRE publication. The measure of daylight reaching a window should not fall below 27%. Software applications exist to help with such an assessment.

If the window is in a glass door, the line can originate from 2 metres above the relevant floor or storey level.

If a new building is improving an existing situation then the standards may be applied flexibly, and before and after studies should be provided.
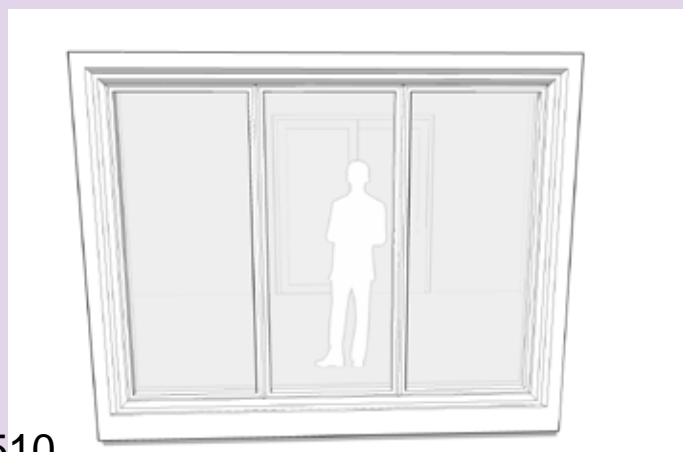
The 45 degree rule

The second assessment relates to any extensions from an existing building line, and windows affected by this extension.

An extension will be obstructing reasonable light to a relevant window if it breaks a line projecting 45 degrees **both** horizontally (assessed in a plan) and vertically (assessed in relevant elevations) from the centre of the window (67).

Extensions with a pitched roof should be assessed from the centre of the pitch.

This measure can also be applied to the assessment of relevant windows in a courtyard.

Facing windows can be assessed using the 25 degree method.

It is particularly important to avoid the tunneling effect, where a window is affected by projecting extensions from two directions.
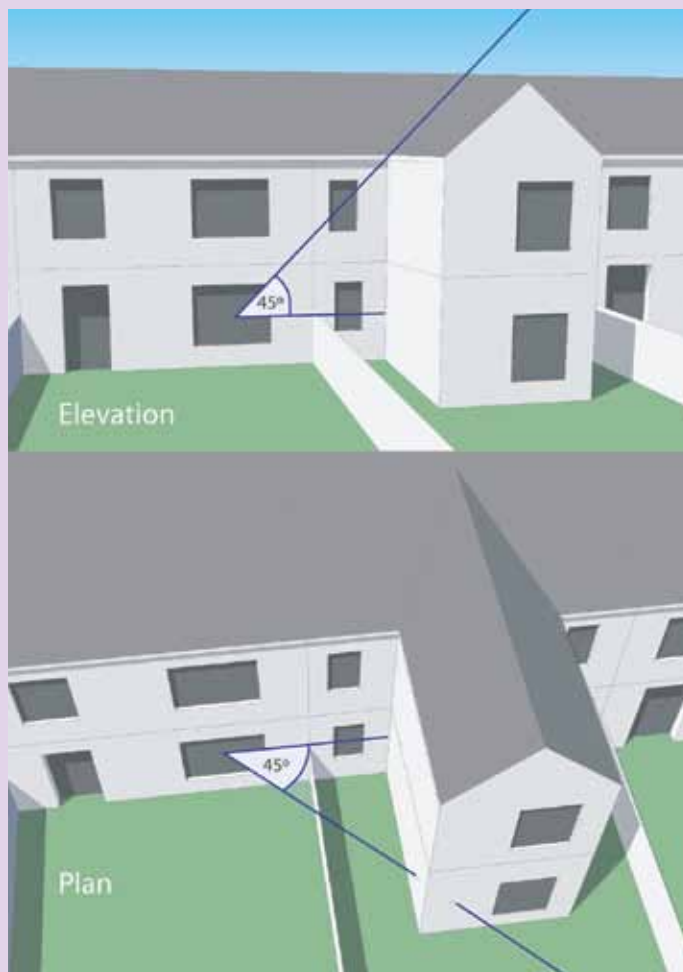
Sunlight

Windows facing within 90 degrees of due south will gain some direct sunlight for some period of the day, if there is no obstruction.

Sensitive design of living spaces will ensure that each dwelling has a main living room which can receive a reasonable amount of direct sunlight.

Overshadowing

Outdoor public spaces designed for optional activities, like sitting and playing, may need to prove, through shadow modelling (68), that the spaces receive direct sunlight between the start of April and the start of October.

68.
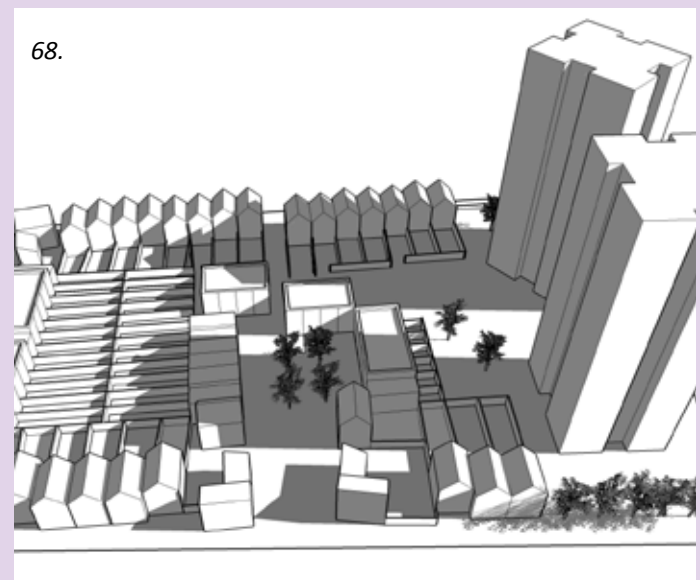
67. A 45 degree line projecting from the centre of the window in both elevation and plan shouldn't hit the relevant extension. In these cases the scheme is acceptable in elevation, but the plan shows the extension is too deep.

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Does the design include adequate and well-designed waste and recycling facilities, and care in the location and integration of meter cupboards?

Waste collection and storage facilities can have a significant impact on the visual character of a development, whilst their location in a scheme can impact on their convenience of use and collection. Well designed schemes will consider waste facilities to be an integral part of the architectural or landscape treatment. In a similar way, meter cupboards can be either an unnecessarily prominent feature of a facade, or they can be positively integrated and visually unobtrusive (69).

Issues to address

Specific information about, and standards for design for, waste and recycling collection services and facilities can be found in the *Waste Collection & Storage Facilities SPG.*

Schemes should provide suitable spaces for the storage of general waste bins, recyclable material containers, food bins and garden waste bins (only where a garden is provided). The storage of waste cannot occur on the highway or in public spaces.

A degree of flexibility is required for any waste storage area, due to the ever changing nature of waste collection methods used by this Council. Waste may be separated into further waste streams which may require the storage of more/different containers

Facilities and spaces should be an integral part of the design and be sensitively located, well-screened and easily accessible for both residents and collection crews.

In particular, any refuse storage areas visible from public spaces should be well integrated into the street scene.

Apartment schemes which provide communal recycling and refuse storage spaces incorporated within the building are generally preferred.

Provide sufficient access for waste collection vehicles to pull up and collect bins with the minimum travel distance from the vehicle to the agreed kerbside collection points. Vehicles should be able to get within 25 metres of any storage point, but shorter distances are preferred.

Meter cupboards should be integrated into a design and visually unobtrusive from the street frontage.

Meter cupboards in a contrasting colour from the rest of a building facade can detract from the appearance of dwelling elevations and if they are used at all they should be situated as to best minimise their harmful visual impact.

69. Refuse storage and the position of meters should be integrated into the facade design of any relevant buildings so that they aren't prominent.
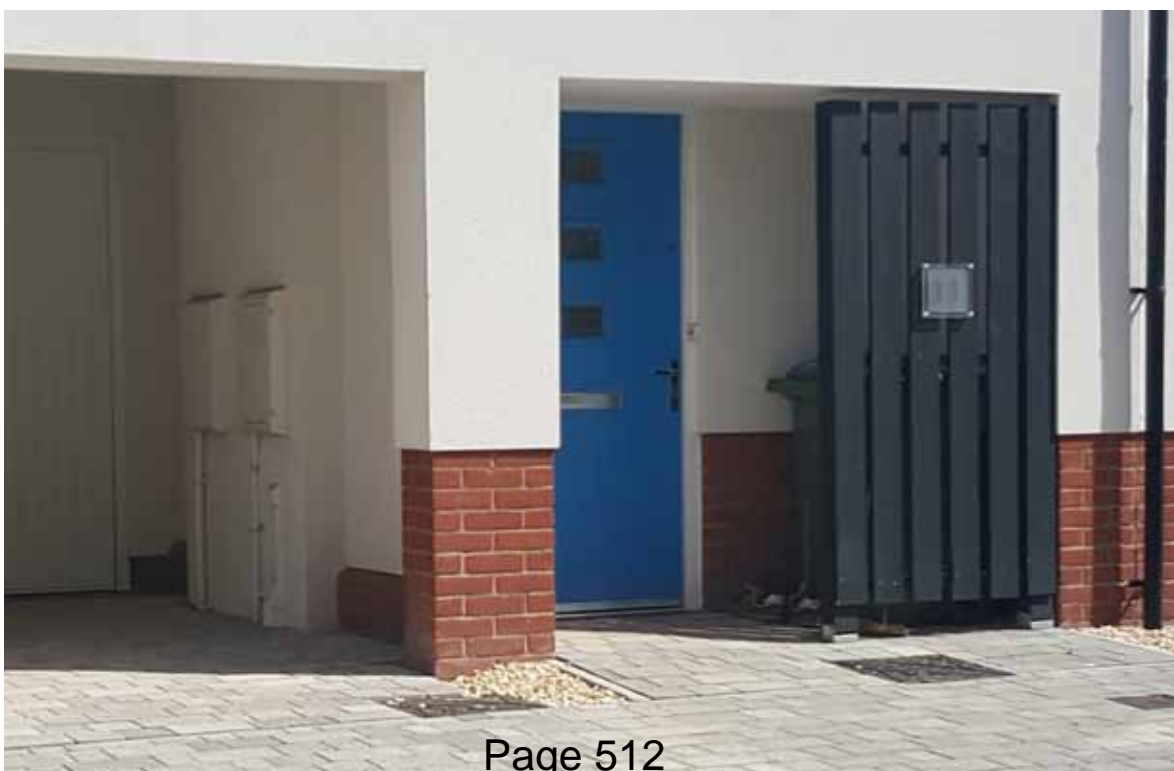
Is the streetscape both attractive and robust?

Manual for Streets has seen a quiet revolution in how streets can be designed. Gone are the strict standards of the past, resulting in monotonous environments, to be replaced with opportunities to create a greater variety of residential settings.

This greater freedom requires more care to ensure that streetscapes are well designed, and we will give support to schemes where the streetscape is both attractive and robust, but where it will also be easy to manage and maintain.

In particular, streetscape designs should meet the needs of vulnerable street users.

Issues to address

Surfaces

Where streets are to be adopted, surface materials should be selected from the *Cardiff Public Realm Manual*, and should be appropriate to their function within the street. Please consult the Council early in the design process about any materials to be used on highways that will be adopted.

Streetscapes should have regard to active travel advice and standards provided in the Welsh Government's *Design Guidance: Active Travel (Wales) Act 2013* in order to support our wider commitment to active travel opportunities.

The range of materials used in a scheme should be kept to a minimum, but be enough to highlight different street functions and, where possible, create visual interest. A simple pallete of good quality and easily available materials will help us maintain adopted street surfaces in the future.

Streetscapes should be designed to support the needs of vulnerable street users. Shared surfaces must be designed to provide a safe route through, free from any traffic or parking, for people, including the partially sighted. Materials should be selected to provide convenient routes to all areas for wheelchair users. Contrast of material should be used to highlight hazards. Arbitrary contrasts and small scale contrasting patterns should be avoided, as these can be distracting and hard to interpret for people who rely on clear visual cues.

Poorly designed streetscapes can contribute to the monotony of residential environments and might suggest an undesirable priority for vehicle users, particularly in shared spaces. We will resist designs where we think a lack of ideas for built form, highway geometry, planting and streetscape design will result in this quality (70).

70. We will resist designs where we think a lack of ideas for built form, highway geometry, planting and streetscape design will result in a bland townscape which might give too much priority to vehicle users.

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Street Furniture

The use of street furniture should be an integral part of the design, and will help to establish an area's quality and character. It should be unobtrusive, high quality, fit for purpose and coordinated to compliment the visual character of the wider streetscape design.

Where necessary, items should be grouped together, columns should be shared, or features like street lights attached to buildings to reduce the cluttering effect of uncoordinated designs.

As with other aspects of a streetscape, limit the range of colours and designs used, so that the street furniture does not dominate the view, *but* ensure that items are clearly distinguishable within their context, so that they are visible to people who are partially sighted (71).

71. Street furniture should be clearly distinguishable within its context so that it is visible to people who are partially sighted.

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Public Art

Public art has sometimes been a very celebrated feature of new residential environments, and we will encourage its inclusion within relevant developments.

Where required by policy, we would encourage early thought about how art might be integrated into a design and then subsequently maintained. Further guidance on how public art might be developed into a scheme can be found in the *Cardiff Public Art Strategy*. The *Cardiff Public Art SPG* provides detailed guidance of the Council's requirements for the provision of artworks arising specifically through the development process.

We would encourage art to be integrated into the most prominent positions or views in a layout so that it can be seen and enjoyed by the most people (72).

Art should not cause any form of obstruction, and should be clearly visible when viewed, at an appropriate point, against its context.

Public art does not need to be used, in a traditional sense, to create discrete works. Instead it could be integrated into the design of more ordinary aspects of a place, such as surfaces, signage, seating, boundary treatments or ironwork (73).

Art works could be developed with input from future residents in order to establish a sense of ownership and support for works that emerge.

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Useful publications referred to in this guidance

Welsh Government

Planning Policy Wales

Design Guidance Active Travel (Wales) Act 2013

Development Quality Requirements

Practice Guidance: Planning for Sustainable Buildings

Recommended non-statutory standards for sustainable drainage (SuDS) in Wales

Technical Advice Note 5: Nature and Conservation

Technical Advice Note 12: Design

Technical Advice Note 12: Design Guidance on Design and Access Statements

Cardiff Council

Local Development Plan 2006-2026

Local Development Plan Masterplanning Framework

Liveable Design Guide: Placemaking, urban design, architecture

Cycle Design Guide

Public Art Strategy

Public Realm Manual

Supplementary Planning Guidance

- *Public Art*
- *Green Infrastructure (forthcoming)*
- *Infill Sites*
- *Managing Transport Impacts and Parking (forthcoming)*
- *Sustainable Urban Drainage (forthcoming)*
- *Waste collection and storage*

UK Government

Department for Transport (2007) *Manual for Streets,* London: DfT

Department for Transport (2010) *Manual for Streets 2: Wider Application of the Principles*, London: DfT

Department for Transport (2005) *Inclusive Mobility*, London: DfT

Others

Biddulph, M (2001) Home zones: a planning and design handbook, Bristol: Policy Press

Birkbeck, D and Kruczkowski, S (2015) Building for Life 12: Wales, Nottingham: Nottingham Trent University

Building Research Establishment (2011) Site Layout Planning for Daylight and Sunlight: A Guide to Good Practice, Watford: BRE Trust

Countryside Council for Wales (2006) Providing Accessible Natural Greenspace in Towns and Cities: A Practical Guide to Assessing the Resource and Implementing Local Standards for Provision in Wales

Design Commission for Wales (2016) Site and Context Analysis: Capturing the value of a site, Cardiff: DCFW

English Partnerships (2006) Car parking: what works, where, London: EP

Institute of Highway and Incorporated Engineers (2002) Home zones: design guidelines, London: IHIE

Play England (2008) Design for Play

Sustrans (2014) Handbook of cycle friendly design, Bristol: Sustrans

Town and Country Planning Association (2004) Biodiversity by design: a guide to sustainable communities, London:TCPA

Town and Country Planning Association and the Wildlife Trust (2012) Planning for a healthy environment - good practice for green infrastructure and biodiversity, London: TCPA

Wildlife Trust Wales (2016) Green Infrastructure: a catalyst for the well-being of future generations in Wales

Appendix 1 Consultees

Public consultation was undertaken between 8th September and the 20th October 2016. A press notice was placed in a local newspaper on Wednesday 7th September 2016. Copies of the draft guidance was placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also published on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors, the Welsh Government, Community Councils in Cardiff and any interested persons and the following organisations known to have general interest in planning in Cardiff or a potential interest in this guidance:

Alder King
Alternatives for Transport
AMEC Environment & Infrastructure UK Limited
Arts Council of Wales
Arup
Asbri Planning Ltd
Associated British Ports
Association of Inland Navigation Authorities
Atkins
Austin-Smith: Lord
Baker Associates
Barton Willmore
Bellway Homes (Wales Division) Ltd
Biffa
Bilfinger GVA
Black Environment Network
Blake Morgan LLP
BNP Paribas Real Estate
Bovis Homes
Boyer Planning
Bristol City Council
Bryant Homes (South West)
BT Group plc
Business in the Community Wales
C2J
Cadwyn Housing Association
Caerau and Ely Communities First
Caerphilly County Borough Council
Campaign for the Protection of Rural Wales
Cardiff & Vale Parents Federation
Cardiff & Vale University Health Board (UHB)
Cardiff Access Group
Cardiff Against the Incinerator
Cardiff Bus

Cardiff Bus Users
Cardiff Civic Society
Cardiff Community Housing Association
Cardiff Cycling Campaign
Cardiff Ethnic Minority Elders
Cardiff Greenpeace
Cardiff Heliport
Cardiff International Airport Ltd.
Cardiff Local Access Forum
Cardiff Metropolitan University
Cardiff Naturalists
Cardiff Pedestrian Liberation
Cardiff Transition
Cardiff University
Cardiff West Communities First
Carolyn Jones Planning Services
CDN Planning
Celsa Manufacturing (UK) LTD
Cemex Uk Operations Ltd
CFW Architects
CGMS Consulting
Chartered Institute of Housing in Wales
Chichester Nunns Partnership
Chris Morgan
Chwarae Teg
Civil Aviation Authority
Coal Authority
Coleg Glan Hafren
Communities First Adamsdown
Community Housing Cymru
Community Land Advisory Service Cymru
Confederation of British Industry
Confederation of Passenger Transport
Connections Design
Country Land and Business Association
CSJ Planning Consultants
Danescourt Community Association
David Lock Associates***
Davies Sutton Architects
DavisMeade Agricultural
Derek Prosser Associates
Design Circle RSAW South
Design Commission for Wales***
Development, Land & Planning Consultants Ltd
Disability Arts Cymru
Disability Wales
DLP Consultants
DPP Cardiff
Drivers Jonas
DTB Design
DTZ
Dwr Cymru Welsh Water
Edenstone Homes
Equality and Human Rights Commission
Ethnic Business Support Project
Federation of Small Businesses
First City Limited
FirstGroup plc

Firstplan
Forestry Commisssion Wales
Freight Transport Association
Friends of Nantfawr Community Woodland
Fulfords Land & Planning
G L Hearn
G Powys Jones MSc FRTPI
Garden History Society
Geraint John Planning Ltd
GL Hearn Ltd
Glamorgan - Gwent Archaeological Trust Ltd
Glamorgan Gwent Housing Association
GMA Planning
Graig Community Council
Graig Protection Society
Great Western Trains Company Limited
Grosvenor Waterside
GVA
GVA Grimley
H O W Commercial Planning Advisors
Haford Housing Association Limited/ Hafod Care Association Limited
Halcrow
Hammonds Yates
Harmers
Harmers
Heath Residents Association
Herbert R Thomas LLP
Home Builders Federation
Hutchinson 3G UK
Hyland Edgar Driver
Hywel Davies
Interfaith Wales
Jacobs Babtie
Jeremy Peter Associates
JLL
John Robinson Planning & Design
John Wotton Architects
Jones Lang LaSalle
JP Morgan Asset Management
Keep Wales Tidy
Kelly Taylor & Associates
Kingsmead Assets Limited
Knight Frank
Landscape Insitute Wales
Levvel Ltd
Linc-Cymru
Lisvane Community Council
Llandaff Conservation Group
Llandaff Society
Lovell Partnership
Loyn & Co Architects
LUC
Madley Construction
Mango Planning and Development Limited
Marshfield Community Council
Martin Robeson Plannning Practice

McCarthy & Stone (plc)
McCarthy and Stone (Western Region)
Meadgate Homes Ltd
Mineral Products Association
Morgan Cole
Mott MacDonald
Nathaniel Lichfield and Partners***
National Youth Arts
Natural Resources Wales***
Neame Sutton
Network Rail
Network Rail Infrastructure Ltd
Newport City Council
NFU Cymru
North West Cardiff Group
Novell Tullet
O2 UK
Oakgrove Nurseries
Old St Mellons Community Council
Orange
Origin3
Pantmawr Residents Association
Peace Mala
Peacock & Smith
Pegasus
Pentyrch Community Council
Persimmon Homes***
Peterson Williams
Peterstone Community Council
Phillippa Cole
Planning Aid Wales
Planning Potential
Police & Crime Commissioner
Powell Dobson
Powergen
Prospero Planning
Quarry Products Association
Quinco
Race Equality First
Radyr & Morganstown Association
Radyr and Morganstown Community Council
Radyr and Morganstown Partnership and Community Trust (PACT)
Radyr Farm
Radyr Golf Club
Rapleys
Redrow Homes (South Wales)
Reeves Retail Planning Consultancy Ltd
Renplan
Reservoir Action Group (RAG)
Rhiwbina Civic Society
Rhondda Cynon Taf County Borough Council
RICS Wales
Rio Architects
Riverside Communities First Team
Robert Turely Associates
Roberts Limbrick
Robertson Francis Partnership
Royal Commission on the Ancient & Historical Monuments of Wales

Royal National Institute for the Blind
RPS Group Plc
RSPB Cymru
Save Creigiau Action Group
Savills
Savills (Cardiff)
Scope Cymru
Scott Brownrigg
Sellwood Planning
Shawn Cullen
SK Designs
SLR Consulting
South Wales Chamber of Commerce Cardiff
South Wales Police Crime Prevention Design Adviser
South Wales WIN
Splott and Tremorfa Communities First
Sport Wales
SSE Energy Supply Ltd
St Fagans Community Council
Stedman Architectural
Stewart Ross Associates
Stonewall Cymru
Stride Treglown Town Planning
Stuart Coventry Scott Wilson
Sullivan Land & Planning
Sustrans Cymru
SWALEC
Taff Housing Association
Tanner & Tilley
Taylor Wimpey
Terry Nunns Architects
The 20th Century Society
The Boarding Centre Ltd
The Design Group 3
The Georgian Group
The Institute of Cemetery and Crematorium Management
The Land Mark Practice
The Planning Bureau
The Royal Town Planning Institute
The urbanists
The Victorian Society
The Wildlife Trust of South & West Wales
Theatres Trust
T-Mobile (UK) Ltd
Tongwynlais Community Council
Torfaen County Borough Council
Turley Associates
United Welsh Housing Association
Urban City Ltd
Urdd Youth Group
Velindre NHS Trust Corporate Headquarters
Virgin Media
Vodaphone
Wales & West Housing Association
Wales Council for Voluntary Action
Wales Women's Aid
Watts Morgan
Welsh Ambulance Services NHS Trust - South East Region

Welsh Government
Welsh Government - Economy Skills and Transport Division
Welsh Language Commissioner
Welsh Language Society
Welsh Tenants Federation Ltd
Wentlooge Community Council
White Young Green Planning
Wimpey Homes
Wyevale Garden Centres Ltd.

