CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET: DYDD IAU, 21 MEDI 2017 at 2.00 PM

Cynhelir cyfarfod y Cabinet yn Ystafell Bwyllgor 1 yn Neuadd y Sir ddydd Iau 21 Medi am 2.00 pm

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A G E N D A

1 Cofnodion Cyfarfod y Cabinet a gynhaliwyd ar 27 Gorffennaf 2017 *(Tudalennau 1 - 8)*

Materion Craffu

2 Derbyn Adroddiad y Pwyllgor Craffu ar Amgylchedd: Adfer ein Hafonydd *(Tudalennau 9 - 150)*

3 Derbyn Adroddiad y Pwyllgor Craffu ar Amgylchedd: Rheoli Arian Adran 106 ar gyfer Datblygu Projectau Cymunedol *(Tudalennau 151 - 298)*

Strydoedd Glân, Ailgylchu a'r Amgylchedd

4 Newid Perchennog Contract Safle Trin Gwastraff Organig Caerdydd *(Tudalennau 299 - 304)*

5 Disodli Cerbydau Casglu Gwastraff ac Ailgylchu gan rai newydd *(Tudalennau 305 - 334)*

Cyllid, Moderneiddio a Pherfformiad

6 Trefniadau'r Uwch Dîm Rheoli *(Tudalennau 335 - 360)*

7 Adroddiad Perfformiad Chwarter 1 2017-18 *(Tudalennau 361 - 406)*

8 Monitro Cyllideb - Adroddiad Mis 4 *(Tudalennau 407 - 464)*

Cynllunio Strategol a Thrafnidiaeth

9 Adroddiad Monitro Blynyddol Cyntaf Cynllun Datblygu Lleol Caerdydd *(Tudalennau 465 - 666)*

10 Map Rhwydwaith Integredig Teithio Actif *(Tudalennau 667 - 772)*

PAUL ORDERS
Prif Weithredwr
15 Medi 2017

Mae'r dudalen hon yn wag yn fwriadol

CARDIFF COUNCIL
CYNGOR CAERDYDD

MINUTES

CABINET MEETING: 27 JULY 2017

Cabinet Members Present:	Councillor Huw Thomas (Leader) Councillor Peter Bradbury Councillor Russell Goodway Councillor Graham Hinchey Councillor Sarah Merry Councillor Michael Michael Councillor Lynda Thorne Councillor Chris Weaver Councillor Caro Wild
Observers:	Councillor Joe Boyle Councillor Adrian Robson
Officers:	Paul Orders, Chief Executive Christine Salter, Section 151 Officer Davina Fiore, Monitoring Officer Joanne Watkins, Cabinet Office
Apologies:	Councillor Susan Elsmore

10 MINUTES OF THE CABINET MEETING HELD ON 6 JULY 2017

RESOLVED: that the minutes of the Cabinet meeting held on 6 July 2017 be approved

11 FAMILIES FIRST PROGRAMME: ARRANGEMENTS FOR RECOMMISSIONING

The Cabinet received a report outlining proposals for a new approach in relation to Cardiff's Families First Programme. It was proposed that a phased approach to the recommissioning of the grant funded services in line with guidance from the Welsh Government. The proposals had been considered by the Children & Young People Scrutiny Committee and the letter was circulated to Cabinet.

RESOLVED: that

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1. the proposed phased approach to the recommissioning of the next Families First Programme grant funded services as set out in the body of the report be agreed

2. Subject to recommendation 3, authority be delegated to the Director of Social Services in consultation with the Cabinet Member for Children and Families and the Cabinet Member for Finance, Modernisation and Performance, and Section 151 and the Director of Governance and Legal Services for all aspects of commissioning (including the award of contracts) and any associated arrangements which may be required in relation to the next Programme, namely

   a) Arrangements for the pilot of the Early Help Service and any subsequent longer-term arrangements which may be put into place following the pilot;

   b) Service Level Agreements with the relevant Council service areas (jncluding the Education department) for delivery of the main Parenting and Youth Support Services;

   c) Arrangements (in a form to be determined and subject to advice) with Cardiff and Vale University Health Board for services which require specialist health delivery;

   d) Arrangements to extend any current contracts within scope of the Families First Programme to enable new arrangements to be put in place and subject to the existing contracts containing provisions to extend the same;

   e) To explore and develop joint working arrangements with the Vale of Glamorgan Council and to enter into any subsequent joint working arrangements agreed (save for any joint working arrangements which include a delegation of a Council function to the Vale of Glamorgan and/or the delegation of a Vale of Glamorgan Council function to the Council whereupon the matter will be reported back to Cabinet);

   f) Commissioning arrangements for other complementary services in relation to the Families First Programme including the award of contracts.

3. subject to all contracts and arrangements being made to include appropriate provisions in relation to the availability of grant funding, the term of such agreements and arrangements will be not go beyond 31st March 2022.

12 ANNUAL COUNCIL REPORTING FRAMEWORK - DIRECTOR OF SOCIAL SERVICES REPORT 2016/17

The Cabinet received the Annual Report of the Director of Social Services. Cabinet were advised that the report followed a new template provided by the Welsh Government and so the format differed from previous years. The report

had been considered by a joint meeting of the Children & Young People and Community & Adult services Scrutiny Committee and the response from the Cabinet Members was circulated at the meeting.

RESOLVED: that the Annual Report of the Director of Social Services for 2016/17 be received and agreed that it be presented to full Council.

13 BUDGET STRATEGY 2018/19 AND THE MEDIUM TERM

Cabinet considered the budget strategy report. The report outlined the proposed financial strategy for the preparation of the Council's budget for 2018/19 including the timetable that the budget process would follow and updated the Council's Medium Term financial plan.

RESOLVED: that

(1) the budget principles on which the Budget Strategy Report is based including the use of a targeted approach to meeting the Budget Reduction Requirement both in 2018/19 and across the period of the Medium Term Financial Plan be agreed

(2) directorates work with the relevant Portfolio Cabinet Member, in consultation with the Corporate Director Resources and Cabinet Member for Finance, Modernisation and Performance Management to identify potential savings to assist in addressing the indicative budget gap of £23.5 million for 2018/19 and £73.5 million across the period of the Medium Term Financial Plan.

(3) relevant bodies who raise precepts and levies on the Council be formally contacted to request that funding reductions are also fed into these settlements which should be in line with those it is expected that Welsh Government will impose in respect of local authority funding.

(4) the Corporate Director Resources in consultation with the Cabinet Member for Finance, Modernisation and Performance, be delegated authority to identify an alternative budget reduction requirement upon receipt of further clarification in respect of Welsh Government funding.

(5) any new capital investment approvals, to be funded by borrowing between 2018/19 and 2022/23, will be only for asset renewal in relation to existing assets.

(6) he Corporate Director Resources in consultation with the Cabinet Member for Finance, Modernisation and Performance, be delegated the authority to amend the Budget Strategy, if this amendment does not significantly depart from the underlying principles. Any requirement to significantly depart from these principles would require a further Budget Strategy Report to Cabinet.

(7) the Council seek expressions of interest from officers in respect of the voluntary redundancy scheme

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(8) it be proposed that Council agree that the Budget Timetable Framework set out in Appendix 2 be adopted and that in the intervening period that the work outlined is progressed with a view to informing budget preparation.

(9) there will be a two stage process in relation to consultation on 2018/19 proposals. This will commence with the Ask Cardiff Survey including a section on general budget themes, followed by more detailed consultation on 2018/19 proposals later in the Autumn, once there is further clarity on the 2018/19 funding position.

14 CORPORATE RISK MANAGEMENT UPDATE - QUARTER 4 2016/17

The Cabined received the Corporate Risk Register which outlined the strategic risks facing the Council and measures taken to mitigate these risks.

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

15 RE-PROCUREMENT OF THE COLLABORATIVE SOUTH EAST HIGHWAYS AND CIVILS CONSTRUCTION FRAMEWORK (SEWHIGHWAYS2)

Cabinet was informed that the Council had agreed to host the collaborative framework for the collaborative South East Wales Highways and Civils and that the frameworks required re-procurement by April 2018. The report set out the governance arrangements for the framework and the process for re-procurement.

RESOLVED: that

1. the decision to commence the re-procurement of the South East Wales Collaborative Civils Construction Framework as set out in the report be approved, delegating all ancillary matters to the Corporate Director Resources in consultation with the Cabinet Member for Finance, Performance and Modernisation, including setting the evaluation methodology and up to and award of successful contractors to the framework.
2. It be noted that Cardiff Council has agreed to host the collaborative framework for the period of March 2018 - March 2022 and that the responsibility for that and any ancillary matters involving the administration of the SEWH3 Collaborative Framework has been delegated to the Corporate Director Resources, delivered via the Commissioning and Procurement team.

16 HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN 2017/18

The Housing Revenue Account (HRA) Business Plan was considered by Cabinet. The plan set out the Council's purpose as a social housing landlord and set out the objectives and standards for service. The report also proposed

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appropriating General Fund land or property suitable for the development of new council housing into the HRA for an agreed market value.

RESOLVED: that

(1) the HRA Business Plan 2017-2018 be approved.

(2) It be noted that the approved Plan will be submitted to the Welsh Government.

(3) the principle of appropriating General Fund land or property deemed suitable for the development of new council housing from the general fund into the HRA for an agreed value representing market value be agreed

17 SINGLE LICENSING AUTHORITY ENFORCEMENT POLICY FOR POWERS CONTAINED UNDER PART 1 OF THE HOUSING (WALES) ACT 2014

An update on the Council's role as Single Licensing Authority for Wales (Rent Smart) was received. It was reported that whilst substantial progress had been made to secure compliance there was an estimated 20% of landlords remaining non-compliant and it was proposed that an enforcement policy be adopted to ensure a consistent approach across Wales.

RESOLVED: that

1. the progress made by Rent Smart Wales in delivery of the Housing (Wales) Act 2014 be noted

2. the draft Rent Smart Wales Enforcement Policy as set out at appendix 1 to the report be approved and

3. authority be delegated to the Director with responsibility for Rent Smart Wales to approve amendments to the policy that may be required periodically.

18 COMMISSIONING OF A NEW FRAMEWORK FOR MAINTENANCE OF THE COUNCIL'S PROPERTY ESTATE

Appendix 1 to this report is exempt from publication pursuant to the provisions of Schedule 12A Part 4 paragraph 16 of the Local Government Act 1972

The Cabinet considered a report seeking approval to comission a new building maintenance framework for the Council's property estate. It was proposed that an improved in-house team be developed and an improved building maintenance framework be commissioned.

RESOLVED:that

1) the content of the report be noted;

2) the proposed commissioning strategy for the Non Domestic Building Maintenance Framework be approved;

3) authority be delegated to the Director of Economic Development, in consultation with the Cabinet Member for Investment and Development, the Section 151 Officer and the Director of Governance and Legal Services, to deal with all aspects of the procurement relating to the Non Domestic Building Maintenance Framework, including setting the contract evaluation criteria and the award of contracts.

4) authority be delegated to the Director of Economic Development in consultation with the Cabinet Member for Investment and Development, the Section 151 Officer and the Director of Governance and Legal Services, to make the interim contractual arrangements necessary for the continuation of service until the new contracts are in place.

19 FUNDING THE NEW BUS INTERCHANGE

Appendices 2, 3, 4, 5, and 6 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.

The Cabinet received an update on the delivery of the new bus interchange. An in-principle agreement was sought to a revised funding strategy following the submission by the developer of a proposal to deliver the bus interchange based on a market driven solution.

RESOLVED: that

(1) the developer be allowed to maximise capital receipts for the commercial floor space within the Bus Interchange development by allowing end use to be driven by market demand.

(2) authority be delegated to the Director of Economic Development in consultation with the Cabinet Member for Investment & Development and the Cabinet Member for Finance, Modernisation and Performance, the Section 151 Officer and the Monitoring Officer to:

(i) Negotiate and conclude a final agreement with the developer subject to the financial envelope outlined in Appendix 3 for the delivery of the Bus Interchange project and appropriate external advice.

(ii) Settle outstanding design, planning and site preparation costs as outlined in Confidential Appendix 2 subject to independent verification of costs.

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(iii) Acquire the Saunders Road Car Park site owned by Network Rail to complete the land assembly as outlined in this report, subject to independent valuation.

(3) budget be brought forward from the approved 2018/19 Capital programme into 2017/18 budget to meet the pre planning and land assembly costs outlined in the report.

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Mae'r dudalen hon yn wag yn fwriadol

Scrutiny Report of Cardiff's Environmental Scrutiny Committee

Restore Our Rivers

January 2017

CARDIFF
CAERDYDD

City and County of Cardiff Council

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- **Appendix 2** – Cardiff Scrutiny Research Team Report – 'Restore Our Rivers: Best Practice in Managing Ecological Issues'.

CHAIR'S FOREWORD

About a year ago I was contacted by a number of local anglers who were concerned about the state of the River Ely. They told me that parts of the river were effectively dead and that fish stocks were steadily declining. They were not sure why this was happening, but indicated that general pollution was probably a contributing factor. A little surprised and worried at the thought that my local river was dying I decided to look into the matter.

The work started with an item titled 'River Pollution in Cardiff' that was hosted by Cardiff's Environmental Scrutiny Committee. This took place on the 15th March 2016 and considered the problems facing local rivers and how these could be addressed. To shape the discussion we invited our partners at Dwr Cymru, Natural Resources Wales, South East Wales Rivers Trust, Cardiff Rivers Group and Glamorgan Anglers. During the meeting it quickly became apparent that the pressures of modern life were having a negative impact on our local rivers; in particular the River Ely was struggling having recently been categorised as 'poor' and 'Bad' in parts in a recent Natural Resources Wales assessment. It also became clear that there were lots of individuals and organisations working hard to improve the quality of our rivers and that the best way forward was to establish some kind of working partnership. The Restore Our Rivers inquiry was born.

Fast forward to August 2016 and a task & finish group was established to considered a range of options and initiatives for improving the quality of rivers and water courses in Cardiff and the wider South East Wales River Basin. To deliver this piece of work we co-opted partners from Dwr Cymru, Natural Resources Wales, Keep Wales Tidy, South East Wales Rivers Trust, Cardiff Rivers Group, Glamorgan Anglers and Groundwork Wales. The group met on a regular basis between August and December to discuss a wide range of river issues including pollution prevention, sustainable drainage, environmental improvements, delivering a united communications message, working with volunteer groups and building a regional or catchment based approach. At the end of the inquiry we summarised our work and created the Restore Our Rivers report. The report makes 20 recommendations and

is supported by 140 key findings. All of the recommendations are designed to drive river quality improvements across the South East Wales River Basin.
To my mind the single most important theme coming out of the report and recommendations is partnership working. By working together as a partnership we will achieve more; this inquiry clearly illustrates the point. On this note, I would like to thank all of the partners for their hard work during the last six months – you have added knowledge, experience and enthusiasm to the task. You have all been a pleasure to work with. I would also like to thank the witnesses who have provided evidence to the inquiry; your valuable contributions have added a wider perspective to the task and have shaped our key findings and recommendations.

As this inquiry draws to an end my hope is that the recommendations are collectively delivered through the partnership. In particular the creation of a regional working group is essential for implementing the other recommendations and dealing with any future problems in our rivers. By working together we can restore our rivers.

Councillor Paul Mitchell
Chairperson – Environmental Scrutiny Committee

INQUIRY METHODOLOGY

Cardiff's Environmental Scrutiny Committee along with its co-opted partners (Dwr Cymru; Natural Resources Wales; Keep Wales Tidy; South East Wales Rivers Trust; Cardiff Rivers Group; Glamorgan Anglers and Groundwork Wales) considered a range of river quality issues and options relating to improving the water quality in river and other watercourses in the South East Wales River Basin. In reviewing the various options the group drew upon a number of witness contributions and information sources including:

- Witness contributions from Dwr Cymru;
- Witness contributions from Natural Resources Wales;
- Witness contributions from Keep Wales Tidy;
- Witness contributions from the City of Cardiff Council;
- Witness contributions from Groundwork Wales;
- Witness contributions from the Cardiff Rivers Group;
- Witness contributions from Afonydd Cymru;
- Evidence gathered by Cardiff's Scrutiny Research Team and presented in the reports titled 'River Pollution in Cardiff: Background on the Ely, Rhymney and Taff' (**Appendix 1**) and 'Restore Our Rivers: Best Practice in Managing Ecological Issues' (**Appendix 2**).

From this body of evidence the Members drew key findings and the 20 recommendations made in this report. The Environmental Scrutiny Committee Task & Finish Exercise will report to the Environmental Scrutiny Committee on the 10th January 2017, and subject to approval of the draft report it will be commend to Cardiff Council's Cabinet and governing bodies of each of the co-opted partners for consideration and response.

INQUIRY TERMS OF REFERENCE

The collaborative task & finish working group will consider, evaluate and address the current problems facing Cardiff's rivers and watercourses. In doing so the exercise will develop a series of work packages which will review the following areas:

- Measurement and benchmarking of the current condition of Cardiff's rivers and watercourses;
- Prevention opportunities which can be applied to Cardiff's rivers and watercourses;
- Educational opportunities which can be applied to Cardiff's rivers and watercourses;
- Improvement opportunities which can be applied to Cardiff's rivers and watercourses;
- Regional opportunities which can be applied to the rivers and courses of the wider South East Wales River Basin.

In doing this the task & finish working group will explore best practice, receive witness contributions and access research resources from a wide range of sources. The task & finish exercise will address each of the five work package themes individually and a bespoke terms of reference will be created for each of the work packages.

The task & finish exercise will aim to identify a series of key findings and recommendations for each of the five work packages; these will be recorded in this report which will upon conclusion be submitted to the to the Welsh Government Cabinet Secretary for Environment and Rural Affairs; Cardiff Council's Cabinet Member for the Environment and the decision making body of each of the partner organisations who have provided representatives to support the collaborative task & finish working group. A copy of the report will be made available to other interested parties.

The collaborative task & finish working group will include Elected Members from Cardiff's Environmental Scrutiny Committee and co-opt appointed representatives from the Cardiff Rivers Group; Dwr Cymru; Glamorgan Anglers; Keep Wales Tidy; Natural Resources Wales and the South East Wales Rivers Trust.

MEASUREMENT & BENCHMARKING

At the start of the task & finish exercise the group identified measuring the condition of the three rivers and tributaries as a priority. Understanding the current conditions of the watercourses was seen as a vital starting point because it would help set the context of the overall exercise and act as a reference point against which future progress could be measured.

To deliver this work the group commissioned Cardiff Council's Scrutiny Research Team to write a paper titled 'River Pollution in Cardiff: Background on the Ely, Rhymney and Taff'; this document is attached to this report as **Appendix 1**. The report specifically comments on:

- General background profile information on the three rivers (the Ely, Rhymney and Taff);
- Background information on water quality assessment methodologies;
- Information on key water quality indicators and assessment results.

General information on the river's geographical profiles and characteristics which are presented in the report were collected from internet-based research and from existing Committee papers. The more detailed information on water quality indicators, assessment methods and ratings were provided by officers from Natural Resources Wales.

Background - Cardiff and the South East Wales River Basin

Most of Cardiff is located on a large flood plain which hosts the rivers Taff, Ely and Rhymney. The three rivers flow into the Bristol Channel and along with a series of supporting tributaries they provide drainage for a large section of South East Wales.

The rivers are recognised to have played a significant role in the economic, geographical and social development of Cardiff. They continue to provide an important role by supporting a healthy environment, enhancing habitat, providing leisure opportunities, generating energy, supporting the local economy, facilitating drainage and generally supporting well being.

River Quality Standards

River quality is measured by the standards set out in the Water Framework Directive; this is a European instruction which has been applied to United Kingdom law. **Appendix 1** describes the four main measures or tests contained within the Water Framework Directive and which are used to identify the condition of United Kingdom rivers and watercourses, these are:

- **Ecological Status** – The ecological status of a river is determined by examining three key aspects. These are biological quality elements (the communities of fish, invertebrates, diatoms and macrophytes); general physico-chemical conditions (the levels of dissolved oxygen, ammonia, phosphate, pH , temperature); and the 19 national pollutants (tests for the presence of 19 polluting substances agreed by advisory group UKTAG).
- **Chemical Status** – Water quality is monitored for its Chemical status, this involves testing for compliance to European Standards for 41 substances.
- **Additional Tests – Alien Species & Hydromorphological Conditions** – Tests for Alien species and assessements of hydromorphological conditions are undertaken to inform the overall assessement of river water quality conditions.
- **Overall Status Classifications** - The Ecological status, Chemical status and additional tests are combined to give an overall status described as one of five status classes which are High, Good, Moderate, Poor or Bad.

To help support the report officers from Natural Resources Wales provided basic descriptions for each of the five overall status classifications, these were:

- **High:** Near natural conditions. No restriction on the beneficial uses of the water body. No impacts on amenity, wildlife or fisheries.
- **Good:** Slight change from natural conditions as a result of human activity. No restriction on the beneficial uses of the water body. No impact on amenity or fisheries. Protects all but the most sensitive wildlife.
- **Moderate:** Moderate change from natural conditions as a result of human activity. Some restriction on the beneficial uses of the water body. No impact on amenity. Some impact on wildlife and fisheries.

- **Poor:** Major change from natural conditions as a result of human activity. Some restrictions on the beneficial uses of the water body. Some impact on amenity. Moderate impact on wildlife and fisheries.
- **Bad:** Severe change from natural conditions as a result of human activity. Significant restriction on the beneficial uses of the water body. Major impact on amenity. Major impact on wildlife and fisheries with many species not present.

Common Reasons for Failing Elements

Appendix 1 identifies five main reasons for sections of failing elements of river systems according to the Water Framework Directive, these are:

- Sewage/Combined sewage overflow/Misconnections known collectively as 'urban diffuse' where the ecology can be affected by raw (but often diluted) sewage / waste water making its way into the river. This can lead to degraded habitats for the flora and fauna.
- Point Source Sewage Treatment Works is the final treated discharge from Sewage Treatment Works. It all enters the river via one pipe at one location.
- Siltation is a form of pollution from deposits of silt or clay. It can be suspended sediments or the accumulation of sediment on the river bed.
- Mitigation measures where water bodies are modified for uses such as flood protection, public water supply, urbanisation to such an extent that Good Status is not achievable These need to attain Good Ecological 'Potential' (as opposed to status) which means we will need to put in place measures that maximise the ecology given the modified nature of the water body
- Barriers to fish migration in the form of weirs, culverts or sewer pipes. Man-made weirs, culverts or pipes as a result of urbanisation can present barriers to fish migration that prevent fish from migrating upstream to their spawning grounds.

The Three Rivers – A Summary

This section of the report provides a summary of each of the three rivers and their tributaries.

- **The River Ely**

The River Ely starts from Tonyrefail and runs for a distance of 24 miles to the Bristol Channel at Cardiff. The river flows past the settlements of Tonyrefail, Llantrisant, Pontyclun, Peterston Super-Ely, Ely, Cardiff and Penarth, and has three major tributaries which flow into the river, these are Nant Mychydd; Afon Clun and Nant Dowlais.

The river Ely and its tributaries is broken up into five sections these are shown in **Table 1** and **Diagram 1**. Recent analysis of the five sections of the river Ely identified that one section was categorised as 'Good'; two sections were categorised as 'Moderate 1'; one section was categorised as 'Poor' and one section was categorised as 'Bad'.

The information from **Table 1** explains that the River Ely has altered due to industrialisation and urbanisation with the introduction of man-made structures such as weirs; these structures create barriers to fish migration to their spawning grounds leading to depleted fish stocks. Natural Resources Wales is implementing a five-year project to address this issue.

Appendix 1 also explains that the water quality in the river has been put under pressure by sewage and other contaminations that affect the ecology and fish populations. It cites acute pollution incidents in 2010 and 2013 that have impacted the Clun water body and downstream on the Ely. Furthermore, it states that the Nant Dowlais (source to confluence with Ely River) water body also suffers from diffuse rural pollution, notably around siltation.

The report identifies several areas of the river that are borderline failures for phosphates. Too much phosphate can lead to accelerated algae and plant growth that can affect oxygen levels and disrupt the balance of the ecosystem. Dwr Cymru is looking at the potential impact from their assets on levels of phosphate, under an AMP6 funded catchment wide investigation.

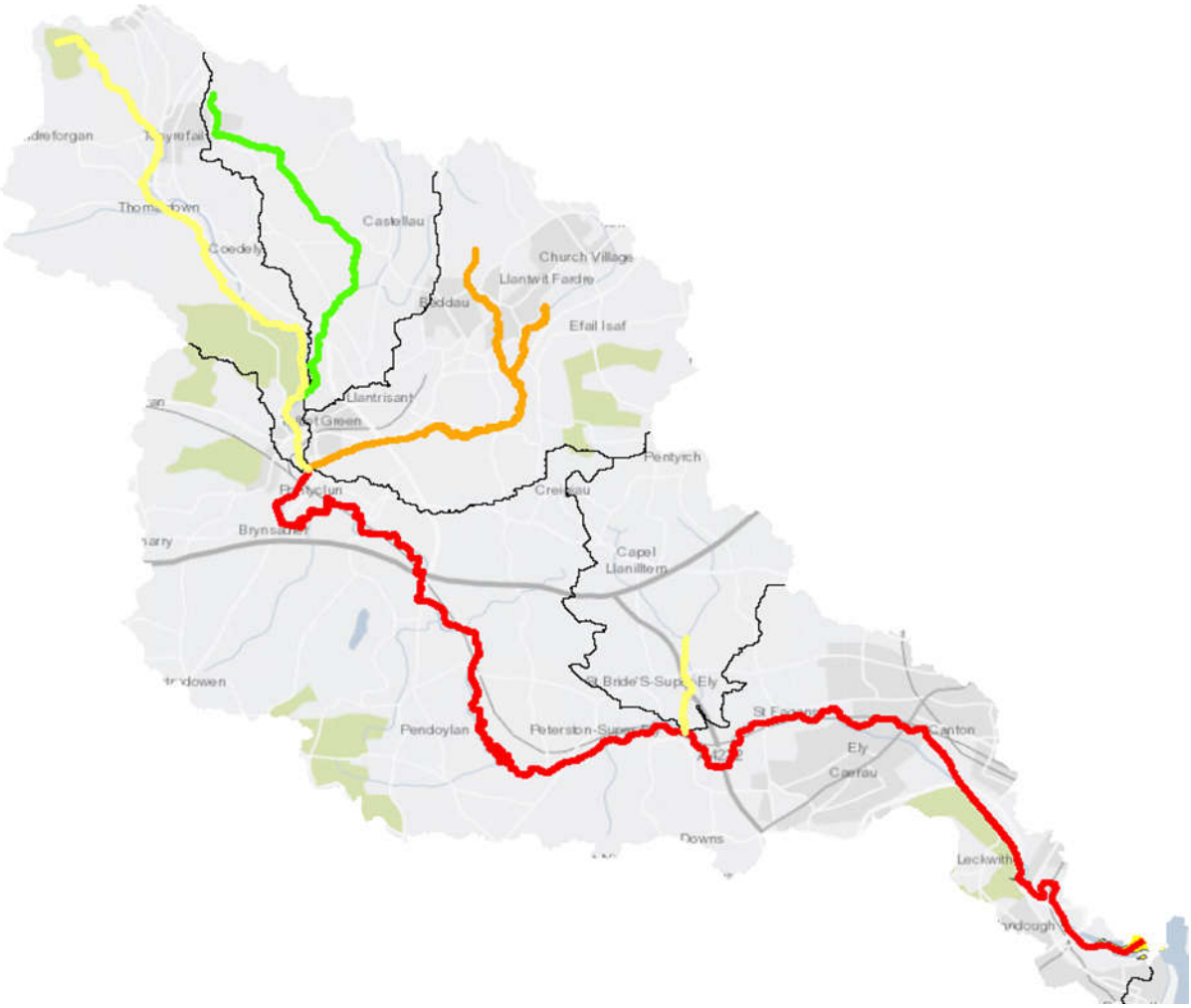
The results in **Table 1** show that the main body of the River Ely from its confluence with the Clun to its mouth has an overall status that is classified as “Bad”. This condition (status) is reflected in the population numbers for salmon, trout, chub, eel and invertebrates affected. Other failing elements are raised levels of Benzo(a)pyrene, Fluoranthene and Tributyltin (TBT). The reasons for the failing status on this part of the river are due to previous pollution incidents from unknown sources and other unknown sources.

Most of the tributaries upsteam of the river have significantly better “overall status” ranging from “Poor” to mostly “Moderate” and “Good”. The overall status of the “Nant Clun section up to its confluence with the River Ely”, has been classified as “Poor”. The failing elements of assessments are fish and invertebrate populations. The failure in conditions on this part of the river is mainly attributed to previous pollution incidents from unknown sources, misconnections and sewage pollution.

The overall status of the “Nant Dowlais source to its confluence with Ely River” and the “Ely River source to its confluence with Nant Clun” sections have both been classified as ‘Moderate’. The reduction of salmon and trout populations in these areas of the river are key factors that has led to this classification. For the “Nant Dowlais source to its confluence with Ely River”, the main reason is due to “Diffuse Agri (siltation)”, The “Ely River source to its confluence with Nant Clun” has barriers to fish migration, and increased levels of nutrients from STWs, sewage and misconnections.

Only the section starting from “Nant Mychydd source to its confluence with the River Ely” has a ‘Good’ overall status.

Diagram 1 – The River Ely



High	
Good	
Moderate	
Poor	
Bad	

- 5 sections: 1 ‘Good’ 2 ‘Moderate 1 ‘Poor’ 1 ‘Bad’.
- Urbanisation and Industrialisation has led to man-made barriers that block fish migration.
- The ‘Poor’ and ‘Bad’ sections fail on fish and invertebrate populations.
- Misconnections and pollution contributing factors.

Table 1 - River Ely Framework Directive Status 2015 Cycle 2.

Waterbody Name	Overall Status	Failing elements	Fish supplies driving failure	Reason For Failure
Nant Dowlais - source to conf Ely R	Moderate	Fish	Salmon, Trout	Diffuse Agri (siltation),
Nant Clun - source to conf Ely R	Poor	Fish, Invertebrates	Salmon, Trout	Misconnections, Sewage pollution, previous polln unknown source
Nant Mychydd - source to conf Ely R	Good	None	N/A	N/A
Ely R - source to conf Nant Clun	Moderate	Fish, Diatoms	Salmon, Trout	Barriers, STW/sewage/misconnections
Ely R - conf Nant Clun to Allot Gardens, Ely	Bad	Benzo(a)pyrene, Fish, Fluoranthene, Invertebrates, TBT	Salmon, Trout, Chub, Eel.	Previous pollution unknown source, others unknown.

- **The River Rhymney**

The River Rhymney rises at Odyn Fach within the Brecon Beacons National Park and runs for a distance of 35 miles to the Bristol Channel at Cardiff. The Rhymney has several small tributaries which flow into the river, and are each measured as sections and given a classification as part of the Water Framework Directive. The river Rhymney flows past the settlements of New Tredegar, Bargoed, Ystrad Mynach, Llanbradach, Caerphilly, Bedwas, Trethomas, Machen, Draethen and finally Llanrumney and Rumney in Cardiff.

The River Rhymney and its tributaries is broken up into ten sections these are shown in **Table 2** and **Diagram 2**. Recent analysis of the ten sections of the River Rhymney identified that three sections were categorised as 'Good'; six sections were categorised as 'Moderate' and one section was categorised as 'Poor'.

The sections of the river that have been given 'Moderate' as its "overall status" have varied reasons for its failing elements. In four of these waterbodies (as shown in **Table 2**) specifically the, "Nant Glandulas from its source to confluence with the River Rhymney" section, the "Roath Brook", "Broadway Reen from its source to the River Severn Estuary", the "Rhosog Fach Reen from its source to Seven Estuary" the existing conditions at the time of reporting required mitigation measures because they are Heavily Modified Water Bodies for flood protection, urbanisation and land drainage uses. It is also recognised that they are Sites of Special Scientific Interest (SSSI) so any mitigation measures implemented for WFD must not impact negatively upon the SSSI features.

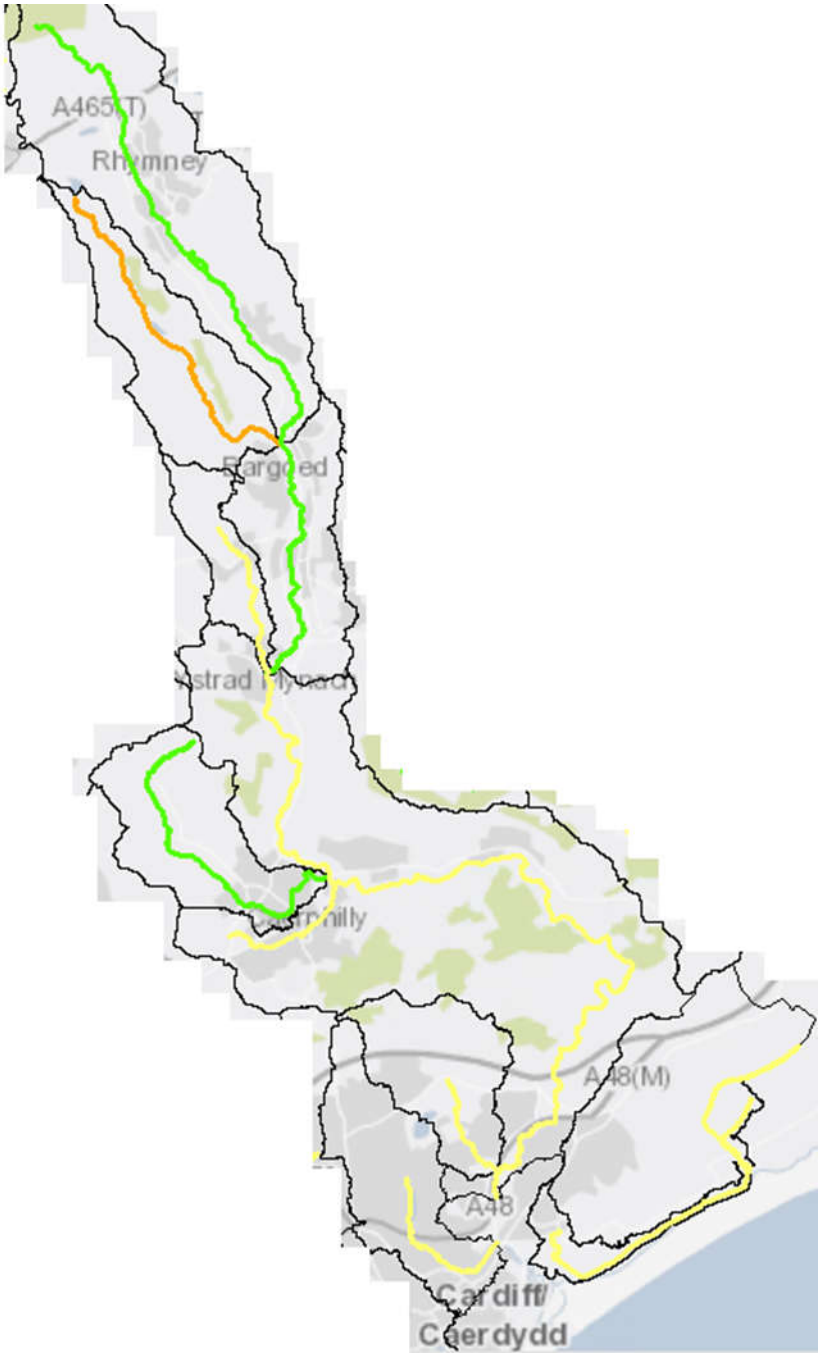
In three sections of the river there are issues around depleted fish stocks: specifically for trout and eel at the "Nant Glandulas source to its confluence Rymney River" section; and for salmon and bullhead populations at the "Nant Cylla source to confluence with Rhymney River" section. These sections both have a status of "Moderate" as a result. The section from "Nant Bargoed Rhymni's source to its confluence with the River Rhymney" has an overall status of "Poor" with fish populations (specifically salmon, trout and bullheads) as its failing element and mainly due to barriers in the watercourse.

The report specifically cites that there are weirs in some sections of the River Rhymney that create barriers between fish and their spawning grounds and that

these fish populations are further susceptible to and can be affected by sewage, combined sewage overflows, misconnections and industrial estates.

It is recognised that further urban development may compound these issues; however, Natural Resource Wales reports that they are working with partners to address these concerns.

Diagram 2 – The River Rhymney



High	
Good	
Moderate	
Poor	
Bad	

- 10 sections: 3 ‘Good’ 6 ‘Moderate 1 ‘Poor’.
- Several water bodies on the river modified for flood protection, urbanisation and drainage
- The ‘Poor’ section fail on fish populations.
- Barriers in the watercourse the contributing factors.

Table 2 - River Rhymney Framework Directive Status 2015 Cycle 2

Waterbody Name	Overall Status	Failing elements	Fish supply driving failure	Reasons for Failure
Rhosog Fach Reen - source to Seven Estuary	Moderate	Macrophyte, Mitigation measures		Suspected Diffuse Agri, Mitigation Measures for Land Drainage & Wider Environment (SSSI)
Broadway Reen - source to R Severn Estuary	Moderate	Ammonia, DO, Mitigation measures, Phosphate		Mitigation Measures for Land Drainage & Wider Environment (SSSI), Trunk Sewer issues, suspected diffuse agri
Roath Brook	Moderate	Inverts, Macrophyte, Mitigation measures, Phosphate, Diatoms		Mitigation Measures (Water Resources, Urban, Wider Environment – SSSI reservoir), Misconnections / sewage pressure
Nant Glandulas - source to conf Rhymney R	Moderate	Fish, Hydrology, Diatoms	Trout, Eel	Barriers (and should also be failing for Mitigation Measures)
Nant y Aber - source to conf Rhymney R	Good	None	N/A	N/A
Nant Cylla - source to conf Rhymney R	Moderate	Fish, Phosphate	Salmon, Bullhead	barriers and sewage / misconnections.
Rhymney R - Nant Bargod Rhymni to conf Nant Cylla	Good	None	N/A	Despite good classification has Minewaters pressure
Rhymney R - conf Nant Cylla to Chapel Wood	Moderate	Benzo(a)pyrene, Benzo (a) and (k) fluoranthene, Benzo (ghi) perelyene and indeno (123-cd) pyrene, Fluoranthene	N/A	Unknown sources of combustion
Nant Bargod Rhymni - source to conf Rhymney R	Poor	Fish	Salmon, Trout, Bullhead	barriers
Rhymney R - source to conf Nant Bargod Rhymni	Good	None	N/A	N/A

- **The River Taff**

The River Taff rises as two rivers in the Brecon Beacons National Park and runs for a distance of 40 miles to the Bristol Channel at Cardiff. The River Taff is formed from the Taf Fechan (Little Taff) and the Taf Fawr (Big Taff); the two rivers merge just north of Merthyr Tydfil. The Taff has seven major tributaries which flow into the river, including Nant Ffrwd; Nant Morlais; Nant Rhydycar; Taff Bargoed; Cynon; Nant Clydach and Rhondda. The river Taff flows past the settlements of Merthyr Tydfil, Treharris, Pontypridd and Cardiff.

The River Taff and its tributaries is broken up into fifteen sections these are shown in **Table 3** and **Diagram 3**. Recent analysis of the fifteen sections of the River Taff identified that three sections were categorised as 'Good'; seven sections were categorised as 'Moderate' and five section was categorised as 'Poor'.

There are seven sections (water bodies) that have been given a 'Moderate' overall status. There are a variety of factors that have been identified as the "failing elements" for these water bodies with most of these around fish populations and mitigation measures.

The Natural Resources Wales report further explains that some of the issues or challenges in many of these water bodies, are associated with or are a result of the Taff having been modified for flood protection, public water supply, urbanisation. Natural Resources Wales recommends that modifications need to be made to offset these changes and achieve a good ecology and it will be working on this as part of its 2015-2020 programme.

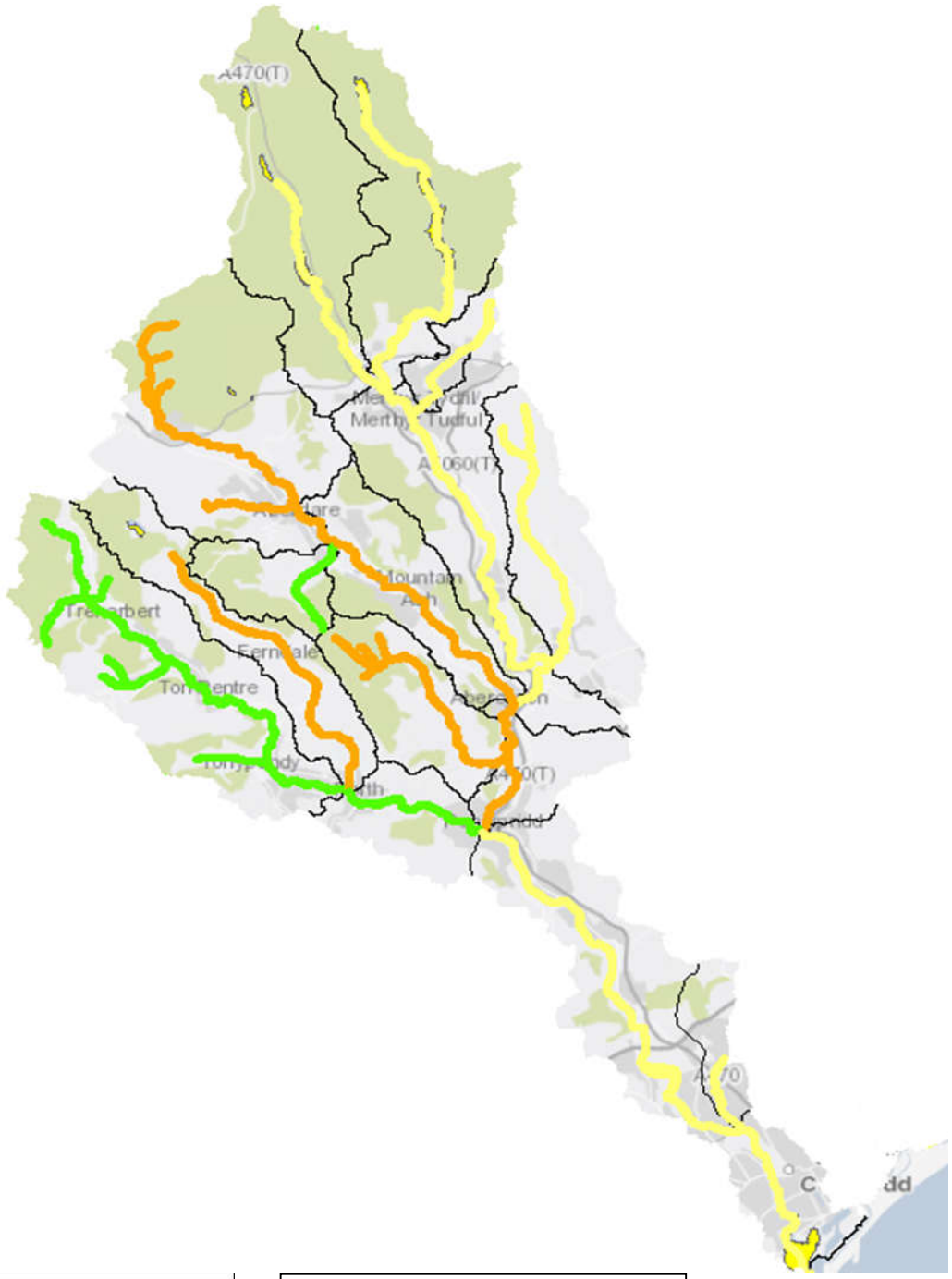
Table 3 shows that there are five sections (water bodies) that have been given a classification of (overall status) 'Poor' and have fish levels identified as the "failing elements" with issues around the populations of salmon and trout. A variety of reasons for these "failing elements" are cited in the Table below, including "barriers" in 5 of the sections/ water bodies. Additionally, sewage and misconnections were also cited as a reason for the sections at the "Cynon confluence to Aman River to confluence with River Taff"; the "Afon Rhondda Fach source to confluence with Rhondda River"; and "Afon Cynon source to confluence with Aman River" water bodies.

Table 3 further identifies a range of other failing elements at various points of the river to include: macrophyte levels, high presence of chemicals such as phosphates in some sections/waterbodies of the river as can be shown seen in the Table above.

The Natural Resources Wales report also cites various ”reasons for failure” or issues such as barriers, sewage, misconnections and unknown sources of pollution that have a detrimental effect to the overall status of the river. The report further explains that these sources of pollution are plentiful and therefore difficult to target but lead to increased levels of chemicals such as Fluoranthene or Benzopyrene. It is suggested in the Water Framework Directive that reducing emissions or intercepting diffuse sources could help with this by using sustainable draining systems.

The Natural Resources Wales report also states that water quality in the river is affected by sewage, combined sewer overflows, misconnections and industrial estates. These can affect the ecology of the river and have a negative effect on fish populations. In the case of the Taff, these factors have affected bullhead and especially salmon and trout populations. Natural Resources Wales also recognises that increased urban development along the river escalates these issues and they are working with partners (Dwr Cymru, South East Wales Rivers Trust and Cardiff Council) to try and address them.

Diagram 3 - River Taff Framework Directive Status 2015 Cycle 2



High	
Good	
Moderate	
Poor	
Bad	

- 15 sections: 3 'Good' 7 'Moderate 5 'Poor'.
- Has been modified for flood protection, public water supply, urbanisation and alterations to Cardiff Bay
- The 'Poor' sections fail on fish populations.
- Barriers, pollution and misconnections the contributing factors.

Table 3 – River Taff Framework Directive Status 2015 Cycle 2

Waterbody Name	OverallStatus	Failing elements	Fish supply driving failure	Reason for Failure
Aman R - source to conf Afon Cynon	Good	None	N/A	N/A
Cynon - conf Aman R to conf R Taff	Poor	Fish	Salmon, Trout	Barriers, sewage/misconnections, Industrial estates.
Rhondda Fawr	Good	None	N/A	Although passing has barriers, sewage /misconnections pressures
Afon Rhondda Fach - source to conf Rhondda R	Poor	Fish, Hydrology, Mitigation measures	Salmon, Trout, Bullhead	Barriers, Water Resources, sewage/misconnections pressure, Mitigation Measures for Water Resources & urban
Whitchurch Bk - source to conf R Taff	Moderate	Fish, Mitigation measures, Phosphate	Salmon, Trout	Barriers, Mitigation Measures for urban & sewage/misconnections.
Rhondda R - conf Afon Rhondda Fach to conf R Taff	Good	Hydrology	N/A	Although passing, hydrology pressures.
Taff - conf R Cynon to conf Rhondda R	Poor	Fish	Salmon, Trout	Barrier on minor trib.
Nant Clydach - source to conf R Taff	Poor	Fish	Trout	Barriers
Taff - conf Rhondda R to Castle Street	Moderate	Benzo(a)pyrene, Benzo (a) and (k) fluoranthene, Fluoranthene, Mitigation measures.	N/A	Unknown sources of combustion and Mitigation Measures flood protection / urban.
Taff - conf Taf Fechan to conf R Cynon	Moderate	Mitigation measures	N/A	Barriers, Mitigation Measures urban
Afon Cynon - source to conf Aman R	Poor	Fish	Salmon, Trout	Barriers, sewage/misconnections, water resources.
Taff Bargoed	Moderate	Fish, Mitigation measures	Salmon, Bullhead	Barriers, Mitigation Measures Flood

Nant Morlais - source to conf R Taff	Moderate	Inverts, Macrophyte, Mitigation measures	N/A	sewage/misconnections / Culverts, Mitigation Measures urban,
Taf Fechan - source to conf Afon Taf Fawr	Moderate	Mitigation measures	N/A	Mitigation Measures Water Resources, barriers pressure
Afon Taf Fawr - source to conf Taf Fechan	Moderate	Fish, Inverts, Mitigation measures	Salmon, Trout	Mitigation Measures Water Resources, barriers

KEY FINDINGS & RECCOMENDATIONS

MEASUREMENT & BENCHMARKING

As previously stated the Scrutiny Research Team was commissioned to write a report titled 'River Pollution in Cardiff: Background on the Ely, Rhymney and Taff' (attached as **Appendix 1**). The three main aims of the report were to provide:

- General background profile information on the three rivers;
- Background information on water quality assesement methodologies;
- Information on key water quality indicators and assessment results.

A summary of this report was provided at a meeting on the 7th December 2016.

Recommendation 1

Cardiff Council's Scrutiny Research Team has created a report to support this task & finish exercise titled 'River Pollution in Cardiff: Background on the Ely, Rhymney and Taff'. This report documents the current condition of the three rivers (particularly the Ely) and highlights the issues that they currently face. The task group recommends that this report is used as a starting point against which the achievements of the Restore Our Rivers task & finish exercise can be measured. A copy of 'River Pollution in Cardiff: Background on the Ely, Rhymney and Taff' has been attached to this report as **Appendix 1**.

KEY FINDINGS & RECOMMENDATIONS

PREVENTION OPPORTUNITIES

Two meetings were held to consider issues relating to pollution prevention; these were held on Monday 12th September and Thursday 15th September 2016. Evidence was provided by witnesses from Dwr Cymru, Natural Resources Wales, Keep Wales Tidy and Cardiff Council. The following topics were addressed in this section:

- Pollution Prevention;
- Misconnections & Sewer Abuse;
- River Survey & Clean;
- Pollution Identification, Investigation & Enforcement;
- Farm Pollution;
- Diffuse Pollution Prevention.

During these items the group identified a number of key findings and recommendations which can be seen below.

Key Findings & Recommendations

- **Key Finding 1** – Dwr Cymru has made progress in recent years in identifying and dealing with misconnections, sewer abuse and other pollution sources. To continue to drive improvements in this area Dwr Cymru is looking to raise the profile of self-reporting on misconnections, sewer abuse and other pollution incidents through a campaign called 'See it – Report it – Stop it'. They believe that improved communication through a partnership network approach is the best way to raise the profile of self-

reporting and other important issues which impact on the rivers and watercourses in the South East Wales River Basin.

- **Key Finding 2** – Dwr Cymru identified a number of campaigns which they felt could be promoted through a partnership network approach. Suitable issues / campaigns which could be promoted included:

  - ‘See it – Report it – Stop it’;
  - Stop the Block;
  - Natural Resources Wales;
  - Restore Our Rivers – Ely River Clean.

- **Key Finding 3** - During the meeting Dwr Cymru made the point that they have a vast water and sewage network across Wales and that keeping on top of its maintenance is a major challenge. Getting the public to help spot problems (i.e. self reporting) will be a significant step forward in terms of improving the network.

- **Key Finding 4** - Natural Resources Wales is the public face of the National Misconnections Strategy Group. It’s a partnership of organisations who are working to reduce water pollution from drains and sewers. Dwr Cymru and Natural Resources Wales are involved with the National Misconnections Strategy Group. The group undertakes a number of functions including:

  - Sharing best practice and raising awareness and understanding of misconnections, sewers and drains and the environmental problems that they cause;
  - Helping property owners and professionals to check drainage connections and take action;
  - Ensuring new drainage is connected right;
  - Helping to develop and support effective practice, policy and regulation;
  - Sharing information and evidence about the problem and supporting research and development of long-term solutions.

- **Key Finding 5** – The importance of engaging with angling groups to raise the profile of campaigns like ‘See it – Report it – Stop it’ was stressed.

Angling and other groups who frequently access local rivers and watercourses were viewed as an essential source in terms of identifying river pollution issues.

- **Key Finding 6** – Dwr Cymru has recently run campaigns which are aimed at national white goods companies to raise the profile of misconnecting items like dish washers and tumble dryers. Commonly used white goods such as dish washers and tumble dryers are often incorrectly connected to the drainage system (sometimes by mistake and sometimes by design) and, therefore, become a pollution issue. Dwr Cymru has also run a misconnections campaign with the support of Jewson the builders merchant. The impact of these campaigns has yet to be assessed.

- **Key Finding 7** – It was suggested that circulating information about misconnections to angling clubs around Wales would be a really positive step forward. They would be one of the best stakeholders for identifying misconnections.

Recommendation 2

The partners involved with the task & finish exercise and other public bodies need to work closely with Dwr Cymru to raise the profile of pollution issues by supporting the following campaigns:

- 'See it – Report it – Stop it' – a campaign aimed at raising the profile of self-reporting on misconnections, sewer abuse and other pollution incidents;
- 'Let's Stop the Block' – a campaign which raises the profile of what can and can't be flushed down the toilet;
- 'ConnectRight' – a campaign which raises the profile of ensuring that properties are properly connected to the drainage system;
- 'Restore Our Rivers – River Ely Survey & Clean' – a survey and clean of the River Ely which is to be led by Keep Wales Tidy and supported by the partners involved with the task & finish exercise.

It was felt that a partnership approach which integrated the voice of all the task & finish exercise partners and other public bodies would be the best way to project these messages to the largest possible audience. In particular, integrating the messages through the communications functions of all of the bodies was seen as essential; they would all be able to use existing systems to share the messages through formats like social media, email networks, internal publications, press briefings and websites.

This recommendation is supported by key findings 1 to 7.

- **Key Finding 8** – It was felt that establishing an effective communications network and gaining support for other tasks linked to the Restore Our Rivers task & finish exercise would require support political support from across the South East Wales River Basin. The group felt that Cardiff Council was best placed to develop these connections to support the group.
- **Key Finding 9** – A Dwr Cymru 'Pollution Champion' explained that addressing water pollution issues was best achieved through partnership working and closer collaboration with all of the relevant parties. He explained that the level of engagement with local authorities in the South East Wales River Basin was mixed and that improvements in this area would improve the necessary multi agency approach. Ultimately it was felt that all partners from within the South East Wales river basin should function as a single partnership.

Recommendation 3

Improving the water quality of the rivers in Cardiff involves taking a whole river catchment approach and not just addressing specific problems in Cardiff. As a consequence, the partners involved with the task & finish exercise need to work together to gain the support of all of the local authorities within the South

East Wales River Basin, i.e. Cardiff, the Vale of Glamorgan, Rhondda Cynon Taff, Merthyr Tydfil and Caerphilly. Only by working across the whole South East Wales River Basin can real long term improvements be achieved. Working in this type of collaborative way would help build connections and enhance the multi-agency working approach.

This recommendation is supported by key findings 8 & 9.

- **Key Finding 10** – Dwr Cymru, Natural Resources Wales and the other parties involved with the task & finish exercise felt that developing a water pollution contact data base for the South East Wales River Basin was essential to improve partnership working and drive improvements in water quality in local rivers and watercourses. Key contact points to be added to such a data base should include representatives from Dwr Cymru, Natural Resources Wales and all local authorities from within the South East Wales River Basin.

Recommendation 4

The partners involved with the task & finish exercise should work establish a common water pollution contact data base for the whole South East Wales River Basin. This it was felt should improve partnership working and ultimately drive water quality improvements in our rivers. The data base should include details of all key contacts from each of the partners involved with the task & finish exercise and all local authorities within the South East Wales River Basin. Each of the partners and other local authorities should provide a list of relevant staff along with a contact number and address.

This recommendation is supported by key finding 10.

- **Key Finding 11** – Natural Resources Wales, Dwr Cymru and Swansea City Council have recently delivered a misconnections and sewer abuse project called 'Loose Connections'. This aimed to identify and address misconnections which directed various pollutants into watercourses feeding into Swansea Bay which was identified as having the worst water quality in Wales. Due to the popularity of beach tourism in the area having poor water quality in Swansea Bay was viewed as an unacceptable position which Swansea Council decided to address as a priority. The problem was highlighted from three key areas of failure, these were:

  - Water Framework Directive;
  - Bathing water quality;
  - Shellfish water quality.

  The problem contributed directly and indirectly to local health and well-being.

- **Key Finding 12** – Natural Resources Wales views water to be at the centre of the new Wellbeing of Future Generations (Wales) Act and that people were now starting to realise that there are significant economic costs associated with poor water quality, for example, health risks and loss of tourism.

- **Key Finding 13** - Misconnections are viewed as a continuous problem which requires ongoing funding to address. In broad terms Natural Resources Wales resources are reducing.

- **Key Finding 14** – Dwr Cymru now employs ten Pollution Technicians in Wales; a key part of their role is to work with Natural Resources Wales and local authorities to reduce pollution incidents. The Swansea based Dwr Cymru Pollution Technician played a very active role in supporting the Swansea Loose Connections Project.

- **Key Finding 15** – Swansea City Council allocated two full time members of staff to the 'Swansea Loose Connections Project' who worked closely with the Dwr Cymru Pollution Technicians and officers from Natural Resources

Wales. Swansea City Council staff were involved with visiting local properties to establish if they were properly connected to the correct drainage / sewer system. Results from the exercise estimated that 10% to 15% of properties were incorrectly plumbed into the wrong drain or sewer, for example, toilets were commonly plumbed into a surface water sewer instead of a foul water sewer. Once a misconnection was identified appropriate advice was provided regarding how to rectify the problem.

- **Key Finding 16** – The funding for the Swansea City Council dedicated team lasted for the period of the project, i.e. approximately six months. Funding for the project has now been removed.

- **Key Finding 17** – Natural Resources Wales stressed that managing misconnections on the Ely was carried out on a reactive basis when compared to the proactive approach taken in the Swansea Loose Connections Project.

- **Key Finding 18** – There was no particular trend in terms of property age or type for the misconnections identified during the Swansea Loose Connections Project, i.e. misconnections can arise from any type or age of property.

- **Key Finding 19** – Cardiff has an old Victorian combined sewer in the inner city so misconnections are less of a problem in this area, i.e. all water is (foul & surface) assumed dirty and processed accordingly. Misconnections are more of a problem in the outer areas with new housing stock as they operate dual sewer systems which, therefore, create the opportunity for misconnections.

- **Key Finding 20** – The 'Swansea Loose Connections Project' was deemed a great success as it increased water quality in the Swansea Bay area from 'Poor' to 'Good'; an improvement of two categories.

- **Key Finding 21** - Quite often properties are misconnected to cut corners; sometimes properties are bought with existing misconnections; sometimes

the people creating the misconnection just do not know what they are doing.

- **Key Finding 22** – It was asked if any misconnection fines from the Swansea Loose Connections Project had been or could be used to cover the cost of delivering the misconnection work. The consensus was that funds from penalty charge notices were ring-fenced for particular tasks and, therefore, could not be used. In addition to this any revenue generated by penalty change notices resulting from this project would be very small; the aim of the project was to work with people to reduce misconnections and not raise funding via penalty charge notices.

- **Key Finding 23** - Running the Swansea Loose Connections Project did have a specific resource implication for Swansea City Council; however, they saw it as a political priority and, therefore, were willing to fund the work. It is important to remember that at the start of the exercise Swansea Bay had the worst water quality in Wales, since the project it has jumped from 'poor' to 'good' (moving up two categories of improvement).

Recommendation 5

The Swansea Loose Connections Project is an excellent example of how partnership work can improve water quality. Surveying a river system to identify misconnections and then addressing the problems at source is a very effective way to achieve quick improvements in water quality. The partners involved with the task & finish exercise should in part look to copy this approach and conduct a river survey to identify any misconnection issues. Should any misconnections be identified then appropriate action should be taken to address the problem.

This recommendation is supported by key findings 11 to 23.

- **Key Finding 24** – Dwr Cymru and Natural Resources Wales have historically held quarterly meetings with local authorities to discuss misconnections; although recently such meetings have become less successful and frequent. It was felt that increasing the frequency of such meetings in future would help improve the management of water quality issues.

Recommendation 6

Dwr Cymru, Natural Resources Wales and the five local authority areas should reinstate the historic quarterly meetings to discuss the issue of misconnections. It was felt that this approach would improve partnership working and help identify problem misconnections.

This recommendation is supported by key finding 24.

- **Key Finding 25** – The group felt that raising Councillor awareness on the issues of misconnections, sewer abuse and water quality in rivers and other watercourses was very important. They felt that some type of presentation or training exercise to support this cause would be very worthwhile.

- **Key Finding 26** – The group felt that raising the profile of misconnections and sewer abuse with community councils and planning committees was very important as they are stakeholders who have a direct input into the planning process which has a large effect on sewer and drainage systems. In addition to this it was felt that the profile of misconnections should also be raised within the Building Control teams of local authorities to ensure that drainage plans are properly completed by developers.

Recommendation 7

Councillor awareness around the issue of misconnections, sewer abuse and

river water quality should be improved. The partners involved with the task & finish exercise should work together to create a short presentation or training package which could be made available to Councillors in the five local authorities of the South East Wales River Basin. Such a presentation or training package should be made available as part of the 'Member Induction' process which will be rolled out after the local government elections in May 2017. The presentation or training package should also be made available to community councils and planning committees. The profile of misconnections should also be raised within the Building Control teams of local authorities to ensure that drainage plans are properly completed by developers.

This recommendation is supported by key findings 25 & 26.

- **Key Finding 27** – Dwr Cymru and Natural Resources Wales felt that working closely with Environmental Health in all local authority areas was an effective way to target misconnections and sewer abuse. For example, they are able to establish if takeaways are connected to the correct drainage and sewer systems. They are then able to provide advice and potentially take action against those who breach any rules or requirements.

- **Key Finding 28** – If local authorities cannot afford to allocate designated officers for an identification of misconnections exercise then, as an alternative, they could look at the options of building tasks applied in a misconnections exercise into the everyday work of Environmental Health. For example, a sewer or drain connection check could be included in a food safety visit.

- **Key Finding 29** – An officer from Dwr Cymru advocated that all catering premises should have a 'fat trap box' fitted at a point prior to accessing the drainage / sewer system. At the moment advice only mandates the use of enzyme strips for catering premises (these are designed to only remove bacteria). It was felt that making the implementation of 'fat trap boxes' mandatory would reduce the likelihood of blockages in the sewer network as less fat would access drainage systems and, therefore, this would

reduce the number of pollution incidents which would help improve water quality in the natural water course.

- **Key Finding 30** – During the meeting a Dwr Cymru officer explained that recycling fat from catering establishments is much easier if they have a fat funnel. The group felt that providing catering establishments free fat funnels would help increase the recycling of fats and oils, while at the same time contribute to water quality improvements.

Recommendation 8

Dwr Cymru and Natural Resources Wales felt that working closely with local authority environmental health services was a highly effective way of target and deal with misconnections and sewer abuse. The partners involved with the task & finish exercise agreed with this approach. As a consequence, they would like Dwr Cymru, Natural Resources Wales and the environmental health teams of the five local authority areas to discuss the feasibility of:

- Carrying out a check to ensure that all food establishments have grease / fat traps and enzyme dosing systems in place and to carry out a check for general misconnections – they currently only check to see if used oil is collected and taken away;
- Establishing closer working links between Environmental Health Officers and Dwr Cymru Sewer Network Abuse Protection Technicians – in particular around fat oil and grease issues where the Dwr Cymru officers are able to provide valuable support;
- Where the need arises, Environmental Health Officers and Dwr Cymru Sewer Network Abuse Protection Technicians carry out joint inspections;
- Environmental Health Officers carrying Dwr Cymru 'Let's Stop the Block' literature so that they can provide copies to food establishments where they deem appropriate;
- When there is a change of premises use to a class A3 food establishment, the occupants are made aware of their responsibilities in terms of fat, oil and grease management;

- Issuing all food establishments with free fat funnels to help increase the recycling of fat, oil and grease.

This recommendation is supported by key findings 27 to 30.

- **Key Finding 31** – It was noted that obtaining third party funding to carry out statutory work was almost impossible; getting monies to raise the profile of something was much easier.

- **Key Finding 32** – All members of the group supported running a river survey and clean exercise. They agreed to prioritise a survey and clean of the river Ely and its tributaries as it currently has the worst water quality and it because it is the shortest of the three rivers.

- **Key Finding 33** – A river survey and clean exercise would provide an opportunity for different organisations/agencies and the public to join forces to survey and clean up the entire river Ely catchment. It would be an example of partnership working which is currently being encouraged in Wales. Benefits of such a partnership approach would include:

  - Engaging relevant Local Authorities;
  - Making use of the different skills of partners, for example, Dwr Cymru information, Natural Resources Wales equipment;
  - Forging new partnerships and engaging with other organisations / interest groups, for example, boat clubs/canoeists for water-based assistance (crucial in the Cardiff area);
  - Encouraging public participation and gaining new volunteers and formation of new voluntary groups;
  - Gathering together litter champions;
  - Creating a positive news story and raising the profile of the importance of rivers.

- **Key Finding 34** – Keep Wales Tidy can deliver and has experience of delivering river survey and clean exercises. Key tasks for delivering such a project would include:

- Creating a task list and allocating activities;
- Coordinating activities;
- Coordinating a survey – this would focus on identifying outfalls, hotspots and undertaking risk assessments;
- Contacting groups/user groups to ascertain interest;
- Collation of volunteers;
- Mapping activities (who where, areas of need);
- Purchasing equipment, for example, PPE and tools;
- Undertaking health and safety/risk assessment;
- Offering insurance – KWT insurance covers activity if officers are present via a group insurance scheme;
- Organising a high profile event launch;
- Coordinating publicity and promotion – e-mail, local press, posters, media, social media.

- **Key Finding 35** – The main roles and responsibilities of local authorities in a river survey and clean could include:

  - Providing details of land ownership information;
  - Granting permissions for land access;
  - Provide staff to support such exercises (to cover a wide range of tasks);
  - Arranging the removal and disposal of waste;
  - Helping to promote the exercise;
  - Encouraging partners to take part in the exercise;
  - Identifying areas of need;
  - Support mapping and collation of other information;
  - Providing or facilitating specialist practical assistance (staff and equipment).

- **Key Finding 36 -** The main costs associated with running a river survey and clean are:

  - Staff time – this includes undertaking surveys and risk assessments; coordination and mapping, running events, feedback and reporting;

providing Project Officers to support the task; the general provision of central administration and support.

- Provision of specific specialist tools, PPE and Safety equipment – for example, waders, throwlines, buoyancy aids, grappling hooks, litter pickers, nets etc… The cost of equipment for the Great Taff Tidy was £4,188.

- **Key Finding 37** – The main risks / threats associated with delivering a river survey and clean of this scale were identified as:

  - Weather - this would need to be monitored prior to and on the day as high or fast water levels could potentially create unacceptable safety risks for the exercise;
  - Access – access to private land, lack of engagement by landowners and inaccessible stretches of river could all compromise such an exercise;
  - Health & Safety – ensuring the safety of everyone involved with the exercise would be a priority.
  - Lack of Participation – a river clean on this scale would only work with public support – ensuring strong volunteer support would be essential. Identifying when volunteer support is available would be very important, for example, sometimes volunteer support is difficult to obtain during the working week, while it is often better on the weekends;
  - Too Much Participation – Organising how and where volunteer resources are allocated – important not to allocate too many volunteers on the same stretch of river;
  - Insufficient level of commitment by local authorities - particularly around the removal of rubbish;
  - Major Obstacles - agreeing what to do with challenging obstacles in the river, for example, the removal of cars dumped in the river.

- **Key Finding 38** - Funding would need to be secured before any firm timescales could be identified. From experience project planning would take approximately three months and that the best months for running such

a river clean are January, February and March. The river survey needs to take place at least one month before the start of the actual river clean.

- **Key Finding 39** – KWT identified the main 'next steps' of delivering the river survey and clean as:
  - Gaining commitment from all parties to take the river survey and clean forward;
  - Identifying a funding source(s) to support such and exercise;
  - Identifying the timings for delivering the work;
  - Identifying and appointing a specified project manager;
  - Establishing target dates for delivering the work;
  - Agreeing an approach for overseeing (steering) the project, i.e. identifying a group to which the project manager would report.

- **Key Finding 40** – Dwr Cymru offered to provide details of all the combined sewer outflows (CSO's) on the river Ely and its tributaries for the mapping exercise that will take place during the river survey. Dwr Cymru also confirmed the importance of cutting back trees which can cause or support river blockages (although it was acknowledged by the group that some tree overhangs were important for supporting biodiversity). It was felt that this information could be well used if it was placed into an app / map that the public was able to access.

- **Key Finding 41** – It is vitally important to understand the costs involved with running a river survey and clean prior to submitting a bid for funding. It is also essential that a project plan for running the exercise is created.

- **Key Finding 42** – Natural Resources Wales is providing support to continue with the 'Clean the Clun' project which had stalled a few years ago due to a lack of funding. Elements of this exercise will tie in directly to the river Ely survey and clean which is being discussed by the 'Restore Our Rivers' task & finish exercise. Natural Resources Wales with support from SEWRT had identified a Welsh Government funding source (the Sustainable Management Fund) that they were looking to access, however, they were yet to write or submit a bid. This would probably start in the

coming months; however, accessing funding from this source could take a long time.

- **Key Finding 43** – A number of funding options for the river Ely survey and clean were mentioned during the meeting, they included:

  - Accessing funds from the Tesco carrier bag charge fund – Groundwork is responsible for managing bids for this funding. Tesco, for example, will pay out between £1,000 and £5,000 a month to support projects that meet their criteria.
  - Accessing a part of the £30m dividend which Dwr Cymru / Welsh Water has identified to reinvest back into Wales. They are currently running a consultation exercise which will identify how this funding will be allocated – there are six priority areas which have been consulted on, these are 'Money off customer water and sewerage bills'; 'Extra help for people who struggle to pay their bills'; 'Investing more in our pipes, pumps and water treatment works to continue providing high-quality services'; 'Investing now to help save money in the future through renewable energy and innovation'; 'Supporting educational, recreational and environmental projects in our communities' and 'Speeding up improvements for people who experience repeat problems with their services'.
  - Dwr Cymru's Water Framework Directive (WFD) funding scheme can be used to provide financial contributions to not-for-profit organisations for projects that will deliver improvements to Welsh rivers, lakes and waterways. The aim is to create a more vibrant and healthy environment for people and wildlife.

- **Key Finding 44** – Dwr Cymru explained that submitting a bid into the Dwr Cymru £30 million fund could be looked into; however, the consultation exercise would ultimately shape the areas where the monies were allocated and the projects which were funded. The river Ely survey and clean would need to be considered alongside a long list of other projects applying for the funding. It was suggested that writing an article for the Dwr Cymru magazine would be a good starting point as it would raise the profile

of the exercise within the organisation. A recent beach clean project had submitted such an article and Dwr Cymru sent them a £250 cheque to support the work.

- **Key Finding 45** – The Chair of the task & finish exercise volunteered to write to each of the local authorities within the South East River Basin to gain support and raise the profile of the river Ely survey and clean along with the wider work of the 'Restore Our Rivers' task & finish exercise. Examples of local authority support should include litter removal and helping with communications.

- **Key Finding 46** – Groundwork suggested that the group should contact local housing associations to promote the river Ely survey and clean. They were very positive about supporting community projects; good at involving tenants and were often able to provide resources to support such work.

- **Key Finding 47** – Dwr Cymru is willing to support river clean exercises by allocating staff to walk along sections of rivers to identify any sewer and drainage misconnections. Once any sewer and drainage misconnections are identified then they will support investigations into these and work with partners to resolve issues based on environmental need. This approach helps to improve the water quality in our rivers.

Recommendation 9

The partners involved with the task & finish exercise agreed with the need to undertake a survey and clean of the River Ely. This exercise should be project managed by Keep Wales Tidy with support being provided by the partner groups associated with the task & finish exercise. Keep Wales Tidy should explore a range of funding options to support this work and engage with volunteer groups to deliver a survey and series of prioritised tasks. The exercise should involve a survey, litter picks, river blockage removals, habitat management work, invasive species management and educational initiatives. The river survey should take place in January / February 2017 and the results

from this work should then be used to prioritise tasks for river clean events which should take place in spring 2017.

This recommendation is supported by key findings 31 to 47.

- **Key Finding 48** - OFWAT claims that the principle that sewerage systems should accommodate future flows is unsustainable in the long term context of climate change. This statement suggests that alternative approaches to managing surface water need to be identified.

- **Key Finding 49 -** Greener Grangetown is a partnership initiative between the City of Cardiff Council, Dwr Cymru and Natural Resources Wales to help make Grangetown a greener, cleaner place to live. It is an example of how surface water can be better managed through retrofitting and using a biological planting approach to process water and allow it to filter naturally into the nearby water course (the river Taff). The project covers an area of approximately 500 homes in the ward of Grangetown in Cardiff. CCC funded £50,000 for design and £750,000 for the development. Dwr Cymru funded £1 million for the development and £50,000 for the design. Natural Resources Wales provided £50,000 for the design phase.

- **Key Finding 50** - The aims of the Greener Grangetown project are to:
  - Achieve a more sustainable approach to water management;
  - Remove surface water from the sewer;
  - Demonstrate wider benefits;
  - Develop a toolkit for future projects;
  - Demonstrate the success of partnership working.

- **Key Findings 51 -** The project is designed to deliver multiple benefits, these include:
  - The removal of 42,000m2 of impermeable area (current phase);
  - Realising annual monetised benefits;
  - An increase in green space and additional tree planting;

- Improved air quality;
- Habitat creation and increase in biodiversity;
- Improved urban environment;
- The scheme is working in conjunction with the EU funded WISDOM project;
- The venture is a CEEQUAL assessed project.

- **Key Finding 52 -** Grangetown had used an old Victorian brick system which dealt with both surface and foul water. The system would be cleaned out twice a day at high tide when the sewer would empty its contents into Cardiff Bay. In 1999 the Cardiff Bay Barrage was built and so the old Victorian brick system had to be connected to a sewer – foul and surface water then had to be pumped out of Cardiff to a Dwr Cymru wastewater treatment works outside Dinas Powys. Flows are pumped to the treatment works and this poses a significant cost for Dwr Cymru as energy is single largest cost for the company.

- **Key Finding 53 -** The Greener Grangetown project aims to remove a significant amount the surface water falling on Grangetown and then by using biology (plants & trees) the water will be naturally cleaned and transferred directly into the river Taff. This will reduce the volume of water being pumped to Dinas Powys and, therefore, reduce the energy bill of Dwr Cymru. The plants and trees will in effect remove and break down the pollutants. The scheme will include seven very large Italian rain gardens / filter beds. The schemes will be highly visible and a feature. The whole scheme is designed to highway standards and will break down / remove any hydro carbons. The scheme meets Natural Resources Wales standards.

- **Key Finding 54 -** The scheme is the first of its kind in Europe, i.e. it is specifically designed for Grangetown and isn't an off the shelf option. It could work well in other parts of the city where there are problems with pollution and rain run off – for example, the Roath Park area has a series of gulleys which are not great at removing pollution – such a scheme would

work well there. Long term it could be possible to ‘retro fit’ large parts of Cardiff in the same way – this would lead to water quality improvements.

- **Key Finding 55** – The City of Cardiff Council is looking to put information around biological / sustainable drainage systems into two Supplementary Planning Guidance documents that it is currently developing – this will be presented to developers in the future with a view to such techniques being implemented around new developments.

- **Key Finding 56 -** Using vegetation in a well designed manner is far more effective than concrete drainage filter systems – they clean themselves instead of having to be cleaned by the local authority. This is particularly relevant at a time when local authority budgets are shrinking. Developers are being encouraged to look into this approach. Some are very receptive to implementing such sustainable drainage systems as they are aware of the long term benefits that they can bring to their developments (and of course push house prices up); others are reluctant to embrace this sustainable drainage approach as they are concerned that it will take up valuable space. Some developers have described the approach as ‘hippy technology’.

- **Key Finding 57 -** Highways routes put more water into the sewer than any other source – it is important to work with Dwr Cymru to reduce the volume of water getting into our sewers. Using the natural / biological approach to managing diffuse water pollution is much cheaper than the concrete approach. Also once installed it doesn’t need ongoing maintenance as it works naturally – very useful approach at a time of shrinking budgets.

- **Key Finding 58 -** The methods being used in the Greener Grangetown project are a tried and tested scientific / engineered approach which has been in existence for hundreds of years. The science and technology are supported by the Welsh Local Government Association and the Wales SuDS (Sustainable Drainage Systems) board.

- **Key Finding 59 -** A Master SuDS scheme using this technology to support green and blue corridors could work well. Using areas like Pontcanna fields

as a natural flood defence is an excellent approach – this is already being used as a part of a natural flood management scheme.

- **Key Finding 60 -** It is very important to push / sell the sustainable drainage approach at the pre development phase. Developers need to think about quality of the developments and not just the density / profit from a development.

- **Key Finding 61** - Ideally it is best to have open drains (for surface water) near developments so that problems can be easily spotted. Also it is cheaper to manage and fix as there isn't a cost to open it up. Water around developments should be viewed as an opportunity and not a threat. It has been proved that good water features add value to developments.

- **Key Finding 62** - The water held on the surface during a flood is only the tip of the iceberg, the saturated land / soil beneath will hold vast quantities of water. Managing the unseen water is the key.

- **Key Finding 63** - In the greater part most residents have bought into the Greener Grangetown scheme. There have been some parking issues. There was a 25% consultation response rate and real people had made a real input into the design of the scheme.

- **Key Finding 64** – It was explained that the rainscape scheme in Llanelli (a similar type of scheme to Green Grangetown) had received some complaints after implementation; however, overall feedback had been positive.

- **Key Finding 65 -** Greener Grangetown removes surface water in Cardiff – Dwr Cymru has a wider aim to remove surface water for a town the size of Merthyr Tydfil from the sewer system. Dwr Cymru considered the scheme as a flood management scheme that would help reduce energy costs.

- **Key Finding 66** - Council is producing two new Supplementary Planning Guidance documents which could be used to support this type of green

infrastructure. They are the Planning Obligations Supplementary Planning Guidance (currently being consulted upon) and the Green Infrastructure Supplementary Planning Guidance (due to be written in 2017). Such documents could be used to formalise / mandate the use of sustainable drainage systems and approaches similar to those used by Greener Grangetown.

Recommendation 10

All the partners in the task & finish group agreed that promoting best practice in the uses of SUDS (sustainable urban drainage systems) as highlighted in the Welsh Government non-statutory guidance (December 2015), was the best way forward. Projects like Greener Grangetown provided clear evidence of the multi-benefits of using natural vegetation and the environment to better manage surface water. Consistent design standards and achievable maintenance schedules would give greater confidence for local authorities to promote more vegetation based SUDS systems within SPG documents. The group would recommend that all five authorities adopt a consistent approach to SUDS design and management.

This recommendation is supported by key findings 48 to 66.

- **Key Finding 67 -** Natural Resources Wales has the responsibility to investigate any pollution incidents – the main reporting source for theses is the public, although in recent years the number of publically reported incidents has reduced; it was suggested that the reason for this was that more people are now reporting pollution incidents directly to Dwr Cymru has recently started to raise the profile of self-reporting. Natural Resources Wales is also responsible for the routine monitoring of river water quality in Wales. The benefit of reporting incidents directly to Dwr Cymru is that they can respond to the incident faster, Natural Resources Wales are notified of all incidents reported to Dwr Cymru.

- **Key Finding 68** - It was suggested that frequent river users (particularly anglers) were not always aware of who to contact to report a pollution incident. It was suggested that a one point of contact approach would help improve reporting. This could include a single freephone number that could record and redirect calls appropriately.

- **Key Finding 69** - It was explained that the routine monitoring undertaken by Natural Resources Wales is used for river quality classification. Natural Resources Wales is also responsible for ensuring ongoing compliance after an incident is identified, i.e. they monitor assets post discharge. A programme management approach for driving river quality improvements is separate to this and would need additional funding.

- **Key Finding 70** - New technology has improved the accuracy and detail of reporting pollution issues, for example, smart phones can now be used to take photos of pollution incidents.

- **Key Finding 71** - It was felt that creating a wide list of river stakeholders (for example, canoeists, anglers and volunteers) would be very useful and that this list could be used to drive a communications strategy and build awareness of river pollution issues. Dwr Cymru Pollution Technicians could be available to support such a list and build further links across Wales.

- **Key Finding 72** - Enforcement has been tried to address pollution problems. This has mainly consisted in issuing advice, guidance and warning letters. When such incidents are reported it is very important to properly categorise the type of pollution. In terms of enforcement notices Natural Resources Wales tends to use ‘anti pollution works notices’ – these can only be issued where there is a real risk of serious pollution. Compliance notices can be issued when problems are identified – when these are issued the party has to comply with the process.

- **Key Finding 73** – A company based in Treforest was identified as a constant source of pollution for the Taff. Action was taken and they immediately offered an enforcement of undertaking – i.e. they offered money and to address the issue. Natural Resources Wales saw this as a good result. The money resulting from this 'enforcement of undertaking' was used to fund other environmental improvement projects.

Recommendation 11

The partners involved with the task & finish exercise agreed with the view that it was important to target frequent river users as a valuable source for reporting river pollution incidents. Anglers, canoeists, walkers and volunteer groups were all suggested as a good source for reporting river pollution incidents. The task & finish partners, therefore, recommend that Dwr Cymru and Natural Resources Wales work with the other partners to build up a key stakeholder contact list with a view to using it to distributing regular updates and other information relating to the self-reporting of river pollution incidents. The group also felt that Dwr Cymru should review the potential role of using new technology (for example, smart phones and apps) to make self-reporting quick and easy.

This recommendation is supported by key findings 67 to 73.

- **Key Finding 74 -** The Taff is fairly clear of farm pollution as it has very little in the way of farming taking place on its banks. The Ely does experience some farm pollution; however, this isn't the only source of pollution on the river.

- **Key Finding 75** - The main sources of pollution from farming are silting, slurry run off, leaching / run off of silage liquid and other forms of diffuse pollution produced as a result of chemicals used on farmland.

- **Key Finding 76** - In the last year (2015/16) there have been 24 reports of farm pollution on the Clun.

- **Key Finding 77** – It is very important that farmers use silage clamps when producing silage – when they aren't used then it is very easy for the liquid produced as a part of the process to seep out and work its way into the river course. When this type of pollution is identified it is important to undertake farm visits to identify the pollution source and then address the problem. Further to this follow up visits should take place to the same farms to ensure that they don't fall back into the same bad habits.

- **Key Finding 78** - A river survey and clean could be used as a vehicle for identifying and logging farm pollution. This information could then be used to target farmers who are suspected of creating the pollution. Such a survey and clean needs to cover an entire river catchment.

- **Key Finding 79** - Selling the economic benefits of better pollution management to farmers is very important.

- **Key Finding 80** - The report produced by the group should reference farming pollution incidents and then refer to best practice case studies to illustrate the benefits of farming compliance.

- **Key Finding 81** – Natural Resources Wales is told which farms that they have to visit – they are only able to visit 5% of Welsh farms every year. Improved coverage could reduce pollution, for example, reduce silt run off and ensure that buffer strips are put in place for silage production.

- **Key Finding 82** - Estimated that it would cost £14,000 to provide buffer strips for 500m of river bank. It was suggested that if volunteers received training on how to build buffer strips then a considerable saving could be achieved. Potentially grant funding could be made available for such training.

Recommendation 12

The River Ely Survey and Clean should be used as a tool to identify and record if there are any farm pollution problems on the river system. If any farm pollution issues are identified, then the task & finish partner organisations should review what can be done to address the problem(s). Any significant farming pollution problems should be reported to Natural Resources Wales who are the best placed organisation for dealing with such problems.

This recommendation is supported by key findings 74 to 82.

KEY FINDINGS & RECOMMENDATIONS

EDUCATIONAL OPPORTUNITIES

A meeting was held on the 17th October 2016 to consider topics relating to the work package theme of Educational Opportunities. Evidence was provided by witnesses from Dwr Cymru, Natural Resources Wales, Keep Wales Tidy and Cardiff Council. During the meeting the following topics were addressed:

- Educational Messages;
- Message Communication.

During these items the group identified a number of key findings and recommendations which can be seen below.

- **Key Finding 83** - During the meeting the group identified 14 campaigns and educational promotions which they felt could provide additional benefits / support to rivers and watercourses in the South East Wales river basin (and indeed right across Wales). These were:

  - The Yellow Fish Campaign;
  - The Hydro Power & Schools Campaign;
  - The Salmon Homecoming Project;
  - The Eel Programme;
  - The Natural Resources Wales 'Healthy Rivers Campaign';
  - The Capital Investment Campaign;
  - The 'Stop the Block' Campaign;
  - The 'Clean Water Campaign';
  - The Keep Wales Tidy 'Great Taff Tidy within Cardiff';
  - The Ely top to toe survey and river clean;
  - The Natural Resources Wales 'Slurry Pollution Campaign';
  - The 'See it – Report it – Stop it' campaign;
  - The 'Natural Resources Wales' programme.

It was felt that working as a group and sharing resources would be a far more effective method of communicating the key messages of these important projects.

- **Key Finding 84** - The group acknowledge the benefits of promoting the Yellow Fish Campaign and recognised how it could be used to prevent pollution entering the rivers and watercourses of the South East Wales River Basin. The campaign was straightforward and simple to follow and it was particularly felt that targeting young people and developers of new housing developments would deliver significant benefits.

- **Key Finding 85** - The group believes that improving the quality or rivers and watercourses is actually about delivering against a much wider range of benefits which include sustainable management; health & wellbeing; economic development and biodiversity.

- **Key Finding 86** - Promoting important messages about water quality has in recent years helped to deliver excellent results in Wales, for example, the Swansea Loose Connections project improved the standard of water quality in Swansea Bay from ’poor’ to ‘good’ – an increase of two categories.

- **Key Finding 87** - While businesses could be targeted through one co-ordinated approach it would seem sensible to identify methods of specifically targeting businesses with messages about the importance of maintaining clean and healthy rivers and waterways; this is particularly important for businesses that have the potential to pollute.

Recommendation 13

During the task & finish exercise 14 awareness raising campaigns and educational promotions were identified which the group felt could provide additional benefits / support to rivers and watercourses in the South East Wales River Basin. These were:

- The Yellow Fish Campaign;
- The Hydro Power & Schools Campaign;
- The Salmon Homecoming Project;
- The Eel Programme;
- The Natural Resources Wales 'Healthy Rivers Campaign';
- The Capital Investment Campaign;
- The 'Let's Stop the Block' Campaign;
- The 'Clean Water Campaign';
- The Keep Wales Tidy 'Great Taff Tidy within Cardiff';
- The Ely top to toe survey and river clean;
- The Natural Resources Wales 'Slurry Pollution Campaign';
- The 'See it – Report it – Stop it' campaign;
- The 'Natural Resources Wales' programme.

All of the task & finish partner organisations and the five local authorities from within the South East Wales River Basin should work together to amplify the key messages of these and other new campaigns across the whole area using a combined and well-structured communications approach, for example, if Dwr Cymru is looking to spread the message of the 'Let's Stop the Block' campaign then they should not do it in isolation. Instead they should pass the message onto all of the other partner groups for communication across a wide range of distribution channels, for example, social media, internal briefings & messages, websites, press releases, etc..

This recommendation is supported by key findings 83 to 87.

- **Key Finding 88** - Members of the group felt that elements of the Yellow Fish Campaign and parts of the Eco Schools message should be added to the Welsh Baccalaureate curriculum. This they believe would raise the important issue of maintaining healthy rivers and watercourses, particularly to the younger generation.

- **Key Finding 89** - The group felt that educational campaigns were most effective when they included good interaction elements to help stimulate interest in the message being put forward. This is particularly true when promoting the message to younger people.

Recommendation 14

The task group felt that elements of the Yellow Fish Campaign and messages from the Echo Schools educational programme should be added to the Welsh Baccalaureate curriculum. This they believe would help raise the profile of the importance of maintaining healthy rivers within the younger generation. The task group, therefore, recommends that the partner organisations involved with the task & finish exercise contact the WJEC with a suggested educational proposal based upon healthy rivers and discuss the possibility of having this included as an element within the Welsh Baccalaureate curriculum.

This recommendation is supported by key findings 88 & 89.

- **Key Finding 90** – It was stressed that there appeared to be lots of campaigns worthy of promotion and that they somehow need to be focused on one central website, i.e. a single point of contact to store or signpost to the relevant information sources.

- **Key Finding 91** - All partner groups involved with the exercise agreed that a well co-ordinated partnership approach was the best way to effectively communicate the key messages of the various campaigns and educational promotions. In addition to this they felt that it was important to have:

  - A single point of contact to store or signpost visitors to the relevant information or messages provided by each of the partner organisations, for example, a single website or blog page;

- That one partner should probably have responsibility for hosting the site, however, all partners should have the ability to upload or post any new information onto the site;
- That an information sharing protocol should be established between the partners - any new organisations joining the partnership should also be bound to this information sharing protocol;
- That all legalities of establishing such a partnership website should be explored and understood at the outset;
- That there are opportunities to learn from similar exercises that have been delivered in Wales, for example, Cardiff Council's 'Love Where You Live';
- For practical purposes such a system would need to be cost effective, simple and quick to use.

- **Key Finding 92** - 'Love Where You Live' is a city-wide campaign to clean up the streets and neighbourhoods of Cardiff. The campaign has five key elements, these are:

  - Harnessing people power;
  - Neighbourhood cleaning;
  - Zero tolerance approach to littering;
  - Raising recycling awareness;
  - Student education.

  The group was informed that the organisational structure and promotional approach adopted by 'Love Where You Live' was something that could be applied to coordinating water quality messages in future.

- **Key Finding 93** - Suggested that a simple strategy (supported by a terms of reference) would need to be established for information sharing and storing. This could involve a single site that all supporting partners could independently access to upload information onto for all partners to view. For practical purposes such a system would need to be cost effective, simple and quick to use. A blog type site was suggested.

- **Key Finding 94** - The idea of having one site to communicate and store all South East Wales River Basin related messages was discussed and generally well received – although there was a question around how such a site could be funded. It was felt that for ease of use a combined moderators approach could be applied to any site which was developed – this would allow representatives from each of the groups to update any messages that they might have onto the site and, therefore, allow the messages to be circulated around the rest of the group. Upon viewing any new messages each of the group representatives could circulate details to their email contacts, share on social media and distribute via their internal communications system. A site supported by a range of partner stakeholders would need to have a proper protocol in place and the legalities would need to be explored.

Recommendation 15

During the task & finish exercise it became clear that a number of different groups and organisations were promoting a diverse range of campaigns and educational initiatives aimed at improving the health of our rivers and watercourses. While all of this work was viewed as positive there was no single point to gather, distribute and effectively amplify the messages across the whole South East Wales River Basin. As a result, the task & finish exercise recommends that a central website is created to act as a single point of contact for people and groups interested in improving the health of our rivers and watercourses. To ensure that the site website works effectively key features of the site should include:

- The site should act as a single point of contact to store or signpost visitors to the relevant information or messages provided by each of the partner organisations;
- When a partner organisation posts a new message or piece of information it should trigger an automatic notification to the partner organisations informing them of the new posting. This would then allow the partner

organisations to circulate the message via their communications function;

- That one partner should probably have responsibility for hosting the site, however, all partners should have the ability to upload or post any new information onto the site;
- That an information sharing protocol should be established between the partners - any new organisations joining the partnership should also be bound to this information sharing protocol;
- That all legalities of establishing such a partnership website should be explored and understood at the outset;
- For practical purposes such a system would need to be cost effective, simple and easy to use.

This recommendation is supported by key findings 90 to 94.

- **Key Finding 95** - The group agreed that establishing a contact list of angling groups was a good idea and that it could be a highly effective way of delivering important messages to this key group of stakeholders. South East Wales Rivers Trust and Glamorgan Anglers have offered to obtain and provide these contact details to support the communications campaign.

- **Key Finding 96** - Several cost effective communications tools were identified which the group felt could be used to promote key messages and other promotional material relating to the water quality in rivers and other watercourses, these were:

  - **Social Media** – in particular linking the coverage of all of the partner organisations would significantly amplify the message being circulated across the South East Wales River Basin area. For example, if Natural Resources Wales issued a message on its own they would currently reach 10,600 Twitter followers and 3,542 Facebook users. Alternatively if they worked with Cardiff Council and Dwr Cymu they would automatically reach 88,754 Twitter followers and 18,520 Facebook users.

- **Internal Publications** – newsletters, intranet pages, internal emails and other internal documents could be used to promote any relevant messages. For example, if Natural Resources Wales circulate a message only to their own staff then they could potentially reach 1,900 people. If on the other hand they worked with Cardiff Council and Dwr Cymru then they could potentially reach 16,741 people.
- **Media Stories** – where appropriate media and communications officers could notify the local press of any potential stories or messages which might create a positive news story.
- **Stakeholder Communication** – the partner organisations could distribute appropriate messages via their established stakeholder communication networks.

- **Key Finding 97** - The group was told that the promotion of the 'Healthy Hillsides' campaign had been very successful. It was felt that the 'Restore Our Rivers' work would benefit from adopting a promotional approach similar to that used for the 'Healthy Hillsides' campaign.

Recommendation 16

Due to ongoing budget pressures the task group recommends that the communications functions of each of the partner organisations should use cost effective communications tools to promote information and messages around improving the health of our rivers and watercourses. In particular each of the groups could use social media, internal publications / communications, organisation websites, media briefings and other stakeholder communication tools.

This recommendation is supported by key findings 95 to 97.

KEY FINDINGS & RECOMMENDATIONS

IMPROVEMENT OPPORTUNITIES

A meeting was held on the 15th November 2016 to consider topics relating to the work package theme of Improvement Opportunities. Evidence was provided by witnesses from Keep Wales Tidy, the City of Cardiff Council, Cardiff Rivers Group and Groundwork Wales. In addition to this, an officer from Cardiff's Scrutiny Research Team delivered a summary of findings from the report titled 'Restore Our Rivers: Best Practice in Managing Ecological Issues' (attached to this report as **Appendix 2**) at the meeting on the 7th December 2016. As a result of these meetings the group identified a number of key findings and recommendations which can be seen below.

- **Key Finding 98** – Keep Wales Tidy delivers a wide range of projects across Wales; this has included a large number of river improvement projects. This work is primarily delivered by project officers in association with the Tidy Towns Initiative. The organisation regularly delivers work in partnership with other organisations, for example, the project officer in Caerphilly has recently a rivers project in association with Groundwork Wales, National Rivers Wales and Caerphilly County Borough Council. Local authorities are able to provide valuable support to such projects by organising the collection and disposal of rubbish / recycling from the sites.

- **Key Finding 99** - KWT has recently delivered six significant volunteer projects in the Caerphilly County Borough Council area. The projects relied heavily on volunteer support and removed large volumes of rubbish from each of the sites, for example, projects in Bedwas and Cwm Calon used 49 volunteers and removed 3.5 tonnes of rubbish in five and a half hours of work.

- **Key Finding 100** - The project sites for the Caerphilly based Keep Wales Tidy projects were identified by members of the public, community

groups, local authority contacts and from walkovers undertaken by Natural Resources Wales and Groundwork Wales. Such organisations have a good understanding and knowledge of local rivers. These organisations along with groups like Cardiff Rivers Group and Glamorgan Anglers also have a good knowledge of the rivers within the Cardiff area.

- **Key Finding 101 -** KWT has been very successful in pulling in volunteers to support a wide range of projects. They have achieved this by building relationships with community groups; by distributing targeted information to community groups; through awareness raising exercises and by using social media (for example, Facebook adverts). KWT view local communities as an essential element of delivering their project work and understand the benefits of achieving local ownership of local areas (for example, local people adopting sections of local rivers). They have also developed productive links with organisations like the Probation Service, Mc Donald's and United Welsh Housing.

- **Key Finding 102 -** All parties involved with the meeting agreed that there is a significant amount of work to deliver across the whole South East Wales River Basin to improve the quality of river systems. Much of the work done in upstream areas would impact on the sections of the rivers flowing through Cardiff.

- **Key Finding 103** – Dwr Cymru agreed to circulate a contact list of key Dwr Cymru staff working in the South East Wales River Basin; this it was hoped would improve communication and access to key sites.

- **Key Finding 104** - Cardiff's Green Infrastructure Group was formed in 2014 and is made up of Council Officers from different service areas including Parks, Highways (PRoW), Planning (TPO and Ecology) and Drainage. It aims to:

  - Better integrate different areas of the council across green infrastructure;

- Co-ordinate responses to planning across Green Infrastructure;
- Produce GI Action Plan and SPG (the Action plan is used to inform funding bids);
- Meet the objectives and legislation of Cardiff Council, Natural Resources Wales and Welsh Government.

- **Key Finding 105** - Until recently Cardiff Council produced and regularly updated a series of 'River Valley Action Plans'. The work around the delivery of these included:

  - Three separate action plans for each of the three rivers (Ely, Rhymney & Taff) - covering areas such as Biodiversity, Access, Recreation, invasive species;
  - Annual workshops with quarterly meetings for each river valley;
  - Partnership projects with other organisations, community groups, and land owners;
  - Three trails- creation of Ely, Rhymney trails and improvements to the Taff Trail.

  The co-ordination of the groups disbanded following the reduction in Cardiff Council's Countryside Team.

- **Key Finding 106** - In the near future Cardiff Council has plans carry out a number of environmental initiatives, these include:

  - The mapping, monitoring and maintenance of Japanese knotweed and Himalayan Balsam;
  - Roach breeding at Forest Farm;
  - Mink mapping;
  - Development of the volunteer hub at Forest Farm; The Cardiff Pollinator Project; and,
  - The Bumble Bee Training Day in 2017.

To deliver these and other projects Cardiff Council will continue to develop partnerships and work with more than 23 local organisations.

- **Key Finding 107** - The Cardiff Rivers Group is a volunteer group which was established in 2009. It currently has 350 volunteers who support the work of the group. They organise large scale clean-ups; work with Cardiff Parks; undertake habitat management; deliver stream clearing/cutting back; remove blockages; address neglected areas; provide informal coaching – this helps get people into work and helps to promote mental well-being.

- **Key Finding 108** - The Cardiff Rivers Group has achieved a number of successes since 2009, these include:

  - They were the 2015 winners of Keep Wales Tidy Award;
  - They have successfully launched the "Masked Avenger" scheme which allows the public to nominate a river or stream problem which needs removal;
  - They have delivered work stream successes in Llanishen and on the Bute Park Feeder;
  - St Mellons, Hamadryad Park – this scheme has included a total of 136 events and 5,600 volunteer hours.

- **Key Finding 109** - The Cardiff Rivers Group works in partnership with several groups, for example, Cardiff Council Parks and the Association of British Ports. The group is self-funding and relies on Council grants, Welsh Government grants, scrap sales and regular donations from volunteers. The funding provides opportunities to increase the presence of the group and allows them to run additional events, for example, mid week clearances, opportunities outside of Cardiff and increased walking/surveying opportunities (particularly streams). In future the group plans to do more including increased levels of testing/surveying/walking.

- **Key Finding 110** - The Cardiff Rivers Group has identified sewer misconnections as a significant issue in the Cardiff area (particularly around dual drainage systems). They have asked if Dwr Cymru could produce a map of the Cardiff's drainage and sewer system for the group so that they are able to use it as a point of reference.

- **Key Finding 111** - The Cardiff Rivers Group is always looking for additional pieces of work to tackle. They believe that the production of a series of 'Action Plans' based around the river system would help them identify opportunities for new work and plan new projects.

- **Key Finding 112** - The Cardiff Rivers Group wants to extend the amount of partnership work that it undertakes. This could include greater involvement in Community Groups; support with awareness raising opportunities; financial support/ support in kind and linking up with partners for lectures, meetings, etc..

- **Key Finding 113** - Groundwork Wales is an environmental regeneration charity established in 1990. The Healthy River Project was set up initially in relation to the River Sirhowy in 2012, however, it now covers all of the South Wales area – this rivers Ebbw, Llwyd, Rhymney and Rhondda.

- **Key Finding 114** - Groundwork Wales has delivered a number of significant projects in recent years these include:

  - Tredegar Culvert – building a fish pass on the River Sirhowy;
  - Graig Fawr Blockage on the River Ebbw;
  - Mill Road Weir on the River Llwyd;
  - Nant Twyn Harris – reducing flood risk; improved spawning opportunities, resting and sources of food - at Ystrad Mynach;
  - The Marine Colliery Weir – this was a Dwr Cymru funded project;
  - The Diamond Close River Care project at Caerphilly – this was a joint Keep Wales Tidy / Natural Resources Wales / Groundwork Wales and

United Welsh initiative to promote message and encourage local participation;

- Work on Nant Cylla;
- Schools Initiatives, including Nant Bargoed;
- Delivering the 'River Restoration Qualification';
- Groundwork Wales provides a mentoring element as a part of its work, this was highlighted when they played a film to the task group titled 'Jordan'.

Recommendation 17

Local authorities and the partner organisations associated with the task & finish exercise have in recent years worked well with volunteer groups to deliver a large number of projects aimed at improving local rivers and enhancing the wider natural environment. The task group endorses this work and recommends that even more is done to increase the good work that they deliver. Examples of additional support include:

- The development of a list of river improvement and environmental habitat improvement projects which as volunteer and supporting resources become available could be allocated to a suitable group, i.e. creating a situation where volunteer groups can be signposted to appropriate projects. Potential projects could be identified from the results of the River Ely survey which is scheduled for January / February 2017. The identified projects could be collated into a river improvement based action plan.
- Publicising the good work of the volunteer groups through the communications functions of the partner organisations of the task & finish exercise. This would help raise the profile of the excellent work that they deliver and potentially encourage other people to follow their example and become volunteers.
- Helping the volunteer groups form links with businesses and other organisations able to provide additional support for the work that they undertake. This it is felt would help improve partnership working in this

area.

- Helping to signpost the volunteer groups towards potential funding sources to help fund the important work that they undertake.
- Creating a group or body to provide the facilitation role for river based improvement work in the South East Wales River Basin. They could develop project ideas and oversee the resources available before arranging for the work to be delegated to the volunteer and other groups.

This recommendation is supported by key findings 98 to 114.

- **Key Finding 115** - The National Misconnections Strategy Group is a partnership of organisations including The Environment Agency, DEFRA and regional water bodies (including Dŵr Cymru). The group collectively operates through a public facing scheme known as 'Natural Resources Wales'. 'Natural Resources Wales' aims to help educate property owners and builders about the negative effects of misconnections and how to avoid them.

- **Key Finding 116** - The National Misconnections Strategy Group defines two main types of misconnections that cause pollution, these are:

  - Where wastewater and sewage is wrongly connected to clean surface water drains;
  - Where clean rainwater is connected to foul drains.

- **Key Finding 117** - Best practice identified partnership working as the best approach for tackling misconnections as collective resources and expertise can be allocated towards dealing with misconnection issues in specific areas.

- **Key Finding 118** – Agencies like the Environment Agency, Natural Resources Wales and the Scottish Environmental Protection Agency have undertaken surveys to identify misconnections leading into rivers and watercourses. Once these surveys have been completed specialist survey

contractors have been used to trace upstream from outfalls to identify sources of pollution – this then results in further surveying of individual properties with owner/occupier permission. Where misconnections are identified a formal written request will be made to ensure that the issue is resolved. Only the local authority's Environmental Health Officers or the Environment Agency have the power to enforce action.

- **Key Finding 119** – The main problems associated with misconnections surveys are:

  - That they are manually intensive and expensive; many properties require repeat visits because of uncooperative residents meaning a significant number cannot be surveyed.
  - It is often difficult to gain cooperation from residents, i.e. the realisation of residents that they might need to pay to rectify the problem.
  - A lack of staff to carry out the work; many local authorities have had to cut back on the number of EHOs.
  - New misconnections reappear; if residents and/or contractors remain unaware of consequences or of the cost of rectifying then the problem can resurface.

- **Key Finding 120** - A misconnections amnesty was considered a good way to improve resident cooperation and, therefore, tackle misconnection issues. Information could be distributed to a specific area telling them how to identify misconnections and offering free modifications if they are reported. It was suggested that the cost of repairs as a result of the misconnections amnesty could be offset by the costs of a misconnections survey.

- **Key Finding 121** – A number of best practice examples for tacking misconnections were identified in the Scrutiny Research report titled 'Restore Our Rivers: Best Practice in Managing Ecological Issues', these were:

  - The Midlands Urban Rivers Community Initiative;

- The Telford Clean Stream Team;
- The North East Living Waterways Partnership;
- Hastings Clean Seas Please;
- Thames Fixing Broken Rivers;
- Swansea Misconnections Project;
- Wessex Stream Clean team;
- Yorkshire Bathing Water Partnership.

- **Key Finding 122** - Littering can have an extremely negative effect on the ecology of a river. When dumped, litter and rubbish can endanger wildlife, block rivers and cause flooding, and make parts of the river inaccessible.

- **Key Finding 123** - Pollution has harmful effects for rivers and watercourses. The Department for Environment Food and Rural Affairs (DEFRA) published a consultation in 2012 that identified four main sources of pollution, these were:

  - Point Source Pollution – Permitted discharges from factories and wastewater treatment;
  - Pollution Incidents – One-off incidents such as a tanker accident that have acute short term impacts;
  - Unknown Sources – Where the cause cannot be identified;
  - Diffuse Pollution – Unplanned and unlicensed pollution from farming, mine water, homes and roads. The may be agricultural or non-agricultural.

- **Key Finding 124** - When tackling urban water pollution the Department for Environment Food and Rural Affairs advocates taking the following approach:

  - Adopting a whole of catchment-based approach;
  - Starting upstream and working down the river system;
  - Empowering Communities, i.e. working with community groups and coordinating other volunteer resources to undertake river cleans;
  - Following the principles of the ‘Love Your River’ campaign;

- Working alongside local flood risk management;
- Engaging with local authorities to help improve urban rivers;
- Greater clarity on local data and then identifying priorities;
- Spatial Planning, i.e. working with the national planning policy framework.

- **Key Finding 125** – The 'Keep Britain Tidy Rivercare' scheme was identified as an example of best practice examples for dealing with litter and river pollution. This contained a large number of projects across the United Kingdome including 'Rivercare Lincoln' and 'Rivercare Peterborough'.

- **Key Finding 126** – Planting trees on river banks was considered as a good way to help with the biodiversity and ecology of rivers. Benefits of this approach included:

  - Shading and cooling the air and the stream water;
  - Intercepting pollution pathways by absorbing pollutants such as phosphates as nutrients;
  - Slowing storm water runoff and reducing the threat of flooding;
  - Breaking the force of wind to help keep topsoil in place;
  - Roots binding the soil contributing to bank stabilization;
  - Creating oxygen and intercepting airborne particles, reducing heat and absorbing pollutants like carbon monoxide, sulphur dioxide and nitrogen dioxide;
  - Native trees will provide habitat for animals.

- **Key Finding 127** – An alien or invasive species was defined in the Scrutiny Research report titled 'Restore Our Rivers: Best Practice in Managing Ecological Issues as 'a species, subspecies, or lower taxon introduced outside its normal past or present distribution; includes any part, gametes, seeds, eggs, or propagules of such species that might survive and subsequently reproduce'.

- **Key Finding 128** - The main invasive species found in Cardiff are Japanese Knotweed, Himalayan Balsam, Killer Shrimp and Zebra Mussel.

- **Key Finding 129** - Best practice in terms of managing Himalayan Balsam included:

  - Implementing control measures to prevent flowering – this is best achieved before June;
  - Chemical control techniques can be used near water and are most effective when the plant is small in the spring;
  - Cutting, strimming or pulling should take place at impacted sites on a regular basis – the site should be revisited for at least three years;
  - Pulling can be effective for plants with shallow roots which can be disposed by burning or composting if seeds aren't present;
  - Allowing cattle and sheep to graze at the sites from April until the end of the growing season.

- **Key Finding 130** - The Clun Himalayan Balsam Project was a strategy aimed at removing Himalayan Balsam and took the following approach:

  - It nominated a coordinating body and then gave it the responsibility to take the strategy forward;
  - It was designed to raise awareness and understanding of the Himalayan Balsam in the catchment;
  - It aimed to improve collection, management and sharing of information;
  - It raised awareness to ensure that landowners cross-compliance responsibilities were understood;
  - It developed a shared responsibility among stakeholders and commitment by land managers;
  - It provided support for those landowners working to manage Himalayan Balsam;
  - It introduced a three-stage approach: prevention, early detection and then control as the final option;

- It created a systematic approach to control by phased targeting sites affected by Himalayan Balsam;
- It advocated on-going monitoring.

- **Key Finding 131** - Best practice in terms of managing Japanese Knotweed included:

  - The flowers bloom in late summer and the root system can extend for seven metres;
  - The plant should be subjected to a single clean cut near the base of the stem;
  - A waste license is required to remove Japanese knotweed from its site;
  - It is important to avoid flailing or other cutting methods that produce fragments because stems can regenerate from nodal fragments;
  - The use of an approved chemical is the most effective treatment near water;
  - Chemical treatment is most effective in August and September and especially when applied to mature uncut growth;
  - Chemicals can be injected into the stem to avoid damaging surrounding areas.

- **Key Finding 132** - Pembrokeshire County Council's Japanese Knotweed experience and guidelines emphasises the importance of:

  - Raising the awareness of the problem;
  - Ensuring that Japanese Knotweed growing on the highway does not affect sight-lines and signage;
  - To treat all patches within Pembrokeshire County Council's limits within available resources;
  - The Council works with landowners and provides advice on appropriate treatments;
  - The Council aims to ensure that other organisations that are working within Pembrokeshire County Council controlled land will adopt good working practices to control and prevent the spread of Japanese Knotweed;

- Herbicides will be the most frequent and effective method of control, but other methods will be researched and implemented and to minimise the use of chemicals.

- **Key Finding 133** - The best practice approach for dealing with Killer Shrimp was described as:

  - Ensuring the containment of known populations;
  - Promoting bio-security measures (such as jet washing);
  - Surveillance and monitoring;
  - Managing the risks at high value nature conservation sites;
  - Commissioning and supporting key research to improve understanding of the shrimp and how best to manage its impact.

- **Key Finding 134** - The best practice approach for dealing with Zebra Mussel was described as:

  - Raising awareness of the issue among the public and target groups in order to encourage them to take action on the spread of the zebra mussel;
  - To amend and co-ordinate appropriate policy and legislation;
  - To identify sectors involved controlling zebra mussels and define their roles to ensure their activities are not responsible for the further spread;
  - To continue research on the spread, impacts and the level of awareness of the zebra mussel and ensure research is made widely available;
  - To develop contingency protocols for immediate response if new lake invasions are reported;
  - To develop a mechanism to co-ordinate action, policy and information sharing on an all island basis.

Recommendation 18

The Cardiff Scrutiny Research Team produced a report titled ‘Restore Our

Rivers: Best Practice in Managing Ecological Issues'. This focused on best practice in the management of misconnections; littering & pollution; and enhancing biodiversity & managing alien species. Having reviewed the findings of the report the task group recommends that the following best practice is followed in the South East Wales River Basin and built into the work of the Restore Our Rivers task & finish exercise:

- **Misconnections** - That the guidance and resources from the National Misconnections Strategy Group and their public face 'Natural Resources Wales' are followed to help educate property owners and builders about the negative effects of misconnections and how to avoid them.
- **Misconnections** – That the partner organisations associated with the task group work together to raise funds to undertake a survey of the river from its source to identify misconnections and seek rectifications; and consider a 'misconnections amnesty' to achieve widespread corrections.
- **Litter & Pollution** – To make use of community groups and coordinate different volunteer resources to undertake river cleans, starting upstream for most efficient practice.
- **Enhancing Biodiversity & Managing Alien Species** - Investigate the merits and feasibility of planting trees as a cost effective means of stabilising river banks and increasing biodiversity.
- **Enhancing Biodiversity & Managing Alien Species** - Note the guidance given by DEFRA and the Non Native Species Secretariat on preventing the spread of invasive species and use these to educate and inform property owners; and to produce risk assessments and develop codes of conduct to reduce risks.
- **Enhancing Biodiversity & Managing Alien Species** - Engage with landowners or make use of volunteer groups or to carefully treat Himalayan Balsam and Japanese Knotweed by the methods outlined in the Scrutiny Research Best Practice Report.

This recommendation is supported by key findings 115 to 134.

KEY FINDINGS & RECOMMENDATIONS

REGIONAL OPPORTUNITIES

A meeting was held on the 7th December 2016 to consider topics relating to the work package theme of Regional Opportunities. Evidence was gathered through a group discussion on the benefits of regional working for the management of rivers. The discussion covered a number of areas including the benefits of partnership working; how such an approach could be structured; the key partners that would need to be involved; how such a group could be supported; the scope of such a group; the aims and objectives of such a group and the frequency of meetings for such a group. As a result of this discussion the group identified a number of key findings and recommendations which can be seen below.

- **Key Finding 135 -** The Welsh Government is looking to introduce a Regional Development Plan. This could mean the introduction of common Supplementary Planning Guidance documents to support development across the whole area. The task group felt that this would be a good opportunity to implement a consistent and sustainable approach to development across the region which would support rivers and other watercourses. For example, they felt that significant improvements to rivers could be achieved if Supplementary Planning Guidance stipulated the implementation sustainable drainage solutions and that the implementation of these was properly monitored.

Recommendation 19

A new Regional Development Plan should include consistent supplementary planning guidance to support development across the whole area. The task group believes that this represents a good opportunity to implement a consistent and sustainable approach to development across the region which

would support rivers and other watercourses. For example, they felt that significant improvements to rivers could be achieved if supplementary planning guidance stipulated the implementation of sustainable drainage solutions and that the implementation of these was properly monitored.

This recommendation is supported by key finding 135.

- **Key Finding 136** - River systems do not neatly fit into local authority areas, for example, the three rivers which flow into Cardiff (the Ely, the Rhymney and the Taff) are a part of a wider South East Wales River Basin which includes five local authority areas (Cardiff, the Vale of Glamorgan, Rhondda Cynon Taff, Caerphilly & Merthyr Tydfil). It quite often follows that river issues at the top or bottom of a river system have an impact on other sections of the river system, therefore a complete river catchment approach is necessary. This means that a whole of catchment or regional approach is necessary to improve the overall quality of the rivers watercourses in the South East Wales River Basin. This means that all of the local authorities and significant stakeholders need to work together in partnership.

- **Key Finding 137** – During the discussion on regional working all parties involved with the task & finish exercise supported the idea of regional working. They felt that the local authorities and significant stakeholder groups should form some type of working group to oversee and help facilitate river and watercourse improvements across the whole South East Wales River Basin. Such group should meet on an ongoing basis (quarterly meetings were suggested) and could deliver a series of benefits including:

  - Coordinate shared resources, skills and knowledge from across the whole South East Wales River Basin;
  - Hold a documented summary on the condition of the rivers and watercourses across the whole South East Wales River Basin;

- Monitor and document changes across the rivers and watercourses of the South East Wales River Basin;
- Coordinate the development of an action plan which would set out work priorities required to drive improvement across the South East Wales River Basin;
- Provide a facilitation and allocation role for South East Wales River Basin action plan;
- Identify funding sources that can be accessed by group members (or associated stakeholders) to undertake work.

- **Key Finding 138** – The development of an action plan which contains a list of key river improvement projects was seen as vital. A South East Wales River Basin group should be responsible for holding such a list and allocating work to a wide range of groups best placed to carry out the projects. Holding a list of projects would also make the identification of funding easier over the longer term as projects could be matched to funding instead of having to create a new project to match funding opportunities.

- **Key Finding 139** – The parties involved with the task & finish exercise suggested that the South East Wales River Basin working group should include representation from the following groups / organisations:

  - The five local authorities (Cardiff, the Vale of Glamorgan, Rhondda Cynon Taff, Caerphilly & Merthyr Tydfil);
  - Natural Resources Wales;
  - Dwr Cymru;
  - Keep Wales Tidy;
  - South East Wales Rivers Trust;
  - Groundwork Wales;
  - Key volunteer groups, for example, Cardiff Rivers Group;
  - Key river user groups, for example, Glamorgan Anglers;
  - The Wildlife Trust;
  - Key community groups.

- **Key Finding 140** – The running of a South East Wales River Basin working group would need support from all of the partners. The task & finish exercise partners felt local authorities would be best placed to provide the accommodation for meetings and that the group would need to discuss funding arrangements for the secretariat and coordination roles. Costs would need to be kept at a minimum and running of the working group would have to rely on contributions in kind, for example, accommodation and staff time.

Recommendation 20

A South East Wales River Basin working group should be created to oversee the delivery of river and watercourse improvements. The task & finish exercise partners recommend that the group should:

- Coordinate shared resources, skills and knowledge from across the whole South East Wales River Basin;
- Hold a documented summary on the condition of the rivers and watercourses across the whole South East Wales River Basin;
- Monitor and document changes across the rivers and watercourses of the South East Wales River Basin;
- Coordinate the development of an action plan which would set out work priorities required to drive improvement across the South East Wales River Basin;
- Provide a facilitation and allocation role for South East Wales River Basin action plan;
- Identify funding sources that can be accessed by group members (or associated stakeholders) to undertake work;
- Include representation from the five local authorities (Cardiff, the Vale of Glamorgan, Rhondda Cynon Taff, Caerphilly & Merthyr Tydfil) and significant stakeholders (Natural Resources Wales; Dwr Cymru / Welsh Water; Keep Wales Tidy; South East Wales Rivers Trust; Groundwork Wales; key volunteer groups; key river user groups; The Wildlife Trust &

key community groups).

- Meet on a quarterly basis, keep operational costs to a minimum and rely on contributions in kind (for example, accommodation and staff costs).

This recommendation is supported by key findings 136 to 140.

WITNESSES TO THE INQUIRY

During the inquiry the task group was grateful to the following witnesses who provided verbal evidence or written contributions:

- Emma Harris, Pollution Strategy Manager, Dwr Cymru;
- Dai Walters, Team Leader (Ely & Vale), Natural Resources Wales;
- Hywel Abbott, Healthy Rivers Project Officer, Groundwork Wales;
- Charlotte Sturgess-Osborne, Placement Project Officer, Groundwork Wales;
- Edward Bennett, Network Manager Cardiff, Dwr Cymru;
- Luke Bentley, Sewer Network Abuse Protection Technician, Dwr Cymru;
- Hamish Osborn, Team Leader Natural Resource Management Swansea, Natural Resources Wales;
- Richard Davies, Sewerage Manager, Dwr Cymru;
- Pam Bacon, South East Wales Regional Manager – Central West, Keep Wales Tidy;
- Dave King, Cardiff Rivers Group;
- Gail Davies, Special Projects (Water), Dwr Cymru;
- Ian Titherington, Lead Officer Drainage, City of Cardiff Council;
- Martyn Gough, Communications Manager, Natural Resources Wales;
- Claire Roberts, Education Manager, Dwr Cymru;
- Jess Magness, Marketing & Communications Manager, Keep Wales Tidy;
- Ian Lloyd Davies, Media Advisor, City of Cardiff Council;
- Andrew King, Project Officer, Keep Wales Tidy;
- Nicola Hutchinson, Parks Conservation Officer, City of Cardiff Council;
- Dr Stephen Marsh-Smith, Executive Director, Afonydd Cymru;
- Luke Catterson, Scrutiny Research Officer, City of Cardiff Council.

LEGAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

Scrutiny Services, City and County of Cardiff Council
Room 263, County Hall, Atlantic Wharf, Cardiff CF10 4UW
Tel: 029 2087 3107
Email: scrutinyviewpoints@cardiff.gov.uk
www.cardiff.gov.uk/scrutiny
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Appendix 1

scrutiny

Scrutiny Research Team

River Pollution in Cardiff: Background on the Ely, Rhymney and Taff

Environment Scrutiny Committee

October 2016

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1. Introduction

The Environment Scrutiny Committee commissioned the Scrutiny Research Team to provide a short report on the general water quality conditions of the Rivers Ely, Rhymney and Taff.

More specifically this report will provide:

- General background profile information on the three rivers;
- Background information on water quality assesement methodologies; and
- Information on key water quality indicators and assessment results.

General information on the river's geographical profiles and general characteristics that is presented in this report had been collected from internet-based research and from existing Committee papers. The more detailed information on water quality indicators and assessment methods and ratings have been provided by Officers from Natural Resources Wales..

2. Background

Cardiff is located mostly on a large flood plain which hosts the rivers Taff, the Ely and the Rhymney (River Pollution in Cardiff, March 2016). These three rivers flow into the Bristol Channel and along with a series of supporting tributaries they provide drainage for a large section of South East Wales.

These rivers are also recognised to have played a significant role in the economic, geographical and social development of Cardiff. They continue to provide an

important role by supporting a healthy environment, enhancing habitat, providing leisure opportunities, generating energy, supporting the local economy, facilitating drainage and generally supporting well being, as suggested in the above report.

3. Water Framework Directive

The Water Framework Directive (WFD) is a European instruction that has been taken into UK law. This document contains information on water quality measures and assessment methodologies that relate to the biology and chemical quality of surface waters and quantitative and chemical quality of groundwater.

In determining the overall water quality status, key elements are monitored as described below:

3.1 Ecological Status

The WFD prescribes that the “Ecological status” of a river is determined by examining three key aspects. These are:

1. Biological quality elements – the communities of fish, invertebrates, diatoms and macrophytes.
2. General physico-chemical conditions – levels of dissolved oxygen, ammonia, phosphate, pH , temperature.
3. 19 national pollutants - tests for the presence of 19 polluting substances agreed by advisory group UKTAG.

3.2 Chemical Status

Water quality is also monitored for its "Chemical status" which involves testing for compliance to European Standards for 41 substances.

3.3 Additional tests - Alien Species and Hydromorphological Conditions

In addition to the assessements made around the ecological and chemical conditions, further tests for "Alien species[1]" and assessements of "hydromorphological conditions"[2] are undertaken to inform the overall assessement of river water quality conditions.

3.4 Overall Status Classifications

The Ecological status, Chemical status and additional tests are combined to give an overall status described as one of five status classes which are **"High, Good, Moderate, Poor or Bad".**.

A general explanation of these five classifications follows (Communication with NRW Officer, September 2016):

High: Near natural conditions. No restriction on the beneficial uses of the water body. No impacts on amenity, wildlife or fisheries.

[1] Defined by the WFD (Dept for Environment Food & Rural Affairs, 2014) as 'A species, subspecies, or lower taxon introduced outside its normal past or present distribution; includes any part, gametes, seeds, eggs, or propagules of such species that might survive and subsequently reproduce'

[2] Defined by the WFD (Dept for Environment Food & Rural Affairs, 2014) as, 'is the physical characteristics of the shape, boundaries and content of a water body'

Good: Slight change from natural conditions as a result of human activity. No restriction on the beneficial uses of the water body. No impact on amenity or fisheries. Protects all but the most sensitive wildlife.

Moderate: Moderate change from natural conditions as a result of human activity. Some restriction on the beneficial uses of the water body. No impact on amenity. Some impact on wildlife and fisheries.

Poor: Major change from natural conditions as a result of human activity. Some restrictions on the beneficial uses of the water body. Some impact on amenity. Moderate impact on wildlife and fisheries.

Bad: Severe change from natural conditions as a result of human activity. Significant restriction on the beneficial uses of the water body. Major impact on amenity. Major impact on wildlife and fisheries with many species not present.

The measurements used to differentiate between the different conditions described above are set in relation to what would be expected to be found in a river in its natural state. The target is to achieve at least Good status.

3.5 Overview of Common Reasons for Failing Elements

The following are some explanatory information for some of the specific reasons given for failing elements that are identified in the WFD Status Cycle 2 report. (conversation with NRW Officer).

- *Sewage/Combined sewage overflow/Misconnections* known collectively as 'urban diffuse' where the ecology can be affected by raw (but often diluted) sewage / waste water making its way into the river. This can lead to degraded habitats for the flora and fauna.
- *Point Source Sewage Treatment Works (STW)* is the final treated discharge from Sewage Treatment Works. It all enters the river via one pipe at one location.
- *Siltation* is a form of pollution from deposits of silt or clay. It can be suspended sediments or the accumulation of sediment on the river bed.
- *Mitigation measures* where water bodies are modified for uses such as flood protection, public water supply, urbanisation to such an extent that Good Status is not achievable These need to attain Good Ecological 'Potential' (as opposed to status) which means we will need to put in place measures that maximise the ecology given the modified nature of the water body
- *Barriers to fish migration* in the form of weirs, culverts or sewer pipes. Man-made weirs, culverts or pipes as a result of urbanisation can present barriers to fish migration that prevent fish from migrating upstream to their spawning grounds.

3.6 Methodology

The NRW reported that historically most physico-chemical sites were sampled on a monthly basis but to save on resources some of these are now checked quarterly. (Monitoring reviews looked at variability of results and the potential impact of more infrequent tests on the reliability of classifications in order to identify those sites for quarterly monitoring). (NRW correspondence, 2016). Ecological monitoring for

invertebrates, diatoms and macrophytes takes place on a three yearly cycle, with fish being six yearly.

With the exception of fish, classifications are based on a three year-cycle so the results shared for this report are largely informed by readings taken from 2012-2014.

4 The River Ely

The River Ely starts from Tonyrefail and runs for a distance of 24 miles to the Bristol Channel at Cardiff. The river flows past the settlements of Tonyrefail, Llantrisant, Pontyclun, Peterstonsuper-Ely, Ely, Cardiff and Penarth, and has three major tributaries which flow into the river, these are Nant Mychydd; Afon Clun and Nant Dowlais (River Pollution Report, 2016).

Table 1 below presents a summary of the the River Ely's water quality status for Cycle 2 of 2015 (Natural Resources Wales).

Table 1. River Ely Framework Directive Status 2015 Cycle 2.

Waterbody Name	Overall Status	Failing elements	Fish supplies driving failure	Reason For Failure
Nant Dowlais - source to conf Ely R	Moderate	Fish	Salmon, Trout	Diffuse Agri (siltation),
Nant Clun - source to conf Ely R	Poor	Fish, Invertebrates	Salmon, Trout	Misconnections, Sewage pollution, previous polln unknown source
Nant Mychydd - source to conf Ely R	Good	None	N/A	N/A
Ely R - source to conf Nant Clun	Moderate	Fish, Diatoms	Salmon, Trout	barriers, STW/sewage/misconnections
Ely R - conf Nant Clun to Allot Gardens, Ely	Bad	Benzo(a)pyrene, Fish, Fluoranthene, Invertebrates, TBT	Salmon, Trout, Chub, Eel.	previous polln unknown source, others unknown.

The water quality information that is presented in Table 1 above and rest of this section comes mainly from the Natural Resources Wales' report on River Ely Water Framework Directive Status 2015 Cycle 2. That report cites that the River Ely has

altered due to industrialisation and urbanisation with the introduction of man-made structures such as weirs, and these structures create barriers to fish migration to their spawning grounds leading to depleted fish stocks. In order to address this issue, Natural Resources Wales are implementing a five-year project. The above mentioned report also states that water quality in the river is put under pressure by sewage and other contaminations that affect the ecology and fish populations and cited acute pollution incidents in 2010 and 2013 that have impacted the Clun water body and downstream on the Ely. Furthermore, it states that the "Nant Dowlais source to confluence with Ely River" water body also suffers from diffuse rural pollution, notably around siltation.

The report also indentifies several areas of the river that are borderline failures for phosphates. Too much phosphate (as explained by a NRW Officer) can lead to accelerated algae and plant growth that can affect oxygen levels and disrupt the balance of the ecosystem. DCWW are looking at the potential impact from their assets on levels of phosphate, under an AMP6 funded catchment wide investigation.

The assessment of the River Ely's water quality status divides it into 5 water bodies (as shown in the Table) These are: The River Ely from its source to its confluence (junction of two rivers) with the Nant Clun, the River Ely from that point to its mouth and the three tributaries from their sources to their confluence with the River Ely. The specific location of these water bodies is illustrated in the map below as provided by NRW.

The results in Table 1 above show that the main body of the River Ely from its confluence with the Clun to its mouth has an overall status that is classified as “Bad”. This condition (status) is reflected in the population numbers for salmon, trout, chub, eel and invertebrates affected. Other failing elements are raised levels of Benzo(a)pyrene, Fluoranthene and Tributyltin (TBT). The reasons for the failing status on this part of the river are due to previous pollution incidents from unknown sources and other unknown sources.

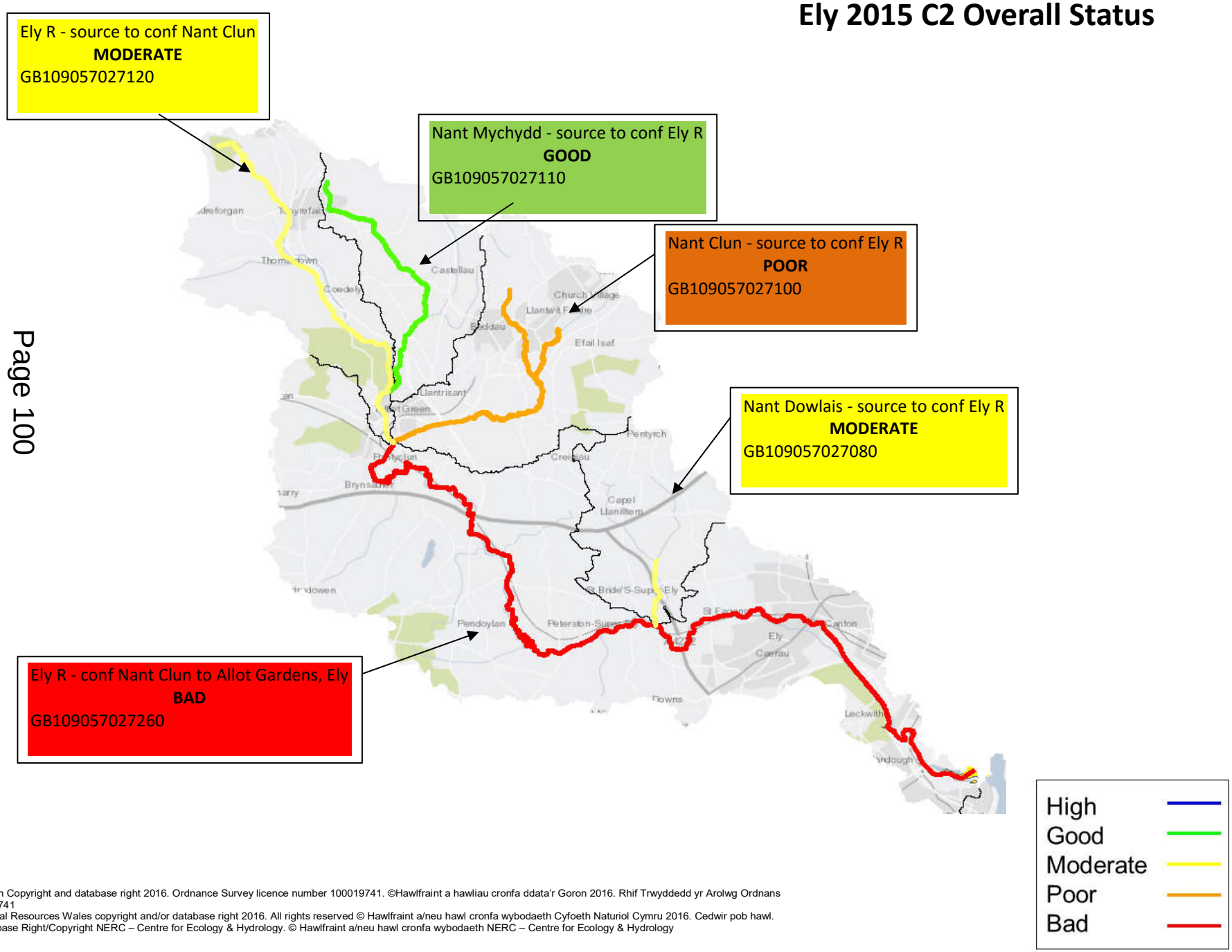
Most of the tributaries upsteam of the river have significantly better “overall status” ranging from “Poor” to mostly “Moderate” and “Good”. The overall status of the “Nant Clun section up to its confluence with the River Ely”, has been classified as “Poor”. The failing elements of assemments are around fish and invertebrate populations. The failure in conditions on this part of the river is mainly attributed to previous pollution incidents from unknown sources, misconnections and sewage pollution.

The overall status of the “Nant Dowlais source to its confluence with Ely River” and the “Ely River source to its confluence with Nant Clun” sections have both been classified as ‘Moderate’. The reduction of salmon and trout polulations in these areas of the river are key factors that has led to this classification. For the “Nant Dowlais source to its confluence with Ely River” , the main reason is due to “Diffuse Agri (siltation)”, The “Ely River source to its confluenece with Nant Clun” has barriers to fish migration, and increased levels of nutrients from STWs, sewage and misconnections.

Only the section starting from “Nant Mychydd source to its confluence with the River Ely”has a ‘Good’ overall status.

Appendix 1

Ely 2015 C2 Overall Status



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5 The River Rhymney

The River Rhymney rises at Odyn Fach within the Brecon Beacons National Park and runs for a distance of 35 miles to the Bristol Channel at Cardiff. The Rhymney has several small tributaries which flow into the river, and are each measured as sections and given a classification as part of the Water Framework Directive. The river Rhymney flows past the settlements of New Tredegar, Bargoed, Ystrad Mynach, Llanbradach, Caerphilly, Bedwas, Trethomas, Machen, Draethen and finally Llanrumney and Rumney in Cardiff. (River Pollution Report, 2016)

The information presented in this section of the report is taken mainly from Natural Resources Wales's River Rhymney Water Framework Directive Status 2015 Cycle 2.

Table 2 below shows the results of the assessments of the "Overall Status" of the ten water bodies comprising the river Rhymney. Most of these water bodies (6 out of the 10) have an overall status of 'Moderate'.

Appendix 1

Table 2. River Rhymney Framework Directive Status 2015 Cycle 2.

Waterbody Name	Overall Status	Failing elements	Fish supply driving failure	Reasons for Failure
Rhosog Fach Reen - source to Seven Estuary	Moderate	Macrophyte, Mitigation measures		Suspected Diffuse Agri, Mitigation Measures for Land Drainage & Wider Environment (SSSI)
Broadway Reen - source to R Severn Estuary	Moderate	Ammonia, DO, Mitigation measures, Phosphate		Mitigation Measures for Land Drainage & Wider Environment (SSSI), Trunk Sewer issues, suspected diffuse agri
Roath Brook	Moderate	Inverts, Macrophyte, Mitigation measures, Phosphate, Diatoms		Mitigation Measures (Water Resources, Urban, Wider Environment – SSSI reservoir), Misconnections / sewage pressure
Nant Glandulas - source to conf Rhymney R	Moderate	Fish, Hydrology, Diatoms	Trout, Eel	barriers (and should also be failing for Mitigation Measures)
Nant y Aber - source to conf Rhymney R	Good	None	N/A	N/A
Nant Cylla - source to conf Rhymney R	Moderate	Fish, Phosphate	Salmon, Bullhead	barriers and sewage / misconnections.
Rhymney R - Nant Bargod Rhymni to conf Nant Cylla	Good	None	N/A	Despite good classification has Minewaters pressure
Rhymney R - conf Nant Cylla to Chapel Wood	Moderate	Benzo(a)pyrene, Benzo (a) and (k) fluoranthene, Benzo (ghi) perelyene and indeno (123-cd) pyrene, Fluoranthene	N/A	unknown sources of combustion
Nant Bargod Rhymni - source to conf Rhymney R	Poor	Fish	Salmon, Trout, Bullhead	barriers
Rhymney R - source to conf Nant Bargod Rhymni	Good	None	N/A	N/A

The sections or of the river that have been given 'Moderate' as its "overall status" have varied reasons for its failing elements. In four of these waterbodies (as shown in the Table above) specifically the, "Nant Glandulas from its source to confluence with the River Rhymney" section , the "Roath Brook", "Broadway Reen from its source to the River Severn Estuary", the "Rhosog Fach Reen from its source to Seven Estuary" the existing conditions at the time of reporting required mitigation measures because they are Heavily Modified Water Bodies for flood protection, urbanisation and land drainage uses. It is also recognised that they are Sites of Special Scienetific Interest (SSSI) so any mitigation measures implemented for WFD must not impact negatively upon the SSSI features .

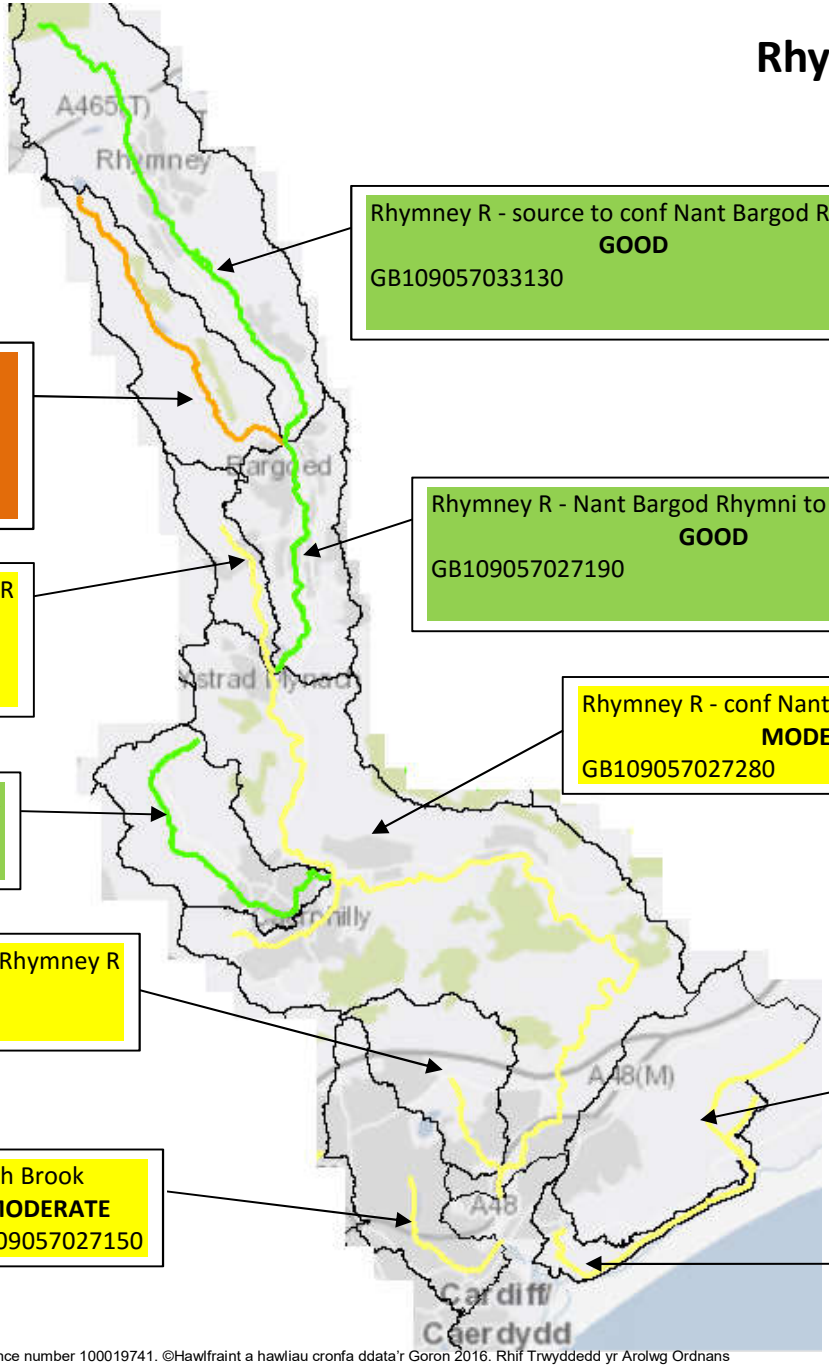
In three sections of the river there are issues around depleted fish stocks: specifically for trout and eel at the "Nant Glandulas source to its confluence Rymney River" section; and for salmon and bullhead populations at the "Nant Cylla source to confluenece with Rhymney River" section. These sections both have a status of "Moderate" as a result. The section from "Nant Bargoed Rhymni's source to its confluence with the River Rhymney" has an overall status of " Poor" with fish populations (specifically salmon, trout and bullheads) as its failing element and mainly due to barriers in the watercourse.

The report specifically cites that there are weirs in some sections of the River Rhymney that create barriers between fish and their spawning grounds and that these fish populations are further susceptible to and can be affected by sewage, combined sewage overflows, misconnections and industrial estates.

It is recognised that further urban development may compound these issues, however Natural Resource Wales reports that they are working with partners to address these concerns.

Appendix 1

Rhymney 2015 C2 Overall Status



Rhymney R - source to conf Nant Bargod Rhymni
GOOD
GB109057033130

Nant Bargod Rhymni - source to conf Rhymney R
POOR
GB109057033120

Rhymney R - Nant Bargod Rhymni to conf Nant Cylla
GOOD
GB109057027190

Nant Cylla - source to conf Rhymney R
MODERATE
GB109057027180

Rhymney R - conf Nant Cylla to Chapel Wood
MODERATE
GB109057027280

Nant y Aber - source to conf Rhymney R
GOOD
GB109057027170

Nant Glandulas - source to conf Rhymney R
MODERATE
GB109057027160

Broadway Reen - source to R Severn Estuary
MODERATE
GB109056073370

Roath Brook
MODERATE
GB109057027150

Rhosog Fach Reen - source to Seven Estuary
MODERATE
GB109056026770

High	
Good	
Moderate	
Poor	
Bad	

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6 The River Taff

The River Taff rises as two rivers in the Brecon Beacons National Park and runs for a distance of 40 miles to the Bristol Channel at Cardiff. The River Taff is formed from the Taf Fechan (Little Taff) and the Taf Fawr (Big Taff); the two rivers merge just north of Merthyr Tydfil. The Taff has seven major tributaries which flow into the river, including Nant Ffrwd; Nant Morlais; Nant Rhydycar; Taff Bargoed; Cynon; Nant Clydach and Rhondda. The river Taff flows past the settlements of Merthyr Tydfil, Treharris, Pontypridd and Cardiff. (River Pollution Report, 2016)

Table 3. River Taff Framework Directive Status 2015 Cycle 2.

Waterbody Name	OverallStatus	Failing elements	Fish supply driving failure	Reason for Failure
Aman R - source to conf Afon Cynon	Good	None	N/A	N/A
Cynon - conf Aman R to conf R Taff	Poor	Fish	Salmon, Trout	barriers, sewage/misconnections, Industrial estates.
Rhondda Fawr	Good	None	N/A	Although passing has barriers, sewage /misconnections pressures
Afon Rhondda Fach - source to conf Rhondda R	Poor	Fish, Hydrology, Mitigation measures	Salmon, Trout, Bullhead	barriers, Water Resources, sewage/misconnections pressure, Mitigation Measures for Water Resources & urban
Whitchurch Bk - source to conf R Taff	Moderate	Fish, Mitigation measures, Phosphate	Salmon, Trout	barriers, Mitigation Measures for urban & sewage/misconnections.
Rhondda R - conf Afon Rhondda Fach to conf R Taff	Good	Hydrology	N/A	Although passing, hydrology pressures.
Taff - conf R Cynon to conf Rhondda R	Poor	Fish	Salmon, Trout	Barrier on minor trib.

Nant Clydach - source to conf R Taff	Poor	Fish	Trout	barriers
Taff - conf Rhondda R to Castle Street	Moderate	Benzo(a)pyrene, Benzo (a) and (k) fluoranthene, Fluoranthene, Mitigation measures.	N/A	unknown sources of combustion and Mitigation Measures flood protection / urban.
Taff - conf Taf Fechan to conf R Cynon	Moderate	Mitigation measures	N/A	barriers, Mitigation Measures urban
Afon Cynon - source to conf Aman R	Poor	Fish	Salmon, Trout	barriers, sewage/misconnections, Water Resources?
Taff Bargoed	Moderate	Fish, Mitigation measures	Salmon, Bullhead	barriers, Mitigation Measures Flood
Nant Morlais - source to conf R Taff	Moderate	Inverts, Macrophyte, Mitigation measures	N/A	sewage/misconnections / Culverts, Mitigation Measures urban,
Taf Fechan - source to conf Afon Taf Fawr	Moderate	Mitigation measures	N/A	Mitigation Measures Water Resources, barriers pressure
Afon Taf Fawr - source to conf Taf Fechan	Moderate	Fish, Inverts, Mitigation measures	Salmon, Trout	Mitigation Measures Water Resources, barriers

The information presented here comes from the Natural Resources Wales report on River Taff Water Framework Directive Status 2015 Cycle 2. The River Taff has fifteen water body sections where assessments have been made of overall status.

Of the 15 water bodies comprising the River Taff, 3 of these have an overall status that is “Good”. The report however cites that the section running from the ”Rhondda River to its

confluence with Afon Rhondda Fach to its confluence with River Taff", although classified as "Good" has hydrology pressures in this water body.

There are seven sections (water bodies) that have been given a 'Moderate' overall status. There are a variety of factors that have been identified as the "failing elements" for these water bodies with most of these around fish populations and mitigation measures.

The NRW report further explains that some of the issues or challenges in many of these water bodies, is associated with or is a result of the Taff having been modified for flood protection, public water supply, urbanisation. NRW recommends that modifications need to be made to offset these changes and achieve a good ecology and it will be working on this as part of its 2015-2020 programme.

Table 3 above also shows that there are five sections (water bodies) that have been given a classification of (overall status) 'Poor' and have fish levels identified as the "failing elements" with issues around the populations of salmon and trout. A variety of reasons for these "failing elements" are cited in the Table below, including "barriers" in 5 of the sections/ water bodies. Additionally, sewage and misconnections were also cited as a reason for the sections at the "Cynon confluenece to Aman River to confluence with River Taff"; the "Afon Rhondda Fach source to confluenece with Rhondda River"; and "Afon Cynon source to confluenece with Aman River" water bodies.

The Table above further identifies a range of other failing elements at various points of the river to include: macrophyte levels, high presence of chemicals such as phosphates in some sections/waterbodies of the river as can be shown seen in the Table above.

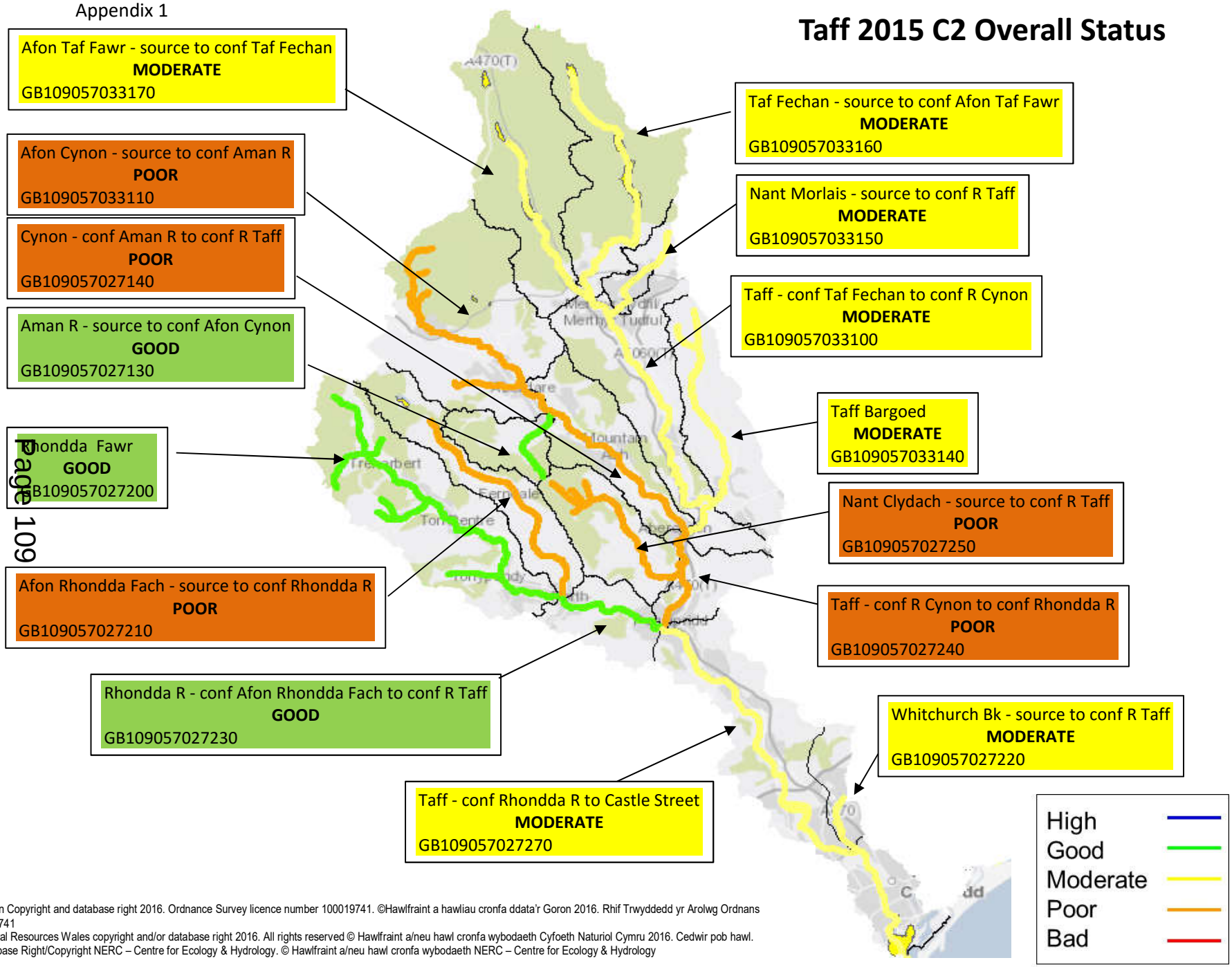
The NRW report also cites various "reasons for failure" or issues such as barriers, sewage, misconnections and unknown sources of combustion that have a detrimental effect to the overall status of the river. The report further explains that these sources of

combustion are plentiful and therefore difficult to target but lead to increased levels of chemicals such as Fluoranthene or benzopyrene. It is suggested in the Water Framework Directive that reducing emissions or intercepting diffuse sources could help with this by using sustainable draining systems (NRW, 2015).

