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AGENDA

Committee ENVIRONMENTAL SCRUTINY COMMITTEE

Date and Time of Meeting TUESDAY, 5 DECEMBER 2017, 4.30 PM

Venue COMMITTEE ROOM 4 - COUNTY HALL

Membership Councillor Patel (Chair)
Councillors Philippa Hill-John, Owen Jones, Lancaster, Lay, Mackie,
Owen, Wong and Wood

*Time
approx.*

1 Apologies for Absence

To receive apologies for absence.

2 Declarations of Interest

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

3 Minutes (Pages 1 - 10)

To approve as a correct record the minutes of the meetings held on 3 October and 7 November 2017.

4 Roles and Responsibilities for Flood Risk Management in Cardiff 4.40 pm
(Pages 11 - 154)

- (a) Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment has been invited to attend the meeting and make a brief statement (if he wishes);
- (b) Officers from Cardiff Council, Dwr Cymru and Natural Resources Wales have been invited to attend the meeting to explain the roles and responsibilities of each of the partner organisations in terms of flood risk management in Cardiff. A short five-minute presentation will be delivered by each of the three partner organisations in relation to their roles around flood risk management in Cardiff;

(c) Questions by members of the Committee.

5 Roath Flood Scheme *(Pages 155 - 194)*

5.40 pm

- (a) Representatives from Natural Resources Wales have been invited to attend the meeting to brief Members on the development and implementation of the Roath Flood Scheme. They will deliver a presentation on the development and implementation of the Roath Flood Scheme;
- (b) Committee to receive pre-arranged contributions from interested parties regarding the Roath Flood Scheme. Each of the interested parties will have an opportunity to make a statement or deliver a short presentation;
- (c) Chair to invite further contributions from members of the public at the meeting;
- (d) Questions by members of the Committee.

6 City Operations Directorate and Commercial & Collaborative Services - Quarter 1 & 2 Performance Reports 2017/18
(Pages 195 - 232)

6.40 pm

- **City Operations Directorate**

- (a) Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling & the Environment to make a statement on the areas of the City Operations Directorate – Quarter 1 & 2 Performance Reports 2017/18 relevant to his portfolio of responsibility (if he wishes);
- (b) Councillor Caro Wild, Cabinet Member for Strategic Planning & Transport to make a statement on the areas of the City Operations Directorate – Quarter 1 & 2 Performance Reports 2017/18 relevant to his portfolio of responsibility (if he wishes);
- (c) An officer from the City Operations Directorate to deliver a presentation based on the areas of the City Operations Directorate – Quarter 1 & 2 Performance Reports 2017/18;
- (d) Questions by members of the Committee.

- **Commercial & Collaborative Services**

- (e) Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling & the Environment to make a statement on the areas of

the Commercial & Collaborative Services – Quarter 1 & 2 Performance Reports 2017/18 relevant to his portfolio of responsibility (if he wishes);

- (f) An officer from Commercial & Collaborative Services to deliver a presentation based on the areas of the Commercial & Collaborative Services – Quarter 1 & 2 Performance Reports 2017/18;
- (g) Questions by members of the Committee.

7 Environmental Scrutiny Committee - Work Programme Review 7.40 pm
(Pages 233 - 242)

- (a) Principal Scrutiny Officer to talk Members through the current content of the revised draft Environmental Scrutiny Committee Work Programme 2017/18;
- (b) Members will need to discuss, consider and agree future items for the Environmental Scrutiny Committee Work Programme 2017/18.

8 Correspondence *(Pages 243 - 290)* 7.50 pm

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

9 Way Forward 8.00 pm

10 Date of next meeting - 16 January 2018

Davina Fiore

Director Governance & Legal Services

Date: Wednesday, 29 November 2017

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

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

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ENVIRONMENTAL SCRUTINY COMMITTEE

3 OCTOBER 2017

Present: County Councillor Patel(Chairperson)
County Councillors Philippa Hill-John, Owen Jones, Lancaster,
Lay, Mackie, Owen, Wong and Wood

10 : APOLOGIES FOR ABSENCE

No apologies for absence were received.

11 : DECLARATIONS OF INTEREST

The following declaration of interest was received in accordance with the Members' Code of Conduct:

Councillor Mackie	Item 4	Personal
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12 : MINUTES

The minutes of the meeting held on 5 September 2017 were approved by the Committee as a correct record and were signed by the Chairperson.

13 : MANAGING FOOD HYGIENE IN CARDIFF

Councillor Mackie declared a personal interest in the following item under the Members Code of Conduct, as the Authority's appointed member of the Cardiff Port Health Authority.

The Committee received a report on the approach taken by the Shared Regulatory Service in managing food hygiene in Cardiff. The report sought to highlight the role, responsibilities and challenges; aims and objectives; performance targets and the resources available to Shared Regulatory Services (SRS) for managing food hygiene in Cardiff.

Members were advised that the Shared Regulatory Service, a collaborative service between Bridgend, Cardiff and Vale of Glamorgan Councils, was established in May 2015. SRS delivers the Trading Standards, Environmental Health and Licensing functions under a single management structure. The authority has a duty to enforce the Food Safety Act 1990, the Official Food and Feed Controls (Wales) Regulations 2009 and an array of food and feed legislation, and as part of the Food Standards Agency Framework Agreement the authority is required to produce a Food and Feed Plan setting out the arrangements in place to discharge its duties. The Shared Regulatory Services – Food and Feed Law Service Plan 2017/18 (Draft) was attached at Appendix A to the report.

SRS is responsible for, and committed to, the safety and quality of the food chain. To achieve this the service has adopted 12 aims and objectives detailed in the report. SRS also places the corporate priorities of the three councils at the heart of its operations. In developing its strategic priorities SRS has considered the priorities of

all three councils and the needs and aspirations of its partners and customers. Details of the three strategic priorities were also set out in the report.

Members were advised that there are 5,928 food premises within the area covered by SRS: 1,294 in Bridgend; 3,325 in Cardiff; and 1,309 in the Vale of Glamorgan. A profile of the food premises was provided in Appendix A of the report. SRS has the responsibility to monitor these premises to ensure that they meet the required food hygiene standards.

Decisions about enforcement action, and in particular decisions to prosecute, have serious implications for all involved and SRS has adopted a Compliance and Enforcement Policy. The Policy sets out the standards that will be applied by the Service when dealing with issues of non-compliance, and what residents, consumers and businesses can expect. The Policy aims to promote efficient and effective approaches to inspection and enforcement, and balance the need for improvement whilst minimising unnecessary burdens on business.

The Policy ensures that food and feed businesses receive interventions, for example, inspections in accordance with codes of practice and practice guidance. The local authority has a planned programme of interventions based on the requirements of the Food Law and Feed Law Codes of Practice and Practice Guidance. Following inspection from officers, premises are categorised from A (high risk) to E (lowest risk). Interventions are planned in accordance with the risk rating. The report provided the Committee with further details of the appropriate interventions for food premises categories A to E.

New businesses, or unrated premises, are subject to full inspection. These are undertaken within 28 days of the premises opening. Members were advised that Cardiff has a high turnover of businesses and this presents an additional challenge to the service. In 2016/17 416 new businesses were identified in Cardiff – compared to 194 in Bridgend and 140 in Vale of Glamorgan.

The report also provided a summary of the key food hygiene performance indicators.

The Food Hygiene (Wales) Act 2013 requires all relevant food businesses to display their food hygiene rating sticker in a prominent place so that customers can clearly identify the food hygiene score achieved. The scheme has been successful in raising public awareness of food hygiene in Wales, and has in turn increased food safety standards. Appendix 2 to the report provided the Committee with a breakdown of food hygiene standards ratings for food establishments in the city.

Furthermore, since November 2016 takeaways in Wales have been asked to include a bilingual statement on leaflets or flyers such as menus telling customers where they may find details of the food hygiene rating on the website of the Food Standards Agency. Members were advised that there is a need for additional enforcement for these additional requirements, in addition to the enforcement relating to the display of a food hygiene rating sticker.

The overall SRS financial budget for food and feeds safety is estimated to be £3,520,442. The Cardiff allocation is £1,968,050 net, which included £1,748,639 for staffing, £25,507 for travel/subsistence, £44,231 for sampling and £139,673 for

supplies and services. There are 34.09 FTE posts dealing with food hygiene issues across SRS; 19.45 of which are apportioned to Cardiff.

The Chairperson welcomed Councillor Michael Michael, Cabinet Member for Clean Street, Recycling and Environment; Dave Holland, Head of Regulatory Services; and Christina Hill, Operational Manager, Food Safety; to the meeting. Councillor Michael was invited to make a brief statement.

Councillor Michael stated that whilst the Shared Regulatory Service was established 3 years ago the service has taken time to gel. The SRS is performing well and the report before the Committee reflects this. Food hygiene was an important area of responsibility for the service.

Christine Hill provided the Committee with a verbal presentation on Food and Feed Law Service Plan 2017/18. Members were invited to comment, seek clarification or raise questions on the information received. Those discussions are summarised as follows:

- Officers confirmed that 100% of Category A and Category B premises were inspected during the year, along with 90% of Category C premises. The service area has a KPI which aims that all new businesses are inspected within 28 days of the business opening. 90% of new businesses are inspected within this timescale and those that are not inspected are usually not operating and ready for inspection. High risk new premises will always be prioritised.
- Members asked whether the services' aims and objectives are manageable within the resources available. Officers stated that the service is target driven and it was anticipated that all KPIs would be achieved. SRS are able to call on additional resources from Bridgend and Vale of Glamorgan the need arises. Working practices have changed and staff have adopted agile working. For example, staff are no longer office based. The FLESP sets out what is achievable with the budget available.
- Members asked whether income from training/advice sessions could be allocated towards the provision of additional staff. Officers stated that the income from providing advice to food business was insufficient to provide additional staff. The level of the fee is set nationally in conjunction with other authorities.
- Members noted that 94% of business were broadly compliant. Officers were asked whether any trends had been identified with the 6% of businesses that were failing and whether a plan of action had been implemented to address these failings. Officers considered that in view of the range of premises types and cuisines in Cardiff direct comparisons were not possible.
- Members questioned whether SRS had considered offering its services to other local authorities. Officers stated that SRS is expanding on its 'paid for' advice visits and uptake was increasing. SRS are also the primary authority for businesses with outlets in more than one local authority area. The Cabinet Members suggested that some expressions of interest have been received from other local authorities but he considered that the SRS should have time to settle before considering such steps.
- Officers advised that, in terms of food hygiene, South Wales compares poorly when compared to North and West Wales. The Food Hygiene Standards are acting as a

competitive driver and this is driving up standards.

- A Member stated that there has been an increase in reports from Members of the public that food businesses are not displaying their food hygiene ratings in prominent places. Members asked how proactive the authority is the enforcement of this requirement. Officers confirmed that complaints are received from the public and the service is proactive in enforcement. A Fixed Penalty Notice (FPN) is issued to businesses which are found not to be displaying their ratings. Display of the notice is the first thing inspectors will look for during visits and officers will pay particular attention to this.
- A Member referred to concerns raised on a recent television programme, featuring staff from the SRS, that food businesses are not displaying their correct hygiene rating and are providing incorrect information on the telephone when asked for their hygiene rating. The Member asked whether the public could have faith in the food hygiene rating system. Officers stated that the television programme did help to raise public awareness. Officers were disappointed that the food businesses highlighted had not displayed correct scores and follow-up actions were planned. Members were asked to note that hygiene ratings can be checked on the Food Standards Agency website. More could be done to signpost members of the public to this information.
- Members asked whether food hygiene rating results were broadly improving since their introduction in 2013. Officers referred to the graph on page 75 of the report which indicated that food hygiene rating had consistently improved since 2013.
- Members asked whether, given the churn of food businesses in the City, there was any potential for pre-opening inspections or for making pre-opening advice visits mandatory. Officers considered that pre-opening inspections would impact on resources and businesses that were already trading would not be visited as a result.
- The Cabinet Members stated that in instances where businesses apply for change of use planning permission to allow for a food business to be trading, then officers in SRS should be notified early to enable SRS to start their processes. Discussions are on-going with a view to implementing a joined up approach between service areas.
- Members asked how often businesses that are rated 0 and 1 receive spot check visits and also what are the most common reasons for failures. Officers advised that there are set timescales for revisits, depending on the score achieved. A rating of zero means that there are poor practices and inspectors will make a judgement whether to revisit or to close the premises. Common reasons for failures were hygiene practices, temperature control and record keeping.
- A Member asked whether bi-lingual statements on take-away leaflets were statutory and how compliant businesses were. Officers indicated that leaflets do not need to be bi-lingual but they should contain information on how to access the FSA website. There is also no requirement to put food hygiene ratings on their websites.
- Members commended the success of the food business workshops hosted by SRS at the Millennium Stadium and asked whether there was scope to hold smaller, more localised workshops, in the future. Officers welcomed the suggestion.

RESOLVED – That the Chairperson writes on behalf of the Committee to the Cabinet Member to convey their comments and observations.

14 : CARDIFF'S TAXI SERVICES

The Committee received a report providing a briefing on the way in which taxi services in Cardiff currently operate, the challenges they face and where improvements can potentially be achieved.

Members were advised that the Council acts as the Licensing Authority for taxi vehicles, taxi driver and taxi operators in Cardiff. The Licensing Authority has responsibility for setting the conditions and issuing licences to ensure that vehicles are safe and comfortable and that operators are fit and proper persons, medically fit, knowledgeable and free from relevant convictions.

There are two types of taxi licences in the UK; the Hackney Carriage Vehicle Licence and the Private Hire Taxi Licence. There are currently 946 Hackney Carriage Vehicle Licences, 1289 Private Hire Vehicle Licences and 80 Operator Licences issued in Cardiff. The differences between the two vehicle types were explained further in the report.

There have been recent developments within the taxi hire business with the arrival of new forms of business models where customers use online apps to access taxi services, such as Uber. Uber charge owner drivers a fee provided through their app and all payments are dealt with electronically. When a customer requests a taxi journey through the app the details are placed on a platform and Uber drivers are given an opportunity to bid for a fare; the customer then has the option to agree or decline one of the offers.

The Council developed a code explaining that Cardiff taxi operators and drivers are firmly committed to offering the highest levels of service to all passengers. The 'Cardiff Taxi Driver Code – Our Promise to Passengers' set out what passengers can expect from drivers and what drivers expect from their passengers.

The Committee heard that the legislation surrounding taxis is currently in the process of being devolved to the Welsh Government. The Welsh Government is reviewing its options around future arrangements and a consultation exercise based on a recent Law Commission review of the law governing taxi and private hire vehicles has been conducted. The review made 84 recommendations, many of which were reflected in the Welsh Government's proposals for reform. A number of the proposals were details in the report.

Members were also advised that on 6 December 2016 the Public Protection Committee received a report entitled 'Hackney Carriage Vehicle Licence Limitation. The Public Protection Committee resolved to continue with the moratorium, originally implemented in 2010, on granting new Hackney Carriage Vehicle licences as it was satisfied there was no significant unmet demand for taxis in the City.

The Chairperson invited Will Lane, Operational Manager, Public Protection, to deliver a brief presentation on taxi services in the City. Members of the Committee were then invited to comment, seek clarification or raise questions on the information received. Those discussions are summarised as follows:

- Members asked what enforcement was in place to prevent taxis using bus lanes as unofficial taxi ranks and how many prosecutions or other actions have been carried out. Officers advised that Fixed Penalty Notices (FPNs) can be issued to drivers parking in bus lane. Responsibility for FPNs lies with officers in Highways. Officers did not have any figures in terms of prosecutions as this information is not routinely provided to the Licensing Team. Officers stated that if any particular taxi drivers were identified who are continually blocking bus lanes then they would be happy to report the matter to the Public Protection Committee.
- A number of Members of the Committee considered that the use of bus lanes as unofficial taxi ranks was the result of there being insufficient rank space in the City Centre. Taxis are regularly forming unofficial ranks after 6.30 pm. Drivers are also causing problems by parking on junctions in Greyfriars and on Wood Street. Concerns were expressed regarding the lack of official taxi rank spaces in the City Centre and the implications for these unofficial ranks had for public safety.
- Members asked whether the Council has the authority to form new or temporary taxi ranks during peak periods, for example a rank in the Civic Centre near City Hall or Museum Place. Officers stated that the matter was currently being investigated and has been raised previously at Taxi Forum meetings. Any solution will be the responsibility of the Highways Authority, though the Licensing Authority will be consultees.
- Referring to the number of complaints received, Members asked whether it was possible to have a breakdown of the complaints received, for example, the issues the complaints relate to; the number of complaint received; the number of complaints subsequently considered at Public Protection Committee. Members also asked whether the complaints procedure was over complicated and whether it could be streamlined. Officers stated that a new database was being developed which would be able to provide the level of detail suggested. Officers noted the comments made regarding the complaints procedure. Members were advised that the process, in terms of gathering evidence and statements, needs to be robust as the Committee's decisions are often tested in the Magistrates Court during appeals.
- Responding to a question, officers explained that spot checks do not target particular drivers or vehicles. Spot checks are conducted and checks a made on whether the vehicle is operating in compliance with the conditions of service, e.g. is driver I.D. displayed? is for hire light illuminated? 'Mystery Shopper' exercises are also occasionally carried out e.g. to test whether private hire vehicles are willing to take fares from customers who flag them down in the street (which they are not permitted to do).
- Members sought further information regarding how taxi licensing fees are set. Officers advised that fees a calculated by using an all-Wales toolkit. The authority may only recharge the cost of providing the licensing service and the authority is constrained by legislation.
- Members noted that drivers who are licenced by another authority are legally permitted to ply for trade in Cardiff. Officers were asked to comment. Officers stated that the Welsh Government consultation exercise has sought views regarding this issue. This Authority has no enforcement powers over drivers licenced by other authorities. Officers considered that the issue is recognised and the legislation that allows it is old and arguably no longer fit for purpose. Drivers working within the SRS area: Cardiff, Vale of Glamorgan and

Bridgend; are asked to declare which area they intend to work in.

- A Members asked whether it was possible to reduce licence fees for drivers who were operating ‘cleaner’ vehicles. Officers stated that the legislation does not allow for the authority to offer such incentives.
- Referring to the use of the meter for all journeys within the city limits, a Members asked what training or testing drivers receive and what action can be taken to reduce the number of complaints. Officers stated that taxi drivers are professionals and it is their duty to know where the city boundaries lay. Drivers are required to pass the ‘knowledge’ test – which asked drivers to most appropriate route between locations in the city.
- Members noted that a survey indicated 57% of passengers felt safe in a taxi. Members considered this to be a poor result and asked what additional measure to be taken to improve matters. Officers felt that those who felt unsafe may be concerned with their safety at potential flashpoints such as at taxi ranks. The Business Improvement District scheme is looking to bolster the taxi marshal service. References are not required from applicants for taxi drivers licences but an enhanced DBS check is necessary.
- Members asked for clarification on the remit of taxi marshals, for example, how they deal with refusal of fares. Officers advised that taxi marshals were part of the City Centre Management Team. Officers offered to provide further details re taxi marshals instructions to the Committee. Members were advised that officers from City Centre Management and Licensing have regular meetings to discuss the night time economy management.
- Officers described the circumstances under which it would be reasonable for a taxi driver to refuse a fare. Members were also advised that taxi drivers are permitted to as for a deposit or part payment at the commencement of a journey. Passengers are not obliged to pay in advance or give a deposit and the driver cannot refuse the fare if passengers are unwilling to pay.
- Referring to the recent decision by Transport for London to refuse Uber an operators’ licence, Members asked whether similar issues have been experienced in Cardiff. Officers stated that there were unaware of any concerns. There were estimated to be 40,000 Uber drivers operating in London, compared with between 250 and 300 in Cardiff. Uber in London and Uber in Cardiff were also operated by different companies. Officers considered that there were some positives to the ‘app-based’ approach and it was popular with customers.

RESOLVED – That the Chairperson writes on behalf of the Committee to the Cabinet Member to convey their comments and observations.

15 : MEMBER BRIEFING: FIRST CARDIFF LOCAL DEVELOPMENT PLAN ANNUAL MONITORING REPORT

Members noted the content of the ‘First Cardiff Local Development Plan Annual Monitoring Report’ that was presented to Cabinet at its meeting on Thursday 21st September 2017. The Principal Scrutiny Officer talked Members through the content of the report, this included the structure of the document, key findings and recommendations. Members agreed with the view that it was too early to draw any real long term conclusions from the report and that it should be used as an initial

baseline document against which future progress should be measured. The Committee agreed to include the 'Second Cardiff Local Development Plan Annual Monitoring Report' to the list of potential work programme ideas for 2018/19; the suggested aim would be to scrutinise this document against the progress achieved in terms of delivering Cardiff's Local Development Plan and comparing this against the baseline figures set out in the 'First Cardiff Local Development Plan Annual Monitoring Report'.

In addition to deferring more detailed scrutiny of the 'Second Cardiff Local Development Plan Annual Monitoring Report' to 2018/19 Members stressed the long term importance of driving 50:50 modal shift. They felt that Cardiff's Local Development Plan was an important vehicle for driving 50:50 modal shift and that scrutinising the transport element of this was very important going forward, as a result the Committee is very keen to scrutinise any future transport plans for Cardiff, this would include the green paper on transport due to be produced before the end of the 2017/18 financial year.

Finally, the Committee are aware that the Council is updating a number of Supplementary Planning Guidance documents that link directly into the progressing Cardiff's Local Development Plan. Members confirmed that they will review the suite of new Supplementary Planning Guidance documents and look to scrutinise these during 2017/18 should they feel it is appropriate.

AGREED – That the report be noted.

16 : ENVIRONMENTAL SCRUTINY COMMITTEE - WORK PROGRAMME 2017/18

The Principal Scrutiny Officer presented an update on the Committee's Work Programme. Members were asked to consider potential items for the November and December committee cycle. The Committee discussed the work programme and a number of options were put forward including the Cycling Strategy, Drainage Programme and Winter Maintenance.

AGREED – That the Principal Scrutiny Officer write to Members of the Committee outlining the Committee's Work Programme for November and December.

17 : DATE OF NEXT MEETING

Members were advised that the next Environment Scrutiny Committee is scheduled for 7 November 2017.

The meeting terminated at 8.30 pm

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ENVIRONMENTAL SCRUTINY COMMITTEE

7 NOVEMBER 2017

Present: County Councillor Patel(Chairperson)
County Councillors Philippa Hill-John, Lancaster, Lay, Mackie,
Owen, Wong and Wood

18 : ADJOURNMENT

At the commencement of the meeting the Chairperson indicated that following consultation Members unanimously agreed that the meeting should be adjourned as a mark of respect in light of the sad news received earlier today about the death of Carl Sargeant AM.