Comments relevant to the draft guidance were received from the above consultees indicated ***.

Appendix 2   Summary of External Consultation Comments and Responses

Page No.	Comment	Response
General comment	This is a very thorough document that covers in detail the elements that should be considered in the design and review of residential developments. The position of the Council is firm in certain areas setting out clear expectations for developers. The reference to Building for Life 12 Wales as well as the Site and Context Analysis Guide and Planning for Sustainable Buildings written by DCFW is welcomed, as is the reference to consulting the Commission. The sub-section headings provide a helpful set of questions for the review of a development proposal.	No response required
General comment	The scope and content of the design guide is exhaustive. Although this may be helpful in setting out the types of issues to be considered, it has the potential to become unwieldy in both preparing schemes and assessing the design of a development if stringently followed. With the level and nature of design issues raised in the SPG, it is very likely that many principles will conflict with one another and it will rarely be possible for a scheme to incorporate all of the design principles, especially when further consideration such as, site constraints, competing consultee interests and development costs are taken in to account. It is therefore vitally important that a balanced approach to design is adopted and that the issues set out in the SPG are not used as a checklist to be followed in preparing or assessing development schemes. We consider that the draft SPG should comprise general guidance.	The themes and issues within the guide are common to the designers of residential schemes and in line with both TAN 12 and Building for Life 12 (Wales). The level of content provided is broadly in line with previous SPG on this topic from 2008. It addresses the full range of issues which a designer for a major scheme should consider, but it should also be evident that not all issues will be relevant to all schemes. The guidance is written with care in how language is used to clarify areas where the Council will take a strong view, and areas where we would encourage concern. Good designers will be familiar with the material and approach.
General comment	Section and sub-section numbering may help with orientation within the document. Further use of summaries and cross references may help to reduce the amount of text further.	We feel that the structure of the document is clear, with use of straightforward headings and subheadings. It is also graphically structured with a clear table of contents. We are not convinced that summaries would add additional clarity, as the key issues are already summarised under relevant questions.
General comment	Are there differing needs or considerations for inner-city residential development compared to edge of settlement or infill? Has any work been done on understanding the local context of different areas that could be referenced?	The guidance has been written to be generic and relevant to all areas of the city. References in the document to the need for site and context analysis encourage appropriate design approaches to embrace variety in different parts of the city.
General comment	It may also be relevant to cover: development phasing considerations; providing or allowing connections to potential future development sites; and future management and maintenance considerations.	Reference is briefly made to the need for phasing plans to account for the delivery of necessary infrastructure and open spaces (4, 32). It also features in LDP policy KP4. Reference to necessary plans for management and maintenance of public spaces are referred to on pgs. 27, 31, 32 and 34. The need to account for access to future neighbouring development sites is referred to on page 17.
General reference to standard house types	The appearance of dwellings is only one element of the design process and the use of house types from housing developers' pattern books does not preclude a scheme from being of a high-quality of design. Layout, access, relationship to public open space and services as well as public realm considerations are just some of the many aspects that can result in well-designed communities, regardless of the precise appearance of the house types. There are many examples of high-quality development schemes where standard house types have been utilised. We consider that the tone of the message set out in the draft SPG in respect of the use of standard developer house types needs further consideration.	The guidance does not make the point that the use of standard house types is an undesirable form of development, whilst the substance of the guidance reflects a full range of issues. Reference to this issue can only be found on pages 10 and 21. On Page 21 the guidance states: "Avoid excessive use of standard building types (21). Standard house types should be grouped and adjusted to suit their position in a carefully conceived layout and townscape." We will briefly add further text to highlight a positive message about how standard house types are well used in most situations, and delete the first sentence. We will also adjust the text on image 21 to make reference to the streetscape and landscape design as a factor shaping the qualities of a scheme. These issues are addressed further elsewhere in the guidance.
General reference to standard house types	Standard house types can contribute to the creation of an attractive form of development with its own character provided that the standard house types utilised are of a variety of tenures and contain an appropriate degree of variation in scale, material, massing and fenestration.	See above response

11	Summarising the key design questions that must be addressed. Creating Places, third bullet, we suggest the use of alternative wording to 'exploit', such as 'sympathetically integrate with' or 'respond positively to'. As well as providing views from the development, high ground or sloping topography can also make a development prominent in surrounding views of the site and particularly sensitive design is required in such cases.	Wording will be adjusted.
12-17	Guidance under this Section is important but has its limitations if the structure and form of existing developments that define the immediate physical context of a site suffers from serious urban design deficiencies. The approach therefore needs to be honest about the context of existing development and the extent to which new development should respect this context and can be truly integrated with an existing neighbourhood.	This guidance relates to any matters within the control of a designer or developer and not to urban design problems that may exist within the wider context. The guidance may be used to assess the suitability of some sites for sustainable forms of development, and it is correct to say that some may be found unacceptable. We are confident that the scale of development at strategic sites means that these issues can fully addressed within the site.
19	A minimum density of 40 dwellings per hectare on key secondary streets and the spine street may not always be achievable. The minimum density requirements would preclude certain house types from being delivered even though there may be a demand for such housing.	The diagram, originally from the Cardiff Liveable Design Guide, will be adjusted to more closely reflect existing LDP policy for strategic sites, including their spine routes. Within strategic sites there is scope to deliver a full range of house types to meet various types of demand, at various densities.
19	Whilst density is normally a relevant consideration in assessing the efficient use of land, market demand and housing need will have implications on the types and sizes of housing that can be provided, which in turn will influence the type and size of residential development. This will in turn have implications on the scale and density that can be achieved. We suggest that other standards such as plot ratios or habitable rooms per hectare, alongside other considerations such as scale, building heights and forms could be used as these may be more valuable for guiding and testing proposals.	Density is an established indicator associated with sustainable development - to support the viability of local facilities and public transport. The higher density ranges do not preclude a choice of residential typologies being delivered, including terraced or courtyard, and sheltered forms of housing, as well as flats and apartments. In the text we will defer to the LDP policies for the key strategic sites which already refer to the densities we expect. For other sites we will adjust the table to reflect LDP policy more closely, and also create scope for a more flexible approach to delivering density related to bed-spaces per hectare.
19	[Our development] is unlikely to always meet the minimum desired storey heights of developments specified for the varying locations.	We agree in general terms that a discussion about density does not need to embrace building heights which are referred to elsewhere in the document. They will be taken out of the diagram.
19	We feel it needs to be made clearer that the density and height figures for development set out within Figure 18 are the Council's density ambitions as opposed to minimum standards.	Minimum densities are referred to in LDP policy for specific strategic sites. Away from these sites, a commitment to sustainable forms of development requires reference to minimum density standards if we are to deliver forms of development which reduce their environmental impact, as reflected within the LDP generally. Aligning other sites with density expectations for strategic sites in the LDP is consistent.
19	Should density, street type and unit type correlate in this way? For example small apartment blocks or maisonettes on a street of otherwise semi or detached housing could provide a greater variety of housing options and greater diversity.	We partially agree. References to unit type and building height will be removed from this part of the guidance, although reflecting LDP policies we will continue to maintain concern for densities along key routes. It is possible to accommodate a variety of building types within these density ranges.
21	The vast majority of housing to be delivered across Cardiff over the Local Development Plan period will be delivered by national house builders that will have pattern books of house-types that they are capable of delivering. Although these may be able to be varied to some extent, commercially it will not necessarily be possible to provide bespoke house types for specific locations.	The issue of bespoke design is only referred to on page 21 in bullet point 4 in the list, where it is suggested that plans for built form should highlight key nodal spaces "requiring special landscape and built form treatments and requiring more bespoke design solutions". We have changed this to say "possibly requiring".
21	Guidance under this heading on Page 21 states that the City Council will "resist developments that make excessive or inappropriate use of standard building types which dominate the form and character of a scheme". We feel that there is a danger with this statement in that it may prevent the creation of well-planned [developments] which are characterised by simple, homogenous, standard house-types. We therefore request that the Guide is amended to reflect the potential for standard building types alongside bespoke designs in prominent locations, especially those in transport corridors or neighbourhood centres.	The guide has been adjusted accordingly.
29	Apartment blocks should be are clearly identifiable with clear signage providing block numbering or naming. The entrance to apartment blocks should be legible and welcoming.	The points will be added.

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33	Under the issues to address section (pages 33-34) we recommend the inclusion of Landscape/ Green Infrastructure Parameters Plans to clearly set out strategic open space and green infrastructure concepts in outline applications, which can be carried forward to reserved matters applications. Such plans should set out objectives for different areas and routes and should consider long term management, in particular areas and features for public realm and householder/ community management.	The point has been included.
38	We suggest the text which discusses landscape (page 38) should make reference to the forthcoming Green Infrastructure SPG as a further source of guidance. We also recommend reference is made to the following documents: - Wildlife Trusts Wales Green Infrastructure Report; - Countryside Council for Wales (now NRW) Greenspace Toolkit Accessible Natural Greenspace Standards.	The first publication will been added. The second could not be readily found.
39	Experience suggests that requirements by Highway Authorities to adhere to strict engineering standards, and minimise maintenance liabilities for major streets can undermine place-making efforts. Ambitions for the types of streets and spaces envisioned by 'Manual for Streets' can only be realised with the clear support of the Highways Department….If place is to feature well in highway design, the Highways Department will need to be involved from the outset and at the different stages of the master planning process	Our highways team have provided detailed feedback on this document, and we are very mindful of the issue.
53	The minimum garden size for homes subject to Welsh Government's Design Quality Requirements (DQR) is 40sq m. In the absence of any firm justification, we question the proposed minimum standards set out in the draft SPG.	Minimum standards for private gardens to family housing reflect a consistent standard between various SPGs within the City, including the previous edition of this SPG, and historic versions on design guidance on infill development. The area is consistent with the application of other amenity standards in the guidance applied to the smallest houses developed in the city, including the need for at least a 10.5m distance to neighbouring rear gardens for reasons of privacy. The Council is committed to ensuring that all families of the smallest houses can enjoy a reasonable outdoor area, but is flexible in how other forms of amenity space are provided in other residential typologies. Scope always exists for designers to suggest innovative forms of, for example, communal amenity space provision which might reduce the areas. This is reflected elsewhere in the text on page 53.

For further information on any aspect of this guidance please contact:

design@cardiff.gov.uk

Tall Buildings

Supplementary Planning Guidance

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

Front cover: physical model of tall building proposal in Cardiff city centre,
Rio Architects / Watkins Jones / Skyline

Contents

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1. Introduction

City centre public space with views to proposed elegant, reflective tall building (far right),
Comcast Innovation and Technology Centre, Philadelphia
Dbox / Foster & Partners

1.0   Introduction

Policy context

1.1   This Supplementary Planning Guidance (SPG) supplements policies in the adopted Cardiff Local Development Plan (LDP) relating to good quality and sustainable design and more specifically tall buildings

1.2   Welsh Government support the use of SPG to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan polices and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan but are a material consideration in the determination of planning applications.

1.3.   High quality design policies are embedded throughout the national and local planning policy framework. Welsh Government (WG) guidance includes the following:

   ▪ Planning Policy Wales
   ▪ Technical Advice Note (TAN) 12: Design
   ▪ Practice Guidance: Planning for Sustainable Buildings

1.4.   Policies in the LDP to which this SPG relates (amongst others) are identified below:

   ▪ KP5 (Good Quality and Sustainable Design)
   ▪ KP8 (Sustainable Transport)
   ▪ EN9 (Conservation of the Historic Environment)
   ▪ EN12 (Renewable Energy and Low Carbon Technologies)
   ▪ H3 (Affordable Housing)

Shaping the character of Cardiff

1.5.   Well-designed tall buildings in appropriate locations have the potential to add significant value to Cardiff. They can enhance skylines and provide recognisable landmarks that can serve to promote the city on a national and international stage.

1.6.   This guidance is focussed on the development of tall buildings within the city centre and broadly Cardiff bay. Tall buildings outside of these areas are unlikely to be supported unless a justification within the parameters of the guidance can be provided.

Liveable city

1.7.   Cardiff seeks to be the most liveable capital city in Europe and to create an inclusive, vibrant, thriving, sustainable and attractive city in which to live and work. Proposals for tall buildings need to demonstrate an exceptional standard of design together with appropriate land uses and public realm through careful planning and design so that they knit well into the existing fabric of the city.

Sustainability

1.8.   As a very high density form of development, tall buildings have great potential to promote and deliver excellence in sustainability and help to conserve land resources. This guidance aims to ensure that innovative design solutions are employed to ensure that buildings achieve low carbon targets.

Application of the guidance

1.9.   The SPG broadly covers appropriate locations of tall buildings, types of land uses, urban design, architecture and sustainable development. It will be used to assess the appropriateness of planning proposals for planning applications where it is considered to be relevant.

1.10.   Each application for a tall building will be considered on its merits and the applicant will be required to justify the siting of the proposed scheme in the context of a clear design analysis and strategy for the site.

Definition of tall buildings

1.11.   For the purposes of this guidance, a tall building is normally considered to be:

- Within the city centre and Cardiff bay: 8 storeys+ or circa 25m+
- Outside the city centre: Buildings which are double or more than double height of surrounding properties or significantly taller in terms of actual height and number of floors.

City centre and Cardiff Bay

1.12.   There are a range of tall and high density buildings in Cardiff and an audit and analysis of these was carried out prior to the SPG written in 2009. This exercise showed a high incidence of buildings up to six storeys which are fairly typical of the built form of the city centre. In this city centre context, buildings of eight storeys and above would be considered as tall buildings which stand above the general skyline and it is proposals of this order that this guidance seeks to address. Floor to ceiling heights can vary in different types of development so a pragmatic approach to this definition will be adopted, taking into consideration the typical characteristics and context of any proposal's surroundings.

1.13.   In general terms, the city centre and Cardiff Bay area for the purposes of this SPG is considered to be within the City Centre Strategy boundary, which is currently under review as indicated in the LDP (KP10). The fringes of the city centre may adapt and change over time and each site will be considered in its own merits and how the site meets all the criteria in this guide.

Outside the city centre

1.14.   In areas outside the city centre, buildings tend to be far lower. Buildings which are double or more than double height of surrounding properties or significantly taller in terms of actual height and number of floors, would be considered tall in this context. Tall buildings outside the city centre are unlikely to be supported unless they can be demonstrated as meeting all of the criteria outlined in this SPG.

2. The Location of Tall Buildings

30 St Mary the Axe, 'The Gherkin', London,
Nigel Young / Foster & Partners

2.0   The Location of Tall Buildings

2.1.   Attractive tall buildings in clusters can help to signify the core areas of the city, particularly areas within the city centre and wider Cardiff Bay. The areas that tend to lend themselves to tall buildings are often along railway corridors, urban corner sites in the core of the city centre, sites that form part of existing clusters of tall buildings (see paragraph 4.8-4.12) and waterfronts.

2.2.   To justify an appropriate location, proposals need to show a detailed context analysis at a variety of scales including street, block, neighbourhood, skyline and city.

All tall building proposals must demonstrate that:

- There would be no negative impacts on **important views or vistas**.
- The character or setting of **heritage assets** is not harmed.
- The proposal will be a **positive feature in skyline & streetscape**, either by complementing a cluster of tall buildings or forming a strategic landmark.
- No material harm is caused by **overshadowing or overlooking**.
- There will be walking and cycling **accessibility** to sustainable transport and local facilities.

Detailed proposals will:

- Exhibit **exceptional architectural standards**: elegance in form, silhouette and quality of materials.
- Maximise **activity** through ground floors uses and fenestration.
- Provide the highest standards of building **performance**, **safety**, **inclusivity** and **adaptability**.
- Include exemplary **cycle storage**, **low car parking levels** and **integrated servicing, recycling and waste storage**.
- Prove that the development will not create adverse **microclimatic** effects.
- Deliver significant enhancements to the **public realm**.

Sustainable transport, Cardiff

3.0   Sustainable Transport, Parking Guidance and Community Facilities

3.1.   Tall buildings will only be acceptable in locations that are highly accessible by walking and cycling to a range of sustainable transport options, particularly bus stops on core routes and railway stations (as specified in Active Travel Guidance). Access to additional facilities such as car clubs and water taxi stops can also be beneficial to increase the range of options available.

3.2.   The Active Travel Guidance (WG) indicates that transport stops are key walking trip attractors and their accessibility can be assessed using isochrones with a 400m / approximate 5-minute zone. A high quality route is of equal importance and an analysis of should be included in the Design and Access Statement. Manual for Streets advises that walkable neighbourhoods are characterised by having a range of facilities broadly within 10 minutes walking distance. The high population-density of tall buildings and the demand placed upon the transport network by this scale of development is a major consideration in determining their appropriate location. The site for a proposed tall building must be located where there is good access to community, leisure and other facilities.

3.3.   The LDP targets for sustainable transport and aspirations for low carbon design mean that it will be unsuitable for private cars to be the predominant means of access to tall buildings. Important considerations in determining applications include capacity of the existing transport network, the quality of pedestrian and cycle links between the proposed site and public transport infrastructure and the feasibility of making improvements to the transport system. For proposals in sustainable locations, reduced or zero parking provision will be sought which will ensure that the development is not dominated by its parking provision. The design of parking measures needs to be considered along with the design principles for the public realm. Travel plans will be required to support sustainable transport proposals.

3.4.   Any parking is preferably located completely underground. Undercroft parking is only acceptable where it does not have a negative impact on the public realm and does not create long stretches of unanimated edges. This can be overcome by wrapping car parking with ground floor uses. If a blank elevation of undercroft or partial underground parking is considered to be essential for a short stretch of the site, it must be screened with an appropriate materials such as soft landscaping, green wall, natural materials or engaging public art.

3.5.   The entrance and exit to parking areas must be located where they minimise disruption of pedestrian movement on pedestrian routes or public spaces. Where vehicular access below the building is allowed, access needs to be strictly controlled and managed.

