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## AGENDA

<b>Committee</b>	ECONOMY & CULTURE SCRUTINY COMMITTEE
<b>Date and Time of Meeting</b>	THURSDAY, 5 OCTOBER 2017, 4.30 PM
<b>Venue</b>	COMMITTEE ROOM 4 - COUNTY HALL
<b>Membership</b>	Councillor Howells (Chair) Councillors Ebrahim, Gordon, Gavin Hill-John, Parkhill, Robson, Sattar and Stubbs

*Time approx.*

**1 Apologies for Absence**

To receive apologies for absence.

**2 Declarations of Interest**

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

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

To approve as a correct record the minutes of the meetings held on 13 September 2017 and 14 September 2017.

**4 Multi-Purpose Indoor Arena - Update (Pages 9 - 16)**

4.35 pm

- a) Councillor Russell Goodway, Cabinet Member – Investment and Development, will be invited to make a statement and give a presentation. Neil Hanratty, Director of Economic Development and John Worrall, Head of Major Projects, will be in attendance to answer Members' questions;
- b) Questions by members of the Committee;
- c) The way forward for this item will be considered at the end of the meeting.

- 5      **Adult Community Learning - Funding Changes** (*Pages 17 - 36*)      5.20 pm
- a) Councillor Sarah Merry, Cabinet Member – Education, Employment and Skills, will be invited to make a statement. Isabelle Bignall, Assistant Director Communities and Customer Services and John Agnew, Corporate Customer Services Manager, will be in attendance to answer Members' questions;
  - b) Questions by members of the Committee;
  - c) The way forward for this item will be considered at the end of the meeting.
- 6      **Correspondence Report** (*Pages 37 - 46*)      5.50 pm
- To provide the Committee with copies of the correspondence sent and responses received since the beginning of the municipal year.
- 7      **Way Forward**      5.55 pm
- 8      **Date of next meeting**
- Thursday 9<sup>th</sup> November 2017 at 4.30pm.

**Davina Fiore**

**Director Governance & Legal Services**

Date: Friday, 29 September 2017

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

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

JOINT SCRUTINY COMMITTEE

13 SEPTEMBER 2017

Present: County Councillor Howells(Chairperson)  
County Councillors Ebrahim, Gordon, Gavin Hill-John,  
Owen Jones, Lancaster, Mackie, Owen, Parkhill, Patel, Robson,  
Stubbs, Wong and Wood

5 : APPOINTMENT OF CHAIRPERSON

Councillor Nigel Howells was nominated to be Chairperson by Councillor Patel and this was seconded by Councillor Gavin Hill-John.

Councillor Howells took the Chair.

6 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P Hill-John and Lay.

7 : DECLARATIONS OF INTEREST

Declarations of interest were received from the following:

Councillor Stubbs – Personal interest as a non-executive Director of Cardiff Bus.  
Councillor Robson – Personal interest as a non-executive Director of Cardiff Bus; and the party involved is a former family friend.  
Councillor G Hill-John - Personal interest as a non-executive Director of Cardiff Bus.  
Councillor Patel – Personal and Prejudicial interest – former Cabinet Member involved in the decision. Councillor Patel left the meeting.

8 : MINUTES

The minutes of the Joint Environment and Economy and Culture Scrutiny Committee held on 18 July 2017 were agreed as a correct record and signed by the Chairperson.

9 : FUNDING OF THE NEW BUS TRANSPORT INTERCHANGE -  
CONSIDERATION OF CALLED IN CABINET DECISION CAB/17/11;  
REPORT OF THE DIRECTOR FOR ECONOMIC DEVELOPMENT

The Chairperson welcomed Councillor Neil McEvoy, Councillor Russell Goodway, Cabinet Member for Investment and Development, Neil Hanratty, Director of Economic Development, Geoff Shimell, Legal Services - Property and Development to the meeting.

The Chairperson sought Committee's approval to consider the Call – in at this meeting rather than refer it for consideration by Full Council to which the Committee agreed.

The Chairperson invited Councillor Neil McEvoy to explain the reasons for calling in the decision.

Councillor McEvoy stated that he considered the decision needed scrutiny as there was lots of opposition from the public, he stated that there was strength of feeling as the site was a gateway to the Capital City of Wales; he considered that the decision needed Full Council Discussion.

The Chairperson sought approval that Committee were still minded to consider the Call-in rather than defer to Full Council. Committee agreed.

The Chairperson reminded Members that the papers contain confidential, exempt information in Appendices 2, 3, 4, 5 and 6. Committee are required to consider these Appendices in a closed session, in accordance with paragraph 14 of Part 4, and paragraph 21 of Part 5 of Schedule 12A of the Local Government Act 1972. Accordingly, the Chairperson moved that Committee resolve to exclude the Public from the meeting at this point.

The resolution was passed therefore the Chairperson requested that members of the public and the press leave the Committee room.

After the closed session the Chairperson stated he would re-open the meeting to the public, so that Committee can hear from external witnesses who have expressed an interest in making a statement on the proposal to the Committee. The Chairperson invited Dr Max Wallis to present his statement to Committee.

Dr Wallis read out the following statement:

*I am heartened to see the new Cabinet aiming the new transport interchange to be:*

- *at the heart of the Cardiff Metro with a state-of-the-art bus station facility*
- *to equip the city with the modern transport interchange befitting our capital*

*We feared the Bus station would take second place to serving the new offices and taking traffic to and from the new BBC and office buildings.*

*Congestion, delays and air pollution on Westgate St, Wood St into lower St Marys Street would remain.*

*Previously the Metro was a possible add-on, now we can see metro-trams and/or rapid transit buses being integrated into the Transport Interchange.*

***New Opportunity*** - *Network Rail carpark is go and be replaced – on south side of Station.*

*Allows the metro-tram route via Saunders Road.*

*Allows the Buses to use Saunders Rd, not only on match-days for Stadium events, but all days.*

***Problem of the BBC car park***

*commitment of 217 places for the BBC to add to the 83 under their new building.*

*--- considered bus-use would be impeded by the cars to-and-from the carpark.*

- *The problem disappears if those spaces are moved to join the Network rail spaces south of the rail station.*
- *Great benefits of a) construction cost b) commercial high-value space released*

*s.16 ground floor bus station limits the number of columns that can be used in construction ...*

*This dramatically increases the cost per space of providing car parking.*

*Originally was to be underground, under the Bus Station. Switched without realising the much higher cost of parking above the high bus area. Also it takes out high-value commercial space, with low-value car-parking.*

**Problem of high pollution** in a fully-enclosed bus-area needs addressing. NO2 predicted to be several times higher than the legal limit on outdoor NO2. Several times the level in the Air Quality Management Area of Westgate St/lower St Marys Street. New electric buses was one way to solve this, but not even Cardiff Bus is planning to invest in low/zero pollution buses.