The NRW report also states that water quality in the river is affected by sewage, combined sewer overflows, misconnections and industrial estates. These can affect the ecology of the river and have a negative effect on fish populations. In the case of the Taff, these factors have affected bullhead and especially salmon and trout populations. NRW also recognises that increased urban development along the river escalates these issues and they are working with partners (Dwr Cymru, South East Wales Rivers Trust and Cardiff Council) to try and address them.

Appendix 1

Taff 2015 C2 Overall Status



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7. References:

Ely Water Framework Directive Status 2015 Cycle 2 provided by Natural Resources Wales

Rhymney Water Framework Directive Status 2015 Cycle 2 provided by Natural Resources Wales

Taff Water Framework Directive Status 2015 Cycle 2 provided by Natural Resources Wales

River Pollution in Cardiff, report to Environmental Scrutiny Committee (March 2016)

Sampling Invertebrates, https://www.biology-fieldwork.org/freshwater/freshwater-animals/fieldwork-sampling-invertebrates.aspx [Accessed Otober 2016]

Water Framework Directive implementation in England and Wales: new and updated standards to protect the water environment (2014) Department for Environment Food & Rural Affairs May

Interview with Jeremy Tanner, Natural Resources Planning Officer (Water Framework Directive) (October 2016)

Appendix 2

scrutiny

Scrutiny Research Team

Restore Our Rivers: Best Practice in Managing Ecological Issues

Research report for the Environmental Scrutiny Committee

November 2016

CARDIFF
CAERDYDD

The City and County of Cardiff

1. INTRODUCTION

This research report was commissioned by the Environmental Scrutiny Committee's "Restore Our Rivers" task and finish group to provide Members with an overview of best practice in three main areas of work into river ecology. These areas are:

- Misconnections and Sewer Abuse
- Littering and Pollution
- Enhancing Biodiversity and Managing Alien Species.

Members have already been provided with a Scrutiny Research briefing paper outlining the current status of the rivers Ely, Rhymney and Taff, based on reports produced by Natural Resources Wales in accordance with the Water Framework Directive.

This second piece of research is intended to provide examples of best practice to combat the three above issues, to inform future practice in improving the status of Cardiff's rivers.

The Department for Environment, Food & Rural Affairs (DEFRA) commenced work with the Environment Agency, key environmental organisations and water companies to launch an initiative to enhance knowledge about rivers and to appreciate the link between how water is used in the home and how this impacts the nation's rivers to develop a campaign called 'Love your River (DEFRA press release[1], March 2012). Similarly, Keep Britain Tidy are managing a project called Rivercare that seeks to encourage engagement and involvement

As outlined in their press release, the idea behind these initiatives is to provide water saving tips, and also to draw attention to the community groups that do important work to care for local rivers and wildlife and provide education. As can be seen in the examples in later sections of this report, the Rivercare project seeks to address those issues affecting the ecology of rivers that have led to the commissioning of this report.

[1] https://www.gov.uk/government/news/show-how-much-you-love-your-river

2. RESEARCH REPORT METHODOLOGY

The information in this report has been gathered through desk based research. This includes a web-based search that led to relevant charitable websites, professional bodies and local authorities. The case studies and guidance presented in this report have all been taken from these sources.

In addition to this, advice was sought from Cardiff Council officers and other professionals within the water industry such as Natural Resources Wales, Dŵr Cymru Welsh Water, The Environment Agency and The Groundwork Institute. Contact was made via email and through phone calls to shape this research.

3. MISCONNECTIONS AND SEWER ABUSE

The National Misconnections Strategy Group (NMSG) is a partnership of organisations including The Environment Agency, DEFRA and regional water bodies (including Dŵr Cymru Welsh Water). (www.Connectright.org.uk, Accessed November 2016) They define two types of misconnections that both cause pollution. These are:

- Where wastewater and sewage is wrongly connected to clean surface water drains
- Where clean rain water is connected to foul drains.

The NMSG also outline some of the negative outcomes from misconnections and these include the pollution of rivers, streams and beaches, damage to wildlife and health risks.

They have a public face known as 'Connectright' which is a scheme that aims to reduce water pollution through a variety of means. As stated on the above website, this includes raising awareness about how sewers and drains function and about misconnections and the problems that they cause. The scheme will help property owners and professionals to check drainage connections are correct and take action if they are not. It will ensure that new drainage is correctly connected, and support effective practice, policy and regulation. The intention is for the scheme to be a way of sharing information and evidence about the problem of misconnections and supporting research and the development of long-term solutions.

3.1 Context and Procedure

The Chartered Institution of Water and Environmental Management (CIWEM) have issued a Policy Permission Statement (CIWEM *Misconnections*, April 2016) that gives some background information on work undertaken in England on misconnections since the 1990s. They report that there has been an extensive effort by local authorities and Water and Sewerage Companies (WaSCs) to investigate and rectify misconnections and that the focus has been on the most obviously polluted outfalls.

According to JBA Consulting – an environmental engineering consultancy company – agencies like the Environment Agency, Natural Resources Wales and the Scottish Environmental Protection Agency have identified polluted water surface outfalls and needed sewage undertakers[2] to complete surveys to identify misconnections. Specialist survey contractors will then trace upstream from outfalls to identify sources of pollution from where they will survey individual properties with owner/occupier permission. They will then be issued with a written formal request to resolve the issue with further letters issued if required. Only the local authority's Environmental Health Officers (EHOs) or the Environment Agency have the power to enforce action. (JBA Consulting, Sewer misconnections...time for a new approach, November 2016).

In a presentation for The Environment Agency by a Pollution Prevention Team Officer (The Environment Agency, *Misconnections PPS*, December 2013), some of the current good practices are outlined. These include the Environment Agency identifying outfalls and prioritising which to focus on, water companies investigating malfunctions and identifying misconnections before encouraging rectification. The local authority or Environment Agency can then enforce rectifications. The presentation acknowledges that there are some efforts to raise awareness and prevent misconnections.

3.2 Problems with Current Methods

Following work on a programme of misconnection surveys in Merseyside, JBA Consulting identified some problems with the current method and describe these in their online report. The problems they highlight are as follows:

- Manually intensive and expensive – many properties require repeat visits because of uncooperative residents meaning a significant number can't be surveyed.
- Difficult to gain cooperation – the realisation of residents that they need to pay to rectify the problem, particularly if they are a low-income household.
- Lack of staff – Many local authorities have had to cut back on the number of EHOs.

[2] "A company appointed under the WIA91 to provide sewerage services in respect of a geographical area of England and Wales." (https://definedterm.com/sewerage_undertaker, Accessed November 2016)

- New misconnections reappear – if residents and/or contractors remain unaware of consequences or of the cost of rectifying then the problem can resurface.

The CIWEM report also makes the point that the surveys needed to identify misconnections are expensive and difficult and that the legal powers of local authorities to assist are diminishing. They point to a trial by the Environment Agency of Anti Pollution Works Notices (APWNs) for use when property owners fail to act voluntarily, but suggest that they are generic and potentially not as effective as local authority powers. They also state that legal action to rectify misconnections is 'costly, cumbersome and resource intensive.'

3.3 Suggested Improvements

As a result of their project in Merseyside and identification of problems with current work on tackling misconnections, JBA Consulting identified some ways that the work could be improved in the future. They noticed that the water companies they work with all have customer engagement at the heart of their business plans, firstly to understand their needs, but also as a means of educating customers on how their water consumption, flushing habits and misconnections impact in the environment as well as their bills.

They note that water companies, regulators and local authorities have supported the Connectright website, which offers advice on how residents can check their property. JBA's survey showed that many respondents were 'genuinely unaware and shocked that their home was misconnected and concerned to learn of the impacts on their local watercourse.' (JBA Consulting Sewer misconnections...time for a new approach, November 2016). They believe that residents will be willing to help rectify the problem, they just need to be engaged and perhaps there need to be new ways of achieving this.

They propose a 'misconnection amnesty' where information could be distributed to an area, telling them how to identify misconnections and offering free modifications if they are reported. They suggest that the cost of repairs may be offset by the savings in survey costs.

Another suggestion is to use the building surveys conducted when properties are bought as an opportunity to address misconnections. They also state that sewerage undertakers are required to provide sewer maps to local authorities and make them publically available. This could be made available online, allowing building owners, plumbers and builders to understand the sewage systems and also reinforce the connection in people's minds between what leaves their house and how it affects water bodies in and around their local area.

The Environment Agency presentation also provides some recommendations such as: including drainage checks in property searches; further investigations as part of WaSC and EA business plans; engaging with professionals, manufacturers and retailers to help raise awareness and develop solutions; considering general binding rules; developing holistic water management approaches; and raising public awareness to help people value water and provide wider societal benefits.

The CIWEM report also makes recommendations for future work on misconnections. Similar to above, many of these revolve around ways to generate awareness and that different groups all need to be targeted, as follows:

- Property owners - This may be achieved by stating the type of drainage on water bills or making a drainage survey necessary when a property changes ownership. They suggest that property searches should include information on drainage systems and highlight potential risk of misconnections.

- Water bodies - local authorities, environmental regulators, OFWAT (the economic regulator of the water sector in England and Wales) and WaSCs - should prioritise areas of water quality impacts to investigate and include this in their business plans.

- Key professionals and service sectors – Building Control, surveyors, Environment Health Officers, architects, the construction industry etc should be involved in tackling the problem and part of approval schemes such as Watersafe[3].

[3] A free online directory and national accreditation body for competent and qualified plumbers in England, Scotland, Wales and Northern Ireland

- Government – Should explore statutory instruments like General Binding Rules as a way of preventing the pollution of service water systems by requiring treatment of surface water discharges if contaminated by a sustainable drainage system or at risk of contamination by misconnection.

- Manufacturers and retailers of washing machines – They could help raise awareness of misconnections at the point of sale.

- Building Control approval bodies – Could do more to ensure drainage practice follows regulation – for example requiring photographic evidence.

- DEFRA and the Scottish Government – Should require new surface water drainage systems are in the form of open channels where possible to allow quicker detection of misconnections to minimise risk.

3.4 Case Studies

The following case studies are summarised from the Connectright website,

3.4.1 The Midlands

The Midlands Urban Rivers Community Initiative has worked with the Environment Agency and partners to actively encourage communities to appreciate the local watercourse and take positive actions to help prevent the misuse of sewers and misconnections that lead to pollution.

For example, the Waterside Care project helps volunteer groups to adopt a river and smarten the nearby environment by litter picking. Working with partners, it also helps to educate groups and allow them to understand and monitor water quality and the effect of sewer misuse and misconnections. They can then further pass on this knowledge.

3.4.2 Telford

In Telford there is the Clean Stream Team which works to identify and resolve misconnections and other pollution sources in Telford. The team consists of a full-time worker from the Environment Agency and one from Severn Trent Water with support from the Shropshire Wildlife Trust and Telford & Wrekin Council. They also receive support from a trained volunteer group, the local community who are educated through leaflets, the local business community who have a line of communication through the Business Environmental Support Scheme for Telford, and schools where the Shropshire Wildlife Trust worked in ten schools in Telford either through a short session or a full six week River Ranger Programme to teach Telford's children about habitat, water pollution and how to identify and report it.

3.4.3 The North East Living Waterways

The Living Waterways project is a partnership between the Durham, Northumberland and Tees Valley Wildlife trusts and the Environment Agency. Part of their work includes a misconnections pilot with Northumbrian Water. It focusses on highlighting the problems caused by misconnections through community events, sessions in schools, free community fun days and a public consultation on the possibility of installing instructional plaques near drains,

3.4.4 Hastings Clean Seas Please

Clean Seas Please is a project funded by the Environment Agency and managed by Hastings Voluntary Action and Rother Voluntary Action. They seek to combat high bacteria concentrations that are predominantly caused by problems with the sewer infrastructure and misconnections. A school programme called 'The Shore Academy' is being developed and works on small projects with plumbers, catering outlets, parents, and the hotel trade and also runs a full programme of community events in spring and summer.

3.4.5 Thames Fixing Broken Rivers

A four-year project to tackle urban pollution in the Lower Lea Valley has been made possible with funding from the HSBC water programme ‘Fixing Broken Rivers’. The project includes a school-based education project, new and regeneration of river beds and the creation of mini sustainable drainage systems. The schools will also work with HSBC staff and community volunteers to create and monitor these beds and systems.

3.4.6 Bishops Stortford

The Stort Navigation (canal section of the River Stort) was identified as an area impacted by pollution by the Environment Agency. They installed electronic data loggers to monitor water quality and identify the sources of the pollution. This was found to be from polluted surface water outfalls. Working in partnership with Thames Water and its contractors, they were able to trace and resolve the offending misconnections.

3.4.7 Swansea Cleaner Bathing Water

Natural Resources Wales and The City and County of Swansea worked in partnership to on investigations into the causes of bad water quality in the Bay and misconnections were identified as one of the major sources of pollution. In response to these findings, Council and NRW set up the Swansea Misconnection Project. The aim of the project is to track down and eliminate misconnections and ensure that the streams and rivers that flow into the bay are free from sewage pollution.

A dedicated misconnection team was set up and over the last three years they have inspected well over 4000 houses in West Swansea. So far they have found around 300 houses with misconnections.

Nearly all the misconnections identified have now been corrected, meaning the nearby river Clyne is running much cleaner than it has in years. Recent sample results now show that the bay is passing the new bathing water standards and that the water quality is continuing to improve.

3.4.8 Wessex Streamclean Team

Wessex Water, Bristol City Council and the Environment Agency formed a partnership to reduce pollution to the watercourses in Bristol and, following early success, launched a Streamclean Team. The team of four works across the Wessex Water region able to trace the cause and reduce the risk of pollution from water company assets.

They carry out routine and reactive investigations of public surface water outfalls and have noticed that pollution from misconnections is often worse in the cold because of an increase in oil which can spill of overflow and end up in drains. This may be the result of deliberate actions or poor maintenance.

When a misconnection is discovered the team contacts the home owner and explains the findings, leaving a survey form and a letter asking them for a correction to be made within 30 days or longer if the misconnection is more complicated. They have found that in 99% of cases the homeowner rectifies the plumbing but on occasions where they don't, the team can notify the local environmental health office or Environment Agency to enforce action.

3.4.9 Yorkshire Bathing Water Partnership

The Yorkshire Bathing Water Partnership is a multi-agency group made up of the Environment Agency, Yorkshire Water, local councils and Welcome to Yorkshire. As part of their work to make beaches reach new European standards, the group identified misconnections as a key polluter of bathing waters. Following detailed modelling the partnership were able to identify which beaches may be suffering from misconnections. The modelling was funded by Yorkshire Water and highlighted several watercourses which run onto bathing beaches as carrying bacteria to the bathing beaches. Samples were taken to find a more precise location of the source. The partnership agreed for the water company to fund further investigations to physically look into the drainage systems in these residential areas.

Contractors, DrainsAid, were appointed to survey the sewers using remote cameras and harmless dye to locate misconnections. They reported the results to the partnership and

the local authorities contacted individual property owners. Approximately 25 cross-connections were identified along the Yorkshire coast. The project is ongoing.

4. LITTERING AND POLLUTION

Littering can have an extremely negative effect on the ecology of a river. When dumped, litter and rubbish can endanger wildlife, block rivers and cause flooding, and make parts of the river inaccessible. Pollution also has harmful effects and the Department for Environment Food and Rural Affairs (DEFRA) published a consultation in 2012 (DEFRA, *Tackling water pollution from the urban environment*, November 2012) giving some background on the challenges facing rivers in terms of pollution. In it, they identify four main sources of pollution as follows:

Point Source Pollution – Permitted discharges from factories and wastewater treatment.

Pollution Incidents – One-off incidents such as a tanker accident that have acute short term impacts.

Unknown Sources – Where the cause can't be identified.

Diffuse Pollution – Unplanned and unlicensed pollution from farming, mine water, homes and roads. The may be agricultural or non-agricultural.

This section summarises some of the approaches taken across the UK to combat these issues and also some advice issued by relevant bodies such as DEFRA and The Environment Agency.

4.1 Keep Britain Tidy – Rivercare

Keep Britain tidy is an independent environmental charity that set up a programme focussing on rivers (www.keepbritaintidy.org/rivercare, Accessed November 2016). Funded by Anglian Water, the programme encourages local communities to "maintain and enhance rivers for future generations". Advice is available from organisations such as Wildlife Trusts, RSPB, Environment Agency, Natural England, National Parks Authority and district and county councils.

There are more than eight hundred volunteers working across forty five projects. Each group has a different focus tailored to the local river but activities include litter picking, removing invasive plants, habitat management, water quality testing, freshwater invertebrate counting and providing education to schools and other groups.

The Anglian Water website (http://www.anglianwater.co.uk/environment/our-commitment/our-projects/rivercare.aspx, Accessed November 2016) describes the way that they groups work. They each establish a stretch of the local watercourse to take responsibility for and undertake the above activities, often through engagement and collaboration with the local Wildlife Trust and local councils. Group leaders will explain what is needed, assign tasks suited to ability, demonstrate any necessary equipment and be available for help or guidance.

Lists of the active groups are available on the Keep Britain Tidy website referenced above; examples of a couple of these are summarised below.

4.1.1 Rivercare Lincoln

Two Rivercare groups based in Lincoln conducted events on July 2nd 2016. The Sincil Drain group were joined by Lincoln Fire and Rescue crews to clear litter from inaccessible areas. The Lincoln Witham group also conducted a clean-up on the same date. After meeting at an agreed time, basic training was given and refreshments provided after the stretch of river had been attended to.

4.1.2 Rivercare Peterborough

The Peterborough City Centre Rivercare Group have training sessions, guided walks along the river and regular litter picks, but are also working on a new project monitoring the health of the Werrington Brook in the city. As part of a larger river restoration project with The Environment Agency, Peterborough City Council and Peterborough Environment City Trust, volunteers are being trained in biological recording techniques such as checking dissolved oxygen levels and carrying out fixed point photography.

4.2 DEFRA Guidance on Tackling Urban Pollution

In 2012, DEFRA produced a consultation document as part of their development of a strategy to deal with urban water pollution (Tackling water pollution from the urban environment, November 2012). In this they describe the principles of the strategy they wish to put forward. These are:

- To prioritise the reduction in sources of non-agricultural diffuse pollution that most cost effectively improves river ecosystems.

- To encourage ‘no regrets’ 6 solutions, highlighting future risks to take possible preventative actions, and where possible seek to encourage actions which deliver multiple benefits e.g. surface water management actions for flood control which also improve water quality.

- To follow the ‘polluter pays’ principle when tackling sources of non-agricultural diffuse pollution. Where the polluter cannot be identified or effectively regulated look to the beneficiaries instead, applying ecosystem services principles to value benefits.

- To seek to reduce the source of pollutants, where this offers the most cost effective solution, before addressing the where and how it travels or where it goes to.

- To focus on a ‘bottom-up’, locally-driven, catchment-based approach to help identify and reduce non-agricultural diffuse pollution. Lessons learned from on-going catchment-based pilots with urban diffuse problems will be used to inform specific guidance and advice; however, it is recognised that national interventions could be more cost effective in certain cases.

- In order of priority to offer advice, then look to incentivise action and only where there is a clear case take forward new regulatory measures

The report goes on to present planned actions to deal with different types of pollution and causes thereof those given highest priority are summarised below.

Urban Run-off -Metals and chemicals that are a by-product of road transport can run into rivers and other water sources as can faecal matter from animals. DEFRA propose undertaking research to assess to risk of this and how it can be identified locally, and working with stakeholders like local highway authorities to identify polluting outfalls and develop and promote measures to reduce road run-off such as Suitable Drainage Systems (SDS).

Light Industrial Estates - Run-off from vehicle washes, chemical storage and misconnections and drainage abuse can lead to polluted waters. DEFRA suggest continued research to better understand the issue and associated risk in order to develop cost-effective solutions.

In-situ contaminated river bed sediment - This is historic industrial and mining sediment or sediment from urban run-off that becomes deposited on river beds but can be stirred up in bad weather. DEFRA propose further research and to investigate ways to mitigate the problem.

Mine waters - These are discharges associated with abandoned mine workings that contain high concentrations of metals and other pollutants. DEFRA want to put a strategy in place to remediate mine waters.

Septic tanks & non–mains sewage systems - Foul sewage from properties that aren’t connected to the main sewerage network. DEFRA proposes a strategy to reduce the negative impact of poorly installed and maintained septic tanks. They state that different measures are likely depending on proximity to groundwater supplies.

4.2.1 Current DEFRA Initiatives

In the report, DEFRA detail some initiatives already in place to either directly or indirectly address urban diffuse water pollution. They assess how effective these initiatives are and offer examples of current good practice and new policy initiatives. These are summarised below.

Catchment-based approach - In the report DEFRA state that a catchment-based approach is central to their strategy. This would be where stakeholders including river trusts, water companies and local authorities collaborate and introduce more local level detail in planning and managing the delivery of environmental improvement. They cite the example of the Irwell catchment pilot in North West England and the Lower Lee catchment pilot in London where they aim to reduce diffuse urban pollution and involve local groups, the Environment Agency and the water and sewerage community.

Empowering Communities - Community-led groups can make a difference by improving rivers as can be seen in the Rivercare scheme above. In England the Catchment Restoration Fund was made available to support such groups leading to projects bidding for financial backing to tackle urban diffuse and water pollution issues.

DEFRA have also launched the 'Love Your River' campaign, which works with the National Trust, the Environment Agency, the Wildlife Trusts, Keep Britain Tidy, water companies and Waterwise. The campaign aims to educate people about the difficulties facing rivers and also to help celebrate their importance and celebrate the community of those who volunteer and honour those who give their time to help. It is hoped this will help people understand and value water and encourage them to take action.

Local Flood Risk Management - The Flood and Water Management Act 2010 gives the responsibility of managing flooding to Lead Local Flood Authorities operated either by county councils or unitary authorities of England. They are responsible for understanding the risks posed by different types of flooding and managing and reducing these. To do this successfully, coordination is required with other key stakeholders such as water companies, the Environment Agency, the highways department within an Authority, district

authorities and community groups. Between them, these bodies share understanding to plan and work together to tackle the urban diffuse water pollution that can occur as a consequence of flooding. For example they may work together to increasing the permeability of paved areas, such as public spaces or roads so that rainwater soaks into the ground, can be beneficial in reducing flood risk and keeping pollutants out of rivers and streams.

Engaging with Local Authorities to Improve Urban Rivers - Local authorities have a vital role in managing urban diffuse water pollution. An example of their successful involvement is where a number of local authorities worked with the Environment Agency and Sustainability West Midlands to raise awareness of the information and policy needs of local authorities to help tackle this issue effectively. The project catalogued the activities already being undertaken to improve water quality including the development of planning policies, the development of green infrastructure plans, the consideration of water issues when determining planning applications, the operation of local authority estates and buildings, highways maintenance operations and the consideration of water quality whilst fulfilling their highways drainage and flood risk management roles.

Feedback from the project indicated that authorities wanted more clarity on local data and priorities. They were a little unclear on their responsibilities in meeting the statutory obligations of the Water Framework Directive. Authorities also stated that they would value advice on how improving water quality could directly impact economic development and how to write planning policy that would directly influence water quality and quantity. With that in mind the project aimed to improve advice notes and provide further training in these areas.

Spatial Planning – National Planning Policy Framework - The DEFRA report states that the Government streamlined planning policy in the Planning Policy Framework introduced in 2012. This ensures that there is a presumption on favour of sustainable development allowing the economy to flourish and the environment to be protected. The framework sets out a policy approach for local authorities to develop local plans and sets a core principle that planning should contribute to conserving and enhancing the environment while reducing pollution.

The framework says that local authorities should recognise the wider benefits of ecosystem services and prevent unacceptable levels of pollution from new developments, develop policies that manage flood risk and ensure development is prioritised where necessary to reduce it, encourage the use of developed brownfield, have a strategic approach towards creating, protecting and enhancing networks of biodiversity and green infrastructure, and plan for biodiversity at a landscape scale across local authority boundaries.

Pollution from Major Roads and Motorways - The Highways Agency is responsible for the management on the motorways and trunk-roads in England and has a voluntary arrangement with the Environment Agency to undertake risk assessments of polluting highway drainage outfalls. In areas where risks are high due to heavy traffic loading or sensitive receiving waters, they will implement a programme of improvements. The Highway Agency has a design manual for roads and bridges that describes measures for mitigating the impact of road run-off pollution[4].

The Highways Agency, the Environment Agency and DEFRA continue to work together to improve scientific knowledge and identify the most polluting drainage outfalls.

Pollution from Minewaters - DEFRA has funded a programme put in place by the Environment Agency to deal with areas where abandoned mines have affected nearby water. The prioritised programme has an initial £10million of funding to provide remediation works. For example in Saltburn Gil, North East England, a closed iron stone mine deposits iron oche into the river turning it orange. The result is over a hundred tonnes of iron being discharged into the North Sea which affects tourist trade from nearby beaches. It is therefore expected that this treatment plan will lead to an overall economic benefit.

Nature Improvement Areas - DEFRA state that they are part-funding twelve natural improvement areas intended to improve ecological networks to benefit wildlife and people. The projects have been identified by local partnerships that also drive the projects. Several of these are looking to improve water quality. For example, the Dearne Valley NIA includes

[4] This can be found at www.dft.gov.uk/ha/standards/dmrb/vol0/section1.htm

a component which will protect the Cudworth Dyke from industrial pollution. The project team are working with Yorkshire Water and local volunteers to conduct feasibility studies and carry out the subsequent engineering works.

Considered Actions - As well as describing those initiatives above, the DEFRA report also includes some actions that they felt may be needed to achieve their aims of combatting water pollution. They produce a list of ten items as follows:

1. Improve the evidence base to gain a comprehensive understanding of the scale and impact of urban diffuse water pollution sources, focussing initially on urban runoff, trading estates, in-situ contaminated sediment and misconnections. Then prioritise other sources depending on their potential impact including climate change impacts. Research gathering will be reviewed regularly to take into account the latest evidence.

2. Build on the achievements from existing initiatives by organised sharing of best practice and embedding within the Catchment Based Approachestools and techniques.

3. Use a detailed monitored catchment(s) to establish a more comprehensive understanding of how urban diffuse water pollution sources impact ecosystems.

4. Gain an understanding of the physical ways in which urban diffuse water pollution could be controlled cost effectively, looking at ways to encourage uptake, gather data on long term effectiveness, find out what, if anything, stops organisations using them.

5. Review the regulatory framework which is used to control non-agricultural diffuse pollution, and set out what potential cost effective improvements, if any, could be made including any potential deregulation.

6. Establish roles and responsibilities for tackling individual sources and the level of responsibility that this entails.

7. Set out who has a role to play in making a difference, ensure they are aware of the problem, what their roles are and what they need to do.

8. Embed the work within subsequent cycles of River Basin Management Plans.

9. Set out where there are other opportunities (such as SuDS or local authority planning including Surface Water Management Plans) for multiple environmental benefits – e.g. biodiversity, flood risk management - and look to embed water quality improvements within them.

10. Understand which behavioural and community based work is the most effective for improvement of quality of life through improving urban watercourses and embed this within the catchment based approach.

5. ENHANCING BIODIVERSITY AND MANAGING ALIEN SPECIES

The Water Framework Directive (WFD) is a European instruction that has been taken into UK law. They define alien species or invasive non-native species (INNS) as 'A species, subspecies, or lower taxon introduced outside its normal past or present distribution; includes any part, gametes, seeds, eggs, or propagules of such species that might survive and subsequently reproduce' (UK Technical Advisory Group On The Water Framework Directive *Guidance on the assessment of alien species pressures*, March 2013).

For the purposes of this report, the research team contacted officers from the Council's Parks Team, Natural Resources Wales, Cardiff Rivers Group, Groundwork.org.uk and Dŵr Cymru Welsh Water to ascertain which species are problematic in Cardiff's rivers. The species named by each contact were Japanese Knotweed and Himalayan Balsam, which is why this section focuses mostly on these plants. The section also includes some general advice and case studies on the killer shrimp and zebra mussel as it was reported to us that both can be found in Cardiff Bay.

5.1 General Recommended Approaches

The Non-native Species Secretariat is an administrative office that is responsible for helping to coordinate the approach to dealing with invasive non-native species in Great Britain. It reports to a programme board which represents the relevant governments and agencies of England, Scotland and Wales.

In 2008 they produced a GB Invasive Non-native Species Strategy to meet the challenge posed by invasive non-native species in Great Britain and this was updated in 2015. The published strategy has the aim of providing a strategic framework within which 'the actions of government departments, their related bodies and key stakeholders can be better co-ordinated.' The strategy includes key recommendations from the DEFRA *Review of non-native species policy: report of the working group*, 2003. These are as follows:

- The Government should designate or create a single lead co-ordinating organisation to undertake the role of co-ordinating and ensuring consistency of application of non-native species policies across Government.

- Develop comprehensive, accepted risk assessment procedures to assess the risks posed by non-native species and identifying and prioritising prevention action.

- Develop codes of conduct to help prevent introductions for all relevant sectors in a participative fashion involving all relevant stakeholders.

- Develop a targeted education and awareness strategy involving all relevant sectors.

- Revise and update existing legislation to improve handling of INNS issues.

- Establish adequate monitoring and surveillance arrangements for non-native species in GB.

- Policies should be established with respect to management and control of INNS currently present or newly-arrived in the wild, and operational capacity be developed to implement these policies.

- Stakeholders should be fully consulted and engaged in development of INNS policies and actions through a mechanism such as a consultative forum.

5.2 Himalayan Balsam

The Environment Agency provide information on Himalayan Balsam in their report on managing non-native invasive plants (The Environment Agency, *managing invasive non-native plants*, 2010). It states that originally from the East Himalayas, Himalayan Balsam and can reach 150mm long and produce purplish-pink flowers between June and October. Mature seed pods explode when touched, shooting seeds in the air, and can also be spread by water. The plants grow in dense stands that suppress the growth of native

grasses and other flora. In autumn the plants die back, leaving the banks bare of vegetation, and therefore liable to erosion.

The report also suggests control measures and that these should aim to prevent flowering. This is best achieved before June. It states that chemical control can be used near water but using herbicides containing glyphosate or 2,4-D amine. The former will also kill grasses and the latter only broad-leaved weeds. These are most effective when the plant is small and growing, typically in the spring. The report also states that cutting, strimming or pulling on a regular basis for three years will be effective and may even eradicate the plant. Cutting should be done at ground level below the lowest node to avoid reflowering and before the flowering stage in June but cutting earlier than this will promote seen production from plants that regrow. This should be repeated regularly until the growth stops, which can be after around three years. Pulling can be effective for plants with shallow roots that can then be disposed by burning or composting if seeds aren't present. Grazing by cattle and sheep can also be effective in managing the plant from April until the end of the growing season and the report states there is encouraging potential for this method of control.

The Angling Trust also offers advice on some invasive species including the Himalayan Balsam (The Angling Trust, *17 Aquatic Invasive Non Native Species: Identification and Control*, Accessed 2016). There recommendations are summarised in the following table:

Table 1 – Angling Trust Suggested Treatments for Himalayan Balsam

Treatment	Suitability	Equipment	Efficiency	Constraints
Glyphosate chemical treatment	Good for large, dense infestations at the initial stage of long-term treatment. Good sward growth reduces the risk of erosion so this	Knapsack sprayer, life jacket and other personal protective equipment as dictated by risk assessment.	Good	Requires approval from the Environment Agency and certain qualifications. Potential damage on non-targets.

	method is usually replaced by control methods with less non-target damage.			
2,4-D Amine chemical treatment	Sites with dispersed growth and/or are prone to erosion and require a selective herbicide.	Knapsack sprayer, life jacket and other personal protective equipment as dictated by risk assessment.	Good, especially if retaining a grass sward.	Requires approval from the Environment Agency and has potential for non-target damage to broad-leaf species.
Mechanical Cutting	Effective if cut below lowest node to prevent flowering	Strimmer, brushcutter, hook, flail, fork. Vehicle and trailer plus personal protective equipment as dictated by risk assessment.	Good	Requires good access and methods for disposing of waste.
Manual Pulling	Suitable if site is not subjected to seed-fall from upstream or nearby unmanaged plants. Suitable for volunteer groups	Wheelbarrows, forks, rakes, vehicle and trailer plus personal protective equipment as dictated by risk assessment.	Good	Time consuming and requires good access.

5.2.1 The Clun Himalayan Balsam Project

The Shropshire Hills Area of Outstanding Natural Beauty (AONB) report on their website about The Clun Himalayan Balsam Project. (*A Strategy for the Control of Himalayan Balsam (Impatiens glandulifera) in the Clun Catchment Shropshire,* March 2014)They report that they were able to acquire funding from Natural England to map distribution of the plant and develop a strategy for its control. There was also a pilot study looking at how to control the plant and support was provided to river officers by the Environment Agency. Methods of hand pulling, strimming and the use of herbicides are listed as presented above.

The resultant strategy lists the following aims:

- A coordinating body with responsibilities to take this strategy forward.
- A strategy to raise awareness and understanding of the Himalayan Balsam in the catchment.
- Improved collection, management and sharing of information.
- Awareness raising to ensure landowners cross-compliance responsibilities are understood.
- Developing a shared responsibility amongst Clun stakeholders and secure a commitment by land managers to undertake its control in the catchment.
- Support for those landowners working to manage Himalayan Balsam.
- A three stage approach: Prevention, early detection and then control as the final option.

- A systematic approach to control by phased targeting sites affected by Himalayan Balsam.

- On-going monitoring.

The strategy states that it is primarily aimed at management of Himalayan Balsam but could also apply to other invasive species such as giant hogweed and Japanese knotweed.

5.2.2 Mid Wales Himalayan Balsam Eradication

Natural Resources Wales issued a press release about the signs of success in getting rid of Himalayan Balsam in three rivers in mid Wales (Natural Resources Wales *Tackling Himalayan Balsam along mid Wales rivers,* November 2015). The Ystwyth valley is now largely free of Himalayan Balsam thanks to a process of pulling and cutting several times a year before any seed is produced. By working on the problem from the tops of catchments, the risk of the plant recolonising further downstream is limited. A blog[5] has been set up to show how work is progressing and allows sightings to be reported. To this end Natural Resources Wales are also working with the Welsh Government on a phone app to facilitate the identification and logging of invasive plant species.

5.2.3 Current Approaches to Himalayan Balsam Eradication in Cardiff

In email correspondence with a council Conservation Officer, they stated that there is planning to train volunteers to map both Japanese Knotweed and Himalayan Balsam that will provide spatial data to help monitoring and spraying in the long term. It is hoped that this may start next year.

5.3 Japanese Knotweed

The Environment Agency provide information on Japanese Knotweed in their report on managing non-native invasive plants (The Environment Agency, *managing invasive non-*

[5] http://himalayanBalsamwales.co.uk/blog

native plants, 2010). It states that since being brought to Britain as an ornamental plant in the mid-nineteenth century, Japanese Knotweed has cause problems, notably on roadsides, riverbanks and derelict land where it displaces native flora and can cause structural damage.

The report states that Japanese knotweed forms dense clumps with fleshy, red/green shoots and can grow to two or three metres tall with hollow green stems with red or purple flecks. Clusters of flowers bloom in late summer and the root system can extend for seven metres. The crown, located at the base of the stem, will produce new plants and dead plants takes up to three years to decompose. A waste license is required to remove Japanese knotweed from its site.

The report prescribes that knotweed should be subjected to a single clean cut near the base of the stem. Flailing or other cutting methods that produce fragments should be avoided as stems can regenerate from nodal fragments.

A cut stem can be burnt if it is crisp and brown or disposed as an inert waste. If stems have been pulled up, there will be fragments of knotweed crown at the base, which is highly regenerative.

Near water, chemical control using an approved bioactive formulation of glyphosate is the most effective treatment near water. Spraying both top and underside of leaves improves control. Chemical treatment is most effective in August and September and especially when applied to mature uncut growth. Chemicals can be injected into the stem to avoid damaging surrounding areas.

The Angling Trust also offer advice on Japanese Knotweed (The Angling Trust, 17 Aquatic Invasive Non Native Species: Identification and Control, 2016). There recommendations are summarised in Table 2:

Appendix 2

Table 2 – Angling Trust Suggested Treatments for Japanese Knotweed

Treatment	Suitability	Equipment	Efficiency	Constraints
Glyphosate chemical treatment	Good for large, dense infestations where treating mature growth will result in unacceptable levels of spray drift or where full height canes will compromise land use.	Knapsack sprayer, life jacket and other personal protective equipment as dictated by risk assessment.	Moderate	Requires approval from the Environment Agency and certain qualifications. Potential damage on non-targets.
2,4-D Amine chemical treatment	Sites with dispersed knotweed growth and/or is prone to erosion and therefore needs a selective herbicide to preserve the sward.	Knapsack sprayer, life jacket and other personal protective equipment as dictated by risk assessment.	Moderate but good if preserving a sward is a priority.	Requires approval from the Environment Agency and has potential for non-target damage to broad-leaf species.
Glyphosate applied into stem freshly cut below a node.	Smaller infestations or sites sensitive to non-targeted herbicides or areas with a grass sward in close proximity.	Knapsack sprayer, life jacket and other personal protective equipment as dictated by risk assessment.		Requires approval from the Environment Agency and certain qualifications.
Combination Treatment of	Tends to be used on development	Digger/swing shovel,	Good but likely to be of limited	Requires approval from

chemical treatment and physical disturbance of soil.	sites. May be appropriate for flood defence capital schemes in riparian areas.	dumper/tractor and trailer. Life jacket and other personal protective equipment as dictated by risk assessment.	use in riparian situations unless it's for capital schemes.	the Environment Agency. Potential damage on non-targets.
Manual cutting	Generally used to clear an area prior to chemical treatment. Not recommended as a sole course of treatment as provides potentially infectious waste. Suitable for volunteer groups.	Brushcutter, hook, flail, fork. Vehicle and trailer plus personal protective equipment as dictated by risk assessment.	Good but canes must be carefully disposed of.	Time consuming and requires good access.

The UK Government website also offers guidance on how to prevent the spread of Japanese Knotweed (UK Government *Guidance: Prevent Japanese knotweed from spreading*, 2016). They suggest that spraying with chemicals may be effective but that it usually takes three years and may require a certificate of competence in herbicides, a Control of Substances Hazardous to Health assessment, permission from Natural England on a protected site or permission from the Environment Agency.

In terms of disposing of the plant, the advice is that an environmental permit, registered waste exemption or trade effluent consent. Chemicals need to be disposed through a registered waste carrier to a permitted waste disposal facility. The advices states that before burying non-native invasive plant waste, it is necessary to check with the Environment Agency because normally it is only permissible to bury such waste on a landfill site with a suitable permit. The guidance goes on to say that Japanese knotweed

can be buried on the site where it is produced as long as it is buried to a depth of at least five metres, the plant remains are covered with material the plant can't grow through and no other types of waste are buried with it. The Environment Agency also needs to be notified a week before any plants are buried.

Waste can be burnt privately as an individual but parts of the plant may survive so should be buried or disposed off site. It is an offence to keep waste that may cause harm to the environment or to human health and a registered waste carrier and authorised or suitable disposal site must be used. The guidance is to check with the waste site in advance to ensure it has the correct permit for accepting the plant and make clear it is Japanese knotweed that is being transported.

5.3.1 Ayrshire River Trust Success

As detailed in a blog on the Ayrshire Rivers Trust website (Ayrshire Rivers Trust *Success with Japanese Knotweed*, May 2013) as part of a Controlling Priority Invasive Non-native Riparian Plants and Restoring Native Biodiversity project, the trust was awarded a contract to control Japanese Knotweed on the River Irvine. According to the blog, they sprayed 'roundup pro bioactive 450g/l when the plant was fully grown and in flower. During the winter, dead stems were cleared with assistance from a local angling club. The practice was found to be a success and the following spring saw a lot of new plant growth. Some knotweed remained but in an area that had been underwater.

It was intended for contractors to return to attend to the plants that remained and for stem injection techniques to be used to control plants growing within the flood line over the summer.

5.3.2 Japanese Knotweed in the Tyne Valley

As they report on their website (Tyne Rivers Trust *Tackling Japanese knotweed, Accessed November 2016)* in the Tyne Valley, the Tyne Rivers Trust was employed to identify key locations of risk and train volunteers in the method of stem-injection using Environment Agency approved herbicide. The process reduces the plant's ability to produce new stems

and hold leaves for photosynthesis which results in it dying. The method is described as being more labour intensive than spraying or digging with machinery but the Trust identified small sites of risk where it has proved very effective. The site has been treated for three years and volunteers return to monitor the much-reduced stems that need treating. Pesticide Application certificates have been earned from the Environment Agency by the volunteers.

5.3.3 Pembrokeshire County Council

On their website (Pembrokeshire County Council, *Japanese Knotweed*, Accessed November 2016) Pembrokeshire County Council have listed the following aims with regard to managing Japanese Knotweed:

- Raise awareness to landowners and members of the public about how invasive Japanese Knotweed is, also to stress the importance on its eradication in Pembrokeshire.

- Ensure that Japanese Knotweed where growing on the highway does not affect sight-lines and signage.

- Treat all patches which are entirely within PCC limits within available resources.

- When contacted by the public wanting to control a patch on their land, the Council will co-operate with landowners with advice on appropriate treatments. In previous years we have negotiated a treatment rate with our approved contractor for private landowners if they wish to undertake an eradication process.

- The County Council as an Authority will aim to ensure that other organisations that are working within PCC controlled land will adopt good working practices to control and prevent the spread of Japanese Knotweed.

- Whilst herbicides will be the most frequent and effective method of control, other methods will be researched and implemented and to minimise the use of chemicals

and to use the herbicide most appropriate for the site taking into account County Council Policy on the use of herbicides, health and safety (of the operator and the public) and most importantly the environment.

5.4 Invasive Non-Native Animals

In email correspondence with the Chairman of the South East Wales River Trust, they stated that Cardiff Bay currently contains killer shrimp, a more aggressive breed than the native shrimp. They also said that the Bay contains the Zebra Muscle, which is a small version of the muscle that has taken over the gravel substrate. It was their opinion that there probably isn't anything that can be done because these species are well established.

5.4.1 Killer Shrimp

The Non-Native Species Secretariat have published a briefing note (GB Non-Native Species Secretariat *Invasive Shrimp, Dikerogammarus villosus*, 2011). In it they report that a Task Group of staff from DEFRA, the Welsh Government (WG) and expert advisers from the Environment Agency, Natural England and the Countryside Council for Wales was set up to coordinate a response plan and manage its delivery. The proposed actions include containment of known populations, promoting bio-security measures, surveillance and monitoring, managing the risks at high value nature conservation sites, and commissioning and supporting key research to improve our understanding of the shrimp and how best to manage its impact.

According to the briefing paper, containment action has been taken since the creation of the Task Group. Site owners, operators and user groups have developed risk assessments and implemented bio-security measures such as jet washing. They have also implemented other containment actions like barriers and are supported by the local Environment Agency, Natural England and Countryside Council for Wales. There are clear signs warning about the shrimp and active promotion among users and operators.

The paper states how the Environment Agency has developed a monitoring programme across English and Welsh water bodies that includes site-specific monitoring where killer

shrimp are known to be and at routine monitoring locations. Different techniques are used such as specially designed traps at vulnerable sites and kick sampling elsewhere.

According to the paper, Natural England and the Countryside Council for Wales are promoting bio-security awareness among owners and recreational users of sites that are designated as having nature conservation importance. Local staff are on hand to provide advice and guidance to help reduce the risk of introducing species like the killer shrimp.

The Scientific and Technical Advice Group (STAG) has provided expert advice and maintains an overview of research activity. They report that no significant control of the species has been achieved on the continent meaning this group is breaking new ground.

A study funded by the Esmee Fairbairn Foundation and Natural England investigating the implications for biodiversity of invasion by D.villosus, including whether the predatory impact and prey range as observed in Europe would be similar in the UK; whether the shrimp may carry parasites or be affected by parasites in the UK; and the factors affecting its potential spread. This is being led by Cambridge University, supported by the University of Leeds and Queen's University, Belfast.

DEFRA has commissioned research into suitable disinfectant substances that might be usable to enhance the effectiveness of bio-security measures whilst also being safe and practical for use in the field.

There are also proposals for an investigation into what may be viable means for achieving significant control of killer shrimp populations. A study funded by the Defra Water Framework Directive will help better understand the introduction pathway for species like the shrimp and zebra mussel.

The prevalence of the killer shrimp has triggered both species-specific and more generic awareness. One campaign that is a result of this is the "Stop the Spread – Check, Clean Dry" campaign that's widely supported by different bodies. The paper states that there have been several public reports of suspected detections which have been investigated.

In addition, recreational bodies, NGOs and other relevant organisations are also now raising awareness of the issues on invasive non-native species among their memberships

In Wales, EAW has been pro-actively working with the media (e.g. BBC & HTV) and others to promote key messages on bio-security measures and monitoring work to help maintain awareness and ensure these messages reach the widest possible audience.

5.4.2 The Zebra Mussel

According to the non-native invasive species secretariat (GB Non-Native Species Secretariat *Zebra Mussel, Dreissena polymorpha*, 2011) , zebra mussels are found in rivers, canals and lakes and can block pipe-work and affect lock gates as well as smother native species and take nutrients from the water.

The secretariat website also links to a Northern Ireland strategy for managing zebra mussels (Zebra Mussel Management Strategy For Northern Ireland 2004 – 2010, 2005). The cornerstones of this strategy are the following objectives and related actions:

Table 3 – Zebra Mussel Management Strategy Objectives for Zebra Mussels in Northern Ireland

Objective	Actions
To raise awareness among the public and target groups in order to encourage them to take action to minimise the spread of the zebra mussel.	Prepare a single, updated leaflet for water users containing advice on preventing the spread of the mussel, a key contact if the zebra mussel is sighted in a new lake and reference to the web-site for further information. Prepare lake specific posters for Lough Neagh and Lough Melvin. Slipway signs should be placed at the main launching points on vulnerable lakes. Develop an annual electronic newsletter and compile an email list for its distribution.

	Develop a zebra mussel web-site, which should include facilities for reporting new sightings and subscribing to the annual newsletter. Carry out an annual press release campaign at the start of the main boating and angling season. The chair of the Zebra Mussel Control Group (ZMCG) or their nominee to respond to press enquiries. Education on invasive species and their implications should be retained and improved within school curricula and higher education centres.
Amend and co-ordinate appropriate policy and legislation.	Amend the Wildlife (NI) Order (1985), Article 15, to enable prosecution of intentional introductions of species that are non-native but that are already present in Northern Ireland.
Identify sectors involved in the spread of zebra mussels and characterise the necessary requirements for each sector to ensure their activities are not responsible for the further spread of zebra mussels in Northern Ireland.	Identify sectors that have the potential to spread zebra mussels (marina /slipway managers, boaters, anglers, fisheries managers, environmental agencies and researchers, the tourism sector, boat importers and sand abstractors). Develop and maintain a list of contacts for each sector. Identify the activities of each sector that may contribute to the transfer of zebra mussels and categorise these activities as high, moderate or low risk. Identify which sectors require basic information or training about invasive species issues and how to prevent the spread of zebra mussels. Identify whether any sectors require specific codes of practice for their activities or development of new legislation. If codes of practice are required they should be developed in consultation with

	stakeholders and north south co-operation.
Continue research on the spread, impacts and the level of awareness of the zebra mussel in Northern Ireland. Ensure research is made widely available.	Maintain the level of expertise on zebra mussels in Northern Ireland. Implement a structured surveillance programme of the most vulnerable lakes. Continue research into the ecological and economic impacts of the zebra mussel in Northern Ireland. Complete a risk assessment of Water Service facilities that are located on lakes that have been identified as vulnerable and develop a contingency plan for action if zebra mussel infestation of facilities occurs. Continue to disseminate findings of research in scientific literature and make provisions to inform the general public on important findings. Review the effectiveness of the zebra mussel education and awareness programme. Repeat surveys of the level of awareness of the zebra mussel among important lake user groups after three years.
Develop contingency protocols for immediate response if new lake invasions are reported.	Appoint a named section within an agency as responsible for rapid confirmation of a reported zebra mussel sighting. Follow the general protocol for responding to a report of zebra mussel spread. Prepare a generic press release that can be sent out immediately once a new invasion is confirmed. Compile and maintain a contact list of appropriate government agencies that will need to be informed.

	Compile and maintain a contact list of appropriate government agencies in the Republic that will need to be informed, in those cases where a lake is located in both jurisdictions. Compile and maintain a contact list of stakeholders for Lough Neagh and Lough Melvin.
Develop a mechanism to co-ordinate action, policy and information sharing on an all island basis.	Initiate liaison with the Environmental Protection Agency and National Parks and Wildlife Service for a drive towards harmonisation of legislation between the two jurisdictions.

A news story from the Star Tribune in America (Star Tribune, *Treatments on Christmas Lake kill off zebra mussels*, April 2015) reports that researchers had some success although it says this had not been duplicated elsewhere in America. They used 'Zequanox' which is a product made from dead bacteria that kill zebra mussels when they eat it.

The Department of Natural Resources worked alongside with the Minnehaha Creek Watershed District, city of Shorewood and University of Minnesota researchers and obtained special federal emergency permission to use potash and copper treatments along with the Zequanox.

The infestation had been discovered as part of the watershed district's early detection program. Two members of staff conducted searches of the shoreline and surveys of the lake that allowed early detection.

The reports cites officials who said the treatments are too difficult and costly for larger lakes but could be useful in future isolated infestations of zebra mussels.

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scrutiny

Report of the Environmental Scrutiny Committee

Management of Section 106 Funding for the Development of Community Projects

March 2017

CARDIFF
CAERDYDD

City and County of Cardiff

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Appendices

- **Appendix 1** – Scrutiny Research Report – 'Selected Local Authorities' – Section 106 & CIL Community Project Consultation'
- **Appendix 2** – Funding for Community Projects – Flow Chart

CHAIR'S FOREWORD

Over the last decade local authority funding has suffered as a series of budget cuts have been thrown in our direction. These reductions have had a direct impact on the services that we provide and the support that we offer to the communities we serve. Unfortunately, it seems as though these austerity measures are here to stay and that Councils will have to continue to take difficult decisions. We are on a journey that is moving us from being a service provider to becoming a service facilitator and as such, we need to think carefully about how we use all of our limited resources to best support the services we provide and our local communities.

With this thought in our minds the 'Management of Section 106 Funding for the Development of Community Projects' task group reviewed how best to use 'planning obligations' or 'developer contributions' to support vitally important community projects. We explored a range of key factors including the recent legislative changes, how funds are distributed and the current decision making process. Having considered this information we created a recommendation which I hope will be implemented as an improvement on the current approach and that puts local councillors at the forefront of the decision making process.

Finally, I would like to thank everyone involved with this inquiry. This includes the councillors on the task & finish exercise, all of the witnesses and the staff from Scrutiny Services. The input from the witnesses was exceptionally useful – particularly from the Planning Service, the Cabinet Member for Transport Planning & Sustainability and the Chair of Cardiff's Planning Committee. I hope that the recommendations of this report are supported and that it results improvements in the provision of community projects in Cardiff.

Councillor Paul Mitchell

Chairperson – Environmental Scrutiny Committee

INQUIRY METHODOLOGY

This Environmental Scrutiny Committee task & finish exercise considered a topic titled 'Management of Section 106 Funding for the Development of Community Projects'. In reviewing the various options the group drew upon a number of information sources including:

- Witnesses from Cardiff Council's Planning Service; Cardiff Council's Legal Services; Cardiff Council's Neighbourhood Regeneration Team and Cardiff Council's Scrutiny Research Team;
- Cardiff Council's Cabinet Member for Transport, Planning & Sustainability and the Chair of Cardiff's Planning Committee;
- Evidence gathered by Cardiff's Scrutiny Research Team and presented in a report titled *'Selected Local Authorities' Section 106 and CIL Community Project Consultation'* – which is attached to this report as **Appendix 1**.

From this body of evidence the Members identified a series of key findings and created one single process-based recommendation to drive forward the management of Section 106 funding for the development of community projects.

The Environmental Committee received the draft task & finish report and its recommendations at a meeting in March 2017. They accepted the content of the report and its findings and delegated authority to the Chair of the Committee to make any alterations he felt were appropriate to finalise the document so that it could be sent to the Council's Cabinet for consideration.

The task & finish exercise was based on the terms of reference for the inquiry which can be seen on page five of this report.

INQUIRY TERMS OF REFERENCE

The aim of the inquiry is to provide Members with the opportunity to explore and consider how Section 106 funding can be used to fund the development of community projects. This will include reviewing:

- The definition of Planning Obligations / Section 106 funding – to include the constituent parts of this funding mechanism;
- The regulations governing what type of community projects can be sought through the Section 106 funding process;
- An overview of Section 106 contributions received by the Council including financial payments and in-kind provision;
- The resources used by the Council in managing the Section 106 funding process;
- The mechanisms used for recording Section 106 funding contributions and ensuring that the terms of these developer contributions are met, for example, they are not returned due to failure to meet deadlines;
- How Section 106 funding has historically been calculated and allocated to fund identified projects;
- The consultation and engagement which takes place between councillors, officers and the public;
- The impact of the Community Infrastructure Levy Regulations on the Section 106 funding process. How community projects are identified through the Section 106 process and potential improvements which could be introduced;
- The strengths and weaknesses of gathering Section 106 funding for the development of community projects;
- The developer view of the Section 106 funding process;
- Examples of good practice in using Section 106 funding to develop community projects.

SUMMARY KEY FINDINGS

Management of Section 106 Funding for the Development of Community Projects – Meeting 1 – Tuesday 23 February 2016

This meeting set the background and context for the task & finish exercise. It focused on the following key areas:

- Background - Section 106 Agreements & Community Facilities;
- The recent changes applied to Section 106 Agreements.

Councillor Ramesh Patel (Cabinet Member for Transport, Planning & Sustainability), Councillor Michael Michael (Chair of Cardiff's Planning Committee), Simon Gilbert (Operational Manager, Development Management - Strategic & Place Making) and Michael Barnett (Planner) attended the meeting and provided the inquiry with background information on the 'Management of Section 106 Funding for the Development of Community Projects'.

In particular a suggested approach for identifying potential ward-based community projects was put forward. Information was provided around how the Council currently uses Section 106 contributions for the development of community projects and the recent legislative changes impacting on Section 106 contributions were referenced. The key findings and recommendations relating to these areas are set out below:

- Section 106 Contributions (Planning Obligations) are sought either through in-kind provision or as a financial contribution. They need to be for site-specific infrastructure which is required as a result of development or to mitigate the impacts of development. Section 106 Agreements are defined as bilateral agreements, i.e. both parties have to agree to the signed agreement.

- There are several different types of Section 106 Contributions, these include those made for:

  - Affordable Housing;
  - Transportation;
  - Education;
  - Open Space;
  - Community Facilities;
  - Other (Economic Development Initiatives, Waste Management, Public Realm).

- For a Section 106 Contribution to be accepted it must pass three legal tests, these are that they have to be:

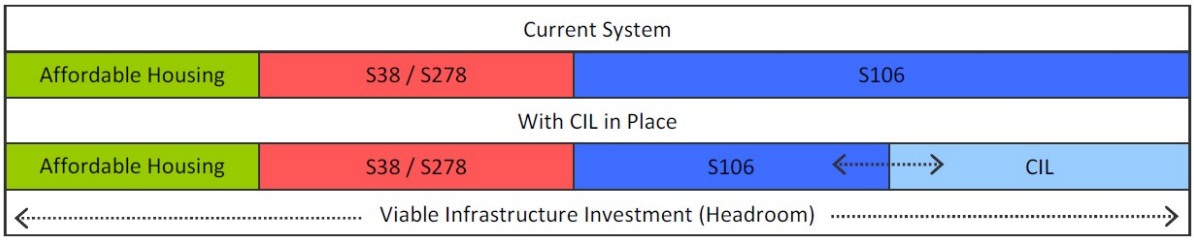
  - Necessary to make the development acceptable in planning terms;
  - Directly related to the development; and
  - Fairly and reasonably related in scale and kind to the development.

- The scope of S106 Contributions from a policy context is defined by the following policy documents:

  - Planning Policy Wales;
  - Cardiff Local Development Plan 2006-2026;
  - Supplementary Planning Guidance;
  - Cardiff Infrastructure Plan;
  - Service Area Strategies and Action Plans.

- Since April 2010 a new developer contribution called the Community Infrastructure Levy (CIL) has been available to local authorities in England and Wales. The CIL sits alongside Section 106 Contributions, i.e. it is not additional funding to Section 106 monies and must be found from the same 'viable infrastructure investment headroom'. This is illustrated in **Figure 1** of this report.

Figure 1 – Viable Infrastructure Investment (Headroom)



- The basic rule for these two types of developer contribution are that Section 106 Contributions are tied to the development site, i.e. must provide local infrastructure, while the majority of the CIL can be spent across the county, i.e. it is not linked to the site / strategic infrastructure.

- 15% of the funding generated through CIL within a particular ward / local neighbourhood boundary has to be spent within the area. When there is a community council within the area the 15% funding is allocated to them so that the money can be spent on whatever the community council deems appropriate. The 15% funding allocation to community councils is capped at a £100 contribution per dwelling across the overall area.

- The CIL is a non-negotiable fixed charge on development (£ per sqm); it is anticipated that the CIL will be introduced into Cardiff in 2017. Officers explained that the new CIL Regulations would affect Section 106 Contributions in Cardiff in the following way:

  - **Pre April 2015** – the Section 106 contributions were calculated using a formula based approach toward requests for contributions (X x Y = Z); there was no restriction on the pooling of contributions, i.e. most agreements used the phrase 'in the vicinity' to support the action. Priorities for expenditure could be determined after contributions had been received.

  - **Post April 2015** – for Section 106 agreements new expenditure priorities need to be identified up front to meet the tests in the CIL Regulations (i.e. within the eight week planning application period).

Projects need to be site specific (not ‘in the vicinity’) and pooling is restricted to five contributions for any one project or type of infrastructure (‘pooling of 5’).

- The Council published a Planning Obligations Supplementary Planning Guidance document in the autumn of 2016 and hopes to achieve CIL Adoption and the Publication of Regulation 123 List in 2017.

- Data Gathering - In the future the Council will need to collect an annual list of member priorities to help support how the CIL Regulation 123 list is created and identify how other developer contributions are used. They are also working on a system to collect a list of ‘Top five’ projects – this would be collated and circulated to Service Areas to inform requests for Section 106 contributions and the preparation of strategies and action plans. The detail on this approach needs to be established and agreed.

- Planning obligations can come in the form of financial contributions or as the provision of a facility in lieu of a financial contribution. Both options have their respective benefits, and assessing the best option for meeting the required planning obligation needs to be assessed on a development by development basis.

- The current definition of community facilities is very loose and can potentially involve providing facilities for third parties. The value allocated for community facilities is calculated using a standard formula.

- The definition on how Section 106 contributions are applied is very interesting, for example, if the description is too specific then it can create difficulties when trying to match a scheme to the actual funding source, i.e. the slightest variation from the specific terms could make a scheme ineligible.

- Several Councillors and Planning Officers are of the opinion that it would be very useful for the Council to develop a method for recording Member priorities so that funding from planning obligations can be quickly and appropriately applied. For example, an established list of Councillor priorities would ensure that planning obligations for community facilities are matched to schemes that satisfy the terms of the planning obligation in the early stages of the planning process.

- Funding from Section 106 Agreements which is not used within a certain timescale can result in a clawback equal to the value of the agreement – this clawback period is defined within the Section 106 Agreement.

- Being well organised and having an established list of projects is a very good approach for informing planning obligations. It means that when new planning obligation funding becomes available it can be quickly matched to the appropriate people and projects.

- Some Councillors felt that there was a tendency for service areas to use funding from planning obligations to fund items that fall within the category of 'business as usual'. They felt that this was not really what the funding was designed for and that local councillors were better placed to identify where the funding should be spent.

- Planning Officers reiterated that the use of funding from planning obligations was process driven and that the successful projects that received funding always had to be necessary, directly related and fair in scale and kind.

- The fact that it was no longer possible to pool five or more Section 106 contributions for one project was reiterated, however, it was emphasised that this could be overcome by specific / detailed creation of the new agreements, for example, breaking S106 funded projects into smaller parts.

- The planning system currently includes a three-week window to define priorities for Section 106 Agreements. It was felt that this was a challenge and that the current approach leaves officers having to second guess Councillor priorities regarding where the money is spent. A ready-made list of projects would help address this problem.

- Councillors agreed that there was an obvious need to define clear guidelines for the use of funding from Section 106 contributions. This would ensure that Members were always aware of the funding available from planning obligations and that a prioritised list of projects is always available. A good process would take any conflict of interest out of a decision making exercise which would help all parties involved.

- A Councillor felt that a good process would remove the need to have early meetings with developers regarding how monies from planning obligations are spent. Instead they could be referred to the process and the list which could then feed into the planning process. The reduction in the number of Council meetings with developers would create a staff / time saving for the Planning Service.

- Councillors felt that a key quality of a good project is that it should be achievable; there is no point in having projects which are impossible to deliver and maintain on the list. Any adopted process would need to include a through project evaluation process.

- A Planning Officer emphasised that it was important not to over empower and raise community expectations too much, i.e. there would be a need to remind people that an adopted community projects list would only be for community projects and that the other categories of Section 106 funding were very much off limits. The only areas in scope for community input are community facilities, upgrades to open spaces and environmental improvements and incidental or local highways work.

- Councillors agreed that it is essential for any proposed community project to be supported by a proper and detailed business plan. It is important to understand how the community project is going to be delivered and managed so that it doesn't fail.

- Some Councillors felt that moving to a system of third party management of community facilities was essential given the current financial pressures on the Council budget.

- Councillors felt that it was vitally important to have a central source for storing information on the development of community facilities. This should include:

  - A list of suitable funding sources for the development and support of community facilities (to include funds from planning obligations and other sources);
  - Details of how these funding sources can be accessed;
  - Details as to how projects can be added to the register and the process that needs to be followed;
  - The central source for storing this information should be supported by a co-ordinating officer who would be responsible for supporting the process.

Management of Section 106 Funding for the Development of Community Projects – Meeting 2 – Wednesday 13 April 2016

This meeting received information from three separate sources, these were:

- Vesna Coles, a solicitor for Cardiff Council who was invited to attend the meeting to brief Councillors on the legal aspects of Section 106 Agreements;
- Simon Gilbert – Operational Manager, Development Management (Strategic & Place Making) and Michael Barnett – Planner were invited to attend to provide Councillors with an update on the development of the new Supplementary Planning Guidance for Planning Obligations;
- Don Davidson, Group Leader – Neighbourhood Regeneration was invited to attend the meeting to brief Councillors on the use of Section 106 Funding to develop community projects.

During the first part of Meeting 2 Vesna Coles briefed Councillors on a number of legal aspects relating to Section 106 Agreements.

These included:

- How a Section 106 agreement is written;
- The obligations placed on the relevant parties by Section 106 Agreements;
- What can and cannot be included in the various aspects of a Section 106 Agreement (with particular reference to the community funding);
- The changes to the process since the implementation of the Planning (Wales) Act 2015 and the impact that has had on writing new Section 106 Agreements;
- The challenges involved in writing a Section 106 Agreement.

The key findings and relating to this part of Meeting 2 are set out below:

- A Legal Services Officer explained that a Section 106 Agreement is an agreement made under Section 106 of the Town and Country Planning Act 1990. These agreements are sometimes called ‘Planning Obligations’ or ‘planning gain’. A Section 106 Agreement is a legally binding private contract between a developer (or a number of interested parties) and a Local Planning Authority (LPA) that operates alongside a statutory planning permission. Such agreements require developers to carry out specified planning obligations when implementing planning permissions and are the result of negotiations on these matters between the parties. An agreement may be entered into to prescribe the nature of development, to secure a contribution from a developer to compensate for any loss or damage caused by a development, or to mitigate a development's wider impact.

- Obligations can be delivered either by providing what is needed to a standard set out in the agreement or by paying a sum to the LPA which will then itself provide the facility, or by a combination of both. The LPA may use formulae and standard charges as a means of making quantitative estimates of the level of contributions that are likely to be sought for a particular type of planning obligation from an individual development.

- Planning permission is sometimes granted subject to the signing of a Section 106 Agreement. No final decision notice will be issued for the application until the Section 106 Agreement has been signed. The date that the Section 106 Agreement is signed becomes the decision date for the permission. The Section 106 Agreement is a legal charge on the land, so it will transfer automatically with any subsequent change in ownership.

The Purpose of a Section 106 Agreement

- For the majority of planning decisions, LPAs rely upon planning conditions attached to a planning permission to control development. Section 106 Agreements differ from planning conditions in that they can apply to matters on and off the development site. They can also extend to the payment of a sum of money to an LPA. In a situation where there is a choice between imposing planning conditions and entering into a Section106, the imposition of a planning condition should be chosen.

- Section 106 Agreements assist in mitigating the impact of unacceptable development to make it acceptable in planning terms. They are useful arrangements to overcome obstacles that may otherwise prevent planning permission from being granted. Contributions from developers may be used to offset negative consequences of development, to help meet local needs, or to secure benefits that will make development more sustainable.

- An agreement may only be included as a condition of granting planning permission if it meets the statutory tests that any planning obligations in the agreement are necessary to make the development acceptable in planning terms, directly related to the development, and fairly and reasonably related in scale and kind. Examples could include providing direct site access, flood protection and wildlife protection measures and on-site leisure provision such as open space.

- Section 106 Agreements can be used to secure the provision of affordable housing or financial contributions towards the provision of affordable housing. Contributions from developers collected through Section 106 Agreements can also be pooled towards infrastructure developments such as a local school, but the scope to do this is now more limited since the introduction of the CIL regulations.

How are Section 106 Agreements Agreed?

- LPAs should include in their Local Development Plans general policies about the principles and use of planning obligations; including matters to be covered by planning obligations and factors to be taken into account when considering the scale and form of contributions or the level of affordable housing provision. Supplementary Planning Guidance also prepared by the LPA will normally go into greater depth about the likely level and type of obligations that will be sought, either across the LPA or within a particular geographical area. LPAs should make available sufficient information on their planning obligations policies to enable applicants to understand clearly what type and level of planning obligations the LPA is likely to seek from them.

- Discussions about planning obligations should take place as early as possible in the planning process, including at the pre-application stage. This should prevent delays in finalising those planning applications granted subject to the completion of Section 106 Agreements. LPAs and developers have sometimes used independent expert mediators to help in the process of negotiating the detail of planning obligations for complex or major applications, to help to facilitate in dispute resolution where disputes are unduly delaying negotiations.

- LPAs should ensure that all agreed planning obligations are registered as local land charges. The local land charges register is open to public inspection and should contain a description of the charge and details of where the relevant documents may be inspected.

How are Section 106 Agreements Enforced?

- In order to ensure that agreed planning obligations are implemented effectively LPAs should have systems in place to be able to monitor the timely and efficient delivery of obligation and take any enforcement action where necessary.

- If a Section 106 Agreement is not complied with, it is enforceable by injunction against the person that entered into the obligation and any subsequent landowner. The decision whether, and how, to enforce a planning obligation is one for the LPA having regard to its planning objectives. The LPA has powers to enter onto the land to carry out the works itself and to recover its reasonable expenses for so doing.

How does the Community Infrastructure Levy (CIL) differ from Section 106 Agreements?

- Where the CIL is introduced by an LPA, it is expected in part to replace the funding previously provided under S106 agreements. 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. Planning Policy Wales states that there is still a legitimate role for development-specific planning obligations to enable a LPA to be confident that the specific consequences of development can be mitigated. Unlike CIL, contributions under Section 106 agreements are negotiable.

- The CIL Regulations introduced statutory restrictions on the use of S106. The main reason for this is to avoid the potential situation where a developer could be paying through both the CIL and a S106 for the same thing.

- Regardless of whether or not CIL has been introduced in an area, from April 2015 the UK Government has also restricted the number of S106 contributions that can be “pooled” to pay for new infrastructure. Previously such contributions from a number of different developments could be collected together to help pay for new infrastructure, such as a new school, but now a maximum of five such contributions from April 2010 onwards are allowed. This is to encourage further take-up of CIL by LPAs.

- Authorities introducing CIL should publish a list of those projects or types of infrastructure that it intends to fund, or may fund, through the levy (known as a Regulation 123 list). S106 agreements can then only be used for matters that are directly related to a specific site, and are not set out in a Regulation 123 list. As part of the planning system, S106 agreements are a devolved matter, whilst the CIL is not.

How do Section 106 Agreements for Affordable Housing Work?

- National planning policy states that both planning conditions and S106 agreements may be used, where justified, to achieve the development and use of land in a way that contributes to meeting the identified need for affordable housing and to achieving mixed and sustainable communities. The CIL cannot be used to collect contributions for affordable housing.

- The Welsh Government published its practice guidance on this in July 2008. Its aim was to assist LPAs improve the development, negotiation and implementation of S106 agreements so that more affordable housing is delivered through the planning system. An update to this guidance was issued in 2009 following the economic downturn.

- Local Development Plans must include an authority-wide target (expressed as numbers of homes) for affordable housing to be provided through the planning system, based on the housing need identified in the Local Housing Market Assessment. Development plans should also set out site-capacity thresholds above which a proportion of affordable housing will be sought. Negotiating the amount and type of affordable housing to be provided should take account of a scheme's viability and any other planning obligations (e.g. road access improvements).

- Development plans and/or Supplementary Planning Guidance (SPG) should set out the circumstances where LPAs will use planning conditions or S106 agreements to ensure that the affordable housing provided is occupied in perpetuity by people falling within particular categories of need.

- Onsite provision of affordable housing is preferred, but in exceptional circumstances the provision can be off-site. In some cases a financial contribution in lieu of on-site provision (a commuted sum) is preferred. The

Welsh Government's guidance suggests that such Section 106 Agreements should include some or all of the following:

- Defining what is affordable;
- Determining the tenure of affordable housing;
- The mix and timing of delivery, specification and standards;
- Access and management;
- The rules on affordable housing in perpetuity;
- Use of developer contributions (off-site or commuted sums); and
- Small rural exception sites solely for affordable housing.

- Councillors were reminded that the adoption of the LDP meant that the Council is now in the process of reviewing its Statutory Planning Guidance documents to assess the types of obligations required in different areas. Having a clear set of rules provides certainty for developers.

- It was stated that it is always important to enter into discussions with developers about Section 106 Agreements at the earliest possible opportunity.

- A Councillor asked for confirmation as to how large a development needed to be to trigger a Section 106 Agreement. He was told that Section 106 Agreements for affordable housing used to be triggered by ten units; however, this has now been reduced to five. The amount of open space provided as a result of the development depends on the number of persons generated by the development.

- A Section 106 Agreement only comes into force once the planning permission is actually agreed. Section 106 Agreements typically last for five years however; this depends on the content of the Section 106 Agreement. If a planning permission lapses then the Section 106 Agreement lapses with it. In Wales it is possible to apply for additional time for delivery of a planning consent; this isn't possible in England.

- How a Section 106 Agreement is constructed and negotiated is down to the local authority, however, the process is subject to guidelines and has to pass a series of three statutory tests to be acceptable in planning terms. Infrastructure is necessary if the need is actually created by the development.

- Maintenance of any infrastructure is generally borne by the local authority. Where open space is provided as a part of a Section 106 Agreement then this will normally be supported by a commuted sum to cover maintenance costs.

- A planning officer assesses whether a project to be funded via S106 meets the three legal (planning) test. Developers can challenge a Section 106 Agreement if they deem it to be unfair.

- The 'Planning Wales Act' has not had much impact on the actual writing of a Section 106 Agreement. The main difference is that pre consultation work now needs to take place at an earlier point.

- Community councils are often the first port of call for members of the public on planning matters. On behalf of local communities, community council's can comment on planning applications. This is an opportunity for any concerns to be made known about a planning application – this can include views on Section 106 Agreements, for example, are there sufficient plans in place for the long term management of new community facilities.

- Community councils are never decision making parties in the planning process, they are merely consultees, i.e. they help balance the case. The open space management scheme forms a part of the 'reserved matters' discussion. Check to find out the value of commuted sums held by the local authority and how these are used.

Simon Gilbert – Operational Manager, Development Management (Strategic & Place Making) and Michael Barnett – Planner provided Councillors with an update on the development of the new Supplementary Planning Guidance for Planning Obligations.

The key findings relating to this part of Meeting 2 are set out below:

- They explained that the Local Development Plan was adopted in January 2016. To support this new document many existing policies now needed to be revised. In particular a number of Supplementary Planning Guidance (SPG) documents relating to Planning Obligations needed to be revised and consolidated into one easily accessible document. The Planning Service was in the process of creating a new Planning Obligations Supplementary Planning Guidance that would accommodate the following documents:

  - SPG: Affordable Housing - March 2007;
  - SPG: Biodiversity Part 1 - June 2011;
  - SPG: Community Facilities & Residential Development - March 2007;
  - SPG: Developer Contributions for School Facilities - March 2007;
  - SPG: Developer Contributions for Transport - Jan 2010
  - SPG: Open Space - March 2008;
  - SPG: Public Art - June 2006;
  - SPG: Trees and Development - March 2007;
  - SPG: Waste Collection & Storage Facilities -Mar 2007.

  All previous documents relating to planning obligations will be included in the new Planning Obligations Supplementary Planning Guidance. The document is due to be published in 2017.

Don Davidson, Neighbourhood Regeneration Manager, Housing & Communities provided Councillors with a presentation on how Section 106 Agreements can be used to develop Community Projects.

The key findings and recommendations relating to this part of Meeting 2 are set out below:

- The Neighbourhood Regeneration Team as a part of its work makes regular reference to the Supplementary Planning Guidance for Community Facilities & Residential Development (March 2007). They also use other complementary Supplementary Planning Guidance to cover other areas of community provision, for example, open space and education.

- An Officer reminded Councillors that it is important to remember that Section 106 Contributions (i.e. planning obligations) are required to meet the legal tests, one of which is the necessity test.

- An officer explained that Supplementary Planning Guidance provides guidance on circumstances in which developers are expected to contribute to provision of community facilities. Off-site financial contributions are generally sought from residential developments greater than 25 units. On-site provision may be required for larger developments – generally greater than those over 200 units.

- Community facilities are defined as facilities used by local communities for leisure and social purposes, for example, community centres, meeting places, leisure centres and local shopping centres.

- Contributions for community facilities are calculated using a formula based calculation, i.e. community space per person * construction cost of community building * estimated population. These contributions are agreed through negotiations with developers as a part overall section 106 package, this involves working within viability considerations (particularly on brown field sites. Developer contributions need to be spent within the

locality (generally within the ward, although assessed on a case by case basis).

- Process Prior to CIL Regulations – The funding request was based on formula calculation with the actual contribution being spent in the vicinity of the site. The request would be reported to the Planning Committee as a part of a drafted Section 106 Agreement. Ward Members are consulted on the use of the funding once the funding has been received by the Council. Once everything is agreed the funding is allocated – the only task left from this point on is to track and monitor the contributions.

- Examples of Section 106 Contributions for Community facilities prior to April 2015 included:

  - The St Mellons Hub, where four Section 106 Contributions were pooled totalling £205,000 to part fund an extension to a community hub;
  - The Clarendon Road Shops in Penylan, where two contributions of £57,000 assisted with funding an improvement scheme to the parade of shops;
  - The Cathays Community Centre, where a contribution of £26,000 was allocated for improvements to the centre on Cathays Terrace.

- The Councillors were again reminded that the CIL Regulations came into effect in Wales in April 2015. They mean that planning obligations now need to meet the CIL tests; this creates a stronger justification for this planning obligation.

- The Council now needs to identify specific project(s) into which the Section 106 Contribution will be invested from the outset. Pooling is now restricted to five contributions for any one project. Ward Member consultation on potential projects will need to take place at an earlier stage; a potential solution might be to draw up a list of projects at the earliest possible

opportunity and ask for Member feedback at the earliest possible opportunity.

- The benefits of Section 106 Contributions were set out in the Officer presentation as:

  - They mean that the developer contributes to community infrastructure in mitigation of the needs generated by their development;
  - Contributions have delivered a variety of projects, from community building improvements to upgrading neighbourhood shopping centres;
  - The funding can be used alongside a range of other funding sources to deliver the overall facility (for example, European Funding, Welsh Government Funding, Private Finance, Grants, UK Government Funding, Workplace charging levy);
  - The Council has received approximately £400,000 in Section 106 Contributions for community projects in the past five years.

- The challenges of Section 106 Contributions were set out in the Officer presentation as:

  - Individual Section 106 Contributions are generally small and time consuming in terms of managing with staff resources;
  - Uncertainty – receipt of Section 106 Contributions is dependent on implementation of planning consent;
  - Achieving effective Ward Member involvement in determining priorities – a list would make life much easier and support policy justification;
  - Planning Obligations Supplementary Planning Guidance – Opportunity to update and improve guidance;
  - Significant change in the potential introduction of the CIL in 2017.

Management of Section 106 Funding for the Development of Community Projects – Meeting 3 – Monday 9 May 2016

This meeting was broken into two separate parts, these were:

- Gladys Hingco, Scrutiny Research Manager was invited to the meeting to brief Councillors on the findings of the Scrutiny Research report titled 'Selected Local Authorities Section 106 and CIL Community Project Consultation';

- Richard Bowen, Principal Scrutiny Officer supported Councillors in a discussion around systems and approaches which could be used in Cardiff to allocate planning obligations and other funding sources for the development of community projects.

Gladys Hingco, Scrutiny Research Manager briefed Councillors on the findings of the Scrutiny Research report titled 'Selected Local Authorities Section 106 and CIL Community Project Consultation'. The key findings and recommendations relating to this part of Meeting 3 are set out below:

- The research objectives of the Scrutiny Research Team report titled 'Selected Local Authorities Section 106 and CIL Community Project Consultation' were defined as:

    - To identify local authority approaches and process to determine Section 106 and CIL spend;
    - To highlight consultation approaches that have been adopted in relation to allocation of Section 106 Agreements and CIL Monies.

- The presentation provided a summary of the key findings of the report titled 'Selected local Authorities' Section 106 and CIL Community Project Consultation'. A copy of this report has been attached as **Appendix 1**.

The presentation focused on the following key areas, provided a number of examples that are referenced in **Appendix 1**:

- **Pre - Agreement or Statutory Consultation -** This provided case studies from Breckland Council (page 6 of Appendix 1); King's Cross Railways Land Development (pages 10 to 12 of Appendix 1); Blythe Valley Park Solihull (pages 14 to 15 of Appendix 1) and Lewes District Council (page 6 of Appendix 1).

- **Non – Statutory Consultation -** This provided case studies from Oxford & Caerphilly Councils - where no consultation was provided (pages 4 to 5 of Appendix 1); Portsmouth Council – where consultation was provided on a case to case basis (page 5 of Appendix 1); Vale of Glamorgan Borough Council – on how consultation was undertaken with ward Members (page 5 of Appendix 1); Sheffield Council and Caerphilly County Borough Council & Rhonda Cynon Taff Borough Council – how consultation was made with Neighbourhood Partnerships, Town / Parish Councils in determining local infrastructure priorities (page 4 of Appendix 1).

- **Evaluation or Bidding process -** This provided case studies from Swindon Borough Council (page 8 of Appendix 1); East Cambridgeshire District Council (pages 8 to 9 of Appendix 1); Sheffield Council (page 7 of Appendix 1) and Southampton City Council (page 30 of Appendix 1).

Richard Bowen, Principal Scrutiny Officer supported Councillors in a discussion around systems and approaches which could be used in Cardiff to allocate planning obligations and other funding sources for the development of community projects.

The key findings relating to this part of Meeting 3 are set out below:

The 'Brainstorming Session' explored the whole process around the systems and approaches which could be used in Cardiff to allocate planning obligations and other funding sources for the development of community

projects. Councillors were posed a series of questions about a potential process – the questions and responses are set out below:

Is it a good idea and if so why?

- All Councillors involved with the task & finish exercise felt that having a process for allocating planning obligations and other funding sources for the development of community projects was a good idea. It would provide a transparent approach for nominating and delivering community projects when using planning obligations and other funding sources. Councillors, community groups, community councils, individuals, Council officers and any other interested parties would be able to submit potential community projects.

What should a list achieve?

- Councillors felt that a list should identify and set out a series of nominated projects that would be made available for funding from future Section 106 Contributions for community projects and other funding sources. It should be fed from a range of idea sources (for example, the public, councillors, community groups, Council officers or other interested parties) which would be assessed using a standardised approach before being approved or rejected by local ward councillors.

Should the list focus just on Section 106 Contributions for community projects or should it be available for a larger range of funding sources (for example, CIL, European Funding, Welsh Government Funding, Private Finance, Grants, UK Government Funding, Workplace charging levy)?

- Councillors felt that the list of projects should be made available for funding from Section 106 Contributions for community projects and other funding sources (for example, CIL, European Funding, Welsh Government

Funding, Private Finance, Grants, UK Government Funding, Workplace charging levy). Having the widest possible range of funding sources would increase the chances of a project being delivered – which is obviously the main goal.

Should councillors be the major consultee, a normal consultee or the sole decision maker?

- It was felt that the decision as to whether a project is placed on the list should be taken by the local councillors. They should be permitted to approve or reject potential project ideas relevant to their local ward and submit a project idea into the process for an assessment.

How should projects be geographically allocated? What if there are cross border issues? What are the geographical options?

- Councillors felt that projects should be allocated a geographical categorisation based on ward (or wards if the project was so significant that it had an impact on more than one ward). All councillors within the ward(s) should have equal voting rights.

Is it important for projects to tie into corporate priorities / objectives?

- Councillors felt that the validation & assessment process should include a section that scored the potential project against the Council's corporate priorities / objectives. This would mean that most of the successful projects would reflect the Council's corporate priorities / objectives and provide a degree of consistency with other service provision.

Is it important for projects on the list to support the 'Co-operative Council' approach? If so how can this be done? Could the list sit with a range of 'community / volunteer support services'?

- Yes. Being a ‘Co-operative Council’ means developing stronger collaborative links with the local people and communities to improve the way that we work for the benefit of the community. In the current financial climate the role of the Council is shifting from ‘provider’ to ‘facilitator’; developing a clearly defined approach for providing community funding to support community initiatives is clearly in line with the ethos of the ‘Co-operative Council’ approach.

  This would involve creating a process where community ideas can be submitted, they would then be assessed and either approved or rejected by local ward councillors. The successful project would then be added to a list of projects to await a suitable funding source. It is felt that the list of projects would be well complemented by a range of community and volunteer support services, for example, access to time banking and other grant finding facilities.

How do projects arrive on the list? Who can submit a project? How should a project be assessed / vetted? How are projects prioritised? How are projects selected? Who can select a project?

- As previously stated the projects could arrive on the list by using the following process:

  - Idea is submitted by community organisations, individuals, councillors, officers, partner organisations or other interested parties.
  - A third party could assess the application using a standardised process, for example, using a document similar to the ‘Neighbourhood Projects Form’.
  - Projects which receive a successful assessment could then be moved to the project decision phase for approval or rejection by local ward councillors. Feedback should be provided for the unsuccessful project applications.
  - The successful project should remain on the list until it is matched to a suitable funding source, however, there should be an option for the

local councillors to review the list (an annual review was suggested). Such a review could be used to remove projects from the list.

What should an application / bidding form look like? What categories should be included on a vetting list?

- The Committee felt that the application / bidding form should be similar to the 'Neighbourhood Projects' form which is currently used by the Council.

How should details of the list be promoted?

- The project lists could be stored on Council webpages and promoted through the various communications tools of the Council and any other associated third party organisations.

Who should be responsible for managing the list?

- The Council and local councillors should be responsible for managing the list.

RECOMMENDATION

Having considered the evidence provided during the inquiry the Members have made a single process recommendation to drive forward the Management of Section 106 Funding for the Development of Community Projects.

The parts of this recommendation are set out below, and are supported by **Appendix 2**.

a) **Creation of a Project List** – All of the Members agreed that a project list and supporting process should be created to identify, validate, endorse and store projects that are appropriate for funding from Section 106 Contributions for Community Projects. A suggested approach is set out in the process chart, which is set out in **Appendix 2**. Members agreed that the Project List process needed a standardised basic structure so that it could be consistently applied across Cardiff. They felt that a formal approach and structure would create a transparent process that would ultimately ensure a fair distribution of resources for appropriate projects. Members agreed that the standardised process should include the following basic elements:

- **Project Point of Entry** - They agreed that there should be a supported point of entry where projects could be submitted by a range of parties including community groups, councillors, community councils, officers and individuals.

- **Project Validation & Assessment** – At this point submitted projects should receive a pre decision validation and assessment by a third party. This part of the process would ensure that projects met a minimum basic criteria and were suitable for taking forward to the project decision making process.

- **Project Decision – Approval or Rejection** – At this point councillors would receive the successfully validated projects and take a decision as to if they should be added to the project list.

- **Project List** – Successful projects would be stored on a ward based 'Project List'. This would form a ready to go list of community projects, which could be matched to appropriate funding as and when it became available. Funding sources should not be limited to Section 106 Contributions for Community Projects and should include other financial contributions including the 15% Local CIL contribution, other appropriate planning obligations, available private monies and grants.

- **Project List Geography** – Submitted projects should be linked to the ward(s) that they are situated in or have a significant impact on. Lists containing projects for each of Cardiff's 29 wards should be created.

Having provided a brief description the basic outline structure the next part of the recommendation provides more detail on the individual parts of the model, this is set out in points b), c), d), e), f) and g):

b) Project Point of Entry – As explained in part a), the 'Project Point of Entry' should be a supported point of entry where projects could be submitted by a range of parties including community groups, councillors, community councils, officers and individuals. The opportunity for support and funding for community based projects should be promoted through the usual Council communications tools and supported by key partner organisations, for example, Cardiff Third Sector Council.

In the first instance, interested parties should approach the nominated Council and ask for information about how to submit a project idea. They should receive support, information and a standardised project validation & assessment form that would be used to document the project idea. All applicants should receive a summary of the overall Project List Process and an explanation that submitting a project (even if it is successfully added to the Project List) is not a guarantee of funding.

The project validation and assessment form should contain a range of sections which the Council view as essential for delivering a successful community project. Sections around access to sufficient resources (including financial), a well constructed business plan and illustrating clear linkages to Cardiff's / the Council's priorities were considered important. Members felt that a document like the 'Neighbourhood Projects' form used by Cardiff's current Neighbourhood Management Boards could be appropriate.

c) **Project Validation & Assessment** – As explained in part a), at this point submitted projects should receive a pre decision validation and assessment by a third party. This part of the process would ensure that projects met a minimum basic criteria and were suitable for taking forward to the project decision-making process.

The scoring of each project should follow a standardised structure, for example, criteria and scoring options should be provided for each section within the Project Validation & Assessment Form.

Applicants who receive a successful project validation & assessment should be informed that their project is being taken forward to the 'Project Decision – Approval or Rejection' part of the process for consideration by local councillors.

Applicants who receive an unsuccessful project validation & assessment should be informed that their project application is not being taken forward along with feedback as to why their application was not successful.

d) **Project Decision – Approval or Rejection** – As explained in part a), at this point councillors would receive the successfully validated projects and take a decision as to if they should be added to the project list. Applicants of approved projects should be notified that their project is being added to the Project List for that area. They should also be reminded that having an approved project on the Project List does not guarantee that funding is

available. Applicants of rejected projects should be notified that their project is not being added to the Project List for that area. At this point they should receive feedback as to why this is the case and advice on submitting a revised / new application.

e) **Project List** – As explained in part a), the successful project would be stored on the ward based 'Project List'. This would become a part of a ready to go list of community projects, which could be matched to appropriate funding as and when they became available. This approach would be particularly beneficial for dealing with the Section 106 Contributions for community projects under the post April 2015 CIL Regulations where expenditure priorities would need to be identified early on in the planning process, i.e. planners and developers could work together to identify a suitable project from the Project List at the point of receiving an application.

Funding sources should not be limited to Section 106 Contributions for Community Projects and should include other financial contributions including the 15% Local CIL contribution, other appropriate planning obligations, available private monies and grants. The greater the availability of funding the better the potential outcome for community projects.

The committee view the 15% Local CIL contribution as a very positive development for potential community projects; this basically means that 15% of any overall value collected in the locality has to be provided to community councils, or if there isn't a community council, spent within the local area. This could result in significant amounts of money becoming available for local community projects; to take the example of Bristol City Council, they anticipated collecting £4million in CIL receipts during 2015/16. 15% of this, i.e. £600,000 would translate into additional monies for potential community projects.

Any projects on the list that are matched to suitable funding should be removed from the list at the point that the funding is received. Removal of

a project would create additional space for further projects. It would seem sensible for any Project List process to include a review process to establish if projects are still considered suitable for the Project List, for example, this review could take place annually or bi annually. Following a review any projects deemed unsuitable would be removed from the list and the relevant applicants informed.

f) **Complementary Services** – Supporting community projects through funding from planning obligations and other sources represents a good example of how the Council is increasingly becoming a 'facilitator' of services. Members felt that the Project List process was effectively a Council 'facilitator' tool to support the development of community facilities by the community, for the community. Beyond this, the Council, in association with other key third sector partners, provides a wider range of community and volunteer support services to develop community initiatives. For example, the Council, through the Cardiff Third Sector Council provides access to services like GrantFinder and time banking facilities. As a consequence, Members recommend that a review of community facility development services is undertaken to establish exactly what the Council provides and that these community facility development services are in some way aligned or linked to the Project List.

g) **Supporting Resources** – The Project List approach will only work if a suitable staff resource is identified to manage the scheme. Such a post would involve receiving new project ideas; sharing process information and feedback with applicants; project validation & assessment; transferring applications for project decision; adding and removing from the list and updating the list of available funds. They would also need to signpost applicants to a range of complementary services. To this end the inquiry recommends that the Council works with key third sector partners to identify a suitable resource to support this community facility development role.

WITNESSES TO THE INQUIRY

During the inquiry the task group was grateful to the following witnesses who provided verbal evidence or written contributions:

- Councillor Ramesh Patel, Cabinet Member for Transport, Planning & Sustainability.
- Councillor Michael Michael, Chair of Cardiff's Planning Committee.
- Simon Gilbert - Operational Manager, Development Management (Strategic & Place Making), Cardiff Council.
- Michael Barnett – Planner, Cardiff Council.
- Vesna Coles, Solicitor, Cardiff Council.
- Don Davidson, Group Leader – Neighbourhood Regeneration, Cardiff Council.
- Gladys Hingco, Scrutiny Research Manager, Cardiff Council.
- Luke Catterson, Scrutiny Research Officer, Cardiff Council.

LEGAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

Scrutiny Services, City and County of Cardiff
Room 263, County Hall, Atlantic Wharf, Cardiff CF10 4UW
Tel: 029 2087 3107
Email: scrutinyviewpoints@cardiff.gov.uk
www.cardiff.gov.uk/scrutiny
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Appendix 1

scrutiny

Scrutiny Research Team

Selected Local Authorities' Charging Structures, Strategies and Experiences on the Community Infrastructure Levy (CIL)

Research report for the
Environment Scrutiny Committee

January 2016

CARDIFF
CAERDYDD

City of Cardiff Council

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1. Introduction

This research report was commissioned by the Environmental Scrutiny Committee's Community Infrastructure Levy (CIL) Task and Finish Group to provide Members with an overview of the progress of CIL implementation in selected comparator local authorities.

The first section of this report will provide the following information for each of the 35 local authorities regarding the introduction of CIL that came into force in 2010:

- Progress that each local authority has made so far (adoption, consultation, draft charging schedule published etc.) in the process of introducing CIL
- Amount of CIL revenue generated to date (where applicable and available)
- Current or intended charging rates (where applicable)
- Current or intended charging zones (where applicable)

This report will also cover the following topic areas which are of interest to Scrutiny Committee Members and officers in the Planning Unit of Cardiff Council:

- Local authorities' rationale for their CIL charging schedule
- Recommended guidelines and case studies in implementing CIL
- Local Authority Supplementary Planning Documents on New Planning Obligations
- Case studies on consultation approaches adopted on the use of Section 106 funding

2. Methodology

2.1. Selection of comparator local authorities sample

A total of 35 local authorities have been selected to provide the comparable information presented in this report. These local authorities are grouped into four primary categories:

- Core Cities
- Neighbouring Welsh Authorities
- Comparable Local Authorities by Job Growth Rate
- Comparable Authorities by Housing Price

2.1.1. Core Cities

Included in the sample are the Core Cities[1]. These are a collective of cities that deliver 28% of the combined economic output of England, Wales and Scotland (26.5% of the UK economy) and are home to almost 19 million, 30.7% of the combined English, Welsh and Scottish population (29.8% of the UK population). They are:

Birmingham
Bristol
Cardiff
Leeds
Liverpool
Manchester
Newcastle
Nottingham
Sheffield

[1] Glasgow have not been included because the CIL legislation has not been introduced in Scotland

2.1.2. Neighbouring Welsh Local Authorities

The Welsh local authorities selected are those that make up the South East Wales Regional Partnership Board as implemented by the Welsh Local Government Association (WLGA). The South East Wales Regional Partnership Board brings together local authority leaders, Chief Executives and Managing Directors with representation to direct oversee and steer regional joint working in South East Wales as well as act as a reference point for future policy development. The local authorities in the partnership are:

Blaenau Gwent
Bridgend
Caerphilly
Cardiff
Merthyr Tydfil
Monmouthshire
Newport
Rhondda Cynon Taf
Torfaen
Vale of Glamorgan.

2.1.3. Comparable Local Authorities by Job Growth Rate

Advice was sought from officers in the Planning Team and Corporate Policy Team on relevant indicators that could be used for selecting comparator local authorities. For this research the research team took the advice of using figures on job growth taken from the Centre for Cities[2] 2015 report to select those local authorities with similar growths to Cardiff. Cardiff's job growth (change in jobs between 2004 and 2013) was 3%. The local

[2] Centre for Cities 'Cities Outlook 2015' http://www.centreforcities.org/wp-content/uploads/2015/01/Cities-Outlook-2015-Change-in-jobs-04-13.pdf

authorities chosen as comparators are those with a growth of +/- 1% of Cardiff's over that period.

The selected comparator authorities are:

Bolton
Hastings
Peterborough
Plymouth
Telford
Blackburn
Cardiff
Leicester
Worthing
Birmingham
Bristol
Glasgow
Liverpool
Southampton

Appendix 1 shows a copy of the change in job figures (in numerical value and percent) for each of the local authorities that were selected as comparators for this research.

2.1.4. Comparable Authorities by Housing Stock Change

House prices were initially considered as the indicator that would be used to select comparator local authorities. With this in mind, the research team consulted house price figures from the 2015 report published by Hometrack[3]. Following consultation with colleagues from the Planning Team, it was recommended that the figures on housing stock change[4] should be used rather than house prices. In the period 2004-2013 Cardiff's housing stock increased by 15,740 which was an increase of 12%. The local authorities

[3] Hometrack, 'UK Cities House Price Index' https://www.hometrack.com/uk/insight/uk-cities-house-price-index/
[4] Centre for Cities 'Cities Outlook 2015' http://www.centreforcities.org/wp-content/uploads/2015/01/Cities-Outlook-2015-Change-in-housing-affordability-04-14.pdf

selected as comparators are those that had demonstrated a housing stock change +/- 3% of Cardiff's (12%) figures. and included the following authorities:

Swindon
Cardiff
Gloucester
Peterborough
Ipswich
Cambridge
Bristol
Warrington
Barnsley

A copy of the Table with the values (between 2004-2013) on percent change of housing stock for the local authorities selected for this research are shown in Appendix 2.

2.1.5. Other local authorities included as comparators

Officers in the Planning Team also recommended that local authorities such as Bournemouth, Oxford and Portsmouth should also be included as comparators as these authorities are often identified as having good practice. These local authorities will appear as an appendum to in the 'Core Cities' group.

2.2 Data Collection

The data for this research report was taken from different sources. A key source of information was the figures that were reported by individual local authorities in the CIL Watch report provided by Planning Resource. An on-line search of the draft charging schedules of the selected local authorities was also undertaken. In addition, a short questionnaire was sent out to the relevant officers of selected local authorities and where necessary follow-up telephone interviews were conducted to collect the information required.

Of the selected local authorities, only a small number have CIL in place, while other local authorities are at different stages in the process of adopting/administrating CIL. This accounts for the limited data on those local authorities who are able to report the total amount of CIL receipts that they have collected to date. The data on the CIL receipts for Leeds was unavailable as the relevant officer is on leave, however the figures for 2014/15 may be made available soon.

3. CIL Charging Rates in selected comparator local authorities

The results that are presented here illustrate that there is a lot of variation in the charging rates for CIL that has been adopted by the selected local authorities presented in this report. There is variation in the zoning schemes (both retail and residential developments) that each local authority has adopted, i.e. including the number of charging zones (form none to as many as 8 zones) that they have, and the rates that they charge (from £0psqm to £100psqm) for the various individual zones that have been identified.

Some local authorities have different zones and charging for different types of retail activity and/or development while others have adopted zones that specify limits for the size of development that can be accommodated.

The justification for the zoning scheme that each local authority has adopted and the charging that they have adopted will be examined in greater detail in a report to follow.

3.1. Core Cities CIL Status and Comparative Charging Data

Table 1. Core Cities and other Comparable Cities CIL Adoption Status[5]

Authority	Status	Date of/for implementation	CIL receipts 13/14	CIL receipts 14/15	CIL receipts 15/16
Bristol	Adopted	18th December 2012	£510,797.58	£2,768,571.50	(to Nov) 2,504,057. 97
Leeds	Adopted	12th November 2014	N/a	-	Pending
Sheffield	Adopted	3rd June 2015	N/a	N/a	Pending
Birmingham	Examination report published	4th January 2016	N/a	N/a	N/a
Newcastle	Preliminary draft schedule	Summer 2016	N/a	N/a	N/a
Cardiff	Preliminary draft schedule	2017	N/a	N/a	N/a
Nottingham	Feasibility study is ongoing as part of local plan	N/a	N/a	N/a	N/a
Liverpool	Will look at viability as part of local plan	N/a	N/a	N/a	N/a
Manchester	Have no plans to implement CIL	N/a	N/a	N/a	N/a
Portsmouth	Adopted	21st January 2012	£320,248.00	£2,186,503.00	Pending
Oxford	Adopted	21st October 2013	£7,064.00	£1,378,999.82	Pending
Bournemouth	Charging schedule submitted	N/a	N/a	N/a	N/a

Three of the core cities have already adopted CIL, with three more (Birmingham, Newcastle and Cardiff) publishing concrete plans to do the same in the next year or two. Liverpool and Nottingham plan to undertake viability studies as part of work on their Local Development Plans next year, and only Manchester have said they have no interest in CIL at the current time.

Bristol was one of the first authorities to implement CIL. In 2013-2014 Bristol's CIL receipts were modest in their first year at £510,797.58 and have significantly increased (more than quadrupled) in 2014-15 next year and are on course to be slightly higher again for this financial year. As with Bristol, both Portsmouth and Oxford saw modest initial CIL receipts in 2013/14 but saw large percentage increases the following year.

[5] All data taken from each individual local authority's charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

Table 2. Core Cities Residential CIL Rates[6] (prices are per sqm)

Authority	Zones				
Sheffield	Zone 5 £80 (outer)	Zone 4 £50 (city centre)	Zone 3 £30 (spans city)	Zone 2 £0 (adjacent to centre)	Zone 1 £0 (outer)
Leeds	Zone 1 £90 (outskirts)	Zone 2a £45 (outer)	Zone 2b £23 (outskirts)	Zone 3 £5 (adjacent to centre)	Zone £5 (city centre)
Newcastle	Zone A £60 (3 sites outer)	Zone B £30 (adjacent to city centre)	Zone 1 £0 (central)	Other £0	-
Bristol	Inner zone £70 (city centre)	Outer zone £50 (outer)	-	-	-
Birmingham	Value zones £69 (outer, adjacent to centre and centre)	Other £0	-	-	-
Cardiff	All	-	-	-	-
	£100	-	-	-	-
Bournemouth	Outer zone large £70 (Outer centre 11 units or more)	Outer zone small £70 (Outer centre 10 units or fewer)	Inner zone £0 (City centre)	-	-
Oxford	All £100	-	-	-	-
Portsmouth	All £105	-	-	-	-

[6] All data taken from local authority charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

The charging for residential zones varies greatly amongst the Core Cities group with some local authorities such as Sheffield and Leeds who have adopted a scheme wherein its residential zones a further subdivided into five different pricing zones. In contrast, Cardiff, Portsmouth and Oxford have adopted one blanket charge (in the range of £100-£105 per sqm) for its residential zone.

Sheffield, Leeds, Newcastle and Bournemouth, charge the highest CIL rates for residential development in zones on the outer reaches of the city while the rates for charging in the zones in the city centre are significantly lower or in some cases have no charge at all .In contrast, the charging rates in Bristol, is higher in the inner zone (city centre) compared to the outer.

Birmingham's charging rates, however, show that there appears to be no correlation between the cost/value of charging with the proximity of the zone the city centre. As shown in the Table above, there are some local authorities who do not apply a CIL charge (£0 in Newcastle and Bournemouth) or have a minimal charge (£5 in Leeds) for residential zones that are central or within the city centre. The charging schedules of some local authorities (Sheffield, Newcastle, Birmingham and Bournemouth) show that there have selected/specified zones where they do not apply any CIL charge.

Appendix 1

Table 3. Core Cities Retail CIL Rates[7] (prices are per sqm)

Authority	Large	Small	Restaurants/Bars	Supermarket
Birmingham	**£260** >2700sqm	**£0** <2700sqm	**£0**	**£260** >2700sqm
Bristol	**£120** all sizes	**£120** all sizes	**£120**	**£120**
Cardiff	**£250** all sizes	**£250** all sizes	**£0**	**£250**
Leeds				
City Centre	**£135** ≥ 1000sqm	**£0** <10000sqm	**£5**	**£110** ≥ 500sqm
Outside City Centre	**£55** ≥ 1000sqm	**£0** <1000sqm	**£5**	**£175** ≥ 500sqm
Newcastle				
City Centre	**£0** >280sqm	**£0** ≤280sqm	**£0**	**£30**
Gateshead Zone 1	**£80** >280sqm	**£30** ≤280sqm	**£80** >280sqm **£30** ≤280sqm	**£30**
Newcastle Zone 2	**£80** >280sqm	**£30** ≤280sqm	**£80** >280sqm **£30** ≤280sqm	**£30**
Outside the above	**£80** >280sqm	**£0** ≤280sqm	**£80** >280sqm **£0** ≤280sqm	**£30**
Sheffield				
City Centre Prime Area	**£30** all sizes	**£30** all sizes	**£0**	**£30**
Meadowhall Prime Area	**£60** all sizes	**£60** all sizes	**£0**	**£60**
Major Retail Scheme	**£60** all sizes	**£60** all sizes	**£0**	**£60**

Bournemouth				
Town Centre	**£0** Comparison **£250** Convenience	**£0** Comparison **£250** Convenience	**£0**	**£250**
Outside Town Centre	**£250** Comparison **£250** Convenience	**£250** Comparison **£250** Convenience	**£0**	**£250**
Oxford	**£100** All sizes	**£100** All sizes	**£100**	**£100**
Portsmouth	**£105** >280sqm	**£53** <280sqm	**£105** >280sqm **£53** <280sqm	**£105**

[7] All data taken from local authority charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

There is a lot of variation in the CIL charging rates for retail development. Bristol Cardiff and Oxford apply a blanket charge (of a specified value) to different types of retail development whereas the charging rates for retail development in Birmingham and Portsmouth depend on the size of that type of development.

For Leeds and Bournemouth an additional factor (apart from size of development) that has an impact on the retail development charging rates is location i.e. whether it is located in the centre or outside of the centre, Newcastle and Sheffield have different charging rates for different locations and type of retail development.

In most cases or categories of retail development , Newcastle and Bournemouth do not have CIL charge in city or town centres whereas Leeds apply different charges for different types of development within the centre or city. Some local authorities i.e. Birmingham, Leeds, Newcastle, Portsmouth also charge a relatively smaller CIL rate for smaller retail development which are often determined by specified area measurements. In most of the local authorities shown above, the highest CIL charging rates for retail development are for supermarkets.

Sheffield and Newcastle apply the lowest retail CIL charging rates at £60psqm and £80psqm respectively. Birmingham has the highest retail CIL charging rate at £260psqm for a large unit or supermarket while Cardiff's £250 blanket rate appears to be the second highest within this comparator group.

Different authorities apply different charging rates to restaurants and bars retail development.

Appendix 1

Table 4. Core Cities Other CIL Rates[8] (prices are per sqm)

Authority	Student Accommodation	Offices	Industrial/ Warehouse	Care Homes	Retail Warehouse	Mixed Leisure (inc hotels)	Public Service and Community Facilities	Other
Birmingham	£0 Greenbelt areas **£69** All other areas	£0	£0	£0	£0	**£27** City Centre Hotel £0 All other leisure	£0	£0
Bristol	**£100**	£0	£0	£0	£0	**£50**	£0	**£50**
Cardiff	£0	£0	£0	£0	£250	£0	£0	£0
Leeds	**£5**	**£35** In city centre	**£5**	**£5**	**£5**	**£5**	£0	**£5**
Newcastle	Central Area Zone 1 **£80** Commercial Zone 2 **£80** Commercial Zone 3 £0	£0	£0	£0	Central Area Zone 1£0 Commercial Zone 2 £**80** Commercial Zone 3 £**80**	Central Area Zone 1 £0 Commercial Zone 2 **£40** Commercial Zone 3 **£0**	£0	£0
Sheffield	**£30**	£0	£0	£0	£0	**£40**	£0	£0
Bournemouth	**£50**	£0	£0	£0	£0	£0	£0	£0
Oxford	**£100**	**£20**	**£20**	**£20**	**£20**	**£20**	Non-residential institutions **£20**	**£20**

[8] All data taken from local authority charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

Portsmouth	**£105**	£0	£0	**£53**	£0	**£53** Hotels	£0	**£105**

The charging categories identified in the Table above have not been specified in the charging schedule of some local authorities. In some cases the categories identified above will fall under a general heading referred to as 'all other uses'. In Sheffield, the charging rate for 'other' development category is £0psqm whereas in Portsmouth the charging rate for this category is £105 and £50 in Bristol.

Cardiff is the only local authority amongst the Core Cities group that does not apply a CIL charge to student accommodation. Although Birmingham applies a £0psqm CIL charge for student accommodation developments on greenfield sites, this local authority charges a rate of £69psqm in other locations. Newcastle has proposed different charging rates for the commercial zones identified above.

Leeds is the only authority to specify a charging rate for "office" use that only applies to the city centre location and is set at £35psqm. Newcastle has no charge for retail warehouses in the city centre and but the levy is £80 in each of its outer commercial zones and is the only authority to implement a specific charge. Sheffield applies offers a specific charging rate for mixed leisure at £40psqm. Birmingham only charges £27psqm if a hotel is in the city centre and Portsmouth charges £53psqm for all hotels.

Most of the local authorities in this group apart from Oxford do not apply a CIL charge for public service and community. Oxford and Leeds are the only authorities to issue charges for care homes but these are under their 'all other' rates.

3.2. Welsh Neighbouring Local Authorities CIL Status and Comparative Charging Data

Table 5.Neighbouring Local Authorities Progress in Adopting CIL [9]

Authority	Status	Date of/for implementation	CIL receipts 13/14	CIL receipts 14/15	CIL receipts 15/16
Merthyr Tydfil	Adopted	2nd June 2014	N/a	£0	£111,500 (to Dec)
Caerphilly	Adopted	10th June 2014	N/a	N/a	Pending
Rhondda Cynon Taf	Adopted	10th December 2014	N/a	N/a	Pending
Cardiff	Preliminary draft schedule	2017	N/a	N/a	N/a
Monmouthshire	Preliminary draft schedule	-	N/a	N/a	N/a
Newport	Preliminary draft schedule	-	N/a	N/a	N/a
Torfaen	Waiting on viability study	N/a	N/a	N/a	N/a
Vale of Glamorgan	Initial evidence base gathered	N/a	N/a	N/a	N/a
Blaenau Gwent	Not adopted	N/a	N/a	N/a	N/a
Bridgend	No plans to implement	N/a	N/a	N/a	N/a

Merthyr Tydfil, Caerphilly and Rhondda Cynon Taf have all adopted the CIL. So far only Merthyr Tydfil has been able to provide the figures on their total CIL receipts of £111,500 from April to December of this financial year. Three authorities (Cardiff, Monmouthshire and Newport) are working on their preliminary draft schedule with a view to implementing in the next year or two.

[9] All data taken from local authority charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

Torfaen and the Vale of Glamorgan are both waiting on viability studies and initial evidence gathering before proceeding while both Blaenau Gwent and Bridgend have reported that currently they have no plans to adopt CIL.

Table 6. Residential CIL Rates[10] for Neighbouring Local Authorities to Cardiff (prices are per sqm)

Authority	**Zones**				
Monmouthshire	£110 **Non-strategic town site**	£60 **Strategic LDP site**	£60 **Non-strategic Severnside**	£0 **Sudbook paper mill**	£0 **Main and minor villages**
Caerphilly	**Higher viability area** £40 **(South - closest to M4)**	**Mid-range viability area** £25 **(Central)**	**Lower viability area** £0 **(North farthest from M4)**	-	-
Rhondda Cynon Taf	**Zone 3** £85 **(South - closest to M4)**	**Zone 2** £40 **(Central)**	**Zone 1** £0 **(Farthest from M4)**	-	-
Merthyr	**Merthyr Tydfil** £25 **(North - farthest from M4)**	**Mid Valleys** £0 **(Central)**	**Lower Valley** £0 **(South - closest to M4)**	-	-
				-	-
Newport	**Zone 1** £60 **(Rest of the city and rural areas)**	**Zone 2** £25 **(West)**	**(All apartments)** £0	-	-
Cardiff	**All** £100	-	-	-	-

There is a lot of variation on the residential CIL rates that have been adopted by neighbouring local authorities to Cardiff. Some of them (Caerphilly, RCT and Merthyr) have charging zones are identified in relation to its distance or proximity to the M4. Caerphilly and RCT charge the highest CIL rate for developments in the zone closest to the M4 and the lowest CIL rate is in the zoned areas

[10] All data taken from local authority charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

farthest from the M4. In contrast, Merthyr charges the highest rate for the residential zone farthest form the M4 and does not apply a CIL charge for the zone closest to the M4. Newport has identified has two charging zones – Zone 2 that encompasses two areas in the west of the city and carries a lower CIL rate of £25psqm and Zone 1 that covers the rest of the city and rural areas at a rate of £60psqm.

Monmouthshire has identified 5 different zones with rates with corresponding charges for only 3 of these zones. The categories for these zones are sites outlined by their LDP. The highest rate is applied to the zone referred to as 'non- strategic town site'. No CIL charges apply to the Sudbook Paper Mill site nor to the zone that fall under the category Main and Minor villages.

Table 7. Retail CIL Rates[11] for Neighbouring Local Authorities to Cardiff (prices are per sqm)

Authority	Large	Small	Restaurants/Bars	Supermarket
Cardiff	**£0** All sizes	**£0** All sizes	**£0**	**£0**
Monmouthshire				
Out-of-centre	**£200** All sizes	**£200** All sizes	**£0**	**£200**
Centre	**£0** All sizes	**£0** All sizes	**£0**	**£0**
Caerphilly	**£100** All sizes	**£100** All sizes	**£25**	**£100**
Newport	**£100**	**£100**	**£100**	**£100**
Merthyr Tydfil	**£100** All sizes	**£100** All sizes	**£25**	**£100**
Rhondda Cynon Taf	**£100** All sizes	**£100** All sizes	**£0**	**£100**

[11] All data taken from local authority charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

Unlike the CIL charging schedules of some English authorities, most neighbouring local authorities to Cardiff do not differentiate charging rates by the size of retail units. The charging schedule for Monmouthshire has however differentiated charging for retail zones in the Centre (£0psqm) and Out-of-Centre thereof (£200psqm) . Merthyr and Caerphilly have also adopted a lower CIL charge rate for Restaurants and Bars

The results above show that Cardiff's has adopted the highest CIL rates for retail developments including restaurants and bars compared to its neighbouring local authorities.

Table 8. CIL Charging Rates[12] for other Retail Developments in Neighbouring Local Authorities (prices are per sqm)

Authority	Student Accommodation	Offices	Industrial/ Warehouse	Care Homes	Retail Warehouse	Mixed Leisure (inc hotels)	Public Service and Community Facilities	Other
Caerphilly	-	£0	£0	£0	£0	£0	£0	-
Cardiff	£0	£0	£0	£0	£250	£0	£0	£0
Merthyr Tydfil	£0	£0	£0	£0	£0	£0	£0	£0
Monmouthshire	£0	£0	£0	£0	£0	£0	£0	£0
Newport	£0	£0	£0	£0	£0	£0	£0	£0
Rhondda Cynon Taf	£0	£0	£0	£0	£0	£0	£0	£0

[12] All data taken from local authority charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

The local authorities in the Table above reported that they have not adopted CIL charges for all the types of developments that are outlined above.

3.3. Comparator Local Authorities (by Job Growth rates) CIL Status and Charging Data

Table 9. Progress in Adopting CIL amongst Comparator Local Authorities (by Job Growth Rates)s[13]

Authority	Status	Date of/for implementation	CIL receipts 13/14	CIL receipts 14/15	CIL receipts 15/16
Bristol	Adopted	18th December 2012	£510,797.58	£2,768,571.50	£2,504,057. 97 (to Nov)
Plymouth	Adopted	22nd April 2013	£43,436.12 (from Jun)	£435,436.12	Pending
Southampton	Adopted	17th July 2013	£69,936	-	Pending
Worthing	Adopted	17th February 2015	N/a	-	-
Peterborough	Adopted	15th April 2015	N/a	N/a	-
Birmingham	Examination report published	4th January 2016	N/a	N/a	N/a
Cardiff	Preliminary draft schedule	2017	N/a	N/a	N/a
Leicester	Charging Schedule Submitted	N/a	N/a	N/a	N/a
Bolton	Draft charging schedule published	N/a	N/a	N/a	N/a

The local authorities outlined in the Table above have either adopted CIL or all working towards introducing CIL. Of the five local authorities who have adopted CIL, only 3 local authorities (Bristol, Plymouth and Southampton) have provided data on their total annual CIL receipts. The two other local authorities have not been able to provide the figures requested, Bristol took modest receipts for CIL in the first year at £510,797.58, these had more than quadrupled the next year and are on course to be slightly higher again this year. Plymouth took £43,436.12 in the first nine months of charging CIL but saw this figure increase tenfold in the

[13] All data taken from local authority charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

first full year of charging. Birmingham will be the next to implement CIL in early 2016 and Cardiff, Leicester and Bolton will follow in the next 12 months or so.

Table 10. Residential CIL Rates[14] of Comparator Local Authorities (by Job Growth Rates) (prices are per sqm)

Authority	Zones		
Peterborough	**High value zone**	**Moderate value zone**	**Low value zone**
< 15 units	£140	£120	£100
15 ≥ units	£70	£45	£15
Apartments < 15 units	£70	£45	£15
Over 500 dwellings	£0	£0	£0
	(West of centre)	**(Surrounding and east of centre)**	**(town centre)**
Bristol	**Inner zone**	**Outer zone**	
	£70	£50	
	(City centre)	**(outer)**	-
Plymouth	**Outside zone 1**	**Zone 1**	
	£30	£0	
	(rest of city)	**(South east of city close to some of waterfront)**	-
Worthing	**Charging area**	**Zone 2**	
	£100	£0	
	(South central on the coast)	**(Elsewhere)**	-
Birmingham	**Value zone**	**Other**	
	£69	£0	
	(outer, adjacent to centre and centre)	**(Elsewhere)**	-
Leicester	**Strategic regeneration area**	**Other**	
	£0	£0	
	(City centre)	**(Elsewhere)**	-
Cardiff	**All**		
	£100	-	-

[14] All data taken from local authority charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

Southampton	**All** £70	-	-
Bolton	**All** £45	-	-

There is a lot of variation in the CIL rates for residential developments amongst local authorities identified in the Table above. Five of these local authorities (Peterborough, Bristol and Plymouth, Worthing and Birmingham) have differentiated their residential zones into various categories and have adopted different charges for each designated area. The charging schedule that has been adopted by Peterborough not only differentiates by zones (3 zones/location) but also differentiates the charging by type/number of units of development. Residential developments in the West of the Centre (Higher Value Zones) have the highest CIL Charges compared to other zones/areas, including the "Town Centre" area where development have the lowest CIL charges. In addition, developments of fewer than 15 units are charged more compared to other development types (sizes) regardless of location/zone. Any development of over 500 dwellings has no CIL charge in any location in the authority.

In contrast with Peterborough, the charging schedule for Bristol (City Centre) and Worthing (South Central) show that the highest CIL rate charges are in the centre/central areas. Three local authorities, Cardiff, Southampton and Bolton apply a single blanket CIL charge to all residential developments in their area. Leicester does not make a CIL charge for residential developments.

Table 11. Retail CIL Rates[15] of Comparator Local Authorities (by Job Growth Rates) (prices are per sqm)

Authority	Large	Small	Restaurants/Bars	Supermarket
Birmingham	**£260** >2700sqm	**£0** <2700sqm	**£0**	**£260** >2700sqm
Cardiff	**£0** All sizes	**£0** All sizes	**£0**	**£0**
Worthing	**£150** All sizes	**£150** All sizes	**£150**	**£150**
Peterborough	**£150** >500sqm	**£15** <500sqm	**£0**	**£150**
Bristol	**£120** All sizes	**£120** All sizes	**£120**	**£120**
Plymouth	**£100** >1000sqm	**£0** <1000sqm	**£0**	**£100**
Southampton	**£43** All sizes	**£43** All sizes	**£43**	**£43**
Bolton	**£5** All sizes	**£5** All sizes	**£5**	**£135**
Leicester	**£0** All sizes	**£0** All sizes	**£0**	**£150**

Birmingham, Peterborough and Plymouth had adopted a higher CIL charge rate for retail developments that fall under "Large" category including supermarkets. With the exception of Peterborough, these other local authorities (Birmingham and Plymouth) do not have a CIL charge for "Small" developments including "Restaurants and Bars" . Bristol, Cardiff, Worthing, and Southampton

[15] All data taken from local authority charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

have a blanket CIL charge rate across all forms of retail development. Leicester only charge CIL for supermarkets and Bolton have a low CIL rate of £5psqm for most types retail development apart from supermarkets where they adopted a a CIL charge of £135 psqm. Peterborough's charging schedule specifies that their retail rates are for convenience stores or stores with an element of comparison retail. Plymouth's charging schedule specifies that their retail rates are for superstores and that all other rates will be £0 psqm.

Table 12. CIL Rates[16] for Other Types of Development amongst Comparator Local Authorities (Job Growth Rates) (prices are per sqm)

Authority	Student Accommodation	Offices	Industrial/ Warehouse	Care Homes	Retail Warehouse	Mixed Leisure (inc hotels)	Public Service and Community Facilities	Other
Birmingham	£0 Greenbelt areas **£69** All other areas	£0	£0	£0	£0	**£27** City Centre Hotel £0 All other leisure	£0	£0
Bolton	**£45**	**£5**	**£5**	£0	**£45**	**£5**	£0	**£5**
Bristol	**£100**	£0	£0	£0	£0	**£50**	£0	**£50**
Cardiff	£0	£0	£0	£0	**£250**	£0	£0	£0
Leicester	**£100**	£0	£0	£0	**£150**	£0	£0	**£10** Distribution
Plymouth	£0 Zone 1 **£60** All other areas	£0	£0	£0	£0	£0	£0	£0

[16] All data taken from local authority charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

Peterborough	£0	£0	£0	£0	**£70**	£0	£0	£0
Southampton	**£70**	£0	£0	£0	£0	£0	£0	
Worthing	£0	**£30**	**£30**	**£0**	**£30**	£0	£0	£0

Most of the local authorities identified in the Table above have adopted different CIL charge rates for student accommodation. Of these local authorities, Leicester (£100) has adopted the highest CIL charge for this type of development.

Cardiff, Peterborough and Worthing's charging schedules do not have a CIL rate for student accommodation development regardless of location, whereas Birmingham ado not have a CIL charge for this type of development in greenbelt areas and similarly in Plymouth for Zone 1 areas or in their designated residential zone.

Worthing and Bolton specify CIL charges for "Offices" , "Industrial/Warehouses and "Retail/Warehouse". Of the local authorities who have CIL charge for retail warehouses, Leicester had adopted the highest charging of £150 psqm. None of the authorities have a CIL charge for care homes or public service and community facilities. Bolton has adopted a standard CIL charge of £5psqm for 'all other uses' while Bristol charges £50 psqm for a similar category. The only other specified miscellaneous CIL charge is Leicester's £10psqm for distribution centres that is distinguished from retail warehouses.

3.4. Comparator Cities (by Housing Stock Change) CIL Status and Comparative Charging Data

Table 13. Progress in Adopting CIL amongst Comparator Local Authorities (by Housing Stock Change)[17]

Authority	Status	Date of/for implementation	CIL receipts 13/14	CIL receipts 14/15	CIL receipts 15/16
Bristol	Adopted	18th December 2012	£510,797.58	£2,768,571.50	£2,504,057. 97 (to Nov)
Swindon	Adopted	26th March 2015	N/a	£0	Pending
Peterborough	Adopted	15th April 2015	N/a	N/a	Pending
Ipswich	Preliminary draft schedule	4th December 2013	N/a	N/a	N/a
Cambridge	Preliminary draft schedule	March 2014	N/a	N/a	N/a
Gloucester	Preliminary draft schedule	29th May 2015	N/a	N/a	N/a
Barnsley	Preliminary draft schedule	15th June 2015	N/a	N/a	N/a
Cardiff	Preliminary draft schedule	2017	N/a	N/a	N/a
Warrington	Preliminary draft schedule	-	N/a	N/a	N/a

Of the comparator (by housing stock change) local authorities identified in the Table above, Bristol, Swindon and Peterborough have fully implemented CIL. So far only Bristol had been able to provide the value of their total annual CIL receipts. We are still waiting to receive the reported value of CIL receipts that has been received to date from Swindon and Peterborough. All other local in this group are working on their preliminary draft schedule with a view to implementing CIL in the not too distant future.

[17] All data taken from local authority charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

Table 14. Residential CIL Rates[18] of Comparator Local Authorities (by Housing Stock Change) (prices are per sqm)

Authority	Zones					
Barnsley	**Zone 1**	**Zone 2**	**Zone 3**	**Zone 4**	**Zones 5 +6**	**Zones 7+8**
1- 14 dwellings	£100	£100	£100	£50	£30	£0
15+ dwellings	£100	£100	£50	£30	£5	£0
Peterborough	**High value zone**	**Moderate value zone**	**Low value zone**			
< 15 units	£140	£120	£100			
15 ≥ units	£70	£45	£15			
Apartments < 15 units	£70	£45	£15			
Over 500 dwellings	£0	£0	£0	-		
	(West of centre)	**(Surrounding and east of centre)**	**(town centre)**		-	-
Ipswich	**Zone 1**	**Zone 2**	**Zone 3**			
1- 9 dwellings	£120	£85	£50			
10+ dwellings	£120	£50	£0			
	(Central)	**(North and east of centre)**	**(South and south west)**	-	-	-
Bristol	**Inner zone**	**Outer zone**				
	£70	£50				
	(City centre)	**(outer)**	-	-	-	-
Warrington	**High charge zone**	**Medium charge zone**	**Low charge zone**			
Market housing	£80	£80	£25			
Market apartments	£30	-	-			
	(South)	**(North surrounding centre)**	**(Town centre)**	-	-	-

[18] All data taken from local authority charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

Appendix 1

Swindon	**Zone 2** £55 **(Outside new communities)**	**Zone 1** £0 **(New communities)**	-	-	-	-
Cambridge	**All** £125	-	-	-	-	-
Cardiff	**All** £100	-	-	-	-	-
Gloucester	**All** £0	-	-	-	-	

The CIL Charging schedules for Barnsley, Peterborough and Ipswich Bristol, Warrington and Swindon have identified different residential zones with different specified charges for each area or location. Barnsley has identified as many as eight different charging zones with rates from £100psqm to £0psqm depending on the viability of the area as stated in their Local Development Plan. Bristol and Ipswich have the highest CIL charge rate for residential development in the “City Centre” or in “Central” location. On the contrary Warrington’s CIL Charges is lowest in the “Town Centre”. In Swindon where they only have two residential zones, there is no CIL charge in “Zone 1” (New Communities) , while a CIL charge rate (£55) is specified for areas “Outside of new Communities” ((Zone 2) .

Three of the local authorities (Barnsley, Peterborough and Ipswich) further differentiate their CIL charges by the size/number of developments. In Barnsley the CIL rate in Zones1&2 are set at £100 regardless of the size of development. For this local authority the CIL rate only varies by the number of dwelling s in Zones 4,5+6,7+8. In Peterborough residential development with larger numbers (≥ 15 units), have a lower CIL charge in all designated zones.. In Ipswich larger residential developments 10 dwellings have a lower CIL charge outside of the “Central” zone with a lower charge of £50 (instead of £120) in Zone 2 and £0 in Zone 3.

In Warrington the CIL charging schedule not only differentiates between zones but also differentiates by type of residential development i.e. “Market Housing” and “Market Apartments” zone.

Table 15. Retail CIL Rates[19] of Comparator Local Authorities (by Housing Stock Change) (prices are per sqm)

Authority	Large	Small	Restaurants/Bars	Supermarket
Cardiff	**£250** all sizes	**£250** all sizes	**£250**	**£250**
Peterborough	**£150** >500sqm	**£15** <500sqm	**£0**	**£150**
Gloucester	**£150** all sizes	**£150** all sizes	**£150**	**£150**
Ipswich	**£120** all sizes	**£120** all sizes	**£120** Restaurants **£0** Bars	**£120**
Bristol	**£120** all sizes	**£120** all sizes	**£120**	**£120**
Swindon				
Zone 2	**£100** all sizes	**£100** all sizes	**£100**	**£100**
Zone 1	**£0** **all sizes**	**£0** **all sizes**	**£0**	**£0**
Cambridge	**£75** all sizes	**£75** all sizes	**£75**	**£75**
Barnsley				
Other areas	**£70** all sizes	**£70** all sizes	**£70**	**£70**
Town centre and principal shopping areas	**£0** **all sizes**	**£0** all sizes	**£0**	**£0**

[19] All data taken from local authority charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

Warrington	**£0** supermarket	**£40** Neighbourhood convenience	**£0**	**£120**

Apart from Peterborough and Warrington, the majority of the local authorities identified in the Table above apply a single CIL charge rate for various types of developments (i.e. “Large”, “Small”, “Restaurants/Bars” & “Supermarkets”) as well as in designated location or zones within the local authority.

The charging schedule for retail development in in Barnsley and Swindon differentiates by location where in Barnsley they are no CIL charges for any retail in the town centre and its identified principal shopping areas and Swindon has no charge in “Zone 1” (‘New Communities zone)’. As with the majority, both local authorities charge a blanket CIL for different types of retail development in designated locations. The CIL charging in Peterborough differentiates between retail development size with a higher charge (£150) for retail developments that are > 500.

With the exception of Peterborough and Warrington most local authorities have adopted a CIL Charge for “Restaurants and/or Bars with Ipswich only specifying a CIL charge of £120psqm for restaurants but has no charge for bars.

Table 16. CIL Rates for other types of developments amongst Comparators local authorities (by Housing Stock Change)[20] (prices are per sqm)

Authority	Student Accommodation	Offices	Industrial/ Warehouse	Care Homes	Retail Warehouse	Mixed Leisure (inc hotels)	Public Service and Community Facilities	Other
Barnsley	£0	£0	£0	£0	£0	£0	£0	£0
Bristol	**£100**	£0	£0	£0	£0	**£50**	£0	**£50**
Cardiff	£0	£0	£0	£0	£0	£0	£0	£0
Cambridge	**£125**	£0	£0	£0	£0	£0	£0	£0
Gloucester	£0	£0	£0	£0	£0	£0	£0	£0
Ipswich	£0	£0	£0	£0	£0	£0	£0	£0
Peterborough	£0	£0	£0	£0	**£70**	£0	£0	£0
Swindon	£0	£0	£0	£0	£0	£0	£0	£0
Warrington	£0	£0	£0	£0	**£75**	£0	£0	£0

Of the comparator (by Housing Stock change) local authorities identified in the Table above, only Cambridge and Bristol charge a CIL rate for student accommodation with rates of £125paqm and £100psqm respectively. Bristol also has a CIL charge for “Mixed leisure, including hotels” and has specified a CIL charge of £50 for any other type of development not identified in the Table above.

Only Peterborough and Warrington had specified a CIL charge for retail warehouses with charges £70psqm £75psqm respectively.

[20] All data taken from local authority charging schedules, draft charging schedules, email questionnaires or telephone interviews. More details in references section.

Appendix 1

Table 17a. Local Authority Section 106 Collections 2010-2015 by Comparator Groupings

Core Cities Group	2014/15	2013/14	2012/13	2011/12	2010/11
Birmingham	£1.7m (2014)	£1.5m (2013)	£5.4m (2012)	£3.7m (2011)	£5.1m (2010)
Bristol	£3,788,684.35	£3,363,318.81	£3,435,607.10	£3,889,062.09	£3,462,502.89
Cardiff	£2,522,753	£2,601,762	£2,006,428	£1,969,397	£2,869,341
Leeds	Average of £3.5m between 2007 and 2012				
Liverpool	Unable to provide the figures				
Manchester	£223,455	Info Unavailable	£4,205,179	£1,252,307	£1,453,493
Newcastle	£1,380,493 (to end of 2014)	£3,734,707	£4,007,342	£1,223,789	£188,638
Nottingham	Data not provided				
Sheffield	Averaged £1m since 1994. Receipts peaked at £3m in 2006, so average 2005-2015 is £1.5m £1.5m				
Portsmouth	Stopped recording once CIL started			£935,995.67	£345,417.94
Oxford	£505,295.95	£577,907.10	£556,374	£651,576.19	£520,219.53
Bournemouth	Data not supplied	£2,027,000	£1,368,000	£1,505,000	£985,000
Adjacent Local Authorities	**2014/15**	**2013/14**	**2012/13**	**2011/12**	**2010/11**
Blaenau Gwent	Data not supplied				
Bridgend	Data not supplied		£1,000,556.50	£866,182.70	£20,000
Caerphilly	Data not supplied		£927,255.40	£301,188	£3,623,917
Cardiff					
Merthyr Tydfil	£2,500	£104,990	£57,838	£15,000	£0
Monmouthshire	£2,031,692	£313,315	£283,199	£373,367	£1,155,527
Newport	Data not supplied				
Rhondda Cynon Taf	Unable to provide within timescale				
Torfaen	Data not supplied	£178,878	£588,714	£0	£161,000
Vale of Glamorgan	£3,876,452.81	£5,431,630.24	£511,873	£10,263,858.68	£5,700,691.50

Appendix 1

Table 17b. Local Authority Section 106 Collections 2010-2015 by Compartor Groupings

Comparator Cities by Job Growth Rates	2014/15	2013/14	2012/13	2011/12	2010/11
Birmingham	£1.7m (2014)	£1.5m (2013)	£5.4m (2012)	£3.7m (2011)	£5.1m (2010)
Bolton	Data not supplied		£212,658.44	£971,722.86	£186.825.15
Bristol	£3,788,684.35	£3,363,318.81	£3,435,607.10	£3,889,062.09	£3,462,502.89
Cardiff					
Hastings	Data not supplied		£0	£0	£300
Leicester	Data not supplied	£829,218.05	£549,575.68	£240,296.18	£451,581.96
Plymouth	Data not supplied		£2,395,934.28	£693,944.76	£785,593.74
Southampton	Data not supplied		£1,741,762	£3,387,572	£2,384,995
Telford	Data not supplied	£1,826,425 (to Nov)	£2,397,451.00	£2,973,702.00	£1,609,818.00
Worthing	£71,484	£63,844	£56,532	£496,672	£265,038
Peterborough	Data not supplied		£5,988,678	£4,404,321	£2,398,433
Comparator Cities by Percent of Housing Stock Change	**2014/15**	**2013/14**	**2012/13**	**2011/12**	**2010/11**
Barnsley	Data not supplied		£398,183	£498,107.50	£564,814
Bristol	£3,788,684.35	£3,363,318.81	£3,435,607.10	£3,889,062.09	£3,462,502.89
Cambridge	£3,826,000 (2014)	£2,877,000 (2013)	£2,597,000 (2012)	£1,431,000 (2011)	£7,072,000 (2010)
Cardiff					
Gloucester	£405,567	£299,361	£660,990	£147,991	£997,733
Ipswich	Data not supplied				
Peterborough	Data not supplied		£5,988,678	£4,404,321	£2,398,433
Swindon	Data not supplied		£135,973.29	£310,937.47	£516,862.15
Warrington	From Apr 2010 to Mar 2015, signed Section 106 agreements have an annual average value of £1,003,613.80				

END

It is worth noting that reported figures on the Section 106 receipts for Cardiff in the Table above are based only on financial contributions that the Council has received in each year. These S106 receipts also may not fully reflect the optimal level of development activity in Cardiff as the local authority is still awaiting the adoption of its LDP. The reported S106 figures for other local authorities may not take into account or reflect the monetary value of planning obligations in cases where the developers undertake the work themselves e.g. building affordable housing, providing open space or undertaking highway improvements etc. The above figures from other local authorities would need to be validated to confirm whether these only represent the monetary receipts that the local authority has received annually or whether these figures would include the value of the planning obligation works that had been undertaken by the developers themselves.

4. Local authorities' rationale for their CIL charging schedule

It is a requirement for the implementation of the Community Infrastructure Levy (CIL)[21] that there is viability evidence that can be used to ensure that your CIL proposed rate or rates would not threaten delivery of the relevant Plan as a whole (National Planning Policy Framework paragraph 173). Table 1 below shows where this evidence was gathered for each of the selected authorities.

Authority	Title of Study	Date of Study	Producer of Study
Birmingham City Council	CIL Economic Viability Assessment	October 2012	GVA Grimley Ltd
Bristol City Council	CIL Viability Study	February 2012	BNP Paribas Real Estate
Leeds City Council	CIL Economic Viability Study	January 2013	GVA Grimley Ltd
Newcastle City Council	Gateshead and Newcastle Viability and Deliverability Report	October 2015 (update)	In-house chartered surveyors

[21] http://www.pas.gov.uk/3-community-infrastructure-levy-cil/-/journal_content/56/332612/4070829/ARTICLE

Sheffield City Council	CIL Viability Study	February 2014 (update)	BNP Paribas Real Estate
Bournemouth Borough Council	CIL Economic Viability Study	August 2014	Peter Brett Associates
Oxford City Council	The examiner's report says the council 'commissioned a number of viability studies to support the CIL charging rates but these have not been made available.		
Portsmouth City Council	CIL Viability Assessment	March 2011	Dixon Searle LLP
Merthyr Tydfil County Borough Council	Study into the economic viability of charging community infrastructure levy in Caerphilly, Merthyr & Rhondda Cynon Taf County Borough Councils		DVS Property Specialists
Merthyr Tydfil County Borough Council			
Rhondda Cynon Taf County Borough Council			
Monmouth County Council	Viability evidence for development of a Community Infrastructure Levy Charging Schedule	July 2014	Three Dragons with Peter Brett Associates
Newport City Council	Preliminary Draft Charging Schedule and CIL Viability Assessment	June 2015	National CIL Service
Bolton Council	CIL Residential Viability –Addendum Report	April 2013	
	CIL Non-residential Viability –Addendum Report	March 2013	Peter Brett Associates
Leicester City Council	Leicester, Leicestershire and Rutland CIL Viability Study	January 2013	HDH Planning and Development

Peterborough City Council	CIL Draft Charging Schedule Viability Study	April 2014	Peter Brett Associates
Plymouth City Council	CIL Viability Evidence Report	January 2012	GVA Grimley Ltd
Southampton City Council	CIL Viability Assessment	April 2012 (updated)	
Worthing Borough Council	CIL Viability Assessment	August 2012	Nationwide CIL Service
Barnsley Metropolitan Borough Council	Draft CIL Viability Report	April 2015 (updated)	Andrew Golland Associates
Cambridge City Council	CIL Viability Assessment	February 2013	Dixon Searle LLP
Gloucester City Council	Joint Core Strategy Viability Assessment	February 2015 (updated)	Peter Brett Associates
Ipswich Borough Council	CIL Viability Study	November 2013	Peter Brett Associates
Swindon Borough Council	CIL Development Viability Study	June 2012	GVA Grimley Ltd
Warrington Borough Council	CIL Viability Study Final Report	September 2015	Peter Brett Associates

4.1. Birmingham[22]

The CIL Charging structure in Birmingham aims to avoid complexity by adopting a two-tier structure that's based on postcodes.

Residential

[22] Birmingham CIL Examiners Report (June 2015) pp 9-15 http://www.birmingham.gov.uk/cs/Satellite?blobcol=urldata&blobheader=application%2Fpdf&blobheadername1=Content-Disposition&blobkey=id&blobtable=MungoBlobs&blobwhere=1223587549555&ssbinary=true&blobheadervalue1=attachment%3B+filename%3D564615BIRMINGHAM_-_CIL_REPORT_-_FINAL.pdf

There are three high value areas for residential development which have higher charges compared to other residential areas in the city. Overall, the viability model demonstrates there is 'generally strong positive viability in the high value charging zones' and it has been suggested that smaller developments could withstand higher charges. The overall charge took all development types into account and was reduced to £69psqmafter a 40% buffer from the maximum viable rate was added. The results of the viability study also prescribes that low value zones could adopt a lower viable rate of £55psqm (£33 after 40% buffer). However, the local authority decided there will be no charge for these areas. Some concerns had been raised over new homes having no charge when there could be one, especially in light of limited role for Section 106. However, the proposal remains with the view of maintaining viability and maximising affordable housing. The viability study found that developments for retirement housing could also withstand a charge; however, other factors such as required support associated with this type of development would make them less viable and a decision was made to have no charge for this type of development.

Retail

Due to the Council's perception that the city is already well-catered for by a network of centres and supermarkets, a higher charge of £260psqm is proposed for large (over 2000sqm) convenience stores. The charges for other retail types are zero to reflect the council's priority to increase comparison shopping floor space. The Council also has a CIL charge for smaller supermarket formats and discount operators because it is acknowledged that it is important to meet existing meeting demand, plug gaps in provision and drive consumer choice.

Other

A charge is assigned for hotel development the city centre as the study results show that it has better viability in that area. Although the student housing market is regarded as mature, the indicative development in this area justifies a proposed charge for this type of development with the 40% buffer in place.

4.2. Bristol[23]

[23] Bristol Completed questionnaire from Jim Cliffe, Planning Officer and CIL Examiner's Report (July 2012) https://www.bristol.gov.uk/documents/20182/239200/Bristol%20CIL%20Report.pdf/3ef1925f-14f7-405b-903d-84cda4609931

Bristol wanted to keep the charging schedule as simple as possible, which is why they aimed for citywide zones wherever possible.

Residential

The charging for residential development is divided into two zones that are broadly based on the SHMA (Strategic Housing Market Assessment). The higher value area is where 40% affordable housing is sought whereas the lower value areas is where 30% is sought. Bristol chose a conservative approach with a 50% buffer from the maximum identified in viability assessments. This was to leave a negligible impact on viability and allow space for site specific characteristics that may affect costs.

Retail

The £120psqmCIL rate for retail was implemented based on robust evidence that it would be sustainable and would not affect the new shopping provision envisioned in the Core Strategy. There was not enough evidence to suggest anything other than a flat rate could be applied.

Other

The results of their viability study also provided evidence which suggests that new hotel and student accommodation provision will continue to come forward and be highly viable despite the application of CIL charges for this type of development.

4.3. Leeds[24]

The charging rates were determined by viability and although the buffer is only 10% below the maximum viable rate, a cautious approach and conservative estimates is seen as an in-built buffer.

Residential

The Economic Viability study undertaken for Leeds built on its previous work on affordable housing requirements and identified five different residential zones. Average market values for a range of densities were established and over 140 sites including greenfield and previously developed sites were modelled.

[24] Leeds CIL Examiners Report (September 2014) pp 3-6
http://www.leeds.gov.uk/docs/Leeds%20CIL%20Final%20Report%20050914.pdf

Retail

A cautious approach was taken on retail CIL rates, however the buffer was still increased to 37% from the maximum sustainable rate. Large stores outside the city centre proved the most viable in contrast to smaller supermarkets and comparison stores that were subsequently given discounted rates. Considering the number of town centres in Leeds, it was decided that differential geographical rates, though feasible, would be unduly complex and cumbersome.

Other

The charges for Offices outside the city centre are lower as they are deemed less attractive and this is reflected in the proposed CIL rates. Other developments such as hotels, care homes or gyms have generated a revenue ranging from £5psqm and £23psqm through section 106 payments, so in keeping with the cautious approach of viability study , the CIL rate has been set at the bottom end of that scale.

4.4. Newcastle[25]

Newcastle has described their approach as 'cautious but optimistic' to reflect the current economic climate and low confidence in the housing market. They have acknowledged that the viability evidence is a 'snapshot in time' and that the selected rates must allow for those developments that have abnormally high costs. In the interest of caution wherever viability is only marginal, no charge will be issued.

Residential

Land and development values differ significantly across Newcastle and Gateshead, meaning there is variance in the level of charge that can be sustained for residential developments. The proposed zones were identified by their levels of viability. The two that were deemed capable of sustaining a charge were the High Mid Non Urban Value Area and the High Urban Value Area with the city centre. The remaining parts of the city were deemed unviable for development with a CIL charge. A buffer of just over 70% has been applied from the maximum average charge that would be viable.

Retail

Viability assessments have shown that a flat CIL rate/charge across different forms of retail development and different geographical areas was neither equitable nor appropriate. The city centre has a significant number of listed buildings, high density/mixed uses, complex ownership patterns and restrictions. It was extremely challenging to identify a realistic threshold which has led to the proposed £0psqm rate. Some locality centres were found to be 'at risk' and it was acknowledged that smaller stores have a valuable role in supporting these areas and therefore no CIL rate will be applied for these types of development. Supermarket rates are set to reflect changes in the industry and the type of planning applications received where discounter supermarkets go to low/medium value areas and local supermarkets are more central and generally across value areas.

Other

The student accommodation and hotel rates are a reflection of the existing market conditions and the recent strong increase in enquiries for such accommodation. Conversely market for office space

[25] Newcastle CIL Background Paper (April 2015) pp 16-26
https://www.newcastle.gov.uk/sites/drupalncc.newcastle.gov.uk/files/wwwfileroot/planning-and-buildings/planning-policy/ncc_and_gc_cil_pdcs_background_paper_april_2015.pdf

is regarded as weak and new developments have been postponed so the charges assigned for this type of development is zero.

4.5. Sheffield[26]

Residential

The Viability Study concluded that the ability for residential developments to make CIL contributions was found to depend on area, current use of the site and the amount of affordable housing the council would seek to develop. This has resulted in five different charging zones within the local authority area where two have been deemed as unable to sustain a charge and the other three given a percentage buffer for charging to avoid working on the border of viability.

Retail

The area of Meadowhall has the retail developments that produce the highest residual values according to the viability study, which is reflected in its CIL charge rate. Another justification of the higher CIL rate is that there is no proposed development and it does not qualify as a strategic site for development, so the strategy would not be affected if CIL were to serve as a deterrent. Viability is greatest for large stores, so they incur a rate across the city whereas smaller stores are only viable within the marked prime retail areas. For this reason smaller stores outside those areas are counted as 'other types of development' and subjected to no charge.

Other

A 46% buffer is applied to CIL rates for student accommodation. The rate is based on an assumed rent of £120 per week that the council believes will not deter students because of the quality of the accommodation on offer. There was an initial proposal to charge £10psqm for 'out of town' leisure facilities, however there has since been a proposal to delete the charge and leave the area categorised as 'all other development' which has zero CIL charge. This was a result of problems in defining zones, a lack of viability evidence to support such a charge, and the implementation of these type of developments are regarded as contrary to the core strategy of being located in the greenbelt area

[26] Sheffield CIL Examiners Report (February 2015) pp 2-12
https://www.sheffield.gov.uk/planning-and-city-development/applications/community-infrastucture-levy/adopt-cil/examination.html

4.6. Bournemouth[27]

Two charging zones have been created in relation to the Town Centre Area Action Plan (AAP). One of the zones is the area designated to be part of this plan and the other is the rest of the town. Following the submitted schedule for examination, the examiner suggested that Bournemouth lower all its CIL rates to create a more suitable viability margin. The most notable change following this recommendation was for student accommodation where the proposed rate of £50psqm only gave a buffer from the maximum of 24% so it was dropped to £40psqm (39%).

Residential

It was initially proposed that two different rates will be charged for residential developments outside the AAP zone, one for developments with 11 units or more and one for ten or less. Due to the removal of the requirement for the provision of affordable housing on developments of ten units or fewer, the initial proposal was overturned and instead a flat rate for residential development was proposed.

Retail

Only convenience retail and student accommodation and will have a CIL rate within the Action Plan area to facilitate development that will assist delivery of the plan. The Council has held the position that small convenience stores that are generally under 100sqm or developments that are conversion projects would not be subject to CIL Land in Bournemouth is at a premium and it is therefore deemed unlikely that a net gain in new convenience floor space will take place. However, the CIL rate was lowered from the initial proposal to encourage such a development (though unlikely) come forward.

[27] Bournemouth CIL Examiners Report (October 2015) pp 2-5
http://www.bournemouth.gov.uk/PlanningBuilding/PlanningPolicy/PlanningPolicyFiles/CILAdoption/appendix-1-cil-examiners-report.pdf

4.7. Oxford[28]

When testing viability, Oxford did not include provision for section 106 income because they didn't expect it to be significant once CIL was approved.

Residential

The results of the viability study found that the majority of areas in the city was deemed viable at the proposed charging rate for residential development . Although three sites were regarded as unviable regardless of any CIL charges , a blanket or city wide CIL rate for residential development has been adopted. The Viability Study showed that the likely residential development values in a relatively compact urban area covered by the city boundary did not justify any differential charging on an area basis. The approach of setting a fairly simple structure of charges complies with government guidance and is appropriate in this case.

Retail

The Viability Evidence Report (VER) indicated that out of centre convenience superstores would be at the margin of viability if CIL were imposed at £100pqsm. This is attributed to the very high value assumed for existing uses. According to the CIL examination, a marginal improvement in either rents or yields in the model used would comfortably support the proposed CIL rate and with consideration of comparable developments elsewhere in the sub region. The examiner considered the rate to not be unduly high in relation to costs and would be most unlikely to create a threat to retail development generally.

Other

Locally, BMW is regarded as a major employer which contributes significantly to the local economy. The adoption of CIL charge could result in a substantial charge and impact on any proposed expansion at the BMW premises. The examiner considered that on balance a CIL rate of £20psqm, which is likely to be a small proportion of overall costs, would be unlikely to threaten development at BMW, given the Council's commitment to supporting such a major employer

[28] Oxford CIL Examiners Report (July 2013) pp 3-6
https://www.oxford.gov.uk/downloads/file/1390/cil_examiners_report

As the County Council argued, it is clear that charging CIL on uses for community facilities such as education premises would merely add to the costs of development that would have to come from the public purse. However, in practice the additional costs on the small amount of development likely to come forward in this way could be funded through use of the levy itself or through other grant funding.

4.8. Portsmouth[29]

In developing their CIL charging schedule, the council considered different rates in different geographical areas, but have however concluded that in such a small and compact area, variations in terms of property values cannot be clearly defined. The only variation is that residential institutions will have a lower rate.

Retail

The viability assessment concluded that out-of-centre retail schemes could charge a CIL rate of as much as of £105psqm. The viability of smaller proposals is deemed to be marginal and a reduced levy has been applied for this type of development. The threshold under which are deemed 'small' and therefore incur a lower CIL rate has been set at because it is a reflection of the threshold for Sunday trading laws. In-centre retail will be charged the same lower rate because its viability suggests that a higher rate would put such development at risk regardless of the size

Other

Only extremely optimistic assumptions would make CIL charges viable for office development so the council is proposing that no CIL be charged. It was found that CIL charges for hotels may be viable up to a rate of £105psqm.However a conservative rate of £53psqm is proposed as hotel provision is seen as a key priority for the council and other specific factors (such as size, location and type) make broad assumptions difficult. A similar approach is being taken to care homes.

[29] Portsmouth CIL Examiners Report (January 2012) pp 2-5
https://www.portsmouth.gov.uk/ext/documents-external/pln-cil-examiners-report.pdf

4.9. Caerphilly[30]

Residential

The viability study found that sales values and development viability for residential developments are much stronger in the south of the borough than in the north. The three charging zones proposed approximate to, but do not mirror, the three strategic areas defined in the Local Development Plan. The geographical zones also reflect earlier work defining housing market areas, and related viability testing which informed the LDP's approach to location specific affordable housing targets. It is noted that one area, Risca, is an anomaly to this trend.