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**CYNGOR CAERDYDD
CARDIFF COUNCIL**

ENVIRONMENTAL SCRUTINY COMMITTEE

5 DECEMBER 2017

**ROLES & RESPONSIBILITIES FOR FLOOD RISK MANAGEMENT IN
CARDIFF**

Reason for the Report

1. To provide Members with the opportunity to review the roles and responsibilities of the Council and its statutory partners in dealing with flood risk in Cardiff.

Background

2. The risks of flooding have grown over recent years due to changing weather patterns and more localised high intensity rainfall events. Flooding can have a significant impact on our lives, property, and businesses with more and more serious incidents being recorded across the UK each year. Flooding can come from various sources; rivers, streams, the sea and more commonly in Cardiff from blocked drains or old sewers that cannot cope with the volumes of water from heavy rainfall.
3. The Council and its partners share a strong commitment to reduce the risks of flooding across Cardiff and minimise the impacts that any flood event could have on local communities, the environment and the economy. Although Cardiff has not had many significant flooding incidents there are an increasing number of local flooding issues that occur in periods of heavy rain. The numbers of localised flooding incidents are growing each year and the Council and its partners are taking action to protect the residents and businesses of Cardiff for the future.
4. The Flood and Water Management Act that was introduced in 2010, places a duty on the Council to act as the Lead Local Flood Authority and prepare a 'Local Flood Risk Management Strategy' – a copy of this document that was adopted in

September 2014 has been attached to this report as **Appendix 1**. This Strategy details the roles and responsibilities of the organisations working in Cardiff that contribute to flood risk management and explains how we aim to work together to reduce the consequences of flooding.

5. Local Flood Risk Management Strategy is broken into eight main sections, these include:
 - Roles & Responsibilities;
 - Local flood risk in Cardiff;
 - How is local flood risk currently managed;
 - Approach & policy for managing local flood risk in Cardiff;
 - Finance;
 - Environmental assessments;
 - Monitoring & review.

6. The Council as the Lead Local Flood Authority is responsible for surface water, streams, culverts and ground water flooding. The strategy outlines the Council's responsibilities as well as those of key partners such as Welsh Water, the Natural Resources Wales and the Internal Drainage Board. All parties must work together to prevent and prepare for flooding.

7. As well as external partners, a variety of Council service areas have a role in supporting the prevention and preparations for flooding events, these include:
 - Emergency Management – ensure resources are in place to cope with and recover from events;
 - Harbour Authority – control and maintenance of the Barrage which reduces the risk to the city;
 - Highways – in maintenance, developing preventative schemes, and coastal management;
 - Housing – preparing our housing stock and supporting residents;
 - Planning – to protect future developments;
 - Social Services – in working with residents to prepare and protect themselves against flooding;

- Street Cleansing – in keeping the road gullies and drains free from litter.

Local Flood Risk Management Strategy - Objectives

8. The Council and its partners have built upon the national strategy objectives to develop the strategy with local objectives that will go beyond the statutory requirements. These objectives are set out in the following table and will seek to achieve the following outcomes:

- Ensure a clear understanding of the local risks of flooding and erosion, so that investment in risk management can be prioritised more effectively;
- Set out clear and consistent plans for risk management so that communities and businesses can make informed decisions about the management of the residual risk;
- Encourage innovative management of flood and coastal erosion risks, taking account of the needs of communities and the environment;
- Form links between the local flood risk management strategy and local spatial planning;
- Ensure that emergency plans and responses to flood incidents are effective and that communities are able to respond properly to flood warnings;
- Help communities to recover more quickly and effectively after incidents.

Local Flood Risk Management Strategy - Priorities

9. After reviewing the current position and future requirements and risks within Cardiff the following priorities have been established:

- To build stronger links with key stakeholders and neighbouring Local Authorities;
- To continue to build on the work undertaken with regards to community resilience planning;
- To embed awareness of flooding mitigation measures across all Council functions;
- To fully understand the coastal erosion risks;

- To raise awareness across all communities of Cardiff, particularly focusing on those at highest risk of flooding and those that require more support such as low socio-economic standing and vulnerable communities;
 - To reduce the consequences of flooding through hard engineering and design schemes;
 - To reduce the consequences of flooding through the construction of appropriately designed sustainable defences that benefit the local environment.
10. The Local Flood Risk Management Strategy identifies three main themes for local flood management in Cardiff, these are:
- Flood Forecasting & Response – For example, raising flood awareness, creating emergency response plans and developing community flood plans.
 - Asset Management & Maintenance – For example, creating asset management plans, defence / structure management, channel maintenance, culvert maintenance.
 - High Level Awareness & Engagement – Achieved through extensive partnership working.

Statutory Requirements

11. The Flood and Water Management Act 2010 sets out what must be contained within a Local Flood Risk Management Strategy (**Appendix 1**). The Welsh Government has also provided guidance on what Local Flood Risk Management Strategies should contain and how they should be developed (Welsh Government, 2011a). Cardiff's strategy must also be consistent with the National Strategy for Flood and Coastal Erosion Risk Management (Welsh Government, 2011b).
12. Cardiff's Local Flood Risk Management strategy must contain the following information:
- Identify Risk Management Authorities in Local Flood Risk Management area of Cardiff (Section 2);
 - Set out the flood and coastal erosion risk management functions, roles and responsibilities of the various;

- Risk Management Authorities in the Local Flood Risk Management area (Section 2);
- An assessment of local flood risk (Section 3);
- Set out objectives for managing flood risk (Section 5);
- Develop measures (actions) to achieve the objectives (Section 5);
- Set out how and when the measures will be implemented (Section 5);
- The costs and benefits of the measures (Section 6);
- How the Local Flood Risk Management Strategy contributes to wider environmental and sustainability objectives (Section 7);
- How and when the LFRMS will be reviewed (Section 8) Local Flood Risk.

13. Cardiff's Local Flood Risk Management Strategy embraces the requirements of the Welsh Government expectations for the Risk Management Authorities and go further to deliver their flood and coastal erosion risk management functions in a manner that:

- Embeds sustainable development as the central organising principle informing decisions and enhancing the economic, social and environmental wellbeing of people and communities, achieving a better quality of life for our own and future generations;
- Is focussed on the needs of individuals, communities and businesses and which recognises that different groups have different needs and varying capacity to deal with flood risk and that the service they receive must be tailored accordingly;
- Supports the wider economic renewal programme, ensuring investment in infrastructure is sustainable from a flood and coastal erosion risk perspective and investing in developing the skills required to implement effective and innovative risk management measures across Wales;
- Promotes equality and does not have a negative impact on poverty;
- Ensures community engagement, awareness raising and key stakeholder partnership working;
- Is based upon a holistic understanding of the risks and consequences;
- Considers the full range of risk management responses including broader potential environmental, economic or social opportunities;

- Contributes to the holistic management of our water, land and marine resources reflecting the ecosystem approach set out in the Natural Environment Framework;
 - Facilitates long term resource and investment planning;
 - Enables effective prioritisation of investment, resources and actions;
 - Maximises opportunities to adapt to climate change;
 - Takes account of the requirements of relevant European and domestic legislation including the Flood Directive, the Water Framework Directive and the Habitats Directive.
14. This strategy also links in with the Welsh Government specific guidance for Risk Management Authorities on Adapting to Climate Change (Welsh Government, 2011c) and Sustainable Development (Welsh Government, 2011d).
15. Related Legal Drivers - Flood Risk Management is affected by a range of guidance and legislation which interlinks and has been considered during the development of this strategy, some of these include:
- The Climate Change Act (2008);
 - The Conservation of Habitats and Species Regulations (2010);
 - The Civil Contingencies Act (2004);
 - Strategic Environmental Assessment (SEA) Directive (2001/42/EC);
 - The Land Drainage Act (1991);
 - The Water Framework Directive (2007);
 - The Wildlife and Countryside Act (1981);
 - Countryside and Rights of Way (CROW) Act (2000);
 - The Public Health Act (1936).

Financial

16. The Council currently spends approximately £1 million every year on direct activities related to managing flood risk through the services provided by the Highways Drainage teams.

17. Analysis carried out for the strategy estimates that across Cardiff the following numbers of properties could be affected by local flood risk sources:
- One in 30 annual chance event - over 10,000 properties;
 - One in 200 annual chance event - over 30,000 properties.
18. If the Council was to stop carrying out the actions listed above, and allow the natural land drainage systems to cope, without maintenance, it is estimated that in any given year the potential economic impact of local flood risk to these properties will be over £13.2 million.

Flooding Related Partner Responsibilities

19. Officers from the Council, Natural Resources Wales and Dwr Cymru have been invited to the meeting to brief the Committee on the work that they undertake to deliver local flood risk management in Cardiff. As a part of the item officers from each of the respective bodies will summarise:
- Role of the organisation that they represent in delivering local flood risk management in Cardiff;
 - The statutory responsibilities placed upon their organisation in terms of local flood risk management in Cardiff;
 - A summary of the duties undertaken by their organisation to manage the assets that they support in Cardiff;
 - The resources required by their organisation to deal with local flood risk management in Cardiff;
 - The key risks and challenges faced by their organisation when dealing with local flood risk management in Cardiff.
20. An overview of the roles and responsibilities of the 'Risk Management Authorities', i.e. the Council and its local partners is contained within table 2.1 (page 6) of **Appendix 1**.

Legal Implications

21. 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

22. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct 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. Note the contents of the attached report;
- ii. Consider whether they wish to pass on any comments following scrutiny of the item titled 'Roles & Responsibilities for Flood Risk Management in Cardiff'.

DAVINA FIORE

Director of Governance & Legal Services

29 November 2017

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Local Flood Risk Management Strategy

Adopted Strategy - Technical Document

City of Cardiff Council

September 2014



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Foreword



The impacts of climate change are visible all around us and flooding is becoming an increasing risk for all of us. We cannot hold back the forces of nature, but we can put in place a strategy to prepare and protect our city.

Our priority is to ensure;

- that the people who live in Cardiff and the businesses that support our city understand the flood risks that face them
- that people are reassured by the work that Cardiff Council are carrying out to reduce and manage the risk of flooding

Cardiff Council seeks to go beyond the guidance requirements and truly build a community approach to flood management and resilience. We must ensure a comprehensive and partnership focused approach to the **flood water management in our city** by fully understanding our flood and coastline erosion risks.

This strategy will form one of the key building blocks to the long term sustainability of our capital as well as delivering benefits to our communities and safeguard the quality of life for future generations.

Councillor Ramesh Patel - City of Cardiff Council, Cabinet Member for Transport, Planning & Sustainability

Executive summary

Introduction

The risks of flooding have grown over recent years due to changing weather patterns and more localised high intensity rainfall events. Flooding can have a significant impact on our lives, property, and businesses with more and more serious incidents being recorded across the UK each year. Flooding can come from various sources; rivers, streams, the sea and more commonly in Cardiff from blocked drains or old sewers that cannot cope with the volumes of water from heavy rainfall.

Cardiff Council has a strong commitment to reduce the risks of flooding across Cardiff and minimise the impacts that any flood event could have on our communities, environment and economy.

Although Cardiff have not had many significant flooding incidents there are an increasing number of local flooding issues that occur in periods of heavy rain. The numbers of localised flooding incidents are growing each year and the Council are taking action now to protect the residents and businesses of Cardiff for the future.

Statutory role

The Flood and Water Management Act (FWMA) that was introduced in 2010, places a duty on Cardiff Council to act as the Lead Local Flood Authority (LLFA) and prepare a Local Flood Risk Management Strategy (LFRMS). This strategy sets out how the Council will seek to manage flood risk in the area and prepare our communities.

This Strategy details the roles and responsibilities of the organisations in Cardiff which contribute to managing flood risk in Cardiff, as well as how we are working to reduce the consequences of flooding. The council's legal responsibilities are outlined on how we will develop, maintain, apply and monitor a programme for local flood risk management.

Roles & Responsibilities

The Council as the LLFA is responsible for surface water, streams, culverts and ground water flooding. The strategy outlines our responsibilities as well as those of key partners such as Welsh Water, the Natural Resources Wales and the Internal Drainage Board. All parties must work together to prevent and prepare for flooding.

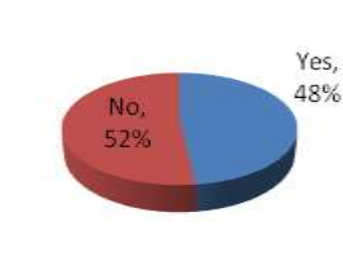


As well as external partners, a variety of Council service areas have a role in supporting the prevention and preparations for flooding events;

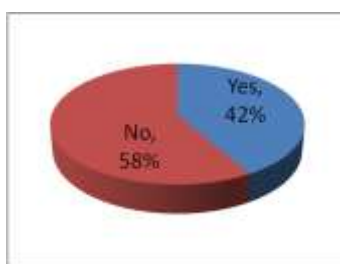
- Emergency management – ensure resources are in place to cope with and recover from events ,
- Harbour Authority – control and maintenance of the Barrage which reduces the risk to the city
- Highways – in maintenance, developing preventative schemes, and coastal management
- Housing – preparing our housing stock and supporting residents
- Planning – to protect future developments
- Social services – in working with residents to prepare and protect themselves against flooding
- Street Cleansing – in keeping the road gullies and drains free from litter

Current flood risk understanding

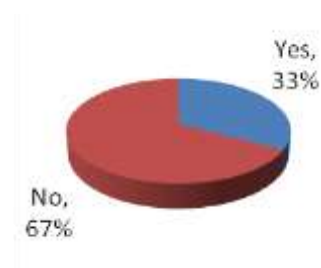
A recent survey of residents has demonstrated that further work is required in raising awareness of flooding issues, support and advice that is available to residents and businesses.



Would you know how to find out if you live in a flood risk area?



Would you know where to get advice if your property was at risk of flooding?



Would you know what to do if your property became flooded?

Strategy Objectives

The Council has built upon the national strategy objectives to develop our strategy with local objectives that will go beyond the statutory requirements. These objectives are set out in the following table and will seek to achieve the following outcomes;

- Ensure a clear understanding of the local risks of flooding and erosion, so that investment in risk management can be prioritised more effectively;
- Set out clear and consistent plans for risk management so that communities and businesses can make informed decisions about the management of the residual risk;
- Encourage innovative management of flood and coastal erosion risks, taking account of the needs of communities and the environment;
- Form links between the local flood risk management strategy and local spatial planning;
- Ensure that emergency plans and responses to flood incidents are effective and that communities are able to respond properly to flood warnings;
- Help communities to recover more quickly and effectively after incidents.

Table 1 National and Local Strategy Objectives

National Strategy Main Objective	Local Strategy Sub Objectives
Reducing the impacts on individuals, communities, businesses and the environment from flooding and coastal erosion	Provide strategic leadership and direction at a local level Develop policies for effective land use management and enhanced development control procedures where appropriate Establish regular maintenance schedules for flood and coastal erosion risk management assets
Raising awareness of and engaging people in the response to flood and coastal erosion risk	Ensure that by 2026 everyone who lives in a flood risk area understands the flood risk they are subject to, the consequences of this risk and how to live with that risk
Providing an effective and sustained response to flood and coastal erosion events	Ensure the preparation and testing of Emergency Plans Respond to events in a timely and appropriate manner Facilitate recovery from flooding within the shortest possible timescales
Prioritising investment in the most at risk communities	Seek external funding opportunities

Priorities

After reviewing the current position and future requirements and risks within Cardiff the following priorities have been established;

- build stronger links with key stakeholders and neighbouring Local Authorities
- continue to build on the work undertaken with regards to community resilience planning
- embed awareness of flooding mitigation measures across all Council functions
- fully understand the coastal erosion risks
- raise awareness across all communities of Cardiff, particularly focusing on those at highest risk of flooding and those that require more support such as low socio-economic standing and vulnerable communities
- reduce the consequences of flooding through hard engineering and design schemes
- reduce the consequences of flooding through the construction of appropriately designed sustainable defences which benefit the local environment

The following table sets out Cardiff Council's actions to be taken to achieve these priorities.

Table 1 Priority actions to manage local flood risk in Cardiff

Delivery Theme	Activity type	Suggested Measure(s)
Flood Forecasting & Response	Flood Awareness	<ul style="list-style-type: none"> • Identification of at risk groups within communities, including vulnerable individuals.
	Emergency Response Plans	<ul style="list-style-type: none"> • Complete emergency plans for all sources of flood risk. • Local level emergency exercises to test response and recovery arrangements over the life of the Strategy. • Early and appropriate response to all emergency events. • Development and implementation of effective evacuation protocols for emergency events • Identification and provision of suitable respite accommodation as appropriate over the life of the Strategy.
	Community Flood Plans	<ul style="list-style-type: none"> • Development of community level emergency plans as required to support Cardiff communities
Asset Management & Maintenance	Asset Management Plans	<ul style="list-style-type: none"> • Development of a register of natural and manmade structures or features likely to have an effect on flood risk by 2015. • Establishment of a programme of regular and appropriate maintenance for flood and coastal erosion risk management assets.
	Defence / Structure Management	<ul style="list-style-type: none"> • Designation of natural and manmade structures or features likely to have an effect on flood or coastal erosion risk over the life of the Strategy. • Development of repair schedules including provision for the installation of resilient measures by 2015.
	Channel Maintenance	<ul style="list-style-type: none"> • Development of procedures for the effective clearance of debris.
	Culvert Maintenance	<ul style="list-style-type: none"> • Establishment of a programme of regular and appropriate maintenance for flood and coastal erosion risk management assets. .
High Level Awareness & Engagement	Partnership Working	<ul style="list-style-type: none"> • Implementation of statutory responsibilities including those set out within the Flood and Water Management Act 2010 and the Flood Risk Regulations. • Link with wider work undertaken with regards making Cardiff a more resilient and sustainable area to live • Programme of community based awareness and engagement activities, utilising the Flood Risk Management Community Engagement Toolkit. • Raise awareness internally with regards to the impact of flood risk on normal operations and post event situations • Contribution funding from third-parties / non-public sources

Finance

Cardiff Council currently spends approximately £1M every year on direct activities related to managing flood risk through the services provided by the Highways Drainage teams

Analysis carried out for this strategy estimates that across Cardiff the following numbers of properties could be affected by local flood risk sources;

- 1 in 30 annual chance event - over 10,000 properties
- 1 in 200 annual chance event - over 30,000 properties

If Cardiff Council was to stop carrying out the actions listed above, and allow the natural land drainage systems to cope, without maintenance, it is estimated that in any given year the potential economic impact of local flood risk to these properties will be over £13.2M.

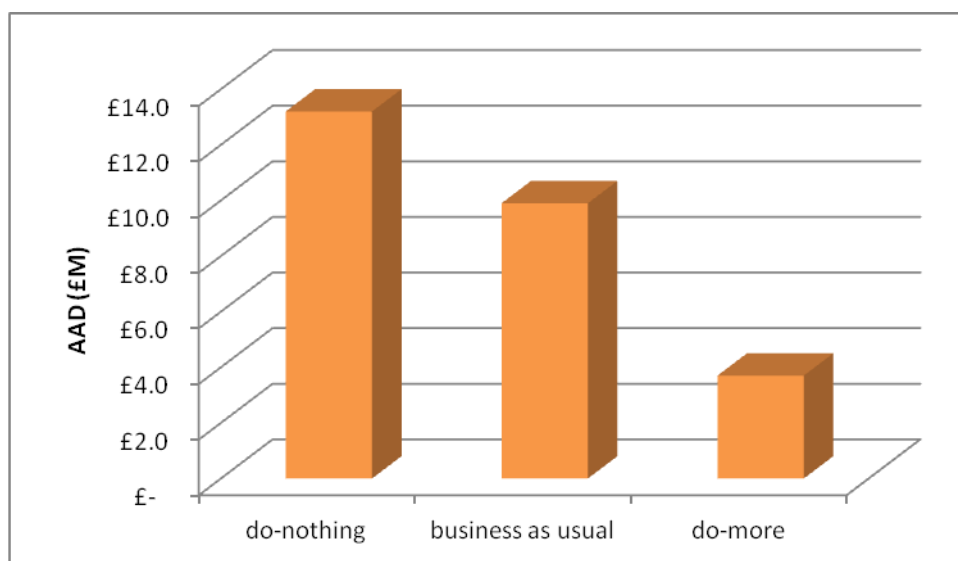


Figure 1 Average Annual Damage due to flooding

The Council have adopted a do-more approach.

Strategy Review

This strategy will become the building blocks for the future strategy to minimise flood risks across Cardiff. With new and changing legislation emerging it is proposed that a review should take place in 2015 to tie in with the delivery of Flood Risk Management Plans as part of the Flood Risk Regulations.

After that the strategy would continue to be reviewed in line with the Flood Risk Regulations, at 6 yearly intervals, with the next review in 2021.

1. Introduction

The increased risk of flooding associated with climate change is raising the profile of flooding in Wales and across the UK. A more sustainable approach to flood risk management is required to help to reduce this increased risk of flooding to our lives, property and economics. Many factors contribute to flooding: heavy rainfall, accelerated snowmelt, severe winds over water, unusually high tides, storm waves against a coast, failure or blockage of drains and other structures that retained the water. The risks of flooding and coastal erosion cannot be stopped as they are natural process. However steps can be taken to reduce the likelihood of flooding events, in turn reducing the consequences of a flood.

Flooding has many impacts; it causes damage to homes and possessions as well as disruption to communications. Worse case scenarios can endanger the lives of people and create long standing worries over the security of people's homes. This has an impact on livelihoods and the local economy. Income from tourism can be lost and local regional reputations damaged. Rapid water runoff causes infrastructure damage, soil erosion and pollution of waterways. In a city such as Cardiff surface water can delay traffic and disrupt local businesses and services. Floods can interfere with drainage and economic use of lands, such as open spaces, businesses and urban areas. Structural damage can occur in homes, business and bridge abutments. For local authorities that have seen a significant flood event the financial losses can run into millions of pounds.

Following the flooding across large areas of the UK in the summer of 2007 the Government commissioned the Pitt Review (Pitt, 2010). This review recommended a change in legislation with regards the responsibility and accountability of flood risk within England and Wales. This review resulted in the ***Flood and Water Management Act (FWMA) 2010***.

This Act places a responsibility upon Local Authorities, (as ***Lead Local Flood Authorities (LLFAs)***), to develop, maintain, apply and monitor a strategy for local flood risk management (***Local Flood Risk Management Strategy (LFRMS)***).