State-of-the-art bus station needs good pedestrian access. The bike-hub and rail-station need good cycling access. Saunders Road is the main route to Mill Lane, central library/The Hayes and John Lewis. Also to bus stops in St Marys St. Canal St and Custom House St may remain in use. No planning for high quality footways/signage connecting to the new station. No upgrade of the inadequate passenger facilities, shelters, seating and electronic information boards. No funds allocated for this.

Metro-trams For the option of on-street trams, the original route chosen was the St Marys St/Wood Street route, inserted into a busy, high-conflict zone, adding tramlines for pedestrians to negotiate.

Using Saunders Rd route for metro-trams would go easily into Central Square to the heart of the interchange, Change the taxi-rank into a Tram Station.

Metro rapid-transit buses have not been planned for. Where are they to fit in? Either take over stops in Custom House St and Canal Wharf, or quick access via Saunders Rd into the Bus Station? Regional coaches too, like the T9 and the Aberystwyth service that enter the city via Cardiff Bay.

Commitment to 217 BBC 'non-operational car-parking spaces. Is it unavoidable for the Interchange? Originally underneath, low value space. Rightacres have this commitment. Rightacres have also agreed to replace the Network Rail parking spaces south of the Station. A timing problem if the Brains brewery site is to be used, yet Rightacres are considering moving the BBC spaces there too. Great advantage to central traffic and air pollution to move them there. Also advantage in clearing Saunders Rd for buses, pedestrians (with potential metro-trams).

CONCLUDE: ask you to recommend a wider re-think of the plans, use Saunders Rd for normal bus access, support Rightacres moving the BBC car-parking and cut the huge £15million price for just a bus station shell.

The Chairperson invited questions from Members on Dr Wallis' statement to which there were none.

## 10 : CONSIDERATION OF WRITTEN STATEMENTS

No written statements had been received.

## 11 : SUMMING UP

The Chairperson reminded Members that the papers contain confidential, exempt information in Appendices 2, 3, 4, 5 and 6. Committee are required to consider these Appendices in a closed session, in accordance with paragraph 14 of Part 4, and paragraph 21 of Part 5 of Schedule 12A of the Local Government Act 1972. Accordingly, the Chair moved that Committee resolve to exclude the Public from the meeting at this point.

The resolution was passed and the Chairperson requested that members of the public and the press leave the Committee room for the summing up.

The Chairperson then opened up the meeting to members of the Public for the Way Forward.

Way Forward – The Chairperson sought the Committee’s views regarding whether to refer the matter to the Cabinet or not. Given the views expressed by Members, the Chair sought confirmation that the Committee did not wish to refer the matter to Cabinet. Members agreed with this and stated they would like the following observations and comments passed to Cabinet:

Members welcomed the fact that concerted efforts were being made to secure office usage in the interchange building and hoped that these proved fruitful. However, Members were supportive of a market driven approach for this space as well, subject to further planning application, if required.

Members asked that the Chair re-emphasise the points made in Committee’s previous letter, dated 19 July 2017, regarding: ensuring due diligence checks are applied to ensure robust financial modelling and consideration of legal advice; and being kept informed of progress with the bid to Welsh Government for assistance in meeting technical fit out and highway improvements.

Members shared the wish to see a high quality bus transport interchange in place as soon as possible and looked forward to progress being made with this.

## ECONOMY & CULTURE SCRUTINY COMMITTEE

14 SEPTEMBER 2017

Present: County Councillor Howells(Chairperson)  
County Councillors Ebrahim, Gordon, Gavin Hill-John, Parkhill,  
Robson and Stubbs

### 8 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Sattar.

### 9 : DECLARATIONS OF INTEREST

A declaration of interest was received from Councillor Gordon, this was a personal interest in respect of agenda item 5 as she is a trustee of a community centre that was currently funded by Communities First.

### 10 : MINUTES

The minutes of the meeting held on 18 July 2017 were agreed as a correct record and signed by the Chairperson.

### 11 : WORK PROGRAMMING

Members were provided with a Work Programme for consideration and approval, based on discussions at the 18 July 2017 Committee Meeting.

Members were asked to diarise the dates provided in Appendix 1 to the report, the Principal Scrutiny Officer stated she would send electronic diary markers/invites for these dates. It was noted that when appropriate meeting would held in Hubs.

Members noted the pre-decision items that were confirmed for November and December. Members also noted that Policy Development and Review items could possibly be moved depending on pressures; any updates to the programme would be circulated to Members.

Members were content with Performance to be dealt with by exception and for Committee business and information reports to be scheduled when appropriate.

Members considered that where appropriate, independent experts would be invited to Committee meetings.

With regards to the inquiry on Safety in Parks, it was noted that this had been referred to CASSC as per their Terms of Reference. Members asked if they were able to join in that Task and Finish group and the Principal Scrutiny Officer advised that they could and that she would put that suggestion forward.

Members were content to approve the nominations of Councillor Nigel Howells, Councillor Iona Gordon and Councillor Gavin Hill-John to sit on the Parks Inquiry.

## 12 : EMPLOYMENT SERVICES

The Chairperson welcomed Councillor Lynda Thorne, Cabinet Member – Housing and Communities, Sarah McGill, Director of Communities, Housing and Customer Services, Jane Thomas, Assistant Director of Communities and Housing and Louise Bassett, Partnership Delivery Team Leader to the meeting.

Members were provided with a presentation on Employment Services in Cardiff after which the Chairperson invited questions and comments from Members;

- Members hoped that there would be face to face consultations carried out in the community.
- Members considered that there was a lack of trust due to benefit sanctions, and in order to get people to engage more there should be more work in the communities, in person, in hubs, more mentoring and support provided than was previously available in Job Centres.

The Cabinet Member gave an example of this happening in practice where a young person was helped into work from fostering through training and into a job; showing the success of what is happening currently.

- Members asked if staff were sufficiently aware of barriers faced by vulnerable people, officers explained that yes staff were very aware and trained in the huge range of needs, including people affected by the benefit cap.
- Members asked about the TUPE arrangements for current staff and asked where the money was coming from for this. Officers explained that the employability grant provided by the Welsh Government would be used alongside some grant funding.
- Members noted that language learning needs and ESOL was a huge part of Communities First currently in some wards in the City and asked what would happen when this is withdrawn. Officers explained that they have identified this as a risk/gap and are working with current providers to look at how the provision can be continued.

It was noted that there was some significant duplication in some areas, it was important to make the best use of resources and integrate services effectively and efficiently. There are various funding streams for ESOL, to establish a full picture it was important that this was effectively mapped out then ensure funding so that needs are met.

- Members asked that with so many providers and some consequent duplication, how confident officers could be that they could meet the demand for specialist services. Officers stated that questions were currently being asked to identify what the gaps are; there are lots of specific services provided currently that are not connected to Communities First. The Cabinet Members noted that funding going forward would be much less than Communities First and inevitably some services would cease, consultation would identify what services were most important to maintain.