The Council's existing Local Development Plan seeks to encourage development northwards but the greater share of housing is proposed in the south where viability is regarded as stronger due to proximity to Cardiff and the M4. Three sites with affordable housing obligations of 40%, 10% and 40% showed strong viability resulting in a rate of £40psqm which incorporates a healthy buffer of at least 38% from the maximum viable rate.

Retail

The viability study also provided clear evidence that certain commercial development types were not currently viable and could not sustain CIL charges. In terms of class A1 (shops), four sites were tested and two provided positive results. These were deemed more representative of potential development whereas the two that yielded negative results were thought unlikely to occur with or without a CIL charge. Therefore a flat £100psqm rate has been applied. It is worth noting that the council does not envisage a significant new retail development in the course of the current LDP.

4.10. Merthyr Tydfil[31]

Residential

The residential charging zones in Merthyr Tydfil County Borough Council are based on economic viability and also tie in with the different growth areas identified within the adopted Local

[30] Caerphilly CIL Examiners Report (February 2014) pp 7-11
http://offlinehbpl.hbpl.co.uk/NewsAttachments/RLP/Caerphilly_CIL_Inspectors_Report.pdf
[31] Merthyr Tydfil CIL Examiners Report (February 2014) pp 7-11
http://www.merthyr.gov.uk/media/1226/merthyr-tydfil-cbc-cil-examination-report.pdf

Development Plan. The viability study found that sales values and development viability are much stronger in the north of the borough (around Merthyr Tydfil itself) and the south of the borough (around Treharris and Trelewis) than in the mid valleys area. The middle part of the borough have demonstrated lower land and sales values and development viability is more challenging.

The mid valleys zone sites tested were both greenfield sites that either have no affordable housing obligations or at most 5% and all showed that a CIL charge is simply not viable. Initially, the lower valley zone had a proposed rate of £25psqm, however the examiner recommended that any charge would not leave a suitable enough buffer and as such, the proposed charge l was dropped and there will be no CIL charge for residential development in that zone. The area around the Merthyr Tydfil itself area has a £25psqm CIL charge which is comfortably below the viability level indicated by the evidence gathered. The examiner recommended that smaller housing schemes should be monitored to see if they continue to come forward and if affordable housing pressures are reduced.

Retail

The Economic Viability Study provided clear evidence that certain commercial development types were not currently viable and could not sustain CIL charges. Large format shops were tested for viability in two sites and returned high achievable CIL rates (£348psqm and £507psqm). It is anticipated that there will be no development for small format retail and as a result the examiner concluded that the limited retail development that may come forward should be able to comfortably afford the £100psqm CIL charge i.e. there would be significant headroom to accommodate a range of schemes

The Council does not envisage any significant Class A3 (bars and restaurants) development in the planned period. However, its testing of a modelled 400 square metre restaurant development generated a £76psqm theoretical residual CIL. The setting of the CIL rate of £25psqm would be well below the theoretical maximum of the one example tested, and it is thought this will leave sufficient scope for other Class A3 development types to remain viable.

4.11. Monmouthshire[32]

Residential

Proposed residential charging zones are based on viability evidence, influenced by house price data, land values and costs associated with meeting planning requirements (e.g. affordable housing and site specific infrastructure).

The viability study undertaken suggests that a theoretical maximum CIL rate for residential development in main towns and rural 'rest of Monmouthshire' might be around £160psqm. This proposed maximum value also acknowledges that the lower density development in Monmouth will not be viable at this level. The lower values in Severnside suggest that only a lower CIL can be supported for these types of site up to £40psqm (acknowledging that the lower density development will not be viable). However, it is cited in the LDP that these sites will only make up a small proportion of the planned development. The analysis for the viability study suggests that it is appropriate to set a CIL for residential development in Monmouthshire and that this should vary by location and type of site. Each zone has been given a 30% buffer below the maximum identified CIL rate.

Retail

In light of the good national performance of supermarkets and following an appraisal on this in Monmouthshire show that there is scope for a CIL charge for out of town centre convenience retail development without affecting viability. The results of the viability testing indicated very little scope for charging CIL for town centre comparison and convenience retail units and there is insufficient value in town centre comparison development to set a levy. Whilst town centre convenience testing does show a positive value, it is not significant and may be considered as more marginal than out of centres retail uses.

Local convenience stores are another type of development that is being considered for inclusion in the charging schedule, but not on the same scale as supermarket development and retail warehouse units. Due to the rural nature of Monmouthshire it is anticipated that a lot of new convenience store floor space will either utilise existing floor space or be under 100 sq. m.

[32] Monmouthshire CIL Viability Assessment (September 2015) 99 34-40
http://www.monmouthshire.gov.uk/app/uploads/2015/07/Monmouthshire-CIL-Viability-Final-Report-July-2014.pdf

Therefore the authority has opted for a simpler levy regime with a catch all charge for out of centre retailing, which is higher than a smaller convenience store has shown as viable. However, it is not considered that this will put at risk the provision of smaller units for the reasons set out above.

Other

The viability report also suggests that it would not be helpful to set a CIL for the type of facilities that will be paid for by CIL (amongst other sources). The view on this issues is that there is no or £0 commercial value for community uses although there are build costs of around £1,800 psqm plus the range of other development costs. Therefore a zero CIL rate has been proposed.

4.12. Newport[33]

Residential

As part of their Affordable Housing Policy, Newport City Council has identified housing sub-markets, based on average house price data and postcode grouping. It was also noted that the value "spread" is relatively limited across the authority, particularly if Caerleon / Rural Newport is assessed in isolation and would generally (although not exactly) demonstrate something of an urban / rural split.

The results of the Council's survey of the new build property market did not identify sufficient variability in new build values to robustly warrant more than a two-zone split. New build property drives similar values across the study area, and it was decided that there isn't enough clear and differential evidence to value new build differently across 4 affordable housing sub-markets. They have suggested that similar new build values can be attributed to the areas grouped under the heading 'zone 1'. Slightly higher values are deemed appropriate for Caerleon / Rural Newport (Zone 2).

Retail

The research has identified a much less noticeable range for commercial property, with only limited information available. This has been partly attributed to a general lack of new build activity in the commercial market as a result of the on-going economic downturn. Furthermore within the study

[33] Newport Preliminary Draft Charging Schedule and CIL Viability Assessment (June 2015) pp 4-5 http://www.newport.gov.uk/documents/Planning-Documents/Community-Infrastructure-Levy-/Appendix-A---Preliminary-Draft-Charging-Schedule-and-Viability-Assessment.pdf

area the majority of commercial activity is contained within the urban area. This largely comprises some office / industrial and other uses combined with a retail offering.

The rural areas have limited commercial activity across all sectors, mainly convenience retailing. In summary, the council do not believe that there is sufficient 'fine grained' evidence to warrant a subdivision of what is already a relatively small charging area into separate CIL charging zones for commercial property.

4.13. Rhondda Cynon Taf[34]

Residential

Providing an appropriate balance between helping to fund necessary new infrastructure and the potential effects on economic viability of development across the area was the main consideration when setting residential charging zones.

Zone 3 is in the south of the borough and has the strongest sales values and viability. This has been attributed to its proximity to the M4 and major urban centres. The study found that sales values and development viability are much stronger in the south of the county borough than in the north and therefore the CIL charging is higher in this area. Although Tonyrefail produced better viability than the rest of the area in zone 2, this area was not included in the higher charging rate of zone three because the council wanted to keep its approach simple an decided that Tonyrefail was not as strong as zone 3 in the south.

Retail

The Economic Viability Study (EVS) also provided clear evidence that certain commercial development types were not currently viable and could not sustain CIL charges. The EVS tested the viability of relatively large format shops in three sites. In results in the two of the sites for the type of development is , deemed most representative of retail development that may happen in the LDP period have produced potential maximum CIL rates of over £1000psqm. However it has therefore been decided that a £100psqm CIL charge is reasonable and would leave significant headroom for the most retail development scenarios.

[34] RCT CIL Examiners Report (June 2014) pp 4-12
http://www2.rctcbc.gov.uk/en/relateddocuments/publications/developmentplanning/communityinfrastructurelevyexamination/cil-finalinspectorreport.pdf

The preliminary draft charging schedule included a £25psqm rate for bars and restaurants however the examiner saw no evidence to suggest this charge is supportable. There was only one area available for study and the results have shown that CIL charges were deemed to scrap a CIL charge for this type of development .

Other

There was also a proposal for a CIL charge on primary healthcare developments. Research suggests it would be a very small cost burden on the larger 'commercial' variants of development in this
Category. However , the examiner felt there was insufficient evidence to justify the imposition of a charge on the less commercial variants. As the Council was unable to justify whether or not a CIL charge was viable and with consideration the health and deprivation profiles of parts of the borough it was agreed to scrap the proposal for a CIL charge.

4.14. Bolton[35]

Following consultation with developers, Bolton Council considered introducing differential CIL rates, which may help to ensure sites with more marginal viability are not unduly impacted. On consideration of evidence from developers it was found that this was insufficient to fully justify the inclusion of boundaries for differential rates. Without robust evidence for geographically varied rates, the council believes that it is more practical to implement a levy with flat rates, rather than introducing differential rates and passing any additional administrative expenses onto the development industry.

Retail

Bolton considered that their proposed response of a £5 base rate for all non-specified development approach is an appropriate response to the viability evidence that balances the need to fund the infrastructure required to enable growth, with the need to maintain development viability. This

[35] Bolton Community Infrastructure Levy Background Document (April 2013) pp 12-14
http://www.bolton.gov.uk/sites/DocumentCentre/Documents/Bolton%20DCS%20background%20document.pdf
CIL Residential Viability Addendum (April 2013) pp A16-A17
http://www.bolton.gov.uk/sites/DocumentCentre/Documents/Residential%20viability%20addendum%202013.pdf
CIL Non-residential Viability Addendum (March 2013) pp 3-9
http://www.bolton.gov.uk/sites/DocumentCentre/Documents/Non%20residential%20development%20viability%20study%20addendum%20report.pdf

conclusion was based on revised research and guidance, and the findings of recent Examiner's Reports on CIL charging schedules that included a similar approach. Supermarkets and retail warehouses showed by far the greatest viability which is reflected in the CIL rates that they have applied.

4.15. Leicester[36]

The recommended strategy for Leicester is to set their CIL charges low . This is to ensure that they are able to maximise the developers' total contribution through managing the Regulation 123 List and ensure that developers continue to make further contributions through a well-developed section 106 strategy and support the delivery of affordable housing. Leicester reports that they are not trying to maximise CIL receipts – but rather to develop a strategy to ensure that development continues and stressed the uncertainty in their housing market in their viability study

Other

With consideration of the viability study results, retail warehouses and supermarkets (including discount supermarkets) are recommended at £150psqm and other retail at a zero rate so as to not run the risk of threatening development.

4.16. Peterborough[37]

Residential

The results of the CIL viability study has shown that that there are clear and marked differences in the average values of various types of dwellings in different parts of the City. This has therefore justified the differential rates for residential developments of up to 500 dwellings in the different charging zones identified.

There had been representations to suggest that the low value residential zone should be extended to the west to include all of the city centre area defined in the recently adopted Development Plan document. However, the three defined zones have all been done so strictly based on their viability.

[36] Leicester CIL Viability Study (January 2013) pp v-ix
http://www.rutland.gov.uk/pdf/CIL%20031%20Leicestershire%20and%20Rutland%20CIL%20Viability%20Study%201%2013.pdf
[37] Peterborough CIL Examiners Report (February 2015) pp 8-12
https://www.peterborough.gov.uk/upload/www.peterborough.gov.uk/council/planning-and-development/Planning-CIL-ExaminersCILReport.pdf?inline=true

The viability study concluded that residential developments with fewer than 500 dwellings, other than larger scale apartment developments, in all three areas could viably contribute towards CIL. Smaller scale developments were found to have the greatest degree of viability. The nil rate for apartment developments comprising 15 units or more reflects the VS finding that developments of apartments this size could not viably contribute towards CIL.

Retail

The viability evidence concludes that supermarkets (including for typical discount operators), retail warehouses, and neighbourhood convenience stores are all viable, whereas high street comparison retail development could not viably contribute towards CIL.

The proposed charging rates all provide a significant margin of 25% or more to allow for inevitable variations in the costs and value of particular retail developments. They are therefore, unlikely to threaten the viability of retail development across the City.

4.17. Plymouth[38]

Residential

Analysis of residential values across Plymouth has shown variation however the council concluded that it would be extremely difficult to convincingly evidence and justify a set of boundaries for the implantation of a differential CIL rate system. The zone identified as carrying no charge broadly reflects the “Zone of Opportunity for Tall Buildings” in the Council’s Design Supplementary Planning Guidance (SPD).

This zone is the city centre and adjacent areas where it has been determined that tall buildings for residential and student accommodation are most likely to be built. The viability evidence suggests that tall buildings have higher build costs and the return on investment is not realised until completion. The remaining areas of Plymouth is however subject to a £30psqm charge for residential development and £60psqm for student accommodation, both of which are deemed viable an unlikely to affect any affordable housing obligations.

[38] Plymouth CIL Viability Report (January 2012) pp 7-14
http://www.plymouth.gov.uk/plymouth_cil_viability_evidence_report.pdf

Retail

In assessing the capacity of various types of development category to pay a CIL charge, they have also carefully considered the state of Plymouth's retail economy. Data from an annual retail survey shows a decline in retail occupancy from 2008 to 2011. There has been either the entry into administration or outright closure of a number of national and regional retail outlets who have a significant presence in Plymouth. For this reason only supermarkets are deemed viable for a charge. Those 'superstores' with floor space >1000sqm (the size threshold deemed by the authority to differentiate between types of retail in terms of viability) can comfortably sustain the suggested CIL rate according to the study.

4.18. Southampton[39]

The Council's decision to set flat rates for both retail and residential developments across the city is based on assumptions about current local development values and likely costs. The evidence suggests that retail and residential development will remain viable across most of the area if the charges, as modified, are applied. Only if development sales values were to beat the lowest end of the predicted spectrum would development in some parts of the city be at risk.

In setting the two CIL charging rates the Council has had regard to detailed evidence on infrastructure planning and the economic viability evidence of the development market in Southampton, albeit a reduction is required in relation to new housing. The Council has tried to be realistic in terms of achieving a reasonable income to help address an acknowledged gap in infrastructure funding, while ensuring that a range of development remains viable in the city.

4.19. Worthing[40]

Residential

Two residential pricing zones have been identified based on viability. Updated appraisals indicate that the proposed £100psqm CIL levy could be viably charged, with a "buffer" of between £24 and

[39] Southampton CIL Examiners Report (April 2013) pp 8-10
https://www.southampton.gov.uk/Images/Southampton-CIL-Final-Inspector-Report_tcm63-368654.pdf
[40] Worthing CIL Examiners Report (November 2014) pp 4-9
http://www.adur-worthing.gov.uk/media/media,129583,en.pdf

£491psqm, for all categories of residential development in what are deemed the 'medium and high value areas' and for executive housing on greenfield sites in low value areas.

Updated appraisals of general purpose housing have indicated that in low value areas only executive housing on greenfield land would be viable with the proposed £100psqm CIL charge. On the basis that little residential development would be likely to come forward in these locations, the Council has concluded that a separate rate should not be set for these areas. However, the updated appraisals show that the proposed £100psqm CIL charge would make unviable executive housing on brownfield land, suburban housing on greenfield land and mixed residential development on both greenfield and brownfield land in low value areas. Consequently, by imposing a £100 CIL charge it is very likely that this development would not materialise and thus no CIL income would be secured. Conversely, if no CIL were to be charged on residential development in low value areas, little or no CIL income would be foregone but the potential for otherwise viable residential development to come forward to contribute towards housing needs would be significantly increased.

Retail

Following an assessment of a range of different retail types including a 100sqm general retail store, a 15sqm food store, a 2000sqm supermarket and a 5000sqm retail warehouse, it was found that, assuming the higher on-going s106 cost, all the appraised retail developments could comfortably pay a proposed £150psqm CIL rate. The appraisal also shows that, even on brownfield land, a minimum 'buffer' of £30psqm between the maximum CIL which would be viable and as well as the rate proposed.

The maximum viable CIL rates indicated by the appraisals generally vary more by type of retail use (e.g. food retail versus general retail) than they do by size of development and, thus, the evidence does not support a differential CIL rate for smaller and larger retail development. The appraisals indicate that a higher than proposed CIL charge could be viably levied on certain types of retail development (e.g. general retail). However, the council has found no specific evidence to indicate that not doing so affects finding an appropriate balance in setting its rate, bearing in mind the need to avoid selective assistance resulting from differential rates and the desirability of an uncomplicated schedule.

4.20. Barnsley[41]

Residential

CIL residential charging zones have been based on the established housing submarkets zones. This ensures that CIL is linked to the housing policy.

The viability study showed that the economics of development in the lowest value sub markets do not support a CIL, and the Council has decided to take this on board. The evidence suggests that the Council should set a differential CIL, based on the threshold at which Affordable Housing is triggered. Where Affordable Housing and other Section 106 contributions is not required residual values are found to be higher.

The council doesn't believe this should mean that a CIL should be set for smaller sites in the weaker sub markets, but that it should be set differentially in the sub markets where there is a surplus. The point at which CIL is set should reflect a level of cautiousness, since inevitably the land value benchmark will be higher in some instances than assumed in the viability study.

The evidence indicates that for residential development, it is considered that CIL will not render the majority of development throughout the borough unviable. However, it is acknowledged that different rates may have to be set for different parts of Barnsley in order to reflect the viability of residential developments within local areas.

Retail

For non-residential uses, the only types of development which could support CIL and remain viable (at present) are A1 uses(shops). The Council recognises the importance of the redevelopment of the Town Centre and therefore it is proposing that a zero non-residential CIL rate will be applied for the regeneration area within the context of this charging schedule.

The importance of Principal Town shopping district centres and the associated contribution to local communities has also been recognised. It is therefore proposed that a zero non-residential CIL rate will be applied to those zones also.

[41] Barnsley CIL Viability Study (September 2012) pp 23-25
http://consult.barnsley.gov.uk/portal/development/planning/cil/cil?tab=files

4.21. Cambridge[42]

The council proposed to have singular residential and retail rates. decision was taken bearing in mind that a differential charging approach across a small city like Cambridge could get quite complicated, unwieldy and difficult to administer; that there is not much planned growth in the higher value area and so a higher charge in that area would be of little value; and, taking the emerging development strategy into account. This was considered the most appropriate solution because it best represents the mix and balance of local circumstances within the relatively small overall city area, and the blurring between very localised characteristics.

The Council also considered the wider CIL implications, such as the difficulties associated with arriving at suitable differential rates boundaries (in itself telling in terms of weighing up the options), the clarity of the system, administrative side and potential CIL receipts estimates. The opposing tension to viability and finding optimal contributions towards infrastructure need in light of the funding gap were also part of the consideration of balance and the selected single rate approach.

Residential and Retail

The Council proposed to have a single city wide residential CIL charging rate of £125psqm and a single approach based on a retail rate set at the relatively low level of £75psqm. This rate was agreed after consideration of the type of retail development that is most relevant for delivery of the city's local plan And city centre retail needs.

Other

The CIL Viability Assessment found that purpose built student accommodation in Cambridge was to be broadly equivalent to residential (market housing) development in viability terms so is therefore subject to the same CIL rate.

[42] Cambridge CIL Supporting Information Summary (March 2014) pp 12-16 https://www.cambridge.gov.uk/public/ldf/CIL/Examination/CIL020%20-%20Draft%20CIL%20Charging%20Schedule%20-%20Supporting%20Information%20Summary.pdf

The viability assessment concluded that, in the current depressed market conditions, many commercial uses would not be viable if a CIL charge was applied to them at this time. These findings were deemed a reflection of the poor relationship between development values and costs, compounded by uncertain market conditions, and are consistent with a wide range of other Local Authority areas.

4.22. Gloucester[43]

Residential

In Gloucester, the viability appraisal undertaken to date (across generic sites) does not support a CIL charge for residential uses. A CIL rate of £0 is therefore proposed but may be reviewed following further viability appraisal and testing.

Retail

The District Valuer Services (DVS) undertook the viability study and found that 'all retail schemes in Gloucester, Cheltenham and Tewkesbury are viable with degrees of surplus except for the Gloucester out of centre scheme'. Using a similar methodology to the residential testing, and applying the headroom to a per square metre figure it was shown that all retail developments can accommodate a rate of £150psqm (with the exception of the Gloucester out of town scheme).

Although CIL may make some developments such as the Gloucester out of centre scheme unviable, the Department for Communities and Local Government guidance recognises the importance of considering economic viability as a whole across the area rather than many different permutations of charges. This is to ensure the rate setter strikes an appropriate balance between the likely development that may arise and a consideration of complexity in variable rates. It is therefore recommended that the £150 rate is sought on retail developments across the three Joint Core Strategy authorities (Gloucester, Cheltenham and Tewkesbury)

4.23. Ipswich[44]

[43] Gloucester Preliminary Draft Charging Schedule (April 2015) pp 11-15
http://www.gct-jcs.org/Documents/CIL/Tewkesbury-Borough-PDCS-Final.pdf
[44] Ipswich CIL Viability Study (November 2013) pp 35-50
https://www.ipswich.gov.uk/sites/default/files/Ipswich_CIL_Viability_Study.pdf

Residential

The Preliminary Draft Charging Schedule split the CIL Charging Map into four residential zones. One zone is for an urban extension which will be dealt with through Section 106 agreements. The other three zones relate to a low, mid and high charge based upon the sales values of properties in these areas.

To avoid potential problems in defining boundaries, Ipswich set out two conditions for creating a robust set of differential charging zones:

- The zones should be separated by substantial and clear-cut price differences.
- They should also be separated by substantial and clear-cut geographical boundaries – for example with zones defined as individual settlements or groups of settlements, as urban or rural parts of the authority. We avoid any charging boundaries which might bisect a strategic site or development area.

The council looked at house prices, talked to agents, developers and officers and together with Land Registry data generated a main hypothesis, which was then tested through formal development appraisals.

The result was a three-tiered charging structure. A variety of viabilities were then tested in each of the zones and the result was that smaller developments provided greater potential profit and could therefore withstand higher CIL charges. To reflect this it is proposed that each zone charges more CIL for developments comprised of 1-9 dwellings, apart from the town centre where there is a flat rate.

Retail

The recommended CIL charge for convenience retail is significantly below all overages produced, allowing for a significant buffer. Viability results show that there are some differences in viability of development for different sized units. However, only limited levels of convenience retail are expected in Ipswich so to avoid undue complexity a single rate charge has been suggested.

Other

Other developments were found to not generate a surplus that could be captured by CIL.

4.24. Swindon[45]

Residential

Swindon's housing provision over the planned period is primarily focused on five new urban extensions, or New Communities, which are programmed to deliver the lion's share of housing, employment and supporting community facilities and infrastructure for the Borough. Three of these areas already benefit from outline planning permission. This refers to zone 1 where there will be a CIL rate of £0 and the existing section 106 regime will be continued. The proposed CIL rate for zone 2 applies to the remaining 5,701 new dwellings which are expected to come forward over the planned period within the rest of the Borough.

Retail

The updated retail Viability Study assessed a number of retail scenarios. Town centre retailing in Swindon is in some difficulty, and has been for a number of years. The town's principal shopping area – the Brunel Centre – went into receivership in December 2011. In common with many town centres, Swindon has seen a reduction in letting activity and rental values as vacancy rates have risen since 2008. Current town centre retail projects, such as Regent Circus and Kimmerfields, are planned to be mixed use developments which typically require an anchor store. This brownfield redevelopment would involve significant costs and a heavy financial burden on scheme viability. For all these reasons, the retail CIL rate has been set at £0 psm within the town centre.

The Council has applied a standard retail CIL rate to all sites outside the town centre, including sites within the New Communities, which are to continue with the existing Section 106 regime. The examiner suggested that the new communities areas also have a £0psqm CIL rate because hypothetical evidence in the VS and retail VS update seems to bear little resemblance to the likely retail development within these areas, such schemes would still be expected to make S 106 contributions towards a range of infrastructure schemes, a separate CIL rate for retail development would add unjustified complication to the CIL geographic zoning, and the additional CIL receipts from the inclusion of the £100psqm rated within Retail Zone 2 would be a relatively minor contribution towards the overall CIL total for Swindon.

[45] Swindon CIL Examiners Report (February 2015) pp 6-14
http://offlinehbpl.hbpl.co.uk/NewsAttachments/RLP/Swindon_Examination_Final_Report.pdf

Other

The Council has commissioned the testing of a range of other uses, including various employment uses (office, industrial and warehousing); hotels; leisure; health; education; and community facilities. The viability study found there is evidence to show that there are early signs of recovery in the employment and leisure sectors, however the information also shows that this recovery is not yet sufficient to justify applying a rate above £0psqm.

4.25. Warrington[46]

The approach taken by Warrington is to set CIL charge rates at between 50% and 75% of the identified theoretical maximum. This range is applied to show that the charge rate is based on an equitable proportion of the 'surplus' development value and is contributing to the Charging Authority's CIL revenues, whilst also demonstrably drawing down from the ceiling of viability. The Council also adopted the view that simplicity in the charging schedule is also extremely desirable. As such, the approach take in seeking to set a charge rate for each market area, is to adopt the lowest common denominator of the typologies assessed for each value scenario.

Residential

Using a combination of the sales value heat mapping and other aspects of the evidence base along with the viability assessments undertaken, three residential zones have been defined within Warrington where there is variation in viability

Retail

Based on viability evidence alone, it has been concluded that that only retail developments can comfortably accommodate a charge when looked at on a speculative basis. Assessments showed that high street comparison retail and neighbourhood convenience retail to be viable, however only marginally so.

In the case of each type of development , the council have proposed a range for any CIL charge that takes account of the size of buffer there should be from the set rate and the maximum that would be viable. The extent of which the charge draws away from this theoretical maximum is

[46] Warrington CIL Viability Study (September 2015) pp47-52 https://www.warrington.gov.uk/download/downloads/id/9052/community_infrastructure_levy_viability_study.pdf.

informed by the Council's attitude to development risk, confirmed by discussions with the project steering group and the feedback received.

5. Recommended guidelines and case studies in implementing CIL

The Local Government Association and Planning Advisory Service (April 2013) has published some case studies based on the experiences of 10 local authorities who have developed and adopted CIL. These authorities are:

- Bristol City Council
- Elmbridge Borough Council
- Havant Borough Council
- London Borough of Croydon
- London Borough of Redbridge
- London Borough of Wandsworth
- Newark and Sherwood District Council
- Plymouth City Council
- Shropshire Council
- Wycombe District Council.

Specific details of these case studies can be found at: http://www.pas.gov.uk/web/pas1/3-community-infrastructure-levy-cil/-/journal_content/56/332612/6073804/ARTICLE

Based on the findings of the case studies the following recommended guidelines have been developed for those local authorities who have already adopted CIL.

5.1. Lessons learned and recommended guidelines

5.1.1. Developing and adopting a CIL[47]

[47] http://www.pas.gov.uk/c/document_library/get_file?uuid=793acdf8-cdf1-4f0f-8060-79eb89a574f6&groupId=332612

The first case study looks at the experience that 10 authorities had when developing and adopting CIL. The following are some of the key things those authorities have highlighted to inform good practice:

• Brief and involve members from the outset

• Take time to plan

• Consider carefully how best to use consultant support

• Don't have preconceived ideas about a CIL charge

• Gather and manage evidence carefully

• Allow time at preliminary draft and draft charging schedule stages

• Don't fear examination – be prepared

• Think about a joint local plan/CIL examination.

5.1.2. Implementing the CIL[48]

The key things identified to consider when implementing a CIL are:

• Start preparing as early as possible.

• Allow plenty of time before commencement of charging.

• Information, information, information.

• Make CIL information a validation requirement of a planning application.

[48] http://www.pas.gov.uk/c/document_library/get_file?uuid=cdf49099-b1ae-4769-99d2-b6502eb036ac&groupId=332612

• Involve services across the council – this is a corporate project.

• Training is time consuming.

• Structure the CIL implementation team carefully.

• IT is often where the teething problems occur.

• Ensuring consistency.

5.1.3. Governance and spending the CIL[49]

• Governance is still a work in progress for many

• All roads invariably lead back to the Corporate Programme

• Geography and approach can influence spending decisions

• Governance needs to incorporate partnership working with parish councils and other mechanisms in non-parished areas

• Acceptance that CIL is not the 'silver bullet'.

• Think about the intricacies of the Regulation 123 list.

• CIL represents new opportunities for governance.

[49] http://www.pas.gov.uk/c/document_library/get_file?uuid=cf7f93e4-e0e1-4d2e-9cdb-3f497b302545&groupId=332612

5.1.4. Local authorities' experiences on the impact of CIL on Section 106 charging

As part of a study into Section 106 Planning Obligations in England[50] that was commissioned by the Department for Communities and Local Government, five local authorities were asked a short list of questions about their operation of the Community Infrastructure Levy (CIL) and its impact on Section 106. The key points under each question are as follows:

Q1. What motivated the local authority to proceed with the levy and how far was the decision driven by the changes to Section 106 pooled contributions from 2014?

The change (post April 2014) in limiting the 'pooling' of Section 106 contributions was a key motivator for introducing the levy for some, but not all, of the authorities. Other factors included, the capture of small contributions from a much wider range of developments (often where it had not been realistic to negotiate planning contributions previously), the reduction of previously available funding pots, and the ability in these early stages of the Community Infrastructure Levy to demonstrate that funding would be in place to support growth alongside a new local plan. The levy was seen to be capable of speeding up the process for securing payments from sites (especially smaller schemes) where previously there would need to be a negotiation to arrive at a Section 106 agreement. Again, this advantage focused on the process for smaller schemes.

Q2 How is the system operating and where is the line drawn between the levy and Section 106?

How the line is drawn between strategic infrastructure to support growth and site specific/local infrastructure is a matter of judgement (but recognising that the authority must not seek Section 106 contributions for something that is levy-funded). Two authorities also prepared "Developer Contributions" Supplementary Planning Documents alongside Community Infrastructure Levy preparation to provide clarity and to identify those obligations still required for large strategic sites. An interesting comment was that in reviewing its Regulation 123 list, one authority said that it was likely to refocus the list on their top priorities.

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50 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/314066/Section_106_Planning_Obligations_in_England_2011-12_-_Report_of_study.pdf

-Authorities operating the levy are very aware of the importance of the way their Regulation 123 list is drawn up and that items excluded from the list are capable of being delivered by Section 106 agreements for schemes.

Q3 Are there early indications that the amount collected from the levy and Section 106 from developments is different than from under the previous Section 106 regime?

Where authorities report an uplift of income since implementing the levy, it is not because they are collecting more from each scheme but because the levy applies to (nearly) all development. Getting income from smaller sites was cited as being a fairer system than before as these sites would not previously have attracted a Section 106 contribution

But not all the local planning authorities in the (very small) sample reported an immediate sign of an uplift in money collected - two authorities stated that it was difficult to say due to low amounts actually paid to date (although a significant number of liability notices have been issued) and large sites were being treated the same as pre-levy with regard to obligations required.

Low actual income to date outside of London/south east was attributed to the wider financial climate.

Q4a How many Section 106 agreements have been signed since the local authority started charging in 2012 and what were they for?

Q4b How does this compare with the pre-levy world?

The number of Section 106s negotiated and signed has reduced for the sample of authorities since the levy was introduced; in some cases, the fall has been dramatic. It is difficult to say whether this is due to the introduction of the levy and a period of transition for the authority, or due to a slowing down of development due to the wider financial climate. A couple of authorities, for example, had signed around ten Section 106 agreements in the past year compared with more than 50 per annum in pre-levy days. These first signs of the impact of the levy suggest a potential scaling back of Section 106 negotiations and could be the start of a longer term trend. This is an aspect that the Department for Communities and Local Government can keep under review as the levy is more widely implemented – it could, for example, be readily picked up in a future study of the type undertaken in 2011/12.

Affordable housing was the majority component of Section 106s that were used, which is not unexpected as it is excluded from levy funding.

Q5 What happens when viability concerns are raised and to what extent does the negotiation become a discussion about affordable housing?

When questions of viability are raised, the key issue is almost always affordable housing and this is also the element with most flexibility in any agreement. However, one authority said that other contributions such as education, open space, etc. could be affected as well.

6. Local Authority Supplementary Planning Documents on New Planning Obligations

As of April 2015 there are restrictions on the pooling of planning obligations. Now, local authorities can no longer pool more than five s106 obligations together (dating back to March 2010) to pay for a single infrastructure project or type of infrastructure[51]. One of the objectives of the research team was to see what difference, if any, this has made to the Section 106 negotiation and consultation process. With the limited time frame in place, the authorities that have already adopted CIL were targeted to give an overview of how these changes fit into the adoption of CIL.

For most authorities, there is a form of Supplementary Planning Document that includes guidelines for the negotiation and consultation process. The most recent, relevant document relevant document for each authority can be found in the table below. These were either shared via email or are currently publically available on the local authorities planning website.

Table 1. Local Authority Planning Obligations Documents

Authority	Document	Date	Notes
Bristol	Planning Obligations Supplementary Planning Document	January 2013	The new SPD was created to coincide with the adoption of CIL
Leeds			Since the adoption of CIL Leeds no longer uses its 'tariff style' supplementary planning documents guidance although elements of these are still active under CIL.
Sheffield	Community Infrastructure Levy and Planning Obligations	December 2015	Since the adoption of CIL, Sheffield now will only ask for 106 for affordable housing or on large schemes. They have recently adopted a new SPD to provide guidance for this.

[51] Planning Advisory Service - CIL – April 2015 pooling restrictions http://www.pas.gov.uk/web/pas1/3-community-infrastructure-levy-cil/-/journal_content/56/332612/6251592/ARTICLE

	Supplementary Planning Document[52]		
Portsmouth			There are no published or formalised section 106 processes. Negotiations are conducted in light of pooling restrictions, but with CIL operational for some years this issue has not been particularly problematic.
Oxford	Affordable Housing and Planning Obligations – Supplementary Planning Document[53]	September 2013	The SPD explains the basis on which planning obligations will be sought and the process by which they will be negotiated and calculated where appropriate. These have superseded pre-CIL guidance and were published at the same time that CIL was adopted.
Merthyr Tydfil	Supplementary Planning Guidance Note No. 2 Planning Obligations[54]	March 2012	This guidance forms part of the LDP that runs until 2021 and there is no sign of an updated version since the adoption of CIL in 2014.
Caerphilly	Affordable Housing Obligations[55]	2015 (Updated)	Following the implementation of CIL, It is only really affordable housing that is subject to negotiation therefore this supplementary document

[52] https://www.sheffield.gov.uk/planning-and-city-development/planning-documents/sheffield-plan/supplementary-planning-documents.html
[53] http://www.oxford.gov.uk/Library/Documents/Planning/AHPO%20Adopted%20SPD.pdf
[54] http://www.merthyr.gov.uk/media/1211/spg-2-planning-obligations.pdf
[55] http://www.caerphilly.gov.uk/CaerphillyDocs/Planning/LDP1-Affordable-Housing-Obligations.aspx

			covers the process. It is part of the LDP that runs until 2021 but was updated June 2021
RCT	Supplementary Planning Guidance: Planning Obligations[56]	December 2014	This guidance aims to clarify what the obligations process and was published at the time that RCT adopted CIL.
Plymouth	Planning Obligations and Affordable Housing Supplementary Planning Document (SPD)[57]	July 2012	The guidelines describing the approach that the Council planned to apply in its negotiations during the transitional period into CIL adoption are in this document from 2012. No updated document exists.
Southampton	Supplementary Planning Document (SPD) on Planning Obligations[58]	June 2012	The city council's Planning Service leads the Developer Contributions process, with input from a range of other city council service areas and other public bodies. The guidance provided in this Developer Contributions SPD has not been updated since the adoption of CIL in 2013.
Worthing	Developer Contributions	July 2015	This was adopted by the Council prior to the implementation of CIL so that it could inform the consideration

[56] http://www.rctcbc.gov.uk/EN/Resident/PlanningandBuildingControl/LocalDevelopmentPlans/RelateddocumentsSupplimentaryplanningGuidanc/PlanningObligationsSPG.pdf

[57] http://www.plymouth.gov.uk/planning_obs_affordable_housing_spd_2nd_review.pdf

[58] https://www.southampton.gov.uk/policies/Developer-Contributions-SPD.pdf

	Supplementary Planning Document (SPD)[59]		of planning contributions for relevant schemes.
Peterborough	Developer Contributions Supplementary Planning Document[60]	April 2015	This document is set within the context of the council's adoption of a Community Infrastructure Levy (CIL) by April 2015
Swindon	Development Control Guidance Note[61]	2011	Most of the content of the guidance note became defunct with the introduction of CIL. At present SBC intends to publish a more relevant Planning Obligations SPD.

6.1. Examples of changes in Section 106 obligations with the adoption of CIL

6.1.1. LEEDS[62]

Following the change in planning regulations in April 2015, infrastructure which is directly required to make development acceptable in planning terms will continue to be sought through Section 106. This means S106 obligations will remain alongside CIL but will be restricted to infrastructure required to directly mitigate the impact of the proposal.

According to the Community Infrastructure Levy Leeds Local Development Framework, on adoption of the CIL, the Council will no longer use its 'tariff style supplementary planning documents

[59] http://www.adur-worthing.gov.uk/media/media,135907,en.pdf
[60] https://www.peterborough.gov.uk/upload/www.peterborough.gov.uk/council/planning-and-development/CILDeveloperContributionSPD.pdf?inline=true
[61] http://ww1.swindon.gov.uk/ep/Environment%20Document%20Library/Information%20-%20Developer%20Contributions.pdf
[62] Community Infrastructure Levy Leeds Local Development Framework pp 15-16 http://www.leeds.gov.uk/docs/CIL_Adt_01%20Adopted%20Charging%20Schedule%20April.pdf

guidance (although affordable housing pooled contributions will remain the same). Parts of these documents will still be extant under the CIL, i.e. sections relating to design guidance and broad planning principles. The Council's website provides further detailed guidance.

Larger scale developments typically have larger and more concentrated impacts on the local community and infrastructure network. Under the CIL regime, there will still therefore be a need for provision of infrastructure on-site as part of the determination of a planning application. For instance, major sites are one of the main opportunities to increase the quantity of open space and will be required to provide open space on site in accordance with Core Strategy policies. Similarly, education infrastructure is an integral component of balanced sustainable communities. New housing creates a need for more school places, and these may in some instances be accommodated across the existing school network through payments from the CIL for extensions. Where a scheme in itself creates such a level of need for school places that it cannot be easily accommodated elsewhere, it follows that the site should provide the land for a school on site. On large scale major sites therefore it is likely to be necessary to provide schools directly on site to meet the needs of the development, or it may be appropriate to locate the school on a nearby site where the school will meet the needs of a number of medium to large scale developments. In such cases an appropriate Section 106 contribution will be secured.

The Council will ensure that these schools will not be funded through CIL receipts, that the obligations meet the statutory tests and that no more than five separate planning obligations will be secured for the same school. The Site Allocations Plan will provide more detail and will consider which large sites may require significant on site facilities and be of sufficient scale to fund these through S106 obligations.

Where CIL and Section 106 payments are both required, viability may be taken into account through the exceptional circumstances policy[63].

[63] Community Infrastructure Levy Leeds Local Development Framework pp 15-16 http://www.leeds.gov.uk/docs/CIL_Adt_01%20Adopted%20Charging%20Schedule%20April.pdf

6.1.2. SHEFFIELD

According to Principal Planning Officer Richard Holmes, Sheffield now usually only ask for section 106 for affordable housing or on large schemes. Although CIL is expected to replace certain Section 106 contributions, there are still affordable housing and site specific contributions that may be appropriate to keep Section 106 charges. The CIL charges include an assumption, as set out in the CIL Viability Study that Section 106 contributions will continue to be made[64].

The Council's collection of Section 106 Planning Obligations will only be sought for new requirements where they meet the three statutory tests and do not appear in the Regulation 123 List.

6.1.3. PORTSMOUTH[65]

The council's draft charging schedules states that, the Council operated a system of pooled contributions for certain types of Section 106 monies, including provision for open space and sustainable transport. Once the CIL charging schedule was adopted the scope for pooling Section 106 contributions was dramatically reduced, becoming restricted to contributions from no more than five developments for each infrastructure project in line with the new regulations.

Many developments are liable to both pay CIL and enter into a Section 106 agreement. The CIL payment and Section 106 obligations cover different things, and developments are not being charged for the same items of infrastructure through both obligations and the levy.

CIL became the main source of developer contributions towards infrastructure beyond the immediate needs of the development site. While CIL replaced Section 106 agreements in many cases, Section 106s are still used for local infrastructure requirements on development sites, such

[64] Community Infrastructure Levy and Planning Obligations Supplementary Planning Document p 11. https://www.sheffield.gov.uk/planning-and-city-development/planning-documents/sheffield-plan/supplementary-planning-documents.html

[65] CIL Consultation on Draft Charging Schedule p. 2 https://www.portsmouth.gov.uk/ext/documents-external/pln-cil-consultation-charging-schedule.pdf

as local access or connection to services. Some of these requirements may be physically off site, but are be secured under Section 106 where they are clearly linked to the development site and needed to make that particular site acceptable..

6.1.4. OXFORD

According to the Affordable Housing and Planning Obligations Supplementary Planning Document, as a result of the changes in Section 106 pooling from April, planning obligations will be scaled back to cover the provision of affordable housing and site specific measures required to mitigate the impact of development. In circumstances where a development proposal directly results in the loss of an existing community facility that is used by the public, or an important site feature such as a habitat of high biodiversity value, the City Council may require the replacement of that facility or site feature either directly by the developer or through a financial contribution that would be set out in a planning obligation.

CIL will be the mechanism by which contributions are pooled to help pay for items of infrastructure that are needed to support growth. CIL will therefore replace planning obligations as the means of funding off-site infrastructure, such as additional school places, transport improvements or improved leisure facilities, which are required in connection with new development and consequent population or economic growth.

In relation to Core Strategy strategic sites that are likely to include significant on-site infrastructure provision, the City Council will be careful to ensure that the combination of CIL and S106 obligations does not threaten delivery of the sites.[66]

[66] Affordable Housing and Planning Obligations Supplementary Planning Document pp12-13 https://www.oxford.gov.uk/downloads/file/596/ahpo_adopted_spd

6.1.5. MERTHYR TYDFIL AND CAERPHILLY

In order to ensure that planning obligations and the CIL can operate in a complementary way, the CIL Regulations scale-back the way planning obligations operate. According to each local authority's Regulation 123 List of Infrastructure, Limitations are therefore placed on the use of planning obligations in three respects:

- Putting the policy tests on the use of planning obligations on a statutory basis for developments which are capable of being charged the CIL
- Ensuring the local use of the CIL and planning obligations do not overlap
- Limiting pooled contributions from planning obligations towards infrastructure, which may be funded by the CIL.

The CIL regulations place into law the policy tests on the use of planning obligations. The statutory tests are intended to clarify the purpose of planning obligations in light of the CIL.

Conversely, 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 is likely to be 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 the Council to be confident that the specific consequences of a development can be mitigated.

The Council will therefore continue to secure Planning Obligations where they are necessary to remove obstacles to planned development and are therefore critical to the delivery of the site, for example to provide direct site access, flood protection and wildlife protection measures and for on-site leisure provision such as open space, local areas for play (LAPs), local equipped areas for play (LEAPs) and on-site education provision (schools). Further, s106 contributions may still be sought for infrastructure, where:

- It can meet the above tests
- The Council has indicated that this type of infrastructure item will not be funded through CIL.

Affordable housing will continue to be funded through S106 Obligations. The Charging Schedule has set CIL at a level that has been assessed as viable with the provision of affordable housing and it is, therefore, expected that on-site provision of affordable housing will be achievable[67].

6.1.6. RCT

Some Q&As published by the authority say that the ability to use Section 106 planning obligations (in line with the Council's Supplementary Planning Guidance: Planning Obligations) has not been removed now CIL has taken effect. The CIL Regulations do, however, introduce statutory restrictions on the use of planning obligations once CIL takes effect.

The restrictions include the provision that the Council cannot secure planning obligations through Section 106 arrangements for a type of infrastructure once it is identified for delivery through CIL on the Regulation 123 list. This provision is to ensure the Council will not double charge for the same item of infrastructure; it will either be delivered through CIL or Section 106, not both.

The purpose of these restrictions is to ensure that the Council will only use Section 106 to secure planning obligations that are directly related to the development, not being delivered through CIL and are necessary to enable the grant of planning permission. Examples being to secure affordable housing, which is outside of CIL or a pedestrian crossing required to mitigate a specific impact. The Council's Planning Obligations: Supplementary Planning Guidance (SPG) (currently subject to Council approval) provides guidance on the circumstances in which planning obligations will be sought, along with advice on the likely nature of the obligations[68].

[67] Caerphilly Regulation 123 List of Infrastructure pp 3-4
http://www.caerphilly.gov.uk/CaerphillyDocs/Planning/Regulation_123_List_replacement_Aug2015.aspx
Merthyr Tydfil Draft regulation 123 List of Infrastructure p 4. http://www.merthyr.gov.uk/media/1208/mtcbc-reg-123-list-of-infrastructure.pdf
[68] Community Infrastructure Levy FAQ's
http://www.rctcbc.gov.uk/EN/Resident/PlanningandBuildingControl/CommunityInfrastructureLevy/CommunityInfrastructureLevyFAQs.aspx

6.1.7. PLYMOUTH

The Community Infrastructure Levy (CIL) Guide for Developers Depending on the nature, scale and location of the development, the Council may seek planning obligations through the Section 106 mechanism, in addition to the payment of CIL.

Affordable Housing provision will continue to be sought through the Section 106 mechanism. (In particular, it is likely that Section 106 agreements will be negotiated to ensure that other on-site infrastructure requirements are met).

In some cases, Section 106 agreements may be negotiated to deliver strategic infrastructure, where the development gives rise to or contributes to the need for that infrastructure, and where the requirements of the tests set out in CIL Regulation 122 are met[69].

6.1.8. SOUTHAMPTON

The Developer Contributions Supplementary Planning Document states that following the adoption of the Charging Schedule, CIL will become the main source of funding available through development management decisions for the majority of sites.
The provision of affordable housing currently lies outside of the remit of CIL and will continue to be secured, in the main, through Section 106 Agreements as well as some exception sites. Section 106 Agreements and planning conditions will also continue to be used for local infrastructure requirements on development sites, such as site specific highway improvements, local provision of public open space, connection to utility services (as required by legislation), habitat protection, access footpaths and roads, and archaeology. The principle is that all eligible developments must pay towards CIL as well as any site specific requirement to be secured through Section 106 Agreements. Further details on the levy charge can be found in the Community Infrastructure Levy Charging Schedule, or successor documents, and should be read in conjunction with this document.

[69] Plymouth Community Infrastructure Levy (CIL) Guide For Developers April 2014 p4. www.plymouth.gov.uk/cil_guide_for_developers.pdf

Large scale major developments usually also necessitate the provision of their own development specific infrastructure, which are dealt with more suitably through a Section106 agreement, in addition to the CIL charge. It is important that the CIL Charging Schedule differentiates between these infrastructure projects to ensure no double counting takes place between calculating the city wide CIL rate for funding of infrastructure projects and determining Section 106 Agreements for funding other development site specific infrastructure projects.

It is advisable for each large scale major development to come forward in its entirety at outline application stage in order for the scheme as a whole to be considered. Outline applications will need to agree phases of development in order for each phase to be considered as a separate development and enable CIL to be levied per agreed phase[70].

6.1.9. WORTHING

The Developer Contributions Supplementary Planning Document states that development should make appropriate provision of services, facilities and infrastructure to meet its own needs. This means that where sufficient capacity does not exist the development should contribute what is necessary either on-site or by making a financial contribution towards provision elsewhere. These site specific developer contributions are secured by applying a Planning Obligation, secured by either a Section 106 Agreement or Unilateral Undertaking, which is prepared and concluded as part of the planning application process.

The NPPF supports the continued use of these mechanisms and it states that local planning authorities can consider whether otherwise unacceptable development could be made acceptable through the use of conditions or Planning Obligations to provide mitigation or compensation. However, it is also emphasised that agreements should only be used where it is not possible to address unacceptable impacts of a development through a planning condition and, if used, they should be sufficiently flexible to prevent planned development being stalled.

[70] Developer Contributions Supplementary Planning Document pp 8-9. https://www.southampton.gov.uk/Images/Developer%20Contributions%20Supplementary%20Planning%20Document_tcm63-360904.pdf

The NPPF (paragraphs 203-206) reiterates the statutory requirements set out in regulation of the 122 of the CIL Regulations that states that Planning Obligations should only be sought where the requirements are:

- 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.

Therefore, the Council can continue to use Planning Obligations alongside CIL for affordable housing and to mitigate the potential adverse impacts of development. As such, the Council will continue to negotiate financial or other contributions for site related infrastructure improvements that are required to: mitigate the impact of development; enable planning permission to be granted; and to make a new development acceptable or successful.

To achieve this, and in accordance with Section 106 of the Town and Country Planning Act 1990 (as amended), Planning Obligations can be used to:

- Restrict the development or use of the land in any specified way
- Require specified operations or activities to be carried out in, on, under or over the land
- Require the land to be used in any specified way
- Require a sum or sums to be paid to the authority on a specified date(s) or periodically.

Planning Obligations can therefore be used to: prescribe the nature of the development (e.g. a proportion of the housing must be affordable); compensate for loss caused by a development (e.g. loss of open space); or mitigate a development's impact (e.g. increase public transport provision). Agreements must be governed by the fundamental principle that planning permissions may not be bought or sold and they cannot be used to secure a share in the profit from development.

Unless it is agreed otherwise, Planning Obligations run with the land in perpetuity and are usually enforced against those with a legal interest in the land at the time of any breach of the planning obligations until such time as they are discharged or otherwise modified. [71]

[71] Developer Contributions Supplementary Planning Document pp 6-7. http://www.adur-worthing.gov.uk/media/media,134951,en.pdf

6.1.10. PETERBOROUGH

Following the adoption of a CIL Charging Schedule in Peterborough, the use of S106 Planning Obligations will be scaled back significantly, and it is expected that, for the majority of development, CIL will become the main source of infrastructure funding obtained through the development management process. However, on sites of 500 dwellings or more Planning Obligations will continue as the primary mechanism for securing infrastructure associated with these developments[72].

6.1.11. SWINDON

Section 106 negotiations are directly informed by the Reg 123 List and pooling restrictions. This means that the Council can no longer negotiate a S106 package using its previous tariff based approach to planning obligations prior to CIL. The approach was contained in the guidance note referenced in table 1[73].

The Council's Validation Checklist now requires the submission of an 'Infrastructure Requirements Statement' for relevant development proposals and the validation of these will be held up without it. For more information on this please see the Checklists for Planning Applications

[72] Peterborough City Council Developer Contributions Supplementary Planning Document p 11. https://www.peterborough.gov.uk/upload/www.peterborough.gov.uk/Council/planning-and-development/CILDeveloperContributionSPD.pdf?inline=true

[73] Continued Use of Section 106 Obligations http://ww1.swindon.gov.uk/ep/ep-planning/planningpolicy/communityinfrastructurelevyadopted/Pages/About%20CIL%20and%20How%20it%20Operates.aspx

7. Case studies on consultation approaches adopted on the use of Section 106 funding

The following case studies are some examples of consultation approaches that had been adopted by various local authorities in relation to the use of Section 106 funding.

The first three case studies were summarised from the publication produced by the Town and Country Planning Association entitled a "A guide to effective Section 106 agreements & Statements of Community Involvement" published in July 2008.

The succeeding case studies are some examples of the use of a participatory approach in East Devon Council to determine the use of Section 106 funding.

7.1. London - King's Cross Railway Lands Development[74]

Background

The King's Cross Railways Lands Development scheme is regarded as one of the largest regeneration projects in the UK. It covers land released by construction of the Channel Tunnel Rail Link into St Pancras. In existence were proposals to regenerate the site during the last twenty years. The developer Argent took over the development scheme and proposed to build offices, new homes (40% affordable), student accommodation, new retail, hotels, and leisure, health and community facilities in this area.

There was a very active community campaign led by the campaign led by the campaign led by the Kings Cross Railway Lands Group (KXRLG) umbrella organisation. This organisation led the campaign, challenged and informed the planning process, and had sought to ensure that the scheme meets the needs of local people and the voluntary and community sector more effectively.

[74] http://www.tcpa.org.uk/data/files/planning_community_needs__website_version.pdf p10

This group also and became the vehicle for much of the negotiation and engagement with the developer. Following extensive consultation and design development, the developer had evolved a masterplan (Argent masterplan) for the area for the area which included the production of the Design and Development Brief.

In 2006, the Council granted consent subject to completion of a Section 106 agreement.

Community Engagement

Extensive engagement took place between Argent, the community and statutory authorities for over 3 years. The nature of the consultation was broadly seen as innovative and appealing to a wide audience with emphasis on children, schools and communities. Methods included:

- Vox pops (street interviews)
- Schools workshops
- Discussions via local radio
- An open ended 'Fluid Design' process using cartoon imagery was adopted.

This approach was adopted to overcome the difficulties of articulating to the community a masterplan that became progressively more detailed at each stage. The developers also recognised that understanding the principle of Reserved Matters was a particular challenge for non-planners. The engagement with community groups enabled the developers to hear key messages regarding their views on safety against crime; maintenance of a clean environment and generation of new jobs.

Argent also felt that politicians needed to engage better with the developer during the pre-application process.

KXRLG believed that a key limitation of the engagement process was the Councillors often did not have the technical ability to participate meaningfully, and sometimes felt that there would be a conflict of interest in relation to their independence at decision making time. The local organisation KXRLG also held the view that local government politics is now prone to too much top down control, with dominance of the Council leadership over development committees and local ward Councillors' representation of their constituents.

The developer Argent had difficulty in engaging with the community and community groups (including businesses), particularly because of their lack of awareness and capacity to engage. They were disappointed not to see a Local Strategic Partnership formed to cover the area as they felt that this would have provided a more coherent and accountable structure for engagement with all stakeholders.

As part of the local authority's engagement process for this development, the Council had undertaken dialogue with about 100 such groups over the course of the planning process. The Council aimed to broaden engagement in the planning process to be able to reach out to a constituency of about 30,000 people, instead of dealing solely with KXRLG which they believed were a self-appointed and non-representative group.

Community Benefits

As a result of the consent for this development, the community were able to accrue social 'benefits' including affordable housing (approximately 40% of the total) and a combined University of Arts, Local Employment Training Centre, Primary Care Trust (PCT) Walk-In Centre, Old Persons Home and Sports/Leisure Centre. Much benefit is not quantifiable (e.g. the location of a Police Station in the centre of site through the design process to encourage visibility of 'police on the streets' and access to them; a Joiners Pack for new tenants promoting use of local businesses; and changes to housing space standards for extended family occupancies).

Despite the opportunities that were made available for engagement with the community and organised groups, KXRLG expressed significant dissatisfaction with the negotiation process for conditions to be attached to the planning consent. They felt that they were excluded from the negotiation. They believed that the Section 106 agreement was not consulted on at all, and agreed 'behind closed doors'. KXRLG's believe that the final Section 106 agreement should be subject to democratic sign-off, to ensure the benefits negotiated by officers meet the needs identified by the community.

A key concern raised by KXRLG was the lack of transparency from the Council in relation to the timescales that were involved in the submission of the revised plan and when decision was made on the revised plan. KXRLG believe that the duration of four days notice of this change prior to decision making, have left third parties very little time to consider them properly. Consequently, the

organisation believes that the revised plans led to a significant reduction in office floor space standards, reducing the quality of jobs within the project.

KXRLG produced their own community plan for the site. They believe that their 'Planning for Real' exercises effectively engaged wide Sections of the community, creating 'normal' tensions with the developer, as part of the negotiating process. They believe that developers are generally amenable to open negotiation over stringent Section 106 terms in return for certainty, but that Argent were never stretched on this principle by the Council and "got away lightly". Despite the criticisms from the community organisations, the local authority, L.B. Camden prides itself on the delivery of an optimised scheme in terms of social benefits to the community, job generation, new homes, and including the time taken to deliver results. They point to the RTPI Planning Award secured for the scheme as giving some independent justification to this view.

Learning and Recommendations

According to the Town and Country Planning Association many community groups feel that affordable housing and many Section 106 issues should be funded through central taxation. These groups fear that the economic downturn will give developers like Argent scope to fail to deliver on their commitments, and that the community will bear the consequences. It's thought that a genuine openbook project accounting would allay many suspicions of the developer 'paying too much' or 'too little' for the grant of consent.

The case study also draw attention to an arrangement wherein the community organisation KXRLG advocated the appointment of a powerful Development Trust which served to interface with the developer and the Council during planning and construction and take over management and maintenance of communal assets of scheme when operational. It was believed that Transfer of community assets to such a development trust would allay fears in the community of unaccountable management and would relieve developers of ongoing management and maintenance obligations.

Due to the breakdown of trust between the Council and KXRLG as the umbrella community organisation, the developer and the community sector advocated a 'double devolution' principle, pushing influence over decision-making towards grass roots level through a tripartite partnership decision-making process involving the developer, Local Planning Authority (Camden) and community.

At that time, Argent and KXRLG felt that this arrangement would create greater community influence, and Argent felt it would formalise community engagement towards swifter decision making and more certain outcomes.

This was less popular with Camden Council due to the risk of ultimately ceding the powers and responsibilities of their elected Development Control Committee. Such tripartite agreements for decision making would not be deemed necessary if local Councillors and Development Control committees could be seen to represent their constituencies adequately. Third parties are always open to challenge on the basis of being unrepresentative

It was suggested that the balance between top down leadership control and grass roots representation and promotion of interests, needs constant monitoring to ensure one does not dominate the other. The mechanisms to achieve these are deemed difficult to define, often invisible and thus open to accusations of manipulation and being anti-democratic. The TCPA conclude that it ultimately depends on sound judgment of elected Councillors to do “the right thing for the right reasons” – judgment on which will rarely achieve consensus.

It was also suggested that technical and governance training and extensive support for Councillors in high profile development circumstances is needed to ensure they optimise community representation with delivering timely and effective decisions on major development schemes. They also believe that more facilitators trained in the planning process should be funded to work with community groups.

7.2. Salford - Lower Broughton Regeneration[75]

Background

As part of the redevelopment of Lower Broughton, a development partnership with Countryside Properties was secured by the Council to regenerate the neighbourhood situated within the housing market renewal area.

In this particular case, there was no Section 106 agreement as Salford City Council own 90% of the site and therefore were not be able to sign a Section 106 agreement as both planning authority and landowner. However, the nature of the consultations and community engagement could easily be applicable to Section 106 projects, hence its inclusion as a case study in The Town and Country Planning Association's report.

Community Engagement

According to the report, the consultation intended to raise awareness of regeneration, build capacity around the masterplan and achieve positive and participative support. Countryside Properties designed and wrote the Lower Broughton Design Code SPD, in consultation with the City Council.

The statutory consultation undertaken on the document, was greatly informed by the capacity building work undertaken by consultants Kevin Murray Associates, who directed the early stage community engagement and consultation. Countryside Properties believe that the Consultation process that took place before the SPD was produced, was a positive process as in effect the community did "endorse the plans that had been produced because they all knew them".

The consultation utilised a wide range of techniques that were structured specifically to the profile of the community. In particular the following were deemed particularly innovative /effective:

- Listening Event 2004, introducing the process and the principle of regeneration and to receive feedback about peoples' likes, dislikes and aspirations for Lower Broughton.

[75] http://www.tcpa.org.uk/data/files/planning_community_needs__website_version.pdf p12

  - Regular steering group meetings later known as the Lower Broughton
- Regeneration Partnership (with opportunity for community leadership).
- Study Visits to Countryside sites including Peckham, Blackpool and Birmingham, to demonstrate what can be achieved.
- Community based Drop-in Centre opened one day a week Aug – Sept 2004
- Youth interviews Aug - Sept 2004
- Collaborative Design Event 5 days – Aug 2004
- Consultation Bus – toured for 10 months Aug 2005

Following on from the previous consultation work undertaken by Kevin Murray and Associates, further community consultation was undertaken in relation to phase 2 and 3 of the development. The consultants worked closely with the Lower Broughton Regeneration Partnership, undertaking informal meetings with stakeholders and topic based workshops, after which community feedback was provided. During this stage, the City Council's draft Statements of Community Involvement (SCI) requirements were given consideration and a further support SCI document produced.

The Council's Statement of Community Involvement (SCI[76]) emerged late in the development process for Lower Broughton, and had little influence over the nature of engagement with the community and local voluntary sector organisations. However, the City Council commented that "Countryside far exceeded the requirements of the document".

Although it was recognised that the consultation process had many successes, Broughton Trust, had concerns that some groups have not been fully involved in the consultation process, in particular the parent and toddler group. It was reported that this was a source of anxiety this stakeholder group as "the current building that the group are using will disappear through the development process and at present they have no identifiable move on space". The Trust also believed that traders on the periphery of the development are equally not fully involved in the process. They state that the development process is long and actually engaging people over that length of time "just doesn't happen".

[76] Statements of Community Involvement are documents prepared by the Local Planning Authority which aim to set out how and when the LPA proposes to engage with the public when preparing Development Plans Documents and considering planning applications.

Community Benefits

The consultation process during the early stages resulted in the" community identifying their "wish list" to be incorporated into the development. According to the developer this had formed the basis of a
community benefits strategy which was used to identify priorities with the Council. Although some of the physical community infrastructure including community centre and indoor sports provision has not been delivered yet by the publication of this case study, this remained mandatory by virtue of the development agreement and outline planning consent.

The developer has also raised some concerns over the Council's ability to negotiate positively on the behalf of the community. The example they cited relates to the requirement for a new library in Lower Broughton which was high on the community's wish list. The developer stated that that the City Council has not required this facility, however they intended to provide a library outside of the planning system, and had stated that the library provision "it would have never come through Section.106 and yet it is high on the communities wish list".

Learning Points

Some examples of good practice coming out of the project were:

- Developer commitment to early and continuous consultation, so that they identify and understand the needs of the community and local Voluntary and Community Sector (VCS) groups. This has allowed the community to appreciate their contribution to the masterplan.

- Appropriate consultation to the nature and scale of the community using a range of innovative methods, including provision to support community members where appropriate to lead forums and meetings.

- Developer support for both social and physical community infrastructure (coordinated by a full time officer funder by the developer in Lower Broughton).

The lessons that have been taken from the project are:

- It is necessary for Local Authority Planners to be aware of the needs and aspirations of their communities through proactive forward planning and engagement, and to negotiate positively with developers.

- Developers need to ensure that project specific consultation is continuous and inclusive so that momentum and the trust of the community are not lost. This is achieved with a committed and skilled professional team.

- It is necessary to identify all community and voluntary sector groups. If there is no representative community body the developer and Council should work together to build capacity in the community.

- It is necessary to provide positive feedback to the community.

- Honesty and accountability by all professionals is required at every stage of the planning process.

- It is necessary to coordinate consultation with development partners to avoid consultation fatigue (partner RSL's undertook their own consultations in Lower Broughton).

7.3. Solihull - Blythe Valley Park[77]

Background

Blythe Valley Park Phase 2 was a greenfield development extension to an existing business park located in Shirley, Solihull. The site is situated within the Coventry, Solihull, Warwickshire High Technology corridor and helps serve the East Birmingham North Solihull regeneration Zone. It has a total area of 267 acres and will include 13 office buildings totalling approximately 600,000 square ft. in phase 1 and it was also reported that the second phase of the development will provide 800,000 of employment space. The site includes 122 acre Countryside Park, private gym and nursery facilities.

[77] http://www.tcpa.org.uk/data/files/planning_community_needs__website_version.pdf p14

Community Engagement

With the intention of informing community and local stakeholders of the emerging proposals from an early stage, public consultation was undertaken as part of the preparation for the outline planning application. This was intended as an opportunity for them to influence the master planning process. Local residents, community organisations, existing employees and Councillors engaged in the consultation stage which had involved:

- Negotiations with the Council prior to the submission of the outline planning application. A development team for Phase 2 was established consisting of Council Officers and members of the development team.

- An initial presentation of the proposals was given to the Blythe Valley Working Party

- Following revisions to the masterplan the scheme was presented to the public at a two week exhibition, which provided an opportunity for people to comment on the scheme. Seminar sessions were held during this time with invited stakeholders. A total of 64 people attended the exhibition and briefing sessions.

- A newsletter was circulated widely and distributed to local residents, community groups, existing tenants and Council members.

During submission of the outline planning application, a supporting consultation statement was submitted stating that the response to the proposals was very encouraging with substantial support for the scheme. Included in the submission was a summary of the developer's response to consultation comments, most of which related to environmental and landscaping matters.

A key driver to the developer' s (British Land) approach was the company's strong commitment to pre-application community consultation whose, the detail and structure is led by their comprehensive in-house sustainability manual that is used to inform the development process. It is reported that this document covers the full range of sustainability matters from design to construction, including stakeholder relations and community engagement. British Land highlighted that "it is usual for the company to spend upwards of £4 million on pre-application consultation and the company takes a long term view in most cases". British Land also encourages staff to "get out and get involved" with communities seeking to support relevant organisations where possible.

Community Benefits

Via the Section 106 agreement a number of community benefits were negotiated and secured alongside the outline planning application. The planning authority granted the outline permission subject to the completion of the Section 106 agreement.

The benefits secured are as follows:

- The procurement of new bus services subject to stage of development
- The provision of business investment contributions totalling £250,000, payable to the Council over a 10 year period. This money will be used to support Council officers in developing, marketing and promoting business liaison activity to secure additional investment and jobs.

Learning and Recommendations

The following recommendations have been inferred from the lessons learned on the consultation and delivery of this project:

- Consultation should be appropriate to the nature and scale of development.
- Developer commitment to early engagement with community groups, planners and Councillors, to identify community needs helps to ensure better development and public acceptance.
- Negotiations are smoother where the planning authority is supportive of the application and / or are part of the development team.
- Negotiation of Section 106 agreement should take place prior to and alongside the determination of the planning application, to ensure that implementation of planning permission is not delayed.

7.4. Participatory budgeting approach in using Section 106 funding[78]

East Devon Council had adopted the **Participatory Budgeting** approach in determining the use of Section 106 funding. Specifically Participatory Budgeting (PB) has been defined as a process of democratic decision-making, in which residents become involved in deciding how to allocate part of a public budget. It allows the residents of an area to participate in allocating part of the local Council's or other statutory agency's budget. Its aim is to make local government more accountable and transparent and to encourage understanding of its affairs amongst local people. It also creates social inclusion by encouraging involvement from all parts of the community. The process involves engaging residents and community groups from across the community and giving them the opportunity to discuss spending priorities, make spending proposals, and vote on these.

According to a case study presented to the Participatory Budgeting Unit the use of the participatory budgeting approach has so far demonstrated to be successful in five projects distributing a total in excess of £200,000 of Section 106 funds.

Some examples of specific projects reported in May 2015 by East Devon Council, where the Participatory Budgeting approach has been used are presented as follows:

7.4.1. Budleigh Salterton: Sport

A major consultation exercise took place to spend £35,000 of Section 106 money on sport in Budleigh Salterton. Five eligible, affordable and possible projects were put forward by the community

To ensure the age profile of the town's residents was fully represented, a number of engagement events and activities took place. Officers and town Councillors had a voting stall at the very well attended Budleigh Salterton Gala, residents were asked to vote for the projects they most wanted to see in the town.

Budleigh Salterton town clerk visited the library and a coffee morning to encourage more people aged over 60 to vote, as they weren't adequately represented.

[78] http://www.swcouncils.gov.uk/media/RIEP/Stronger%20Communities/PB_Case_Study_Final_Version.pdf

A total of 308 people had voted on the projects by the end of the consultation identifying the desired or most popular projects i.e. £15,000 outdoor gym and the widening of the path across the Green and turning one side of it into a cycle path at a cost of £20,000.

Budleigh Salterton Town Council, East Devon District Council and the proposers of the projects have worked hard to make the projects happen. The design for the outdoor gym was chosen by the community at a Christmas late night shopping event in the town and had now been installed on The Green and near Lime Kiln car park. At the time of reporting of these case studies, they are still working on widening the footpath.

7.4.2. Exmouth: sports

In 2011, East Devon District Council and Exmouth Town Council asked community groups, residents and other organisations to put forward their ideas as to how £150,000 of the sports funding accumulated from recent Exmouth housing developments (Section 106 money) should be spent. Devon and Cornwall Police covering the Littleham area proposed the idea of a multi-use games area in Littleham.

The residents voted on 18 eligible, affordable and possible ideas at the Exmouth Festival and Kite Festival on which ones they wanted to happen in Exmouth.

Exmouth Town Council group and East Devon District Council worked together to deliver what residents voted for. The following have already happened through this project and were already in place for residents to use:

- the outdoor gym equipment in Phear Park and on the seafront (£25,000)
- the multi-use games area and refurbished tennis courts in Phear Park (£50,000 towards the £200,000 project)
- making Exmouth skate park larger and re-designing it with new ramps (£60,000)
- outdoor showers on the seafront (£15,000)

When more money became available at the end of 2013, Exmouth Town Council decided to keep working down the residents' priority list and fund the multi-use games area in Littleham in Exmouth.

Local children and parents came along to East Devon District Council's community festival in The Crescent in Littleham, Exmouth in May 2014. As part of the day the new £40,000 outdoor multi-use games area with lines and goals for netball, basketball and football was officially opened.

7.4.3. Woodbury: play

Early November 2013 saw the official opening of the re-vamped Woodbury Village Green play area for children aged under eight years. A total of £17,500 was contributed by Section 106 money and Woodbury Parish Council decided to add £7,500 to make the facilities bigger and better.

Woodbury Parish Council and East Devon District Council started off their consultation by going into Woodbury Primary School and Woodbury Pre-school and found out that children under the age of eight wanted swinging, climbing and spinning activities. These specifications were sent off to several play companies along with the budget.

All 177 children at Woodbury Church of England Primary School and Woodbury Pre-School voted for which of the three designs they wanted in their play area. The winning design received 55 per cent of the votes and included a basket swing, climbing frame and a spinning item.

7.4.4. Payhembury: play

Much anticipated improvements to Payhembury's play area are now complete after improvements chosen by local children were installed.

Payhembury Playing Field Committee and East Devon District Council worked closely with Payhembury Primary School to spend £6,700 of Section 106 money on improvements.

To find out what activities the children wanted East Devon District Council visited Payhembury Primary School and Payhembury Playing Field Committee visited the youth club. The designs that the children chose from were provided by companies who followed the children's design brief for the area.

Children had a choice of four designs and voted for their favourite in a special assembly at Payhembury Primary School. Of the 66 children who voted, 38% chose the winning design which included a climbing wall, climbing net and a spinning item.

The following case studies are also some examples of the use of the participatory budgeting approach that had been cited by the Public Budgeting Organisation:

7.4.5. Budleigh Salterton, Children's Activities

With a new housing development in Budleigh Salterton, £30,000 from developers was available to spend on a new play area. Working with residents, officers found out they wanted the play area to be made of natural materials in natural colours. By talking to local schoolchildren officers also identified the sort of activities children wanted for play area, such as climbing. This feedback was included in tender documentation sent to play companies. Three of the designs that came back from the companies met all the requirements. The District Council organised a play event and invited all the residents in the development to participate. As part of the event, adult and children residents voted on which of the three play area designs they wanted. The winning play area received over half of the votes and is now being installed.

7.4.6. Axminster, Community Projects

There was £100,00 of Section 106 money to spend on play and recreation in Axminster. Axminster Town Council asked local community groups to submit proposals on how they would like the money to be spent. The proposals were looked at for technical details by the Section 106 officer. The Town Council wrote a questionnaire asking residents to prioritise the projects and placed it in the local newspaper for people to fill in and send back. To gain a wider range of views, the District Council organised and ran a face to face voting event with local residents by taking over a market stall at one of the town's market days. A total of 227 people voted on the projects, and the Council are now working, to make them happen.

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9. APPENDICES

Job Growth Comparators

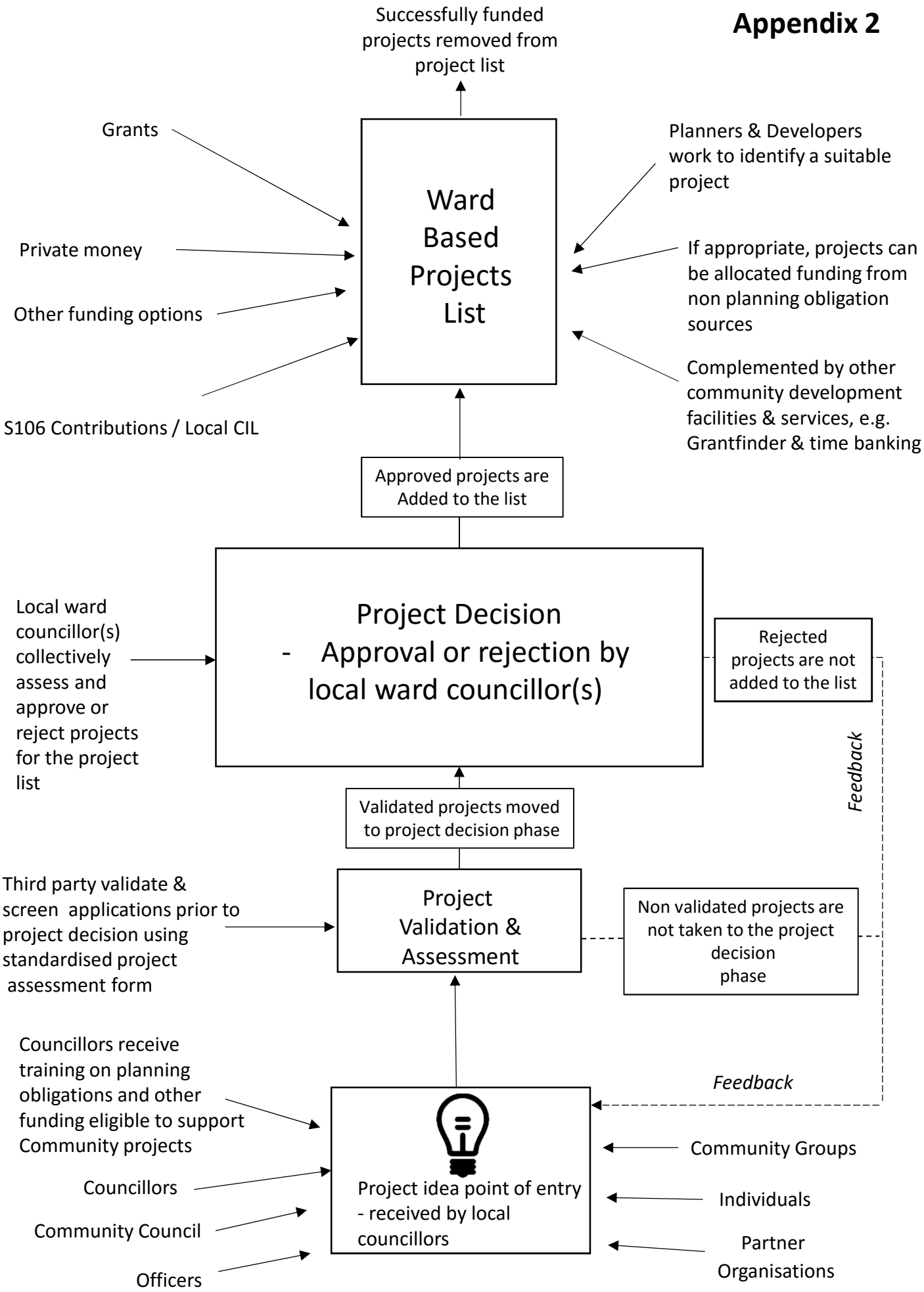
Authority	Change in Jobs 2004-2013	Change in Jobs 2004-2013 (%)
Bolton	4,100	4%
Hastings	1,100	4%
Peterborough	3,600	4%
Plymouth	4,100	4%
Telford	3,300	4%
Blackburn	2,000	3%
Cardiff	**6,100**	**3%**
Leicester	6,200	3%
Worthing	1,400	3%
Birmingham	23,400	2%
Bristol	6,500	2%
Glasgow	13,000	2%
Liverpool	5,300	2%
Southampton	2,900	2%

Appendix 1

Housing Comparators

Authority	Change in Housing Stock (£)	% Change
Swindon	12,030	15
Cardiff	15,740	12
Gloucester	5,640	12
Peterborough	8,130	12
Ipswich	6,480	12
Cambridge	4,710	11
Bristol	26,920	10
Warrington	8,150	10
Barnsley	8,350	9

Appendix 2


Successfully funded projects removed from project list
Grants
Private money
Other funding options
S106 Contributions / Local CIL
Ward Based Projects List
Planners & Developers work to identify a suitable project
If appropriate, projects can be allocated funding from non planning obligation sources
Complemented by other community development facilities & services, e.g. Grantfinder & time banking
Approved projects are Added to the list
Local ward councillor(s) collectively assess and approve or reject projects for the project list
Project Decision
- Approval or rejection by local ward councillor(s)
Rejected projects are not added to the list
Feedback
Validated projects moved to project decision phase
Third party validate & screen applications prior to project decision using standardised project assessment form
Project Validation & Assessment
Non validated projects are not taken to the project decision phase
Councillors receive training on planning obligations and other funding eligible to support Community projects
Feedback
Community Groups
Individuals
Partner Organisations
Councillors
Community Council
Officers
Project idea point of entry - received by local councillors

Mae'r dudalen hon yn wag yn fwriadol

CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING: 21 SEPTEMBER 2017

CARDIFF ORGANIC WASTE TREATMENT CHANGE OF CONTRACTOR OWNERSHIP

CLEAN STREETS, RECYCLIN & ENVIRONMENT (COUNCILLOR MICHAEL MICHAEL)

AGENDA ITEM: 4

DIRECTOR OF ECONOMIC DEVELOPMENT

Reason for this Report

1. To seek agreement and delegation to the Assistant Director (Senior Responsible Officer,) in consultation with the Cabinet Member Clean Streets, Recycling and Environment and Cabinet Member Finance, Modernisation & Performance, to vary the Cardiff Organics Waste Treatment contract as per recommendations of this report.

2. To allow the contractor to seek consent from the Council, at the Council's discretion, to a change of ownership of the contractor, subject to certain conditions set out in this report.

Background

3. Following a four year procurement process Cardiff Council, working in partnership with the Vale of Glamorgan Council and Welsh Government on the 15 April 2015 Cardiff Council (as the lead authority), entered into a contract for the treatment of Organic Waste (Food and Green Waste) with Kelda Organic Energy Ltd. The contract commenced on the 1 April 2017 and is due to last 15 years with an option to extend for a further 5 years. Cardiff also entered into back to back arrangements known as the Inter Authority Agreement 2 (IAA2) with the Vale of Glamorgan that sets out our mutual obligations between the two councils.

4. Kelda Organic Energy Ltd is wholly owned by Kelda Water Services (KWS), which in turn are part of the Yorkshire Water Group. Following a review of its business Yorkshire Water have made the decision to exit the non-regulated industries and focus on the core business of water services only. As such they have decided to sell the Organic Energy businesses which include Kelda Organic Energy Ltd. After a brief procurement process, KWS have selected a preferred bidder with whom they have exchanged contracts with contract completion being subject to the outcome of this report.

Issues

5. Kelda Water Services wish to conclude the sale of Kelda Organic Energy (Kelda) by summer of 2017 and Kelda have approached the Partnership (Cardiff and the Vale of Glamorgan councils,) requesting that they wish to seek the consent of the Council to change ownership of the contractor. In order to do this, the contract needs to be varied. It should be noted that if the contract is varied to allow consent this will be at the Council's absolute discretion due to a one year lock in period which commenced at the start of Contract on 1 April 2017. Any agreement will be subject to the conditions set out in the recommendations of this report and the report generally. Further changes to the contract documents will be needed should the Council consent to a change in ownership. Should that be agreed, it is recommended that approval of such changes is delegated to the Assistant Director in consultation with the Cabinet Member of Clean Streets, Recycling and Environment and Cabinet Member Finance, Modernisation & Performance.

6. If consent is not granted then the sale may be concluded at the expiry of a lock in period on the 1st April 2018, without the Council's consent and without the necessary checks that would be made during a consent process.

7. The Council has sought legal advice and this is set out in the Legal implications which sets out that two checks were required to mitigate the Council's risks. Firstly, that the purchaser to whom Kelda is selling should complete and pass the Pre-Qualification Questionnaire (PQQ) associated with the tender arrangements the Council made at the time of commissioning the contract. Secondly, that there are no other changes (associated with the sale) envisaged to be incorporated into the contract's Project Agreement which could be said to be 'substantial', for example to service or payment changes.

8. Prior to proposing consent to change the ownership the Council has satisfied itself that Welsh Water (the purchaser) would have been eligible to participate in the procurement process, by requiring them to complete the PQQ, which included the relevant technical and financial checks. The PQQ has been completed and Dwr Cymru Welsh Water (DCWW) have been assessed as meeting the relevant requirements.

9. If the Council is minded to give consent, as a consequence, some changes will be required to the contract and ancillary documents. The partnership is working through the various amendments needed, but at this stage it is envisaged that these amendments will deal with associated name changes and mechanical amendments only and that the contractual obligations, guarantees and level of service will remain the same as those contracted with Kelda. It should be noted that if these amendments cannot be agreed the contract will not be varied.

10. The Contract has been let on behalf of the Vale of Glamorgan Council by Cardiff Council therefore the Vale Council have been engaged in some of the proposed sale discussions. Minor variation of the Inter Authority Agreement between Cardiff and Vale of Glamorgan will be required to reflect the new contracting company. Consequently, the Vale of Glamorgan will also need to formally consider the same.

11. To help facilitate the proposed transaction and costs, Kelda have agreed to compensate Cardiff Council and the Vale of Glamorgan Council for all costs incurred (internal and external) and all associated administrative matters via a lump sum payment in the sum of £200,000 (two hundred thousand pounds). The payment will become due and payable on completion of the sale.

12. Cabinet are requested to approve, as there are a number of minor amendments required, that this along with any formal consent is delegated to Assistant Director Commercial and Collaboration in consultation with the relevant Cabinet Members.

Reason for Recommendations

13. The company that KWS wish to complete the sale with have passed the relevant PQQ checks that were advised be taken.

14. To enable the Project to proceed with a committed contractor and continue to deliver the same level of service as originally contracted.

15. Cardiff Council and the Vale of Glamorgan Council will be compensated for all costs incurred (internal and external) and all associated administrative matters related to facilitating the transaction via lump sum payment in the sum of £200,000 (two hundred thousand pounds).

Financial Implications

16. Kelda have agreed to compensate Cardiff Council and the Vale of Glamorgan Council for all costs incurred (internal and external) and all associated administrative matters related to facilitating the transaction via a one-off payment to the Authority in the sum of £200,000 (two hundred thousand pounds) which has been negotiated with the Assistant Director (Commercial and Collaboration). In line with the arrangements outlined in the IAA2 a sixth (16.67%) of this payment will be due to the Vale of Glamorgan Council. There will be no direct financial implications arising from the change in ownership as the new owner will be replacing Kelda and committing to meeting the contractual obligations. There will be no change to the key contractual arrangements in particular the operation of the payment mechanism which governs the financial relationship between the contractor and the authority.

Legal Implications

16. As set out in the report, the contractor is seeking to change its ownership. The contract currently has a restriction on changing ownership until March 2018 (known as the lock in period). Accordingly, the contract requires amendment to allow the contractor to seek consent, at the Council's absolute discretion, to change the ownership of the contractor during the lock in period.

17. The Procurement Regulations set out requirements with regards modification to contracts. As a result, consideration was needed as to whether this change was permissible under the procurement regulations. The Contractor initially sought legal advice and presented its views. The Council also needed to seek advice for its own benefit and sought external legal advice from Pinsent Masons (which the contractor has agreed to fund reasonable costs).

18. Please see below for the question sought and extract of the advice received. This advice was prepared for the benefit of Cardiff and the Vale and may not be relied upon by third parties

19. Question sought –

    "Whether (i) the proposed amendment to the Project Agreement to allow the Council to accept a transfer of shares (change in ownership) in the lock in period (at the Council's discretion); and (ii) the actual transfer of those shares (assuming change of name only with no other substantial changes), would be permitted under the Public Contracts Regulations 2015."

    Extract of the advice received -

    "*We believe the appropriate 'exemption' mechanism in the circumstances, is regulation 72(1)(d) of the Public Contracts Regulations 2015 (the "***Regulations***") – namely, the 'change of contractor' exemption and agree that in principle the proposed change in ownership is permissible under the Regulations.*

    In principle, the Council should be able to utilise regulation 72(1)(d) in these circumstances, provided that:

    i) the sale of the shares will not lead to fundamental changes in the way in which the services will continue to be delivered (such that the 'new' ProjectCo would fail to meet the original selection criteria utilised at the pre-qualification stage). Therefore, the Council will need to ensure that the 'new' ProjectCo will continue to meet the original selection criteria (i.e. ensure that Welsh Water is capable of satisfying the original PQQ financial and technical minimum requirements), in order to ensure that the transaction is permitted under regulation 72. We would not anticipate any concerns in this regard; and

    ii) there are no other changes envisaged to be incorporated into the Project Agreement which could be said to be 'substantial'. We will

need to regulate and monitor this as part of approving the necessary consequential changes (if any) proposed by Welsh Water."

Further clarification was sought as to whether this exemption also related to the variation of the contract. Please see below –

"To confirm, Regulation 72(1)(d) is the correct exemption to use in the circumstances and covers both elements we discussed – i.e. the amendment to facilitate the change in ownership, and then the subsequent change in ownership itself.

The key point is that the change in ownership is acceptable in principle (relying upon Reg 72(1)(d)) subject to agreement of any amendments requested by Kelda to the PA. As the proposed change is in the lock in period, if the terms are not agreeable to the Council (at its discretion), the Council can simply reject the requested change in ownership."

HR Implications

20. There are no HR implications to this report.

RECOMMENDATIONS

Cabinet is recommended, subject to (a) approval of the specific amendments to the contracts and ancillary documents (including but not limited to the IAA2) and consent being given pursuant to recommendation 2 below; and (b) approval by the Vale of Glamorgan Council,

1. To agree to vary the contract to allow the contractor to seek consent, at the Council's absolute discretion, to a change in ownership

2. to delegate to the Assistant Director Commercial and Collaboration Services in consultation with the Cabinet Member Clean Streets, Recycling & Environment & Cabinet Member Finance, Modernisation & Performance to

    a. Approve any specific amendments to the contract and ancillary documents (included but not limited to the IAA2);
    b. If such is approved, provide any formal consent pursuant to the contract; and
    c. To deal with any ancillary matters including but not limited to entering in to any associated deed of variation/s.

NEIL HANRATTY
DIRECTOR
15 September 2017

Mae'r dudalen hon yn wag yn fwriadol

CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING: 21 SEPTEMBER 2017

REPLACEMENT OF THE RECYCLING AND WASTE COLLECTION FLEET

CLEAN STREETS, RECYCLING AND ENVIRONMENT

AGENDA ITEM: 5

REPORT OF DIRECTOR ECONOMIC DEVELOPMENT

Appendix 2 of this report is exempt from publication pursuant to the provisions of Schedule 12A Part 4 paragraphs 14 and Part 5 paragraph 21 of the Local Government Act 1972

Reason for this Report

1. To seek Cabinet approval for the procurement approach outlined in this report for a new recycling and waste collection fleet.

2. To seek Cabinet approval to extend the existing recycling and waste collection fleet contract hire agreement to cover an interim period whilst the full procurement exercise is completed.

3. To gain delegated authority to develop a procurement strategy through a detailed review of options and to report back to Cabinet to approve the evaluation criteria.

Background

4. The current fleet of Recycling and Waste Collection Vehicles (RCVs) were procured in October 2014 on a three year vehicle and maintenance contract. This agreement will expire at the end of September 2017. The current fleet procurement was set over a reduced term of three years to allow for service changes and flexibility whilst the Council explored the best collection options against the Welsh Government Recycling Collections Blue Print.

5. The strategy work completed in 2015, followed by the changes to kerbside collections in 2015/16, has taken the Council closer to Welsh Government's Recycling Collections Blue Print, however there remains pressure to achieve full compliance through a kerbside sort model. Given the need to respond to changing policy requirements, the new

vehicle procurement will take into account the potential requirement for future flexibility in collection methods.

6. In addition to the above, the new procurement will seek to embrace the Cabinet's new vision - Capital Ambition – both in terms of ensuring that public services are delivered efficiently and effectively in the face of rising demand and reducing budgets as well as promoting sustainable low carbon and low-emission vehicles.

7. The Council's recycling and waste collection service is provided "in-house" and comprises of several elements:

   - Domestic (residual waste) - black bin and bag collections
   - Recycling collections – green bags
   - Food waste – kerbside caddies
   - Garden Waste – reusable sacks and wheeled bins
   - Commercial waste and recycling waste – orange bags, wheeled bins in the range 240 litres to 1100 litres

8. To deliver the services a vehicle fleet of 33 vehicles is utilised, the service is deployed from Lamby Way by the Recycling Waste Management division. The current fleet consists of:

   1 x 15 Tonne RCV
   11 x 18 Tonne RCVs (5 x Euro VI)
   21 x 26 Tonne RCVs (3 x Euro VI)

9. Gulliver's Truck Hire was the successful bidder in the 2014 procurement and currently provides and maintains the existing fleet. The value of the original contract was £3.4 million over the term of 3 years and the current value of this contract is approximately £3.8m. The above figure includes a lease variation in October 2015 to include 3 additional vehicles. This variation remained within the awarded value of £3.9M. The additional vehicles were required for changes in the waste collection model (wheeled bin expansion and the introduction of re-usable garden sacks) and to accommodate the successful growth of commercial waste services.

10. The current agreement is on a contract hire basis that includes maintenance and support through additional 'service reserve' vehicles and an on-site defect clinic. The key objective for the contractor is to maintain the frontline vehicle requirement between 06:00 – 22:00, seven days a week including any bank holiday and Christmas working requirements.

Issues

11. The new fleet will be required to provide sufficient long term flexibility consisting of several types of vehicles for both domestic and commercial requirements.

    - 26 Tonne RCVs

- 18 Tonne RCVs.
- 18 Tonne bespoke Food Waste RCVs
- 15 Tonne RCV with side loading pods
- 7.5 Tonne RCVs

12. The choice of collection vehicles and how they are operated is critical in developing efficient and cost effective collection services. Whilst the type of vehicle selection for the wheeled bin and bag collections remains unchanged, there is an opportunity to make improvements to the food waste collection fleet. The food waste collection service is currently operated utilising a traditional RCV that has been fitted with seals and trays to ensure compliance with the Animal-By-Products Regulation (ABPR) as collection vehicles need to be leak proof. The use of adapted RCVs satisfies this requirement; however, it requires additional maintenance and cleaning of the vehicles' that results in operational downtime and low payloads. Therefore, under the new procurement these issues will be addressed through specialist vehicles for food waste collections that would be simpler in their format and lower in cost to operate.

13. Over the past 12 months, recycling waste management has worked with vehicle suppliers to explore vehicle developments. Council drivers have been able to operate a range of demonstration vehicles to inform any change to the current Council specification. This included a trial of a food waste specific collection vehicles referred to above and a range of demonstrator vehicles to aid driver ergonomics and comfort with a view to reducing driver fatigue in operating the vehicle for the duration of a shift. A range of wheeled-bin lifts have been demonstrated to ensure safe processes, operator satisfaction and to reduce the risk of manual handling injury. In summary, a wider range of vehicles will assist the Council to accommodate changes to services that may be required, improve safety and reduce customer complaints.

14. In addition, should further kerbside changes be required during the contract period, to drive higher recycling performance, the contract will be structured such that any fleet changes may be accommodated and have planned costs associated with that change.

<u>Health & Safety Technologies</u>

15. Operating an RCV fleet creates a significant health and safety risk for the Council and therefore additional technologies are required to help manage the risk. The current fleet has mixed coverage of such technologies including cyclist safety devices, audible reversing alarm, additional reversing lights, spotlights for working at the back of the vehicle, additional LED flashing lights and 360 degree CCTV camera systems. It is intended to roll-out these technologies across the whole fleet and explore new products that the market place may offer to reduce accidents or theft such as drive-locks and immobiliser systems.

Options for reducing emissions

16. This procurement will be in line with the Council's sustainable development policy. Vehicle emissions from fuel consumption in the case of RCV's is predominantly diesel in the UK. The procurement exercise will explore the potential to evaluate different vehicle types to support a move within the RCV fleet to the use of more sustainable fuels.

17. Within an RCV fleet, some fuel reduction is possible by optimising routes and driving style, but this is limited. Significant work has already been completed to optimise collection rounds and this work is constantly kept under review to improve performance. RCV's inherently use a lot of energy because they are heavy; they must operate on a stop start cycle, and because the bin lift and compactor use additional energy to that required to move the vehicle. Given these constraints, large emission reductions from RCV's may only be quickly achieved with the adoption of the best available engine and fuel technology. Suppliers will be requested to demonstrate how vehicle technology can reduce fuel use.

18. As a minimum, the new recycling refuse collection fleet of vehicles will all be fitted with new Euro VI engines (currently the Council is operating a mixture of Euro V and Euro VI engines). Euro VI engines produce 90% less particulates and Nitrogen Oxide than the Euro V engines. This will support the environmental objectives of the Council.

19. Electric hybrid engine vehicles have been deployed on a small scale for waste collection in the UK, however, the product range is limited and the cost of the technology makes this option currently unviable for the demands of the operation which run five days a week, 6am to 10pm. However, electric wheeled bin lift providers offer a reduction of fuel consumption of up to 15%. The procurement exercise will establish if these lifts are viable for the waste operation and can remain fully functional for vehicles that are required to operate 16 hours per day.

20. Compressed natural gas, (CNG) and hydrogen vehicles have potential to deliver sustainable benefits, however, in discussion with suppliers there are currently no demonstrator vehicles readily available in the UK, and the infrastructure to support refuelling is limited. The Council's renewable fuels study has shown that although there is a current high cost of hydrogen and other new technologies there is still considerable appetite from the industry to engage in pilot/flagship projects The Council will explore this option in the procurement process. It is therefore considered appropriate to specify a very limited number of such vehicles in this procurement exercise.

21. To inform future RCV procurements the Council will continue to explore and consider how alternative fuel options for RCV's would be a practical option and whether they will provide positive outcomes desired for the Council.

Options for Vehicle Financing and Maintenance

22. The Council currently finances its fleet of vehicles in different ways. A handful of vehicles have been purchased, some have been purchased second hand, with the majority provided via long term contract hire. Central Transport Services (CTS) is undertaking an on-going review of finance options to assist with the Council's on-going vehicle requirement. As part of this procurement the following options will be considered to ensure the Council achieves the most economical advantageous tender arrangements for its RCV fleet:

Contract hire for supply and maintenance

23. The procurement of fleet with full servicing and maintenance is a continuation of the current approach. This enables the authority to have immediate replacements when vehicles are off-road at no additional charge. An agreement inclusive of maintenance mitigates the risks associated with servicing, maintenance and breakdown repairs as these remain with the supplier.

24. The re-procurement of this type of contract could involve a third party TUPE situation from the outgoing provider to any incoming provider. This will be established during the procurement process and any necessary actions will be taken by the Council as the commissioner of the services.

25. The vehicles would remain the property of the supplier and incur 'end of life' charges to repair all damage that is not considered the result of 'fair wear and tear´.

26. A five year lease is standard practice for this approach to obtain the best value for money. From market testing and existing spends the approximate value of such a contract would be estimated at circa £6.5 million over the five year term.

Outright purchase of vehicles and separate maintenance agreement

27. The key advantage of outright vehicle purchase with a separate maintenance agreement tendered is full ownership rights of the vehicles. Vehicles can be used as required and sold at the discretion of the Council when no longer required. All the disposal proceeds come back to the authority as the vehicle owner.

28. Usually with outright purchase the Council would have flexibility in the amount of time a vehicles can be retained for, either via extended usage where low mileage or low utilisation is a factor, or via early sale where an operational requirement changes and the vehicle is no longer required. The average life of an RCV deployed on a daily 8 hour basis is typically 7-years. The Council double shifts its vehicles and it would not be recommended to exceed a 5-year vehicle life for frontline fleet with the existing work pattern.

29. The disadvantages based on full ownership are; responsibilities include overall depreciation; total management and administration; vehicle road fund licence and retention of all the risks (residual value, reliability, maintenance).

30. Utilising a separate supplier to maintain vehicles allows the transfer of high level of fixed costing and risk to an external supplier. The supplier's economies of scale potentially reduce their cost, however; the Council may still need to purchase additional vehicles as service reserves.

In-house maintenance agreement

31. The option of maintaining vehicles 'in-house' through Central Transport Services will be assessed and compared with this service provided externally. The 'in-house' maintenance of vehicles would require the recruitment of additional resources and provide the opportunity for existing and new employment and apprenticeships. Maintenance 'in-house' would also require the purchase of additional vehicles to act as service reserves.

Outright purchase of selected vehicles with in-house maintenance and additional contract hire of vehicles and maintenance agreement of core fleet

32. A final option would be to manage operational risk with the progression of a contract hire arrangement for supply and maintenance for the majority of the fleet. The remaining vehicles to be purchased outright with an in-house maintenance arrangement.

33. This allows the Council an opportunity to grow Central Transport Services to enable future opportunities to support and maintain specialist fleet both internally and externally. The Council would benefit from being able to evaluate a combination of specialist vehicle-financing options to determine what would provide the best value for the Council in the long term.

Options Appraisal

34. It is proposed that a detailed review of the options presented above will be undertaken by officers in consultation with the Cabinet Member for Clean Streets Recycling and Environment, the Cabinet Member for Finance, Modernisation & Consultation, the Section 151 Officer and the Monitoring Officer. A further report will then be presented to Cabinet to approve the evaluation criteria and procurement methodology.

35. As the value of the longer term procurement is expected to exceed the OJEU threshold, the Council proposes to publish this opportunity via an open process.

Evaluation Criteria

36. The specification for RCV vehicles is necessarily very detailed, with minimal requirements left open to objective quality assessment, given the number of options and sustainable fuels being explored, the final

procurement strategy and evaluation criteria are recommended to be the subject of a separate report to cabinet.

37. In addition to the matters discussed above Procurement Strategy and evaluation criteria will consider;

a) Delivery, capacity and flexibility
b) Warranty durations, this applies to all relevant warranties on chassis, body and bin lifts.
c) Vehicle characterisation, the adherence to specification.
d) Aftersales and account management.

Proposed timetable for procurement process

Key Milestones	**Target Date**
Issue Prior information notice (PIN)	October 2017
Options appraisal Completion	November 2017
Cabinet approval sought & publish OJEU	December 2017
Tender Close & Evaluation,	March 2018
Cabinet Approval/ Contract Award	April 2018
Delivery of New Fleet (phased delivery)	September – October 2018

Interim Arrangements

38. The Council has been delayed in taking forward the procurement of a new RCV vehicle fleet contract for the following reasons:

a) Ongoing work to agree the operational approach to meet Welsh Government statutory targets for overall recycling performance.

b) The review of Central Transport Services remains on-going and as such the Council is yet finalise the feasibility of carrying out in-house maintenance on a specialist fleet of vehicles.

c) Limited availability of specific food waste vehicles.

39. Interim arrangements are therefore required to fill the gap between the expiration of the current contract (at the end of September 2017) through to the completion of the new procurement process which is estimated to be circa 12 months. The Council is currently working to agree its Recycling Waste strategy which is influenced by Welsh Government policy and this will determine future fleet requirements. The delivery time

from the award of contract for a new fleet to arrive is estimated to be 6 months given the specialist nature of the vehicles which are built to order.

40. The following options have been considered as an interim solution:

Vehicle Spot Hire

41. Spot hire vehicles are those that are readily available from the hire operators stock. These vehicles are often ex-lease vehicles that have been refurbished and are predominantly supplied as a short-term measure to satisfy an immediate demand (e.g. events, short-term lease vehicle replacement). It is highly unlikely the Council could obtain the number of spot hire vehicles required and it is also unlikely that they would be built to the specification required to deliver the service effectively. The reliability of the fleet would be a significant risk, as the terms of the hire would not include the need for the operator to maintain a frontline service.

Interim Tender

42. The build time and cost make this a prohibitive option. It is highly unlikely that the market could satisfy a one year request for the Councils vehicle fleet. This is due to the number of vehicles required, the different type of vehicles required and the ancillary and safety equipment that needs to be fitted to the vehicles.

Interim Extension of Current Arrangement (for 12 months)

43. A continuation of the current arrangement would ensure the statutory service is delivered and a low risk operator serviced fleet is maintained. The value of a 12 month interim extension of contract is £1.2m (see Confidential Appendix 2).

Interim Arrangements - Proposed Way Forward

44. Following consideration of the options above it is proposed to extend the current fleet contract for a further 12 months whilst the Council undertakes the new RCV fleet procurement process. A continuation of the current arrangement would ensure the statutory service is delivered and a serviced fleet is maintained to assure reliability during this period.

45. The value of a 12 month interim extension of contract is £1.2m (see appendix 2 attached), the details of the appendix are commercially sensitive and therefore Appendix 2 of this report is exempt from publication pursuant to the provisions of Schedule 12A Part 4 paragraphs 14 and Part 5 paragraph 21 of the Local Government Act 1972.

Reason for Recommendations

46. To enable the Council to progress a new procurement approach for a recycling and waste collection fleet and to allow the current arrangements to continue on an interim basis.

Financial Implications

47. The report highlights a number of options to replace the RCV fleet. Further more detailed Financial Implications will be included in the follow up report to Cabinet following the conclusion of the option appraisal to determine the best procurement route to acquire the new fleet. At this stage it is not clear if the financial Implications will include capital expenditure and financing, with the purchase options, or if it is entirely revenue expenditure with the contract hire options. At this stage it is expected that the replacement fleet will be funded via contract hire and revenue expenditure.

48. At this stage the cost of the replacement fleet is not certain and it is not known if the replacement RCV fleet will cost more or less than the existing fleet. The Directorate estimate that the value of the contract for the hire of these vehicles will be £6.5m over a five year period. This is broadly in line with the current costs of £3.9m for a 3 year contract. The financial obligations facing the council will be clearer once the option appraisal is completed and the associated funding package is presented to Cabinet for approval in the follow-up report.

49. Given the magnitude of the expenditure involved with replacing the RCV fleet it is recommended that the results of the options appraisal are reviewed with the Council's Finance Officers prior to Cabinet finalising the procurement strategy.

50. As well as the funding option to acquire the fleet the question of whether the vehicles are maintained externally or in-house also needs to be addressed. This pre-procurement analysis will need to consider the projected financial benefits and risks associated with the maintenance options including an assessment of the capacity and capability of CTS to undertake this work.

Legal Implications

51. The legal advice is divided into two parts:-

- Part 1 proposed Interim arrangements for a period of 12 months, and
- Part 2 proposed procurement approach for the new recycling and waste collection fleet

Part 1 – Proposed Interim Arrangements from October 2017 until September 2018

52. The recommendation requests approval of an extension of contract to the current provider Gullivers Truck Hire for a period of 12 months from October 2017 until September 2018, for a total value of £1.2million.

53. The body of the report notes the current arrangements were procured in 2014 for a term of 3 years, commencing in October 2014 and are due to expire in September 2017.

54. When seeking to extend current contractual arrangements the question that must be addressed is whether such an extension is permitted under the Public Contract Regulations 2015 (the "PCR 2015").

55. Regulation 72(1)(b) of the PCR 2015 provides that a contract may be modified without a new procurement procedure for additional works, services or supplies by the original contractor that have become necessary and were not included in the initial procurement, where a change of contractor -

    (i) cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, services or installations procured under the initial procurement, and
    (ii) would cause significant inconvenience or substantial duplication of costs for the contracting authority,

    Provided that any increase in price does not exceed 50% of the value of the original contract.

56. Legal Services are instructed that the grounds under the aforementioned Regulation 72(1)(b) referred to above are made out in this circumstance and the client department are satisfied as to the reasons why the Council should place reliance on Regulation 72(1)(b). Legal Services have advised that there is a requirement to place a notice for publication with the EU Publications Office and it is understood this is how the client department intends to proceed. The body of the report sets out the factors upon which the client department have taken into account and considered in recommending this way forward.

57. There is always a risk that matters may be challenged. That said, the client department are satisfied that such grounds are made out and on that basis Legal Services will work with the Client department to progress arguments to defend any such challenge, if required.

<u>Part 2 – Procurement approach for the new recycling and waste collection fleet</u>

58. The report recommends delegating authority to the Director to deal with all aspects of the options appraisal and to make subsequent further recommendations to cabinet relating to the procurement strategy of the new recycling and waste collections fleet. The procurement strategy has yet to be finalised and detailed legal advice should be sought once finalised in relation to the procurement process adopted and the form of contract proposed. The body of the report set outs initial proposals and matters that require further detailed consideration. The proposed value of the procurement is yet to be finalised and will depend on the procurement strategy adopted. That said it is clear that a long term solution would be substantially over the EU threshold for services and supplies and thus any procurement must be carried out in compliance

with the PCR 2015. It is understood that this is how the client department intend to proceed.

Generic Advice

59. In respect of the proposed contractual arrangements (both interim and longer term arrangements) detailed advice should be sought as to whether they raise any employment law issues, in particular whether TUPE shall apply to the services element of the contractual arrangements and reference should be made to the HR advice.

60. The report identifies that an Equality Impact Assessment has been carried out and is appended to the report. 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.

61. 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 to promoting/improving wellbeing.

62. To the extent that any of the proposed contractual arrangements are grant funded then prior to concluding any such contracts (including direct awards) the terms and conditions attaching to such grants should be checked to ensure the same can be complied with.

Procurement Implications

63. Commissioning and Procurement have been working with the Central transport services to support the ongoing vehicle replacement program and will support this tender process working closely with the Service area to ensure compliance with OJEU Guidelines. The directorate will have to be mindful on the type vehicles and specification it goes to market with as this may potentially extend lead and build times and potentially separate procurement exercises will need to be undertaken to suffice purchase and contact hire requirements.

RECOMMENDATIONS

Cabinet is recommended to:

1) Note the content of this report

2) Approve the extension of the current contractual arrangements with Gullivers Truck Hire Ltd

3) Approve the outlined procurement approach of the new recycling and waste collections fleet

4) Confirm that the finalised procurement sign off will be returned to the Cabinet for approval.

NEIL HANRATTY
DIRECTOR
15 September 2017

The following appendices are attached:

Appendix 1 – Equality Impact Assessment
Appendix 2 – Confidential Financial Information relating to Gulliver Contract

CARDIFF COUNCIL

Equality Impact Assessment

Corporate Assessment Template

Appendix 1

Policy/Strategy/Project/Procedure/Service/Function Title:
New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Matthew Long	Job Title: Projects & Development Officer
Service Team: C & C Services	Service Area: Waste Recycling Services
Assessment Date: 24th August 2017	

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

It is recommended that the Council initiate the procurement of a new recycling and refuse collection fleet to replace the existing vehicle fleet. The existing contract is due to end September 2017.

To ensure continued service delivery an extension of the existing recycling and refuse collection fleet contract hire agreement to cover a 12 month interim period whilst the full procurement exercise is completed.

This EIA supports the Waste and Recycling Vehicle Cabinet Paper (September 2017) expressing the need to facilitate the extension period and new procurement exercise.

It is recommended within the report that a full options appraisal take place to evaluate the benefits and cost of the following options;

- Contract hire for supply and maintenance
- Purchase of vehicles by capital funding and in-house maintenance agreement
- Purchase of vehicles by capital funding and external maintenance agreement
- Mixed approach of contract hire with maintenance and purchase of vehicles with in-house maintenance agreement

The target outcomes of carrying out such an analysis allows the Council to satisfy equality requirements by ensuring the procurement strategy provides opportunity to;

- Obtain the most economically adventurous tender for facilitating vehicles to deliver an efficient and effective Recycling and Waste Collection Service whilst ensuring the Councils SSIP procurement requirements are maintained.

- Maintain the statutory obligation of Recycling and Waste Collection Service for Cardiff residents and the provision of the Commercial Waste Collection Service.

- Support the Council's Sustainable Development Agenda by maximising tender opportunities to local providers, as well as opportunities to provide training and skill development to the local workforce.

- Support the Council's Sustainable Development Agenda including energy management, transport, improving air quality and reducing vehicle emissions. Vehicle emissions is a function of the consumption of fuel, which in the case of RCV's is predominantly diesel in the UK. The procurement exercise will explore the potential to evaluate different vehicle types to support a move within the RCV fleet to the use of more sustainable fuels.

- Reduce accidents and damage costs to the Council through the use of vehicle safety technology.

- Assess the impact of the vehicle procurement on the users (Council employees), consideration will be given to the training provided for operation, maintenance and repair of the vehicles and its ancillary equipment.

- Assess the latest vehicle ergonomics and design ensuring vehicle is accessible and does not restrict its current users.

- Establish any negative impact to those who use the Welsh Language with regards to vehicle signage, operator instructions and safety warnings.

The procurement methodology will also consider the vehicle providers values specifically; Openness and accountability – ability to provide appropriate Management Information and Key Performance Indicators. Leadership and organisational commitment (culture, reflective make up of local population).

In respect of the in-house Central Transport Services Maintenance Team, a service improvement plan has been developed and is being implemented for the development of an effective and efficient Workshop. Once this has been fully completed, the In-house Team would be able to compete with the external market on a range of specialisms and provide potential for partnership working, on both cost and quality of service delivery.

A key improvement from the current arrangements is that the proposed vehicle tender would support the service improvement plan through the re-introduction of LGV vehicles to the workshops and upskilling the existing fitters and opportunity to grow

the team. This will also assist with increasing social value with potential for vehicle fitter apprenticeships.

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.]

Background

The current waste and recycling collection vehicle contractor has been in place since 2014 and is due to end September 2017. The value of the original contract was £3.4 million over the term of 3 years and the current value of this contract is approximately £3.8m. The above figure includes a lease variation in October 2015 to include 3 additional vehicles. This variation remains within the awarded value of £3.9. Additional vehicles were required for changes in the waste collection model (wheeled bin expansion, introduction of re-usable garden sacks) and the growth of commercial waste services.

The agreement is on a contract hire basis that includes maintenance and support through additional 'service reserve' vehicles and an onsite defect clinic. The key objective for the contractor is to maintain the frontline vehicle requirement between 06:00 – 22:00, 7 days a week including any bank holiday and Christmas working requirements.

Issues

In order to meet statutory obligations and customer expectations in terms of a high quality, reliable and safe service, it is essential the Council operate a modern, reliable and well-maintained fleet of vehicles. Therefore, in the new procurement exercise is required to satisfy statutory waste collection requirements.

Due to the factors explained in the Cabinet Report, the Council needs to facilitate a 12-month extension to allow adequate time to complete a new procurement and satisfy the objectives above.

Should the extension of the current fleet be declined and the Council required to utilise a hired vehicle not built to specification it would place the council at risk with its ability to maintain a satisfactory service.

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 continued provision of the waste vehicle fleet is expected to have a positive impact for people of all age groups. It is anticipated that evaluation criteria will give a high priority to quality of user consultation and delivery.

It is proposed that the detailed specification will give significant emphasis to support frontline users and should the procurement involve a maintenance agreement / the need to maintain a frontline fleet at all times that this will be supported by performance indicators that monitor issues that are important to service delivery, for example:

- Vehicle off road indicators
- First time fix
- Quality of work
- Number of vehicle defects and how quickly they are addressed.

This procurement will support the Councils approach to sustainable development, including energy management, transport, improving air quality and reducing vehicle emissions.

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

It will be a requirement that vehicle providers deliver training and awareness to relevant employees.

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 continued provision of the waste vehicle fleet is expected to have a positive impact for people of all abilities. The need to maintain a frontline fleet at all times will be supported by performance indicators that monitor issues that are important to service delivery, for example: • Vehicle off road indicators • First time fix • Quality of work • Number of vehicle defects and how quickly they are addressed. Thus allowing the council to maintain its ability to accommodate assisted waste collections to those who need it. This procurement will support the Councils approach to sustainable development, including energy management, transport, improving air quality and reducing vehicle emissions.
What action(s) can you take to address the differential impact?
It is proposed that the detailed specification will give significant emphasis to support service delivery and that this will be supported by performance indicators that monitor contractor commitment. It will be a requirement that vehicle providers deliver training and awareness to relevant employees.

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			**x**

undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)			

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
N.A.
What action(s) can you take to address the differential impact?
N.A.

3.4. Marriage and Civil Partnership

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

	Yes	**No**	**N/A**
Marriage			**x**
Civil Partnership			**x**

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
N.A.
What action(s) can you take to address the differential impact?
N.A.

3.5 Pregnancy and Maternity

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

	Yes	**No**	**N/A**
Pregnancy			**x**
Maternity			**x**

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

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

3.6 Race

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

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

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
N.A.
What action(s) can you take to address the differential impact?
N.A.

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

3.8 Sex

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

	Yes	**No**	**N/A**
Men			**x**
Women			**x**

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
N.A.
What action(s) can you take to address the differential impact?
N.A.

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.
N.A.

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

3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive]** 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 proposed that the detailed vehicle specification will give positive emphasis to support welsh speaking employees and Cardiff residents and will comply with the new Welsh Language standards under the Welsh Language (Wales) Measures 2011.
What action(s) can you take to address the differential impact?
It will be a requirement that vehicle providers deliver training to relevant employees in welsh where required All vehicle livery & safety information will be in both Welsh & English. Where possible to facilitate all vehicle audio alarms will be in both Welsh & English.

4. Consultation and Engagement

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

We require all of our contractors or suppliers to agree to abide by Cardiff Council's Equal Opportunities Statement. Where we believe a contractor or supplier fails to comply with our values in relation to equality and diversity, we will cease the issue of the contract. We will ensure that equalities issues are a common theme across our training and development; in addition, Cardiff Council requires its staff and any contractors to behave in accordance with the values set out in the Equality Act.

Understand the effect of policies, practices and decisions:-

- Identify key equality issues for Cardiff Council
- Identify where the workforce reflects the community it serves
- Identify any imbalances and where action needs to be taken to reduce them
- Develop evidence based equality objectives and measure progress

All policies and processes are reviewed periodically within the contract time and, should any issues arise that may affect the Protected Characteristics, these are addressed.

All policies and processes are adhered to in respect of Procurement.

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

Groups	**Actions**
Age	It will be a requirement that vehicle providers deliver training to relevant employees.
Disability	It is proposed that the detailed specification will give significant emphasis to support service delivery and that this will be supported by performance indicators that monitor contractor commitment.
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	It will be a requirement that vehicle providers deliver training to relevant employees in welsh where required All vehicle livery & safety information will be in both Welsh & English. To facilitate all vehicle audio alarms will be in both Welsh & English.
Generic Over-Arching [applicable to all the above groups]	It is proposed that the detailed specification will give significant emphasis to support service delivery and that this will be supported by performance indicators that monitor contractor commitment. Contractors are subject to the Councils procurement SSIP requirements.

	It is proposed to involve users (e.g. waste operators) in drawing up of the vehicle specification to ensure that their views and priorities are captured. All policies and processes are reviewed periodically within the contract time and, should any issues arise that may affect the Protected Characteristics, these are addressed. All policies and processes are adhered to in respect of Procurement. This procurement will support the Councils approach to sustainable development, including energy management, transport, improving air quality and reducing vehicle emissions.

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 : M.Long	Date: 24.08.2017
Designation:	Projects & Development Officer
Approved By:	Jane Cherrington
Designation:	OM Recycling Waste Services
Service Area:	Recycling Waste 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 (Action completed 24th August 2017)

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

Mae'r dudalen hon yn wag yn fwriadol

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Mae'r dudalen hon yn wag yn fwriadol

CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING: 21 SEPTEMBER 2017

SENIOR MANAGEMENT ARRANGEMENTS

FINANCE, MODERNISATION AND PERFORMANCE (COUNCILLOR CHRIS WEAVER)

AGENDA ITEM: 6

CHIEF EXECUTIVE

Reason for this Report

1. To seek Cabinet approval for an amended senior management structure in line with the new Administration's statement of priorities – Capital Ambition - and the pending retirement of the Director of Social Services. The amended senior management model involves the deletion of various posts, which are outlined in the report, to support the creation of new roles, on a cost-neutral basis, to reflect the Council's emerging agenda.

Background

2. In July 2017 the Cabinet published its Capital Ambition which set out the Cabinet's commitments for Cardiff. The programme is wide-ranging with "commitments for Cardiff" covering the spectrum of Council services. In particular, the Administration outlines a number of proposals that involve changing and/or improving the way in which the Council delivers services to citizens and communities.

3. These include:

- Adopting a Digital First approach to council services: "making the best use of new technologies to deliver our services, and providing digital access indistinguishable from that available to citizens in every other aspect of their lives";

- Joining-up Frontline Services: "staff from across the Council, and across our public services, will work increasingly across departmental and organisational silos, with a focus on delivering the best for citizens, communities and the city";

- "Keeping our streets and neighbourhoods clean and well-maintained"; and

- "Breaking down barriers and joining up services at the community level by placing social care at the heart of the Council's emerging localities approach".

4. To ensure that the areas of focus identified above are managed in a coherent way, along with the retirement of the current Director of Social Services during the first half of 2018, there is a need to review and realign senior management arrangements to ensure delivery of the Capital Ambition agenda.

5. The purpose of this report is to put forward for consultation specific proposals relating to the shape and structure of the senior management team and to identify the specific requirements for filling new posts, as required. These proposals, if agreed by Cabinet, would then be consulted on with the employees and trade unions concerned.

6. Cabinet agreed the Council's Budget Strategy Report in July 2017 which set out the financial challenges that the Council faces over the short and medium term. Any review of the senior management structure will need to be contained within the existing budget allocated for senior management.

Context

7. Capital Ambition reinforces the need for the Council to respond to several critical challenges that impact on the ability to deliver high quality services in a financially constrained environment.

   - A Shift to Digital First Public Services: Technology is serving to transform the context of local public services. Increasingly, local authorities are seeking to automate processes, shift customer transactions and services into online channels of communication, and migrate Council systems into cloud-based solutions. The aim is the delivery of substantial savings and concurrent improvements in customer services. In addition, digital councils are increasingly seeking to shape the technology environment of the local areas. Cardiff has one of the best developed fibre networks in the UK yet its profile as a 'Smart City' – one that uses technology to solve complex problems – is limited, with only rudimentary steps taken to draw on the expertise of the city-region's technology cluster.

   - Collaboration in Shared Services – In January 2017 the Cabinet Secretary for Finance and Local Government published the White Paper on Local Government Reform which set out proposed arrangements for enhanced regional working. This was followed by an Oral Statement on 18 July 2017, setting out an approach to local government reform underpinned by *'systematic and mandatory regional working to ensure [local authorities] are resilient, both financially and in terms of the services they provide.'* Central to this agenda will be the delivery of economies of scale

through greater collaboration – at a regional or national level - around shared services, including: technology platforms, to offer greater consistency as well as cost savings; specialist services where expert knowledge or skills can sometimes be in high demand and short supply; and joint or shared transactional services where processes are consistent.

- Service Integration in Social Care, Health and Housing - As stated in 'Capital Ambition,' there is a need for the Council to work '*across the public services in order to deliver lasting solutions to complex problems.'* In no area is the need for greater integration across public services than at the interface between social care, health and housing, particularly in relation to supporting older people. The number of citizens in Cardiff between 65 and 84 is projected to rise by 45% over the next 20 years, and the number over 85 years old, is expected to nearly double. The demand pressures and costs associated with an aging population are significant and projected to increase. Finding solutions to these long-term challenges will mean adopting a whole-system approach across social care, health and housing to help older people stay as safe, healthy and independent as possible, and to lead lives that have value, meaning and purpose in their own homes, and in their communities.

- Increases in Looked After Children: The Council continues to experience growing pressures in the area of children's services with a sharp increase in the numbers of Looked After Children in the last eighteen months, despite the implementation of important preventative measures, like the Multi-Agency Safeguarding Hub, and the introduction of the Signs of Safety approach to child protection. The complexity and severity of cases continues to increase, with the courts reinforcing the need for the Council to take action to protect vulnerable children.

- Waste management and street cleansing: Keeping Cardiff's streets and neighbourhoods clean and well maintained is identified as a priority in Capital Ambition with a commitment to integrate Council services at a neighbourhood level as part of a 'Total Street' approach. Furthermore, while Cardiff is Britain's leading major city for recycling, the city must meet challenging statutory recycling targets of 64% by 2020 and 70% by 2025 if substantial fines are to be avoided.

- The Council's Role as Corporate Landlord: Property represents one of the Council's most significant assets and areas of spend, representing the second largest call on the Council's budget after staff costs - circa £60m per annum with over 500 operational properties. As the landlord for these assets the Council has an obligation to ensure that they are managed and maintained to the highest standards, including compliance with statutory obligations and health and safety requirements. The responsibility for the management of the Council's non-domestic buildings, and the

associated budgets, is at present spread across a number of Service Areas and Directorates. As a result, there is no consistent approach to the management of the assets. The creation of one cohesive operating model in the organisation leading on all non-domestic property matters is a key requirement, including: the centralisation of non-domestic property services; strengthening of the health and safety compliance function; procurement of the second generation of Building Services Frameworks; and the design, procurement and implementation of new technology to support the new Corporate Landlord function.

- Ensuring Continuity of Leadership and Management: In September 2014, the findings of a Wales Audit Office Corporate Assessment provided a critical assessment of the Council's performance. In summary, it concluded that: *"Fragmented leadership and management have meant that weak performance in key service areas has not improved".* It was on this basis that the senior management structure was reviewed and revised in 2015. In 2016 the Wales Audit Office 'Follow On' report recognised that the Council has put in place better arrangements to support improvement and to address longstanding issues, but was now at a critical point in embedding them if it is to achieve a step change in delivering improved outcomes.

Current Position

8. The existing senior management structure **(Appendix 1)** is made up of:

- Director Communities, Housing and Customer Services
  - Assistant Director Housing & Communities
  - Assistant Director Customer Services & Communities

- Director Economic Development
  - Assistant Director Commercial Services

- Director Education and Lifelong Learning
  - Assistant Director Education & Lifelong Learning

- Director Social Services
  - Assistant Director Children's Services
  - Assistant Director Adult Services

- Director City Operations

- Corporate Director Resources
  - Director Governance & Legal Services
  - Head of Service Finance
  - Chief HR Officer
  - Head of Performance & Partnerships

9. The Hay Group Structure Benchmarking report is attached as Appendix 4. This report was undertaken in June 2017 and was a follow-on report from one undertaken in 2015. It compares Cardiff Council with other councils, including the Core Cities, at Tiers 1 & 2 and shows that:

- The average number of officers at Tier 1 is 5. This is fewer than Cardiff, who have 7 officers at Tier 1, though the disparity is smaller than in January 2015.
- The average number of officers at Tier 2 is 18. This is significantly more than Cardiff, as with 9 Tier 2 officers Cardiff has the fewest in the sample.
- The average total number of management roles is 22. With a total of 16 Tier 1 and 2 roles, Cardiff has one of the lowest total management roles in the sample, due to the lower number of Tier 2 officers.

Proposed Senior Team Model

10. An overview of the proposed new senior management arrangements is attached as Appendix 2. More detailed directorate responsibilities are outlined in Appendix 3. The changes to the model are as follows:

- Corporate Director People and Communities (new post)
- Chief Digital Officer (new post)
- Assistant Director Corporate Landlord (new post)
- Director Planning, Transport & Environment (previously City Operations)
- Assistant Director Street Scene (new post)
- Head of Democratic Services (new post)

11. The new role of Corporate Director People and Communities will oversee the integration of housing, social care and health strategies to promote and maintain the independence and health of the city's most vulnerable citizens. This is a senior level role designed to address the urgent service delivery and financial challenges posed by growing demands on the city's social and housing services. It will seek to promote the further development of preventative measures, building on recent developments such as the Multi-Agency Safeguarding Hub and the Independent Living Service. Delivery of bespoke accommodation for people in need would be a key area of focus. As part of the delivery of these arrangements, the current post of Director of Communities, Housing and Customer Services will be deleted. Following the appointment of the Corporate Director People and Communities there will also be a review of the operational management arrangements across Housing and Social Services to ensure effective delivery of key priorities within existing resources.

12. The Director of Social Services will directly manage Children's Services, alleviating the need for an Assistant Director for Children's Services, which has previously been the subject of five unsuccessful recruitment processes. The existing post of Assistant Director Children's Services will

be deleted on appointment of the new Director of Social Services and interim arrangements terminated. As a consequence, it is proposed that the post-holder should have senior level experience of successful management in a children's services environment. As part of the review of operational management arrangements, particular consideration will be given to ensuring capacity in the area of children's services.

13. This Director of Social Services will also continue to hold the associated statutory role of Director of Social Services, which includes the following accountabilities:

- Clear Professional Leadership
- Advice to Head of Paid Service and Councillors on Strategic Direction and Social Services Responsibilities
- Strong Performance Management and Improvement Arrangements and Reporting
- Sound Child and Adult Safeguarding Arrangements and Reporting
- Workforce Planning and Professional Development
- Partnership Working within and Outside the Local Authority.

14. The statutory role must have reliable systems and flows of information to monitor, influence, challenge and be accountable for performance, quality, risk and opportunity across the full range of Children's and Adults' commissioning, service provision and practice. Therefore, it is vitally important that reporting and accountability arrangements are clearly laid down and understood between this role and the Corporate Director People and Communities, and the Director Education and Lifelong Learning. The Director of Social Services will continue to play a pivotal role as a member of the Council's Senior Management Team.

15. In response to the need to change services through the roll out of new technologies and the digitisation of processes, it is proposed that the post of Chief Digital Officer should be established. This will ensure senior level leadership of the digital agenda, accelerating the shift to online 24/7 services. The post will also play an advocacy role for Cardiff as a smart city – working with partners on shared services and high-tech solutions to city problems. The cost of the post will be partly offset by deletion of an Enterprise Architecture Operational Manager post, which is currently vacant.

16. In response to Capital Ambition, it is proposed that the current Director of City Operations should be renamed to become Director of Planning, Transport & Environment with overall strategic management responsibility for a broad range of frontline services including planning, transport, highways, cleansing and in addition waste management. It is proposed that this should be supported by a new post of Assistant Director Street Scene with responsibility to integrate relevant services including highways, enforcement activities, waste management and cleansing and charged with delivering the Administration's commitment to "develop a 'total street' approach to keeping streets and public spaces clean that join up Council services". In supporting this approach and following the appointment of the Assistant Director Street Scene, a new

operational management structure will be developed with a risk that current managers may be displaced from the new establishment. The current post of Assistant Director Commercial Services will be deleted.

17. In the Economic Development directorate, it is proposed that a new post of Assistant Director Corporate Landlord will be established to ensure the development of the Council's property estate, including a sharp focus on the Council's legal and compliance obligations in this area. The Cardiff Harbour Authority and Parks will become the managerial responsibility of the Director of Economic Development – reflecting synergies between these areas and the Council's approach to property, events and wider economic development.

18. Finally, it is proposed that a new post should be established within existing resources at OM1 level dedicated to discharging the responsibilities of statutory Head of Democratic Services. This will report to the Director Governance and Legal Services and will include managerial responsibility for scrutiny and democratic services which will require a review of the current operational management structure. It will provide additional senior level support to, and advocacy on behalf of, elected members, in accordance with the commitment of the White Paper on Local Government Reform to reinforce the centrality of local members to the future of local government. The duties of Head of Democratic Services is currently covered by Geoff Shimell on an interim basis, and these arrangements will cease on the successful appointment to the new role.

19. The salaries of Tier 1 and 2 roles were independently benchmarked in the review which took place in 2012 and the current level of remuneration is broadly aligned to the Core Cities, London Boroughs and the public and not-for-profit sector medians. Therefore, it is not proposed, as part of this remodelling, to change the spot salaries of the roles of the Corporate Director, Director, Assistant Director, Chief Officer or Head of Service. However the new role of Chief Digital Officer has been evaluated by Hay Group and is proposed at a spot salary between Director and Assistant Director.

20. It is proposed that the new Corporate Director People and Communities; Chief Digital Officer; Assistant Director Streetscene; and, Assistant Director Corporate Landlord are advertised externally. This is a Welsh Government requirement for the Corporate Director role.

Process for Change

21. The Standing Orders (Wales) Amendment Regulations 2014 require posts over £100k salary to be publicly advertised. Therefore, this needs to be a consideration in the process for moving from the current structure to the proposed model. As a result of these rules an Authority cannot ring-fence any vacancies with salaries over £100k or above as 'suitable alternative employment' for redundant employees, but must advertise them externally.

22. Advice has been received which states that it is possible to divide up the duties of one deleted post between other existing post-holders without the need to advertise the receiving posts as there would be no vacancies to advertise. However, the extent to which this can be applied without turning the receiving posts into new posts is not detailed in the Regulations. This report has been prepared on the basis that, as long as any additions to current roles are only minor, then those roles are counted as not changing.

23. Subject to consultation with affected employees and their representatives, the following roles have been identified as having no, or only minor, changes and, therefore, there would be no change for the current incumbent, except for reporting lines if required:

- Corporate Director Resources
- Head of Finance
- Chief HR Officer
- Head of Performance & Partnerships
- Director Economic Development
- Director Planning, Transport & Environment
- Director Education and Lifelong Learning
- Assistant Director Education & Lifelong Learning
- Director Governance & Legal Services
- Assistant Director Customer Services (change in reporting line)
- Assistant Director Housing & Communities
- Assistant Director Adult Services

24. The following roles are considered new roles and, therefore, will need to be advertised externally:

- Corporate Director People and Communities
- Chief Digital Officer
- Assistant Director Corporate Landlord
- Assistant Director Street Scene

25. As previously stated above, the current Director Social Services has confirmed that he wishes to retire in the early part of 2018, therefore this role, with the emphasis on Children's Services, will also be advertised externally.

26. There are two employees under the proposed senior management model potentially displaced as part of this restructure and if they are displaced as part of the recruitment exercise either due to them not applying for a post or through being unsuccessful in the recruitment process, then they will be made redundant with the appropriate notice period. There is a requirement under the Welsh Government Guidance and Regulations affecting processes for Chief Officer pay in Local Government for any severance package over £100k to be agreed by Full Council. Any employees made redundant through this process would be paid severance in line with the Council's severance arrangements at that time. The £100k limit includes:

- Salary paid in lieu;
- Lump sum severance payment; and
- Cost to the Authority of any pension enhancements

27. Once Tier 1 and 2 remodelling has taken place, there will be a process by which tiers below this level will be reviewed to take account of the changes to the services within Directorates. In the short term existing arrangements will continue until realigned.

Process for Decision

28. There are a number of stages that will need to be completed in order to make changes to the current senior management structure, and these have been added to by the Standing Orders (Wales) Amendment Regulations 2014. The stages that are now required to be followed are:

- This report to Cabinet to agree to the consultation process being undertaken.
- Consultation with individuals and Trade Unions by Chief Executive.
- Final proposal to Cabinet by Chief Executive to include feedback from all consultations in November 2017.
- Report to Employment Conditions Committee to set the salary; set the duties, qualifications, qualities, and terms and conditions of employment for the role of Chief Digital Officer (Deputy Director) and consider whether to fill the new roles; and authorise public advertisement.
- The final proposal to Council on 30 November 2017.

29. Appointments to the new roles to be made by Appointments Committee, which must also make the decision to dismiss any redundant Directors.

Reasons for Recommendations

30. Proposals have been designed to ensure that the Council's senior management team is resourced to deliver the objectives as outlined, to integrate services and to reduce costs at this level of the organisation. The recommendations recognise the need to complete the detail of the new posts and to ensure that full consultation takes place ahead of any decision to proceed.

Legal Implications

31. It is the responsibility of the Cabinet to decide on employment strategy and policy in so far as this has not been further delegated. The Cabinet may therefore determine the broad Senior Management arrangements of the Council.

32. However this is subject to a number of specific requirements set out in the Local Authorities (Standing Orders) (Wales) Regulations 2006, as amended in 2014. These requirements are further set out in the

Employment Procedure Rules contained within the Council's Constitution.

33. Under the Regulations and the Employment Procedure Rules the appointment or dismissal of various officers, including Corporate Directors, Directors, Assistant Directors, and the Head of Democratic Services, must be made by the Council or by a Committee of members delegated by the Council to make the appointment or dismissal, which Committee must contain at least one Cabinet member, but not more than half of the members of that Committee shall be Cabinet members.

34. The dismissal of any of these officers for redundancy, and appointments to newly created posts, are within the terms of reference of the Appointments Committee.

35. Furthermore, the Council's Employment Procedure Rules, as required by the Local Authorities (Standing Orders) (Wales) Regulations 2006 (as amended in 2014) state under Rule 2 that:

Rule 2 Recruitment of Chief Officers

(a) A vacancy for the post of Chief Officer must be reported to the Council or body delegated to do so which will consider whether the post should be filled, and if so, subject to Rule 2A, the terms and conditions of employment and method of appointment.

(b) Where the proposed remuneration of the Chief Officer post is £100,000 or more per annum, the Council will arrange for the following to be prepared:-

(i) A statement of the duties of the officer concerned and the required qualifications or qualities to be sought in the person appointed, which is sent to any person on request; and

(ii) Public advertisement of the post to bring it to the attention of people who are qualified to apply, unless the proposed appointment is for a period of 12 months or less.

(c) Following advertisement, the Council will arrange for either all qualified candidates to be interviewed; or a shortlist to be prepared of qualified applicants and those candidates interviewed. If no suitably qualified person has applied, or if the Council decides to re-advertise the appointment, the post will be re-advertised in accordance with paragraph (b) above.

Rule 2A Remuneration of Chief Officers

Any decision to determine or vary the remuneration of Chief Officers (or those to be appointed as Chief Officers) must be made by full Council.

36. The terms of reference of the Employment Conditions Committee include policy and issues arising from the organisation, terms and conditions of

Directors and Assistant Directors (note that, as stated above, remuneration of Directors is subject to the decision of full Council).

37. All existing officers affected by the proposals are currently on JNC Terms and Conditions of employment. These set out a process for consultation in potential redundancy situations.

38. The first requirement of the JNC Conditions is to consult with any officer affected at the earliest possible stage when there is a suggestion that the officer's post might be proposed for deletion.

39. The JNC Conditions further provide that once proposals have been formulated to delete an officer's post there should be a consultation process lasting 28 days, with the right for individuals and trade union representatives to address the Committee or Council meeting concerned before a final decision is made.

40. Some officers will be displaced by the new structure. The JNC Terms and Conditions provide that those officers should be offered any suitable alternative employment that may be available, or which may become available, in consequence of the reorganisation. If no suitable alternative employment is available the Conditions require the Authority to explore the possibility of providing an alternative post.

41. This requirement has become difficult to satisfy since the Local Authorities (Standing Orders) (Wales) Regulations 2006 were amended in 2014. As has been pointed out in the text of the Report, the Regulations now require that posts with a salary over £100,000 should be publicly advertised. It is therefore not possible to ring fence any such new posts to redundant officers.

Financial Implications

42. This report sets out the arrangements for consultation of a revised Senior Management Structure. Financial implications will be confirmed when the consultation process is completed with the aim of being cost neutral.

HR Implications

43. The proposed model as set out in the report is designed to meet the Cabinet's Capital Ambition and the delivery of its commitments. The proposal is subject to consultation with affected employees and their representatives. It is proposed that the consultation take place during September/ October and an updated report presented to Cabinet/Council in November as set out in the process for decision.

44. An Equality Impact Assessment of the restructure has been completed and there are no adverse impact on any specific groups.

RECOMMENDATIONS

Cabinet is recommended to:

1. approve the proposed remodelling of the Senior Management Team on a provisional basis subject to the outcome of the consultation process.

2. approve a consultation period on the proposed model to commence immediately following cabinet approval.

3. receive a further report in November which will provide confirmation of the model proposed and the process for change taking account of issues raised during the consultation process.

4. delegate authority to the Head of Paid Service in consultation with the Leader and Cabinet Members to realign managers and support staff to the remodelled structure.

PAUL ORDERS
Chief Executive
15 September 2017

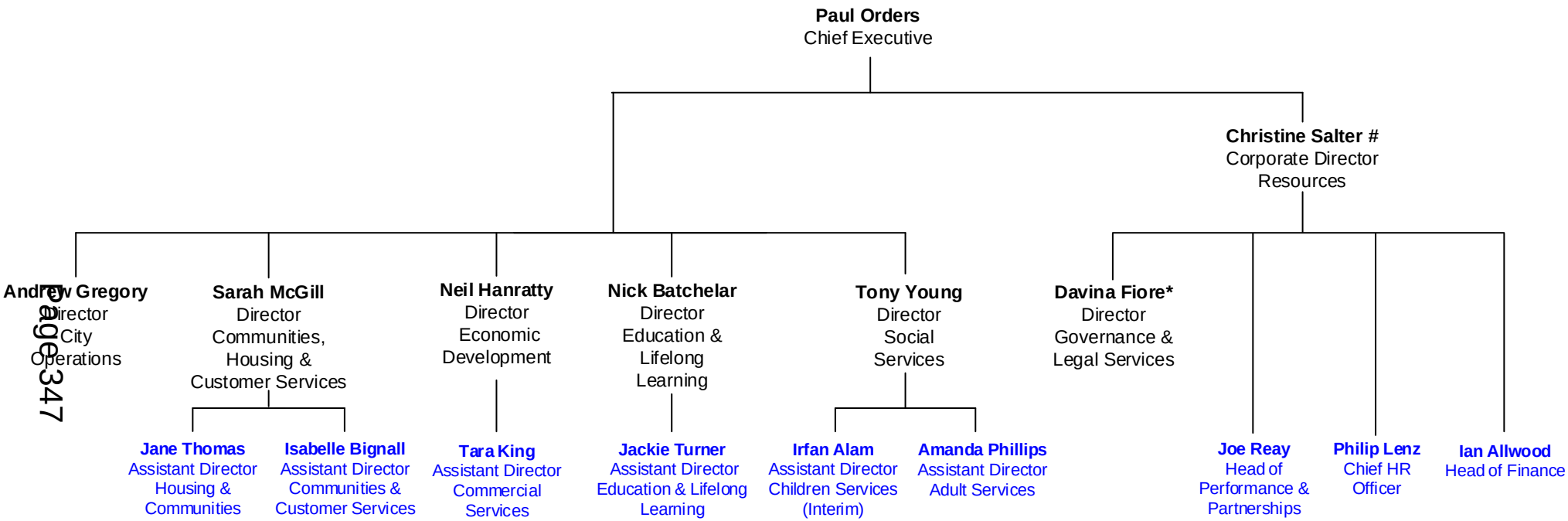
The following Appendices are attached

Appendix 1 – Existing Senior Management structure
Appendix 2 – Proposed Senior Management structure
Appendix 3 – Detail of proposed functions under each Directorate
Appendix 4 – Hay Group Benchmarking Report June 2017

The following Background Papers have been taken into account:

- Equality Impact Assessment
- Statutory Guidance on the Role and Accountabilities of the Director of Social Services

Appendix 1 – Current Structure

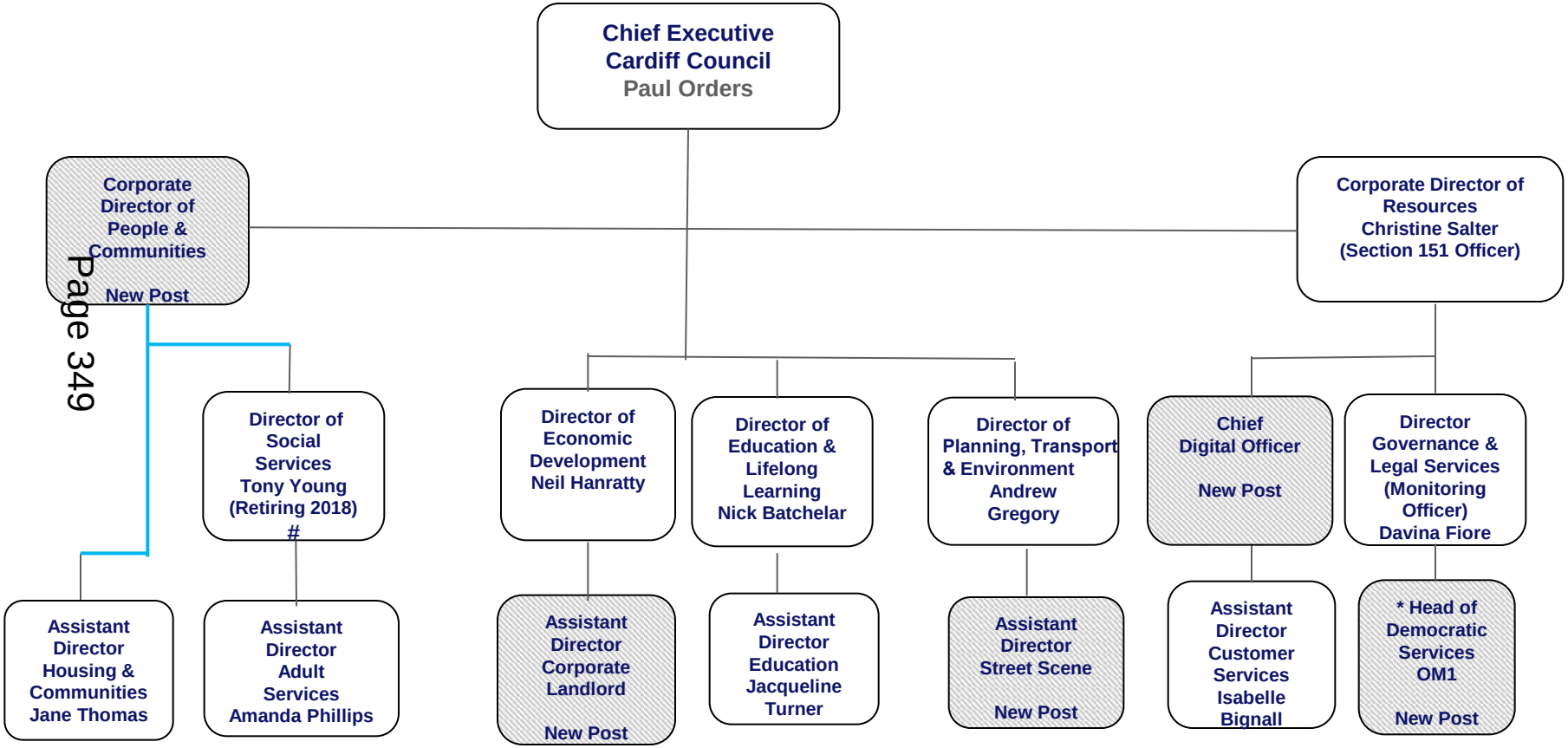


 # Section 151 Officer

*** Monitoring Officer**

Mae'r dudalen hon yn wag yn fwriadol

CEX Direct Reports - “To Be” Option



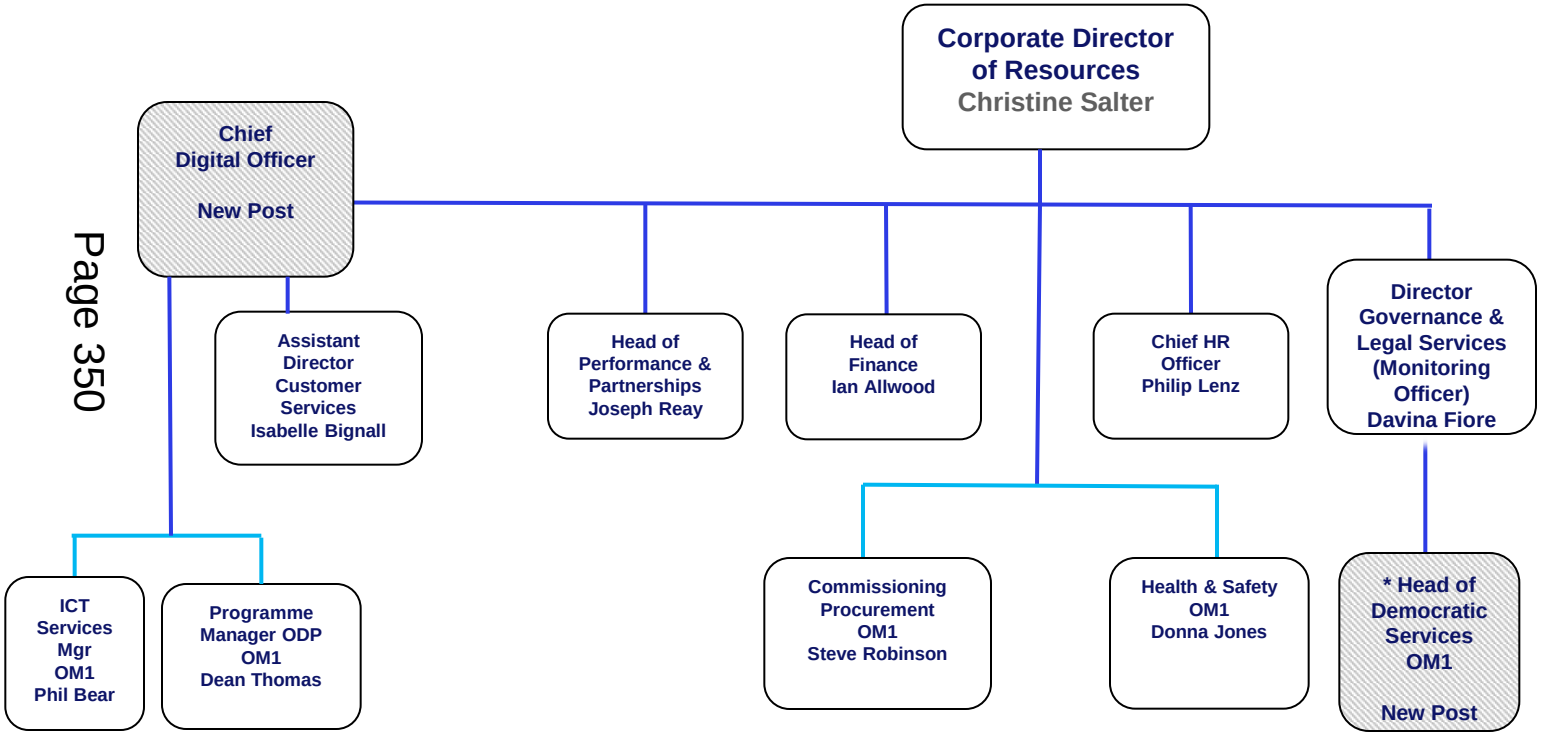
Statutory Director of Social Services

* Statutory role –
Head of Democratic Services

Appendix 2

"To Be" Option

Resources



- Statutory role - Head of Democratic Services

Appendix 3 - New Director Roles – Details of Services

Director of Planning, Transport & Environment (previously City Operations)

Waste Management
CTS
Sustainability and Energy
Neighbourhood Services
Highways Assets & Operations
Strategic Planning (LDP)
Transport Planning Policy & Strategy
Telematics
Civil Enforcement (CPE), Parking, TRO, Moving Traffic Offences, Road Safety
Trading Standards*
Private Sector Housing*
Bereavement
Registration Services
Cardiff Dogs Home

* Part of Regulatory Collaboration

Director Education

Achievement & Inclusion including;
Youth Service, Flying Start and Childcare, and Behaviour Support
Performance, Resources & Services to Schools includes Catering, Health and Safety
Schools Organisation, Access & Planning, including school admissions
Cardiff Commitment

Corporate Director People & Communities

Health Integration
Housing Strategy, Development, Enquiries and Advice
Assessment & Support including Benefits, Tenant Support, Homelessness
Landlord Services
Responsive Repairs
Preventative Services including Independent Living Service, Joint Equipment Service, Occupational Therapy, Physical Disabilities Day Service
Rent Smart Wales
Into Work Service
Neighbourhood Regeneration & Partnerships
Community Hubs and Libraries

Appendix 3 - New Director Roles – Details of Services

Director of Social Services

Safeguarding for Children and Adults
Commissioning for Social Services
Social Services Training & Development
Adults

- Learning Disabilities
- Supported Living
- Mental Health Services
- Assessment
- Home care services
- Hospital Social Workers

Children's

- Early Intervention & Prevention
- Specialist Services including Accommodation, Fostering, Looked After Children
- Targeted Services including Intake & Assessment, Children in Need, Family Intervention Services

Youth Offending Service

Director of Economic Development

Regeneration & Economic Development
Major Projects
City and Commercial Development
Tourism, Culture & Events
Harbour Authority & Parks
Leisure Services #
Arts & Theatres
Marketing & Commercial
Corporate Landlord
Corporate Property & Estates
Property, Design and Development
FM
Pest Control

GLL Contract

Corporate Director Resources

Finance
Commissioning & Procurement
HR People Services
Audit & Risk
Performance & Partnerships inc Emergency Planning
Health & Safety
Section 151 Officer

Appendix 3 - New Director Roles – Details of Services

Director of Governance and Legal
Legal Services
Democratic Services
Electoral Services
Scrutiny
Monitoring Officer
Equalities
Bilingual Cardiff

Chief Digital Officer

Digital First Strategy and Delivery
24/7 Services including ARC/CCTV, Locality Wardens / Concierge, Telecare Services, Community Alarm, Meals on Wheels
C2C
Adult Community Learning
ICT
Organisational Development Programme
Enterprise Architecture
Smart Cities

Mae'r dudalen hon yn wag yn fwriadol

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Appendix 4

Structure Benchmarking *Draft*

Anna Tinn and Jon Gay

June 2017

CARDIFF
CAERDYDD

Introduction

This report is a follow-up to an initial benchmarking undertaken in January 2015.