Over the last twenty years Cardiff has seen significant development that has extended the residential areas of the county whilst also seeing redevelopment of large brown-field areas. Within areas of new development current planning policies will have helped to manage flood risk to acceptable levels. However, in previously developed areas of Cardiff there remains an unknown level of risk and the consequence (impact) if flooding were to occur could be significant. In addition Cardiff's coast line is an ever changing environment and can contribute to an increased flooding risk and the erosion of land.

Through the development of Cardiff's Local Flood Risk Management Strategy it is important that we understand the risks of various flooding sources that Cardiff may face, take proactive steps to mitigate these risks as well as raise awareness across our communities and prepare for any such event.

1.1. Scope of the Local Flood Risk Management Strategy

In the development of a flood strategy, Cardiff will seek to balance the needs of communities, the economy and the environment.

A '***local flood risk***' is defined within the Act as being a flood risk from:

- Surface runoff;
- Groundwater; and
- Ordinary watercourses¹

Flood risk from other sources such as the Taff, Rhymney and Ely Rivers and reservoirs are managed by Natural Resources Wales as part of their duties. Natural Resources Wales has produced a series of flood maps for their areas of responsibility to help inform the public of the potential risk from these sources. Further information can be found at the following website.

http://maps.environment-agency.gov.uk/wiyby/wiybyController?ep=maptopics&lang=_e)

¹ The reference to ordinary watercourses, above, includes a reference to a lake, pond or other area of water which flows into an ordinary watercourse; Section 10(3) of the Flood and Water Management Act 2010:

1.2. Cardiff's aspirations for the Local Flood Risk Management Strategy

In addition to the statutory requirements Cardiff seek to go beyond the guidance set out by the Welsh Government and provide the framework to develop a holistic approach to ensure all Council services contribute to the management of flood risk within the County.

The Cardiff strategy will form the framework within which local communities have a say in decisions about local flood and erosion risk management. In combination with the National Strategy, the Cardiff LFRMS will encourage more effective risk management by enabling people, communities, business and the public sector to work together to:

- Ensure a clear understanding of the risks of flooding and erosion, nationally and locally, so that investment in risk management can be prioritised more effectively;
- Set out clear and consistent plans for risk management so that communities and businesses can make informed decisions about the management of the residual risk;
- Encourage innovative management of flood and coastal erosion risks, taking account of the needs of communities and the environment;
- Form links between the local flood risk management strategy and local spatial planning;
- Ensure that emergency plans and responses to flood incidents are effective and that communities are able to respond properly to flood warnings; and
- Help communities to recover more quickly and effectively after incidents.

Cardiff Council is taking the opportunity in developing this Strategy to refresh the approach to flood risk management within the Council as it strives to be a Carbon Lite City and achieve sustainable development.

1.3. Statutory requirements of the strategy

The Flood and Water Management Act 2010 sets out what must be contained within a Local Flood Risk Management Strategy (LFRMS).

The Welsh Government has also provided guidance on what LFRMSs should contain and how they should be developed (Welsh Government, 2011a).

Cardiff's strategy must also be consistent with the National Strategy for Flood and Coastal Erosion Risk Management (Welsh Government, 2011b).

Cardiff's strategy must contain the following information:

- Identify Risk Management Authorities (RMAs) in Local Flood Risk Management (LFRM) area of Cardiff (**Section 2**)
- Set out the flood and coastal erosion risk management functions, roles and responsibilities of the various Risk Management Authorities in the LFRM area (**Section 2**).
- An assessment of local flood risk (**Section 3**)
- Set out objectives for managing flood risk (**Section 5**)
- Develop measures (actions) to achieve the objectives (**Section 5**)
- Set out how and when the measures will be implemented (**Section 5**)
- The costs and benefits of the measures (**Section 6**)
- How the LFRMS contributes to wider environmental and sustainability objectives (**Section 7**)
- How and when the LFRMS will be reviewed (**Section 8**)

1.4. Guiding Principles

Cardiff will embrace the requirements of The Welsh Government expectations for the Risk Management Authorities and go further to deliver their flood and coastal erosion risk management functions in a manner that:

- Embeds sustainable development as the central organising principle informing decisions and enhancing the economic, social and environmental wellbeing of people and communities, achieving a better quality of life for our own and future generations;
- Is focussed on the needs of individuals, communities and businesses and which recognises that different groups have different needs and varying capacity to deal with flood risk and that the service they receive must be tailored accordingly;
- Supports the wider economic renewal programme, ensuring investment in infrastructure is sustainable from a flood and coastal erosion risk perspective and investing in developing the skills required to implement effective and innovative risk management measures across Wales;
- Promotes equality and does not have a negative impact on poverty;
- Ensures community engagement, awareness raising and key stakeholder partnership working
- Is based upon a holistic understanding of the risks and consequences;
- Considers the full range of risk management responses including broader potential environmental, economic or social opportunities;
- Contributes to the holistic management of our water, land and marine resources reflecting the ecosystem approach set out in the Natural Environment Framework;
- Facilitates long term resource and investment planning;
- Enables effective prioritisation of investment, resources and actions;
- Maximises opportunities to adapt to climate change;
- Takes account of the requirements of relevant European and domestic legislation including the Flood Directive, the Water Framework Directive and the Habitats Directive

This strategy also links in with the Welsh Government specific guidance for Risk Management Authorities on Adapting to Climate Change (Welsh Government, 2011c) and Sustainable Development (Welsh Government, 2011d).

1.5. Related Legal Drivers

Flood Risk Management is affected by a range of guidance and legislation which interlinks and has been considered during the development of this strategy.

Some of these include:

- The Climate Change Act (2008)
- The Conservation of Habitats and Species Regulations (2010)
- The Civil Contingencies Act (2004)
- Strategic Environmental Assessment (SEA) Directive (2001/42/EC)
- The Land Drainage Act (1991)
- The Water Framework Directive (2007)
- The Wildlife and Countryside Act (1981)
- Countryside and Rights of Way (CROW) Act (2000)
- The Public Health Act (1936)

2. Roles and responsibilities

It is important to identify the various roles and responsibilities of the Council and the numerous key parties that contribute to flood risk management within Cardiff. The more formal and statutory bodies are called Risk Management Authorities (RMAs). Contact details for the risk management authorities are set out in Appendix B.

Those bodies that have a statutory role to support flood risk management in Cardiff and have a significant role to play in Cardiff's flooding work may also have responsibilities in other Local Flood Risk Management areas. They may also have different functions, roles, duties and responsibilities in other areas (e.g. fisheries, waste management or biodiversity). **Table 2.1** only shows information related to flood and erosion risk management. The information set out in this section relates only to the Cardiff area of control.

Table 2.1 sets out the following information on the Risk Management Authorities in the Cardiff area:

- **Risk Management Authority** – the name of the RMA, and where applicable relevant department
- **Responsibilities for flood and erosion risk management** – this column sets out the general responsibilities of the RMA in relation to flood and erosion risk management. This provides information on all the flood and erosion risk management responsibilities of the RMA, not just those under the Flood and Water Management Act.
- **Statutory duties** – these are things that the RMA is required to do by legislation for the management of flood and erosion risk
- **Permissive powers** – powers that allow / enable the RMA to do things. They are not required to use these powers and it is the responsibility of the RMA to decide if they should use these powers.
- **Geographic area of responsibility** – a description of the area within which the RMA has responsibility. This may be a part of, all of or a larger area than that covered by the Cardiff LFRMS.



Figure 2-1 - Flood Risk Management Authorities

Although the Welsh Government is not a Risk Management Authority, it does have wide-ranging responsibilities in relation to flooding and coastal erosion:

- Overall responsibility for all matters relating to flooding and coastal erosion
- Setting national policy
- Developing a National flood and erosion strategy
- Creating legislation
- Providing most public sector funding
- Determining what action (if any) should be taken if the National Strategy is not being implemented or if actions are increasing levels of risk from flood and erosion

From April 2013, the Welsh Government established a single environmental body for Wales, Natural Resources Wales (NRW). This merged the functions of the Environment Agency Wales, the Countryside Council for Wales, the Forestry Commission Wales and some Welsh Government functions.

This new body takes on all of the responsibilities of the Environment Agency in relation to flood and coastal erosion risk management in Wales.

Table 2.1 - Risk Management Authorities and their responsibilities, duties and powers

Risk Management Authority	Responsibilities for flood and erosion risk management	Statutory duties	Permissive powers	Geographic area of responsibility
Natural Resources Wales – Risk Management Authority	<p>Oversight role for all flood and coastal erosion risk management in Wales</p> <ul style="list-style-type: none"> Provision of technical advice and support to Risk Management Authorities, Lead on Flood Awareness Wales Lead on national raising awareness programme Lead on other national initiatives Single point of contact for enquiries and information on flood risk <p>Operational responsibilities for flooding from rivers, the sea and coastal erosion</p> <ul style="list-style-type: none"> Collect data Map the risks of flooding from main rivers, the sea and reservoirs Conduct assessments in relation to the risks of flooding from main rivers, the sea and reservoirs Data review and co-ordination for submission of information to the European Commission Approve Coastal Protection Authority works in relation to coastal erosion and coastal protection 	<ul style="list-style-type: none"> Co-operate with other Risk Management Authorities, including sharing data Report to Welsh Ministers on flood and coastal erosion risk in Wales Report to Welsh Ministers on the application of the National Strategy for flood and erosion risk management Set up Regional Flood and Coastal Committees Act in a manner which is consistent with the National Strategy for Flood and Erosion Risk Management in Wales Act in a manner which is consistent with Local Flood Risk Management Strategies and guidance 	<ul style="list-style-type: none"> To request information To raise levies for local flood risk management works, via Flood Risk Management Wales To designate certain structures or features that affect flood or coastal erosion risk To undertake works To cause flooding or coastal erosion under certain conditions 	All Wales

Risk Management Authority	Responsibilities for flood and erosion risk management	Statutory duties	Permissive powers	Geographic area of responsibility
Cardiff Council Lead Local Flood Authority	Operational responsibilities for local flood risks from ordinary watercourses, surface water and groundwater <ul style="list-style-type: none"> • SuDS Adopting and Approving Body • Maintaining SuDS • Consenting works on ordinary watercourses • Conduct assessments in relation to the risks of flooding from all sources <u>except</u> main rivers, the sea and reservoirs • Map the risks of flooding from all sources <u>except</u> main rivers, the sea and reservoirs • Plan for the management of flooding from all sources <u>except</u> main rivers, the sea and reservoirs 	<ul style="list-style-type: none"> • Preparation of Local Flood Risk Management Strategies (LFRMS) • Act in a manner which is consistent with the National Strategy for Flood and Erosion Risk Management in Wales • Act in a manner which is consistent with Local Flood Risk Management Strategies and guidance • Co-operate with other Risk Management Authorities, including sharing data • Investigate flooding within its area, insofar as appropriate • Maintain a register of structures and features likely to affect flood risk • Contribute to sustainable development • Duties under the civic contingency act to assess risks and write plans against those risks 	<ul style="list-style-type: none"> • To request information • To issue enforcement notices & impose penalties for non-compliance with a request for information • To designate certain structures or features that affect flood or coastal erosion risk • To undertake works • To cause flooding or coastal erosion under certain conditions 	Cardiff Council local authority area
Coastal Protection Authority ²			<ul style="list-style-type: none"> • To carry out works in relation to coastal erosion and coastal protection • To consent coastal protection works 	Cardiff Council local authority area
Local Highway Authority	Responsibility for all flooded issues affecting highways (except trunk roads) <ul style="list-style-type: none"> • Dealing with the causes of highway flooding where these concerns blocked culverts and/or gullies that cause water to flood the road and affect property on either side. 			

² They may also be referred to as 'coastal erosion risk management authority', 'coastal local authority' or 'maritime authority'

Risk Management Authority	Responsibilities for flood and erosion risk management	Statutory duties	Permissive powers	Geographic area of responsibility
Caldicot & Wentlooge Internal Drainage Board – Risk Management Authority	<p>Operational responsibility for land drainage, water level management, and ordinary watercourses within the Caldicot & Wentlooge Drainage District</p> <ul style="list-style-type: none"> Maintaining land drainage structures, water level management structures and ordinary watercourses Contribute to the preparation of local flood risk strategies 	<ul style="list-style-type: none"> Act in a manner which is consistent with the National Strategy for Flood and Erosion Risk Management in Wales Act in a manner which is consistent with Local Flood Risk Management Strategies and guidance Co-operate with other Risk Management Authorities, including sharing data Contribute to sustainable development 	<ul style="list-style-type: none"> To designate certain structures or features that affect flood or coastal erosion risk To undertake works To cause flooding or coastal erosion under certain conditions 	<p>Caldicot & Wentlooge Drainage District – this includes areas within Cardiff and Newport.</p> <p>It does not cover the whole area of the Cardiff LRFMS</p>
Dŵr Cymru Welsh Water – Risk Management Authority	<ul style="list-style-type: none"> Responsible for the provision of water, making appropriate arrangements for the drainage of foul water, the treatment of waste, surface water sewers and combined sewers³. Primary responsibility for floods from water and sewerage systems – this includes sewer flooding, burst pipes or water mains or floods caused by failures in the water or sewerage systems. 	<ul style="list-style-type: none"> Act in a manner which is consistent with the National Strategy for Flood and Erosion Risk Management in Wales To have regard to the content of Local Flood Risk Management Strategies Co-operate with other Risk Management Authorities, including sharing data 		<p>Most of Wales and some areas of England.</p> <p>It includes the whole area of the Cardiff LFRMS</p>
Welsh Government South Wales Trunk Road Agent – Risk Management Authority	<ul style="list-style-type: none"> Responsibility for all floodings issues affecting trunk roads Dealing with the causes of highway flooding where these concerns blocked culverts and/or gullies that cause water to flood the road and affect property on either side. 			<p>All South Wales local authorities.</p> <p>It includes the whole area of the Cardiff LFRMS</p>

³ 'Combined sewers' carry both surface water run-off and waste water from homes and businesses

2.1. Internal Cardiff Council Service Areas

It is important to recognise that the consequences and impacts of flooding can cut across many Council service areas, each having a role to play in reducing flooding risk, raising awareness and supporting the response to a flooding event.

2.1.1. Emergency Management Unit

To prepare, plan and respond to flooding events, through working with other services areas and key partners. This involves producing emergency response plans for various flooding events, testing and training individuals in readiness for such an event; raise awareness of such events through community engagement and community resilience planning; as well as support the response to any such event. Much of this work is done in partnership with Natural Resources Wales and the emergency services.

2.1.2. Highways

Through the control, inspection and maintenance of road surfaces, gullies and drains the risks of flooding can be reduced. The consenting of structures and control of planning applications that relate to ordinary water courses helps to control the flow of water in key channels and reduce the risk of flooding. As well as the forward planning and construction of highway infrastructure, there is also a need to be responsive to blocked drains and gully's that require increased attention during periods of heavy rain as this can impact on the consequences and duration of a flooding event.

2.1.3. Planning & Neighbourhood renewal

Through planning guidance and enforcement, acceptable standards for new developments and street scene can be introduced to reduce the likelihood and consequences of flooding events. Officers have a duty to consider the impacts and risks of flooding when considering planning applications and developing the long terms strategic vision for Cardiff's Local Development Plan that can help Cardiff's long term flood mitigation strategies. In addition the consultation work undertaken with developers, architects and home owners can provide an opportunity to raise the awareness of flooding issues.

2.1.4. Communities and Housing

To ensure the Councils housing stock is fit for purpose and mitigates flood risk and the consequences of such events are reduced. There are opportunities to improve flood prevent through the development of new housing stock, maintenance and repair to existing properties as well as raise awareness across all Council tenants.

2.1.5. Schools & Education

There is a duty to ensure our schools and educational facilities are safe and fit for purpose. Emergency response preparation is important to ensure children and adults are protected and removed to safety as quickly as possible. Also provide an ideal learning platform for raising awareness of flooding risks and the impacts on our communities.

2.1.6. Parks

Parks maintain several areas of open space that are used as purposely designed over spill areas should the adjacent river breach its banks. Also the importance of tree planting can have a positive or negative impact on surface water run off. Plants, grass areas and trees can help retain water and slow the surface run off, so reducing the risks of surface flooding. Equally a tree planted close to a gully or drain can increase the risks of surface flooding as the leaves can block the water flow, together with potential root intrusion creating blockages within the main sewers or drains.

2.1.7. Waste Management & Street Cleansing

Litter, leaves and grit in gullies and around drains can lead to increased surface water flooding, hence the timely removal of such debris is an important function to reduce the impacts of flooding. Cardiff Council have implemented a trial solution of "tidal parking" of "temporary parking restrictions" on identified streets through the co-ordination of the street cleansing and highway operations teams. Initial findings suggest this has proven successful in managing to clear areas efficiently and effectively.

2.1.8. Sustainability

Flooding is closely linked to climate change and the increasing number of extreme weather events resulting in heavy and prolonged rainfall. Heavy rainfall after a period of very dry weather can present the same risks as heavy rain falling on saturated ground. By embedding sustainable considerations across all council activities these risks can be reduced and awareness of mitigation measures brought forward. The Council can contribute to long term mitigation through on-going commitments to green energy and reducing carbon emissions.

2.1.9. Social Care

There is a duty to ensure our facilities are safe and fit for purpose. Emergency response preparation is important to ensure people are protected and removed to safety as quickly as possible, as well as providing an opportunity for raising flooding risks and the impacts on our more vulnerable communities.

2.1.10. Communities First

Communities First have worked with the more vulnerable sectors of our communities to raise awareness of issues relating to flooding and bring forward discussions on how communities can help themselves prepare and respond to such events.

2.1.11. The Harbour Authority

The Harbour Authority manages the Cardiff Bay Barrage which was created to meet two needs. First, to create a 2km² permanent fresh water lagoon that would attract investment into the largely disused Cardiff docklands area and spur regeneration. Second, to provide a vital flood relief structure from both rising sea levels and water levels in the rivers Taff and Ely. Both benefits have been realised and demonstrates how operating flood defence structures can have more than one positive outcome. Cardiff Bay Barrage now forms a significant section of the Cardiff coastal defence system.



3. Local Flood Risk in Cardiff

3.1. General characteristics of Cardiff

The administrative boundary of Cardiff Council is an area of approximately 158 km² and contains a population of around 346,000 (according to the 2011 census).

In Cardiff there are estimated to be 148,109 residential properties, 8,011 non-residential properties and 1,341 critical services (hospitals, nursing/care/retirement homes, electricity sub stations, schools, Police, Fire and Ambulance Stations, prisons and sewage or wastewater treatment works).

3.2. Sources of flood risk

Flooding can be as a result of one or more sources of flooding. The management of flood risk needs to take account of all sources of flooding that may affect a particular area. The interactions between different sources of flooding also needs to be considered to ensure that taking action to manage the risk from one source does not affect the risk of flooding from a different source or in a different area, simply moving the risk from one place to another.

3.2.1. Main river

Natural Resources Wales is responsible for the management of flood risk from Main Rivers (as defined in the Water Resources Act 1991). Cardiff falls within the Ely, Taff and Rhymney river catchments. The Environment Agency has prepared Catchment Flood Management Plans (CFMPs) for these catchments; the Taff and Ely CFMP (EAW, 2009) and the Eastern Valleys CFMP (EAW, 2009), which includes the River Rhymney.

Flooding occurs from Main Rivers typically when contributing rainfall that runs into the rivers is greater than the flow of water that the river channel can convey naturally. At this point the river will spill out of its bank and flood the surrounding area. Natural Resources Wales have constructed a number of flood defences within the county to reduce the chance of this occurring.

3.2.2. Ordinary watercourses

Ordinary watercourses are any rivers or streams that are not designated as Main Rivers. The Land Drainage Act 1991, as amended by the Flood & Water Management Act 2010, places both general and specific duties on Cardiff Council regarding the consenting and enforcement of structures within an ordinary watercourse.

Flooding occurs from ordinary watercourses in a similar manner to Main Rivers where the contributing rate of rainfall is greater than the river channel capacity. In the past, a number of watercourses have been placed in large pipes, or culverts, below the surface to allow the wider development of an area. As a result the effect of the overland flooding that will occur when a culvert cannot cope with all the flow reaching it is often more serious than flooding from an open watercourse. Compared with an open watercourse there is an increased risk of blockage once a culvert is installed. It is more difficult to remove a blockage from a culvert than from an open un-culverted watercourse.

Cardiff Council invest a large amount of time and money in ensuring work is carried out to keep identified key culverts clear, where there is a recognised risk of flooding if the culvert were to become blocked. In the future, Cardiff Council will encourage and promote the removal of culverts in order to restore a more natural watercourse environment. This is in accordance with NRW and Cardiff Council culvert policies.

3.2.3. Coastal erosion and flood risk

The management policy of the Cardiff coastline is set out in the Severn Estuary Shoreline Management Plan 2 (SMP2) (Severn Estuary Coastal Group, 2010). The SMP2 is a non-statutory document, containing policies proposing how the shoreline around the Severn Estuary should be managed over the next 100 years. The study area of the SMP2 follows the shoreline from Lavernock Point, near Penarth in Wales to Anchor Head, just north of Weston Bay in England. The upstream boundary is at Haw Bridge, near Gloucester, which is just below the current tidal limit and still influenced by the sea. It also includes the islands of Flat Holm and Steep Holm.

The proposed management policies for the Cardiff Coastline are to continue with the current policy to 'Hold the Line' to the east of Cardiff Bay and along the Wentlooge Levels where ground levels are lower. In the future, options to explore 'Managed Realignment' should be considered for the Wentlooge Levels. To the south and west, where ground levels are higher and risk of erosion is less due to the change in geology, the No Active Intervention policy will continue.

Coastal and tidal processes can affect local flood risk indirectly. During storm events the water level in the estuary can rise up significantly causing a storm surge resulting in a greater "tide-lock" impact when rivers and drainage systems are unable to discharge freely to the sea.

These surges typically occur at the same time as heavy rainfall and can have an impact on restricting the flow of water into the sea, out along the rivers or the culverted outfalls from drainage systems such as those in place on the Gwent Levels. This can have implications for the management of surface water flooding (see below).

3.2.4. Groundwater

Groundwater Flooding occurs when water levels in the ground rise above the natural surface. Low lying areas underlain by permeable strata are particularly susceptible. There is little documented evidence of groundwater flooding in the area and therefore the risk of flooding from this source is considered to be small, and this is confirmed by the summary provided in the Taff and Ely Catchment Flood Management Plan (EAW 2009).

During the feasibility stage of the Cardiff Bay Barrage project, concerns were raised about the possibility of groundwater levels rising in south Cardiff resulting in properties in the area being damaged. As a result, a comprehensive Groundwater Protection Scheme was incorporated into the Cardiff Bay Barrage Act 1993 providing owners and occupiers with recourse should circumstances prove that groundwater damage 'was caused or probably caused...[by] construction of the Barrage', to remedial works or compensation.