- Members welcomed the streamlined approach going forward, providing access for all across the City and avoiding duplication.
- With regard to building resilient communities, Members asked if mentoring could apply to community groups looking at accessing assistance. Officers stated that yes part of building resilient communities would be that of community groups being supported to find other sources of funding, this would be delivered via the legacy fund.
- Members welcomed the opportunities being open to all and barriers being removed and asked that with regards to ESOL, consideration was given to new refugees, for example from Syria, who were very well educated but needed initial support.
- With regard to the legacy fund, Members asked if there was a criteria used by the Council to identify the need across the City. Officers explained that the criteria was provided by Welsh Government and was very wide. Officers would want to provide some services City wide, questions were being asked now via the consultation to gauge what these would be. There would be a proposal on how to use the funding, which would be flexible rather than open to bidding.
- Members asked if Officers knew what the proposals regarding TUPE would be and how many people would be out of work as a result. Officers explained that there were currently 80 Communities First staff, 20 of them had already secured employment; there would be a structured exit process, some position would be ring-fenced in organisations. It was further explained that the funding would be prescribed, some posts would/wouldn't be eligible for TUPE, this would depend on the consultation results.
- Members asked if there had been any initial concerns from third parties and were advised that lots of meetings had taken place, all were concerned but had put forward clear ideas of where the gaps were; they were aware that it is a Welsh Government initiative/decision; they had seen the Councils proposal and their main interest had been the legacy fund and how it would be used.
- Members asked if the intention was that this stayed within the current Directorate and were advised that it was.
- Members congratulated officers on the positive and forward looking scheme and for the work done by officers so far.

RESOLVED that the views of the Committee would be discussed during the way forward section of the meeting and a letter sent to the Cabinet Member in due course.

13 : DATE OF NEXT MEETING

The next meeting of the Economy and Culture Scrutiny Committee is scheduled for 5<sup>th</sup> October 2017 at 4.30pm.

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**CYNGOR CAERDYDD  
CARDIFF COUNCIL**

**ECONOMY & CULTURE SCRUTINY COMMITTEE**

**5 OCTOBER 2017**

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**MULTI PURPOSE INDOOR ARENA: UPDATE**

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**Purpose of the Report**

1. Following a request by the relevant Cabinet Member at this Committee's meeting on 18 July 2017, Members have prioritised scrutiny of the work underway to develop a multi-purpose indoor arena in Cardiff. This report provides Members with background information, setting the context for an update on progress to be provided at Committee.

**Background**

2. Arenas are usually circular or oval shaped, with an open area surrounded by tiered seating to enable maximum visibility of the event being staged. Multi-purpose indoor arenas are designed to enable quick changes in layout and space utilisation to ensure they have many functions. Whilst primarily focused on sports and entertainment events, they can also be used for meetings, incentives<sup>1</sup>, conventions and exhibitions (collectively abbreviated to MICE) and lifestyle events such as gala nights and wedding fayres.
3. Multi-purpose indoor arenas range in size and functionality, determined by the prevailing market conditions. In the U.K., most major cities have a combination of venues (such as conference centres, exhibition spaces, sporting stadia and halls) with at least one arena, as set out in the table over page:

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<sup>1</sup> Incentives is the colloquial term used for incentive tourism, a type of employee reward by a company or institution for targets met or exceeded, or a job well done. Unlike the other types of MICE tourism, incentive tourism is usually conducted purely for entertainment, rather than professional or education purposes

City	Venue	Capacity
Aberdeen	<i>Proposed 2019</i>	12,500
Belfast	SSE Arena (1999)	10,000
Birmingham	Genting Arena (1980)	16,000
	Birmingham Arena (1991)	14,150
Bristol	<i>Proposed 2020</i>	12,000
Glasgow	SSE Arena (2013)	13,000
	Scottish Exhibition and Conference Centre (1985)	12,500
Edinburgh	Royal Highland Centre (1980)	12,000
Leeds	First Direct Arena (2013)	13,500
Liverpool	Echo Arena (2013)	11,000
London	4 arenas (Copper Box, Olympia, O <sub>2</sub> and SSE)	47,500 across 4 venues
Manchester	Manchester Central (1986)	12,500
	Manchester Arena (1995)	21,000
Newcastle	Metro Radio (1995)	11,000
Nottingham	Motorpoint Arena (2000)	10,800
Sheffield	Sheffield Arena (1991)	13,500

4. Currently, the only arena in Wales is the Motorpoint Arena in Cardiff, with a seating capacity of circa 5,000. A 3,500 capacity arena is planned for Swansea in 2018/19, and a 5,000 capacity Convention Centre Wales is currently under construction at Celtic Manor, Newport, due to open in 2019.

### Cardiff

5. Cardiff has a number of venues with varying capacity, ranging from larger venues such as the Principality Stadium (c. 74,000) to smaller venues such as the Motorpoint Arena (c. 5,000) St David's Hall (c. 2,000) and Wales Millennium Centre (c. 1,500). However, *'it lacks an appropriate facility to attract many of the premium UK entertainment events and the mobile international entertainment and sporting events attracted to the UK. Competition for these events is increasing across the UK and ... If Cardiff wants to maintain its capital city status and its*

*position as the primary regional centre for major events it will need to respond to the market and provide a bigger and better facility in the city.*<sup>2</sup>

6. The Corporate Plan 2013 – 2017 identified the delivery of an indoor arena as key to developing and attracting high value business activity in Cardiff. In September 2013, Cabinet approved a recommendation to issue a Prior Information Notice (PIN) to *‘assess market interest in a project to design, fund, construct and operate a Convention Centre, associated exhibition space and a multi-purpose arena.*<sup>3</sup>
7. On 29 January 2014, a report to Cabinet highlighted that the PIN responses demonstrated *‘significant market confidence that Cardiff has the potential to be a very successful conference and arena destination.’*<sup>4</sup> At that meeting, Cabinet approved recommendations to delegate authority to the Chief Executive in consultation with the relevant Cabinet Member, section 151 officer and the County Solicitor to undertake and conclude procurement of a multi-purpose arena and to secure control of the Council’s preferred site for the arena, with a report back to Cabinet before legal contracts were signed.
8. The multi- purpose indoor arena project was included as a work stream in the Council’s Organisational Development Programme, which identified the following key delivery stages:
  - i. Agree a procurement strategy for the delivery of the Multi-purpose arena.
  - ii. Secure the preferred site for the Multi-purpose arena
  - iii. Initiate relevant OJEU procurements relating to the delivery of the Multipurpose arena
  - iv. Submit an outline planning application for site master-plan
  - v. Appoint a preferred delivery partner
  - vi. Submit a detailed planning application for the Multi-purpose arena
  - vii. Finalise contract negotiations for the delivery of the arena
  - viii. Commence development of the Multi-purpose arena
  - ix. Complete development of the Multi-purpose arena

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<sup>2</sup> Report to Cabinet 12 September 2013 ‘International Convention Centre, Exhibition Centre and Multi-Purpose Indoor Arena available at: <http://cardiff.moderngov.co.uk>

<sup>3</sup> As above

<sup>4</sup> Report to Cabinet 29 January 2014 ‘Major Project Update – Multi-Purpose Arena’ available at: <http://cardiff.moderngov.co.uk>

9. Capital Ambition, this administration's five-year plan for the city, contains the following commitment:

*'Prioritise the delivery of a new Multi-Purpose Indoor Arena in the best possible location to ensure it can attract the premier national and international events.'*

### **Proposals for Multi-Purpose Indoor Arena**

10. The report to Cabinet 29 January 2014 highlighted the following as issues to be resolved to deliver a multi-purpose indoor arena:

- i. Siting, Location and Access
- ii. Specification
- iii. Funding
- iv. Operation.