In January 2015, Cardiff Council were keen to understand how their senior management structure compared with other similar councils. A new structure introduced in 2012, which aimed to strengthen Cardiff's strategic capacity through more granular directorates, had significantly increased the number of Tier 1 management roles.

The benchmarking found that with 10 officers at Tier 1, Cardiff had the most Tier 1 officers of any council in our sample group, and significantly more than the average of 5 across the sample. At the Tier 2 level (mostly referred to as Assistant Directors at Cardiff), Cardiff had the fewest number of officers with 8 officers compared to the average of 18, and was the only council to have fewer officers at Tier 2 than Tier 1.

In the environment of continued severe budgetary pressures requiring councils to find new efficiency savings and re-define how they deliver services, coupled with challenging agendas, many councils have looked to change their management structure in order to make savings. Cardiff's somewhat atypical structure has changed over time, as have the structures of other councils in response to these challenges. This report compares the current structure with that of other similar councils, as well as providing a pay benchmark.

The sample used for examining the number of management roles in this report consists of the councils that constitute the Core Cities group and the largest unitary councils outside of the Core Cities group. The data is based on the most recent publicly available information, and as such it is showing a slightly historic picture. We know that some councils are in the process of restructuring, and we have excluded some on this basis (for example Manchester). For some councils, including some that were included in the sample in 2015, there is no current data available and as such they have been excluded from this sample group. For two councils, Leeds and Glasgow, there was no publicly available information for the Tier 2 structure, but we have included their Tier 1 data here.

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Management numbers

The table below shows the number of management roles at Tier 1 and Tier 2.

For those councils that were included in the original sample undertaken in January 2015, the difference in the number of officers is also shown. For councils that were not included in the 2015 sample, *n/a* is used to indicate that we do not have a comparator.

Council	Population	Core City	Tier 1	+ / - *since 2015*	Tier 2	+ / - *since 2015*	Total Mgmt	+ / - since 2015
Birmingham	1,111,300	Y	9	*+4*	29	*+12*	38	*+16*
Leeds	774,100	Y	8	—				
Glasgow	606,300	Y	7	*n/a*				
Sheffield	569,700	Y	3	*-1*	19	*+5*	22	*-6*
Cornwall	549,400	N	4	*+1*	17	*-4*	21	*-3*
Bradford	531,200	N	4	*-4*	19	*-3*	23	*-7*
Durham	519,700	N	5	—	24	*+1*	29	—
Wiltshire	486,100	N	2	*-1*	13	*-3*	15	*-4*
Liverpool	478,600	Y	6	*-1*	12	*-6*	18	*-7*
Bristol	449,300	Y	4	—	19	*-2*	23	*-2*
Kirklees	434,300	N	5	—	12	—	17	—
Croydon	379,000	N	4	*-3*	18	*+4*	22	*+1*
Cheshire East	375,400	N	3	*n/a*	17	*n/a*	20	*n/a*
Fife	368,100	N	5	*n/a*	22	*n/a*	27	*n/a*
Cardiff	357,200	Y	7	*-3*	9	*+1*	16	*-2*
Coventry	345,400	N	3	*-2*	16	*-2*	19	*-4*
Ealing	343,100	N	4	*-2*	13	*+3*	17	*+1*
Leicester	342,600	N	5	*n/a*	16	*n/a*	21	*n/a*
East Riding	336,700	N	5	—	18	*+8*	23	*+8*
Cheshire West	333,900	N	3	*n/a*	13	*n/a*	16	*n/a*
Nottingham	318,900	Y	4	*+1*	17	*-3*	21	*-3*
Newcastle	292,900	Y	5	—	30	*+1*	35	*+1*

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Cardiff compared to other councils

- The average number of officers at Tier 1 is 5. This is fewer than Cardiff, who have 7 officers at Tier 1, though the disparity is smaller than in January 2015.
- The average number of officers at Tier 2 is 18. This is significantly more than Cardiff, as with 9 Tier 2 officers Cardiff has the fewest in the sample.
- The average total number of management roles is 22. With a total of 16 Tier 1 and 2 roles, Cardiff has one of the lowest total management roles in the sample, due to the lower number of Tier 2 officers.

Themes observed

There is a lot of variance between the councils in the sample group, but there are some themes that emerge:

- Many councils have reduced their overall number of senior management roles. The extent of this varies, with some reducing the numbers fairly significantly by removing roles at both Tier 1 and Tier 2 level (for example Bradford and Liverpool). Others have reduced the overall number by a smaller amount (for example Coventry and Bristol).
- A notable exception to this trend is Birmingham, where there is a fairly granular directorate structure in place. The creation of a Children's Trust has also increased management numbers.
- In some councils where there has been a reduction of Tier 1 management roles, we can see that there has been an increase in the number of Tier 2 management roles (for example Croydon and Ealing), which indicates that accountability is being delegated further down the organisation.
- Where councils have a larger number of directorates, mots commonly, we can see that People is split into smaller directorates addressing Children Services, Adult Services and Health separately. We also see that Place is divided in a number of councils into directorates such as Neighbourhood Services and Development/Regeneration.
- We are also seeing a number of different directorates beyond the traditional People, Place, and Resources. In addition to the creation of the regeneration focused directorates separate to Place, there are directorates focused on areas such as economic growth, corporate strategy, and transformation in a number of councils.

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Pay benchmark

The table below shows the national benchmark data for basic pay in the public and not-for-profit sectors, against Cardiff's grades and current pay.

Cardiff Grade	Hay Evaluation Level	Current Pay	Public and Not for Profit Basic Pay Benchmarking Data – National		
			Upper Quartile	Median	Lower Quartile
Corporate Director	700	£132,613	£157,555	£139,490	£128,302
Director	608	£122,412	£140,000	£120,331	£102,766
(Not used in Cardiff)*	*528*		*£113,460*	*£98,270*	*£88,553*
Assistant Director	460	£83,240	£113,460	£88,080	£76,559
(Not used in Cardiff)	*400*		*£100,548*	*£74,052*	*£65,576*
OM1	350	£54,673 - £66,625	£85,850	£63,636	£56,352
OM2	304	£44,744 - £54,049	£63,083	£53,644	£47,842

*other than for the City Deal Programme Director

Cardiff compared to the benchmark data

- For most grades (such as Corporate Director, Assistant Director, and the OM grades) Cardiff's current pay is between the lower quartile and market median.
- The top of the OM1 and OM2 salary bands and Director salary is currently marginally above the market median.

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CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING: 21 SEPTEMBER 2017

2017-18 QUARTER 1 PERFORMANCE REPORT

FINANCE, MODERNISATION AND PERFORMANCE (COUNCILLOR CHRIS WEAVER)

AGENDA ITEM 7

CORPORATE DIRECTOR RESOURCES

Reason for this Report

1. To present Cardiff Council's Performance Report for Quarter 1 2017-18.

Background

2. The Performance Management Framework includes the production of quarterly performance reports designed to provide an overview of corporate and directorate performance. Effective scrutiny of performance is an important component of the Framework as it provides the opportunity to challenge performance levels, and helps focus on the delivery of Council priorities and targets.

Performance Overview

3. This report provides a summary of the progress, key successes and challenges faced by each directorate in Quarter 1 2017-18.

Report Structure

4. This report consists of:

- Performance Report – This document, which provides an accurate and balanced description of performance across each Directorate.
- Corporate Plan Scorecard Report – A report on performance against the commitments and measures in the Corporate Plan (Appendix A).
- Directorate Performance Report – A report on the performance of each directorate against their strategic directorate priorities and the related measures and actions (Appendix B).

Overview of Quarter 1 Performance – Corporate Plan

5. Measures in the Corporate Plan 2017-19:

- There are 98 performance measures in the Corporate Plan.
- Many of them have a quarterly target, which allows the use of a RAG rating to show how performance compares to the target.
- For some measures a comparison is not possible because either i) the measure is annual and there is no quarter 1 result or ii) it is a new measure with no quarterly target.
- Here is a summary of performance against target:

	Green (Better than target)	Amber (Close to target)	Red (Worse than target)	Comparison not available	Total
No. of measures	35	10	8	45	**98**
% of all measures	35.7%	10.2%	8.1%	46%	**100%**
% of results available	66%	19%	15%		

6. Commitments in the Corporate Plan 2017-19:

- There are 73 separate commitments in the Corporate Plan.
- Here are the RAG ratings for those commitments.

	Green	Amber / Green	Red / Amber	Red	Total
No. of measures	48	16	8	1	73
% of all measures	66%	22%	11%	1%	100%

Summary of Directorate Performance

7. This section provides an update on progress towards delivering the Strategic Directorate Priorities of each of the Council's seven Directorates.

City Operations

Key Areas of Progress

8. The continued emphasis on street cleanliness in the city has resulted in strong performance in key areas. In Quarter 1, 92.8% of the 1,200 streets assessed were of a high or acceptable level of cleanliness. This exceeds the target of 90%, and the data the assessments provides also helps to target resources. Similarly, 97.6% of reported fly tipping incidents were cleared within 5 working days, again above the target of 90%.

9. Work continues to bring forward the delivery of Strategic New Community Sites allocated in the city's Local Development Plan. Key developments

include progress on specific sites, S106 agreements being negotiated, new homes being delivered and Master-planning work is underway.

10. There are a range of developments being progressed to enhance service efficiency and delivery through digitalisation. This includes: data collection for infrastructure assets and highway enforcement; implementation of new parking-related technology including parking sensors, new Pay & Display infrastructure and other facilities (including pay-by-phone) options; and the implementation of on-line applications for parking permits.

11. The output for both of the Council's key planning performance indicators were significantly above target in Quarter 1. Progressing planning applications in a timely way is critical to the city's ability to capitalise on the growth it is forecast to experience, and this continued strong performance builds on work undertaken in 2016-17 to develop and enhance the service. 63.6% of major planning applications and 94.9% of householder planning applications were determined within the respective timescales.

12. The city's Annual Local Sport Plan has been finalised and subsequently approved by Sport Wales, resulting in £580,000 that has been allocated to deliver sport and physical activities through the six Neighbourhood Sports Boards.

Directorate Challenges

13. The income targets the Directorate is aiming to meet during 2017-18 remain challenging and delivering these in a timely manner is a key focus. Robust monitoring is in place. In addition a detailed review of all budget streams and commercialisation opportunities is being undertaken to improve the position.

14. The Capital Ambition has defined a number of important infrastructural challenges for Cardiff, in terms of highway, cycling, public transport, and area & other asset improvement priorities. It will be essential to have clear costed programmes and implementation plans/resources to deliver these targets effectively. Ongoing work is taking place to put these programmes and resources in place.

15. The Directorate has a number of challenges in a range of specific areas related to productivity improvement, sickness absence, staff engagement and resourcing. This is in the context of services which are sometimes performing highly on existing measures but where the demand for improvement across Cardiff is strong, and firm budget controls are required. A comprehensive programme for service development is being scoped out. This is now a priority.

<u>Communities, Housing and Customer Services</u>

Key Areas of Progress

16. The continued quality improvements in the accreditation provided by the Council's Adult Community Learning service have been recognised in the report that accompanied the renewal of Severn Road's Agored Cymru

awarding centre status. These quality improvements have contributed to the accreditation success rate of 94%, which is higher than the national average.

17. The customer satisfaction rates of visitors to the city's Hubs remain high, with 96% of those surveyed agreeing that the Hub they visited met their requirements/they got what they needed.

18. There is now a simplified referral process in place between the Independent Living First Point of Contact Team and Older Persons nurses. 71% of new cases are now dealt with directly at the First Point of Contact within Independent Living Services, with no onward referral to Adults' Services.

19. The Community Living Plus scheme in Sandown Court officially opened on the 29 June 2017. The scheme provides supported, flexible living space, a medical room, and community space; these facilities will provide a hub of older people services for the residents and also the local community. The flats are designed to enable residents to stay independent in the community for as long as possible. This approach will be rolled out to other older person's housing complexes.

20. Following the development of a Business Strategy, a rebranding exercise and marketing, Meals on Wheels was relaunched in May. Currently, 161 people receive Meals on Wheels.

21. The Council's website (Cardiff.gov.uk) has been acknowledged as the best local authority in Wales after it won the award for "Best Welsh Unitary" website at the Socitm Better Connected awards. However, work is underway to continue to develop the accessibility of the website, and build on the 509,532 mobile device accesses that were recorded on the Council website during Quarter 1.

22. Work undertaken in Quarter 1 included:

- An in-depth review and analysis of Council Tax contact, with a view to promoting areas where online usage could be increased.
- Establishing volumes for the categories of calls into C2C that could be serviced online. Targeting campaigns for customers who contact the Council by telephone for these services.

23. Phase 1 of the Cardiff Living Programme has commenced on site at Willowbrook West with pre-development enabling works, and planning applications for Snowden/Wilson and Ty-Newydd were both submitted in April 2017. In addition to the Cardiff Living Programme, the planning application for housing at Caldicot Road was submitted in June following a 28 day pre-application public consultation period. The Framework set up by RCT Homes will be used to procure a contractor for the scheme.

Directorate Challenges

24. Supporting the citizens of Cardiff to access employment opportunities will be key to ensuring the benefits of the city's predicted economic growth are

widely felt, and to ensure inequality in the city is minimised. There are over 40 organisations in Cardiff offering employability services and support to individuals, with many good projects achieving positive outcomes. However, under current provision there are issues with the simplicity of the pathway to services; the visibility of service users' needs; the simplicity of the eligibility criteria; overlap with other services; and the consistency of data collection to identify, match and track individuals. As such work has now begun to identify and design how these services can be better aligned.

25. Rough sleeping continues to pose a significant challenge for the city: from 2015 to 2017, the number of individuals rough sleeping approximately doubled, from around 30 two years ago to around 60 now. To address this increase the Rough Sleeper Strategy was developed and approved in March 2017 and the Action Plan put in place in April 2017. The plan includes expanding the Council's outreach team, training the outreach staff to undertake statutory homelessness assessments on the streets and employing a multi-agency approach to deal with service users causing problems in the city.

26. The income targets the Directorate is aiming to meet during 2017-18 remain challenging and delivering these in a timely manner is a key focus. Robust monitoring is in place and this will continue to be carried out throughout the year.

Economic Development

Key Areas of Progress

27. Following on from the success of the UEFA Champions League finals, work continues to build on Cardiff's reputation as a place to hold internationally-significant events and attract visitors from across the world. In Quarter 1 this included the establishment of a multi-agency strategic events forum to develop future bids for events in the city, and work to develop a potential European Capital of Culture Bid. Furthermore, plans for hosting the Volvo Ocean Race and Eisteddfod 2018 are on schedule.

28. The continuing regeneration of the city centre has been furthered by the completion of site preparations for the Bus Interchange, and a proposal for the delivery of the Bus Interchange is now under consideration.

29. A Corporate Landlord Programme has been established to bring together the management of all the property within the Council into a single entity to create a compliant, uniform, cost effective, and cost efficient service. Programme workstreams include strengthening of health and safety compliance across all non-domestic assets, the non-domestic building services framework and corporate landlord systems architecture.

30. Delivery of the Property Strategy is progressing to achieve fewer but better buildings. The Council has recently disposed of the former Trelai Library and has relinquished 32 Cowbridge Road East.

Directorate Challenges

31. There are two significant challenges in relation to the Council's Recycling Waste Management services. The first is budgetary: the Month 4 monitoring position is a concern with a significant overspend being projected particularly due to the current volatility in recycling markets risks.

32. The second challenge is in meeting the Welsh Government's statutory targets for recycling. Recycling strategies continue to work to maintain recycling performance rates and increase waste recycling services such as mattress and bulky item collections. However, the Council's ability to meet the Welsh Government's statutory targets to recycle or reuse 64% of all waste by 2019/20, rising to 70% by 2024/25 will be challenging; the year-end performance for 2016-17 was 58.12%. Recycling performance is challenged by a number of factors; changes in the global recycling market, HWRC performance, kerbside performance and increasing service demand increases; due to both changes to the demographics (more flats and transient populations,) and the demographic growth in Cardiff.

<u>Education and Lifelong Learning</u>

Key Areas of Progress

33. Provisional results for the academic year 2016/17, received from the Consortium, provide an early analysis of outcomes at the end of the Foundation Phase (age 7), Key Stage 2 (age 11) and Key Stage 3 (age 14). The first official data release from Welsh Government is due in August 2017. Provisional data highlights a slight dip in performance in the above measures as follows:

    - 88.5% in 2016/17 in the Foundation Phase Outcome Indicator, compared to 88.9% in 2015/16
    - 89.4% in 2016/17 in the Core Subject Indicator at Key Stage 2, compared to 89.5% in 2015/16
    - 86.2% in 2016/17 in the Core Subject Indicator at Key Stage 3, compared to 86.6% in 2015/16

    Secondary school leaders have provided the best data they can about the currently secure performance of their Year 11 pupils, taking into account the changes to the GCSE qualifications and performance framework introduced in Wales during the academic year 2016/17. Key Stage 4 results will be released to pupils on the 24th August 2017. Provisional data for Cardiff will be made available in Quarter 2 and finalised in Quarter 3.

34. Overall, good progress is being made to deliver actions to improve educational outcomes for a number of key groups and close the attainment gap. However, this area remains a key challenge across the region. Provisional 2016/17 results for each of the targeted groups will be available in Quarter 3, including for those pupils eligible for free school meals, pupils educated other than at school and looked after children.

35. The Council, in partnership with the Central South Consortium, is developing refined support for federations and school leadership programmes. A special school federation proposal has been supported by all the Governing Bodies involved. Two more primary school federation consultations are due to start.

36. Teach First has been commissioned in the Central South Region to ensure high quality teachers are secured, particularly in subjects such as Maths, English and Science. Recruitment is in place for September 2017.

37. Work is ongoing on the 21st Century Schools Band B proposals. The stakeholder reference groups met six times from March to June 2017 to inform these proposals. The Asset Renewal Board is established and working through priorities and budgets for this year to address condition and suitability issues of the school estate. Affordability remains a key challenge.

38. The Council, with other partners, is continuing to prepare for the implementation of Additional Learning Needs reform. A draft action plan is on schedule to be complete by the end of July 2017, which will set the direction for significant changes in the years ahead. Simultaneously, an analysis of Out of County placements will inform Band B 21st Century Schools programme option appraisals, to seek to extend the availability of places for pupils with additional learning needs in the city.

39. There has been strong progress in engaging employers to support the Cardiff Commitment to youth engagement and progression over the last 6 months. 129 employers have been engaged with to date: 68 employers are committed, and 13 of the 68 employers have returned a complete 'Cardiff Commitment Employer Pledge'. Cardiff Council has also made a clear commitment to increasing the number of traineeships and apprenticeships in the workforce and has appointed a new coordinator to lead this work.

40. The Youth Service is maintaining a focus on young people at risk of not being in education, employment or training (NEET) this autumn and on those 16-18 year olds currently NEET in Cardiff (342 as at June 2017). 413 Year 11 leavers are being supported to find suitable destinations at present.

41. There has been a slight increase in the overall number of governor vacancies to 8.64% (178 positions). LA governor vacancies have increased to 7.59% (30 positions). The increase in LA governor vacancies arose following the Council elections in May when a number of resignations were received from outgoing councillors. Recruitment to these vacancies will continue over the summer months.

42. Positive progress has been made to initiate new arrangements to trade central services with schools, including the introduction of an online portal to provide easy access for schools. Work is ongoing to ensure the revised costing base for all Education Directorate traded services include the £500,000 savings target for the 2017-18 financial year.

Directorate Challenges

43. This year has seen the introduction of a new set of GCSE qualifications in Wales (Mathematics, Mathematics–Numeracy, English Language, Welsh Language, English Literature and Welsh Literature). At the same time, new rules have been introduced for reporting school performance measures at Key Stage 4, for example Level 2 (5 GCSEs A*-C). Early indications are that performance at Key Stage 4 will appear lower this year because of these changes. Consequently, much less importance can be given to comparing performance in the 2016-17 academic year to 2015-16 academic year. Comparisons to the 2016-17 Wales results will provide a clearer picture of the position in Cardiff.

44. Improving the performance of a minority of schools remains a priority. As at June 2017, there are 13 schools in an Estyn category, of which:
    - 6 are in Estyn Monitoring
    - 2 are in Significant Improvement
    - 5 are in Special Measures, 2 of which are federated.

45. The condition and maintenance of the school estate presents challenges, as many of the city's school buildings suffer from a longstanding lack of investment. Systematic changes to the framework within which school buildings are maintained are planned.

46. The growing population and demand for school places in the city has had an impact on the number of pupils securing their first choice of school. In September 2016, 86% of Primary pupils and 76% of Secondary pupils secured a place at their first-choice school, compared to 88% and 87% in 2015. There has also been a significant increase in the number of young people with Additional Learning Needs (ALN) and Cardiff does not have enough specialist provision. As a result of this, too many young people are being placed out of area or are not able to access appropriate full time education within the city.

<u>Governance and Legal Services</u>

Key Areas of Progress

47. The Member Induction Programme commenced in Quarter 1, with essential training provide to carry out the functions of Scrutiny, Cabinet and chair and participate in regulatory committees. This has included training on; Equalities, Code of Conduct, Scrutiny, Service Area specific, Planning and Licencing committees.

48. The Council elections were successfully supported, followed by a General Election that was announced at short notice; and the Voter Registration Campaign was also successfully delivered.

49. The Welsh Language Standards Annual Report 2016-2017 was completed and agreed by Council on 29 June 2017 and published on the website on 30 June 2017. The Welsh Language Forum has been reconstituted as the

Bilingual Cardiff Forum and is meeting quarterly, with representatives of statutory and voluntary services.

Directorate Challenges

50. In both Legal Services and Member Services workloads are high and are likely to increase. A requirement to make savings for next year's budget means that there is a need to identify work that will no longer be carried out. This is problematic as all the work done is either statutory or is enforcement work (prosecutions or debt recovery) or contract or regeneration work aligned to Council priorities.

51. For the first time, in this financial year a budget for external legal spend has been brought together centrally within the legal services budget. However, this is a significantly smaller amount than that spent in the last financial year on external legal services as a result of budget cuts approved for 2017/18. Staff are being recruited to carry out most of this work internally more cost effectively, but the time taken to recruit means that there is likely to be an overspend on the external legal fees budget for this financial year (2017-18).

Resources

Key Areas of Progress

52. Seven Cardiff organisations have become accredited to the Cardiff Living Wage Scheme since March and work continues to publicise the scheme. Issues that are impacting on adoption of the scheme include companies that are seeking additional funding to enable them to pay living wage and that there are a number of companies in Cardiff who are paying the living wage but not accredited to the scheme.

53. Directorates are being supported to identify opportunities for 6-month Corporate Trainee posts. These roles would not expect to have any qualification requirements associated with them to ensure that the opportunities are available to the widest population and will only be available to residents of Cardiff. Work is also being undertaken to develop work experience processes within the Council. There has also been presence at schools events to talk to young people about opportunities within the Council and at Careers Fairs to promote employment within the Council with young people.

54. The Council has met its target (95%) for the percentage of Personal Reviews that were initiated with Objectives for 2017-18 before the deadline. This is the first time the new Personal Review process – which has been co-designed with staff to be as accessible as possible to all areas of the Council – has been used. A working group will be looking at the effectiveness of this new approach throughout 2017-18.

55. Work in relation to communication campaigns is progressing well, and the growth and engagement of social media tools has seen as increase of 5.8% in the Council's social media followers.

56. Positive work continues on promoting and implementing the digital strategy. Skype for Business is available to all staff including through Good/Blackberry, and additional communications have resulted in take up increasing, with approximately 2,000 Skype messages being sent a week. Additionally, Digital Meeting Rooms are now in use in the three main Council Buildings (County Hall, City Hall and Wilcox House).

57. Work is being undertaken to develop a customer portal (app) to replace BINFO, enable fly tipping reporting and make Council Tax payments. The governance for the application has been created and the payments portals are in place. The first release of the app will include Council Tax which will enable customers to check balances, set up Direct Debits and apply for single person discount. It is recognised that the launch of the app will be more effective if more services are being provided through it.

58. Various work is being undertaken to improve customer self-service; including the commencement of the Procure2Pay project with specific work being undertaken on e-payments. Work is being undertaken with the Communications Team to build on the promotion of the Direct Debits for Council Tax payments, with a view to developing an e-billing system that is fully operational on the customer app described above.

Challenges / Issues

59. Based on the 2016-17 Sickness Absence outturn, an Action Plan has been developed to address particular issues in relation to sickness absence. These actions include an APSE review of sickness data, and the Chief Executive sending a communication to all 827 Managers emphasising the importance of using the processes such as Return to Work and the stages of sickness absence to manage periods of sickness. Additional temporary resource has been recruited to assist in managing Occupational Health appointments along with a text messaging service to send reminders of upcoming Occupational Health appointments. Minor alterations have also been made in DigiGov in regards to sickness categories to enable better analysis.

60. The rollout of CRM is significantly behind its original implementation date due to ongoing performance issues. These performance issues have been improved through ongoing work with our supplier. A proposal has been received from the Supplier to enable Phase 1 of the original implementation to be completed. This is being considered and discussed with the supplier.

61. There are 1,100 people using SharePoint, 687 users live on their team SharePoint sites, 205 in deploy and approximately 218 actively participating in a collaboration or project site. However, these numbers are lower than planned for this stage in the system's rollout and there remains significant work to be done to embed SharePoint across the Council. A business case has been approved at SMT to double the size of the SharePoint Implementation team (including the appointment of a SharePoint Training Officer) to enable an accelerated rollout.

Social Services

Key Areas of Progress

Children's Services

62. The implementation of the Signs of Safety approach is ongoing across Children's Services and is on target to meet planned milestones. Advanced training has been identified and has commenced for six Practice Leaders and an electronic Resource Hub for staff has been developed.

63. During Quarter 1 2017-18, there were 34 referrals to the Looked After Children Traineeship scheme. Of these people, 20 have engaged, 15 have started a Traineeship Placement, and 5 have completed taster days. One young person has been offered and has accepted an Apprenticeship. At the end of Quarter 1, there were a total of 5 Trainees and 6 Apprentices (as some of these arrangements commenced in previous years). During Quarter 1, one Apprenticeship was completed successfully in ICT and one Apprenticeship in Communities was converted to a Trainee placement.

64. The regional young carers' action plan that was agreed in Quarter 4 is now being implemented and will facilitate better awareness raising during the year. Young carers who request an assessment from Children's Services currently receive social work input and a wellbeing assessment is undertaken. The purpose of the change is to provide young carers with a specific assessment that will be more proportionate and applicable to their needs.

Adult Services

65. Considerable progress continues to be made in reducing the number of Delayed Transfers of Care due to Social Care reasons. This progress is being driven forward by the establishment of a Multi-Disciplinary Team with a fully staffed contingent of Social Work Assistants (SWAs) in place. This helps to ensure cases are dealt with as holistically as possible, for example picking up on any cases that may benefit from an early intervention that is not related to social services, such as Housing. The Integrated Health & Social Care Partnership reported in its 21st June 2017 census that the total number of DToCs:
    - The number of adults (18+) was 60 in June 2017, compared to 76 in May 2017 (a decrease of 16 in the space of one month) and 75 in June 2016.
    - The number of adults (75+) was 38 in June 2017, compared to 47 in May 2017, a decrease of 9 in one month.

66. The Council has achieved 'Working towards Dementia Friendly City' status and is on target to meet the milestones set out in the Directorate Plan. During Alzheimer's Awareness Week 14th - 20th May 2017 there were a series of events and drop-in sessions to promote the support services available in the City and help people understand what it is like to live with dementia day-to-day. As part of the work towards achieving Dementia-

Friendly City status, dementia awareness training was opened up to all staff and additional training arranged for staff to become dementia champions.

67. The handover of Minehead Road Day Centre took place on 5 June 2017, and return of users and the formal opening of the centre is due to take place in Quarter 2. Staff from Cardiff & Vale University Health Board (UHB) are jointly working with day centre staff and users from all three centres on a regular basis and have been involved in the design and planning of the Grand Avenue Day Centre.

68. During Quarter 1, 40.7% of carers were offered an assessment (1,314 offers for 3,230 carers) compared to 30.1% for the same period last year (897 offers for 2,984 carers). The number of completed carers' assessments during Quarter 1 is 161 (161 year to date) compared to 222 for the same period last year. To further improve take-up of these assessments, the Council sent 700 letters to carers informing them of their right to a Carers Assessment and offering this to them. 91 carers responded and were allocated to the Carers Team; the team then contacted these carers to arrange their Assessment.

Adults and Children's Combined

69. Recommissioning of the Directs Payment service from a third party provider was completed during Quarter 1 and the new contract will commence in Quarter 2. Transition to the successful provider is being undertaken and service users in receipt of direct payments have received letters and questionnaires relating to the new provider and the new Direct Payment options. Training of Social Services and Communities staff has been completed.

70. In Quarter 1:
    - 812 people were using the Direct Payment scheme
    - The 812 included 173 children and 639 adults aged 18+
    - 32 adults were working towards the scheme
    - 19 adults started Direct Payments and 28 ceased (main reasons were deceased and care home / respite admission)

71. Work to deliver Disability Futures continued in Quarter 1. This included the allocation of £104,000 additional funding for 2017-18 through the Integrated Care Fund and this will be used to support the development of regionalised service delivery in relation to transitions. Specifically, this will support additional transition workers in the Adult Learning Disabilities Transition Team in Cardiff and the development of transition services across the ages and the region. An appointment to the Operational Manager for Learning Disability Services post was made on 16th June 2017.

72. Work to develop an Early Help Front Door with the Team Around the Family (TAF) has commenced. The purpose is to enable referrers to have greater understanding of current services and their accessibility prior to contacting statutory services. The first phase of the plan will be to extend the current TAF service to give the team additional capacity to deal with Information, Advice and Assistance (IAA) contacts, using the freephone number as the

main contact point. The team will also have additional capacity to provide key working support for families who are being stepped down from Intake & Assessment. Currently, the front door service is managed via the Multi-Agency Safeguarding Hub (MASH) and there is evidence of improved communication between the MASH and referrers, particularly in light of the Signs of Safety model being introduced. Regional arrangements for pilot front door delivery for disabled children within the Integrated Care Fund have continued during the quarter with the service specification having been agreed with the Vale of Glamorgan.

Directorate Challenges

73. Over the last few years there has been a large and sustained increase in the number of looked after children. The number rose from 690 to 756 in the last 6 months (31 December 2016 to 30 June 2017). An independent review of decision making for children who were accommodated in May and June has been undertaken, and this demonstrated that each and every case provides compelling reasons why there was no choice but to accommodate the children and, where age appropriate, care proceedings have been initiated. The service continues to experience relentless demand arising from increasingly complex child protection investigations, including complex and organised abuse affecting multiple children.

74. Clearly it is important to recognise that the rise in need signals a failure in the overall effectiveness of wider social systems across communities and that this impacts adversely on our overall pressures, particularly in budget terms. Nevertheless, it is important that the admission of these children into public care is recognised as the consequence of effective safeguarding practice and as such, understood as a success – children are safe as a result. The rising demand and increased complexity is a consistent trend across Wales. The early help front door and Signs of Safety will help in the longer term, but will not provide a quick fix to the immediate pressures.

75. Workforce recruitment and retention continues to be a challenge in Children's Social Care. At the end of Quarter 1, 26% of children's social work posts were vacant. The rise from the previous quarter equates to 4 posts. In addition to various actions being taken to address this situation, analysis found that 2 of these vacancies arose due to proactively managing long term sickness absence and the other 2 from workers leaving the authority for personal reasons. Nevertheless, the underlying factors affecting recruitment and retention in children's social work remain a challenge.

76. An analysis of anticipated growth across the service has been completed and new posts from growth bid allocated in response. The Human Resources process and Trade Union consultation are expected to be concluded in
Quarter 2, at which time recruitment will commence.

Reason for Recommendations

77. To ensure that improvements are made, to allow the culture of managing performance to embed within services and to ensure clear accountabilities are established for the performance of service areas.

Financial Implications

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

Legal Implications

79. There are no legal implications arising from this report.

HR Implications

80. There are no direct HR implications arising from this report.

Recommendations

The Cabinet is recommended to note the current position regarding performance, the delivery of key commitments and priorities as at Quarter 1, and the action being taken to the challenges facing the Council.

CHRISTINE SALTER
Corporate Director
15 September 2017

The following appendices are attached:

Appendix A – Quarter 1 2017-18 Corporate Plan Scorecard
Appendix B – Quarter 1 2017-18 Directorate Performance Report

Corporate Plan Scorecard – Q1 2017-18

CORPORATE PLAN PRIORITY 1 – BETTER EDUCATION AND SKILLS FOR ALL

Well-being Objectives	Commitments (Commitments are not directly related to specific measures. All commitments contribute to the Wellbeing Objective)	Commitment RAG Q1	Q2	Q3	Q4	Measures (Measures are not directly related to specific commitments. All measures contribute to the Wellbeing Objective)	Q1 17/18 Actual	Annual 17/18 Target	Q1 16/17 Actual	Q4 16/17 Actual
1.1 - Every Cardiff school is a great school	Improve educational outcomes for all children and young people, particularly at Key Stage 4, through improved school leadership, teaching and learning and curriculum development **(ELLL)**	**R/A**				% of Cardiff Schools categorised as 'Green' in the annual Welsh Government School Categorisation Process: i) Primary, ii) Secondary, iii) Special **(ELLL)**	**Result available in Q4**	**i) 35% ii) 27% iii) 86%**	**N/A**	**i) 36% ii) 26% iii) 57%**
	Close the attainment gap for pupils from low income families, looked after pupils, pupils educated other than at school and pupils entering Cardiff schools with English as an additional language **(ELLL)**	**R/A**				% of pupils achieving the Core Subject Indicator (expected levels in English or Welsh first language, Science and Mathematics) at the end of KS2: i) All pupils, ii) Pupils eligible for free school meals, iii) Pupils **not** eligible for free school meals **(ELLL)**	Prov. 16/17 **i) 89.4% ii) 79.1% iii) 92.1%**	**i) 90% ii) 80.6% iii) 93%**	**N/A**	YE 15/16 **i) 89.5% ii) 78.8% iii) 92.5%**
	Improve provision for children and young people with additional learning needs, through the implementation of the new Statutory Framework for Additional Learning Needs **(ELLL)**	**R/A**				% of pupils in Year 11 achieving the Level 2 + threshold (5 GCSEs at grades A*-C including English or Welsh first language and Mathematics) at the end of KS4: i) All pupils, ii) Pupils eligible for free school meals, iii) Pupils **not** eligible for free school meals **(ELLL)**	Currently secures 16/17. (Prov available in Q3) **i) 60.6% ii) 36.6% iii) Q3**	**i) 65% ii) 43% iii) 70%**	**N/A**	YE 15/16 **i) 62.5% ii) 39.3% iii) 69.1%**
	Ensure there are sufficient and high quality school places to meet the population growth in the city, through planned expansion and the upgrade of the existing school estate via the School Organisation Programme **(ELLL)**	**R/A**				% of pupils in Yr 11 achieving Level 2 threshold (5 GCSEs at grades A*- C) at end of KS4 **(ELLL)**	**Currently secures 16/17 (Prov available in Q3) 75.7%**	**85%**	**N/A**	YE 15/16 **84.3%**
						% of pupils in Yr 11 achieving Level 1 threshold (5 GCSEs at grades A*- G) at end of KS4 **(ELLL)**	Currently secures 16/17 (Prov available in Q3) **95.6%**	**95%**	**N/A**	YE 15/16 **94.4%**
						% Attendance at secondary school **(ELLL)**	**94.2%**	**95%**	**94.0%**	**94.5%**
	Recruit, retain and develop the best people to lead and work in our schools and education settings to secure a high quality workforce at all levels **(ELLL)**	**A/G**				% Attendance at primary school **(ELLL)**	**95.1%**	**95.5%**	**95.0%**	**95.0%**
						The number of pupils enrolled in Welsh medium education aged 4 – 18 years **(NB)**	*Jan 17* 7,272	*Jan 17* 7,222	N/A	*Jan 16* 7,010
	Work with the Central South Consortium to further develop the capacity of the school system to be self – improving **(ELLL)**	**A/G**				% of children securing their first choice of school placement: i) Primary, ii) Secondary **(ELLL)**	1st round of allocations **i) 89.8% ii) 76.2%**	For Sept 2017 **i) 80% ii) 70%**	**N/A**	Sept 16 **i) 86% ii) 76%**
	Build effective partnerships between schools, business, the voluntary sector and wider public services and communities to enrich the school curriculum and strengthen school governance **(ELLL)**	**A/G**				% of children securing one of their three choices of school placement: i) Primary, ii) Secondary **(ELLL)**	1st round of allocations **i) 94.0% ii) 82.0%**	For Sept 2017 **i) 90% ii) 90%**	**N/A**	Sept 16 **i) 93% ii) 85%**

CORPORATE PLAN PRIORITY 1 – BETTER EDUCATION AND SKILLS FOR ALL (continued)

Well-being Objectives	Commitments (Commitments are not directly related to specific measures. All commitments contribute to the Wellbeing Objective)	Commitment RAG Q1	Q2	Q3	Q4	Measures (Measures are not directly related to specific commitments. All measures contribute to the Wellbeing Objective)	Q1 17/18 Actual	Annual 17/18 Target	Q1 16/17 Actual	Q4 16/17 Actual
1.2 - Looked after children achieve their potential	Deliver the Corporate Parenting Strategy by 2019 to ensure that the Council and partners collectively fulfil their responsibilities to all children and young people who are in their care by seeking exactly the same positive outcomes that every good parent would want for their own children **(SS)**	A/G				% of looked after children returned home from care during the year **(SS)**	3.1%	12%	3.2%	11.6%
						% attendance of looked after pupils whilst in care in primary schools **(SS)**	Annual	98%	N/A	96.9%
						% attendance of looked after pupils whilst in care in secondary schools **(SS)**	Annual	93%	N/A	94.5%
						% of children looked after on 31 March who had 3 or more placements in the year **(SS)**	TBC	9%		
						% of children looked after at 31 March who have experienced one or more changes of school, during a period or periods of being looked after, which were not due to transitional arrangements, in the 12 months to 31 March **(SS)**	TBC	9%		
						% of children looked after by the Council, as at the annual pupil census date, achieving: i) Core Subject Indicator (expected levels in English or Welsh first language, Science and Mathematics) at the end of KS2, ii) Level 1 threshold (5 GCSEs at grades A* - G) at the end of KS4, iii) Level 2 threshold (5 GCSEs at grades A*- C) at the end of KS4 **(ELLL)**	Result in Q3	i) 78% ii) 57& iii) 33%		Year end 15/16 i)70.4% ii)54.3% iii)32.6%
						% of children looked after by the Council, as at the annual pupil census date, achieving the Level 2 + threshold (5 GCSEs at grade A*- C including English or Welsh first language and Mathematics) at the end of KS4 **(ELLL)**	Result in Q3	7%		Year end 15/16 15.2%
						% of care leavers in education, training or employment at 12 months after leaving care **(SS)**	Annual	60%	N/A	58.5%
						% of care leavers in education, training or employment at 24 months after leaving care **(SS)**	Annual	40%	N/A	38.2%
1.3 - Supporting people into work and education	Further develop Adult Community Learning and the Into Work Advice Service to support vulnerable people to maximise their employment opportunities **(CHCS)**	G				The number of people receiving Into Work Advice **(CHCS)**	10,504	41,000	10,267	42,579
						The number of people successfully engaging with the Into Work Advice Service and completing accredited training **(CHCS)**	384	1,200	283	1,393
						The number of people who have been affected by the Benefit Cap and are engaging with the Into Work Advice Service **(CHCS)**	196	150	New	New
						Number of Into Work Advice Service customers supported with Universal Credit claims **(CHCS)**	123	800	141	472
						Maintain success rate at or above the Adult Community Learning National Comparator **(CHCS)**	Annual	90%	Annual	94%
						Adult Community Learning enrolment rate for learners within deprivation deciles 1 and 2 **(CHCS)**	Annual	45%	Annual	45%

CORPORATE PLAN PRIORITY 2 – SUPPORTING VULNERABLE PEOPLE

Well-being Objectives	Commitments (Commitments are not directly related to specific measures. All commitments contribute to the Wellbeing Objective)	Commitment RAG Q1	Q2	Q3	Q4	Measures (Measures are not directly related to specific commitments. All measures contribute to the Wellbeing Objective)	Q1 17/18 Actual	Annual 17/18 Target	Q1 16/17 Actual	Q4 16/17 Actual
2.1 - People at risk in Cardiff are safeguarded	Improve the recruitment and retention of children's social workers, ensuring the Council achieves and maintains a vacancy rate for children's social workers below 18% by March 2018 **(SS)**	R/A				% of Children's Services social work vacancies across the service **(SS)**	26.0%	18%	22.9%	23.3%
	Ensure that Domestic Violence Support Services meet the requirements of new legislation, including the recommissioning of the service by March 2018 **(CHCS)**	G				% of re-registrations on the Child Protection Register during the year **(SS)**	4.1%	4%	3.1%	3.9%
	Work to make Cardiff a recognised Dementia Friendly City by March 2018 to support those affected by dementia, enabling them to contribute to, and participate in, mainstream society **(SS)**	G				% of children supported to remain living within their family **(SS)**	53%	59%	59%	55.2%
	Renew the safeguarding vision and strategy across Social Services by March 2018 in order to take account of new national policy and practice guidance currently under development **(SS)**	G				% of adult protection enquiries completed within 7 working days **(SS)**	99.1%	99%	97.1%	98.8%
	Develop and implement a mechanism to improve engagement with communities at large and faith communities in particular by March 2018 to improve the safeguarding of children across the various communities in Cardiff **(SS)**	G				% of Council staff completing level 1 of the National Training Framework on violence against women, domestic abuse and sexual violence as a % of all staff **(CHCS)**	2.6%	50%	New	New
2.2 - People in Cardiff have access to good quality housing	Implement the Cardiff Housing Strategy 2016-2021 to ensure those in need have access to appropriate, high quality services **(CHCS)** 1,500 new homes (of which 40% affordable) through the 'Cardiff Living' programme. - In addition to the Cardiff Living programme, deliver 100 additional Council properties through a range of capital funding by 2022 - Deliver Independent Living Solutions for Older and Disabled People - A new Homelessness Strategy based on a full needs assessment and review of services - Implement a new Rough Sleeping Strategy to address rough sleeping in the city - Continue to develop joint working to mitigate the issues caused by Welfare Reform	G				% of affordable housing agreed at planning stage to be provided in a development on i) greenfield sites and ii) brownfield sites	TBC	i) 30% ii) 20%		
						Number of homes commenced on site through Cardiff Living in year: i) Council Homes and ii) All homes **(CHCS)**	i) 58 ii) 192	i) 136 ii) 353	New	New
						% of people who experienced successful outcomes through the Homelessness Reconnection Service **(CHCS)**	73%	50%	New	New
						Number of rough sleepers assisted into accommodation **(CHCS)**	50	144	New	New
2.3 - People in Cardiff are supported to live independently	Implement the 'Disability Futures' Programme by December 2018 to remodel services for disabled children and young adults aged 0-25 across Cardiff and the Vale of Glamorgan to improve effectiveness and efficiency of services and outcomes for young people and their families **(SS)**	A/G				% of new cases dealt with directly at First Point of Contact (FPOC) with no onward referral to Adults' Services **(CHCS)**	71%	65%	47%	62%
	Promote and increase the number of adults using the new First Point of Contact Service to access information and signposting to enable them to remain independent in their community and act as a Gateway to accessing advice and assistance **(CHCS)**	G				The total number of alternative solutions provided by Independent Living that help people remain independent at home **(CHCS)**	1,551	3900	New	New
	Work with partners to maintain the reduction in Delayed Transfers of Care for social care reasons during 2017-18 to support more timely discharge to a more appropriate care setting **(SS)**	G				% of people who feel reconnected into their community, through intervention from Day Opportunities **(CHCS)**	66%	60%	New	New
	Continue to increase the number of children and adults with care and support needs in receipt of Direct Payments by March 2018 to enable people to make their own choices and take control over the care services they receive **(SS)**	A/G				% of Assistive Living technology trial participants who think the service helps them remain in their own home **(CHCS)**	Annual	65%	New	New
						% of Telecare calls resulting in ambulance being called out **(CHCS)**	5.67%	<10%	6%	6%
	Offer a Carers Assessment to all eligible adult carers who are caring for adults during the 2017-18 financial year to ensure they receive the help and support they need, in the ways they need it **(SS)**	G				The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over **(SS)**	0.64	TBC	0.81	2.38
	Undertake a campaign by March 2018 to raise young carers' awareness of their entitlement to a young carers assessment **(SS)**	G				Number of children and adults in need of care and support using the Direct Payments scheme **(SS)**	812	910	N/A	933
	Implement a new model of Day Opportunities by March 2018 (subject to the completion of major building works which should be substantially completed by this date) to maximise independence for adults with care and support needs **(SS)**	G				% of eligible adults who are caring for adults that are offered a Carers Assessment during the year **(SS)**	40.7%	90%	30.1%	79.5%
						% of care leavers aged 16-24 experiencing homelessness during the year **(SS)**	Annual	10%	N/A	17.3%
	Conclude the implementation of Signs of Safety in Children's Services by March 2020 in order to ensure that all staff within the Directorate are able to engage with families using the Signs of Safety Risk Assessment Framework **(SS)**	G								
	Further develop the Alarm Receiving Centre including partnership work with stakeholders as well as the use of new technology to assist people to live independently **(CHCS)**	G								
	Develop Locality Based Working building on the learning of the Older Persons pilot project to effectively integrate services for older people within a geographical location, taking a person centred approach, reducing duplication and improving citizen engagement **(CHCS)**	G								

CORPORATE PLAN PRIORITY 3 – AN ECONOMY THAT BENEFITS ALL OUR CITIZENS

Well-being Objectives	Commitments (Commitments are not directly related to specific measures. All commitments contribute to the Wellbeing Objective)	Commitment RAG Q1	Q2	Q3	Q4	Measures (Measures are not directly related to specific commitments. All measures contribute to the Wellbeing Objective)	Q1 17/18 Actual	Annual 17/18 Target	Q1 16/17 Actual	Q4 16/17 Actual
3.1 - Cardiff has more and better paid jobs	Facilitate jobs growth by working with partners to deliver 300,000 square feet of Grade A office accommodation within Central Square by March 2019 **(ED)**	G				New and safeguarded jobs in businesses supported by the Council, financially or otherwise **(ED)**	168	500	229	1,290
	Work with partners to deliver the Cardiff Capital Region City Deal **(ED)**	G				Amount of 'Grade A' office space committed to in Cardiff (sq. ft.) **(ED)**	96,000	150,000	161,118	317,732
	Progress delivery of Indoor Arena to attract visitors, overnight stays and increase visitor spend **(ED)**	G				Gross Value Added per capita (compared to UK average) **(ED)**	Annual	> Wales Average	Annual	89.9%
	Commence delivery of International Sports Village phase 2 by 2018 **(ED)**	G								
	Support growth in the creative industries sector through the development of creative hubs **(ED)**	G				Unemployment (compared to Wales average) **(ED)**	Annual	< Wales Average	Annual	4.8%
	Develop an integrated approach to the management of the city centre with the business community with the Business Improvement District **(ED)**	G								
	Implement the Tourism Strategy with a view to attracting more visitors to the city who stay longer and spend more by March 2018 **(ED)**	G				Increase number of staying visitors **(ED)**	Annual	2% + pa	Annual	2,025k (+1.1%)
	Undertake a detailed feasibility study as the basis for securing investment to enable the maintenance and refurbishment of City Hall **(ED)**	G				Increase total visitor numbers **(ED)**	Annual	3% + pa	Annual	20,380k (-0.7%)
	Develop a revised International Strategy for Cardiff in 2017-18 reflecting implications of and opportunities from last year's referendum decision for the UK to leave the EU **(ED)**	G								
	Work with major contractors and providers to deliver increased social value through Council contracts by creating opportunities for apprenticeships, work placements and employment, with a focus on reducing long term economic inactivity **(R)**	G								
	Make Cardiff a Living Wage City by encouraging suppliers, contractors and providers to secure accreditation through the Living Wage Foundation over and above the National Living Wage **(R)**	G								
3.2 - Cardiff has a high quality city environment where population growth and transport needs are managed sustainably	Develop a resilience strategy including harmonising other policies in relation to clean air, zero carbon renewal fuels, energy retrofitting and solar projects in line with UK and European best practice by March 2018 **(CO)**	G				People travelling to work by sustainable transport **(CO)**	Annual	45.1%	Annual	44.9%
	Work with developers, transport operators and businesses to deliver a new central transport interchange in Capital Square on agreed programme **(CO)**	A/G				People travelling to work by cycling **(CO)**	Annual	11.2%	Annual	10%
	Develop a programme of phased improvements to city wide bus routes **(CO)**	G				% of major applications determined within agreed time period **(CO)**	63.6%	25%	New	New
	Work with Welsh Government, regional partners and the transport industry to progress proposals for the Cardiff City Region Metro as part of the City Deal **(CO)**	R/A				% of householder planning applications determined within agreed time periods **(CO)**	94.9%	80%	New	New
	Adopt the Active Travel Integrated Network Map and the Cardiff Cycling Strategy and deliver a prioritised programme of walking and cycling infrastructure schemes **(CO)**	A/G				Capacity (in MW) of renewable energy equipment installed on the Council's land and assets **(CO)**	Annual	6MW	Annual	0.698
	Work with partners on developing a public, on street, cycle hire scheme with hire stations at key locations throughout the city **(CO)**	A/G								
	Develop and deliver aligned spatial planning and transport development programmes for Cardiff Bay and the City Centre **(CO)**	G				Maximum permissible tonnage of biodegradable municipal waste sent to landfill **(ED)**	TBC	37,627t	1,073	
	Ensure the delivery of design-led, sustainable, master-planned developments through the Local Development Plan **(CO)**	G				% of municipal waste collected and prepared for re-use and / or recycled **(ED)**	TBC	58%	58.12%	
	Achieve the statutory recycling / landfill diversion targets **(ED)**	A/G								
3.3 - All young people in Cardiff make a successful transition Into employment, education or training	Deliver the 'Cardiff Commitment' to youth engagement and progression by **(ELLL):** - Ensuring early identification of young people most at risk of disengagement - Deliver stronger tracking systems pre and post 16 to keep in touch with and support young people - Strengthening curriculum and skills pathways - Improving the range of employment, education and training opportunities available to young people across the city - Enabling better brokerage of support and opportunities for young people	A/G				% of Year 11 leavers making a successful transition from compulsory schooling to education, employment or training **(ELLL)**	Provisional in Q3	97.5% (2.5% NEET)	N/A	YE 15/16 97% (3% NEET)
						% of Year 13 leavers making a successful transition from schooling to education, employment or training **(ELLL)**	Provisional in Q3	98% (2% NEET)	N/A	YE 15/16 96.9% (3.1% NEET)
	Increase provision of apprenticeships, traineeships and work placements for young people and work-based training enabling them to develop appropriate skills, knowledge and experience **(R)**	G				Number of young people in Cardiff, aged 16 -18 years old, known not to be in education, employment or training (Careers Wales Tiers 2 & 3) **(ELLL)**	June 17 342	300	N/A	426

CORPORATE PLAN PRIORITY 3 – AN ECONOMY THAT BENEFITS ALL OUR CITIZENS (continued)

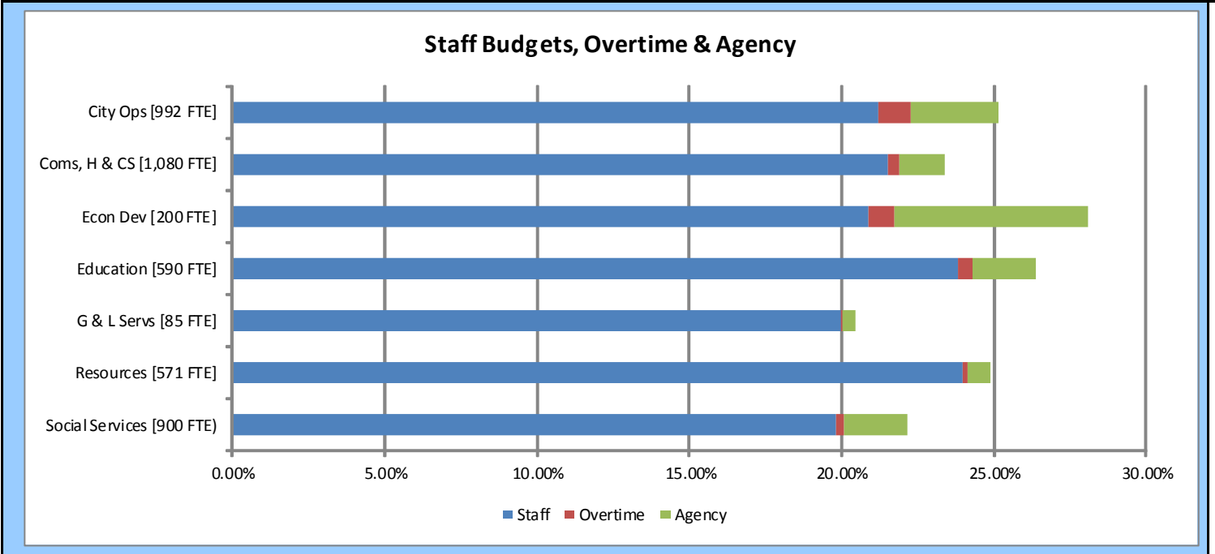
Well-being Objectives	Commitments (Commitments are not directly related to specific measures. All commitments contribute to the Wellbeing Objective)	Commitment RAG				Measures (Measures are not directly related to specific commitments. All measures contribute to the Wellbeing Objective)	Q1 17/18 Actual	Annual 17/18 Target	Q1 16/17 Actual	Q4 16/17 Actual
		Q1	Q2	Q3	Q4					
3.4 - The Council has high-quality and sustainable provision of culture, leisure and public spaces in the city	Work in partnership with Cardiff University to deliver the Creative Cardiff initiative **(ED)**	G				% of young people in Cardiff Schools achieving a recognised qualification by the end of Year 11	Available in Q3	99.5%	N/A	99%
	Deliver phased Coastal Risk Management Programme to manage the risks associated with current coastal flood protection conditions **(CO)**	G				Number of apprenticeships, traineeships and work placements opportunities created by the Council in 2017-18 **(CO)**	57	100		
	Deliver phased programme of well-maintained highway asset and public realm **(CO)**	R/A				Number of Green Flag Parks and Open Spaces **(CO)**	Annual	11	Annual	10
	Deliver improvements in street cleansing, grounds maintenance, highway maintenance and enforcement through our Neighbourhood Services programme **(CO)**	G				% of highways inspected of a high or acceptable standard of cleanliness **(CO)**	92.8%	90%	93.3%	76.9%
	Deliver benchmarked improved engagement with citizens with regards to how services are delivered and embrace partnership and volunteer working with Citizen Groups across Neighbourhood Services **(CO)**	R/A				% of reported fly tipping incidents cleared within 5 working days **(CO)**	97.6%	90%	97.9%	98.7%
	Deliver high-quality and well-maintained Bay and water ways at Harbour Authority **(CO)**	G				Number of visits to local authority sport and leisure centres during the year per 1,000 population where the visitor will be participating in physical activity **(CO)**	Annual	8266	Annual	7263
	Deliver an updated Parks and Green Spaces Strategy by March 2018 including maintaining and increasing the Green Flag status of parks **(CO)**	G				% of principal (A) roads, non-principal/classified (B) roads and non-principal/classified (C) roads that are in overall poor condition **(CO)**	Annual	7%	Annual	6.07%
	Ensure Leisure Centres deliver high-quality service according to contract **(CO)**	G				% of pupils achieving a Level 2 qualification (A*-C grade GCSE) in Welsh first language at the end of Key Stage 4 (Year 11)	TBC	82%		
	Develop a strategy to help modernise and expand a sustainable financing dogs home service to ensure the welfare of animals in our care by promoting and supporting responsible pet ownership, consolidating work with partners, stakeholders and increasing opportunities for further community engagement by March 2018 **(CO)**	G				% of pupils achieving a Level 2 qualification (A*-C grade GCSE) in Welsh second language at the end of Key Stage 4 (Year 11)	TBC	83.5%		
	Work with partners to double the number of Welsh speakers in Cardiff by 2050 through the Bilingual Cardiff Strategy, in line with Welsh Government's vision. Key to this will be **(GL)**: - Accommodating the growth projections for children entering Welsh medium education each year and ensuring a good qualification in Welsh for Welsh first language and Welsh second language pupils - Supporting Council employees in undertaking Welsh language training	G				The number of Council employees undertaking Welsh language training **(GL)**	6	TBC	New	184

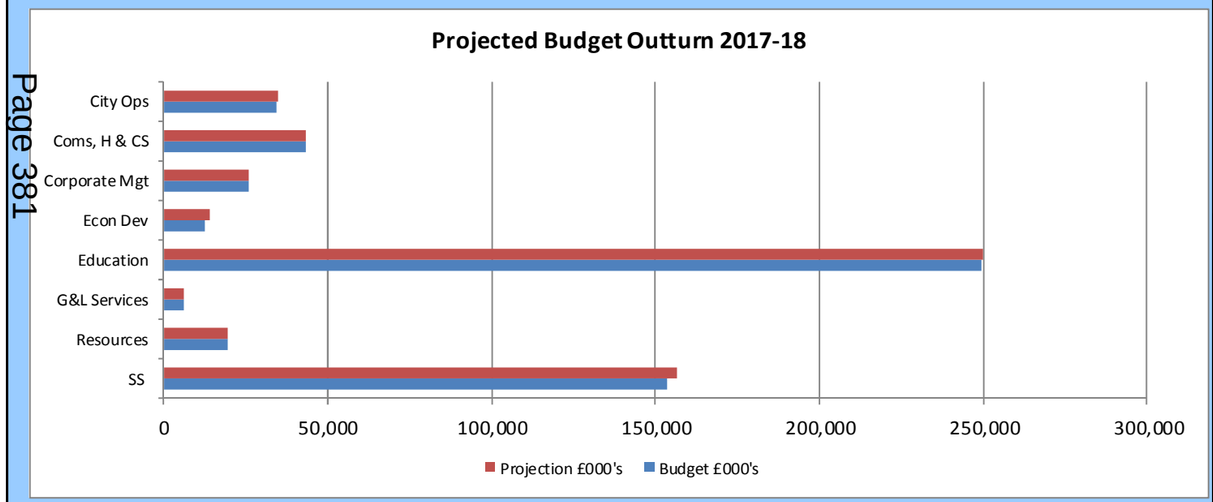
CORPORATE PLAN PRIORITY 4 – WORKING TOGETHER TO TRANSFORM SERVICES

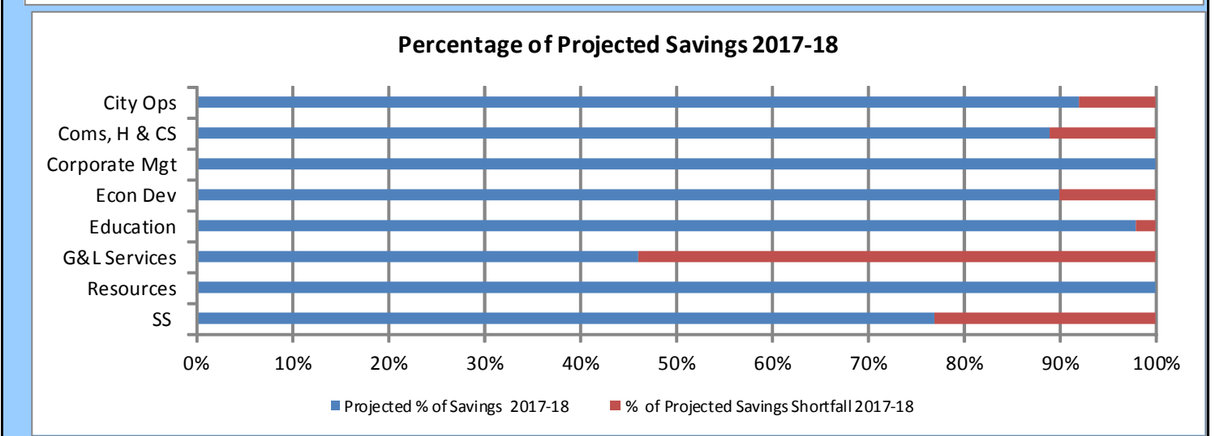
Well-being Objectives	Commitments (Commitments are not directly related to specific measures. All commitments contribute to the Wellbeing Objective)	Commitment RAG Q1	Q2	Q3	Q4	Measures (Measures are not directly related to specific commitments. All measures contribute to the Wellbeing Objective)	Q1 17/18 Actual	Annual 17/18 Target	Q1 16/17 Actual	Q4 16/17 Actual
4.1 - Communities and partners are involved in the redesign, development and delivery of local public services	Continue with the implementation of the peripatetic delivery model for the provision of play services within communities across the city with full implementation by March 2018 **(CO)**	A/G				Number of visitors to Libraries and Hubs across the City **(CHCS)**	633,806	3.2m	618,735	3.241m
	Continue to deliver the Community Hubs development programme to provide access to a wide range of services, including advice, support and library provision within communities **(CHCS)**	G				% of customers who agreed with the statement "Overall the Hub met my requirements/I got what I needed" **(CHCS)**	96%	95%	100%	99%
	Review our Neighbourhood Partnerships to ensure we are working with citizens and partners to address need on a locality basis by March 2018 **(CHCS)**	A/G				% of people who feel more informed about their locality as a result of attending a Neighbourhood Partnership Roadshow **(CHCS)**	Annual	70%	New	New
	Consider options for a regional Youth Offending Service model by March 2018 in order to better align inter-agency resources **(SS)**	G								
	Implement the Child Rights Partners programme over the three years to March 2020, to work towards Cardiff's ambition to be a Child Friendly City **(ELLL)**	A/G								
4.2 - The Council has effective governance arrangements and improved performance in key areas	Implement the new Performance Management Strategy across the organisation to support the Council's continued improvement **(R)**	A/G				% of Personal Performance and Development Reviews completed for permanent staff **(R)**	95%	95%	94%	90%
	Further reduce sickness absence by March 2018 through continued monitoring, compliance and support for employees and managers **(R)**	R				Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence **(R)**	2.59	9	10.77	2.43
	Implement refreshed Personal Performance and Development Review (PPDR) scheme by March 2018 to improve staff performance **(R)**	G				The number of 'Live' webcast hits: **(GL)** i) Full Council Meetings ii) Planning Committees iii) Scrutiny Committees	 110 52 8	 1200 600 400	 227 180 0	 639 544 28
	Ensure the Council's decision making process is timely, inclusive, open, honest and Accountable **(GL)**	G				The number of external contributors to Scrutiny meetings **(GL)**	TBC	TBC	New	New
						% of draft committee minutes published on the website within 10 working days of the meeting being held **(GL)**	75%	80%	75.8%	75%
4.3 - Our services are transformed to make them more accessible, more flexible and more efficient	Deliver the Council's property strategy for fewer but better buildings **(ED)**	G				Reduce the gross internal area of buildings in operational use Sq / ft (% change reduction) **(ED)**	8,665 (0.1%)	70,000 (1%)	0.9%	7.9%
	Change our way of working through digitalisation, reflecting changes in customer preference by enabling them to interact with our services through their preferred methods, enabling the Council to adopt more efficient working practices **(CHCS)**	G				Customer contacts to the Council using digital channels **(CHCS)**	178,865	699,802	New	636,184
	The Council fleet to include 5% alternative fuelled, fuel-efficient vehicles by April 2018, continuing to increase alternative and efficient fuel usage by 10% per annum thereafter **(ED)**	G				Reduce the total running cost of occupied operational buildings **(ED)**	£65,246 (0.2%)	2.8%	9.2%	9.2%
	Commercialise key Council services to increase net gross income **(ED)**	A/G				Reduce the maintenance backlog **(ED)**	£78,525	£1.3m	£8.8m	£8.8m
	Further develop the Medium Term Financial Plan to inform the Annual Budget Setting Process, ensuring robust decision making which is sustainable in the longer Term **(R)**	G				Capital Income generated **(ED)**	£80,000	£7.3m	Annual	£6m
	Implement the workforce strategy to develop and appropriately skill the workforce to meet the changing needs and demands of the Authority **(R)**	G				Commercial and Collaboration net gross income target **(ED)**	Annual	£459k	New	New
	Achieve the Silver Level of the Corporate Health Standard by March 2018 to promote and support the health and wellbeing of employees **(R)**	G				Increase customer satisfaction with Commercial and Collaboration Services **(CHCS)**	Annual	New	New	New
						Maintain customer/citizen satisfaction with Council services **(R)**	Annual	80.8%		

Council Overview Scorecard Quarter 1 2017-18

Financial - Tracking financial success and value







The table above represents the percentage spend for 2017-18

Customer - Providing information, clarity and help to citizens

Focus for the quarter twitter

Twitter Followers

City of Cardiff @cardiffcouncil 75,063 (+1,184)

Dinas Caerdydd @cyngorcaerdydd 2,301 (+25)

Top tweet via reach (380k)

A vigil for the victims of the #Manchester attack will be held outside the Senedd in Cardiff Bay this evening at 5.30pm #WeStandTogether
May 23 2017 11:36

380.7k reach 142 retweets 143 Likes

Top tweet via link clicks (247)

Interested in raising education standards in Cardiff? Being a Governor could be what you're looking for #EduCardiff http://socsi.in/IcNga
Apr 14 20:00

Customer feedback via twitter

Wow! @cardiffcouncil I applied for this parking permit yesterday! That was LIGHTENING FAST!
May 18 2017, 09:55

Congratulations for the work you did in helping the @ChampionsLeague final such a success, a great advert for the city
Jun 5 2017, 21:56

Day off & chance to wander through Cardiff's parks. To the team in @cardiffcouncil responsible - loving your work!
Apr 24 2017, 16:56

Great bit of work from @cardiffcouncil - the newly launched @evaccardiff app is clear, user-friendly, relevant, and could be a life-saver!
May 30 2017, 20:07

Huge thanks to @cardiffcouncil for cleaning graffiti off our shutters and windows today, less than 24hrs after we reported it. Jun 6 2017, 16:27

Huge thanks to @cardiffcouncil parks dept. & @EriolDoesDesign for plant donations - community planters in #Splott & #Adamsdown coming soon!
May 31 2017, 15:13

cardiff.gov.uk caerdydd.gov.uk

Access via devices

41.23% Desktop | 46.64% Mobile | 12.04% Tablet

(58.68% Combined mobile/tablet usage)

Accessing Services Online

69.2% Parking Permits

71.9% Recycling and Waste bags

67.8% Parking charge notices

141,318 calls answered

C2C (English) 98%

Hubs 96%

C2C (Welsh) 100%

Housing Repairs 98%

Complaints
423 complaints were received during Quarter 1. This is a 3.2% decrease in complaints from Quarter 4 (2016-17). 98% of complaints were responded to within 20 days

Information Requests
Compliance with FOI requests is at a maintained level and above the 85% target at 87.50%. Compliance for Data Protection requests also continues to be maintained above target despite the continued increase in complex cases being received.

Council Overview Scorecard Quarter 1 2017-18

Internal Processes - Transforming the way that we do things

Enabling & Commissioning Services

Summary of Council-wide measures aimed at supporting effective service delivery and cost reduction across all directorates.

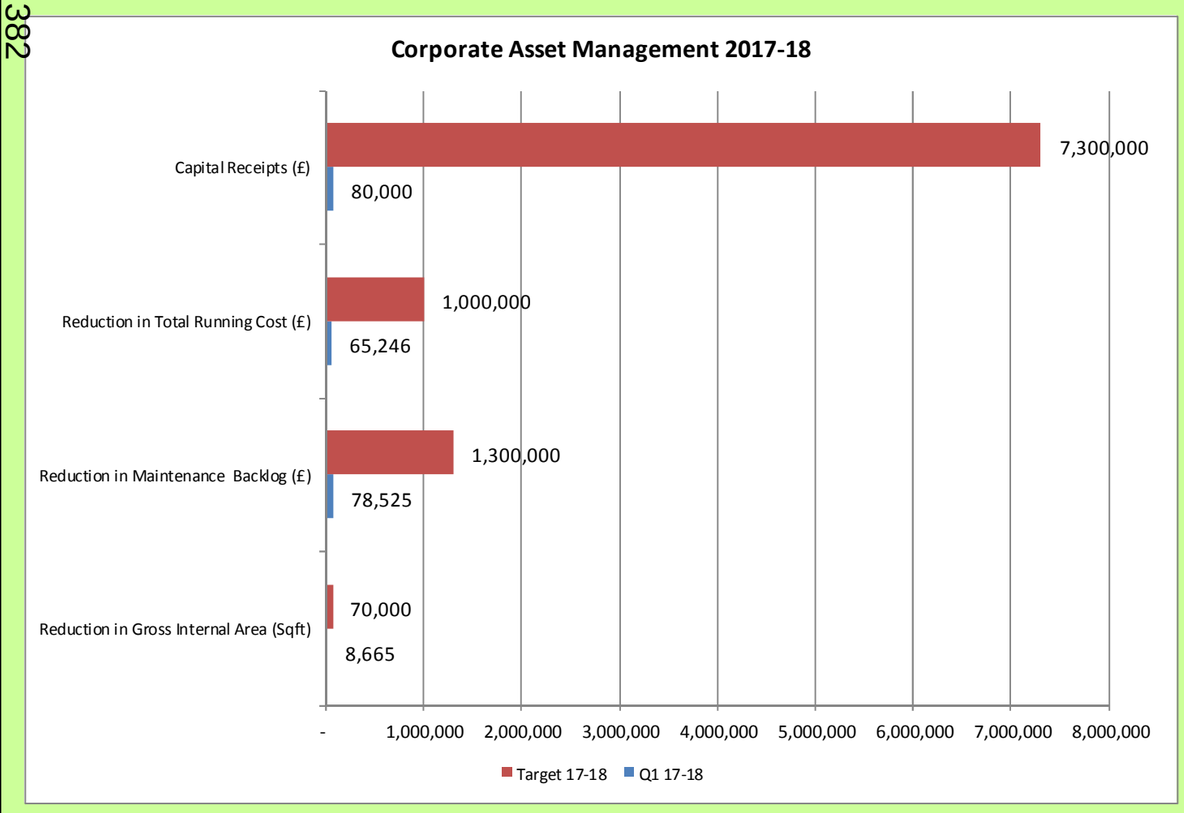
↑ 13 Green	↓ 10 Amber/Green	→ 5 Red/Amber	→ 0 Red

Reshaping Services

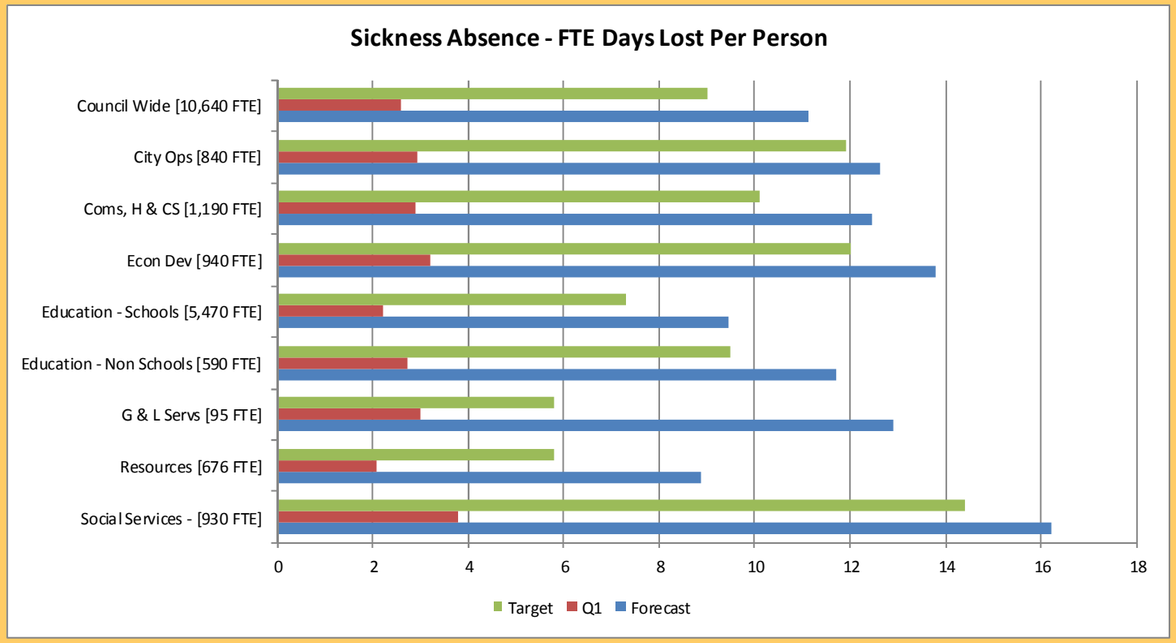
Making best use of enabling technologies and develop working practices to reshape key services across the Council.

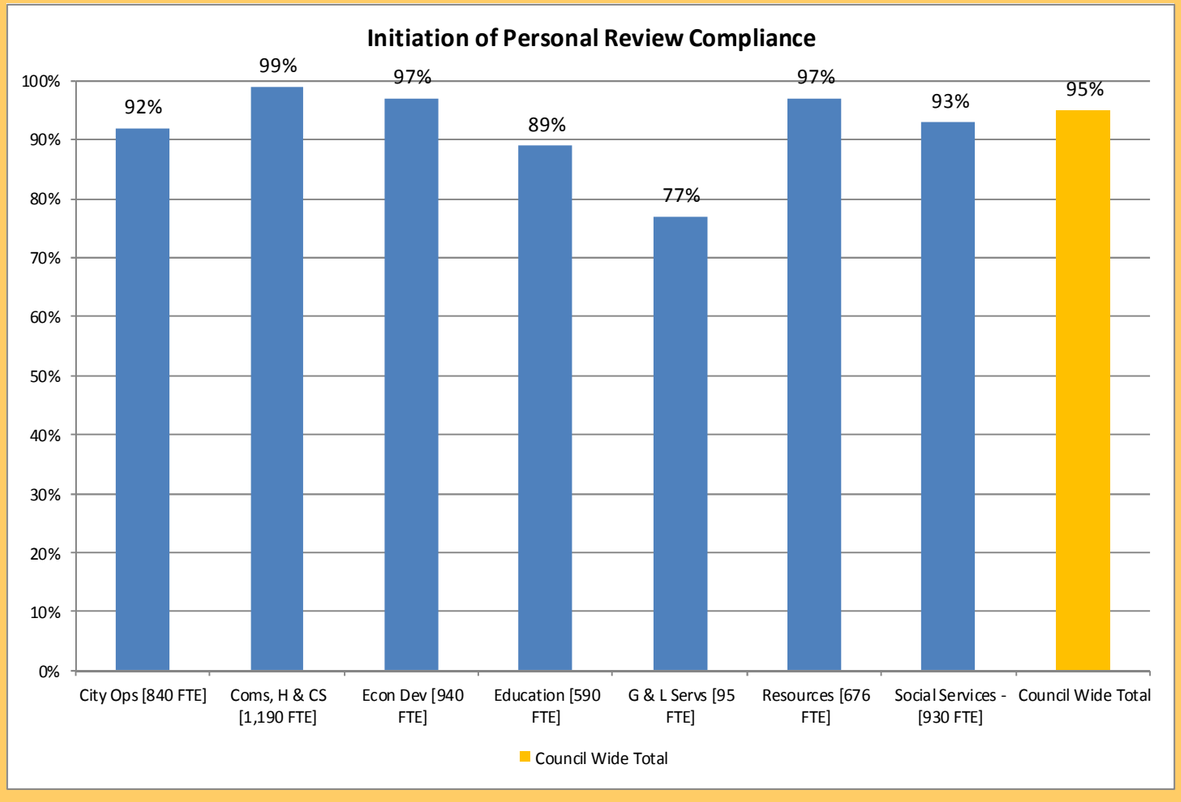
Aim is to better understand and manage customer demand, re-align services and functions that are currently delivered across a number of service silos, and deliver services at a reduced cost in order that they are sustainable within the tough financial climate.

↑ 12 Green	↓ 8 Amber/Green	↑ 4 Red/Amber	→ 0 Red



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





QUARTER 1 2017-18 DIRECTORATE PERFORMANCE REPORT			
Directorate: City Operations	**Director: Andrew Gregory**	**Number of Employees (FTE): 840**	**Cabinet Members: Cllrs Bradbury, Wild and Michael**

Wellbeing Objective 3.2 - ***Cardiff has a high quality city environment where population growth and transport needs are managed sustainably***

Strategic Directorate Priority 1 – *To deliver an integrated and connected transport system that offers safe, innovative, efficient and sustainable transport for ALL, where public transport, cycling and walking accessibility provide real and desirable alternatives to car travel which contribute to making Cardiff Europe's most liveable capital city (Paul Carter)*

Quarter 1 position against the Headline Actions in the DDP (8)	Red (0)	Red/Amber (1)	Amber/Green (6)	Green (1)	Measures
The Business Plan for funding submission to Welsh Government (WG) has been developed for the **new central transport interchange** with continued liaison with developers and operators. Detailed design has been completed and the scheme is out to tender for **strategic bus routes**. Discussions have taken place with WG on the **City Region Metro**; the priorities for Cardiff may not be deliverable in Phase 2 of the Metro. The Council has limited influence on the outcome of the WG procurement of the Wales and Borders Rail Franchise that will deliver the Metro. **The Active Travel Integrated Network Map** consultation feedback is in progress and the contract for Cycle Super Highway Routes design has started. However, due to delays in procurement and the collection of survey data, the programme for completion of concept designs and public consultation has been extended to end of March 2018. We are continuing to seek funding for the **on street cycle hire scheme** and working with identified provider on the outcome; the contract will only be awarded when funding has been secured. Strategic Outline Business Cases are continuing for **improving access for active and sustainable modes into the city centre**. There may be some slippage in time due to funding applications and the priority order of projects moving forward. The year start funding bid was unsuccessful for **bus priority measures** and a new bid to WG will be submitted in Quarter 4 to take the scheme forward in 2018-19. The Riverside and Canton **20 mph limit areas** are currently being installed and due for completion in Quarters 2 and 3; initial preparation for other areas is being undertaken.					All measures have an annual collection and reporting frequency

Wellbeing Objective 3.2 - ***Cardiff has a high quality city environment where population growth and transport needs are managed sustainably***

Strategic Directorate Priority 2 – *To effectively bring forward and manage the future growth of the city through a master-planning, infrastructure planning and place-making approach which responds to community needs, accords with the sustainable development principle and delivers a world class liveable city (James Clemence)*

Quarter 1 position against the Headline Actions in the DDP (7)	Red (0)	Red/Amber (0)	Amber/Green (0)	Green (7)

Significant Development Management activity taking place to bring forward the delivery of **Strategic Sites** allocated in the LDP. Development is now progressing on Strategic Sites G (St Edeyrns) and C (Plasdwr). Work in negotiating **Section 106 Agreements** at Churchlands (part of Site F) and Junction 33 (Site D) is progressing well. High workload in discharging relevant conditions relating to consents issued. Further work initiated on maximising the delivery of new homes in coming years through streamlining processes between the Council and developers and developing robust trajectories of provision for sites. Work in further updating the **Cardiff Infrastructure Plan** continues along with ongoing **masterplanning** work.

Wellbeing Objective 3.4 - ***Ensure high quality and sustainable provision of culture, leisure and public spaces in the city***

Strategic Directorate Priority 3 – *To maintain, protect and enhance Cardiff Council's Neighbourhood assets to ensure that they are high quality, attractive, safe, maintainable and enhance vitality of the community whilst embracing local culture and heritage (Matt Wakelam)*

Quarter 1 position against the Headline Actions in the DDP (9)	Red (0)	Red/Amber (2)	Amber/Green (2)	Green (5)

A new **neighbourhood blitz programme** has been compiled and has started to be rolled out for 2017-18 with work undertaken in Cathays, Plasnewydd, Adamsdown and Splott. Further work will continue in Butetown, Grangetown, Canton and Riverside. Work continues to promote and increase community engagement. **Asset Investment budgets** have been set for 2017-18 and there is some increase in allocation, however this does not meet the levels projected in the Asset Investment Strategy. A Highway Asset Management Plan presentation will go to informal Cabinet in the next quarter. Submission and acceptance of **Coastal Risk Management Programme** Project Appraisal Reports by Welsh Government. These are now subject to review for potential funding to progress detailed design through to construction; this work supports the corporate risk covering climate change. **Street Lighting asset improvements** - 50% of street lighting on the strategic road network has been converted to LED and the respective "City Touch Central Management System" is now operational. The "Report it App" intended to improve **citizen engagement** has been progressed but is currently on hold due to ownership issues; these need to be resolved before further progress can be made. Our **Volunteering** Coordinator has commenced work on a programme of activities with Keep Wales Tidy and support continues for new volunteer groups across Cardiff. The Keep Cardiff Tidy website has been improved and now features information on volunteering activities. There has been continued development around **digitalisation** and data collection relating to infrastructure assets (AMX) and work has commenced to digitalise environmental and highway enforcement (StarTraq).

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
The percentage of reported fly tipping incidents cleared within 5 working days		97.6%	90%	97.9%	98.7%	98.3%
The percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness		92.81	90%	93.3%	76.9%	88.3%

Wellbeing Objective 3.2 - *Cardiff has a high quality city environment where population growth and transport needs are managed sustainably*

Strategic Directorate Priority 4 – *To develop Cardiff as a climate change resilient, Low Carbon Energy Capital by supporting and delivering energy demand reduction activities, increasing local renewable energy production and use and driving energy cost control especially for those in fuel poverty (Gareth Harcombe)*

Quarter 1 position against the Headline Actions in the DDP (8)	Red (0)	Red/Amber (0)	Amber/Green (1)	Green (7)	Measures
Two major **energy savings programmes** are on site (Re:Fit and Salix), installing low energy equipment in the Council's operational estate and have completed another phase of insulation works on 99 residential properties. A scheme to install **solar panels** on school properties is also in development for delivery later this year. Feasibility work on a **District Heat Network** for Cardiff is well underway and a strategic paper on options for **Renewable Transport Fuels** is due for reporting in the summer. Recent Government data shows that Cardiff's city-wide **carbon dioxide** (CO2) emissions have reduced by 33% since 2005, and per capita CO2 emissions have reduced by 39% over the same time period (2015 BEIS (Department of Business Energy and Industrial Strategy) data – data provided annually and relates to 2 years previously). This means that the city's Covenant of Mayors target has been exceeded ahead of schedule; the city is a signatory to the Covenant of Mayors with a target of reducing per capita CO2 emissions by 26% by 2020 (2005 baseline).					All measures have an annual collection and reporting frequency

Wellbeing Objective 3.4 - *Ensure high quality and sustainable provision of culture, leisure and public spaces in the city*

Strategic Directorate Priority 5 – *To maintain, protect and enhance Cardiff's diverse and well-connected parks, cemeteries, and green and blue spaces to ensure they meet people's needs; support biodiversity and ecological resilience; enhance local heritage and culture; deliver services to commemorate significant life events; provide opportunities for partnership and engagement; improve physical and mental health and well-being; continue to underpin the city's liveability and economic success (Jon Maidment)*

Quarter 1 position against the Headline Actions in the DDP (6)	Red (0)	Red/Amber (0)	Amber/Green (0)	Green (6)	Measures
Contractual arrangements for the dredging of **Outer Harbour and Outer Harbour Channel** that will ensure safe navigation and mitigate adverse environmental impacts have been secured. The assessment process for current and new submissions for **Green Flag Status Parks and Green Spaces** has been completed and has seen the updated of holistic management plans; a positive outcome is anticipated. A draft strategy document for **Cardiff Dogs Home** has been prepared and preparations for consultation with key stakeholders are underway. Similarly, briefings with Cabinet Member and Local Ward Members concerning proposals for new burial land are taking place with an anticipated Cabinet report being tabled in September. Design briefs for **infrastructure improvements** for the Parc Cefn Onn Into the Garden and Beyond project are in development with a view to works commencing on site in Quarter 2. A programme for the **proposed use of Parks S106 contributions** that will see improvements in the local environment is nearing finalisation; the programme is being developed in consultation with Local Ward Members and stakeholder services ensuring that schemes are prioritised to meet community needs.					All measures have an annual collection and reporting frequency

Wellbeing Objective 4.1 - *Communities and partners are involved in the redesign, development and delivery of local public services*

Strategic Directorate Priority 6 – *To maintain, protect and enhance the opportunities for all through sport and physical activity thereby improving the Health & Wellbeing of the community, in doing so empowering communities and organisations in increasing participation through targeted programming and engagement of partners and stakeholders. To work in close partnership with GLL to ensure successful service delivery of leisure facilities and activities for the wider community. To implement the new Play Delivery Model through community engagement and partnership development (Jon Maidment)*

Quarter 1 position against the Headline Actions in the DDP (5)	Red (0)	Red/Amber (0)	Amber/Green (1)	Green (4)

Governance arrangements for the **Leisure Partnership with GLL** have been established and Annual Service Plan agreed; this will enable improvements in performance to be monitored and services varied or modified to meet user needs. The transition to the new **Community Play Delivery model** continues and Quarter 1 has seen the successful Community Asset Transfer of the Ely and Grangetown Centres, enabling play opportunities to be provided across the wider locality. The **Annual Local Sport Plan** has been developed and approved by Sport Wales with an allocation of £580k to deliver sport and physical activities through the six Neighbourhood Sports Boards, which include key locality stakeholders. The **Cardiff Games** has seen a 20% increase in participation from local schools, leading to a significant increase in the number of enthused children taking part in sport representing their school. Quarter 1 has also seen the opening of three new state of the art 3G artificial pitches in areas of deprivation and there has been significant interest from local clubs and communities in using these. At the **Cardiff International White Water Centre** a fresh activity programme attracting new participants has been developed. The offer includes open water swimming and stand up paddle boarding. Work with the Emergency Services has increased with CIWW being recognised as leading provider in the UK for Training and Development.

PI mitigations:

Total Number of Children Engaged Aged 7 - 16 in Sport Cardiff Led Participatory Opportunities - whilst the figure shows a reduction in numbers, the reason for this is a move to much more targeted work in hard to reach areas, BME, Women and Girls and club governance. Therefore there is much less emphasis on "one off" mass participation programmes and resources are now applied to sustain activity in these areas which are more labour and resource intensive, with fewer children attending but the outcome of them remaining "hooked on sport" for the long term. We do however expect to see an end of year position that not only reaches the target but exceeds the target when we report on the intelligence for the work currently being carried with clubs in the Neighbourhood Areas as we will capture new data.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
Visits/Attendances to Children's Play Schemes (Outreach Play Projects)		345	1,000	266	68	1,669
Number of Disabled Children (Inclusion) involved in Play		2,800	7,600	2,716	2,578	10,981
Total Number of Children Engaged Aged 7 - 16 in Sport Cardiff Led Participatory Opportunities		7,390	48,500	10,674	6,009	27,169
The number of individuals participating in Parks Outdoor Sport		63,278	165,000	46,007	52,432	174,326

Shared Regulatory Services	Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
PI Mitigation: Shared Regulatory Service has recruited an empty homes officer during quarter 1 and are busy reviewing processes and revisiting properties held on the empty homes register. While this work is in too early a stage to positively influence performance during quarter 1 it is anticipated that the work taking place now will have a positive impact during subsequent quarters".	% of empty private sector properties brought back into use during the year through direct action by the local authority	**1,431 (D)**	**0**	**2.8%**	**New**	**New**	**New**

Area	Good news	Challenges / next steps
CUSTOMERS	• New volunteer groups are supporting the 'Love Where You Live' initiative (Neighbourhood services (NS)) • Implementation of new technology including parking sensors and new Pay & Display infrastructure and other facilities (including pay by phone) • Local Development Plan adopted, programme of new Supplementary Planning Guidance being prepared, planting and street art locations developing • 95% householder planning applications determined within agreed timescales • Dog Awareness and education events hosted with partner organisations at Victoria Park, Roath Park and Hailey Park	• Need to increase volunteering across NS projects, planting and street art • Deliver Key Actions in the Parking Strategy • Implement Member Training Programme for planning service • New Planning Enforcement Policy to be put in place • Host "Behind the Curtains" Open Day for Thornhill Crematorium
FINANCIAL	• Balanced Budgetary position achieved in 2016-17 • Contract agreed for £75k to provide additional cleansing services in the City Centre with the Business Improvement District (Neighbourhood Services) • Teams are working commercially and are delivering small commercial opportunities with other public sector organisations and local businesses (Neighbourhood Services) • Advertising sites delivered to increase income • Improved collection of parking and enforcement income • Protocol for Planning Performance Agreements (PPAs) approved • Increased income generation in plant production nursery through supply to Business Improvement Districts	• Ongoing budget delivery and monitoring • Need to define robust business plan for Capital Ambition objectives and projects • Need to proactively integrate varied funding streams into project delivery • Need to develop effective bids / business cases for asset renewal capital investment • In 2016-17 the income from advertising and sponsorship was £111k (part year) and for 2017-18 there is a current projected income of £161k. The target is £242k. (Neighbourhood Services) • I-beacon trial in place but income report will not be in place until August/September. (Neighbourhood Services) • Develop Programme of future highway energy saving projects • Continue to re-invest ring-fenced surplus income from parking and enforcement activities into new infrastructure and other improvements to benefit sustainable transport • Additional income to be secured through Planning Performance Agreements (PPAs) • Agree investment plan with GLL for leisure facilities
SERVICE IMPROVEMENT	• Licensing and pay by phone moving to Mi-Permit • All known highway assets now in Asset management Database (AMX) • On-line application process for parking permits introduced • Planning application determination rates improved • Transition to new British Standard underway for highways, cleansing and enforcement • Round of APSE submissions currently underway for directorate teams • Opened a new Muslim burial section at Western Cemetery	• Need for clear resources / delivery programme and for supporting services to be fully aligned • Service 'reviews' taking place in NS, Parking and Parks to ensure Capital Ambition objectives delivered • Identify and consolidate asset collection for Parks, Housing and others • Implement digital mobile system for Neighbourhood Service (NS) Enforcement teams • Installation of Arcus Development Management software for planning • Participation in All-Wales benchmarking project (Planning Advisory Service) • Maintain and increase Green Flag status for Cardiff's parks and Green Spaces
EMPLOYEE & WORKFORCE	• Very significantly improved reported outcomes from employee survey process • Champions League successfully delivered with existing resources (Cleansing, Enforcement and Operations) going the extra mile (Neighbourhood Services) • Directorate engagement sessions undertaken with all staff • Continue to promote and enhance improvements to cross working arrangements both within and between service areas and other directorates • Recruitment process commenced for two new Apprenticeship Schemes. One Arboriculture apprentice and one Playground Management apprentice	• Resource/capacity/funding reviews taking place in service areas subject to redefined service demands and service reviews • Review and develop NS team plans to support personal reviews • Continue to drive down sickness levels • Create further opportunities for apprenticeships and trainees.

QUARTER 1 2017-18 DIRECTORATE PERFORMANCE REPORT

Directorate: Communities, Housing & Customer Services	Director: Sarah McGill	Number of Employees (FTE): 1,190	Cabinet Members: Cllrs Thorne, Elsmore, Weaver & Merry

Strategic Directorate Priority 1 – *Further develop Adult Community Learning and the Into Work Advice Service to support vulnerable people to maximise their employment opportunities.*

Quarter 1 position against the Headline Actions in the DDP (8)	Red – 0	Red/Amber – 0	Amber/Green – 0	Green – 8

Wellbeing objective e.g. 1.1

Green These headline actions are progressing well and the key actions that support this are:

- Work has commenced on the development of a new approach to Employability Services in Cardiff.
- 2 advisors have been employed to provide back to work help and advice for those affected by the Benefit Cap. A bid to fund Journey 2 Work was submitted and accepted by the European Social Fund. The program is aimed specifically at helping long-term unemployed people who reside in non-Communities First areas and will begin on 1st July 2017.
- Contact with school engagement officers has allowed ACL to plan for provision for parents in 14 schools in the most deprived areas of Cardiff. Two-day courses in Confidence Building, Customer Service, Budgeting and Healthy Eating are planned for 16 – 25 year olds, working in partnership with Communities for Work.
- Digifest event is planned for 9th September 2017. This partnership project with the Library Service will highlight the use of digital skills across a wide variety of applications.
- Terms 1 and 2 of the Learning for Work programme have an unverified success rate of 93.6%.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
(CP) The number of people receiving into work advice		10,504	42,000	10,267	11,271	42,579
(CP) The number successfully engaging with the Into Work Advice Service & completing accredited training		384	1,200	283	472	1,393
(CP) The number of people who have been affected by The Benefit Cap and are engaging with The Into Work Advice Service		196	150	NEW	NEW	NEW
(CP) Number of Into Work Advice Service customers supported with their claims for Universal Credit		123	600	141	103	472

Strategic Directorate Priority 2 – *Ensure that Domestic Violence Support Services meet the requirements of new legislation, including the recommissioning of the service.*

Quarter 1 position against the Headline Actions in the DDP (2)	Red – 0	Red/Amber – 0	Amber/Green – 1	Green – 1

Wellbeing objective 2.1

Green Headline actions are progressing well and the key actions that support this are:

- (Amber/green) A new timetable for re-commissioning the domestic violence support service has been agreed that ensures the specification has input from all stakeholders. The specification and PQQ will be published in Q2 and the service will commence in April 2018.
- The National Training Framework Plan for violence against women, domestic abuse and sexual violence has been developed and submitted to Welsh Government. Discussions held with statutory partners to take forward strategy development.
- A soft launch has been carried out for the E learning training module and further publicity and robust monitoring of completion will be carried out in the coming quarters.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
(CP) Council staff completing the Level 1 online module of the National Training Framework on violence against women, domestic abuse and sexual violence as a % of all staff	Headcount - 13,093 Staff completed module - 352	2.6%	**50%**	**NEW**	**NEW**	**NEW**

Strategic Directorate Priority 3 – *Implement the Cardiff Housing Strategy 2016-2021 to ensure those in need have access to appropriate, high quality services: • 1,500 new homes (of which 40% affordable) through the 'Cardiff Living' programme, • Deliver 100 additional Council properties through a range of capital funding by 2022. • Deliver Independent Living Solutions for Older and Disabled People. • A new Homelessness Strategy based on a full needs assessment and review of services. • A range of support to address rough sleeping in the City. • Continue to develop joint working to mitigate the issues caused by Welfare Reform.*

Quarter 1 position against the Headline Actions in the DDP (7)	Red – 0	Red/Amber – 0	Amber/Green – 1	Green – 6

Wellbeing objective 2.2

Green Headline actions are progressing well and key actions that support this are:

- (Amber/Green) Rent Smart Wales (RSW) Enforcement Policy endorsed by WHoEHG and the RSW strategic Implementation Group. Local Authority enforcement officers to be given appropriate delegations to implement Fixed Penalty Notices; report to be presented to July Cabinet. Local authority colleagues have access to the Rent Smart Wales portal and have been provided with training in the operation of the system.
- Phase 1 of Cardiff Living Programme has commenced at Willowbrook West.
- Planning applications for Snowden/Wilson and Ty-Newydd submitted in April 2017.
- Outside of CLP, Planning application for Caldicot Road submitted in June.
- The Cardiff Rough Sleeper strategy was approved in March 2017; an action plan is in place and will be implemented with partner agencies.
- A review is currently underway to review Benefit Cap interventions and protocols.
- Research and data gathering are currently underway to develop an Older Persons Accommodation strategy.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
(CP) The number of homes commenced on site through Cardiff Living in year: - Total units - Affordable Housing units		 192 58	 353 136	 NEW NEW	 NEW NEW	 NEW NEW
The % of people who experienced successful outcomes through the Homelessness Reconnection Service	49 referred, 34 were positive outcomes.	73%	50%	NEW	NEW	NEW
(CP) The number of rough sleepers assisted into accommodation		50	144	NEW	NEW	NEW
The % of cases where a duty to prevent homelessness was accepted and where homelessness was prevented	250 cases accepted. 140 cases of homelessness prevented	56%	50%	NEW	NEW	NEW
The number of registered landlords		78,137	80,000	13,759	74,168	74,168
The number of licensed landlords and agents		13,411	20,000	NEW	NEW	1,429

Strategic Directorate Priority 4 – *Promote and increase the number of adults using the new First Point of Contact Service to access information and signposting to enable them to remain independent in their community and act as a Gateway to accessing advice and assistance.*

Quarter 1 position against the Headline Actions in the DDP (5)	Red – 1	Red/Amber – 0	Amber/Green – 0	Green – 4

Wellbeing objective 2.3

Green These headline actions are progressing well with the exception of:

- **RED** Meeting held with Head of Adult Services for the Vale to explore the potential to work collaboratively and increase the number of Telecare users. It was agreed a strategy for collaborative service delivery between Cardiff and the Vale needs to be developed and be in place before Cardiff can offer services in the Vale. There is no resource/funding identified to develop this strategy so this goal will not progress further during 2017-18.
- The simplified referral process between Independent Living First Point of Contact Team and Older Persons nurses is up and running. Discussions are ongoing with pharmacy and the first trial will be in North Cardiff.
- Initial mapping has been carried out to look at the sensory services, which can be provided by direct referral from First Point Of Contact to Care & Repair avoiding waiting times for LA services.
- The assistive living technology (Archie) trial went live in June with a group of participants for a period of 6 months. Data is being gathered from the trial.
- Following the development of a Business Strategy, a rebranding exercise and marketing, Meals on Wheels was relaunched in May. Customer numbers will be monitored closely.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
The number of Telecare customers		4,393	4,613	NEW	NEW	4,394
The % of new cases dealt with directly at First Point of Contact (FPOC) with no onward referral to Adult Services		71%	60%	47%	72%	62%
The average number of calendar days taken to deliver a Disabled Facilities Grant (from first contact to payment date)	143 DFG works undertaken	187	200	215	186	200
The average number of calendar days taken to deliver low cost adaptation works in private dwellings where the Disabled Facilities Grant process is not used	257 low cost adaptations delivered	38.63	35	53.91	38.75	44.59
The Meals on Wheels customer base		161	217	NEW	NEW	141

Strategic Directorate Priority 5 - *Further develop the Alarm Receiving Centre (ARC) including partnership work with stakeholders as well as the use of new technology to assist people to live independently.*

Quarter 1 position against the Headline Actions in the DDP (2)	Red – 0	Red/Amber – 0	Amber/Green – 0	Green – 2

Wellbeing objective 2.3

Green These headline actions are progressing well.

- A review of the service since inception took place, and an Action Plan has been designed with staff to develop the locality warden service, to meet the needs of citizens and promote community cohesion.
- Work is ongoing with Housing and Youth Services to further develop the service.
- Targeted income strategy for the Alarm Receiving Centre has been developed. Current projected income for 2017-18 is £223,000 and work is ongoing to increase this.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
Monitor and report progress against income target for ARC services	Result is YE forecast	£223,000	£550,000	NEW	NEW	£63,000
(CP) The % of Telecare calls resulting in an ambulance being called out		5.67%	< 10%	6%	5%	6%

Strategic Directorate Priority 6 - *Develop Locality Based Working building on the learning of the older person's pilot project to effectively integrate services for older people within a geographical location, taking a person centred approach, reducing duplication and improving citizen engagement.*

Quarter 1 position against the Headline Actions in the DDP (1)	Red – 0	Red/Amber – 0	Amber/Green – 0	Green – 1

Wellbeing objective 2.3

Green The headline action is progressing well and the key actions that support this are:

- Mapping of local day opportunities activities is being carried out, working with existing groups, third and private sector. Initial evaluation has identified shopping as a local issue in many areas so work is being undertaken with groups to see how best to support people with this need.
- The Community Living Plus scheme in Sandown Court officially opened on 29th June. The scheme provides supported, flexible living space, a medical room and community space. These facilities will provide a hub of older people services for residents and the local community. The flats are designed to enable residents to stay independent in the community for as long as possible. This approach will be rolled out to other older person's housing complexes.
- In partnership with Social Services, Care Workers have been recruited and are being trained ahead of the implementation of the Locality Care Model Pilot. Reporting will now be put in place to ensure that the learnings from this pilot inform future domiciliary care commissioning.
- The Day Opportunities Team has begun the development of a referral mechanism from Community Physiotherapists and the Community Brain Injury Team. The service also worked in partnership with Hubs to develop and launch Wellbeing Wednesday, engaging older people to promote activities and a range of opportunities. The service continues to develop the Intergenerational project to promote intergenerational activities for older people with Dementia.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
(CP) The % of people who feel reconnected into their community, through intervention from day opportunities.	29 people were surveyed during Q1.	66%	60%	NEW	NEW	NEW

Strategic Directorate Priority 7 - *Continue to deliver the Community Hubs development programme to provide access to a wide range of services, including advice, support and library provision within communities.*

Quarter 1 position against the Headline Actions in the DDP (7	Red – 0	Red/Amber – 0	Amber/Green – 1	Green – 6

Wellbeing objective 4.1

Green These headline actions are progressing well and the key actions that support this are:

- (Amber/Green) The extension to the Llanedeyrn Hub at the Powerhouse is now due for completion in July, as a result of slippage in the construction programme. Contractors have been appointed for the Llanishen and St Mellons Phase 2 projects.
- Hub satisfaction surveys have been simplified and adapted to suit individual Hubs, the new surveys will be implemented on 1st July.
- The Library service has been working with Communications Team to develop branding for the Society of Chief Librarians National Universal offers, producing banners and other materials that are used at big events.
- Work has commenced on developing an assessment tool for use to assess the resources in each location (including standalone Libraries).
- All core entitlements have been achieved within the 5th Framework for Libraries. Assessment has now taken place of the 6th Framework.
- Delegated decision report to progress the use of Roath Library building for community benefit and deliver a sustainable library service in Adamsdown has been signed off by the Director for Communities, Housing and Customer Services. Discussions with Health on potential designs have taken place, however these will need to costed and further guidance from planners sought prior to further circulation.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
(CP) The number of visitors to Libraries and Hubs across the City		633,806	3,200,000	618,735	3,241,038	3,241,038
(CP) The % of customers who agreed with the statement "Overall the Hub met my requirements/I got what I needed"		96%	95%	100%	100%	99%

Strategic Directorate Priority 8 - *Review our Neighbourhood Partnerships to ensure we are working with citizens and partners to address need on a locality basis by March 2018.*

Quarter 1 position against the Headline Actions in the DDP (1)	Red – 0	Red/Amber – 0	Amber/Green – 1	Green – 0

Wellbeing objective 4.1

(Amber/Green)The headline action is progressing well and the key actions that support this are:

- Annual reviews of the action plans have taken place in each Neighbourhood Partnership Area.
- Annual review is in draft form, Neighbourhood Partnership Officers are working with groups to complete monitoring to showcase their work. Also, end of year data is only just becoming available. The report will be complete end of July.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
The % of people who feel more informed about their locality as a result of attending a Neighbourhood Partnership Roadshow.		ANNUAL	70%	NEW	NEW	NEW

Strategic Directorate Priority 9 - *Change our way of working through digitalisation, reflecting changes in customer preference by enabling them to interact with our services through their preferred methods, enabling the Council to adopt more efficient working practices.*

Quarter 1 position against the Headline Actions in the DDP (3)	Red – 0	Red/Amber – 0	Amber/Green – 1	Green – 3

Wellbeing objective 4.3

Green These headline actions are progressing well and the key actions that support this are:

- All correspondence that has email signatures are to promote relevant online services. This includes back office teams.
- Ongoing targeted promotion via communications using social media for online service uptake.
- Significant analysis taking place on "general enquiries" form submissions to address customer retention online
- As part of the plans to improve the Ask Cardiff results related to digital use a review was carried out on the questions to be included. This has now been completed.
- An in depth review and analysis of Council Tax contact has been carried out with a view to promoting areas where online usage could be increased.
- Volumes have been established for categories of calls into C2C which could be serviced online.
- Targeted promotion of these services to customers choosing telephone as a channel to take place in Quarter 2.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
(CP) Customer contacts to the Council using digital channels		178,865	699,802	NEW	NEW	636,184
% Mobile access to the website (phone and tablet)	509,532 mobile access sessions, 873,474 in total	58.5%	60%	NEW	NEW	55.41%
Increase usage of Council Tax self-service (Number of user log-ins)		9,102	39,593	NEW	NEW	35,994
% Parking Permit Applications made online vs Post.	3,396 online applications. 4,907 applications in total.	69.2%	+5%	NEW	NEW	69.4%

Good news	Challenges / next steps

CUSTOMERS **FINANCIAL** **INTERNAL PROCESSES**

Adult Community Learning: Accreditation Quality Success – Adult Community Learning has recently had its approval as a recognised Agored Cymru awarding centre based at Severn Road renewed, following a very successful External Quality Assurance review visit in February. The EQA report highlighted ACL's leading practice in partnership working. The excellent progression opportunities available for learners, together with the excellent links ACL has with local organisations, were also acknowledged. Feedback from learners to the EQA Manager about their learning experiences was excellent and exemplar practice of tutors was highlighted. The continued quality improvements in the accreditation provided by ACL recognised in the report has contributed to the accreditation success rate of 94%, which is higher than the national average; definitely something to celebrate.

Rent Smart Wales – The first landlord in Wales has been prosecuted for failing to comply with Rent Smart Wales Scheme and fined £1,500. This was a milestone for the scheme, as the deadline to comply passed and there is a stronger focus on enforcement activity to identify those who have made no attempt to comply with the law. Rent Smart Wales requires private landlords to register while Agents and managing landlords are required to become licensed with the scheme.

Llandaff North & Gabalfa Hub – After opening during Quarter 4, the Hub is now in full swing hosting events like Wellbeing Wednesday on 14th June. The Hub offers a range of activities for the over 50s which include a variety of clubs such as the gardening group who have been very busy in maintaining and developing the Hub's courtyard garden in preparation for the summer activities. The luncheon group has also started to form. Local residents meet in the café area for some delicious food, chat or a board game. The Movie club and Tai Chi have also proven to be very popular. Wellbeing Wednesday is dedicated to over 50s, but can be accessed by customers of all ages, who are all welcome to attend. Hub staff are working with partners to deliver much needed services to the community.

Occupational Therapy – Cardiff Community Occupational Therapy Service contributed to a campaign launched in 2016, 'Improving Lives, Saving Money'. The campaign was about enabling Occupational Therapists to put themselves in front of commissioners for services in order to make a case for a return on investment, making the case for Occupational Therapists in 3 key areas: keeping people out of hospital, reducing pressure on primary care and addressing over-reliance on social care. Cardiff Community OT Service contributed to this campaign by proving qualitative and quantitative information on the right sizing of care packages in 2015-2016. (£274,765 actual predicted savings and £120,514 preventative savings). Cardiff Community Occupational Therapists have now been asked to contribute to a new report which follows on from the earlier campaign entitled "Living not existing, putting prevention at the heart of social care". The report highlights the holistic approach that preventative services are able to offer in order to keep people in their own homes. The document was officially launched at the Senedd by Vaughan Gething AM.

Volunteering Award – The Council's Hub volunteers have won a WCVA (Wales Council for Voluntary Action) Volunteer of the Year award in the digital category for their work in helping customers in the city's 12 community hubs. Volunteering is a really good way for local people to get involved in their Hub and helps us extend our services to provide even more help. Since April 2014, almost 5,000 volunteering hours have been given by 268 volunteers in our hubs and we are grateful for their time and commitment in helping the Council run its services. Of course, there are great benefits to volunteering for the individual too, including building confidence and skills, and 124 of our volunteers have gone on to paid employment which shows how volunteering really is a route into work.

Dementia Week – Between 14th and 20th May Cardiff held a very successful programme of events to celebrate Dementia week, delivering 44 awareness sessions in partnership with the Alzheimer's Society, Intergenerational awareness including children from local schools, virtual reality experiences, a Dementia awareness walk and the launch of the Dementia café in Central Library Hub. The week also saw the launch of the rebranded **Meals on Wheels Service**; this has prompted an increase in referrals and the number of customers is increasing steadily, on track to meet the year-end target. The week's activities all contributed to the 'working towards' accreditation Cardiff has received from Alzheimer's UK.

RNIB double platinum standard – Officers have worked in partnership with the Royal National Institute for the Blind to ensure the projects at Sandown Court and John Kane Court are designed to meet the Visibly Better Accreditation Platinum standard, the highest standard awarded by the RNIB. This accreditation is aimed at meeting the needs of older people with sight problems who live in sheltered accommodation and is recognised as a hallmark of good practice by Welsh Government.

Best Welsh Authority Website – The Council's website has won the award for "Best Welsh Unitary", making cardiff.gov.uk the best local authority website in Wales. The SOCITM "Better Connected" Awards are designed to recognise best practice across UK public sector bodies in terms of websites - design, content and accessibility. This is excellent news for our growing digital presence and follows on from the website being awarded a 3 star rating assessment by SOCTIM.

EMPLOYEE & WORKFORCE

Employability Services in Cardiff - There over 40 organisations in Cardiff offering employability services and support to individuals, with many good projects achieving positive outcomes. However, under current provision there is:

- No coherent pathway to services and no visibility of service users' needs
- Complex criteria attached to access e.g. postcode, workless household, length of time on certain benefits, age ethnicity
- Overlap with other programmes and services
- Inconsistent governance delivery methods by area and organisation
- No consistent data collection to identify, match and track individuals

Consultation will take place over the next quarter with the organisations, businesses and individuals on how these services can be better aligned. The results of the consultation will inform a report to cabinet in the third quarter on the proposed way forward for employability services in Cardiff.

High Rise Blocks – Following the tragic fire at Grenfell tower, the council has confirmed we have not utilised ACM cladding in any of our residential high rise blocks. We await details of the enquiry and have identified resources in the Housing Revenue Account Business Plan to implement any additional safety measures required.

Rough Sleeping Alternative Giving Campaign – The planning for a potential Alternative Giving Campaign is underway to provide the public with a different approach to assisting homeless people rather than give directly to people who are street begging. A multi-agency approach including South wales Police, Cardiff BID, the Council and all Frontline providers will be taken to implement the scheme.

Rough Sleeping Increase – In the period from 2015 to 2017 rough sleeping doubled from about 30 to a figure closer to 60. To address this increase the Rough Sleeper Strategy was developed and approved in March 2017, and the Action Plan put in place in April 2017, the plan includes expanding the council's outreach team, training the outreach staff to undertake statutory homelessness assessments on the streets and a multi-agency approach to deal with service users causing problems in the city.

Welfare Reform – The impact of the benefit cap is being managed through a range of services, with the average weekly benefit cap now at £58.22. £12,304.25 in weekly Discretionary Housing Payments has been awarded to help households affected by the cap. 42 households have been awarded Discretionary Housing Payments to reduce or clear rent arrears due to the benefit cap.

Income Targets – The income targets to be met during 2017-18 remain challenging and delivering these in a timely manner is a key focus. Robust monitoring is in place and this will continue to be carried out throughout the year.

QUARTER 1 2017-18 DIRECTORATE PERFORMANCE REPORT

Directorate: Economic Development	Director: Neil Hanratty	Number of Employees (FTE): 940	Cabinet Members: Cllrs Goodway, Michael, Weaver

Strategic Directorate Priority 1 – *Attract more and better jobs*

Quarter 1 position against the 7 Headline Actions in the DDP	Red - 0	Red/Amber - 0	Amber/Green - 0	Green - 7

Wellbeing objective 3.1

Summary of position against headline actions:

City Deal:

- Cardiff officers have produced an economic overview of the city-region with proposed targets and objectives for the City Deal.
- Cardiff officers are involved in the development of a draft Business Plan with the Regional Office.
- Cabinet have been briefed on progress to date and will contribute their view in terms of Cardiff's asks.

Business Improvement District (BID):

- The Head of Economic Development has been nominated to sit on the BID board.
- Collaborative work underway with BID includes:
  - Contracts established for additional cleansing
  - New taxi marshal funding approved
  - Collaborative working to refresh areas of the City Centre
  - Working with parks to provide new flower displays in city centre
  - The BID is also represented on the Night Time Economy task group

Cardiff Commitment:

- Events staged to sign up businesses, including Cardiff Commitment Employer Engagement Event 4th April 2017 at Atradius.
- 68 employers have committed to the Cardiff Commitment so far.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
New and safeguarded jobs in businesses supported by the Council, financially or otherwise *(CP)*	*'SENTA' CRM database*		500	229	1,290	1,290
The amount of 'Grade A' office space committed to in Cardiff (sq. ft.) (CP)		96,000 sq ft	150,000 sq ft	161,118 sq ft	317,732 sq ft	317,732 sq ft
Gross Value Added per capita (compared to UK average)(CP)	Cardiff & Vale of Glamorgan compared to UK	Annual	Above Wales Average	Annual	Annual	89.9% (result for 2015)
Unemployment (compared to Welsh average) (CP)	Cardiff compared to Wales	Annual	Below Wales Average	Annual	Annual	4.8% (result for Jan – Dec 2016)

Strategic Directorate Priority 2 – *Attract more visitors that stay longer*

Quarter 1 position against the 6 Headline Actions in the DDP	Red - 0	Red/Amber - 0	Amber/Green - 0	Green - 6

Wellbeing objective 3.1

Summary of position against headline actions:

Tourism:

- The UEFA Champions League event was successfully delivered.
- A series of multi-agency operational de-briefs are now taking place.
- Considerable progress has been made in moving forward the proposed plans for the creation of the 'Black Tower Tales' at Cardiff Castle.

Events Programme:

- A multi-agency strategic events forum has been established in order to support the development of future event bids for the city.
- Plans for hosting the Volvo Ocean Race and Eisteddfod 2018 are on schedule.
- Work has commenced to consider a potential European Capital of Culture Bid with the sector.

Modernising the arts venues:

- Consideration of a Charitable Trust approach has commenced and is expected to be concluded in the summer.
- Refurbishments underway including the 4 main elevators, new roof on the New Theatre, refurbishment of some St David's Hall seating, the level 4 St David's Hall Bar along with some of the level 3 alcove seating.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
Increase the number of staying visitors (CP)	Results published by STEAM for the calendar year	Annual	2% increase	Annual	Annual	2,025,000 (+1.1%)
Increase total visitor numbers (CP)	Results published by STEAM for the calendar year	Annual	3% increase	Annual	Annual	20,380,000 (-0.7%)

Strategic Directorate Priority 3 – *Continue the regeneration of the city centre and Cardiff Bay*

Quarter 1 position against the 4 Headline Actions in the DDP	Red - 0	Red/Amber - 0	Amber/Green - 0	Green - 4

Wellbeing objective 3.1

Summary of position against headline actions:

Central Square Regeneration:
- Demolition of Wood Street NCP car park now completed.
- A proposal for the delivery of the Bus Interchange building is under consideration.
- Awaiting an announcement on the development of new offices on the Wood Street site.

Brains:
- A major new regeneration plan will be brought forward for the Brains site in the next quarter.

Dumballs Road
- Full land assembly nearing completion.
- Work to commence on a masterplan for the whole site in the next quarter.

Arena:
- A new site options appraisal will be commissioned in the next quarter.
- The business case will be updated in the next quarter.

International Sports Village:
- A new masterplan is being developed with the developer to be completed in the next quarter.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
None	n/a	n/a	n/a	n/a	n/a	n/a

Strategic Directorate Priority 4 – *Commercialise key Council services to increase gross income (Corporate Plan Commitment)*

Quarter 1 position against the 6 Headline Actions in the DDP	Red - 0	Red/Amber - 0	Amber/Green - 1	Green - 5

Wellbeing objective 4.3

Summary of position against headline actions:

Corporate Landlord Model:
- Established the Corporate Landlord Programme and work streams to establish a single contact for all Council property related matters.
- A programme of school audits has been arranged to provide valuable information on the overall compliance of each school and will be invaluable in programming the RAMIS system for future planned and preventative maintenance visits.

Commercial Growth:
- Operational cost models developed for building maintenance and cleaning services.
- The development of a Marketing Plan has commenced in Fleet Services.

Alternative Energy:
- Recycling Waste Management has commenced the roll out of two electric vans for supervisors.

New Technology:
- Tranman FMIT system commissioned in CTS – this will assist in improving service delivery and achieving commercial growth
- RAMIS software commissioned – this will assist in improving statutory obligations compliance
- The Outline Business Case for new technology to support improvements in service delivery and commercial growth across the Corporate Landlord function was approved.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
Commercial and Collaboration gross income target achieved (£) (CP)	New income achieved (gross)		£459,000	n/a	n/a	n/a
% Customers Satisfied with the Service (CP)	Survey responses	Establish baseline	Establish baseline	n/a	n/a	n/a

Strategic Directorate Priority 5 – *Achieve the statutory recycling/landfill diversion targets (Corporate Plan commitment)*

Quarter 1 position against the 4 Headline Actions in the DDP	Red - 0	Red/Amber - 0	Amber/Green - 1	Green - 3

Wellbeing objective 3.2

Summary of position against headline actions:
- We are monitoring performance of HWRCs.
- The new Lamby Way HWRC has officially opened.
- Contract now in place for new materials at Lamby Way and Bessemer Close HWRCs e.g., carpets, tyres and UPVC widows.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
The percentage of municipal waste collected and prepared for re-use and / or recycled (CP)	Waste Dataflow	Q1 Not Available	61%	Non validated	Non validated	58.12% Not validated

	• Achieving the Welsh Government statutory recycling targets remains challenging. • Procured In Cab technology. • Procured Tachograph system. • Lamby Way landfill has now closed. • Performance data recorded in Waste Dataflow is validated by Natural Resource Wales one quarter in arrears. Figures for quarter one will be verified and published at the end of quarter two.	The maximum permissible tonnage of biodegradable municipal waste sent to landfill (CP)	Waste Dataflow	Q1 Not Available	37,627 tonnes	Non validated	Non validated	1,073 Tonnes non validated
		Amount of waste sent for energy recovery	Waste Dataflow	Q1 Not Available	No more than 42%	Non validated	Non validated	45.4% non validated

Strategic Directorate Priority 6 – *Continue to modernise the Council's estate*

Quarter 1 position against the 3 Headline Actions in the DDP	Red - 0	Red/Amber - 0	Amber/Green - 0	Green - 3

Wellbeing objective 4.3

Summary of position against headline actions:

- Disposed of former Trelai Library and relinquished 32 Cowbridge Road East
- Asset Management software project progressing within Corporate Landlord programme (Assets Management stream).
- Recruited a post to manage the Investment Estate Portfolio. Work will progress on the review of the estate and transaction property deals.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
Reduce the gross internal area (GIA) of buildings in operational use (CP)	GIA data extracted from Property Management System	8,665 sqft 0.1%	4.2%	0.9%	7.9%	7.9%
Reduce the total running cost of occupied operational buildings (CP)	Operational Master Schedule	£65,246 0.2%	4.4%	1.2%	9.2%	9.2%
Reduce the maintenance backlog (CP)	Operational Master Schedule	£78,525	£1.5m	£451,320	£8.8m	£8.8m
Capital Income generated (CP)	Operational Master Schedule	£80,000	£7.3m	Annual	Annual	£6m

Area	Good news	Challenges / next steps
CUSTOMERS	**Customer Satisfaction** The Cardiff Castle Customer satisfaction (Net Promotor Score) for Q1 is +46; this is an increase of +14 from the same quarter in 2016-17 (+32) and an increase of +21 from the same period in 2015-16 (+25). This is an excellent result, as the net promoter survey only counts the number of visitors who love the venue and would be happy to promote it to friends and family. Drafted a new Commercial Services customer satisfaction survey to be rolled out in commercial waste, Property Services and the Central Transport Services.	**Customer Satisfaction** Continue to monitor survey results Finalise the survey and circulate to customers to establish a baseline of customer satisfaction.
FINANCIAL	**Budget** In Quarter 1 Economic Development and Commercial Services successfully reported an end of year underspend of £25k for 2016-17. Economic Development = £15k Commercial Services = £10	**Budget** At Month 3, Economic Development are projecting an end of year overspend of £278k. The challenge is to work towards an end of year balanced position.
INTERNAL PROCESSES	**PPDR** - 92% compliant in respect of completed PPDRS for 2016-17. 96% compliance against the finalisation of Personal Review (PR) objectives for 2017-18. New IT systems (Tranman and RAMIS) have been commissioned.	**Personal Reviews** Maintain compliance above 90% in respect of the half yearly reviews of PRs.
EMPLOYEE & WORKFORCE	**Employee Survey** - The employee survey results have been circulated to all staff and Service Ambassadors have held workshops and meetings with staff to understanding possible causes for low scoring responses and seek suggested actions to address these. **Arts Venues** - The restructure of the New Theatre and St David's Hall staffs into a single operational entity is progressing. **MRF Performance** – Reduced the number of staff carrying out weekend maintenance as a result of updating the daily cleaning schedule and carrying out a lot more maintenance daily.	**Employee Survey** - Service Ambassadors will develop an action plan based on feedback and suggestions from staff in their teams. Trade Unions will be briefed on progress at SAJC during the summer. **Arts Venues** – Complete the restructure. **MRF Performance** – Review operational performance following changes to the cleaning and maintenance schedule.

QUARTER 1 2017-18 DIRECTORATE PERFORMANCE REPORT

Directorate: Education and Lifelong Learning | **Director:** Nick Batchelar | **Number of Employees (FTE):** 590 | **Cabinet Member**: Cllr Sarah Merry

Strategic Directorate Priority 1 – *Improve educational outcomes for children and young people, particularly at Key Stage 4, through improved school leadership, teaching and learning, and curriculum development.*

Quarter 1 position against the Headline Actions in the DDP | **Red - 0** | **Red/Amber - 2** | **Amber/Green - 2** | **Green - 5**

Wellbeing objective 1.1

Provisional Foundation Phase, Key Stage 2 and Key Stage 3 results for the 2016-17 Academic Year indicate a slight dip in performance. Results will be finalised in Quarter 3.

Early indications suggest that changes to the qualifying courses for the new performance measures at Key Stage 4 are likely to affect results across Wales this year. In-year collections currently indicate a fall in performance in the Level 2 and Level 2+ measures. Once data has been finalised and the performance position across Wales assessed, the targets for future years will need to be re-profiled accordingly. It is important to realise that prior years' Key Stage 4 data will not be comparable to 2016-17 outcomes. Cardiff's performance at this level will be best assessed this year by looking at school to school comparisons and comparison to other local authority areas. Examination results are due on 24th August and will be reported provisionally in Quarter 2.

Based on currently secure Key Stage 4 data as at June 2017, five secondary schools appear to be in a position whereby less than 50% of their pupils will achieve the Level 2+ threshold this summer.

Schools in partnership with the Local Authority, the Consortium and Welsh Government are continuing to prepare to begin to introduce a radically new curriculum by September 2018. This is a challenging agenda but has the potential to transform pupil outcomes, if opportunities to influence and deliver change are grasped across Wales.

Year-end attendance data for 2016-17 appears to indicate a sustained position from last year. The Education Welfare service restructure has recently been completed and referral criteria amended to reflect reduced capacity.

Measures *(CS) = Currently Secure data* *(NYA) = Not Yet Available* *(NA) = Not Applicable* *(p)= Provisional year end data* ** (LLC = Language, Literacy & Communication)*	CP *Corp plan*	Supporting Information	Q1 2017-18 Result *(2016-17 AY)*	Year End 2017-18 Target *(2016-17 AY)*	Q1 2016-17 Result *(2015-16 AY)*	Q4 2016-17 Result *(2015-16 AY)*	Year End 2016-17 Result *(2015-16 AY)*
% pupils achieving Level 2+ at Key Stage 4	√	-	60.58% (CS)	65%	61.7% (CS)	62.5%	62.5%
% pupils achieving Level 2 at Key Stage 4	√	-	75.71% (CS)	85%	84.0% (CS)	84.3%	84.3%
% pupils achieving Level 1 at Key Stage 4	√	-	95.57% (CS)	95%	95.1% (CS)	94.4%	94.4%
The new Capped Points Score Key Stage 4*(CAP 9)*	√	-	*Q3*	*New Measure for 2016/17*			
% pupils leaving Key Stage 4 with No Quals *(including EOTAS pupils)*		33 pupils 2015/16	*Q3*	0.5%	NA	NA	1%
% pupils achieving CSI at Key Stage 3		-	86.2% (P)	88%	NA	NA	86.6%
% pupils achieving CSI at Key Stage 2	√	-	89.4% (P)	90%	87.4% (CS)	89.5%	89.5%
% pupils achieving Foundation Phase (FP) Outcome Indicator		-	88.5% (P)	89%	NA	NA	88.9%
% pupils achieving O5 in *LLC (FP) in Welsh	√	-	92.1% (P)	93.5%	NA	NA	93.1%
% pupils achieving L4 in Welsh 1st Lang. KS2	√	-	92.8% (P)	96%	NA	NA	96.1%
% pupils achieving L2 qual. In Welsh 1st Lang. KS4	√	-	*Q3*	82%	NA	NA	79.8%
% pupils achieving L2 qual. In Welsh 2nd Lang. KS4	√	-	*Q3*	83.5%	NA	NA	83.2%
% Attendance -Primary	√	-	95.12% *(May 2017)*	95%	95.08%	95.14%	95%
% Attendance -Secondary	√	-	94.18% *(May 2017)*	95%	94.18%	93.98%	94.5%

Strategic Directorate Priority 2 – *Close the attainment gap for pupils from low-income families, children who are looked after, pupils educated other than at school, and pupils entering Cardiff with English as an additional language.*

Quarter 1 position against the Headline Actions in the DDP | **Red - 0** | **Red/Amber – 2** | **Amber/Green - 2** | **Green - 3**

Wellbeing objective 1.1 & 1.2

Provisional 2016-17 Academic Year results for each of the targeted groups will be available in Q3.

Pupils Educated Other Than At School (EOTAS)

Progress is being made to implement the EOTAS improvement plan. A Quality Assurance Framework for EOTAS provision has been submitted to the EOTAS management board and procurement meetings regarding additional provision have taken place.

Work is underway to implement a new Information Management System for EOTAS learners using CAPITA SIMS, which will facilitate tighter tracking and monitoring of learners from September 2017.

Children who are looked after

The number of children looked after by Cardiff Council has increased again this year to over 750 at present and around 50% of this year's Year 11 cohort have a statement of special educational needs. Work is continuing to improve data management, including

Measures	CP *Corp Plan*	Supporting Information	Q1 2017-18 Result *(2016-17 AY)*	Year End 2017-18 Target (2016-17 AY)	Q1 2016-17 Result *(2015-16 AY)*	Q4 2016-17 Result *(2015-16 AY)*	Year End 2016-17 Result *(2015-16 AY)*
Year 11 EOTAS Pupils (all pupils attending an alternative provision, inc. PRU):			*Q3*		NA	NA	
- % Level 2+ at KS4				10%			4%
- % Level 2 at KS4		*NYA*		10%			4%
- % Level 1 at KS4				25%			17.3%
- % No Quals at KS4				5%			12%
Year 11 EOTAS Pupils (all pupils not on the roll of a Cardiff School or the PRU):			*Q3*		NA	NA	
- % Level 2+ at KS4				10%			0%
- % Level 2 at KS4		*NYA*		10%			0%
- % Level 1 at KS4				20%			13%
% No Quals at KS4				12.5%			25%

a refresh of the virtual school, to ensure robust tracking of learners. The recruitment of a Looked After Children's Education Co-ordinator has been delayed and will be progressed as soon as possible.

Pupils eligible for Free School Meals

Year 11 expected outcomes indicate a decrease in the performance of pupils eligible free school meals in the Level 2+ threshold. There is a similar picture across the region, which is partially attributable to changes in the accountability measures as above. Challenge advisers are continuing to focus on the outcomes of pupils eligible for free school meals, and best practice is being shared through school-to-school working.

Pupils with English as an additional language

The performance of pupils with English as an additional language improved in 2015-16. There are plans in place to share good provision identified across the City for EAL learners within Cardiff and across the region. Work is continuing to improve the reliability of data in relation to language proficiency, in partnership with schools and the information team.

Gypsy Traveller pupils

There has been good progress in the numbers of Gypsy Traveller pupils transitioning to high school, from 70% to 88% for September 2017. There is good evidence of increased parental engagement in this group.

Children Looked After (attending a Cardiff school or the PRU as at PLASC date):		*2017-18 target*	*Q3*		NA	NA	
- % Foundation Phase OI		*12 of 16*		75%			88.9%
- % CSI at KS2		*18 of 23*		78%			68.2%
- % Level 2+ at KS4		*2 of 22*		9%			17.9%
- % Level 2 at KS4		*9 of 22*		41%			46.4%
- % Level 1 at KS4		*16 of 22*		73%			71.4%
Children Looked After by Cardiff Council (attending any educational placement as at PLASC date):		*2017-18 target*	*Q3*		NA	NA	
- % Foundation Phase OI		*19 of 25*		73.3%			71.4%
- % CSI at KS2	√	*22 of 30*		78%			70.4%
- % Level 2+ at KS4	√	*18 of 53*		7%			15.2%
- % Level 2 at KS4	√	*17 of 53*		33%			32.6%
- % Level 1 at KS4	√	*30 of 53*		57%			54.3%
- % No Quals at KS4	√	*0 of 53*		0%			3%
eFSM pupils - % Level 2+ at KS4	√	-	36.6% (CS)	43%	31.2% (CS)	39.3%	39.3%
Non FSM pupils - % Level 2+ at KS4	√	-	*Q3*	70%			69.1%
eFSM pupils - % CSI at KS2	√	-	79.1% (prov)	80.6%			78.8%
Non FSM pupils - % CSI at KS2	√	-	92.1% (prov)	93%			92.5%
eFSM pupils - % Attendance:		-	*Q3*		NA	NA	
-Primary				93.1%			92.9%
-Secondary				91%			90.7%
Pupils with English as an Additional Language:		-	*Q3*		NA	NA	
- % Foundation Phase OI				87%			86.6%
- % CSI at KS2				89%			88.4%
- % Level 2+ at KS4				66%			63.9%

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Strategic Directorate Priority 3 – *Improve provision for children and young people with additional learning needs, through implementation of the new Statutory framework for Additional Learning Needs*

Quarter 1 position against the Headline Actions in the DDP	**Red - 0**	**Red/Amber - 1**	**Amber/Green - 0**	**Green - 3**

Wellbeing objective 1.1

The local authority, in partnership with other partners, is continuing to prepare for the implementation of Additional Learning Needs (ALN) reform and a draft action plan is on schedule to be complete by July 2017.

An Analysis of Out of County placements will inform the Band B 21st Century Schools programme option appraisals, to seek to extend the availability of places for pupils with additional learning needs within the city.

Two special schools are currently in an Estyn Category and have temporary leadership arrangements in place at present. Permanent leadership is in the process of being secured through the federation of these two special schools with a third special school.

Exclusions data indicates an increase in the number of exclusions this year to date, largely attributable to one Secondary School. There is further work to do to extend provision for children and young people at risk of exclusion.

A review of revolving door provision is underway to be completed by the end of July. Bases have been established for additional primary phase provision but outstanding building works need to be addressed. Additional Pupil Referral Unit provision is progressing with staff recruitment and building alterations underway.

Measures	**CP** Corp Plan	**Supporting Information**	**Q1 2017-18 Result** *(2016-17 AY)*	**Year End 2017-18 Target** (2016-17 AY)	**Q1 2016-17 Result** *(2015-16 AY)*	**Q4 2016-17 Result** *(2015-16 AY)*	**Year End 2016-17 Result** *(2015-16 AY)*
% SEN pupils ach. **Foundation Phase OI**:		*NYA*	*Q3*		NA	NA	
- Statemented				17%			16.7%
- School Action Plus				46%			45.3%
- School Action				74%			73%
% SEN pupils ach. CSI, **at Key Stage 2**:		*NYA*	*Q3*		NA	NA	
- Statemented				18%			16.7%
- School Action Plus				52%			50.0%
- School Action				80%			79.2%
% of SEN pupils ach. CSI, at **Key Stage 3**:		*NYA*	*Q3*		NA	NA	
- Statemented				26.5%			25.6%
- School Action Plus				50.9%			50.9%
- School Action				70.3%			70.3%
% of SEN pupils ach. Level 2+ **Key Stage 4**		*NYA*	*Q3*		NA	NA	
- Statemented				16%			16.5%
- School Action Plus				17.8%			19%
- School Action				29.8%			31%

		Fixed term exclusions per 1000 pupils (5 days or fewer) - Primary - Secondary		*Sept–June 17* 232 excls 864 excls	9.31 51.67	9.0 48	NA	NA	9.38 55.3
		Fixed term exclusions per 1000 pupils (6 days or more) - Primary - Secondary		*Sept–June 17* 3 excls 38 excls	0.12 2.27	0.15 0.8	NA	NA	0.2 0.91
		Average days lost Exclusions (FTE 5 days or fewer) - Primary - Secondary		*Sept–June 17* 362 days 1491 days	1.56 1.73	1.5 1.4	NA	NA	1.57 1.55
		Average days lost Exclusions (FTE 6 days or more) - Primary - Secondary		*Sept–June 17* 28 days 400 days	9.3 10.53	8.0 9.0	NA	NA	9.3 12.63

Strategic Directorate Priority 4 – *Ensure there are sufficient and high quality school places to meet the population growth in the city, through planned expansion and the upgrade of the existing school estate via the School Organisation Programme*

Quarter 1 position against the Headline Actions in the DDP	**Red - 0**	**Red/Amber - 4**	**Amber/Green - 0**	**Green - 7**

Wellbeing objective 1.1

The development of the new Eastern Learning Campus, in partnership with Cardiff & Vale College is progressing well, the construction contract signed with Willmott Dixon and the buildings works commenced on site in 2016. Due for completion December 2017.

The procurement of the 3 new primary school buildings for Howardian Primary, Ysgol Hamadryad and Ysgol Glan Morfa is complete. Construction is underway on two of the sites.

The procurement of the new High School in the West is complete with Willmott Dixon appointed to design & build the school in January 2017. Planning permission is to be heard in August and construction contracts are to be agreed in September, subject to that permission.

Work is ongoing on the 21st Century Schools Band B proposals. The stakeholder reference groups have met six times between March and June.

The Asset Renewal board is established and working through priorities and budgets for this year to address condition and suitability issues of the school estate. Affordability remains a key challenge.

Work is progressing to substantiate s106 contributions from major housing sites in the North and West of the city. £21m has been secured to date and £86m is being substantiated.

A co-ordinated admissions process for secondary schools will be piloted in September 2017, with 4 of 7 admissions authorities involved. The remaining 3 will reassess their position next year.

Measures	**CP** Corp Plan	**Supporting Information**	**Q1 2017-18 Result**	**Year End 2017-18 Target**	**Q1 2016-17 Result**	**Q4 2016-17 Result**	**Year End 2016-17 Result**
% children securing 1st choice of school: - Primary (CP) - Secondary (CP)	√ √	Result is 1st round of allocations	For Sept 2017 89.75% 76.21%	80% 70%	NA NA	NA NA	Sept 2016 86% 76%
% children securing one of 1st three choices of school: - Primary (CP) - Secondary (CP)	√ √	Result is 1st round of allocations	For Sept 2017 *93.86%* 81.82%	90% 90%	NA NA	NA NA	Sept 2016 93% 85%
The number of schools from within catchment oversubscribed (over 10%) - Primary - Secondary		- -	For Sept 2017 *TO FOLLOW*	7 3	NA NA	NA NA	Sept 2016 6 3
The number of pupils enrolled in Welsh medium education aged 4 – 18 years	√	-	Jan 2017 *7,272*	Jan 2017 7,222	NA	NA	Jan 2016 7,010

Strategic Directorate Priority 5– *Recruit, retain and develop the best people to lead and work in our schools and education settings to secure a high quality workforce at all levels.*

Quarter 1 position against the Headline Actions in the DDP	**Red - 0**	**Red/Amber - 0**	**Amber/Green - 1**	**Green - 3**

Wellbeing objective 1.1

The local authority, in partnership with the Central South Consortium, is developing refined support for Federations and leadership programmes. Teach First has been commissioned in the Central South Region to ensure high quality teachers are secured, particularly in subjects such as Maths, English and Science. Recruitment is in place for September 2017.

A special school federation proposal has been supported by all the Governing Bodies involved. Two more primary school federation consultations are about to commence.

Measures	**CP** Corp Plan	**Supporting Information**	**Q1 2017-18 Result** *(2016-17 AY)*	**Year End 2017-18 Target** (2016-17 AY)	**Q1 2016-17 Result** *(2015-16 AY)*	**Q4 2016-17 Result** *(2015-16 AY)*	**Year End 2016-17 Result** *(2015-16 AY)*
The proportion of schools where **Leadership** is judged by Estyn to be **good or excellent** on a three year rolling basis **- Primary** **-Secondary** **-Special**		30 of 39 3 of 11 1 of 3	77% 27% 33%	85% 55% 85%	NA NA NA	NA NA NA	74% 33% 25%

	Updated performance measures on Estyn judgements in relation to Leadership and Teaching, in schools inspected in the last 3 academic years will be available in Quarter 2.	The percentage of schools, inspected by Estyn, judged to have **good or excellent teaching** on a three year rolling basis **-Primary** **-Secondary** **-Special**		30 of 39 3 of 11 2 of 3	77% 27% 67%	85% 55% 85%	NA NA NA	NA NA NA	71.4% 33.3% 75%

Strategic Directorate Priority 6 – *Work with the Central South Consortium to further develop the capacity of the school system to be self-improving.*

Quarter 1 position against the Headline Actions in the DDP	**Red - 0**	**Red/Amber - 0**	**Amber/Green - 4**				**Green - 1**		
Wellbeing objective 1.1	Schools, in partnership with the Consortium, are continuing to develop School Improvement Groups, Peer Reviews, Pathfinders and Hubs focused on improving the quality of leadership, teaching and learning. A set of subject specific workshops have been facilitated by schools against the new specifications to support heads of department in addressing school specific needs. The special school federation proposal has enabled the local authority to develop standard operating procedures to assist with other school federation proposals. As at June 2017, there are 13 schools in an Estyn category: 6 in Estyn Monitoring, 2 in Significant Improvement, and 5 in Special Measures, 2 of which are federated. Estyn has now introduced a new inspection and reporting framework and KPIs will need to change for the new academic year. The next set of School Categorisation outcomes will be published in January 2018. As at 30th June 2017, there has been a slight increase in the overall number of governor vacancies to 8.64% (178 positions). LA governor vacancies have increased to 7.59% (30 positions). The increase in LA governor vacancies arose following the Council elections in May when a number of resignations were received from outgoing councillors. Recruitment to these vacancies will continue over the summer months.	**Measures**	**CP** Corp Plan	**Supporting Information**	**Q1 2017-18 Result**	**Year End 2017-18 Target**	**Q1 2016-17 Result**	**Q4 2016-17 Result**	**Year End 2016-17 Result**
		Number of schools in Estyn follow up:			*June 2017*				*July 2016*
		-Estyn monitoring	√	-	6	5			7
		-Significant improvement	√	-	2	0			3
		-Special measures	√	-	5	0	NA	NA	3
		% schools categorised as **'Green'** by WG:			*Jan 2018*	*Jan 2018*			*Jan 2017*
		-Primary	√	-	*Q4*	40%			36%
		-Secondary	√	-	*Q4*	30%			26%
		-Special	√	-	*Q4*	63%	NA	NA	57%
		The number of schools with **less than 50%** of pupils achieving the **level 2+ threshold**		-	*Q3*	*(2016/17 AY)* 3	NA	NA	*(2015/16 AY)* 4
		% of schools inspected where **Standards** are judged by Estyn to be **good or excellent** on a three year rolling basis **- Primary** **-Secondary** **-Special**		 28 of 39 4 of 11 2 of 3	 72% 36% 67%	*(2016/17 AY)* 85% 55% 85%			*(2015/16 AY)* 71% 44% 75%
		% of schools, inspected where **Capacity to Improve** is judged by Estyn to be **good or excellent** on a three year rolling basis **-Primary** **-Secondary** **-Special**		 30 of 39 3 of 11 1 of 3	 77% 27% 33%	*(2016/17 AY)* 85% 55% 85%			*(2015/16 AY)* 74% 33% 25%
		The number of schools running recurrent deficit budgets		NA	*June 2017* 10	10	11	14	14
		The % governor vacancies Cardiff schools - Local Authority vacancies - All vacancies		 30 178	 7.59% 8.64%	 6% 7.5%	 NA	 NA	 6.9% 8.1%
		Schools in top benchmarking quartiles to be provided in Q4							

Strategic Directorate Priority 7 – *Build effective partnerships between schools, business, the voluntary sector and wider public services and communities to enrich the school curriculum and strengthen school governance.*

Quarter 1 position against the Headline Actions in the DDP	**Red - 0**	**Red/Amber - 1**	**Amber/Green - 4**				**Green - 0**		
		Measures	**CP** Corp Plan	**Supporting Information**	**Q1 2017-18 Result**	**Year End 2017-18 Target**	**Q1 2016-17 Result**	**Q4 2016-17 Result**	**Year End 016-17 Result**
		The number of young people in Cardiff, aged 16-18 years old, known not to be in education, employment or training (Careers Wales Tier 2 & 3) (CP)	√	-	*June 2017* 342	300	NA	NA	426
		% Year 11 Leavers making successful transition to EET (October Careers Wales)	√	*Oct 2016 leavers 100 young people NEET*	*Q3 prov Q4 final*	97.5% (2.5% NEET)	NA	NA	97% (3% NEET)
		% Year 13 Leavers making successful transition to EET (October Careers Wales)	√	*Oct 2016 leavers 45 young people NEET*	*Q3 prov Q4 final*	98% (2% NEET)	NA	NA	96.9% (3.10% NEET)
		Number of Schools with Strategic Business Partner			*Q4 - New*				
		Number of Schools with 'Rights Respecting Schools Award'			*Q4 - New*				
		% children in each 'age related development category' - per Foundation Phase Baseline Ass't in Reception at Age 4 **Language, Literacy & Communication** **(Welsh) (English)** - % 6 – 24 months - % 24 – 36 months - % 36 – 48 months - % 48 – 72 months		*New suite of Measures from Foundation phase baseline profile introduced in 2015/16 academic year. No targets appropriate at present. Assessing baseline.*					*2015/16 AY* 43.52% 17.57% 35.95% 32.98% 16.45% 42.43% 2.77% 4.65%
		Mathematical Development - % 6 – 24 months - % 24 – 36 months - % 36 – 48 months - % 48 – 72 months							15.42% 36.26% 41.36% 4.60%
		Personal & Social Development - % 6 – 24 months - % 24 – 36 months - % 36 – 48 months - % 48 – 72 months							10% 26.88% 46.12% 15.26%
		Physical Development - % 6 – 24 months - % 24 – 36 months - % 36 – 48 months - % 48 – 72 months							5.78% 22.03% 47.77% 22.77%

Wellbeing objective 1.1, 3.3 and 4.1

In the course of this academic year, partnership working has been broadened and strengthened in many different respects. There is now a strong consensus that Cardiff needs great schools, and that great schools will make Cardiff a great capital city.

There has been strong progress in "gearing up" to deliver the **Cardiff Commitment.** Cardiff Council has made a clear commitment to increasing the number of traineeships and apprenticeships in the workforce. There has also been a hugely positive response from employers in the Public, Private and Voluntary Sectors. A high-level Strategic Leadership Group, drawing on senior figures in all sectors of the local economy, has been formed. This common interest is translating in to new opportunities for learners, such as the "Open Your Eyes" event in June 2017, linking primary schools in the centre of the city with businesses. **The Junior Apprenticeship scheme** has broken new ground, drawing strong interest from beyond Cardiff. The Cardiff Commitment Operational Plan and resourcing for the new academic year is to be finalised.

The **Cardiff Creative Education Partnership** has maintained momentum, capitalising on the strengths of the "creative economy". It is playing an important role in the development of the new Cardiff West Community High School, which opens in September 2017, moving into a new campus in 2018/19.

The Youth Service is maintaining a focus on young people at risk of becoming NEET this autumn and those 16 -18 year olds currently **NEET** in Cardiff (342 as at June 2017). 413 Year 11 leavers are being supported to find suitable destinations.

Work is also ongoing to improve the design and utilisation of the Vulnerability Assessment Profile, including exploring opportunities to extend this to support delivery of the Early Help Strategy.

An Operational Steering Group has been established to co-ordinate the **UNICEF Child Rights Partners** programme in Cardiff and held its first meeting on May 30th. A Members training session, facilitated by UNICEF UK will take place in August. 70 children and young people have taken part in a Discovery Day event with UNICEF. There will be a national programme launch in November. In the meantime, locally, a two-year action plan will be developed for the Cardiff programme of work.

The Director of Social Services is taking a report to Cabinet on 27th July to begin to arrange for commissioning the new **Families First** programme (due to start in April 2018) which is significant to Education services. This includes consideration of opportunities to use the Flying Start parenting support model to extend to other families across the city.

The **Flying Start** programme itself is currently in the final year of this round of Welsh Government funding and is awaiting an announcement re plans for future years. An important area of work this year is taking forward analytical evaluation of the programme, to assess its impact upon the lives of children and families. Analysis is underway to assess the educational outcomes of children that have participated in the programme. This will include review of the emerging **Foundation Phase** Baseline assessments in Reception at school, which gives a broad picture of children's age related development against 4 key Areas of Learning.

Planning is underway for the 2017 **Summer Holiday Enrichment Programme**, which has achieved much success and recognition nationally. 14 primary schools have been identified including one special school and two welsh medium schools.

Strategic Directorate Priority 8 – *Improve the range and quality of services provided to schools by the Education directorate*

Quarter 1 position against the Headline Actions in the DDP	Red - 0	Red/Amber - 3	Amber/Green - 1	Green - 4

Wellbeing objective 4.2 & 4.3

Traded Services

- The specification for all current services delegated and traded with schools through the Education Directorate have been agreed with individual service unit managers and all Service Level Agreements with supporting narrative and relevant charges have been uploaded onto the portal.
- Schools have been provided with log on access to the portal and have begun to purchase services for September 2017 using their online access.
- Work is ongoing to populate the portal with current and relevant resources and development scheduled for Quarter 2 will include populating the portal with Training opportunities for school based staff and further development of the Governing Body module.
- Work has commenced to identify the portal as an opportunity for other Directorates trading and communication with schools.

Costing Base for Education Traded Services

- Work is ongoing to ensure the revised costing base for all Education Directorate traded services include the £500,000 savings target for the 2017-18 financial year.

Schools Information Management Systems

- 22 schools (2 secondary and 20 primary) are currently using Capita Hosted SIMS. The planned project is to migrate the remaining 89 primary schools with a deadline date of September 2018. Phase 1 of the project is now almost complete, with 13 schools already migrated and 3 more planned during the Summer holidays. Phase 2 will take place during the autumn term and there are a further 35 planned migrations in that phase.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
Revenue budget savings	-	£2.321m	£2.371m	£2.838m	£2.653m	£2.653m
Trading position	-					
- Catering Services		£0.000m	£0.000m	£0.102m	(£0.042m)	(£0.042m)
- Storey Arms		£0.000m	£0.000m	£0.011m	£0.027m	£0.027m
- Music Service		£0.000m	£0.000m	£0.075m	£0.109m	£0.109m
Sickness Absence	-	2.72 days	7 days	2.78 days	11.86 days	11.86 days
PPDR compliance						
- Initiate objectives	-	89% (initiate)	100% all	63% (initiate)	87% (half yearly review)	77% (full yearly review)
- Half yearly review	-					
- Full year review	-					

Area	Good news	Challenges / next steps
CUSTOMERS	• Positive engagement in a series of stakeholder reference groups to inform the Band B, 21st Century Schools proposals. • Fitzalan High School was awarded a "double excellent" standard by Estyn inspectors this spring, who said they were impressed by its "clear vision" and promotion of "outstandingly high levels of aspiration and ambition". • Two Bishop of Llandaff pupils, both part of Cardiff's SEREN Network, have been offered places at two of the world's top universities this autumn – Princeton and Harvard. • Percentage of children securing their first choice of Primary School for September 2017 has increased to 90% (from 86%) last year in the first round. • Early indications of improved pupil outcomes at Eastern High School this summer.	• Submission of Band B, 21st Century School proposals to Welsh Government by end July 2017. • Closure of Michaelston/Glyn Derw. Opening of new Cardiff West Community High School in September 2017 on existing site. New campus to be delivered by 2019. • Continuing to challenge and support schools in Red and Amber categories. • Evaluation of Key Stage 4 results this summer under the new Qualifications and Accountability Framework. • Reducing exclusions at those secondary schools where the position this year has worsened.
FINANCIAL	• School Budgets: The overall level and number of school deficits has decreased. At the end of the 2016-17 financial year there were 14 schools in deficit compared to 22 the year before. In addition, the overall level of surplus balance held by schools was £4.243m, compared to £2.522m the year before. • Delivery of Savings Targets: the revenue budget savings identified for the 2017/18 financial year are all built into the revenue monitoring position and at Month 3 are projected to be fully achieved.	• Reducing the out of county spend and achieving savings targets remain a key challenge. • There is significant pressure on the Special Educational Needs budget within the delegated school budget, particularly in relation to complex needs enhancement. • Progressing Finance Model for Band B, 21st Century school proposals. • Delivering the Capital Programme for 2017/18 to prioritise projects that need to address condition and suitability by March 2018.
INTERNAL PROCESSES	• SLA Online Portal for traded services now live. • Co-ordinated Admissions pilot agreed for September with 4 of 7 Admissions Authorities. • Schools causing concern process revised and being piloted through the summer term.	• Commencement of a review of the use of information management systems in the Directorate, to optimise the use of an integrated solution and provide opportunities to improve early help and intervention. • Improvement of self evaluation and performance management processes. • Implementation of procurement arrangements for EOTAS provision.
EMPLOYEE & WORKFORCE	• Senior Secondary School challenge adviser appointed. • New challenge advisers & accelerated progress leads appointed & assigned to schools for September 2017. • Education Welfare restructure completed. • Specialist Teacher posts filled in Targeted Support Services. • Teach First cohort recruitment in place for September 2017.	• Raising compliance with the new Personal Review Process. • Continuing to reduce Staff sickness levels.