4. Skyline, Strategic Views and Vistas

1. Illustrative skyline of notable buildings,
2. Skyline across Cardiff Bay, City of Cardiff Council,
3. Tall building proposal at dusk, Callaghan Square, Rio Architects/ Watkins Jones/ Skyline
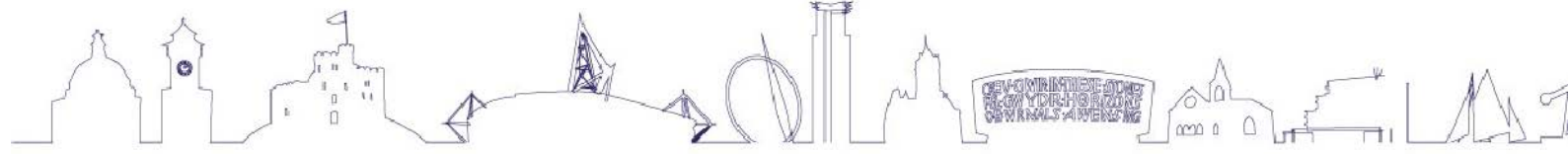
4.0   Skyline, Strategic Views and Vistas

i.   City centre

Skyline

4.1.   Tall buildings in the city centre and bay need to create a positive feature in the city skyline, as viewed from key locations around the city.

4.2.   The skyline of Cardiff is typically made up of a number of tall buildings, in addition to other notable architectural features in the roofscape. It is considered important to retain key views to strategic architectural features and buildings in the skyline from both long range and intermediate range views because they create an image for the city of Cardiff as well as aiding legibility walking through the city. Examples of notable features in the city centre and bay include: the Millennium Stadium masts, the Millennium Centre bronze-coloured domed roof, the Pierhead building, church steeples, Cardiff Castle clock tower, City Hall clocktower and the Norweigian Church.

4.3.   Buildings of character should be given sufficient breathing space to preserve their setting. Consideration should be given to how a tall building may impact on smaller buildings of character within a view corridor. The proposal should show how the building complements them character buildings, possibly framing them, but not distract from them.

Nightscape

4.4   The use of well-considered, artistic or innovative lighting solutions can also enhance the legibility of buildings at night adding value to the city's skyline.

Strategic views

4.5.   Important strategic views, of an intermediate scale, towards the bay and city centre can be gained from: the Barrage, the 10k circuit around Cardiff Bay, Penarth and Lloyd George Avenue. Intermittent views can also be glimpsed from vehicular arterial routes, such as the Central Link road and A4232. Important local / close range views to notable features and key buildings can be gained from the Hayes, Queen Street, Cathays Park, Castle Street and bridges along the River Taff.

4.6.   Tall buildings should, where appropriate, contribute to the opening up and framing of key views, or acting as an enclosing vista at the end of street to improve the legibility of the city and the wider townscape.

4.7.   Relevant building proposals will be required to show these strategic viewpoints (and possibly others) with computer generated images (CGIs) and in some cases audited views. These need to be discussed with the local planning authority. Views to the city centre and bay may include long range views from suburban locations such as Penarth Head, Radyr and Rumney, views from within parks, river corridors and views from within relevant conservation areas, historic parks and gardens.

Clusters

4.8. Proposals for tall buildings should generally be located within an existing cluster or form part of a proposal to create a new cluster (a cluster can be defined as a group of buildings which form a visual cohesion from more than one viewing point). The building should demonstrate the ability to raise the quality and coherence of any existing cluster. There may be exceptions where a free-standing tall building outside of a cluster can be demonstrated as providing a landmark within the street scene and skyline or at the termination of a vista.

4.9. The development of a building within an existing cluster of tall buildings or the creation of a new cluster has specific design considerations. These include identification of the relationship of the new building to an existing dominant building in the cluster and to other surrounding buildings, or the consideration as to whether there is a need for the proposal to form a new dominant building to the group.

4.10. Additional tall buildings would only be acceptable if there is a distinct urban design rationale and benefit which does not prejudice other aspects of the SPG .These relationships need to be demonstrated through a skyline analysis and as the development is likely to be visible from 360º it must be assessed in this context from a number of different viewpoints. It is important to create a visual gap between tall buildings so that they do not appear to merge as one large slab.

4.11. It is important to consider the impact of a cluster of tall buildings at ground level. Continuity of active street edge is important and tall buildings should not become isolated objects in a space.

4.12. The replacement of an existing tall building with another will not necessarily be supported unless all the criteria of this guidance can be met.

Landmarks

4.13. Tall buildings can draw attention to locations of civic or visual importance such as city centres and major public transport interchanges. They can also help to give focus, momentum and publicity to areas undergoing regeneration. Well-designed tall buildings often gain attention from other cities as notable landmarks and create topics of interest and discussion.

ii. Areas outside the city centre: views

4.14. Views to sites for tall buildings outside of the city centre will be particularly important from parks and river corridors in the locality and anticipated views from areas where they will break an established tree line that interrupts a rural setting with hills or countryside as a back drop. A visual impact assessment is likely to be needed. The topography around the area and viewing places in the wider neighbourhoods need to be accounted for.

Tall Building proposal: materials, scale & massing respond sensitively to Listed Chapel,
Rio Architects; Watkins Jones; Skyline

5.0 Historic Environment Setting

5.1. Tall buildings can be highly visible from many outlying areas of the city, including sensitive historic environments, and so the potential impact on these environments needs careful consideration. Any tall building proposals relating to the heritage assets listed below (or their settings) will only be permitted where it can be demonstrated that they will preserve or enhance that asset's architectural quality, historic and cultural significance, character, integrity and/or setting:

- Scheduled monuments;
- Listed buildings and their curtilage structures;
- Conservation areas;
- Archaeologically sensitive areas;
- Registered historic landscapes, parks and gardens; or
- Locally listed buildings of merit and other historic features of interest that positively contribute to the distinctiveness of the city.

5.2. The Town and Country Planning (Development Management Procedure, Wales, Amendment Order 2016) gives details of consultations to Cadw that are necessary. This includes development that has a direct physical impact on a scheduled monument and also where development is likely to be visible from a scheduled monument and where it meets one of the additional listed criteria in the Schedule.

5.3. In particular, the area surrounding Cardiff Castle along Castle Street is especially sensitive to any buildings which break the height of the walls of the castle. Any proposals that can be viewed in the vicinity of Cardiff Castle and the Civic Centre need careful attention. In this area of very high sensitivity, it is unlikely that proposed buildings significantly taller than the prevailing townscape will be supported. Please refer to Appendix A: City centre and bay aerial photo.

5.4. A Conservation Area Appraisal has been adopted for each designated area. These documents set out the special architectural or historic interest of each area and provide guidance to protect their character and appearance. These can be found at cardiff.gov.uk/conservation.

6. The Design of
Tall Buildings

Tall building proposal: active ground floor frontages,
Rio Architects/ Watkins Jones/ Skyline

6.0   The Design of Tall Buildings

6.1.   Tall buildings have visual prominence and significant impact on the wider landscape of the city, and often take on the role of major landmarks. In this context it is essential that the design and appearance of tall buildings are of exceptional quality. The Design Commission for Wales' (DCfW) Design for Tall Building*s* and CABE/ English Heritage's Guidance on Tall Buildings emphasises that tall building development carries with it an increased obligation to return positive benefits to the immediate and wider environment. In assessing this, particular attention will be focussed on five major issues:

1. A **mixture of land uses** within the tower that compliment other land uses within the area to create a vibrant city that supports streets that are busy at many times during the day and night;
2. The **form and silhouette of the building** - this includes consideration of visual impact, and relationships with both the local context and other tall buildings;
3. The **quality and appearance** of the proposed materials and architectural detailing;
4. The **impact and interface at street level** - how the building contributes positively to high quality, safe, secure and legible public realm and urban design;
5. The **sustainable building design** – how the building employs low carbon design.

i.   A mixture of land uses

6.2.   Tall buildings should ideally contain a range of land uses to support a vibrant area. At the least, ground floor uses should support frequent coming and going and overlooking. Opportunities may be explored in some cases to include publicly accessibly atrium areas.

6.3.   Mixed uses within one building on different floors can support the provision of active frontages to the ground floor, enlivening streets and spaces at different times of year and throughout the day and night. Various uses can be accommodated within a tall building. These might include office development, a hotel, residential, student-accommodation, restaurants, cafes and shops, leisure use, and more public uses such as an art gallery, a university campus, libraries, and hospital buildings. The design principles set out below can generally be applied in most situations although there may be some specific design requirements that are relevant to a particular land use. The needs of the occupiers should be supported with suitable design. For example, any tall buildings that contain student accommodation need a clear strategy for pick up and drop off at the start and end of term.

Public access to top of building

6.4.   Tall buildings can benefit from public viewing areas or restaurants on the uppermost floors of a tall building. If such an area is being included, it should be outlined how this access would be managed.

ii.   The form and silhouette of the building

Architectural quality

6.5.   The prominence of tall buildings dictates that they must be of outstanding quality in architectural form and detailing. The proposal must be a well-articulated structure developed from a strong understanding of the site context and a clear design vision.

6.6   The quality of the form and silhouette of the building is critical and includes consideration of visual impact, and relationships with both the local context and other tall buildings. Tall buildings should be elegant and slender in form and should not appear as slab like structures. The treatment of the top of the building is particularly significant given its visibility on the skyline. Attention needs to be given to the sensitive integration / screening, of antennae, aerials, roof plant, lift over runs health and safety barriers and external cleaning hoists to ensure that they become an integral part of the overall design of the building.

Scale and massing

6.7.   The scale and massing needs to be considered in terms of impact at street level in addition to appearance from more distant views. Bulky tall buildings with a strong horizontal massing should be avoided, with the emphasis being on creating vertically slender buildings with a clear base, middle and top.

Legibility

6.8.   The form of the building must have a positive effect on the skyline and where appropriate, aid the legibility of the townscape, for example by providing a terminating landmark to a vista (without compromising other criteria). The building should help pedestrians find their way around the local area.

Adaptability/ flexibility/ future proofing

6.9.   The building should be designed to be adaptable for a range of future uses. Adaptability involves the design of buildings so that they are flexible and can be used for a variety of uses over time. Such considerations can include appropriate floor to ceiling heights and load bearing requirements. Layout and modular forms can also help with future adaptability, for example enabling an office building to be subdivided into smaller units either horizontally or vertically. The use of high quality materials result in durable buildings which can stand the test of time.

Civil Aviation Authority restrictions

6.10.   Consultation with the Civic Aviation Authority may be required.

iii.   Quality and appearance

6.11.   The architectural quality of the building needs to be outstanding. There can be numerous design solutions to a site that respond to the built and natural context in terms of similarity or contrast. Whichever approach is chosen, it must convey how the proposal references its surroundings through a contextual appraisal.

Materials

6.12. Materials need to be of the highest quality and robust (given the prominence of the buildings and limited opportunities for maintenance access). Qualities which can work well at a building of this scale include lightness, reflectivity and transparency, as this can help to reduce visual bulkiness and add elegance. The appearance of the materials on the façade should appear seamless where possible to minimise the visual impact of vents and joints. At ground floor level, materials should be of sufficient quality, richness and scale for appreciation at the walking 'human scale'.

6.13. There are some instances of tall buildings in Cardiff where light coloured render has not weathered well. Applicants should demonstrate that the materials selected have been subject to a thorough assessment to demonstrate that they will stand up to the level of exposure they will experience. In general, render finishes do not weather well and should be avoided. Low carbon design may provide the opportunity for the use of innovative materials but the robustness and appropriateness of such materials will need to be clearly demonstrated.

6.14. The materials specification needs to demonstrate that appropriate levels of counter- terrorism measures have been taken. This will include, for example, the use of glazing that minimizes shattering and blast effects.

iv. Impact and Interface at Street Level

Street interface

6.15. The impact of the building at street level warrants focussed design to ensure successful design for the pedestrian experience. The interface between the building and the street or public realm is critical to the success of the overall building. The building at street level needs to integrate well into the remainder of the built environment. In rare cases where topography necessitates that the ground floor is above street level, care is needed at both the ground floor and the street. Active ground floor uses (in addition to residential or student accommodation access) including a sufficient number of entrance points are essential in city centre and urban locations at intervals along the façade at strategic places to enliven the street throughout the day and night. The quality of material, detailing, glazing and window design needs to articulate the street interface (which may be ground floor plus first floor and above) as a distinct section of the building to reinforce an animated facade.

6.16. Where a proposal for a tall building has private or semi-private space surrounding it, the space should be well defined, high quality, often frequented, overlooked and secure.

Public realm impact

6.17. The high volume of pedestrians moving from the main entrance hall / lobby of the building into the street places pressure on the surrounding public realm. The facade design at the first few floors should be integrated with landscaping and public realm design from the outset to achieve a holistic design of highest quality, both in the public realm and the architecture at the human scale.

6.18. Outside, there needs to be adequate circulation space and a high quality setting for the building including paving; any changes in level need to be well integrated into the landscaping strategy. Improvements to the public realm may necessitate redesign of street infrastructure, such as highway and footway layout. If there is space to do so and if it is appropriate for the

location, it may be necessary to design in bespoke lighting, benches, trees and planting, publicly accessible cycle stands, way finding and any other street furniture. Contributions towards public realm improvements via a financial contribution may be requested in lieu of physical works. Reference can be made to the LDP policy KP7: Planning Obligations, emerging SPG and the emerging guidance on Community Infrastructure Levy. The Cardiff Public Realm Manual provides more information on appropriate finishes.

6.19.   Opportunities to manage water run-off through sustainable drainage systems through hard and soft landscape are encouraged and should be investigated.

Open space and parks interface

6.20.   Where a tall building plot adjoins an area of public open space or a park, the existing use of the space as well as the anticipated uses will dictate a site-specific ground floor design in order to create an appropriate interface. Decisions will be needed with regards to the best boundary treatment and whether opening up to the space or creating a hard edge is most appropriate.

Water frontage

6.21.   It is important that publicly accessible waterfront assets are maximised to their full potential. Creating, enhancing or continuing a pleasant waterfront walkway can increase quality of life benefits for residents of Cardiff and visitors. Such environments include Cardiff bay which includes a 10km circular walk, city centre river frontages, and canals. To create an inviting walkway, it should be sufficiently wide and the interface with the building needs to be active and overlooked to ensure that pedestrians feel safe. This includes ensuring there is sufficient interest and detailing, overlooking, windows and doorways from units to walkways and footpaths. In certain situations, a set-back with a small courtyard area with greenery and railings to a unit can provide such an environment. Public art can provide some interest for short stretches, but is not in itself a substitute for an active and overlooked water frontage.

6.22.   There may be opportunities for public spaces to be created at strategic points along the walkway to facilitate sitting and opening up views to the walkway to aid legibility in the wider area and movement to key streets to facilitate links. Such an example includes the landscaped area in front of the Senedd building. The views and experiences gained along the waterfront experience as a sequence of spaces for any proposals along Cardiff Bay 10km circuit should be included in a Design and Access Statement.

6.23.   North of the Millennium Stadium, the established Taff Trail running along the River Taff frontage is typically rural and screened in character and this should be maintained wherever possible. The Ely and Rhymney River frontages will also need careful consideration to improve the experience along the trails.

Accessibility, inclusive and universal design

6.24.   There are a number of best practice documents which can be sourced with regards to mobility and inclusive design and can be referenced in association with the Equality Act. One such example is the: Inclusive Design in the Built Environment Handbook – Who Do We Design For? by Sandra Manley (2016) and endorsed by Welsh Government and Design Commission for Wales.

6.25.   The seven principles of universal design should be looked at in conjunction with inclusive design and include: Equitable use; Flexibility in use; Simple and intuitive use; Perceptible information; Tolerance for error; Low physical effort; Size and space for approach and use.

6.26.   The movement around the outside of the building and the access into the building needs to be designed with inclusive design principles. This aim should be to ensure a single, equal access treatment for all users. Proposals should be linked with surrounding buildings, transport facilities and existing footpaths effectively with dropped kerbs, appropriate tactile paving and adequate manoeuvrability and avoiding creating under- used routes through vulnerable areas.

Public art

6.27.   Opportunities for the integration of public art should be investigated at early design stages in line with the Council's Public Art Strategy and Cardiff Public Art SPG. Well- designed public art can deliver a wide spectrum of positive outcomes for the scheme and the wider community, as well as enhance place identity. Tall buildings can often benefit from integrating art into the building itself such as façade details or as part of other necessary engineering such as wind breaks or doorways, for example.

Parking

6.28.   The integration of parking should not have a negative impact on the public realm (see section 3).

Microclimate

6.29.   The proposal must demonstrate evidence of an acceptable level of impact in terms of microclimatic effects including wind tunnel effect, shadowing, solar glare and the effect of night time illumination.

6.30.   A daylight and sunlight assessment should include a technical assessment as well as a 3D model sun path analysis illustrating the shadowing of the building at during each season and in the morning, midday and evening.

6.31.   In general, the taller the building, the stronger the potential for wind effects at the base of the building and the greater the need for mitigation measures. A full wind tunnel assessment should include evidence together with conclusions drawn about the impact on building entrances, pedestrian strolling, public spaces and seating areas, cyclists and other road users on nearby streets. The study should account for the impact it may create further down the street outside other existing buildings. Any adverse wind conditions should be identified during the design process, the design amended accordingly in an integrated way and summarised clearly in the Design and Access Statement.

6.32.   A short summary of any studies that affect all aspects of microclimate should be given in the Design and Access Statement.

Security

6.33.   The proposal must demonstrate that it positively contributes to community safety. This approach includes: ensuring public spaces around the building have regular pedestrian footfall; enabling capable guardianship; good natural surveillance; illumination; well defined, secure and inclusive points of access, and clearly defined public and private space. It is recommended that further advice is sought from the South Wales Police Design Out Crime Officer and where appropriate the Counter Terrorism Security Advisor during the design stage.

Waste management and servicing

6.34. The necessary servicing requirements such as refuse storage, access for refuse collection and transformer rooms should be well integrated and achieved with minimal impact on the quality and vitality of the public realm, including pedestrian movement and public spaces. Consideration needs to be given to the access for waste collection vehicles, particularly when emptying multiple bins. Where the collection of bins is likely to take a significant amount of time (i.e. more than 10 minutes) a service lane should be considered to prevent congestion.

6.35. A designated storage area to accommodate general waste, recycling and food waste needs to be provided at a suitable scale for the type of development. The Waste Storage SPG provides guidance on internal and external storage sizes including requirements for bulky item storage and division of waste streams for different types of developments, such as commercial units, residential flats and mixed-use. It is important that residential units in tall buildings, allow for a degree of flexibility with waste storage in order to accommodate possible future changes to the Council's waste collection method. In mixed-use developments, two storage areas need to be identified to clearly separate domestic and commercial waste streams.

6.36. A detailed waste management strategy will be required to outline how all waste from a tall building will be managed and collected. Integrated and innovative solutions that maximise recycling will be welcomed. Other types of deliveries to the building also need to be considered.

Amenity

6.37. Tall buildings will not be permitted in locations where they would overshadow or overlook adjacent properties to the significant detriment of the amenity of neighbouring occupiers.

6.38. The proximity of two or more tall buildings can create significant issues of overlooking and overshadowing. Proposals adjacent to or in the vicinity of other tall buildings need to ensure that the privacy and amenity of existing and future residents and occupiers is not compromised, in addition to the implications of the proposal on existing views from neighbouring properties. Appropriate positioning and orientation of windows and habitable rooms may assist in mitigating amenity issues.

v.   Sustainable building design

6.39. The planning system plays an important part in improving the sustainability, including the energy performance, of new developments whilst helping to address the impact of climate change. As set out in Planning Policy Wales (PPW) the planning system must provide for new homes and buildings in a way which is consistent with sustainability principles.

6.40. Tall buildings are considered by the Council to be a form major development where the co-location of high density living and mixed-use development can present significant opportunities for utilising renewable and low carbon technologies including energy supply systems. An environmental strategy for the building should be based on analysis of the site and should inform early decisions such as building form and orientation. An independent energy assessment should be submitted with the scheme investigating the financial and technical feasibility of incorporating such a scheme and submitted at planning application stage, in line with LDP policy EN 12.

6.41. The Council will reasonably expect the fabric and the operation of tall buildings to achieve

higher energy efficiency standards than the norm due to their landmark nature, their density, and the need to future-proof a building type which is expected to have a significant lifespan. Planning Policy Wales and the WG Guidance document: *Planning for Sustainable Buildings*, should be referred to. Tall buildings in particular are likely to require innovative solutions to issues to optimise solar energy, natural lighting and heating, whilst also reducing solar glare through orientation and appropriate glazing. Explanation on these matters have been addressed can be referred to in the Design and Access Statement.

6.42.   Measures which could be integrated into the design of the building include improved insulation levels, efficient heating and ventilation systems and energy-efficient illumination. Comfort conditions both internally and externally need to be considered as part of the environmental strategy in relation to daylight, ventilation, solar gain and possible overheating.

6.43.   The sourcing of locally sustainable materials is encouraged by reducing waste and energy in the production stages. Waste minimisation at the design, demolition and construction stage of the development should be taken into account.