11. In terms of siting, location and access, feedback from developers and operators indicated the need to be located near to hotels, parking, city centre infrastructure, and transport nodes, including regional links such as those to be provided by the Metro project.

12. The report to Cabinet 29 January 2014 proposed that the multi-purpose indoor arena project include a 12,000-seat horseshoe shaped bowl configuration Indoor Arena, 1,500 seat conference auditoria, meeting rooms and circa 8,000 square metres of exhibition space. However, the specification for the combined elements of a multi-purpose arena remain provisional, in order that they can be adjusted to reflect current market conditions and trends, operational viability and build costs.

13. Recent market research, undertaken by The Right Solution Ltd (venue and conference industry experts), highlights the following emerging trends for conference venues:

- The age of attendees at meetings has changed in recent years, as people are living and working longer; nowadays, attendees at meetings are potentially people from 16 to 90 plus. This has implications for the design

of facilities, the services delivered and how best to market to target customers.

- Whilst cost, budget and value are cited as the biggest factors in choosing locations, up to 75% of organisers are looking for ‘added value items’ – what this means varies for every organiser so it is key venues negotiate with organisers to understand what matters to them. To gain competitive advantage, venues need to provide more interactive communication, cabaret style meetings, breakout sessions and less formal meetings.
- Venues need to offer a flexible range of options and be able to react quickly to changing needs, to ensure they attract and hold market share, providing luxury to those who want it and lowest cost to those who require that.<sup>5</sup>

14. In terms of delivery and procurement, the precise procurement approach remains to be determined but is likely to be either a Design and Build, Design, Build, Fund and Operate or a hybrid of these two approaches.

15. The Welsh Government Economy Minister, Ken Skates AM, was recently quoted in a BBC article as saying that a 15,000 capacity multi-purpose arena in Cardiff is “*crucially important*”<sup>6</sup> for Wales to ensure south Wales can compete with other areas of the U.K. The BBC articles cites the following as events the Welsh Government’s major events team would like an arena to be capable of staging:

- i. BBC Sports Personality of the Year
- ii. Gymnastics Championships
- iii. Boxing matches
- iv. Music concerts
- v. Commonwealth Games events

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<sup>5</sup> Extracts taken from <http://www.rightsolution.co.uk/projects/emerging-trends-conference-venues/>

<sup>6</sup> BBC Wales News 17 June 2017 available at: <http://www.bbc.co.uk/news/uk-wales-40244568>

## **Way Forward**

16. The Cabinet Member (Investment and Development) will be invited to make a statement and will make a presentation. He will be supported by the Director of Economic Development and the Head of Major Projects.

## **Legal Implications**

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

## **Financial Implications**

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



## **RECOMMENDATION**

The Committee is recommended to:

- i) Consider the information presented in this report and the information presented at the meeting, and
- ii) Determine any comments, observations or recommendations to the Cabinet.

**DAVINA FIORE**

**Director of Governance & Legal Services**

**29 September 2017**

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**CYNGOR CAERDYDD  
CARDIFF COUNCIL**

**ECONOMY & CULTURE SCRUTINY COMMITTEE**

**5 OCTOBER 2017**

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**ADULT COMMUNITY LEARNING: FUNDING CHANGES**

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**Purpose of Report**

1. To provide Members with an overview of on-going discussions with Welsh Government regarding the future of Adult Community Learning (ACL) funding across Wales and the potential impact of changes to existing provision in Cardiff.

**Scope of Scrutiny**

2. At its meeting on 18 July 2017 the Committee heard from Cabinet Members and Directors about the key challenges they faced for 2017/18 and how they felt the Committee could best constructively assist in addressing these and driving improvement. Councillor Sarah Merry (Cabinet Member: Education, Employment and Skills) highlighted that the Welsh Government review of funding may result in a reduction in funding for Cardiff and suggested that this Committee '*examine proposed funding changes and the repercussions of this for ACL provision in Cardiff.*<sup>1</sup>

**Background**

3. The Welsh Government define Adult Community Learning (ACL) as '*flexible learning opportunities for adults, delivered in community venues to meet local needs...mainly for adults aged 19+... both formal and informal/ non-accredited*

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<sup>1</sup> Councillor Merry presentation to Economy & Culture Scrutiny Committee 18 July 2017

*learning opportunities.*<sup>2</sup> Currently, the Welsh Government fund several ACL schemes, including Learning for Work, Basic Skills, ESOL (English for Speakers of Other Languages) and Welsh medium courses.

4. In July 2017, the Welsh Government issued an '*Adult Learning in Wales Policy 2017*', attached at **Appendix A**, setting out their strategic aims, priorities and the need to review funding arrangements. The policy statement draws on two recent reviews of ACL initiated by Welsh Government, '*A review of Adult Community Learning in Wales*' (ARAD Research, October 2016) and '*Adult Community Learning in Wales 2015 -2016*' (Estyn, November 2016).
5. The Welsh Government policy statement highlights the significant reductions in funding for adult learning over the last few years and states that '*Future funding for the sector remains vulnerable to additional cuts. We must be realistic about the funding that will be available to us and make best use of it.*'
6. The Welsh Government policy statement details the following key areas of ACL which providers will be expected to consider and prioritise:
  - a. Essential Skills – including communication, ESOL and numeracy
  - b. Digital Skills
  - c. Employability Skills
  - d. Older Learners and Social Engagement
  - e. Engagement Activity and 'hook' courses
  - f. Welsh Medium Provision.<sup>3</sup>
7. The Welsh Government is proposing to undertake public consultation on the above options in Spring 2018, with a view to implementing changes in funding from April 2019.