The Act obliged Cardiff Bay Development Corporation, now Cardiff Harbour Authority (which is part of the Council) to monitor groundwater levels for a period before (pre-impoundment) and after (post-impoundment) the construction of the Barrage, so that the impact of impoundment on groundwater levels could be determined.

Dewatering has been provided for areas identified as being susceptible to damage from groundwater. The dewatering system includes vertical wells, horizontal drains and pumping. Dewatering has to continue until 2019 under the terms of the Act; this is an on-going maintenance and equipment replacement obligation on the Cardiff Harbour Authority.

3.2.5. Surface water

Surface Water flooding usually occurs when the surface water runoff rates (due to rainfall) exceed the capacity of drainage systems to remove it. The Environment Agency has produced a national assessment of surface water flood risk in the form of two national mapping datasets. The first generation national mapping, Areas Susceptible to Surface Water Flooding (AStSWF) contains three susceptibility thresholds for a rainfall event that has a 1 in 200 annual chance of occurrence.

The national methodology has since been updated to produce the Flood Map for Surface Water (FMfSW), a revised model with two flood events (1 in 30 and 1 in 200 annual chance) and two depth thresholds (greater than 0.1m and greater than 0.3m deep).

As Local Lead Flood Authority, Cardiff Council completed their Preliminary Flood Risk Assessment (PFRA) (Hyder Consulting (UK) Ltd, 2011) in accordance with the Flood Risk Regulations in October 2011. The 1 in 200 annual chance event and 0.3m deep threshold has been used by the Environment Agency to produce indicative Flood Risk Areas and the output from this has been used by the LLFA to identify properties and critical services at risk of surface water flooding and assessed against national guidelines. This assessment identified a number of areas across the county where risk levels could exceed the set criteria. The adopted key risk area covers the majority of the county as shown in the following figure. Further work in accordance with the Flood Risk Regulations will be continuing to better understand the consequence of surface water flood risk within the area.

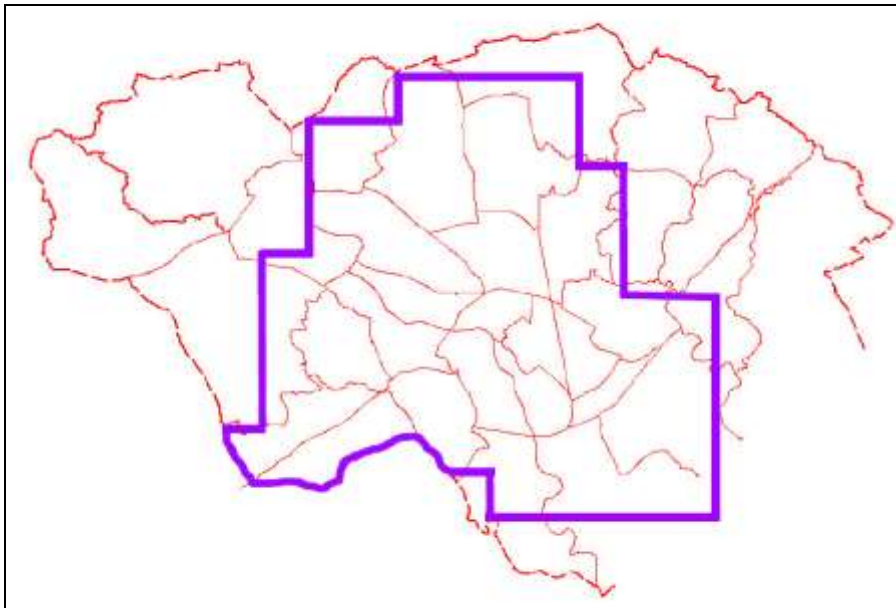


Figure 3-1 - PFRA key-risk area
source: PFRA Figure 7.3

3.2.6. Reservoirs

As noted in section 2 above Natural Resources Wales is responsible for managing the risk of flooding from reservoirs in Wales. The Environment Agency has prepared an assessment of the flood risk due to flood inundation from reservoirs which is being used by Natural Resources Wales to inform their actions.

The Council's Emergency Management Unit has worked with Natural Resources Wales to ensure suitable mitigation and emergency plans are in place should such an event occur. It is emphasised however that this level of risk is extremely low, with designated reservoirs being looked after and maintained under the terms of the Reservoirs Act 1975.

3.2.7. Flooding from sewers and water supply pipes

Dŵr Cymru Welsh Water has two key responsibilities: to provide a high quality water supply to customers and; to take away wastewater and return it to the environment safely. In providing their basic function of containing, carrying and treating water and wastewater, these assets may present flood risks which can result from system failures, burst pipes and mains, or similar escapes from the sewer network and other assets, for which Welsh Water are responsible.

Flooding from foul sewers is generally caused by blockages or the failure of pumped systems and usually affects only limited numbers of properties. Flood water containing foul sewage means that it does cause significant distress to those affected.

Sewers can be categorised into three types:

- foul sewers, which are designed to carry soiled water that has been used for washing and cooking purposes, as well as the contents of toilets and trade effluent;
- surface water sewers, which are designed to carry rainwater runoff from roofs, yards and roads; and
- combined sewers, which receive a mixture of foul sewage and surface water.

Flooding from surface water and combined sewers occurs when any of these types of sewer becomes overloaded due to heavy rainfall (or sometimes snow melt), when sewers become blocked, or more rarely, when mechanical or electrical equipment breaks down. The likelihood and severity of sewer flooding caused by overloading depends on the capacity of the sewerage system of sewers in question, which can be affected by a range of factors, including pipe size and weather conditions. Sewers are not specifically designed to deal with floodwater.

3.3. Flood risk assessments

The Cardiff LFRMS must contain an assessment of local flood risk. The Welsh Government guidance on the development of LFRMS sets out a range of information sources that should be used to carry out the assessment of local flood risk:

- The **Preliminary Flood Risk Assessment (PFRA)** - Cardiff Council carried out a PFRA in 2011. It provides a high level overview of flood risk from local flood sources, including surface water, groundwater and ordinary watercourses. The report on the PFRA has been published by Cardiff Council as a separate document (Hyder Consulting (UK) Ltd, 2011).
- **Historic flood risk data and information** – the PFRA included a review of information on flood events that have happened in the past.
- **Flood Hazard Maps for Strategic Flood Risk Areas (SFRAs)** – these sources of information are in the process of being compiled and will be completed by June 2013. They have not, therefore, been used in the development of this first Cardiff LFRMS but will be available for future reviews and strategies.
- **Flood Risk Maps for SFRAs** - these sources of information are in the process of being compiled and will be completed by June 2013. They have not, therefore, been used in the development of this first Cardiff LFRMS but will be available for future reviews and strategies.
- **Environment Agency data on surface water flooding** – - The EA developed a number of surface water flooding maps that are available to download. These were updated regularly by the EA and will continue to be updated. These were used to inform the assessment completed for the PFRA, and will be used in the future to further inform investment planning and the flood plans for the SFRAs
- **Locally specific data** – this can include anecdotal evidence on areas that are known to flood and any data that Cardiff Council may collect for its own geographic area



Llannon Road culvert during flood conditions

February 2008

4. How is Local Flood Risk currently managed?

Flood risk management is not new to Cardiff and work has been on-going for several years to prevent, prepare and reduce the likelihood and consequences of flooding. Flood mitigation work can take on two distinct forms; structural and non-structural

- Structural - are infrastructure changes; physical structures; coastal defences that help retain, channel or prevent water movement.
- Non-structural - are more informative or less obvious such as awareness raising, emergency planning, planning controls, sympathetic landscaping or making use of sustainable drainage methods (SuDs)

Both approaches have been used by Cardiff.

4.1. Cardiff Council current actions

4.1.1. Emergency responses

Cardiff Council's Emergency Management Unit have a number of emergency plans that can be put in place if a significant flood event was to occur in Cardiff. Emergency event scenarios have been run with key service areas and other emergency services to test the Council's resilience for such events. The related officers also provide advice to local businesses and communities in how do deal with and reduce their own consequence should a flood event occur and work closely with other service areas to prepare for such incidents.

4.1.2. Community Awareness

Community awareness of the risks of flooding is growing slowly across Cardiff. Natural Resources Wales, Communities First and the Council's Emergency Management Unit run community workshops and action days to support communities that are at a high risk of flooding. They raise awareness across all communities and businesses of the level of flood risk that a community faces, and identify steps individuals can take to help improve the resilience of their homes.

Although the general awareness of flooding is growing, partially due to national media coverage of flooding incidents such as Boscastle, Gloucestershire and more recently Aberystwyth, more needs to be done to prepare communities for such incidents.

4.1.3. Highways Maintenance

The council highways service area work hard to maintain and repair the council owned drains, culverts and gullies, through a programme of inspections and cleaning to remove blockage and debris from watercourses as well as to maintain grids and trash screens. They undertake a mixture of proactive maintenance and reactive work, dealing with calls for blocked drains and surface water flooding. They can also operate portable pumps to reduce the damage that would otherwise be caused by a flooding incident.

4.1.4. Flood alleviation schemes

Cardiff Council is continually reviewing the need for capital investment to reduce flood risk across the area. One current example is a planned scheme in Rhiwbina.

The urban watercourses in Rhiwbina have an established history of flooding to residential and commercial properties over the past twenty years. The most recent and significant event occurred in June 2009 inundating properties in Wenallt Road, Heol Uchaf, Pen Y Dre and several other locations in Rhiwbina village. The flooding caused significant damage to both residential and commercial properties. Funding has been secured and works begun on designing and delivering a flood defence improvement works to protect against a 1 in 100 annual chance storm event including an allowance for climate change. A total of 216 properties will benefit from the increased level of protection offered by the engineering works proposed under this scheme.

The cost of the scheme has been estimated at £1.5M. Grant funding has been secured from Welsh Government and the European Regional Development Fund (ERDF) for the majority of the scheme, but a proportion of the scheme has been allocated from Council funds. The latest target date for the scheme completion is December 2014.

The Council also continues to work with Natural Resources Wales to explore new alleviation schemes in high risk areas of the City, such as Penylan, Waterloo Gardens area.

4.1.5. Coastal Erosion

Cardiff Council monitor erosion along the coastline within the county. Coastline erosion surveys are also underway so we better understand the risks that face our communities that live near the coast and these will inform the council's programme of works and possible capital bid schemes once concluded.

4.1.6. Cardiff Bay Barrage

In November 1999 the barrage was completed and the sluice gates closed at high water to retain sea water from the Bristol Channel within the 500-acre bay. The Cardiff Bay Barrage was created to meet two needs. First, to create a 2km² permanent fresh water lagoon that would attract investment into the largely disused Cardiff docklands area and spur regeneration. Second, to provide a vital flood relief structure from both rising sea levels and water levels in the rivers Taff and Ely. Both benefits have been realised and demonstrates how operating flood defence structures can have multiple benefits. Cardiff Bay Barrage now forms a significant section of the Cardiff coast line coastal defence system.

4.1.7. Partnership working

Cardiff Council engage with a number of related public bodies to try and realise a better environment for the people of Cardiff. Cardiff Council are members of the following organisations / working groups;

- **Caldicot & Wentloog Levels Internal Drainage Board (CWLIDB)** is responsible for the day to day management of the drainage system on the Gwent Levels where valuable agricultural, commercial and residential land would otherwise be flooded on an annual basis. The work of the Board is also essential to maintaining the nationally important ecological and archaeological interest of the area.

The CWLIDB Board consists of Members elected from the agricultural drainage rate payers and Members appointed by levy-paying local authorities.

- **South East Wales Flood Risk Management Group (SEWFRMG)** has been set up to promote the exchange of information between Local Authorities (LA), Internal Drainage Boards (IDB), Natural Resources Wales, the Welsh Local Government Association (WLGA) and Welsh Government (WG) and to provide a basis for a regional strategic overview.

Underpinning this is the responsibility placed upon each Lead Local Flood Authority (LLFA) by the Flood & Water Management Act (FWMA) to consult with Risk Management Authorities:

"A relevant authority must cooperate with other relevant authorities in the exercise of their flood and coastal erosion functions. "

- **Cardiff Area Flood Group.** The Cardiff Area Flood Group has been established to ensure a multi-agency approach to a major flooding incident within the City and County of Cardiff.
- **Severn Estuary Coastal Group (SECG)** is a partnership of local authorities and other organisations around the Severn Estuary that is developing Shoreline Management Plans (SMPs).

4.2. Reports and incidents

Cardiff has not had a significant flooding event for several years and the last flood of note that caused property damage and disruption was in 2009. Detailed recording of incidents is not available for periods before 2010. However, surface water flooding is a growing concern for Cardiff residents and anecdotal evidence suggests the number of reported incidents is growing (see Figure 4-1).

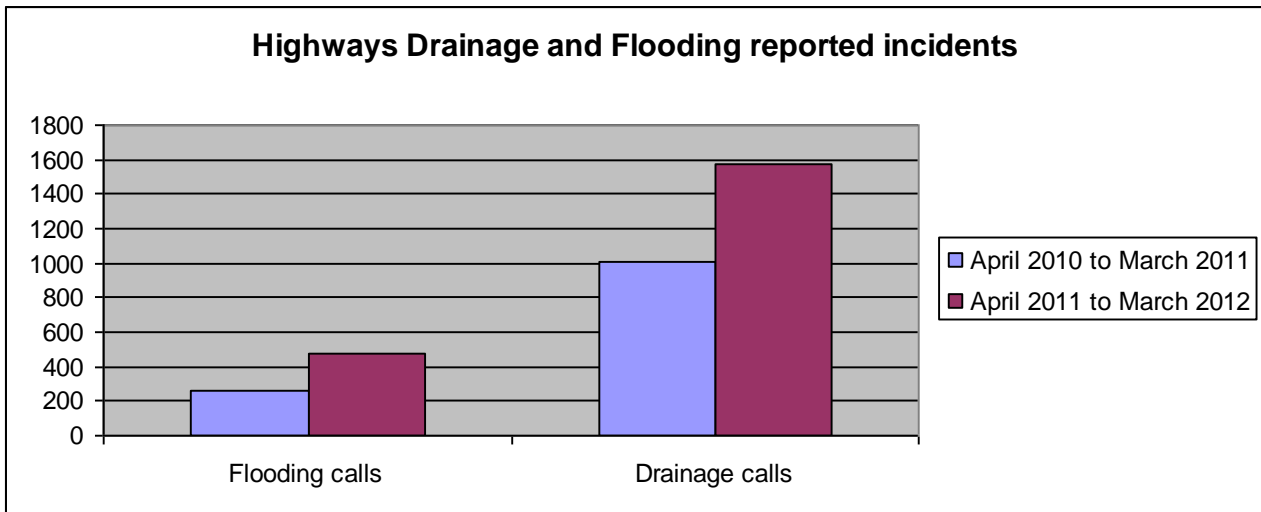


Figure 4-1 - Highways and drainage reported incidents

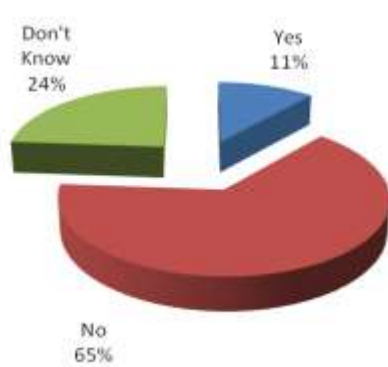
4.3. Current levels of understanding

The Council engages with the community through the “Ask Cardiff” annual surveys. 2012 was the first year that a question was asked to understand the current level of awareness of flood risk. This work will begin to form a baseline of understanding across Cardiff in relation to flooding.

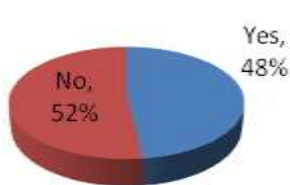
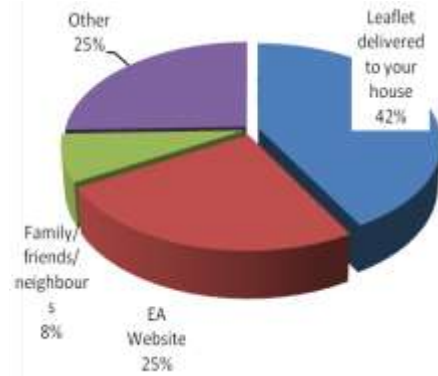
The responses suggest that the level of basic knowledge relating to flooding is reasonable, but more work needs to be done in targeted areas, particularly for the vulnerable sectors of our communities and in preparing people for an event.

Summary responses to key questions are provided below., Results: September 2012

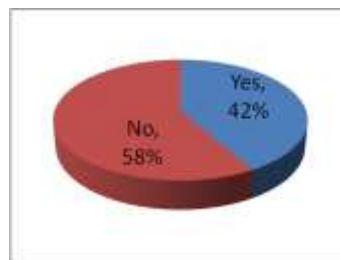
Is your property in a flood risk area?



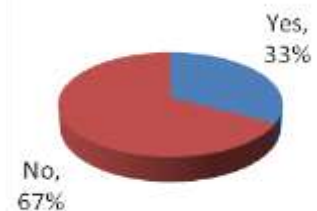
If 'yes' how did you find out?



Would you know how to find out if you live in a flood risk area?



Would you know where to get advice if your property was at risk of flooding?



Would you know what to do if your property became flooded?

4.4. Future Focus

Through the development and consideration of flooding risks across Cardiff the following areas have been identified as needing further development or provide an opportunity to go beyond the statutory requirements, to strengthen Cardiff's position. These will be incorporated in the Council's objectives and mitigation measures.

- As flooding and coastal erosion are not wholly contained by Council boundaries, further focus should be placed on **partnership working** with neighbouring Local Authorities and the flood risk authorities such as Dwr Cymru-Welsh Water and the IDB.
- **Closer working with other Flood Risk Management Authorities** to deliver schemes with shared benefits.
- Set a clear and robust **Sandbags Provision Policy** to provide clarity on the Council's position of sandbag provision at the time of flooding. This policy will be taken forwards in consultation with local ward members and communities (see Appendix A).
- Continue to build on the work undertaken by the Emergency Management Unit in conjunction with Natural Resources Wales and Communities First for **community resilience planning**. **Consultation and engagement** will be key to tackling the consequences of flooding and increase awareness of flood protection steps individuals can take to protect their property. Including exploring the possibility of providing **reduced cost flood protection devices** for communities to purchase.
- From the initial Ask Cardiff Survey results it is clear that further work is required on **awareness raising** across all aspects of Cardiff's communities and business sector. By utilising all the existing communications channels at the Council's disposal awareness messages can be delivered across all services.
- As the coastline is constantly changing a new **Coastline survey** is required to ensure the Council are fully aware of all the issues. By understanding the current coastal erosion risks, key land owners and possible timeline for erosion, the Council will be able to explore the detailed cost-benefits of any work that may be identified.
- As well as raising generic awareness of flooding issues and consequences, the **communication of changing roles and responsibilities** needs to be delivered to all key stakeholders, particularly in areas such as **ordinary water consents** and the associated planning permissions required
- **Embed flooding consideration** in all service areas decisions and appropriate communications.
- Planning consents and **consent enforcement** is required to ensure water courses and structures are protected
- To develop **Specific Planning Guidance (SPG)** in relation to flooding issues to mitigate flood risk for future developments.
- To engage and support the Welsh Government in their negotiations with insurance industry on premiums for properties in high risk areas.

As well as improving on existing activities there are also the following duties that the Council will have to carry out due to changing statutory roles and responsibilities or pending Welsh Government guidelines.

- Maintain a **register of flood risk assets**. All LLFA's must collect, collate and maintain a drainage asset register recording the ownership, condition and maintenance records of these assets. The aim of the register is to protect flood mitigation measures and help inform maintenance regimes for minimising flood risk. Key structures, for example, garden walls, culverts, streams and buildings, will then require regular condition surveys to ensure they are maintained to help minimise flooding risks.
- To develop a **robust methodology and priority matrix** for the **investigation of flooding** incidents to ensure that incidents are appropriately investigated in proportion to the incident magnitude. Establish where possible the root causes of flood incidents in order for to develop corrective actions or take mitigation steps where possible. A regional approach is supported by Cardiff and is currently under development.
- Reviewing the need to **designate certain third-party structures** which have an impact on local flood risk. Cardiff Council must identify and designate (and so safeguard) drainage **assets that are owned, maintained or operated** by third parties that assist in managing flood risk. Once designated it will be an offence to alter or remove the features without the consent of the LLFA.
- Act as the **SuDS Approval Body (SAB)** for future development applications following national standards. Sustainable Drainage Systems (SuDS), are to be introduced where practicable in all new developments. The introduction of national standards is aimed at reducing the risk of flood damage and improving water quality. Without SAB consent new developments will not be permitted to commence construction. In addition, the SAB permissions must be granted prior to planning permissions, therefore creating a two stage process for all planning applications.

5. Approach and Policy for Managing Local Flood Risk in Cardiff

5.1. Methodology and guidance

Cardiff Council have developed their approach and policy for managing local flood risk in accordance with guidance⁴ published by the Welsh Government and issued to Lead Local Flood Authorities.

This guidance sets out the process to be followed to provide a consistent approach and ensure local strategies are aligned with the National Strategy. The following sections set out how Cardiff have followed the process shown in Figure 5-1 below. The National Strategy sets out a series of Objectives that the strategy is seeking to achieve. There is a responsibility on Cardiff Council as the LLFA to take account of these Objectives, and review if any further local Objectives are considered necessary.

There is a need then to identify ways of assessing that the Objectives can be achieved. This is through a series of Measures. Some Measures may contribute to more than one Objective.

A series of Actions will have to be carried out to ensure Measures are realised. Various Options are available to carry out these Actions to varying levels of effort and resource "on the ground". The level of effort can be dependent on available budgets and the identified level of need / risk for such actions.