QUARTER 1 2017-18 DIRECTORATE PERFORMANCE REPORT

Directorate: Governance & Legal Services	Director: Davina Fiore	Number of Employees (FTE): 85	Cabinet Members: Cllr Huw Thomas

Strategic Directorate Priority 1 – *To ensure the Council's decision making process is timely, inclusive, open, honest and accountable*

Quarter 1 position against the Headline Actions in the DDP (7)

Red - 0	Red/Amber - 0	Amber/Green - 0	Green - 7

Wellbeing objective 4.2

Develop effective Scrutiny arrangements Green
Scrutiny Induction programme delivered as part of the new member induction programme.

Implement the findings of the review of Scrutiny project Green
The recommendation to reduce the number of Scrutiny Committees from five to four in relation to the review of Scrutiny Services was accepted when discussed at Constitution Committee. However, Annual Council reviewed the recommendation of the Constitution Committee and made the decision to maintain the status quo during 2017-18.

Complete the transfer of the Member Enquiry Service to the Member Services Team Green
The transfer of the Member Enquiry Service has been completed, and two of the three posts have been filled. One member of staff is currently in post and the second is due to start in August. Use of the system is being monitored.

Deliver the Member Induction Programme following the elections in May Green
With newly elected Members in place, the priority has been to ensure that they receive all the essential training they require to carry out the functions of Scrutiny, Cabinet and Chair and participate in regulatory committees.
Essential training has included Equalities, Code of Conduct, Scrutiny, Service Area specific, Planning and Licensing committees

Review Constitutional arrangements Green
Constitution Committee is scheduled to meet on 31st August to review frequency and timings of meetings.

Ensure all new policies and budget proposals have supporting Equality Impact Assessments (EIAs) Green
Cabinet Forward Plan has not been received to enable review of policies/reports requiring an EIA to take place.

Implement year two of the Council's second Strategic Equality Plan 2016-2020 Green
The team reviewed all draft Directorate Delivery Plans and provided feedback on equality issues.

Measures	Supporting Information	Q1 2017-18 Actual	Year End 2017-18 Target	Q1 2016-17 Actual	Q4 2016-17 Actual	Year End 2016-17 Actual
The number of 'live' webcast hits. Full Council [CP]	Pre-election period, 6 weeks from end of March to 4 May, no meetings were held.	110	1,200	227	639	1849
The number of 'live' webcast hits. Planning Committee [CP]		52	600	180	544	1001
The number of 'live' webcast hits. Scrutiny [CP]		0	400	0	28	119
The percentage of draft committee minutes published on the Council website within 10 working days of the meeting being held [CP]	9 published, 12 meetings held. Pre-election period, 6 weeks from end of March to 4 May, limited meetings held	75%	80%	75.8%	75%	75%
The number of external contributors to Scrutiny meetings [CP]	Annual		TBC			New PI for 2017-18

Strategic Directorate Priority 2 – *To ensure that the Council delivers its services within the confines of legislation.*

Quarter 1 position against the Headline Actions in the DDP

Red - 0	Red/Amber - 0	Amber/Green - 0	Green - 3

Wellbeing objective 4.2

To review and update, as necessary, the Council's Contract Standing Orders and Procedure Rules, following the County Council elections in May Green
No milestone/actions identified for Quarter 1

Prepare for County Council and Community Council Elections Green
Council elections successfully supported followed by a General Election that was announced at short notice.

Deliver the Voter Registration Campaign Green
No actions to be undertaken until the Academic Year starts in September for University students.

Measures	Supporting Information	Q1 2017-18 Actual	Year End 2017-18 Target	Q1 2016-17 Actual	Q4 2016-17 Actual	Year End 2016-17 Actual
Number of complaints upheld [DP]			N/A			New
Number of successful legal challenges [DP]			N/A			New

Strategic Directorate Priority 3 – *To support the Council in meeting the requirements of the Welsh Language Standards (Including the Commitment under Well-being objective 3.4 - Work with partners to double the number of Welsh speakers in Cardiff by 2050 through the Bilingual Cardiff Strategy, in line with Welsh Government's vision.)*

Quarter 1 position against the Headline Actions in the DDP	Red - 0	Red/Amber – 0	Amber/Green - 0		Green -3		

Wellbeing objective 4.2

Lead on the Implementation of the Welsh Language Standards across all Council Directorates and prepare Annual Monitoring Report to meet legislative requirements Green

Welsh Language Standards Annual Report 2016-2017 was completed and agreed by Council on 29th June and published on the website on 30th June 2017. All parties contributed in Welsh and the team's work was acknowledged.

Implement the city wide Bi-lingual Cardiff Strategy 2017-2022 to promote and facilitate the Welsh language in Cardiff Green

The Welsh Language Forum has been reconstituted as the Bilingual Cardiff Forum to oversee the implementation of the Bilingual Cardiff Strategy. The forum meets quarterly, with representatives of statutory and voluntary services. The first meeting of the group will be followed up with an email to clarify agreed actions. The first action in the Strategy was completed successfully with Welsh Language 'taster sessions' being delivered outside Yr Hen Lyfrgell during the Champions League Final celebrations finals attracting Spanish and Italian visitors including a Real Madrid player. This activity was shared on an international level including in Twitter videos.

To explore opportunities to expand and promote translation and simultaneous translation services to other public organisations Green

Following an initial email regarding translation and simultaneous translation services to other public organisations, positive discussions have been held with three bodies.

Measures	Supporting Information	Q1 2017-18 Actual	Year End 2017-18 Target	Q1 2016-17 Actual	Q4 2016-17 Actual	Year End 2016-17 Actual
The number of complaints of breaches of the Welsh Language Standards that are confirmed as **breached** by the Welsh Language Commissioner [DP]	**2** proposed decision notices were received **1** final decision notice was received *For information, 1 allegation regarding Cardiff International Pool was received during this period. Awaiting confirmation as to whether the WLC will proceed with the investigation.*	3	N/A	Annual	Annual	4
The number of complaints of breaches of the Welsh Language Standards that are confirmed as **not breached** or are **discontinued** by the Welsh Language Commissioner [DP]	1 complaint regarding the large television screen in the Hayes was dismissed by the WLC as the Council is no longer responsible for this service.	1	N/A	Annual	Annual	5
Number of Council staff who have attended and completed Welsh Language **Awareness training** [DP]	49 completions of the online training module. 25 Day Centre staff attended Welsh Language Awareness training delivered by the Welsh Language Coordinator for Social Services.	74	113	Annual	Annual	800
The number of Council employees undertaking Welsh Language **training** [CP]		6		Annual	Annual	184
Number of words translated for Cardiff Council by Bilingual Cardiff [DP]		2,144,062				New
Number of words translated for other authorities/organisations by Bilingual Cardiff [DP]		1,593,228				New

MONTH	NO REQUESTS	% RETURNED ON TIME
April	887	97.50%
May	1,185	99.00%
June	1,091	98.90%

Area	News	Challenges / next steps
FINANCIAL		All external legal expenditure has been centralised. This will require close monitoring. The budget transferred to Legal Services was significantly less than the spend on external legal fees last year and has already been used to fund child care cases, although there is a reserve which will assist to meet the ongoing costs. However, additional in-house lawyers have now been recruited to do this work, which will be more cost effective than using external lawyers, although they do need to work their notice periods. It is likely that this budget will be overspent this year because of the time taken to recruit
INTERNAL PROCESSES	The Member Enquiry Service has now been transferred to the Member Services Team, however, a new member of staff has yet to take up post and a post remains unfilled currently.	Readvertise vacant post in the Member Enquiry Service [2nd time external] and continue to monitor service.
EMPLOYEE & WORKFORCE	Following the agreement of the Welsh Language Standards Report 2016-2017, the work of Bilingual Cardiff was acknowledged.	The Head of Electoral services is planning to retire. There were no suitable applicants and so the post will be re-advertised. If there are still no suitable candidates, consideration will need to be given to a market supplement.

QUARTER 1 2017-18 DIRECTORATE PERFORMANCE REPORT

Directorate: Resources	Director: Christine Salter	Number of Employees (FTE): 554	Cabinet Member: Cllr Weaver

Strategic Directorate Priority 1 – *Maximise Economic, Social, Environmental and Cultural Well-being*

Quarter 1 position against the Headline Actions in the DDP (2)	Red – 0	Red/Amber – 0	Amber/Green – 0	Green – 2

Wellbeing objective 3.3

Living Wage Green
Work is being carried out with the National Builders Federation and others to organise an event to promote Community Benefits and Living Wage to the construction industry.

Social Value Green
The draft Community Benefits Policy has been produced and this links to the Cardiff Commitment.
Work is being undertaken with the 10 regions involved in the City Deal to develop a similar community benefits approach for the City Deal contracts.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
Number of accredited Living Wage employers	N/A	33	40	N/A	N/A	26
Number of apprenticeships and work placements delivered through Council contracts.	N/A	N/A	N/A	N/A	N/A	N/A

Strategic Directorate Priority 2 – *To continue to implement the workforce strategy to develop and appropriately skill the workforce to meet the changing needs and demands of the Authority*

Quarter 1 position against the Headline Actions in the DDP (4)	Red – 1	Red/Amber - 0	Amber/Green - 0	Green - 3

Wellbeing objective 3.3 and 4.3

Sickness Absence Red
Based on the 2016-17 Sickness Absence outturn a number of actions have been developed to address particular issues in relation to sickness absence. Actions include:

- An APSE review of sickness absence is being undertaken to look at more specific and detailed areas of sickness
- A communication from the Chief Executive to all 827 Managers emphasising the importance of using the processes in the Attendance and Wellbeing Policy to manage periods of sickness
- The recruitment of additional temporary resource to assist in managing Occupational Health appointments
- The Quarter 1 sickness absence figure is 2.59 days lost per FTE, this is forecasting for an outturn of 11.14 days lost per FTE.

Apprenticeships and Trainees Green
Work in relation to apprenticeships and trainees is ongoing and is on target to meet the milestones set out in the Directorate Delivery Plan.

Corporate Health Standard Green
Work in relation to achieving the Corporate Health Standard and the Wellbeing agenda is progressing well. An annual Health & Wellbeing report has been produced, setting out the next steps, along with a Health & Wellbeing Survey; evidence from this is being used to inform the Silver Corporate Health Standard Action Plan.

Personal Review Green

- 2016-17 Year end compliance – 94%, 1% below target. 5345 employees have completed the personal review process with 327 employees remaining outstanding
- 2017-18 Initiation of Personal Review – 95%. 5569 employees have initiated their personal review
- A working group has been established to look at the effectiveness of the new personal review process and a survey on the effectiveness will be rolled out in Quarter 2

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
The number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence (CP)	11.14 Outturn forecast 27,371 sickness day lost in Q1	2.59	9.0	2.43	10.77	10.77
No. of apprenticeships and trainees created by the Council in 2017-18 (NEW) (CP)	N/A	57	100	N/A	N/A	N/A
% of Personal Reviews completed for permanent staff (CP)	5569 initiated out of 5879 staff	95%	95%	90%	92%	92%
The % of middle managers to complete the Cardiff Managers Programme	209 enrolled / completed 338 Managers	62%	90%	N/A	55.45%	55.45%
% of customers who were satisfied with their experience of HRPS "First Point of Contact"	191 - Good or Excellent. Total responses 212	90%	92%	91.53%	92.8%	92.8%
% of permanent, fixed-term and temporary employees between 16-25	741 employees are aged 16-25 (inc apprentices) out of 13,170 employees	5.6%	4%	3.24%	3.02%	3.02%

Strategic Directorate Priority 3 – *Support the development and implementation of the Council's strategic vision and its contribution towards achieving city-wide Outcomes*

Quarter 1 position against the Headline Actions in the DDP (5)	Red - 0	Red/Amber - 0	Amber/Green - 1	Green - 4

Wellbeing objective 4.2

Performance Management Strategy and Framework Amber/Green
The Performance Management Strategy and Framework documents have been completed, however the launch has been delayed to ensure appropriate sign off and communications are carried out with key stakeholders, Senior Management and Cabinet Members. The framework will be aligned with the Corporate Plan and Self-Assessment to ensure they meet the requirements of the Wellbeing of Future Generations Act and the 5 Ways of Working.

Wellbeing Objectives Green
The draft Wellbeing Objectives have been approved by the Public Services Board. These objectives have been submitted to the Commissioner who will provide feedback in Quarter 2. Public consultation will take place in Quarter 3.

Cabinet and Policy Green
Working with the new Members and administration to agree a forward plan to translate the administration's manifesto into a Policy document, this was launched at the end of June.

Communications and Public Relations Green
Work in relation to communication campaigns is progressing well.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
Maintain customer/citizen satisfaction with Council Services (Annual) (CP)	N/A	N/A	70%	N/A	N/A	68.20%
% of people that think their local council provides high quality services (PAM) (NEW)	N/A	N/A	57%	N/A	57%	57%
Increase the % of "Likes" on Facebook (NEW)	10,837 Likes 1,553 increase on Q4	14.15%	50% increase	N/A	N/A	N/A
Increase the % of "Followers" on Twitter (NEW)	78,375 Followers. 3,639 increase on Q4	4.64%	10% increase	N/A	N/A	N/A

Strategic Directorate Priority 4 – *Change our way of working through digitalisation, reflecting changes in customer preference by enabling them to interact with our services through their preferred methods and to enable the Council to adopt more efficient working practices*

Quarter 1 position against the Headline Actions in the DDP (3)	Red - 0	Red/Amber - 1	Amber/Green - 0	Green - 2

Wellbeing objectiv4 4.3

SharePoint Red/Amber
There are currently 1,100 people using SharePoint, however significant work remains to roll SharePoint out further and to embed its use across the Council. SMT have approved a business case to double the size of the SharePoint Implementation team to accelerate the implementation. Consideration is being given to reviewing the initial business case to reframe the project based on current progress and the implementation of additional resources.

Digital Strategy/Agile Working Green
Positive work continues on promoting and implementing the digital strategy through agile and digital solutions such as Skype for Business and digital meeting rooms to encourage paperless meetings.

Customer App Green
Work on the customer portal to replace BINFO, enable Fly Tipping reporting and Council Tax payment is progressing well. The first release of the app will enable customers to check Council Tax balances, set up Direct Debits and apply for single person discount. It is recognised that the launch of the app will be more effective if more services are being provided through it.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
Number of users operationally using SharePoint	687 "Live" users 205 in deployment	1,100	4,000	N/A	658	658
Increase the % of agile and mobile devices across the organisation (NEW)	1826 Mobile Devices 3961 Fixed Devices	31.55%	32%	N/A	N/A	26.7%
Internal Customer Satisfaction of ICT services	N/A	92.08%	90%	91.42%	91.77%	89.40%
Reliability of top 10 applications (as defined by Socitm)	N/A	99.91%	99.90%	99.98%	99.99%	99.96%

Strategic Directorate Priority 5 – *To continue to ensure that the finances of the Council are appropriately resourced, resilient, safeguarded and transparent*

Quarter 1 position against the Headline Actions in the DDP (3)	Red - 0	Red/Amber - 0	Amber/Green - 0	Green - 3

Wellbeing objectiv4 4.3

Budget Green
Initial discussions have taken place with the new administration with a specific focus on the 2018-19 budget. Directorates have provided Finance with plans and proposals and these have been shared with SMT and Cabinet; detailed feedback will be provided in Quarter 2.

Self Service Options Green
Work in relation to Self-service is progressing well, including developing ideas with the Communications Team on how to engage with citizens in sharing email addresses to encourage e-billing for Council Tax Direct Debits. A business case is being developed for an e-billing module for Council Tax, which could result in a year on year saving through reduction in postage/paper costs. It is recognised that this will be more effective with several services being available via the app.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
The % of Council Tax collected	**Received -** £46,128,229 **Outstanding -** £116,881,036 **Total to collect -** £163,009,265	28.30%	97.52%	28.13%	97.52%	97.52%
The % of non-domestic rates collected (net of refunds)	**Received** - £59,759,167 **Outstanding** - £136,077,465 **Total to Collect** - £195,836,632	30.52%	96.45%	31.45%	96.45%	96.45%
The % of Freedom of Information requests meeting the statutory deadline	364 On time out of 416 due	87.50%	85%	84.83%	88.41%	88.53%
The % of Data Protection requests meeting the statutory deadline	120 On time out of 138 due	86.96%	85%	92.83%	93.66%	94.69%

Area	Good news	Challenges / next steps
CUSTOMERS	The Beta version of the Evac App has been successfully launched with over 17,000 downloads reaching as far as Spain, Bermuda and Venezuela. Positive feedback has been received.	Next steps in relation to the Evac App are to strip out Champions League information and replace with relevant information for the Volvo Round the World Yacht Race. The app is already available in German, French and Spanish however, work is currently being carried out on developing the Welsh Language version which will be launched shortly.
FINANCIAL	The draft Statement of Accounts was taken to Audit Committee according to the timetable.	Resources as a Directorate may increasingly be faced with a challenge in relation to its ability to make significant savings without compromising the controls of the organisation. There are increased maintenance charges in relation to ICT functions due to the currency alignment between GBP and the US dollar; this will have an impact on budget/savings.
INTERNAL PROCESSES	The Champions League was delivered successfully; Cardiff Council worked across the Command, Control and Coordination arrangement with Gold, Silver and Bronze Officers to ensure the event ran smoothly and any issues were resolved. There are lessons to be learnt from the event and structured debriefs are to take place with any learning and knowledge from these to be used for future events.	The demand for recruitment remains at a high level, there are currently 38% more jobs being advertised than 3 years ago. Improvements are being made to the current recruitment system (Tribal). However an outline business case is being developed to look at options for replacing the current recruitment portal.
EMPLOYEE & WORKFORCE	The Council has been shortlisted as a finalist in the Employee Engagement Category of the national CIPD People Management Awards 2017**.**	The Corporate Performance and Improvement Manager is temporarily working with Social Services on an interim basis. There is a need to backfill this post to ensure that the Performance Management Strategy and Framework is implemented and embedded across the Council. As a result expressions of interest have been requested from within the Resources Directorate to cover the role for a period of six months. If the role is backfilled this will leave a further gap within the Directorate. This links to the continuing issue regarding the Directorate either being able to recruit or retain appropriately qualified staff. ICT's expression of interest for two Digital apprentices has not been successful. ICT will look to explore apprenticeship options with HRPS and the Corporate Director Resources. There remains a capacity and resourcing challenge within Enterprise Architecture with two Grade 10 posts and the Operational Manager post vacant. Resources are currently being deployed on higher risk projects, such as WCCIS, the Corporate Landlord project and the Digital Strategy.

QUARTER 1 2017-18 DIRECTORATE PERFORMANCE REPORT

Directorate: Social Services	Director: Tony Young	Number of Employees (FTE): 900	Cabinet Members: Cllr Susan Elsmore and Cllr Graham Hinchey

Strategic Directorate Priority 1 – *Safeguarding - Children and adults are protected from significant harm and are empowered to protect themselves*

Quarter 1 position against the Headline Actions in the DDP (3)	Red - 0	Red/Amber - 0	Amber/Green - 0	Green - 3

Wellbeing objective 2.1

Safeguarding Vision & Strategy Green
The development of a Vision and Strategy for Safeguarding in Cardiff will commence following recruitment to vacancies in the Safeguarding Unit in Quarter 2.

Engagement with communities Green
The Muslim Council of Wales has been identified as a key stakeholder and successful engagement has occurred to develop effective partnerships with mosques across Cardiff. A draft 'Safeguarding Children in Mosques and Madrassas' policy was shared with the Muslim Council of Wales for discussion and comment. A Steering Group will be established to agree and ratify the policy.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
SSWB 27 (CP) - % of re-registrations of children on local authority Child Protection Registers	4 / 97	4.1%	4%	3.1%	3.9%	3.8%
SSWB 28 - Average length of time for all children who were on the Child Protection Register during the year	24,814 / 86	289 days	N/A	206 days	259 days	230 days
SSWB 18 (CP) - % of adult protection enquiries completed within 7 working days	325 / 328	99.1%	99%	97.1%	98.8%	98.0%

Strategic Directorate Priority 2 – *Prevention & Independence - Children, young people and adults are supported to live safely and independently with their families and communities with the lowest appropriate level of intervention*

Quarter 1 position against the Headline Actions in the DDP (10)	Red - 0	Red/Amber - 0	Amber/Green - 2	Green - 8

Wellbeing objective 2.3

Direct Payments Amber / Green
The service has been re-commissioned from a third party provider and the new contract commences on 31st July 2017; an interim contract has been secured with the incumbent. This provides a solid platform for improving performance in keeping with the target.

Young Carers Green
The regional young carers' action plan that was agreed in Quarter 4 is being implemented in 2017-18. This will facilitate better awareness of this group and the support available to them.

Signs of Safety Green
Implementation of the Signs of Safety approach within Children's Services is ongoing and is on target to meet the milestones set out in the Directorate Plan.

Dementia Friendly City Green
The Council has achieved 'Working towards Dementia Friendly City' status and is on target to meet the milestones set out in the Directorate Plan. The Action Plan for 2017-18 has been agreed and incorporates new criteria and findings from year 1.

Day Opportunities Green
Although the achievement of some of the milestones for Quarter 1 slipped into early Quarter 2, work is ongoing and is on target to meet the milestones set out in the Directorate Plan. Key work involves returning people from Grand Avenue to Minehead Road Day Centre and the building and refurbishment work at Grand Avenue.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
SCAL 25a (CP) - Total number of children and adults in need of care and support using the Direct Payments Scheme	AS – 639 CS – 173	812	910	N/A	N/A	933
SSWB 24 - % of assessments completed for children within statutory timescales	523 / 630	83.0%	80%	99.2%	77.3%	86.3%
SSWB 25 (CP) - % of children supported to remain living within their family	854 / 1,610	53.0%	59%	59.0%	55.2%	55.2%
SSWB 26 (CP) - % of looked after children returned home from care during the year	Cumulative 25 / 812	3.1%	Q1 = 3% Annual = 12%	3.2%	11.6%	11.6%
SSWB 19 (CP) - Rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over	15 / 23,565	0.64	TBC	0.81	2.38	2.38
SSWB 23 - % of adults who have received advice and assistance from the Information, Advice & Assistance function and have not contacted the service during the year	1,857 / 2,152	86.3%	TBC	N/A	86.2%	86.2%
SSWB 20 - % of adults who completed a period of reablement and a) have a reduced package of care and support 6 months later b) have no package of care and support 6 months later	Annual	Annual	TBC	N/A N/A	66.7 83.4%	66.7% 83.4%

Strategic Directorate Priority 3 – *Care & Support (including transitions) - Adults and looked after children experience the best care and support to help them recognise their abilities, have aspirations and achieve what matters to them; and Young people have the necessary skills and support to prepare them and their carers for a smooth transition to adult life and optimum independence.*

Quarter 1 position against the Headline Actions in the DDP (6)	Red - 0	Red/Amber - 0	Amber/Green – 2	Green – 4

Wellbeing objectives 1.2 and 2.3

Disability Futures Amber / Green (See Cover Report for more information)
There has been some slippage against the milestones set out in the Directorate Plan, but work in this area is ongoing and progress is being made.

Corporate Parenting Amber / Green
The Corporate Parenting Strategy implementation plan has been delivered and operational during the past 12 months with the majority of the actions having been met in full.

Delayed Transfers of Care (DToC) Green
Work in relation to reducing Delayed Transfers of Care is ongoing and is on target to meet the milestones set out in the Directorate Plan. The information reported by the Integrated Health & Social Care Partnership on its 21st June 2017 census shows significant and sustained improvements.

Carers Assessments Green
Work in relation to Carers Assessments is ongoing and is on target to meet the milestones set out in the Directorate Plan.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
SCC/025 (CP) - % of statutory visits to looked after children due in the year that took place in accordance with regulations	545 / 568	90.0%	95%	94.1%	94.7%	95.1%
SCC/022a (CP) - % attendance of looked after pupils whilst in care in primary schools	Annual	Annual	98%	N/A	N/A	96.9%
SCCC/022b (CP) - % attendance of looked after pupils whilst in care in secondary schools	Annual	Annual	93%	N/A	N/A	94.5%
SSWB 34a (CP) - % of all care leavers who are in education, training or employment at 12 months after leaving care	Annual	Annual	60%	N/A	N/A	58.5%
SSWB 34b (CP) - % of all care leavers who are in education, training or employment at 24 months after leaving care	Annual	Annual	40%	N/A	N/A	38.2%
SSWB 35 (CP) - % of care leavers who have experienced homelessness during the year	Annual	Annual	10%	N/A	N/A	17.3%
SCA/018a (CP) - % of eligible adults who are caring for adults that are offered a carers assessment during the year	1,314 / 3,230	40.7%	90%	30.1%	79.5%	79.5%

Strategic Directorate Priority 4 – *Workforce - Cardiff is the destination of choice for committed social work and social care professionals*

Quarter 1 position against the Headline Actions in the DDP (2)	Red - 0	Red/Amber – 1	Amber/Green - 0	Green – 1

WO 2.1

Social Worker Vacancies – Children's Services Red / Amber
During Quarter 1 there were 4 additional vacancies – with staff leaving due to management of their long term sickness and personal reasons. The underlying factors affecting recruitment and retention in children's social work remain in Cardiff and Wales. Various things are affecting this, including the actions of some local authorities that de-stabilise the market for permanent and agency staff.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
Staff 1 (CP) - % of social work vacancies in all teams	120.3 / 463.5	26.0%	18%	22.9%	23.3%	23.5%

Strategic Directorate Priority 5 – *Resources - Social Services are provided on the basis of the most efficient and effective use of resources*

Quarter 1 position against the Headline Actions in the DDP (3)	Red -0	Red/Amber -0	Amber/Green – 1	Green – 2

WO 4.3

Integrated Finance and Service Strategy Amber / Green
The Director of Social Services has commissioned the Institute of Public Care and leading industry experts to support the development of a financial strategy for the delivery of sustainable adult social services. This is expected to be ready for consultation with Cabinet during Quarter 3.

Measures	Supporting Information	Q1 2017-18 Result	Year End 2017-18 Target	Q1 2016-17 Result	Q4 2016-17 Result	Year End 2016-17 Result
None	N/A	N/A	N/A	N/A	N/A	N/A

Area	Good news	Challenges / next steps
CUSTOMERS	A consultation event in relation to the annual Director's Report was held with managers from Children's Services, advocacy and four young people. The young people commented on the report and made suggestions as to how it could be made easier to read and digest. Question and answer sessions followed that included an update of the issues raised at a Listening Event held earlier this year. All social work staff have been made aware of the issues raised by the young people. The Adolescent Resource Centre (ARC) team became operational with referrals being received from 1st April 2017. The intended impact is to prevent the accommodation of teenagers on the edge of care and thus divert expenditure away from costly fostering / residential placements for looked after children to less costly preventative interventions. The impact of the ARC is already being seen with 7 young people on the edge of care prevented from being accommodated at an estimated cost saving of £144,700. Funding has been identified to match the funding offer from University Health Board which will enable a dedicated psychologist to be available full-time for looked after children from Quarter 2. The Directorate proudly supported Carers Week from 12th June - 18th June 2017. An information stand was available in County Hall and staff were encouraged to come along to sessions. Members of the Carers Team were available to answer any questions staff had about the support and services available to help people with caring responsibilities. A member of Human Resources (HR) was available to provide information on the Council's Carers Policy and Carers Network. There was a co-ordinated approach for Alzheimer's Awareness Week, 14th - 20th May 2017, supported by Cardiff Council Communications team. A series of events and drop-in sessions were organised to promote the support services available in the city and to help people understand what it is like to live with dementia day-to-day.	Insufficient Child and Adolescent Mental Health Service (CAMHS) provision - work to develop relationships with senior CAMHS Officers has commenced to formulate and agree a plan to strengthen relationships between the two services. We understand that the University Health Board shares our concern about under-delivery and may be taking steps to address this. The number of looked after children has increased from 690 at 31st December 2016 to 756 at 30th June 2017. An independent review of decision making for children who were accommodated in May and June has been undertaken which demonstrated that each and every case provides compelling reasons why there was no choice but to accommodate the children and, where age appropriate, care proceedings have been initiated. The service continues to experience relentless demand arising from increasingly complex child protection investigations, including complex and organised abuse affecting multiple children. The rising demand and increased complexity is a consistent trend across Wales. The early help front door and Signs of Safety will help in the longer term, but will not provide a quick fix to the immediate pressures.
FINANCIAL	Work towards implementing a new model of commissioning in relation to domiciliary care is progressing in accordance with the Directorate Plan. An options appraisal is under development with a view to reaching a decision in summer 2017. A balanced position is projected for Adult Services at month 3. Pressures in relation to nursing beds, domiciliary care hours and supported accommodation for those with learning disabilities are evident. These, however, are largely being contained within overall budgets allocated to the service plus the additional grant money allocated to Councils by the Welsh Government for 2017-18. The position on fee levels for 2017-18 is still being finalised.	The provisional revenue monitoring position for Social Services for month 3 shows an overspend of £3.308m against a budget of £152.603m. The overspend largely reflects growth in the number of looked after children. Numbers have increased from 690 at the end of December 2016 to 756 in June 2017 (an increase of 66 or 9.6%). Numbers have increased by 31 since the start of this financial year. This has resulted in an increase in external fostering placements (38) since December 2016. There has also been net growth in the number of external residential placements over the same period, including the addition recently of some high cost secure placements. There is also a projected increase in the costs relating to the support and accommodation of those leaving care, plus an anticipated savings shortfall of £786,000. The figures assume that no increase in special guardianship allowances will be implemented in 2017-18. The position also assumes that £950,000 included in contingency for children's placements will be drawn down.
INTERNAL PROCESS	Development of an early help front door is ongoing to enable referrers to have greater understanding of current prevention and intervention services and their accessibility prior to contacting statutory services. Adult Services review the First Point of Contact social work team as its work progresses. The Team Manager meets regularly with colleagues from Communities and good practice changes are identified and agreed to develop smarter working processes. For example, from April 2017, Communities have taken over management of Meals on Wheels to develop the service further.	Work in partnership to implement the recommendations of the Community Services Review in collaboration with the University Health Board, regarding the future model of the Community Mental Health Service, has commenced. This work is being led by Health so progress will be dependent upon Health setting the deadlines and the pace of work. The Senior Leadership Group (SLG) of Cardiff and the Vale Health Board will monitor progress.
EMPLOYEES	Contact has been made with Social Care Wales and the Social Services Improvement Agency with regard to the Strength Based Approach and training required to move to a new model of delivery for Adults' Services. A pilot group of staff has been identified and trained. An initial meeting with Swansea Council's Training Manager for Adults' Services was held in June to explore a new model and share good practice. This will be followed up by a further meeting with the Director and Assistant Director to be scheduled in Quarter 2.	Recruitment to the Complex Needs Service has proved challenging – we are currently awaiting Health appointments for a Learning Disability Nurse and a Practice Education Nurse. This has prevented the Regional Complex Needs Service from operating at full capacity. Attempts to recruit are ongoing.

CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING: 21 SEPTEMBER 2017

BUDGET MONITORING – MONTH 4 REPORT

FINANCE, MODERNISATION & PERFORMANCE (COUNCILLOR CHRIS WEAVER)

AGENDA ITEM: 8

CORPORATE DIRECTOR RESOURCES

Reason for this Report

1. To provide the Cabinet with an update of the financial monitoring position for the authority based on the first four months of the financial year and as updated for significant movements to date.

Background

2. This monitoring report provides details of the projected outturn for 2017/18 compared with the budget approved by Council on the 23 February 2017.

3. The presentation of surpluses and deficits in this report follows the convention, which shows an excess of expenditure over budget as a positive and additional income over budget as a negative. Conversely, expenditure less than budget would be shown as a negative while income lower than expected would be denoted as a positive. Negative items are shown in brackets.

Issues

Revenue

4. Overall, the month four revenue monitoring for the Council shows a projected overspend of £883,000 reflecting financial pressures and shortfalls against budget savings targets in directorate budgets together with a projected overspend in relation to capital financing costs. These are partly offset by projected savings on Insurance budgets, the release of contingency budgets, an anticipated surplus on Council Tax collection and NDR refunds on Council properties. Directorate budgets are currently projected to be overspent by £5.4 million however it is anticipated that management actions will enable this to be reduced by the year end. The current position includes projected overspends in the Social Services, Economic Development, Education & Lifelong Learning and City Operations Directorates. These are partly offset by projected underspends in other directorates and by the £3.0 million

general contingency budget which was provided as part of the 201718 budget in order to reflect the quantum, risk and planning status of the proposed savings for 2017/18. It should be noted that the 2017/18 Budget reduced the previous general contingency budget by £1 million. A summary of the overall position is attached as Appendix 1 to this report.

5. The projected overspends in directorate budgets include £3.158 million in Social Services, £1.399 million in Economic Development, £724,000 in Education & Lifelong Learning and £244,000 in City Operations. This position reflects a range of factors including increased demographic pressures in Social Services, particularly in relation to looked after children, shortfalls in income and the anticipated failure to fully achieve the savings targets set as part of the 2017/18 Budget together with on-going shortfalls carried forward from the previous financial year.

6. The 2017/18 savings targets for each directorate are set out in Appendix 2(a) to this report together with the projected savings currently anticipated to be achieved. An overall shortfall of £1.755 million is currently anticipated against the £14.157 million directorate savings target with £3.581 million having been achieved to date and a further £8.821 million anticipated to be achieved by the year end. The budget approved by Council on the 23 February 2017 identified red or red / amber achievability risks totalling £6.627 million with £845,000 of the savings proposals still at a general planning stage. These risks are evident in the projected shortfall currently reported as part of the month four monitoring. A projected shortfall of £1.714 million has also been identified in relation to savings targets carried forward from 2016/17 and these are set out in Appendix 2 (b) to this report. The projected shortfalls are reflected in the directorate monitoring positions although where possible shortfalls have been offset by savings in other budget areas. The £3.0 million General contingency budget which was allocated to reflect the risk and planning status of the proposed savings for 2017/18 is also available to offset the shortfall in the current financial year. Although the projected shortfalls are lower than in recent years, this continues to be a cause for concern particularly as the Council is about to embark on another difficult budget round.

7. Actions are being taken by those directorates currently reporting a projected overspend to try to resolve the issues that led to the current position or alternatively to identify offsetting savings in other areas of the service. These will be considered as part of the challenge process to review the performance of directorates including the budget monitoring position. The Chief Executive has held a series of meetings with directors to identify measures to reduce the level of spend with the intention of improving the overall position as the year progresses. These reviews will continue throughout the year and the actions taken also discussed in the Chief Executive's monthly meetings with individual directors.

8. The 2017/18 Budget included specific contingencies of £950,000 to reflect the potential for increased costs in relation to placements for looked after children in Social Services and £350,000 to offset potential income shortfalls in relation to the Material Recycling Facility (MRF) as a result of volatility in the market for recyclate materials. Having reviewed these areas as part of

the monitoring process this report recommends that these contingency budgets be fully allocated to the Social Services and Economic Development Directorates respectively. Other contingency budgets include £729,000 in relation to waste disposal reflecting the difficulty of predicting tonnage figures and the consequent impact on disposal costs and £2.244 million to reflect the potential for future growth in the number and value of claims as part of the Council Tax Reduction Scheme (CTRS). Current projections indicate a requirement of £392,000 to support increased tonnages in waste disposal and £557,000 to support CTRS claims in the current year. The budget pressures in all these areas will continue to be monitored as the year progresses and any further variations to this position will be identified. The CTRS contingency includes annual uplifts to reflect the potential impact of Council Tax increases on this budget and includes budget carried forward from the previous financial year where this was not required. Given the current projections therefore and the availability of earmarked reserves to support costs in this area if required, it is considered prudent to assume a saving of £500,000 against this budget and this is reflected within the overall monitoring position as an underspend within the Summary Revenue Account (SRA). A budget of £1.431 million has also been set aside to meet costs arising from the Council's Voluntary Severance Scheme and this is currently anticipated to be fully committed.

9. The Council receives an annual report from its Insurance Advisors assessing the appropriateness of its insurance provisions and reserves for self-insured claims and based on this a significant saving was identified against insurance budgets in the previous financial year. The review is based on the position as at 1 October together with a forecast to the next balance sheet date of 31 March. Whilst the review in the current year has yet to take place, indications are that a saving will also be identified this year. Given this and the experience in the previous financial year it is therefore considered prudent to assume a saving of £600,000 against insurance budgets at this stage and for this to be reflected within the overall monitoring position as an underspend within the SRA. This will be further reviewed later in the year following the report from the Council's Insurance Advisors.

10. A financial statement showing the spending position for each directorate is attached as Appendix 1 to this report. Comments on the main variances and any significant issues are as follows:

Capital Financing +£288,000

11. The Capital Financing Budget is currently projecting an overspend of £288,000. This reflects a combination of factors including £400,000 as a result of an increase in the provision for the repayment of debt following finalisation of the amount of capital expenditure incurred in 2016/17 paid for by unsupported borrowing having taken into account the estimated useful life of the assets funded by this borrowing. The overspend also includes £190,000 as a result of reduced interest receivable from the School Organisation Plan and other invest to save schemes undertaken in previous years due to delays in expenditure on those schemes.

12. These additional costs have been partly offset by the assumption that any external borrowing to meet capital expenditure commitments in the current financial year will be deferred to the last quarter of the year. This is consistent with the Council's Treasury Management Strategy approved by Council which recognises the short term savings achievable by utilising existing cash balances rather than taking external borrowing. This is because interest rates on investments are less than interest rates payable on borrowing. The timing of any borrowing decisions will continue to be subject to interest rates and advice from Treasury management advisors.

City Operations +£244,000

13. The Directorate is currently forecasting an overspend of £244,000, predominantly as a result of projected shortfalls against cross-directorate savings targets. Overspends are also currently being projected against the Leisure Services, Parks & Sport and School Transport budgets, partly offset by underspends in relation to Energy & Sustainability, Management & Support and Neighbourhood Services. Within the overall position is a projected shortfall against 2017/18 savings targets totalling £140,000. In addition, there are projected savings shortfalls of £154,000 in respect of unachieved 2016/17 savings carried forward. The individual variances can be seen in Appendices 2(a) and 2(b) to this report.

14. The total position in relation to cross-directorate budgets is an overspend of £192,000, due to projected savings shortfalls against proposals for a staffing restructure and income generation. In addition, there is a projected overspend of £45,000 in relation to Leisure Services due to a deficit trading position against the Channel View Leisure Centre. Furthermore, there is an overspend of £34,000 projected within the Parks & Sport budget. This relates to a range of factors including a savings shortfall against landscape design fee income targets, the additional cost of toilet maintenance and additional costs of the RHS Show. Partly offsetting these overspends are in-year employee savings from vacancies and increased recharges. An overspend is also projected within School Transport. This overspend totals £66,000, due to it not being possible to achieve a 2017/18 saving proposal relating to transport to the Pupil Referral Unit and additional in-year costs of transport for pupils with additional learning needs. Within other divisions, further in-year financial pressures have also been identified, namely a shortfall in the SWTRA fee income recovery due to a change in the arrangements and an income shortfall in relation to energy schemes. However, these have been fully mitigated by savings on electrical testing and increased recharges within Infrastructure Services and employee savings within Energy & Sustainability.

15. Underspends are currently being projected in three divisions including Energy & Sustainability, where a £22,000 net underspend is projected due to the staffing mitigations outlined above. An underspend is also being projected within Management & Support totalling £63,000 due to increased staff recharges to externally funded activities. In addition, the Neighbourhood Services budget is projected to underspend by £14,000 due to a change in working practices resulting in increased income generation from fines. All other divisions are projecting balanced positions. This includes the Civil Parking Enforcement account and the Shared Regulatory Service, where it is

assumed that significant income targets will be achieved. Play Services is balanced despite continuing delays in community asset transfers while Transport Planning, Policy & Strategy is balanced despite CCTV contract inflation and increased sickness absence costs.

Communities, Housing & Customer Services – Balanced Position

16. The overall position indicates a balanced position. This largely comprises of underspends against the Housing & Communities and Neighbourhood Regeneration divisions, offset by projected overspends in relation to Customer Services. Current indications are that savings totalling £964,000 will be achieved against the 2017/18 target of £1.083 million, leaving a shortfall of £119,000. In addition, a shortfall of £288,000 is projected in relation to unachieved savings targets brought forward from 2016/17. £288,000 of the total shortfall relates to projected income shortfalls in relation to the Alarm Receiving Centre and is reflected in the overall Directorate position.

17. The Housing & Communities division is currently projecting an underspend of £237,000. This includes a £112,000 underspend in relation to Assessment & Support functions, due to temporary staffing vacancies, predominantly following the internal appointment of employees to externally funded posts. Included within the position are increased costs for temporary accommodation, increased premises costs relating to the Housing Options Centre and utility savings shortfalls relating to the travellers sites. Preventative Services is currently forecasted to underspend by £90,000, also due to vacancy savings, and Face to Face Customer Services is projected to underspend by £26,000 due to reduced employee recharges from the Housing Revenue Account. All other budgets within this division are projected to balance, aside from Service Development & Improvement, which is projected to underspend by £8,000, resulting from vacancy savings within the Housing Strategy Team. Included within the overall position is a projected drawdown of £557,000 from the specific contingency budget set aside to meet increased costs in relation to the Council Tax Reduction Scheme. Further adjustments to this figure may be required as the year progresses, depending upon fluctuations in the number of applications and level of support required.

18. Customer Services is currently projected to overspend by £274,000, primarily in relation to the aforementioned £288,000 savings shortfall in connection with the Alarm Receiving Centre. A number of income opportunities have been identified, however these will not materialise until after 31st March 2018. In addition there is a projected shortfall in Telecare fee income, however this particular overspend is more than mitigated by employee savings within the division and additional Meals on Wheels income. The WITS service and Rent Smart Wales are both projecting balanced positions. A £10,000 overspend is projected within Partnership & Delivery, which relates to a savings shortfall, partly offset by managed underspends within supplies and services. Neighbourhood Regeneration is currently projected to underspend by £35,000, due to vacancies. The other divisions within the Directorate are reporting balanced positions, including Libraries, where historic income shortfalls and overspends against various budgets are anticipated to be offset

by further managed underspends. Both the Supporting People and Communities First grants are forecast to be used in full.

Corporate Management (£52,000)

19. An underspend of £52,000 is currently projected in relation to Corporate Management. This reflects a range of savings including £37,000 due to a reduction in contributions to the Mid Glamorgan Superannuation Fund relating to past employees and £33,000 from bank charges and commission earned. Underspends are also currently projected in relation to senior management budgets and audit fees. These are partly offset by a projected shortfall in the budget for the release of savings through voluntary schemes including the purchase of leave and by an anticipated overspend in relation to payments for the Coroner's Service.

Council Tax Collection (£177,000) and NDR refunds on Council properties (£501,000)

20. A review of the Council Tax position indicates a potential surplus of £177,000. This is mainly due to a higher than anticipated collection rate which has the impact of reducing the required contribution to the Council Tax Bad Debt Provision. The level of single person discounts is also lower than was anticipated when the Council Tax base report was approved in December 2016. These are partly offset by a higher than anticipated level of exemptions mainly in relation to student properties. The surplus represents a variance of 0.1% of the estimated gross debit and will be subject to further fluctuations as the year progresses. A saving of £501,000 is also currently identified in relation to refunds of NDR on Council properties achieved through the appeals process. This will continue to be monitored and may increase as further appeals are taken forward during the year.

Economic Development +£1.399 million

21. The position for Economic Development is anticipated to be an overspend of £1.440 million. This includes a significant overspend of £1.128 million in relation to Commercial Services, as well as overspends projected within Culture, Tourism & Events, Property and City Centre Management. Underspends within Business & Investment and Office Rationalisation have partly mitigated the overall overspend. Included within the position are anticipated savings shortfalls of £221,000 in respect of 2017/18. In addition, there is a projected shortfall of £170,000 in relation to unachieved savings targets carried forward from 2016/17.

22. The projected overspend in respect of Commercial Services is predominantly the result of an overspend totalling £1.112 million within Recycling Waste Services. Within this overspend is a significant overspend of £1.210 million within the Materials Recycling Facility (MRF) due to higher third party payments associated with the treatment of recyclates, increased staffing and operational costs, and the loss of income due to the expiration of the contract with Caerphilly Council. Mitigations to tackle this position have been hampered by a projected overspend of £359,000 within household waste recycling centres. This reflects increased transport costs and the use of

agency staff to cover holidays and sickness. Some improvement to this position is likely when the Wedal Road site closes, however this is not anticipated in the current financial year. Partly offsetting these overspends and pressures is an underspend of £345,000 against the budget for non-kerbside recycling processing. Elsewhere within Recycling Waste Services is an underspend of £211,000, comprising a significant underspend on bag purchases and a surplus on commercial waste, partly offset by a staffing overspend and increased central transport charges. Waste Strategy and Support is also projected to overspend by £51,000, due to unachieved digitalisation savings from 2016/17, Management & Support is anticipated to overspend by £36,000 due to unachieved cross-directorate savings proposals and Waste Disposal is projected to balance.

23. The Council's 2017/18 budget included specific contingencies totalling £729,000 in relation to waste disposal, reflecting the difficulty of predicting tonnage figures and the consequent impact on disposals, and £350,000 to offset potential income shortfalls in relation to the MRF to reflect the volatility in the market for recyclate materials. Having reviewed these areas, as part of the monitoring process, this report recommends that the full contingency budget for the MRF is allocated and an amount of £392,000 is allocated in respect of the impact of increased tonnages. These allocations have been incorporated within the Directorate position.

24. Elsewhere within the Commercial Services division, it is anticipated that there will be an overspend of £11,000 in relation to Facilities Management, a deficit of £5,000 within Fleet Services and a balanced position within Construction & Design. Within the Facilities Management position there is a projected overspend in relation to FM Buildings in line with historic overspends, an overspend within Building Support due to agency staff costs, offset by a surplus on the Accommodation Account. The small overspend within Fleet Services includes assumptions that all savings proposals will be achieved in full and that an overspend on the vehicles holding account will be offset by an underspend within the workshop. The balanced position within Construction & Design is based on the assumption that income will fully cover expenditure, albeit there is a risk around progression of some significant fee-earning capital schemes.

25. Other overspends within the Directorate include a projected £257,000 overspend in relation to Culture, Tourism & Events. This is largely due to shortfalls against savings targets for St David's Hall and New Theatre, in addition to income shortfalls within Functions Catering, Retail Catering, City Hall Functions and Mansion House. With regards to St David's Hall and New Theatre, it is anticipated that a significant part of the savings target will be achieved, however a shortfall of £116,000 is still expected in this financial year. The overall position for these venues assumes a significant amount of income generation later in the year and close monitoring will continue to be required to ensure that this remains achievable. In addition, there is a shortfall against unachievable parks sponsorship income targets, although this is partly offset by an underspend within Tourism due to staffing vacancies.

26. An overspend is also projected in relation to Property, where a deficit of £72,000 is the result of shortfalls against rental income targets. Partly

offsetting this deficit is an underspend in connection with staff recharges and balanced positions are projected for Cardiff Market and the landlord budget. In addition, an overspend of £47,000 is projected against the City Centre Management budget. This is due to a staffing overspend within the Night Time Economy Service, partly offset by additional banner income.

27. These are partly offset by projected underspends in relation to Business & Investment and Office Rationalisation. The Business & Investment underspend totals £59,000 and is due to additional bus shelter and other advertising income, net of costs incurred in generating the income. The Office Rationalisation underspend totals £50,000 because of premises cost savings in relation to a number of buildings earmarked for vacation during this financial year. Service Management & Support is projecting a minor overspend due to additional transport costs and the Workshops account is projected to balance, despite additional repairs and maintenance costs which are anticipated to be offset by additional rent and service charge income.

Education & Lifelong Learning +£724,000

28. The overall position indicates an overspend of £724,000, with projected overspends against Out of County Placements & Additional Learning Needs (ALN), Lifelong Learning and Management & Support Services partly offset by savings against the budgets for Centrally Held School Funds, Wellbeing & Compliance and Early Years. Total savings of £2.421 million are currently projected to be achieved against the 2017/18 savings target of £2.471 million, leaving a projected shortfall of £50,000. In addition, there is a projected shortfall of £560,000 against the unachieved savings targets brought forward from 2016/17. These shortfalls are reflected in the directorate outturn projection.

29. An overspend of £880,000 is currently being projected in relation to the budgets for Out of County Placements & ALN. Of this total, £733,000 relates to the cost of out of county placements, the majority of which is due to a shortfall of £560,000 against savings targets brought forward from 2016/17. Although the intention of the savings proposal was to reduce both the cost and number of placements, increased costs of, and demand for, placements has meant that this has not proved achievable to date. In addition, there is a projected overspend of £50,000 in connection with the budget for Pupil Referral Unit (PRU), which relates to the 2017/18 savings proposals and the plan to commission a school to oversee the provision from September 2017. Although the commissioning arrangement is progressing as planned, the residual costs for the first five months of the year are projected to exceed the available budget. Furthermore, there is a projected overspend against Services of a Specialised Nature, due, primarily, to the one-off costs of digitalisation of records. The budget for the EOTAS tuition service is currently projected to balance, although there are potential challenges around recoupment of costs from schools, which may affect the position later in the year.

30. Further overspends are projected in relation to the central provision element of the Lifelong Learning division. The overspend totals £50,000 and relates to the running costs of the unoccupied space within the Friary Centre from

September 2017 to March 2018, for which there is insufficient funding available. The Youth Service element of this division is projected to balance, against the backdrop of significant savings over the last three financial years. A further overspend of £10,000 is anticipated in relation to Management & Support Services. This overspend comprises additional hire costs in relation to temporary accommodation at Cantonian High School and increased agency costs within the Admissions service, partly offset by in-year employee savings due to vacancies.

31. The overspends outlined above are partly offset by an underspend of £100,000 within Centrally Held School Funds, which predominantly relates to an in-year saving on the budget for reimbursements to schools in respect of trade union duties and estates management. In addition, an underspend is projected in relation to Early Years & Childcare as a result of the reduced costs of non-maintained settings, partly offset by a small overspend in relation to Childcare Strategy. A further underspend is anticipated within Wellbeing & Compliance due to the reduced costs of training provision. All traded services, including Catering, Music Service and the Outdoor Pursuits Centre, are projecting balanced positions. This is following the decision to remove all subsidies for these services, as part of the 2017/18 savings proposals, however a particular risk exists in relation to the Music Service where close monitoring will be required throughout the year to ensure that a deficit position does not occur.

Governance & Legal Services (£68,000)

32. The overall position indicates an underspend against budget of £68,000. Within the position is a shortfall against 2017/18 savings targets totalling £55,000 and there were no unachieved savings carried forward from 2016/17. The overall position comprises a projected underspend within Democratic Services of £35,000, due to in-year employee savings resulting from vacancies and recruitment delays. Underspends are also projected in relation to Scrutiny Services and the Monitoring Officer budget. The underspends total £21,000 and £12,000 respectively and are due to a combination of staffing vacancies and reduced supplies and services expenditure. Legal Services are currently projecting a balanced position. This includes staffing underspends against the new posts created following the centralisation of legal budgets although these are more than offset by an anticipated overspend in relation to external legal costs arising whilst the new posts remain vacant. However, earmarked reserve funding is available and anticipated to be sufficient to offset these additional costs during this financial year although this position will continue to be closely monitored. The other budgets within the Directorate are projected to have balanced positions or minor variances, including Bilingual Cardiff where external income means there is potential for an improved position later in the year.

Resources (£32,000)

33. The Directorate is currently projecting an underspend of £32,000 with savings in Human Resources and Performance & Partnerships partly offset by a projected overspend in the Finance Service. The Directorate's 2017/18

savings targets and those carried forward from 2016/17 are all currently projected to be achieved.

34. An underspend of £189,000 is currently projected in Human Resources with savings on employee budgets due to vacancies, additional income within HR Services and savings on supplies and services and capital financing budgets in relation to HR Systems. These are partly offset by a projected shortfall of £103,000 against the budgeted surplus for Cardiff Works. An underspend of £30,000 is also currently projected in relation to Performance and Partnerships with savings on supplies and services budgets and additional income in Policy and Partnerships and on employee costs within Performance Management.

35. These are partly offset by a projected overspend of £187,000 in the Finance Service. This is mainly due to additional costs and income shortfalls within the Revenues Service including projected overspends on employee and supplies and services budgets and an anticipated shortfall against the income budget in relation to the recovery of penalty charge notices. The projected overspend in Revenues is partly offset by vacancy savings and additional income in other areas of Finance. All other areas within the Resources Directorate are currently projecting a balanced position.

Social Services +£3,158,000

36. The overall position for the Directorate shows a projected overspend of £3.158 million. The overspend is in relation to Children's Services with Adult Services currently anticipating a balanced position against budget. The projected overspend in Children's Services reflects the impact of demographic pressures with a significant increase in the number of placements and cost for looked after children particularly in relation to external fostering. Although demographic and cost pressures are also evident in relation to Adult Services these are currently contained within the budgets allocated by Council. Additional grant funding from Welsh Government has also been received during the year and is assisting in supporting costs in both Children's and Adult Services. The overall position also reflects a shortfall against budget savings targets both in respect of the 2017/18 budget and in relation to on-going shortfalls against 2016/17 savings targets which have yet to be achieved. Total savings of £3.827 million are currently projected to be achieved against the Directorate's 2017/18 savings target of £4.997 million leaving a projected shortfall of £1.170 million. In addition a shortfall of £542,000 is also forecast against the savings targets carried forward from 2016/17. These shortfalls are reflected in the Directorate outturn projection with details of the individual variances set out in Appendices 2(a) and 2(b) to this report.

37. The current projections make no assumptions in relation to further growth arising from demographic pressures during the remainder of this financial year. Demand for services are needs led and can be volatile and costs, particularly in relation to external fostering, residential, domiciliary and nursing placements can be high. If the levels of demand continue to increase then the overall cost to the Directorate will also increase. This together with the significant level of assumed savings which have still to be achieved during

the remainder of the year provides an element of risk that must continue to be closely monitored. Further detail on the individual positions for Children's and Adult Services are provided in the paragraphs that follow.

Adult Services – Balanced Position

38. The Adult Services budget is currently projecting a balanced position against budget despite on-going demographic and cost pressures particularly in relation to domiciliary and nursing care. This reflects the significant additional funding provided as part of the Council's 2017/18 Budget including a budget realignment of £2.3 million, funding for demographic and cost pressures of £2.9 million, additional funding set aside to meet fee increases including the impact of the National Living Wage and a number of other specific financial pressures. The allocation of additional Welsh Government grant funding to support fee increases in Adult Services has also provided a degree of flexibility in relation to current costs and commitments. The overall position includes a projected shortfall of £930,000 against the savings targets for 2017/18 and carried forward from 2016/17 and this is reflected in the analysis of the variances below.

39. Overall, commissioning budgets are currently reporting a projected overspend of £1.066 million. This includes projected overspends of £911,000 on Services for Older People, £263,000 on People with Learning Disabilities and £170,000 on People with a Physical Disability including alcohol and drugs. The projected overspends include both shortfalls against savings targets and demographic and cost pressures particularly in relation to domiciliary and nursing care. Domiciliary and direct payment care hours for older people for example have increased by 4.6% in the past 12 months resulting in additional costs of £900,000. There has also been an increase of around 10% in the price of a nursing bed during this period increasing costs within Services for Older People by £1.7 million. The projected overspend in Learning Disabilities is mainly due to a shortfall against savings targets although there has also been growth in the number of residential and external supported living placements. These overspends are partly offset by a projected underspend of £278,000 in Mental Health Services. This includes a significant reduction in residential placements together with levels of expenditure on Deprivation of Liberty Safeguards (DOLS) continuing to be lower than anticipated.

40. Internal Services are currently projecting an underspend of £1.066 million. This is mainly due to an anticipated saving of £839,000 in Assessment and Care Management reflecting staff vacancies within the service and the use of grant funding in this area, particularly in relation to the Integrated Care Fund. Underspends of £190,000 in Internal Support & Management and £156,000 in Day Care and Reablement Services are also forecast. These are partly offset by an overspend of £119,000 in relation to Learning Disabilities Supported Living and Day Care mainly as a result of shortfalls against savings targets in previous years.

Children's Services +£3.158 million

41. The Children's Services budget is currently projecting an overspend of £3.158 million. This is after taking into account the drawdown of the £950,000 specific contingency budget set aside to meet increased costs in relation to placements for looked after children, with this drawdown having been incorporated into the Directorate budget position in this report. Although Children's Services received an additional budget realignment of £3.3 million and funding for other specific pressures as part of the 2017/18 budget process, on-going pressures in relation to the increasing numbers of looked after children and subsequently on the budgets for external placements and leaving care support costs have nevertheless led to a projected overspend in the current year. The number of looked after children rose from 690 to 756 in the period 31 December 2016 to June 2017. These pressures have been alleviated to an extent by mitigating actions taken in respect of guardianship allowances and by savings in Child Health & Disability commissioning budgets, In House Fostering & Adoption and Family Intervention, Early Help & Prevention services. The recent allocation of additional Welsh Government grant funding to support initiatives in Children's Services has also provided a degree of flexibility in relation to current costs and commitments. The overall position includes a projected shortfall of £782,000 against the savings targets for 2017/18 and carried forward from 2016/17 and this is reflected in the analysis of the variances below.

42. An overspend of £3.515 million is currently projected in respect of external placements for looked after children with on-going pressures on external residential placements and a significant rise in the number of external fostering placements thereby increasing costs in this area. This is after allowing for the drawdown of the £950,000 contingency budget which was set aside specifically to meet increased costs associated with external placements. The projection includes an anticipated shortfall of £612,000 against the budget savings targets in this area with only partial savings likely to be achieved in relation to a number of initiatives including the establishment of an Adolescent Resource Centre. Other projected overspends include £400,000 on leaving care support costs for children aged 16+ reflecting the on-going high cost of supported accommodation and other support for those leaving care. Overspends of £13,000 on Safeguarding and Child Sexual Exploitation budgets and £27,000 on other social work teams are also projected.

43. A saving of £429,000 is currently projected in relation to guardianship orders with no increase in the level of residential order allowances anticipated to be paid out in this financial year. A saving of £100,000 is also projected in relation to Child Health & Disability commissioning budgets mainly in respect of domiciliary and respite care. This reflects the continuing reduction in expenditure in this area following a process of reviews and a switch to direct payments in recent years. Other underspends include £112,000 in Internal Fostering & Adoption, mainly in relation to savings on fostering expenses and adoption allowances although there have been indications of further pressures in this area in recent months. Family Intervention, Early Help & Prevention budgets are also projecting an underspend of £128,000 partly as a result of the additional grant funding which has offset costs in this area. An underspend of £28,000 is also anticipated in relation to Management & Business Support.

Civil Parking Enforcement

44. Civil Parking Enforcement (CPE) manages parking, parking enforcement and moving traffic offences throughout the city. The income from these activities is used to support the operational costs with the surplus being transferred to the Parking & Enforcement Reserve. The table below provides a summary of the budget and projected outturn position.

	Budget £000	Projected Outturn £000	Variance £000
Income			
On street car parking fees	(4,425)	(4,448)	(23)
Off street car parking fees	(1,086)	(1,080)	6
Residents parking permits	(300)	(300)	0
Penalty charge notices	(2,289)	(2,189)	100
Moving Traffic Offences (MTO's)	(3,656)	(3,654)	2
Total Income	**(11,756)**	**(11,671)**	**85**
Expenditure			
Operational costs, parking & permits	876	913	37
Enforcement service including TRO	5,164	5,047	(117)
Total Expenditure	**6,040**	**5,960**	**(80)**
Annual Surplus/Deficit	**(5,716)**	**(5,711)**	**5**

45. The Civil Parking Enforcement budget for 2017/18 assumed a trading surplus of £5.716 million. The current projection indicates this surplus will be £5.711 million, a shortfall of £5,000.

46. Lower income is anticipated from penalty charge notices and this is caused by workloads being diverted from penalty charges to moving traffic offences (MTO's) as the MTO expansion has commenced earlier than anticipated. This is mitigated by reduced employee costs as a result of vacancies.

47. The anticipated surplus of £5.711 million will be transferred to the Parking & Enforcement Reserve. This is available to support highway, transport and environmental maintenance and improvements. The following table illustrates the planned movements and forecasted year end position in the reserve.

Parking & Enforcement Reserve	£000
Balance as at 1st April 2017	351
Forecast contribution from CPE 2017-18	5,711
Total Available	**6,062**
Budgeted contribution to support Highways, Transport & Environmental Improvements	5,025
Contributions Agreed in Budget Proposals	
Bus corridor Improvements	335
DFS maintenance/ signs	7
Highways/ Transport/ improvements	50
MTO Expansion	230
Total Planned Use	**622**
Balance	**415**

48. The brought forward balance in the reserve is £351,000 which together with the forecasted surplus from CPE activities in 2017/18 results in a total sum available of £6.062 million. The anticipated drawdown from the reserve is £5.647 million which would leave a year-end balance of £415,000.

49. The schemes and initiatives were approved by Council as part of the 2017/18 Budget.

Housing Revenue Account

50. The Housing Revenue Account (HRA) is currently projecting a surplus of £330,000. This includes income above target of £300,000 mainly due to a lower than budgeted level of void rent loss. Employee costs are currently projecting an underspend of £127,000 reflecting vacancies and other savings against the staffing budget with underspends of £83,000 on premises costs, £54,000 on supplies and services and £25,000 on transport budgets also projected. These are partly offset by an anticipated overspend of £259,000 in relation to support services reflecting a higher than anticipated level of staff recharges within the Communities, Housing & Customer Services Directorate. A balanced position is currently forecast in relation to the Housing Repairs Account however the introduction of a new Building Maintenance Framework during the year makes the projected position more difficult to assess and this will need to continue to be closely monitored as the year progresses.

Cardiff Harbour Authority

51. Negotiations with the Welsh Government in relation to the funding settlement period commencing 1st April 2017 took place in late 2016. However, the Welsh Government advised that they would like an extended period to give further consideration to a review of arrangements and wished to extend the previous funding arrangement by twelve months up until 31 March 2018, during which time a review will take place. The impact of this arrangement is that for the financial year 2017/18, Cardiff Harbour Authority will operate under the same budget allocation of £5.545 million (excluding asset renewal) as in 2016/17.

52. The current financial position indicates that the forecasted annual draw down of funding will be £5.922 million, representing a full spend of budget.

Heading	**Budget £000**	**Projected Out-turn £000**	**Variance £000**
Expenditure	6,365	6,392	27
Income	(820)	(847)	(27)
Fixed Costs	**5,545**	**5,545**	**0**
Asset Renewal	377	377	0
TOTAL	**5,922**	**5,922**	**0**

53. The position includes reduced environment costs plus increased income generation offset by some additional essential maintenance costs at the barrage. The projected income of £847,000 includes £515,000 from car parking fees, £247,000 from harbour dues and £85,000 from water activities.

54. The Asset Renewal budget is currently indicating a full spend in line with the approved schedule of work.

55. The balance in the Project and Contingency Fund at 1st April 2017 was £582,000. An addition of £320,000 is expected from the bayscape development although this will be offset by the final instalment of the Volvo Ocean Race (VOR) hosting fee of £214,000 and works at Alexandra Head of circa £550,000. The anticipated balance in the Project and Contingency Fund of £138,000 will be retained for further improvement work and as a contingency against future spending. Any income generated during the year from the sale or disposal of land will be credited to the fund along with a 50% share of any underspend against the fixed cost budget.

Capital

56. The Council in February 2017 approved a new Capital Programme of £132.661 million for 2017/18 and an indicative programme to 2021/22. The budget for the General Fund and Public Housing has since been adjusted to £153.263 million to include actual slippage reported at outturn, incorporation of new grant approvals and confirmation of actual grant awards.

57. The sections below indicate a forecast position for 2017/18 for the General Fund and Public Housing.

General Fund

58. The projected outturn for the year is currently £116.941 million against a total programme of £120.676 million, a variance of £3.735 million, which is predominantly slippage. Expenditure at the end of Month 4 was £27.478 million which represents 23% of the projected outturn, a third of the way through the financial year.

Capital Schemes Update

59. Delivery of capital projects is complex, may span a number of years and is influenced by a number of external and internal factors such as weather, statutory and non-statutory approval processes. Directorates continue to be reminded of the need to set achievable profiles of expenditure and to identify slippage at an early stage.

60. Given the significant capital pressures and reductions in funding seen over the last few years and highlighted in the Budget Strategy Report to Council in July, slippage for annual sums, will not automatically be carried forward.

61. The following provides an update on the significant capital schemes included in the programme in addition to the detailed list in Appendix 3. Future monitoring reports will focus on key variances.

City Operations

62. The 2017/18 programme for the Directorate is £27.309 million, with an initial variance identified of £2.635 million. This is primarily in relation to the implementation of the Cardiff West Interchange which accounts for £1.4 million of the slippage and is detailed further below.

Energy Projects & Sustainability

63. The Council has secured up to £2.1 million of repayable loan funding from the Welsh Government Green Growth Wales Fund for implementation of a mixture of energy saving technologies under the REFIT framework. An initial business case, approved energy saving measures costing £1.2 million with an average payback period of 8 years at the following sites; Cardiff Castle, City Hall, Fitzalan High School, Lamby Way Cleansing Depot, Llanedeyrn Primary School, Radyr Comprehensive School, Willows High School and Ysgol Gyfun Gymraeg Plasmawr. Repayments of the loan must be made from savings arising from the measures introduced. Whilst a second phase is in development, this is unlikely to be implemented in 2017/18 so slippage of £896,000 is shown.

64. Salix Energy Efficiency Loan Schemes (SEELS) are repayable loans that aim to achieve energy efficiency and carbon reduction savings in schools. Over £1 million has been spent since 2014/15 in areas such as implementation of LED Lighting and an additional £500,000 has been requested for use in

2017/18, subject to individual business cases agreed by Salix, schools and the energy team.

Regulatory

65. As part of the regionalisation of regulatory services, the Council was required to support the development and purchase of new software, hardware and mobile working solutions to ensure maximisation of efficiencies. Whilst £117,000 was included in 2017/18 programme, this scheme was completed in 2016/17 with no further commitments outstanding. Accordingly the budget position has been shown as an underspend.

Parks & Green Spaces

66. The Asset Renewal Buildings and Infrastructure budgets of £75,000 and £150,000 will be used for priority works on parks buildings as well as a range of improvements to footpaths and access into parks and allotment sites.

67. The annual play equipment capital allocation of £90,000 along with slippage from the previous year of £52,000 will be used towards resurfacing of playgrounds and replacement of playground equipment at Sanatorium Road, Parc Rhydypennau, Mathew Walk, Crawford Drive, Celtic Park and Tremorfa Park.

68. A phased programme of flood prevention works to address issues at various locations is still being developed. Investigations at several sites to determine the condition of existing drainage systems and to understand the underlying reasons for the flooding problems has been undertaken. Sites include, Morganstown Park, Hailey Park, Grange Gardens, Parc Coed y Nant, Keyston Road, Hill Snook Park and Craiglee Drive. However delay in implementation of schemes means slippage of £60,000 has been initially identified into next year. Works to the first phase of sites comprising Morganstown Park, Hailey Park and Grange Gardens will commence in September.

69. The projected expenditure for Parc Cefn Onn is £356,000 for the year; this includes Heritage Lottery Funding and a Council contribution to the scheme. Planned improvements include restoration of historic park features, upgraded toilet provision, enhanced interpretation, a timber walkway as well as footpath and seating improvements. Mobility scooters are proposed to be provided to encourage people to see the park as an accessible place despite its terrain. Subject to the progress on tenders and design, expenditure forecast for this year is £356,000.

70. Roath Park house has been vacant for some time, is in very poor condition and its isolation represents a risk in terms of security and health and safety. Proceeds from the receipt of the former hostel at Wedal Road have been earmarked towards development of a strategy of securing match funding for a range of schemes to improve financial sustainability of the park and outbuildings subject to approval of a business case. However, recognising the issues with the condition of the house part of these monies are to be

released in isolation as the Directorate and Strategic Estates have confirmed that:-

- retention of the building is the best property option for the Council.
- options for a market rental let of the building will be determined to tie in with completion of any proposed works to avoid the building remaining empty
- any work done now will not be significantly abortive, when the longer term use of the facility is determined

71. As part of the UEFA Champions League legacy, funding was received from the Football Association of Wales for an artificial pitch installation at Grange Gardens which was completed in June 2017.

Leisure

72. The property asset renewal budget for 2017/18 has been allocated towards the costs of roof replacement at Llanishen Leisure centre. This is in addition to funding from within the £273,000 that remains for undertaking priority one works identified prior to the transfer to Greenwich Leisure Limited (GLL). Works to be undertaken include lighting, pool and fire alarm works at Pentwyn Leisure Centre and pool lighting at Llanishen Leisure Centre.

73. As part of the contract for the transfer of leisure sites to GLL, the capital programme includes a total of £3.5 million invest to save funding for investment in the transferred leisure sites. This is to enable GLL to improve facilities, generate income and reach a zero subsidy position. Of this allocation, £1.5 million is assumed to be utilised by GLL in 2017/18 as agent on behalf of the Council in undertaking the works. However the timing of expenditure will be subject to detailed proposals agreed between the Council and GLL as part of a joint project board. Any investment will be required to be repaid on an Invest to Save basis.

74. An invest to Save scheme of £500,000 is also included in the programme for Channel View Centre, a site which is retained by the Council. Following approval of a business case, investment has been approved to extend the fitness suite and update equipment in the gymnasium in order to attract new membership and support a reduction in subsidy. Works are proposed to be complete by the end of the financial year, subject to the outcome of tenders which are due to be returned in September.

75. Gym equipment for STAR centre was initially leased; however, this will be purchased outright at a cost of £106,000 in accordance with the agreement with GLL. Funding was set aside in 2016/17 for this expenditure in an earmarked reserve.

Bereavement & Registration services

76. The total programme of £300,000 reflects an allocation of property asset renewal for roof replacement of Thornhill crematorium chapel and other site improvements funded by the Bereavement Reserve including; lighting, vehicle and plant replacement, roads and path renewal.

Highway Maintenance

77. Expenditure on the reconstruction of structurally deteriorated roads which are deemed to be a priority is forecast to be £1.430 million. Works to date have included Grand Avenue, Cae Glas Road, Caegwyn Road, Ty Gwyn Road, Llandennis Avenue and Rhydhelig Avenue. Investigations are continuing on further sites which will determine the most appropriate treatment to address condition and form the basis of any further tender exercise.

78. The balance of Council funded allocations for carriageway and footway resurfacing is £2.007 million. A contract is in place for carriageway preventative works which is expected to be completed in October 2017. However, the balance of investment proposed in schemes such as carriageway resurfacing, footway resurfacing and footway preventative works are the subject of prioritisation and then a procurement exercise. Full expenditure is currently forecast by the Directorate, however to avoid risk of slippage, these activities and procurements should be completed promptly to avoid works having to be undertaken in the winter period. As was the case during the previous year, adverse weather during the winter can have a detrimental effect on road surfaces. A contingency should be retained within the budget to manage the worst areas of any deterioration from existing highways budgets.

79. The Bridges and Structures budget of £1.080 million includes the balance of the Council's agreed £1.628 million contribution to Network Rail towards the cost of the works for Windsor Road Bridge. Although the road reopened in July 2016, a final account is awaited. Other schemes proposed to be undertaken during this year subject to design and procurement are works to North Road flyover, Penarth Road bridge, as well as culverts at Capel Llaniltern, Creigiau and Llandennis,

80. Funding of £130,000 from the street lighting renewal budget of £358,000 is proposed to be used to replace lanterns at Atlantic Wharf Canalside. The remaining budget is to be utilised for replacement lighting in subways and low level solar powered bollards.

81. The remaining invest to save budget for LED Lighting on Principal Roads is £3.548 million, with works forecast to be complete by November 2017. Lanterns have been purchased and stored in advance to avoid delays in replacing the circa 13,600 lanterns. As the bulk of standard lanterns have been replaced, further work will need to take place to replace non-standard lighting columns installed in different parts of the City, to ensure comprehensive coverage of LED lighting and control of that lighting from the new Central Management System. This, as well as the need to replace defective column parts at the same time as installing the new lanterns is likely to result in additional costs. However, any such variations will need to be managed in line with Business case and Cabinet approval for the scheme and paid back from energy savings.

82. The Greener Grangetown scheme is being undertaken with funding partners Dwr Cymru and Landfill Community fund. The scheme aims to retrofit

sustainable drainage systems and in the process improve the public realm such as road and footpath resurfacing. It is expected to be complete in December 2017 and whilst the total cost of the scheme was initially estimated to be £2.5 million, given the risks of any infrastructure scheme, it is forecast to be circa £220,000 higher. This will be managed within Directorate budgets for Highway and footway resurfacing.

Traffic & Transportation

83. The asset renewal telematics budget of £390,000 allows the completion of fan replacement in Butetown Tunnel.

84. In 2017/18, the annual sum for Cycling development was increased by £400,000 per annum to £800,000. This is proposed to be used for the design of primary routes of the network linking the City Centre to other areas such as University Hospital Wales, Cardiff Bay and strategic sites in the Local Development Plan. Works include upgrades to areas of the Taff Trail and also upgrades from North Road to Western Avenue business park and university campuses. Full expenditure is forecast, including use of £38,000 slippage from 2016/17.

85. A sum of £375,000 Council match funding is included in the Capital Programme to help secure a range of Welsh Government grants where match funding is required. Together with slippage from 2016/17 this is to complete a range of schemes for Local Transport, Safe Routes in Communities and Road Safety. Welsh Government terms and conditions require all grant to be utilised by 31 March 2018.

86. The Welsh Government allocation to Cardiff for the Local Transport Fund is £1.264 million. The fund supports development of integrated, effective, accessible, affordable and sustainable transport systems. Schemes bid for and approved this year include Eastern Corridor Active Travel (£184,000); Western Corridor completion of strategic cycle network route 6 (£227,000); to develop a cycle route running parallel with the A469 (£475,000) and further active travel and bus improvements on the A4119 (£378,000).

87. A Welsh Government Road Safety grant of £505,000 will support capital projects that reduce road casualties. Schemes to be undertaken include safety improvements at the junctions of Western Avenue / Excelsior Road, Newport Road / Wentloog Road and replacement of safety cameras at various locations.

88. Safe Routes in Communities Grant (£475,000) aims to improve accessibility and safety and encourage walking and cycling in communities. There is particular emphasis on improving routes to and from schools with works proposed for St Mary's at Wyndham Crescent and schemes in the Fairwater area.

89. In relation to moving traffic offences, expenditure of £230,000 is to be incurred from the Parking reserve to implement measures which would benefit from additional enforcement. Expenditure of £200,000 is also

proposed on an invest to save basis for the replacement of aged pay and display machines, to be repaid from future parking and enforcement income.

90. Other proposed bus corridor improvements funded from £335,000 of the Parking Reserve include, the balance of payments due under contracts for A469 and A470 bus corridor improvement and design works for various schemes to support future grant bids to Welsh Government.

91. As part of Cabinet's approval to construct the new bus interchange at Waungron Road in the West of the City in February 2017, Council annual sum allocations for bus Corridor improvements in the 5 year programme were brought forward and reallocated to allow the interchange scheme to proceed. However, slippage of £1.4 million has been identified for this scheme as it is deemed more effective to undertake the works at the same time as housing development on the site. Any works are unlikely to take place until 2018/19.

92. Funding of £862,000 is proposed for upgrades to the CCTV Control Room to replace aged equipment and unsupported software, as well as control systems for the tunnel and traffic management. Specifications have been developed to allow tender exercises to be undertaken. Full spend is currently predicted.

Harbour Authority

93. The Harbour Asset Renewal budget approved for 2017/18 is £377,000. It includes various barrage structural work and £300,000 for the replacement of a sailing vessel. Full spend is projected for this Welsh Government grant.

Communities, Housing & Customer Services

94. The 2017/18 programme for the Directorate is £13.301 million, with an initial variance identified of £1.058 million in relation to the timing of implementation of the Maelfa Centre regeneration, Disabled Facilities Service and Domestic Abuse Multi-Agency Hub.

Citizen Hubs

95. The schemes included in the current programme allow completion of the Hubs strategy approved by Cabinet. Where cost estimates received have been in excess of budgets available, opportunities have been sought for external grant funding or to reduce scope where feasible to remain within the overall budgets allocated.

96. Phase 2 of the planned extension of St Mellons Hub involves an extension to include a community hall, youth den, changing facilities, multi-use rooms, Flying Start provision and a café area. Construction began in May and is expected to take 12 months to complete. Total estimated costs are circa £4.1 million, which includes a £950,000 contribution from Housing Revenue Account over the two years 2017/18 and 2018/19.

97. Llanishen Hub involves the conversion of the ground floor of Llanishen Police Station to accommodate library, training and interview spaces, which will replace current provision from the existing leased premises. Following agreement with the police authority, works started in June with a planned opening date of November. The total estimated costs of the scheme are £555,000, which includes a £55,000 contribution from Housing Revenue Account in 2017/18.

98. Llandaff North & Gabalfa Hub opened in May 2017 at a total cost of £1.385 million. This involved the refurbishment and re-modelling of the library and day centre to accommodate a wider range of community services and activities.

99. The Llanedeyrn Hub opened in July 2017 at a total cost of £1.965 million as an extension to the Powerhouse community centre incorporating hub, library and café on the ground floor and police office accommodation on the first floor.

Neighbourhood Regeneration

100. The Neighbourhood Renewal schemes budget is £541,000 allowing completion of remaining schemes in the programme. These include final payments on Birchgrove Shopping Centre and Safer Splott projects; environmental improvements to Burnham Avenue Shopping Centre, play area improvements at Heol y Delyn and Coed Y Gores along with access improvements to Hendre Park.

101. The local shopping centre improvements budget of £574,000 includes owners' contributions estimated at £17,000 and slippage from 2016/17 of £214,000 for commercial property improvement works in the Clare Road/ Penarth Road district shopping centre.

102. The Maelfa regeneration scheme is being delivered in partnership with Cardiff Community Housing Association and includes the construction of affordable and private sale homes as well as extensive infrastructure and public realm improvements. As part of the redevelopment a new retail parade of 9 units is expected to be completed in Autumn 2018 at a total cost of £2 million on an invest to save basis, when they will revert to the Council to manage. Expenditure of £1.050 million is forecast for the year primarily towards the retail units, but also towards some pre development works. Slippage of £258,000 is currently assumed this year.

103. The Alleygating budget of £65,000 will allow further gates to be installed in prioritised lanes in Plasnewydd, Riverside and Ely, subject to resident consultation and legal procedures.

Housing (General Fund)

104. The Disabled Facilities Service budget includes mandatory and discretionary grants to housing owner occupiers to enable a person to continue living in their own home as well as administration costs for the grants. The total budget of £4.405 million includes £605,000 slippage from 2016/17. In

addition, a Welsh Government Intermediate Care Fund grant of £399,000 has also been awarded to the Council to complete disabled adaptions to support independent living. In accordance with the grant terms and conditions, grant received in 2017/18 and prior years has been used to meet demand and reduce waiting times. Slippage of £500,000 is assumed at this stage, as whilst expenditure may be committed, all works will not be completed at the end of the year and priority will be given to ensure grant funding is utilised by its deadline of 31 March 2018.

105. To facilitate comprehensive regeneration schemes, the estate environmental improvements capital allocation supports the costs of works to owner occupier properties on housing and estate improvement schemes and includes the development of a scheme for energy wall insulation at Llandaff North and Rumney.

106. The capital programme includes the Welsh Government grant balance of £556,000 towards completion of external wall insulation in Trowbridge to improve energy efficiency of eligible owner occupier homes.

107. The 2017/18 Budget also includes an allocation of £400,000 for the development of a Domestic Abuse Multi-Agency Hub. Only £100,000 is expected to be spent in year, as works are in partnership with the University Health Board and delivery is contingent on the improvements to the fabric of the Cardiff Royal Infirmary building. As a result, £300,000 is anticipated to be slipped into 2018/19.

Economic Development

108. The 2017/18 programme for the Directorate is £18.736 million, with an initial variance identified of £537,000 predominantly in relation to the timing of development of the International Sports Village temporary car park.

Business and Investment

109. Having already supported the Tramshed development, Welsh Government has provided further repayable loan funding over a 15 year period for town centre loan schemes as part of its vibrant and viable places programme. Funding totalling £2 million is available with the focus being the regeneration of listed buildings within the Grangetown and Butetown wards to bring derelict spaces back into use. Subject to due diligence, proposed loans of up to £1 million are assumed to be made in 2017/18 for the regeneration of the unused listed train station in Bute Street and the restoration of Cory's buildings for residential units.

110. The Council has developed a joint investment fund in Small to Medium Enterprises with S4C and the remaining £50,000 allocation has been carried forward from 2016/17. Full expenditure is assumed, but will be dependent on due diligence and applicants meeting the terms and conditions of any loan agreement.

111. Funding of £29,000 remains for the Social Innovation Fund which aims to award capital grants of up to £5,000 towards start-up costs for new or expanding social enterprises. The Directorate forecast is for the budget to be spent in 2017/18.

City Development & Major Projects

112. In 2016/17, budget of £12.075 million in relation to the Central Enterprise Zone (CEZ) was brought forward to purchase land at Dumballs Road. Options are currently being considered for the site together with the development partner Vastint to redevelop the area through a residential-led mixed-use development delivering up to 2000 new homes, including affordable homes, commercial and community uses. The remaining capital allocations of £2.925 million invest to save funding and £1.600 million for additional land purchase to be met by earmarked capital receipts are currently assumed to be required and spent this financial year.

113. In July 2017, Cabinet re-iterated the commitment to the deliver a new bus interchange at Central Square. Outstanding predevelopment costs relating to a new Bus Interchange development including design, planning and site preparation costs of £6 million, have now been paid to the developer and in order to facilitate this payment, £500,000 in approved capital funding was required to be brought forward from future years into 2017/18.

114. Current forecasts are for building works to start on site in January 2018, although this will be subject to the development proposal being submitted and agreed by the Council. Should additional pre development costs or land assembly expenditure be required in 2017/18, additional budget will need to be brought forward from future years, subject to this being within the agreed financial envelope. The cabinet report highlighted a number of risks including the level of receipts, timing and also the need for a contribution being realised from Welsh Government.

115. Central Square public realm design has now been finalised, with the developer delivering the scheme over the next two years with any Council contribution anticipated at circa £9 million in total. Including slippage, the amount included in the 2017/18 programme is £2.903 million, and so subject to progress on site and phasing of any council contribution, budget may need to be brought forward from future years.

116. Subject to approval of a business case, the Capital programme included £1.3 million (including £57,000 Section 106 funding) for the creation of a temporary car park at the International Sports Village Site. This was to meet parking obligations to the International Pool whilst releasing other areas of land for development. Any scheme is subject to there being no additional cost to Council in excess of resources available from capital receipts and other external contributions, however work has now been delayed until Spring 2018 pending a strategic review of the whole ISV site. It has therefore been assumed at this stage that there is full slippage on the scheme.

117. As part of proposals for further development of the House of Sport in Leckwith, the Council has agreed to providing funding of £150,000 for

allotment works. This amount is payable on completion of legal agreements and repayable as part of an option agreement to undertake a lease for land.

Commercial Services

118. Previous monitoring reports highlighted that the cost to replace the Household Waste Recycling Centre (HWRC) at Lamby Way increased by £613,000 from £1.941 million to £2.554 million. This was primarily due to an increase in size of the recycling facility in order to future proof the requirement, the addition of a canopy to keep recycling streams dry and additional costs in relation to civil engineering works. The centre opened in July 2017, with funding for these additional costs during 2016/17 and 2017/18 to be met from earmarked revenue reserves set aside to cover these costs.

119. Following approval of the business case, an invest to save budget of £650,000 to upgrade the waste materials recycling facility at Lamby Way in order to reduce manual handling and increase recycling rates, is currently the subject of a tender exercise. Savings arising to the Directorate will be used to repay the initial investment.

120. Property Asset Renewal works for administration buildings of £783,000, includes works at County Hall to complete disabled access works and improvements to health and safety. City Hall works include replacement of stone balustrades on the roof, replacement of electronic bollards and improved security.

121. A number of vehicles that have reached the end of their useful life are proposed to be replaced as part of the £196,000 budget for vehicle replacement.

122. Final capping and restoration is being undertaken of the remaining 12 hectares of the Lamby Way landfill site following its closure. This will complete works to the landfill site as per the licence requirements of Natural Resources Wales and the original planning permission. A two phase contract with an initial value of £1.985 million was awarded in 2016/17. Works are expected to be complete by November 2017, but are currently forecast to be £550,000 in excess of the initial contract value due to the need to procure additional soil, filling in voids and confirming locations of the various underground capping layers. The provision for future landfill costs were set up in 2013/14 so expenditure is not shown in the capital programme, however the level of the provision will need to be reviewed periodically.

Venues and Cultural Facilities

123. The property asset renewal budget of £252,000 along with £159,000 slippage is for various works including replacement of CCTV at St David's Hall, Building Management systems, including ventilation chillers in New Theatre, fencing surrounding the moat and resurfacing of war time tunnels at Cardiff Castle.

124. A further £115,000 remains to allow completion of roofing works at New Theatre and £306,000 is slippage from 2016/17 for priority one works at both these sites, for which a detailed plan for use is to be determined.

Property

125. The property asset renewal budget of £60,000 is proposed to be spent on the replacement of heating controls at the old library in the Hayes.

126. The budget allocated for Office Accommodation Rationalisation is £200,000 which will be utilised to support the efficient use of administrative buildings as outlined in the original business case for this project. Expenditure in 2017/18 will include the acquisition of Action for Children's freehold share of the John Reynolds Centre and provide a simultaneous community asset transfer of the whole building to Llanrumney Phoenix Boxing Club.

127. The Community Asset Transfer budget can provide up to £25,000 for improvement works to buildings being taken on by third party organisations. Based on known commitments, any requirement is likely to be minimal during 2017/18 with a total of £50,000 available from the Capital Programme and a further £44,000 slippage from 2016/17.

128. In accordance with the strategy for investment property approved by Cabinet in November 2015, opportunities are being considered to purchase property that aim to improve the yield of existing assets or to purchase better quality and better yielding assets. This is paid for from re-investment of the disposal proceeds from investment properties and the capital programme will be updated in future monitoring reports as such investments are concluded.

Education and Lifelong Learning

129. The 2017/18 programme for the Directorate is £57.674 million, with an initial variance identified of £0.485 million at Month 4. The variance relates to a re-profiling of future years allocations in relation to ICT infrastructure and a projected overspend against Schools Asset Renewal budgets.

Schools - General

Asset Renewal - Buildings

130. Total schools Asset Renewal allocations for 2017/18 are £4.764 million. This includes significant specific allocations for schemes at Willows High School (£1.5 million) and Fitzalan High School (£2.0 million) both of which are currently anticipated to be delivered on budget.

131. As a result of significant overspends in 2016/17 requiring resources to be brought forward from 2017/18, there are limited resources available in 2017/18 to address Asset Renewal schemes outside of the specifically funded schemes at Willows and Fitzalan discussed above. These available resources have been fully allocated to deliver prioritised schemes in 2017/18.

132. It is currently projected that the overall Asset Renewal budgets will overspend by £85,000. This anticipated overspend relates largely to the emergence of unplanned schemes to address urgent needs which have been identified during the year to date.

Asset Renewal – Suitability and Sufficiency

133. Suitability budgets for the financial year 2017/18 total £1.040 million. The allocation has been fully allocated to the installation of demountable units to support capacity in schools which require it for 2017/18. Contracts for the delivery of this accommodation are currently out to tender but it is anticipated that the schemes will be delivered within the allocated funds for the financial year.

Whitchurch High DDA

134. The budget of £0.975 million for DDA required adaptations at Whitchurch High School represents slippage from the Capital Programme allocation for this purpose from 2016/17. It is anticipated that this budget will be fully utilised for this purpose in 2017/18.

Flying Start Grant

135. The budget for Flying Start Capital schemes for the year totals £117,000. This is made up of slippage of £40,000 in relation to the St Cadoc's scheme from 2016/17 plus £77,000 of new approvals for several small schemes in 2017/18. All allocations are expected to be utilised in full during 2017/18.

Schools Organisation Plan – 21st Century Schools

136. In March 2015 the Authority submitted a re-aligned 21st Century Schools Programme (Band A) for investment totalling £164.1 million which was subsequently approved by Welsh Government and now forms the basis for the Authority's Schools Organisation Programme going forwards until 2019.

137. 21st Century Schools expenditure anticipated for the 2017/18 Capital Programme totals £49.978 million. This is also the projected outturn expenditure at Month 4 with no slippage identified to date although this will need to be carefully monitored as the financial year progresses with so many large schemes running concurrently during 2017/18.

138. The largest anticipated spend in 2017/18 relates to the new Eastern High School project. This project is currently on target for a December 2018 completion date and expenditure on the project during 2017/18 is projected to be £18.9 million. Another ongoing scheme to be completed during 2017/18 will be the extension to Ninian Park Primary School (£2.9 million).

139. In addition to ongoing schemes, several large value expenditure schemes have or will be commencing on site construction during 2017/18. These include the new Cardiff West Community High School (£8 million), new Howardian Primary School (£5.2 million), new Ysgol Glan Morfa (£5.7

million), new Ysgol Hamadryad (£5.1 million) and the new Gabalfa / Ysgol Glan Ceubal Primary (£3.9 million).

Resources

140. The 2017/18 programme for the Directorate is £1.599 million, with spend of £1.540 million predicted. Details of schemes within the Directorate are shown below.

Technology

141. The main priority for the Modernising IT to Improve Business Processes budget in 2017/18 is to support key ongoing projects in the Organisational Development Programme and the digitisation of business services utilising modern technology. Given previous levels of slippage on this budget heading, the budget has been profiled at £980,000 for this year and includes expenditure on the SAP Customer Relationship Management Programme, Electronic Document Management Systems and the Cardiff App.

142. The £419,000 budget for ICT refresh is to be used on a range of projects to support resilience, capacity and capability. This includes additional storage units, flash storage appliances and replacement of other unsupported hardware.

Corporate

143. In respect of the contingency budget of £200,000, given that it is early in the financial year this is shown projected to be fully required, although as the year progresses, any under spend will be used to reduce the level of borrowing assumed in the Capital Programme.

144. The £500,000 invest to save budget has been fully utilised towards Salix schemes for energy reduction measures as highlighted earlier in the report.

Social Services

145. The 2017/18 programme for the Directorate is £2.057 million, with £69,000 of funding to be brought forward in relation to the Children Services Accommodation Strategy. Details of schemes within the Directorate are shown below.

Adult Services

146. ICF grant funding of £50,000 has been awarded for a refurbishment of the Tremorfa Day Services centre in addition to a £250,000 allocation of Council funding. Works are currently forecast to be completed this year. With use of the grant prioritised first.

147. In order to support the Day Centre Opportunities Strategy and reconfiguration of day services for older people, improvement works at Minehead Road Day Centre were completed in May, and an extensive refurbishment scheme is planned for Grand Avenue Day Centre. The Grand Avenue scheme is

currently being tendered, with works due to commence this autumn. A total of £1.167 million has been allocated by the Council with an approved Welsh Government Integrated Care Fund Grant of £330,000 required to be spent by 31 March 2018.

Children's Services

148. A new accommodation strategy was approved to include the refurbishment of Gabalfa House to facilitate the relocation of Youth Offending Service from Penhill. The complete refurbishment of Gabalfa House will include a new activity area and an IT breakout zone for the direct benefit of the young people. These capital works will facilitate the disposal of Penhill which will generate a capital receipt to support the affordability of the council's capital programme. £260,000 was budgeted in year with a further £69,000 being brought forward from 2018/19 capital allocations.

Capital Receipts

149. The 2017/18 Capital Programme included an assumption of £2.0 million non-earmarked capital receipts net of fees to pay for the Capital Programme. To date the only disposal relates to the sale of the former library in Trelai (£80,000). Planned disposals in the year include the Youth offending service site at Penhill in Llandaff and the Howard Gardens former bowls green and pavilion in Adamsdown. This is a concern as if the receipts are not received the amount of unsupported borrowing requested to fund the programme will need to increase.

Public Housing (Housing Revenue Account)

150. The Capital Programme of £30.005 million set in the February 2017 Budget, while the amended programme of £32.587 is forecast to be fully spent. The Directorate should ensure that procurement and contracts are in place to fully utilise the Major Repairs Allowance (MRA) Grant in 2017/18 as well as other grants received.

151. The Housing Development budget of £1.5 million will be used on several schemes including; the conversion of the former children home at 150 Thornhill Road into older person "independent living" accommodation (£180,000); £591,000 for Edinburgh Court improvements, and South Morgan Place balcony improvements. These schemes will encourage ownership of the estate and help to avoid anti-social behaviour.

152. The estate regeneration and stock remodelling scheme projected costs are circa £3 million in 2017/18 and include a range of schemes including; Garage and courtyard improvement schemes (£850,000) and a number of schemes to improve the energy efficiency of blocks (£500,000) and these are expected to be fully spent in year.

153. External and Internal Improvements have a budget of £14 million for 2017/18 which will be utilised to provide boiler replacement, heating, roofing, rewiring, underpinning of properties where subsidence issues have been found, front door upgrades to flats and works to maintain the Welsh Housing Quality

Standard. This includes kitchens and bathroom upgrades when properties become vacant prior to re-letting. Some of the larger schemes include; £2.2 million for roof replacements, £1.9 million for fire door upgrades to flats and £1.3 million for rewiring works in all types of council dwellings.

154. The allocation of £2.3 million to provide adaptations and associated improvements to the homes of disabled people in HRA properties is currently forecast to be fully spent.

155. The Housing Partnership Programme has been rebranded 'Cardiff Living' with phase 1 currently underway at Willowbrook West and the Braunton and Clevedon sites. Phase 1 will deliver a total of 486 properties of which 291 will be for open market sale and 195 will be affordable council homes. In parallel a formal direction was received from Welsh Ministers on 19th July that the Right to Buy, Right to Acquire and related rights be suspended in respect of every relevant dwelling house within Cardiff for a period of 5 years. The anticipated spend of £8.50 million this financial year (of which £2.309 million relates to section 106 contributions) includes the commencement of enabling works on the Llanrumney Depot site in September.

156. As part of the Housing Revenue Account Outturn for 2016/17, a new earmarked reserve of £2.582 million was created in order to purchase private sector properties for sale that would help address affordable housing need and support the development of existing schemes such as Cardiff Living. The full allocation is expected to be utilised in year.

Section 106 schemes and Other Contributions

157. The table below shows the Section 106 and other contributions forecast to be spent at the time of setting the budget. This has been reviewed by directorates and is reflected in the new projection at Month 4:

	Budget	**Projection at Month 4**	**Variance**
	£000	**£000**	**£000**
Regulatory Services	0	12	(12)
Parks & Green Spaces	884	984	(100)
Traffic & Transportation	458	809	(351)
Strategic Planning	93	190	(97)
Neighbourhood Regeneration	276	64	212
Economic Development	486	131	355
Education & Lifelong Learning	218	239	(21)
Public Housing (HRA)	2,309	2,309	0
Total	**4,724**	**4,738**	**(14)**

158. Some of the schemes included in the profile above are:

- Parks and Green Spaces – Schemes are proposed to be undertaken in a number of areas including; Llandaff Fields, Trelai Park and Hailey Park play areas, public realm and footpath improvements in Butetown, Paget Street, Parc Tredelerch, Dorchester and Winchester Avenues.
- Traffic & Transportation – public transport improvements, junction improvements, bus stops and bus borders; installation of CCTV and real time information, telematics and transportation schemes including the provision of bus routes in the City and strategic transport initiatives.
- Strategic Planning – public realm improvements at Newport Road and City Road.
- Neighbourhood Regeneration - Improvement of community facilities.
- Economic Development – Support for small to medium enterprises in Adamsdown.
- Education & Lifelong Learning – Howardian Primary School and Cardiff West Community High School.
- Public Housing – development of new Council housing as part of the Cardiff Living Project.

Reasons for Recommendations

159. To consider the report and the actions therein that forms part of the financial monitoring process for 2017/18.

Legal Implications

160. It is a Council responsibility to set the budget and policy framework and to approve any changes there to or departures there from. It is an Executive responsibility to receive financial forecasts including the medium term financial strategy and for the monitoring of financial information.

Financial Implications

161. The month four revenue monitoring for the Council shows a projected overspend of £883,000 reflecting financial pressures and shortfalls against budget savings targets in directorate budgets together with a projected overspend in relation to capital financing costs. These are partly offset by projected savings on Insurance budgets, the release of contingency budgets, an anticipated surplus on Council Tax collection and NDR refunds on Council properties. Directorate budgets are currently projected to be overspent by £5.4 million however it is anticipated that management actions will enable this to be reduced by the year end. The directorate overspends are partially offset by the £3.0 million general contingency budget which was provided as part of the 2017/18 budget in order to reflect the quantum, risk and planning status of the proposed savings for 2017/18.

162. The projected overspends in directorate budgets include £3.158 million in Social Services, £1.399 million in Economic Development, £724,000 in Education & Lifelong Learning and £244,000 in City Operations. This position reflects a range of factors including increased demographic pressures in Social Services, particularly in relation to looked after children, shortfalls in

income and the anticipated failure to fully achieve the savings targets set as part of the 2017/18 Budget together with on-going shortfalls carried forward from the previous financial year.

163. The potential overspend includes a projected shortfall against the savings identified for each directorate as part of the 2017/18 budget together with any shortfalls against savings targets carried forward from the previous year. An overall shortfall of £1.755 million is currently anticipated against the £14.157 million directorate savings target with £3.581 million having been achieved to date and a further £8.821 million anticipated to be achieved by the year end. A projected shortfall of £1.714 million has also been identified in relation to savings targets carried forward from 2016/17. The projected shortfalls are reflected in the directorate monitoring positions although where possible shortfalls have been offset by savings in other budget areas. The July Cabinet meeting approved the Budget Strategy Report for 2018/19 and identified the significant financial challenges that the Council faces in the medium term. The projected under-achievement of identified savings in 2017/18 together with those carried forward from the previous year continues to underline the difficulties of achieving year on year savings across the Council.

164. The projected overspend in directorate budgets and in particular the shortfalls against savings targets represent a continuing cause for concern. Actions are being taken by those directorates currently reporting a projected overspend in order to try to resolve the issues that led to the current position or alternatively to identify offsetting savings in other areas of the service. This will be reviewed throughout the year as part of the overall challenge process to review the performance of directorates including the budget monitoring position.

165. The 2017/18 Capital Programme is £153.263 million of which £120.676 million is in respect of General Fund schemes and £32.587 million is in relation to the Council's Public Housing schemes. Against this, the projected outturn for 2017/18 is £149.828 million resulting in a total variance of £3.435 million.

166. Where there is a risk of slippage, directorates, need to address any obstacles promptly to ensure budgets allocated are spent in a timely manner. Where this is not possible, early reporting of issues should take place and robust profiles of expenditure should be developed for future years.

167. The Capital Programme update includes a number of schemes planned to be funded by external grants that have strict deadlines for expenditure having to be incurred. It is essential that directorates ensure that opportunities for utilisation of such funding are not lost to the Council by ensuring appropriate resources are directed to these schemes and that consideration has been given to all steps required to ensure contracts are in place and to meet the terms and conditions of such funding.

RECOMMENDATIONS

The Cabinet is recommended to:

1. Note the potential outturn position based on the first four months of the financial year.

2. Note the allocations from the Specific Contingency Budgets to the Economic Development, Communities, Housing & Customer Services and Social Services Directorates as set out in this report.

3. Reinforce the requirement for all directorates currently reporting overspends as identified in this report to put in place action plans to reduce their projected overspends.

CHRISTINE SALTER
Corporate Director
15 September 2017

The following appendices are attached:

Appendix 1 – Revenue position
Appendix 2 (a) – Budget Savings position – 2017/18 Savings
Appendix 2 (b) – Budget Savings position – 2016/17 Savings
Appendix 3 – Capital Programme

Mae'r dudalen hon yn wag yn fwriadol

Appendix 1

REVENUE 2017/2018	CASH LIMIT BUDGETS			PROJECTED OUTTURN			VARIANCES		
	Gross Controllable Budget £000's	Income £000's	Net Expenditure £000's	Gross Controllable Spend £000's	Income £000's	Net Expenditure £000's	Gross Expenditure £000's	Income £000's	Net Expenditure £000's
Service Area									
City Operations	85,710	(51,144)	34,566	87,163	(52,353)	34,810	1,453	(1,209)	244
Communities, Housing & Customer Services	236,769	(193,270)	43,499	236,489	(192,990)	43,499	(280)	280	0
Corporate Mgt	26,104	(41)	26,063	26,081	(70)	26,011	(23)	(29)	(52)
Economic Development	63,684	(50,974)	12,710	63,610	(49,501)	14,109	(74)	1,473	1,399
Education & Lifelong Learning	322,538	(73,227)	249,311	324,312	(74,277)	250,035	1,774	(1,050)	724
Governance & Legal Services	7,201	(1,032)	6,169	7,317	(1,216)	6,101	116	(184)	(68)
Resources	29,076	(9,616)	19,460	29,110	(9,682)	19,428	34	(66)	(32)
Social Services	180,796	(27,223)	153,573	184,153	(27,422)	156,731	3,357	(199)	3,158
Capital Financing etc	38,036	(4,319)	33,717	38,132	(4,127)	34,005	96	192	288
General Contingency	3,000	0	3,000	0	0	0	(3,000)	0	(3,000)
Summary Revenue Account	5,494	(928)	4,566	4,394	(928)	3,466	(1,100)	0	(1,100)
Discretionery Rate Relief	350	0	350	350	0	350	0	0	0
Total	998,758	(411,774)	586,984	1,001,111	(412,566)	588,545	2,353	(792)	1,561
Council Tax Collection	0	0	0	0	(177)	(177)	0	(177)	(177)
NDR refunds on Council properties	0	0	0	0	(501)	(501)	0	(501)	(501)
Total	998,758	(411,774)	586,984	1,001,111	(413,244)	587,867	2,353	(1,470)	883

Mae'r dudalen hon yn wag yn fwriadol

DIRECTORATE SAVINGS 2017/18 **APPENDIX 2(a)**

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
1	City Operations	**Realignment of Public Transport Income Budget** To reflect existing income levels identified in the 2016/17 monitoring position.	**130**	130	130	**0**	The new concessionary fares regional administration process has delivered this saving.
2	City Operations	**Commercialisation - improved charging and income generation projects** Increased fees and charges across city operations and improved collaboration with the directorate's advertising partner.	**187**	20	117	**70**	The income targets have been apportioned across various activities throughout the directorate based on achievability. This currently leaves a balance of £70,000 and whilst the directorate are striving to achieve this it is currently shown as unachieved.
3	City Operations	**Contract Rationalisation & Improved Business Process Efficiencies (Electrical and Structure & Tunnels)** Full Year effect of savings generated in 2016/17 following implementation of new contracts and efficiencies.	**67**	67	67	**0**	The new contractual arrangements were introduced in 2016/17. This saving represents the full year effect so is achieved.
4	City Operations	**Maintenance Operations - Develop Asset Management System & Shared Depots** Allows scheduling of work to reduce travel time and associated cost.	**20**	0	20	**0**	The phased programme of reviewing depot requirements is still to take place but it is anticipated to be achieved.
5	City Operations	**Review the Delivery of Maintenance Work Currently Undertaken by External Companies in Areas Including Housing and Parks** Work to improve performance in order to enable additional work to be undertaken internally, bringing external contracts back in-house for Infrastructure & Maintenance.	**50**	0	50	**0**	An internal project board has been established to ensure delivery of the saving.
6	City Operations	**Directorate Transport - Vehicle Reduction/Rationalisation** Working with Central Transport Services to release under utilised vehicles & plant.	**25**	0	25	**0**	This saving is dependent on reaching an agreement with CTS and must be in addition to the corporate vehicle utilisation saving target being driven by CTS.
7	City Operations	**Street Lighting Recharging** Maximising opportunities for recharging both design and inspection to Capital and Section 278 budgets, and increasing charges for these services to external companies.	**10**	0	10	**0**	A new procedure was introduced in April 2016 to ensure staff time is accurately recorded to enable the costs to be recharged to external bodies.
8	City Operations	**Transportation Policy - Improved Recharging** Maximising opportunities for recharging for services and a set income target for Road Safety, Transport Assessments & Pre-Planning Applications.	**32**	5	32	**0**	Revised procedures are in place to achieve the income target
9	City Operations	**Planning Fee Income** Maximising additional planning fee income from an anticipated increase in the volume of Planning Applications.	**100**	33	100	**0**	Planning income is in line with the profile and is projected to achieve its target of £2.340 million.
10	City Operations	**Parks - Plant Production Nursery (Retail / Wholesale Sales)** Generate additional income by expanding customer base to increase sales of bedding plants, hardy nursery stock and horticultural sundries.	**10**	0	10	**0**	A supply contract has been won with the Business Improvement District which will achieve the saving.
11	City Operations	**Parks - Tree Management** Generate additional income by expanding customer base to increase sales of both Technical and Professional elements of the service (surveys & works).	**15**	4	15	**0**	The financial performance in 2016/17 suggests this saving will be achieved.
12	City Operations	**Parks - Outdoor Sports** Reflects savings made through reduction in operational expenditure in 2016/17.	**25**	25	25	**0**	The saving has been realised from a reduction in the Sports Development budget.
13	City Operations	**Parks - Royal Horticultural Show** Subsidy removed due to the ability of the event to be financially sustainable without financial support from the Council.	**25**	13	13	**12**	The saving relied on the continuation of sponsorship. Unfortunately no sponsor could be identified for the 2017 show. However due to good attendances, early indications suggest the subsidy requirement from the Council will be between £10,000-£12,000.
14	City Operations	**Registration, Births, Deaths & Marriages** Generate additional income through a combination of volume and price increases.	**10**	3	10	**0**	New fees and charges were introduced in April 2017. A number of new initiatives are being introduced to ensure this target is achieved.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
15	City Operations	**New Operating model for Leisure Centres** Result of the procurement exercise and transfer of the operation of Cardiff Council's Leisure Centres to the new operator.	**414**	414	414	**0**	The contract arrangements with the new leisure operator have delivered this saving.
16	City Operations	**Improve Driver Training & Awareness within Cleansing** Resulting in a reduction in accident and damage claims.	**22**	0	22	**0**	On-going training is being provided and is expected to deliver the saving.
17	City Operations	**Regulatory Collaboration** Reflects a further year's saving for Cardiff from the creation of a single shared service for Environmental Health, Trading Standards and Licensing functions of Cardiff, Bridgend and the Vale of Glamorgan Councils under a single management structure.	**47**	47	47	**0**	The saving has been achieved in line with the agreed incremental reduction in the payment to the SRS.
18	City Operations	**Additional Learning Needs - Review of Transport for Pupils Within 2/3 Miles (Primary/Secondary)** Review and challenge transport for statemented pupils who live within 2 miles from primary school and 3 miles from secondary. This will be done on an individual case basis, to take into account the individual child's needs based on the Additional Learning Needs transport policy.	**38**	0	38	**0**	Procedures are in place to achieve this saving.
19	City Operations	**School Transport - Replace Taxis/Buses with Bus Passes (Cardiff IFF cards) for Pupil Referral Units - Phased Approach** Pilot scheme to run at Greenhill School initially and if successful transfer to other PRU areas.	**48**	0	0	**48**	The pressure to maintain this service at current levels puts into doubt the achievability of the saving.
20	City Operations	**Introduce Travel Support Allowance - Pilot Scheme** Replace taxi/bus provision with an advanced payment to parents. Parents would then be responsible for pupils' transport to school. This will be provided on a termly basis.	**100**	0	100	**0**	This is dependent upon parents taking up this option. The scheme is being advertised and in the process of being opened up to more parents.
21	City Operations	**School Transport - Phased Increase in cost of Bus Passes** Continuation of the phased increase in cost of bus passes to ensure actual costs match the provision.	**5**	0	5	**0**	Price increase scheduled for September 2017 should enable this saving to be achieved.
22	City Operations	**School Transport -Additional Learning Needs Route Optimisation and Retendering of Routes/Mergers** Reviewing on a case by case basis, working closely with Education and individual schools. Review and challenge current transport provision to ensure it fits the needs of pupils.	**189**	0	189	**0**	Procedures have been put in place to ensure the achievement of this saving.
23	City Operations	**Renewable Energy Generation** Income will be derived from a number of renewable energy schemes through incentives related to energy generation (Feed In Tariffs, etc.), the sale of energy to the grid and/or other rental income.	**10**	0	0	**10**	The current projection indicates a shortfall against the total Renewable Energy income target so it is assumed this saving will not be achieved.
24	City Operations	**Energy - Change in Energy Procurement Strategy** Currently energy is procured through Welsh Purchasing Consortium arrangement with 16 other Welsh Authorities. A change to this arrangement would allow a flexible approach that is tailored to the City of Cardiff's requirements, including the ability to purchase energy directly from the renewable generation capacity that the Council and others are installing in Cardiff, in turn generating savings.	**20**	0	20	**0**	The new energy procurement and sale opportunities are anticipated to deliver this saving.
25	City Operations	**Energy Efficiencies Within Council Buildings** Identify projects through use of the RE:Fit framework for complete building energy retrofit as well as alternative external funding for individual projects.	**30**	0	30	**0**	Contracts have been finalised and details of the delivery programme indicate implementation in the summer of 2017.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
26	City Operations	**Energy - Reduction in bills across the estate through improved management and behaviour change (Carbon Reduction Strategy)** The approved Carbon Reduction Strategy sets out a series of actions that will manage and reduce the Council's energy consumption. Part of this strategy relates to better management of energy consumption and behaviour change amongst building managers and other staff.	**40**	0	40	**0**	Multiple actions including smaller scale (non Re-Fit) measures are anticipated to deliver the saving.
27	City Operations	**Street Lighting - Conversion to LED** Replace main route lighting with LED to reduce long term energy expenditure. Start date Mid November 2016.	**60**	0	60	**0**	A project plan is in place to be completed in November 2017 and should deliver the saving.
28	City Operations	**Traffic Signals/Bollard - Conversion to LED** Replace traffic signals and bollard lighting with LED to reduce long term energy expenditure. Start date January 2017.	**20**	0	20	**0**	The contractor has completed the work of converting 7 sites so the saving should be achieved.
	City Operations Total		**1,749**	**761**	**1,609**	**140**	
29	Communities, Housing & Customer Services	**Grants Review** A review of the current grants process including externally funded programmes to identify areas where delivery can be joined up together with a review of grants to realign costs and/or realise efficiencies is being undertaken.	**176**	176	176	**0**	Following a consultation process with the organisations concerned, budgets were subsequently reduced and this saving has been achieved in full.
30	Communities, Housing & Customer Services	**Additional income in relation to Adult Community Learning** In future, to ensure the service operates at nil subsidy, only courses funded by WG grant or those that are self financing will be delivered.	**49**	0	49	**0**	This saving will be achieved in full as all Adult Community Learning courses offered this year will be self financing or fully grant funded, ensuring the service operates at a nil subsidy.
31	Communities, Housing & Customer Services	**More effective library stock management** New technology has enabled delivery of stock direct to branch and reduces the need for a central warehouse. This has prompted a full review of the Dominions Way facility, which the Council currently leases. The new purchasing software enables more intelligent led purchasing of books to ensure user requirements are met more effectively, to reflect the library strategy that includes the aim of addressing the digital literacy needs of our users.	**200**	200	200	**0**	This saving will be achieved in full due to the planned recharging for space utilised at the Central Library by other users.
32	Communities, Housing & Customer Services	**Into Work Services - grant funded delivery** In future the outcomes of the Into Work services will be funded from Universal Credit, Face to Face Services and grant funding and the alignment of the Adult Community Learning (ACL) Grant.	**193**	111	193	**0**	£111,000 of this saving has been achieved to date with the remainder expected from the European Social Fund in relation to match funded posts. This saving is therefore expected to be achieved in full.
33	Communities, Housing & Customer Services	**Commercialisation** Initial income target in relation to additional income opportunities within the Directorate, including - commercial sponsorships and partnerships - utilising the assets within the Directorate more commercially - sale of current services to realise additional income	**46**	0	0	**46**	This saving is not anticipated to be achieved this year. It will however be encompassed and taken forward as part of the overall commercialisation considerations to be undertaken by the directorate.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
34	Communities, Housing & Customer Services	**New Approach to Locality and Neighbourhood Service Delivery** At present the Council provides funding for a team of Neighbourhood Partnership Officers, and a separate fund for small scale projects led by community groups. This has enabled the Council and its partners to work more effectively together. The next step is to integrate services from the point of view of the citizen, so that main budgets are used in a fully joined up way. To achieve this, existing neighbourhood partnership arrangements will be changed to better consult local communities by identifying their priorities and utilise existing local networks which include Neighbourhood Police Teams, Community Hubs, community organisations and Tenant/Residents Groups. This proposal will create Locality Planning and Delivery Officers to better use council and partners time delivering targeted projects.	**150**	85	105	**45**	This saving is projecting a shortfall of £45,000 due to delays in the implementation of the new structure which is anticipated to be in place by 1st December 2017. the shortfall is currently mitigated by managed underspends within the division.
35	Communities, Housing & Customer Services	**Disabled Facilities Fee Income** The Council is committed to support residents to remain at home and reduce or delay the need for more costly Residential or Nursing Care. As a result more capital finance has been allocated to delivering disabled adaptations and this will be administered within existing resources enabling an increased target for income generation.	**114**	0	114	**0**	Disabled adaptations expenditure is expected to increase this year as a result of additional capital financing available. As each adaptation generates an administration fee this saving is anticipated to be achieved in full. This assumption is supported by the total fee income generated in 2016-17.
36	Communities, Housing & Customer Services	**Recharging of utilities at Rover Way & Shirenewton** At the Gypsy & Traveller sites some utilities cannot currently be allocated to actual pitches. Part of this will require the installation of individual water meters, which will enable usage to be charged directly to the users.	**100**	0	72	**28**	Recharges for electricity and water are not anticipated to commence until July and September due to delays to installation of the individual electricity and water meters. The saving will not be achieved in full as a result and a shortfall of £28,000 is forecast at this stage.
37	Communities, Housing & Customer Services	**Llanover Hall - Sub lease** To ensure the long term sustainability of Llanover Hall as a community arts venue and to better utilise the building, the Council wishes to enter into a partnership sub-lease with a partner. The intention is to find a partner that would co-locate and allow the Learning for Life offering to continue in the building; it is hoped that this would also have a positive effect on uptake of Learning for Life courses in Llanover Hall.	**55**	0	55	**0**	A decision regarding the agreed partner will be made following the completion of the expression of interest process. This saving is currently expected to be achieved in full.
	Communities, Housing & Customer Services Total		**1,083**	**572**	**964**	**119**	
38	Corporate Management	**Reduction in the amount available to support events and market the City** Reducing the amount available to support events, market the City and take advantage of opportunities presenting themselves during 2017/18. However, the City may begin to benefit from activities supported specifically by the Business Improvement District or through a potential new Destination Marketing organisation.	**84**	0	84	**0**	It is anticipated that this saving will be achieved in full.
39	Corporate Management	**Precepts and Levies** Achievement of the 1% targeted reduction in precepts and levies as set out in the Budget Strategy Report.	**8**	0	8	**0**	It is anticipated that this saving will be achieved in full.
40	Corporate Management	**Insurance** In line with recent claims experience following Ministry of Justice reforms in 2013.	**135**	0	135	**0**	It is anticipated that this saving will be achieved in full.
	Corporate Management Total		**227**	**0**	**227**	**0**	
41	Economic Development	**Increase in Income - Economic Development** Generate additional income through advertising sites within the City's infrastructure.	**178**	0	178	**0**	It is currently anticipated that this saving will be achieved in full through bus shelter advertising income to be generated within the service.
42	Economic Development	**Increase in Income - Tourism** Generate additional income through tourism related commissions and progression of the marketing plan.	**56**	0	56	**0**	It is currently anticipated that this saving will be achieved in full through attracting businesses to membership of the Visit Cardiff Network with sales of related membership fees based on product offer but involving social media inclusion and networking events.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
43	Economic Development	**Increase in Income - Culture, Venues and Events Management** Generate additional income across the portfolio of cultural venues through reflecting current income streams, increasing footfall and planned new attractions.	**473**	0	443	**30**	Although this very challenging savings target is considered largely achievable in year, a £30,000 shortfall is currently forecast. This will be reviewed and updated as the year progresses and income figures can be firmed up.
44	Economic Development	**St. David's Hall** Review of costs, income and service delivery	**215**	0	157	**58**	There is currently a projected shortfall of £116,000 in relation to St David's Hall and the New Theatre combined. This reflects the outcome of the Arts Management competitive dialogue procurement process as reported to Cabinet on 16th February 2017. This report indicated the level of savings in respect of the annual revenue subsidy to the cultural venues which was considered achievable through either the competitive dialogue process or the proposed internal programme of improvement referred to as the 'Enhanced In House Model'. The current projection is consistent with this position but will be ultimately reliant upon various factors including the timing of the proposed service restructure but also the service performance and any mitigation possible in the way of additional retained income above target.
45	Economic Development	**New Theatre** Review of costs, income and service delivery	**201**	0	143	**58**	There is currently a projected shortfall of £116,000 in relation to St David's Hall and the New Theatre combined. This reflects the outcome of the Arts Management competitive dialogue procurement process as reported to Cabinet on 16th February 2017. This report indicated the level of savings in respect of the annual revenue subsidy to the cultural venues which was considered achievable through either the competitive dialogue process or the proposed internal programme of improvement referred to as the 'Enhanced In House Model'. The current projection is consistent with this position but will be ultimately reliant upon various factors including the timing of the proposed service restructure but also the service performance and any mitigation possible in the way of additional retained income above target.
46	Economic Development	**Increase in Income - Strategic Estates** Increase income from the investment portfolio and operational estate	**105**	0	105	**0**	This saving is expected to be achieved in full based on additional rental income due to be received in respect of proposed rent reviews, lease re-gears, new lettings, acquisitions and licence income due this year.
47	Economic Development	**Increase in Rental Income - Strategic Estates**	**90**	0	15	**75**	This saving is expected to be partly achieved through additional rental income in respect of proposed rent reviews, lease re-gears, new lettings, acquisitions and licence income due this financial year. This position will be monitored closely and projections will be updated accordingly throughout the year where new income streams are identified.
	Economic Development		**1318**	**0**	**1097**	**221**	
48	Economic Development	**Materials Recycling Facility Auto sorter for plastics or plastics and paper (Treatment & Disposal)** Further automate areas of recycling processing plant and increasing capacity for further trading.	**138**	0	138	0	Tenders are currently being assessed by the directorate with the expectation that the autosorter will be operational by October. At this stage it is still anticipated to achieve the saving.
49	Economic Development	**Treatment & Disposal - Increase in productivity** Improving maintenance regimes and work schedules to remove down time and loss of productive time.	**70**	0	70	**0**	The processes have been reviewed and plans are in place to deliver the saving.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
50	Economic Development	**Domestic - Round Performance Management** Includes the introduction of new 'in cab' technologies to remove errors, wasted journey time and improve efficiencies. Further round balancing to improve efficiencies in resources and vehicle configurations.	**170**	0	170	**0**	The saving relies on the introduction of 'in cab' technology, the change to working patterns and vehicles. Any significant delay could lead to a shortfall against the target. At present it is anticipated to be achieved.
51	Economic Development	**Waste - Third Party Treatment** Additional income generated from waste transfer treatment facilities.	**50**	0	50	**0**	It is too early to determine if the revised income targets will be achieved and this will need to be monitored during the year. However, based on last year's performance and the improved facilities at Lamby Way it is currently assumed the target will be met.
52	Economic Development	**Domestic Waste Collection - Improve Attendance at Work** Reduce dependency on agency across the recycling and waste service team.	**50**	0	50	**0**	The directorate continue to pro-actively improve attendances which will drive down the reliance on agency staff. This will need to be monitored during the year but is currently assumed to be achieved.
53	Economic Development	**Commercial Trade - Expanding markets** Continuing to grow the Council's market share in Cardiff and exploring opportunities of working in partnership. This will generate additional income of £200k with an associated cost of £100k.	**100**	0	100	**0**	It is too early to be sure if the additional customers will generate the increased income. It is currently projected to achieve but this needs to be closely monitored during the year.
54	Economic Development	**Pest Control - Expanding Market Share** Exploring opportunities for expanding the Council's market share through exploring opportunities for working with the private sector and other public bodies.	**20**	0	20	**0**	The performance achieved in 2016/17 and the continuous capture of additional customers suggests this increased income target will be achieved. A better indication of this will emerge as the year progresses.
55	Economic Development	**Commercialisation - improved charging and income generation for Security Services** Will be delivered through improved security services and income via internal and external bodies	**44**	0	44	**0**	A review of the Security Service by the Council's Commercial Partner commenced in June 2017. The review will culminate in the implementation of an action plan for improvements in service delivery, operational efficiencies, and opportunities for commercial growth.
56	Economic Development	**Reducing Vehicle Costs in Commercial Services Fleet** Reducing damage and insurance claims through better reporting, monitoring and training, supported by new fleet management system and supported driver training.	**66**	0	66	**0**	It is anticipated this saving will be achieved in full as a result of the 'in cab' monitoring system being introduced into the waste fleet. The system will better inform managers of the issues that are being encountered by the drivers so that the appropriate training can be provided.
57	Economic Development	**Waste Services - Efficiency Improvements** Back office and scheduling approaches to make further efficiencies through scheduling technology for resourcing support services in addition to the 'In-cab' solutions that is being secured in 2016/17.	**89**	0	89	**0**	It is anticipated that this saving will be achieved in full as a result of the 'in cab' monitoring system being introduced and in year structural changes being explored by the directorate.
58	Economic Development	**Income generation from Building Cleaning services** To be delivered through a new commercial marketing and service delivery plan.	**20**	0	20	**0**	The achievement of the savings in relation to Cleaning will be achieved through the implementation of an improvement plan for the delivery of cleaning services and also through a reduction in sickness and hence a reduction in usage of agency workers.
59	Economic Development	**Central Transport Services income generation** Utilising capacity in the fleet maintenance facility to insource work and increase external income, supported by new fleet management system.	**75**	0	75	**0**	It is expected that this income target will achieved by 31 March 2018 through the commercial growth of the Fleet Workshop Services.
60	Economic Development	**Review cost base on external contracts for Building Services** Review opportunities to deliver in house at lower cost.	**50**	0	50	**0**	The Council's Commercial Partner is in the process of reviewing opportunities and the saving is currently anticipated to be achieved.
	Commercial Services		**942**	**0**	**942**	**0**	
	Economic Development Total		**2,260**	**0**	**2,039**	**221**	

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
61	Education and Lifelong Learning	**Rationalisation of staff and costs centrally retained to provide services of a specialised nature** In 2014/15 the Education Directorate delegated to schools the budget and responsibility for staff employed to support schools in their Special Education Needs provision for pupils. These savings will be achieved by passing onto schools the responsibility for the remaining resources used by these teams.	**140**	140	140	**0**	The delegation of these additional costs has been undertaken and the saving has been achieved in full.
62	Education and Lifelong Learning	**Rationalisation of costing base for Traded Services** Over the past four financial years the Education Directorate has moved towards a net nil subsidy position for its three traded services: Music Services, the Storey Arms outdoor pursuits centre and, in 2017/18, the School Meals Service. However, in moving towards that position, there is now a requirement for a thorough review and realignment of the support costs attributable to those services, thus releasing budget elsewhere within the Directorate.	**500**	0	500	**0**	An exercise is currently being undertaken to ensure that staff recharges are maximised and income is being used to offset other costs wherever possible. It is anticipated that this saving will be achieved in full, however it will need to be closely monitored during the remainder of the year.
63	Education and Lifelong Learning	**Central Staffing Costs** Saving to be achieved through a reduction of staffing following a reorganisation/ rationalisation of the staffing structures within the Directorate - taking into account all opportunities to offset costs through additional income or use of grants. Staffing reductions will be effective from September 2017, with full year effect from April 2018.	**175**	0	175	**0**	The directorate are currently reviewing the establishment in order to identify options for achieving this saving.
64	Education and Lifelong Learning	**Rationalisation of the costs of the Pupil Referral Unit** The Council has a statutory duty to provide an appropriate quality education to children between the ages of 5 and 16. Where pupils of secondary age are unable to remain in a secondary school due to behavioural issues, the Council has a Pupil Referral Unit based on its Mynachdy site which can cater for pupils at Key Stage 4 (14 to 16) to provide an alternative education provision retaining these pupils in the education system. Although not a school the Pupil Referral Unit is externally inspected by Estyn using the same Inspection Framework as schools. This savings target would be achieved through the delegation of the Pupil Referral Unit facility by commissioning a school to manage the provision. This would enable the financial responsibility for this provision to be passed onto the Schools Delegated budget enabling the realisation of savings from centrally retained budgets. There would be no reduction to the funding level available for the PRU.	**382**	0	332	**50**	The budget for the PRU has been delegated for the period September 2017 to March 2018, in line with the academic year and the proposal for a secondary school to take responsibility for overseeing the management of the provision. The process for commissioning a school to manage the PRU has been completed. It is currently anticipated that the saving will ultimately be achieved in full. However, despite the commissioning process having been completed, the residual budget for the first five months of the year is insufficient to meet existing expenditure commitments.
65	Education and Lifelong Learning	**Rationalisation of centrally held budgets for school related issues** A reduction in centrally held budgets that fund school initiatives which will fall out in 2017/18. This will include savings identified nationally, through the revision of the All Wales Service Level Agreement with the Welsh Joint Education Committee for the provision of educational services to schools and the current energy efficiency invest to save scheme.	**260**	260	260	**0**	The costs of various invest to save initiatives have now ended and WJEC subscriptions reduced therefore this saving has been achieved in full.
66	Education and Lifelong Learning	**Reduction in contribution towards the Central South Consortium** The Council currently contributes £1.6m towards the costs of providing an Education School Improvement Service across the Central South region of Wales. This accounts for 35% of the total costs of the service. This saving will be achieved through passing at least a 5% reduction in contribution onto the Consortium.	**80**	0	80	**0**	A 5% reduction in the overall contributions required from local authorities has been agreed by the Directors' Group and, therefore, this saving should be achieved in full.
67	Education and Lifelong Learning	**Youth Service Budget** This is a continuation of the 2015/16 budget decision to fundamentally change the provision of Youth Services in Cardiff and through this to save £1.7m of revenue budget over the medium term. This third year target of £250k will be achieved through full year staffing savings and finalisation of savings on premises budgets.	**250**	250	250	**0**	This saving represents the full year effect of savings agreed in previous years and, therefore, this saving has been achieved in full.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
68	Education and Lifelong Learning	**Increase in price of School Meals** This saving will be achieved through an increase of 10p in the price of a school meal from April 2017.	**484**	0	484	**0**	The 10p increase has been agreed and it is anticipated that this saving will be achieved in full.
69	Education and Lifelong Learning	**Reduction in Central budget for the Education Welfare Team** In recent years much work has been done between schools and the Central Team to improve the attendance service, which has resulted in a significant improvement in pupil attendance across the city. This budget saving will be achieved through a reduction in the staffing capacity within the service.	**100**	0	100	**0**	A restructure is currently underway and it is anticipated that this saving will be achieved in full.
70	Education and Lifelong Learning	**School Organisation Plan** Following a review of the latest financial modelling information this amount can be released.	**100**	0	100	**0**	The reduction has been applied to the budget and it is anticipated that this saving will be achieved in full, however careful monitoring will be required throughout the remainder of the year in case additional cost pressures materialise.
	Education and Lifelong Learning Total		**2,471**	**650**	**2,421**	**50**	
71	Governance & Legal Services	**Centralisation of External Legal Spend** Achieve efficiency savings by centralising external legal spend from across the Council	**55**	0	0	**55**	Projections indicate that there will be an overspend against centralised external spend budgets, due to a delay in recruitment to vacant posts and the need to use external services in the interim. This shortfall will be offset by a drawdown from earmarked reserves.
72	Governance & Legal Services	**Overhead Expenditure** Review of overheads across the service.	**47**	0	47	**0**	These budget savings have been identified and actioned. Monitoring will be required throughout the financial year to ensure that there are no overspends as a result of these savings but it is anticipated that they will be fully delivered at this stage.
	Governance & Legal Services Total		**102**	**0**	**47**	**55**	
73	Resources	**Automation of forms, E billing and transactional website** To generate channel shift from telephone in respect of Council tax and Non Domestic Rates (NDR) recovery.	**154**	48	154	**0**	£40,000 will be achieved through the deletion of 1.5 FTE, £28,000 will be achieved by holding one post vacant for the rest of the year, £50,000 is expected to be achieved through increased income from PCN's and £36,000 is anticipated to be achieved through the implementation of a scheme to reduce postage costs.
74	Resources	**Business Support Restructure** Will reflect process and technological changes such as flexitime, post room and business support.	**98**	98	98	**0**	The necessary posts have been deleted and the saving fully achieved.
75	Resources	**Accountancy - Post Reductions** Further reduction in posts in Accountancy following review of responsibilities.	**90**	90	90	**0**	The necessary posts have been deleted and the saving fully achieved.
76	Resources	**Internal Audit - Review of Staff Resource** Review and reduction of management costs within Internal Audit.	**15**	15	15	**0**	This saving has been fully achieved.
77	Resources	**Information Governance** Increasing income from services provided.	**10**	0	10	**0**	This saving will be fully achieved.
78	Resources	**Reduction in external telephony spend** Reduction in spend on telephony licences, network maintenance, and telephony support and maintenance. Replacement of Integrated Services Digital Network (ISDN) telephony with Internet Protocol (IP) telephony. This will include negotiations with suppliers and retendering to drive down costs.	**50**	0	50	**0**	It is expected that this saving will be fully achieved.
79	Resources	**ICT Staffing Budget** Reduction of one post in ICT.	**35**	0	35	**0**	It is expected that this saving will be fully achieved.
80	Resources	**External ICT Spend** Reduction in ICT spend through a review of ICT funded licences and support contracts.	**204**	0	204	**0**	It is expected that this saving will be fully achieved.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
81	Resources	**Review of staff structure in Organisational Development** Achieved through reducing posts that are currently filled on a temporary basis, through an increase in the vacancy provision to reflect staff turnover and through the recovery of staff costs against specific projects where applicable. The implementation of agile working within the team will increase productivity. Where additional resources are required in order to effectively manage the level of support required by the Council then this will be facilitated through the use of reserves.	**172**	172	172	**0**	The necessary posts have been deleted and the saving fully achieved.
82	Resources	**Income Generation - Enterprise Architecture** Utilising the Enterprise Architecture function to generate income from either delivered internal projects or external services provided to other public sector bodies.	**120**	0	120	**0**	Achievability will depend on the number of ICT projects requiring EA input in 2017-18. A number of projects have been identified at this stage but do not amount to the total income required. Work is continuing to identify further projects but in the meantime any savings on employee costs will directly offset any shortfall in income.
83	Resources	**Income generation - Cardiff Academy** The total income target will be met from a commercial approach to all external training provision. Income to be delivered through the promotion of the Academy principally to other public sector organisations. This will include the sale of accredited Institute of Leadership & Management and Service Improvement courses. Additional opportunities will come from providing Health & Safety training to employees, but also to contractors working for the Council as well as hiring out the Academy's new and extended facilities for training and/or small conferences.	**46**	0	46	**0**	A detailed plan is in place to ensure the achievement of this saving.
84	Resources	**Human Resources Business Efficiencies** Deletion of two FTE posts via existing vacancy and possible VS application. Residual resources would need to be realigned to areas of priority to ensure delivery against existing Service Level Agreements (SLAs), some support provided may have to reduce or cease altogether. Savings relate to posts that undertake transactional duties.	**52**	0	52	**0**	This saving will be fully achieved. One vacant grade 4 post will be deleted. A further post will be deleted following the voluntary severance of the current post holder. Salary costs incurred whilst trialling redeployment will be met by savings from other part year vacancies.
85	Resources	**Policy & Partnerships - Alternative Model for Funding Potential Key Events** This budget is not earmarked for specific events, but provides the flexibility to react to one-off, unplanned events such as sports fixtures/large events in the city centre. Whilst reducing the budget would reduce this flexibility, further work will be undertaken to investigate the possibility of alternative funding being found on an ongoing basis.	**20**	0	20	**0**	This saving is assumed to be fully achievable at this stage of the year.
86	Resources	**Reduction in Cabinet Office** Staffing reduction in the Cabinet Office and Policy Team.	**27**	27	27	**0**	A post has been deleted and the saving fully achieved.
87	Resources	**Emergency Management** Streamlining ICT and other office resource, enhancing remote working practices and targeting income generation from public & private sector bodies.	**5**	5	5	**0**	This saving has been fully achieved.
88	Resources	**Commissioning & Procurement Local Authority Trading Company** A reduction in the fixed costs of the Strategic Procurement Team through the charging of full costed staff time to the recently approved local authority trading company.	**70**	0	70	**0**	There is reasonable confidence that this saving will be fully achieved. Work is currently being delivered for Pembrokeshire and Carmarthenshire Councils with some sizeable work likely in Cambridge over the next few months.
89	Resources	**Savings from reduction in Support Cost for HRPS system** Savings arising from planned reduction in support cost for HRPS IT systems. The costs associated with this were previously funded by post reductions in HR as required in the original business case model.	**100**	100	100	**0**	This saving has been fully achieved through a reduction in support costs for HRPS IT systems. The costs associated with this were previously funded by post reductions in HR.
	Resources Total		**1,268**	**555**	**1,268**	**0**	

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
90	Social Services	**Locality based service delivery** Mapping on a pilot basis in the current financial year, would appear to indicate opportunities for improved service delivery and reduced costs through service redesign on a locality focused basis. This would include consideration of accommodation models, commissioned services and community opportunities. It is likely however that significant work will be required to implement a revised commissioning model for care services, with a roll out likely to take place over a number of financial years.	**250**	0	0	**250**	Work is ongoing to establish a pilot scheme and a team of agency workers have been appointed. Possible links are to be made in relation to housing stock and the streamlining of connectivity to services. No specific savings are currently identifiable, however this position may change as the project develops.
91	Social Services	**Adolescent Resource Centre (ARC)** Second year impact of saving proposed for 2016/17. Saving predicated on step downs to lower cost forms of care, shorter stays, quicker return to families, reduced numbers entering care following referral and change in age profile of those in care.	**400**	0	0	**400**	A new location has been identified and should be operational by end of Q2 2017/18. A staff group is already in place and providing support. Significant cost avoidance savings are anticipated, however it is thought, at this stage, that this will only be sufficient to offset the unachieved saving carried forward from 2016/17. This will leave a subsequent shortfall in 2017/18.
92	Social Services	**Safer Families Initiative** Second year impact of 2016/17 savings proposal - utilise and encourage volunteering in the community to provide a mentoring service aimed at reducing Looked After Children admissions. Based on pilots in other authorities, it is anticipated that the scheme will reduce the numbers of children coming into the care system.	**240**	0	110	**130**	This proposal has been re-focused to pursue a more preventative service with increased emphasis on children on the edge of care. In partnership with Tros Gynnol, an early help model is being developed aimed at reducing the need for referrals. Although a cost avoidance saving is anticipated, a significant element of it will be required to offset the unachieved saving carried forward from 2016/17, leaving a shortfall in 2017/18.
93	Social Services	**Reduction in the Number of Children Placed in Out Of Area Placements** Second year impact of 2016/17 savings proposal. Aim to move children who are currently in residential care into alternative care settings, including enhanced fostering. Combine with other preventative initiatives aimed at reducing the number of looked after children in external placements.	**1,331**	300	1,331	**0**	A significant saving was achieved in 2016/17 in relation to the return of OOC placements to independence or lower cost forms of care. It will be a challenge to identify similar numbers in 2017/18, however a number of potential step downs have been identified. The potential for more locally based, cost effective, residential provision is also being explored. At this stage, therefore, a full saving is projected, however the position will need to be monitored closely through the year.
94	Social Services	**Early Help Strategy** Second year impact of 2016/17 savings proposal. To promote and facilitate early interventions to tackle problems emerging for children, young people and their families. Steering Group developed with partners to establish and develop a multi-agency approach, promoting early support, better outcomes and more cost effective delivery of services. The aim is to reduce demand for external placements over a three year period.	**488**	0	488	**0**	Savings were generated in 2016/17 as part of the early help proposals, notably in relation to rapid response and family group conferencing. It is anticipated that further savings will be generated in 2017/18. Savings are however largely cost avoiding in nature and can potentially be offset by overall increases in demand.
95	Social Services	**Remodelling of Children's Services** As part of the remodelling of Children's Services it is proposed that the centralised Family Intervention and Support (FISS) teams are disbanded and merged with the case-management teams in Targeted Services. It is not envisaged that this will reduce the level of service but it will provide an opportunity to make a saving against management and business support costs associated with delivering a central family support service. Separately, this proposal includes the reduction of a Child Health and Disability (CHAD) related home support worker post, reflecting changing workloads resulting from the increased take up of direct payments.	**150**	150	150	**0**	A number of posts have been put forward for deletion.
96	Social Services	**Review Emergency Accommodation Service for Learning Disability Service Users** Review the service and consider remodelling the social care crisis service to merge with the reprovision of the respite service.	**290**	0	100	**190**	A review of the service has been undertaken and re-modelling options considered. It is proposed that by absorbing similar respite services into the current EAS provision a saving can be achieved. At this stage, however, it is estimated that this will realise a saving of £100,000, leaving a shortfall against the target.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
97	Social Services	**Incentivise and work with external providers to improve efficiencies and reduce costs** Utilise the commissioning and procurement process to encourage providers to develop the skills and strengths of people to reduce reliance on services. Also consider block purchasing or internal provision of services utilising appropriate funding streams.	**53**	53	53	**0**	Savings have been achieved via a reduction in funding to external organisations.
98	Social Services	**Reinforce process for Continuing Healthcare (CHC) funding where primary health needs have been identified** Reinforce and robustly challenge through the Quality Assurance Process cases that are eligible for CHC funding and work closely with partners to address. In 2017/18 potential CHC funding for older people with particular emphasis on those in the community who have identified primary health needs will be actively pursued.	**350**	150	350	**0**	A significant saving was achieved in 2016/17 due to increased CHC (Health) funding for a number of care packages which were previously either wholly or jointly funded by the Council. The process of review is continuing and a number of care packages have been agreed as CHC in 2017/18. At this stage, therefore, it is anticipated that the saving will be achieved.
99	Social Services	**Retender Mental Health (MH) Supported Living Service** Review the specification and retender existing service in order to improve efficiencies and value for money.	**150**	0	50	**100**	This proposal involves the re-tendering of existing spot contracts for MH supported living. A revised timetable has had to be considered due to the proposed joint commissioning of a service with Health partners. Only a part year saving , arising from an initial review of care packages, is therefore projected at this stage.
100	Social Services	**Retender/reconfigure external provider contract with University Health Board (UHB) for specialised day care** To jointly review with the UHB, the needs of specialist day care services for service users currently utilising external provision and map the needs of young people in transition, to ensure that service delivery is appropriate and proportionate. To enter discussions with providers to deliver care in the most effective and efficient manner.	**170**	0	100	**70**	This proposal involves the review of existing day services in learning disabilities and the possible re-commissioning of services with Health. Proposals currently being considered, however it is unlikely a full saving will be realised in 2017/18.
101	Social Services	**Review domiciliary model of delivery** Continue to work closely with providers to identify efficiencies. Also explore different models of service delivery including the introduction of framework contracts etc. The proposal is to review the model of domiciliary care services in order to reduce overall cost. This will include working with care providers looking at a range of issues and service models which impact on the delivery of care.	**125**	50	125	**0**	In addition to an ongoing review of different models of domiciliary care going forward, a number of other initiatives have been put in place in an attempt to reduce the domiciliary care spend. These include a review of all double handed cases, an informal price ceiling and the continuation of a bridging team to provide extended reablement. Initial indications are that these are impacting on the hourly rate paid for domiciliary care.
102	Social Services	**Reduce and prevent reliance on statutory services utilising Information Advice and Assistance assessment and review** The proposal is to support the enhancement of a model of care which recognises the strengths and skills of individuals requesting care and support, recognises and encourages access to preventative services, to reablement, and recovery models of care and recognise that individuals experience episodes of requiring care. It is proposed that encouraging and supporting individuals in this way will help to reduce over reliance on long term services. This approach will help manage demand and will be in line with the spirit of the Social Services and Well-being (Wales) Act 2014.	**250**	0	250	**0**	A strengthened review function has been introduced (including enhanced FPOC) and evidence suggests overall numbers are being controlled. It is however likely that savings generated will be cost avoiding in nature. There are linkages to the initiatives referred to in the above saving and it is considered that the combined saving achieved will be sufficient to meet the targets set for the two proposals.
103	Social Services	**Re-modelling of skill mix within Adults Social Work Teams** The proposal is to review the mix of skills within the Adults Social Work teams. This will include consideration of the potential to re-designate some posts from qualified to unqualified positions. The action to be taken will ensure that the proposal will not result in unqualified staff taking on duties which are the responsibility of qualified social workers and currently undertaken by them.	**100**	100	100	**0**	Posts have been identified for deletion and the saving has been achieved.
104	Social Services	**Review the level of Learning Disability (LD) college placements** Work in collaboration with Cardiff and Vale College and Careers Wales to review all applications for residential college placements.	**100**	50	100	**0**	There is increased staff input into collation of information on prospective LD college placements to facilitate challenge. A number of potential applications are being held enabling the saving to be achieved.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
105	Social Services	**Review of Social Work Resource in Hospitals** The proposal is to review the provision of the Hospital Based Social Work Service to identify the potential to change the model to manage resource more effectively, to adjust the skills mix of social work staff and to establish alternative delivery models.	**90**	90	90	**0**	Posts have been identified for deletion and the saving has been achieved.
106	Social Services	**Review level of third sector expenditure** Review all third sector day spend and consistently apply a percentage reduction to the spend. Work with third sector organisations to develop more sustainable business models for the future utilising other external funding opportunities.	**100**	100	100	**0**	A reduction in payments to external organisations has been confirmed.
107	Social Services	**Recommission of Children's Respite/Short breaks service** Recommission the current contract for respite care/short breaks at Ty Storrie. New provision to reflect reduced demand for occupancy.	**50**	0	50	**0**	This saving is anticipated to be achieved though the exact model of service delivery to be determined. Consideration of in-house model is being undertaken.
108	Social Services	**Review level of continuing health care funding for children's placements** Review with health partners, relative contributions to children's residential placements.	**150**	0	150	**0**	A tri-partite agreement is required for joint funding of placements. Some have already been considered for CHC but rejected. Additional legal advice has been sought. Potentially, however, the saving could be met from just one looked after child transferring to CHC and, therefore, it is assumed to be achievable.
109	Social Services	**Reduce Therapy Costs in Children's Services** The proposal is to work with Health colleagues in the provision of Psychological Services for children and young people. Health have appointed a part time Psychologist specifically to provide services to Looked After Children. The proposal is to work with Health colleagues to negate the need to commission private assessment / therapy providers for a small group of children in long term care.	**30**	0	30	**0**	There is an agreement with Health to set up a joint team to provide in-house support.
110	Social Services	**Joint commissioning of residential and nursing home beds with Health to create efficiencies** Joint commissioning with Health to create efficiencies through a new procurement model.	**130**	0	100	**30**	Joint procurement is being considered as part of a Health led integration. It is unlikely that joint procurement will take place in 2017/18. Informal controls are now in place to limit price levels and an enhanced brokerage function is also being established with a view to reducing placement costs.
	Social Services Total		**4,997**	**1,043**	**3,827**	**1,170**	
COUNCIL TOTAL			**14,157**	**3,581**	**12,402**	**1,755**	

UNACHIEVED DIRECTORATE SAVINGS 2016/17 **APPENDIX 2(b)**

REF	Directorate 2017/18	Directorate Savings 2016/17	Total Saving (£000)	Saving achieved in 2016/17 (£'000)	Balance of savings to be found (£'000)	Saving achieved in 2017/18 (£'000)	Projected savings in 2017/18 (£'000)	Projected Shortfall 2017/18 (£'000)	Comments
1	City Operations	**Alternative delivery for Leisure** - a new operating model in Leisure.	**850**	0	**850**	850	850	**0**	A new operator was appointed with effect from 1 Dec 2016. The agreed subsidy payment enables this saving to be realised.
2	City Operations	**New model for Children's Play -** a new delivery model for Children's Play responsive to the needs of children and young people. Play, including after school club activities, will in future be run from a range of community facilities within Neighbourhood Partnership areas.	**270**	172	**98**	33	98	**0**	The delay and complications around the CATs created a shortfall against the overall target. The delivery programme is currently being revised but reduced agency and operational costs in year should enable the saving to be realised.
3	City Operations	**Reshaping of grounds maintenance service -** reshaping of grounds maintenance services to protect core services whilst increasing productivity.	**450**	395	**55**	0	55	**0**	The shortfall relates to CTS vehicle recharges (£40,000) and Catering Concessions (£15,000). The CTS element is dependent on further discussions with CTS to try and seek agreement. The catering element is reliant on being successful in attracting an interested party. Both these issues are being pursued and it is assumed that the saving will be achieved in full.
4	City Operations	**Landscape design fees - improve recharging process** - a new mechanism for fees and charges will be introduced as part of a review of the landscape design service.	**128**	96	**32**	0	0	**32**	Whilst a large proportion of the original saving was realised in 2016/17, the sum brought forward was dependent on the transfer of the Parks Landscape Design Team to the Highways Design & Delivery Team. This is yet to take place.
5	City Operations	**New Operating Model for City Operations** - the business case for reshaping services within City Operations.	**418**	0	**418**	296	296	**122**	A detailed delivery plan is in place to achieve this saving which includes staff reorganisation/VS and other non staff savings. However the reorganisation is yet to be approved which may delay a proportion of the saving being achieved.
6	City Operations	**Public Transport** - saving to be realised through transfer of Heliport to new operator.	**40**	0	**40**	0	40	**0**	Whilst a new operator is in place, various liabilities continue to be a burden for the Council. Clarification is needed regarding who should now be managing this site, however the saving is assumed to be achievable.
7	City Operations	**Maintenance Operations -** review of additional staff payments.	**50**	0	**50**	0	50	**0**	Changes have been made to working and supervisory arrangements, improved awareness of the need to work smartly has been acknowledged and the practice of charging to external clients and transferring costs wherever possible to achieve the savings target across the directorate is in place. Whilst this did not deliver any of the saving in 2016/17 this should be delivered in the current year.
8	City Operations	**One Directorate Synergies -** alignment of core processes within the new City Operations Directorate will result in synergies.	**157**	58	**99**	99	99	**0**	A detailed delivery plan is in place to achieve this saving which includes staff reorganisation/VS and other non staff savings.
9	City Operations	**Commercialisation -** improved charging and income generation projects within the Transport Portfolio.	**200**	110	**90**	0	90	**0**	A detailed plan is being developed to improve digitalisation and commercialisation across the directorate. This is likely to require up front funding, the source of which will need to be identified.
10	City Operations	**Improved digitalisation of services and payments** - introduce E-auctioning to all areas of the City Operations directorate.	**100**	0	**100**	0	100	**0**	A detailed plan is being developed to improve digitalisation and commercialisation across the directorate. This is likely to require up front funding, the source of which will need to be identified.
11	City Operations	**Street Lighting Dimming -** The Council approved an invest to save scheme for the dimming of street lights in residential areas. The scheme is to be implemented over three years with a total of approximately 24,000 street lights being dimmed. It is planned to complete the installation of dimming units on 8,000 street lighting units this financial year with the result that savings will start to be made next year.	**35**	0	**35**	0	35	**0**	A project plan is in place to be completed by November 2017. The saving shortfall should be delivered from the consequential reduced energy costs.
12	City Operations	**Street Lighting Conversion to LED -** Replace main route lighting with LED to reduce long term energy expenditure.	**150**	79	**71**	0	71	**0**	A project plan is in place to be completed by November 2017. The saving shortfall should be delivered from the consequential reduced energy costs.
		Total City Operations	**2,848**	**910**	**1,938**	**1,278**	**1,784**	**154**	

REF	Directorate 2017/18	Directorate Savings 2016/17	Total Saving (£000)	Saving achieved in 2016/17 (£'000)	Balance of savings to be found (£'000)	Saving achieved in 2017/18 (£'000)	Projected savings in 2017/18 (£'000)	Projected Shortfall 2017/18 (£'000)	Comments
13	Communities Housing & Customer Services	**Alarm Receiving Centre Additional Income** - further realisation of income opportunities following the creation of the Alarm Receiving Centre.	**300**	0	**300**	0	12	**288**	Current indications project a £288,000 shortfall in relation to this savings target. The directorate regularly review the projections and any changes to this position will be reflected in future reports.
14	Communities Housing & Customer Services	**Continued roll out of the Libraries/Hub Strategy** - this saving will be delivered through implementing the recommendations of the Cabinet Report in relation to Roath Library and the vacation of the Dominions Way storage facility.	**250**	167	**83**	83	83	**0**	This saving has been achieved in full.
		Total - Communities, Housing & Customer Services Total	**550**	**167**	**383**	**83**	**95**	**288**	
		Total - Corporate Management	**0**	**0**	**0**	0	**0**	**0**	
15	Economic Development	**Capitalisation of posts - Major Projects** - appropriate charging of staffing costs within Major Projects (two full time and one part time post) to reflect capital works undertaken.	**86**	45	**41**	0	41	**0**	This saving is currently anticipated to be achieved in full. As in previous years, progress will be monitored closely throughout the year and projections updated accordingly as and when scheme details become available.
16	Economic Development	**Alternative model for the delivery of the Taxi Marshalling service –** release revenue funding through a new approach to funding the taxi marshalling service for night time economy in the city centre on weekends.	**82**	0	**82**	0	16	**66**	It is anticipated that this saving will be part achieved following draft proposals for a reduction in Taxi Marshalling hours effective September 2017. The full year impact is likely to achieve savings of £32,000 with a shortfall of £66,000 in year. Further options are being explored and any changes will be updated as information becomes available.
17	Economic Development	**Increase in City Centre Management Income -** through increased use of activity sites in the city centre.	**45**	0	**45**	0	45	**0**	It is currently anticipated that this projection will be achieved in full via the introduction of a new German Market at Christmas and other Med Market appearances throughout the year.
18	Economic Development	**Income and Business Process Efficiencies - Strategic Estates** - generate additional rental income from the Council's property estate through the periodic rent review process.	**56**	0	**56**	0	56	**0**	This saving is expected to be achieved in full based on additional rental income due to be received in respect of proposed rent reviews, lease re-gears, new lettings, acquisitions and licence income due this year.
19	Economic Development	**Office Accommodation** - next phase of savings from the office rationalisation programme. Ensuring more effective use of the Council's existing property estate and considering opportunities to rationalise where possible.	**1,250**	703	**547**	0	547	**0**	It is anticipated that this saving will be achieved in full following the relinquishment of the lease at Global Link and the disposal of other smaller Council buildings within the Office Rationalisation division. Further disposals are earmarked for 2017-18 and any delays in this regard this may further impact on the position.
		Total - Economic Development	**1,519**	**748**	**771**	**0**	**705**	**66**	
20	Economic Development (Commercial Services)	**One Directorate Synergies -** alignment of core processes within the new City Operations Directorate will result in synergies.	**33**	0	**33**	0	33	**0**	The saving is expected to be achieved following a small staff restructure in Waste Services.
21	Economic Development (Commercial Services)	**One Directorate Synergies -** alignment of core processes within the new City Operations Directorate will result in synergies.	**50**	0	**50**	0	50	**0**	The saving was achieved through a Voluntary Severance request processed at the end of May 2017.
22	Economic Development (Commercial Services)	**Improved automated security at Lamby Way depot** - security operation replaced by CCTV.	**68**	0	**68**	0	34	**34**	The saving shortfall is caused by the delayed opening of the new HWRC at Lamby Way. The site opened in June 2017, however the saving will not be realised until barriers are in place to secure the site allowing 2 security posts to be released. This work is anticipated to be completed in September 2017 which will release a part year saving in 2017/18. The 2017/18 shortfall on this saving will be mitigated by income received from the continued operation of Lamby Way landfill site until its planned closure.