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<sup>2</sup> Welsh Government website – downloaded 22 September 2017  
<http://gov.wales/topics/educationandskills/learningproviders/communitylearning/?lang=en>

<sup>3</sup> Further details on these categories can be found on Pages 5-7, Appendix A

## Current Provision in Cardiff

8. The Cardiff and Vale Community Learning Partnership (CVCLP) Adult Community Learning providers are Cardiff and Vale College, Vale of Glamorgan County Council, City of Cardiff Council and Adult Learning Wales (formerly WEA Cymru and YMCA Wales Community College).
9. Adult Community Learning in Cardiff is delivered through three main strands:
  - a. **Learning for Work:** Funded by Welsh Government for priority learners, who include: those aged 16+ accessing basic skills; those currently not in Education, Training or Employment; and those aged 50+ who are currently unemployed. Key learning categories include ESOL, Basic Skills, Digital Literacy and Welsh medium provision.
  - b. **Learning for Life:** Recreational lifelong learning courses for all residents, provided by Cardiff Council on a cost recovery basis.
  - c. **Learning for Adults with Additional Needs** (Disability Inclusion in Community Education [DICE] ) covering both courses for learners who wish to progress and achieve a work-related qualification and recreational courses for adults who wish to participate in an enjoyable activity to improve their health, wellbeing and social skills.

The prospectus for each learning strand is available at:

<https://goo.gl/5DFXcy>

10. Cardiff Council is a provider of ACL and delivers courses in each of the above learning strands. The main ACL centres are Severn Road, Canton and Llanover Hall Arts Centre, Canton, with circa 900 courses delivered across Cardiff at over 25 venues including schools, libraries, hubs, community centres, community halls, churches and enterprise centres.
11. The CVLCP curriculum planning group works to identify which courses are required locally in addition to those prioritised by Welsh Government. Cardiff Council employs community education officers to design and write courses identified as required and maintains a list of qualified tutors which the Council then contracts to deliver the courses.

12. Cardiff Council currently receives £1,064,000 Adult Learning Grant from Welsh Government to deliver Learning for Work courses. The Welsh Government carry out an annual performance assessment<sup>4</sup> of the success rates for the delivery of ACL, measuring the number of learners who have completed their course in full and attained the relevant accreditation from the course. The table below shows recent performance results for Cardiff Council and other providers in Cardiff, with an improving trend. The figures for 2016/17 are being verified and will be available later in the year.

Provider Success Rates	Success 2012/13	Success 2013/14	Success 2014/15	Success 2015/16	Target 2015/16
Cardiff and Vale College	77%	80%	88%	88%	89%
<b>The City of Cardiff Council</b>	<b>60%</b>	<b>72%</b>	<b>87%</b>	<b>94%</b>	<b>88%</b>
Vale of Glamorgan County Council	81%	85%	86%	96%	88%
WEA Cymru	81%	88%	99%	86%	93%
YMCA Wales Community College	97%	99%	97%		
Partnership success rate	80%	88%	91%	90%	90%

13. In 2015-16, across all ACL providers in Cardiff, there were 2,615 individual learners. The official statistics show that there were 805 male learners and 1680 female learners<sup>5</sup>, with the following age profile:

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<sup>4</sup> Post 16 learning providers are required to submit data on learners in Wales via the Lifelong Learning Wales Record (LLWR), which provides the official source of statistics on post 16 (non-higher education) learners in Wales.

<sup>5</sup> Taken from <https://statswales.gov.wales/Catalogue/Education-and-Skills/Post-16-Education-and-Training/Further-Education-and-Work-Based-Learning/Learners/Local-Authority-Community-Learning>  
There are 130 learners where the gender is not specified and 135 where the age is not specified

## Unique learners in Cardiff ACL by age group and gender 2015-2016

	Male	Female	
All ages (1)	805	1680	2480
16	15	20	30
17	10	5	15
18	10	15	30
19	15	15	30
20 - 24	70	130	200
25 - 39	235	730	965
40 - 49	170	355	525
50 - 59	170	230	400
60 - 64	40	65	105
65 and over	70	110	180

14. The following table shows the subject areas studied by learners in Cardiff:

### Cardiff ACL activities by subject 2015-2016<sup>6</sup>

Health, Public Services and Care	1185
Science and Mathematics	180
Agriculture, Horticulture and Animal Care	
Engineering and Manufacturing Technologies	5
Construction, Planning and the Built Environment	
Information and Communication Technology	690
Retail and Commercial Enterprise	505
Leisure, Travel and Tourism	10
Arts, Media and Publishing	240
History, Philosophy and Theology	5
Social Sciences	
Languages, Literature and Culture	40
Education and Training	75
Preparation for Life and Work	245
Business, Administration and Law	125

## Way Forward

15. Councillor Sarah Merry (Cabinet Member: Education, Employment and Skills) has been invited and may wish to give a statement. Isabelle Bignall (Assistant Director, Communities and Customer Services) and John Agnew (Corporate Customer Services Manager) will attend to answer Members' questions.

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<sup>6</sup> Taken from same website as above. There are 1,370 cases where the subject area is not known.

## **Legal Implications**

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

## **Financial Implications**

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



## **Recommendations**

18. The Committee is recommended to consider the information in this report, its' appendix and received at this meeting, and to submit any recommendations, observations or comments to the Cabinet.

**Davina Fiore**

Director, Governance and Legal Services

29 September 2017

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Llywodraeth Cymru  
Welsh Government

# Adult Learning in Wales

2017

**Audience**

All bodies concerned with post-16 education and training in Wales.

**Overview**

This document sets out the Welsh Government's policy for adult learning in Wales.

**Action Required**

None – for information only.

**Further Information**

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**Additional copies**

This document can be accessed from the Welsh Government's website at [www.wales.gov.uk/educationandskills](http://www.wales.gov.uk/educationandskills)

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## Ministerial Foreword

*Taking Wales forward 2016-2021* set out our vision for a society which is ambitious and learning. Our future prosperity and stability depends on the skills and values of the people of Wales, and we believe that everyone deserves the opportunity to achieve their potential. Also as a society I want us to value learning.

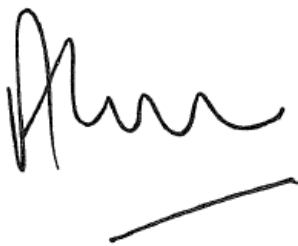
Adult Learning supports the development of skills, improves health and well-being and is a catalyst for social engagement and integration.

Skills are vital to our economy and we want to support adults to gain the skills they need to find employment; or to progress onto further learning. We want to ensure every person in Wales has access to good basic skills to help them to survive and thrive in our communities.

Adult Learning has benefits much broader than skills. We want to encourage all adults to enjoy learning.

The value of Adult Learning lies in its potential to reach individuals 'close to home', particularly those who might not otherwise engage in learning. We will focus our public resources on helping those who are in greatest need of our help; to ensure that everyone can access opportunities to learn and to progress. We believe that this is an important and worthwhile investment in individuals and communities.

Learning is a lifelong activity. We want communities that thrive, not just survive. This policy statement sets out our priorities for Adult Learning and reinforces our commitment to providing learning opportunities to people throughout life. We want to ensure that our society continues to learn, to challenge and to improve.