7. Affordable Housing Guidance and Design for Living

Quirky design can aid legibility, Iglu Brisbane, 26 Mary Street, Bates Smart Architects

7.0   Affordable Housing Design and Design for Living

7.1.   Any residential tall building proposal needs to demonstrate how it will result in the creation of good places to live, through the quality of internal living spaces, amenity space and through adherence to principles relating to access, security, legibility and quality.

7.2.   The location and type of affordable housing will be determined by the particular circumstances and characteristics of the site and the development, and the economics of affordable housing provision in line with current LDP policies. Applications for a tall building(s) do not preclude the provision of affordable housing. Proposals should make reference to the current LDP policies on affordable housing and the forthcoming Planning Obligations SPG.

8.0 Open Space Requirements

8.1. Given the high population-density of tall buildings, adequate provision needs to be made for public and private open spaces. The types of appropriate spaces will need to be site specific and in accordance with the LDP policy C4 and C5, Open Space SPG (to be superseded), forthcoming Planning Obligations SPG and forthcoming Green Infrastructure SPG.

Public green spaces, hard landscaping, parks and waterfronts

8.2. Tall buildings, particularly when grouped together, need to be complemented with a network of high quality open spaces, easily accessible by short walking distance for the occupiers. This provision will be secured through S106 agreement in accordance with the Council's open space guidance.

8.3. All waterfronts should be publically accessible and contribute to the local pedestrian network. The waterside promenades should provide an opportunity for active recreation, walking, jogging and cycling, good accessibility and intermittent seating in places where the microclimate and views are preferable.

Shared private and semi-private spaces and roof gardens

8.4. Shared private outdoor circulation spaces around the building should be designed for dwelling in and quiet contemplation, rather than simply moving through, where possible.

8.5. Where family accommodation is proposed, shared courtyards must provide for quality informal recreation and relaxation in a mainly soft landscaped environment.

8.6. It can be useful to include practicalities for private open spaces where appropriate, such as washing lines.

Individual private courtyards and balconies

8.7. The amenity value of individual private outdoor space such as balconies, roof terraces and small ground floor courtyard areas to public spaces are often valued and can become an important design consideration.

9. Pre-application Discussions

Left: Comcast Innovation and Technology Centre, dbox/ Foster and Partners,
Right: High density city living can be an attractive housing choice,
Collins House, Melbourne, Bates Smart Architects

9.0   Pre-application Discussions

9.1.   The Local Authority encourages applicants to submit pre-application proposals on any proposal for a tall building in Cardiff. A demonstration of the design vision for the proposal in addition to the key impacts of the proposal through appropriate modelling and visual material can greatly assist pre-application discussion.

Design Commission for Wales

9.2.   The Design Commission for Wales (DCfW) offers a design review which can be requested by the developer or may be undertaken at the request of the Local Planning Authority. The Commission welcomes consultation on proposals at the earliest stage before planning applications are submitted in order to provide advice on achieving design quality in development.

9.3.   The DCfW set out the material that they seek from applicants when presenting proposals in their Designing for Tall Buildings guidance. Materials to convey the design proposals and rationale should include:

- Plans clearly showing how the building relates to the surrounding area;
- Sections to demonstrate street width to building height ratio;
- Elevations to show how the building meets the ground and relates to adjacent buildings
- Clear, unambiguous verifiable three dimensional studies;
- Models to show the massing and impact of the proposed building on the surrounding area
- Illustrations of the scheme at pedestrian eye level from the adjacent street(s) and from the strategic locations identified;
- Attention to the top of the building including how plant will be accommodated;
- The nature of the impact, at ground level, of servicing the building;
- Materials and, at the appropriate stage, detailing of facade treatment.

9.4.   The DCfW and Welsh Government have produced a Site and Context Analysis Guide: Capturing the Value of a Site, which can help guide an appropriate site analysis.

Guidelines regarding outline applications

9.5.   The submission of an outline application for a tall building will not normally be appropriate given the requirement for detailed information to allow the application to be adequately assessed. Proposals for tall buildings may be considered at an outline stage as part of a wider masterplan proposal subject to sufficient information regarding this element of the scheme being provided to the satisfaction of the authority.

10. Design and Access Statements

Open retail unit occupying Lettable Unit A
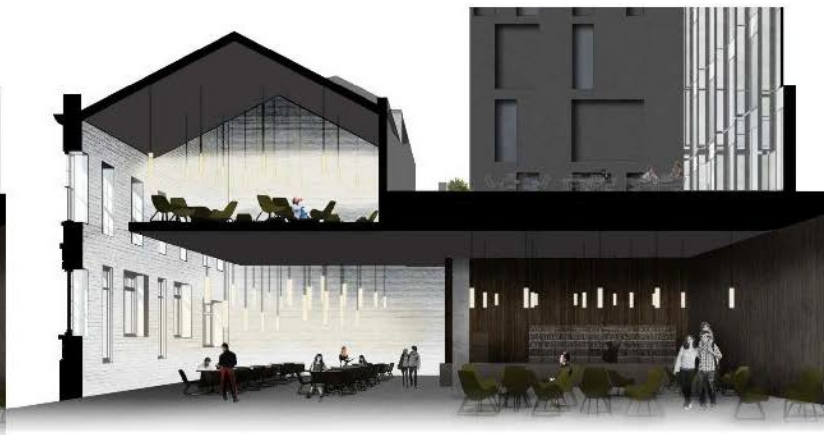
Possible Mezzanine level within Lettable Unit A to create additional commercial floor

KEY

☐ **Proximity to the Conservation Area**

☐ **'Tall' Buildings** within close proximity

━ ━ **Key pedestrian route** from Cardiff Queen Street train station to shoppi centre and Queen Street to the north.

☐ **Opportunity for active frontage**

Design and Access Statement excerpts for Bridge Street tall building proposal.

Rio Architects/ Watkins Jones/ Skyline
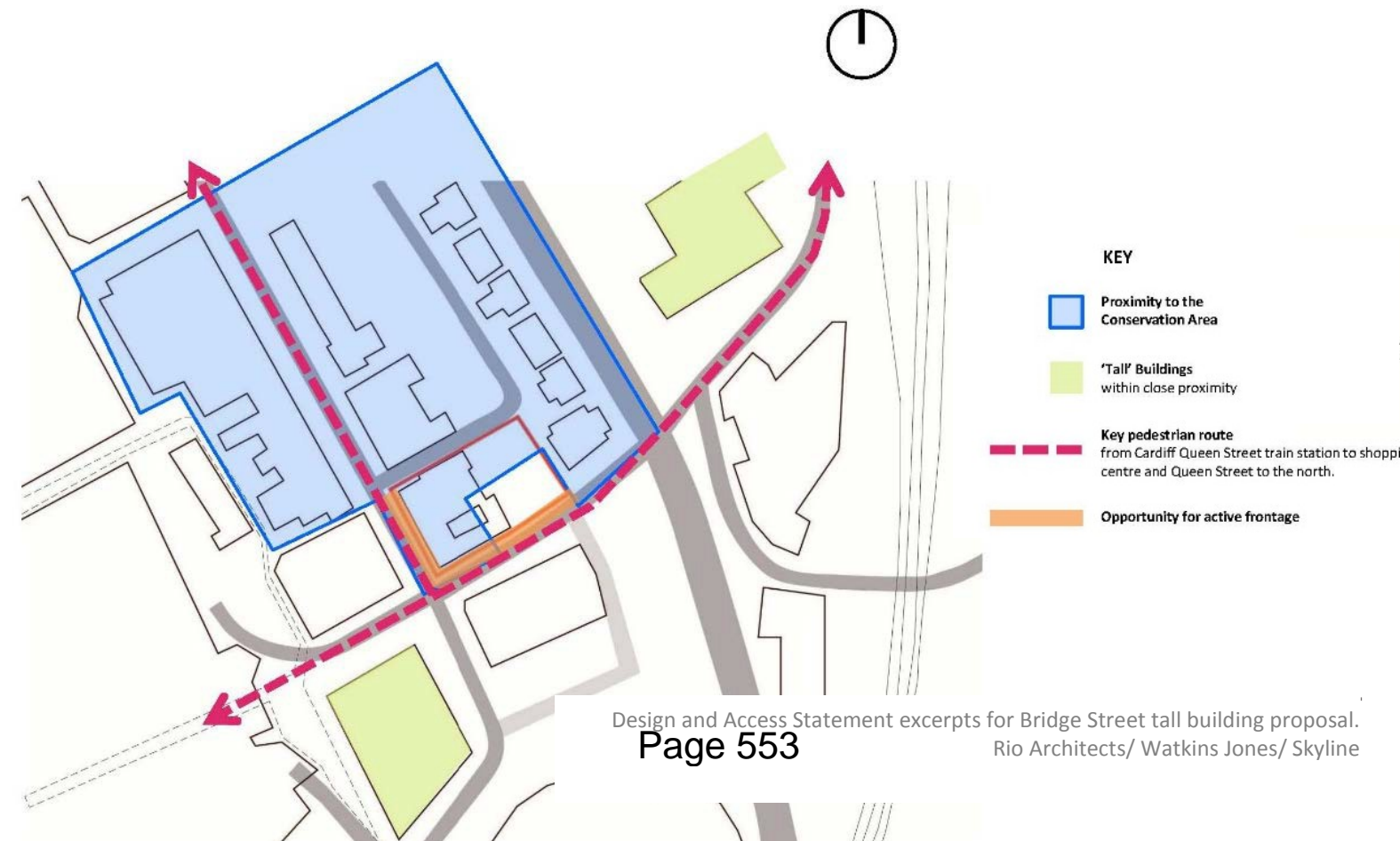
10.0 Design and Access Statements (DAS)

10.1. The scope of Design and Access Statements should be agreed with the Local Authority at the pre-application stage to ensure all site specific issues are covered in line with WG Guidance on Development Management Procedures.

10.2. An indication of the scope of design information required as part of the planning application is indicated below. Some of this detailed information may be in separate studies or reports, but should all be referenced in the DAS in summary form. Information to be included in the DAS following discussion would include:

1. **Vision**

2. **A contextual analysis of the immediate area and wider area**:

   - Character and context, architectural, materials and historic character appraisal;
   - Wider strategic context, city centre or city scale;
   - Pedestrian cycling and transport access and amenities;
   - Development constraints;
   - Development opportunities;
   - Justification of location in line with locational criteria;
   - Topography;
   - Urban grain;
   - Significant existing views of the skyline. Include any other tall building proposals;
   - Scale, height and massing;
   - Streetscape and landscape;
   - Landmark buildings and areas and their settings;
   - Open space or waterfront network and sequence of spaces;
   - Microclimate summary.

3. **Design strategy**

   - How the concept has evolved and explanation of options explored during the design process;
   - Any consultation or community engagement;
   - Design narrative / story;
   - Precedent studies and why / which aspects are relevant;
   - Summarise with a coherent architectural concept being put forward with engineering strategy.

4. **Proposal**

   - How the proposed building relates to the surrounding area;
   - Access and movement diagrams;
   - Materials including precedents;
   - Visual impact. A visual appraisal and 3-dimensional modelling of the proposal demonstrating how it responds to this context and that of the wider city skyline. This should include key views including recent approvals;
   - Audited key views;
   - Sections to demonstrate street width to building height ratio;
   - Elevations to show how the building meets the ground and relates to adjacent buildings;
   - Illustrations of the scheme at pedestrian eye level from the adjacent street(s) and from

the strategic locations identified;

- Street interface detail;
- Attention to the top of the building including how plant will be accommodated;
- Inclusive design within the building;
- A summary of any structural, health and safety issues overcome;
- Evidence of wind testing and shading diagrams with an explanation as to how these have influenced design.

5. Landscape, public realm design, safety and security

- Proposed paving, landscaping, public space, circulation space, art, building interface, and street furniture, Public Realm Manual;
- Inclusive design and access.

6. A security statement

- Details of any advice sought from the police authority including impact on public realm, nearby uses and the building itself.

7. Sustainability

- Carbon reduction, energy efficiency, sustainable construction methods, use of recycled aggregates, waste management, recycling measures.

8. A physical model

- At an appropriate scale to integrate with the Council's city model.

Area of very high sensitivity

Conservation areas

Area of very high sensitivity: includes Cardiff Castle, Bute Park, Civic Centre and Park Place

Appendix B: Consultation Representations and Responses

Public consultation was undertaken between 8th September and the 20th October 2016. A press notice was placed in a local newspaper on Wednesday 7th September 2016. Copies of the draft guidance was placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also published on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors, the Welsh Government, Community Councils in Cardiff and any interested persons and the following organisations known to have general interest in planning in Cardiff or a potential interest in this guidance.

Comments specifically or generally relevant to the draft guidance were received from the below consultees indicated *** in addition to members of the public:

Alder King
Alternatives for Transport
AMEC Environment & Infrastructure UK Limited
Arts Council of Wales
Arup
Asbri Planning Ltd
Associated British Ports
Association of Inland Navigation Authorities
Atkins
Austin-Smith: Lord
Baker Associates
Barton Willmore
Bellway Homes (Wales Division) Ltd
Biffa
Bilfinger GVA
Black Environment Network
Blake Morgan LLP
BNP Paribas Real Estate
Bovis Homes
Boyer Planning
Bristol City Council
Bryant Homes (South West)
BT Group plc
Business in the Community Wales
C2J
Cadwyn Housing Association
Caerau and Ely Communities First
Caerphilly County Borough Council
Campaign for the Protection of Rural Wales
Cardiff & Vale Parents Federation
Cardiff & Vale University Health Board (UHB)
Cardiff Access Group
Cardiff Against the Incinerator
Cardiff Bus
Cardiff Bus Users
Cardiff Civic Society
Cardiff Community Housing Association
Cardiff Cycling Campaign
Cardiff Ethnic Minority Elders
Cardiff Greenpeace

Cardiff Heliport
Cardiff International Airport Ltd.
Cardiff Local Access Forum
Cardiff Metropolitan University
Cardiff Naturalists
Cardiff Pedestrian Liberation
Cardiff Transition
Cardiff University
Cardiff West Communities First
Carolyn Jones Planning Services
CDN Planning
Celsa Manufacturing (UK) LTD
Cemex Uk Operations Ltd
CFW Architects
CGMS Consulting
Chartered Institute of Housing in Wales
Chichester Nunns Partnership
Chris Morgan
Chwarae Teg
Civil Aviation Authority
Coal Authority
Coleg Glan Hafren
Communities First Adamsdown
Community Housing Cymru
Community Land Advisory Service Cymru
Confederation of British Industry
Confederation of Passenger Transport
Connections Design
Country Land and Business Association
CSJ Planning Consultants
Danescourt Community Association
David Lock Associates
Davies Sutton Architects
Davis Meade Agricultural
Derek Prosser Associates
Design Circle RSAW South
Design Commission for Wales
Development, Land & Planning Consultants Ltd
Disability Wales
Disability Arts Cymru

DLP Consultants
DPP Cardiff
Drivers Jonas
DTB Design
DTZ
Dwr Cymru Welsh Water
Edenstone Homes
Equality and Human Rights Commission
Ethnic Business Support Project
Federation of Small Businesses
First City Limited
FirstGroup plc
Firstplan
Forestry Commission Wales
Freight Transport Association
Friends of Nantfawr Community Woodland
Fulfords Land & Planning
G L Hearn
G Powys Jones MSc FRTPI
Garden History Society
Geraint John Planning Ltd
GL Hearn Ltd
Glamorgan - Gwent Archaeological Trust Ltd
Glamorgan Gwent Housing Association
GMA Planning
Graig Community Council
Graig Protection Society
Great Western Trains Company Limited
Grosvenor Waterside
GVA
GVA Grimley
H O W Commercial Planning Advisors
Haford Housing Association Limited/ Hafod Care
Association Limited
Halcrow
Hammonds Yates
Harmers
Heath Residents Association
Herbert R Thomas LLP
Home Builders Federation
Hutchinson 3G UK
Hyland Edgar Driver
Hywel Davies
Interfaith Wales
Jacobs Babtie
Jeremy Peter Associates
JLL
John Robinson Planning & Design
John Wotton Architects
Jones Lang LaSalle
Keep Wales Tidy
Kelly Taylor & Associates
Kingsmead Assets Limited
Knight Frank

Landscape Institute Wales
Levvel Ltd
Linc-Cymru
Lisvane Community Council
Llandaff Conservation Group
Llandaff Society
Lovell Partnership
Loyn & Co Architects
LUC
Madley Construction
Mango Planning and Development Limited
Marshfield Community Council
Martin Robeson Planning Practice
McCarthy & Stone (plc)
McCarthy and Stone (Western Region)
Meadgate Homes Ltd
Mineral Products Association
Morgan Cole
Mott MacDonald
Nathaniel Lichfield and Partners
National Youth Arts
Natural Resources Wales
Neame Sutton
Network Rail
Network Rail Infrastructure Ltd
Newport City Council
NFU Cymru
North West Cardiff Group
Novell Tullet
O2 UK
Oakgrove Nurseries
Old St Mellons Community Council
Orange
Origin3
Pantmawr Residents Association
Peace Mala
Peacock & Smith
Pegasus
Pentyrch Community Council
Persimmon Homes
Peterson Williams
Peterstone Community Council
Philippa Cole
Planning Aid Wales
Planning Potential
Police & Crime Commissioner
Powell Dobson
Powergen
Prospero Planning
Quarry Products Association
Quinco
Race Equality First
Radyr & Morganstown Association
Radyr and Morganstown Community Council

Radyr and Morganstown Partnership and Community Trust (PACT)
Radyr Farm
Radyr Golf Club
Rapleys
Redrow Homes (South Wales)
Reeves Retail Planning Consultancy Ltd
Renplan
Reservoir Action Group (RAG)
Rhiwbina Civic Society
Rhondda Cynon Taf County Borough Council
RICS Wales
Rio Architects
Riverside Communities First Team
Robert Turely Associates
Roberts Limbrick
Robertson Francis Partnership
Royal Commission on the Ancient & Historical Monuments of Wales
Royal National Institute for the Blind
RPS Group Plc
RSPB Cymru
Save Creigiau Action Group
Savills
Savills (Cardiff)
Scope Cymru
Scott Brownrigg
Sellwood Planning
Shawn Cullen
SK Designs
SLR Consulting
South Wales Chamber of Commerce Cardiff
South Wales Police Crime Prevention Design Adviser
South Wales WIN
Splott and Tremorfa Communities First
Sport Wales
SSE Energy Supply Ltd
St Fagans Community Council
Stedman Architectural
Stewart Ross Associates
Stonewall Cymru
Stride Treglown Town Planning
Stuart Coventry Scott Wilson
Sullivan Land & Planning

Sustrans Cymru
SWALEC
Taff Housing Association
Tanner & Tilley
Taylor Wimpey
Terry Nunns Architects
The 20th Century Society
The Boarding Centre Ltd
The Design Group 3
The Georgian Group
The Institute of Cemetery and Crematorium Management
The Land Mark Practice
The Planning Bureau
The Royal Town Planning Institute
The urbanists
The Victorian Society
The Wildlife Trust of South & West Wales
Theatres Trust
T-Mobile (UK) Ltd
Tongwynlais Community Council
Torfaen County Borough Council
Turley Associates
United Welsh Housing Association
Urban City Ltd
Urdd Youth Group
Velindre NHS Trust Corporate Headquarters
Virgin Media
Vodaphone
Wales & West Housing Association
Wales Council for Voluntary Action
Wales Women's Aid
Watts Morgan
Welsh Ambulance Services NHS Trust - South East Region
Welsh Government
Welsh Government - Economy Skills and Transport Division
Welsh Language Commissioner
Welsh Language Society
Welsh Tenants Federation Ltd
Wentlooge Community Council
White Young Green Planning
Wimpey Homes
Wyevale Garden Centres Ltd

Chapter	Comment	Response
General	We welcome the updating of the SPG, which seeks to ensure that Cardiff, ("the City") continues to develop as "The most liveable city"	Agree
General	Recommend more images of Cardiff tall buildings are included and referenced clearly, including good and poor examples.	The SPG is illustrated with images to show how a particular principle is met and includes good examples of future tall buildings in Cardiff. Examples of any poor tall buildings are not considered to be relevant.
General	We would expect to see more plans, diagrams and images to support the text. For example there is no plan identifying the boundaries of the city centre and bay areas.	A clearer description of the definition of the City Centre and Bay areas has been added to 1.13. The boundary is undergoing review in line with the LDP KP10.
General	Recommend the inclusion of plans and views showing opportunity areas for tall buildings.	Each site put forward by developers needs to be assessed on its own merits to judge the site's appropriateness for a tall building. The planning application process can fully take account of the design analysis including views, clusters, amenity issues and the site's opportunities and constraints.
General; 10. Design and Access Statements	Recommend that additional text is provided in the SPG to encourage Applicants to provide further information in Design and Access Statements on public realm.	Section 10 references the public realm in Design and Access Statements and has been expanded to include additional items. It is considered that there is sufficient reference to the public realm throughout the document.
General	The conservation area around Cardiff Castle, and the Civic Centre is classified as being of very high sensitivity. High rise buildings in the immediate vicinity of this area would damage the perception of the City as a whole. The skyline of the City Centre is at an acceptable height of around eight storeys.	The impact of any tall buildings on the skyline of Cardiff city centre as viewed from strategic points and its impact on the zone of very high sensitivity will be considered. It is not considered appropriate to set a height limit on storeys.
General	Beware of overuse of the word innovative – solutions do not necessarily need to be innovative but well thought through and may potentially use latest technology.	Noted and replaced with more appropriate wording in specific places
General	If the document is going to be electronic it may be helpful to include links to other documents.	Electronic links added
General	Reference should be made to the Site & Context Analysis Guide produced by DCFW for WG	Reference to document added to Section 9, Design Commission for Wales.
General	A note of caution on using too many images from one architect which could be seen as promotion.	Whilst it is recognised there are images used from a handful of architectural practices, this is not intended to be promotion. All images are selected because they demonstrate in some way, application of principles in the SPG.