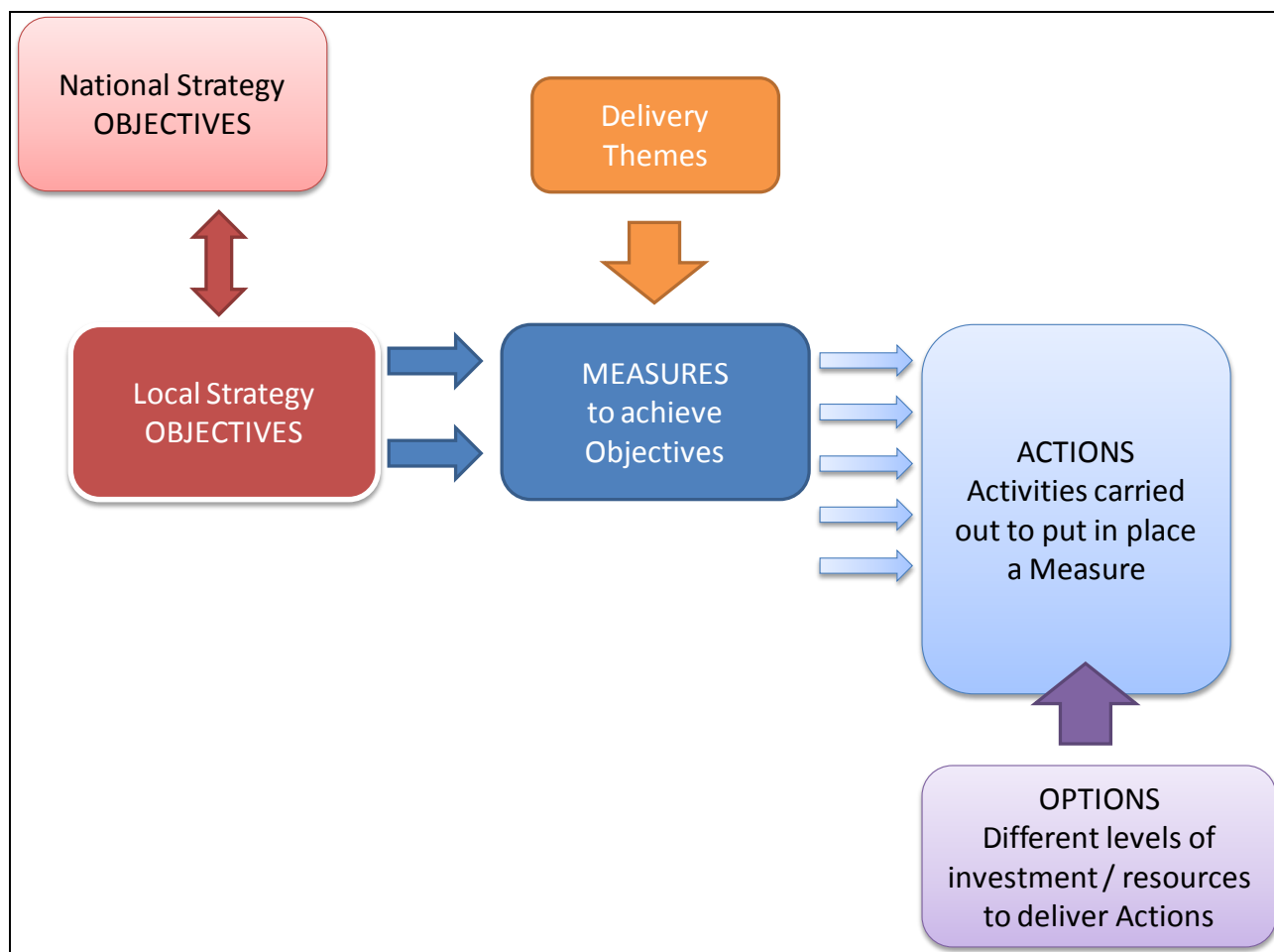


Figure 5-1 Policy approach from National to Local Strategies

⁴ Local Flood Risk Management Strategies - Local Strategy (guidance for Lead Local Flood Authorities), Welsh Government, November 2011

5.2. Consultation

In determining the measures Cardiff Council has also worked with adjacent local authorities and other Risk Management Authorities (as listed in Section 2). This includes development of solutions with Dŵr Cymru – Welsh Water and Natural Resources Wales in order to enhance the benefits of partnership working.

Consultation has also been undertaken as part of the SEA process, with Countryside Council for Wales, Environment Agency, Cadw and other consultees. The initial feedback from the consultation exercise and Ask Cardiff survey has also informed these outcomes (further details in Appendix C).

The Post Adoption Statement of Environmental Particulars for the Strategic Environmental Assessment contains details of how the results of the consultations and opinions have been taken into account.

During February to March 2013 Cardiff Council also consulted publically on the Draft Strategy. This final Strategy has incorporated the consultation responses. Details of all consultation comments are included in Appendix C.

5.3. Objectives

An **objective** can be defined as an 'outcome' or a 'target' to be achieved. For example, an outcome objective may be '*reduce the impact of flooding*', whilst a target objective could be '*create and implement a monitoring scheme for flood and erosion risk management structures*'.

In developing the objectives for managing local flood risk, Cardiff Council has taken the following into consideration:

- **National Strategy objectives** – Cardiff Council has considered how the objectives contained in the National Strategy (Appendix D) can be practically and meaningfully be delivered in Cardiff.
- The requirements of the Flood Risk Regulations 2009.
- The **level of detail** of the objectives – objectives may be high level and strategic, such as 'increase awareness of flood risk' or more specific and targeted to a certain area or risk.
- The **timescale and timing** of the objectives – objectives may be short, medium term or long term. Objectives may be planned for the 6-year period covered by this first strategy, at some time in the future or they may take place over a long period of time.
- **Prioritisation** of the objectives – which objectives are more important than others, or need to take place before others. This could be due to deadlines set out in legislation, because the risk from flooding or erosion is high, or the consequences of flooding or erosion are very large.
- Objectives are **proportionate** to the identified flood and coastal erosion risk.

Objectives have also considered the three flood risk management elements **Prevention, Protection, and Preparedness** (and include climate change adaptation). These elements help us understand and consider at what stage an objective may affect the level of flood risk.

5.3.1. National Strategy Objectives

The National Strategy has identified **four overarching objectives** with 11 sub-objectives (Appendix D) for managing the flood and coastal erosion risk in Wales;

- **Reducing the consequences** of flooding and erosion for individuals, communities, businesses and the environment from flooding and coastal erosion;
- **Raising awareness** of and engaging people in the response to flood and coastal erosion risk;
- Providing an **effective and sustained response** to flood and coastal erosion events; and
- **Prioritising investment** in the most at risk communities.

5.3.2. Flood Risk Management Objectives

The strategy guidance, issued by the Welsh Government, includes for specific flood risk management objectives in relation to social, economic and environmental risk as developed by the Environment Agency. These are as set out below;

- **Social**
 - Reduce distress (Number of people at-risk of flooding)
 - Reduce community disruption (Number of residential and commercial properties)
 - Reduce risk to life (function of the number of people at risk and flood conditions)
 - Reduce disruption to key infrastructure
- **Economic**
 - Reduce economic damage (e.g. Annual Average Damages AAD)
 - Reduce cost of management (not a risk management outcome for use in appraisal)
- **Environmental**
 - Reduce damages to Natura 2000 / SSSIs / BAP sites (or improve sites)
 - Improve naturalness (reduce modification of channels / waterbodies)

As part of the Strategic Environmental Assessment (SEA) process we have developed the above two environmental objectives to encompass a set of wider Environmental objectives as set out in the following table. These have been used to test the potential impacts of the strategy on environmental receptors .

Table 5.1 - SEA objectives and indicators

SEA topic	SEA Objective code	SEA Objective
Population and human health, including economy	Pop1	Improve and enhance the health and wellbeing of communities
	Pop2	Reduce inequality and social deprivation
Biodiversity, flora and fauna	Bio1	Work with natural processes, improve ecological connectivity and promote healthy functioning ecosystems
	Bio2	Conserve, and where possible enhance important, protected and priority habitats and species
	Bio3	Protect and where possible enhance local biodiversity, flora and fauna
Water	Water1	Protect and improve the water environment, in terms of water quality and quantity, for the benefit of the human and/or natural environment
	Water2	Maintain and enhance hydromorphological function of the water environment by working with natural processes
	Water3	Reduce the effects of flooding from local sources
Air	Scoped out	
Climatic factors	Clim1	Contribute to Cardiff's ability to adapt to climate change
Material assets	Mat1	Conserve and protect important new and existing material assets and infrastructure
Cultural heritage	Cult1	Conserve, and where possible enhance, protected and important cultural heritage assets
Landscape, land use and soil	Land1	Ensure the landscape character of Cardiff is conserved and, where possible, enhanced
	Land2	Protect and conserve soils and soil function, and increase resilience to degradation
	Land3	Reduce the risk to waters from diffuse pollution
	Land4	Reduce the risk to waters from contaminated land

5.3.3. Local Flood Risk Strategy Objectives

The National Strategy sets out a number of measures to achieve each of identified 11 sub-objectives which therefore contribute to achieving the overarching objectives. An extract of the related objectives from the National Strategy is included in Appendix D. Cardiff Council, as the Lead Local Flood Authority is responsible for leading on the delivery of some of these national measures in its area. As a Risk Management Authority, Cardiff Council is also responsible for contributing to other local objectives.

In order to implement the National Strategy Objectives, Cardiff Council has based this Local Strategy upon the following eight local strategy sub-objectives:

National Strategy Main Objective	Local Strategy Sub Objectives (numbering referencing relative to the National Strategy)
1 - Reducing the impacts on individuals, communities, businesses and the environment from flooding and coastal erosion	2 - Provide Strategic Leadership and Direction at a local Level
	3 - Develop policies for effective land use management and enhanced development control procedures where appropriate
	4 - Establish regular maintenance schedules for flood and coastal erosion risk management assets
2 - Raising awareness of and engaging people in the response to flood and coastal erosion risk	5 - Ensure that by 2026 everyone who lives in a flood risk area understands the flood risk they are subject to, the consequences of this risk and how to live with that risk
3 - Providing an effective and sustained response to flood and coastal erosion events	7 - Ensure the preparation and testing of Emergency Plans
	8 - Respond to events in a timely and appropriate manner
	9 - Facilitate recovery from flooding within the shortest possible timescales
4 - Prioritising investment in the most at risk communities	Local 1 - External funding

5.4. Measures

A **measure** can be defined as an activity or action(s) that will be carried out to achieve an objective and manage the risk from flood and coastal erosion. Measures are not exclusively about building new flood defence schemes. They could include improving emergency response to flood events, providing advice on what to do in the event of flooding, help to recover from an incident, maintenance and to ensure that structures that manage the risk of flooding are working properly.

In developing the measures for managing local flood risk, Cardiff Council has taken the following into consideration:

- The **timescale and timing** of the measures – measures may be short term (0 – 20 years), medium term (20 – 50 years) or long term (50 – 100 years). They may be planned for to take place during the 6-year period covered by this first strategy, at some time in the future or they may take place over a long period of time. For example a new flood defence scheme may be planned to take place in 15 years' time, while inspection and clearing of highway drains may take place every year.
- Are the measures **structural** or **non-structural** – do they require the building/repair of a particular structure such as a flood wall or drainage system, or do they relate to actions that do not need construction activity, such as research, monitoring, awareness-raising or new planning policies.
- Can the measures achieve **multiple benefits** – efforts have been made to develop actions that will not only help manage the risk of flood and erosion but that will have other benefits e.g. for biodiversity, heritage, health or regeneration.
- Potential impacts of **climate change**
- Actions contained in **other flood and erosion risk management plans** such as Catchment Flood Management Plans (CFMPs) and Shoreline Management Plans (SMPs).

5.4.1. Delivery themes

The Welsh Government guidance for local authorities (S.3.4.4) identifies 7 high level Delivery Themes under which measures should be considered. These are;

- Development planning and adaptation (including both new developments and adaptations to existing developments / landscapes);
- Flood forecasting, warning and response;
- Land, cultural and environmental management;
- Asset management and maintenance;
- Studies assessments and plans;
- High level awareness and engagement (to increase individual and community resilience);
- Monitoring (of the local flood risk issues).

In developing the measures, Cardiff Council has considered how they relate to these Delivery Themes to ensure a wide range of measures, and thus actions are taken into account to manage local flood risk within the county. Appendix E.1 contains the list of measures, and the objectives which they support that have been adopted by Cardiff Council for this initial period of the LFRMS.

5.4.2. Potential Actions

Cardiff Council has undertaken a series of internal workshops to build on the work already done as part of the preliminary flood risk assessments. These workshops were held to identify potential actions which can be carried out to realise the identified measures and objectives. This internal consultation has helped raise awareness of the changes in legislation and related responsibility and duties placed on Cardiff Council. This in turn has increased the understanding of the need to consider the impact of flood risk across the Council's Service Areas.

This process has identified areas where the wider Council services can support the proposed measures through changes in working practises, using existing communication channels to raise awareness and direct consideration of flood risk as part of any decision process.

Measures have been considered against three options which required varying levels of investment and effort;

- **Do-Nothing** – Stop any related existing actions and/or expenditure. This provides a baseline position against which to measure any benefit that an increase in effort provides
- **Business as usual** – This considers a continuation of current actions in the future. Levels of expenditure would be retained with the chance that the flood risk may increase in the future due to further expansion of the local area or climate change.
- **Do-more** – These measures identify new actions that the Council could or will have to undertake due to new legislative duties. The increased level of effort could vary depending on the type of action measure being considered, and the considered benefit of providing the additional resource. They also identify actions which could be undertaken if further funding was available.

An assessment matrix identifying the considered and preferred option for the various measures is included in Appendix E.1.

In developing the Objectives and measures we have sought to assign their achievement to various timescales, as set out in the national guidance:

- Short term (0 – 20 years)
- Medium term (20 – 50 years)
- Long term (50 – 100 years)

To enable more practicable planning Cardiff Council has broken down the short term into the LFRMS review periods as follows;

- 1st LFRMS cycle (up to 2015)
- 2nd LFRMS cycle (up to 2020)
- 3rd LFRMS cycle (up to 2030)

5.4.3. Prioritisation

The adopted measures have been assessed to determine to which of the Local and thus National flood risk strategy objectives they contribute to and weighted based on the timescales in which they need to be achieved to give a 'priority score' to identify the top 3 delivery themes (further details in Appendix E.2).

The following table identifies the priority measures for Cardiff Council under the top 3 delivery themes. The detailed assessment used to inform the prioritisation is set out in Appendix E.2. Cardiff Council will use the supporting assessments to develop their internal processes as well as the proposed measures to deliver the identified short term measures and plan for the delivery of the longer term measures.

Table 5.2 - Priority measures

Delivery Theme	Activity type	Suggested Measure(s)	Cardiff Council Proposed Action	Timescale
Flood Forecasting & Response	Flood Awareness	<ul style="list-style-type: none"> • Identification of at risk groups within communities, including vulnerable individuals. 	<ul style="list-style-type: none"> • Through Emergency Planning and Corporate Communications we can ensure the businesses are aware of the risk, and the actions they can take to reduce the impact 	<ul style="list-style-type: none"> • Ongoing
	Emergency Response Plans	<ul style="list-style-type: none"> • Complete emergency plans for all sources of flood risk. • Local level emergency exercises to test response and recovery arrangements over the life of the Strategy. • Early and appropriate response to all emergency events. • Development and implementation of effective evacuation protocols for emergency events • Identification and provision of suitable respite accommodation as appropriate over the life of the Strategy. 	<ul style="list-style-type: none"> • We have an established emergency planning procedure in place for major emergencies, including flooding. • Review within 12 months that the identified changes to our plan are in place and can be built on • We will continue to test and review our plans, and discussion with adjacent local authorities the potential need for mutual support when required • Development and implementation of effective evacuation protocols for emergency events • We will continue to test and review our plans, and discussion with adjacent local authorities the potential need for mutual support when required 	<ul style="list-style-type: none"> • Ongoing • Review Nov 2015 • In place and subject to ongoing review
	Community Flood Plans	<ul style="list-style-type: none"> • Development of community level emergency plans as required by relevant communities 	<ul style="list-style-type: none"> • Continue working with NRW on the development of community level emergency plans 	<ul style="list-style-type: none"> • ongoing
Asset Management & Maintenance	Asset Management Plans	<ul style="list-style-type: none"> • Development of a register of natural and manmade structures or features likely to have an effect on flood risk by 2015. 	<ul style="list-style-type: none"> • Develop initial register using available software and update when necessary (passive approach). Use powers, and enforcement where required to manage risk • Implement system to ensure drainage aspects are considered as part of any proposal which affects the highway • Review and confirm coastal waters defined limits • Support schemes such as the Greener Grangetown Project • Provide evidence to 	<ul style="list-style-type: none"> • Commence April 2014

Delivery Theme	Activity type	Suggested Measure(s)	Cardiff Council Proposed Action	Timescale
		<ul style="list-style-type: none"> Establishment of a programme of regular and appropriate maintenance for flood and coastal erosion risk management assets. 	<p>upstream authorities and highlight the operational issue to try and control debris at source</p> <ul style="list-style-type: none"> Review options and include within future Plans / Spatial reviews "Highway Drainage - review how works are planned and what their Planned Outcome is Land Drainage - determine level of service and necessary maintenance Ordinary Watercourse - culvert clearance is carried out at priority sites, review system to assess if this can be updated Coastal - review potential risk from erosion" Coastal - review potential risk from erosion, and undertake necessary works SMP2 action - Ensure environmental issues are taken into account in the design / construction of new defences. Ensure any works adhere to agreed working practices e.g. to prevent disturbance to birds 	
	Defence / Structure Management	<ul style="list-style-type: none"> Designation of natural and manmade structures or features likely to have an effect on flood or coastal erosion risk over the life of the Strategy. Development of repair schedules including provision for the installation of resilient measures by 2015. 	<ul style="list-style-type: none"> Currently planning how the register will be developed working in partnership with other South East Wales Local Authorities. We will need to budget for ongoing inspection and updating of the register Develop repair schedules including provision for the installation of resilient measures by 2015. Undertake a coastline survey to assess erosion risks to our coastline communities. Explore defence schemes for the Penylan, Waterloo Gardens area of the City with Natural Resources Wales. 	<ul style="list-style-type: none"> Commence 2014/2015
	Channel Maintenance	<ul style="list-style-type: none"> Development of procedures for the effective clearance of debris. 	<ul style="list-style-type: none"> Development of procedures 	<ul style="list-style-type: none"> In place and subject to ongoing review

Delivery Theme	Activity type	Suggested Measure(s)	Cardiff Council Proposed Action	Timescale
	Culvert Maintenance	<ul style="list-style-type: none"> Establishment of a programme of regular and appropriate maintenance for flood and coastal erosion risk management assets. 	<ul style="list-style-type: none"> Ordinary Watercourse - culvert clearance is carried out at priority sites, review system to assess if this can be updated 	<ul style="list-style-type: none"> Ongoing review
High Level Awareness & Engagement	Partnership Working	<ul style="list-style-type: none"> Implementation of statutory responsibilities including those set out within the Flood and Water Management Act 2010 and the Flood Risk Regulations. Link with wider work undertaken with regards making Cardiff a more resilient and sustainable area to live Programme of community based awareness and engagement activities, utilising the Flood Risk Management Community Engagement Toolkit. Raise awareness internally with regards impact of flood risk on normal operations and post event situations Contribution funding from third-parties / non-public sources 	<ul style="list-style-type: none"> We have delivered our PFRA which identifies the key risk areas. Further actions identified within the LFRMS will help us continue to deliver this objective" Ensure that Actions are captured which provide synergy across various plans to deliver a more resilient Cardiff. Support NRW and canvas awareness and feedback from residents that they are aware of their level of flood risk through the "Ask Cardiff" annual questionnaire. Discuss with insurance industry representative body as to the opportunities available to manage flood risk to ensure insurance remains affordable across the county Develop Policy for recovery / receipt of funding contributions either directly via Community Infrastructure Levy , or recovery through future rate levy with developer guarantees (TIF etc) 	<ul style="list-style-type: none"> Flood Hazard Maps by Dec 2013 Local Flood Risk Management Plans by Dec 2015 Ongoing Planned action following consultation response Commence April 2013

Cardiff Council's current position is that priority should be given to measures that;

- build stronger links with key stakeholders and neighbouring Local Authorities
- continue to build on the work undertaken with regards to community resilience planning
- embed awareness of flooding mitigation measures across all Council functions
- fully understand the coastal erosion risks
- raise awareness across all communities of Cardiff, particularly focusing on those at highest risk of flooding and those that require more support such as low socio-economic standing and vulnerable communities
- reduce the consequences of flooding through the construction of appropriately designed sustainable defences which benefit the local environment



6. Finance

An analysis has been undertaken to determine the costs and benefits (monetary or non-monetary) dependant on the adopted approaches and activity levels as set out in the national guidance (S 3.6).

6.1. Current situation

Cardiff Council currently spends approximately £1M every year on direct activities related to managing flood risk through the services provided by the Highways Drainage teams.

Typical activities include;

- Culvert / screen clearance
- Highway drainage repairs
- Gully cleansing
- Drainage enforcement
- Land drainage
- Investigation of flooding incidents & options for alleviation
- Operational costs of pumping stations and ground water monitoring
- Remedial & reactive works
- Sewer repairs to council owned properties

Cardiff Council are also represented on the Caldicot and Wentlooge Drainage Board and pay a levy to the Internal Drainage Board of approximately £700k a year to support their operation in managing land drainage and local flood risk within the drainage board area.

Cardiff Harbour Authority is an operational part of Cardiff Council, however, its operational budget is provided by the Welsh Government.

Cardiff Council's Emergency Management Unit has a number of emergency plans that can be put in place if a significant flood event was to occur. The cost of maintaining the resources for these plans, as well as the community engagement work, is not included in the above costs.

6.2. Do-nothing situation

The Project Appraisal Guidance (PAG) series and the principles of a cost/benefit analysis as outlined in the Flood and Coastal Defence Project Appraisal Guidance FCDPAG3 (Defra, 2006) have been used to carry out the cost/benefit analysis.

The analysis has assumed that the existing drainage systems are able to accommodate a flood event up to the typical design standard of a 1 in 30 chance event. Above this flooding will occur and affect properties. The Environment Agency's Flood Map for Surface Water (FMfSW), and published data for the predicted economic impact of flooding (FHRC, 2010) has been used to assess the potential damage due to flooding.

The analysis estimates that across Cardiff the following numbers of properties could be affected by local flood risk sources;

- 1 in 30 event - over 10,000 properties
- 1 in 200 event - over 30,000 properties

If Cardiff Council was to stop carrying out the actions listed above, and allow the natural land drainage systems to cope, without maintenance, it is estimated that in any given year the potential economic impact of local flood risk to these properties will be over £11M (see Table 6.1 overleaf).

6.3. Future approaches

Three approaches have been considered as part of developing this Strategy

- Do-Nothing
- Business as usual
- Do-more (reducing the potential likelihood and consequence of flooding)

6.3.1. Economic comparison

The following table sets out the potential economic benefit of the assessed approaches in terms of a reduction in damage due to flooding. The potential economic benefit has been assessed over the short-term (20 years) that may result from delivering measures as suggested in Section 0. (see Appendix E.3 for further detail).