REF	Directorate 2017/18	Directorate Savings 2016/17	Total Saving (£000)	Saving achieved in 2016/17 (£'000)	Balance of savings to be found (£'000)	Saving achieved in 2017/18 (£'000)	Projected savings in 2017/18 (£'000)	Projected Shortfall 2017/18 (£'000)	Comments
23	Economic Development (Commercial Services)	**Further increasing income opportunity from renewal of landfill gas generator contract** - contract negotiations in place.	**100**	0	**100**	100	100	**0**	The operator has reduced the number of generator's reflecting the lower levels of gas extracted from the landfill. As a consequence this saving cannot be achieved. However the continued operation of the Landfill site for external customers until June 2017 has been sufficient to cover this shortfall in 2017/18. It is hoped that a renegotiation of contract terms with the gas operator due to take place in 2017/18 should enable additional income for future years to enable the savings target to be achieved going forward.
24	Economic Development (Commercial Services)	**Improved digitalisation of services and payments** - introduce E-auctioning to all areas of the City Operations directorate.	**100**	0	**100**	30	30	**70**	Part of the saving will be achieved through the revised 'Tidy Text' facility. The directorate continue to consider how the remainder of this saving can be achieved but as there is no detailed plan it is possible the shortfall will remain.
25	Economic Development (Commercial Services)	**Alternative Delivery Model -** Security and Cleaning.	**135**	54	**81**	**0**	81	**0**	The Cleaning savings will be achieved through the implementation of an improvement plan for the delivery of cleaning services and also through a reduction in sickness and hence a reduction in usage of agency workers. A review of the Security Service by the Council's Commercial Partner commenced in June 2017. The review will culminate in the implementation of an action plan for improvements in service delivery, operational efficiencies and opportunities for commercial growth.
26	Economic Development (Commercial Services)	**Vehicle replacement programme -** efficiencies through procurement.	**68**	0	**68**	**68**	68	**0**	The directorate have renegotiated leases to fully achieve this saving.
27	Economic Development (Commercial Services)	**Reduction in Agency (Sickness & General) & General Staffing Savings - CLEANING**	**56**	8	**48**	0	48	**0**	The saving will be achieved through the implementation of an improvement plan for the delivery of cleaning services and also through a reduction in sickness and hence a reduction in usage of agency workers.
28	Economic Development (Commercial Services)	**Vehicle Utilisation**	**400**	79	**321**	101	321	**0**	It is intended that the shortfall will be achieved by March 2018. An amount of £101,000 has already been secured. This relates to the full year effect of the 2016/17 saving activity (£79,000 part year saving, £180,000 full year saving). The Organisational Development Team is now leading on the analysis work required to identify the utilisation saving opportunities across the Council. The Organisational Development Team will also be commencing a review of saving opportunities in respect of the plant and machinery, etc. that is used across the Council.
		Total - Economic Development (Commercial Services)	**1,010**	**141**	**869**	**299**	**765**	**104**	
		Grand Total - Economic Development	**2,529**	**889**	**1,640**	**299**	**1,470**	**170**	
29	Education & Lifelong Learning	**Reduction in OOC Costs:** Reduction in costs of placements with other Local Authorities Reduction in number of Looked After Children placed Out Of County Reduction in number of new placements	**930**	370	**560**	0	0	**560**	A significant amount of work is still required to achieve this saving. A working group has been established to look at the issue, however this is still in its infancy. Current indications are that the overall cost of Out of County placements will increase compared to 2016/17 and, therefore, at this stage, it is not felt that any of the saving will be achieved.

REF	Directorate 2017/18	Directorate Savings 2016/17	Total Saving (£000)	Saving achieved in 2016/17 (£'000)	Balance of savings to be found (£'000)	Saving achieved in 2017/18 (£'000)	Projected savings in 2017/18 (£'000)	Projected Shortfall 2017/18 (£'000)	Comments
30	Education & Lifelong Learning	**Reduction in central costs for the Education of Children not in School** - over the past three financial years there has been a reduction in the level of central subsidy for pupils who are not educated in school. This saving will be achieved through the examination of a different delivery model for tuition through the commissioning of an external agency as opposed to direct employment of tutors which will reduce the overall cost of the service. Whilst it is expected that the full saving will be deliverable in this manner any shortfall will be recouped through an additional charge being levied on schools for providing tuition to pupils on roll in a school but educated elsewhere.	**149**	0	**149**	0	149	**0**	A working group has been established and is looking at EOTAS provision across the board, part of which will be a focus on the Tuition Service. A preferred new model of operation has been identified, however this has not yet been implemented. Until that happens, there remains a significant risk to the achievement of this saving, however, for now, it is assumed that the saving can be achieved in full.
31	Education & Lifelong Learning	**Reduction in staffing for Performance Management** - the Performance and Information team provide a central resource to gather, analyse and disseminate the relevant pupil led, school level and authority level data necessary to allow the Council to discharge its statutory reporting duties. This saving will be achieved through a restructuring of this team which will align itself with other data functions both inside and outside the Council.	**35**	0	**35**	0	35	**0**	The restructure has taken place but was unable to deliver the required saving without compromising service delivery. The directorate is identifying an alternative saving to offset this issue for 2017/18 and future years.
		Total - Education and Lifelong Learning	**1,114**	**370**	**744**	**0**	**184**	**560**	
32	Resources	**Extension of Income Enforcement Service** - continue with recent changes to bring more of the enforcement of Penalty Charge Notices (PCNs) directly under the control of Local Authority staff. The majority of compliance and enforcement activity required to collect outstanding PCN notices will be carried out by directly employed Council staff.	**150**	85	**65**	0	65	**0**	The volume of PCN fines has increased and recent analysis of income for 2017-18 has indicated that the 2016-17 shortfall will now be achieved.
33	Resources	**Digitalisation**	**875**	600	**275**	0	275	**0**	Work is continuing to identify and realise savings arising from digitalisation in the current year including on-going initiatives to reduce spend on postages, printing and stationery. This is being supported through the Organisational Development Programme. At this stage it is anticipated that the full saving will be achieved but this will continue to be closely monitored during the year.
		Total - Resources	**1,025**	**685**	**340**	**0**	**340**	**0**	
34	Social Services	**Establish an Adolescent Resource Centre** - this is a resource to assist in supporting young people to stay at home. It is based on a model operated in other authorities and will require some initial investment to establish the facility. This proposal is a gross saving with an associated cost included in the financial pressures.	**700**	218	**482**	150	400	**82**	A new location has been identified and will be potentially operational by the end of Q2 2017/18. A staff group is already in place and delivering a service. Some savings have already been identified, albeit these and further savings are likely to be cost avoiding in nature. Significant overall saving are anticipated, however it is thought, at this stage, that this will not be sufficient to fully offset the unachieved saving carried forward from 2016/17.
35	Social Services	**Safer Families Initiative** - utilise and encourage volunteering in the community to provide a mentoring service aimed at reducing Looked After Children admissions. Based on pilot in other authorities, it is anticipated that the scheme will reduce the numbers of children coming into the care system. Research suggests an average saving of £5.4k per child referred. Forty referrals are targeted for 2016/17. This proposal is a gross saving with an associated cost included in the financial pressures.	**210**	136	**74**	0	74	**0**	This proposal has been re-focused to pursue a more preventative service with increased emphasis on children on the edge of care. In partnership with Tros Gynnol, an early help model is being developed aimed at reducing the need for referrals. A cost avoidance saving sufficient to offset the unachieved saving carried forward from 2016/17 is currently anticipated.
36	Social Services	**Review of Commissioned Services** - a number of commissioning opportunities have been identified by the directorate to be targeted in 2016/17.	**1,000**	826	**174**	80	174	**0**	It is anticipated that this residual saving will be achieved via the full year effect of initiatives that started part way through 2016/17, notably in relation to extracare, CRT and the introduction of a grant funded bridging team offering extended reablement.
37	Social Services	**Review of administrative arrangements for Direct Payments** - This will include the current contract with a support provider. Consideration to be given to alternative service delivery focussing on quality and best use of resources whilst continuing to maintain existing service user support to those receiving a direct payment.	**200**	0	**200**	0	120	**80**	Procurement process completed with the new provider is due to commence in August 2017. Costings suggest that the carry forward saving can be achieved in a full year. Only a part year saving will however be achievable in 2017/18.

REF	Directorate 2017/18	Directorate Savings 2016/17	Total Saving (£000)	Saving achieved in 2016/17 (£'000)	Balance of savings to be found (£'000)	Saving achieved in 2017/18 (£'000)	Projected savings in 2017/18 (£'000)	Projected Shortfall 2017/18 (£'000)	Comments
38	Social Services	**Reduction in external legal costs** - Proposed reduction in the external legal advice costs incurred in relation to Children's services, including the examination of alternative internal arrangements.	**130**	0	**130**	0	130	**0**	As part of the centralisation of external legal costs, the budget was transferred to Legal Services and forms part of the overall position within that directorate.
39	Social Services	**Locality based service delivery -** initial mapping on a pilot basis would appear to indicate opportunities for improved service delivery and reduced costs through service redesign on a locality focused basis. This would include consideration of accommodation models, commissioned services and community opportunities. It is likely however that significant work will be required to implement a revised commissioning model for care services, with a roll out likely to take place over a number of financial years.	**250**	124	**126**	0	0	**126**	Work is ongoing to establish a pilot scheme and an agency staff group has been appointed. Possible links to be made in relation to housing stock and the streamlining of connectivity to services. No specific savings are currently identifiable, however the position may change as the project develops.
40	Social Services	**Travel/Mileage**	**194**	8	**186**	0	0	**186**	Limited reduction in travel costs is so far evident to date.
41	Social Services	**Reduction in Agency (Sickness & General) & General Staffing Savings**	**168**	0	**168**	0	100	**68**	The current plan to re-model the service and enhance the staff resource gives confidence that the level of agency used can be reduced. This will, however, be partly dependent on the market in regard to the recruitment of staff, which is a variable that cannot necessarily be controlled.
		Total - Social Services	**2,852**	**1,312**	**1,540**	**230**	**998**	**542**	
COUNCIL TOTAL			**10,918**	**4,333**	**6,585**	**1,822**	**4,871**	**1,714**	

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DIRECTORATE & SCHEME	2017-18 Programme	2016-17 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2017-18	Projected Outturn	(Underspend)/ Overspend GF	(Underspend)/ Overspend Other	Invest to Save slippage/SOP 'reserve'	Slippage GCF	Slippage Other	Total Variance
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
CITY OPERATIONS													
Energy Projects and Sustainability													
Energy Retrofit of Buildings	2,023	0	82	0	0	2,105	1,209	0	0	(896)	0	0	**(896)**
Salix Energy Efficiency Loan Scheme (SEELS)	0	0	0	500	0	500	500		0	0	0	0	**0**
Total Energy Projects and Sustainability	**2,023**	**0**	**82**	**500**	**0**	**2,605**	**1,709**	**0**	**0**	**(896)**	**0**	**0**	**(896)**
Regulatory													
Shared Regulatory Services	117	0	0	0	0	117	0	(117)	0	0	0	0	**(117)**
S106 Schemes		0	12	0	0	12	12	0	0	0	0	0	**0**
Total Regulatory	**117**	**0**	**12**	**0**	**0**	**129**	**12**	**(117)**	**0**	**0**	**0**	**0**	**(117)**
Parks & Green Spaces													
Asset Renewal Buildings	75	0	0	0	0	75	75	0	0	0	0	0	**0**
Asset Renewal Parks Infrastructure	140	10	0	0	0	150	150	0	0	0	0	0	**0**
Play Equipment	90	52	0	0	0	142	142	0	0	0	0	0	**0**
Flood Risk Prevention	0	213	0	0	0	213	153	0	0	0	(60)	0	**(60)**
Parc Cefn Onn	490	28	0	0	0	518	356	0	0	0	0	(162)	**(162)**
Roath Park	200	0	0	0	0	200	200	0	0	0	0	0	**0**
3G Pitch - Grange Gardens	0	0	0	0	96	96	96	0	0	0	0	0	**0**
S106 Schemes	0	765	119	0	100	984	984	0	0	0	0	0	**0**
Total Parks & Green Spaces	**995**	**1,068**	**119**	**0**	**196**	**2,378**	**2,156**	**0**	**0**	**0**	**(60)**	**(162)**	**(222)**
Leisure													
Leisure Centres Priority Works	0	273	0	0	0	273	273	0	0	0	0	0	**0**
Asset Renewal Buildings	106	0	0	0	0	106	106	0	0	0	0	0	**0**
Leisure Centres (GLL)	500	1,000	0	0	0	1,500	1,500	0	0	0	0	0	**0**
Leisure Centres (Channel View)	500	0	0	0	0	500	500	0	0	0	0	0	**0**
STAR Centre Equipment	0	0	0	0	106	106	106	0	0	0	0	0	**0**
Total Leisure	**1,106**	**1,273**	**0**	**0**	**106**	**2,485**	**2,485**	**0**	**0**	**0**	**0**	**0**	**0**
Bereavement & Registration Services													
Asset Renewal Buildings	150	0	0	0	0	150	150	0	0	0	0	0	**0**
Improvements funded by Bereavement reserve	150	0	0	0	0	150	150	0	0	0	0	0	**0**
Total Bereavement & Registration Services	**300**	**0**	**0**	**0**	**0**	**300**	**300**	**0**	**0**	**0**	**0**	**0**	**0**
Highway Infrastructure													
Highway Reconstruction	300	747	0	383	0	1,430	1,430	0	0	0	0	0	**0**
Highway Resurfacing	1,950	0	0	(393)	0	1,557	1,557	0	0	0	0	0	**0**
Footpath Resurfacing	535	0	0	(210)	0	325	325	0	0	0	0	0	**0**
Footpath Improvements around Highway Trees	125	0	0	0	0	125	125	0	0	0	0	0	**0**
Bridges & Structures	750	330	0	0	0	1,080	1,080	0	0	0	0	0	**0**
Street Lighting Column Replacement	270	88	0	0	0	358	358	0	0	0	0	0	**0**
LED Lighting on Principal Roads (Invest to Save)	2,816	732	0	0	0	3,548	3,548	0	0	0	0	0	**0**
Greener Grangetown	0	1,775	0	220	0	1,995	1,995	0	0	0	0	0	**0**
Bute Crane Refurbishment	25	0	0	0	0	25	25	0	0	0	0	0	**0**
Rhiwbina Flood Defence scheme	0	21	0	0	0	21	21	0	0	0	0	0	**0**
Total Highway Maintenance	**6,771**	**3,693**	**0**	**0**	**0**	**10,464**	**10,464**	**0**	**0**	**0**	**0**	**0**	**0**
Traffic & Transportation													
Asset Renewal Transport & Traffic Management	335	0	0	0	0	335	335 #	0	0	0	0	0	**0**
Asset Renewal Telematics/Butetown Tunnel	50	340	0	0	0	390	390	0	0	0	0	0	**0**
Cycling Development Asset Renewal	800	38	0	0	0	838	838 #	0	0	0	0	0	**0**
Transport Grant Match Funding	375	250	0	0	0	625	625	0	0	0	0	0	**0**
Local Transport Fund Grant	1,500	0	(236)	0	0	1,264	1,264	0	0	0	0	0	**0**
Road Safety Grant	450	0	0	0	55	505	505	0	0	0	0	0	**0**

Safe Routes in Communities Grant	450	0	0	0	25	475	475)	0	0	0	0	0	**0**
Moving Offences Enforcement - Parking Reserve	430	0	0	0	0	430	430	0	0	0	0	0	**0**
Bus Corridor Improvements - Parking Reserve	335	0	0	0	0	335	335	0	0	0	0	0	**0**
Cardiff West Interchange	1,175	350	0	0	0	1,525	125 #	0	0	0	(1,400)	0	**(1,400)**
CCTV System & Traffic Control Upgrade	525	337	0	0	0	862	862	0	0	0	0	0	**0**
S106 schemes	0	354	104	0	351	809	809	0	0	0	0	0	**0**
Total Traffic & Transportation	**6,425**	**1,669**	**(132)**	**0**	**431**	**8,393**	**6,993 #**	**0**	**0**	**0**	**(1,400)**	**0**	**(1,400))**
Strategic Planning													
S106 Schemes	0	111	93	0	(14)	190	190	0	0	0	0	0	**0**
Total Strategic Planning	**0**	**111**	**93**	**0**	**(14)**	**190**	**190)**	**0**	**0**	**0**	**0**	**0**	**0)**
Harbour Authority													
Harbour Asset Renewal	380	0	(3)	0	0	377	377	0	0	0	0	0	**0**
Total Harbour Authority	**380**	**0**	**(3)**	**0**	**0**	**377**	**377**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL CITY OPERATIONS	**18,117**	**7,814**	**159**	**500**	**719**	**27,309**	**24,674 #**	**(117)**	**0**	**(896)**	**(1,460)**	**(162)**	**(2,635))**
COMMUNITIES, HOUSING & CUSTOMER SERVICES													
Citizen Hubs													
St Mellons Hub Phase 2	1,950	748	0	0	0	2,698	2,698	0	0	0	0	0	**0**
Llanishen Hub	0	436	0	0	0	436	436 #	0	0	0	0	0	**0 #**
Llandaff North & Gabalfa Hub	0	45	0	0	0	45	45	0	0	0	0	0	**0**
Llanedeyrn Hub	110	906	(80)	0	0	936	936	0	0	0	0	0	**0**
Total Citizen Hubs	**2,060**	**2,135**	**(80)**	**0**	**0**	**4,115**	**4,115 #**	**0**	**0**	**0**	**0**	**0**	**0 #**
Neighbourhood Regeneration													
Neighbourhood Renewal schemes	280	261	0	0	0	541	541	0	0	0	0	0	**0**
Local Shopping Centre Regeneration	360	214	0	0	0	574	574	0	0	0	0	0	**0**
Maelfa Centre Regeneration	1,400	(92)	0	0	0	1,308	1,050	0	0	0	(258)	0	**(258)**
Alleygating	50	15	0	0	0	65	65	0	0	0	0	0	**0**
S106 Schemes	0	0	276	0	(212)	64	64	0	0	0	0	0	**0**
Total Neighbourhood Regeneration	**2,090**	**398**	**276**	**0**	**(212)**	**2,552**	**2,294)**	**0**	**0**	**0**	**(258)**	**0**	**(258))**
Housing (General Fund)													
Disabled Facilities Service	3,800	605	0	0	0	4,405	3,905	0	0	0	(500)	0	**(500)**
Enable Adaptations Support for Independent Living	400	0	(1)	0	0	399	399	0	0	0	0	0	**0**
Estate Environmental Improvements	250	177	0	0	0	427	427	0	0	0	0	0	**0**
WG ARBED ECO Grant	0	0	0	0	556	556	556	0	0	0	0	0	**0**
Domestic Abuse Multi-Agency Hub	400	0	0	0	0	400	100	0	0	0	(300)	0	**(300) #**
S106 Schemes	0	0	0	0	447	447	447	0	0	0	0	0	**0**
Total Housing	**4,850**	**782**	**(1)**	**0**	**1,003**	**6,634**	**5,834)**	**0**	**0**	**0**	**(800)**	**0**	**(800) #**
TOTAL Communities, Housing & Customer Services	**9,000**	**3,315**	**195**	**0**	**791**	**13,301**	**12,243 #**	**0**	**0**	**0**	**(1,058)**	**0**	**(1,058) #**
ECONOMIC DEVELOPMENT													
Business & Investment													
Town Centre Loan Scheme	0	0	0	0	1,000	1,000	1,000	0	0	0	0	0	**0**
Council/S4C Investment Fund	0	50	0	0	0	50	50	0	0	0	0	0	**0**
Cardiff Social Innovation fund	0	29	0	0	0	29	29	0	0	0	0	0	**0**
S106 Schemes	0	382	104	0	(355)	131	74	0	0	0	0	(57)	**(57)**
Total Business & Investment	**0**	**461**	**104**	**0**	**645**	**1,210**	**1,153)**	**0**	**0**	**0**	**0**	**(57)**	**(57))**
City Development and Major Projects													
Dumballs Road Regeneration	1,600	0	0	0	0	1,600	1,600	0	0	0	0	0	**0**
Cardiff Enterprise Zone	2,500	(12,075)	12,500	0	0	2,925	2,925	0	0	0	0	0	**0**
ISV Temporary Car Park	1,300	113	(170)	0	0	1,243	0	0	0	0	(1,243)	0	**(1,243)**
Central Square Integrated Transport Hub	5,000	500	0	0	0	5,500	6,000	0	0	0	0	500	**500**
Central Square Public Realm Detailed Design	2,000	903	0	0	0	2,903	2,903	0	0	0	0	0	**0**
Leckwith Allotments	0	150	0	0	0	150	150	0	0	0	0	0	**0**
Total City Development & Major Projects	**12,400**	**(10,409)**	**12,330**	**0**	**0**	**14,321**	**13,578)**	**0**	**0**	**0**	**(1,243)**	**500**	**(743))**

Commercial Services													
New HWRC Lamby Way	0	345	0	0	0	345	658	0	313	0	0	0	**313**
Plastics Auto Sorter (Invest to Save)	650	0	0	0	0	650	650	0	0	0	0	0	**0**
Waste Material Recycling Facility Upgrades	45	0	0	0	0	45	45	0	0	0	0	0	**0**
Asset Renewal Buildings	712	71	0	0	0	783	783	0	0	0	0	0	**0**
Asset Renewal - Vehicle Replacement	200	(4)	0	0	0	196	196	0	0	0	0	0	**0**
Total Commercial Services	**1,607**	**412**	**0**	**0**	**0**	**2,019**	**2,332**	**0**	**313**	**0**	**0**	**0**	**313**
Venues & Cultural Facilities													
Asset Renewal Buildings	252	159	0	0	0	411	411	0	0	0	0	0	**0**
New Theatre Roof	0	115	0	0	0	115	115	0	0	0	0	0	**0**
St David's Hall & New Theatre Priority Works	0	306	0	0	0	306	306	0	0	0	0	0	**0**
Total Venues & Cultural Facilities	**252**	**580**	**0**	**0**	**0**	**832**	**832**	**0**	**0**	**0**	**0**	**0**	**0 #**
Property & Asset Management													
Asset Renewal Buildings	60	0	0	0	0	60	60	0	0	0	0	0	**0**
Office Accommodation Rationalisation	200	0	0	0	0	200	200	0	0	0	0	0	**0**
Community Asset Transfer	50	44	0	0	0	94	44	0	0	0	(50)	0	**(50)**
Total Property and Asset Management	**310**	**44**	**0**	**0**	**0**	**354**	**304**	**0**	**0**	**0**	**(50)**	**0**	**(50)**
TOTAL ECONOMIC DEVELOPMENT	**14,569**	**(8,912)**	**12,434**	**0**	**645**	**18,736**	**18,199**	**0**	**313**	**0**	**(1,293)**	**443**	**(537) #**
EDUCATION & LIFELONG LEARNING													
Schools - General													
Planning & Development													
Asset Renewal Buildings	6,867	(2,103)	0	0	0	4,764	4,849	85	0	0	0	0	**85**
Suitability and Sufficiency	1,040	0	0	0	0	1,040	1,040	0	0	0	0	0	**0**
Early Years - Flying Start	0	64	(24)	0	77	117	117	0	0	0	0	0	**0**
Whitchurch High School	0	975	0	0	0	975	975	0	0	0	0	0	**0**
Total Planning & Development	**7,907**	**(1,064)**	**(24)**	**0**	**77**	**6,896**	**6,981**	**85**	**0**	**0**	**0**	**0**	**85**
Other schemes													
Schools ICT	100	0	0	0	0	100	500	0	0	0	400	0	**400**
Fire Precautions	250	0	0	0	0	250	250	0	0	0	0	0	**0**
Safeguarding Lobbies	100	0	0	0	0	100	100	0	0	0	0	0	**0**
St Mellons Primary	250	0	0	0	0	250	250	0	0	0	0	0	**0**
Kitchen Improvements	100	0	0	0	0	100	100	0	0	0	0	0	**0**
Total Other schemes	**800**	**0**	**0**	**0**	**0**	**800**	**1,200**	**0**	**0**	**0**	**400**	**0**	**400**
Total Schools	**8,707**	**(1,064)**	**(24)**	**0**	**77**	**7,696**	**8,181**	**85**	**0**	**0**	**400**	**0**	**485**
Schools Organisation Planning													
21st Century Schools	49,987	15,022	(15,052)	0	21	49,978	49,978	0	0	0	0	0	**0**
Total Schools Organisation Planning	**49,987**	**15,022**	**(15,052)**	**0**	**21**	**49,978**	**49,978**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL EDUCATION & LIFELONG LEARNING	**58,694**	**13,958**	**(15,076)**	**0**	**98**	**57,674**	**58,159**	**85**	**0**	**0**	**400**	**0**	**485**
RESOURCES													
Technology													
Modernising IT to improve Business Processes	(796)	1,776	0	0	0	980	980	0	0	0	0	0	**0**
ICT Refresh	400	19	0	0	0	419	360	0	0	0	(59)	0	**(59)**
Total Technology	**(396)**	**1,795**	**0**	**0**	**0**	**1,399**	**1,340**	**0**	**0**	**0**	**(59)**	**0**	**(59)**
Corporate													

Contingency	200	0	0	0	0	200	200	0	0	0	0	0	**0**
Invest to Save annual allocation	500	0	0	(500)	0	0	0	0	0	0	0	0	**0**
Total Corporate	**700**	**0**	**0**	**(500)**	**0**	**200**	**200)**	**0**	**0**	**0**	**0**	**0**	**0)**
TOTAL RESOURCES	**304**	**1,795**	**0**	**(500)**	**0**	**1,599**	**1,540)**	**0**	**0**	**0**	**(59)**	**0**	**(59))**
SOCIAL SERVICES													
Adult Services													
Tremorfa Day Services (ICF)	250	0	0	0	50	300	300	0	0	0	0	0	**0)**
ICF Day Centre Strategy	330	0	0	0	0	330	330	0	0	0	0	0	**0**
Day Centre Opportunities	1,132	35	0	0	0	1,167	1,167	0	0	0	0	0	**0)**
Total Adult Services	**1,712**	**35**	**0**	**0**	**50**	**1,797**	**1,797)**	**0**	**0**	**0**	**0**	**0**	**0)**
Children's Services													
Children's Services Accommodation Strategy	**260**	**0**	**0**	**0**	**0**	**260**	**329**	**0**	**0**	**0**	**69**	**0**	**69**
TOTAL SOCIAL SERVICES	**1,972**	**35**	**0**	**0**	**50**	**2,057**	**2,126)**	**0**	**0**	**0**	**69**	**0**	**69)**
TOTAL GENERAL FUND	**102,656**	**18,005**	**(2,288)**	**0**	**2,303**	**120,676**	**116,941 #**	**(32)**	**313**	**(896)**	**(3,401)**	**281**	**(3,735) #**
PUBLIC HOUSING (HRA)													
Housing Development	1,500	163	(163)	0	0	1,500	1,500	0	0	0	0	0	**0**
Estate Regeneration and Stock Remodelling	3,000	59	(59)	0	0	3,000	3,000	0	0	0	0	0	**0**
External and Internal improvements to buildings	14,250	1,699	(1,699)	0	0	14,250	14,250	0	0	0	0	0	**0**
Disabled Facilities Service	2,300	71	(71)	0	0	2,300	2,300	0	0	0	0	0	**0**
Cardiff Living New Builds	6,191	0	0	0	0	6,191	6,191	0	0	0	0	0	**0**
Property Buybacks	0	2,082	(2,082)	0	2,582	2,582	2,582	0	0	0	0	0	**0**
Hubs	355	0	0	0	0	355	655	0	0	0	300	0	**300**
Modernising IT to improve Business Processes	100	0	0	0	0	100	100	0	0	0	0	0	**0**
S106 Schemes	2,309	0	0	0	0	2,309	2,309	0	0	0	0	0	**0**
TOTAL PUBLIC HOUSING	**30,005**	**4,074**	**(4,074)**	**0**	**2,582**	**32,587**	**32,887)**	**0**	**0**	**0**	**300**	**0**	**300)**
TOTAL	**132,661**	**22,079**	**(6,362)**	**0**	**4,885**	**153,263**	**149,828**	**(32)**	**313**	**(896)**	**(3,101)**	**281**	**(3,435)**

CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING:21 SEPTEMBER 2017

FIRST CARDIFF LOCAL DEVELOPMENT PLAN ANNUAL MONITORING REPORT

STRATEGIC PLANNING & TRANSPORT (COUNCILLOR CARO WILD)

AGENDA ITEM: 9

DIRECTOR OF CITY OPERATIONS

Reason for this Report

1. To outline the purpose of the Local Development Plan (LDP) Annual Monitoring Report (AMR) process and to seek the endorsement of the first Cardiff LDP AMR for submission to the Welsh Government by 31st October 2017.

Background

2. The Cardiff Local Development Plan (2006 to 2026) was formally adopted by the Council on 28th January 2016. As part of the statutory development plan process the Council is required to prepare an Annual Monitoring Report (AMR) and submit to Welsh Government by the 31st October each year after Plan adoption.

3. This is the first AMR to be prepared since the adoption of the plan and is based on the period 1st April 2016 to 31st March 2017. The AMR consists of the following sections:

- Executive Summary
- Introduction
- Contextual Information – changes to policy framework at a national or local level.
- LDP Monitoring Process – explains the monitoring process undertaken.
- LDP Monitoring Indicators – reporting on the 107 LDP monitoring indicators which were agreed during the LDP examination process and set out in the Inspectors Report.
- Sustainability Appraisal Monitoring – reporting on the 28 sustainability monitoring indicators.
- Conclusions and recommendations – setting out an overall overview of all indicators and Plan performance in the first year following adoption.

4. This is the first year the LDP has been operative and this is the first AMR to be prepared. Therefore, this year's AMR provides a short term position statement and baseline data for future comparative analysis in successive AMRs.

5. Future monitoring over a longer period will enable trends to be identified and firmer conclusions drawn. It will help inform the extent to which the LDP strategy, objectives and policies are being achieved. It also allows the Council to assess the impact of the LDP on the social, economic and environmental well-being of the city and identify any significant contextual changes.

6. The findings of this work over coming years will directly help to inform the LDP review process as the Council is required to undertake a major review of the LDP 4 years after adoption.

The AMR Report

7. As set out above it is important to note that this is the first AMR to be prepared and this year's AMR provides a short term 1 year position statement and baseline data for future comparative analysis in successive AMRs.

8. Overall the findings of the first AMR for year 1 are generally positive with the majority of the indicators shown as green indicating that the majority of LDP policies are being implemented effectively. For example:

- Significant progress in meeting the 50:50 modal shift for all journey purposes by 2026 over the monitoring period has been made and the targets set out in the AMR have been exceeded for all journey purposes.
- Employment land take up over the monitoring period has been strong and targets set out in the AMR have been achieved.
- Significant progress that has been made in producing a programme of new Supplementary Planning Guidance (SPG) to support the policies in the adopted Plan and the Cardiff Infrastructure Plan has been updated. Work on this SPG programme will continue through the next twelve months and will be evidenced in the next AMR.

9. There are a few indicators not shown as green and these represent areas where further work is being undertaken to fully understand and address relevant issues.

10. For example, housing completions from Strategic Sites allocated in the LDP have not been coming forward at the rates originally set out by Developers. Reasons for this vary from site to site, but it has become evident that there is a lag between LDP adoption and new houses being completed – in part reflective of land ownership/legal technicalities between Developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP.

11. However, significant work has already been undertaken in addressing this issue in order to stimulate an enhanced trajectory of provision. Proactive dialogue is already taking place with all relevant Developers with the aim of enabling and bringing forward new homes within the master-planning and infrastructure planning framework set out in the LDP. The current situation is more encouraging with a number of planning consents now issued and on-going Development Management activity on a range of Strategic Sites and different outlets within the sites. It is therefore considered that this proactive approach will, over-time, secure enhanced delivery rates in future years and the matter will remain an on-going priority. Future AMR's will provide formal regular annual updates.

12. In addition work in progressing on the identification of sites to meet the evidenced need for permanent and transit Gypsy and Traveller sites has been delayed due to the need to undertake additional detailed site investigations. These site investigations have now reached an advanced stage. It is anticipated that this work will help inform considerations of the way forward in the near future.

Conclusions

13. Section 7 of the AMR provides the conclusions and recommendations of this first AMR which sets out short term position statement for year 1 and baseline data for future comparative analysis in successive AMRs. The key conclusion is that while it is difficult to determine definitive trends in policy performance in the first year of reporting, good progress is being made in delivering the identified targets and monitoring outcomes. Importantly, on-going work demonstrates a positive response to areas where further attention is required. There is no evidence to suggest the need for a full or partial review of the LDP at this early stage of plan implementation.

14. It is recommended that this AMR be submitted to the Welsh Government in accord with statutory requirements. Continued monitoring in future AMRs will help to identify any definitive trends in the performance of the Plan's strategy and policy framework.

Next Steps

15. The second AMR in respect of the Cardiff LDP will be presented to Cabinet at the same time next year, with the broad structure of the AMR remaining the same from year to year in order to provide ease of analysis between successive reports. The AMR reports will be used to help inform the review of the LDP which the Council is required to undertake four years after Plan adoption.

16. The AMR will be placed on the Council's website for information.

Reason for the Recommendation

17. To comply with provisions in the Planning Compulsory Purchase Act (2004) and Welsh Government guidance which require the Council to produce an AMR for submission to the Welsh Government at the end of October each year following adoption.

Legal Implications

18. The annual monitoring of the LDP is part of the wider statutory LDP process. Section 76 of the Planning and Compulsory Purchase Act 2004 requires authorities to prepare an Annual Monitoring Report covering the preceding financial year from 1 April to 31 March. It must be submitted to the Welsh Government by 31 October each year and published on the authorities' website, in accordance with Regulation 37 of the Town and Country Planning (Local Development Plan)(Wales) Regulations 2005 (as amended). Those regulations and the LDP Manual Edition 2 August 2015 specify what the AMR is required to include. The AMR and associated documents have been prepared in accordance with the body of the report.

Financial Implications

19. There are no direct financial implications arising from this report with the preparation of the LDP AMR being completed using existing resources.

RECOMMENDATION

Cabinet is recommended to endorse the first LDP AMR for submission to the Welsh Government by 31st October 2017.

ANDREW GREGORY
Director
15 September 2017

The following Appendix is attached:

Appendix A - Cardiff LDP 1st Annual Monitoring Report, October 2017

Appendix A

Cardiff Local Development Plan
2006 - 2026

1st Annual Monitoring Report

October 2017

CARDIFF
CAERDYDD

Cardiff Local Development Plan
1st Annual Monitoring Report 2017

Based on data collected for period
1st April 2016 to 31st March 2017

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1. Executive Summary

The Cardiff Local Development Plan (LDP) was adopted on 28 January 2016. As part of the statutory development plan process the Council is required to prepare an Annual Monitoring Report (AMR).

The AMR provides the basis for monitoring the effectiveness of the LDP and ultimately determines whether any revisions to the Plan are necessary. It aims to demonstrate the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. It also allows the Council to assess the impact the LDP is having on the social, economic and environmental well-being of the County and identifies any significant contextual changes that may influence plan implementation or review.

This is the first AMR to be prepared since the adoption of the Cardiff LDP and is based on data collected for the period 1st April 2016 to 31st March 2017. As this is the first year the LDP has been operative and this is the first AMR to be prepared, it simply provides a short term position statement. This AMR therefore provides a baseline for future comparative analysis from which successive AMRs will be able to evidence the emergence of trends.

Key Findings of the First Annual Monitoring Process 2016-2017

Contextual Information

A summary of the relevant contextual material that has been published since the adoption of the Plan at a national, regional and local level, along with general economic trends is included in Section 3. Overall, none of the changes identified to date suggest the need for an early review of the Plan. The implications of some of the contextual changes will take place over the longer term and subsequent AMRs will continue to provide updates on relevant contextual material and give further consideration to any changes which could affect the Plan's future implementation.

Local Development Plan Monitoring – Policy Analysis

Section 5 assesses how the Plan's strategic policies and associated supporting policies are performing against the identified key monitoring targets and outcomes and whether the LDP strategy and objectives are being delivered. This has enabled the Council to make an informed judgement of the Plan's progress in delivering the targets/monitoring outcomes and policies during this monitoring period. The table below provides a visual overview of the effectiveness of policies during the monitoring period based on the traffic light rating used in the assessment:

Continue Monitoring (Green)	
Where indicators are suggesting the LDP Policies are being implemented effectively and there is no cause for review.	
Training Required (Blue)	
Where indicators are suggesting that LDP policies are not being implemented as intended and further officer or Member training is required.	
Supplementary Planning Guidance Required (Purple)	
Indicators may suggest the need for further guidance to be provided in addition to those already in the Plan.	
Further Research (Yellow)	
Where indicators are suggesting the LDP policies are not being as effective as they should, further research and investigation is required.	
Policy Review (Orange)	
Where indicators are suggesting the LDP policies are failing to implement the strategy a formal review of the Policy is required. Further investigation and research may be required before a decision to formally review is confirmed.	
Plan Review (Red)	
Where indicators are suggesting the LDP strategy is failing and a formal review of the Plan is required. This option to fully review the Plan will need to be fully investigated and undertaken following serious consideration.	

Key Findings

As set out above it is important to note that this is the first AMR to be prepared and this year's AMR provides a short term 1 year position statement and baseline data for future comparative analysis in successive AMRs.

Overall the findings of the first AMR for year 1 are generally positive with the majority of the indicators shown as green indicating that the majority of LDP policies are being implemented effectively. For example:

- Significant progress in meeting the 50:50 modal shift for all journey purposes by 2026 over the monitoring period has been made and the targets set out in the AMR have been exceeded for all journey purposes.
- Employment land take up over the monitoring period has been strong and targets set out in the AMR have been achieved.
- Significant progress that has been made in producing a programme of new Supplementary Planning Guidance (SPG) to support the policies in the adopted Plan and the Cardiff Infrastructure Plan has been updated. Work on this SPG programme will continue through the next twelve months and will be evidenced in the next AMR.

There are a few indicators not shown as green and these represent areas where further work is being undertaken to fully understand and address relevant issues.

For example, housing completions from Strategic Sites allocated in the LDP have not been coming forward at the rates originally set out by Developers. Reasons for this vary from site to site, but it has become evident that there is a lag between LDP adoption and new houses being completed – in part reflective of land ownership/legal technicalities between Developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP.

However, significant work has already been undertaken in addressing this issue in order to stimulate an enhanced trajectory of provision. Proactive dialogue is already taking place with all relevant Developers with the aim of enabling and bringing forward new homes within the master-planning and infrastructure planning framework set out in the LDP. The current situation is more encouraging with a number of planning consents now issued and on-going Development Management activity on a range of Strategic Sites and different outlets within the sites. It is therefore considered that this proactive approach will, over-time, secure enhanced delivery rates in future years and the matter will remain an on-going priority. Future AMR's will provide formal regular annual updates.

In addition work in progressing on the identification of sites to meet the evidenced need for permanent and transit Gypsy and Traveller sites has been delayed due to the need to undertake additional detailed site investigations. These site investigations have now reached an advanced stage. It is anticipated that this work will help inform considerations of the way forward in the near future.

Sustainability Appraisal (SA) Monitoring

Section 6 expands the assessment of the performance of the LDP against the SA monitoring objectives. This provides a short term position statement on the performance of the Plan against a number of sustainability indicators and provides a baseline for comparative analysis.

Conclusions

The key conclusion from this first AMR is that while it is difficult to determine definitive trends in policy performance, good progress is generally being made in delivering the identified targets and monitoring outcomes and there is no evidence to suggest the need for a full or partial review of the LDP at this early stage in its implementation.

This is the first year the LDP has been operative and is the first AMR to be prepared following the adoption of the Plan. This AMR provides the baseline for future comparative analysis and preliminary conclusions from which future AMRs will be able to evidence the emergence of trends.

It is recommended that this AMR be submitted to the Welsh Government in accord with statutory requirements. The Council should continue to monitor the LDP through the preparation of successive AMRs. Future monitoring will be necessary to determine the effectiveness of the Plan's spatial strategy and policy framework particularly in relation to housing delivery including strategic housing site allocations, the delivery of affordable housing and the progress on strategic employment sites.

The Council is required to commence a full review of the LDP every four years. A review of the LDP in advance of the formal review will only take place if the conclusions of the AMR, or other exceptional circumstances, indicate otherwise.

2. Introduction

The Annual Monitoring Report (AMR) process provides the basis for monitoring the effectiveness of the Local Development Plan (LDP) and helps inform whether any revisions to the Plan are necessary. It aims to demonstrate the extent to which the LDP strategy and objectives are being achieved and whether the Plan's policies are functioning effectively. It also allows the Council to assess the impact the LDP is having on the social, economic and environmental well-being of the County and identifies any significant contextual changes that might influence the Plan's implementation or review.

Monitoring is a continuous part of the plan making process. It provides the connection between evidence gathering, plan strategy and policy formulation, policy implementation, evaluation and plan review.

Adoption of the Cardiff Local Development Plan

Under the Planning and Compulsory Purchase Act (2004) and associated Regulations, local planning authorities (LPAs) are required to produce a LDP. The Cardiff Local Development Plan was formally adopted by the Council on 28th January 2016. The LDP provides the land use framework which forms the basis on which decisions about future development in the city, including planning applications, are based.

This is the first AMR to be prepared since the adoption of the Cardiff LDP and is based on data collected for the period 1st April 2016 – 31st March 2017.

The Requirement for Monitoring
Planning and Compulsory Purchase Act 2004

The Council has a statutory obligation, under section 61 of the 2004 Act, to keep all matters under review that are expected to affect the development of its area. In addition, under section 76 of the Act, the Council has a duty to produce information on these matters in the form of an Annual Monitoring Report for submission to the Welsh Government at the end of October each year following plan adoption. The preparation of an AMR is therefore an integral part of the statutory development plan process.

In order to monitor LDP performance consistently, plans should be considered against a standard set of monitoring indicators and targets. The Welsh Government has issued regulations and guidance on the required content of AMRs.

Town and Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015

The Town and Country Planning (Local Development Plan) (Wales) Regulations have been amended to simplify certain aspects of the local development plan procedures, however, these do not affect the LDP monitoring process. Under Regulation 37 the

AMR is required to:

- Identify policies that are not being implemented;

And for each policy:

- Identify the reasons why the policy is not being implemented;
- Identify the steps (if any) that are intended to be taken to enable the policy to be
- implemented;
- Explore whether a revision to the plan to replace or amend the policy is required.

In addition, the AMR is required to monitor identified core indicators by specifying:

- The housing land supply from the current Housing Land Availability Study, and;
- The number (if any) of net additional affordable and general market dwellings built in the LPA area.

These are both for the year of the AMR and for the full period since the LDP was first adopted.

Other Core Output Indicators for LDPs include:

- Total housing units permitted on allocated sites as a % of overall housing provision
- Employment land permitted (ha) on allocated sites as a % of all employment allocations
- Amount of major retail, office and leisure development (sq m) permitted within and outside established town and district centre boundaries
- The extent of primary land-won aggregates permitted in accordance with the Regional Technical Statement for Aggregates expressed as a percentage of the total capacity required as identified in the Regional Technical Statement (MTAN).

Local Development Plan Manual (Edition 2, 2015)

The LDP Manual states that aspects that are usefully included in an AMR are:

- Key findings, in the form of a 1-2 page Executive Summary.
- Significant contextual change, i.e. a review of wider strategic issues affecting the local area and the context within which the LDP operates, including the fortunes of any significant local industries, emerging national planning guidance or a significant planning application
- Sustainability monitoring related to the SA Report and integrated assessment process (see section 9.2.2).
- Strategy monitoring, to assess whether the plan is achieving its main objectives, and whether it is “on track” in terms of the level of implementation, e.g. the level of new housing development or take-up of major sites.
- Policy monitoring, to highlight any policies which are not functioning effectively, and to highlight how such issues will be addressed.
- Conclusions and recommendations; e.g. identify any improvements/changes to key parts of the plan which would need to be considered in a future review and possible plan revision. Other appropriate responses may include identifying the need for SPG or further research and evidence gathering.

The Manual states that it is not realistic or necessary for all policies to be monitored - this would lead to an unnecessarily large and complicated document. Some key areas

will need to be included consistently each year and this will be for the Authority to determine based on those elements crucial to delivering the plans strategy.

The Manual states the broad structure of the AMR should remain the same from year to year in order to provide ease of analysis between successive reports and build on preceding results. Good use of illustrative material such as charts, graphs and maps will also make the AMR more accessible.

The Manual states that it is important that the AMR has an analytical dimension. There is also merit in incorporating qualitative information from consultation with key stakeholders, for instance, the views of community leaders on their areas, and the plan makers' assessment of trends, conditions and issues driving change.

The Manual states that it is important to consider why information is needed, and to structure the analysis accordingly. The following questions may be relevant:

- What new issues have occurred in the area or in local/national policy (key recent contextual and national policy changes, future prospects)?
- How relevant, appropriate and up-to-date is the LDP strategy and its key policies and targets?
- What sites have been developed or delayed in relation to the plan's expectations on location and timing?
- What has been the effectiveness of delivering policies and in discouraging inappropriate development?

Cardiff LDP Monitoring Framework

A Monitoring Framework is provided in Chapter Six and Appendix 9 of the LDP comprising a series of 5 contextual indicators and 102 core and local indicators, with corresponding targets and triggers for further action, in relation to the Plan's strategic policies. It also indicates the linkages between the Plan objectives, strategic policies and other Plan policies. The indicators were developed in accordance with the above Welsh Government Regulations and guidance on monitoring. The Monitoring Framework forms the basis of the AMR.

Strategic Environmental Assessment Regulations (2004) and The Conservation of Habitats and Species Regulations 2010 (as amended 2011)

In addition the LDP and AMR must comply with European Directives and Regulations. The Final Sustainability Appraisal Report, January 2016 identifies a further set of indicators (26) that will be used to monitor progress on sustainability issues. Whilst interlinked, these are set out separately from the LDP Policy Monitoring Framework and have been used in the AMR to measure the environmental, economic and social impacts of the LDP.

The completion of the AMR accords with the requirements for monitoring the sustainability performance of the Plan through the Strategic Environmental Assessment Regulations (2004) and The Conservation of Habitats and Species Regulations 2010 (as amended 2011).

AMR Format and Content

The AMR has been designed to be a succinct and easily accessible document that can be used as a convenient point of reference for all strategic policy areas.

The structure of the AMR is as follows:

Section 1 Executive Summary - Provides a succinct written summary of the key monitoring findings.

Section 2 Introduction - Outlines the requirement for, the purpose and structure of the AMR.

Section 3 Contextual Information - Provides a brief overview of the relevant contextual information which, although outside the remit of the Plan, could affect the performance of the LDP policy framework. Policy specific contextual information is provided in the relevant policy analysis section, including changes to policy framework at a national or local level.

Section 4 LDP Monitoring Process - Explains the monitoring process undertaken.

Section 5 LDP Monitoring - **Policy Analysis** - Reports on the 107 LDP monitoring indicators which were agreed during the LDP examination process and set out in the Inspectors Report.

Section 6 Sustainability Appraisal Monitoring - Provides an assessment of the LDP's performance against the 28 SA monitoring indicators.

Section 7 Conclusions and Recommendations – Sets out an overall overview of all indicators and Plan performance in the first year following adoption.

Publication – The AMR will be published on the Council's website.

Future Monitoring

The broad structure of the AMR should remain the same from year to year in order to provide ease of analysis between successive reports. However, given that the monitoring process is dependent upon a wide range of statistical information that is sourced from both the Council and external sources, any changes to these sources could make certain indicators ineffective or out-dated. Accordingly, the monitoring framework may evolve over the Plan period and AMRs will be used as a means of identifying any such inevitable changes to the framework.

The Council is required to commence a full review of the LDP every four years after Plan adoption. A review of the LDP in advance of the formal review will only take place if the conclusions of the AMR or other exceptional circumstances indicate otherwise.

3. Contextual Changes

This section provides a brief summary of the relevant contextual material that has been published during the current monitoring period. This includes national legislation and relevant plans, policies and strategies at the national, regional and local level. Any potential overall implications for the LDP as a whole are outlined where appropriate. General economic trends which have occurred since the LDP's adoption are also set out, together with progress on key supplementary planning guidance.

Contextual information which is specific to a particular LDP policy area is provided in the relevant policy analysis section for ease of reference and is therefore not repeated here.

Legislative Changes

Planning (Wales) Act 2015

The Planning (Wales) Act received Royal Assent in July 2015 and came into force in stages between October 2015 and January 2016. It sets out a series of legislative changes to deliver reform of the planning system in Wales, to ensure that it is fair, resilient and enables development. The Act addresses 5 key objectives which includes strengthening the plan-led approach to planning. It introduces a legal basis for the preparation of a National Development Framework (NDF) and Strategic Development Plans (SDP). The NDF is a national land use plan which will set out Welsh Government's policies in relation to the development and use of land in Wales. It is anticipated that this will be produced in 2018/9 when it will replace the Wales Spatial Plan. SDPs will address cross-boundary issues at a regional level such as housing, employment and waste and must be in general conformity with the NDF. The Regulations make reference to three strategic planning areas including South East Wales. It is anticipated that Cardiff will be part of this strategic planning area, in alignment with the emerging Cardiff Capital Region City Deal proposals. LDPs will continue to have a fundamental role in the plan-led system. The Act requires LDPs to be in general conformity with the NDF and any SDP which includes all or part of the area of the authority.

The Town and Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015

Amendments to The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 were carried out in response to the outcome of the LDP Refinement Exercise and aim to simplify certain aspects of the local development plan process.
The amended Regulations:

- Remove the statutory requirement to advertise consultation stages in the local press;
- Allow local planning authorities to make revisions to the local development plan where the issues involved are not of sufficient significance to warrant the full procedure, without going through the full revision process;
- Eliminate the need to call for and consult on alternative sites following the deposit consultation; and

- Make minor and consequential amendments.

The amended LDP Regulations came into force on 28 August 2015 and together with the related policy and guidance in Planning Policy Wales (PPW) and the revised LDP Manual aim to make the LDP process more efficient and effective (i.e. enabling swifter plan preparation and revision without imposing unnecessary prescription). The amended Regulations do not have any implications for the current LDP but will need to be considered in relation to any Plan review and will be given further consideration as necessary.

Well-being of Future Generations (Wales) Act 2015

The Well-being of Future Generations (Wales) Act gained Royal Assent in April 2015 and came into force on 1st April 2016. The Act strengthens existing governance arrangements for improving the well-being of Wales by ensuring that sustainable development is at the heart of government and public bodies. It aims to make a difference to the lives of people in Wales in relation to a number of well-being goals including improving health, culture, heritage and sustainable resource use. The Act provides the legislative framework for the preparation of Local Well-being Plans which will replace Single Integrated Plans. Given that sustainable development is the core underlying principle of the LDP (and SEA) there are clear associations between the aspirations of both the LDP and Act/Local Well-being Plans. Indeed, it is considered that the LDP evidence base, SEA/SA and AMR will inform the Council's Local Well-being Plan. Moving forward, sustainable development principles will continue to inform any review of the Plan.

Environment (Wales) Act 2016

This Act received Royal Assent in March 2016 and came into force on 21st May 2016 and sits alongside the Planning (Wales) Act 2015 and the Well-being of Future Generations (Wales) Act 2015 in promoting sustainable use, management and development of Welsh resources. The Environment (Wales) Act introduces new legislation for the environment and provides an iterative framework which ensures that managing Wales' natural resources sustainably will be a core consideration in decision-making. It requires Natural Resources Wales (NRW) to prepare a State of Natural Resources Report that provides an assessment of natural resources and considers the extent to which they are being sustainably managed. The Act also requires Welsh Government to produce a National Natural Resources Policy that sets out the priorities, risks and opportunities for managing Wales' natural resources sustainably. NRW will also produce a local evidence base (Area Statements) to help implement the priorities, risks and opportunities identified in the National Policy and set out how these will be addressed. Any subsequent implications for the LDP will be given further consideration as necessary.

Historic Environment (Wales) Act 2016

The Historic Environment (Wales) Act 2016 received Royal Assent in March 2016. The Act makes important changes to the two main UK laws that provide the legislative framework for the protection and management of the historic environment: the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings

and Conservation Areas) Act 1990. The Act will give more effective protection to listed buildings and scheduled ancient monuments; improve the sustainable management of the historic environment; and introduce greater transparency and accountability into decisions taken on the historic environment. While some of the Act's measures came into force in May 2016, the majority will require further secondary legislation or other preparations before they are brought into effect later in 2017 or in 2018. Any implications for the LDP will be given further consideration as necessary.

National Planning Policy Amendments

Planning Policy Wales (Edition 8, January 2016)

A revised version of Planning Policy Wales (PPW) was published in January 2016. The main changes contained in Edition 8 relate to the following matters:

Local Development Plans (Chapter 2):
A revised version of Chapter 2 was published on 25 September 2015 following the refinement of the LDP process. It takes account of related amendments to the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005, to the guidance in the Local Development Plan Manual (Edition 2, 2015) and to the withdrawal of Local Development Plans Wales: Policy on Preparation of LDPs (2005).

Planning for Sustainability (Chapter 4):
Chapter 4 has been updated to take into account the Well-being of Future Generations (Wales) Act 2015. The amendments insert information on the provisions of the Act, including the seven well-being goals and the sustainable development principle. The description of legislative requirements for sustainable development in the planning system has also been updated. The changes also illustrate how the Welsh Government's planning policy objectives link to the well-being goals. It has also been updated to reflect the Welsh language provisions of the Planning (Wales) Act 2015 which strengthen the consideration given to the Welsh language in the planning system.

Minerals (Chapter 14):
This new Chapter integrates into PPW the Welsh Government's planning policies for minerals development which were previously set out in Minerals Planning Policy Wales (2001). No changes to existing policy have been made as part of this integration exercise and Minerals Planning Policy Wales has been cancelled as a result.

Planning Policy Wales (Edition 9 November 2016)

Edition 9 of *Planning Policy Wales* (PPW) was published in November 2016. This edition of PPW incorporates fully revised chapters on 'The Historic Environment' and on 'Retail and Commercial Development', along with changes to take account of provisions of the Planning (Wales) Act 2015 and the coming into force of the Well-being of Future Generations (Wales) Act 2015. The main changes to PPW are as follows:

Introduction (Chapter 1)

This has been updated to reflect the introduction of both the 'Planning Performance Framework' and the validation appeals policy expectations.

Local Development Plans (Chapter 2)
Chapter 2 has been updated to take account of changes in legislation, including provisions of the Planning (Wales) Act 2015. Some procedural elements that are covered in the LDP Manual (Edition 2, 2015) have also been removed.

Making and Enforcing Planning Decision (Chapter 3)
Chapter 3 has been streamlined as a result of the publication of the Development Management Manual. The revised chapter also now includes reference to 'Developments of National Significance' following the coming into force of the relevant Regulations related to the Planning (Wales) Act 2015.

Planning for Sustainability (Chapter 4)
Chapter 4 has been updated to include the statutory purpose of the planning system which was introduced by the Planning (Wales) Act 2015. There have also been amendments to take account of the coming into force of the Well-being of Future Generations (Wales) Act 2015 and regarding Design and Access Statements, linked to the Planning (Wales) Act.

The Historic Environment (Chapter 6)
Chapter 6 has been fully revised in conjunction with Cadw following the consultation exercise that took place earlier this year and Royal Assent of the Environment (Wales) Act 2016.

Retail and Commercial Development (Chapter 10)
Chapter 10 has been refreshed to update the Welsh Government's planning policy for retail and commercial development. The requirement remains to consider retail and commercial centres first and complementary uses, as well as the requirements for retail need and sequential tests and the undertaking of impact assessments where appropriate. The updated Chapter is accompanied by a revised Technical Advice Note 4, *Retail and Commercial Development*.

Technical Advice Notes (TANs)

TAN 12 Design and Guidance on Site Context Analysis was updated in March 2016 and TAN4 Retail and Commercial Development in November 2016. The potential implications of the changes to these TAN's for the LDP are provided in the relevant policy analysis section.

Regional Context

Cardiff Capital Region and City Deal

South-East Wales is identified as a new city-region in Wales, covering Cardiff and South-East Wales Local Authorities. As set out in the report 'Powering the Welsh Economy'1, the Cardiff Capital Region is intended to encourage the ten local authorities and other key partners in its boundaries to work together and collaborate

on projects and plans for the area. A transition board has been established although Progress remains at an early stage and at present the potential consequences for the LDP are not clear. Similarly the Authorities forming the Capital Region are continuing to work on a City Deal bid to fund projects aimed at boosting the competitiveness of the region over the next 20 years. Of note, the City Deal document was signed by the 10 local authority leaders, Secretary of State for Wales, Chief Secretary to the Treasury and First Minister in March 2016. The progress of the Cardiff Capital Region agenda, City Deal Bid and any subsequent implications for the LDP will be given further consideration in subsequent AMRs where appropriate.

Local Context

Capital Ambition Report

This report was issued in July 2017 and sets out the Council's new administration's five-year plan for the city. It outlines the Council's vision for Cardiff to become a leading city on the world stage. The plan focuses on four main areas:

- **Working for Cardiff -** Making sure everyone who lives and works here can contribute to, and benefit from, the city's success.
- **Working for Wales -** A successful Wales needs a successful capital city.
- **Working for the future -** Managing the city's growth in a sustainable way.
- **Working for public services -** Making sure public services are delivered efficiently, effectively and sustainably in the face of rising demands and reduced budgets.

Cardiff Community Infrastructure Levy (CIL) Update

Consultation on the CIL Draft Charging Schedule commenced during the current monitoring period. As this matter has now been devolved to Welsh Government the Council is currently awaiting guidance from Welsh Government on this matter before deciding how to proceed with the next steps in the preparation process. This guidance is due to issued by Welsh Government in early 2018 The progress of the CIL and any subsequent implications for the LDP will be given further consideration in successive AMRs where appropriate.

General Economic Trends

Economic Activity

Key economic activity data for Cardiff and Wales from the LDP base date of 2006 to the current monitoring period is shown in the tables below. The data demonstrates that Cardiff has experienced improved economic performance in relation to these indicators with employment, unemployment and earnings indicators all higher than the LDP base date of 2006. However, such changes are not considered to be so significant to have any implications for the LDP. These economic indicators will be considered in subsequent AMRs and any potential implications recorded.

Economically Active – In Employment

	Cardiff	Wales
April 2006 to March 2007	**66.7%**	**69.1%**
April 2007 to March 2009	**68.9%**	**69.3%**
April 2008 – March 2009	**69.5%**	**68.4%**
April 2009 – March 2010	**68.15**	**66.6%**
April 2010 – March 2011	**64.7%**	**66.4%**
April 2011 – March 2012	**65.5%**	**66.7%**
April 2012 – March 2013	**65.5%**	**67.6%**
April 2013 – March 2014	**69.4%**	**69.5%**
April 2014 – March 2015	**65.6%**	**69.3%**
April 2015 – March 2016	**69.2%**	**71.1%**
Oct 2015 to Sept 2016	**67.9%**	**71.1%**

Source: Nomis

Economically Active – Unemployed

	Cardiff	Wales
April 2006 to March 2007	**6.2%**	**5.3%**
April 2007 to March 2008	**6.1%**	**5.6%**
April 2008 – March 2009	**6.9%**	**6.8%**
April 2009 – March 2010	**8.7%**	**8.3%**
April 2010 – March 2011	**8.9%**	**8.4%**
April 2011 – March 2012	**9.1%**	**8.4%**
April 2012 – March 2013	**10%**	**8.3%**
April 2013 – March 2014	**8.1%**	**7.4%**
April 2014 – March 2015	**8.4%**	**6.8%**
April 2015 – March 2016	**6.7%**	**5.4%**
Oct 2015 – Sept 2016	**5.3%**	**4.7%**

Source: Nomis

Gross Weekly Pay Full-Time Workers (Earnings by Residence)

	Cardiff	Wales
April 2006 to March 2007	**£442.2**	**£414.8**
April 2007 to March 2009	**£453.2**	**£424.8**
April 2008 – March 2009	**£483.0**	**£444.6**
April 2009 – March 2010	**£499.3**	**£456.2**
April 2010 – March 2011	**£498.5**	**£455.1**
April 2011 – March 2012	**£495.4**	**£454.9**
April 2012 – March 2013	**£503.6**	**£475.3**
April 2013 – March 2014	**£496.4**	**£480.0**
April 2014 – March 2015	**£519.0**	**£487.6**
April 2015 – March 2016	**£531.4**	**£498.3**

Source: Nomis

House Prices

As demonstrated in the table below, Land Registry data indicates that in general average house prices in Cardiff have increased over the current monitoring period, with the exception of quarter 3 2016 (July to September). Subsequently, average prices in February 2016 at £232,476 were higher than the 2006 baseline price (£177,469). The data below shows that house prices have risen by 9% during the monitoring period.

Cardiff Average House Prices 2006 to 2017

Time Period	Average House Price
2006	**£177,469**
2007	**£184,136**
2008	**£174,278**
2009	**£173,100**
2010	**£183,498**
2011	**£181,529**
2012	**£181,690**
2013	**£190,048**
2014	**£195,390**
2015	**£202,970**
Quarter 1 2016	**£213,444**
Quarter 2 2016	**£216,949**
Quarter 3 2016	**£209,904**
Quarter 4 2016	**£213,726**
January 2017	**£215,652**
February 2017	**£232,476**

Source: Land Registry

Supplementary Planning Guidance

A number of supplementary planning guidance (SPG) documents to support key LDP policy areas have been adopted during the current monitoring period. These are:

- Houses in Multiple Occupation
- Waste Collection and Storage Facilities
- Locating Waste Management Facilities
- Planning Obligations
- Tall Buildings
- Residential Design Guide

In addition a number of SPG have been prepared and consulted on during the monitoring period. It is anticipated that they will be progressed through to approval by Cabinet and Council during the next monitoring period. These are:

- Childcare SPG

- Planning for Health
- Infill Design Guidance
- Residential Extensions and Alterations Guidance
- Green Infrastructure (including Technical Guidance Notes relating to Open Space, Ecology and Biodiversity, Trees, Soils, Public Rights of Way and River Corridors)
- Safeguarding Business and Industrial Land and Premises
- Food, Drink and Leisure Uses

Work on other SPG is ongoing and progress on these will be reported in the next AMR.

Summary

As detailed above, new legislation and national, regional and local plans, policies and strategies have emerged during the current monitoring period, some of which may have implications for the future implementation of the LDP. However, none of contextual changes identified to date suggest the need for an early review of the Plan. Subsequent AMRs will continue to provide updates on relevant contextual material which could affect the Plan's future implementation.

4. LDP Monitoring Process

How is the LDP Monitored?

Section 5 considers the extent to which the LDP's strategy is being realised with reference to the performance of particular policies against the indicators, targets and triggers contained within the LDP monitoring framework. The structure of the section is as follows:

Strategic objective
This is the starting point for the monitoring process. The AMR replicates each of the 4 overarching LDP objectives set out below from which the LDP policies flow.

- **Objective 1** – To respond to evidenced economic needs and provide the necessary infrastructure to deliver development
- **Objective 2** – To respond to evidenced social needs
- **Objective 3** – To deliver economic and social needs in a co-ordinated way that respects Cardiff's environment and responds to the challenges of climate change
- **Objective 4** – To create sustainable neighbourhoods that form part of a sustainable city

Contextual information

Significant contextual information that has been published since the Plan's adoption is outlined where relevant to a particular strategic policy. This will enable the AMR to determine whether the performance of a policy has been affected by contextual changes. These can include new or amended legislation, national, regional and local plans, policies or strategies as well as external social and economic trends which could affect the delivery of the LDP such as economic conditions. Any such changes lie outside the remit of the LDP.

Indicators

The LDP monitoring framework contains a variety of core and local indicators which will inform policy progress and achievement. The selection of these indicators has been guided by the need to identify output indicators which are able to measure quantifiable physical activities that are directly related to the implementation of LDP policies.

Several of the core indicators are either prescribed by LDP Regulation 37 or recommended by the LDP Manual for their ability to enable an assessment of the implementation of national policy. Further core indicators were identified on the basis of their ability to provide useful information on whether the delivery of the LDP strategy is progressing as anticipated.

The local indicators supplement the core indicators and have been selected based on the availability and quality of data and their relevance to the local area. Some local contextual indicators have also been included which cover key local characteristics against which LDP policies operate.

Targets

The policy indicators are associated with corresponding targets which provide a benchmark for measuring policy implementation. Given the length of the plan period, it is necessary to incorporate 'milestone' targets to determine whether the Plan is progressing towards meeting the overall strategy. The timeframe attributed to such targets primarily relates to the anticipated delivery of development. The Council will investigate any policy that fails to meet its target. The level of consideration given to such policies within the AMR will depend on the reasons identified for the failure and the significance of the policy for the delivery of the overall plan strategy.

Triggers

Trigger levels have also been included for certain targets to more accurately help measure plan performance. They will provide an indication of when policy targets are not being met, or insufficient progress is being made towards meeting them.

Analysis

Having regard to the indicators, relevant targets, triggers and monitoring outcomes, the AMR assesses whether the Plan's policies are being implemented as intended and whether the LDP objectives and strategy are being achieved. This includes the identification and further investigation of any policy that fails to meet its target and/or has reached its trigger point. However, the fact that a policy reaches its trigger level does not automatically imply that the policy is failing. The analysis will consider whether such performance may be due to extraneous circumstances or could be justified in the context of the overall policy framework. In certain instances it has been difficult to identify meaningful trends due to the limited amount of data available and consequently some of the conclusions drawn are preliminary and will need to be verified by a longer period of monitoring. In instances where the Council has been unable to monitor an indicator or where an indicator has been superseded, an explanation will be provided in the relevant policy analysis section.

Recommendations

Taking account of the policy analysis, appropriate recommendations are provided including a statement of any necessary actions required. If policies are found to be failing the AMR will set out clear recommendations on what, if anything, needs to be done to address this.

Overall findings for each strategic objective

Finally, for each strategic objective, an overall statement of performance is provided and a conclusion made on whether that particular objective is being achieved through the combination of policies identified.

Policy Performance Traffic Light Rating

As a visual aid in monitoring the effectiveness of the Plan's strategic policies and to provide a quick reference overview of policy performance a 'traffic light' rating is included for relevant indicators as follows:

Continue Monitoring (Green)	
Where indicators are suggesting the LDP Policies are being implemented effectively and there is no cause for review.	
Training Required (Blue)	
Where indicators are suggesting that LDP policies are not being implemented as intended and further officer or Member training is required.	
Supplementary Planning Guidance Required (Purple)	
Indicators may suggest the need for further guidance to be provided in addition to those already in the Plan.	
Further Research (Yellow)	
Where indicators are suggesting the LDP policies are not being as effective as they should, further research and investigation is required.	
Policy Review (Orange)	
Where indicators are suggesting the LDP policies are failing to implement the strategy a formal review of the Policy is required. Further investigation and research may be required before a decision to formally review is confirmed.	
Plan Review (Red)	
Where indicators are suggesting the LDP strategy is failing and a formal review of the Plan is required. This option to fully review the Plan will need to be fully investigated and undertaken following serious consideration.	

Sustainability Appraisal Monitoring Framework

The Sustainability Appraisal Monitoring expands the assessment of the performance of the LDP against the Sustainability Appraisal (SA) monitoring objectives. The SA identifies 26 indicators developed to measure the environmental, economic and social impacts of the LDP. This is set out in Section 6 of the AMR.

This section provides a detailed assessment of whether the Plan's strategic policies, and associated supporting policies, are being implemented as intended and whether the LDP objectives and strategy are being achieved. Appropriate recommendations are subsequently provided, together with necessary actions to address any policy implementation issues identified through the monitoring process. Aligned with the LDP, the analysis is set out in strategic policy order.

5. LDP Monitoring Policy Analysis

Contextual Indicators

Contextual Indicators	Target	Trigger	Result
Annual unemployment rate	The annual unemployment rate decreases	The annual unemployment rate increase for two or more consecutive years	5.3%
Percentage of population in the 100 most deprived wards in Wales	The percentage of population in the 100 most deprived wards in Wales decreases	The percentage of population in the 100 most deprived wards in Wales increases for 2 or more consecutive years	The latest Welsh Index of Multiple Deprivation data from 2015 shows that 12% of the population of Cardiff is in the 100 most deprived wards in Wales
Level of Police recorded crime in Cardiff	Police Recorded Crime rates decrease	Police Recorded Crime rates increase for two or more consecutive years.	No ONS data currently available for 2017. In the quarter ending December 2016, crime rates were up in Cardiff (and in the South Wales force area) compared with the corresponding quarter in 2015. Crime rates in Cardiff increased from 23.08 crimes per thousand residents to 25.72 crimes per thousand residents.
Percentage of adults meeting recommended guidelines for physical activity	The percentage of adults meeting recommended guidelines for physical activity increases annually over the Plan period	The percentage of adults meeting recommended guidelines for physical activity decreases for two of more consecutive years	62% of adults reported being physically active for more than 150 mins in the previous week 23% of adults reported being physically active for less than 30 mins in the previous week
Waste Reduction Rate	Waste reduction rate of 1.2% annually to 2050	The waste reduction rate falls below 1.2% for two or more consecutive years	The amount of household waste collected and generated between 2014/15 and 2015/16 increased by 3% from 170,715 to 177,457 tonnes

Objective 1 – To respond to evidenced economic needs and provide the necessary infrastructure to deliver development

Reference OB1 EC1

Relevant LDP Policies: KP2, KP9, EC1 – EC7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
Core Employment land permitted (ha) on allocated sites as a percentage of all employment allocations.	None	None	Total land area of Allocations = 132 ha Employment development permitted on allocated sites (April 2016 to April 2017) = 11.6 ha. This equates to 9 %

Analysis

Please see table below for a breakdown of employment land permitted during the monitoring period on allocated sites:

Application No.	Proposal	Address	Site Area (ha)	Status
16/02731/MJR	Erection of transport interchange residential apartments and offices	Land to the North of Cardiff Central Railway Station	1.14	Not yet started (Granted 01/03/2017)
16/01584/MJR	New Office Building	Land at John Street, Butetown	0.84	Not yet started (Granted 22/02/2017)
16/01749/MJR	Mixed Use Commercial Office Building	No 4 Capital Quarter, Tyndall Street, Atlantic Wharf	0.69	Not yet started (Granted 23/11/2016)

08/02716/C	Office Development (outline permission)	Plot E04 Callaghan Square	2.4	Not yet started (Granted 17/11/2016)
14/02733/MJR	Residential led mixed use development including 15,500 sqm of B1	North West Cardiff	2 (approx.)	Not yet started (Granted 20/03/2017)
14/00852/MJR	Major mixed use development	Land North of J33, M4, Cregiau	6.5	Not yet started (Granted 08/02/2017)
		Total	**11.6**	

The employment land permitted (ha) on allocated sites during the period 1st April 2016 to 31st March 2017 as a percentage of all employment allocations is 9%. Please note a significant area of this allocation already has an existing development footprint, or has already been developed during the LDP plan period. Furthermore, a significant proportion of residential or mixed use development is expected to come forward, in addition to employment schemes in this zone.

Within the Cardiff Central Enterprise Zone a significant number of planning applications have now been granted, and land take up has also been high. The development is for multi-storey high density office developments, in accordance with Policy KP2 (A) Cardiff Central Enterprise Zone and Regional Transport Hub.

Full planning permission has now been granted for the required employment provision on Strategic Sites KP2(C) North West Cardiff and KP2(D) North of Junction 33 on M4.

Recommendations

No action is required at present. Continue to monitor.

Reference OB1 EC2

Relevant LDP Policies: KP2, KP9, EC1-EC7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
Core Annual Employment land take up (based on completions) in Cardiff (including on Strategic Sites – Policy KP2)	Offices (B1) = 27,000-33,400 sqm annually. Industrial (B1 b/c, B2, B8) = 4 to 7 ha annually	Offices (B1) = Take up is more than 10% above or below the target for 2 or more consecutive years (B1b/c, B2, B8) = Take up is more than 10% above or below the target for two or more consecutive years.	Office Take Up (April 2016 to April 2017) = 9760 sqm (please see analysis) Industrial Take up (April 2016 to April 2017) = 12.3 ha

Analysis

Office Take up is based on completions during the period April 2016 to 31st March 2017. In this period 9790 sqm of office floorspace was completed through the development of Capital Quarter, No 2, Tyndall Street. Although this falls below the target set, it is important to note that One Central Square, in the city centre was recently completed in February 2016 which equates to 16,000 sqm office floorspace. Furthermore, Fusion Point Phase 3, Dumballs Road is also currently under construction (8,830 sqm), with an anticipated completion date Summer 2017. Finally, Capital Quarter No 3, Tyndall street, is well under construction (8,700 sqm) with anticipated completion scheduled for Winter 2017. If these figures were to be considered this would provide a further 33,530 sqm of office floorspace.

Taking these figures into consideration, Cardiff's Office market is deemed to be strong, and no concerns are raised in relation to this indicator.

Industrial Take-up exceeds the target based on completions during the period April 2016 to April 2017. However, 11.2 ha of this figure can be attributed to the completion of the Aldi Distribution Centre, Capital Business Park, Wentloog. No concerns are raised in relation to this indicator.

Recommendations

No action is required at present. Continue to monitor.

Reference OB1 EC3

Relevant LDP Policies: KP2, EC1-EC7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
Local Amount of employment land lost to non-employment uses in primary and local employment sites (Policy EC1)	No loss of employment land (Policy EC1) unless in accordance with Policy EC3.	Loss of one or more occupied premises or land on primary or local employment sites (Policy EC1) unless in accordance with Policy EC3	No loss of employment land on EC1 protected sites, except for developments which have been considered a complimentary use under Policy EC2, or which have been considered to satisfy Policy EC3.

Analysis

In relation to complimentary uses, a number of small scale gyms as well as two creches have been approved in addition to one A3 use. All of these developments have been considered appropriate ancillary/complimentary facilities in accordance with Policy EC2.

Three vehicle showrooms have been approved in the Penarth Road/Hadfield Road Area (EC1:10). However, the schemes incorporate workshops, in relation to the servicing/repair of vehicles. This would constitute a B2 use. These schemes subsequently did not raise any land use policy concerns.

It is therefore considered that policy EC1 and EC3 are functioning effectively. The council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.

Recommendations

No action is required at present. Continue to monitor.

Reference OB1 EC4

Relevant LDP Policies: KP2(A), KP9, EC1 – EC7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
Local Employment provision on Allocated Sites – (KP2 A – Cardiff Central Enterprise Zone)	Employment densities for B1 use at least 14.5 per sqm (gross external value)	No trigger is set at present but will be revised once further details are known.	Within the Allocated Site (KP2 A) 9760 sqm of office floorspace has been completed (April 2016 – April 2017) 23,380 sqm of office floorpace is currently under construction. A further 157,897 sqm of office floorspace is in the pipeline with planning permission. For an individual breakdown please see the analysis section. In summary, a significant number of planning applications have now been granted, and land take up has also been high within this allocation. The development is for multi-storey high density office developments, in accordance with Policy KP2 (A) Cardiff Central Enterprise Zone and Regional Transport Hub.

Analysis

Within the Allocated Site (KP2 A) 9760 sqm of office floorspace has been completed (April 2016 – April 2017) *(Note a further 16,000 sqm was completed in February just outside of the monitoring period)*

23,380 sqm of office floorspace is currently under construction.

A further 157,897 sqm of office floorspace is in the pipeline with planning permission.

Take Up

Application No.	Proposal	Address	Floorspace (sqm)	Status
13/02267/DCI	6-7 Storey Office building with under-croft parking and landscaping works	Block G, Capital Quarter, Tyndall Street, Atlantic Wharf	9760	Complete
14/00385/DCI	9 Storey Office Development	1 Central Square, City Centre	16,000	Complete (Feb 2016)
15/02766/MNR	6-7 Storey Office Development with lower ground floor parking	Block H, Capital Quarter, Tyndall Street, Atlantic Wharf	8700	Under Construction
16/00857/MJR	Office development	Fusion Point 3, Dumballs Road	8830	Under construction
14/2405/DCI	Demolition of Marland House, Media Centre and Office development (Plot 2)	Land to the North of Cardiff Central Railway Station, incorporating Cardiff bus station, Marland House	14,550	Under construction

Sites with planning permission

Application No.	Proposal	Address	Office Floorspace (sqm)	Status
16/02731/MJR	Erection of transport interchange residential apartments and offices	Land to the North of Cardiff Central Railway Station	12,052	Not yet started (Granted 01/03/2017)
16/01584/MJR	New Office Building	Land at John Street, Butetown	40,000	Not yet started (Granted 22/02/2017)
16/01749/MJR	Mixed Use Commercial Office Building	No 4 Capital Quarter, Tyndall Street, Atlantic Wharf	11,022	Not yet started (Granted 23/11/2016)
08/02716/C	Office Development (outline permission)	Plot E04 Callaghan Square	42,883	Not yet started (Granted 17/11/2016)
14/00430/DCI	Hybrid Application 2150 dwellings, 48,350 sqm commercial offices	Land at Dumballs Road, Butetown	48,350	Not yet started (Granted 02/07/2014)
14/01026/DCI	6 Storey Office Development	Crawshay Court, 6 Curran Road, Butetown	3,590	Not yet started (Granted 16/07/2014)

In summary, a significant number of planning applications have now been granted, and land take up has also been high within this allocation. The development is for multi-storey high density office developments, in accordance with Policy KP2 (A) Cardiff Central Enterprise Zone and Regional Transport Hub.

It is, therefore, considered that policy KP2 A is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.

Recommendations

No action is required at present. Continue to monitor.

Reference OB1 EC5

Relevant LDP Policies: KP2(C), KP9, EC1 – EC7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Employment provision on Allocated Sites – (KP2 C – North West Cardiff)	15,000sq m (B1 & B1 (b&c)	No trigger was set at present but will be revised once further details are known. .	15,500sq m B1(a), B1(b) & B1(c) included in planning application (ref 14/02733/MJR) approved 20/03/2017

Analysis

Planning permission 14/02733/MJR granted 20/03/2017 for the residential led mixed use development of this strategic site which includes the target level of B1 floorspace.

It is, therefore, considered that policy KP2 C is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue

Recommendations

No action is required at present. Continue to monitor.

Reference OB1 EC6

Relevant LDP Policies: KP2 (D&E), KP9, EC1 – EC7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Employment provision on Allocated Sites – (KP2 D&E - North of J33 & South of Creigiau)	3 ha by J33 plus 2.5ha flexible local employment space	No trigger was set at present but will be revised once further details are known.	6.47ha employment space including interchange included in planning application (ref 14/00852/MJR) approved 28/02/2017
Analysis			
Planning permission 14/00852/MJR granted 28/02/2017 for the residential led mixed use development of this strategic site which includes the target level of employment floorspace. It is, therefore, considered that policy KP2 D&E is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB1 EC7

Relevant LDP Policies: KP2 (F), KP9, EC1 – EC7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Employment provision on Allocated Sites – (KP2 F - North East Cardiff)	6.5ha B1 & B1 (b&c) employment space	No trigger is set at present but will be revised once further details are known.	No application submitted to date
Analysis			
No application submitted to date. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB1 EC8

Relevant LDP Policies: KP2 (H), KP9, EC1 – EC7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Employment provision on Allocated Sites – (KP2 H – South of St. Mellons Business Park)	80,000 to 90,000sq m (B1 (b)/(c))	No trigger is set at present but will be revised once further details are known.	No application submitted to date
Analysis			
No application submitted to date. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB1 EC9

Relevant LDP Policies: KP2, KP9, EC1 - EC7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Net job creation over the remaining Plan period (Total = 40,000 over whole Plan period, 20,900 jobs created between 2006 and 2015)	19,100 by 2026 or 1,736 annually. Target is set at 1,750 jobs annually over the remaining Plan period.	If annual creation of new jobs falls more than 10% below the anticipated rate of 1,750 jobs for 2 or more consecutive years.	Total jobs in Cardiff - 202,000 In 2015 (latest Nomisweb.co.uk figures, May 2017)
Analysis			
The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB1 EC10

Relevant LDP Policies: R1-R8

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
Local Active A1 (retail) units within District and Local Centres remaining the predominant use.	A1 units comprising 40% of all units within District & Local Centres (Base Level in 2013).	A1 units comprising less than 40% of all units within a centre.	District Centres – Average of 46% active A1 retail units within centres. Local Centres – Average of 47% active A1 retail units within centres. For an individual breakdown please see the analysis section.

Analysis

District Centres

District Centre	***Total No of Units***	***No active A1 (retail) units***	***Percentage Active A1 (retail) units***
Albany Road/Wellfield Road	197	98	50%
City Road	164	67	41%
Clifton Street	98	50	60%
Cowbridge Road East	195	85	44%
Crwys Road/Woodville Road	132	51	39%
Bute Street/James Street	61	19	31%
Merthyr Road, Whitchurch	94	50	53%
Penarth Road/Clare Road	68	35	51%
St Mellons	20	8	40%
Thornhill	7	4	57%
Whitchurch Road	119	45	38%
		Average	**46%**

The average percentage of active A1 retail units within District Centres is 46 percent. The majority of District centres well exceed the 40 percent target with the

exception of Bute St/James Street, Crwys Road/Woodville Road and Whitchurch Road.

It is acknowledged that Bute Street/James Street has historically had a large element of restaurants/cafes given its location within Mermaid Quay, Cardiff Bay. Being 9% below the 40% target in terms of active retail units does not raise cause for concern in this instance. This is because there has been a 4% increase in A1 retail within this centre since 2013 (as evidence in Background Technical Paper No.7 Sept 2013). This has also been the case in Crwys Road, whereby there has been a 3% increase in active retail units. Whitchurch Road has also experienced a small increase of 2%. The latter two centres are therefore well on course to meeting the 40% target of the plan period.

Local Centres

Local Centre	***Total No of Units***	***No active A1 (retail) units***	***Percentage of Active A1 (retail) units***
Birchgrove	44	19	43%
Bute Street (Loudoun Square)	10	8	80%
Cathedral Road	28	16	57%
Countisbury Avenue	35	19	54%
Caerau Lane	9	5	56%
Fairwater Green	16	7	44%
Gabalfa Avenue	15	5	33%
Grand Avenue	15	8	53%
High Street, Llandaff	33	11	33%
Maelfa, Llanedeyrn*	N/A*	N/A*	N/A*
Newport Road, Rumney	46	22	48%
Rhiwbina Village	46	25	54%
Salisbury Road	44	15	34%
Splott Road	37	11	30%
Station Road, Llanishen	29	15	52%
Station Road, Llandaff North	25	12	48%
Station Road, Radyr	14	8	57%
Tudor Street	34	12	35%
Willowbrook Drive	5	1	20%
Wilson Road	15	8	53%
		Average	**47%**

**Maelfa Local Centre is currently undergoing a mixed use redevelopment (Planning Application 11/1082/DCO)*

The average percentage of active A1 retail units within Local Centres is 47 percent. The majority of Local centres well exceed the 40 percent target with the exception of Gabalfa Avenue, High Street, Llandaff, Salisbury Road, and Tudor Street. These centres fall just below the 40% threshold. Any further non-shopping uses within these centres will be scrutinised in light of this evidence, however each case will be assessed on its merits.

Splott Road and Willowbrook Drive both fall well below the 40% target. Splott Road has experienced a high vacancy rate over the last few years and this trend seems set to continue, despite retail policy designation. Willowbrook Drive has also failed to attract new A1 occupiers during the plan period, whereby two large retail units have been vacant for over 10 years. These long term vacancies have attracted various forms of anti-social behaviour by way of theft, damage, graffiti, fly-tipping, and vandalism.
Recommendations
No action is required at present. The majority of centres are providing a strong retail function. Carefully scrutinise further applications for change of use of A1 units in the following Local centres Gabalfa Avenue, High Street, Llandaff, Salisbury Road and Tudor Street. Continue to monitor.

Reference OB1 EC11

Relevant LDP Policies: R2, R3

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Proportion of protected City Centre shopping frontages with over 50% Class A1 (Shop) units.	100%	90%	54 (84.4%) of the city centres 64 Protected Shopping Frontages have over 50% Class A1 units.
Analysis			
• The Council's City Centre Land Use and Floorspace Survey (LUFS) is published each autumn. • The October 2016 survey identifies that 54 (84.4%) out of city centres 64 Protected Shopping Frontages comprised of over 50% Class A1 units. • It should be noted that the 10 Protected Shopping Frontages which have been identified as falling below the 50% threshold are weaker frontages that have not historically achieved 50%, but were included as protected frontages in the LDP for their group value within the Central Shopping Area (CSA).			
Recommendations			
• For the purpose of this indicator going forward, it is recommended that 54 Protected Shopping Frontages represents the 100% target for the future monitoring of this benchmark. • No actions are triggered under the first year of performance monitoring.			

Reference OB1 EC12

Relevant LDP Policies: KP10, R1-R8

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
Local Percentage of ground floor vacant retail units in the Central Shopping Area, District and Local Centres	Vacancy levels are no higher than the national UK average (12%). Current vacancy levels in Cardiff are 9% (City Centre), 10% (District Centres) and 9% (Local Centres)	Vacancy levels rise above national UK average for more than two consecutive years	District Centres – Average of 6% vacancy rate within centres. Local Centres – Average of 7% vacancy rate within centres. For an individual breakdown please see the analysis section. 13.9% of the Central Shopping Areas (CSA) ground floor retail units are currently (at October 2016) vacant. This equates to 9.4% of the CSA's ground floor retail floorspace (sqm).

Analysis

District Centres

District Centre	***Total No of Units***	***No vacant retail units***	***Percentage vacant retail units***
Albany Road/Wellfield Road	197	6	3%
City Road	164	14	9%
Clifton Street	98	4	4%
Cowbridge Road East	195	7	4%
Crwys Road/Woodville Road	132	11	8%
Bute Street/James Street	61	10	16%
Merthyr Road, Whitchurch	94	4	4%

Penarth Road/Clare Road	68	7	10%
St Mellons	20	1	5%
Thornhill	7	0	0%
Whitchurch Road	119	8	7%
		Average	**6%**

All the District centres fall below the 10% vacancy trigger, with the exception of Bute Street/James Street which has a 16% vacancy rate. Continue to monitor this centre for improvements next year.

Local Centres

Local Centre	***Total No of Units***	***No vacant retail units***	***Percentage vacant retail units***
Birchgrove	44	2	5%
Bute Street (Loudoun Square)	10	0	0%
Cathedral Road	28	0	0%
Countisbury Avenue	35	1	3%
Caerau Lane	9	1	11%
Fairwater Green	16	1	6%
Gabalfa Avenue	15	1	7%
Grand Avenue	15	1	7%
High Street, Llandaff	33	0	0%
Maelfa, Llanedeyrn*	N/A*	N/A*	N/A*
Newport Road, Rumney	46	2	4%
Rhiwbina Village	46	3	7%
Salisbury Road	44	3	7%
Splott Road	37	7	19%
Station Road, Llanishen	29	0	0%
Station Road, Llandaff North	25	1	4%
Station Road, Radyr	14	0	0%
Tudor Street	34	5	15%
Willowbrook Drive	5	2	40%
Wilson Road	15	1	7%
		Average	**7%**

**Maelfa Local Centre is currently undergoing a mixed use redevelopment (Planning Application 11/1082/DCO)*

All the Local centres fall below the 9% vacancy trigger, with the exception of Caerau Lane, Tudor Street, Splott Road and Willowbrook Drive. It is noted that Caerau Lane only has 1 vacant unit which does not raise cause for concern. Tudor Street has a 15% vacancy rate, and will continue to be monitored for improvements next year.

Splott Road and Willowbrook Drive well exceed the 9% trigger. It is noted that Splott Road has experienced a high vacancy rate over the last few years.

Willowbrook Drive has also failed to attract new A1 occupiers during the plan period, whereby two large retail units have been vacant for over 10 years. These long term vacancies have attracted various forms of anti-social behaviour by way of theft, damage, graffiti, fly-tipping, and vandalism.

Monitoring over future years will evidence if these trends continue.

City Centre

The Council's City Centre Land Use and Floorspace Survey (LUFS) is published each autumn.

The October 2016 survey identifies that 13.9% of the Central Shopping Areas (CSA) ground floor retail units are currently (at October 2016) vacant. It should be noted however that is equates to only 9.4% of the CSA's ground floor retail floorspace (sqm).

It is considered that the figure recorded in 2016 has been impacted upon, in part, by the level of vacant units within the Capitol Shopping Centre, which has risen from 21.4% (6 out of 28 units) in 2013 to 46.4% (13 out of 28 units) in 2016. This higher level of vacancy is considered to be a temporary issue while redevelopment proposals are considered for the centre.

As the survey is undertaken over a 5 day period, it does not recognise where a unit maybe temporarily vacant due to an imminent change in occupiers. 2016 marks the first year of the survey for the LDP and as it builds year-on-year, it will be possible to distinguish between short-term and long-term vacant units.

Recommendations
No action is required at present. Vacancy rates are predominantly below the required threshold. Continue to monitor.

Reference OB1 EC13

Relevant LDP Policies: KP6

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Preparing an annual Infrastructure Plan and Infrastructure Plan Delivery Report update.	Update the Infrastructure Plan and Infrastructure Plan Delivery Report annually to reflect the latest available information with regard to key infrastructure, costs/funding and estimated timescales.	Failure to update the Infrastructure Plan and Infrastructure Plan Delivery Report annually.	The current (2016) version of the Cardiff Infrastructure Plan was published in September. The 2017 version is currently being prepared in advance of its completion later in 2017

Analysis

- A review / update of the Cardiff Infrastructure Plan is undertaken on an annual basis, with the current version having been published in September 2016.
- Work is currently being undertaken to update the Infrastructure Plan for 2017, which will be completed later in 2017. The structure of the document is being amended to capture / record the S106 agreements for permissions granted on LDP Strategic Sites and the associated delivery of infrastructure provision going forward.

Recommendations

- No actions are triggered under the first year of performance monitoring.

Reference OB1 EC14

Relevant LDP Policies: KP2, KP6, KP8, T1-T9

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
Local Achievement of 50:50 modal split for all journeys by 2026	Increase the sustainable travel proportion of the modal split by 1% per annum for each journey purpose: 1) Work = 45.2% (2014) 2) Education = 57.8% (2014) 3) Shopping (City Centre) = 67.1% (2014) 4) Shopping (Other) = 43.2% (2014) 5) Leisure = 58% (2014)	Failure to achieve an annual increase of 1% for each journey purpose for two or more consecutive years	1) Work: 2014 = 45.2% 2015 = 45.0% (-0.2%) 2016 = 48.1% (+3.1%) 2) Education: 2014 = 57.8% 2015 = 50.4% (-7.4%) 2016 = 59.6% (+9.2%) 3) Shopping (City Centre): 2014 = 67.1% 2015 = 66.0% (-1.1%) 2016 = 67.9% (+1.9%) 4) Shopping (Other): 2014 = 43.2% 2015 = 41.3% (-1.9%) 2016 = 45.6% (+4.3%) 5) Leisure: 2014 = 58.0% 2015 = 54.8% (-3.2%) 2016 = 60.2% (+5.4%)

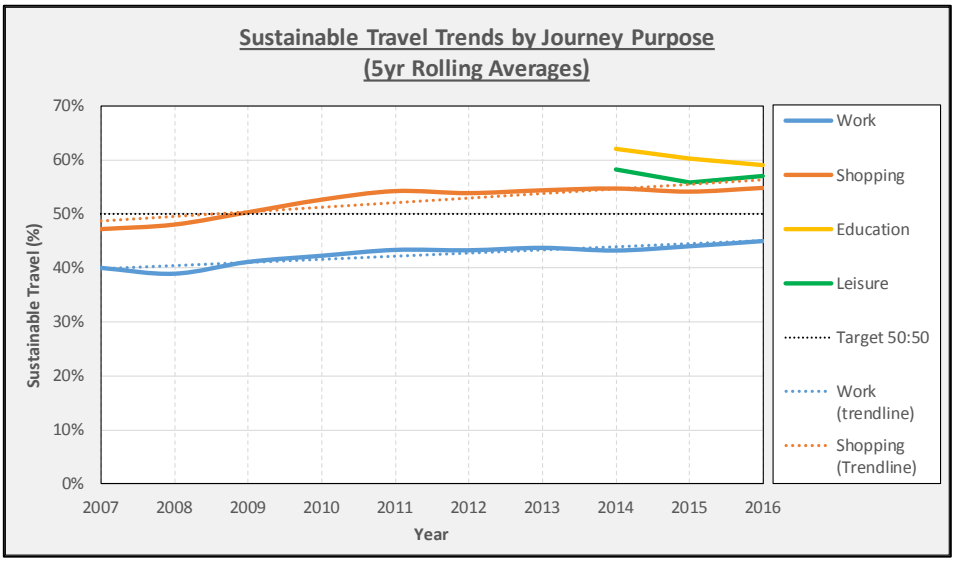
Analysis

Although an annual increase of 1% was not achieved between the 2014 baseline and 2015, with a decrease in the proportion of sustainable travel for each journey purpose; there has since been a significant increase between 2015 and 2016. This increase is far higher than the required 1% annual mode-shift, and in each instance the value for 2016 is also significantly higher than that in 2014. The outturns for 2014 through to 2016 are summarised below –

	2014	2015	2016	Change 2014-2015	Change 2015-2016	Change 2014-2016
Work	45.2%	45.0%	48.1%	-0.2%	+3.1%	+2.9%
Education	57.8%	50.4%	59.6%	-7.4%	+9.2%	+1.8%
Shopping (City Centre)	67.1%	66.0%	67.9%	-1.1%	+1.9%	+0.8%

Shopping (Other)	43.2%	41.3%	45.6%	-1.9%	+4.3%	+2.4%
Leisure	58.0%	54.8%	60.2%	-3.2%	+5.4%	+2.2%

In order to provide further confidence that the overall trend is that travel by sustainable modes is increasing, the historic 5yr rolling average for each journey purposes has been plotted below –



Above it can be seen that there is clear evidence that travel to both Work and Shopping is increasingly being made by sustainable modes. Note that both Leisure and Education have been included in the above for completeness sake, but annual raw data for these only extend as far back as 2010, therefore 5yr rolling averages cannot be establish prior to 2014, and as such there is insufficient data to determine the long-term trend for these.

Currently, the 50:50 is being achieved for Education trips, Shopping (City Centre) trips and Leisure trips. Meanwhile both Work and Shopping (Other) trips are on target to achieve the 50:50 by 2026 as required.

Recommendations

Continue to work with developers to deliver the infrastructure necessary to meet the 50:50 across all journey purposes by 2026. Continue to monitor.

Reference OB1 EC15

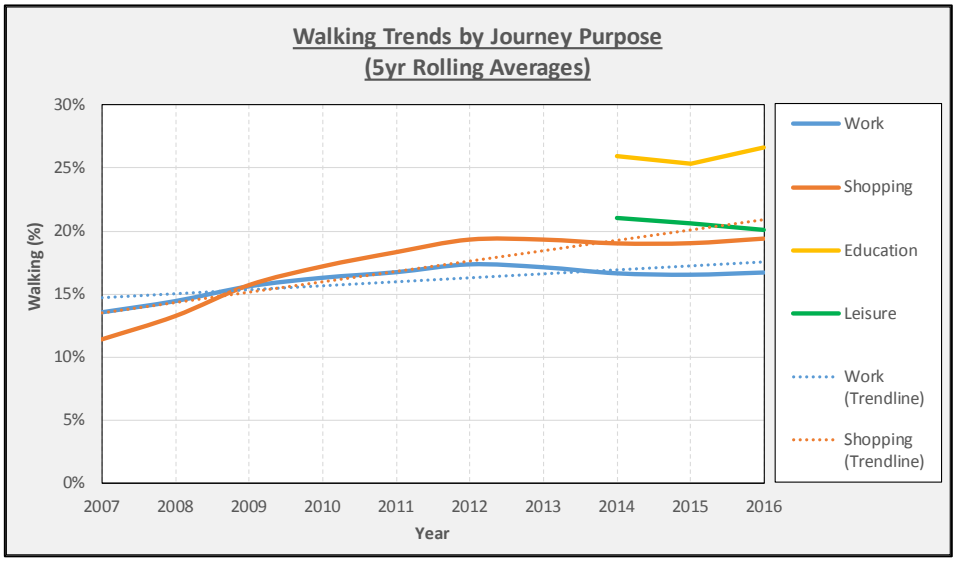
Relevant LDP Policies: KP2, KP6, KP8, T1-T9

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
Local Percentage of people walking (all journeys)	An annual increase of journeys made on foot for each journey purpose: 1) Work = 15.9% (2014) 2) Education = 24.1% (2014) 3) Shopping (City Centre) = 16.7% (2014) 4) Shopping (Other) = 22.3% (2014) 5) Leisure = 19% (2014)	Failure to achieve an annual increase for each journey purpose for two or more consecutive years	1) Work: 2014 = 15.9% 2015 = 16.6% (↑) 2016 = 17.9% (↑) 2) Education: 2014 = 24.1% 2015 = 22.6% (↓) 2016 = 27.6% (↑) 3) Shopping (City Centre): 2014 = 16.7% 2015 = 16.5% (↓) 2016 = 18.4% (↑) 4) Shopping (Other): 2014 = 22.3% 2015 = 22.2% (↓) 2016 = 23.5% (↑) 5) Leisure: 2014 = 19.0% 2015 = 18.9% (↓) 2016 = 21.8% (↑)
Analysis			
An increase has been achieved in walking to work, both between 2014 and 2015, and between 2015 and 2016. However, for the other journey purpose, there was a decrease in walking between the 2014 baseline and 2015. Nevertheless, not only in each instance is the 2016 value higher than that of 2015, it is also significantly higher than that of 2014, indicating a general increase in walking for all journey purposes. The outturns for 2014 through to 2016 are summarised below –			

	2014	2015	2016	Change 2014 to 2015	Change 2015 to 2016	Change 2014 to 2016
Work	15.9%	16.6%	17.9%	0.7%	1.3%	2.0%
Education	24.1%	22.6%	27.6%	-1.5%	5.0%	3.5%
Shopping (City Centre)	16.7%	16.5%	18.4%	-0.2%	1.9%	1.7%
Shopping (Other)	22.3%	22.2%	23.5%	-0.1%	1.3%	1.2%
Leisure	19.0%	18.9%	21.8%	-0.1%	2.9%	2.8%

In order to provide further confidence that the overall trend is that travel by walking is increasing, the historic 5yr rolling average for each journey purposes has been plotted below –



From the above, it can be seen that the long-term trend is that the proportion of those walking to Work and Shopping is increasing. Note that both Leisure and Education have been included in the above for completeness sake, but annual raw data for these only extend as far back as 2010, therefore 5yr rolling averages cannot be establish prior to 2014, and as such there is insufficient data to determine the long-term trend for these.

Recommendations

No action is required at present. Continue to monitor.

Reference OB1 EC16

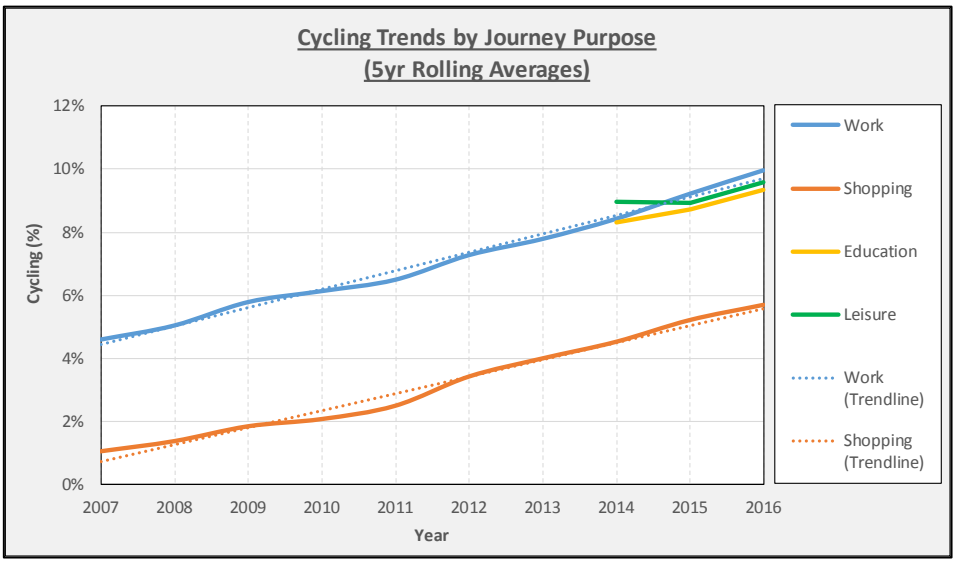
Relevant LDP Policies: KP2, KP6, KP8, T1-T9

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
Local Percentage of people cycling(all journeys)	An annual increase of journeys made by bike for each journey purpose: 1) Work = 10.6% (2014) 2) Education = 9.5% (2014) 3) Shopping (City Centre) = 5.9% (2014) 4) Shopping (Other) = 5.7% (2014) 5) Leisure = 10.1% (2014)	Failure to achieve an annual increase for each journey purpose for two or more consecutive years	1) Work: 2014 = 10.6% 2015 = 10.0% (↓) 2016 = 11.3% (↑) 2) Education: 2014 = 9.5% 2015 = 8.9% (↓) 2016 = 9.6% (↑) 3) Shopping (City Centre): 2014 = 5.9% 2015 = 5.9% ( ) 2016 = 6.6% (↑) 4) Shopping (Other): 2014 = 5.7% 2015 = 5.3% (↓) 2016 = 6.0% (↑) 5) Leisure: 2014 = 10.1% 2015 = 9.6% (↓) 2016 = 10.0% (↑)
Analysis			
For all journey purposes, the proportion cycling has either decreased or remained the same between the 2014 baseline and 2015. However, the proportion cycling has since increased between 2015 and 2016, and with the exception of leisure, the 2016 values are also higher than those of 2014, indicating a general increase in cycling. The outturns for 2014 through to 2016 are summarised below –			

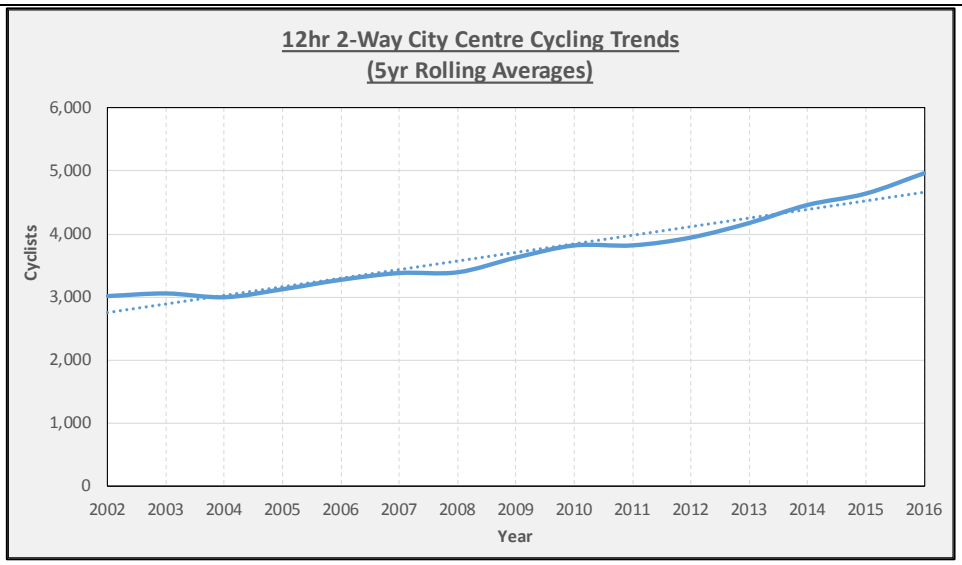
	2014	2015	2016	Change 2014 to 2015	Change 2015 to 2016	Change 2014 to 2016
Work	10.6%	10.0%	11.3%	-0.6%	1.3%	0.7%
Education	9.5%	8.9%	9.6%	-0.6%	0.7%	0.1%
Shopping (City Centre)	5.9%	5.9%	6.6%	0.0%	0.7%	0.7%
Shopping (Other)	5.7%	5.3%	6.0%	-0.4%	0.7%	0.3%
Leisure	10.1%	9.6%	10.0%	-0.5%	0.4%	-0.1%

In order to provide further confidence that the overall trend is that travel by cycling is increasing, the historic 5yr rolling average for each journey purposes has been plotted below –



The above demonstrates significant gains in the proportions cycling for all journey purposes, albeit that historic data for Leisure and Education is limited such as to reliably establish the long-term trends for these. Of note, the proportion cycling has almost doubled between 2008 and 2016, while the proportion cycling for shopping related trips has tripled over the same period. The trend also demonstrates that Cardiff is on-target to achieve the required doubling in the number of cyclists required by the Cycling Strategy between 2015 and 2016.

In order to further demonstrate the increases in levels of cycle use, 5yr rolling average trends for the daily number of cyclists crossing the City Centre cordon (12hr 2-way, based on Council classified counts) are provided below. This shows that the numbers of cyclists within the City Centre has risen by around 65% between 2002 and 2016, which corresponds to an average relative increase of around 5% per annum.



Recommendations

No action is required at present. Continue to monitor.

Reference OB1 EC17

Relevant LDP Policies: KP2, KP6, KP8, T1-T9

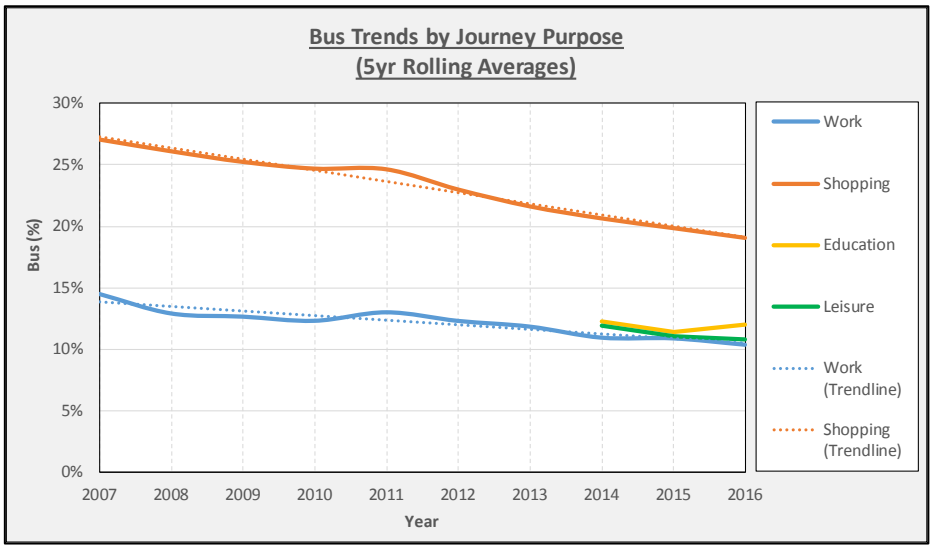
Contextual Changes: The previous Cardiff Bus Station closed in August 2015, and is to be replaced by the new Integrated Transport Hub. There were reductions in bus subsidy for 2014/2015, as discussed in the Report to Environmental Scrutiny on 08/05/14 – Agenda Item 4 "Bus Routes & Subsidies", with further reductions in 2015/2016, leading to a reduction in service frequency on some services, and a reduction in service provision during evening and on Sundays. Meanwhile, new cross-city services have been introduced, with the X1 in May 2015, followed by the X11 in January 2016, and the X8 and X45 in March 2017. A list of infrastructure being provided and funding secured can be found in OB1 EC21-22 and SA4a.

Indicator	Target	Trigger	Performance
Local Percentage of people travelling by bus (all journeys)	An annual increase of journeys made by bus for each journey purpose: 1) Work = 11.1% (2014) 2) Education = 13% (2014) 3) Shopping (City Centre) = 29.4% (2014) 4) Shopping (Other) = 8.6% (2014) 5) Leisure = 11.2(2014)	Failure to achieve an annual increase for each journey purpose for two or more consecutive years	1) Work: 2014 = 11.1% 2015 = 10.7% (↓) 2016 = 10.0% (↓) 2) Education: 2014 = 13.0% 2015 = 11.6% (↓) 2016 = 12.8% (↑) 3) Shopping (City Centre): 2014 = 29.4% 2015 = 29.4% ( ) 2016 = 26.7% (↓) 4) Shopping (Other): 2014 = 8.6% 2015 = 8.4% (↓) 2016 = 8.9% (↑) 5) Leisure: 2014 = 11.2% 2015 = 10.8% (↓) 2016 = 10.5% (↓)
Analysis			
Importantly, bus use as a mode, makes up the biggest proportion (more than a quarter) of Shopping trips to the City Centre, second only to those travelling by car. Levels in bus use overall have decreased or remained the same between the 2014 baseline and 2015. While levels of bus use have since increased for Education and Shopping (Other) trips between 2015 and 2016, the other journey purposes			

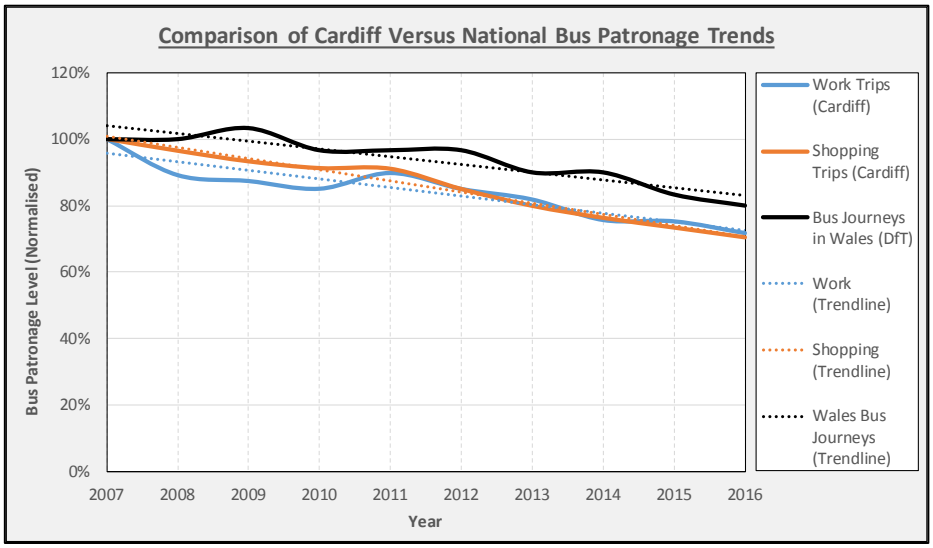
have decreased yet again over this period. The outturns for 2014 through to 2016 are summarised below –

	2014	2015	2016	Change 2014 to 2015	Change 2015 to 2016	Change 2014 to 2016
Work	11.1%	10.7%	10.0%	-0.4%	-0.7%	-1.1%
Education	13.0%	11.6%	12.8%	-1.4%	1.2%	-0.2%
Shopping (City Centre)	29.4%	29.4%	26.7%	0.0%	-2.7%	-2.7%
Shopping (Other)	8.6%	8.4%	8.9%	-0.2%	0.5%	0.3%
Leisure	11.2%	10.8%	10.5%	-0.4%	-0.3%	-0.7%

The above are symptomatic of a longer term trend in the decline in bus use, as demonstrated in the chart below –



However, the decline in bus use is not specific to Cardiff, and closely follows the national trends in the number of bus journeys in Wales, as presented below –



As further evidence, a comparative of bus-related satisfaction between 2009 and 2016, based on data from the Ask Cardiff Survey, is presented below. This demonstrates a significant general decline in bus satisfaction levels over this period. This having said, the overall satisfaction in public transport has increased from 58% in 2015 to 64% in 2016 –

	2009	2016	Change
Provision of Real-Time Information	62%	50%	-12%
Bus Service Reliability	66%	55%	-11%
Condition of Bus Stops/Shelters	60%	56%	-4%
Bus Service Frequency	70%	57%	-13%
Provision of PT Information	67%	55%	-12%
Bus Service Overall	62%	57%	-5%

Ultimately however, levels of bus use are influenced by a number of factors, such as congestion leading to reduced reliability, but are also subject to externalities such as increasing fares and comparative fuel prices.

Recommendations

The Council is currently exploring methods to measure bus journey times and reliability, and to compare these between bus and car, and to establish a measure of congestion; using tools such as the DfT's TrafficMaster dataset and the VIX BusNet Operator Reports System. Furthermore, the Council canvases user opinion on bus provision through its annual Ask Cardiff Survey, and intends to undertake extensive data collection for the strategic corridors. Collectively this data which shall be available prior to next year's report, should help explain recent trends in bus use, and suggest suitable opportunities for improvement.

The Council will continue to work with developers, bus operators and partners in Welsh Government, to deliver the infrastructure and improvements necessary to encourage increases in bus use, as part of the target which has been set to double the number of trips made by public transport by 2026.

Reference OB1 EC18

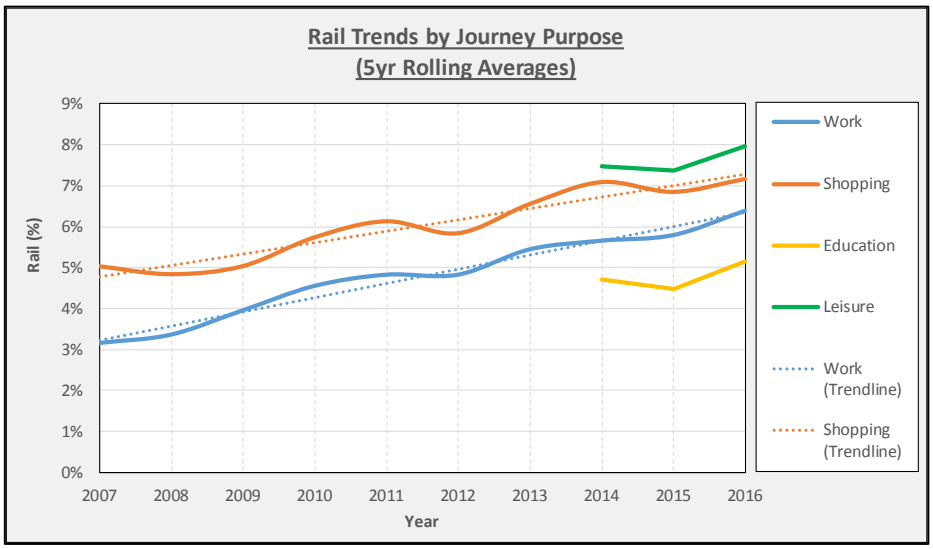
Relevant LDP Policies: KP2, KP6, KP8, T1-T9

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

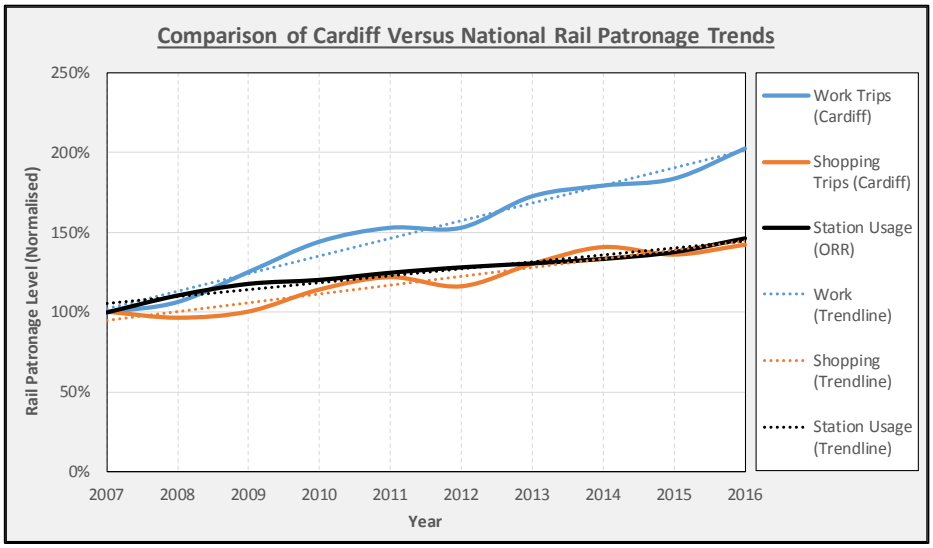
Indicator	Target	Trigger	Performance
Local Percentage of people travelling by train (all journeys)	An annual increase of journeys made by train for each journey purpose: 1) Work = 5.8% (2014) 2) Education = 5.2% (2014) 3) Shopping (City Centre) = 10.6% (2014) 4) Shopping (Other) = 3.8% (2014) 5) Leisure = 8.7% (2014)	Failure to achieve an annual increase for each journey purpose for two or more consecutive years	1) Work: 2014 = 5.8% 2015 = 6.0% (↑) 2016 = 7.6% (↑) 2) Education: 2014 = 5.2% 2015 = 4.8% (↓) 2016 = 5.6% (↑) 3) Shopping (City Centre): 2014 = 10.6% 2015 = 10.1% (↓) 2016 = 11.3% (↑) 4) Shopping (Other): 2014 = 3.8% 2015 = 3.0% (↓) 2016 = 4.4% (↑) 5) Leisure: 2014 = 8.7% 2015 = 7.5% (↓) 2016 = 8.8% (↑)
Analysis			
While the proportion of journeys to work by rail increased between the 2014 baseline and 2015, the proportions for the other journey purposes decreased over the same period. However, the proportion between 2015 and 2016 increased, and in each case was higher than the value for 2014. The outturns for 2014 through to 2016 are summarised below –			

	2014	2015	2016	Change 2014 to 2015	Change 2015 to 2016	Change 2014 to 2016
Work	5.8%	6.0%	7.6%	0.2%	1.6%	1.8%
Education	5.2%	4.8%	5.6%	-0.4%	0.8%	0.4%
Shopping (City Centre)	10.6%	10.1%	11.3%	-0.5%	1.2%	0.7%
Shopping (Other)	3.8%	3.0%	4.4%	-0.8%	1.4%	0.6%
Leisure	8.7%	7.5%	8.8%	-1.2%	1.3%	0.1%

Exploring the above in further detail; taking the historic 5yr rolling average for each journey purposes, we have the following –



Comparing the data above with that for published rail station usage for Cardiff (ORR), as provided below; it can be seen that the trend in shopping trips by rail, closely mirrors that of station usage, with usage levels having increased by around 50% between 2007 and 2016 –



Recommendations
No action is required at present. Continue to monitor.

Reference OB1 EC19

Relevant LDP Policies: KP2, KP6, KP8, T1-T9

Contextual Changes: The Council is currently awaiting access to the tools necessary to determine bus journey times and reliability, namely the DfT's TrafficMaster dataset and the VIX BusNet Operator Reports System. Without use of these, it is not feasible at this stage to be able to determine bus journey times and reliability directly. Therefore, as an interim measure for this year's report, levels of bus user satisfaction of journey times and reliability as recorded in the Ask Cardiff Survey, will be used instead as a proxy, until such time that the required tools become available. Further contextual changes relating to bus use are defined in OB1 EC17, and a list of infrastructure being provided and funding secured can be found in OB1 EC21-22 and SA4a.

Indicator	Target	Trigger	Performance
Local Improvement in journey times by bus	An annual 1 percent improvement in journey times for key corridors (North West Corridor, North East Corridor, Eastern Corridor and Southern Corridor) from adoption of the Local Development Plan	Failure to achieve an annual improvement in bus journey times of 1% for two or more consecutive years	Public Satisfaction Regarding Bus Journey Times (Ask Cardiff Survey): 2015 = 59.8% 2016 = 62.6% Change = +2.7%

Analysis

Satisfaction regarding bus journey times, has been determined from summing all responses of 'Very Satisfied' and 'Fairly Satisfied' from the corresponding question of the Ask Cardiff Survey. A summary of the calculations is provided below –

	2015	2016	
Very Satisfied	682	557	
Fairly Satisfied	1,760	1,661	
All Respondents	4,082	3,545	
TOTAL Satisfied	2,442	2,218	Change
TOTAL Satisfied (%)	59.8%	62.6%	2.7%

Recommendations

Make use of alternative tools to monitor, as these become available.

Reference OB1 EC20

Relevant LDP Policies: KP2, KP6, KP8, T1-T9

Contextual Changes: The Council is currently awaiting access to the tools necessary to determine bus journey times and reliability, namely the DfT's TrafficMaster dataset and the VIX BusNet Operator Reports System. Without use of these, it is not feasible at this stage to be able to determine bus journey times and reliability directly. Therefore, as an interim measure for this year's report, levels of bus user satisfaction of journey times and reliability as recorded in the Ask Cardiff Survey, will be used instead as a proxy, until such time that the required tools become available. Further contextual changes relating to bus use are defined in OB1 EC17, and a list of infrastructure being provided and funding secured can be found in OB1 EC21-22 and SA4a.

Indicator	Target	Trigger	Performance
Local Improvement in bus journey time reliability	An annual 1 percent improvement in journey time reliability for key corridors (North West Corridor, North East Corridor, Eastern Corridor and Southern Corridor) from adoption of the Local Development Plan	Failure to achieve an annual improvement in bus journey time reliability of 1% for two or more consecutive years	Public Satisfaction Regarding Bus Journey Time Reliability (Ask Cardiff Survey): 2015 = 50.4% 2016 = 55.2% Change = +4.8%

Analysis

Satisfaction regarding bus journey time reliability, has been determined from summing all responses of 'Very Satisfied' and 'Fairly Satisfied' from the corresponding question of the Ask Cardiff Survey. A summary of the calculations is provided below –

	2015	2016	
Very Satisfied	448	412	
Fairly Satisfied	1,602	1,544	
All Respondents	4,067	3,545	
TOTAL Satisfied	2,050	1,956	Change
TOTAL Satisfied (%)	50.4%	55.2%	4.8%

Recommendations

Make use of alternative tools to monitor, as these become available.

Reference OB1 EC21

Relevant LDP Policies: KP2, KP6, KP8, T4

Contextual Changes: Planning approval for the new Integrated Transport Hub was granted in March 2017.

Indicator	Target	Trigger	Performance
Local Delivery of a regional transport hub	A regional transport hub will be delivered by 2018	Failure to deliver a regional transport hub by 2018	Whilst significant progress has been made in relation to the wider masterplanning and delivery of the wider area and securing planning approval for the Transport Hub, project delivery has slipped against the originally proposed timescales

Analysis

Key consideration and milestones in relation to delivery of the new Integrated Transport Hub, are as follows –

- The previous Cardiff Bus Station catered for 56 services and 765 bus movements per 12 hours (07:00-19:00), as yet it is unclear how many services will use the new facility.
- Demolition of this began on the 1st of August 2015, preceded by changes to the junction of Central Square, and followed by construction of the new 150,000 sq. ft. BBC Cymru Wales HQ (for 1,200 staff) which began on the 7th of December 2015 (Central Square Phase 2 - Plot 3).
- Works on the 135,000 sq. ft. office development at One Central Square were completed in March 2016 (Central Square Phase 1 - Plot 1).
- Demolition of Marland House began in May 2016 and completed in December 2016, while demolition of the former Wood Street NCP multi-storey car park began in January 2017 and completed in May 2017.
- The current arrangement is that services previously using the bus station, now operate from existing and additional on-street stops, with layover stands also provided on-street.

- The developer for the new hub is Rightacres Property Co. Ltd, which will form Phase 3 of the redevelopment of Central Square, on Plots 9-13.

- Planning approval was granted to the proposed design on the 1st of March 2017, based on a 14-stand facility with Drive-in-Reverse-out (DIRO) arrangement.

- Included within the design for Central Square are – offices, ancillary retail, residential apartments, student accommodation, seating, toilets and amenities, 225 private car parking spaces, and a 500-space public bike store facility.

- The proposals also include improvements to the following sections of the network – Central Square, Westgate Street, Wood Street, Havelock Street, Scott Road, Park Street and Bute Terrace.

- The hub is developer funded, with a bid for funding having been submitted to Welsh Government to cover fit-out, and a separate bid for funding is expected to be made as part of City Deal.

- Construction of the 100,000 sq. ft. office development at Two Central Square, is currently nearing completion (Central Square Phase 2 - Plot 2).

- Demolition is expected over the current months of – Saunders Road Car Park (Central Square Phase 3), Thompson House (Central Square Phase 4 - Plots 4, 5 & 8), and finally by St David's House (Central Square Phase 5 – Plots 6 & 7).

Recommendations
No action is required at present. Continue to monitor.

Reference OB1 EC22

Relevant LDP Policies: KP2, KP6, KP8, T1-T9

Contextual Changes: No significant contextual changes but observation of the challenges currently faced with regard to funding constraints and securing the active engagement from relevant agents/consultants to deliver appropriate sustainable transportation infrastructure.

Indicator	Target	Trigger	Performance
Local Delivery of new sustainable transportation infrastructure including: Rapid Bus Corridors, Cycle Network, Transport Hubs and LTP schemes to mitigate development impacts and support modal shift	To prepare & implement a range of sustainable transport schemes including schemes identified in the Cardiff LTP which support modal shift and the delivery of the Masterplanning principles set out in the LDP	Failure to deliver projects identified in LTP timeframes and/or failure to deliver sustainable key principles as referenced in OB4 SN12	Not all LTP and LDP identified schemes have been able to be delivered within the timeframes originally set out. However, 3 schemes are complete, and a further 15 are currently on-going.

Analysis

Progress against LTP and LDP identified sustainable transport infrastructure schemes for the period 2015-2017, are summarised below –

Timeframe	Type	Scheme	Completed?	Commentary
2015-	Rail Improvements	Electrification of South Wales Mainline	On-going	Works on going as far as Cardiff
2015-	Rail Improvements	Electrification of Valleys Lines	On-going	Expected to form part of City Deal and the new Wales & Borders rail franchise
2015-	Rail Improvements	Other CCC-Led Station Improvements as specified in the LDP Infrastructure Plan	On-going	Rail infrastructure improvements under WG
2015-	Transport Hubs	Park & Ride North of M4 J33	No	1,000-space P&R to be delivered as part of Strategic Site (subject to signing of S106)
2015/2016	Cycle Networks / Active Travel	North Cardiff Community Route (NCCR) - Phase 4	No	Route is identified as a secondary Integrated Network Map route

2015/2016	Cycle Networks / Active Travel	Strategic Cycle Network Route 1 - Heath Halt Road	No	To be provided as part of the North-South Superhighway
2015/2016	Cycle Networks / Active Travel	Strategic Cycle Network Route 1 - King George V Drive East	No	To be provided as part of the North-South Superhighway
2015/2016	Cycle Networks / Active Travel	Strategic Cycle Network Route 5 (Penarth Road Corridor) - Phase 2	Yes	Scheme completed in 2015
2015/2016	Cycle Networks / Active Travel	Strategic Cycle Network Route 50 (Wood St-Leckwith Rd)	Yes	Scheme completed in 2015
2015/2016	Cycle Networks / Active Travel	Strategic Cycle Network Route 6 - Cowbridge Rd East/West	On-going	Cowbridge Road East Toucan completed in 2016; Ely River Bridge completed in 2017; WCAT design being progressed 2017/2018
2015/2016	Cycle Networks / Active Travel	WNP Llanrumney, St Mellons and Ely & Caerau - Phase 1	On-going	Phase 1 completed in 2015/2016; Phase 2 completed in 2016/2017; Phase 3 to be completed in 2017/2018
2015/2016	Rail Improvements	Access Improvements to Danescourt, Waun-Gron Park & Fairwater Stations	No	On hold - awaiting funding
2015/2016	Rapid Bus Corridors	A469 Phase 1: St Georges Road to Birchgrove Road	On-going	Consultation complete, awaiting funding; Some improvements made south of Birchgrove Road junction
2015/2016	Rapid Bus Corridors	A470 Phase 1: Coryton to Gabalfa	On-going	Birchgrove Road to Caegwyn Road complete; Remaining 2 sections are on-hold, awaiting funding
2015-2017	Multi-Modal	Newport Road / West Grove Junction Improvements	On-going	Phase 1: East Grove/Howard Place = complete 05/05/16; Phase 2a: West Grove/The Parade = complete 25/08/16; Phase 2b: Newport Road/West Grove = complete 14/03/17; Phase 3: Newport Road/Fitzalan Road = to be undertaken Q3-Q4 2017/2018
2016-	Rail Improvements	WG Metro Station Improvements: Llandaf Station	On-going	Works on-going since 05/12/16
2016-	Rail Improvements	WG Metro Station Improvements: Radyr Station	On-going	Works on-going since 05/12/16

2016-	Rapid Bus Corridors	A469 Phase 3: North of Maes-y-Coed Road	On-going	Consultation complete, awaiting funding
2016-	Rapid Bus Corridors	A470 Phase 2: Gabalfa to City Centre	No	On hold - awaiting funding
2016-	Rapid Bus Corridors	City Centre Improvements: Bus Lanes, Bus Gates & Bus Priority	On-going	Concept design completed for Bute Terrace and Station Terrace/Stuttgarter Strasse; Detailed design proceeding
2016-	Rapid Bus Corridors	Part-time Bus Lanes on Strategic Routes	No	Has not yet been required but may be needed where there is conflict with parking requirements
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 3 (Newport-Cardiff) - Phase 1	No	Segregated cycle route on Newport Rd to be provided as part of East-West Superhighway; Greenway Rd identified as secondary Integrated Network Map route
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 34 - Bute Dock Footway Shared Use	No	Route is identified as a secondary Integrated Network Map route scheme 119
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 34 - Bute East Dock-Hemingway Rd	No	Route is identified as a secondary Integrated Network Map route scheme 120
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 34 - Connection to Route 3	No	Route is identified as a secondary Integrated Network Map route
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 34 - Sanquahar/Windsor Rd	On-going	New crossing has been implemented; route is identified as a secondary Integrated Network Map route
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 34 - Tyndall St/Schooner Way)	No	Route is identified as a secondary Integrated Network Map route scheme 138a
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 50 (Leckwith) - Phase 2	No	Route is identified as a secondary Integrated Network Map route
2016/2017	Cycle Networks / Active Travel	Strategic Cycle Network Route 6 - Ely Bridge Roundabout	On-going	Cowbridge Road East Toucan completed in 2016; Ely River Bridge completed in 2017; WCAT design being progressed 2017/2018
2016/2017	Cycle Networks / Active Travel	WNP Splott, Grangetown and Llandaff North - Phase 1	On-going	WNP superseded by Integrated Network Map; SRiC has been implemented in area.

2016/2017	Rail Improvements	Access Improvements to Radyr, Ty-Glas & Birchgrove Stations	No	On hold - awaiting funding
2016-2017	Rapid Bus Corridors	A469 Phase 2: Birchgrove Road to Maes-y-Coed Road	Yes	Delivered in 2016/2017

Recommendations

Many of the above undelivered cycle network schemes are being progressed through the Integrated Network Mapping as part of the Cycling Strategy. Continue to monitor.

Reference OB1 EC23

Relevant LDP Policies: R3

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Central Shopping Area Protected Frontages SPG		Failure to adopt SPG within 12 months of adoption of the Plan	The Central Shopping Area Protected Frontages SPG is due to be issued for public consultation in March 2018.
Analysis			
Preparatory work has commenced on preparation of the SPG and it is due to be issued for public consultation in March 2018. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB1 EC24

Relevant LDP Policies: KP5

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Shop Fronts and Signs Guidance SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Shop Fronts and Signs Guidance SPG is due to be issued for public consultation in November 2017.
Analysis			
Preparatory work on the SPG is at an advanced stage and it is due to be issued for public consultation in November 2017. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB1 EC25

Relevant LDP Policies: EC1, EC3

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Protection of Employment Land and Premises for Business and Industry and Warehousing SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Protection of Employment Land and Premises for Business and Industry and Warehousing SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017
Analysis			
The SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Objective 2 – To respond to evidenced social needs

Reference OB2 SO1

Relevant LDP Policies: KP1

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
CORE The housing land supply taken from the current Housing Land Availability Study (TAN1)	A minimum 5 year supply of land for residential development is maintained throughout the Plan period.	Less than a 5 year supply of residential land is recorded for any year.	The housing land supply taken from the current Joint Housing Land Availability Study (1st April 2017) is 3.6 years.
Analysis			
TAN1/Residual Methodology It is important to stress that the Council believes that in reality more land is potentially available for development than the figure derived through the rigid residual methodology prescribed in TAN1 which is solely based on the LDP housing figure as opposed to taking account of past build rates. In this respect, it should be noted that the current land bank (sites over 10 units) is 24,995 dwellings which compares to 9,998 dwellings which meet the requirements of the JHLAS reporting process. Much land, while physically available in Cardiff is not eligible for inclusion in the 5-year calculation. This includes sites subject to the signing of a s106 agreement[1] (328 units) or sites with consent categorised as constrained in the C3/C4 categories (14,629 units). These categories are not eligible to be counted in the JHLAS, but could add considerably (around 4.8 years' worth of land) to the official 3.6 year supply. While no longer permitted, TAN1 previously allowed comparison of the current land supply with past building rates. The past build rate methodology was introduced in 1992 by PPG3 (Wales) to address instances where the residual calculation does not accurately reflect supply. Comparison with both the previous 10-year past building rate and 5-year building rate provide land supply figures for Cardiff of 9.6 years and 14.8 years, respectively. Whilst it is accepted that these build periods may reflect the effects of recession it nevertheless offers a useful perspective. Students			

[1] Where a Section 106 agreement remains unsigned for more than one year after the date of the resolution to grant planning permission

Historically, private student accommodation was eligible for inclusion in Cardiff's 5-year land supply. This was established practice since students living in private student accommodation are included in the dwelling requirement which underlies the development plan. This form of accommodation also reduces pressure on the traditional private rented sector thereby contributing to overall stock. Revised TAN1 guidance (January 2015) introduced a condition that only dwellings within the C3 Use Class Order definition can be counted towards the supply. This restricts student accommodation from the JHLAS which is considered *Sui Generis* rather than C3. This sector has provided an important source of accommodation in Cardiff over the past 15 years and has more recently experienced a boom. To provide an indication of scale, approximately 480 student units were eligible to be included in Cardiff's 5-year supply in the 2014 JHLAS. Between 1st April 2014 and 1st April 2016 a further 1,699 additional units (2,975 bed spaces) were approved. Typically, these schemes have been built readily without experiencing the delays affecting traditional residential schemes. Current evidence shows the further strength of the student accommodation market in Cardiff.

Revised TAN1 came into effect after Cardiff's LDP had been submitted for Examination and this change of Policy had not been anticipated since it did not form part of the consultation proposals. As such, household projections within the adopted LDP, and the subsequent dwelling requirement (41,415) take into account the requirements of students living in private accommodation but new student accommodation cannot technically contribute to the supply. This issue was acknowledged by Inspectors during the LDP Examination, reported in paragraphs 4.18 & 4.19 of the Inspectors' Report. Future work will be required to address this matter of reconciling student demand and supply ahead of the Plan review process.

Short-term Delays on Strategic Sites

For the current JHLAS period (2018-2022) completion forecasts amounted to a combined contribution of 8,030 units on strategic sites. A further 2,302 units were anticipated to be completed prior to the Study, between 2015 and 2017. During this year's JHLAS process the Council has received revised forecasts for each strategic site representing a total contribution of 5,498 contribution over the period 2018-2022, resulting in a loss 2,532 units from the anticipated 5-year supply equivalent to approximately 0.8 years supply. Similarly, only 113 completions have taken place to date on strategic sites, a shortfall of 2,189 from anticipated completions over the period, representing 0.7 years. Under the residual method, any shortfall in anticipated completions is factored in to the calculation (residual requirement) thereby making it more difficult to achieve a 5-year supply.

Reasons for delays vary from site to site, but in general start dates have slipped post adoption. The Council considers that these delays are therefore at least partly responsible for the lack of a 5-year housing land supply in Cardiff, and that in reality Cardiff is not faced with a supply issue, but a delivery challenge where the development sector is not delivering the rates previously anticipated.

Population Growth

Welsh Government's most recent population estimates for local authorities in Wales indicate Cardiff has a current population of 361,468 (2016 MYE). This suggests that to date, population growth has been slower than previously projected

by Welsh Government, whose 2011-based projections estimated a population of 366,761 in 2016 (approx. 5,300 difference). Though the adopted LDP dwelling requirement remains below that indicated by Welsh Government's 2011 projections, the population growth underpinning the LDP has not yet materialised either (approx. 4,200 difference when compared with the 2016 MYE).

In September 2016, Welsh Government released its most up to date (2014-based) official population projections for local authorities in Wales. Over the 25 year period, 2014 to 2039, the population of Cardiff is projected to increase by 90,400 (25.5%) – more than any other local authority in Wales. However, the latest figures suggest that Cardiff's growth is lower than in the previous, 2011-based projections. Between 2014 and 2036, Cardiff's projected growth has decreased from 27.2% (2011-based projections) to 22.3% (2014-based projections). Projected population growth has also been revised downwards by 2026, the end of the LDP period, from 412,801 to 395,679.

PPW specifies that latest Household Projections should form the starting point for assessing housing requirements. In this respect, it should be noted that population projections become increasingly uncertain the further into the future they run and thus as the Plan period progresses, it will be increasingly important to monitor new demographic evidence as set out in forthcoming official population and household projections.

National Perspective

It should be noted that the lack of a 5-year supply in Cardiff is no exception when considered within the context of Wales as a whole; many LPAs have experienced similar land supply situations, post LDP adoption. In 2013, 2014 and 2015 respectively, 18 (72%) Welsh LPAs had less than 5-years' housing land supply. The situation has not improved over time, with 19 LPAs recording a sub 5-year land supply in 2016. Average land supply across Wales also fell during this period, from 4.3 years in 2013 to 2.5 years by 2016. The widespread difficulty in demonstrating a 5-year housing land supply across Welsh LPAs is recognised by Welsh Government who have conducted research into the issues surrounding delivery. While viability appears to be a key underlying factor throughout much of Wales, other primary factors are evident in Cardiff, as described above.

Conclusion

This Council has identified several underlying reasons which it believes may be significant in considering the latest housing land availability figure set out in the 2017 JHLAS. The Council consider these technical factors distort the reality of a much healthier supply of housing land which exists in practice with a key challenge being the ability of the housing sector to effectively deliver build rates promoted during the LDP examination process. These factors should be taken into account where attributing weight to the 5-year supply figure for the purpose of determining planning applications.

It is considered that the Council is being proactive in following the enabling approach set out by Welsh Government, and positive dialogue is taking place with the development sector to achieve mutual objectives of delivering a plan-led

approach. Continuous review of new evidence through the AMR process will help to ensure the land supply situation remains closely monitored.
Recommendations
Whilst there is clearly a 'delivery lag' following LDP adoption, the Council is liaising with landowners and developers with the aim of stimulating an enhanced trajectory of provision on Strategic Sites. It is hoped that this proactive and enabling approach will, over time, secure enhanced delivery rates in future years and the matter will remain an on-going priority. Future AMR's will provide regular annual updates.

Reference OB2 S02

Relevant LDP Policies: KP1

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
CORE The number of net general market dwellings built	Provide 22,555 net general market dwellings over the remaining Plan period in accordance with the cumulative 2 year targets set out below: 2016: 2,495 2018: 4,096 2020: 4,153 2022: 4,042 2024: 4,010 2026: 3,759	Failure to deliver the required number of dwellings for each 2 year period.	The total number of general market dwellings built during 2014/15 was 377. The total number of general market dwellings built during 2015/16 was 489. The combined total of general market dwellings built by 1st April 2016 was 866.

Analysis

This is the first year the LDP has been operative and this is the first AMR to be prepared. Therefore, this year's AMR provides a short term position statement and baseline data for future comparative analysis in successive AMRs. Future monitoring over a longer period will enable trends to be identified and firmer conclusions drawn.

The original housing completion rates set out in the LDP evidence base as 'Statements of Common Grounds' for each of the strategic site allocations were submitted by developers, landowners and agreed with the Council during December 2014. The original phasing of the strategic sites as agreed within these Statements of Common Grounds are reflected in this Annual Monitoring Framework. The anticipated completion rates were examined by Inspectors in January 2015 and no changes were made during the examination process or in the Inspector's Report.

It is considered that as the Cardiff LDP was adopted in January 2016, the significant complexity of the development of the strategic sites has resulted in slower start up times when compared to the original agreed phasing plans. Reasons for this vary from site to site, but it has become evident that there is a lag between LDP adoption and new houses being completed - in part reflective of land ownership/legal technicalities between Developers and landowners and also the complexity of

securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP. Whilst it is difficult to determine definitive trends in policy performance in the first year of reporting, progress has been made on most of the strategic sites in terms of planning applications being granted or construction having started.
Recommendations
Whilst there is clearly a 'delivery lag' following LDP adoption, the Council is liaising with landowners and developers with the aim of stimulating an enhanced trajectory of provision on Strategic Sites. It is hoped that this proactive and enabling approach will, over time, secure enhanced delivery rates in future years and the matter will remain an on-going priority. Future AMR's will provide regular annual updates.

Reference OB2 S03

Relevant LDP Policies: KP1, KP2, KP4, KP13, H3

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
CORE The number of net additional affordable dwellings built (TAN2)	Provide 6,646 net affordable units over the remaining Plan period (representing an average of 22.8% of total housing provision). Expected delivery rate to meet the target set out below: 2016: 735 2018: 1,207 2020: 1,224 2022: 1,191 2024: 1,181 2026: 1,108	Failure to deliver the required number of dwellings for each 2 year period.	The total number of affordable dwellings provided during 2014/15 was 105. The total number of affordable dwellings provided during 2015/16 was 244. The combined total of affordable dwellings provided by 1st April 2016 was 349.

Analysis

This is the first year the LDP has been operative and this is the first AMR to be prepared. Therefore, this year's AMR provides a short term position statement and baseline data for future comparative analysis in successive AMRs. Future monitoring over a longer period will enable trends to be identified and firmer conclusions drawn.

The original housing completion rates set out in the LDP evidence base as 'Statements of Common Grounds' for each of the strategic site allocations were submitted by developers, landowners and agreed with the Council during December 2014. The original phasing of the strategic sites as agreed within these Statements of Common Grounds are reflected in this Annual Monitoring Framework. The anticipated completion rates were examined by Inspectors in January 2015 and no changes were made during the examination process or in the Inspector's Report.

It is considered that as the Cardiff LDP was adopted in January 2016, the significant complexity of the development of the strategic sites has resulted in slower start up times when compared to the original agreed phasing plans. Reasons for this vary

from site to site, but it has become evident that there is a lag between LDP adoption and new houses being completed - in part reflective of land ownership/legal technicalities between Developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP. Whilst it is difficult to determine definitive trends in policy performance in the first year of reporting, progress has been made on most of the strategic sites in terms of planning applications being granted or construction having started. In addition to the affordable completions expected from strategic sites, a partnership between the City of Cardiff Council and Wates Residential: Cardiff Living will eventually deliver 1,500 high quality and sustainable new affordable homes across a number of locations throughout Cardiff.
Recommendations
Whilst there is clearly a 'delivery lag' following LDP adoption, the Council is liaising with landowners and developers with the aim of stimulating an enhanced trajectory of provision on Strategic Sites. It is hoped that this proactive and enabling approach will, over time, secure enhanced delivery rates in future years and the matter will remain an on-going priority. Future AMR's will provide regular annual updates.

Reference OB2 S04

Relevant LDP Policies: KP1

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
CORE Annual dwelling completions (all dwellings)	Provide 29,201 dwellings over the remaining Plan period in accordance with the cumulative 2 year targets set out below: 2016: 3,230 2018: 5,303 2020: 5,377 2022: 5,233 2024: 5,191 2026: 4,866	Failure to deliver the required number of dwellings for each 2 year period.	The total number of all dwellings provided during 2014/15 was 482. The total number of all dwellings provided during 2015/16 was 733. The combined total by 1st April 2016 was 1,215.

Analysis

This is the first year the LDP has been operative and this is the first AMR to be prepared. Therefore, this year's AMR provides a short term position statement and baseline data for future comparative analysis in successive AMRs. Future monitoring over a longer period will enable trends to be identified and firmer conclusions drawn.

The original housing completion rates set out in the LDP evidence base as 'Statements of Common Grounds' for each of the strategic site allocations were submitted by developers, landowners and agreed with the Council during December 2014. The original phasing of the strategic sites as agreed within these Statements of Common Grounds are reflected in this Annual Monitoring Framework. The anticipated completion rates were examined by Inspectors in January 2015 and no changes were made during the examination process or in the Inspector's Report.