Chapter	Comment	Response
General	This is an important document for the future shape of the city, whilst the design principles and considerations are covered in the document there is a lack of local analysis and interpretation to make the guidance specific to Cardiff. E.g. what are the key views, what are the important existing tall buildings, what buildings need to remain stand alone and where might clusters of tall buildings be appropriate? We would expect to see more plans, diagrams and images to support the text. For example there is no plan identifying the boundaries of the city centre and bay are.	Some analysis has been done by the Council to inform the SPG, but it is considered that it is not directly relevant for inclusion. Most of the important features are mentioned in the text. It is considered that the applicants need to make a thorough design analysis through their application, in discussion with the Planning department. There are other planning documents that outline the approximate boundaries of the city centre and Bay, the general area is shown in Appendix A.
1. Introduction	Liveable City - Cardiff seek to be the most Liveable City…in the UK/World?	Addition made to say 'in Europe'
1. Introduction	City Centre and Cardiff Bay: it would have been appropriate to update the 2009 audit and analysis in the preparation of this guidance as this is out of date. What is the strategy and vision for tall buildings in these areas? Have examples of other cities of a comparable size been looked at? What are the important existing tall buildings in the city centre/bay?	Some analysis has been done by the Council to inform the SPG, but it is considered that it is not directly relevant for inclusion. Since the 2009 audit and analysis, there has not been a substantial amount of change to warrant a new analysis.
2. The location of tall buildings	Where are the core areas of the city? Where are the most important views?	See response as above. The DAS should highlight these details.
3. Sustainable Transport	The support of public transport, walking and cycling in the SPG is endorsed. However, there is a distinct shortage of cycling paths and indeed places to park cycles especially outside shops and official buildings. The provision of non-obtrusive parking for cars is valid. However to discourage illegal parking and to aid older people and the physically impaired, sufficient car parking spaces are needed.	The Council's transport team are working on introducing better cycle paths and cycle parking spaces throughout the city centre, bay and wider city. There is an SPG that covers parking. It is acknowledged that a balance needs to be struck between sustainable transport provision and providing for the private car.
3. Sustainable Transport	When discussing underground car parking (paragraph 4) we suggest the following wording: Developers need to adhere to Groundwater protection: Principles and practice (GP3) guidance and in particular (but not exhaustively) position statements N7, N8 and N9 relating to groundwater disruption. These may be relevant (depending on site location) should there be any groundwater pumping or disruption to local hydrogeological regime.	Technical groundwater issues do not fall within the scope of this SPG.
4. Skyline, Strategic Views and Vista; 5. Historic Environment Setting and Appendix A; City Centre and Cardiff Bay aerial photo	The proposed conservation area in Cardiff Bay, is one of equal importance to the City Centre. Due to the tight delineation of the conservation area, there is a stronger likelihood of high rise buildings encroaching and affecting the waterfront area in particular. The picture on page 12 demonstrates the reasonably low level of the skyline from the Wetherspoon Public House, round to the Atradius building. This includes the very important seat of the Welsh Assembly Government. However, it fails to extend the exclusion of the High Rise Tall Buildings to tie in the only green space of Britannia Park and the Norwegian Church. In other words a substantial area of the waterfront – probably 25% - is omitted from any sort of protection in terms of conservation.	The conservation area boundaries are the official boundaries that were drawn as part of the Conservation Area Appraisals. These were designated according to strict historical character criteria and any proposals affecting these areas need to preserve or enhance the Conservation Area. Outside of these areas, the general character and appearance will be considered as part of the urban design considerations outlined in the SPG.

Chapter	Comment	Response
4. Skyline, Strategic Views and Vista; 5. Historic Environment Setting and Appendix A; City Centre and Cardiff Bay aerial photo	The vistas and views associated with the bay and the waterfront are photographed in your document. This is an attractive view and should not be impeded by future tall buildings, especially as you go on to cite the need to preserve the Mermaid Quay and Barrage views. Tall buildings along the waterfront should consider the first impressions of visitors to the Bay, including from Plas Roald Dhal and the National Assembly. The wide views of the bay from standing on the steps of the Senedd building also need to be considered and not blocked.	SPG states that an urban design analysis is needed to illustrate how tall buildings are acceptable on a site. This would include an analysis of the skyline and impact on residential amenity. Reference to Senedd added to the Waterfront in section 6.
4. Skyline, Strategic Views and Vista; 5. Historic Environment Setting; Appendix A; City Centre and bay aerial photo	Please note photographs of Old State House in Boston. Here a wonderful iconic building is overshadowed by tall buildings. It is hoped that the buildings in the Bay, such as the Pier Head Building, The Assembly and the Norwegian Church will not be overwhelmed in any way at all. Could it be stated that buildings above 6 storeys would be discouraged, especially where they impede important vistas along the watersides and provide no public value?	The text will be strengthened to say that historic buildings of character need to be given sufficient breathing space and frame the buildings, not distract from them, section 4.
4. Skyline, Strategic Views and Vistas	Plans, photos and diagrams would help to explain the description in the skyline section. Which features are to be kept as distinguishable features e.g. castle keep, City Hall clock tower, Llandaff Cathedral spire... and which could become clusters? Nightscape - Lighting solutions don't necessarily need to be innovative, rather appropriate, well considered and potentially bold. Plans, diagrams and images are needed for Strategic Views and Clusters.	Text clarified accordingly in section 4. Some analysis has been done by the Council on strategic views and clusters to inform the wording in the SPG, but it is considered that it is not directly relevant for inclusion as this will form part of the DAS.
4. Skyline, Strategic Views and Vistas	Paragraph 2 - It is also important to consider the impact of a cluster of tall buildings at ground level. Continuity of street edge is important and tall buildings should not become isolated objects in a space.	Text added accordingly to Section 4.
6. Design of Tall Buildings	The landscape design of the public realm should include consideration of changes in level; planting, particularly trees; grass/wildflower areas; hard surfacing materials; walls & fences; street furniture & lighting; public art. Integrated building and landscape/public realm design should be included from the outset to achieve a holistic design of highest quality, both in the public realm and the architecture.	Agree in part, some additions made to 6. iii. Public Realm Impact
6. Design of Tall Buildings	Open spaces and walkways must be preserved have high priority in considering proposals, including their maintenance needs.	Agree and reinforced in Section 6, iv, Water Frontage
6. The Design of Tall Buildings	Section i. A Mixture of Land Uses - paragraph 2 - there are many other land uses than those mentioned such as hotels? Is a list necessary?	A list is considered helpful to spark ideas. List made more comprehensive

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Chapter	Comment	Response
6. The Design of Tall Buildings	Section i. Adaptability/ Flexibility/ Future Proofing - Delete: Adaptability involves the design of buildings so that they are flexible and can be used for a variety of uses over time. Add: layout and modular forms can also help with future adaptability for example enabling an office building to be subdivided into smaller units either horizontally or vertically.	Original wording retained as considered still to be relevant. Additional text added
6. The Design of Tall Buildings	Section i. Materials - Materials should be of sufficient quality and richness when close to the building as well as at a distance from the building.	Text clarified accordingly
6. The Design of Tall Buildings	Section i. Water frontage - The section that says often a set-back with a small courtyard area with greenery and railings to a unit can provide such an environment. This seems a little specific, not all set-backs work well.	Text clarified accordingly
6. The Design of Tall Buildings	Section iv. Microclimate - Any adverse wind conditions....should be identified during the design process and the design amended accordingly to overcome the matter in an integrated way.	Text clarified accordingly
6. The Design of Tall Buildings	Section iv. Security - Second sentence - Clearly defined public and private spaces	Text clarified accordingly
6. The Design of Tall Buildings	Section i. - Deliveries to the building also need to be considered. Re-word 'innovative' for waste solutions	Text clarified accordingly
6. The Design of Tall Buildings	Section iv. Street interface - access to mixed use on floors above also important	Text clarified accordingly
6. The Design of Tall Buildings	Section v. Sustainable Building Design: Second paragraph, include 'an environmental strategy for the building should be based on analysis of the site and should inform early decisions such as building form and orientation'. Fifth paragraph - Comfort conditions both internally and externally need to be considered as part of the environmental strategy in relation to daylight, ventilation, solar gain and possible overheating.Image Baters Smart p.23 - I don't consider 'quirky' to be an appropriate term.	Text included Section 6, v, second and fifth paragraph. The word quirky is considered an acceptable description.
9. Pre-application discussion	Section 9. Pre-application discussion - include a link to our guide to design review http://dcfw.org/consulting-the-commision-through-the-design-review-service/	Electronic hyperlink included
10. Design and Access Statements	Section 10 - Where is says a physical model at an appropriate scale to integrate with the Council's city model - it would be helpful to provide the scale	To ensure that the correct scale is used for the correct model, applicants should contact the Council.

For further information, please contact:

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www.cardiff.gov.uk/citydesign

**CYNGOR DINAS CAERDYDD
CITY OF CARDIFF COUNCIL**

CABINET MEETING: 19 JANUARY 2017

CARDIFF CYCLING STRATEGY

REPORT OF DIRECTOR CITY OPERATIONS

AGENDA ITEM: 10

PORTFOLIO:

Reason for this Report

1.   This report is to obtain Cabinet approval to publish the draft Cardiff Cycling Strategy and undertake a public consultation.

2.   This report sets the reasons for developing a new Cycling Strategy, the steps taken to develop the draft Cycling Strategy, a summary of the key actions, and the proposals for undertaking public consultation.

3.   The draft Cycling Strategy is provided at Appendix 1.

Background

4.   Cardiff is one of the fastest growing and most highly skilled cities in the UK. The Council's vision is for Cardiff to become 'Europe's Most Liveable Capital City'.

5.   Cycling has a major influence upon the factors which make cities liveable. The levels of cycling can have a significant impact upon people's health and the cleanliness, safety and sustainability of the local environment. With the right provision, cycling offers a quick and convenient option to move around the city for short journeys, improving quality of life for residents.

6.   Between 2006 and 2026 the population in Cardiff is expected to increase by 79,918 and the number of jobs are expected to increase by 40,000. In order to manage this growth, the Council's vision as set out in the Local Development Plan is for 50% of all trips to be made by sustainable modes by 2026. This is essential to accommodate the predicted growth within the city's transport network.

7.   The proportion of cycle trips to work is 9.2% (2011-2015 rolling average), which has more than doubled since 2005, when it was 4.3%. There is a significant target market to continue this growth. 52% of car trips starting within Cardiff are less than 5km, which can be comfortably cycled within

20 minutes. Furthermore, 28% of Cardiff residents do not currently cycle but would like to.

8.   In order to deliver a significant increase in the number of trips undertaken in Cardiff by bike, there are a number of challenges which needs to be addressed. The existing Cycle Network is fragmented and incomplete. Retrofitting cycle infrastructure to constrained urban corridors which serve competing demands is challenging. Cardiff residents feel that cycling is significantly less safe than other modes, therefore safety issues, both actual and perceived, need to be addressed across the network. Current annual capital expenditure on cycling infrastructure in Cardiff is an average of £3.84 per resident, which is significantly lower than European cities with a strong reputation for cycling and does not match the recent increase in funding for cycling infrastructure in other UK cities.

9.   City of Cardiff Council contracted Gehl Architects to work with Officers to produce the Cycling Strategy, in order to develop an ambitious new Strategy which will deliver a step change in the provision for cycling within the city to build on existing growth, meet existing latent demand, contribute to our vision to be Europe's most liveable capital city and contribute to our vision for 50% of all trips to be made by sustainable modes. Gehl have facilitated stakeholder engagement and provided advice and guidance at all stages of the Strategy development to ensure that the Strategy represents international best practice in improving cycling provision.

Stakeholder Engagement

10.   Engagement with stakeholders, both external and internal, has formed an important part of the strategy development process from the outset. Stakeholder workshops, facilitated by Gehl, were undertaken on 23rd and 24th June to identify the key themes which form the core of the Strategy itself. Additional workshops, facilitated by Gehl, were held on 14th and 15th September and at the Cardiff Convention on 13th October to explore these themes in more detail.

11.   The external workshops were attended by representatives from local businesses, public sector employers, public health and cycling organisations. The internal workshops were attended by officers from Highways, Transportation, Planning, Parks, Leisure, Facilities Management, HR, Adult Services, Children's Services and Corporate Policy.

12.   The Cycling Strategy has also been tabled at internal meetings, including the Policy Forum, the Health & Well-being Group and the Employee Roadshow to continue the process of integrating cycling better with all Council functions.

13.   Through the workshops, the following key themes were identified, which form the core of the Strategy itself:

- **Normalisation:** Cycling should be considered as a normal mode of transport which, with the right provision, can provide an option for short trips for people of all ages and abilities. This is an overarching theme which is core to all parts of the Cycling Strategy.
- **Infrastructure:** Cardiff's existing cycle network is fragmented and incomplete. In order to ensure that cycling is an option for all ages and abilities for everyday journeys, infrastructure improvements of the right quality are necessary.
- **Key partnerships:** In order to maximise return on investment in infrastructure, City of Cardiff must work with key partners to develop end of trip facilities and promote cycling through softer measures. Schools, workplaces and retail were identified as three key partnerships to be developed through the Strategy.

Vision

14.   The vision as set out within the Cycling Strategy is for "Cardiff to be a city where cycling is a normal and practical choice for short trips for people of all ages and abilities and to double the number of cycle trips in the city by 2026".

Key Actions

15.   The key actions and programme are set out in the Action Plan of the Cycling Strategy. Delivery of these actions will require additional resources.

Infrastructure

16.   The main actions in relation to infrastructure are as follows:

- Phased delivery of a city wide network of all ages and abilities routes, starting with the delivery of primary routes defined within the Integrated Network Map.
- Development of cycle routes through the city centre as part of a City Centre Movement Strategy which will address city centre connectivity for all transport modes.
- Development of a prioritised plan to address missing links across the wider cycle network and establishment of an annual capital programme to eliminate these missing links.
- Allocation of resources to maintain the existing cycle route network.
- Development of new guidelines to outline how all ages and abilities cycle infrastructure should be designed within the Cardiff context and delivery of a staff training programme to develop staff capacity to implement good cycle infrastructure design.
- Delivery of a Cycle Hub with secure parking provision for 500 cycles as part of the Central Square development
- The launch of a public on street cycle hire scheme
- Phased expansion of 20mph limits.

Schools

17.   The main actions in relation to schools are as follows:

- Identify missing infrastructure links to existing schools, including active engagement with schoolchildren in collaboration with Sustrans through Welsh Government's Active Schools project
- Identify opportunities to improve infrastructure links to new school sites in collaboration with the School Organisation project
- Develop a detailed programme to promote cycling to school
- Identify funding to improve provision of covered, secure cycle parking at schools

Workplaces

18.   The main actions in relation to workplaces are as follows:

- Improve provision of information and advice to workplaces on best practice for promoting cycling to employees
- Improve promotion of existing workplace initiatives offered by the Council, including the Park Your Bike scheme offering free cycle stands to organisations and Free Adult Cycle Training for anyone living, working or studying in the city
- Pilot a bicycle station to enable small businesses to share facilities for employees travelling by bike

Retail

19.   The main actions in relation to retail are as follows:

- Make a Business Case to the Business Improvement District (BID) to provide cycle friendly measures to increase footfall within the BID through better access by bicycle
- Develop an annual programme to increase provision of cycle parking at key locations in the city centre
- Develop an annual programme to increase provision of cycle parking at local shops
- Implement programme to remove abandoned bicycles in locations of high parking demand on a regular basis
- Better promotion of Park Your Bike scheme to provide free Sheffield stands to local shops

City of Cardiff Council

20.   The Council must lead by example in promoting cycling as an option for shorter journeys to work and for work purposes. The main actions in relation to this are:

- Develop an internal action plan to improve promotion of cycling to City of Cardiff Council staff with robust incentives for cycling and using public transport

Page 568

- Implement a pilot project to increase the use of bikes for work purposes, including the establishment of a new pool bike fleet with a regular maintenance schedule

Additional actions

21. Additional actions have been set out in the Action Plan as follows:

- A Cycling Steering Group will be established with membership open to business, public sector organisations and cycling interest groups.
- Review progress against the Action Plan in 2020/2021, including the identification of additional actions to target additional key partners.

Public consultation

22. The Cycling Strategy Engagement Plan at Appendix 2 sets out the activities planned to engage stakeholders and the public throughout the public consultation period, including online engagement, stakeholder group meetings, consultation events and direct engagement with schools.

Local Member and Scrutiny consultation

23. Local Member consultation was undertaken on the Network Plan in November 2016 where briefing notes were circulated to Ward Members highlighting proposed active travel schemes within their own wards. The responses received from Members so far have been considered in detail and amendments made where necessary.

24. The Environmental Scrutiny Committee received a presentation and briefing from officers and the Cabinet Member for Transport, Planning and Sustainability on 10th January 2017. The letter from the Chair of the Environmental Scrutiny Committee (dated 13th January 2017) containing the Committee's feedback is included in Appendix 3 to this report.

25. Further engagement with Local Members will be undertaken through Member Briefings in January.

Reason for Recommendations

26. To obtain Cabinet approval to publish the draft Cycling Strategy and undertake a public consultation.

Financial Implications

27. As this report is recommending the launch of the draft Cycling Strategy and an associated public consultation period there are no direct financial implications arising from this report. Any proposals to implement proposals included in the draft Cycling Strategy will have financial implications for the Council. At the appropriate time when decisions to proceed with specific proposals are being considered these will need to be supported by robust financial analysis, including funding

arrangements. The Council has an indicative Capital Programme allocation of £400,000 p.a. Any such capital and revenue expenditure arising from schemes would need to be managed within approved budgets and any external funding received by the Council e.g. from Welsh Government grant.

Legal Implications

28.　In considering this matter the Council should have regard to the following matters;

Duties

29.　The Active Travel (Wales) Act 2013 ("the 2013 Act"), which makes provisions requiring local authorities to take reasonable steps to enhance the provision made for, and to have regard to the needs of walkers and cyclists, for requiring functions under the act to be exercised so as to promote active travel journeys and secure new and improved active travel routes and related facilities.

30.　Section 17 of the Crime and Disorder Act 1998 ,which imposes a general duty on the Council, when exercising its functions, to take account of community safety dimension, with a view to reduce local crime and disorder in its area.

Consultation

31.　The report refers to consultation and in determining the way forward due regard should be had to the outcome of such exercise.

32.　It is noted certain individuals and organisations have requested to be consulted upon under the 2013 Act. The 2013 Act places a duty on Councils, amongst other things, to consult for a minimum of 12 weeks for the existing route map, to ask people their views on current and future mapping of cycling and walking routes and consult on specific schemes.

Equality Duty

33.　In considering this matter the decision maker must have regard to the Council's duties under the Equality Act 2010. Pursuant to these legal duties Councils must, in making decisions, have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a). Age,(b) Gender reassignment(c) Sex (d) Race – including ethnic or national origin, colour or nationality, (e) Disability, (f) Pregnancy and maternity, (g) Marriage and civil partnership, (h)Sexual orientation (i)Religion or belief – including lack of belief.

34. The decision maker should also have regard when making its decision to the Council's wider obligations under the Wellbeing of Future Generations (Wales) Act 2015. In brief the act makes provision with regards promoting/improving wellbeing.

HR Implications

35. The Council will put in place an employee benefit scheme for the purchase of bicycles through salary sacrifice, for the purpose of cycling to work.

36. A Cycle to Work scheme provider has been chosen via the NPS Framework, which following sign off should enable eligible staff to purchase bikes from January 2017.

37. The Cycle to Work purchase scheme will:-

- Support the Council's Employee Health and Wellbeing agenda, identified as a key priority from the last Council Employee Survey,
- Contribute to raising awareness of the Council's commitment to improving and encouraging Sustainable Transport options,
- Support the Council's Travel Plan Programme,
- Contribute to mitigating the impact of its operations on the environment, and;
- Give employees alternative transport options thereby supporting County Hall parking restrictions.