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

*Alun Davies*  
*Minister for Lifelong Learning and Welsh Language.*

## Introduction

This policy statement sets out the Welsh Government's priorities for adult learning during this Assembly Term; and explains how it contributes to the ambition outlined in *Taking Wales Forward* which is of a Wales that is prosperous and secure, healthy and active, ambitious and learning, united and connected. Our aim is to support adults to play an active role in the economy and society through enhancing their learning opportunities.

We have faced significant reductions in funding for adult learning over the past few years. Future funding for the sector remains vulnerable to additional cuts. We must be realistic about the funding that will be available to us and make the best use of it. As such it is imperative that we have a policy that clearly states the value and impact of adult learning and which supports a sustainable and equitable future for this vital area of delivery.

In order to get a clearer picture of the issues facing the adult learning sector in Wales, we commissioned two reviews - both of which have informed the development of this policy statement<sup>1</sup>.

The review undertaken by ARAD Research highlighted the inequitable and unsustainable nature of the current funding and structure of ACL in Wales, and made a clear case for change. It highlighted the inequalities in the funding and provision available across Wales, and the lack of a coherent and clear strategy from the Welsh Government. The review resulted in six recommendations – all of which will be addressed either as part of this policy statement or as further work is undertaken to improve the funding and delivery structures within the sector.

The Estyn report on *Adult Community Learning in Wales 2015-2016* provided us with a clearer picture of current ACL provision in light of the cuts to funding. As with the ARAD report, Estyn raised some clear concerns about the sustainability of the adult learning sector, the vulnerability of the funding, and the lack of a coherent strategy for improving the employability skills of adults in Wales. Estyn also made a clear case for change within the sector.

This policy statement is a direct response to the recommendations within these reports. It aims to address issues relating to the lack of vision for the sector, and to provide clarity over the support available to adults within Wales. This is the first step. More work will be needed over the coming months to improve the funding and delivery structure in Wales. This work will commence following publication of this policy statement.

Our vision is clear:

***A Wales where learning is at the core of all we do; where participation in learning is encouraged and rewarded; and where people have equal opportunities to gain the skills for life and work that they need to prosper.***

<sup>1</sup> A Review of Adult Community Learning in Wales – Arad Research – October 2016; and *Adult Community Learning in Wales* – Estyn – November 2016

## The benefits of adult learning

Lifelong learning supports the development of skills, improves health and well-being and is a catalyst for social engagement and integration.

Participating in adult learning has a significant impact on individual health and well-being; as well as improving skills.

Helping people to gain the skills they need to enter the workplace is a clear priority for Welsh Government.

23 per cent of the population of Wales continues to live in relative poverty. This is the highest proportion in the UK outside London. Wales also has the highest percentage of children living in poverty - one in three - of any nation in the UK.

Evidence shows that well-paid work is the best route out of poverty; and we aim to provide the support that people need to access work.

But it is not enough to simply help people into work. Latest figures show that 55% of people in poverty live in working households. In addition, according to the Office for National Statistics, more than two-thirds of children in poverty in the UK are in working families. We must ensure that we continue to offer support to those already in work to improve their skills and to prosper.

We will be publishing our Employability Delivery Plan in the autumn which will set out how we will support people to develop the skills and experience they need to gain and maintain sustainable employment.

We will also continue to progress the co-design of the Work and Health Programme for Wales, working in partnership with the Department for Work and Pensions (DWP) and Jobcentre Plus to ensure that provision is integrated. We will also work with the DWP's Work and Health Unit on trialling new innovative approaches to support people with health conditions back to work and to remain in work.

Whilst adult learning has a clear role to play in supporting our Employability programmes; and the Work and Health Programme, the benefits of engaging in learning are far wider ranging than the development of skills alone.

In *Valuing the Impact of Adult Learning*, David Fujiwara showed the positive effects of adult learning on a number of key areas of life<sup>2</sup>:

- a greater likelihood of finding a job and/or staying in a job;
- improvements in health;
- better social relationships; and
- a greater likelihood that people volunteer on a regular basis.

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<sup>2</sup> Valuing the Impact of Adult Learning (David Fujiwara) NIACE 2012



## Priorities for Wales

The United Nations Educational, Scientific and Cultural Organization (UNESCO) believe that education is a human right for all throughout life and that access must be matched by quality.

We agree. Everyone deserves the opportunity to reach their potential and education changes lives and drives economic growth. We also believe that learning should be a lifelong practice. We will promote an adult learning sector that supports our adults to continue to learn throughout their lives.

To do this, we will follow some specific principles to guide our delivery:

- **Fair and equitable** – all learners should have equal access to provision and it should be delivered in an environment where they feel safe and secure. We will strive to ensure provision is offered locally and makes the best use of available venues – including schools, community halls and libraries etc.
- **Quality Assured** – Our provision will remain of the highest quality. We want a consistent approach to delivery across Wales, at a standard that is recognised across the sector. We will continue to work with Estyn (Her Majesty's Inspectorate in Wales) to assess the quality of delivery and learner experience.
- **Funded fairly** - We will ensure that our funding is distributed in a clear and consistent manner, and targeted at the learners in greatest need of our support.
- **Local** – we will empower our providers to deliver provision that addresses and targets local needs.

## Our focus

Our focus will be on supporting those in greatest need of our help.

We will expect our providers to work together to identify and address the needs of their local communities, whilst avoiding duplication. But in doing so we will expect them to consider and prioritise the following key areas of national importance:

### Essential skills

We want to support all adults to improve their Essential Skills so that they are best placed to access work opportunities or progress while in employment.

We will fund the provision of:

- Essential Communication Skills – including English for Speakers of Other Languages (ESOL);
- Essential Application of Number Skills

These courses will be free to all learners up to the level of functionality<sup>3</sup>.

### Digital skills

We live in an increasingly digital society, and it is important that we support people to engage fully with the technology used today.

We will fund the provision of:

- Essential Digital Literacy Skills up to Level 2 – to help learners to become better accustomed to and confident in the use of digital technology and how to use it safely, securely and responsibly.

### Employability skills

As well as formal qualifications in numeracy and literacy, evidence shows that employers want staff with good communication, team working and problem solving skills that make them ‘work ready’<sup>4</sup>. We know that earnings are linked to skill levels. On average, the most important factor influencing an individual’s earnings is their level of qualification. To increase prosperity across Wales we need a coherent skills approach.

We will continue to support the delivery Essential Employability Skills up to Level 2 to help people to be ready to enter the workplace – including supporting the delivery of the new Essential Employability Skills qualification.

We will work with the Welsh Government’s Employability Programmes and DWP to ensure our adult learning supports, complements, but does not duplicate our wider employability provision.

### Older learners and Social engagement

Learning for older people has a range of benefits.

Our population is increasingly ageing and the retirement age is rising. As people are required to stay in work for longer, it is essential that they be able to continue to improve their skills and employability.