It is considered that as the Cardiff LDP was adopted in January 2016, the significant complexity of the development of the strategic sites has resulted in slower start up times when compared to the original agreed phasing plans. Reasons for this vary from site to site, but it has become evident that there is a lag between LDP adoption and new houses being completed - in part reflective of land ownership/legal technicalities between Developers and landowners and also the complexity of

securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP. Whilst it is difficult to determine definitive trends in policy performance in the first year of reporting, progress has been made on most of the strategic sites in terms of planning applications being granted or construction having started.
Recommendations
Whilst there is clearly a 'delivery lag' following LDP adoption, the Council is liaising with landowners and developers with the aim of stimulating an enhanced trajectory of provision on Strategic Sites. It is hoped that this proactive and enabling approach will, over time, secure enhanced delivery rates in future years and the matter will remain an on-going priority. Future AMR's will provide regular annual updates.

Reference OB2 S05

Relevant LDP Policies: KP1

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Number of windfall units completed per annum on all sites	Annual target of overall anticipated windfall contributions for the remainder of the Plan period - 488 dwellings per annum.	Delivery varies by more than 10% above or below 488 dwellings per annum for any consecutive 2 year period.	The total number of windfall contributions during 2016/17 was 449 dwellings.
Analysis			
During the monitoring period for 1st April 2016 to 31st March 2017, there were 449 dwellings completed which were considered 'windfall' sites as they were over 10 dwellings, were not the result of a change of use and did not form part of an LDP allocated site. The 449 completed windfall unit's fall within the 10% buffer set out in the trigger.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB2 SO6

Relevant LDP Policies: KP3(B) Settlement Boundaries EN1: Countryside Protection

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Number of dwellings permitted annually outside the defined settlement boundaries that does not satisfy LDP policies	Number of dwellings permitted that are not in accordance with KP3(B)	1 or more permission that does not satisfy LDP policies	No applications permitted outside the settlement boundary that do not satisfy policy.
Analysis			
During the monitoring period 5 applications for residential development outside the settlement boundary were permitted. Of these applications 4 of the applications the principle of residential development on the site had already been established through an earlier application. For the remaining application it was considered the application met national planning guidance.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB2 SO7

Relevant LDP Policies: H7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Keep the Seawall Road site under review for potential permanent residential Gypsy and Traveller accommodation		Site is no longer categorised within Flood Risk Zone C2	Site is still categorised within Flood Risk Zone C2 in latest Development Advice Maps

Analysis

This site was included as an allocation for a Gypsy and Traveller site in the Deposit LDP in September 2013. However the site was deleted from the Plan at the LDP Examination in 2015 as it was located in a C2 Flood Risk Zone where highly vulnerable development such as Gypsy and Traveller sites are precluded by Welsh Government Planning Guidance. It was agreed at the LDP Examination that an indicator would be included in the Monitoring Framework to keep the site under review should the position regarding flood risk change over the lifetime of the Plan. This will ensure that the site can continue to be considered along with other sites to accommodate the need for new Gypsy and Traveller pitches.

The status of the site in terms of flood risk remains unchanged and the site is still lies within Flood Risk Zone C2 in the latest Development Advice Maps produced by Welsh Government and Natural Resources Wales.

A feasibility Study has been undertaken by the Council to investigate options to improve flood defences along the Rover Way Foreshore and River Rhymney. This Study recommends design options for improving the flood defences along this stretch of the coastline and has been submitted to Welsh Government for grant funding to implement the recommended works.

Should funding be forthcoming and the works implemented it is anticipated the flood risk relating to the site could change and progress with this scheme will continue to be monitored and reported on in future AMR's.

Recommendations

No action is required at present. Continue to monitor.

Reference OB2 SO8

Relevant LDP Policies: H7

Contextual Changes: In November 2016 the Welsh Government approved an updated Gypsy and Traveller Accommodation Assessment (GTAA) in March 2017. This identifies a reduced need for 72 permanent pitches in the city by 2026 (compared to a need for 108 pitches in the previous 2013 GTAA) and a regional need for a transit site of 10 pitches. Of the 72 permanent pitches 48 are required short term in the next five years compared to 43 in the previous 2013 GTAA.

Indicator	Target	Trigger	Performance
LOCAL Provision is made for meeting identified needs for permanent Gypsy and Traveller accommodation	1. Agree project management arrangements including reporting structure and representatives – July 2015 2. Agree methodology for undertaking site search and assessment – December 2015 3. Undertake Gypsy and Traveller Needs Assessment for both permanent and transit pitches in accordance with Housing (Wales) Act 2014 – February 2016 4. Undertake a site search and assessment and secure approval of findings – July 2016 5. Secure planning permission and funding (including any grant funding from Welsh Government) for identified site(s) required to meet short term need for 43 pitches by May 2017 6. Secure planning permission and funding (including any grant funding from Welsh Government) for	Failure to achieve these targets	Project management arrangements, including reporting structure and representatives have been established and a methodology for undertaking site search and assessment was approved at Cabinet in January 2016. In addition an updated Gypsy and Traveller Accommodation Assessment (GTAA) was approved by Welsh Government in November 2016. Cabinet in September 2016 noted that good progress has been made in undertaking a city wide search for land which could be suitable for Gypsy and Traveller sites but agreed that the assessment is not yet fully complete and there was a clear need to undertake more detailed technical investigations.

	identified site(s) required to meet long term need for 65 pitches by May 2021		At Cabinet it was agreed that it would be premature to conclude the site assessment process until these have been completed. Work on undertaking these more detailed technical assessments has been ongoing throughout the year. When these assessments are complete the Council will consider the findings and determine a way forward Although this represents a delay to the agreed targets the Council recognise that it clearly has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best possible site for the community. The Council also remains firmly and absolutely committed to comply with the requirements of the Housing (Wales) Act 2014.
Analysis			

The Gypsy and Traveller Study is being project managed jointly by Officers from Housing and the Planning Service. Work undertaken by the Group is overseen by a Steering Group comprising senior Officers from the Housing and Planning Service and relevant Cabinet Members. The aim of the study is to identify the need for permanent and transit Gypsy and Traveller accommodation within the city and identify sites to meet this need.

Progress to date includes the completion of an updated Gypsy and Traveller Accommodation Assessment (GTAA), which was approved by the Welsh Government in November 2016. This identifies a reduced need for 72 permanent pitches in the city by 2026 (compared to a need for 108 pitches in the previous 2013 GTAA) and a regional need for a transit site of 10 pitches. Of the 72 permanent pitches 48 are required short term in the next five years compared to 43 in the previous 2013 GTAA.

In order to meet this need a comprehensive city wide search for suitable sites for Gypsy and Travellers has been undertaken using site selection criteria approved by the Council's Cabinet in January 2016. The approved site selection criteria sets outs assessment criteria around three main headings relating to availability, site suitability and achievability. Availability considerations include whether the site is genuinely available long term and there are no legal issues. Site suitability considerations include a comprehensive list of policy and physical constraints, and deliverability considerations relate to the consideration of total cost (including any abnormal costs) to ensure it does not prejudice the ability to develop the site.

To date good progress has been made with undertaking a city wide search for land which could be suitable for Gypsy and Traveller sites and Cabinet in September 2016 noted that the study had reached the point where there is a clear need to further investigate technical aspects identified in the agreed methodology. Given this Cabinet considered that it would be premature to conclude the site assessment process until these detailed technical investigations have been carried out and detailed technical investigations, particularly flood risk assessments, have been commissioned to fully establish the extent of risk at this stage, along with the potential scope of mitigation measures and any other relevant site-specific technical matters. This work is being carried out in liaison with Natural Resources Wales and takes account of the most up to date information with regard to flood risk data.

These site investigations have now reached an advanced stage. It is anticipated that this work will help inform considerations of the way forward in the near future.

The Council recognises it has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best possible site for the community. I can confirm there remains a firm and absolute commitment to comply with the requirements of the Housing (Wales) Act 2014.

Progress with this will continue to be monitored and reported on in future AMR's.

Recommendations

No action is required at present. Continue to monitor.

Reference OB2 SO9

Relevant LDP Policies: H7

Contextual Changes: In November 2016 the Welsh Government approved an updated Gypsy and Traveller Accommodation Assessment (GTAA) in March 2017. This identifies a reduced need for 72 permanent pitches in the city by 2026 (compared to a need for 108 pitches in the previous 2013 GTAA) and a regional need for a transit site of 10 pitches. Of the 72 permanent pitches 48 are required short term in the next five years compared to 43 in the previous 2013 GTAA.

Indicator	Target	Trigger	Performance
LOCAL Provision is made for meeting identified needs for transit Gypsy and Traveller accommodation	1. Agree project management arrangements including reporting structure and representatives – July 2015 2. Agree methodology for undertaking site search and assessment – December 2015 3. Undertake Gypsy and Traveller Needs Assessment for both permanent and transit pitches in accordance with Housing (Wales) Act 2014 – February 2016 4. Undertake a site search and assessment and secure approval of findings – July 2016 5. Secure planning permission and funding	Failure to achieve these targets	Project management arrangements, including reporting structure and representatives have been established and a methodology for undertaking site search and assessment was approved at Cabinet in January 2016. In addition an updated Gypsy and Traveller Accommodation Assessment (GTAA) was approved by Welsh Government in November 2016. Cabinet in September 2016 noted that good progress has been made in undertaking a city wide search for land which could be suitable for Gypsy and Traveller sites but agreed that the

	(including any grant funding from Welsh Government) for identified site(s) required to meet short term need for 43 pitches by May 2017 6. Secure planning permission and funding (including any grant funding from Welsh Government) for identified site(s) required to meet long term need for 65 pitches by May 2021		assessment is not yet fully complete and there was a clear need to undertake more detailed technical investigations. At Cabinet it was agreed that it would be premature to conclude the site assessment process until these have been completed. Work on undertaking these more detailed technical assessments has been ongoing throughout the year. When these assessments are complete the Council will consider the findings and determine a way forward Although this represents a delay to the agreed targets the Council recognise that it clearly has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best possible site for the community.

			The Council also remains firmly and absolutely committed to comply with the requirements of the Housing (Wales) Act 2014.

Analysis

The Gypsy and Traveller Study is being project managed jointly by Officers from Housing and the Planning Service. Work undertaken by the Group is overseen by a Steering Group comprising senior Officers from the Housing and Planning Service and relevant Cabinet Members. The aim of the study is to identify the need for permanent and transit Gypsy and Traveller accommodation within the city and identify sites to meet this need.

Progress to date includes the completion of an updated Gypsy and Traveller Accommodation Assessment (GTAA), which was approved by the Welsh Government in November 2016. This identifies a reduced need for 72 permanent pitches in the city by 2026 (compared to a need for 108 pitches in the previous 2013 GTAA) and a regional need for a transit site of 10 pitches. Of the 72 permanent pitches 48 are required short term in the next five years compared to 43 in the previous 2013 GTAA.

In order to meet this need a comprehensive city wide search for suitable sites for Gypsy and Travellers has been undertaken using site selection criteria approved by the Council's Cabinet in January 2016. The approved site selection criteria sets outs assessment criteria around three main headings relating to availability, site suitability and achievability. Availability considerations include whether the site is genuinely available long term and there are no legal issues. Site suitability considerations include a comprehensive list of policy and physical constraints, and deliverability considerations relate to the consideration of total cost (including any abnormal costs) to ensure it does not prejudice the ability to develop the site.

To date good progress has been made with undertaking a city wide search for land which could be suitable for Gypsy and Traveller sites and Cabinet in September 2016 noted that the study had reached the point where there is a clear need to further investigate technical aspects identified in the agreed methodology. Given this Cabinet considered that it would be premature to conclude the site assessment process until these detailed technical investigations have been carried out and detailed technical investigations, particularly flood risk assessments, have been commissioned to fully establish the extent of risk at this stage, along with the potential scope of mitigation measures and any other relevant site-specific technical matters. This work is being carried out in liaison with Natural Resources

Wales and takes account of the most up to date information with regard to flood risk data. These site investigations have now reached an advanced stage. It is anticipated that this work will help inform considerations of the way forward in the near future. The Council recognises it has an obligation to progress the site assessment as soon as possible; however, this needs to be balanced against the need to find the best possible site for the community. I can confirm there remains a firm and absolute commitment to comply with the requirements of the Housing (Wales) Act 2014. Progress with this will continue to be monitored and reported on in future AMR's.
Recommendations
No action is required at present. Continue to monitor

Reference OB2 SO10

Relevant LDP Policies: H7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Total number of Gypsy and Traveller pitches for residential accommodation	Ensure the existing supply of pitches is maintained (Should existing pitches be no longer available alternative pitches will be sought)	Any net loss of existing Gypsy and Traveller pitch provision	There has been no net loss of existing Gypsy and Traveller pitch provision during the monitoring period
Analysis			
The updated Gypsy and Traveller Accommodation Assessment (GTAA) approved by the Welsh Government states that there are 80 pitches on two local authority owned sites at Shirenewton (59 pitches) and Rover Way (21 pitches). In addition there are four authorised private sites with a total of 22 pitches giving a total of 92 pitches for the County as a whole. There has been no net loss of existing Gypsy and Traveller pitch provision during the monitoring period.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB2 SO11

Relevant LDP Policies: KP2

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Total annual dwelling completions of Strategic Housing Site A – Cardiff Central Enterprise Zone	2,150 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates based on the JHLAS 2014 and developer intentions: 2016: 231 2018: 254 2020: 405 2022: 400 2024: 400 2026: 460	Failure to deliver the required number of dwellings for each 2 year period.	As at 1st April 2016 there had been no completions on Strategic Housing Site A.

Analysis

As at 1st April 2016, there had been no residential completions on Strategic Site A and so the target of 231 units as originally anticipated has not been met. There are however now two extant residential planning permissions on this site, representing a total of 2,259 dwellings (i.e. above the allocated figure of 2,150 dwellings). These are summarised below:

- 14/00430 Hybrid application granted 15/08/2014 comprising: Full consent for 690 dwellings and Outline consent for 1,460 dwellings
- 17/00159: Planning Committee (21/06/2017) resolved to grant Full planning consent for a mixed-use development comprising 109 no. 1 and 2 bedroom apartments

During the latest (2017) JHLAS, the agent for 14/00430 has confirmed that delivery rates remain valid. Whilst it is accepted that there has been some slippage on this application, at this stage it is not envisaged that the delivery of Strategic Site A will slip beyond the Plan period. The Council will continue to monitor the delivery of this site through subsequent annual monitoring.

Recommendations
No action is required at present. Continue to monitor.

Reference OB2 SO12

Relevant LDP Policies: KP2

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Total annual dwelling completions of Strategic Housing Site B – Gas Works, Ferry Road.	500 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 0 2018: 80 2020: 140 2022: 170 2024: 110 2026: 0	Failure to deliver the required number of dwellings for each 2 year period.	In line with the target for this indicator, as at 1st April 2017, there had been no completions on Strategic Site B.
Analysis			
The agent for this site has advised that there has been some delay in marketing the site. The site was marketed in late 2016 and remediation work is scheduled to be completed by mid-2018. On this basis it is expected that development will commence in 2019/20, with the first completions coming forward in 2020. It is not envisaged that there will be any change to delivery rates thereafter. Whilst some slippage to the delivery targets set out above is now inevitable, based on recent dialogue with the agent it is not envisaged that the delivery of Strategic Site B will slip beyond the Plan period. The Council will continue to monitor the delivery of this site through subsequent annual monitoring.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB2 SO13

Relevant LDP Policies: KP2

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Total annual dwelling completions of Strategic Housing Site C – North West Cardiff	5,000 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 135 2018: 624 2020: 1,060 2022: 1,060 2024: 1,060 2026: 1,060	Failure to deliver the required number of dwellings for each 2 year period.	As at 1st April 2016 there had been no completions on Strategic Housing Site C.

Analysis

As at 1st April 2016 there had been no completions on Strategic Housing Site C and so the target of 135 units by 2016, as originally anticipated has not been met. The initial lag in developers getting on site is considered in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP. Despite this initial delay, much progress has been made since the adoption of the LDP. Planning permissions have now either been consented, or received for in excess of 7,000 units (summarised below), and as of summer 2017 construction work has commenced on site.

- **Plasdwr (Redrow)** 14/02733 Outline planning granted 20/03/2017 up to 5,970 residential units.
- **Land North and South of Llantrisant Road (Redrow)** 14/02157 Outline granted 09/08/2016 for 630 units and 16/02016 Reserved Matters granted 23/12/2016 for Phase 1A (126 units)
- **Land South of Pentrebane Road (Redrow)** 14/02188 Outline granted 13/12/2016 290 Units (30% Affordable) and 17/00414 Reserved Matters (received for 120 units)

- **Goitre Fach Farm, Llantrisant Road (BDW South Wales)** 16/00106 Outline 300 dwellings granted 27/04/2017 and Reserved Matters application 17/01012 submitted for 265 units

At the latest JHLAS meeting (June 2017) developers confirmed that despite the delay, delivery rates on Strategic Site C will ramp up to remain broadly aligned with the rates agreed in the LDP. Completion rates of 400+ unit's p.a. are anticipated by 2020 and 530+ units p.a. by 2022. Accordingly, at this stage it is envisaged that the delivery of 5,000 units at Strategic Site C will not slip beyond the beyond the Plan period. The Council will continue to monitor the delivery of this site through annual monitoring.

Recommendations
No action is required at present. Continue to monitor.

Reference OB2 SO14

Relevant LDP Policies: KP2

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Total annual dwelling completions of Strategic Housing Site D – North of Junction 33	2,000 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 110 2018: 240 2020: 300 2022: 400 2024: 450 2026: 500	Failure to deliver the required number of dwellings for each 2 year period.	As at 1st April 2017 there had been no completions on Strategic Site D.
Analysis			
As at 1st April 2017 there had been no completions on this strategic site and so the 2016 delivery target of 110 units, as originally anticipated has not been met. As with several strategic sites, the initial lag is considered in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP. There has however been significant progress since adoption, with Planning Committee recently (08/02/2017) resolving to grant outline permission for 1,500 units subject to the signing of a section 106 agreement. At the latest (2017) JHLAS it was agreed that this slippage be reflected in the schedule of completions for this site, however, at this stage it is not envisaged that delivery of Strategic Housing Site D will necessarily fall beyond the Plan period. The Council will continue to monitor the delivery of this site through annual monitoring.			
Recommendations			

No action required at present. Continue to monitor.

Reference OB2 SO15

Relevant LDP Policies: KP2

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Total annual dwelling completions of Strategic Housing Site E – South of Creigiau	650 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 150 2018: 300 2020: 200	Failure to deliver the required number of dwellings for each 2 year period.	As at 1st April 2016 there have been no completions at Strategic Site E.
Analysis			
As at 1st April 2017 there have been no completions at Strategic Site E and so the 2016 delivery target of 150 units, as originally anticipated has not been met. Planning Applications have not yet been submitted for South of Creigiau, however, during recent consultation for the Cardiff JHLAS the site agent confirmed that technical work is on-going and an application is being targeted in the near future. At this stage, it is not envisaged that the delivery of South of Creigiau will slip beyond the Plan period. The Council will continue to monitor progress at Land South of Creigiau and will endeavour to process any forthcoming application efficiently, preventing unnecessary delay to the delivery of the site.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB2 SO16

Relevant LDP Policies: KP2

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Total annual dwelling completions of Strategic Housing Site F – North East	4,500 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 180 2018: 1,197 2020: 808 2022: 808 2024: 808 2026: 699	Failure to deliver the required number of dwellings for each 2 year period.	As at 1st April 2016, 49 completions had taken place at Strategic Site F.

Analysis

While the delivery target of 180 units, as originally anticipated, has not been met, as at 1st April 2016, there were 49 completions on Strategic Housing Site F, situated at Land off Cefn Mabley Road, Lisvane. This parcel of land, totalling 51 houses had been completed by 1st April 2017.

As with several strategic sites, the initial lag is considered in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP.

Notably, it is understood that the primary developer had not secured full land ownership by April 2017 (but at the time of writing, it has now been confirmed that land ownership is in place so this should promptly trigger the planning application process.

In terms of the planning status of the site, there are two extant outline consents for part of the site, known as Churchlands (1,000 units and 1,200 units respectively) while during the recent (2017) JHLAS, the agent confirmed that contracts have exchanged between landowners and developers are keen to progress the

development of the North East Cardiff. An outline application for the bulk of the land and a full planning application for a part of the site are anticipated shortly, which should accelerate delivery now the land issues have been resolved. The Council will continue to monitor progress at North East Cardiff and will endeavour to process any forthcoming applications efficiently, preventing unnecessary delay to the delivery of the site.
Recommendations
No action is required at present. Continue to monitor.

Reference OB2 SO17

Relevant LDP Policies: KP2

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Total annual dwelling completions of Strategic Housing Site G – East of Pontprennau Link Road	1,300 dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 140 2018: 375 2020: 285 2022: 270 2024: 200 2026: 30	Failure to deliver the required number of dwellings for each 2 year period.	As at 1st April 2016 there had been no completions at Strategic Site G.
Analysis			
As at 1st April 2016 there had been no residential completions at Strategic Site G and so the delivery target of 140 units, as originally anticipated had not been met. However, as at 1st April 2017 construction was underway on Site G, both on Land at Church Road (Bellway) and St Edeyrns Village (Persimmons) where there had been 62 completions. During the latest (2017) JHLAS, it was agreed that the trajectory for this site be pushed back to reflect the lag in getting on site, however, the rates of annual delivery remain broadly aligned to those in the LDP. The Council will continue to monitor the delivery of this site through annual monitoring.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB2 SO18

Relevant LDP Policies: KP2, KP13

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Annual affordable dwellings completions of Strategic Housing Site A – Cardiff Central Enterprise Zone	430 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on the JHLAS 2014 and developer intentions: 2016: 47 2018: 50 2020: 81 2022: 80 2024: 80 2026: 92	Failure to deliver the required number of dwellings for each 2 year period.	As at 1st April 2016 there had been no affordable completions on Strategic Housing Site A.

Analysis

The above figures have been amended from the original to accurately reflect a 20% brownfield affordable housing contribution across the Plan period.

As at 1st April 2016, there had been no residential completions on Strategic Site A and so the target of 231 units as originally anticipated has not been met. There are however now two extant residential planning permissions on this site, representing a total of 2,259 dwellings (i.e. above the allocated figure of 2,150 dwellings). These are summarised below:

- 14/00430 Hybrid application granted 15/08/2014 comprising: Full consent for 690 dwellings and Outline consent for 1,460 dwellings
- 17/00159: Planning Committee (21/06/2017) resolved to grant Full planning consent for a mixed-use development comprising 109 no. 1 and 2 bedroom apartments

During the latest (2017) JHLAS, the agent for 14/00430 has confirmed that delivery rates remain valid. Whilst it is accepted that there has been some slippage on this application, at this stage it is not envisaged that the delivery of Strategic Site A will slip beyond the Plan period. The Council will continue to monitor the delivery of this site through subsequent annual monitoring.

Recommendations
No action is required at present. Continue to monitor.

Reference OB2 SO19

Relevant LDP Policies: KP2, KP13

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Annual affordable dwelling completions of Strategic Housing Site B – Gas Works, Ferry Road	100 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 0 2018: 16 2020: 28 2022: 34 2024: 22 2026: 0	Failure to deliver the required number of dwellings for each 2 year period.	In line with the target for this indicator, as at 1st April 2017, there had been no completions on Strategic Site B.
Analysis			
The agent for this site has advised that there has been some delay in marketing the site. The site was marketed in late 2016 and remediation work is scheduled to be completed by mid-2018. On this basis it is expected that development will commence in 2019/20, with the first completions coming forward in 2020. It is not envisaged that there will be any change to delivery rates thereafter. Whilst some slippage to the delivery targets set out above is now inevitable, based on recent dialogue with the agent it is not envisaged that the delivery of Strategic Site B will slip beyond the Plan period. The Council will continue to monitor the delivery of this site through subsequent annual monitoring.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB2 SO20

Relevant LDP Policies: KP2, KP13

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Annual affordable dwelling completions of Strategic Housing Site C – North West Cardiff	1,500 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 41 2018: 187 2020: 318 2022: 318 2024: 318 2026: 318	Failure to deliver the required number of dwellings for each 2 year period.	As at 1st April 2016 there had been no affordable completions on Strategic Housing Site C.
Analysis			
As at 1st April 2016 there had been no completions on Strategic Housing Site C and so the target of 135 units by 2016, as originally anticipated has not been met. The initial lag in developers getting on site is considered in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP. Despite this initial delay, much progress has been made since the adoption of the LDP. Planning permissions have now either been consented, or received for in excess of 7,000 units (summarised below), and as of summer 2017 construction work has commenced on site. • **Plasdwr (Redrow)** 14/02733 Outline planning granted 20/03/2017 up to 5,970 residential units. • **Land North and South of Llantrisant Road (Redrow)** 14/02157 Outline granted 09/08/2016 for 630 units and 16/02016 Reserved Matters granted 23/12/2016 for Phase 1A (126 units) • **Land South of Pentrebane Road (Redrow)** 14/02188 Outline granted 13/12/2016 290 Units (30% Affordable) and 17/00414 Reserved Matters (received for 120 units) • **Goitre Fach Farm, Llantrisant Road (BDW South Wales)** 16/00106 Outline 300 dwellings granted 27/04/2017 and Reserved Matters application 17/01012 submitted for 265 units			

At the latest JHLAS meeting (June 2017) developers confirmed that despite the delay, delivery rates on Strategic Site C will ramp up to remain broadly aligned with the rates agreed in the LDP. Completion rates of 400+ unit's p.a. are anticipated by 2020 and 530+ unit's p.a. by 2022. Accordingly, at this stage it is envisaged that the delivery of 5,000 units at Strategic Site C will not slip beyond the beyond the Plan period. The Council will continue to monitor the delivery of this site through annual monitoring.
Recommendations
No action is required at present. Continue to monitor.

Reference OB2 SO21

Relevant LDP Policies: KP2, KP13

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Annual affordable dwelling completions of Strategic Housing Site D - North of Junction 33	603 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 100 2018: 100 2020: 100 2022: 100 2024: 100 2026: 103	Failure to deliver the required number of dwellings for each 2 year period.	As at 1st April 2017 there had been no affordable completions on Strategic Site D.

Analysis

As at 1st April 2017 there had been no completions on this strategic site and so the 2016 delivery target of 110 units, as originally anticipated has not been met.

As with several strategic sites, the initial lag is considered in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP. There has however been significant progress since adoption, with Planning Committee recently (08/02/2017) resolving to grant outline permission for 1,500 units subject to the signing of a section 106 agreement.

At the latest (2017) JHLAS it was agreed that this slippage be reflected in the schedule of completions for this site, however, at this stage it is not envisaged that delivery of Strategic Housing Site D will necessarily fall beyond the Plan period. The Council will continue to monitor the delivery of this site through annual monitoring.

Recommendations

No action is required at present. Continue to monitor.

Reference OB2 SO22

Relevant LDP Policies: KP2, KP13

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Annual affordable dwelling completions of Strategic Housing Site E – South of Creigiau	195 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 150 2018: 300 2020: 200	Failure to deliver the required number of dwellings for each 2 year period.	As at 1st April 2016 there have been no affordable completions at Strategic Site E.
Analysis			
The above figures have been amended from the original to accurately reflect a 20% brownfield affordable housing contribution across the Plan period. As at 1st April 2017 there have been no completions at Strategic Site E and so the 2016 delivery target of 150 units, as originally anticipated has not been met. Planning Applications have not yet been submitted for South of Creigiau, however, during recent consultation for the Cardiff JHLAS the site agent confirmed that technical work is on-going and an application is being targeted in the near future. At this stage, it is not envisaged that the delivery of South of Creigiau will slip beyond the Plan period. The Council will continue to monitor progress at Land South of Creigiau and will endeavour to process any forthcoming application efficiently, preventing unnecessary delay to the delivery of the site.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB2 SO23

Relevant LDP Policies: KP2, KP13

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Annual affordable dwelling completions of Strategic Housing Site F - North East Cardiff (West of Pontprennau)	1,350 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016 : 54 2018: 359 2020: 242 2022: 242 2024: 243 2026: 210	Failure to deliver the required number of dwellings for each 2 year period.	As of 1st April 2017 there have been no affordable completions on site.

Analysis

While the delivery target of 180 units, as originally anticipated, has not been met, as at 1st April 2016, there were 49 completions on Strategic Housing Site F, situated at Land off Cefn Mabley Road, Lisvane. This parcel of land, totalling 51 houses had been completed by 1st April 2017.

As with several strategic sites, the initial lag is considered in part reflective of land ownership/legal technicalities between developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP.

Notably, it is understood that the primary developer had not secured full land ownership by April 2017 (but at the time of writing, it has now been confirmed that land ownership is in place so this should promptly trigger the planning application process.

In terms of the planning status of the site, there are two extant outline consents for part of the site, known as Churchlands (1,000 units and 1,200 units respectively) while during the recent (2017) JHLAS, the agent confirmed that contracts have exchanged between landowners and developers are keen to progress the development of the North East Cardiff. An outline application for the bulk of the

land and a full planning application for a part of the site are anticipated shortly, which should accelerate delivery now the land issues have been resolved. The Council will continue to monitor progress at North East Cardiff and will endeavour to process any forthcoming applications efficiently, preventing unnecessary delay to the delivery of the site.
Recommendations
No action is required at present. Continue to monitor.

Reference OB2 SO24

Relevant LDP Policies: KP2, KP13

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Annual affordable dwelling completions of Strategic Housing Site G – East of Pontprennau Link Road	390 affordable dwellings will be delivered over the remainder of the Plan period on this Strategic Site in accordance with the 2 year cumulative delivery rates set out below. Expected delivery rates are based on developer intentions: 2016: 42 2018: 113 2020: 86 2022: 81 2024: 60 2026: 8	Failure to deliver the required number of dwellings for each 2 year period.	As of 1st April 2017 there have been no affordable completions on site.
Analysis			
As at 1st April 2016 there had been no completions at Strategic Site G and so the delivery target of 140 units, as originally anticipated had not been met. However, as at 1st April 2017 construction was underway on Site G, both on Land at Church Road (Bellway) and St Edeyrns Village (Persimmons) where there had been 62 completions. During the latest (2017) JHLAS, it was agreed that the trajectory for this site be pushed back to reflect the lag in getting on site, however, the rates of annual delivery remain broadly aligned to those in the LDP. The Council will continue to monitor the delivery of this site through annual monitoring.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB2 SO25

Relevant LDP Policies: KP13, H3

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Changes in market value of property in Cardiff on Greenfield and Brownfield areas	Provide 6,646 affordable units over the remaining Plan period based on achieving 30% on Greenfield sites and 20% on Brownfield sites. Expected delivery rate to meet the target set out below: 2016: 735 2018: 1,207 2020: 1,224 2022: 1,191 2024: 1,181 2026: 1,108	An increase or decrease of 10% of market values of properties in Cardiff on Greenfield and Brownfield areas	Data not available for 2016/17.

Analysis
It is not considered that this indicator provides a useful assessment of the performance of the LDP and is not something that the Plan could seek to have any significant influence over.
Recommendations
As the data is not readily available it is suggested that the indicator is deleted and not monitored in future Annual Monitoring Reports.

Reference OB2 SO26

Relevant LDP Policies: KP1

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Need for release of additional housing land identified in the flexibility allowance	To ensure sufficient land is brought forward for development in accordance with the Plan strategy and to maintain a minimum 5 year supply of land as set out in the JHLAS.	Build rates exceed the anticipated number of completions as set out in indicator OB2 SO4 by the 1st Plan review i.e. more than 13,910 dwellings completed between 2014 - 2020	Build rates have not exceeded the anticipated number of completions as set out in Indicator OB2 S04 for the first 2 year period to 1st April 2016.
Analysis			
As set out in paragraph 4.25 of the Cardiff Local Development Plan, the LDP tests of soundness required that LDPs are sufficiently flexible to positively respond to a change in circumstances. However, as expected the need to release additional land is not necessary as build rates have not exceed the anticipated number of completions as set out in Indicator OB2 S04.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB2 SO27

Relevant LDP Policies: KP13, H3

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Affordable Housing SPG		Failure to adopt SPG within 6 months of adoption of the Plan	Detailed supplementary guidance relating to affordable housing incorporated in the Planning Obligations SPG which was approved by the Council in January 2017
Analysis			
Detailed supplementary guidance relating to affordable housing provision has been incorporated in the Planning Obligations SPG which was approved by the Council on 26th January 2017. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
Recommendations			
No action is required.			

Reference OB2 SO28

Relevant LDP Policies: H5

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Houses in Multiple Occupation SPG		Failure to adopt SPG within 6 months of adoption of the Plan	The Houses in Multiple Occupation SPG was approved in January 2017
Analysis			
The SPG was approved by Council on 26th January 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
Recommendations			
No action is required.			

Reference OB2 SO29

Relevant LDP Policies: KP7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Planning Obligations SPG		Failure to adopt SPG within 12 months of adoption of the Plan	The Planning Obligations SPG was approved in January 2017
Analysis			
The SPG was approved by Council on 26th January 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
Recommendations			
No action is required.			

Reference OB2 SO30

Relevant LDP Policies: C1

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Community Facilities and Residential Development SPG		Failure to adopt SPG within 18 months of adoption of the Plan	Detailed supplementary guidance relating to community facilities and residential development has been incorporated in the Planning Obligations SPG which was approved by the Council in January 2017
Analysis			
Detailed supplementary guidance relating to community facilities and residential development has been incorporated in the Planning Obligations SPG which was approved by the Council on 26th January 2017. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
Recommendations			
No action is required.			

Reference OB2 SO31

Relevant LDP Policies: C1

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
Local Childcare Facilities SPG		Failure to adopt SPG within 18 months of Plan adoption	The Childcare Facilities SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017
Analysis			
The SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November 2017. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB2 SO32

Relevant LDP Policies: C6

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
Local Health SPG		Failure to adopt SPG within 18 months of Plan adoption	The Planning for Health SPG issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017
Analysis			
The SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November 2017. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB2 SO33

Relevant LDP Policies: H8

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Gypsy and Traveller Sites SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Gypsy and Traveller Sites SPG is due to be issued for public consultation in March 2018.
Analysis			
Preparatory work has commenced on preparation of the SPG and it is due to be issued for public consultation in March 2018. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Objective 3 – To deliver economic and social needs in a co-ordinated way that respects Cardiff's environment and responds to the challenges of climate change

Reference OB3 EN1

Relevant LDP Policies: KP3(A), KP3(B), KP5, KP15, KP16, KP18, EN14

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
Core Amount of development (by TAN15 paragraph 5.1 development category) permitted in C1 floodplain area not meeting all TAN 15 tests	No permissions granted for highly vulnerable development within C1 floodplain area that does not meet TAN 15 tests	1 application permitted for development in any 1 year that does not meet TAN 15 tests	No applications were permitted in C1 floodplain areas that did not meet all TAN 15 tests
Analysis			
During the monitoring period 48 applications for highly vulnerable development were permitted in Zone C1. All these application met the TAN15 tests demonstrating that Policy EN14 is functioning effectively.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN2

Relevant LDP Policies: KP3(A), KP3(B), KP5, KP15, KP16, KP18, EN14

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
Core Amount of development (by TAN15 paragraph 5.1 development category) permitted in C2 floodplain areas	No permissions granted for highly vulnerable development within C2 floodplain area	1 application permitted for development in any 1 year	No applications permitted in C2 floodplain areas.
Analysis			
During the monitoring period no applications for highly vulnerable development were permitted in Zone C2 without flood mitigation measures which were confirmed as appropriate through advice provided by NRW. Given this it is considered that Policy EN14 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN3

Relevant LDP Policies: KP15, KP16, KP18, EN4, EN10, EN11 & EN14

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Percentage of water bodies of good status	No planning consents granted planning permission contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	1 application permitted for development in any 1 year	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)
Analysis			
No applications have been approved contrary to the advice of Dwr Cymru / Welsh Water or Natural Resources Wales concerning status of water bodies.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN4

Relevant LDP Policies: KP15, KP16, KP18, EN4, EN10, EN11 & EN14

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Number of permissions granted where there is a known risk of deterioration in status	No planning consents granted planning permission contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	1 application permitted for development in any 1 year	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)
Analysis			
No applications have been approved contrary to the advice of Dwr Cymru / Welsh Water or Natural Resources Wales concerning status of water bodies.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN5

Relevant LDP Policies: KP15, KP16, KP18, EN4, EN10, EN11 & EN14

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Number of permissions incorporating measures designed to improve water quality where appropriate	No planning consents granted planning permission contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)	1 application permitted for development in any 1 year	No applications have been approved contrary to the advice of Natural Resources Wales and/or Dŵr Cymru (Welsh Water)
Analysis			
No applications have been approved contrary to the advice of Dwr Cymru / Welsh Water or Natural Resources Wales concerning measures to improve water quality.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN6

Relevant LDP Policies: KP18, EN11 & EN14

Contextual Changes:

Indicator	Target	Trigger	Performance
LOCAL Number of planning permissions granted contrary to the advice of the water supplier concerning adequate levels of water quality and quantity and waste water provision	No planning consents issued where there is an objection concerning provision of water quality and quantity and waste water from water supplier	1 application permitted for development in any 1 year	No planning consents issued where there is an outstanding objection from the water supplier
Analysis			
No applications have been approved where these is an outstanding objection from Dwr Cymru / Welsh Water concerning provision of water quality and quantity and waste water from water supplier.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN7

Relevant LDP Policies: KP3(A): Green Wedge EN1: Countryside Protection

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
OB3 EN7 **LOCAL** The number of inappropriate developments permitted within the Green Wedge that do not satisfy LDP policies	No inappropriate developments granted planning permission contrary to policies KP3 (A) and EN1	1 application permitted for development in any 1 year	No applications permitted in the Green Wedge that do not satisfy policy.
Analysis			
During the monitoring period five applications have been permitted of these on one the site benefited from an extant planning permission, one the principal of development had been established in an earlier application and for the remaining three applications it was considered that the development would maintain the openness of the green wedge and would therefore not conflict with the purposes of including land within it such as regularisation of an existing use which through planning conditions further mitigates impacts on the local environment.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN8

Relevant LDP Policies: EN3: LANDSCAPE

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
OB3 EN8 **LOCAL** The number of planning permissions granted contrary to Policy EN3 which would cause unacceptable harm to Special Landscape Areas	No development granted planning permission contrary to Policy EN3 which would cause unacceptable harm to Special Landscape Areas	1 application permitted for development in any 1 year	No applications permitted within a Special Landscape Area that does not satisfy policy.
Analysis			
During the monitoring period six relevant applications were approved on land within a Special Landscape Area. Of these applications all were considered to be policy compliant /policy compliant subject to conditions/recommendations. In addition in four cases the principle of development on the site had already been established through an earlier application.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN9

Relevant LDP Policies: EN8: Trees, Woodlands and Hedgerows

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
OB3 EN9 **LOCAL** Ancient Semi-Natural Woodland	No inappropriate development granted planning permission contrary to Policy EN8	1 application permitted for development in any 1 year	No applications permitted within areas of Ancient Semi Natural Woodland that do not satisfy policy.
Analysis			
During the monitoring period two relevant applications were permitted on areas of ancient semi natural woodland. Both applications were considered to be policy compliant subject to conditions/recommendations placed on the approval, for example where the principal of development had been established under a previous application or for minor proposals such as erection of fencing.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN10

Relevant LDP Policies: EN1 - 8

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
OB3 EN10 **LOCAL** The number of planning permissions granted on SSSI or SINC designated areas.	No planning permissions granted permission that would result in an unacceptable impact which could not be mitigated against on an SSSI or SINC that does not satisfy LDP policies	1 application permitted for development in any 1 year	No applications were permitted on SSSIs and SINCs that do not satisfy policy
Analysis			
During the monitoring period twelve relevant applications were permitted on SSSI or SINC designated areas. It is considered that these permissions were policy compliant/policy compliant subject to conditions/recommendations placed on the application			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN11

Relevant LDP Policies: EN1 - 8

Contextual Changes:

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
OB3 EN11 **LOCAL** Number of planning applications granted which have an adverse effect on the integrity of a Natura 2000 site	Ensure protection of European designated sites as required by paragraph 5.3.9 in Planning Policy Wales, Annex 3 in TAN 5 and policies	1 application permitted contrary to the advice of NRW or the authority's ecologist	No applications were permitted on Natura 2000 sites that do not comply with policy.
Analysis			
During the monitoring period fourteen applications were approved within Natura 2000 sites. Each of these applications were considered to be policy compliant/policy compliant subject to conditions and not contrary to the advice of NRW and the authority's ecologist.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN12

Relevant LDP Policies: EN1 - 8

Contextual Changes:

There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
OB3 EN12 **LOCAL** Number of planning applications granted which would result in detriment to the favourable conservation status of EU protected species in their natural range or significant harm to species protected by other statute	No application granted permission that would result in detriment to the maintenance of the favourable conservation status of EU protected species in their natural range or significant harm to species protected by other statute	1 application permitted contrary to the advice of NRW or the authority's ecologist	No developments have been permitted contrary to the advice of NRW or the authority's ecologist.
Analysis			
During the monitoring period of the relevant applications approved it is considered that no applications were approved contrary to the advice of NRW or the authority's ecologist. Approved applications were policy compliant/policy compliant subject to conditions/recommendations placed on the permission.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN13

Relevant LDP Policies: KP16, KP18, C5

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Achievement of functional open space requirement across Cardiff as set out in Policy C5	2.43 Ha functional open space per 1,000 population	Less than 2.43 Ha functional open space per 1,000 population	Latest figures show 1.18 ha of functional open space per 1,000 population in Cardiff. For all types of open space the equivalent figure is 7.44 ha of open space per 1,000 population.

Analysis

The latest survey of open space shows that the baseline figure for the first Annual Monitoring Report is 1.18 ha of functional open space per 1,000 population in Cardiff. This figure increases if you include educational playing fields to 1.89 functional open space per 1,000 population in Cardiff and if you include all types of open space the equivalent figure is 7.44 ha of open space per 1,000 population, well in excess of the indicator target.

Significant additional functional open space will be provided in conjunction with the large strategic housing sites which are at the very early stages of development or are yet to commence. Once significant progress has been made on these sites it is anticipated that the amount of functional open space per 1,000 population will increase over and above the baseline figure identified above.

Recommendations

- For the purpose of this indicator going forward, it is recommended that 1.18 ha of functional open space per 1,000 population represents the baseline and the target for future monitoring should be an increase in this baseline figure as the strategic housing sites come forward.
- No actions are triggered under the first year of performance monitoring.

Reference OB3 EN14

Relevant LDP Policies: EN13

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Number of Air Quality Management Areas	No more than 4 current AQMA in action	One or more additional AQMA	There are currently 4 AQMA's within Cardiff meaning there has been no change in the number of AQMA's during the monitoring period

Analysis

There are currently four established AQMAs within Cardiff:

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

Each of these AQMAs was declared as a result of road-traffic derived Nitrogen Dioxide. There is one action plan in place for Ely Bridge AQMA and interim Action Plans have prepared for Cardiff City Centre, Llandaff and Stephenson Court AQMAs.

These recommend that further monitoring is undertaken and set out measures to improve air quality in these areas. Such measures include Environmental Health Officers working closely with Planning Officers to advise on any development with the potential for detrimental impacts on air quality, requesting Air Quality Assessments and applying conditions where necessary and working to reduce traffic and emissions through implementation of the Local Transport Plan (LTP).

Recommendations

No action is required at present. Continue to monitor.

Reference OB3 EN15

Relevant LDP Policies: C4, C5

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Open Space SPG		Failure to adopt SPG within 6 months of adoption of the Plan	The Green Infrastructure SPG, incorporating guidance on open space was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017.
Analysis			
The Open Space SPG has been incorporated in the Green Infrastructure SPG which was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November 2017. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN16

Relevant LDP Policies: T1

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Public Rights of Way and Development SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Green Infrastructure SPG, incorporating guidance on public rights of way was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017.
Analysis			
The Public Rights of Way and Development SPG has been incorporated in the Green Infrastructure SPG which was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November2017. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN17

Relevant LDP Policies: EN8

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Trees and Development SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Green Infrastructure SPG, incorporating guidance on trees and development was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017.
Analysis			
The Trees and Development SPG has been incorporated in the Green Infrastructure SPG which was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November2017. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN18

Relevant LDP Policies: EN5, EN6, EN7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Biodiversity SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Green Infrastructure SPG, incorporating guidance on biodiversity was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017.
Analysis			
The Biodiversity SPG has been incorporated in the Green Infrastructure SPG which was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November 2017. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN19

Relevant LDP Policies: EN14

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Flooding SPG		Failure to adopt SPG within 12 months of adoption of the Plan	The Flooding SPG is due to be issued for public consultation in March 2018.
Analysis			
Preparatory work has commenced on preparation of the SPG and it is due to be issued for public consultation in March 2018. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN20

Relevant LDP Policies: KP16, EN3 - EN8

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Natural Heritage Network SPG		Failure to adopt SPG within 12 months of adoption of the Plan	The Green Infrastructure SPG, incorporating guidance on the natural heritage network was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017.
Analysis			
The Natural Heritage Network SPG has been incorporated in the Green Infrastructure SPG which was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November 2017. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB3 EN21

Relevant LDP Policies: EN14

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Archaeologically Sensitive Areas SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Archaeologically Sensitive Areas SPG is due to be issued for public consultation in March 2018.
Analysis			
Preparatory work has commenced on preparation of the SPG and it is due to be issued for public consultation in March 2018. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Objective 4 – To create sustainable neighbourhoods that form part of a sustainable city

Reference OB4 SN1

Relevant LDP Policies: EN12

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
Local The number and capacity of renewable energy developments permitted	An increase in the number of renewable energy schemes permitted	No increase in the number of renewable energy schemes permitted for two or more consecutive years	No notable renewable energy schemes were permitted during the monitoring period.
Analysis			
In many respects, it is considered that there is relatively limited scope for renewable energy in Cardiff. Unlike some other local authorities in Wales, Cardiff has no Strategic Search Areas (TAN8) thereby restricting the potential for harnessing large-scale onshore wind power. With regards to other technologies, Cardiff is a relatively small area with much of its land already developed. Outside the urban areas, topography, environmental constraints plus relatively high land values constrain opportunities for medium-large renewable energy generation. There are however exceptions, within the former docklands two notable schemes are already in operation including an Energy Recovery Facility in Splott (30MW) and more recently a biomass plant in Tremorfa (2MW). As such, further opportunities relating to these technologies may be somewhat limited. It should also be noted that under the provisions of The Town and Country Planning (General Permitted Development) (Amendment) (Wales) Order 2012, householders and businesses benefit from 'permitted development' rights relating to microgeneration/small-scale renewable energy technologies. Given the extent of these rights, it is inevitable that many small-scale renewable energy schemes will take place in Cardiff without the need for obtaining planning permission. Subsequently, holistic monitoring of renewable energy developments is not possible and certain developments will not be captured by this monitoring indicator.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB4 SN2

Relevant LDP Policies: KP12, W1

Contextual Changes: A 'Waste Planning Monitoring Report' for South East Wales was published in April 2016 (covering the year 2014/15) in response to the requirement in TAN21 for regional waste monitoring.

Indicator	Target	Trigger	Performance
LOCAL Maintain a sufficient amount of land and facilities to cater for Cardiff's waste capacity	Maintain a sufficient capacity to cater for Cardiff's waste (to be confirmed at a regional level in accordance with TAN21)	No trigger	A sufficient amount of land and facilities are available to cater for Cardiff's waste capacity

Analysis

TAN21 and its associated regional monitoring reports will be used to monitor whether each region has enough capacity to manage its waste arising's and anticipate when additional regional capacity will be needed. Cardiff is part of the South East Wales region. The 'Waste Planning Monitoring Report: South East Wales' published in April 2016 concluded that there is no further need for landfill capacity within the South East Wales region and that any proposals for further residual waste treatment should be carefully assessed to ensure that the facility would not result in overprovision.

Waste developments of significance within the monitoring period are as follows:

- An Anaerobic Digestion plant with a capacity of 35,000t which will take food waste from Cardiff and the Vale of Glamorgan opened in Tremorfa in March 2017;
- Permission was granted for a replacement HWRC at Lamby Way;
- An application to vary a condition at Viridor's Energy Recovery Facility proposed an increased throughput of 425,000t per annum;
- An application to modify the s106 agreement at Viridor's Energy Recovery Facility was approved which would allow waste from outside South East Wales to be recovered at the facility.

Therefore, it is considered that policies KP12 and W1 are functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.

Recommendations

No action required at present. Continue to monitor.

Reference OB4 SN3

Relevant LDP Policies: KP12, W1, W2

Contextual Changes: There have been no contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Amount of household waste recycled	Minimum Overall Recycling - 58% by 2016, 64% by 2020 and 70% by 2025. Maximum Landfill = n/a by 2016, 10% by 2020 and 5% by 2025	Minimum Overall Recycling - Less than 58% by 2016, 64% by 2020 and 70% by 2025, Maximum Landfill = n/a by 2016, less than 10% by	The amount of household waste recycled in 2015/16 was 58.2% and amount sent to landfill was 7.5%
Analysis			
Latest figures produced by Welsh Government show that the household recycling rate in 2015/16 was 58.2% which met the target set out above. This rate continues an upward trend over the last few years as rates in 2014/15 were 53.4% and 2013/14 were 49.7%. Only 7.5% of household waste was sent to landfill in 2015/16 which is below the 10% target for 2020 set out above. This percentage represents a significant reduction from 2012/13 when 39% was sent to landfill. Therefore, it is considered that policies KP12. W1 and W2 are functioning effectively in this regard. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB4 SN4

Relevant LDP Policies: KP12, W1, W2

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Applications received for waste management uses on B2 sites	Maintain a sufficient range and choice of waste management facilities	1 or more applications refused in any 1 year	No applications for waste management uses on B2 land refused

Analysis

During the monitoring period, one application for a change of use to a scrap yard on B2 land was approved. No applications for waste management uses on B2 land were refused during the monitoring period.

An application to modify the s106 agreement relating to Viridor's energy recovery facility was approved which would allow waste from outside south east Wales to be processed at the facility. An application to vary a condition allowing up to 425,000 tonnes of waste to be treated at the facility was granted, subject to s106 agreement.

Therefore, it is considered that policies KP12 and W2 are functioning effectively in this regard. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.

Recommendations

No action is required at present. Continue to monitor.

Reference OB4 SN5

Relevant LDP Policies: KP11, M7

Contextual Changes: There have been no contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Maintain a minimum 10 year landbank of crushed rock reserves	10 year supply	Less than 10 year supply	More than 10 year supply maintained throughout the plan period
Analysis			
The most recent published data on the landbank is the SWRAWP Annual Report 2014. This states that Cardiff has a landbank of crushed rock of 32 years based on a 3 year average of sales (2012-2014) and 37 years based on a 10 year average of sales (2005-2014). The Annual Report for 2015 has not yet been published and data for 2016 is currently being collated. The Council cannot publish any information on rates of sales in relation to reserves in an uncollated format due to the need to protect the commercial confidentiality of operators. Given that there would be a landbank in excess of 10 years at the end of the plan period in 2026, it is considered that policy M7 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB4 SN6

Relevant LDP Policies: KP11, M6

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Amount of development within Sand Wharf Protection Area	No permanent development which would prejudice the ability to land marine dredged sand and gravel will be permitted within the safeguarded sand wharfs which is contrary to Policy M6	1 application permitted for development in any 1 year	No applications permitted with the Sand Wharf Protection Area
Analysis			
During the monitoring period no applications were permitted within the Sand Wharf Protection Area. It is, therefore, considered that policy M6 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB4 SN7

Relevant LDP Policies: KP11, M7

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Amount of development permitted within a mineral safeguarding area	No permanent sterilising development as defined in MPPW/MTAN 1 will be permitted within a Mineral Safeguarding Area which is contrary to Policy M7 of the Plan	1 application permitted for development in any 1 year	No permanently sterilising developments permitted contrary to policy M7

Analysis

During the monitoring period three applications located within mineral safeguarding areas were approved:

- Retention of and extension to a stable block located within the Limestone Safeguarding Area;
- Wooden pavilion at an existing cricket ground within the Limestone Safeguarding Area;
- Drive through coffee shop, where part of the site area was within the Sand and Gravel Safeguarding Area.

The stable block and cricket pavilion would not be considered permanent development. The part of the coffee shop proposal which fell within the safeguarding area was indicated as being for car parking, so would be unlikely to permanently sterilise the mineral resource.

Recommendations

No action is required at present. Continue to monitor.

Reference OB4 SN8

Relevant LDP Policies: M2

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Number of planning permissions permitted for extraction of aggregate mineral not in line with Policy M2	0 planning permissions permitted	1 application permitted for development in any 1 year	No applications permitted for extraction of aggregate mineral not in line with Policy M2
Analysis			
During the monitoring period no applications for mineral extraction which could be considered to be not in line with Policy M2 were permitted. An application for a lateral extension to Creigiau Quarry was approved subject to s106 agreement in October 2016.			
Recommendations			
No action required at present. Continue to monitor.			

Reference OB4 SN9

Relevant LDP Policies: M4

Contextual Changes: There have been no contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Number of planning permissions for inappropriate development e.g. dwellings/ mineral working, permitted in Minerals Buffer Zones contrary to Policy M4	1 planning permission permitted	1 application permitted for development in any 1 year	No applications for inappropriate development permitted within the Minerals Buffer Zones
Analysis			
During the monitoring period no applications for inappropriate development were permitted within the Minerals Buffer Zones. It is, therefore, considered that policy M4 is functioning effectively. The Council will continue to monitor this indicator to determine the effectiveness of the policy framework relating to this issue.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB4 SN10

Relevant LDP Policies: M3

Contextual Changes: There have been no contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Number of prohibition orders issued on dormant sites	Ensure that those dormant sites deemed not likely to be re-worked in the future (as part of the annual review) are served with prohibition orders	LPA fails to serve prohibition orders on sites that are deemed not likely to be re-worked in the future	No prohibition orders served in the monitoring period. Work has progressed in securing the closure of southern and western parts of Creigiau Quarry in line with M3

Analysis

The Council has not served any prohibition orders within the monitoring period.

Planning application 15/01953/MJR concerning Creigiau Quarry was approved subject to s106 agreement in October 2016. The proposal would allow an extension to the south east of the current quarry area and would also secure a relinquishment of the southern and western parts of the site. The s106 agreement is yet to be finalised.

It is considered that further research and investigation into the appropriateness of serving prohibition orders be carried out. The Council will continue to monitor progress on the application at Creigiau Quarry.

Recommendations

Further research on prohibition orders is required. Continue to monitor.

Reference OB4 SN11

Relevant LDP Policies: KP17: Built Heritage, EN9: Conservation of the Historic Environment

Contextual Changes:

From 16 March 2016, there has been a requirement for applicants to undertake pre-application consultation applies to all planning applications for 'major' development (full or outline) for development affecting a scheduled monument or its setting, registered historic landscapes, registered historic parks or gardens

This requirement also falls upon a local authority when a major application affecting one of these assets is registered.

Indicator	Target	Trigger	Performance
OB4 SN11 **LOCAL** Number of applications permitted contrary to Policy EN9 that would adversely affect Scheduled Ancient Monuments, registered historic parks and gardens, Listed Buildings or Conservation Areas	No developments permitted over the course of the Plan where there is an outstanding objection from statutory heritage advisors or that would adversely affect Scheduled Ancient Monuments, registered historic parks and gardens, Listed Buildings or Conservation Areas	1 application permitted for development in any 1 year where there is an outstanding objection from statutory heritage advisors	No developments have been permitted with an outstanding objection from statutory heritage advisors.
Analysis			
During the monitoring period ninety-four relevant applications were received on historic environment assets. Of these applications all were considered to be policy compliant/policy compliant subject to conditions/recommendations placed on the permission. No applications were permitted with an outstanding objection from statutory heritage advisors.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB4 SN12

Relevant LDP Policies: KP2 (A-H), KP4, KP6

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Delivery of each key principle from the Strategic Sites Masterplanning Framework as embedded in the LDP to ensure delivery of key infrastructure including sustainable transportation interventions, social and community facilities, together with any other key Masterplanning requirements	Failure of any key principles being effectively delivered in accordance with details which are approved through the Development Management process (e.g. S106 obligations & planning conditions)	1 (or more) key principles not delivered	As of June 2017, planning permission(s) have been granted at Strategic Sites C (North West Cardiff), F (North East Cardiff – West of Pontprennau) and G (East of Pontprennau Link Road). Associated S106 agreements link to infrastructure provision identified through policies KP2(A-H). To date, construction work has only commenced at Site G and the delivery of infrastructure provision identified through the associated S106 agreements will be monitored as schemes progress over the coming years.

Analysis

All of the LDP Strategic Sites are at their initial stages of development (submission of planning applications / granting of permissions etc) and, as such, the delivery of infrastructure provision onsite will commence over the coming years. At this stage (2017) it is only possible to monitor Strategic Site infrastructure provision through the details set out in the S106 agreements associated with the granting of planning permissions. These details will be identified in the 2017 update of the Cardiff Infrastructure Plan to be completed later in 2017

Recommendations

- Continue to monitor the delivery of Strategic Site infrastructure provision through annual updates of the Cardiff Infrastructure Plan.
- No actions are triggered under the first year of performance monitoring.

Reference OB4 SN13

Relevant LDP Policies: KP6

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Preparing an annual Infrastructure Plan and Infrastructure Plan Delivery Report update.	Update the Infrastructure Plan and Infrastructure Plan Delivery Report annually to reflect the latest available information with regard to key infrastructure, costs/funding and estimated timescales.	Failure to update the Infrastructure Plan and Infrastructure Plan Delivery Report annually.	The current (2016) version of the Cardiff Infrastructure Plan was published in September. The 2017 version is currently being prepared in advance of completion later in 2017
Analysis			
• A review / update of the Cardiff Infrastructure Plan is undertaken on an annual basis, with the current version having been published in September 2016. • Works is currently being undertaken to update the Infrastructure Plan for 2017, which will be published in the autumn. The structure of the document is being amended to capture / record the S106 agreements for permissions granted on LDP Strategic Sites and the associated delivery of infrastructure provision going forward.			
Recommendations			
• No actions are triggered under the first year of performance monitoring.			

Reference OB4 SN14

Relevant LDP Policies: T5

Contextual Changes: The requirements of the SPG have changed significantly from those originally foreseen, giving rise to the need for extensive additional technical work, which together with a lack of staff resource, has meant significant delays in its progress towards delivery.

Indicator	Target	Trigger	Performance
Local Design and Parking Guidance SPG (incorporating Access, Circulation and Parking Requirements SPG and sustainable design guidance)	To deliver the SPG	Failure to adopt SPG within 6 months of adoption of the Plan	The Draft SPG is in the process of being finalised.

Analysis

The Council adopted the LDP on the 28th of January 2016. The intention was that the SPG should have been adopted by the end of July 2016.

However, progress on the document has been delayed due to the extensive additional technical work which has been required in preparing the guidance, in combination with limitations of workloads and staffing capacity.

The substantial technical work needed has been as a result of changing requirements (e.g. the need to establish new cycle parking standards), but also crucially the need to give the agents of developers significantly more guidance on methodology than has been historically required. This is because of a lack of willingness for some agents/consultants to cooperate with providing the Council the information needed to determine applications in an efficient and effective manner, and to demonstrate sufficient mitigation measures, in order to support future demand and the delivery of modal split targets.

The future timescales for delivery of the SPG are anticipated that internal and member consultation to be undertaken during 2017, with publication of the draft SPG expected for public consultation in 2017/18. It should also be noted, that some technical parts of the SPG will be 'live' working documents in the appendices, which will be amended as the new approaches are applied.

Recommendations

Prioritise resources to the delivery of the SPG as per the above timescales, to ensure adoption in 2018.

Reference OB4 SN15

Relevant LDP Policies: W1, W2

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Locating Waste Management Facilities SPG		Failure to adopt SPG within 12 months of adoption of the Plan	The Locating Waste Management Facilities SPG was approved in January 2017
Analysis			
The SPG was approved by Council on 26th January 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
Recommendations			
No action is required.			

Reference OB4 SN16

Relevant LDP Policies: KP5

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Infill Sites Design Guidance SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Infill Sites Design Guidance SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017.
Analysis			
The SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November2017. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB4 SN17

Relevant LDP Policies: KP5

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Tall Buildings SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Tall Buildings SPG was approved in January 2017
Analysis			
The SPG was approved by Council on 26th January 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
Recommendations			
No action is required.			

Reference OB4 SN18

Relevant LDP Policies: KP5

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Householder Design Guidance SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Residential Design Guidance SPG was approved in January 2017
Analysis			
The SPG has been renamed Residential Design Guidance SPG and was approved by Council on 26th January 2017 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
Recommendations			
No action is required.			

Reference OB4 SN19

Relevant LDP Policies: KP5

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Public Art SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Public Art SPG is due to be issued for public consultation in March 2018.
Analysis			
Preparatory work has commenced on preparation of the SPG and it is due to be issued for public consultation in March 2018. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB4 SN20

Relevant LDP Policies: R8

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Food Drink and Leisure Uses and Premises for Eating, Drinking and Entertainment in Cardiff City Centre SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in October 2017.
Analysis			
The SPG was issued for public consultation in June 2017 and is due to be considered by Cabinet and Council for approval in November2017. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB4 SN21

Relevant LDP Policies: W1, W2

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Waste Collection and Storage Facilities SPG		Failure to adopt SPG within 18 months of adoption of the Plan	The Waste Collection and Storage Facilities SPG was approved in October 2016
Analysis			
The SPG was approved by Council on 20th October 2016 and has been taken into consideration in all planning applications determined since that date. Given this, there is no need to continue to monitor this indicator but the Council will continue to assess the effectiveness of the adopted SPG.			
Recommendations			
No action is required.			

Reference OB4 SN22

Relevant LDP Policies: H5

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Design Guidance and Standards for Flat Conversions SPG		Failure to adopt SPG within 12 months of adoption of the Plan	The Design Guidance and Standards for Flat Conversions SPG is due to be issued for public consultation in March 2018.
Analysis			
Preparatory work has commenced on preparation of the SPG and it is due to be issued for public consultation in March 2018. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

Reference OB4 SN23

Relevant LDP Policies: EN12

Contextual Changes: There have been no significant contextual changes relating to this policy area during the monitoring period.

Indicator	Target	Trigger	Performance
LOCAL Renewable Energy Assessments SPG		Failure to adopt SPG within 12 months of adoption of the Plan	The Renewable Energy Assessments SPG is due to be issued for public consultation in March 2018.
Analysis			
Preparatory work has commenced on preparation of the SPG and it is due to be issued for public consultation in March 2018. An update on this will be provided in 2nd AMR in 2018.			
Recommendations			
No action is required at present. Continue to monitor.			

6. Sustainability Appraisal Monitoring

Methodology

The Sustainability Appraisal monitoring expands the assessment of the performance of the LDP against the Sustainability Appraisal (SA) Monitoring Objectives. The data collated includes a mix of qualitative and quantitative data with a commentary in the latter column to describe the progress and provide a recommendation.

Indicators may have been amended where there is a data gap to allow for similar information to be collated, the text is italicised to identify indicators where a change has been made. There is also overlap with some LDP indicators, these indicators are marked in bold and coloured green for clarity. This is intended to provide an indication of how the LDP monitoring and SA monitoring are interlinked. A brief commentary is provided although reference should be made to Section 5 LDP Policy Analysis for additional information.

There are a number of SA indicators where information is not published annually, for example those based on the census. The purpose of the monitoring framework is to review changes on an annual basis, as a consequence these are not necessarily going to be useful moving forward in terms of future monitoring. They have however been retained in order to provide a baseline, further work will be undertaken in time for the next AMR to determine whether alternative sources of information are available.

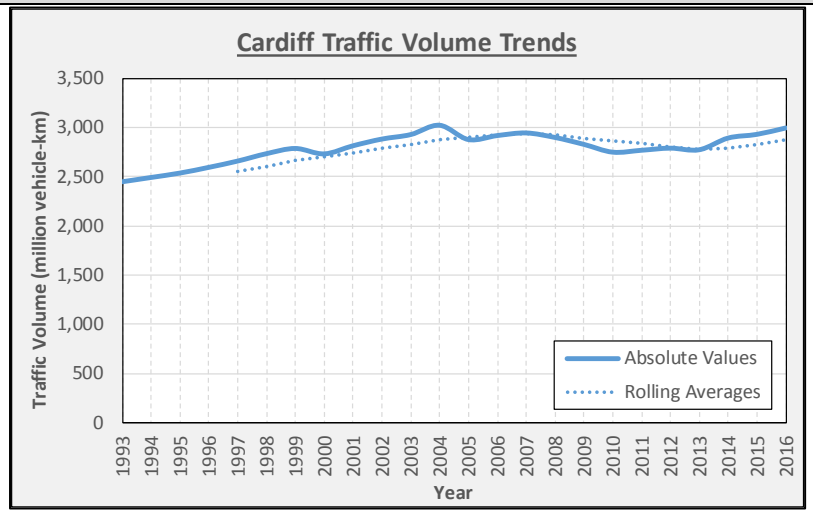
The traffic light rating system used for the LDP Monitoring Indicators has not been taken forward for use with the SA Monitoring. Many of the SA objectives are aspirational. In addition, the LDP alone would not be the only factor that would need to be considered in achieving their aims. The SA Monitoring does not include targets as such, unlike the LDP monitoring, it would therefore prove difficult to interpret the commentary into a traffic light rating. This is the first SA monitoring to be undertaken since the adoption of the LDP and it provides a baseline only, emerging trends are therefore not apparent. Accordingly, the direction of change is not included in the commentary for this monitoring period but will be included in future AMRs. This will be utilised to assess the LDPs progression towards meeting the identified sustainable development indicators.

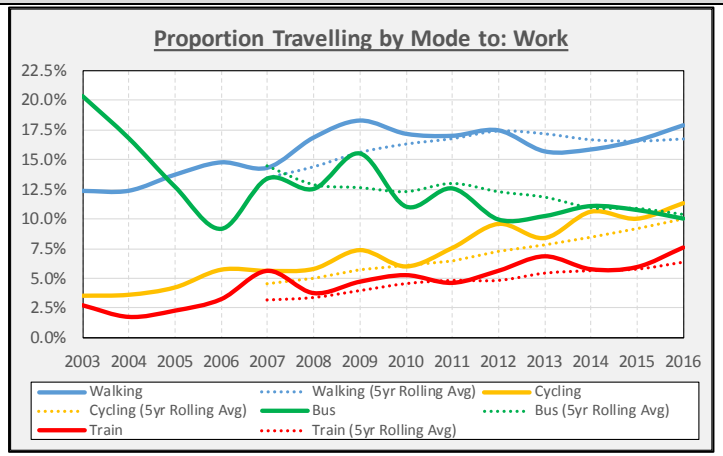
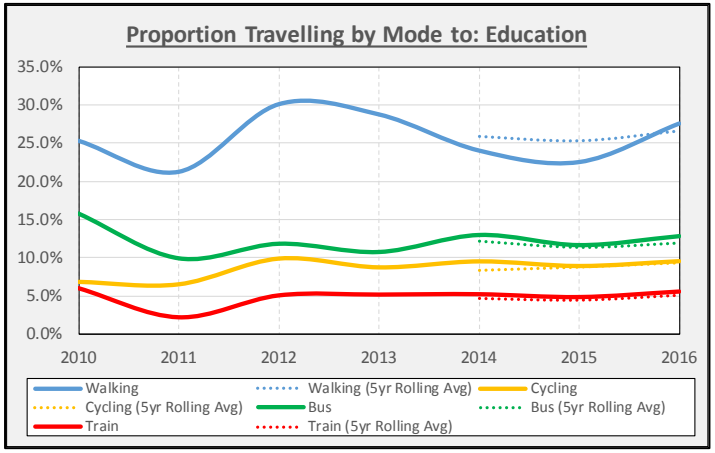
Information contained in the SA monitoring framework in the main relates to a wide range of data produced internally, by various departments of the Council and externally from other organisations. Where data has been sourced externally, a footnote is provided to ensure the data source is easily identifiable.

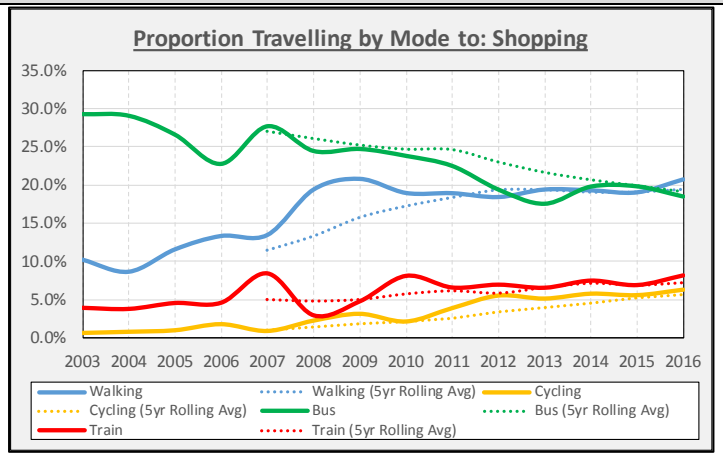
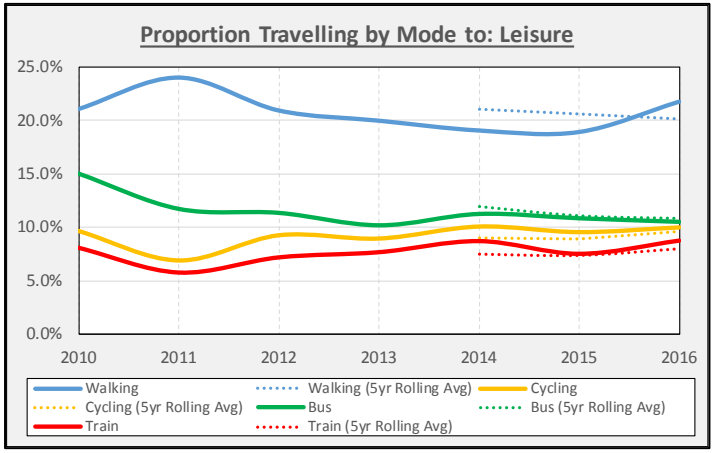
SA objective	Indicator	Target	Data	Commentary
1. Help deliver equality of opportunity and access for all	The percentage of population in the 100 most deprived wards in Wales	Reduction	12% is the 2015 baseline	The latest Welsh Index of Multiple Deprivation data from 2015 shows that 12% of the population of Cardiff is in the 100 most deprived wards in Wales
	The number of net additional affordable dwellings built	6,646 net affordable units over the remaining Plan period (representing an average of 22.8% of total housing provision	579	From 2014/15 to 2016/17 a total of 579 affordable dwellings were completed leaving a residue of 6.067 dwellings to be completed over the remaining 9 years to 2026.
	Total number of Gypsy and Traveller pitches for residential accommodation	Net increase	No increase	Work ongoing to identify new site for Gypsy and Traveller pitches.

SA objective	Indicator	Target	Data	Commentary
2. Maintain and improve air quality	NO2 levels	40µgm3	Exceedance's of the 40µgm3 within the declared AQMAs	The 2015 nitrogen dioxide Council monitoring data shows a number of sites representative of relevant exposure with exceedances of the 40µgm3 annual mean objective. These sites are predominantly contained within the declared AQMAs. However, there are two monitoring locations (Station Terrace & Ocean Way) which are not located within AQMAs, but it should be noted that annual exceedances are not out of character for these sites and are in locations not representative of relevant exposure.
3. Protect and enhance biodiversity, flora and fauna	Number and extent of designated sites of importance (SACs, SPAs, SSSIs, Ramsars, LNRs and SINCs, ancient woodland)	No loss of area	No loss of area	It is considered that there has been no loss of area as a result of applications permitted within the monitoring period. It is considered that all relevant applications permitted during the monitoring period were policy compliant/policy compliant subject to conditions/recommendations placed on the permission
	Condition of SSSIs	No reduction in condition	No reduction in condition	It is considered that there has been no reduction in the condition of SSSIs as a result of applications permitted within the monitoring period. It is considered that all relevant applications permitted during the monitoring period were policy compliant/policy compliant subject to conditions/recommendations placed on the permission.

SA objective	Indicator	Target	Data	Commentary
	Extent of Local Biodiversity Action Plan priority habitats	No reduction in extent		Local Biodiversity Action Plans are not currently being progressed. To be updated once a replacement has been established.
4. Reduce emissions of greenhouse gases that cause climate change and adapt to its effects	Traffic volumes (vehicle-km)	n/a	2015 = 2,927 2016 = 2,991 Change = +2.2%	According to DfT published road traffic statistics data, traffic volumes in Cardiff have increased by a significant 2.2% from 2,927 to 2,991 million vehicle-km between 2015 and 2016, respectively. This level of growth is consistent with the average for the region, for GB and for Wales as a whole, and comparable to that for many local authorities. Examining the longer term trends as presented below, it is clear that historically traffic volumes have been increasing, but that these dipped between around 2008 and 2012, likely due to the economic downturn, and have since returned to their previous levels –

SA objective	Indicator	Target	Data	Commentary
				
	% of people walking, cycling, travelling by bus and train for each journey purpose	n/a	Work (2016): Walking = 17.9% Cycling = 11.3% Bus = 10.0% Train = 7.6% Education (2016): Walking = 27.6% Cycling =	Historic trends for these modes and the main journey purposes are provided below, based on results of the Ask Cardiff Survey –

SA objective	Indicator	Target	Data	Commentary
			9.6% Bus = 12.8% Train = 5.6% Shopping (City Centre) (2016): Walking = 18.4% Cycling = 6.6% Bus = 26.7% Train = 11.3% Shopping (Other) (2016): Walking = 23.5% Cycling = 6.0% Bus = 8.9% Train = 4.4% Leisure (2016): Walking = 21.8%	 

SA objective	Indicator	Target	Data	Commentary
			Cycling = 10.0% Bus = 10.5% Train = 8.8%	  The above illustrate that the proportion travelling by each of these modes and for each journey purpose is rising. The exception being bus; while for travel to education and out of

SA objective	Indicator	Target	Data	Commentary
				town shopping this has increased, otherwise the proportion travelling by bus has decreased. The data also demonstrate that walking is the most significant mode at typically around 20% for each journey purpose, the only exception being for travel for shopping in the City Centre, where the proportion travelling by bus is even higher at more than 25%.
	No. residents working in Cardiff, no. people commuting out of Cardiff, no. people commuting into Cardiff	n/a	Residents Working in Cardiff: 2015 = 131,400 2016 = 139,500 (+6%) Residents Commuting Out of Cardiff: 2015 = 34,000 2016 = 27,700 (-19%) Commuting into Cardiff from Outside: 2015 = 84,400 2016 = 89,700 (+7%)	According to data from the Annual Population Survey as published by the Welsh Government, there are currently 229,200 people working in Cardiff. Of these around 139,500 are resident in Cardiff, with the remaining 89,700 having travelled in from outside (all modes). Meanwhile, around 27,700 residents currently commute outside of the authority. The total number working in Cardiff has increased by 6% since 2015, with a similar 7% increase over the same period in those commuting into Cardiff from outside. The data also demonstrates a large decrease in the number of residents working outside of Cardiff (-19%), to instead work within the authority. This could be as a result of increased attractive employment opportunities in recent years within Cardiff itself, resulting in a reduced need to travel outside in order to seek employment. The number and proportion of those travelling into Cardiff to work by origin, is provided in the table below –

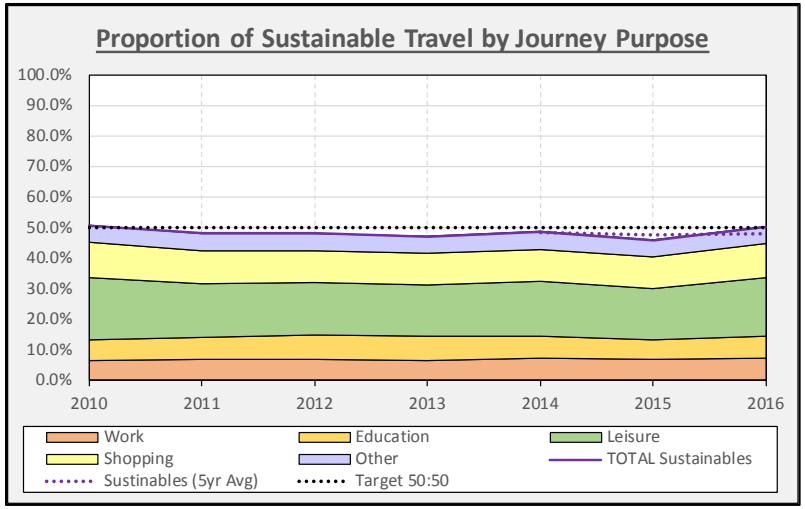
SA objective	Indicator	Target	Data	Commentary
			Total Working in Cardiff: 2015 = 215,400 2016 = 229,200 (+6%)	

Origin	2015	2016	Change
Blaenau Gwent	1,000 (0.5%)	1,100 (0.5%)	10%
Bridgend	6,200 (3%)	7,700 (3%)	24%
Caerphilly	13,200 (6%)	14,300 (6%)	8%
Cardiff (Internal)	131,400 (61%)	139,500 (61%)	6%
Merthyr Tydfil	1,500 (1%)	2,700 (1%)	80%
Monmouthshire	2,500 (1%)	2,300 (1%)	-8%
Newport	9,700 (5%)	8,100 (4%)	-16%
Rhondda Cynon Taf	18,800 (9%)	22,000 (10%)	17%
Vale of Glamorgan	20,300 (9%)	20,100 (9%)	-1%
Torfaen	3,100 (1%)	3,500 (2%)	13%
TOTAL From Region (excl. Cardiff)	76,300 (35%)	81,800 (36%)	7%
TOTAL From Outside Region	7,700 (4%)	7,900 (3%)	3%
TOTAL Commuting In	84,000 (39%)	89,700 (39%)	7%
TOTAL Working in Cardiff	215,400 (100%)	229,200 (100%)	6%

SA objective	Indicator	Target	Data	Commentary
				As can be seen from the above, there are currently around 81,000 commuting into Cardiff from the Southeast Wales region. Of these the most significant proportion are from Rhondda Cynon Taf (10% of total working in Cardiff), Vale of Glamorgan (9%), Caerphilly (6%), Newport (4%), and Bridgend (3%). The number commuting from the region has risen by 7% since 2015, with large increases over this period from Merthyr Tydfil (+80%), Bridgend (+24%), Rhondda Cynon Taf (+17%), and Torfaen (+13%). Meanwhile, the proportion from Newport and Monmouthshire has declined over the same period, by 16% and 8% respectively.
	Modal split	'At least 50% of all trips on Cardiff's transport network. made by sustainable modes by the end of the Plan period in 2026'	Absolute Values: 2015 = 46.0% 2016 = 50.3% 5yr Rolling Averages: 2015 = 47.6% 2016 = 48.0%	Travel by mode is recorded each year in the Ask Cardiff Survey for the following journey purposes – Work, Education, Shopping (City Centre), Shopping (Other), and Leisure. However this does not take into account business-related journeys, escort journeys which are not education based, or journeys for personal business. Therefore, in order to account for these unobserved journey purposes, it is necessary to infill with data from the National Travel Survey (NTS), as published annually by the DfT in Table NTS0409. Note that in past analyses the DfT's TEMPRO had been used for this purpose. This same NTS dataset is also used to relatively proportion each journey purpose such as to arrive at a single figure for use of sustainable modes for all journeys. The resulting figures show that as of 2016, 50% of all journeys are already being made by sustainable modes, an increase

SA objective	Indicator	Target	Data	Commentary
				from 46.0% in 2015. While it may appear that the 2026 target has already been achieved, when taking a more representative 5yr rolling average, the current trend is at 48.0%, compared with 47.6% in 2015. Nevertheless, the reality is that significant efforts shall be required in order to maintain a 50% mode-split, in the face of the increased pressure from a 12% rise in population projected between 2016 and 2026, and with a corresponding growth in the number of trips. A breakdown of the proportions of total trips, which travel sustainably by each journey purpose, based on the methodology described previous, is provided in the table below – (see table below) The above is illustrated graphically in the stacked chart below. This demonstrates that of all those currently travelling sustainably, the largest proportion are made up for Leisure-

	Work	Education	Leisure	Shopping	Other	All Journeys
2010	6.4%	6.9%	20.2%	11.5%	6%	50.7%
2011	6.8%	7.4%	17.5%	10.7%	6%	48.2%
2012	6.7%	8.0%	17.3%	10.4%	6%	48.0%
2013	6.7%	7.8%	16.8%	10.2%	6%	47.0%
2014	7.3%	7.1%	18.1%	10.5%	6%	48.6%
2015	7.0%	6.1%	16.8%	10.6%	5%	46.0%
2016	7.3%	7.3%	19.2%	11.1%	5%	50.3%

SA objective	Indicator	Target	Data	Commentary
				based trips. Currently both Work and 'Other' trips are failing to achieve the 50% sustainable target, at 48% and 25%, respectively. This is in-spite of Work-related trips making up 15% of the overall demand, and 'Other' trips accounting for a further 22% (37% with both combined). This therefore demonstrates the importance of these journey purposes towards achieving the 50:50 modal split for all journeys by 2026 –  A further consideration is that the above measure relates to an average across the day. However, the greatest pressures are known to occur during peak periods when a higher proportion of movements are made by car.
	Delivery of transport	As per the LDP and site	SSA. Cardiff Central	The following sustainable infrastructure and initiatives have been agreed to be delivered as part of the key strategic sites,

SA objective	Indicator	Target	Data	Commentary
	infrastructure as part of key strategic sites	masterplans	Enterprise Zone - S106 Funding Contributions: • 16/02731/ MJR Integrated Transport Hub (Awaiting signing of S106) SSC. NW Cardiff - S106 Funding Contributions: • 14/02157/ MJR - Land North & South of Llantrisant Road £605,000 (£5,000 Received)	which will help to reduce greenhouse gas emissions – **SSA. Cardiff Central Enterprise Zone** 16/02731/MJR - Integrated Transport Hub: • Integrated Transport Hub, based on 14 stands with DIRO arrangement • 500-space Bike Store Facility **SSC. NW Cardiff** 14/02157/MJR - Land North & South of Llantrisant Road: • Cycle parking, including at Radyr Station • 3x new priority access junctions on Newport Road, with footways, cycleways & crossing facilities • New 3m wide eastbound bus lane on Llantrisant Road with associated bus stops • New traffic signal control junction at Llantrisant Road/Heol Isaf, with Toucan facilities on all arms, bus lane on southern arm, and associated footways & cycleways • New raised roundabout with zebra crossing on Newport Road • 2x new Toucan crossing facilities • Subsidy to provide extension to existing bus services for 2 years between Danescourt and Clos Parc Radyr

SA objective	Indicator	Target	Data	Commentary
			• 14/02733/MJR – Plasdwr £26.03 million (Subject to Schedule) • 16/00106/MJR - Goitre Fach Farm £1.29 million (Subject to Schedule) • 14/02188/MJR - South of Pentrebane £1.33 million (Subject to Schedule) SSD. North of J33 - S106	• Provision of 1-year free bus pass & £50 cycle voucher to first residential occupiers 14/02733/MJR - Plasdwr: • New traffic control junction at Llantrisant Road/Crofft-y-Genau, with Toucan facilities on all arms (J1) • New tabled zebra crossing on Rhydlafar Drive, with footway widening & shared use • Safeguarding of corridor for the provision of northbound bus lane on Crofft-y-Genau Road • Spine-road treatment on Crofft-y-Genau Road • New traffic control access junction on Llantrisant Road, with cycle feeder lanes & dropped kerbs (J2) • Safeguarding of land for the provision of a northbound bus lane at the southern arm to J2 • New traffic control junction at Llantrisant Road/Clos Park Radyr, with formal crossings to link cycle tracks & cycle feeder lanes (J3) • New northbound bus lane at the southern arm to J3 • 3x new priority access junctions on Llantrisant Road, with crossing facilities, footways, cycleways, shared use & raised tables (J4-6) • New traffic control junction at Pentrebane Road/Waterhall Road, with associated bidirectional 3m wide cycle lanes & Toucan crossings on all arms (J11) • New segregated cycling facility between Amethyst Road and J11

SA objective	Indicator	Target	Data	Commentary
			Funding Contributions: • 14/00852/DCO – North of J33 (Awaiting signing of S106) SSF. NE Cardiff - S106 Funding Contributions: • 14/02891/MJR - Churchlands (Awaiting signing of S106) SSG. St Edeyrns - S106 Funding Contributions:	• 2x new priority access junctions on Pentrebane Road, with associated bidirectional 3m wide cycle lanes, crossing facilities & dropped kerbs (J12-13) • Safeguarding of land for the provision of a southbound bus lane at the northern arm to J12 • Realignment of Crofft-y-Genau Road into Pentrebane Road, providing cyclist & pedestrian access to St Brides Road (J14) • Stopping up of Pentrebane Road, with provision of shared use link • ANPR traffic gate to limit tidal flow access to Crofft-y-Genau Road • 2x new priority access junctions on Crofft-y-Genau Road , with associated ANPR traffic gate & access flared for bus movements (J15-16) • Bridge Road 270m southbound bus lane, shared cycle footway & signalised junction with Llantrisant Road • Cardiff Road/Fairwater Road upgrade of traffic signals • Cardiff Road cycling & bus stop improvements between Ely Road and Fairwater Road • Provision of segregated off-road cycleway on disused rail line • 90m Southbound bus lane on Fairwater Road approach to St Fagans Road • Heol Isaf pedestrian & cycle improvements • Llantrisant Road segregated cycleway on southern side between Danescourt Station and Cardiff Road • 300m eastbound bus lane & shared cycle footway on southern side of St Fagans Road

SA objective	Indicator	Target	Data	Commentary
			• 13/00578/ DCO - St Edeyrns £2.79 million (£6,500 Received)	• St Fagans Road safety improvements • 100m westbound bus lane on Waun-Gron Road • A48 Western Avenue/Waun-Gron Road junction improvements • Amethyst Road cycle street between Plasmawr Road and Keyston Road • Cardiff Road northbound bus lane improvements at Western Avenue junction • East-West cycle primary route, Llandaff • New traffic control junction at Llantrisant Road/Danescourt Road East • New traffic control junction at Llantrisant Road/Danescourt Road West • Llantrisant Road shared cycleway footway between Danescourt Road East/West • Llantrisant Road shared cycleway footway between Waterhall Road and Heol Aradur • Pwllmelin Road and Fairwater Road traffic calming & cycling improvements • Radyr Court Road traffic calming of cycle route • Radyr Court Road pedestrian & cycling safety and access improvements, with zebra crossing on Bridge Road • Radyr Court Road upgrade of cycle link to Llantrisant Road • Western Avenue to Ely Roundabout southbound traffic pre-signals • Western Avenue/Ely Road (East) junction toucan crossing

SA objective	Indicator	Target	Data	Commentary
				• Western Avenue to Waun-Gron Road shared cycle footway on west side • Cardiff Road/Palace Road junction, pedestrian & traffic calming improvements • Provision of £12 million bus subsidies, to provide services linking the development, Pentrebane, Radyr, Cardiff City Centre (via Llantrisant Road & Pentrebane Road), Pontyclun/Talbot Green, Heath Hospital, J33 Park & Ride, Cardiff West Interchange, Cardiff Bay (via Ely Mill), and Whitchurch (via Llandaff) 16/00106/MJR - Goitre Fach Farm: • Cycle parking • New traffic signal access junction at Llantrisant Road with Toucan & Puffin crossing facilities • Realignment of segregated cycleway on Llantrisant Road • New public transport, pedestrian & cycle facilities along Llantrisant Road • New raised crossing facility on Llantrisant Road • New spine-road with 2x 2m wide footway, 3m wide segregated cycleway, and 6.3m wide carriageway • Bus contribution to Llantrisant Road (subject to occupation) • Cycling measures on A4119 between Waterhall Road roundabout and Penhill Road • Provision of 1-year free bus pass & £50 cycle voucher to first residential occupiers

SA objective	Indicator	Target	Data	Commentary
				14/02188/MJR - South of Pentrebane: • New Pentrebane Road priority access junction to accommodate safe & convenient 2-way bus movement, with associated footway & cycle provision • Provision of bus stop & bus turning circle, with 3m wide segregated cycleways, 2m wide footways& 6.1m carriageways to promote sustainable travel • Secure cycle parking, including covered cycle parking at Fairwater Station & at key bus stops • Improvements to Llantrisant Road & Pentrebane Road as part of the North West Corridor programme • Bus contribution (in accordance with trigger points & installments) • Provision of 1-year free bus pass & £50 cycle voucher to first residential occupiers **SSD. North of J33** 14/00852/DCO - North of J33: • 1,000 space Park & Ride facility, with 3/4 accessed from J33 & 1/4 accessed from A4119 (subject to imminent signing of S106) • New junctions on Llantrisant Road, including crossing facilities, associated cycle & footway provision, and bus lanes (subject to imminent signing of S106)

SA objective	Indicator	Target	Data	Commentary
				• On-site public transport infrastructure, bus & cycle lanes (subject to imminent signing off S106) • Financial contribution to new and enhanced bus services (subject to imminent signing off S106) **SSF. NE Cardiff** 14/02891/MJR – Churchlands *(Infrastructure not confirmed, as waiting signing of S106)* **SSG. St Edeyrns** 13/00578/DCO - St Edeyrns: • Provision of missing link to Rhymney Trail, south of A48 between Pentwyn Link Interchange and development, including upgrade of A48 subway • Cycle parking spaces • Investigation & provision of a northbound bus lane on A4232 • Bus service extension from the development to City Centre serving Church Road and St Mellons Road • Investigation & provision of bus service extension on A48 from A4232 • A scheme to demonstrate effective operation of Heol Pontprennau Roundabout, including bus priority measures, Toucan crossing facilities, and associated pedestrian & cyclist provision

SA objective	Indicator	Target	Data	Commentary
				• Spine-road treatment on access road, including the provision of bus lane • Widening of existing footways linking the Toucan crossing and Heol Pontprennau signalised crossing • Scheme to provide shared path south of Heol Pontprennau Roundabout, providing direct traffic-free link to A48 Interchange with Church Road • Scheme to reduce the speed limit on Pentwyn Link towards J30 from 50mph to 40mph • Scheme to prevent vehicular through access via St Mellons Road and Bridge Road, with the provision of bus gates at both ends • Provision of a new bridge across the River Rumney for pedestrians & cyclists to St Mellons
	Permissions granted for highly vulnerable development in C1 and C2 flood risk areas	0	0	No applications were granted for highly vulnerable development in C1 and C2 flood risk areas during the monitoring period.
5. Protect and enhance historic and cultural heritage	Number of listed buildings, conservation areas, etc.	No reduction	No reduction	There has been no reduction in the number of local, national or international designations as a result of applications approved during the monitoring period. It is considered that all relevant applications permitted during the monitoring period were policy compliant/policy compliant subject to conditions/recommendations placed on the permission.

SA objective	Indicator	Target	Data	Commentary
6. Help deliver the growth of a sustainable and diversified economy	Net job creation over the remaining Plan period	40,000 net additional jobs over plan period, 20,900 between 2006 and 2015	12,000 since 2009	Total jobs in Cardiff - 202,000 in 2015 (latest Nomisweb.co.uk figures, May 2017). This compares to an equivalent figure from 2009 of 190,000 jobs in Cardiff which represents a 12,000 increase in jobs over that period.
7. Improve health and well-being	Delivery of community infrastructure as part of key development sites			As of June 2017, planning permission(s) have been granted at Strategic Sites C (North West Cardiff), F (North East Cardiff – West of Pontprennau) and G (East of Pontprennau Link Road). Associated S106 agreements link to infrastructure provision identified through policies KP2 (A-H). To date, construction work has only commenced at Site G and the delivery of infrastructure provision identified through the associated S106 agreements will be monitored as schemes progress over the coming years.
	% of journeys made by walking/cycling	Increase	Work: 2015 = 26.6% 2016 = 29.2% (+2.6%) Education: 2015 = 31.5% 2016 = 37.2% (+5.7%) Shopping (City Centre): 2015 = 22.4% 2016 = 25.0%	Based on data from the Ask Cardiff Survey, the proportion of journeys made by active travel modes (i.e. walking and cycling), has increased between 2015 and 2016. In total, the proportion of these are calculated to make up 27.4% of all journeys in 2016, compared with 24.4% in 2015, corresponding to a rise of around 3%. The proportion walking and cycling for each journey purpose is presented in the table below –

	Walking		Cycling		Walking & Cycling		
	2015	2016	2015	2016	2015	2016	Change
Work	17%	18%	10%	11%	27%	29%	3%

SA objective	Indicator	Target	Data	Commentary
			(+2.6%) Shopping (Other): 2015 = 27.5% 2016 = 29.5% (+2.0%) Leisure: 2015 = 28.5% 2016 = 31.8% (+3.3%) All Journeys: 2015 = 24.4% 2016 = 27.4% (+3.0%)	
	Percentage of population in the 100 most deprived wards in Wales in the 10% most deprived wards in Wales for physical environment	Reduction	28%	The latest Welsh Index of Multiple Deprivation data from 2015 shows that 28% of the population of Cardiff is in the 100 most deprived wards in Wales for physical environment.

Education	23%	28%	9%	10%	32%	37%	6%
Shopping (City Centre)	17%	18%	6%	7%	22%	25%	3%
Shopping (Other)	22%	24%	5%	6%	28%	30%	2%
Leisure	19%	22%	10%	10%	29%	32%	3%
ALL Journeys	18%	20%	6%	7%	24%	27%	3%

SA objective	Indicator	Target	Data	Commentary
8. Protect and enhance the landscape	Achievement of functional open space requirements	2.43ha per 1,000 population	1.18ha per 1,000 population	Latest figures show 1.18 ha of functional open space per 1,000 population in Cardiff. For all types of open space the equivalent figure is 7.44 ha of open space per 1,000 population.
	Special Landscape Areas	Five SLAs designated by plan adoption	Five SLAs designated	Five SLAs have been designated at: • St Fagans Lowlands and the Ely Valley • Garth Hill and Pentyrch Ridges • Fforest Fawr and Caerphilly Ridge • Wentloog Levels • Flat Holm
9. Use natural resources efficiently and safeguard their quality	Percent of housing on previously developed land	60%	84.2%	For the year 2016/17 84.2% of housing was on previously developed land.
	Average density of new development		118.7 dwellings per hectare	For 2016/17 the average density of new housing development in Cardiff was 118.7 dwellings per hectare.
	Area of contaminated land cleared up	>0	N/A	Presently no data is available to monitor this indicator. Will re-assess position in next monitoring report.
10. Respond to demographic changes in a sustainable way	Total population	n/a	361,468	The latest Mid Year estimate for Cardiff produced by Office of National Statistics shows that Cardiff has a population of 361,468 in 2016.
	No. homes in Cardiff	45,400 net additional homes by 2026	14,247 completed 2006 to 2017	Since the base date of the Plan in 2006 14,247 dwellings have been completed leaving 27,168 to be completed.

SA objective	Indicator	Target	Data	Commentary
11. Minimise waste, increase re-use & recycling	Waste reduction rate	Reduction per household	+2.6%	Waste generated per household in Cardiff increased from 1.16 to 1.19 tonnes per household between 2014/15 and 2015/16 which represents an increase of 2.6%.

7. Conclusions

This is the first AMR to be prepared since the adoption of the Cardiff LDP and provides a short term position statement on the initial impacts of the LDP. The key conclusion is that while it is difficult to determine definitive trends in policy performance, good progress is being made in delivering the identified targets/ monitoring outcomes and policies and there is no evidence to suggest the need for a full or partial review of the LDP at this early stage in its implementation. The findings of this report provide for future comparative analysis in successive AMRs and the monitoring of the policy framework over a longer period will enable trends to be identified and firmer conclusions drawn.

Welsh Government procedural guidance 'Local Development Plans Wales (Edition 2 2015), (para 4.3) sets out seven questions that the AMR should address. The issues included in these questions have been considered throughout the AMR as part of the analysis of the monitoring data.

- What new issues have occurred in the area or in local/national policy (key recent contextual and national policy changes, future prospects)?
- How relevant, appropriate and up-to-date is the LDP strategy and its key policies and targets?
- What sites have been developed or delayed in relation to the plan's expectations on location and timing?
- What has been the effectiveness of delivering policies and in discouraging inappropriate development?

This section concludes the findings of the monitoring process and directly responds to the LDPW questions, ensuring that the procedural guidance is fully addressed.

What new issues have occurred in the area or in local/national policy (key recent contextual and national policy changes, future prospects)?

Section 3 contains contextual information outlining the changes to national planning policy guidance and technical advice which have taken place over the monitoring period. Whilst these changes will need to be incorporated into any future review of LDP policies they are not considered to be of a scale that requires reconsideration of the Plan strategy or individual policies at this time.

How relevant, appropriate and up-to-date is the LDP strategy and its key policies and targets?

The evidence collected through the AMR process indicates that progress is being made with the implementation of the spatial strategy and it remains sound at this time. It is, however, difficult to determine definitive trends at this stage as this is the first monitoring period.

Section 5 provides a detailed assessment of how the Plan's strategic policies, and associated supporting policies, are performing against the identified key monitoring targets and outcomes and whether the LDP strategy and objectives are being delivered. This has enabled the Council to make an informed judgement of the Plan's

progress in delivering the targets/monitoring outcomes and policies during this monitoring period. The table below provides a visual overview of the effectiveness of the Plan's policies during the monitoring period based on the traffic light rating used in the assessment:

Continue Monitoring (Green) Where indicators are suggesting the LDP Policies are being implemented effectively and there is no cause for review.	**80**
Training Required (Blue) Where indicators are suggesting that LDP policies are not being implemented as intended and further officer or Member training is required.	**0**
Supplementary Planning Guidance Required (Purple) Indicators may suggest the need for further guidance to be provided in addition to those already in the Plan.	**0**
Further Research (Yellow) Where indicators are suggesting the LDP policies are not being as effective as they should, further research and investigation is required.	**22**
Policy Review (Orange) Where indicators are suggesting the LDP policies are failing to implement the strategy a formal review of the Policy is required. Further investigation and research may be required before a decision to formally review is confirmed.	**0**
Plan Review (Red) Where indicators are suggesting the LDP strategy is failing and a formal review of the Plan is required. This option to fully review the Plan will need to be fully investigated and undertaken following serious consideration.	**0**

What sites have been developed or delayed in relation to the plan's expectations on location and timing?

The analysis demonstrates that there are no policy indicator targets / monitoring outcomes which are causing concerns over policy implementation (red traffic light rating). There are, however, a number which are not currently being achieved but with no corresponding concerns over policy implementation (yellow traffic light rating). Further investigation has determined that there are justified reasons for the performance recorded and this is not representative of any fundamental issues with the implementation of the policy framework or strategy at this time. The most significant findings in relation to these are set out in the key findings below.

Key Findings

As set out above it is important to note that this is the first AMR to be prepared and this year's AMR provides a short term 1 year position statement and baseline data for future comparative analysis in successive AMRs.

Overall the findings of the first AMR for year 1 are generally positive with the majority of the indicators shown as green indicating that the majority of LDP policies are being implemented effectively. For example:

- Significant progress in meeting the 50:50 modal shift for all journey purposes by 2026 over the monitoring period has been made and the targets set out in the AMR have been exceeded for all journey purposes.
- Employment land take up over the monitoring period has been strong and targets set out in the AMR have been achieved.
- Significant progress that has been made in producing a programme of new Supplementary Planning Guidance (SPG) to support the policies in the adopted Plan and the Cardiff Infrastructure Plan has been updated. Work on this SPG programme will continue through the next twelve months and will be evidenced in the next AMR.

There are a few indicators not shown as green and these represent areas where further work is being undertaken to fully understand and address relevant issues.

For example, housing completions from Strategic Sites allocated in the LDP have not been coming forward at the rates originally set out by Developers. Reasons for this vary from site to site, but it has become evident that there is a lag between LDP adoption and new houses being completed – in part reflective of land ownership/legal technicalities between Developers and landowners and also the complexity of securing planning consents and accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP.

However, significant work has already been undertaken in addressing this issue in order to stimulate an enhanced trajectory of provision. Proactive dialogue is already taking place with all relevant Developers with the aim of enabling and bringing forward new homes within the master-planning and infrastructure planning framework set out in the LDP. The current situation is more encouraging with a number of planning consents now issued and

on-going Development Management activity on a range of Strategic Sites and different outlets within the sites. It is therefore considered that this proactive approach will, over-time, secure enhanced delivery rates in future years and the matter will remain an on-going priority. Future AMR's will provide formal regular annual updates.

In addition work in progressing on the identification of sites to meet the evidenced need for permanent and transit Gypsy and Traveller sites has been delayed due to the need to undertake additional detailed site investigations. These site investigations have now reached an advanced stage. It is anticipated that this work will help inform considerations of the way forward in the near future.

The SA monitoring provides a short term position statement on the performance of the Plan against a number of sustainability indicators. As such it provides a baseline for comparative analysis from which future AMRs will be able to evidence the emergence of trends.

There is no evidence to suggest that there is a need for a full or partial review of the LDP at this early stage in its implementation. This is the first year the LDP has been operative and is the first AMR to be prepared following the adoption of the Plan. This AMR provides the baseline data for future comparative analysis and preliminary conclusions from which future successive AMRs will be able to evidence the emergence of trends.

What has been the effectiveness of delivering policies and in discouraging inappropriate development?

The policies have been very effective in discouraging inappropriate development and the Council does not consider that any aspects of the Plan need adjusting or replacing at this time.

Conclusions:

1. No action is required at present in terms of a full or partial plan review.

2. Submit the 2017 first AMR to the Welsh Government by 31 October 2017 in accord with statutory requirements. Publish the AMR on the Council's website.

3. Continue to monitor the Plan through the preparation of successive AMRs. Close monitoring will be necessary to determine the effectiveness of the Plan's spatial strategy and policy framework particularly in relation to housing delivery including strategic housing site allocations, the delivery of affordable housing and the progress on strategic employment sites.

1. Prepare the 2018 second AMR, report to Cabinet and submit to the Welsh Government by the required deadline, 31 October 2018.

Appendix 1: Table setting out summary of findings

Objective 1 –To respond to evidenced economic needs and provide the necessary infrastructure to deliver development

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OB1 EC1	Employment land permitted (ha) on allocated as a percentage of all employment allocations	24
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OB1 EC3	Amount of employment land lost to non-employment uses in primary and local employment sites	27
OB1 EC4	Employment provision on allocated sites KP2 (A)	28
OB1 EC5	Employment provision on allocated sites KP2 (C)	31
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OB1 EC7	Employment provision on allocated sites KP2 (F)	33
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OB1 EC9	Net job creation over the remaining plan period	35
OB1 EC10	Active A1 units within District & Local Centres remaining in predominant use	36
OB1 EC11	Proportion of protected City Centre shopping frontages with over 50% Class A1 units	39
OB1 EC12	Percentage of ground floor vacant retail units in the Central Shopping Area, District & Local Centres	40
OB1 EC13	Number of retail developments permitted outside of the Central shopping area and District Centres not in accordance with Policy R6	43
OB1 EC14	Achievement of 50:50 modal split for all journeys by 2026	44
OB1 EC15	% of people walking	46
OB1 EC16	% of people cycling	48
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OB1 EC18	% of people travelling by train	54
OB1 EC19	Improvement in journey times by bus	57
OB1 EC20	Improvement in bus journey time reliability	58
OB1 EC21	Delivery of a regional transport hub	59
OB1 EC22	Delivery of new sustainable transportation infrastructure	61
OB1 EC23	Central Shopping Area Protected Frontages SPG	65
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OB2 SO3	The number of net additional affordable dwellings built (TAN2)	74
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OB2 SO6	Number of dwellings permitted annually outside the defined settlement boundaries that does not satisfy LDP policies	79
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OB2 SO8	H7 - Permanent	81
OB2 SO9	H7 - Transit	85
OB2 SO10	H7 - Existing Provision	89
OB2 SO11	Total annual dwelling completions of Strategic Housing Site A – Cardiff Central Enterprise Zone	90
OB2 SO12	Total annual dwelling completions of Strategic Housing Site B – Gas Works, Ferry Road	92
OB2 SO13	Total annual dwelling completions of Strategic Housing Site C – North West Cardiff	93
OB2 SO14	Total annual dwelling completions of Strategic Housing Site D – North of Junction 33	95
OB2 SO15	Total annual dwelling completions of Strategic Housing Site E – South of Creigiau	97
OB2 SO16	Total annual dwelling completions of Strategic Housing Site F – North East Cardiff (West of Pontprennau)	98
OB2 SO17	Total annual dwelling completions of Strategic Housing Site G – East of Pontprennau Link Road	100
OB2 SO18	Annual affordable dwellings completions of Strategic Housing Site A – Cardiff Central Enterprise Zone	101
OB2 SO19	Annual affordable dwelling completions of Strategic Housing Site B – Gas Works, Ferry Road	103
OB2 SO20	Annual affordable dwelling completions of Strategic Housing Site C – North West Cardiff	104
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OB4 SN12	Delivery of each key principle from the Strategic Sites Masterplanning Framework as embedded in the LDP to ensure delivery of key infrastructure including sustainable transportation interventions, social and community facilities, together with any other key Masterplanning requirements	152
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CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING: 21 SEPTEMBER 2017

ACTIVE TRAVEL INTEGRATED NETWORK MAP

STRATEGIC PLANNING AND TRANSPORT (COUNCILLOR CARO WILD)

AGENDA ITEM:10

DIRECTOR CITY OPERATIONS

Reason for this Report

1. This report is to enable Cabinet Members to consider the Active Travel Integrated Network Map (INM) and seeks Cabinet approval to submit the INM to Welsh Government for approval, as required by the Active Travel (Wales) Act 2013. The engagement and consultation plan for the Draft INM was approved by Cabinet on 15th December 2016.

2. The Active Travel (Wales) Act 2013 places a requirement on local authorities in Wales to plan active travel routes and demonstrate continuous improvement in local routes and facilities for active travel. The mechanism through which local authorities are required to plan their active travel routes is the Existing Route Map (ERM) and Integrated Network Map (INM).

3. The ERM sets out existing active travel routes which have been audited using the Audit Tool in the Welsh Government Active Travel Design Guide and have achieved an audit score of 70% or above. This use of the Audit Tool is a prescribed requirement of Welsh Government.

4. The first ERM for Cardiff was submitted to Welsh Government and approved in April 2016 following stakeholder engagement and a 12 week period of public consultation.

5. The INM which is the subject of this report, sets out the plans of the local authority to develop or improve active travel routes over the next 15 years. It includes short to medium term schemes (within the next 5 years) which are clearly defined and have a clear intention for delivery subject to funding, and longer term schemes which are more aspirational and speculative and as such are less clearly defined.

6. The first INM and a reviewed ERM must be submitted to Welsh Government for approval by 3rd November 2017. Following this submission, the ERM and INM must be reviewed and resubmitted every 3 years.

7. The INM comprises a network map for walking and a network map for cycling. The routes forming part of the approved ERM are featured within the INM maps for walking and cycling. The Integrated Network Map for Walking is provided at Appendix 1 and is accompanied by a schedule of schemes at Appendix 2. The Integrated Network Map for Cycling is provided at Appendix 3 and a schedule of schemes at Appendix 4. For completeness, the Integrated Network Map Consultation Report is also provided at Appendix 5. An Equality Impact Assessment of the INM has been carried out. This is provided as Appendix 8.

8. The INM is the product of an extensive technical process over a two-year period. It sets out an ambitious and comprehensive programme of improvements based on robust consultation and detailed technical analysis. The INM is subject to ongoing review and the Welsh Government guidance requires an updated version of the INM to be submitted to the Welsh Government for approval at least every three years. This offers scope for the routes, schemes and priorities featured in the INM to be reviewed and for new schemes and priorities which emerge under the new Council administration to be incorporated within future updates.

9. This report sets out the methodology used in developing the INM and the results of the statutory 12 week period of public consultation undertaken earlier in 2017.

Background

10. Improving Cardiff's sustainable transport system is key priority for the Council. Indeed, the Cardiff Local Development Plan sets a target of 50% of all daily journeys in the city to be made by walking, cycling and public transport, by 2026. Achieving this target requires investment in infrastructure to make sustainable modes of travel an attractive alternative to single occupancy car use.

11. A high proportion of daily journeys in Cardiff are short and local and could be made by walking and cycling with the right the infrastructure in place. Recognising this potential, the Council's *Capital Ambition* report commits to placing "*active travel at the heart of planning, transport and highway policy"* through:

    i. The delivery of the new Cardiff Cycling Strategy which seeks to double cycling journeys by 2026;
    ii. The phased implementation of new Cycle Super Highways;
    iii. Upgrading popular routes including the Taff Trail, Bay Loop and Castle Street;
    iv. Delivering the most appropriate Cycle Hire model for Cardiff
    v. Designing safer routes to our schools and around communities;
    vi. Ensuring every school has an active travel plan for cycling and walking; and,

vii. Rolling out more 20mph and pedestrian-friendly zones across the city to make streets safer and calmer

12. Delivery of these commitments will greatly assist in reducing congestion, supporting modal shift and making a major contribution to public health by encouraging active lifestyles, tackling obesity and improving local air quality. Crucially, they will also support the Council's delivery of its statutory obligations under the Active Travel (Wales) Act 2013.

13. The Act is supported by the Statutory Guidance for the Delivery of the Active Travel (Wales) Act 2013. This defines "active travel" as "walking and cycling as an alternative means to motorised transport for the purpose of making everyday journeys". The definition of "walking" includes people who use wheelchairs and other mobility aids.

14. In addition to the Statutory Guidance for the Delivery of the Active Travel (Wales) Act 2013, the Design Guidance Active Travel (Wales) Act 2013 sets out the requirements which each local authority has to meet in order to fulfil its statutory obligations under the Act, including a rigorous technical process to identify active travel routes, assess their condition and identify appropriate improvements. This process is undertaken through the production of the ERM and INM.

15. Although the transport and health benefits of walking and cycling are similar, pedestrians and cyclists have different needs and different levels of existing provision within Cardiff. Therefore, the approach taken to developing the ERM and the INM in Cardiff is to develop two separate sets of maps for each user group with a different methodology to route identification, closely following the Welsh Government Guidance.

Existing Route Map

16. The timetable for preparation of the first ERM and INM was set in such a way that only three months elapsed between the submission of the ERM to Welsh Government and the start of work to develop the INM. The condition of the active travel network did not change significantly within that time period. Therefore, no changes have been made to the ERM which was approved in 2016. A revised ERM will be submitted with the next INM submission in 2020.

17. Recent and ongoing works which have been undertaken to improve active travel routes in Ely and Caerau (Western Corridor Active Travel), Llanrumney, Rumney and Trowbridge (Eastern Corridor Active Travel) and Splott (Safe Routes in Communities) are not shown on the ERM or INM at present. In order to meet the timetable for public consultation necessary to ensure compliance with Welsh Government's deadline for submission of the INM, route audits to compile the Draft INM were undertaken in spring 2016. These routes were not sufficiently complete to be audited at this time and will be assessed for inclusion in the ERM submission in 2020.

Integrated Network Map for Walking

18. In order to identify routes to be improved through the INM in the short term (next 5 years), networks of local routes to key local destinations were identified covering areas where there are known pedestrian safety problems already investigated by the Council through the rolling programme of Area Study investigations and appear, therefore, as prioritised schemes on the Transport Projects Future Programme. This ensures that the INM is fully integrated with the existing Council processes for addressing high priority pedestrian safety requirements in order to make the most effective use of scarce resources and ensure that the most important safety issues are addressed through the prioritisation of schemes in the INM. To reiterate, this approach is supported by the Statutory Guidance for the Delivery of the Active Travel (Wales) Act 2013 that sets out the requirement to align the INM with existing Council plans in avoid any duplication of work.

19. A schedule of schemes has therefore been developed for the pedestrian networks identified, taking into account:
    - Pedestrian safety improvement schemes within the Transport Projects Future Programme
    - School Safety Improvement schemes
    - Improvements identified using the Route Audit Tool (predominantly footway resurfacing and implementation of dropped kerbs and/or tactile paving)
    - Improvements scheduled to be delivered through other Council programmes and identified through internal consultation with Council Officers.

20. The programme of schemes to develop the pedestrian networks is complemented by a further schedule of schemes to be delivered in the medium to long term, including the remaining schemes on the Transport Projects Future Programme and School Safety Improvement schemes. These schemes will be included within the INM submission as the basis for future new and existing walking routes which will be identified and audited using the Welsh Government Audit Tool for future INM submissions.

21. Finally, the City Centre and Bay Trail have also been included in the INM as strategically important walking routes to be further developed. The identification of improvements to these routes will be undertaken prior to the next INM submission in 2020.

Integrated Network Map for Cycling

22. In contrast to the network of existing walking routes, the existing provision for cycling in Cardiff is fragmented and incomplete. Indeed, the majority of cycle routes audited as part of the work to produce the ERM did not meet the minimum standards required by the Welsh Government Audit Tool.

23. Cycling routes which were audited as part of the ERM development work were identified from the following sources:

- Existing off road routes (e.g. Taff Trail)
- Existing signed on-road routes (e.g. route from Sophia Gardens to Victoria Park)
- Routes developed through the Council's programme to deliver routes set out in the Enfys Strategic Cycle Network Plan, connecting communities with the highest propensity to cycle to key destinations
- Routes identified by cycling stakeholders as existing routes

24. All routes which were considered for the ERM have been included in the scope for the INM. In order to create a comprehensive aspirational future network of routes which will connect communities to destinations across the city, further routes were also identified for inclusion in the INM from the following sources for completeness:

- Routes identified in the Strategic Cycle Network Plan which have yet to be developed
- Schemes set out in the Cardiff Local Transport Plan.
- Routes which have been identified through the investigation of cycling issues raised by members of the public on an ongoing basis
- Routes identified through a spatial gap analysis to complete missing links, including access to strategic development sites and cross city routes.

25. Furthermore, a schedule of schemes has also been developed to improve the routes shown on the Integrated Network Map, taking into account:

- Improvements set out in the Local Transport Plan which meet Welsh Government Active Travel Design Guide minimum standards
- Improvements identified through the route audit process to improve the cohesion, directness, safety, comfort and attractiveness of the routes and ensure that the minimum standards set out in the Audit Tool would be met
- Improvements within the programme of minor network improvements, identified following investigation of cycling issues raised by members of the public on an ongoing basis
- Improvements scheduled to be delivered through other Council programmes and identified through internal consultation with Council Officers.

Cycle Superhighways/Primary Routes

26. Two Cycle Superhighways (Primary Routes) have also been identified as part of the Integrated Network Map which connect LDP strategic development sites and existing communities to major destinations including the City Centre and the Bay. The schedule of schemes

proposed for the Superhighways is intended to deliver a 'step change' in provision for cycling by providing facilities suitable for cyclists of all ages and abilities in line with the aspirations of the emerging Cardiff Cycling Strategy.

27. The two Cycle Superhighways identified in the INM have been prioritised for short term delivery during the five-year period between 2017/18 and 2021/22, as indicated in paragraph 28, below. Other routes are also being considered.

Prioritisation

28. The Active Travel Act guidance requires schemes to be prioritised into short term, medium term, and long term/aspirational. The schemes within the INM have been prioritised as follows:

- Short term (2017/18 – 2021/22)
  - Schemes already in progress
  - Pedestrian Networks defined in the INM
  - Cycle Superhighways (Primary Routes)
  - High priority ranked schools
  - Low cost quick wins

- Medium term (2022/23 – 2026/27)
  - Clearly defined cycling schemes that are not short term priority
  - Medium priority ranked schools
  - Medium priority ranked road safety schemes

- Long term (2027/28 and beyond)
  - Aspirational routes where schemes are not yet clearly defined
  - Schools where schemes are not yet clearly defined

29. Wherever feasible, the Council will seek to align the delivery of new walking and cycling infrastructure schemes with essential works to renew the highways asset. This will ensure that the Council is making best use of its capital budgets by combining works to deliver key strategic projects with works to improve the long term resilience of the highway asset.

Local Member consultation

30. Local Member consultation on the INM was undertaken 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 have been considered in detail.

31. The INM was presented to the Environmental Scrutiny Committee on 10th January 2017. The response from the Environmental Scrutiny Committee is set out in Appendix 5 and the response from the Cabinet Member in Appendix 6.

Public consultation

32. Full public consultation was undertaken for a 12 week period from 3rd January 2017 to 28th March 2017, including an online consultation publicised through press release, social media and direct contact with individuals and organisations who had requested to be consulted, consultation activities in schools, meetings with stakeholder groups and public consultation events.

33. The Council received 123 written responses by email and post and 41 written responses were received by individuals attending public consultation events. The majority of comments received on specific schemes related to cycling routes:

- 380 on secondary routes
- 243 on east-west primary routes
- 184 on north-south primary routes
- 79 on walking schemes

34. Respondents were generally supportive of the proposed Cycle Superhighway Route proposals and proposals for segregated routes. Many respondents highlighted existing problems with the existing active travel network and suggested improvements to scheme proposals.

35. The Integrated Network Map Consultation Report (Appendix 7) sets out the results of the public consultation, including a schedule of amendments made to the INM as a result of consultation feedback.

Future Review of INM

36. As referred to in paragraph 13, above, the Active Travel Act Delivery Guidance requires local authorities to resubmit an updated INM to the Welsh Ministers for approval every three years (along with an updated ERM). The INM would be reviewed prior to its re-submission. This process would include a review of progress with developing the routes and schemes featured in the INM. It also presents an opportunity to review the routes and schemes featured within the INM and their prioritisation.

37. The Active Travel Act Delivery Guidance states that local authorities can update and publish versions of the existing routes maps and the integrated network maps more regularly. The INM will be reviewed within the next 12 months alongside the emerging Cardiff Cycling Strategy to ensure that both documents are aligned. This will include consideration of additional measures to improve the basic network of local streets to ensure further provision is made for cyclists of all ages and abilities to connect to the proposed network of superhighways and secondary routes as set out in the 2017 INM.

38. During the three-year lifetime of the INM, it is possible that opportunities for new walking and cycling schemes are identified. Through the INM review and update process, it will be possible to incorporate such

schemes within the updated version of the INM. However, the fact that such a scheme may not appear on the current approved INM would not prevent the Council from delivering the scheme sooner, if there were compelling reasons to make it a priority and funding was available.

Reason for Recommendations

39. Cabinet approval is required to submit the Integrated Network Map to Welsh Government for approval.

Financial Implications

40. There are no direct financial implications arising from the submission of the Integrated Network Map to the Welsh Government. Appropriate funding will need to be identified before the individual schemes included in the IMN can proceed.

Legal Implications

41. The report seeks approval of the Active Integrated Network Map and approval for the submission of the Integrated Network Map to Welsh Government. Paragraph 2 of the body of the report sets out the requirement for Cardiff Council to consider active travel routes and demonstrate continuous improvement in delivery of active travel. The Active Travel (Wales) Act 2013 places a duty on Cardiff Council to prepare an integrated network map and submit it to the Welsh Ministers for approval. Welsh Government have produced detailed guidance on the delivery of Active travel plans and Legal Services are instructed that the requirements as set out in the legislation and accompanying guidance have been considered.

42. In general consultation and engagement must (a) be carried out when the proposal is at a formative stage (b) consultees must be given sufficient information to understand the project and to respond (c) consultees must be given sufficient time to respond and (d) responses must be conscientiously taken into account when finalising the relevant decision. There is a requirement that the consultation should last for a minimum of 12 weeks as recommended by Welsh Government guidance. The methodology used in developing the Integrated Network Map and outcome of the statutory public consultation are contained within the body of the report. Cardiff Council is required to submit evidence of the consultation that the Council has undertaken in producing the maps.

43. In considering whether to approve the integrated network maps the Welsh Government will take into account a number of factors, such as: -
i) whether appropriate consultation, in line with Welsh Government guidance, has been conducted;
ii) whether the routes and facilities shown on the map are in line with Welsh Government guidance and the Design Guidance (for example, that routes that are not to the design standard are noted as such and that

there has been appropriate network planning and destination planning); and;
iii) whether the form of the map is in line with Welsh Government guidance.

44. In considering this matter, Cabinet must have regard to Cardiff Council's duties under the Equality Act 2010. Pursuant to these legal duties Cardiff Council 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.

The report identifies that an Equality Impact Assessment ("EIA") has been carried out, which EIA has been updated as the project has progressed. The EIA is attached as an Appendix 8. The purpose of the Equality Impact Assessment is to ensure that Cardiff 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 Cabinet must have due regard to the Equality Impact Assessment in making its decision.

45. In addition due regard must be had for principles of the UN Convention on the Rights of the Child and the method by which Local authorities should use the Children and Young People's National Participation Standards for Wales to plan and deliver effective engagement with children and young people.

46. The proposal must be subject to any relevant health and safety assessment, and Section 17 of the Crime and Disorder Act 1998 also imposes a general duty on the City of Cardiff Council, when exercising its functions, to take account of community safety dimension, with a view to reduce local crime and disorder in its area.

47. In considering this matter, Cabinet must have regard to the Council's duties under the Wellbeing of Future Generations (Wales) Act 2015.

HR Implications

48. There are no HR implications for this report.

RECOMMENDATIONS

Cabinet is recommended to:

1. Approve the Active Integrated Network Map (taking into account the outcome of the public consultation exercise) and;

2. Authorise the submission of the Integrated Network Map to Welsh Government for approval, as set out in this report and appendices.

Andrew Gregory
DIRECTOR
15 September 2017

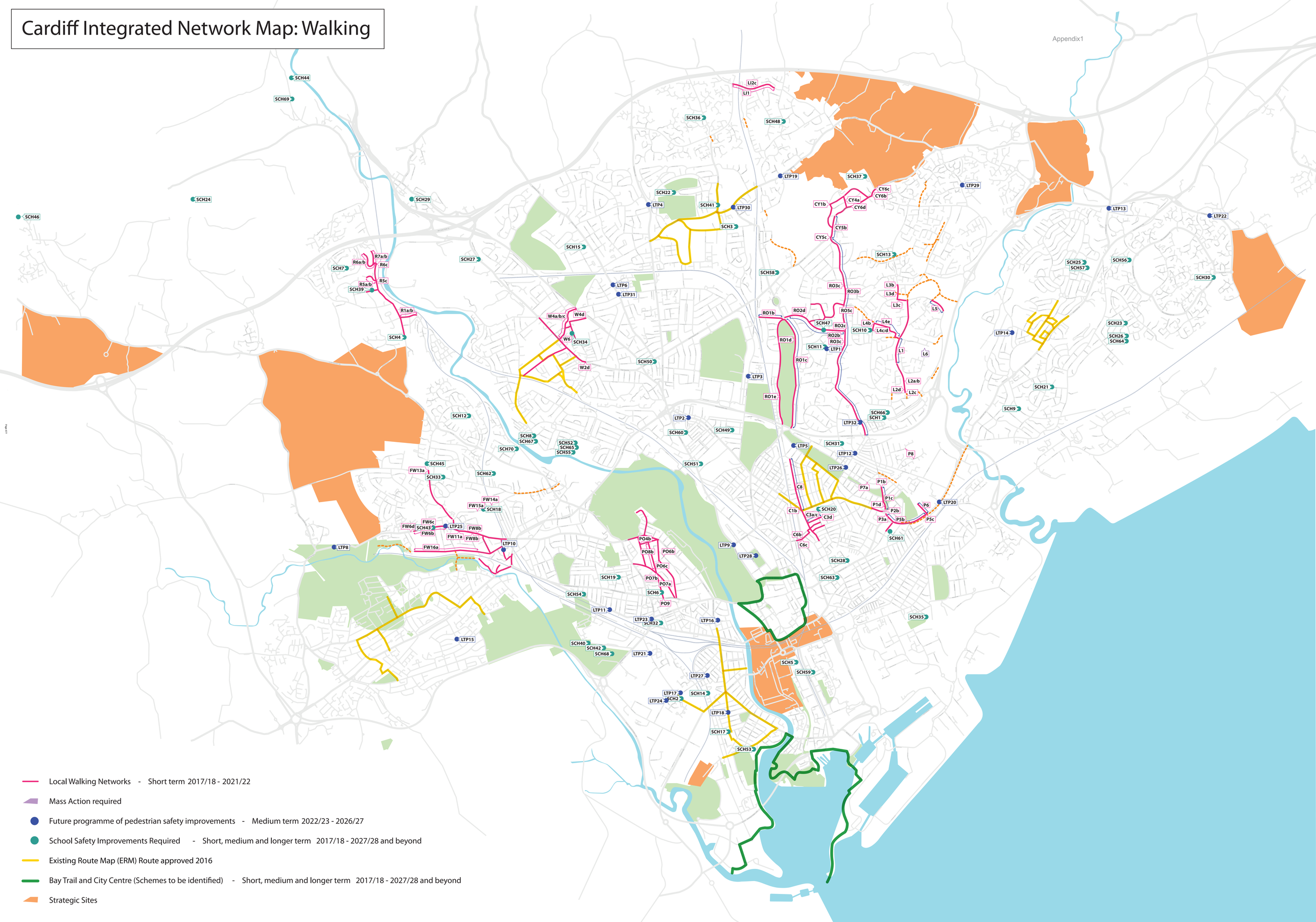
The following appendices are attached:

Appendix 1: Integrated Network Map for Walking
Appendix 2: Schedule of Schemes for Walking
Appendix 3: Integrated Network Map for Cycling
Appendix 4: Schedule of Schemes for Cycling
Appendix 5: Letter from Environmental Scrutiny Committee
Appendix 6: Cabinet Member response to Scrutiny Committee
Appendix 7: Integrated Network Map Consultation Report
Appendix 8: Equality Impact Assessment

The following background papers have been taken into account

Cardiff Integrated Network Map for Cycling (Arup)
Cardiff Strategic Cycle Network Plan 2011
Cardiff Local Transport Plan 2015-2020

Cardiff Integrated Network Map: Walking



Local Walking Networks - Short term 2017/18 - 2021/22

Mass Action required

Future programme of pedestrian safety improvements - Medium term 2022/23 - 2026/27

School Safety Improvements Required - Short, medium and longer term 2017/18 - 2027/28 and beyond

Existing Route Map (ERM) Route approved 2016

Bay Trail and City Centre (Schemes to be identified) - Short, medium and longer term 2017/18 - 2027/28 and beyond

Strategic Sites

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Reference	Location	Scheme (Final INM)	Priority
Roath MA	City Road, Keppoch Road, Kincraig Street, Arran Street, Lowther Road to Northcote Road	Resurface footways	Short
Cyncoed North MA	Hurford Place, Hampton Crescent West, Cyncoed Road, Gwern-Rhuddi Road	Resurface footways	Short
Fairwater MA	Wroughton Place, Fairwater Road, Cowbridge Road West, Western Avenue, Ely Road, St Fagans Road, Finchley Road	Resurface footways	Short
Lisvane & Thornhill Station MA	Cherry Orchard Road	Resurface footways	Short
Waterloo Gardens & Newport Rd MA	Waterloo Road, Albany Road, Stacey Road, Newport Road	Resurface footways	Short
Pontcanna MA	Fields Park Road, Conway Road, Pontcanna Street, Kings Road, Romilly Crescent, Wyndham Crescent, Severn Grove	Resurface footways	Short
Radyr MA	Heol Isaf, Park Road	Resurface footways	Short
Roath Park MA	Lake Road North/East/West, Celyn Avenue, Cyncoed Road, Clearwen Drive, Ogwen Drive, Rannoch Drive	Resurface footways	Short
Whitchurch MA	Bishops Road, Merthyr Road, Penlline Road, Glan-y-Nant Terrace, Glan-y-Nant Road	Resurface footways	Short
C1b	Albany Road/City Road junction	Review pedestrian crossing stages at junction of Mackintosh Place, Albany Road, Richmond Road, City Road, Crwys Road	Short
C2b	City Road	Widen footways	Short
C2c	City Road	Identify locations for new formal crossings of City Road	Short
C2d	City Road	Renew dropped kerbs and tactile paving	Short
C3a	Keppoch Road	Redesign/remove drainage channels.	Short
C3c	Keppoch Road	Replace road narrowings with crossing tables.	Short
C3d	Keppoch Road	Install dropped kerbs near Plasnewydd Road.	Short
C4a	Kincraig Street	Redesign/remove drainage channels.	Short
C4c	Kincraig Street	Replace road narrowings with crossing tables.	Short
C4d	Kincraig Street	Install/replace dropped kerbs at City Road end of Kincraig Street.	Short
C5a	Arran Street	Redesign/remove drainage channels.	Short
C5c	Arran Street	Replace road narrowings at either end of route with crossing tables	Short
C6b	Lowther Road	Provide formal crossing on Lowther Road	Short
C6c	Lowther Road/Richmond Road	Review pedestrian crossing stages at Richmond Road crossing.	Short
C8a	Mackintosh Place	Provide pedestrian crossings	Short
C8b	Mackintosh Place	Provide traffic calming	Short
CY1b	Hurford Place	Provide dropped kerb and tactile paving at the junction of Black Oak and Hurford Place	Short

Reference	Location	Scheme (Final INM)	Priority
CY3b	Hampton Crescent West	Replace radius kerbs at driveways with modern dropped kerb arrangement	Short
CY4a	Westminster Drive	Resurface footways	Short
CY5b	Cyncoed Road	Replace radius kerbs at driveways with modern dropped kerb arrangement.	Short
CY5c	Cyncoed Road	Provide pedestrian crossing facilities at Cyncoed Rd/Rhyd y Pennau Rd junction	Short
CY6b	Gwern-Rhuddi Road	Provide pedestrian crossing facilities in conjunction with new development	Short
CY6c	Gwern-Rhuddi Road	Provide dropped kerbs and tactile paving at zebra crossing outside school	Short
CY6d	Gwern-Rhuddi Road	Remove priority narrowings and provide tabled crossing facilities	Short
FW4b	Western Avenue	Provide pedestrian crossing facilities	Short
FW5b	Ely Road	Provide dropped kerb and tactile paving at Ely Rd/Western Ave	Short
FW6b	St. Fagans Road	Provide dropped kerb and tactile paving at St. Fagans Rise, Wellright Rd, Everswell Rd and the Drive	Short
FW6c	St. Fagans Road (near Wellright Road)	Formal Crossing facility	Short
FW6d	St. Fagans Road (near Fairways Crescent)	Formal Crossing facility	Short
FW8b	St. Fagans Road	Provide dropped kerb and tactile paving at Llangattock St and Doyle Ave	Short
FW9b	St. Fagans Road	Provide dropped kerb and tactile paving at Norbury Rd and Shears Rd.	Short
FW11	Fairwater Road	Widen and resurface footways	Short
FW12b	Norbury Road	Provide dropped kerbs and tactile paving at St. Fagans Rd, Brook Rd and Norbury Rd	Short
FW13a	Pentrebane Road	Traffic calming and formal crossing near Ysgol Gyfun Gymraeg Plasmawr	Short
FW14a	Pwllmelin Road	Formal Crossing	Short
FW15a	Fairwater Road	Traffic calming and formal crossings	Short
FW16	Bwlch Road	Traffic calming	Short
FW17	Bailey Close	Mass action; replace kerbs at driveways with modern dropped kerb arrangement	Short
L1a	Llanedeyrn Drive Chapelwood to Roundwood	Provide footways	Short
L1b	Llanedeyrn Drive Chapelwood to Roundwood	Widen existing footway	Short
L1c	Llanedeyrn Drive Chapelwood to Roundwood	Provide additional street lighting.	Short
L1d	Llanedeyrn Drive Chapelwood to Roundwood	Remove overhanging vegetation.	Short
L1e	Llanedeyrn Drive Chapelwood to Roundwood	Replace subway with at grade crossing.	Short
L1f	Llanedeyrn Drive Chapelwood to Roundwood	Provide tactile paving.	Short
L2a	Llanedeyrn Drive	Provide footways on both sides of road.	Short
L2b	Llanedeyrn Drive	Resurface and widen existing footways.	Short
L2c	Llanedeyrn Drive	Tacile paving at Llanedeyrn Drive/Circle Way East	Short
L2d	Llanedeyrn Drive	Redesign subway to remove steps or replace with at grade crossing.	Short

Reference	Location	Scheme (Final INM)	Priority
L3b	Circle Way/Glyn Coed	Improve pedestrian facilities at Pentwyn Drive.	Short
L3c	Circle Way/Glyn Coed	Clear signage needed.	Short
L3d	Circle Way/Glyn Coed	Redesign subway to remove steps or replace with at grade crossing.	Short
L4b	Llanedeyrn Drive	Redesign subway to remove steps or replace with at grade crossing.	Short
L4d	Llanedeyrn Drive	Dropped kerbs and tactile paving at school car park entrance.	Short
L4e	Llanedeyrn Drive	Provide clear signage	Short
L5a	Circle Way/Glyn Coed	Provide footway.	Short
L6a	Llanedeyrn estate mass action	Improvements to footways across whole area, including resurfacing, widening and removal of steps.	Short
LI1a	Cherry Orchard Road	Resurface and widen existing footways.	Short
LI1b	Cherry Orchard Road	Provide additional footway where space allows.	Short
LI1c	Cherry Orchard Road	Traffic calming.	Short
Ll1d	Cherry Orchard Road	Install dropped kerbs/tactile paving near Heol Cefn Onn	Short
Ll2b	Cherry Orchard Road	Provide pedestrian crossing facilities at desire lines.	Short
P1b	Waterloo Road	Dropped kerbs at Westville Road and Waterloo Road	Short
P1c	Waterloo Road	Additional crossing points at Waterloo Road	Short
P1d	Waterloo Road	Widen footway near St Margarets Church	Short
P2b	Marlborough Road/Waterloo Road roundabout	Improve crossing facilities at Marlborough Road/Waterloo Road roundabout.	Short
P3a	St Margarets Crescent	Dropped kerbs at St Margarets Crescent	Short
P5b	Newport Road	Address footway parking	Short
P5c	Newport Road	Provide tactile paving at Dominion Way crossing	Short
P6a	Dominion Way	Resurface and widen existing footway	Short
P6b	Dominion Way	Provide additional footway where needed	Short
P6c	Dominion Way	Address footway parking	Short
P6d	Dominion Way	Provide dropped kerbs and tactile paving	Short
P7a	Kimberley Road/Blenheim Road	Junction improvements and traffic calming	Short
P8a	Howardian Primary School Safety Improvements	Traffic calming	Short
P8b	Howardian Primary School Safety Improvements	Pedestrian crossings	Short
P8c	Howardian Primary School Safety Improvements	Address footway parking	Short
PO1b	Fields Park Road	Provide dropped kerbs and tactile paving at desire line at Fairleigh Rd/Fields Park Rd junction	Short
PO3b	Conway Road	Provide dropped kerbs and tactile paving.	Short
PO3c	Conway Road	Traffic calming.	Short
PO4b	Conway Road	Provide dropped kerbs and tactile paving at Conway Road junction.	Short
PO6b	Sneyd Street/Plasturton Avenue junction	Pedestrian crossing improvements, including provision of dropped kerbs, tactile paving and improved layout along desire lines.	Short
PO6c	Pontcanna Street/Kings Road junction	Pedestrian crossing improvements	Short

Reference	Location	Scheme (Final INM)	Priority
PO7a	Wyndham Crescent	Provide raised zebra outside school and school safety zone with traffic calming.	Short
PO7b	Wyndham Crescent	Improve junction layout to provide improved pedestrian crossing facilities at Romilly/Wyndham Crescent/Severn Grove/Severn Road Junction	Short
PO8b	Severn Grove	Relocate crossing points to suit desire lines.	Short
PO9	Severn Road	Improvements to crossing facilities at Cowbridge Road East junction.	Short
R1a	Station Road	Dropped kerbs and tactile paving at Heol Isaf junction.	Short
R1b	Station Road	Provide signage to Radyr station.	Short
R2b	Heol Isaf	Provide dropped kerbs and tactile paving.	Short
R2c	Heol Isaf	Provide additional crossing facilities.	Short
R3b	Park Road	Provide dropped kerbs and tactile paving.	Short
R4b	Heol Isaf	Replace radius kerbs at driveways with modern dropped kerb arrangement.	Short
R4c	Heol Isaf	Improve crossing facilities.	Short
R5a	Maes Yr Awel	Widen footways	Short
R5b	Maes Yr Awel	Introduce dropped kerbs and tactile pavings at crossings.	Short
R5c	Heol Isaf	Improve pedestrian crossing facilities at Heol Isaf Junction.	Short
R6a	Min-y-Coed	Widen and resurface footways	Short
R6b	Min-y-Coed	Introduce dropped kerbs and tactile pavings at crossings.	Short
R6c	Heol Isaf	Create formal crossing facility at Min-Y-Coed Junction.	Short
R7a	Ty Mynydd	Widen and resurface footways.	Short
R7b	Ty Mynydd	Introduce dropped kerbs and tactile paving at crossways.	Short
RO1b	Lake Road North/East/West	Provide crossing facilities at Lake Road E/W.	Short
RO1c	Lake Road North/East/West	Dropped kerbs and tactile paving at all junctions with Lake Road East.	Short
RO1d	Lake Road East	Formal pedestrian crossing	Short
RO1e	Lake Road West near park entrance	Formal pedestrian crossing	Short
RO2b	Celyn Avenue	Provide dropped kerbs and tactile pavings at junctions.	Short
RO2c	Celyn Avenue	Provide tactile paving at Celyn Ave/Cyncoed junction	Short
RO2d	Celyn Avenue	Rectify uneven surface at junction of Padarn/Celyn Ave	Short
RO3a	Claerwen Drive	Replace radius kerbs at driveways with modern dropped kerb arrangement	Short
RO3b	Cyncoed Road	Replace radius kerbs at driveways with modern dropped kerb arrangement.	Short
RO3c	Cyncoed Road	Provide formal pedestrian crossings on Cyncoed Road.	Short
RO5c	Cyncoed/Rannoch	Dropped kerbs and tactile paving at junction of Cyncoed Rd/Rannoch Dr.	Short
W1b	Bishops Road	Radius kerbs to be removed and replaced with modern crossover arrangement	Short
W2d	Merthyr Road	Improve pedestrian crossing facilities at Mervyn Street	Short

Reference	Location	Scheme (Final INM)	Priority
W4a	Old Church Road	Resurface and widen footways where possible	Short
W4b	Old Church Road	Provide dropped kerbs and tactile paving	Short
W4c	Old Church Road	Relocate bus stops to improve pavement widths	Short
W4d	Old Church Road	Improve pedestrian crossing facilities at Northern Avenue	Short
W6a	Church Road/Old Church Road junction	Upgrade existing crossing to include pedestrian facility.	Short
LTP1	Lakeside Primary School	Warning Signs	Medium
LTP2	Whitchurch Road (nr Flaxlands Ave)	Pedestrian crossing facilities	Medium
LTP3	Allensbank Rd (Nr Heath Mead)	Zebra crossing	Medium
LTP4	Thornhill Road	Zebra crossing	Medium
LTP5	Ninian Road near Tydfil Place	Zebra crossing	Medium
LTP6	Pantbach Rd	Pedestrian crossing facilities	Medium
LTP8	Cardiff Road, St Fagans	Traffic calming	Medium
LTP9	North Road / Corbett Road junction	Pedestrian crossing facilities	Medium
LTP10	St Fagans Road near Shears Road	Tabled junction	Medium
LTP11	Lansdowne Road	Traffic calming	Medium
LTP12	Pen-y-Lan Road and Colchester Avenue Junction	Pedestrian crossing facilities	Medium
LTP13	Ty'r Winch Rd	Tabled junction	Medium
LTP14	Ball Road	Traffic calming	Medium
LTP15	Amroth Road / Llandow Road	Pedestrian crossing facilities	Medium
LTP16	Despenser St	Pedestrian crossing facilities	Medium
LTP17	Virgil Street	Zebra crossing	Medium
LTP18	Paget Street	Traffic calming	Medium
LTP19	Lisvane Road / Woodside Court	Traffic calming	Medium
LTP20	Newport Rd / Rover Way	Pedestrian crossing facilities on north side	Medium
LTP21	Sloper Road	Traffic calming	Medium
LTP22	Cypress Drive	Speed reduction scheme	Medium
LTP23	Atlas Rd/Leckwith Rd/ Wellington St/Kitchener Rd	Pedestrian crossing improvements	Medium
LTP24	Bessemer Road	Pedestrian crossing improvements	Medium
LTP25	St Fagans Rd (Nr.Fairwater Green)	Pedestrian crossing improvements	Medium
LTP26	Ty-Draw Rd/Pen-y-Lan/Kimberley Rd	Signalised pedestrian crossings on all arms of junction	Medium
LTP27	Cornwall Street	Traffic calming	Medium
LTP28	Cathays Park	Junction improvements	Medium
LTP29	Croescadarn Road	Zebra crossing	Medium
LTP30	Station Road (Llanishen) Fidlas Road junction	Signalised pedestrian crossings	Medium
LTP31	Pantbach Road / Ty-Wern Road	Pedestrian crossing facilities	Medium
LTP32	Cyncoed Road Llanederyn Road junction	Signalised pedestrian crossings on all arms of junction	Medium
SCH1	Bro Ederyn High School: school safety zone	School safety zone	Short
SCH2	Ninian Park Primary School - Yr 1: school safety zone	School safety zone	Short
SCH3	Coed Glas Primary School - Year 2: school safety zone	School safety zone	Short

Reference	Location	Scheme (Final INM)	Priority
SCH4	Radyr High School School Safety Zone: school safety zone	School safety zone	Short
SCH5	St Mary the Virgin CW School - North Church Street: school safety zone	School safety zone	Short
SCH6	Severn Primary: school safety zone	School safety zone	Short
SCH7	Bryn Deri - Cae'r Graig: school safety zone	School safety zone	Short
SCH8	Glantaf High School: school safety zone	School safety zone	Short
SCH9	Rumney Primary School - Wentloog Road: School Safety zone	School safety zone	Short
SCH10	Springwood Primary School: School Safety Zone	School safety zone	Short
SCH11	Lakeside Primary School - Ontario Way: school safety zone	School safety zone	Short
SCH12	Danescourt Primary School, Danescourt Way: school safety zone	School safety zone	Short
SCH13	Glyncoed Primary: school safety zone	School safety zone	Short
SCH14	St Patricks Primary School: school safety zone	School safety zone	Short
SCH15	Rhiwbina Primary School: school safety zone	School safety zone	Short
SCH16	tongwynlais primary school: ssz, bus stopn protetion, priority narrowing removal	School safety zone, bus stop protection, priority narrowing removal	Short
SCH17	St Pauls C in Wales Primary: school safety zone	School safety zone	Short
SCH18	Cantonian High School - School Safety Zone: school safety zone	School safety zone	Short
SCH19	Radnor Primary: school safety zone	School safety zone	Short
SCH20	Albany Primary School (Year 2): SSZ, zebra crossing and widen footway	School safety zone, zebra crossing and footway widening	Short
SCH21	Greenway Primary School: School Safety Zone	School safety zone	Short
SCH22	Ysgol y Wern School Safety Zone: School safety zone	School safety zone	Short
SCH23	Ysgol Pen Y Pil: school safety zone	School safety zone	Short
SCH24	Pentyrch Primary: school safety zone	School safety zone	Short
SCH25	St Mellons CiW and Pen-y-Bryn Primary: School Safety Zone	School safety zone	Short
SCH26	St John Lloyd RC Primary - School Safety Zone: school safety zone	School safety zone	Short
SCH27	Coryton Primary School (Whitworth Square): parking restrictions	Parking restrictions	Short
SCH28	St Peters Primary - Southy St / Wordsworth Av: Guardrails, zigzags, build-outs	Guardrails, zigzags and build outs	Short
SCH29	Tongwynlais Primary School, Iron Bridge Road: extend 20mph zone, road markings	Extend 20mph zone, road markings	Short
SCH30	Willowbrook Primary - Year 2: infill of lay-by, parking rsetrictions	Infill of lay-by and parking restrictions	Short
SCH31	St Davids School - Bus Stands: Road Markings	Bus stands: road markings	Short
SCH32	Kitchener Primary: parking restrictions, bollards	Parking restrictions and bollards	Short
SCH33	Peter Lea Primary - Year 2: school safety zone, bollards, parkings restrictions	Schools safety zone, bollards and parking restrictions	Short
SCH34	Ysgol Melin Gruffydd: 20mph zone, parking restrictions	20mph zone and parking restrictions	Short
SCH35	Moorland Primary: parking restrictions	Parking restrictions	Short
SCH36	Thornhill Primary: parking rstrictions and bollards	Parking restrctions and bollards	Short
SCH37	Corpus Christi RC High School - Year 2: priority narrowing removal	Priority narrowings removal	Medium
SCH38	Ysgol Mynydd Bychan - Year 2: Pedestrian Facilities at junction	Pedestrian facilities at junction	Medium

Reference	Location	Scheme (Final INM)	Priority
SCH39	Radyr Primary School - Year 2: table existing zebra crossing	Table existing zebra crossing	Medium
SCH40	Fitzalan High school - Year 1: zebra crossing on Leckwith Road	Zebra crossing on Leckwith Road	Medium
SCH41	Llanishen High School - Year 2: Removing priority narrowing, replace with tabled zebra	Remove priority narrowing and provide tabled zebra	Medium
SCH42	Ysgol Pwll Coch - new footpath: Footway Link	New footpath: footway link	Medium
SCH43	Fairwater Primary School: Zebra Crossing	Zebra crossing	Medium
SCH44	Gwaelod Y Garth Primary School (Yr 1): Footway Link	Footway link	Medium
SCH45	Plasmawr High School: upgrade existing table to zebra	Upgrade existing table to zebra crossing	Medium
SCH46	Creigiau Primary School, Tynant Road: Zebra Crossing	Zebra crossing	Medium
SCH47	Lakeside Primary: Zebra Crossing	Zebra crossing	Medium
SCH48	Lisvane Primary: Zebra Crossing	Zebra crossing	Medium
SCH49	Allensbank Primary School	Improvements to be identified	Long
SCH50	Birchgrove Primary School	Improvements to be identified	Long
SCH51	Cathays High School	Improvements to be identified	Long
SCH52	Gabalfa Primary School	Improvements to be identified	Long
SCH53	Grangetown Nursery School	Improvements to be identified	Long
SCH54	Lansdowne Primary School	Improvements to be identified	Long
SCH55	Meadowbank School	Improvements to be identified	Long
SCH56	Oakfield Primary School	Improvements to be identified	Long
SCH57	Pen-Y-Bryn Primary School	Improvements to be identified	Long
SCH58	Rhydypenau Primary School	Improvements to be identified	Long
SCH59	St Cuthbert's R.C. Primary School	Improvements to be identified	Long
SCH60	St Joseph's R.C. Primary School	Improvements to be identified	Long
SCH61	Stacey Primary School	Improvements to be identified	Long
SCH62	The Bishop of Llandaff C.W. High School	Improvements to be identified	Long
SCH63	Tredegarvill C.W. Primary School	Improvements to be identified	Long
SCH64	Trowbridge Primary School	Improvements to be identified	Long
SCH65	Ysgol Glan Ceubal	Improvements to be identified	Long
SCH66	Ysgol Gyfun Gymraeg Bro Edern	Improvements to be identified	Long
SCH67	Ysgol Gyfun Gymraeg Glantaf	Improvements to be identified	Long
SCH68	Ysgol Gymraeg Pwll Coch	Improvements to be identified	Long
SCH69	Ysgol Gynradd Gwaelod Y Garth	Improvements to be identified	Long
SCH70	Ysgol Pencae	Improvements to be identified	Long