RECOMMENDATIONS

It is recommended that Cabinet;

1) Agree for a public consultation to be undertaken on the draft Cardiff Cycling Strategy, as set out in Appendix 1 to this report;

2) Approve the proposed Cycling Strategy Engagement Plan, as set out in Appendix 2 to this report; and

3) Note the decision to approve the final Cardiff Cycling Strategy, following consultation, will be the subject of a separate Cabinet report.

ANDREW GREGORY
Director
13 January 2017

The following appendices are attached:

Appendix 1: Cardiff Cycling Strategy 2016-2026
Appendix 2: Cycling Strategy Engagement Plan
Appendix 3: Response from Chair of Environmental Scrutiny Committee 13th January 2017

The following background papers have been taken into account

Cardiff Bike Life 2015
Cardiff Integrated Network Map for Cycling (Arup)
Cardiff Strategic Cycle Network Plan 2011
Cardiff Local Development Plan 2006-2026
Cardiff Local Transport Plan 2015-2020

CARDIFF CYCLING STRATEGY

2016-2026

DRAFT

CARDIFF
CAERDYDD

How To Use This Strategy

The Cycling Strategy sets out City of Cardiff Council's vision for cycling and the steps we will take over the next 10 years to realise it. The Strategy shows how cycling will make an important contribution to our vision of making Cardiff the most liveable capital city in Europe.

Nobody knows the city better than the people who live, work, study, and do business here. This is why we have engaged extensively with a wide range of groups, organisations and businesses in producing the Strategy. We will continue to engage with stakeholders to ensure that we achieve the best possible outcomes when implementing the actions set out in the Strategy.

The Introduction to the Strategy sets out current transport trends and predicted future trends, the reasons why our vision for cycling makes sense in a city like Cardiff, and the challenges we face in making the changes that will be needed. The Infrastructure chapter outlines the quality of routes necessary to build a cycle network for all ages and abilities and the steps we will take to achieve this. The Focus Areas chapter takes a closer look at how cycling can support three important aspects of city life: schools, workplaces and retail, in addition to outlining some of the steps City of Cardiff Council is taking to promote cycling among its own workforce. The Action Plan sets out the actions to be taken to deliver our vision and the timetable for delivery.

Related Documents
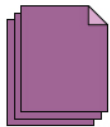
CARDIFF LOCAL DEVELOPMENT PLAN 2006-2026

CARDIFF LOCAL TRANSPORT PLAN 2015-2020

CARDIFF TRANSPORT STRATEGY

CARDIFF INTEGRATED NETWORK MAP (DRAFT)

CARDIFF PUBLIC REALM MANUAL

CARDIFF RESIDENTIAL DESIGN GUIDE SPG

WELSH GOVERNMENT ACTIVE TRAVEL DESIGN GUIDANCE

MANUAL FOR STREETS EDITIONS 1 AND 2

Contents

1. Introduction

Cycling is growing in Cardiff, however, there are a number of challenges we need to address to fully realise the benefits cycling can offer our city.

Current Trends

GROWTH 2005-2015

11%
POPULATION

13%
JOBS

CITY CENTRE 2004-2014

58%

86%

30%
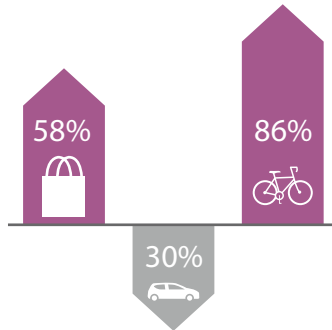
GENERAL TRENDS

- Cardiff is growing. Over the last 10 years the population in Cardiff has increased by 11%. The number of jobs has also increased by 13%

- Footfall in the city centre has increased by 58%. At the same time journeys to the city centre by car have dropped by 30% and journeys by bike have increased by 86%

Legend:
- CYCLING
- CAR
- WALKING
- PUBLIC TRANSPORT
- OTHER

9.2%
16.7%
16.5%
56.1%
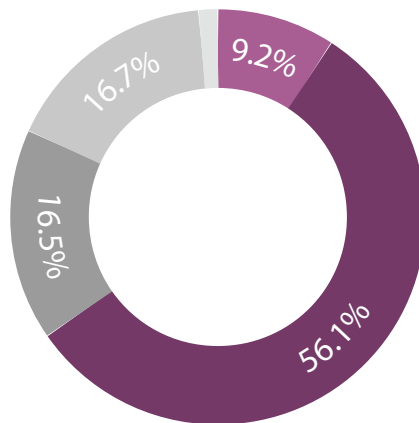
CYCLING TO WORK

- The proportion of Cardiff residents travelling to work by bike is 9.2%, compared to 56.1% who travel by car (2011-2015 rolling average).

- The proportion of residents travelling to work by bike has more than doubled since 2005.

CAR TRIPS LESS THAN 5KM

CAR TRIPS MORE THAN 5KM

48%

52%

28%

DO NOT CYCLE BUT WOULD LIKE TO
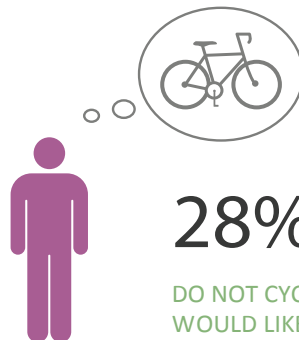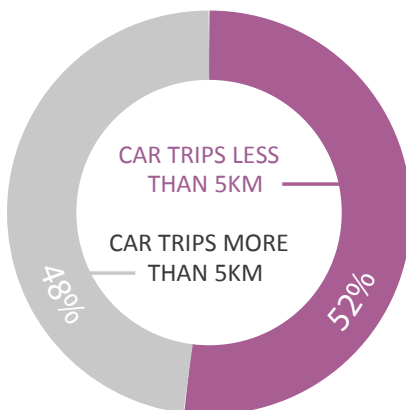
TARGET MARKET

- 28% of Cardiff residents say that they do not currently cycle, but would like to. This is a significant target market that could be accessed if conditions for cycling are improved.

- The majority of car trips starting within Cardiff are of a short enough distance to comfortably cycle. 52% of car journeys in 2011 would have taken 20 minutes or less by bike.

Future Development

PREDICTED GROWTH 2006-2026

+79,918
POPULATION

+40,000
JOBS

14%
TRIPS
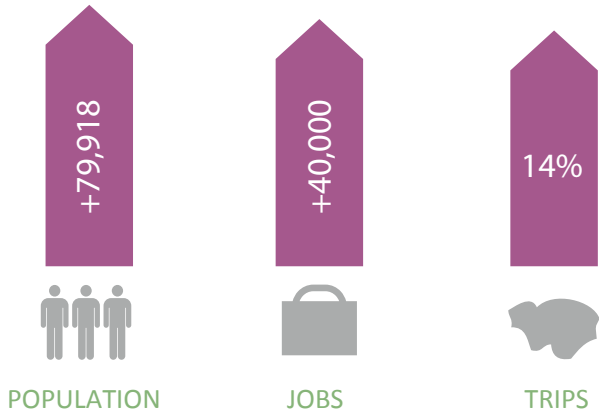
PREDICTED GROWTH

- The population of Cardiff is expected to grow by a further 79,918 between 2006 and 2026.

- During this period, the number of jobs in Cardiff is expected to increase by 40,000.

- The number of trips to, from and within Cardiff is expected to grow by 14%.

2011
36%
64%

2026
50%
50%

- SUSTAINABLE TRAVEL MODES
- CAR BASED TRAVEL
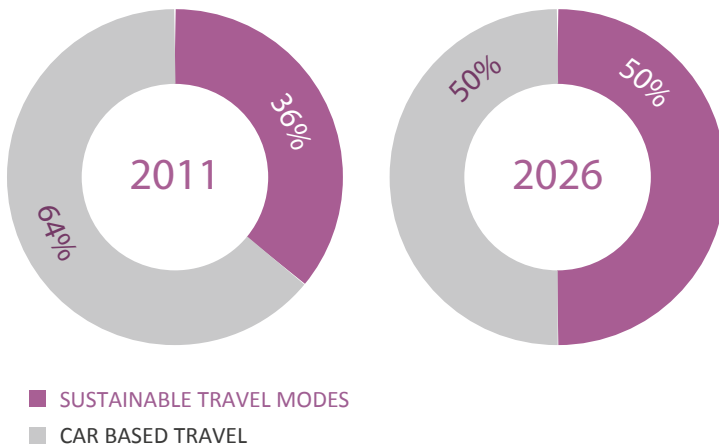
TRANSPORT VISION

- The Council's vision is for 50% of all trips to be made by sustainable modes by 2026.

- This vision is set out in the Council's Local Development Plan and is essential to accommodate the levels of growth predicted for the city within the transport network.

CYCLING MODE SHARE

2005
4.3%

2015
9.2%

2026
18.4%
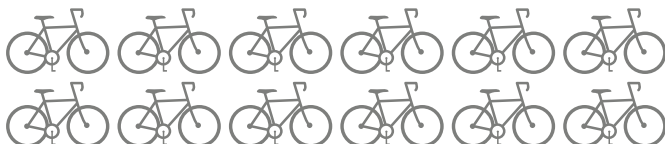
CYCLING VISION

- In order to contribute to our overall mode split target, the Council's vision as set out in this Cycle Strategy is to double the number of cycle trips by 2026, continuing the growth trend from 2005.

- To achieve this, the cycle network must be able to accommodate an additional 38,000 cycle trips a day.

Why Cycling Is Essential...

BUILDING A LIVEABLE CITY

A city that is good for cycling is an attractive city to live in and invest in. Increasing the amount of cycling is not a goal in itself. Many European cities with a strong reputation for the quality of life they offer their residents provide excellent facilities for cycling.

TRAVEL TIME

In a dense urban environment like Cardiff, cycling can offer the quickest way of travelling from point to point. A **3 mile journey** can be cycled at a comfortable pace within **20 minutes**, which is a competitive travel time compared to the car, particularly during peak periods of congestion.

EFFICIENT USE OF URBAN SPACE

Cycling requires less space to accommodate on the highway network compared to the private car. **12 cycles** can be securely and conveniently parked **in the space required to park one car**.

ECONOMIC BENEFIT

For current levels of cycling in Cardiff, there is:

£14 million a year saving to individuals and the local economy for trips which are cycled instead of driven [1]

£16 million a year benefit to health for all cycle trips [2]

1   Cardiff Bike Life 2015: Saving to individuals and the local economy for trips which are cycled instead of driven. Value of savings derived from WebTAG

2   Cardiff Bike Life 2015: Health benefit for all trips made by bike calculated with HEAT

CYCLING STRATEGY

10

MANAGING GROWTH

The efficiency of cycling as a mode of transport makes it a realistic means of managing the increase in journeys on Cardiff's transport network as the city grows. By providing the right infrastructure in the right places many journeys starting within Cardiff could be made by bike instead of the car. The city's highway network is already under pressure, particularly at peak times. Expanding road space to accommodate additional traffic is neither affordable nor sustainable. Therefore, as the city grows, road space must be reallocated from private cars to more efficient transport modes including footways, cycle tracks and public transport to enable more people to move around the city as quickly and efficiently as possible. This will also ensure that adequate provision remains for those trips where the private car is the only reasonable option.

HEALTH

The health and wellbeing benefits of regular exercise are well documented and cycling for everyday journeys is an effortless way of realising these benefits. People who cycle regularly have the **fitness of someone 10 years younger**. Improvements to local air quality through reducing unnecessary car trips will also have a significant impact on health.

ACTIVE TRAVEL DUTY

All local authorities in Wales have a duty to plan for and make continuous improvement in the provision of facilities for cycling under the Active Travel (Wales) Act 2013. Cycling also has a significant contribution to make to all seven of the wellbeing goals as set out in the Wellbeing of Future Generations (Wales) Act 2015.

CHILD FRIENDLY

WELL-CONNECTED

HEALTHY

RESILIENT   HAPPY   SAFE   ATTRACTIVE

CLEAN   FAMILY FRIENDLY   VIBRANT

EASY TO GET AROUND   PROSPEROUS

... because cities that are good for cycling are good for living in

Page 583

The Existing Route Map shows routes which meet the minimum standards set out in the Welsh Government Active Travel Design Guidance and demonstrates the fragmented nature of the existing network.

BELOW

Current investment in transport in Cardiff per year

£39.24
PER RESIDENT
ALL MODES

£3.84
PER RESIDENT
CYCLING

—— EXISTING ROUTES WHICH
MEET WELSH GOVERNMENT
MINIMUM STANDARDS
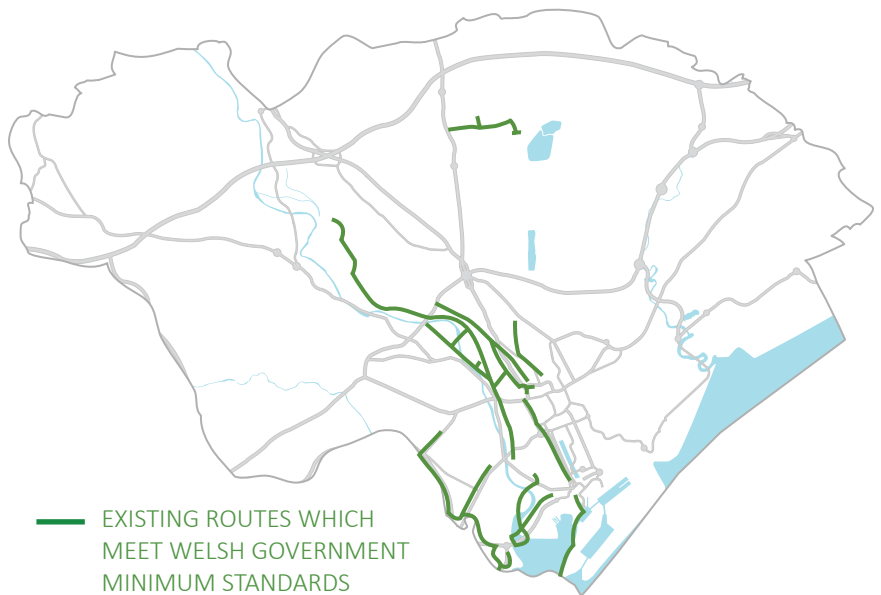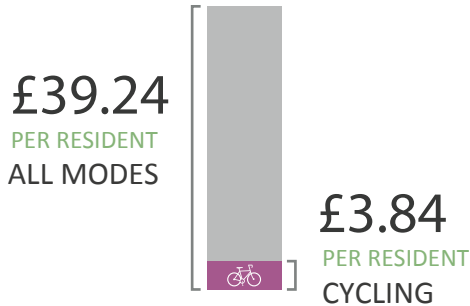
The Challenges

FRAGMENTED NETWORK

The existing Cycle Network is fragmented and incomplete, as demonstrated by the 2015 Existing Route Map which only shows those routes which meet the minimum standards set out in Welsh Government Design Guidance. Some routes could be improved by addressing relatively short sections of missing links. However, many parts of the city, in particular the east, have very limited provision for cycling.

RETROFITTING INFRASTRUCTURE IN EXISTING STREETS

Constrained urban corridors need to serve competing demands which makes the retrofitting of cycling infrastructure challenging. There are housing developments in Cardiff which have been constructed with limited public transport access and no purpose-built cycling connections at all.

SAFETY: ACTUAL AND PERCIEVED

Cardiff residents feel that cycling is significantly less safe than other modes of transport. Although the number of people cycling for everyday journeys is growing in Cardiff, in order to maintain this growth, it is clear that safety issues, both real and perceptual, need to be addressed.

RESOURCES

Cardiff Council's current annual capital expenditure on cycling infrastructure, including both Council capital funding and external grant funding, equates to just under £4 per resident, part of a total spend of just over £39 per head by the Council on all modes of transport. This has funded a number of recent improvements across the network, but is not sufficient to develop a comprehensive network of high quality routes. 78% of Cardiff residents would like to see more investment in cycling in Cardiff.

DEVELOPMENTS IN OTHER CITIES

21% of Cardiff residents currently cycle at least once a week, which compares well to cities like Edinburgh (21%) and Bristol (23%). However, a number of UK cities have seen a recent increase in funding for cycling infrastructure projects which has yet to be matched in Cardiff and may be reflected in future trends. The level of capital investment in cycling is also low compared to European cities with a strong reputation for cycling. Amsterdam and Copenhagen invest around £15 per head of population per year. Approximately 50% of residents in Copenhagen cycle to work, compared to 9.2% in Cardiff.

Our Vision

Our vision is to develop Cardiff into a cycling city where cycling is a normal, practical and safe choice for short trips for people of all ages and abilities and to double the number of cycle trips in the city by 2026.

The following key actions outline how we will realise our vision:

INFRASTRUCTURE

- **Make a step change in the integration of cycling into transport planning and urban space.**

- **Provide infrastructure with the right quality in the right place to provide for all ages and abilities cycling.**

KEY PARTNERSHIPS

- **Work with key partners, including workplaces, schools and retailers, to provide end of trip facilities and promote cycling to residents and visitors.**

- **Improve the integration of cycling with the way that the Council carries out its core business.**

2. Infrastructure

In order to deliver our vision for cycling, we will provide the right infrastructure in the right location for cyclists of all ages and abilities.

Our Infrastructure Priorities
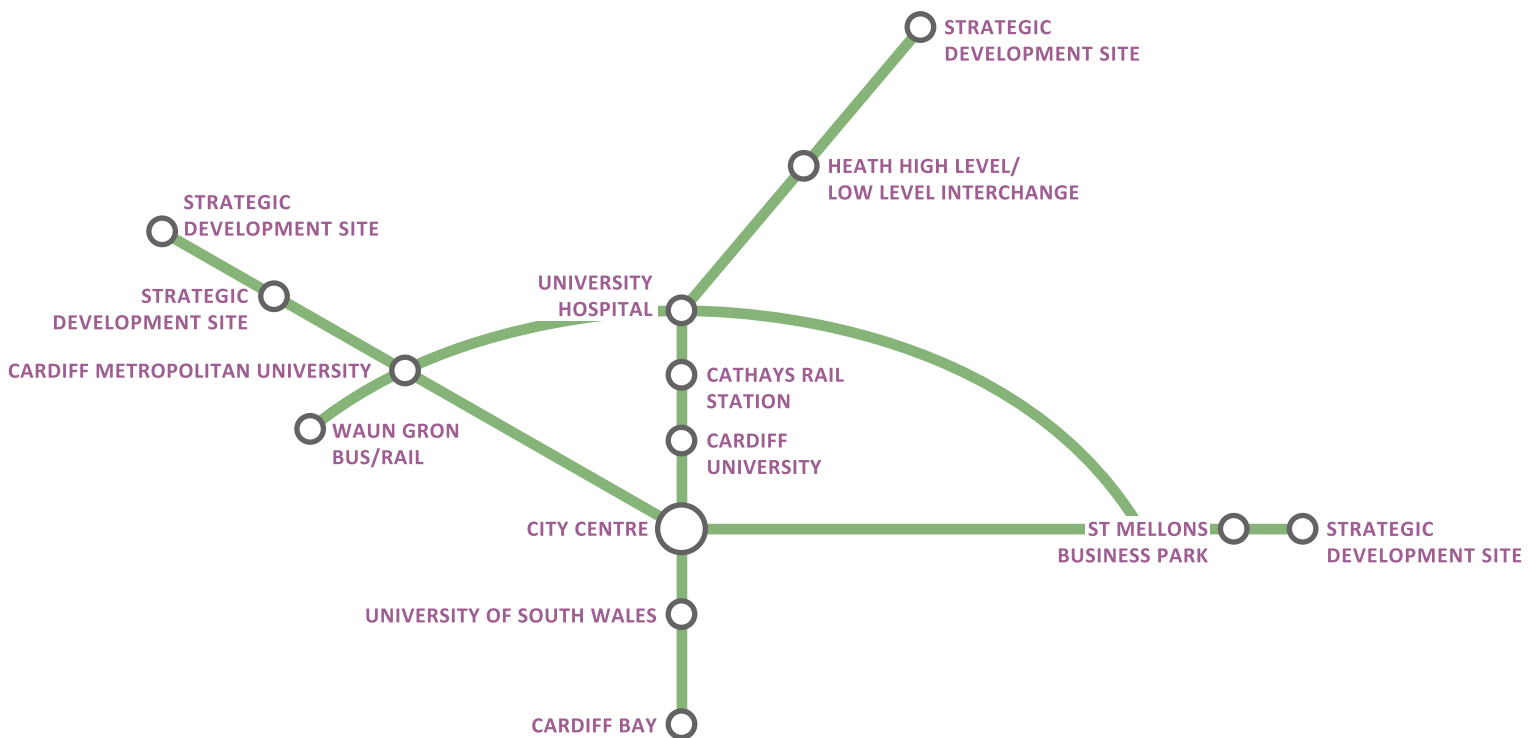
KEY CORRIDORS

Plans will be developed to create two primary route corridors as an exemplar for all ages and abilities cycling, to connect new development sites to major destinations across the city, including the City Centre and the Bay.