It is predicted that over the next 10 years UK employers will “need to fill an estimated 13.5 million job vacancies...but only 7 million young people will leave school and college over this period. Migration alone will not fill the gap ... employers will have to rely on older workers to fill these vacancies”.<sup>5</sup>

We must also recognise the impact of learning on the wider health and social well-being of older people. As our population ages, dementia is one of the most significant health and social care issues we face. *Together for a Dementia Friendly Wales* sets out the ways in which we intend to address some of the issues raised by dementia in Wales. Research suggests that people who take part in activities that stimulate the brain are less likely to

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<sup>3</sup> Functionality is the ability to read, write and speak in English or Welsh, and to use mathematics, at a level necessary to function and progress both in work and society. We aim to establish Level 2 Essential Skills as the aspiration for the majority of adults without an appropriate level of qualification – as set out in the Policy Statement on Skills (Welsh Government, 2014),

<sup>4</sup> *What Employers Want*, National Institute for Adult Continuing Education (NIACE) 2014

<sup>5</sup> CIPD (2012) *Managing a Health Ageing Workforce: A National Business Imperative*.

develop dementia, compared with those who do not engage in these activities.<sup>6</sup>

Learning as a form of social engagement and mental stimulation is extremely important for older learners not only to help them to stay active and to stay healthy; but also to help to address loneliness and isolation – which is a clear ambition for the Welsh Government in *Taking Wales Forward*.

We will support the provision of social engagement courses through clubs and self-directed learning groups, enabling people to continue to participate in learning in an informal way whilst having a positive effect on their health and wellbeing.

### **Engagement Activity and ‘hook’ courses**

People return to learning for a number of reasons. Many return in the hope of gaining new skills to help them to find work or stay in employment.

For others, becoming a parent can be the inspiration needed to return to learning. Our *Education begins at Home* campaign states that the home environment is the single biggest factor in a child’s educational attainment<sup>7</sup>. By creating an environment that values education and supports a child’s learning, parents and carers can give their child a significant head start in life. This can only work if the parents and carers themselves have the skills to help their children. It is of paramount importance to us that we support our families to prosper.

Many schools utilise their Pupil Development Grant (PDG) funding to open up their classrooms to parents and carers during or after school hours to encourage them to learn. We will continue to work with schools to engage with Adult Learning providers, and to utilise programmes such as the PDG, to deliver provision that impacts positively on both adults and children.

We will support the provision of softer engagement activity as a means of attracting learners who might otherwise hesitate to get involved.

### **Welsh Medium Provision**

Improving access to Welsh Medium education is a key aim of the Welsh Government. We want to increase the availability of our essential skills and employability courses through the medium of Welsh in line with demand and according to the Welsh Language standards.

We will continue to support the work of the Mentrau Iaith<sup>8</sup> to encourage learners to engage in activities through the medium of Welsh to improve their language skills.

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<sup>6</sup>[www.alzheimers.org.uk/info/20010/risk\\_factors\\_and\\_prevention/737/how\\_to\\_reduce\\_your\\_risk\\_of\\_dementia](http://www.alzheimers.org.uk/info/20010/risk_factors_and_prevention/737/how_to_reduce_your_risk_of_dementia)

<sup>7</sup> <http://gov.wales/topics/educationandskills/schoolshome/parents/education-begins-at-home/?lang=en>

<sup>8</sup> The Mentrau Iaith (Language Initiatives) are voluntary community organisations that promote the use of Welsh throughout Wales - [www.mentrauiath.org](http://www.mentrauiath.org)

## **Funding, co-investment and full cost recovery**

We will make the most of the funding available to us by prioritising support for those in greatest need of our help, but there will be a clear steer towards improving access to Essential Communication skills; Essential Application of Number Skills, Digital Literacy and ESOL as a first priority.

For some adults, returning to learning can be a daunting prospect, and they may need to be re-introduced into learning gradually. We will support the provision of softer engagement activity as a means of attracting learners who might otherwise hesitate to get involved.

Providers will be expected to work together to identify and address issues that are most relevant to their local needs; and to manage the funding provided to them to address these needs.

We will continue to support a curriculum of leisure and recreational courses for learners on the understanding that, where possible, learners will be expected to contribute to the cost of their learning themselves through the payment of fees. Providers have already shown their commitment to offering as wide a selection of opportunities for people as possible. We will help providers to ensure that courses continue to be affordable and accessible.

Once demand for the most critical priorities (Essential Skills, ESOL and Digital Literacy) has been met, providers will have the flexibility to utilise any remaining funding to offer concessions to help learners to engage in activity. We will leave it to providers' own discretion to determine the level of support they offer.

Employers too have an important role to play in funding some of this provision. Employers have a duty to provide training which ensures their workforce complies with statutory requirements; or that individuals are required by law to undertake in order to do their job. But we are also encouraging them to ensure they continue to improve the skills of their employees by supporting their learning – either within or away from the workplace.

## **Progression and outcomes**

Learners engaged in the provision we fund will be expected to have very clear planned outcomes for their learning and progress towards employability, further learning, or improved social integration.

Where individuals have been encouraged back into learning through engagement activity, they will be expected to move onto more mainstream provision, to ensure that they do not get caught in a cycle of engagement activity.

Regardless of the type of learning, we will expect providers to work with learners to ensure there are clearly defined outcomes for all learning and that these outcomes are monitored effectively.

### **Qualifications and accreditation**

Where appropriate, providers should encourage learners to progress onto accredited courses, to enable them to achieve the qualifications needed to help them to find work or progress onto further learning.

Accreditation is a useful way of evidencing the skills levels achieved, but we must ensure that people are studying for qualifications that are relevant and useful to their future development. The revised Essential Skills Wales qualifications are designed to assess the skills that learners need for successful learning, employment and life.

Progression is not always about gaining qualifications, and softer outcomes are no less relevant to some individuals. We will continue to support providers to use systems such as RARPA (Recognising and Recording Progress and Achievement) and Open Badges<sup>9</sup> to monitor and evidence informal learning outcomes to ensure the progression of learners is not overlooked if they do not attain a formal qualification.

Our aim is to support individuals to develop their skills and move on – whether that is into work, further learning, enhanced social integration, or improved health and well-being.

## **Taking Adult Learning forward**

In order to ensure the future of adult learning in Wales, we will commit to the following:

### **The Welsh Government will:**

- In consultation with the sector, introduce a new funding and delivery structure to ensure public funding reaches those in greatest need;
- Work collaboratively with the different departments within the Welsh Government to join up policy initiatives relating to employability, health, and communities;
- Work with the Third sector to ensure learners have access to all provision available to them and that there are clear progression routes into mainstream provision where appropriate;
- Work with the Department for Work and Pensions (DWP), Job Centre Plus (JCP) and the new Work and Health Programme provider in Wales to align support and maximise the benefits for learners in Wales to ensure a smooth transition into employment;
- Continue to develop performance measures and benchmarking data to help Adult Learning providers to evaluate learner outcomes;

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<sup>9</sup> Open Badges are digital rewards which can be stored inside a student's 'digital backpack'. The badges can be achieved by completing tasks and goals set by an issuer, such as a learning provider.