Table 6.1 - Economic impact of local flood risk

Approach	Annual Average Damage (£M)	Present Value Damage over 20 years (£M)	Present Value Benefit (£M)
Do-Nothing	£13.2	£ 194.0	
Business as usual	£9.9	£ 145.4	£ 48.6
Do-more	£3.7	£ 54.2	£ 139.8

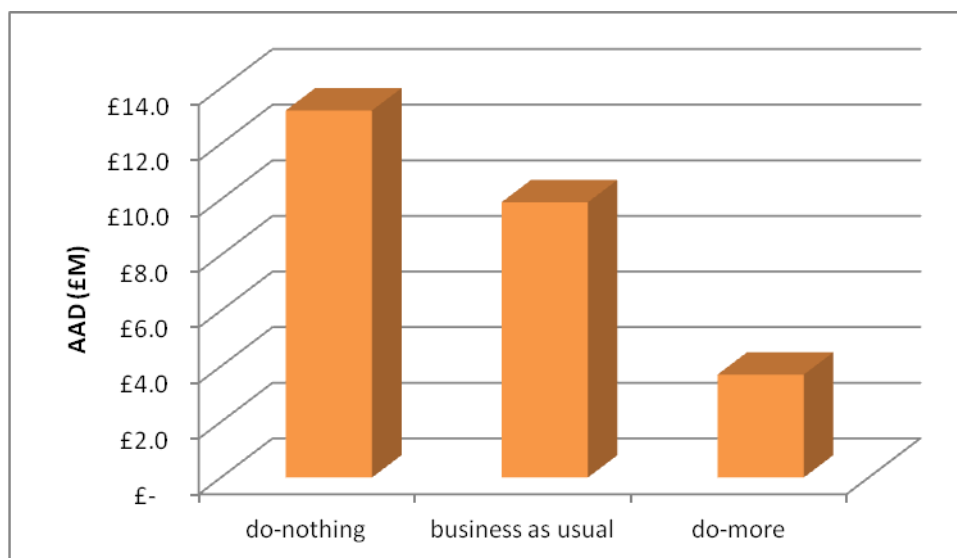


Figure 6-1 Annual Average Damage

The above table and chart highlight the potential annual damage based on our current (“business as usual”) approach is approximately £9.9M in comparison with the Do-Nothing situation of £13.2M.

This provides a potential benefit of over £3M a year in comparison with the estimated £1M annual cost of activity currently undertaken.

6.3.2. Preferred approach

In the future Cardiff Council we will need to review available budgets to deliver the required duties.

The **preferred approach** is to take overall actions to **do more to reduce the likelihood of flooding**. The predicted average annual damage would reduce to £3.7M, resulting in a typical benefit (difference between Do-Nothing and Do-More) of £9.5M. Over the short-term this would account for nearly £140M of economic benefit to the county.

Cardiff Council will be proactive in delivering some prioritised measures. Other activities will have the procedures in place for actions to be undertaken in a reactive manner, such as the investigation of flood events or post-event debris clearance. The benefit for managing flood risk to significantly reduce consequences is evident in the above table with the potential to provide nearly £140M of benefit over the next twenty years. However, a decision between affordability and acceptable level of benefit to the communities of Cardiff will need to be considered for each action taken such that not all of these benefits may be realised.

6.4. Funding Risks

The Welsh Government have highlighted that the cost of mitigation measures can be significant and cannot be met by central funding availability. The Welsh Government has set indicative total fund allocations for flood and coastal erosion risk management for Wales as:

- 2012/13 - £35.7million; and
- 2013/14 - £37 million

Funding will be allocated strictly on a risk based priority by the Welsh Government to deliver long term investment plans. They have noted an expectation that Local Authorities will have to find additional expenditure in future budget setting and consideration be given to additional charges, levies and partnership arrangements where ever possible. National and European funding may be available but is insufficient to afford all mitigation measures required across Wales.

6.4.1. Current and future potential funding

Flood Defence Grant in Aid (FDGiA)

Traditionally, flood risk management projects in Wales have been largely funded via the Welsh Governments Flood Defence Grant in Aid mechanism. However, given the pressures on future Welsh Government spending as a whole which will result from the reduction in available funding (as implemented via the UK Government Comprehensive Spending Review) it is likely that there will be a reduction in capital programme spend over the lifetime of the this LFRMS cycle.

European Funding

Funding from the European Union is designed to align the economic prosperity of the various regions of Europe. Over the period 2007-2013 this fund will have provided nearly £50M to support a flood and coastal erosion risk management programme of just over £100m in Wales. Wales may benefit from another round of funding from European financial support, however, it is unclear whether there will be a mechanism for use of these funds for Flood Risk Management activities.

Developer Contributions

Local Authorities can potentially require developers to carry out works on sites (including flood and coastal erosion risk management works) under Section 106 of the Town and Country Planning Act 1990. Following a change in the related legislation, from 6 April 2014 the scope of any agreements will be restricted to make such related infrastructure provision harder to justify.

The Planning Act 2008 makes provision for local planning authorities to prepare and implement a Community Infrastructure Levy (CIL), which can be used to fund those infrastructure elements that will no longer be deliverable through S106 agreements. Cardiff Council is currently considering the scope of a potential CIL Charging Schedule, which identifies what development will be subject to CIL and what the level of the levy is.

Partnerships Fundraising

Partnership funding between public and private sectors and local communities will have to be explored. Also where possible partnership working between Risk Management Authorities may attract funding opportunities to achieve flood risk management objectives which are of mutual interest to key stakeholders and partners.

7. Environmental Assessments

This section sets out how the strategy and the environmental assessments fit together and how they have informed each other over the development of the LFRMS.

There are three assessments of the potential environmental impacts of the Cardiff LFRMS that are required by law and have been integrated into the development of, or carried out on the Cardiff LFRMS. This section provides an overview of the three assessments, their general requirements and where further information on the assessments can be found in the **Appendices**.

7.1. Strategic Environmental Assessment (SEA)

Strategic Environmental Assessment (SEA) is the systematic appraisal of the possible effects of decisions taken at a high level (such as those in strategies, policies and plans) on the built, natural and historic environments.

The EU SEA Directive⁵ sets out the legal requirements for this appraisal in EU countries. The SEA Directive is transposed into law in England and Wales by the Environmental Assessment of Plans and Programmes Regulations 2004 (SI 1633) and the Environmental Assessment of Plans and Programmes (Wales) Regulations 2004 (SI 1656).

The SEA Directive requires that certain plans/programmes are assessed as they are developed to make sure that the potentially significant environmental effects are properly considered and that the possible effects are taken into account before decisions on the final plan/programme are made. It also requires that significant effects are monitored once the plan and programmes are in place. Monitoring required as part of the SEA links into the monitoring and review required for the Cardiff LFRMS as a whole (see **Section 8**).

The SEA Directive applies to a range of plans and programmes. It applies in this case because there is a legal requirement for Cardiff Council to develop a flood risk strategy.

7.1.1. The SEA Process

Undertaking an SEA is not a 'one-off' action. Taking account of the possible impacts of decisions on the environment is a step by step process that is part of the whole Cardiff LFRMS development process. The SEA legislation requires that certain actions are taken (e.g. early and on-going stakeholder engagement) and that certain outputs are produced (e.g. an environmental report). The production of the Cardiff LFRMS has met the requirements of the SEA Directive in the following ways:

- **SEA Scoping Report** – this was produced in August 2012. It was circulated to statutory consultees (the Environment Agency for Wales⁶, Countryside Council for Wales⁶ and Cadw) and relevant departments within Cardiff Council for comment.
- **Stakeholder engagement** – this is an integral part of both the Cardiff LFRMS and SEA processes. The SEA Report and the draft Cardiff flood strategy were published for consultation in December 2012. An overview of stakeholder involvement in the Cardiff flood strategy development is set out in the **SEA Environmental Report**.
- **Identification of environmental characteristics** – the SEA Scoping Report, describes the environment in terms of '**receptors**' (Population & human health; Biodiversity; Land use; Geology & soils; Water; Air; Material assets; Historic environment; Landscape; and the interrelationship between them);
- **Identification of environmental protection objectives** – the SEA Scoping Report identified draft environmental protection objectives for the SEA, while the Cardiff flood strategy identified objectives for the strategy itself (see **Section 5**). Some of these objectives are the same, while some are specific for the SEA.
- **Assessment of likely significant impacts on the environment and consideration of alternatives** – the evaluation of options, alternatives and their effects, including their effectiveness to meet objectives is an integral part of the SEA. This assessment of policy options fully incorporated possible impacts on the environment and the achievement (or otherwise) of SEA objectives. **Section 0** above sets out the

⁵ Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment

⁶ From April 2013, the Welsh Government established a single environmental body for Wales, National Resources Wales (NRW). This merged the functions of the Environment Agency Wales, the Countryside Council for Wales, the Forestry Commission Wales and some Welsh Government functions.

possible options considered under the Cardiff flood strategy. The SEA assessments can be found in **Section 7 of the SEA Environmental Report**

- **Measures to prevent, reduce and offset any significant adverse effects** – these measures are set out in the SEA assessment and have been incorporated into the specific programme of measures for the Cardiff flood strategy (see **Section 5**).
- **Environmental Report** – an SEA Environmental Report was produced in November 2012. This includes a **non-technical summary** of the information contained within the Environmental Report.
- **Monitoring** – monitoring actions identified in the SEA Environmental Report have been combined with those required to monitor the progress of the Cardiff flood strategy (**Section 8**).
- **Post Adoption Statement** – this document is part of the SEA process. It summarises how environmental issues were integrated into the flood strategy development process; the reasons for choosing the preferred options; the consultation results and the monitoring that is proposed. It is a separate document that will be produced once the Cardiff flood strategy has been formally adopted.

7.1.2. SEA Conclusions

The SEA for the Cardiff flood strategy draws the following conclusions, which are contained in the **Environmental Report**.

Population and Human Health – The Cardiff flood strategy will result in significant benefits to population and human health, reducing the potential effects of flood risk to the population, businesses and economy of Cardiff. The prioritisation of investment in flood strategy measures and actions incorporates the Welsh Index of Multiple Deprivation to help target actions to areas and communities who are potentially least resilient to flood risk and maximises benefits;

Biodiversity, Flora and Fauna – The implementation of the Cardiff flood strategy could potentially adversely affect biodiversity, flora and fauna, depending on how measures and actions are implemented. In order to ensure actions have a neutral or positive effect, mitigation measures are required. The implementation of some actions under the flood strategy will require project works. Such works have not yet been identified and it will be necessary to consider the need for EIA, HRA and WFD assessments and their findings at a project level;

Water Environment – The Cardiff flood strategy will have an overall beneficial effect on reducing the effects of flooding from local sources but could adversely affect both water quality and hydromorphology, depending on how actions are implemented, requiring mitigation measures.;

Historic Environment – The Cardiff flood strategy will have an overall beneficial effect on cultural heritage, reducing the impacts of flooding to protected sites and historic landscapes;

Air and Climate – Overall, the Cardiff flood strategy will have a significant beneficial effect on Cardiff's ability to adapt to climate change and the resulting impacts;

Landscape – The Cardiff flood strategy could have either a beneficial or adverse effect on landscape, soil and land use, depending on how the actions are implemented.

In order to ensure negative effects of the Strategy are removed and positive effects are maximised, the following mitigation actions are recommended:

- Ensure that updates/changes to climate change advice are taken into account in the operation and performance of Cardiff Barrage;
- CHA annual monitoring of navigation channels should be used to identify large changes or trends in changes to bed morphology and inform the need for a study to determine the effects (if any) of the Cardiff Barrage on sediment transport;
- The need for EIA, HRA, WFD assessments of specific flood and erosion risk management projects / works should be considered. The findings of any assessments should be taken into account when delivering the projects/works;
- Local strategies / action plans should be developed taking account of SEA receptors and any environmental effects that the strategies / action plans may have;
- The SEA report should be circulated within Cardiff Council along with the draft LFRMS for consultation. Final reports should also be circulated and other Service Areas consulted and involved in the implementation of the LFRMS;
- The LDP, land use plans and SPG should be developed taking account of SEA receptors and any environmental effects that they may have;
- Standard Operating Procedures and Emergency Procedures should be reviewed to ensure biosecurity issues are included and addressed;

- Staff to be made aware of need for biosecurity and reducing the risk of spreading non-native species;
- Equipment, clothing, vehicles and vessels to be appropriately cleaned before being used in other watercourses in/outside Cardiff;
- All emergency planning (including testing and review) should consider the potential effects that emergency actions can have on the environment;
- All planning team members to be made aware of the requirements of PPW, TAN14 and TAN15 and to ensure that all planning applications satisfy the requirements of these guidance documents. Updates to PPW, TANs and other planning guidance to be circulated to all planning team members and to be taken into account in planning decisions;
- Awareness raising should include information on how flood events can affect water quality. Preparedness advice and post-event clean up advice should include information on how to reduce the potential impacts to water quality. NRW should ensure they provide appropriate advice to Cardiff to ensure consistent messages from both organisations;
- Ensure nature conservation and geomorphological issues are taken into account in the design / construction of new defences;
- Seek to minimise the footprint of defences;
- Seek to work with natural processes;
- Time works to minimise disturbance to features of the sites e.g. works wNRW will only be permitted at the appropriate time of year (April – September) to avoid disturbance to wintering birds;
- Ensure nature conservation issues are taken into account in the management and maintenance of defences;
- Seek opportunities to improve the condition of the natural environment, where practical;
- Consider the potential for incorporating environmental benefits / bioengineering / 'soft' engineering into schemes at the design level.

7.2. Habitats Regulations Assessment (HRA)

The EU Habitats (92/43/EEC) and Birds (79/409/EEC) Directives aim to protect European birds and species and the habitats that support them. In the UK, the Directives are implemented through the Conservation of Habitats and Species Regulations 2010. These are known as the **Habitats Regulations**.

The legislation requires '**competent authorities**' to undertake an '**appropriate assessment**' of plans, projects and strategies that may have a significant effect on the site, if those plans, projects or strategies are not directly concerned with the management of the protected sites themselves. The process that includes the 'appropriate assessment' is known as a **Habitats Regulations Assessment (HRA)**. In the UK, it is also policy to carry out a similar assessment for sites designated under the Ramsar Convention (known as **Ramsar sites**).

There are a number of EU protected sites in or near to the area covered by the Cardiff flood strategy. The 'competent authority' (in this case, Cardiff Council) is required to carry out an HRA to ensure that damage to the sites does not take place when the actions in the flood strategy are followed. If it is not possible to eliminate all damage to the sites, measures must be taken to compensate for any damage or loss.

The actions and objectives developed for the Cardiff flood strategy have been assessed based on the specific requirements of the HRA process, in consultation with the Countryside Council for Wales (CCW), now Natural Resources Wales (NRW).

Some of the measures identified in the Cardiff flood strategy are projects that will need to undergo an individual HRA as they develop to ensure that the particular actions proposed (e.g. construction activity) do not harm the protected sites or species.

7.2.1. HRA Conclusions

The actions and objectives developed for the flood strategy have been assessed based on the requirements of the HRA process. This assessment concludes that the flood strategy may result in operations capable of adversely affecting the features of protected sites. It has, however, been possible to identify mitigation measures that, if implemented, would remove these effects.

In some cases it has not been possible to rule out the possibility of significant effects because the flood strategy does not include all the detail of how actions might be carried out. In these cases, it is considered more appropriate to determine any significant effects at a project level, when more detail about how actions will be carried out is known. It has been possible to identify mitigation actions that should be taken in order to reduce the potential for projects to have a significant effect on site features.

In order to ensure negative effects of the Strategy are removed and no effects to EU protected sites result, the following mitigation actions are recommended (some of the mitigation measures may be the same as those identified as part of the SEA) :

- Ensure that an EIA/HRA is undertaken at the project or lower tier plan level⁷.
- Ensure nature conservation and geomorphological issues are taken into account in the design / construction of new defences.
- Seek to minimise the footprint of defences / working area Avoid / minimise the loss of beech forest in construction / maintenance works.
- Replace any beech trees that may need to be felled with beech.
- Replace any trees that may need to be felled with locally native species.
- Avoid / minimise the clearance of vegetation.
- Replace / relocate cleared vegetation.
- Avoid / minimise the clearance of dead wood.
- Temporarily store and replace any dead wood cleared following completion of works, or relocate dead wood to other areas in the site.
- Consider the potential for incorporating environmental benefits / bioengineering / 'soft' engineering into schemes at the design level.
- Seek to work with natural processes.
- Minimise working within the water column.
- Pollution prevention measures in place to control release of sediment and other pollutants.
- Remove / do not create barriers to migration or integrate migration passage within the design e.g. fish passes for all relevant life cycle stages.
- Use of materials that are appropriate for use in/near water, taking account of relevant advice from NRW in relation to these matters.
- Staff/contractors to be made aware of need for biosecurity and reducing the risk of spreading non-native species.
- Equipment, clothing, vehicles and vessels to be appropriately cleaned.
- Minimise working in the intertidal area.
- Minimise working in areas where historic contaminants may be present. If working in these areas is necessary, appropriate measures must be determined to reduce the risk of remobilising historic pollutants.
- Consider the need for temporary / permanent fish passes.
- Time works to reduce effects to migration.
- Minimise activities capable of producing noise / vibration.
- Use low noise / muffled plant and machinery.
- Switch off machinery when not in use.
- Ensure plant and machinery are well maintained.
- Minimise use of artificial light / night time working.
- Shield lights / use directional lighting
- Time works to minimise disturbance to features of the sites e.g. works will only be permitted at the appropriate time of year (April – September) to avoid disturbance to wintering birds.
- Ensure nature conservation issues are taken into account in the management and maintenance of new defences.
- Seek opportunities to improve the condition of the natural environment, where practical.
- Plans or projects relating to the management of flood risk in / around the Gwent Levels should consider the management of all sources of flood risk, including but not limited to surface water flooding, tidal flooding, storm surges and tide locking, and the interaction of all relevant sources of flooding to the plan / project being developed.
- Work with NRW to ensure design of works are in accordance with conservation objectives.

⁷ In developing lower tier plans, consideration should also be given to the need to carry out a Strategic Environmental Assessment (SEA)

7.3. Water Framework Directive (WFD) Assessment

The EU Council Directive 2000/60/EC '*establishing a framework for the Community action in the field of water policy*' is designed to improve and integrate the way bodies of water are managed throughout Europe. It is commonly known as the **Water Framework Directive (WFD)**. The WFD was transposed into law in England and Wales by the Water Environment (Water Framework Directive) (England and Wales) Regulations 2003.

The aim of the WFD is for all inland and coastal waters in the EU to be in 'good' condition by 2015. This is achieved in part by creating a system of management plans, called **River Basin Management Plans (RBMPs)**.

The Cardiff flood strategy is within the **Severn RBMP** area and next to the **Western Wales RBMP** area. There 10 catchments and 859 water bodies within the Severn RBMP. The area of the Cardiff flood strategy is in the **South East Valleys** catchment. It is also next to the **Ogmore to Tawe** catchment in the Western Wales RBMP.

Many of the aims of the WFD are relevant to the preparation of the Cardiff flood strategy and the flood strategy has the potential to help deliver some of the actions identified in the RBMPs. In order to ensure that the Cardiff flood strategy does not conflict with the Severn RBMP or undermine the aims of the WFD, a WFD assessment of the proposed policies and actions under the flood strategy has been carried out in consultation with the Environment Agency Wales (now Natural Resources Wales).

7.3.1. WFD Assessment Conclusions

The WFD assessment concludes that some of the measures/actions within the Cardiff flood strategy could have a either positive or a negative effect on meeting WFD aims and objectives. In order to ensure negative effects are removed and positive effects are maximised, the following mitigation actions are recommended:

- Consider the need for EIA and HRA for Asset Improvement and Replacement Projects (pre-feasibility studies) (Lower Roath Brook and River Rhymney)
- Consider the potential for incorporating environmental benefits / bioengineering / 'soft' engineering into schemes at the design level
- Ensure nature conservation and geomorphological issues are taken into account in the design / construction of new defences.
- Ensure that an EIA/HRA is undertaken at the project level
- Seek to minimise the footprint of defences
- Seek to work with natural processes
- Time works to minimise disturbance to features of the sites e.g. works will only be permitted at the appropriate time of year (April – September) to avoid disturbance to wintering birds.
- Ensure nature conservation issues are taken into account in the management and maintenance of new defences
- Seek opportunities to improve the condition of the natural environment, where practical

With these measures in place / implemented, it is considered that the Cardiff flood strategy will not adversely affect the WFD aims and objectives.

8. Monitoring and Review

8.1. Monitoring and Review

This is the beginning of a new stage in flood risk management for Cardiff. There are going to be substantial changes in the next few years to the planning system, sustainable drainage requirements and the provision of flooding related insurance. Innovations in the funding, design of flood prevention schemes and improvements in the knowledge of where the greatest local flood risks will also be addressed.

Consequently it makes sense for the first review of the flood strategy to be relatively soon. It is proposed that a review should take place in 2015 to tie in with the delivery of Flood Risk Management Plans as part of the Flood Risk Regulations. After that the strategy would continue to be reviewed in line with the Flood Risk Regulations, at 6 yearly intervals, with the next review in 2021.

8.2. Environmental Review and Monitoring

Information relevant to the monitoring of the SEA should be collected along with that for the flood strategy reviews and progress on the SEA objectives and targets should be integrated into the flood strategy review process.

The targets and indicators developed for the SEA objectives have taken into account the data that is currently available, data that would become available during the implementation of the Cardiff flood strategy and existing monitoring programmes that are relevant to the SEA objectives. They have also considered the data that would be collected to monitor the progress of the flood strategy itself. The SEA indicators and the data / information that should be collected or referred to in order to monitor the implementation of the flood strategy and effects on the environment are set out in the SEA Environmental Report. Many of the indicators are not direct measures of the effects of the flood strategy on the environment, but are proxies that monitor the implementation of the flood strategy or the pressures that could be exerted on the environmental receptors.

9. References

- Defra. (2006). *Flood and Coastal Defence Project Appraisal Guidance FCDPAG3 "Economic Appraisal"*. Department for Environment, Food and Rural Affairs.
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- Welsh Government. (2011a). *Local Flood Risk Management Strategies Local Strategy guidance*. Welsh Government.
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- Welsh Government. (2011d). *Sustainable Development: Guidance to Risk Management Authorities Section 27 – Sustainable Development*. Welsh Government.