CITY CENTRE

Plans will be developed to improve cycling connections through the City Centre as part of a City Centre Movement Strategy.

MISSING LINKS

Missing links across the network will be identified and addressed, including schemes to address severance across the network, and local neighbourhood improvements to cycling conditions on local streets.

MAINTENANCE

Maintenance of cycle routes will be prioritised to ensure that they continue to provide safe and comfortable conditions for cycling.

NEW DEVELOPMENT

High quality cycling infrastructure will be fully integrated into new development from the outset, to provide an extensive internal network of routes and connections to the wider cycle network.

INTEGRATION WITH HIGHWAY ACTIVITY

Whenever work is being undertaken on the highway, opportunities will be taken where relevant to make improvements to cycle facilities at the same time.

INVOLVING STAKEHOLDERS

Engagement with stakeholders, including local residents and businesses, will be an important part of designing solutions to get the best possible results.
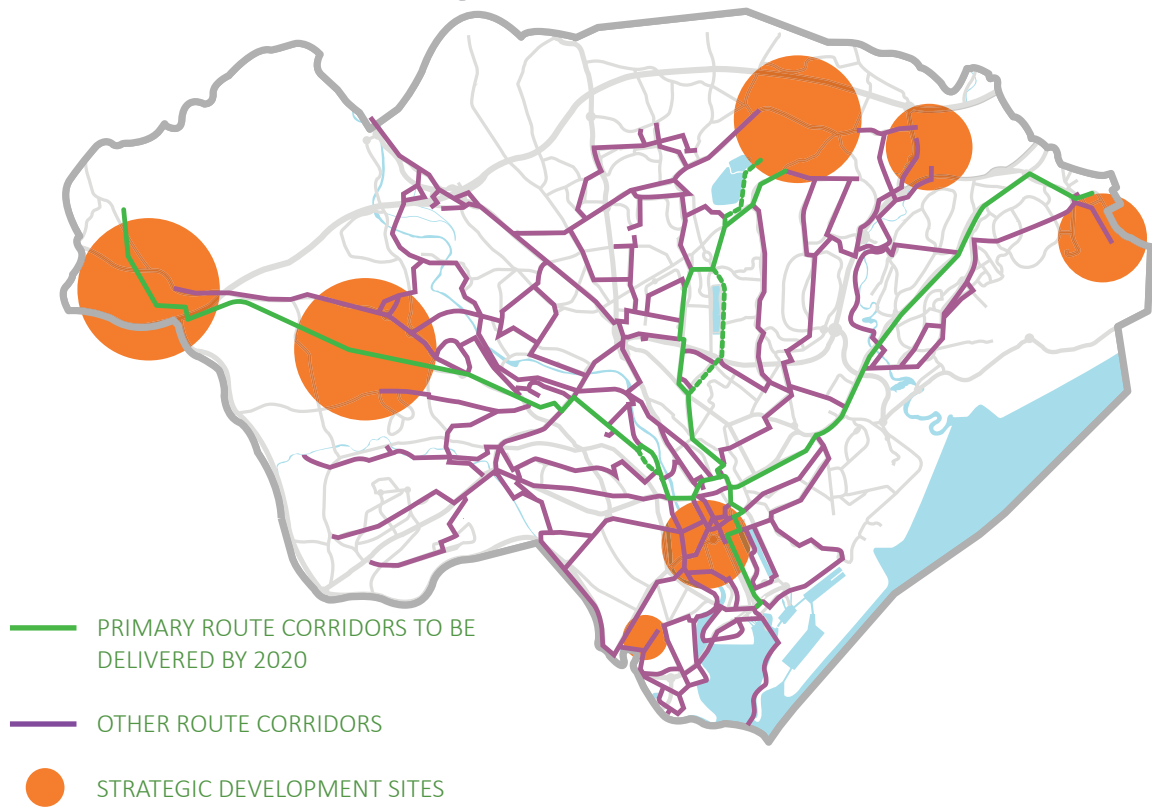
PROMOTIONAL ACTIVITY

Implementation of new cycling infrastructure will be complemented by promotional activities to maximise the impact of infrastructure investment.

The Cardiff Cycle Network

— PRIMARY ROUTE CORRIDORS TO BE DELIVERED BY 2020

— OTHER ROUTE CORRIDORS

● STRATEGIC DEVELOPMENT SITES

The Cardiff Cycle Network sets out a comprehensive network of cycle routes linking existing communities and strategic development sites with key destinations across the city.

These routes include:

- Existing off road routes and signed on road routes

- Routes defined in the Strategic Cycle Network (Enfys) Plan 2011 which are in development or yet to be completed

- Additional routes required to address missing links and improve connectivity across the city

CYCLE NETWORK PLAN

A draft Cycle Network Plan has been developed identifying the routes which are to be developed over the next 10 years and beyond. This includes two primary route corridors running north-south and east-west which will connect strategic development sites with existing communities and major destinations. These primary route corridors will be our first priority for delivering continuous route corridors that provide the right conditions for all ages and abilities cycling.

We will also seek to address missing links across the wider network to improve conditions for cycling and increase the options for everyday journeys, and address severance in key locations through a prioritised plan to include:

- Safety improvements to major junctions
- Segregated facilities on main roads in key locations
- Provision of new shortcuts, including bridges, contraflows, and cycle access through road ends
- Improvements for on road cycling on quiet local streets, including 20mph limits and traffic calming

Infrastructure Standards

Cycling For All Ages and Abilities

In order to achieve our vision of making cycling a normal and rational choice for short trips for **people of all ages and abilities** and doubling the number of cycle trips in the city, it is essential to provide infrastructure that gives everyone the confidence to cycle in Cardiff, including adults who do not cycle often and school children.

Improvements to the infrastructure for cycling will also improve the environment for other vulnerable road users, by reducing conflict between pedestrians and cyclists on segregated cycle routes and reducing vehicle speeds along on road cycle routes.

Cycling safety is a major concern to Cardiff residents. It is essential that cycle routes in Cardiff provide a **safe environment**, including segregation from motor traffic where it is needed.

For cycling to be an **attractive travel choice**, cycling infrastructure must be comfortable to use. This means that it addresses the poor perception of safety, by providing segregation where needed, good quality surfaces and sufficient space to cater for the number of people using the route.

One of the benefits of cycling in an urban environment is that it offers **point to point travel**. For this benefit to be realised, cycle routes must be well connected, with a dense network of routes and high quality links between cycle routes and the basic network of local streets. Cycle routes must be convenient to use, providing direct routes to destinations and wayfinding that is intuitive to follow.
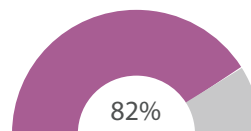
As with any mode of transport, **journey time** is important when cycling. A bicycle journey time saving of 1 minute is worth 12.5p per person, per trip. Travel time is the most important factor for all Cardiff residents when choosing how to travel to work.
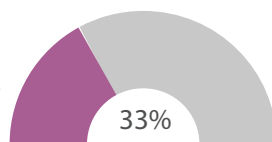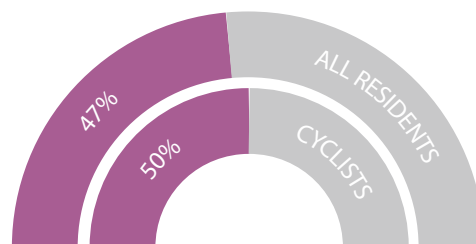
33%
RATE CYCLING AS GOOD OR VERY GOOD
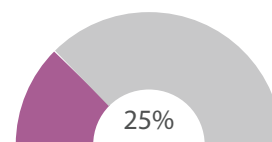
25%
RATE CYCLING SAFETY FOR CHILDREN AS GOOD OR VERY GOOD

82%
THINK CYCLING SAFETY NEEDS TO BE IMPROVED

47% ALL RESIDENTS
50% CYCLISTS

50% OF CYCLISTS REGARD TRAVEL TIME AS THE BIGGEST INFLUENCE ON HOW THEY TRAVEL TO WORK.

Measures

The City of Cardiff Council will incorporate the following measures into scheme design where needed to ensure provision for all ages and abilities cycling. Further Guidance will be developed to set out how these measures should be applied in Cardiff to ensure that we provide infrastructure with the right level of quality to realise our vision for cycling, taking account of Welsh Government Design Guidance

PHOTO CREDIT: GEHL ARCHITECTS

PARKING PROTECTED CYCLE LANES, COPENHAGEN
Cycle lanes protected by car parking bays is a design feature which can improve the safety and comfort of a route.

PHOTO CREDIT: GEHL ARCHITECTS

CYCLE TRACK ACROSS SIDE STREET, COPENHAGEN
Segregation from motor traffic and pedestrians improves comfort for all users. Priority over side roads and contraflow arrangements reduce travel time

SAFETY

- Segregation from motor traffic on main roads

- 20mph speed limits and traffic calming on streets with lower volumes of traffic

- Early start for cyclists at signal junctions

- Parking protected cycle lanes

COMFORT

- Segregation from motor traffic and pedestrians on main roads

- Segregation from pedestrians on off road paths

- Adequate space to accommodate both the current and the expected number of route users

- Good quality running surface

- Appropriate lighting

- Implementation of 20mph speed limits

CONNECTIVITY

- Good network density

- High quality links between segregated routes alongside roads, off street paths and traffic calmed minor roads to create a coherent network

CONVENIENCE

- Direct routes to destinations

- Cycle parking in convenient locations

- Intuitive wayfinding

TRAVEL TIME

- Adequate space to accommodate the number of route users

- Signal changes to reduce waiting time at junctions

- Give priority to segregated cycle routes and footways over side roads

- Contraflows for cycling on one way streets

- Provide cycle access through road ends

- Provide bridges to reduce severance caused by natural or man made barriers

Segregation

In order to provide cycle infrastructure that meets the needs of all ages and abilities, we will provide some form of segregation from motor vehicles where it is needed.

The decision on whether or not segregation is required is dependent on both speeds and flows of motor vehicles. Where speeds and flows are low cyclists will be able to comfortably share space with motor vehicles. The table below sets out the thresholds at which segregation from motor vehicles should be considered, based on best practice guidance from Denmark and the Netherlands.[1]

SPEED LIMIT	VEHICLE FLOWS (DAILY 2 WAY)	TREATMENT
20MPH	Less than 1000 vehicles per day	• Segregation will not be required. • Additional traffic calming may be required to ensure that speed limit is observed if measured speeds indicate there is a problem.
	Between 1000 and 3000 vehicles per day	• Segregation may be required. • If the decision is taken not to segregate, additional traffic calming may be required to ensure that speed limit is observed if measured speeds indicate there is a problem.
	Over 3000 vehicles per day	• Segregation will usually be required.
30MPH AND ABOVE	Any	• Segregation will be required • If flows are light, consideration should be given to reducing the speed limit, with additional traffic calming if needed to ensure that the speed limit is observed.

CYCLE STREET, COPENHAGEN

In streets with low vehicle speeds and flows, cyclists can share space with motor vehicles. Traffic calming may be required to ensure motor vehicles travel at appropriate speeds to maintain a comfortable environment for cycling, for example through a 'Bicycle Street' treatment

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1   Bicycle Planning and Design Guidelines 2012 (draft), Urban Systems for City of Vancouver
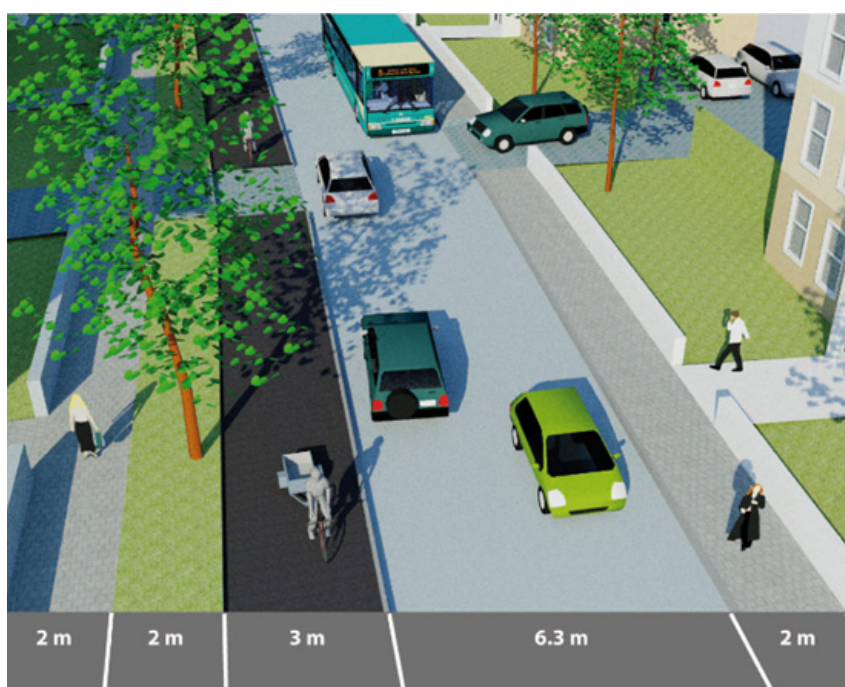
Cycling in New Developments

In order to manage the impact of new development on the transport network in Cardiff, new developments must be designed from the outset to facilitate cycling for everyday journeys for all ages and abilities.

This requires provision of an extensive internal network of routes, connections to routes beyond the development itself, and cycle facilities including parking at all destinations within the development. Internal cycling networks should be of a scale and quality which is sufficient to make cycling the easiest and most practical travel option for short local trips including to nearby destinations such as shops and schools.

CYCLE ROUTES ALONGSIDE MAIN ROADS

The preferred treatment option for main roads through development sites is a two way cycle track alongside the road, segregated from pedestrians. The cycle track must provide sufficient width for the number of users, which will require a minimum clear width of 3 metres. Cycle tracks and footways must be given priority over side roads to reduce travel time and maintain the comfort of the route.

2 m   2 m   3 m   6.3 m   2 m

CONNECTIVITY

Cycle routes to destinations within new developments must be as direct as possible to reduce travel time and make cycling the most practical travel option for short, local trips. Direct cycle routes may not always follow the main road network and could include a combination of short cuts through quieter streets, off road sections and filtered permeability through road ends. However, in order to maintain a comprehensive network that facilitates all point to point journeys within a development, provision of direct routes away from the main road does not eliminate the need to provide segregated facilities alongside main roads. Connections between segregated cycle tracks and the basic network of local streets must be safe, direct, and intuitive, to create an attractive facility which is easy to use and reduces travel time. The same principles will apply to connections linking the new development to the wider cycle network for which contributions will be sought from developers through the planning process.

Next Steps

- **Develop designs for two primary route corridors, as the first step towards creating a city wide network for all ages and abilities:**

  - North – South: Linking strategic sites in north east Cardiff to Cardiff Bay via the City Centre

  - East – West: Linking strategic sites at St Mellons to strategic sites in north west Cardiff via the City Centre

- **Develop a City Centre Movement Strategy for all modes including concept designs for cycling connections through the City Centre.**

- **Develop a prioritized plan to address missing links across the wider cycle network and start eliminating missing links.**

- **Develop new guidelines for cycle infrastructure design in Cardiff, taking into account Welsh Government Active Travel Design Guidance.**

- **Develop and deliver a training programme on the implementation of good cycle infrastructure design.**

- **Submit the Final Network Plan as part of the Integrated Network Map to Welsh Government for approval (September 2017).**

- **Establish a ring-fenced budget for maintenance of existing cycle routes.**

- **Launch a public on street cycle hire scheme.**

- **Implement a cycle hub with secure cycle parking provision for 500 cycles as part of the redevelopment of Central Square.**

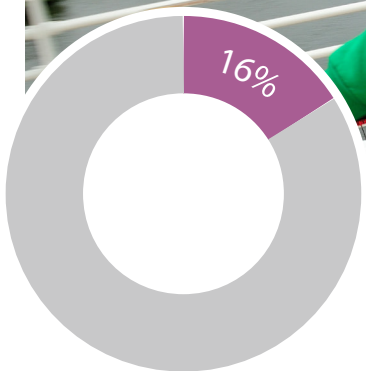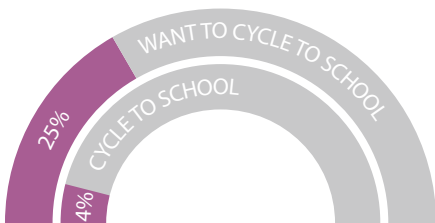- **Implement phased expansion of 20mph limit areas.**

3. Key Partnerships

We will work with key partners to promote cycling for every day journeys.

Schools

16%

16% OF ALL TRIPS UNDERTAKEN ON A WEEKDAY ARE ESCORT TRIPS (TRIPS TAKEN TO TRANSPORT SOMEBODY ELSE)

WANT TO CYCLE TO SCHOOL

CYCLE TO SCHOOL

25%

4%

4% of Cardiff children currently travel to school by bike, however 25% say that they would prefer to travel to school by bike. In contrast, 41% of Cardiff children travel to school by car. 16% of all trips undertaken on a weekday are escort trips (trips taken to transport somebody else) and just over half of these trips are made as a car driver. Escort trips represent a significant cost to the individual, both in terms of time and transport costs. If children are able to travel to school independently, this saves their parents time and money.

Government guidelines state that children and young people should engage in moderate to vigorous physical activity for at least 60 minutes a day. Cycling to school and for other short trips can contribute to increasing the amount of physical activity that children undertake. The benefits of cycling for children and young people include improved cardiovascular and bone health, maintaining a healthy weight, improved self-confidence and development of social skills.

Promoting cycling in schools

CYCLE TRAINING

City of Cardiff Council offers cycle training to all primary schools in Cardiff to give children the skills they need to cycle on short journeys such as cycling to school or to the local shops. Training is also offered during the school holidays for children who are unable to attend training through their schools.

ACTIVE JOURNEYS

The Active Journeys in Wales project is delivered by Sustrans to provide information, training and support to pupils, teachers and parents to enable more children to travel to school by bike, scooter or on foot. Schools are supported intensively over a three year period to enable them to establish a good foundation to become an independent active journeys school. We currently have 10 supported Active Journeys schools in Cardiff and 35 schools who have completed the three year programme and have continued support through the Advice Service.

Whitchurch Primary School

"At Whitchurch Primary we have a group of children in year six who are responsible for promoting cycling. We call them the Bike Crew. Each term we have some events which put the focus on cycling, for example we have an assembly to introduce the Bike Crew, we hold competitions such as design a poster to show how to stay safe on your bike, we have a "Bling your Bike" for Christmas event and every term we host a Bike Breakfast.

In the summer term we run a bike club for year two children. We have involved parents in our events and we have used the smoothie maker/bike at our school fair.

Our most prominent event is our Big Pedal fortnight when everyone is urged to cycle to school as many times as possible."

Next Steps

- **Develop a detailed programme to promote cycling to school.**

- **Identify funding opportunities to improve provision of covered, secure cycle parking at schools.**

- **Identify and address missing infrastructure links to existing schools, through the development and implementation of the Cycle Network Plan, including active engagement with schoolchildren in collaboration with Sustrans through Welsh Government's Active Schools project.**

- **Identify opportunities to improve infrastructure links to new school sites in collaboration with the School Organisation project.**
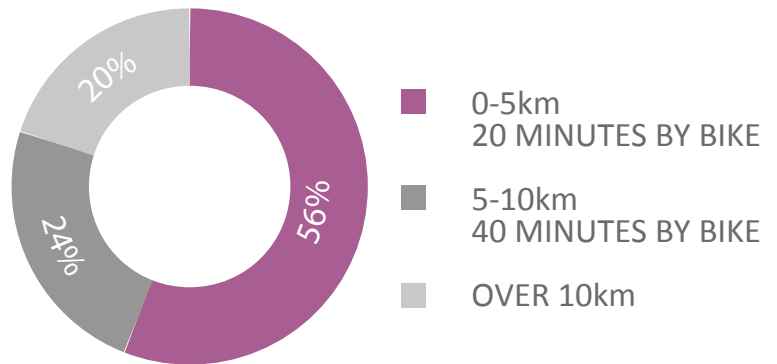
Workplaces

214,600 jobs are based in Cardiff, making a vital contribution to the local economy and the quality of life offered to our residents. Cardiff residents make up 61% of commuting journeys to jobs based in Cardiff.

Around 9% of journeys to work currently made by Cardiff residents are by bike and almost half of all cycle trips made by Cardiff residents are for work purposes. However, there is significant scope to increase the number of people cycling to work in Cardiff, since 56% of Cardiff residents could reach their workplace within 20 minutes by bike.

The number of jobs in Cardiff is expected to grow with several new employment sites to be located in and around the City Centre, including the redevelopment at Central Square. Increasing the number of people cycling to work in Cardiff is an important measure to manage the impact of this growth on the transport network.