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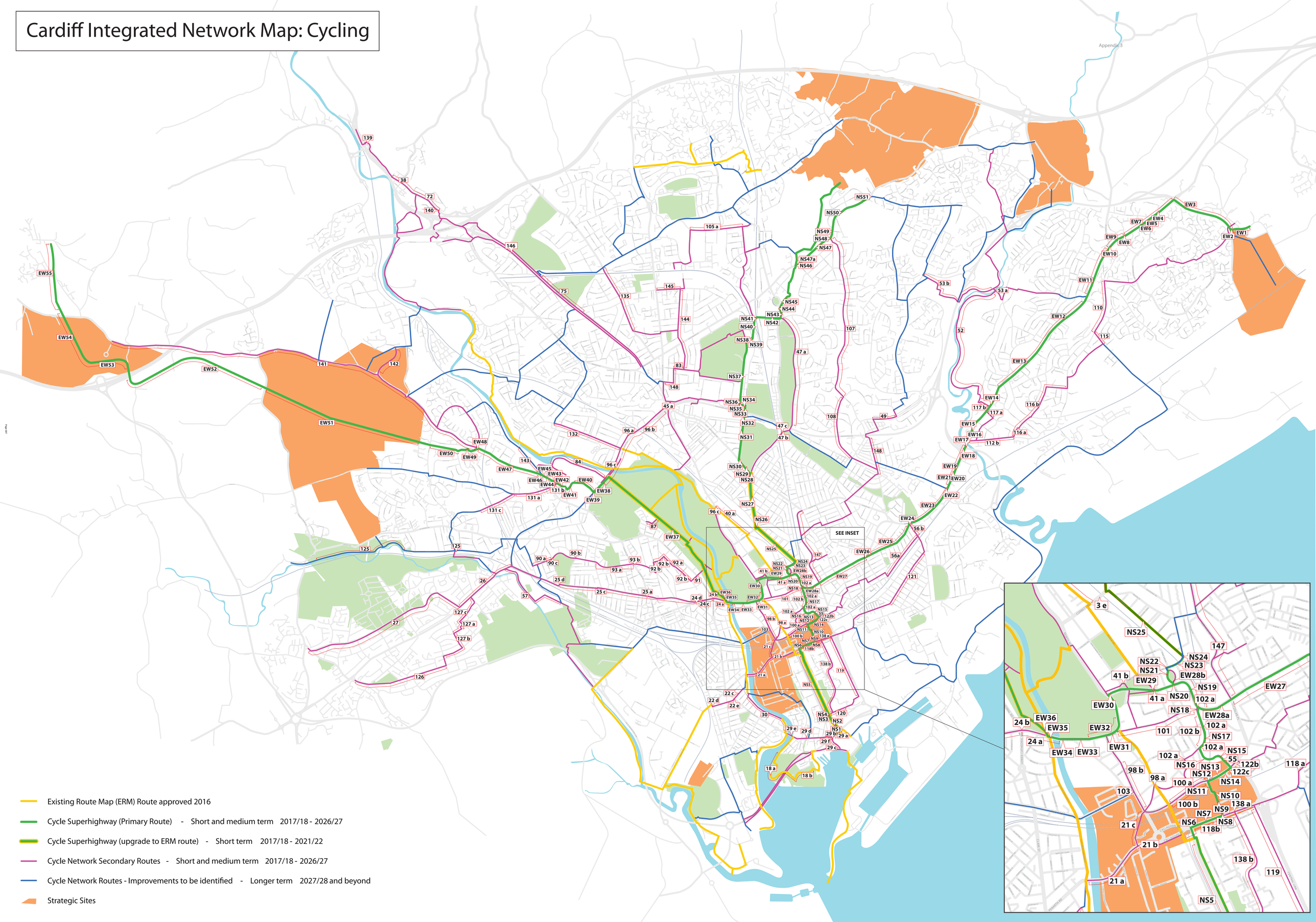
Cardiff Integrated Network Map: Cycling



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Ref	Location	Scheme (Final INM)	Priority (short/ medium/ long)
18a	Route through Hamadryad Park	Widen sections of off road route.	Medium
18b	Access to Hamadryad Park	Replace access barriers to ensure access arrangement allows for cycles, pushchairs and wheelchairs.	Short
21a	Penarth Road from Dumballs Road to Taff Embankment	Provision of light segregation.	Medium
21b	Penarth Road/Tresillian Way Junction	Improvements to allow southbound cyclists to access southwest bound cycle lanes on Penarth Road, reduce waiting times for cyclists, improve access to existing off road route on Tresillian Way and improve access to rail station.	Medium
21c	Penarth Road north of Callaghan Square	On road cycle lanes and surface improvements.	Medium
22c	Corporation Rd/Redlaver St junction	Improve link to zebra crossing.	Medium
22d	Clive Street/Penarth Rd junction	Upgrade to Toucan crossing.	Medium
22e	Coedcae St and Redlaver St	20mph limit.	Short
24a	Cowbridge Road East from Cardiff Bridge to Cathedral Road	Reduce traffic lane widths to convert existing cycle lanes to wider cycle tracks (light segregation or hybrid cycle track).	Medium
24b	Cathedral Road/Cowbridge Road East junction	Early start for cyclists.	Medium
24c	Cowbridge Road East from Cathedral Road to Neville Street	Reduce traffic lanes to one in each direction to convert existing cycle lanes to wider cycle tracks (light segregation or hybrid cycle track).	Medium
24d	Cowbridge Road East/Neville Street junction	Early start for cyclists. Review jug handle arrangement for right turn into Cowbridge Road East to reduce crossing time for cyclists.	Medium
25a	Cowbridge Road East/Llandaff Road Junction	Early start for cyclists provided through signal timing changes at signal junction.	Medium
25b	Cowbridge Road East/Lansdowne Road Junction	Early start for cyclists provided through signal timing changes at signal junction.	Medium
25c	Cowbridge Road East from Neville Street to Ely Bridge	20mph limit.	Medium
25d	Cowbridge Road East/Delta Street junction	Cycle bypass at signals.	Medium
26	Cowbridge Road West from Riverside Terrace to Grand Avenue	Option 1: Hybrid cycle track; Option 2: Off road cycle facilities.	Short
27	Grand Avenue	Cycle lanes.	Medium
29a	James St between Bute St and Bute Pl junction	Provide off road route with links to rail station. Reduce traffic lanes and widen existing cycle lane.	Medium
29b	James St/Mermaid Quay	Upgrade pedestrian crossing to Toucan and remove guard rail.	Medium
29c	Mermaid Quay	Designate a shared use area.	Medium
29d	James Street/Harrowby Street junction	Continue cycle lane through junction.	Medium

29e	Clarence Bridge	Short term: Remove substandard cycle lanes, improve surface and install cycle symbols. Long term: Build a pedestrian/cycle bridge.	Short / Long
29f	James St/Bute St junction	Early start for cyclists.	Medium
30	Taff Embankment	Bicycle street, traffic calming, resurfacing and side road entry treatments as part of Greener Grangetown scheme.	Short
38	Merthyr Road through Tongwynlais	Review traffic calming to ensure compliance with 20mph zone, centre line removal and possible cycle lanes. Surface improvements, cycle bypasses at buildouts.	Medium
40a	Colum Road	Introduce 20mph limit and widen cycle lanes by reducing running lane.	Medium
40b	Colum Road/North Road junction	Convert to single stage crossing. Review the alignment of the crossing and location of street furniture to improve access to the Taff Trail.	Medium
41b	Between City Hall Road and park	Dropped kerb and direct cycle connection.	Medium
45a	Footbridge over Western Avenue within Gabalfa Interchange	Remove cyclists dismount signs. Potentially provide higher parapets. Review access controls on approach.	Medium
47a	Lake Road East & West	Introduce one way system to provide space for cycle track and facilitate parking, 20mph speed limit.	Medium
47b	Approach to Fairoak Roundabout	Remove cycle lane leading to Wedal Road.	Short
47c	Fairoak Roundabout	Redesign roundabout to segregate cycle flows from motor vehicles.	Medium
49	Llanedeyrn Road from Llwyn-y-Grant Terrace to Carisbrooke Way	Option 1: provision of off road cycle facilities; Option 2: Centre line removal and provision of advisory cycle lanes, 20mph speed limit, improvements to existing traffic calming and provision of additional traffic calming.	Medium
52	Rumney Trail north of Newport Road	Provide lighting.	Medium
53a	Ball Lane	Replace access barriers to ensure access arrangements allows for cycles, pushchairs and wheelchairs.	Medium
53b	Off road link from Pentwyn Drive to Rumney Trail	Provide lighting and surface improvements.	Medium
55	Junction of Central Link and Adam Street	Provide toucan crossing and associated cycle track links.	Medium
56a	Pearl Street	20mph limit, improve road surface, provide dropped kerb at road end, improve route signage and provide on road cycle symbols.	Medium
56b	Beresford Road	Remove centre line, widen ghost island for cyclists.	Medium
57	Ely Mill Development Site	Off road route to be provided through site as part of development.	Short
72	Merthyr Road from Coryton Interchange to Tongwynlais	Improvements to traffic calming and road surface.	Medium
75	Northern Avenue from Railway bridge to Whitchurch High School	Improve signage to clearly mark shared use sections, remove/relocate potential obstacles on shared path.	Medium
83	Rhydhelig Avenue	Removal of centre line, 20mph limit and associated traffic calming.	Medium

84	Off road path to Llandaff	Widen and provide tarmac surface.	Medium
87	Access from Llandaff Fields to Fields Park Road	Relocation of bollard, signage and surface improvements.	Medium
90a	Windway Avenue	Traffic calming and extension of 20mph limit.	Medium
90b	Thompson Avenue/Romilly Road Junction	Refresh road markings.	Short
90c	Windway Avenue/Thompson Avenue Junction	Raised table at junction.	Medium
91	Cathedral Road/Talbot Street junction	Early start for cyclists at signals and surface improvements.	Medium
92a	Ryder Street to Romilly Crescent	Improvements to surface and road markings.	Medium
92b	Ryder Street/Plasturton Place, Plasturton Avenue/Sneyd Street, Kings Road/Severn Grove	Treatment of side roads.	Medium
93a	Romilly Road/Romilly Crescent	Implement traffic calming to improve compliance with existing 20mph limit, centre line removal, surface improvements and treatment of side roads.	Medium
93b	Romilly Road/Llandaff Road Junction	Provide Advanced Stop Lines and early start for cyclists.	Medium
96a	Western Ave N/Aberteifi Crescent junction	Junction improvements to make crossing easier for cyclists.	Medium
96b	Western Avenue from Cardiff Met to Gabalfa Interchange	Extension of cycle track provided through scheme EW38 to provide a segregated link from Cardiff Met to Gabalfa Interchange.	Medium
96c	Western Avenue access to Taff Trail	Improve access to Taff Trail to enable access for non-standard cycles, pushchairs and wheelchairs. Review drainage and lighting within underpass.	Medium
98a	Pedestrian link between Mill Lane and Tredegar Street	Permit cycling.	Medium
98b	St Mary Street	Improve signage for exemption to one-way street and utilise wide raised signal controlled crossing.	Medium
100a	Bute Terrace from Customhouse St to Adam St	Reduce delay for cyclists at signal junctions.	Medium
100b	Bute Terrace from Customhouse St to Adam St	Provide continuous segregated off road cycle route.	Medium
101	Queen Street	Permit cycling.	Medium
102a	Guildford Street, David St, Mary Ann St	Reduce delay for cyclists at signal junctions.	Medium
102b	Bridge Street, David Street and Mary Ann Street	Provision of on road cycle lanes and 20mph limit.	Medium
103	St Mary St	Provision of parking protected cycle lanes and bus stop bypasses. Early start for cyclists at St Mary St/Wood St jct.	Medium
105a	Ty Glas Ave	Widen advisory cycle lanes and bypasses through traffic calming, removal of centre line, prevent parking in cycle lanes at school start/finish times, 20mph limit.	Medium
107	Cyncoed Road	Traffic calming, 20mph limit, centre line removal and advisory cycle lanes.	Medium
108	Ty Gwyn Road	20mph speed restriction, review traffic calming, surface improvements.	Medium
110	Greenway Road	Cycle lanes, 20mph limit, alterations to traffic calming and provision of cycle bypasses at buildouts, surface improvements, tightening kerb radii at side roads.	Medium

112b	New Road	20mph speed restriction, amendments to existing traffic calming, provide cycle bypasses at priority workings.	Medium
115	Trowbridge Road	Widen and resurface existing cycle lanes.	Medium
116a	Brachdy Road/Quarry Dale junction	Provide cycle bypass through road closures.	Short
116b	Brachdy Rd and Llanstephan Rd	Surface improvements, 20mph limit.	Medium
117a	Ty Mawr Road	Provide on road cycle lanes.	Medium
117b	Rumney Hill Gardens	Widen woodland path to provide shared use cycle/footway with appropriate lighting. Consider provision of a zig zag to reduce the gradient of the route.	Medium
118b	Tyndall Street between Central Link and Bute Street	Extend cycle track to be provided through scheme NS7 to provide continuous link from Central Link to Bute Street.	Medium
119	Shared use path along east side of Bute East Dock	Surface improvements.	Medium
120	Hemingway Road	Provision of off-road cycle facilities.	Medium
121	Carlisle Street	Surfacing and road marking improvements at junctions, 20mph limit.	Medium
122b	Central Link junction	Conversion of existing pedestrian crossing to provide cycle crossing to Davis Street and eastern side of Adam Street with as few stages as possible.	Medium
122c	Adam Street between Central Link and Morgan Street	Extend two way off road cycle route provided through NS13/14 to connect to Central Link.	Medium
125	Bwlch Road to St Fagans	Replace access barriers to ensure access arrangement allows for cycles, pushchairs and wheelchairs. Widen and surface off road route to St Fagans.	Medium
126	Heol Trelai from Heol Ebwy to Cowbridge Road West	Provide cycle lanes, 20mph limit and cycle bypasses through buildouts.	Medium
127a	Path between Bromley Drive/Treseder Way	Remove gates.	Short
127b	Bishopston Road and Amroth Road	20mph speed restriction and review of traffic calming to ensure compliance, surface improvements.	Medium
127c	Bromley Drive and Treseder Way	20mph speed restriction and review of traffic calming to ensure compliance.	Medium
131a	Fairwater Road from Pwllmelin Road to Heol y Pavin	Improve existing off road cycle facility.	Medium
131b	Heol y Pavin	Signage improvements.	Medium
131c	Fairwater Road from Pwllmelin Rd to Cantonian High School	20mph limit, centre line removal and provision of advisory cycle lanes.	Medium
132	Gabalfa Avenue	Road marking treatments to alert motorists to presence of cyclists at roundabouts, 20mph limit.	Medium
135	Pantbach Road	Provide cycle lanes with no centre line including advanced stop lines, 20mph limit.	Medium
138a	Tyndall St/Schooner Way junction	Provision of Toucan crossings/parallel cycle crossings on all arms of junction, integrated with off road cycle track provided through scheme 118.	Medium
138b	Schooner Way	Provision of 20mph limit and associated traffic calming.	Medium
139	A470 slip road	Improve crossing facility at slip road.	Medium

140	Entrance to Greenmeadow Springs	Provide cycle link from business park to Merthyr Road to bypass Coryton interchange.	Medium
141	Llantrisant Road north of Danescourt Way	Provision of off road facilities in conjunction with new development.	Medium
142	Clos Parc Radyr	Provision of off-road facilities in conjunction with new development.	Medium
143	Bridge Road	Provision of off-road facilities in conjunction with new development.	Medium
144	Ton yr Ywen Avenue and St Ambrose Road	20mph limit and associated traffic calming, including improved crossing facilities at Heathwood Road junction.	Short
145	Maes Y Coed Road	Light segregation.	Short
146	Manor Way/Pantmawr Road junction	Provide toucan crossing.	Medium
147	Richmond Road	Provision of 20mph limit, advisory cycle lanes and centre line removal.	Medium
148	St Georges Road, St Agnes Road	20mph limit and associated traffic calming.	Short
EW1	Fortran Road between Cobol Road and Cypress Drive	Dependant on proposed facilities to east. Assume off road cycle track utilising wide southern verge/footway area.	Short
EW2	Junction of Fortran Road and Cypress Drive	Install toucan crossing as per WG DE045 Toucan Crossing to allow for crossing between proposed road end on Fortran Road and proposed off road facility on Cypress Drive.	Short
EW3	Cypress Drive	Provide segregated two-way cycle track as per WG DE023 Cycle Track Alongside Road, Separated From Pedestrians on western side of carriageway using southern verge area (and carriageway where necessary). Cycle track to have priority at junction with Willowdene Lane as per WG DE025 Cycle Track at Side Road with Cycle Priority. Crossing facility to be provided to allow cycle access to Pascal Close.	Short
EW4	Newport Road - Cypress Drive to Wern Fawr Lane	Provide two-way kerbed or light segregation cycle track through roundabout and onto Newport Road. Facility to continue on southern side of Newport Road carriageway.	Short
EW5	Link to Wern Fawr Lane	Provide toucan crossing as per WG DE045 Toucan Crossing between start of existing westbound bus layby and start of existing eastbound bus layby. Proposed crossing to link to new off-road facility linking to Wern Fawr Lane.	Short
EW6	Newport Road Wern Fawr bus stop	Provide island bus stop as per WG DE029 Bus Stop: Island Bus Stop (or suitable variation).	Short
EW7	Newport Road Wern Fawr to Llaneirwg Way roundabout	Continue proposed two-way cycle track on southern side of Newport Road. Removal of existing mandatory cycle lanes.	Short

EW8	Llaneirwg Way roundabout	Potential removal of roundabout control and replacement with traffic signals to enable segregated two-way cycle facility to continue through junction. New signal controlled junction to include low level cycle signal aspects.	Short
EW9	Newport Road - Llaneirwg Way roundabout to Bluebell Inn crossing.	Continue proposed two-way cycle track on eastern side of Newport Road. Cycle track to have priority at junctions with Clos Hendre Gadno and link to carpark. Potential for removal of central hatching / right turn areas and / or central island to accommodate segregated cycle track. If necessary existing shared use footway to be narrowed to provide widths for proposed cycle track.	Short
EW10	Bluebell Inn crossing	Existing crossing to be incoprorated into signalled treatment to enable movement from one-way facility northeast bound to two way facility on southern side.	Short
EW11	Newport Road from Bluebell Inn crossing to Old Hill junction	Widen existing cycle lanes on both sides of carriageway and introduce light segregation as per WG DE018 Cycle Lane with Light Segregation. Light segregation to continue at side roads as per WG DE019 Cycle Lane with Light Segregation at Side Road. Where necessary parking and loading to be provided as per WG DE020 Car Parking/Loading with Light Segregation.	Short
EW12	Newport Road - Old Hill junction to Eastern High (end of bus lane)	Provide segregated cycle tracks on both sides of carraigeway outside of bus lanes. Provision for cyclists to continue through junction of Mount Pleasant Avenue as per WG DE052 Cycle Lanes Through Signalised Junction. Signalised junction to include low level cycle signal aspects.	Short
EW13	Newport Road -Eastern High to Widecombe Drive	One directional segregated facility to be installed on either side of carriageway. Light segregation to continue at side roads as per WG DE019 Cycle Lane with Light Segregation at Side Road. Where necessary parking and loading to be provided as per WG DE020 Car Parking/Loading with Light Segregation.	Short
EW14	Newport Road - Widecombe Drive to Rumney Hill Gardens	Introduce 'parking protected' cycle lanes on either side of carriageway and reduce motor traffic lanes to one lane in each direction.	Short
EW15	Newport Road - Rumney Hill Gardens to New Road	Redesign carriageway to allow introduction of segregated cycle lanes on either side of carriageway as per WG DE018 Cycle Lane with Light Segregation. Light segregation to continue at side roads as per WG ED019.	Short
EW16	Staggered pelican crossing on Newport Road at New Road junction	Provide signalled junction to include cycle facilities enabling cross-over movement from proposed single directional cycle lanes to bi-directional off-road cycle track under Southern Way. Proposed signalised junction to include low level cycle signal aspects.	Short

EW17	Newport Road - New Road to Rumney River Bridge Road	Install high quality transition between segregated cycle lanes and off-road provision as per WG DE034 Transition Between Carriageway And Cycle Track. Remove guardrail and reduce carriageway width to allow for widening of off-road provision as per WG DE032 Cycle Track Away From Road, Separated From Pedestrians. If carriageway width reduction is not considered feasible install additional cycle bridge alongside existing Rumney River Bridge.	Short
EW18	Rumney River Bridge Road junction.	Futher observations required to determine issue. Signals reviewed and altered where necessary. Crossing facilities for cyclists to be improved.	Short
EW19	Newport Road - Rumney River Bridge Road to Norwich Road	Introduce two-way segregated cycle track along east side of Newport Road.	Short
EW20	Norwich Road roundabout	Remove roundabout and replace with signalised junction with phase for cycle crossing with low level cycle signal aspects.	Short
EW21	Norwich Road roundabout to Colchester Avenue	Introduce two-way segregated cycle track along east side of Newport Road.	Short
EW22	Colchester Avenue junction	Redesign junction to allow cyclists to cross in all directions using low level cycle signal aspects and segregated crossing facilities such as toucan crossings.	Short
EW23	Newport Road - Colchester Avenue to Broadway	Continue two-way segregated cycletrack along east side of Newport Road. Redesign junctions at Rover Way and Dominion Way to improve facility for cyclists.	Short
EW24	Newport Road/Broadway junction	Redesign junction to allow crossing from two- way cycle track to/from Newport Road and to/from Broadway using low level cycle signal aspects and segregated facilities where appropriate. Remove right hand right turn only lane on approach to junction from Broadway and convert to cycle track. Provide link to routes north of Newport Road via Minster Road.	Short
EW25	Broadway and Four Elms Road	Option 1: Convert Broadway and Four Elms Road to one-way eastbound only, use remaining carriageway space for parking and 'parking protected' cycle lanes on both sides of carriageway. West of Fox Street 'parking protected' cycle lanes to continue on northern side of carriageway only, light segregation to continue on southern side as per WG DE018 Cycle Lane with Light Segregation. Option 2: If Option 1 is proved to be undeliverable, redesign Broadway and Four Elms Road to Cycle Street as per WG DE012 Cycle Street.	Short
EW26	Four Elms Rd / Newport Rd junction	Introduce signal junction to allow cycle acces to/from eastbound bus lane to Four Elms Road using segregated facilities or low level cycle signal aspects as appropriate.	Short
EW27	Newport Road - Broadway to City Road	Provide segregated two-way cycle track on one of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	Short

EW28a	City Road to Station Terrace	Provide segregated two-way cycle track on one of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	Short
EW28b / NS19	Station Terrace to St Andrew's Crescent	Eastbound: cycle track to continue (with light segregation if feasible). Westbound (to tie into N-S Premium Quality Route): Provide 4.0m wide segregated two-way cycle track as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians' on western side of carriageway. Provide bus stop island(s) as per 'WG DE029 Bus Stop: Island Bus Stop' at northbound bus stops between Station Terrace and Windsor Place. Provide cycle priority crossing at junction of Windsor Place as per 'WG DE025 Cycle Track at Side Road with Cycle Priority'.	Short
EW29	St Andrews Crescent to North Road including Bld de Nantes	Option 1: Remove lane of traffic in each direction and / or widen into verge to install cycle track as per WG DE023 Cycle Track Alongside Road, Separated From Pedestrians. Option 2: One existing westbound traffic lane to be converted to two way cycle track as per WG DE023 Cycle Track Alongside Road, Separated From Pedestrians. Option 3: Further improve existing off-road cycle track, ensure widths meet WG guidance and provide junction schemes at either end to allow better continuity.	Short
EW30	North Road/Boulevard de Nantes junction **Not required if EW29 Option 3 provided.	Junction redesigned to allow for cycle movements through the junction from provision on Bld de Nantes to Bute Park entrance and from Bld de Nantes to proposed route on Castle Street. Redesign to allow for bus and general traffic flow through junction.	Short
EW31	North Road - Boulevard de Nantes to Castle Street	Kerb line and traffic lane amendments to provide segregated two-way cycle track along east side.	Short
EW32	Castle Street	Kerb line and traffic lane amendments to provide segregated two-way cycle track along east side.	Short
EW33	Castle Street/Westgate Street junction	Redesign junction to incoprorate proposed segregated cycle facilities and permit cyclist turning movements.	Short
EW34	Cardiff Bridge	Amend layout to align with proposed treatment along rest of Castle Street route.	Short
EW35	Crossing on Cardiff Bridge to Taff Trail	Upgrade access to existing toucan crossing from proposed cycle track on Cardiff Bridge.	Short
EW36	Link to Spine Road	Upgrade (widen and resurface) existing path near Sophia Gardens car park as per WG DE032 – Cycle Track Away From Road, Separated From Pedestrians.	Short
EW37	Spine Road	Resurface, remove/replace humps with sinusoidal design, redesign roundabout potentially to informal roundabout or re-centre and widen the central area. Potential to provide pedestrian improvements also.	Short

EW38	Western Ave link	Install cycle track as per WG DE032 Cycle Track Away From Road, Separated From Pedestrians following desire line where possible.	Short
EW39	Western Avenue crossing	Widen waiting area. Widen crossing area. Adjust signals to be more reactive to peds/cyclists at all times. Investigate options for single stage crossing for cyclists.	Short
EW40	Path from Western Avenue to Llandaff Cathedral	Widen existing route and provide segregated provision as per DE032 Cycle Track Away From Road, Separated From Pedestrians.	Short
EW41	Cathedral Close	Signing to highlight presence of cyclists.	Short
EW42	The Cathedral Green	Clear signing to highlight route and presence of cyclists.	Short
EW43	Bridge Street	Clear signing to highlight route and presence of cyclists.	Short
EW44	Junction of Bridge Street/Cardiff Road	Signalise junction with appropriate cycle and ped facilities.	Short
EW45	Cardiff Road	Remove one northbound traffic lane and redesign carriageway to provide cycle lane with light segregation in each direction as per WG DE018 – Cycle Lane with Light Segregation. Where necessary footway width to be reduced to provide additional widths required.	Short
EW46	Llantrisant Road roundabout	Convert roundabout to signal controlled junction to allow for segregation of cyclists from general motor traffic.	Short
EW47	Llantrisant Road to zebra crossing south of Danescourt Way roundabout	Option 1: Cycle lanes to become cycle tracks as per WG DE023 – Cycle Track Alongside Road, Separated from Pedestrians using grass verge and carriageway to provide necessary widths. If necessary motor traffic lanes to be reduced to one in each direction. Cycle track to have priority at side roads as per WG DE025 – Cycle Track at Side Road with Cycle Priority. Option 2: Remove centreline and install wide advisory cycle lanes. Where necessary remove right turn lane areas to accommodate. Option 3: Install 3-3.5m off road cycle track on one side only (with apropriate treatment to cross at each end). Cycle tracks to continue through rail bridge where carriageway widths are reduced. If necessary priority narrowing to be introduced for motor traffic.	Short
EW48	Danescourt Way roundabout	Option 1: Convert roundabout to signal controlled junction to allow for segregation of cyclists from general motor traffic. Option 2: Continue segregated cycle facilities through roundabout with part signlisation.	Short
EW49	Tangmere Drive and Grantham Close	Clear signing to highlight route and presence of cyclists.	Short

EW50	Path from Grantham Close to Strategic site	Upgrade existing path to cycle track as per WG DE032 – Cycle Track Away From Road, Separated From Pedestrians	Medium
EW51	Plas Dwr	Segregated cycle route through development with spur routes to local centres, and priority at junctions over other transport modes.	Medium
EW52	Section between Plas Dwr and North of Junction 33	Segregated cycle route.	Medium
EW53	North of Junction 33	Segregated cycle route through development with spur routes to local centres, and priority at junctions over other transport modes.	Medium
EW54	South of Creigiau	Segregated cycle route through development with spur routes to local centres, and priority at junctions over other transport modes.	Medium
EW55	Section to Creigiau centre	Segregated cycle route.	Medium
NS1	Outside Millenium Centre to existing Toucan crossing	Provide appropriate cycle markings on existing shared space area to clearly indicate the presence of a cycle route.	Short
NS2	Junction of Bute Place and Lloyd George Avenue	Convert existing two-stage toucan crossing to provide parallel single-stage crossing for cyclists, with low-level cycle signals.	Short
NS3	Lloyd George Avenue - Bute Place to Hemingway Road	Provide 4.0m wide segregated two-way cycle track as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians' on eastern side of carriageway. Consideration should be given to providing cycle track at the back of the existing footway rather than adjacent to the carriageway to avoid conflict with existing pelican crossings and to promote route continuity to the north. Replace existing block paving surface appropriate for cycling.	Short
NS4	Junction of Hemingway Road and Lloyd George Avenue	Widen existing Toucan crossing to provide parallel cycle crossing with low-level cycle signals, suitable to accommodate movements from adjacent proposed 4.0m wide segregated two-way cycle track. Remove guardrailing at side road junctions to allow continuity for cyclists.	Short
NS5	Lloyd George Avenue - Hemingway Road to Herbert Street	Option 1: Continue proposed segregated two-way cycle track on eastern side of Lloyd George Avenue at back of footway. Remove signal control from the Ffordd Garthorne, Glanhowny Close, Margretion Place, Letton Road and Vellacott Close junctions and convert each become priority junctions. Provide parallel zebra crossings as per 'WG DE043 Parallel Crossing for Pedestrians & Cyclists' across all side road junctions. Remove guardrailing at side road junctions to allow continuity for cyclists. Replace existing block paving with appropriate smooth surface suitable for cycling. Option 2: Provide segregated two-way cycle track on western side of Lloyd George Avenue.	Short

NS6	Junction of Lloyd George Avenue and Herbert Street	Redesign junction and potentially reduce number of motor traffic lanes to allow for segregated two-way cycle track as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians' to be provided on eastern side of Lloyd George Avenue and southern side of Herbert Street. Cycle facility to be provided at back of footway to avoid potential pedestrian conflict at existing crossing facilities.	Short
NS7	Herbert Street/Tyndall Street between Lloyd George Avenue and Smart Bridge	Continue proposed segregated two-way cycle track on southern side of carriageway. Provision to continue at back of footway for route continuity purposes and given low potential for conflict with adjacent buildings. Westbound bus stop near to office building would need to be relocated or incorporated into design.	Short
NS8	Junction of Smart Way and Tyndall Street	Install puffin crossing with parallel signalised cycle crossing with low-level cycle signals to allow for crossing between the proposed segregated two-way cycle track to south of Tyndall Street and Smart Way.	Short
NS9	Smart Way - Tyndall Street to Smart Bridge	Smart Way appears to measure approx. 5.0m wide. Option 1: Provide segregated 1.5m cycle lanes in each direction and 2.0m footpath. Option 2: Provide 3.0m wide two-way raised cycle track on one side with 2.0m footway on the other. Option 3: Retain 5.0m unsegregated shared-use facility.	Short
NS10	Smart Bridge	Ensure clear superhighway route continuity.	Short
NS11	Pellet Street	Remove westernmost line of car parking spaces in Adam Street car park (18 spaces) and provide 4.0m wide segregated two-way cycle track on eastern side of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	Short
NS12	Adam Street - Pellet Street to Garth Street	Continue segregated two-way cycle track on southern side of carriageway.	Short
NS13	Adam Street Toucan Crossing	Widen existing Toucan crossing to provide parallel cycle crossing with low-level cycle signals, suitable to accommodate movements from adjacent proposed 4.0m wide segregated two-way cycle track.	Short
NS14	Adam Street - Garth Street to Sandon Street	Continue proposed segregated two-way cycle track on northern side of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	Short

NS15	Sandon Street	Widen existing shared-use path to provide 2.0m wide (may be reduced to 1.5m) northbound segregated cycle track on western side of carriageway. Southbound cyclists to be accommodated on carriageway given one-way system and low traffic flows. Resurface carriageway and clearly mark as premium quality route.	Short
NS16	Guildford Crescent	Retain advisory northbound cycle lane and convert to mandatory cycle lane throughout. Provide light segregation as per 'WG DE018 Cycle Lanes with Light Segregation'. Southbound cyclists to be accommodated on carriageway given low traffic flows. Resurface carriageway and clearly mark as premium quality route. Provide transition between Guildford Crescent and proposed segregated two-way cycle track on eastern side of Guildford Street. Amendments to the existing kerb radii likely to be required.	Short
NS17	Guildford Street/Station Terrace	Provide 4.0m wide segregated two-way cycle track on southern/eastern side of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	Short
NS18	Junction of Station Terrace/Dumfries Place/Newport Road	Redesign junction to include dedicated cycle signals, allowing cyclists to connect to/from Station Terrace and Dumfries Place/Newport Road, including between the E-W and N-S superhighways.	Short
NS19	Dumfries Place/Stuttgarter Strasse - Station Terrace to St Andrew's Crescent	Provide 4.0m wide segregated two-way cycle track as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians' on western/southern side of carriageway. Provide bus stop island(s) as per 'WG DE029 Bus Stop: Island Bus Stop' at northbound bus stops between Station Terrace and Windsor Place. Provide cycle priority crossing at junction of Windsor Place as per 'WG DE025 Cycle Track at Side Road with Cycle Priority'.	Short
NS20	Junction of Stuttgarter Strasse/Windsor Place/St Andrews Crescent	Convert existing pedestrian crossing of Windsor Place to provide parallel single-stage crossing for cyclists. Widen central island at Windsor Place to accommodate demand by pedestrians and cyclists. Convert existing two-stage toucan crossing across Stuttgarter Strasse to provide parallel single-stage crossing for cyclists, with low-level cycle signals.	Short

NS21	St Andrew's Crescent	Retain one-way system for all traffic with cyclists to be accommodated on-street given low traffic flows. Ensure surface is of appropriate quality. Provide appropriate premium quality route signing and markings. Consider alternative parking arrangements, including parallel and echelon parking (angled such that drivers are required to reverse in to them). Introduce 20mph speed limit.	Short
NS22	Junction of St Andrew's Crescent and St Andrews' Place	Option 1: Retention of priority control. Extend 20mph zone to St Andrews Crescent. Option 2: Signalise junction.	Short
NS23	St Andrew's Place/Salisbury Road - St Andrew's Crescent to Senghennydd Road	Provide segregated two way cycle track on one side of road as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	Short
NS24	Junction of Salisbury Road/Senghennydd Road	Provide eastbound contraflow cycle facility.	Short
NS25	Senghennydd Road	Option 1: Improvements to existing arrangement. Widen advisory cycle lanes to 2.0m where possible. Replace existing cushions with sinusoidal road humps. Option 2: Provide 2.0m hybrid cycle lanes in both directions as per 'WG DE021 Hybrid Cycle Track' with continuation through junctions as per 'WG DE022 Hybrid Cycle Track at Side Road'.	Short
NS26	Junction of Senghennydd Road and Cathays Terrace	Replace existing pedestrian crossing with signal facility to incoporate cycle and pedestrian movements to link Cathays Terrace with Senghennydd Road.	Short
NS27	Cathays Terrace	Option 1: Improvements to existing arrangement/removal of built-out areas. Widen advisory cycle lanes to 2.0m where possible. Removal of central refuges. Option 2: Provide 2.0m hybrid cycle lanes in both directions as per 'WG DE021 Hybrid Cycle Track' with continuation through junctions as per 'WG DE022 Hybrid Cycle Track at Side Road'. With option to permit loading in proposed hybrid cycle lane.	Short
NS28	Junction of Cathays Terrace and Whitchurch Road	Provide low-level signals for cyclists. and early release on Cathays Terrace approach. Retain ASLs. Utilise existing footway area in front of Cathays Library to provide signaled right turn facility for cyclists from Whitchurch Road to Cathays Terrace.	Short
NS29	Whitchurch Road - Cathays Terrace to Allensbank Road	Amend existing cross section to provide 1.5m footways, 1.5m hybrid cycle lanes on both sides and 3 x 3.0m traffic lanes (as existing). Continue hybrid cycle lanes through side road junctions.	Short

NS30	Junction of Whitchurch Road and Allensbank Road	Provide signalised cycle facility to allow north-west bound cyclists to cross from Whitchurch Road (westbound) to proposed two-way facility on eastern side of Allensbank Road. Provide low-level cycle signal with early start for southbound cyclists to make left turn or run Allensbank Road cycle track into Whitchurch Road hybrid cycle lane to provide signal bypass for left turn.	Short
NS31	Allensbank Road - Whitchurch Road to Wedal Road	Provide 2.7m wide two-way cycle track with light segregation on eastern side of carriageway as per 'WG DE018 Cycle Lanes with Light Segregation'. Carriageway cross-section to retain existing circa. 2.3m footway on western side, 2.0m parking, 2 x 2.9m traffic lanes, 0.3m for light segregation treatment, 2.7m two-way cycle track and 1.8m footway on eastern side.	Short
NS32	Junction of Allensbank Road and Wedal Road	Provide signalised cycle facility to allow crossing of Wedal Road for north and southbound cyclists. Provide detection for north and southbound cyclists to provide continuity.	Short
NS33	Allensbank Road - Wedal Road to King George V Drive East junction	Provide 3.0m wide two-way cycle track with light segregation on eastern side of carriageway. Remove parking on western side of bridge. Relocate kerbline on eastern side. May require some kerbline realignment on western side to north of bridge.	Short
NS34	Junction of Allensbank Road and King George V Drive East	Provide signalised crossing facility for cyclists across northern leg of junction to enable cycle movements between north-south two-way cycle track on Allensbank Road and facility on King George V Drive East.	Short
NS35	King George V Drive East - Allensbank Road to Hospital Entrance	Continue 3.0m wide two-way cycle track with light segregation on northern side of carriageway. Relocate kerbline on northern side. Remove traffic lane on King George V Drive East approach to junction. Provide cycle route priority at alleyway and private driveway. Resurface footway.	Short
NS36	King George V Drive East Road Closure	Replace block paving at King George V Drive East stub-end with surface appropriate for cycling. Provide dropped kerbs and cycle bypass at existing road closure and appropriate signing/markings.	Short
NS37	King George V Drive East - Road closure to King George V Drive N	Cyclists to be accommodated on-street given low traffic flows. Resurface carriageway where required to ensure appriopriate surface for cyclists. Provide appropriate premium quality route signing and markings. Provide sinusoidal road humps to reduce speeds.	Short

NS38	King George V Drive East - King George V Drive N to Heath Park Avenue	Cyclists to be accommodated on-street given low traffic flows. Resurface carriageway where required to ensure appriopriate surface for cyclists. Provide appropriate premium quality route signing and markings. Provide sinusoidal road humps to reduce speeds.	Short
NS39	Junction of King George V Drive East/Heath Park Avenue/Heath Halt Road	Option 1: Minor improvements to existing layout and signing to improve continuity for cyclists. Also option to provide raised table through junction to reduce speeds and highlight crossing movement. Option 2: Signalise junction and include separate stage for east-west cycle movements. Include controlled pedestrian facilities.	Short
NS40	Heath Halt Road - Heath Park Avenue to Lake Road North	Option 1: Provide sinusoidal road humps across full length to reduce vehicle speeds and make route less attractive to motor vehicles. Option 2: As above but convert to cycle street as per 'WG DE012 Cycle Streets'.	Short
NS41	Junction of Heath Halt Road and Lake Road North	Improve existing crossing to form parallel zebra crossing as per 'WG DE043 Parallel Crossing for Pedestrians & Cyclists'	Short
NS42	Lake Road North - Heath Halt Road to Llandennis Road roundabout	Remove parking and provide segregated two-way cycle track on northern side of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	Short
NS43	Lake Road North/Llandennis Road roundabout	Widen existing path to north-west of roundabout to 3.0m and convert to segregated two-way cycle track. Path to be widened sufficiently to also accommodate pedestrians. Widen existing zebra crossing on Lake Road North to allow cyclists to make right turn from path. Provide cycle signing and markings.	Short
NS44	Llandennis Road - existing bus stops to Nant Fawr Woods path	Option 1: Widen existing shared use footway on western side to provide wider shared-use facility up to Toucan crossing. Widen existing footway on eastern side between Toucan crossing and Nant Fawr Woods path to allow continuation of shared use facility. Provide raised table at crossing at junction with Cardiff High School with cycle priority as per 'WG DE025 Cycle Track at Side Road with Cycle Priority'. Option 2: Provide a 2 way cycle track as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	Short
NS45	Nant Fawr Woods Path	Upgrade existing path to cycle track as per 'WG DE032 Cycle Track Away From Road Separated From Pedestrians'. Path should be appropriately lit and surfaced, with cycle signing and markings.	Short
NS46	Junction of Nant Fawr Wood Path and Rhyd-Y-Penau Road	Remove existing central island and replace with parallel zebra crossing as per 'WG DE043 Parallel Crossing for Pedestrians & Cyclists'.	Short

NS47a	Alternative route to strategic site via Llanishen Reservoir Path	Continue off-road cycle path via existing reservoir paths, suitably improved with lighting and appropriate cycle signing and markings.	Medium
NS47	Rhyd-Y-Penau Road - Nant Fawr Woods to Cyncoed Road roundabout	Provide segregated two-way cycle track on southern side of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	Short
NS48	Rhyd-Y-Penau Road/Cyncoed Road roundabout	Reconfigure junction to priority T-junction on raised table, with continuous cycle facilites through junction.	Short
NS49	Cyncoed Road - Rhyd-Y-Penau Road to Gwern Rhuddi Road	Provide segregated two-way cycle track on southern side of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	Short
NS50	Gwern Rhuddi Road - Cyncoed Road to Ty-Draw Road	Provide segregated two-way cycle track on southern side of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	Short
NS51	Junction of Pentwyn Road and Ty Draw Road	Parallel zebra crossing as per 'WG DE043 Parallel Crossing for Pedestrians & Cyclists' or signal controlled junction as approriate to fit with the proposed strategic site access arrangements	Short

Integrated Network Map

Consultation Report

Cardiff Council

August 2017

Consultation Purpose

A public consultation was undertaken on the Draft Integrated Network Map (INM) for Cardiff in order to:

- Obtain feedback on the proposed INM routes and schemes
- Obtain feedback on problem areas which have not been identified as routes for the INM, to contribute to the future development of the INM
- To meet the consultation requirements under the duties set out in the Active Travel (Wales) Act 2013

Consultation Format

The public consultation on the Draft INM was undertaken between 3rd January 2017 and 28th March 2017.

The consultation was publicised through a press release, social media and direct contact to a number of organisations and individuals, including:

- Individuals and organisations who had asked to be consulted
- Stakeholder contact lists
- Relevant landowners

The Draft INM was published on the Cardiff Council website with an accompanying response form in Word format. A number of schools, stakeholder and public events were held, the details of which are set out below.

Schools Engagement

- <u>Willows High School</u>
  A session was held with multiple class groups from Year 7. Feedback was provided in the form of individual response forms highlighting barriers to active travel in their community and providing comments on sections of the Integrated Network Map for south east Cardiff.

- <u>Plasmawr School</u>
  4 sessions were held with multiple class groups from years 7, 8 and 9. Feedback was provided in the form of annotated copies of the Integrated Network Map. These sessions were undertaken with the support of Sustrans Active Journeys programme and attended by Council Officers and Sustrans South Wales Schools Officer.

- <u>Fitzalan High School</u>
  A session was held with a Year 9 class group to identify routes and barriers to active travel in the local community. Feedback was provided in the form of annotated maps. This session was undertaken with the support of Sustrans Active Journeys programme and attended by Council Officers and Sustrans South Wales Schools Officer.

- Llandaff Primary School
  A session was held with a Year 6 class group. Feedback was provided in the form of annotated copies of the Integrated Network Map. This session was undertaken led by Sustrans South Wales Schools Officer as part of the Active Journeys programme.

Stakeholder Groups

Meetings were held with the following stakeholder groups where copies of the INM were displayed and feedback received:

- Cycle Liaison Group
- Access Focus Group
- Local Access Forum
- Radyr & Morganstown Community Council

Public Consultation Events

Public consultation events were held at the following locations and dates where copies of the INM were displayed and feedback received:

- Grangetown Hub 7th February 6pm-7pm
- City Hall 23rd February 6pm-8pm
- The Old Library 11th March 10.30am-3pm

Summary of Responses

In addition to the comments received at the schools consultations and stakeholder groups, 123 written responses were received by email and post and 41 written responses were received from individuals at public consultation events.

Feedback on Proposed Schemes

The majority of comments received on specific schemes related to cycling routes:

- 380 on secondary routes schemes (excluding schemes removed because they overlap with primary routes)
- 226 on east west primary route schemes
- 171 on north south primary route schemes
- 68 on walking schemes

Appendix A sets out a summary of comments on each proposed walking scheme and amendments made to the INM following public consultation.

Appendix B sets out a summary of comments on each proposed cycling scheme and amendments made to the INM following public consultation.

Feedback on other active travel issues

409 comments were received on locations not addressed through the Draft Integrated Network Map and 49 additional routes were proposed. These will be addressed as follows:

- Comments relating to road safety concerns will be referred for assessment under the Council's annual Area Studies Investigation programme
- Comments relating to the Taff Trail will be considered as part of a study to identify improvements to the Trail in 2017/18
- Other comments and proposals for additional routes will be reconsidered when the Integrated Network Map is reviewed in 2020.

Appendix A

Walking INM Amendments

Reference	Scheme	No of comments	Summary of Consultation Responses	Changes following consultation	Other actions
C1b	Albany Road/City Road junction: Review pedestrian crossing stages at junction of Mackintosh Place, Albany Road, Richmond Road, City Road, Crwys Road	2	1 requests a diagonal crossing from Mackintosh Place to Richmond Road. 1 requests parallel cycle crossings and advance signals for cycles.	None required. Crossing from the east side of Mackintosh Place to the northern side of Richmond Road is already possible in one stage. The junction is not currently part of the Cycling INM, but this will be reviewed for a later INM.	Review cycle provision at junction in 2020 INM.
C2a	City Road: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
C3b	Keppoch Road: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
C4b	Kincraig Street: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
C5b	Arran Street: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
C6a	Lowther Road to Northcote Road: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
C7a	Albany Road Primary/Plasnewydd Road: Widen footway	0		Scheme renumbered SCH20.	
C7b	Albany Road Primary/Strathnairn Street: Provide formal crossing point.	0		Scheme renumbered SCH20.	
CY2a	Hurford Place: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
CY3a	Hampton Crescent West: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
CY4a	Westminster Drive: Resurface and widen footways	0		Footway widening not feasible here, amend to resurfacing only.	
CY5a	Cyncoed Road: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
CY6a	Gwern-Rhuddi Road: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
FW1	Wroughton Place: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	

Reference	Scheme	No of comments	Summary of Consultation Responses	Changes following consultation	Other actions
FW3	Cowbridge Road West: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
FW4a	Western Avenue: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
FW4b	Western Avenue: Provide pedestrian crossing facilities	1	1 comment requesting a single stage crossing for pedestrians.	None required. Options for a straight across crossing will be considered as part of design process to develop scheme.	
FW5a	Ely Road: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
FW6a	St. Fagans Road: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
FW6c	St. Fagans Road (near Wellright Road): Formal Crossing facility	0		For clarity, scheme split into separate schemes for each crossing location, FW6c and FW6d.	
FW6d	St. Fagans Road (near Fairways Crescent): Formal Crossing facility	0		For clarity, scheme split into separate schemes for each crossing location, FW6c and FW6d.	
FW7	Finchley Road: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
FW9a	St. Fagans Road: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
FW12a	Fairwater Road: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
FW12b	Fairwater Road: Provide dropped kerbs and tactile paving at St Fagans Road, Brook Road and Norbury Road.	0		Error in text amended. Location is Norbury Road, not Fairwater Road.	
FW12c	Fairwater Road: Traffic calming	0		Remove from INM. Scheme is a duplicate of FW15a.	
FW15a	Fairwater Road: Traffic calming and formal crossings	0		Scheme renumbered SCH18.	
L1e	Llanedeyrn Drive Chapelwood to Roundwood: Replace subway with at grade crossing.	1	1 objects to removal of subway because this requires residents to cross the road.	None required.	

Reference	Scheme	No of comments	Summary of Consultation Responses	Changes following consultation	Other actions
L3a	Circle Way/Glyn Coed: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
L4a	Llanedeyrn Drive: Resurface footways.	0		Scheme to be combined into area mass action for footway resurfacing.	
L4c	Llanedeyrn Drive: Improve crossing access to school.	0		Scheme renumbered SCH10.	
Ll2a	Cherry Orchard Road: Resurface footways.	0		Scheme to be combined into area mass action for footway resurfacing.	
Ll3	Cherry Orchard Road: Formal crossing footway improvements in vicinity of school.	0		Scheme renumbered SCH48.	
P1a	Waterloo Road: Resurface footway	0		Scheme to be combined into area mass action for footway resurfacing.	
P1d	Waterloo Road: Widen footway near St Margarets Church	9	9 respondents concerned that footway improvements may lead to the loss of existing mature trees.	None required. Footway widening works to take account of concerns raised about existing mature trees.	
P2a	Albany Road: Resurface footway	0		Scheme to be combined into area mass action for footway resurfacing.	
P2b	Marlborough Road/Waterloo Road roundabout: Improve crossing facilities at Marlborough Road/Waterloo Road roundabout.	2	1 supportive as long as trees are protected. 1 concerned about lane discipline, stating it is often unclear whether drivers intend to go left, straight ahead or right.	None required. Concerns about lane discipline to be investigated as a road safety issue through the Areas Studies process.	Refer concerns about lane discipline for investigation.
P3b	Stacey Road: Resurface footways at entrance to Stacey Road	0		Scheme to be combined into area mass action for footway resurfacing.	
P4a	Stacey Road: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
P5a	Newport Road: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
PO1a	Fields Park Road: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	

Reference	Scheme	No of comments	Summary of Consultation Responses	Changes following consultation	Other actions
PO1b	Fields Park Road: Provide dropped kerbs and tactile paving at desire line at Fairleigh Rd/Fields Park Rd junction	1	1 requests raised table due to concerns about ponding and gradients required for a dropped kerb.	None required. Drainage and gradients to be taken account of in scheme design.	
PO3a	Conway Road: Resurface footway	1	1 comment that tree routes impact available width and surface quality and requests that measures are taken to improve this without affecting the trees.	Scheme to be combined into area mass action for footway resurfacing. Concerns about trees will be taken account of as part of resurfacing work.	
PO3c	Conway Road: Traffic calming.	1	1 request fpr a one way system on Conway Road and Severn Grove to aid walking and cycling.	None required. A one way system would not allow for improvements to cycle provision in this location and may have a tendency to increase traffic speeds.	
PO6a	Pontcanna Street/Kings Road: Resurface footway	0		Scheme to be combined into area mass action for footway resurfacing.	
PO6b	Sneyd Street/Plasturton Avenue junction: Pedestrian crossing improvements, including provision of dropped kerbs, tactile paving and improved layout along desire lines.	0		Split into two schemes for clarity (PO6b / PO6c).	
PO6c	Pontcanna Street/Kings Road junction: Pedestrian crossing improvements	0		Split into two schemes for clarity (PO6b / PO6c).	
PO7c	Romilly Cres/Wyndham Cres.: Resurface footway.	0		Scheme to be combined into area mass action for footway resurfacing.	
PO8a	Severn Grove: Resurface footway	1	1 comment that tree roots impact available width and surface quality and requests that measures are taken to improve this without impacting the trees.	Scheme to be combined into area mass action for footway resurfacing. Concerns about trees will be taken account of as part of resurfacing work.	

Reference	Scheme	No of comments	Summary of Consultation Responses	Changes following consultation	Other actions
PO8b	Wyndham Crescent: Improve junction layout to provide improved pedestrian crossing facilities at Romilly/Wyndham Crescent/Severn Grove/Severn Road Junction	2	1 comment notes that improvements are due to be provided through S106 contributions. 1 comment requests a Focus Group consultation on scheme design.	None required. The scheme will be funded through S106 as noted. Scheme consultation will follow the normal process.	
R2a	Heol Isaf: Resurface footway	0		Scheme to be combined into area mass action for footway resurfacing.	
R2c	Heol Isaf: Provide additional crossing facilities.	5	1 supportive. 4 request speed limit reduction to 20mph, particularly outside schools, 2 of which request additional traffic calming.	None required. A 20mph speed limit will need to be accompanied by physical measures in this location in order to be effective and will be considered as part of the implementation of infrastructure as set out in this plan.	
R3a	Park Road: Resurface footway	0		Scheme to be combined into area mass action for footway resurfacing.	
R3c	Park Road: Create school safety zone outside Radyr Primary School with traffic calming	4	1 supports school safety zone. 1 requests existing zebra is raised due to concerns about speed. 1 requests zebra is raised due to concern about speed and existing bollards replaced to improve visibility due to wear, and parking banned on Park Rd during school pick up/drop off times. 1 suggests re-routing the bus so it does not use Park Rd during school pick up/drop off times.	None required. School safety zone to include tabling of existing zebra. Scheme renumbered to SCH39.	

Reference	Scheme	No of comments	Summary of Consultation Responses	Changes following consultation	Other actions
R4a	Heol Isaf: Resurface footway	1	1 requests a raised kerb or metal barrier along the footway to protect pedestrians on the footway from speeding vehicles.	Scheme to be combined into area mass action for footway resurfacing. Guardrail or raised kerbs will not be provided. They present a risk to cyclists on the carriageway. Other measures to be taken to reduce vehicle speeds on Heol Isaf.	
R5c	Heol Isaf: Improve pedestrian crossing facilities at Heol Isaf Junction.	1	1 supportive	None required.	
R6a	Min-y-Coed: Widen and resurface footways	2	1 states footways in a bad state of repair. 1 states footways do not need widening.	None required. In some places footway width is below standard.	
R6b	Min-y-Coed: Introduce dropped kerbs and tactile pavings at crossings.	1	1 states that sloping tactile surfaces are slippery when wet	None required. Tactile paving to be provided with appropriate skid resistance and gradients.	
R6c	Heol Isaf: Create formal crossing facility at Min-Y-Coed Junction.	16	16 responses support provision of a formal crossing facility in this location due to difficulty crossing road.	None required.	
R7a	Ty Mynydd: Widen and resurface footways.	1	1 notes footways in bad state of repair.	None required.	
R8a	Cae'r Graig: School safety zone with traffic calming at Bryn Deri Primary School.	2	2 supportive.	None required. Scheme renumbered SCH7.	
R9a	Heol Isaf: Traffic calming and school safety zone outside Radyr High School.	1	1 supportive.	None required. Scheme renumbered SCH4.	
R9b	Heol Isaf: Bollards to prevent footway parking.	0		Scheme renumbered SCH4.	
RO1a	Lake Road North/East/West: Resurface footways.	0		Scheme to be combined into area mass action for footway resurfacing.	
RO1d	Lake Road East: Formal pedestrian crossing	0		Split into two schemes for clarity (RO1d / RO1e).	

Reference	Scheme	No of comments	Summary of Consultation Responses	Changes following consultation	Other actions
RO1e	Lake Road West near park entrance: Formal pedestrian crossing			Split into two schemes for clarity (RO1d / RO1e).	
RO2a	Celyn Avenue: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
RO3a	Cyncoed Road: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
RO3c	Cyncoed Road: Provide formal pedestrian crossings on Cyncoed Road	1	1 supportive of additional crossings on Cyncoed Road due to difficulty crossing away from existing facilities.	None required.	
RO4a	Clearwen/Ogwen/Rannoch: Resurface footways	0		Scheme to be combined into area mass action for footway resurfacing.	
W1a	Bishops Road: Resurface footways	2	1 supportive. 1 requests crossing facilities at Bishops Road/Merthyr Road.	Scheme to be combined into area mass action for footway resurfacing. Request for additional crossing to be investigated as a road safety issue through the Areas Studies process.	Refer concerns about crossings for investigation.
W1b	Bishops Road: Radius kerbs to be removed	1	1 supportive.	Amend wording for clarity.	
W2b	Merthyr Road: Resurface footways	1	1 supportive.	Scheme to be combined into area mass action for footway resurfacing.	
W2d	Merthyr Road: Improve pedestrian crossing facilities at Mervyn Street	1	1 supportive.	None required.	
W3a	Penlline Road: Resurface footways	1	1 supportive.	Scheme to be combined into area mass action for footway resurfacing.	
W4a	Old Church Road: Resurface and widen footways where possible	1	1 supportive.	None required.	
W4b	Old Church Road: Provide dropped kerbs and tactile paving	1	1 supportive.	None required.	
W4c	Old Church Road: Relocate bus stops to improve pavement widths	1	1 supportive.	None required.	

Reference	Scheme	No of comments	Summary of Consultation Responses	Changes following consultation	Other actions
W4d	Old Church Road: Improve pedestrian crossing facilities at Northern Avenue	1	1 supportive.	None required.	
W5a	Glan-y-Nant Terrace and Glan-y-Nant Road: Resurface footways.	2	1 supportive. 1 requests measures to prevent non residents parking/driving in streets during school times.	Scheme to be combined into area mass action for footway resurfacing. Scheme SCH34 to introduce parking restrictions.	
Cyncoed North Mass Action	Hurford Place, Hampton Crescent West, Cyncoed Road, Gwern-Rhuddi Road: Resurface footways	N/A	N/A	NEW - Mass action.	
Fairwater Mass Action	Wroughton Place, Fairwater Road, Cowbridge Road West, Western Avenue, Ely Road, St Fagans Road, Finchley Road: Resurface footways	N/A	N/A	NEW - Mass action.	
Lisvane & Thornhill Station Mass Actions	Cherry Orchard Road: Resurface footways	N/A	N/A	NEW - Mass action.	
Pontcanna Mass Actions	Fields Park Road, Conway Road, Pontcanna Street, Kings Road, Romilly Crescent, Wyndham Crescent, Severn Grove: Resurface footways	N/A	N/A	NEW - Mass action.	
Radyr Mass Actions	Heol Isaf, Park Road: Resurface footways	N/A	N/A	NEW - Mass action.	
Roath Mass Action	City Road, Keppoch Road, Kincraig Street, Arran Street, Lowther Road to Northcote Road: Resurface footways	N/A	N/A	NEW - Mass action.	

Reference	Scheme	No of comments	Summary of Consultation Responses	Changes following consultation	Other actions
Roath Park Mass Actions	Lake Road North/East/West, Celyn Avenue, Cyncoed Road, Clearwen Drive, Ogwen Drive, Rannoch Drive: Resurface footways	N/A	N/A	NEW - Mass action.	
Waterloo Gardens & Newport Rd Mass Actions	Waterloo Road, Albany Road, Stacey Road, Newport Road: Resurface footways	N/A	N/A	NEW - Mass action.	
Whitchurch Mass Actions	Bishops Road, Merthyr Road, Penlline Road, Glan-y-Nant Terrace, Glan-y-Nant Road: Resurface footways	N/A	N/A	NEW - Mass action.	

Appendix B

Cycling INM Amendments

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
1a	Allensbank Rd south of Wedal Rd: Review waiting restrictions and provide traffic calming.	N/A	N/A	Remove scheme. Improvements to be provided through NS Primary Route.	
2a	Junction of King George V Drive and King George V Drive East: Provide cycle exemption to road closure.	N/A	N/A	Remove scheme. Improvements to be provided through NS Primary Route.	
2b	Allensbank Road and Heath Park Avenue: Provide traffic calming.	N/A	N/A	Remove scheme. Improvements to be provided through NS Primary Route.	
3a	Cathays Terrace/Crwys Road junction: Early start for cyclists, right turn for cyclists only onto Crwys Road, feeder lane for westbound cyclists.	N/A	N/A	Remove scheme. Improvements to be provided through NS Primary Route.	
3b	Woodville Pub: Introduce cycle access through road end and convert pedestrian crossing to Toucan crossing.	N/A	N/A	Remove scheme. Improvements to be provided through NS Primary Route.	
3c	Cathays Terrace: Reduce central motor traffic lane and widen cycle lanes, remove existing traffic islands and introduce zebra crossings.	N/A	N/A	Remove scheme. Improvements to be provided through NS Primary Route.	
3d	Cathays Terrace/Catherine Street junction: Cycle bypass.	N/A	N/A	Remove scheme. Improvements to be provided through NS Primary Route.	
3e	Railway Bridge linking to Corbett Road: Improve surface quality, reduce southbound lanes to one.	4	4 comments. 2 fully support. 1 suggests one way for motor traffic over bridge to allow segregation. 1 suggests using traffic lights to alternate motor and cycle flows.	Remove scheme. The proposed scheme will not adequately address the pinch point over the railway bridge. Route to remain on INM as an aspirational route and solutions to be reconsidered in a future INM.	Review for 2020 INM.
6a	Lowther Road from Salisbury Road to Richmond Road: Improve road surface and refresh markings.	3	3 comments. 1 question what improvement proposed scheme will deliver. 2 state proposed scheme is not adequate to address problems here.	Remove scheme. It is unclear that the proposed scheme will adequately address the pinch point under the railway bridge. Route to remain on INM as an aspirational route and solutions to be reconsidered in a future INM	Review for 2020 INM.
6b	Lowther Road under railway bridge: Priority working with cycle bypasses.	5	5 comments. 1 agrees with proposal "much preferred". 1 questions what improvement proposed scheme will deliver. 1 suggests realigning route. 1 suggests making Lowther one way for motor traffic. 1 states proposal is "poor provision for cycling".	Remove scheme. It is unclear that the proposed scheme will adequately address the pinch point under the railway bridge. Route to remain on INM as an aspirational route and solutions to be reconsidered in a future INM	Review for 2020 INM.

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
7	Richmond Road between Northcote Street and Lowther Road: Revise road markings to provide clear route for cyclists.	2	2 comments. Both state that proposed scheme is not sufficient to address problems here.	Remove scheme. It is unclear that the proposed scheme will adequately address the issues with crossing Richmond Road at this junction. Route to remain on INM as an aspirational route and solutions to be reconsidered in a future INM.	Review for 2020 INM.
10a	Newport Road from Southern Way to Queen Street: Review of existing route to improve on-carriageway cycle facilities.	N/A	N/A	Remove scheme. Improvements to be provided through EW Primary Route.	
10b	Newport Road outside Carpet Right: Relocate street furniture associated with bus stop.	N/A	N/A	Remove scheme. Improvements to be provided through EW Primary Route.	
10c	Newport Road East of Rover Way: Widen existing shared use cycle track and improve levels/gradients.	N/A	N/A	Remove scheme. Improvements to be provided through EW Primary Route.	
10d	South western approach to junction of Newport Road and Rover Way: Widen existing cycle track at expense of advanced stop line and provide toucan crossings; also improve visibility for pedestrians and cyclists crossing Rover Way.	N/A	N/A	Remove scheme. Improvements to be provided through EW Primary Route.	
10e	Newport Road: Relocate street furniture associated with bus stop outside no. 302.	N/A	N/A	Remove scheme. Improvements to be provided through EW Primary Route.	
18a	Route through Hamadryad Park: Widen sections of off road route.	1	1 comment: "Query location Sth/Noth?"	No changes required.	
18b	Southern end of Hamadryad Road: Change access barrier to park.	2	2 comments. 1 requests both barriers changed. 1 states barriers should be removed.	For clarity, amend to "replace access barriers to ensure access arrangement allows for cycles, pushchairs and wheelchairs".	
21a	Penarth Road from Dumballs Road to Taff Embankment: Provision of light segregation.	3	3 comments. 1 states light segregation not sufficient. 1 requests wands rather than armadillos and states cycle lanes must be widened too. 1 requests enforcement to ensure Riverside access to provision within sites and crossings to Dumballs Road.	No changes required. ATDG Table 6.2 states light segregation on a 30mph road acceptable treatment to create cycle track.	
21b	Penarth Rd/Tresillian Way junction: Improvements to allow southbound cyclists to access southwest bound cycle lanes on Penarth Road.	3	3 comments. 1 states on road cycle lanes not sufficient. 2 note difficulties turning right from rail station, requests extra time for cyclists to cross junction and better segregation on Penarth Rd as at peak times cars queue in existing cycle lanes.	Amend to include reducing waiting times for cyclists, improve access to existing off road route on Tresillian Way and improve access to rail station.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
21c	Penarth Road north of Callaghan Square: On road cycle lanes.	3	2 comments. 1 states on road cycle lanes not sufficient. 2 request cycle lanes and improvements to road surface/potholes.	Amend to incude surface improvements.	
22a	Existing footway along Taff Embankment from Penarth Road to Blaenclydach Street: Widen and convert to shared use.	4	4 comments referring to schemes 22a-d. 2 not satisfied with a back street route (1 of which supports Toucan at 22d). 1 requests parallel ped/cycle crossings and toucans (22b and 22d). 1 doesn't want shared use at 22a.	Remove scheme from INM and retain aspirational route. Reassess following implementation of Greener Grangetown scheme.	Review for 2020 INM.
22b	Near Blaenclydach Street: Install traffic island.	As above.	As above.	Remove scheme from INM and retain aspirational route. Reassess following implementation of Greener Grangetown scheme.	Review for 2020 INM.
22c	Corporation Rd/Redlaver St junction: Improve link to zebra crossing.	As above.	As above.	None required.	
22d	Clive Street/Penarth Rd junction: Upgrade to Toucan crossing.	As above.	As above.	None required. A Toucan will provide an appropriate link to the existing shared use on Penarth Road.	
22e	NEW SCHEME: Coedcae St and Redlaver St: 20mph limit.	N/A	N/A	New scheme to implement 20mph limit required to support proposed junction improvements for existing on road route to ensure compliance with ATDG.	
24a	Cowbridge Road East from Cardiff Bridge to Cathedral Road: Reduce traffic lane widths and widen cycle lanes.	6	1 suggests a Poynton style design to improve access to CRE as an important district centre. 1 states full segregation required due to speed and flows. 1 supportive but states links to other infrastructure needed. 1 states improved method of segregation required, supportive of wider cycle facilities and requests a NS route provided for the Taff Trail under Cardiff Bridge. 1 requests route formalised under bridge and more crossing time for peds/cycles at Toucan. 1 not certain sufficient width is available to provide wider lanes and requests removal of trief kerbs on Cardiff Bridge due to debris on the cycle track and inability to make evasive manoeuvre when peds step into cycle path.	As consultation responses have highlighted, a cycle track (including light segregation or hybrid tracks) is required in according with ATDG Table 6.2. Amend to take account of this. It is not feasible to create a route under Cardiff Bridge.	
24b	Cathedral Road/Cowbridge Road East junction: Early start for cyclists.	3	1 suggests a Poynton style design to improve access to CRE as an important district centre. 2 states full segregation/dedicated infrastructure required.	None required. Early start for cyclists will help separate cycle and vehicle flows.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
24c	Cowbridge Road East from Cathedral Road to Neville Street: Reduce traffic lanes to one in each direction and widen cycle lanes.	4	1 suggests a Poynton style design to improve access to CRE as an important district centre. 3 states full segregation required due to speed and flows and cars parked in cycle lanes.	As consultation responses have highlighted, a cycle track (including light segregation or hybrid tracks) is required in according with ATDG Table 6.2. Scheme amended to account for this.	
24d	Cowbridge Road East/Neville Street junction: Early start for cyclists.	5	1 suggests a Poynton style design to improve access to CRE as an important district centre. 1 states full segregation required due to speed and flows. 1 states "useless". 2 state current right turn arrangement into CRE is too complicated and would prefer single central segregated lane and an early start for cyclists.	Amend to include review of jug handle arrangement for right turn into Cowbridge Road East.	
25a	Cowbridge Road East/Llandaff Road Junction: Early start for cyclists provided through signal timing changes at signal junction.	7	Comments for 25a,b&c: 1 supportive of all proposals. 1 states links to good infrastructure required. 1 concerned 20mph not effective without enforcement. 2 concerned about large volumes of traffic which does not create a comfortable environment for cycling and will not be addressed by proposals, preferring modal filters/one way/pedestrianisation/segregated facilities. 1 requests 20mph from Kings Rd to Delta St. 1 requests safe access to Llandaff Road junction at peak times due to congestion and locations of bus stops.	Scheme to be retained as a relatively low cost intervention to improve safety at junctions. However, due to traffic flows along this corridor provision of a segregated east west active travel route from the city centre to Ely Bridge will be required. Further work is required to establish an appropriate route for this, which will be undertaken as part of a future update to the INM.	Identify options for east west route in 2020 INM.
25b	Cowbridge Road East/Lansdowne Road Junction: Early start for cyclists provided through signal timing changes at signal junction.	As above.	As above.	None required.	
25c	Cowbridge Road East from Llandaff Road to Victoria Park: 20mph limit.	As above.	As above.	Extend 20mph limit to Neville Street.	
25d	Cowbridge Road East/Delta Street junction: Cycle bypass at signals.	As above.	As above.	None required.	
26	Cowbridge Road West from Dyfrig Road to Grand Avenue: Option 1: Hybrid cycle track. Option 2: Off road cycle facilities.	8	8 comments all in favour of segregated provision here.	None. All options under consideration provide segregated provision. For clarity, amend "Dyfrig Road" to "Riverside Terrace".	
27	Grand Avenue: Cycle Lanes.	3	3 comments. 2 reference that provision must be in line with Cycling Strategy/Active Travel Guidance. 1 notes cycle lanes must be protected if speed limits remain at 30mph and requests route extends to Nant Y Rhos and Cwrt Cadno.	None. Provision will be in line with ATDG. Potential to extend route will be reviewed as part of a future INM.	Review options to extend route to Nant y Rhos and Cwrt Cadno for 2020 INM.

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
29a	James St between Bute St and Bute Pl junction: Widen footway and convert to shared use and reduce traffic lanes and widen cycle lane.	4	1 supportive and recommends extending shared use up lower Bute St to the rail station and better transition between Bute Street and Lloyd George. 2 concerned about parking and suggest parking protected/wider cycle lanes. 1 does not support shared use.	Amend to "provide off road route with links to rail station". Whether the route will be segregated or shared will be established through next phase of design work.	
29b	James St/Mermaid Quay: Upgrade pedestrian crossing to Toucan and remove guard rail.	2	1 supportive. 1 suggests raised table at junction.	None required.	
29c	Mermaid Quay: Designate as shared use area.	1	1 supportive.	Reworded for clarity.	
29d	James Street/Harrowby Street junction: Continue cycle lane through junction.	0	0 comments.	None required.	
29e	Clarence Bridge: Remove substandard cycle lanes, improve surface and install cycle symbols.	3	2 request dedicated cycle lane. 1 states current arrangement is "useless/awful/dangerous" but that cycle symbols and removal of cycle lanes will not address issues.	Further investigation has been undertaken which shows that cycle lanes meeting ATDG standards cannot be accommodated within the span of the existing bridge. Proposals to remain as a short term low cost scheme to address existing sub standard provision in conjunction with Council's resurfacing programme. Long term a new cycle bridge would be required.	
29f	James St/Bute St junction: Early start for cyclists.	1	1 states "not required if dedicated space is provided here".	None required. Measures will help separate cycle and motor vehicle flows.	
30	Taff Embankment: Traffic calming, resurfacing and side road entry treatments linked to Greener Grangetown scheme.	4	3 comments referencing current condition of Taff Embankment and stating improvements required. 1 requests continuity of routes from Llanbradach St junction.	Amend to make reference to "bicycle street" for clarity.	
38	Merthyr Road through Tongwynlais: Review traffic calming to ensure compliance with 20mph zone, centre line removal and possible cycle lanes. Surface improvements, cycle bypasses at buildouts.	2	2 comments. 1 complains about lack of 20mph enforcement and parked cars. 1 pleased with proposals and requests extension of route along riverside path from Gelynis Bridge to top end of Tongwynlais.	None required. Improvements to traffic calming will improve compliance with 20mph limit. Potential to extend route along riverside path will be reviewed as part of a future INM.	Review options to extend route along riverside for 2020 INM.
40a	Colum Road: Introduce 20mph limit and widen cycle lanes by reducing running lane.	5	5 comments. 1 concerned about lack of provision at Corbett Rd jct. 1 complains about existing provision. 3 request hard segregation due to traffic flows etc.	None required. ATDG Table 6.2 states cycle lanes are appropriate for a secondary route at 20mph.	
40b	Colum Road/North Road junction: Convert to single stage crossing.	5	5 comments. 3 identical requesting widening of crossing, entrance to Taff Trail and western footway of North Road due to numbers of peds and cyclists. 2 identical fully support proposal.	Amend to include a review of the alignment of the crossing and location of street furniture to improve access to Taff Trail.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
41a	Boulevard de Nantes/Park Place junction: Toucan crossing and associated cycle track links.	N/A	N/A	Remove scheme. Improvements to be provided through EW Primary Route.	
41b	Between City Hall Road and park: Dropped kerb and direct cycle connection.	0	0 comments.	None required.	
45a	Footbridge over Western Avenue within Gabalfa Interchange: Remove cyclists dismount signs. Potentially provide higher parapets.	3	3 comments. 1 states "poor provision". 1 supportive. 1 request all barriers removed and bollard provided if needed to slow people down.	Amend to include a review of the existing access controls.	
47a	Lake Road East & West: Introduce one way system to provide space for cycling and facilitate parking, 20mph speed limit.	6	6 comments. 1 fully supportive. 3 emphasise need for segregated facilities. 1 concerned about impact on traffic flow and asks if modelling has been done. 1 suggests one way treatment on both sides of lake.	Amend for clarity. Space for cycling will be provided through a cycle track. Modelling work to be undertaken as part of next phase of scheme development.	
47b	Approach to Fairoak Roundabout: Remove cycle lane leading to Wedal Road.	3	3 comments. 2 request that more is done to improve situation if cycle lane is to be removed. 1 suggests existing cycle lane is useful.	None required. Existing cycle lane is substandard. Wider improvements to be provided through scheme ref 47c.	
47c	Fairoak Roundabout: Install hatching around central island of roundabout.	2	2 comments. 1 references serious collision with cyclist at junction and suggests complete redesign to segregate cyclists from motor vehicles. 1 questions impact of hatching.	Amend to reflect need to redesign roundabout to segregate cyclists from motor vehicles.	
49	Llanedeyrn Road from Llwyn-y-Grant Terrace to Carisbrooke Way: Option 1: provision of off road cycle facilities. Option 2: Centre line removal and provision of advisory cycle lanes, improvements to existing traffic calming and provision of additional traffic calming.	2	2 comments, both favouring option 1.	Amend to note option 1 is preferred and option 2 will require 20mph to be compliant with ATDG for a secondary route.	
52	Rumney Trail north of Newport Road: Provide lighting.	14	13 supportive. 1 concerned about impact of lighting on wildlife at night time.	None required.	
53a	Ball Lane: Amend access barrier at bridge.	4	2 state barriers are a collision risk. 1 suggests remove barrier completely. 1 describes existing barrier as "tank trap", requests details of replacement, and notes that steps and surface on approach are not suitable for wheelchairs, pushchairs or recumbent cycles.	For clarity, amend to "replace access barriers to ensure access arrangement allows for cycles, pushchairs and wheelchairs".	
53b	Off-road link from Pentwyn Drive to Rumney Trail: Provide lighting.	4	3 supportive. 1 states surface of track too rough for recumbents or wheelchairs.	Amend to include surface improvements.	
55	Junction of Central Link and Adam Street: Provide toucan crossing and associated cycle track links.	3	3 comments. 2 supportive. 1 notes existing lack of signage.	None required.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
56a	Pearl Street: Improve road surface and provide dropped kerb at road end.	4	1 states "poor infrastructure". 1 requests resurfacing. 1 requests reminders for car users that it is cycle route. 1 requests cycle route signage.	Amend to include 20mph limit, signage improvements and cycle symbols.	
56b	Beresford Road: Remove centre line, widen ghost island for cyclists.	3	1 concerned not sufficient to encourage people to cycle. 1 requests resurfacing and segregated cycle provision. 1 requests cycle route signage.	Scheme to be retained as a low cost intervention that could be delivered in conjunction with the Council's resurfacing programme. However, due to vehicle flows (approx. 9500 in 2013) further consideration is needed as to whether a segregated cycle route can be achieved on this route.	
57	Ely Mill Development Site: Route to be assessed following completion of the Mill development.	4	1 asks "why is no route being provided on a brand new development?". 1 asks if off road Ely Trail route will be completed. 1 suggests investigating railway bridge crossing or bringing route through development. 1 suggests crossing River Ely, improve access to crossing at Ely Bridge or both.	Amend for clarity. Off road route to be provided through site as part of development.	
72	Merthyr Road from Coryton Interchange to Tongwynlais: Improvements to traffic calming and road surface.	1	1 states "no space for cycling here".	None required. In accordance with ATDG Table 6.2 daily flows are low enough for a secondary route with 20mph limit to be shared with motor vehicles.	
75	Northern Avenue from Railway bridge to Whitchurch High School: Improve signage to clearly mark shared use sections, remove/relocate potential obstacles on shared path.	4	1 requests amendment to bus lane signs to be clear that cycling is permitted. 1 states route should be continuous and that shared use next to a school is inappropriate because likely to be busy. 2 request cycle/ped priority at side roads (1 of which states cycle provision should be segregated and resurfacing required).	None required. Scheme provides small scale improvements to an existing shared use facility which would otherwise meet the requirements for a secondary route.	
83	Rhydhelig Avenue: Removal of centre line and installation of advisory cycle lanes, subject to space.	2	2 concerned advisory lanes are not sufficient.	Amend scheme. Design work undertaken to date has shown that advisory cycle lanes cannot be accommodated on Rhydelig Avenue, however traffic surveys show AADT below 5000. Scheme amended to on road route with 20mph limit and associated traffic calming.	
84	Off road path to Llandaff Cathedral: Upgrade path surface.	4	1 states it should be widened and surfaced to active travel standards. 1 states it should be segregated from peds. 2 requests tarmacing due to restricted muddy section.	Amend for clarity. Off road route to be widened to Active Travel standards and surface to be tarmac.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
85a	Nant Fawr Woods path: Widen to provide shared use path with appropriate lighting.	N/A	N/A	Remove scheme. Improvements to be provided through NS Primary Route.	
85b	Lake Road North: Traffic calming, centre line removal and advisory cycle lanes, subject to space.	N/A	N/A	Remove scheme. Improvements to be provided through NS Primary Route.	
87	Access from Llandaff Fields to Fields Park Road: Relocation of bollard, surface improvements.	2	1 supportive. 1 requests including clear signage to show whether cycle route demarcated or shared use.	Amend to include signage improvements. Link will remain shared.	
90a	Windway Avenue: Traffic calming and extension of 20mph limit.	2	Comment for 90a,b&c: 1 comment states that enforcement of 20mph required and states "currently very hostile to cycling, cars parked on pavements and no space for cycling". 1 suggests bringing route through Ely Mill development.	None required. Flows are low enough for an on road route to be appropriate if supported by 20mph and traffic calming where required.	
90b	Thompson Avenue/Romilly Road Junction: Refresh road markings.	As above	As above.	None required. Flows are low enough for an on road route to be appropriate if supported by 20mph and traffic calming where required.	
90c	Windway Avenue/Thompson Avenue Junction: Raised table at junction.	As above	As above.	None required. Flows are low enough for an on road route to be appropriate if supported by 20mph and traffic calming where required.	
91	Cathedral Road/Talbot Street junction: Early start for cyclists at signals and surface improvements.	2	1 sates "YES please ! Thank you!", 1 states "Poor provision for cycling - will not encourage others to cycle".	None required.	
92a	Ryder Street to Romilly Crescent: Improvements to surface and road markings.	2	1 supportive. 1 questions how proposal will encourage cycling.	None required.	
92b	Ryder Street/Plasturton Place, Plasturton Avenue/Sneyd Street, Kings Road/Severn Grove: Treatment of side roads.	2	1 questions how proposal will encourage cycling. 1 not clear what "treatment of side roads" means.	None required.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
93a	Romilly Road: Introduce 20mph limit, traffic calming, centre line removal, surface improvements and treatment of side roads.	6	2 concerned that 20mph is not enforced (1 of which states "proper infrastructure" needed, 1 states they "do not see how surface improvements will make it safe for cycling"). 1 suggests changing parking layout to provide segregated facility or consider using Pembroke Road for cycle route. 1 states road is wide enough for advisory cycle lanes and requests these are provided. 2 support surface improvements.	Remove 20mph, as this has now been implemented. Measured traffic flows on Romilly Crescent are approximately 5000 per day (2010) which is at the very upper limit for an on road secondary route. There is not sufficient space along this corridor to implement cycle lanes to active travel standards. The proposed treatments will create a safer environment by ensuring compliance with the 20mph limit and improving the road surface.	
93b	Romilly Road/Llandaff Road Junction: Provide Advanced Stop Lines.	6	2 do not support ASLs because they are not well observed by motorists. 2 request consideration of low level cycle signals/early start for cyclists (1 of which also suggests ghost island for cyclists turning right from Llandaff Road into Romilly Road). 1 requests cycle lanes to bypass queuing traffic in PM peak heading westbound. 1 supportive.	Amend to include early start for cyclists.	
96a	Western Ave N/Aberteifi Crescent junction: Junction improvements to make crossing easier for cyclists.	4	2 supportive. 2 request realignment of cycle crossing to avoid deviation from "desire line".	None required.	
96b	Western Avenue from Cardiff Met to Gabalfa Interchange: Widen shared use path.	15	2 do not support shared use. 2 requests dropped kerbs installed/improved across the front of the cottage. 5 request cycle path. 4 request additional crossings. 1 requests resurfacing of path. 1 requests more cycle parking.	There is some overlap with EW38 which will provide a cycle track from Llandaff Fields to the path to Llandaff Cathedral. Scheme to be amended to take account of this.	
96c	Western Avenue access to Taff Trail: Improve access to Taff Trail.	7	2 note need to ensure access for disabled users/special bikes, 2 request drainage improvements due to flooding in underpass, 1 requests lighting, mirrors and lane markings in underpass in addition to better access to A48, 1 requests lighting and mirrors and creation of an additional access to Tesco. 1 requests access to Taff Trail that does not require dismounting.	For clarity, amend to "to enable access for non-standard cycles, pushchairs and wheelchairs" and include a review of the drainage and lighting in the underpass.	Investigate options to create a more direct access to retail park from Taff Trail.
98a	Pedestrian link between Mill Lane and Tredegar Street: Permit cycling.	5	4 supportive. 1 requests cycling provision alongside ped crossing.	None required.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
98b	St Mary Street: Provide contraflow or exemption to one-way street and utilise wide raised signal controlled crossing.	6	1 supportive. 1 states it is currently not clear whether cycle route is on road or off road through taxi area. 2 comment that contraflow is already provided. 1 requests safe access northbound. 1 requests protection from taxis and delivery vehicles.	As consultation responses have noted, an exemption to the one way is already in place for cycling. Amend to improve signage of current exemption.	
99	Dumfries Place, Stuttgarter Strasse, Boulevard de Nantes, Duke Street: Provide continuous segregated off road cycle route.	N/A	N/A	Remove scheme. Improvements to be provided through NS/EW Primary Routes.	
100a	Bute Terrace from Customhouse St to Adam St: Reduce delay for cyclists at signal junctions.	1	1 supportive.	None required.	
100b	Bute Terrace from Customhouse St to Adam St: Provide continuous segregated off road cycle route.	2	2 supportive.	None required.	
101	Queen Street: Permit cycling.	13	4 fully support. 2 support but suggest limiting obstructions caused by other uses (stalls, carousels, vans etc). 2 support but suggest segregation may be required to reduce conflict. 1 supports but requests changes to surface due to conditions when wet. 1 supports but says measures required to make peds aware of cycles and reduce cycle speeds. 3 states segregated provision required.	None required. Detail of what will be required to facilitate permitting cycling on Queen Street will be identified through next phase of scheme development.	
102a	Station Terrace, David St, Mary Ann St: Reduce delay for cyclists at signal junctions.	0	0 comments.	Station Terrace will be addressed through schemes NS17/18. For clarity replace "Station Terrace" with "Guildford Street" in description.	
102b	Station Terrace from Bute Terrace to Newport Road: Provision of on road cycle lanes.	2	1 concerned that cycle lanes will not be observed by drivers and requests soft segregation. 1 states cycle lanes "generally poor" if not segregated due to cars driving/parking in them.	Station Terrace will be addressed through schemes NS17/18. For clarity route is Bridge Street, David Street and Mary Ann Street. A 20mph limit will also be required.	
103	St Mary St/Wood St jct: Early start for cyclists. On road section of St Mary St: Provision of advisory cycle lanes.	3	1 supportive, states safer to reach ASL. 1 states it would be poor, obstructed by loading vehicles, and "proper infrastructure" needed. 1 states it is not clear north of Caroline Street whether cyclists should use the road or the pavement.	Amend to parking protected cycle lanes with bus stop bypasses.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
104	Cathays Cemetery path linking Allensbank Road to Fairoak Road: Permit cycling.	7	1 supportive. 3 noted concerns about including appropriate access to/from Allensbank Road (1 of which otherwise welcomes proposals). 1 notes time restrictions and need to improve access at both ends. 1 notes need for on road provision in addition to cemetery route due to closing hours, also need to resurface route through cemetery. 1 does not support, concerned about potential damage to cemetery.	Remove from INM. Preferred route to be delivered through Primary Route schemes NS28-NS31 due to restricted opening hours of Cathays Cemetery.	
105a	Ty Glas Ave: Widen advisory cycle lanes and bypasses through traffic calming, removal of centre line, prevent parking in cycle lanes at school start/finish times.	10	Comments for 105a,b&c: 3 state segregated provision needed. 1 would prefer segregated provision, if this not possible shared use on one side. 1 states not ambitious enough and will not provide for school children at Coed Glas. 1 states need to prevent parking in cycle lanes on Ty Glas Ave. 1 states buildouts need to be removed at informal crossings on Ty Glas Ave. 2 state bypasses through traffic calming must have smooth surface and sufficient lead in (6 metres). 1 suggests shared space treatment through Llanishen Village and resurfacing required at Station Rd near Fidlas Road.	Include 20mph limit to ensure provision is appropriate for a secondary route according to ATDG Table 6.2.	
105b	Fidlas Road from Ty Glas Ave to Station Road: Provide traffic calming and removal of centre lines, review waiting restrictions and provide advisory cycle lanes, subject to space.	As above.	As above.	Available traffic flow data indicates traffic flows are well in excess of 5000 per day, although data is from 2005. With reference to scheme 105c, further work required to confirm whether appropriate cycle facilities can be provided on this route. Scheme to be removed from INM, route to be retained as aspirational route and solutions reconsidered in a future INM.	Review for 2020 INM.
105c	Station Road from Fidlas Road to Everest Avenue: Extend traffic calming, remove centre lines, review waiting restrictions and provide advisory cycle lanes, subject to space.	As above.	As above.	2014 traffic flow data indicates AADT of approximately 9500. Minimum provision of cycle lanes and 20mph limit would be required. Scheme to be removed from INM, route to be retained as aspirational route and solutions reconsidered in a future INM.	Review for 2020 INM.

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106	Heol Hir from Excalibur Drive to Everest Avenue: Centre line removal and provision of advisory cycle lanes, subject to space. Southbound cycle bypass at priority working.	3	1 states segregated provision required. 2 states resurfacing required on some sections of route near kerb.	Available traffic flow data indicates traffic flows are well in excess of 5000 per day, although data is from 2006. Further work required to confirm whether appropriate cycle facilities can be provided on this route. Scheme to be removed from INM, route to be retained as aspirational route and solutions reconsidered in a future INM.	Review for 2020 INM.
107	Cyncoed Road: Traffic calming, centre line removal and advisory cycle lanes, subject to space.	3	2 states segregated provision required. 1 requests details of type and extent of traffic calming.	Amend to include 20mph limit and remove caveat. Provision of cycle lanes appropriate for a secondary route with 20mph limit in accordance with ATDG Table 6.2.	
108	Ty Gwyn Road: 20mph speed restriction, review traffic calming, surface improvements.	1	1 concerned 20mph ineffective without enforcement.	None required. Implementation of traffic calming will ensure compliance with 20mph limit.	
110	Greenway Road: Alterations to traffic calming and provision of cycle bypasses at buildouts, surface improvements, tightening kerb radii at side roads.	3	1 states segregated provision required. 1 states traffic calming not sufficient to encourage cycling. 1 states traffic calming needed.	Amend to include cycle lanes and 20mph limit.	
111	Newport Rd from city centre to Four Elms Rd: Option 1: hybrid cycle track. Option 2: shared use cycle/footway.	N/A	N/A	Remove scheme. Improvements to be provided through EW Primary Route.	
112a	Newport Road from Southern Way to New Road: Widen existing shared use cycle/footway and extend to junction with New Road. Provide link from New Road to off road facility.	N/A	N/A	Remove scheme. Improvements to be provided through EW Primary Route.	
112b	New Road: 20mph speed restriction, amendments to existing traffi-c calming, provide cycle bypasses at priority workings.	1	1 concerned 20mph ineffective without enforcement.	None required. Implementation of traffic calming will ensure compliance with 20mph limit.	
113	Broadway: 20mph speed restriction, traffic calming, centre line removal, entry treatments at side roads.	N/A	N/A	Remove scheme. Improvements to be provided through EW Primary Route.	
115	Trowbridge Road: Improvements to existing cycle lanes.	8	6 supportive. 1 notes poor surface on Trowbridge Road and associated side roads. 1 notes existing cycle lanes are parked in/pavement parking and requests "dedicated lanes".	For clarity, amend to include widening and resurfacing existing lanes.	
116a	Brachdy Road/Quarry Dale junction: Provide cycle bypass through road closures.	5	4 supportive. 1 supportive but notes no links to segregated provision.	None required.	

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116b	Brachdy Rd and Llanstephan Rd: Surface improvements.	1	1 supportive, also footway resurfacing.	Include 20mph limit to support on road route.	
117a	Ty Mawr Road: Provide on road cycle lanes.	2	2 do not support on road cycle lanes due to obstructions by parked cars.	None required. Scheme design to take account of parking requirements.	
117b	Rumney Hill Gardens: Widen woodland path to provide shared use cycle/footway with appropriate lighting.	3	2 do not support shared use. 1 supportive of improvements to trail and requests additional chicanes to reduce gradient to improve for wheelchair users and recumbent cycles.	Shared use is considered appropriate in this location as an off road route away from the road with low cycle flows. Amend to include consideration of whether a zig zag can be provided to reduce gradient.	
117c	Newport Road from Rumney Hill Gardens to Ty Mawr Road: Improve signage of existing shared use path.	N/A	N/A	Remove scheme. Improvements to be provided through EW Primary Route.	
118a	Sanquahar Street/ Windsor Road junction: Crossing and link.	1	1 questions how this will enable cycling.	Scheme to be removed. Since the publication of the Draft INM a zebra crossing scheme has been implemented here. Route will be reassessed for future INM.	Route audit for 2020 ERM.
118b	Tyndall Street between Central Link and Bute Street: Widen northern footway and convert to shared use cycle/footway.	3	2 do not support shared use on Tyndall Street and request segregated cycle track with reduction in traffic lanes. 1 questions how railway will be crossed.	Scheme overlaps NS7. Amend scheme to extend cycle track from NS7 to link Central Link and Bute Street.	
119	Shared use path along east side of Bute East Dock – surface improvements.	1	1 questions why improvements are proposed here because it is not on the ERM.	None required. The INM includes several routes which were not on the ERM.	
120	Hemingway Road: Provision of off road cycle facilities.	1	1 supportive, states "ensure these are high quality".	None required.	
121	Carlisle Street: Surfacing and road marking improvements at junctions.	1	1 questions how it will enable cycling. 1 finds cycling on Railway Street/Cumnock Place quieter/safer, suggests Cathays Terrace treatment for Carlisle Street.	2009 traffic count data indicates AADT of approximately 5000 which is at the very upper limit for an on road secondary route. Include 20mph limit to ensure provision is appropriate for a secondary route according to ATDG Table 6.2.	
122b	Central Link junction: Conversion of existing pedestrian crossing to provide cycle crossing to Davis Street and eastern side of Adam Street with as few stages as possible.	As below.	As below.	None required.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
122c	Adam Street between Central Link and Morgan Street: Creation of two way off road cycle track on eastern side of road.	1	Comment for all three schemes: 1 supportive.	Scheme overlaps with NS13/14. Amend to "extend two way off road cycle route provided through NS13/14 to connect to Central Link.	
122	Between Central Link and Morgan Street: Provision of signalled cycle crossing facility.	N/A	N/A	Remove scheme. Improvements to be provided through NS Primary Route.	
123a	Wood Street/Clare Street junction: Provision of a signalised bus gate & Advanced Stop Line on Tudor Street.	1	1 states dedicated cycle infrastructure needed and link to railway station important.	Scheme to be removed from INM. Requirements for route in this location to be reassessed in light of development proposals at Central Square.	Review for 2020 INM.
123b	Wood Street/Scott Road junction: Advanced Stop Lines.	3	1 supportive. 1 states dedicated cycle infrastructure needed and link to railway station important. 1 requests better access to Central Square, Central Station (bike hub) and front of station/Saunders Road.	Scheme to be removed from INM. Requirements for route in this location to be reassessed in light of development proposals at Central Square.	Review for 2020 INM.
123c	Wood Street: Widen and convert southern footway to shared use between station access and bridge over River Taff.	5	2 do not support shared use (1 because it is "poor provision", 1 because they prefer to cycle on road here and are concerned that narrowing the carriageway will make this more difficult). 2 request greater priority to peds and cyclists crossing Wood St on west side of river (Taff Trail).	Scheme to be removed from INM. Requirements for route in this location to be reassessed in light of development proposals at Central Square.	Review for 2020 INM.
125	Bwlch Road: Improvements to access barriers.	2	1 requests all barriers removed. 1 supportive and also requests resurfacing of route all the way to St Fagans due to poor surface quality making route inaccessible for wheelchairs and special bicycles.	For clarity, amend to "replace access barriers to ensure access arrangement allows for cycles, pushchairs and wheelchairs". Extend scheme to include surfacing of route to St Fagans.	
126	Heol Trelai from Heol Ebwy to Cowbridge Road West: Provide cycle bypasses through buildouts.	2	2 request segregated cycle lanes in both directions.	Amend to include cycle lanes and 20mph limit (extended from that proposed on Bishopston Road/Amroth Road).	
127a	Path between Bromley Drive/Treseder Way: Remove gates.	2	2 supportive.	None required.	
127b	Bishopston Road and Amroth Road: 20mph speed restriction and review of traffic calming to ensure compliance, surface improvements.	1	Comments for 127b&c: 1 concerned 20mph ineffective without enforcement and does not think surface improvements will improve cycling safety.	None requried. Provision of physical measures will improve compliance with 20mph limit.	
127c	Bromley Drive and Treseder Way: 20mph speed restriction and review of traffic calming to ensure compliance.	As above.	As above.	None requried. Provision of physical measures will improve compliance with 20mph limit.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
128	Llantrisant Road from Bridge Road to Danescourt Way: Provide cycle lanes and reduce build-out widths. Provide off road cycle track on one side.	N/A	N/A	Remove scheme. Improvements to be provided through EW Primary Route.	
129	Bridge Street: Provide signage to warn motorists of the presence of cyclists.	N/A	N/A	Remove scheme. Improvements to be provided through EW Primary Route.	
131a	Fairwater Road: Improve connection to existing off road facility.	12	2 state that existing shared pavement is not good provision - narrow and busy. 7 requests a cycle path or lane. 1 concerned about pavement parking. 2 note it is a school route.	Amend for clarity - scheme will improve existing facility from Pwllmelin Road to Heol y Pavin.	
131b	Heol y Pavin: Signage improvements.	3	1 supportive. 1 requests traffic calming. 1 requests cycle lanes.	None required.	
131c	Fairwater Road from Pwllmelin Rd to Plas-Mawr Rd: Centre line removal and provision of advisory cycle lanes, subject to space.	2	2 disagree with advisory cycle lanes (1 prefers parking protected lanes, 1 prefers segregated lanes).	Amend to include 20mph limit and remove caveat, for length of route between Pwllmelin Road and Cantonian High. Provision of cycle lanes appropriate for a secondary route with 20mph limit in accordance with ATDG Table 6.2. Insufficient carriageway space to provide cycle lanes beyond Cantonian High, this section of route to remain in INM as an aspirational route and solutions to be reconsidered in a future INM.	
132	Gabalfa Avenue: Road marking treatments to alert motorists to presence of cyclists at roundabouts.	9	1 states proposals will not create safe infrastructure. 3 request segregated cycle track. 2 request better road marking. 3 suggest building a bridge over river to create more direct route.	Amend scheme to include 20mph speed limit. Traffic flows are low enough for an on road route (AADT less than 2500).	
133a	Between College Road and Merthyr Road at water course: Dropped kerb.	1	Comment for 133a&b: 1 states that existing advisory lanes should be made segregated and carparking relocated to avoid risk of car doors.	Remove scheme. Provision of improvements here will be dependent on route through College Road (refer to 133c/133d).	Review for 2020 INM.
133b	Merthyr Road in vicinity of Mervyn Road: Widen existing advisory cycle lanes and remove centre line.	As above.	As above.	Remove scheme. Provision of improvements here will be dependent on route through College Road (refer to 133c/133d).	Review for 2020 INM.

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
133c	College Road: 20mph speed restriction, traffic calming features, centre line removal and provision of advisory cycle lanes, subject to space.	1	1 does not agree with advisory cycle lanes, stating it does not comply with Active Travel Design Guidance.	Remove scheme. Traffic flow data required to assess whether an on road route is appropriate here. Route to remain on INM as an aspirational route and solutions to be reconsidered in a future INM.	Traffic surveys required. Reassess for 2020 INM.
133d	Merthyr Road along length of Whitchurch Village shopping area: 20mph speed limit and associated traffic calming, review of parking and waiting restrictions.	1	1 concerned that 20mph not effective without enforcement and infrastructure required due to vehicle flows.	Remove scheme. Traffic flow data indicates AADT in excess of 5000 per day. Route to remain on INM as an aspirational route and solutions to be reconsidered in a future INM.	Review for 2020 INM.
134a	College Road: Widen existing cycle bypasses.	0	0 comments.	Remove scheme. Traffic flow data required to assess whether an on road route is appropriate here. Route to remain on INM as an aspirational route and solutions to be reconsidered in a future INM.	Traffic surveys required. Reassess for 2020 INM.
134b	Station Rd/Hawthorn Rd East junction: Install raised table.	0	0 comments.	Remove scheme. Traffic flow data indicates AADT in excess of 5000 per day on Station Road. Route to remain on INM as an aspirational route and solutions to be reconsidered in a future INM.	Review for 2020 INM.
135	Pantbach Road: Provide cycle lanes with no centre line including advanced stop lines.	4	1 supportive. 2 state segregated lanes required due to speed and flows (1 states that centre line removal is not beneficial to cyclists). 1 states "presume dedicated lanes".	Amend to include 20mph limit. Provision of cycle lanes appropriate for a secondary route with 20mph limit in accordance with ATDG Table 6.2.	
136	Caerphilly Rd/Summerfield Place junction: Tabled junction and provision of right turn pocket for cyclists turning into Pedair Erw Road and Summerfield Place.	1	1 states existing shared pavement is "poor cycle infrastructure".	Remove from INM. Route to be reviewed following implementation of Caerphilly Road multi modal scheme.	Review in relation to A469 scheme.
137	Castle Street: Option 1: Extension of existing hybrid cycle tracks from Cardiff Bridge. Option 2: Castle Street: Eastbound traffic lane to be converted to bus lane shared with cycles or dedicated cycle track with bypass at bus stops.	N/A	N/A	Remove scheme. Improvements to be provided through EW Primary Route.	
138a	Tyndall St/Schooner Way junction: Provision of Toucan crossings on all arms of junction.	1	1 states that Toucan crossing must have sufficient width to accommodate number of cyclists using route.	Amend to take account of cycle track to be provided through scheme 118.	
138b	Schooner Way: Provision of traffic calming.	0		Amend to include 20mph limit.	

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139	A470 slip road: Improve crossing facility at slip road.	5	5 support improved crossing (1 a zebra, 1 a cycle path with priority plus widening on approach, 1 a signalised crossing plus path widening on approach, 1 with priority for peds and cyclists).	None required.	
140	Entrance to Greenmeadow Springs: Provide cycle link from business park to Merthyr Road to bypass Coryton interchange.	1	1 states it must be good quality so that it gets used.	None required.	
141	Llantrisant Road north of Danescourt Way: Provision of off road facilities in conjunction with new development.	13	2 state it must be high quality, segregated. 1 asks for timescales and details of proposals. 8 request bike path. 1 requests traffic calming. 1 suggests extending route into Llandaff Village/Fairwater Road junction.	None required. Extension to Llandaff Village to be provided through Primary Route schemes EW43-EW48.	
142	Clos Parc Radyr: Provision of off road facilities in conjunction with new development.	1	1 states it must be high quality, segregated.	None required.	
143	Bridge Road: Provision of off road facilities in conjunction with new development.	6	2 state it must be high quality, segregated. 1 requests cycle lanes. 1 support and requests cycle and ped crossing due to distance between Western Ave and Bridge Road. 2 concerned about traffic volumes.	None required.	
144	Heathwood Ave/Ton-yr-Ywen Ave junction: Improved crossing facilities.	2	1 requests more detail to ensure it is Active Travel Design Guide compliant. 1 supportive of crossing facilities but notes links to a shared use pavement would be poor.	Amend to include 20mph limit and traffic calming for Ton yr Ywen Avenue and St Ambrose Road. Route is on road for this section with a 20mph limit and low traffic flows. Shared use will not be required.	
145	Maes Y Coed Road: Light segregation.	1	1 asks "Why only light segregation? Does this link into other infrastructure?"	None required. Light segregation in accordance with ATDG Table 6.2 for 30mph road. Link is to on road route on Ton yr Ywen.	
146	Manor Way/Pantmawr Road junction: Provide toucan crossing.	3	2 state existing shared pavement poor provision and dedicated infrastructure required. 1 requests addition of "Cycle" to bus lane signs which are currently "bus/taxi" only.	None required. Scheme provides junction improvements which will improve safety for an existing shared use facility which would otherwise meet the requirements for a secondary route.	
147	Richmond Road: Provision of advisory cycle lanes and centre line removal, subject to space.	6	5 do not support advisory cycle lanes and want segregated provision. 1 states provision of advisory lanes should be priority and not "subject to space".	Amend to include 20mph limit and remove caveat. Provision of cycle lanes appropriate for a secondary route with 20mph limit in accordance with ATDG Table 6.2.	

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148	NEW SCHEME: St Georges Road, St Agnes Road: 20mph limit and associated traffic calming.	N/A	N/A	Scheme to be added to take account of further design work on development of A469 Parallel Cycle Route.	
EW1	Fortran Road between Cobol Road and Cypress Drive: Dependant on proposed facilities to east. Assume off road cycle track utilising wide southern verge/footway area.	7	.5 supportive. 2 supportive but clear that high quality / segregation is needed	None required.	
EW2	Junction of Fortran Road and Cypress Drive: Install toucan crossing as per WG DE045 Toucan Crossing to allow for crossing between proposed road end on Fortran Road and proposed off road facility on Cypress Drive.	7	6 supportive. 1 not supportive.	None required.	
EW3	Cypress Drive: Provide segregated two-way cycle track as per WG DE023 Cycle Track Alongside Road, Separated From Pedestrians on western side of carriageway using southern verge area (and carriageway where necessary). Cycle track to have priority at junction with Willowdene Lane as per WG DE025 Cycle Track at Side Road with Cycle Priority. Crossing facility to be provided to allow cycle access to Pascal Close.	4	2 supportive but ask for priority over side roads. 2 concerned about impact on traffic.	None required. Scheme includes provision for priority over side roads. Impact on traffic will be assessed through next phase of design work.	
EW4	Newport Road - Cypress Drive to Wern Fawr Lane: Provide two-way kerbed or light segregation cycle track through roundabout and onto Newport Road. Facility to continue on southern side of Newport Road carriageway.	3	2 supportive if segregated and side road priority. 1 suggests using bus lanes.	None required.	
EW5	Link to Wern Fawr Lane: Provide toucan crossing as per WG DE045 Toucan Crossing between start of existing westbound bus layby and start of existing eastbound bus layby. Proposed crossing to link to new off-road facility linking to Wern Fawr Lane.	2	1 supportive. 1 states they do not understand proposal.	None required.	
EW6	Newport Road Wern Fawr bus stop: Provide island bus stop as per WG DE029 Bus Stop: Island Bus Stop (or suitable variation).	2	1 supportive, 1 states it must be easy/safe to use.	None required.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
EW7	Newport Road Wern Fawr to Llaneirwg Way roundabout: Continue proposed two-way cycle track on southern side of Newport Road. Removal of existing mandatory cycle lanes.	2	2 fully supportive.	None required.	
EW8	Llaneirwg Way roundabout: Potential removal of roundabout control and replacement with traffic signals to enable segregated two-way cycle facility to continue through junction. New signal controlled junction to include low level cycle signal aspects.	2	1 supportive. 1 states it must be as quick as using the road.	None required.	
EW9	Newport Road - Llaneirwg Way roundabout to Bluebell Inn crossing: Continue proposed two-way cycle track on eastern side of Newport Road. Cycle track to have priority at junctions with Clos Hendre Gadno and link to carpark. Potential for removal of central hatching / right turn areas and / or central island to accommodate segregated cycle track. If necessary existing shared use footway to be narrowed to provide widths for proposed cycle track.	3	2 supportive. 1 states it must have priority and be as quick as using the road.	None required.	
EW10	Bluebell Inn crossing: Existing crossing to be incoprorated into signalled treatment to enable movement from one-way facility northeast bound to two way facility on southern side.	2	2 fully supportive.	None required.	
EW11	Newport Road from Bluebell Inn crossing to Old Hill junction: Widen existing cycle lanes on both sides of carriageway and introduce light segregation as per WG DE018 Cycle Lane with Light Segregation. Light segregation to continue at side roads as per WG DE019 Cycle Lane with Light Segregation at Side Road. Where necessary parking and loading to be provided as per WG DE020 Car Parking/Loading with Light Segregation.	7	3 supportive but concerned about impact on traffic. 1 fully supportive, 2 raise concerns about parking, 1 questions whether route treatment should be more consistent along whole route.	None required. Impact on traffic and parking/loading to be assessed through next phase of design work.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
EW12	Newport Road - Old Hill junction to Eastern High (end of bus lane): Widen bus lanes and install cycle lanes within the bus lanes as per WG DE035 Bus Lane. Provision for cyclists to continue through junction of Mount Pleasant Avenue as per WG DE052 Cycle Lanes Through Signalised Junction. Signalised junction to include low level cycle signal aspects.	4	3 responses do not support cycle lanes within bus lanes - slows buses, does not feel safe for cycling, close proximity to school. 1 concerned about impact on traffic.	Amend to provide continuation of a cycling facility separate to bus lanes.	
EW13	Newport Road -Eastern High to Widecombe Drive: One directional segregated facility to be installed on either side of carriageway. Light segregation to continue at side roads as per WG DE019 Cycle Lane with Light Segregation at Side Road. Where necessary parking and loading to be provided as per WG DE020 Car Parking/Loading with Light Segregation.	4	2 fully supportive, 1 concerned about ensuring parking/loading does not encroach on facility. 1 concerned about impact on traffic.	None required. Impact on traffic and parking/loading to be assessed through next phase of design work.	
EW14	Newport Road - Widecombe Drive to Rumney Hill Gardens : Introduce 'parking protected' cycle lanes on either side of carriageway and reduce motor traffic lanes to one lane in each direction.	11	6 fully supportive. 4 supportive but concerned about impact on traffic. 1 concerned about impact on environment if road needs to be widened.	None required. Impact on traffic to be assessed through next phase of design work.	
EW15	Newport Road - Rumney Hill Gardens to New Road: Redesign carriageway to allow introduction of segregated cycle lanes on either side of carriageway as per WG DE018 Cycle Lane with Light Segregation. Light segregation to continue at side roads as per WG ED019.	3	1 supportive if cycle tracks fully segregated. 1 states "light segregation at minimum - hybrid isn't enough". 1 concerned about parking on route.	None required.	
EW16	Staggered pelican crossing on Newport Road at New Road junction: Provide signalled junction to include cycle facilities enabling cross-over movement from proposed single directional cycle lanes to bi-directional off-road cycle track under Southern Way. Proposed signalised junction to include low level cycle signal aspects.	2	1 fully supportive. 1 states it "must be efficient to use".	None required.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
EW17	Newport Road - New Road to Rumney River Bridge Road: Install high quality transition between segregated cycle lanes and off-road provision as per WG DE034 Transition Between Carriageway And Cycle Track. Remove guardrail and reduce carriageway width to allow for widening of off-road provision as per WG DE032 Cycle Track Away From Road, Separated From Pedestrians. If carriageway width reduction is not considered feasible install additional cycle bridge alongside existing Rumney River Bridge.	6	2 support option 1, 1 states option 1 could be sufficient but option 2 (bridge) may be better, 2 supports either option, 1 concerned about whether it will work due to being a congestion pinch point.	None required. Next phase of design work to consider whether provision can be made on existing bridge or whether additional cycle bridge will be required.	
EW18	Rumney River Bridge Road junction: Futher observations required to determine issue. Signals reviewed and altered where necessary. Crossing facilities for cyclists to be improved.	5	4 supports, 1 states they do not understand proposal.	None required.	
EW19	Newport Road - Rumney River Bridge Road to Norwich Road: Introduce two-way segregated cycle track along east side of Newport Road.	7	4 fully supportive. 2 would prefer route on both sides of road. 1 questions how cyclists will access route from different directions and get on/off cycle track.	None required. Next phase of design work to ensure appropriate access to/from facility is provided throughout length of route.	
EW20	Norwich Road roundabout: Remove roundabout and replace with signalised junction with phase for cycle crossing with low level cycle signal aspects.	3	2 supportive. 1 questions whether it will cause more delay for cyclists.	None required.	
EW21	Norwich Road roundabout to Colchester Avenue: Introduce two-way segregated cycle track along east side of Newport Road.	7	4 fully supportive. 3 concerned there is not enough space.	None required.	
EW22	Colchester Avenue junction: Redesign junction to allow cyclists to cross in all directions using low level cycle signal aspects and segregated crossing facilities such as toucan crossings.	6	5 fully supportive. 1 supportive but states it must be as good as using the road.	None required.	
EW23	Newport Road - Colchester Avenue to Broadway: Continue two-way segregated cycletrack along east side of Newport Road. Redesign junctions at Rover Way and Dominion Way to improve facility for cyclists.	3	2 fully supportive. 1 supportive but states it must be as good as using the road.	None required.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
EW24	Newport Road/Broadway junction: Redesign junction to allow crossing from two-way cycle track to/from Newport Road and to/from Broadway using low level cycle signal aspects and segregated facilities where appropriate. Remove right hand right turn only lane on approach to junction from Broadway and convert to cycle track.	3	1 states segregation should continue due to collision risks at junctions. 1 supportive and suggests footpath on north side of Newport Road from Broadway to Minster Rd be made shared use as it is often use by cyclists travelling northwards from Splott. 1 fully supportive.	Amend to include provision to link to routes north of Newport Road via Minster Road.	
EW25	Broadway and Four Elms Road: Option 1: Convert Broadway and Four Elms Road to one-way eastbound only, use remaining carriageway space for parking and 'parking protected' cycle lanes on both sides of carriageway. West of Fox Street 'parking protected' cycle lanes to continue on northern side of carriageway only, light segregation to continue on southern side as per WG DE018 Cycle Lane with Light Segregation. Option 2: If Option 1 is proved to be undeliverable, redesign Broadway and Four Elms Road to Cycle Street as per WG DE012 Cycle Street.	9	1 states "hybrid cycle track preferable". 3 support option 2. 3 support option 1 (including 1 who asks what a "bicycle street" is, and 1 stating they are concerned about lack of detail for oprtion 2. 1 does not support either option. 1 concerned about impact on businesses of option 2.	None required. Next phase of design work will identify preferred option.	
EW26	Four Elms Rd / Newport Rd junction: Introduce signal junction to allow cycle acces to/from eastbound bus lane to Four Elms Road using segregated facilities or low level cycle signal aspects as appropriate.	2	1 states must be segregated, 1 states they do not understand proposal.	None required.	
EW27	Newport Road - Broadway to City Road: Redesign carriageway: cycle lane to be installed within eastbound bus lane as per WG DE035 Bus Lane, westbound cycle track min 3m as per WG DE023 Cycle Track Alongside Road, Separated From Pedestrians, remaining carriageway to be used for general motor traffic with lane widths reduced to 2.75m as per Cardiff Cycle Design Guide para 5.5.4.	5	4 do not support cycle lanes within bus lanes. 1 suggests link to a hybrid cycle track on Albany Road should be provided for link to shopping in Roath.	Amend to provide a two way segregated cycle facility on one side of road to avoid using bus lanes.	

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EW28a	City Road to Station Terrace: Option 1: Cycle lanes to be installed in both east and westbound bus lanes as per WG DE035 Bus Lane. Option 2: Remove one or both bus lanes and install segregated cycle facilities as per WG DE023 Cycle Track Alongside Road, Separated From Pedestrians.	13	1 states that provision is needed for cyclists to make right turns across Newport Road (e.g. Fitzalan Rd, City Rd, Richmond Rd) without having to dismount to use ped crossings. 8 do not support cycle lanes within bus lanes (1 of these also raises concerns about impact on buses of removing bus lanes). 4 concerned about loss of bus lane for option 2.	Amend to provide a two way segregated cycle facility on one side of road to avoid using bus lanes. Next phase of design work will consider impact on traffic flows and whether removal of bus lanes are appropriate.	
EW28b / NS19	Station Terrace to St Andrew's Crescent: Eastbound: cycle track to continue (with light segregation if feasible). Westbound (to tie into N-S Premium Quality Route): Provide 4.0m wide segregated two-way cycle track as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians' on western side of carriageway. Provide bus stop island(s) as per 'WG DE029 Bus Stop: Island Bus Stop' at northbound bus stops between Station Terrace and Windsor Place. Provide cycle priority crossing at junction of Windsor Place as per 'WG DE025 Cycle Track at Side Road with Cycle Priority'.	5	3 fully supportive. 1 questions whether traffic lanes can be reduced from 3 to 2 to aid right turns. 1 suggests modal filter around Windsor Place with access to car park only to reduce through traffic from Newport Road.	None required.	
EW29	St Andrews Crescent to North Road including Bld de Nantes: Option 1: Remove lane of traffic in each direction and / or widen into verge to install cycle track as per WG DE023 Cycle Track Alongside Road, Separated From Pedestrians. Option 2: One existing westbound traffic lane to be converted to two way cycle track as per WG DE023 Cycle Track Alongside Road, Separated From Pedestrians. Option 3: Further improve existing off-road cycle track, ensure widths meet WG guidance and provide junction schemes at either end to allow better continuity.	8	3 support option 1. 3 support option 2. 1 supports option 1 or 2. 1 supports 1 or "3 as second best".	None required. Next phase of design work will identify preferred option.	

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EW30	North Road/Boulevard de Nantes junction **Not required if EW29 Option 3 provided: Junction redesigned to allow for cycle movements through the junction from provision on Bld de Nantes to Bute Park entrance and from Bld de Nantes to proposed route on Castle Street. Redesign to allow for bus and general traffic flow through junction.	2	1 supportive if route segregated from peds and motor vehicles. 1 states it must be safe due to links to Bute Park.	None required.	
EW31	North Road - Boulevard de Nantes to Castle Street: Kerb line and traffic lane amendments to provide segregated two-way cycle track along east side.	2	2 fully supportive.	None required.	
EW32	Castle Street: Kerb line and traffic lane amendments to provide segregated two-way cycle track along east side.	2	2 fully supportive.	None required.	
EW33	Castle Street/Westgate Street junction: Redesign junction to incoprorate proposed segregated cycle facilities and permit cyclist turning movements.	3	1 fully supportive. 1 concerned about existing safety issues, states they have had 3 near misses, and large numbers of bus movements. 1 requests straight across crossing for pedestrians over Westgate Street.	None required.	
EW34	Cardiff Bridge: Amend layout to align with proposed treatment along rest of Castle Street route.	4	2 supportive if segregation from peds and motor vehicles continues throughout, 1 states method of segregation from peds should be clearer than at present due to "accidental crossover" and 1 states that existing cycle track does not comply with design guidelines and should be widened.	None required.	
EW35	Crossing on Cardiff Bridge to Taff Trail: Upgrade access to existing toucan crossing from proposed cycle track on Cardiff Bridge.	3	1 fully supportive, 1 suggests parallel cycle crossing, 1 states it must allow large numbers of cyclists to cross.	None required.	
EW36	Link to Spine Road: Upgrade (widen and resurface) existing path as per WG DE032 – Cycle Track Away From Road, Separated From Pedestrians	4	1 states concerns about lack of lighting. 3 note that existing path along river bank is too narrow (1 of which suggests banning parking on route through Sophia Gardens as an alternative).	Amendment to use alternative route shown in Draft INM, avoiding path along flood bank.	
EW37	Spine Road: Resurface, remove/replace humps with sinusoidal design, redesign roundabout potentially to informal roundabout or re-centre and widen the central area. Potential to provide pedestrian improvements also.	5	1 fully supportive, 1 concerned about ped/cycle conflict, 1 concerned about lighting, 1 concerned about existing poor surface, 1 concerned about conflict with vehicles accessing caravan park.	None required. Lighting and surface to be addressed through scheme.	

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EW38	Western Ave link: Install cycle track as per WG DE032 Cycle Track Away From Road, Separated From Pedestrians following desire line where possible.	4	3 supportive. 1 asks whether steps at pedestrian bridge can be converted to ramps for cycling.	None required. Steps at pedestrian bridge to be addressed through scheme no 96c.	
EW39	Western Avenue crossing: Widen waiting area. Widen crossing area. Adjust signals to be more reactive to peds/cyclists at all times. Investigate options for single stage crossing for cyclists.	3	1 supportive if crossing single stage, 1 states "must be safe to cross", 1 suggests extending route to provide segregated link along Mill Lane.	None required. Mill Lane route to be considered through a later INM.	
EW40	Path from Western Avenue to Llandaff Cathedral: Widen existing route and provide segregated provision as per DE032 Cycle Track Away From Road, Separated From Pedestrians.	4	3 supportive. 1 is concerned about lighting and width of route.	None required.	
EW41	Cathedral Close: Signing to highlight presence of cyclists.	2	1 states "must be easy/safe to cross", 1 says parking should be prohibited.	None required. Traffic flows are appropriate for on road primary route here.	
EW42	The Cathedral Green: Clear signing to highlight route and presence of cyclists.	2	2 concerned about presence of parked cars.	None required. Traffic flows are appropriate for on road primary route here.	
EW43	Bridge Street: Clear signing to highlight route and presence of cyclists.	3	3 concerned about presence of parked cars.	None required. Traffic flows are appropriate for on road primary route here.	
EW44	Junction of Bridge Street/Cardiff Road: Signalise junction with appropriate cycle and ped facilities.	4	2 supportive. 1 states "must be easy to cross". 1 questions evidence to support signalisation and whether alternatives have been considered.	None required.	
EW45	Cardiff Road: Remove one northbound traffic lane and redesign carriageway to provide cycle lane with light segregation in each direction as per WG DE018 – Cycle Lane with Light Segregation. Where necessary footway width to be reduced to provide additional widths required.	2	1 supportive. 1 states "proper segregation" required due to traffic flows.	None required.	
EW46	Llantrisant Road roundabout : Convert roundabout to signal controlled junction to allow for segregation of cyclists from general motor traffic.	2	2 supportive.	None required.	

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EW47	Llantrisant Road to zebra crossing south of Danescourt Way roundabout: Option 1: Cycle lanes to become cycle tracks as per WG DE023 – Cycle Track Alongside Road, Separated from Pedestrians using grass verge and carriageway to provide necessary widths. If necessary motor traffic lanes to be reduced to one in each direction. Cycle track to have priority at side roads as per WG DE025 – Cycle Track at Side Road with Cycle Priority. Option 2: Remove centreline and install wide advisory cycle lanes. Where necessary remove right turn lane areas to accommodate. Option 3: Install 3-3.5m off road cycle track on one side only (with apropriate treatment to cross at each end). Cycle tracks to continue through rail bridge where carriageway widths are reduced. If necessary priority narrowing to be introduced for motor traffic.	7	4 support option 1. 2 support 1 and 3 with preference for 1. 1 supports 1 or 3.	None required. Next phase of design work will identify preferred option.	
EW48	Danescourt Way roundabout : Option 1: Convert roundabout to signal controlled junction to allow for segregation of cyclists from general motor traffic. Option 2: Continue segregated cycle facilities through roundabout with part signlisation.	5	3 support option 1. 1 supports option 2. 1 supports either option if cycle movements are separated from motor vehicles.	None required. Next phase of design work will identify preferred option.	
EW49	Tangmere Drive and Grantham Close: Clear signing to highlight route and presence of cyclists.	2	1 states signing only is poor because it doesn't improve safety. 1 states "I do not understand this proposal".	None required. Traffic flows are appropriate for on road primary route here.	
EW50	Path from Grantham Close to Strategic site: Upgrade existing path to cycle track as per WG DE032 – Cycle Track Away From Road, Separated From Pedestrians.	3	2 supportive. 1 asks for details about method of segregating peds and cycles and start and end point of track.	None required.	
EW51	Plas Dwr: Segregated cycle route through development with spur routes to local centres, and priority at junctions over other transport modes.	3	2 supportive. 1 asks for details of how priority at junctions will be achieved and consideration of links to Pentyrch and St Fagans.	None required.	
EW52	Section between Plas Dwr and North of Junction 33: Segregated cycle route.	2	2 supportive.	None required.	

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EW53	North of Junction 33: Segregated cycle route through development with spur routes to local centres, and priority at junctions over other transport modes.	2	2 supportive.	None required.	
EW54	South of Creigiau: Segregated cycle route through development with spur routes to local centres, and priority at junctions over other transport modes.	2	2 supportive.	None required.	
EW55	Section to Creigiau centre: Segregated cycle route.	2	2 supportive.	None required.	
NS1	Outside Millenium Centre to existing Toucan crossing: Provide appropriate cycle markings on existing shared space area to clearly indicate the presence of a cycle route.	1	Asks "Why isn't this linking to bay route?"	None required. Connections to secondary routes will be considered through scheme design.	
NS2	Junction of Bute Place and Lloyd George Avenue: Convert existing two-stage toucan crossing to provide parallel single-stage crossing for cyclists, with low-level cycle signals.	2	1 fully supportive. 1 supportive if "it's easy for cyclists to use".	None required.	
NS3	Lloyd George Avenue - Bute Place to Hemingway Road: Provide 4.0m wide segregated two-way cycle track as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians' on eastern side of carriageway. Consideration should be given to providing cycle track at the back of the existing footway rather than adjacent to the carriageway to avoid conflict with existing pelican crossings and to promote route continuity to the north. Replace existing block paving surface appropriate for cycling.	3	3 supportive.	None required.	
NS4	Junction of Hemingway Road and Lloyd George Avenue: Widen existing Toucan crossing to provide parallel cycle crossing with low-level cycle signals, suitable to accommodate movements from adjacent proposed 4.0m wide segregated two-way cycle track. Remove guardrailing at side road junctions to allow continuity for cyclists.	2	1 supportive. 1 states "must be easy to use".	None required.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
NS5	Lloyd George Avenue - Hemingway Road to Herbert Street: Continue proposed segregated two-way cycle track on eastern side of Lloyd George Avenue at back of footway. Remove signal control from the Ffordd Garthorne, Glanhowny Close, Margretion Place, Letton Road and Vellacott Close junctions and convert each become priority junctions. Provide parallel zebra crossings as per 'WG DE043 Parallel Crossing for Pedestrians & Cyclists' across all side road junctions. Remove guardrailing at side road junctions to allow continuity for cyclists. Replace existing block paving with appropriate smooth surface suitable for cycling.	9	4 supportive with qualifications (1 concerned about glass on existing route, 1 would still personally use bus lanes, 1 requests bollards to prevent parking, 1 requests tables at crossings), 3 would prefer a route on western side/in bus lane to avoid conflict with side roads, 1 (resident) concerned about impact on visibility for cars entering/leaving side roads and pedestrians not giving way to vehicles at side roads, 1 questions whether removing signals would improve situation.	Amend to include second option for route on western side of Lloyd George Avenue. Identification of preferred option to be undertaken through next phase of scheme design.	
NS6	Junction of Lloyd George Avenue and Herbert Street: Redesign junction and potentially reduce number of motor traffic lanes to allow for segregated two-way cycle track as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians' to be provided on eastern side of Lloyd George Avenue and southern side of Herbert Street. Cycle facility to be provided at back of footway to avoid potential pedestrian conflict at existing crossing facilities.	2	1 supportive. 1 suggests rerouting through Callaghan Sq and the Hayes.	None required. Scheme will include links to existing route through Callaghan Square.	
NS7	Herbert Street/Tyndall Street between Lloyd George Avenue and Smart Bridge: Continue proposed segregated two-way cycle track on southern side of carriageway. Provision to continue at back of footway for route continuity purposes and given low potential for conflict with adjacent buildings. Westbound bus stop near to office building would need to be relocated or incorporated into design.	2	1 supportive. 1 supportive if route provided in addition to direct link to city centre.	None required.	
NS8	Junction of Smart Way and Tyndall Street: Install puffin crossing with parallel signalised cycle crossing with low-level cycle signals to allow for crossing between the proposed segregated two-way cycle track to south of Tyndall Street and Smart Way.	3	1 supportive. 1 supportive if single stage. 1 questions whether it would work because of high traffic flow on Tyndall St.	None required.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
NS9	Smart Way - Tyndall Street to Smart Bridge: Smart Way appears to measure approx. 5.0m wide. Option 1: Provide segregated 1.5m cycle lanes in each direction and 2.0m footpath. Option 2: Provide 3.0m wide two-way raised cycle track on one side with 2.0m footway on the other. Option 3: Retain 5.0m unsegregated shared-use facility.	5	3 prefer option 1 (including 1 who says "option 3 is awful"), 2 prefer option 2.	None required. Identification of preferred option to be undertaken through next phase of scheme design.	
NS10	Smart Bridge: Ensure clear superhighway route continuity.	3	1 supportive. 1 requests separation from pedestrians. 1 requests cycle track priority over the side road.	None required. Segregation cannot be provided on Smart Bridge due to the location of the ramps.	
NS11	Pellet Street: Remove westernmost line of car parking spaces in Adam Street car park (18 spaces) and provide 4.0m wide segregated two-way cycle track on eastern side of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	2	2 supportive.	None required.	
NS12	Adam Street - Pellet Street to Garth Street: Continue segregated two-way cycle track on southern side of carriageway.	2	1 supportive. 1 requests extention of wider cycle track under railway bridge and along Bute Terrace due to existing poor provision and conflict with parked cars/taxis.	None required. Provision through Bute Terrace to be provided through scheme 100b.	
NS13	Adam Street Toucan Crossing: Widen existing Toucan crossing to provide parallel cycle crossing with low-level cycle signals, suitable to accommodate movements from adjacent proposed 4.0m wide segregated two-way cycle track.	1	1 supportive.	None required.	
NS14	Adam Street - Garth Street to Sandon Street: Continue proposed segregated two-way cycle track on northern side of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	1	1 supportive.	None required.	
NS15	Sandon Street: Widen existing shared-use path to provide 2.0m wide (may be reduced to 1.5m) northbound segregated cycle track on western side of carriageway. Southbound cyclists to be accommodated on carriageway given one-way system and low traffic flows. Resurface carriageway and clearly mark as premium quality route.	3	1 concerned that existing route from Sandon Lane to south west "disappears" with lack of clarity about status of pavement. 1 states "poor that cycling route will be one way only". 1 concerned that shared use not sufficient for expected volumes of cyclists and suggests closing road to motor vehicles.	None required.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
NS16	Guildford Crescent: Retain advisory northbound cycle lane and convert to mandatory cycle lane throughout. Provide light segregation as per 'WG DE018 Cycle Lanes with Light Segregation'. Southbound cyclists to be accommodated on carriageway given low traffic flows. Resurface carriageway and clearly mark as premium quality route. Provide transition between Guildford Crescent and proposed segregated two-way cycle track on eastern side of Guildford Street. Amendments to the existing kerb radii likely to be required.	1	1 states "poor that cycling route will be one way only".	None required. Traffic flows are appropriate for on road primary route here.	
NS17	Guildford Street/Station Terrace: Provide 4.0m wide segregated two-way cycle track on southern/eastern side of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	2	2 supportive.	None required.	
NS18	Junction of Station Terrace/Dumfries Place/Newport Road: Redesign junction to include dedicated cycle signals, allowing cyclists to connect to/from Station Terrace and Dumfries Place/Newport Road, including between the E-W and N-S superhighways.	5	2 supportive. 1 notes there is not enough space on current crossing to cross with a bike. 1 requests clarity and is concerned that route from S E will be unclear/inefficient. 1 suggests alternative route from Windsor Place to Churchill Way due to current congestion on Station Terrace and high volumes of pedestrians.	None required.	
NS19	Dumfries Place/Stuttgarter Strasse - Station Terrace to St Andrew's Crescent: Provide 4.0m wide segregated two-way cycle track as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians' on western/southern side of carriageway. Provide bus stop island(s) as per 'WG DE029 Bus Stop: Island Bus Stop' at northbound bus stops between Station Terrace and Windsor Place. Provide cycle priority crossing at junction of Windsor Place as per 'WG DE025 Cycle Track at Side Road with Cycle Priority'.	2	2 supportive.	None required.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
NS20	Junction of Stuttgarter Strasse/Windsor Place/St Andrews Crescent: Convert existing pedestrian crossing of Windsor Place to provide parallel single-stage crossing for cyclists. Widen central island at Windsor Place to accommodate demand by pedestrians and cyclists. Convert existing two-stage toucan crossing across Stuttgarter Strasse to provide parallel single-stage crossing for cyclists, with low-level cycle signals.	4	2 supportive. 1 requests clarity and asks whether north bound cyclists can turn right off the road across Stuttgarter St crossing to St Andrew's Place. 1 notes that crossing is already busy and concerned that sufficient space be provided for all users.	None required. Scheme design to take account of pedestrian and cycle flows and to ensure continuity of route for cyclists.	
NS21	St Andrew's Crescent: Retain one-way system for all traffic with cyclists to be accommodated on-street given low traffic flows. Ensure surface is of appropriate quality. Provide appropriate premium quality route signing and markings. Introduce 20mph speed limit.	4	4 concerned about conflict with cars pulling out of parking spaces.	Amend to include consideration of alternative parking arrangements, including parallel and echelon parking (angled such that drivers are required to reverse in to them).	
NS22	Junction of St Andrew's Crescent and St Andrews' Place: Option 1: Retention of priority control. Extend 20mph zone to St Andrews Crescent. Option 2: Signalise junction.	6	2 support option 2. 1 supports option 1 plus 20mph on St Andrews Crescent. 2 do not think either option are sufficient. 1 suggests filtered permeability on St Andrews Crescent.	None required. Next phase of design work will identify preferred option.	
NS23	St Andrew's Place/Salisbury Road - St Andrew's Crescent to Senghennydd Road: Provide advisory 2.0m cycle lanes on both sides of carriageway. Remove one traffic lane westbound under bridge and one traffic lane eastbound on approach to signal junction to accommodate. Amend signal staging to run east and westbound seperately. Provide high quality surfacing. Provide road markings for cyclists and consider coloured surfacing.	4	3 do not support advisory cycle lanes and feel greater segregation needed. 1 suggests filtered permeability at route to car park and states car park entrance too wide.	Amend to provide segregated two way cycle track on one side of road as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	
NS24	Junction of Salisbury Road/Senghennydd Road: Provide eastbound contraflow cycle facility.	2	1 states needs to be good quality. 1 states they do not understand proposal.	None required.	
NS25	Senghennydd Road: Option 1: Improvements to existing arrangement. Widen advisory cycle lanes to 2.0m where possible. Replace existing cushions with sinusoidal road humps. Option 2: Provide 2.0m hybrid cycle lanes in both directions as per 'WG DE021 Hybrid Cycle Track' with continuation through junctions as per 'WG DE022 Hybrid Cycle Track at Side Road'.	9	5 support option 2. 2 support neither option stating segregation should be provided (maybe misunderstanding what is meant by hybrid cycle track). 1 requests resurfacing of Senghenydd Road. 1 states they currently use Miskin St as it is lightly trafficked and parking on Senghenydd Road cycle lanes is a problem.	None required. Next phase of design work will identify preferred option.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
NS26	Junction of Senghennydd Road and Cathays Terrace: Replace existing pedestrian crossing with signal facility to incoporate cycle and pedestrian movements to link Cathays Terrace with Senghennydd Road.	6	3 supportive. 1 supportive and requests better links to/from Maindy Road. 1 notes improvements required but difficult to accommodate all user groups. 1 asks for route from Corbett Rd to rail bridge to be included.	None required. Connections to Maindy Road to be considered as part of scheme design. Link to Corbett Road to remain on INM as an aspirational route and solutions to be considered in a future INM.	
NS27	Cathays Terrace: Option 1: Improvements to existing arrangement/removal of built-out areas. Widen advisory cycle lanes to 2.0m where possible. Removal of central refuges. Option 2: Provide 2.0m hybrid cycle lanes in both directions as per 'WG DE021 Hybrid Cycle Track' with continuation through junctions as per 'WG DE022 Hybrid Cycle Track at Side Road'. With option to permit loading in proposed hybrid cycle lane.	11	2 support option 2. 3 support option 2 but concerned about impact of loading on cycle lane. 1 states both options poor, concerned about car doors. 1 requests 2 way cycle track. 1 concerned about loading being permitted. 1 requests "proper segregation". 1 notes it is difficult to accommodate all users due to car parking and traffic. 1 requests provision to make right turn from Cathays Terrace into Flora Street.	None required. Next phase of design work will identify preferred option.	
NS28	Junction of Cathays Terrace and Whitchurch Road: Provide low-level signals for cyclists. and early release on Cathays Terrace approach. Retain ASLs. Utilise existing footway area in front of Cathays Library to provide signaled right turn facility for cyclists from Whitchurch Road to Cathays Terrace.	5	1 suggests bypass for left turners from Cathays Terrace into Whitchurch Road. 1 supportive but requests provision for right turning cyclists from Fairoak Road into Whitchurch Road. 1 states it is poor provision because sharing with vehicles. 1 states they do not understand proposal but cycling should be fully segregated from motor vehicle movements. 1 does not agree there is sufficient width for 3 lanes of traffic and 2 cycle lanes and suggests 24 hour route through cemetery.	None required. Provision will separate cycle from motor vehicle flows.	
NS29	Whitchurch Road - Cathays Terrace to Allensbank Road: Amend existing cross section to provide 1.5m footways, 1.5m hybrid cycle lanes on both sides and 3 x 3.0m traffic lanes (as existing). Continue hybrid cycle lanes through side road junctions.	5	1 supportive if hybrid lanes are segregated and have priority over side roads. 1 states "poor infrastructure". 1 requests two way cycle track due to difficulties moving into the cycle lane to turn right. 1 requests resurfacing of road otisde Gladstone Primary. 1 requests resurfacing of footways and road.	None required. Provision to be made through scheme design for right turning cyclists.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
NS30	Junction of Whitchurch Road and Allensbank Road: Provide signalised cycle facility to allow north-west bound cyclists to cross from Whitchurch Road (westbound) to proposed two-way facility on eastern side of Allensbank Road. Provide low-level cycle signal with early start for southbound cyclists to make left turn or run Allensbank Road cycle track into Whitchurch Road hybrid cycle lane to provide signal bypass for left turn.	2	1 states "still sounds quite poor - no dedicated infrastructure here". 1 supportive if southbound cyclists can bypass the signals.	None required. Provision will separate cycle from motor vehicle flows.	
NS31	Allensbank Road - Whitchurch Road to Wedal Road: Provide 2.7m wide two-way cycle track with light segregation on eastern side of carriageway as per 'WG DE018 Cycle Lanes with Light Segregation'. Carriageway cross-section to retain existing circa. 2.3m footway on western side, 2.0m parking, 2 x 2.9m traffic lanes, 0.3m for light segregation treatment, 2.7m two-way cycle track and 1.8m footway on eastern side.	4	2 supportive. 1 questions if car parking will be lost. 1 concerned that not sufficient space on Allensbank Road to accommodate all uses and that buses already stop and block the road, suggests Cathays cemetery and Clodien Avenue as alternative cycle route.	None required. Cathays Cemetery is not appropriate as an alternative use due to restricted opening hours. Impacts on parking to be assessed through next phase of scheme design.	
NS32	Junction of Allensbank Road and Wedal Road: Provide signalised cycle facility to allow crossing of Wedal Road for north and southbound cyclists. Provide detection for north and southbound cyclists to provide continuity.	2	1 supportive. 1 supportive if cycle track has priority over the side road.	None required.	
NS33	Allensbank Road - Wedal Road to King George V Drive East junction: Provide 3.0m wide two-way cycle track with light segregation on eastern side of carriageway. Remove parking on western side of bridge. Relocate kerbline on eastern side. May require some kerbline realignment on western side to north of bridge.	2	1 supportive ("just about ok"), 1 supportive if fully segregated.	None required.	
NS34	Junction of Allensbank Road and King George V Drive East: Provide signalised crossing facility for cyclists across northern leg of junction to enable cycle movements between north-south two-way cycle track on Allensbank Road and facility on King George V Drive East.	1	1 supportive.	None required.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
NS35	King George V Drive East - Allensbank Road to Hospital Entrance: Continue 3.0m wide two-way cycle track with light segregation on northern side of carriageway. Relocate kerbline on northern side. Remove traffic lane on King George V Drive East approach to junction. Provide cycle route priority at alleyway and private driveway. Resurface footway.	1	1 supportive.	None required.	
NS36	King George V Drive East Road Closure: Replace block paving at King George V Drive East stub-end with surface appropriate for cycling. Provide dropped kerbs and cycle bypass at existing road closure and appropriate signing/markings.	1	1 concerned about parked cars and difficulty when meeting a vehicle due to carriageway width.	None required.	
NS37	King George V Drive East - Road closure to King George V Drive N: Cyclists to be accommodated on-street given low traffic flows. Resurface carriageway where required to ensure appriopriate surface for cyclists. Provide appropriate premium quality route signing and markings. Provide sinusoidal road humps to reduce speeds.	5	3 would prefer segregated provision on Allensbank Road as direct route. 1 states "quite poor provision for cycling". 1 suggests using rising bollards with a key fob for residents to reduce vehicle flows.	None required. While it is noted that Allensbank Road is slightly more direct, it will be difficult to reallocate sufficient road space along the length of Allensbank Road to achieve appropriate provision for cyclists.	
NS38	King George V Drive East - King George V Drive N to Heath Park Avenue: Cyclists to be accommodated on-street given low traffic flows. Resurface carriageway where required to ensure appriopriate surface for cyclists. Provide appropriate premium quality route signing and markings. Provide sinusoidal road humps to reduce speeds.	1	1 states "poor infrastructure for cycling".	None required.	
NS39	Junction of King George V Drive East/Heath Park Avenue/Heath Halt Road: Option 1: Minor improvements to existing layout and signing to improve continuity for cyclists. Also option to provide raised table through junction to reduce speeds and highlight crossing movement. Option 2: Signalise junction and include separate stage for east-west cycle movements. Include controlled pedestrian facilities.	7	6 support option 2. 1 thinks both options are "poor infrastructure".	None required. Traffic flows are appropriate for on road primary route here.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
NS40	Heath Halt Road - Heath Park Avenue to Lake Road North: Option 1: Provide sinusoidal road humps across full length to reduce vehicle speeds and make route less attractive to motor vehicles. Option 2: As above but convert to cycle street as per 'WG DE012 Cycle Streets'.	6	4 support option 2 (1 suggests modal filter in addition, 1 notes speed humps are annoying for cyclists). 2 do not support proposals, 1 states segregation required.	None required. Next phase of design work will identify preferred option.	
NS41	Junction of Heath Halt Road and Lake Road North: Surfacing Improvements. Provide cycle signing/markings.	1	1 states "this is not infrastructure for cycling".	Amend to improve existing crossing to form parallel zebra crossing as per 'WG DE043 Parallel Crossing for Pedestrians & Cyclists'.	
NS42	Lake Road North - Heath Halt Road to Llandennis Road roundabout: Remove centreline markings/hatching. Provide sinusoidal road humps across full length. Provide cycle logo markings.	3	3 do not support, 2 of which state there is enough room for segregated provision.	Amend to remove provide segregated two-way cycle track on northern side of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	
NS43	Lake Road North/Llandennis Road roundabout: Widen existing path to north-west of roundabout to 3.0m and convert to segregated two-way cycle track. Path to be widened sufficiently to also accommodate pedestrians. Widen existing zebra crossing on Lake Road North to allow cyclists to make right turn from path. Provide cycle signing and markings.	3	2 supportive. 1 suggests route should go alongside lake.	None required. Although a route alongside the lake would be more direct to connect to the NE Cardiff Strategic Site, the Allensbank Road route benefits from providing a link to UHW, a major employment site. Improvements to Lake Road East are to be provided through scheme 47a.	
NS44	Llandennis Road - existing bus stops to Nant Fawr Woods path: Widen existing shared use footway on western side to provide wider shared-use facility up to Toucan crossing. Widen existing footway on eastern side between Toucan crossing and Nant Fawr Woods path to allow continuation of shared use facility. Provide raised table at crossing at junction with Cardiff High School with cycle priority as per 'WG DE025 Cycle Track at Side Road with Cycle Priority'.	2	1 fully supportive. 1 does not support shared use.	Amend to include option for a 2 way cycle track as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'. Preferred option to be identified through next stage of design work.	
NS45	Nant Fawr Woods Path: Upgrade existing path to cycle track as per 'WG DE032 Cycle Track Away From Road Separated From Pedestrians'. Path should be appropriately lit and surfaced, with cycle signing and markings.	2	2 supportive.	None required.	

Ref	Proposal in Draft INM	No of comments	Consultation Response Summary	Changes following Consultation	Other Actions
NS46	Junction of Nant Fawr Wood Path and Rhyd-Y-Penau Road: Remove existing central island and replace with parallel zebra crossing as per 'WG DE043 Parallel Crossing for Pedestrians & Cyclists'	2	2 supportive.	None required.	
NS47a	Alternative route to strategic site via Llanishen Reservoir Path: Continue off-road cycle path via existing reservoir paths, suitably improved with lighting and appropriate cycle signing and markings.	4	1 supports this route over on road route. 1 supports both routes. 1 supportive but requests lighting. 1 objects due to existing ASB issues.	None required. Increasing legitimate use of route should assist with addressing ASB issues.	
NS47	Rhyd-Y-Penau Road - Nant Fawr Woods to Cyncoed Road roundabout: Remove carriageway centreline and provide large cycle logos, located between 2.0m and 3.0m from the edge of carriageway.	5	5 not supportive due to speeds and flows/route needs segregation.	Amend to provide segregated two-way cycle track on southern side of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	
NS48	Rhyd-Y-Penau Road/Cyncoed Road roundabout: Provide kerbed build-outs to introduce deflection at roundabout. Provide single lane entries on all approaches to reduce speeds and improve conditions for cycling. Possible raised junction in association with above.	2	2 not supportive, state segregation required.	Amend to reconfigure junction to priority T-junction on raised table, with continuous cycle facilites through junction.	
NS49	Cyncoed Road - Rhyd-Y-Penau Road to Gwern Rhuddi Road: Remove carriageway centreline and provide large cycle logos, located between 2.0m and 3.0m from the edge of carriageway.	3	3 not supportive, state segregation required.	Amend to provide segregated two-way cycle track on southern side of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	
NS50	Gwern Rhuddi Road - Cyncoed Road to Ty-Draw Road: Remove priority workings and replace with sinusoidal road humps at appropriate spacings. Remove carriageway centreline/hatched areas and refuges. Provide large cycle logos. Potential work to provide high quality surface.	4	3 not supportive, state segregation required. 1 not supportive due to existing congestion.	Amend to provide segregated two-way cycle track on southern side of carriageway as per 'WG DE023 Cycle Track Alongside Road, Seperated From Pedestrians'.	
NS51	Junction of Pentwyn Road and Ty Draw Road: Ensure appropriate cycle provision at junction, dependent upon proposed stategic site access arrangements.	1	1 states "this is poor".	Amend to provide parallel zebra crossing as per 'WG DE043 Parallel Crossing for Pedestrians & Cyclists' or signal controlled junction as approriate to fit with the proposed strategic site access arrangements.	

Mae'r dudalen hon yn wag yn fwriadol

Appendix 6

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,

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

Mae'r dudalen hon yn wag yn fwriadol

My Ref: SPHTT/78961
Your Ref: CM36693

Date: 18 January 2017

Councillor Paul Mitchell
Cardiff Council
County Hall
Alantic Wharf
Butetown
Cardiff
CF10 4UW

Dear Councillor Mitchell

Environmental Scrutiny Committee - 10 January 2017: Draft Cycling Strategy & Integrated Network Map

Thank you for your comments and observations following consideration of the "Draft Cycling Strategy & Integrated Network Map" at Environmental Scrutiny Committee. I am able to advise as follows.

Comment

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.

Response

Between 2004 and 2014:

- City centre traffic reduced by 30% from 149,100 to 103,900 vehicles per day
- City centre cycling increased by 86% from 3,010 to 5,610 per day
- Footfall at St David's Shopping Centre increased by 58% from 24 million to 38 million per year

I trust the above is of assistance. If you have any further queries, please do not hesitate to contact either myself or my officers direct.

Yours sincerely

Councillor Ramesh Patel
Cabinet Member

CARDIFF COUNCIL

Equality Impact Assessment

Corporate Assessment Template

Appendix 8

Policy/Strategy/Project/Procedure/Service/Function Title: Active Travel Integrated Network Map
New/Existing/Updating/Amending: New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Gail Bodley-Scott	Job Title: Section Leader
Service Team: Transport Vision, Policy and Strategy	Service Area: City Operations
Assessment Date: 21st August 2017	

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

The development of an Integrated Network Map (INM) is a requirement of local authorities in order to meet their duty under the Active Travel (Wales) Act 2013.

For the purposes of the Active Travel Act, "active travel" is defined as "walking and cycling as an alternative means to motorised transport for the purpose of making everyday journeys".

The INM defines a network of active travel routes which require improvements in order to meet the standards set out in Welsh Government's Active Travel Design Guidance and sets out a prioritised schedule of schemes to improve these routes over a 15 year period.

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.]

The Cardiff Bike Life 2015 report sets out demographic data of regular cyclists compared to the general population of Cardiff. This shows that women and the over 65s are underrepresented among regular cyclists compared to the population as a whole, however the proportion of cyclists who identify as black or minority ethnic is comparable to the general population.

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.
The Cardiff Bike Life 2015 report shows that the over 65s are underrepresented among regular cyclists compared to the population as a whole. Should this underrepresentation continue, a greater proportion of over 65s will not directly benefit from improvements to the cycling network compared to other age groups. However, it should be noted that among over 65s, 69% would like to see more investment in cycling in Cardiff (Cardiff Bike Life 2015).
What action(s) can you take to address the differential impact?
The approach taken to develop the Integrated Network Map emphasises provision for cyclists of all ages and abilities, including more routes segregated from motor vehicles with sufficient capacity for all users.

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.

Stakeholder feedback through the public consultation has identified concerns about difficulties posed by access barriers and surface quality for disabled cyclists using adapted bikes that were not fully addressed through the Draft INM. Some disability groups have expressed long standing concerns about the impact of shared use pedestrian/cycle paths on the perceived safety of disabled people using those routes, particularly people with visual impairments.
What action(s) can you take to address the differential impact?
The Draft INM has been reviewed and, where necessary, amended, to ensure that existing access barriers and surface quality will be addressed through the proposed schemes to provide access for disabled cyclists. Locations in the Draft INM where shared use has been identified as a treatment option have been reviewed. Routes in urban areas alongside the carriageway and off road routes where pedestrian or cyclist flows are likely to be high will only be designated as shared use as a "last resort" in accordance with Welsh Government's Active Travel Design Guidance. This assessment will form part of the scheme design process.

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.
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			

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?

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.
The Cardiff Bike Life 2015 report shows that women are underrepresented among regular cyclists compared to the population as a whole. In locations where there is good quality, segregated provision for cycling and high levels of cycling (The Netherlands, Copenhagen) there tend to be more female cyclists than male. It is highly

likely, therefore, that the quality of provision for cycling has a greater impact on female cyclists than male. Concerns about safety of cycling may have a particular impact on pregnant women and mothers with young children.
What action(s) can you take to address the differential impact?
The approach taken to develop the Integrated Network Map emphasises provision for cyclists of all ages and abilities, including more routes segregated from motor vehicles with sufficient capacity for all users.

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?

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?

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.
The Cardiff Bike Life 2015 report shows that women are underrepresented among regular cyclists compared to the population as a whole. Should this underrepresentation continue, a greater proportion of women will not directly benefit from improvements to the cycling network compared to men. In locations where there is good quality, segregated provision for cycling and high levels of cycling (The Netherlands, Copenhagen) there tend to be more female cyclists than male. It is highly likely, therefore, that the quality of provision for cycling has a greater impact on female cyclists than male.

What action(s) can you take to address the differential impact?
The approach taken to develop the Integrated Network Map emphasises provision for cyclists of all ages and abilities, including more routes segregated from motor vehicles with sufficient capacity for all users.

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.
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.

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?

Consultation events were held with Cardiff Council Access Focus Group on 13th November 2015 on the Existing Route Map and on 24th February 2017 on the Integrated Network Map.

Consultation and engagement with school pupils was undertaken with pupils at Willows High, Ysgol Gyfun Plasmawr, Fitzalan High and Llandaff Primary School.

Women were engaged through contact with the Breeze Network, a Welsh Cycling initiative to increase active travel among women.

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

Groups	**Actions**
Age	The approach taken to develop the Integrated Network Map emphasises provision for cyclists of all ages and abilities, including more routes segregated from motor vehicles with sufficient capacity for all users.
Disability	The Draft INM has been reviewed and, where necessary, amended, to ensure that existing access barriers and surface quality will be addressed through the proposed schemes to provide access for disabled cyclists. Locations in the Draft INM where shared use has been identified as a treatment option have been reviewed. Routes in urban areas alongside the carriageway and off

	road routes where pedestrian or cyclist flows are likely to be high will only be designated as shared use as a "last resort" in accordance with Welsh Government's Active Travel Design Guidance. This assessment will form part of the scheme design process.
Gender Reassignment	N/A
Marriage & Civil Partnership	N/A
Pregnancy & Maternity	The approach taken to develop the Integrated Network Map emphasises provision for cyclists of all ages and abilities, including more routes segregated from motor vehicles with sufficient capacity for all users.
Race	N/A
Religion/Belief	N/A
Sex	The approach taken to develop the Integrated Network Map emphasises provision for cyclists of all ages and abilities, including more routes segregated from motor vehicles with sufficient capacity for all users.
Sexual Orientation	N/A
Welsh Language	N/A
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 : Gail Bodley-Scott	Date: 21st August 2017
Designation: Section Leader	
Approved By:	
Designation:	
Service Area: City Operations	

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

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