- build on RARPA principles to support the measurement of ‘soft’ outcomes for non-accredited learning; and
- Work with Higher Education Institutions, in particular the Open University, to ensure that there are improved progression pathways from adult learning to and through higher education.

**Providers will be expected to:**

- Ensure funded provision is targeted at those in greatest need with a clear emphasis on addressing Essential Skills, Digital Literacy and ESOL needs;
- Work with the Welsh Government to develop a funding and delivery structure that ensures public funding reaches those in greatest need;
- Work together in formal or informal partnerships (including the Regional Skills Partnerships) to ensure local needs are identified and addressed;
- Continue to share good practice through the Adult Learning Partnership Wales Network to ensure the sector continues to improve and challenge itself;
- Continue to evaluate outcomes using statistical data, RARPA and learner views to ensure that quality of provision and delivery remains high; and
- Work together to eradicate duplication and improve learning opportunities and progression pathways.

**CYNGOR CAERDYDD  
CARDIFF COUNCIL**

**ECONOMY & CULTURE SCRUTINY COMMITTEE**

**5 OCTOBER 2017**

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**CORRESPONDENCE REPORT**

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**Background**

1. This report provides Committee Members with an update on Committee correspondence, since the start of this municipal year. Following most Committee meetings, the Chair writes a letter to the relevant Cabinet Member or officer, summing up the Committee's comments, observations and recommendations regarding the issues considered during that meeting.
2. The correspondence schedule attached as **Appendix A** provides an update since the start of this municipal year, with the following information:
  - Date the letters were sent;
  - To whom the letter was addressed;
  - The key recommendations set out in the Chair's letters;
  - Date the response was received; and
  - The response of the Cabinet Member(s) to those recommendations.
3. The schedule attached at **Appendix A** shows:
  - *Response Received* – from Councillor Goodway to the Chair's letter, sent 19 July 2017, following pre-decision scrutiny of Funding of the Bus Station Interchange at the Committee meeting on 18 July 2017.
  - *Response not required* – to Chair's letter, sent 14 September 2017, following Call-In of the Cabinet Decision re Funding of the Bus Station Interchange, held on 13 September 2017

- *Response Awaited* – from Councillor Thorne to the Chair’s letter, sent 15 September 2017, following scrutiny of Employment Services at the Committee meeting on 14 September 2017.
4. Copies of the Chair’s letters and any responses received can be found on the Council’s website page for the relevant Committee meeting, with a hyperlink provided at the top of the page, entitled ‘*correspondence following the committee meeting*’.

### **Way Forward**

5. Members may wish to reflect on the correspondence schedule, attached at **Appendix A**.

### **Legal Implications**

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



## **Financial Implications**

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

## **RECOMMENDATIONS**

The Committee is recommended to note the content of the correspondence schedule attached at **Appendix A** and consider any further correspondence required.

**Davina Fiore**  
**Director of Governance and Legal Services**  
**29 September 2017**

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**APPENDIX A – Economy & Culture Scrutiny Committee Correspondence Schedule, as at 29 September 2017**

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
19 July 2017	Cllr Goodway	<b>Funding the New Bus Transport Interchange</b>	<p><i>'Members support the proposal to move from private rented sector accommodation to student accommodation... Members are supportive of a market driven approach for [office] space as well, subject to further planning application, if required.'</i></p> <p><i>'With regard to the second recommendation to Cabinet to delegate authority, Members support this, on the understanding that the usual due diligence checks would apply to ensure robust financial modelling and consideration of legal advice.'</i></p>	<b>4 August 2017</b>	<p>'I am grateful that the joint committee supports our intention to adopt a market driven approach which will allow the development partners to market the site in a less constrained manner than has hitherto been the case.'</p> <p>'I take on board all of the points you make regarding the need to put in place robust arrangements that will ensure proper due diligence and I will ensure council officials adopt such an approach.'</p>

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
			<p><i>'Members support the appointment of external cost consultants and professional advisors to ensure that the Council achieves value for money. Members also recognise the usefulness in acquiring the Saunders Road car park site.'</i></p> <p><i>'Members note the bid to Welsh Government for assistance in meeting technical fit out and highway improvements. Members would like to be kept informed of progress with this bid, in terms of the amount awarded and the uses agreed for the grant funding.'</i></p>		<p>'I note also the joint committee's request to be kept informed of progress with regard to the bid to Welsh Government for funding to finance the fit out costs of the bus station. I guess that the joint committee would equally like to be kept informed of progress with regard to the overall development and of key issues, which are likely to emerge as we take it forward. I am eager to respond positively to the joint committee's request. Please can you ask Scrutiny Officers to liaise with the Cabinet Office to explore what arrangements can be put in place to help ensure this happens.'</p>

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
14 September 2017	Cllr Goodway	<b>Call-In - Funding the New Bus Transport Interchange'</b>	<p><i>'Having considered the evidence presented by Councillor McEvoy, Dr Max Wallis and yourselves, Members decided not to refer back to Cabinet the decision CAB/17/11. Therefore, this decision stands.'</i></p> <p><i>'Members welcome the fact that concerted efforts are being made to secure office usage in the interchange building and hope that these prove fruitful. However, Members are supportive of a market driven approach for this space as well, subject to further planning application, if required.'</i></p>		<b><i>No Response Required</i></b>

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
15 September 2017	Cllr Thorne	<b>Employment Services</b>	<p><i>'Members recognise that some services currently offered by Communities First will not continue.'</i></p> <p><i>'Members welcome the intention that the new services are accessible to all citizens, regardless of where they live.'</i></p> <p><i>'Members urge officers to ensure that the marketing of the new gateway approach provides reassurance to potential service users re its independence and helpfulness. Members are also interested to hear more about how officers will identify potential service users who face difficulties accessing these services.'</i></p>		<b><i>Response Awaited</i></b>

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
			<p><i>'Members raised their concerns about future ESOL provision and were interested to hear that officers are mapping provision with a view to identifying possible additional funding provision. Members would like to be kept informed on progress with this.'</i></p> <p><i>'Members note that officers are hoping that consultation responses will identify additional specialist services, to enhance the current list of specialist services.'</i></p> <p><i>'Members also note that Cardiff Council intends to use the responses received to the 'Helping</i></p>		

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			<p><i>people find work and Building Community Resilience' consultation to shape the proposed use of the fund in Cardiff.'</i></p> <p><i>'Members have scheduled pre-decision scrutiny of the Cabinet Report on Employment Services for our meeting on 9 November 2017. Members would like to receive the consultation schedule with our papers for this item, in order that we can see the responses received and the corresponding actions proposed.'</i></p>		