Cycling can offer many benefits to employers and employees in Cardiff. It is an easy way to incorporate physical activity into daily life, which benefits health and wellbeing and leads to a more productive workforce. Cycling reduces pressure on the demand for car parking spaces, and cycle parking takes up significantly less space than car parking. Cycling can also offer a cost effective option for business travel over short distances in an urban area due to the lower running costs and competitive travel times compared to the car.

To increase the uptake of cycling to work and for business travel, the Council must address the missing links within the cycle network to facilitate the journeys between where people live and work in the city. Accompanying workplace based initiatives can maximise the impact of infrastructure improvements. The Council will continue to engage with local employers to identify priority areas for improvement and share knowledge on best practice for workplace initiatives.

20% **56%** **24%**

■ 0-5km
20 MINUTES BY BIKE

■ 5-10km
40 MINUTES BY BIKE

■ OVER 10km

Workplace Initiatives to Increase Cycling:

- Secure cycle parking

- Showers and changing facilities

- Pool bikes for business travel

- Cycle mileage for business travel

- Tax free bikes through the Cycle to Work scheme

BBC

"At our current HQ in Llandaff, we have plenty of on-site parking for staff. However, our move to Central Square will mean that staff will have to consider new ways of commuting; being in the city centre means that parking spaces will be reserved for operational requirements and disabled drivers. A staff Travel Survey showed us that around 20% of respondents are currently thinking of commuting on their bikes, and we are working hard to make cycling to work as accessible and straight forward as possible. Our plans include secure indoor bike parking, staff showers and changing rooms, lockers for bike equipment, and a drying room for wet cycle gear."

Cardiff Metropolitan University

"Cardiff Metropolitan University has the largest work based Bike User Group in Wales with in excess of 300 of their circa 1200 staff frequently cycling to work. This number is swelled by over 700 current students who have requested access to the University's secure cycle stores in the past two years.

An increasing demand for car parking and inconsiderate parking resulted in the introduction of managed car parks. This in turn provided the University with the opportunity to ring fence funding and increase its focus on sustainable travel."

The University has continually focused on cycling over the past 15 years through numerous initiatives and capital expenditure including:

- Introduction of nine all weather card access cycle stores
- Changing, showering and locker facilities at Llandaff Campus
- 28 days a year free breakfasts for staff cycling to work
- Provision of Grade 10 security D Locks at a discount
- Social cycling events including 'Cycle with the Dean'
- Continuation and extension of Cycle to Work scheme
- Distribution of the Council's Walking & Cycling Maps annually to students and staff
- Dr Bike, Police Security Marking and Maintenance Workshops termly for students and staff
- Annual clearance of Western Avenue bridge of leaf litter providing safer cycling
- Annual removal of bicycles that have been abandoned and donation to the Cardiff Cycle Workshop.

"I have been commuting from Bristol by train and bicycle on average 3 times per week since last May. I have significantly reduced my annual mileage and car maintenance and bridge toll etc. I have managed to maintain a better level of fitness as I have continued cycling through the winter. Prior to commuting by bike I would generally only cycle at the weekend in winter. I also find it very convenient to combine exercise while commuting."

John Cappock, Chief Operating Officer, Cardiff Metropolitan University

Next Steps

- **Improve provision of information and advice to workplaces on best practice for promoting cycling to employees.**

- **Establish a Business Cycling Group to share knowledge and communicate business needs to the Council.**

- **Identify and address missing infrastructure links to major workplaces, through the development and implementation of the Cycle Network Plan.**

- **Improve promotion of existing workplace initiatives offered by the Council, including the Park Your Bike scheme offering free cycle stands to organisations and Free Adult Cycle Training for anyone living, working or studying in the city.**

- **Pilot a bicycle station to enable small businesses to share facilities for employees travelling by bike.**

Retail

On a typical weekday around 286,000 trips are made to shops in Cardiff, rising to around 388,000 trips on a typical Saturday. Cardiff city centre is a major shopping destination at a national level with over 40 million visitors a year. Local shops, including those provided at district and local centres, provide important services to local communities and support the local economy, particularly small businesses.

Cardiff residents currently make around 2.2 million cycle trips to the shops every year. The importance of cycling as a mode of transport for shopping trips is increasing, with an 86% increase in the number of people visiting the city centre by bike over the last 10 years.

As a mode of transport well suited to short, urban journeys, cycling can offer residents a means to access shops quickly and conveniently, with the provision of the right infrastructure in the right place, including speed reduction measures on local streets near local shops and provision of short stay cycle parking in convenient locations. These facilities will make shops in Cardiff, both within the city centre and at local shopping areas, more attractive to visit and encourage residents to spend locally. Increasing the number of shorter shopping trips, undertaken by bike, will ensure that car parking and road capacity is available for customers who need to drive.

Measures to increase cycling to shops

- Improvements to infrastructure to provide direct and comfortable access to shopping locations

- Provision of short stay cycle parking in locations close to shops in sufficient numbers to meet demand

Key Locations for Retail in Cardiff

CITY CENTRE

DISTRICT CENTRES

LOCAL CENTRES
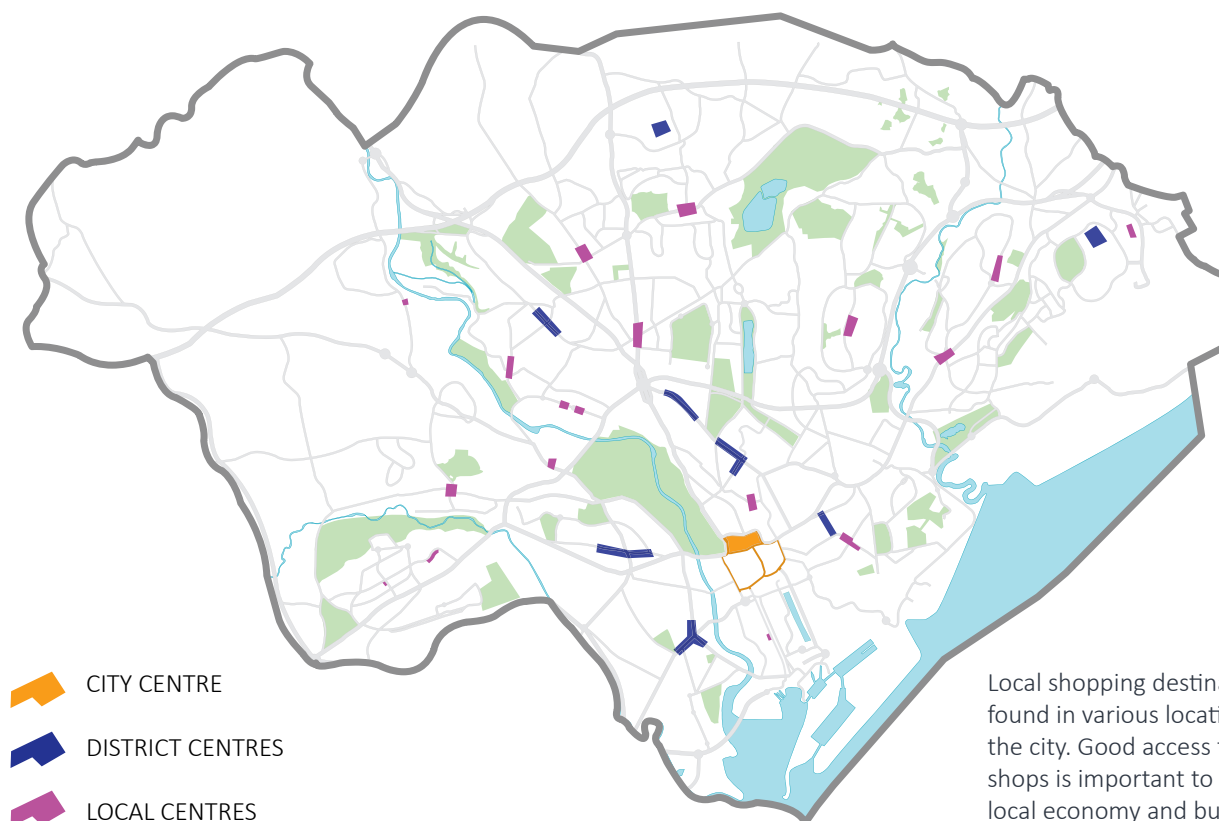
Local shopping destinations are found in various locations across the city. Good access to local shops is important to support the local economy and build liveable neighbourhoods.

→ Next Steps

- **Make a Business Case to the Business Improvement District (BID) to provide cycle friendly measures to increase footfall within the BID through better access by bicycle.**

- **Identify and address missing links to local shops, including district and local centres, through the development and implementation of the Cycle Network Plan.**

- **Develop an annual programme to increase provision of cycle parking at key locations in the city centre.**

- **Develop an annual programme to increase provision of cycle parking at local shops.**

- **Implement programme to remove abandoned bicycles in locations of high parking demand on a regular basis to improve the attractiveness of shopping areas.**

- **Better promotion of Park Your Bike scheme to provide free Sheffield stands to local shops.**

City Of Cardiff Council

As a major employer within the City, it important that the City of Cardiff Council promotes cycling to its own staff for short journeys to and for work in order to save the Council and its employees time and money and contribute to the health and wellbeing of our workforce.

Some of the initiatives already in place to promote cycling and manage demand for car parking are set out below, however we recognise that more can be done and will be developing an internal action plan to improve the promotion of cycling to our staff.

CYCLE FACILITIES FOR EMPLOYEES

- Cycle parking
- Shower and changing facilities at County Hall and Willcox House
- Lockers at main council sites
- Pool bikes for work travel with an online booking system at County Hall and Willcox House
- Free annual bike safety checks with Dr Bike.

1 IN 5

As part of the programme to rationalise the number of buildings operated by the Council, the number of staff based at County Hall has increased, leading to an increase in demand for car parking spaces. As a result, the Council has introduced a parking management scheme at County Hall where staff with car park permits are allocated one day a week where they are not permitted to park their car on site and are encouraged to travel to work on their car free day using sustainable modes.

"After dropping my kids at school in the morning, I was always too late to find a parking space. This prompted me to consider the alternatives. Public Transport: no direct route from my home to Cardiff Bay. So it was either a 2 bus journey or a bus/train journey, both of which would take much longer than travelling by car. I decided that cycling would be a better alternative as it would also allow me to fit exercise into my daily routine without having to think about it and without having to go the gym – boring!!

I purchased a bike on the salary sacrifice scheme and started cycling regularly to work. I made use of the facilities available including showers, locker, drying room and an on-site bicycle pump. I have definitely enjoyed the benefits of cycling both in terms of convenience (I avoid traffic jams and a fight for a parking space, fitness (I've shed a few pounds) and recreation. It can be a great social activity when done with a group of friends, but I've also enjoyed the feeling of freedom of cycling and the quiet space it gives me. It inspired me to undertake a 5 day cycle across Tanzania from the foot of Mount Kilimanjaro, via Masai camps, amazing landscapes and through to Arusha. You could call it a mid-life crisis, I would call it an adventure!!"

Rachel Wetherill, Business Process Co-ordinator, City of Cardiff Council

→ Next Steps

- **Develop an internal action plan to improve promotion of cycling to City of Cardiff Council staff including:**

  - Robust incentives for cycling and using public transport.

  - A pilot project to increase the use of bikes for work purposes, including the establishment of a new pool bike fleet with a regular maintenance schedule.

4. Action Plan

The action plan sets out the steps we will take over the next 10 years to deliver our vision for cycling.

Action Plan

	16/17	17/18	18/19	19/20	20/21	21/26
Develop two primary route corridors to all ages and abilities cycling standards, including a North – South route linking strategic sites in north east Cardiff to Cardiff Bay via the City Centre and an East – West route linking strategic sites at St Mellons to strategic sites in north west Cardif via the City Centre						
Develop concept designs in consultation with residents, businesses, cycling groups and other stakeholders:		●				
Start phased construction			●			
Complete construction				●		
Develop a city wide network of all ages and abilities primary routes						
Develop phased implementation plan for city wide network of routes				●		
Develop concept designs for two additional primary route corridors highlighted in plan in consultation with residents, businesses, cycling groups and other stakeholders:					●	
Phase construction of additional primary route corridors highlighted in plan						●
Develop and implement a City Centre Movement Strategy for all modes through the City Centre						
Develop concept designs including cycling connections through the City Centre in consultation with residents, businesses, cycling groups and other stakeholders		●				
Start phased construction of cycling connections through the city centre as part of the delivery of provision for all modes through the City Centre Movement Strategy			●			
Complete implementation of cycling connections through the city centre				●		
Develop and implement a prioritized plan to address missing links across the wider cycle network						
Develop a prioritised plan to address missing links across the wider network, in consultation with residents, businesses, cycling groups and other stakeholders		●				
Establish a capital budget to address top priority missing links on an annual basis		●				
Delivery of prioritised schemes to address missing links			●	●	●	●
Develop new guidelines for all ages and abilities cycle infrastructure design in Cardiff, taking into account Welsh Government Active Travel Design Guidance.		●				
Develop and deliver a staff training programme on the implementation of good cycle infrastructure design		●				
Submit Final Network Plan as part of Integrated Network Map to Welsh Government for approval		●				
Establish an annual ring-fenced budget for maintenance of existing cycle routes		●				
Launch a public on street cycle hire scheme		●				
Implement a Cycle Hub with secure cycle parking provision for 500 cycles as part of the redevelopment of Central Square			●			

INFRASTRUCTURE

	16/17	17/18	18/19	19/20	20/21	21/26
INFRASTRUCTURE						
Implement phased expansion of 20mph limit areas:						
Areas including Riverside and Canton	●					
Areas including Gabalfa		●				
Areas including Adamsdown, Butetown and Grangetown			●			
Areas including Splott					●	
Areas including Penylan and Canton						●
SCHOOLS						
Identify missing infrastructure links to existing schools, including active engagement with schoolchildren in collaboration with Sustrans through Welsh Government's Active Schools project		●				
Identify opportunities to improve infrastructure links to new school sites in collaboration with the School Organisation project		●				
Develop a detailed programme to promote cycling to school						
Pilot project at a school to integrate softer measures and physical improvements			●			
Implement full programme				●		
Identify funding to improve provision of covered, secure cycle parking at schools		●				
WORKPLACES						
Improve provision of information and advice to workplaces on best practice for promoting cycling to employees		●				
Improve promotion of existing workplace initiatives offered by the Council, including the Park Your Bike scheme offering free cycle stands to organisations and Free Adult Cycle Training for anyone living, working or studying in the city		●				
Pilot a bicycle station to enable small businesses to share facilities for employees travelling by bike			●			
Establish a Business Cycling Group to share knowledge and communicate business needs to the Council		●				
RETAIL						
Make a Business Case to the Business Improvement District (BID) to provide cycle friendly measures to increase footfall within the BID through better access by bicycle		●				
Develop an annual programme to increase provision of cycle parking at key locations in the city centre		●				
Develop an annual programme to increase provision of cycle parking at local shops		●				
Implement programme to remove abandoned bicycles in locations of high parking demand on a regular basis		●				
Better promotion of Park Your Bike scheme to provide free Sheffield stands to local shops		●				
CCC						
Develop an internal action plan to improve promotion of cycling to City of Cardiff Council staff, including robust incentives for cycling and using public transport, and establishment of new pool bike fleet.		●				
Establish a Cycling Steering Group with membership open to business, public sector organisations and cycling interest groups		●				
Review progress on action plan and identify additional actions to target additional key partners by 2026					●	

Cardiff Cycling Strategy: Timeline

This document forms the Draft Cycling Strategy for public consultation. The next steps for the publication of a new Cycling Strategy for Cardiff are as follows:

End of Public Consultation   ●   28TH MARCH 2017

Review of Consultation Responses   ●   APRIL TO MAY 2017

Amendments Made to Cycling Strategy Where Required   ●   MAY 2017

Council Approval of Cycling Strategy   ●   JULY 2017

Publication of Cycling Strategy   ●   JULY 2017

Cycling Strategy Engagement Plan

Pre-Network Plan Engagement

- Gehl Workshops on Cycling Strategy with internal and external stakeholders (June 2016 and Sept 2016)
- Cycle Liaison Group Cycling Strategy Workshop 28th June 2016
- Car Free Day Information Gathering 22nd September 2016
- Cardiff Convention Workshop and Cycle Tour 13th October 2016
- Presentation to Informal Cabinet 23rd November 2016
- Presentation to Employee Roadshow 24th November 2016
- Cabinet Member Briefing on Cycling Strategy – ongoing
- Internal consultation with Council Officers on Network Plan November 2016
- Ward Member consultation on proposed Network Plan schemes in individual wards – November 2016
- Member Briefings on Cycling Strategy and Integrated Network Maps – TBA December 2016
- Environmental Scrutiny Committee – Presentation on Cycling Strategy Integrated Network Maps 6th December 2016

Formal Public Consultation on Draft Integrated Network Maps – January 2016 – March 2017

Online Engagement

- Information published on Cardiff Council website (www.cardiff.gov.uk/activetravel) and Keeping Cardiff Moving with associated online questionnaire
- Social media campaign
- Emails to:
  - Stakeholder contact lists
  - People and organisations who have requested to be consulted under the Active Travel Act (currently around 200 contacts)
  - Cardiff Research Centre Contact Lists

Stakeholder Group Meetings

- Cycle Liaison Group
- Additional meetings to be held with:
  - Cardiff Council Access Focus Group
  - Cardiff Cycle City
  - Sustrans Volunteers

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Consultation Events

- Standalone consultation events to be undertaken, invitations to people that have requested to be consulted under the Active Travel Act and promotion through social media
- Opportunities to be identified throughout Consultation period to attend events to promote Cycle Strategy and Network Plan
- Explore possibility of running a community route audit in conjunction with Living Streets

Schools

- Sustrans Active Schools Engagement with Fitzalan High and Ysgol Gyfun Plasmawr
- Schools Community Street Audit in collaboration with Living Streets
- Emails to all schools

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Ref: RDB/PM/RP/10.01.17

13 January 2017

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

Dear Councillor Patel,

Environmental Scrutiny Committee – 10 January 2017

On behalf of the Environmental Scrutiny Committee I would like to thank you and the officers from the City Operations Directorate for attending the Committee meeting on Tuesday 10 January 2017. As you are aware the meeting considered an item titled "Draft Cycling Strategy & Integrated Network Map". The comments and observations made by Members following this item are set out in this letter.

- The Committee welcomes the creation of a Cardiff Cycling Strategy. The Cardiff growth projections are such that achieving a 50:50 modal split by 2026 is essential for the quality of life of Cardiff residents. The Members felt that the "Draft Cardiff Cycling Strategy" and "Integrated Network Map" were positive documents because:

  - They set out a series of ambitious targets;
  - They provide a defined vision and series of actions to improve Cardiff's cycling infrastructure;
  - They identify trends that need to be addressed;
  - They identify target audiences who need to be involved in the consultation and engagement process;
  - They document Cardiff's current and proposed cycling infrastructure;
  - They set out a basic structure for a series of primary routes which could provide excellent north / south and east / west connectivity

options. In particular the Committee noted that they would provide sustainable transport links between key parts of the city and strategic development sites.

- The figures provided in the presentation titled "Cardiff Cycling Strategy and Integrated Network Map" were all provided as percentage values and did not provide actual values, for example, cycling trips in the city centre increased by 86% between 2004 and 2014 – how many cycling trips does the 86% figure represent? I would be grateful if you could provide actual values for all of the percentage figures illustrated in the presentation.

- The health benefits of cycling were emphasised on several occasions at the meeting, for example, the Director for City Operations explained that cycling on a regular basis statistically increases life expectancy by five years. The "Cardiff Draft Cycling Strategy 2016 to 2026" explains that the Council only spends £3.84 per resident per annum on cycling – this is very low when compared to cities like Amsterdam and Copenhagen who spend approximately £18 per resident per annum. The Committee believe that a relatively small per resident increase in cycling investment would produce significant health benefits, which in the medium term would reduce other financial pressures facing the Council and health service. Such an investment would also enhance the Council's liveable city ambitions.

During the item a Member asked how the aims of the "Cardiff Draft Cycling Strategy 2016 to 2026" would be funded. You responded by explaining that this could not be confirmed at the meeting because of the ongoing budget consultation. The Committee will consider the budget lines associated with cycling during budget scrutiny in February 2017 and provide appropriate feedback in relation to the aims and ambitions contained within the "Cardiff Draft Cycling Strategy 2016 to 2026".

I would be grateful if you would consider the above comments and provide a response to the content of this letter.

Regards,

P. DK. Mitchell

Councillor Paul Mitchell

Chairperson Environmental Scrutiny Committee

Cc:

Andrew Gregory – Director for City Operations

Paul Carter – Head of Transport

Gail Bodley-Scott – Section Leader (Transport Vision, Policy and Strategy)

Paul Keeping – Operational Manager, Scrutiny Services

Davina Fiore – Director of Governance & Legal Services

Members of the Environmental Scrutiny Committee

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