Appendices

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Appendix A. Adopted Policies

A.1. Culvert policy



POLICY REGARDING CULVERTS

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1. Purpose

This leaflet provides a detailed explanation of Cardiff Council policy with regard to culverts. It is intended for use by Cardiff Council landowners and developers.

2. Introduction

Watercourses fulfil many roles in today's environment. They provide drainage for developed and agricultural land and are vital water resources, while some also have important recreational value. They are important features of the landscape and provide habitats for a wide variety of wildlife. It is therefore important that watercourses and their associated habitats are protected and enhanced for the benefit of present and future generations.

Cardiff Council considers it beneficial for watercourses to remain in an open state for both flood risk management and environmental purposes. Conserving open watercourses is one of Cardiff Council major aims and, where possible, Cardiff Council will encourage and promote the removal of culverts in order to restore a more natural watercourse environment.

In considering new development proposals Cardiff Council objective is to retain open watercourses with a corridor of open land on both sides. This maintains a flood channel and creates a valuable environmental feature which can enhance the site. Cardiff Council will encourage developers to incorporate open watercourses within their site design. Such features are of particular importance to wildlife by providing valuable open land in developed areas.

Culverting can exacerbate the risk of flooding and increase the maintenance requirements for a watercourse. It also destroys wildlife habitats, damages a natural amenity and interrupts the continuity of the linear habitat of a watercourse.

Culverting should not be considered until other options have been thoroughly explored, for example:

- clear open span bridges with existing banks and bed retained;
- revision of site layout to incorporate an open watercourse;
- diversion of the watercourse in an environmentally sympathetic channel and corridor.

It is recognised there are various reasons why in some instances landowners, developers and local authorities believe that open watercourses should be culverted. However, Cardiff Council considers any benefits are usually outweighed by the potential problems in managing the system, the loss of habitats and difficulty in pollution detection.

Nevertheless, there may be cases where culverting may in practice be unavoidable for example, short lengths for access purposes or where highways cross watercourses. In such cases the length involved should be restricted to a minimum, the hydraulic and environmental design fully assessed and appropriate mitigating enhancements to the surrounding environment included in the proposal.

3. Cardiff Council Policy

Cardiff Council is in general opposed to the culverting of watercourses because of the adverse ecological, flood risk and other effects that are likely to arise.

Cardiff Council will therefore only approve an application to culvert a watercourse if there is no reasonably practicable alternative or if the detrimental effects of culverting would be so minor that they would not justify a more costly alternative. In all cases where it is appropriate to do so adequate mitigation must be provided for damage caused.

Wherever practical Cardiff Council will seek to have a culverted watercourses restored to open channels.

3.1. Reasons for the Policy

The Land Drainage Act 1991 as amended by the Flood & Water Management Act 2010 places both general and specific duties on Cardiff Council regarding the consenting and enforcement of structures within an ordinary watercourse.

Cardiff Council must be mindful of these duties in discharging all its functions, including those relating to flood risk management and land drainage.

Consequently, Cardiff Council in general opposed to the culverting of watercourses because of the detrimental effects that are likely to arise. Such effects may be;

- loss of and adverse effects on environmental features and wildlife habitat;
- increased likelihood of flooding due to blockage;
- increased impact of flooding;
- loss of floodwater storage;
- increased difficulties in providing for drainage connections;
- difficulties in the repair, maintenance and replacement of culverts;
- increased health and safety hazards;
- reduced groundwater recharge;
- increased difficulty in detecting the origins of pollution and in monitoring water quality.

3.2. Loss of environmental features

Culverting watercourses have a detrimental impact on the environment. There is a complete loss of environmental features associated with that section of watercourse. The continuity of the watercourse corridor is broken, adversely affecting the landscape and ecological value of the watercourse and inhibiting the migration of some species. An existing or potential amenity is lost for present and future generations.

Culverting results in the removal of species and watercourse features such as pools, riffles, gravel, cobble, sand, silt, marginal/aquatic vegetation, earth banks with associated vegetation, invertebrate communities and fish. Even seasonally dry watercourses provide valuable habitats for many species, such as amphibians and invertebrates.

Culverting is therefore contrary to Cardiff Council responsibility to further conservation in relation to its flood risk management responsibilities and its aim of contributing to sustainable development.

3.3. Increased likelihood of blockages

Compared with an open watercourse there is an increased risk of blockage once a culvert is installed. If the blockage is within the culvert, there is much greater difficulty in removing it. For these reasons many culverts have screens installed at their upstream end. These screens themselves are often prone to blockage and require frequent clearance and robust emergency procedures to ensure that they do not in themselves cause flooding.

It is sometimes argued that culverting will reduce the problem of open watercourses subject to rubbish deposition. Cardiff Council considers that in most cases such short-term advantages are outweighed by the overall disadvantages of culverting and that alternative means should be pursued to address the rubbish problem.

3.4. Increased impact of flooding

The effect of the overland flooding that will occur when a culvert cannot cope with all the flow reaching it is often more serious than flooding from an open watercourse.

3.5. Loss of floodwater storage

Open watercourses generally provide more storage capacity than a culvert and the detriment will be more significant in relation to longer culverts.

3.6. Increased difficulties in providing for drainage connections

Drainage can be provided more easily with open watercourses into which drain connections can readily be made and the performance of drainage systems visually monitored. Outfalls within culverts are prone to blockage or, in the case of flapped outfalls, can seize up. Maintenance of these outfalls is considerably easier in open channels.

3.7. Difficulties in the repair, maintenance and replacement of culverts

Culverts conceal the presence of a watercourse and can lead to development or unacceptable land-use above or near them. In many urban areas buildings have been constructed above or adjacent to culverts. This means that improving standards of flood protection or accommodating run-off from future developments could be impossible or uneconomic due to the cost of replacing or enlarging existing culverts. There have recently been cases of serious flooding caused by culverts collapsing due to large amounts of materials stockpiled above them.

In urban areas consideration must be given to the need to provide alternative means to deal with flood water over and above that which can be accommodated by the culvert under design conditions. This will also provide contingency arrangements in the event of blockage of the culvert, thereby minimising the risks of flooding to property.

The responsibility for the condition and maintenance of a culvert lies with the landowner or the owner of the culvert unless other agreements are in place. The responsible party must therefore ensure that the culvert and any screens remain in good condition and free from obstructions. Failure to do so could result in liability for any damage caused by flooding.

Access to culverts is generally only safe with the use of special procedures and equipment, making inspection and maintenance both difficult and costly.

3.8. Health and safety hazards

There are dangers associated with natural open watercourses but culverted watercourses can be equally dangerous. Culverting does not remove the risk of drowning or injury. Water levels can rise suddenly and without notice, and there can be a lack of oxygen or build-up of potentially toxic or explosive gases in culverts.

All these hazards are a danger both to the public and to operatives when maintenance is required.

3.9. Effect on recharge to groundwater

Culverting creates an impermeable bed to a watercourse and increases the speed of water flow, so reducing recharge to groundwater which can be particularly serious in large developments or areas of permeable geology.

3.10. Pollution and effect on water quality

Culverting a watercourse makes the early detection and tracing of pollution sources more difficult, resulting in the adverse impacts being more serious. There is further impact on water quality due to the loss of the biological processes which are essential for river purification, and there is normally a reduction in oxygenation of water passing through a culvert. Culverting may also result in stagnant water problems, particularly if culvert levels are badly planned or constructed.

(Note: Cardiff Council is not empowered under land drainage legislation to refuse consent purely on the grounds that it makes the detection of pollution more difficult).

4. Exceptions

There are cases where culverting may in practice be unavoidable, such as short lengths for access purposes or where highways cross watercourses. In such cases alternatives such as open span bridges or diversion of the watercourse must have been rigorously considered, the length restricted to the minimum necessary to meet the applicant's objective, and appropriate mitigating environmental enhancements included in the proposal.

Before installing a culvert it is recommended that a risk assessment of the likelihood and consequences of blockage should be carried out and proposals implemented to reduce the risk to acceptable levels.

5. Legal requirements and the need for consent

5.1. Ordinary Watercourse Consent

Any culverting of a watercourse, or the alteration of an existing culvert, requires Ordinary Watercourse Consent from Cardiff Council under Section 23 of the Land Drainage Act 1991. On main rivers consent from Natural Resources Wales is required.

If a culvert is constructed (or altered) on a watercourse without consent, Cardiff Council may serve an abatement notice on the person having the power to remove it. If the notice is not complied with, the person responsible may be prosecuted and Cardiff Council is entitled to carry out the necessary works and recover reasonable costs incurred in doing so.

5.2. Other permissions

Works either within or which would affect a designated site (i.e., a Site of Special Scientific Interest - SSSI) as a result of changes in flow regimes or water levels, require the approval of the Countryside Council for Wales, as appropriate.

Applicants should also check with Cardiff Council whether their culverting proposals require planning permission under the Town and Country Planning Act 1990 and/or consent under the Public Health Act 1936.

6. Consent Procedures

Landowners and developers should seek Cardiff Council advice as early as possible on any proposal, allowing sufficient time before work is to start. Identifying and resolving possible problems before plans reach an advanced stage will minimise costs to all parties and will reduce the time taken by Cardiff Council when the consent application is received. In addition, opportunities for environmental enhancements can be identified, which may not necessarily entail significant expenditure by the developers.

After preliminary details have been agreed, an application must be completed and submitted to Cardiff Council, along with the appropriate fee, for formal consent.

On receipt of a complete and valid application, Cardiff Council has two months in which to determine it.

Each application will be treated on its merits in accordance with Cardiff County Council duties and responsibilities under the Land Drainage Act 1991 and the Flood & Water Management Act 2010, including the impact on the environment. Cardiff Council acknowledges that the establishment of its policy regarding culverts is not in itself sufficient grounds for refusal of an application for consent to culvert a watercourse.

7. Definitions

Bridge

An open span structure that carries a road, footpath, railway etc over a watercourse.

Culvert

A covered channel or pipeline which is used to continue a watercourse or drainage path under an artificial obstruction.

Ordinary Watercourse

The term Ordinary Watercourse, as defined in the LDA1991 is a watercourse that does not form part of a main river, and includes all rivers and streams and all ditches, drains, cuts, culverts, dikes, sluices, sewers (other than public sewers within the meaning of the Water Industry Act 1991) and passages, through which water flows. Cardiff Council has regulatory powers in respect of Ordinary Watercourses within its boundaries.

Main River

Main Rivers are designated as such on maps held by the Department for the Environment, Food and Rural Affairs (DEFRA) and by Natural Resources Wales. Works in or near Main Rivers require the consent of Natural Resources Wales. More information on main rivers can be obtained from local Natural Resources Wales offices.

Sustainable Development

Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

8. Contacts

Cardiff Council

City Services Drainage Management

Brindley Road

Leckwith

Cardiff

CF11 8TX

Tel: 029 2087 2087 (English) 029 2087 2088 (Cymraeg)

Email: C2C@cardiff.gov.uk

<http://www.cardiff.gov.uk>

Natural Resources Wales

Rivers House

St Mellons Business Park

Fortran Road

St Mellons

Cardiff

CF3 0EY

Phone Number: 0300 065 3000 (Mon-Fri, 8am - 6pm)

Email: enquiries@naturalresourceswales.gov.uk

Web: <http://naturalresourceswales.gov.uk>

9. References

Flood & Water Management Act (2010). Available from The Stationary Office Limited

Land Drainage Act (1991). Available from the Stationary Office Limited.

Public Health Act (1936). Available from The Stationary Office Limited.

Town and Country Planning Act (1990). Available from The Stationary Office Limited

A.2. Sandbag Policy



SANDBAG POLICY

In Cardiff the greatest risk of flooding comes from water build up on roads or blocked drains. Due to rapid speed at which any surface water event can occur and the unpredictability of the location or scale of any event, Cardiff Council has developed the following sandbag policy.

The most effective way of protecting property that is at risk is by means of proprietary systems that are available from companies that specialise in flood prevention. Residents can seek advice about flood prevention methods and flood prevention products at <http://nationalfloodforum.org.uk>

The Council does not have a legal duty to issue sandbags for flooding incidents.

The Council strongly advises residents to take action prior to any flooding event.

The use of sandbags is recognised as a flood prevention method that has limited application, and sandbags will not protect property from flood waters. At best they will delay the impact of rising water. The Council's priority is therefore to provide information to residents on the steps that they can take as householders to prepare for a flooding event. Cardiff Council continues to support the work undertaken by Natural Resources Wales on promoting flood awareness in Cardiff, plus will continue with the on-going work to prepare communities and individuals for a flood events.

During a flood events our resources will be allocated on a risk based approach, in co-ordination with the emergency services if appropriate, will take priority to protect the widest number of properties and key infrastructure.

In the case of a flood event occurring, or a flood event being forecast, the following will apply to the provision of sandbags:

1. Priority of stock will always be given to the emergency services.
2. Where resources allow, sandbags will be made available for collection at the Council's Brindley road depot. (It should be noted that sandbags are widely available to purchase from building merchants and if residents feel their home may be at risk they are encouraged to keep a stock as part of their own flood prevention planning.)
3. A maximum of 5 sandbags per property will be allocated to members of the public from the depot at Brindley Road.
4. The sand bags will be provided free of charge.
5. If collecting on behalf of one or more properties, evidence of the addresses must be presented at time of collection.
6. The sandbags will be provided on a first come, first served basis and once the public supply has been depleted additional bags cannot be supplied. (A normal stock of between 250 and 1000 bags is held)
7. At times of flood risk it will not be possible to provide Sandbags in bulk to local communities as their distribution cannot be controlled effectively to ensure equity of provision.
8. Residents who are not able to collect or place sandbags e.g. elderly, disabled or infirm, will be assisted by the Council subject to the availability of resources. This will only apply where it has been assessed that sandbags will make a positive contribution to protecting a property from flooding.
9. After a flood event the householder should remove and store the sandbags or return them to Brindley Road Depot. Any sandbags found discarded by the Council will be removed.

It must be emphasised that residents of Cardiff Council who live in an identified flood risk area should not rely upon the Council to respond to a threat of flooding to their property, but should have in place their own flood protection plans. Sandbags should not be seen as the primary means of protection.

Appendix B. Risk Management Authorities Contact Details

Risk Management Authority	Contact details
Cardiff Council	County Hall Atlantic Wharf Cardiff CF10 4UW Phone number: (English) 02920 872087 Phone number: (Cymraeg) 02920 872088 Text phone: 02920 872085 Fax: 029 2087 2086 Email address: c2c@cardiff.gov.uk Website: http://www.cardiff.gov.uk
Natural Resources Wales – Regional office	Ty Cambria 29 Newport Road Cardiff CF24 0TP Phone Number: 0300 065 3000 (Mon-Fri, 8am - 6pm) Email: enquiries@naturalresourceswales.gov.uk Web: http://naturalresourceswales.gov.uk Floodline: Phone Number: 0845 988 1188 (24 hour service) Type Talk: 0845 602 6340
Natural Resources Wales – South East Area Office	Rivers House St Mellons Business Park Fortran Road St Mellons Cardiff CF3 0EY Phone Number: 0300 065 3000 (Mon-Fri, 8am - 6pm) Email: enquiries@naturalresourceswales.gov.uk Web: http://naturalresourceswales.gov.uk
Caldicot & Wentlooge Internal Drainage Board	Pye Corner Broadstreet Common Nash Newport NP18 2BE Phone number: 01633 275922 Fax: 01633 281155 Email: admin@caldandwentidb.gov.uk Website: www.caldandwentidb.gov.uk

Dŵr Cymru Welsh Water	<p>Pentwyn Road Nelson Treharris CF46 6LY</p> <p>Phone Number (Head office): 01443 452300 Phone Number (Bill/account and general enquiries): 0800 052 0145 Phone Number (Bill/account / enquiries Cymraeg): 0800 052 6058 Phone Number (Reporting a leak): 0800 281 432 Phone Number (Sewerage services and emergencies): 0800 085 3968</p> <p>Website: www.dwrcymru.co.uk</p>
Welsh Government - South Wales Trunk Road Agent	<p>12a Llandarcy House The Courtyard Llandarcy Neath SA10 6EJ</p> <p>Phone Number: 0845 602 6020 Email: enquiries@southwales-tra.gov.uk Website: http://www.swtra.co.uk/homepage.htm</p>

Appendix C. Record of Consultation Responses

C.1. Consultation Responses

Consultee	Comments
Adrian Robson Independent Councillor for Rhiwbina and Pantmawr	Support the draft flood strategy
Prescott Jones Insurance Brokers	Welcome the Consultation Document and many of the measures Suggest setting up emergency contact links with the insurance industry (companies, loss adjusters, BIBA) to help get those affected by flooding recover from major incidents quicker.

C.2. Statutory Consultees

Consultee	Comments
EAW	Develop opportunities for green infrastructure and the connectivity of networks
	Delivery of measures relies heavily on other production and implementation of other activities e.g. actions in Flood Risk Management Plans, updating guidance and partnership working of others – consider other aspects / gaps and incorporate in the Strategy.
	Natural Resources Wales references
	S3.2 does not appear to include Ordinary Watercourses
	Existing culverts should wherever practicable be restored to open channels. Refer to EAW Culverting Policy.
	Exec Summary piii / s5.2.3 Priorities – reduce the consequences of flooding through hard engineering and design schemes Make reference to the preference of sustainable defences which benefit the local environment including soft engineering solutions.
	Consider an earlier review of the Strategy in 2017 instead of 2021 – to coincide with National FCERM Strategy.
EAW comments on WFD assessment	WFD assessment – appendix H table 1 Cardiff Bay is UWWT protected area
	WFD assessment – conclusions Mitigation measures are key to implementation of schemes
CCW comments on Strategy (via EAW response)	The Local Strategy documents do not take into account the historic landscape of the Gwent Levels.
	Consideration for protected species is a major omission and we recommend they be assessed as part of this document
CCW comments on SEA	4.2.2 – green spaces and biodiversity Please note that this resource is also important for biodiversity and ecological connectivity. We very much welcome the reference to protected species. However, the paragraph about species ends mid-sentence
	4.8 – landscape, land use and soil We encourage reference to the role that soil sealing can have in exacerbating flood risk (see also next comment)

Consultee	Comments
	<p>Table 5.1 – key issues and trends</p> <p>Human health – As well as ‘safeguarding’ open space, we suggest that the LFRMS has the potential to contribute to the creation of open space that could be used for recreation purposes.</p> <p>Green spaces and local biodiversity – The importance of connectivity between green space/habitats should also be recognised, as should the need to consider the spread of non-native invasive species.</p> <p>Landscape, Land Use and Soil – As well as conserving and enhancing ‘landscape character’, the LFRMS should seek opportunities regarding conserving and enhancing designated landscapes. There are constraints missing for ‘Soil’ – these include soil sealing, loss of agricultural land and soil degradation with resulting loss of soil function</p>
	<p>7.2 – testing the measures and actions</p> <p>Opportunities for additional measures that focus more directly on working with the natural environment, such as provision of advice and guidance on land use management, environmental enhancement, habitat restoration and creation.</p>
	<p>7.3 – environmental effects of the preferred strategy</p> <p>Reassurance that the proposed mitigation measures are being incorporated into the Strategy, measures and actions</p>
	<p>8.0 – mitigation measures</p> <p>Same as above</p>
	<p>Table 9.1 – data requirements and monitoring</p> <p>‘All LFRMS measures to have considered the effects on natural processes and biodiversity’ is not currently specific or measurable</p> <p>Suggest the following additions/amendments:-</p> <p>Biodiversity, flora and fauna – in order to cover the full scope of the SEA Objective, it would be helpful to include a species indicator.</p> <p>Landscape, Land Use and Soil – we suggest an indicator that focuses on designated landscapes (as well as landscape character).</p>
	<p>Appendix C - Record of consultation responses</p> <p>We look forward to seeing a record of consultation responses when available.</p>
Changes to SEA	<p>Need to consider if changes to SEA are ‘significant’ and would require the production of a revised Environmental Report. This is a required part of the SEA Directive.</p> <p>CC must make this decision as they are the competent authority.</p>
CCW comments on HRA	<p>Formatting issues</p> <p>Executive summary – not included</p> <p>Appendix G appears in the body of the document and not as an appendix</p>

Consultee	Comments
	There is no consideration of surface water flooding within the Gwent Levels. This should be included in in-combination considerations
	Introduction References to legislation are not up to date
	2 – purpose of LFRMS Consideration should be given to the role of coastal processes (tides and storm surges) on flood risk and hazard from terrestrial sources and the potential implications of surface water flooding and riparian flood events on water quality in coastal areas
	3 – Cardiff beech woods SAC, not Garth Wood SSSI is bisected by the A470 and the River Taff
	Appendix G table 3 – Severn Estuary Ramsar Recommend table is replaced by table 5 from the R33 advice
	Note that sea trout and eel are part of the species assemblage feature of the Severn Estuary SAC. Flood measures that might compromise the life cycle of eel or sea trout should be included in the HRA
	Note and concur with the intention to consider impacts at the project stage. The HRA should identify those issues that need to be considered at the project stage. CCW agrees that for certain operations of the LFRMS EIA and HRA should be carried out on each scheme to identify project specific risks and mitigations. CCW advises that it is acceptable and desirable to include appropriate avoidance and/or mitigation in this HRA. This may include policy caveats to the strategy, including deferring statutory assessments to lower tier plans and projects.
	Regulation 33 advice reference – this is now Regulation 35 in the new Regulations
	An assessment of the potential effects has been carried out... We have concerns about this approach. The assessment of potential effects has been carried out against operations that may cause deterioration/disturbance to the features of the protected sites rather than against the relevant conservation objectives Appendix G table 9 – as above Assessment should consider effects on the individual features of the site not just the site as a whole
	Mitigation measures based on the assumption that mitigation and compensation under SMP2 and SEFRMS are implemented as planned. SMP2 has not been signed off and HRA for FRMS has not been agreed. We advise that it is not appropriate to rely on mitigation and/or compensation relating to other yet to be agreed/adopted plans in respect of the HRA of the CC LFRMS 7 – conclusion – concerns about relying on mitigation for other as yet unadopted plans and deferring assessment down to lower tier plans of the CC LFRMS at this time with respect to the Severn Estuary sites
	Appendix G table 8 Measures listed in the table do not correlate with the measures in the draft LFRMS

Consultee	Comments
	6 - in combination effects / conclusion Background graphic makes text difficult to read
	6 – in combination effects Recommend other relevant plans and their associated projects are included namely: water companies' water resource plans, drought plans, relevant LDPs and flood plans from neighbouring LAs

Appendix D. National Strategy Objectives

Table 1. National Strategy Objectives

Main Objective	Sub Objective	Measure	Lead delivery body	
Reducing the impacts on individuals, communities, businesses and the environment from flooding and coastal erosion	Provide Strategic Leadership and Direction at a local Level	Development of Local Flood Risk Management Strategies.	Lead Local Flood Authorities	
		Implementation of statutory responsibilities including those set out within the Flood and Water Management Act 2010 and the Flood Risk Regulations.	Risk Management Authorities	
		Appropriate mapping of all sources of flood risk. (includes local flood risk mapping)	Welsh Government	
	Develop policies for effective land use management and enhanced development control procedures where appropriate	Development of Local Development Plans that include adequate provisions in respect of flood and coastal erosion risk.	Local Planning Authorities	
		Compliance with the requirements of Planning Policy Wales and relevant Technical Advice Notes.	Local Planning Authorities	
		Appropriate undertaking of Strategic Flood Consequence Assessments and their use to inform Local Development Plans.	Local Planning Authorities	
		Approval and adoption of SuDS drainage systems by the SuDS Approving and Adopting Body.	SuDS Approving and Adopting Body (Local Authorities)	
	Establish regular maintenance schedules for flood and coastal erosion risk management assets	Development of a register of natural and manmade structures or features likely to have an effect on flood risk by 2015.	Lead Local Flood Authorities	
		Establishment of a programme of regular and appropriate maintenance for flood and coastal erosion risk management assets.	Risk Management Authorities (in relation to their own assets)	
		Designation of natural and manmade structures or features likely to have an effect on flood or coastal erosion risk over the life of the Strategy.	Lead Local Flood Authorities	
	Raising awareness of and engaging people in the response to flood and coastal erosion risk	Ensure that by 2026 everyone who lives in a flood risk area understands the flood risk they are subject to, the consequences of this risk and how to live with that risk	Programme of community based awareness and engagement activities, utilising the Flood Risk Management Community Engagement Toolkit.	Environment Agency, Lead Local Flood Authorities
			Identification of at risk groups within communities, including vulnerable individuals.	Lead Local Flood Authorities
Providing an effective	Ensure the preparation	Complete emergency plans for all	Category 1 and 2 responders	

and sustained response to flood and coastal erosion events	and testing of Emergency Plans	sources of flood risk.	under the Civil Contingencies Act
		Local level emergency exercises to test response and recovery arrangements over the life of the Strategy.	Category 1 and 2 responders under the Civil Contingencies Act
	Respond to events in a timely and appropriate manner	Early and appropriate response to emergency events for all events.	Category 1 and 2 responders under the Civil Contingencies Act
		Development and implementation of effective evacuation protocols for emergency events	Category 1 and 2 responders under the Civil Contingencies Act
		Development of mutual aid protocols for resources, equipment and respite for emergency events.	Category 1 and 2 responders under the Civil Contingencies Act
		Identification and provision of suitable respite accommodation as appropriate over the life of the Strategy.	Category 1 and 2 responders under the Civil Contingencies Act
	Facilitate recovery from flooding within the shortest possible timescales	Development of procedures for the effective clearance of debris.	Lead Local Flood Authorities
		Development of repair schedules including provision for the installation of resilient measures by 2015.	Lead Local Flood Authorities
		Investigations into the causes of flooding to be undertaken where necessary within one month.	Lead Local Flood Authorities

Appendix E. Local Flood Risk Strategy Appraisal Tables

E.1. Objectives v Measures assessment matrix

Main Objective	Sub Objective	Measure	Action ref	Current Actions	Planned Actions	Do-Nothing	Business As Usual	Do More	Preferred Approach	Related Strategy Delivery Activity this would support (see Delivery Themes)	Short Term Current LFRMS 2012-2016	Short Term LFRMS 2 2016-2021	Short Term LFRMS 3 2021-2031	Medium Term	Long Term
1 - Reducing the impacts on individuals, communities, businesses and the environment from flooding and coastal erosion	2 - Provide Strategic Leadership and Direction at a local Level	Delivery of the second round of Shoreline Management Plans by 2012 with proportionate implementation over the life of the Strategy	1.2.1		SMP2 Action - Encourage Cardiff Harbour Authority to undertake an assessment of climate change impacts on the operation and performance of Cardiff Barrage taking account of the impacts on flood risk management. The costs of maintaining the Barrage should be included in any investigation	Continue Barrage operation without review of climate change impacts	Current Barrage operation includes an assessment of global sea level rise. Advice and consultation with EA is that there are no current issues with respect to climate change	Review of forecast change in sea levels from Barrage Construction to current-day and current guidance in comparison with advice provided when the Barrage permissions were granted	Business As Usual	5.3					
			1.2.2		SMP2 Action - Carry out a study to determine the effects (if any) of the Cardiff Barrage on sediment transport in adjacent units (SMP1 recommendation).		Sediment and bathymetry surveys are carried out annually to monitor the changes in the bed morphology on the navigable approaches to the barrage.	Commission ongoing monitoring and reporting of the wider estuary system possibly with support from Wales Coastal Monitoring Centre	Business As Usual	5.3					
		Development of Local Flood Risk Management Strategies.	1.2.3	The work being undertaken as part of this assessment is the development of the Local Flood Risk Strategy		Development of Local Flood Risk Management Strategies.		Business As Usual	5.3	x					
		Implementation of statutory responsibilities including those set out within the Flood and Water Management Act 2010 and the Flood Risk Regulations.	1.2.4	We have delivered our PFRA which identifies the key risk areas. Further actions identified within the LFRMS will help us continue to deliver this objective		We have delivered our PFRA which identifies the key risk areas. Further actions identified within the LFRMS will help us continue to deliver this objective		Business As Usual	6.1	x					
		Appropriate mapping of all sources of flood risk.	1.2.5	PFRA has been completed and our local risk areas identified	NRW are currently supporting all LLFA across Wales to deliver Hazard mapping of Local Flood Risk - June 2013 We will use these maps to help plan options to manage that risk - Dec 2015 (in line with the programme set out in the Flood Risk Regulations)		NRW are currently supporting all LLFA across Wales to deliver Hazard mapping of Local Flood Risk - June 2013 We will use these maps to help plan options to manage that risk - Dec 2015 (in line with the programme set out in the Flood Risk Regulations)		Business As Usual	5.6	x				

Main Objective	Sub Objective	Measure	Action ref	Current Actions	Planned Actions	Do-Nothing	Business As Usual	Do More	Preferred Approach	Related Strategy Delivery Activity this would support (see Delivery Themes)	Short Term Current LFRMS 2012-2016	Short Term LFRMS 2 2016-2021	Short Term LFRMS 3 2021-2031	Medium Term	Long Term
		Proportionate implementation of the Catchment Flood Management Plans over the life of the Strategy.	1.2.6		CFMP Action - Roath Park Lake, undertake an assessment of climate change impacts on the operation and performance of the reservoir system with particular consideration of the impacts on flood risk management.		Reporting and assessment in accordance with the requirements of the Reservoirs Act	Review current operations and the potential need for change to allow for climate change	Do More	5.6		x			
			1.2.7		CFMP Action - Develop a Cardiff East Flood Risk Management Strategy to identify short, medium and long term actions, identifying where investment should be targeted to ensure sustainable growth of the area.			Support NRW in developing a sustainable FRM strategy which encompasses all flooding sources	Do More	5.3		x			
			1.2.8		CFMP Action - Asset / Flood Warning System Improvement and Replacement Project (pre-feasibility studies) to assess the viability of flood mitigation measures through Cardiff (Lower Roath Brook and River Rhymney)			Support NRW in understanding and developing proposed solutions which provide the most cost-effective benefit to Cardiff	Do More	2.2	x	x			
		reduction of number of properties identified at risk of flooding from Local Flood Risk sources	1.2.9	Pre-feasibility studies Post flood reports Identified Schemes include - Rhiwbina Flood Defence Scheme - Grangetown SW reduction - Riverside Flood Awareness	Review output from Hazard Mapping and prepare Medium Term Plan for potential schemes		Continue to investigate and identify potential schemes with schemes being delivered on an ad-hoc basis	Continue to investigate and identify potential schemes with schemes annual budget provided to deliver to identified programme - delivers requirements of Flood Risk Regulations	Do More	5.6	x				
		Link with wider work undertaken with regards making Cardiff a more resilient and sustainable area to live	1.2.10	Existing plans in place which can interact with this Strategy include - One Planet - City Vision - CC Carbon Lite	The SEA for the Strategy records the integral process how the wider plans can impact and influence decisions in developing this strategy		Use the SEA process to record how other plans have influenced this Strategy	Ensure that Actions are captured which provide synergy across various plans to devlier a more resilient Cardiff. Specifics include -	Do More	6.1	x				
			1.2.11		Ensure all Services Areas are aware of the potential impact of flood risk and consider its impact within their decision making process		ad-hoc process for some Service Areas. No evidence provided of recorded decision	All Service Areas to document how flood risk affects their operations, and decision process to manage the risk	Do More	3.2					

Main Objective	Sub Objective	Measure	Action ref	Current Actions	Planned Actions	Do-Nothing	Business As Usual	Do More	Preferred Approach	Related Strategy Delivery Activity this would support (see Delivery Themes)	Short Term Current LFRMS 2012-2016	Short Term LFRMS 2 2016-2021	Short Term LFRMS 3 2021-2031	Medium Term	Long Term
		Reduce Corporate liability to Cardiff Council related to the impact of flood risk (and related aspects such as climate change)	1.2.12		Include flood risk as part of any review process	Corporate liability could increase such that it is not an accepted "insurable risk" resulting in financial consequence to the county	Current level of action appears to be minimal and based on historic control measures. Uncertain at present what the financial consequence may be.	Include flood risk (and related changes over time due to climate change) within the development and review of all the Council's actions such that they can be altered if necessary	Do More	3.2		x			
	3 - Develop policies for effective land use management and enhanced development control procedures where appropriate	Preparation of Supplementary Planning Guidance to help manage flood risk	1.3.1	Our LDP is currently being prepared and a SFCA has been developed which has informed the spatial planning allocations within the LDP	We will prepare & update our Supplementary Planning Guidance to account for - Climate Change - SuDS Systems (as below) - Design standards (as below) - Localised issues where applicable - Funding contributions for wider investments in FRM infrastructure		Continue to receive planning submissions and provide retrospective guidance on an ad-hoc basis	Prepare SPG as detailed within the planned action leading to better informed and quicker planning application process	Do More	1.1		x			
Compliance with the requirements of Planning Policy Wales and relevant Technical Advice Notes.		1.3.2	Our Planning teams ensure proposed developments satisfy the requirements of PPW and relevant TAN's, namely TAN14 & TAN15		Our Planning teams ensure proposed developments satisfy the requirements of PPW and relevant TAN's, namely TAN14 & TAN15		Our Planning teams ensure proposed developments satisfy the requirements of PPW and relevant TAN's, namely TAN14 & TAN15	Planning teams will deliver SAB duties as well	Business As Usual	1.1	x				
Appropriate undertaking of Strategic Flood Consequence Assessments and their use to inform Local Development Plans.		1.3.3	Our LDP is currently being prepared and a SFCA has been developed which has informed the spatial planning allocations within the LDP		Our LDP is currently being prepared and a SFCA has been developed which has informed the spatial planning allocations within the LDP		Our LDP is currently being prepared and a SFCA has been developed which has informed the spatial planning allocations within the LDP		Business As Usual	1.2		x			
		1.3.4	SMP2 action - SMP2 is taken into account in Strategic Flood Consequence Assessments for Council development / land use plans		SMP2 action - SMP2 is taken into account in Strategic Flood Consequence Assessments for Council development / land use plans		SMP2 action - SMP2 is taken into account in Strategic Flood Consequence Assessments for Council development / land use plans		Business As Usual	5.3		x			

Main Objective	Sub Objective	Measure	Action ref	Current Actions	Planned Actions	Do-Nothing	Business As Usual	Do More	Preferred Approach	Related Strategy Delivery Activity this would support (see Delivery Themes)	Short Term Current LFRMS 2012-2016	Short Term LFRMS 2 2016-2021	Short Term LFRMS 3 2021-2031	Medium Term	Long Term
		Approval and adoption of SuDS drainage systems by the SuDS Approving and Adopting Body.	1.3.5		We will prepare & update our Supplementary Planning Guidance to account for the National Standards which are currently being drafted. We will need to have in place a process and staff to review applications	Legislative requirement - not an option	Allow Planning to process applications following similar system fo current day - ad-hoc response, potential delays in processing or acceptance of long-term poor quality systems	Require potentially 2- 4 FTE to review and monitor applications - allows for follow up enforcement	Do More	1.6	x				
	4 - Establish regular maintenance schedules for flood and coastal erosion risk management assets	Development of a register of natural and manmade structures or features likely to have an effect on flood risk by 2015.	1.4.1		We are currently planning how the register will be developed working in partnership with other S East Wales Local Authorities. We will need to budget for ongoing inspection and updating of the register	Legislative requirement - not an option		Develop initial register using available software and update when necessary (passive approach). Use powers, and enforcement where required to manage risk	Do More	4.1	x				
1.4.2			Alterations to the highway by all parts of the Council are poorly recorded and controlled. Poor record keeping and updating of corporate systems / dept co-ordination leads to inefficient budget spending	Business as usual	Contine to need to carry out defect repairs / alterations to works to manage drainage issues	Implement system to ensure drainage aspects are considered as part of any proposal which affects the highway	Do More	4.1	x						
1.4.3				review and confirm defined extents of Coastal Act defined waters and those defined within the Barrage Act	uncertainty with regards operational liability of coastal frontage erosion risk	uncertainty with regards operational liability of coastal frontage erosion risk	Review and confirm coastal waters defined limits	Do More	4.1						
1.4.4			Removal of debris removal from Cardiff Bay that has been washed down from upstream - results in large expenditure liability to CHA	Review upstream LLFA actions to manage debris from entering the rivers in the first place		Continue to remove debris from the Bay on a visual amenity basis.	Provide evidence to upstream authorities and highlight the operational issue to try and control debris at source	Do More	4.1	x					

Main Objective	Sub Objective	Measure	Action ref	Current Actions	Planned Actions	Do-Nothing	Business As Usual	Do More	Preferred Approach	Related Strategy Delivery Activity this would support (see Delivery Themes)	Short Term Current LFRMS 2012-2016	Short Term LFRMS 2 2016-2021	Short Term LFRMS 3 2021-2031	Medium Term	Long Term
			1.4.5		SMP2 action - Identify how the Wales Coastal path could be re-routed under MR options			review options and include within future Plans / Spatial reviews	Do More	4.1				x	
		Establishment of a programme of regular and appropriate maintenance for flood and coastal erosion risk management assets.	1.4.6	We currently have a maintenance programme in place which reviews our land and highway drainage assets.	We propose to review how the maintenance programme is established to see if there are more efficient approaches that we can adopt	Business as usual	continue carrying out maintenance and repairs following ad-hoc systems / routine that have been in place without review since the council was established	Highway Drainage - review how works are planned and what their Planned Outcome is Land Drainage - determine level of service and necessary maintenance Ordinary Watercourse - culvert clearance is carried out at priority sites, review system to assess if this can be updated Coastal - review potential risk from erosion	Do More	4.2	x				
			1.4.7		SMP2 action - Identify where new defences will need to be, when they will need to be replaced, how they should be constructed			Coastal - review potential risk from erosion, and undertake necessary works	Do More	5.1	x - review	x - works			
			1.4.8		SMP2 action - Ensure environmental issues are taken into account in the design / construction of new defences. Ensure any works adhere to agreed working practices e.g. to prevent disturbance to birds		SMP2 action - Ensure environmental issues are taken into account in the design / construction of new defences. Ensure any works adhere to agreed working practices e.g. to prevent disturbance to birds		Business As Usual	5.1	x				

Main Objective	Sub Objective	Measure	Action ref	Current Actions	Planned Actions	Do-Nothing	Business As Usual	Do More	Preferred Approach	Related Strategy Delivery Activity this would support (see Delivery Themes)	Short Term Current LFRMS 2012-2016	Short Term LFRMS 2 2016-2021	Short Term LFRMS 3 2021-2031	Medium Term	Long Term
			1.4.9		SMP2 action - Ensure environmental issues are taken into account in the management of the Cardiff Barrage. Ensure any works adhere to agreed working practices e.g. to prevent disturbance to birds		Environmental issues are taken into account in the management of the Cardiff Barrage.	Continue to review Barrage operation	Business As Usual	5.1		x			
		Designation of natural and manmade structures or features likely to have an effect on flood or coastal erosion risk over the life of the Strategy.	1.4.10		We are currently planning how the register will be developed working in partnership with other S East Wales Local Authorities. We will need to budget for ongoing inspection and updating of the register	Legislative requirement - not an option		We are currently planning how the register will be developed working in partnership with other S East Wales Local Authorities. We will need to budget for ongoing inspection and updating of the register	Do More	4.2	x				
2 - Raising awareness of and engaging people in the response to flood and coastal erosion risk	5 - Ensure that by 2026 everyone who lives in a flood risk area understands the flood risk they are subject to, the consequences of this risk and how to live with that risk	Programme of community based awareness and engagement activities, utilising the Flood Risk Management Community Engagement Toolkit.	2.5.1	CFMP Action - We have recently prepared a Community Flood Plan for Rhiwbina. We are working in partnership with EA Wales Flood Awareness team.- Grangetown- Riverside- Wentlooge Levels (planned)	We will review if there are other communities who could benefit from a community plan. This will be informed by the hazard mapping being completed to define local flood risk following on from the PFRA. This is also a CFMP Action	Do not continue to support NRW at a local level	Continue to support NRW at a Local Level	Support NRW and canvas awareness and feedback from residents that they are aware through the "Ask Cardiff" annual questionnaire	Do More	6.1	x				
		Identification of at risk groups within communities, including vulnerable individuals.	2.5.2	We identified the number of properties of key types within our PFRA.	We will review these groups and working with our public bodies identify approaches which will assist in getting the message to the identified people	Level of economic impact due to flooding to Cardiff would increase	Whilst we would be aware of the properties at-risk, there will remain an economic impact due to flooding that we could potentially avoid	Through Emergency Planning and Corporate Comms we can ensure the businesses are aware of the risk, and the actions they can take to reduce the impact	Do More	2.1	x				
		Raise awareness internally with regards impact of flood risk on normal operations and post event situations	2.5.3	informal discussion on an ad-hoc basis	Development of specific awareness and review programme across all service areas to be carried out by Emergency Planning Unit	Operational cost due to flooding to Cardiff Council would increase	Operational cost due to flooding to Cardiff Council would increase	informal discussion on an ad-hoc basis - would lead to likely reduction in operational cost	Do More	6.1	x				

Main Objective	Sub Objective	Measure	Action ref	Current Actions	Planned Actions	Do-Nothing	Business As Usual	Do More	Preferred Approach	Related Strategy Delivery Activity this would support (see Delivery Themes)	Short Term Current LFRMS 2012-2016	Short Term LFRMS 2 2016-2021	Short Term LFRMS 3 2021-2031	Medium Term	Long Term
		Continuation and expansion of Floodline Warning Direct Service of the life of the Strategy	2.5.4	How do we make the people of Cardiff aware of the Floodline Service??	Work with NRW to promote the system	Level of economic impact due to flooding to Cardiff would increase	Work with NRW to promote the system		Business As Usual	2.2	x				
3 - Providing an effective and sustained response to flood and coastal erosion events	7 - Ensure the preparation and testing of Emergency Plans	Complete emergency plans for all sources of flood risk.	3.7.1	We have an established emergency planning procedure in place for major emergencies, including flooding.			We have an established emergency planning procedure in place for major emergencies, including flooding.		Business As Usual	2.4	x				
		Development of community level emergency plans as required by relevant communities	3.7.2	We are working with NRW on the development of community level emergency plans for identified key risk areas such as Grangetown, Butetown and Rhiwbina	others???		We are working with NRW on the development of community level emergency plans for identified key risk areas such as Grangetown, Butetown and Rhiwbina		Business As Usual	2.5	x				
		A pan-Wales emergency exercise to test reponse and recovery arrangements by 2016	3.7.3	We are working with the Welsh Government to plan for and carry out this exercise before 2016			We are working with the Welsh Government to plan for and carry out this exercise before 2016		Business As Usual	2.6	x				
		Local level emergency exercises to test response and recovery arrangements over the life of the Strategy.	3.7.4	We completed an exercise early in 2012 to test our proposed actions. This was successful in identifying some improvements we can apply to our plans.			Carry out the exercise again in 5 years	Review within 12 months that the identified changes to our plan are in place and can be built on	Do More	2.4	x				
	8 - Respond to events in a timely and appropriate manner	Early and appropriate response to emergency events for all events.	3.8.1	We completed an exercise early in 2012 to test our proposed actions. This was successful in identifying some improvements we can apply to our plans.	we will continue to test and review our proposed plans, and discussion with adjacent local authorities with regards the potential need to mutual support when required			we will continue to test and review our proposed plans, and discussion with adjacent local authorities with regards the potential need to mutual support when required		Business As Usual	2.4	x			

Main Objective	Sub Objective	Measure	Action ref	Current Actions	Planned Actions	Do-Nothing	Business As Usual	Do More	Preferred Approach	Related Strategy Delivery Activity this would support (see Delivery Themes)	Short Term Current LFRMS 2012-2016	Short Term LFRMS 2 2016-2021	Short Term LFRMS 3 2021-2031	Medium Term	Long Term
		Development and implementation of effective evacuation protocols for emergency events	3.8.2	We have an established emergency planning procedure in place for major emergencies, including flooding.			Development and implementation of effective evacuation protocols for emergency events		Business As Usual	2.4	x				
		Development of mutual aid protocols for resources, equipment and respite for emergency events.	3.8.3		we will continue to test and review our proposed plans, and discussion with adjacent local authorities with regards the potential need to mutual support when required		we will continue to test and review our proposed plans, and discussion with adjacent local authorities with regards the potential need to mutual support when required		Business As Usual	2.6	x				
		Identification and provision of suitable respite accommodation as appropriate over the life of the Strategy.	3.8.4	We have an established emergency planning procedure in place for major emergencies, including flooding.	we will continue to test and review our proposed plans, and discussion with adjacent local authorities with regards the potential need to mutual support when required		we will continue to test and review our proposed plans, and discussion with adjacent local authorities with regards the potential need to mutual support when required		Business As Usual	2.4	x				
	9 - Facilitate recovery from flooding within the shortest possible timescales	Development of procedures for the effective clearance of debris.	3.9.1				Development of procedures for the effective clearance of debris.		Business As Usual	4.3	x				
		Development of repair schedules including provision for the installation of resilient measures by 2015.	3.9.2				Development of repair schedules including provision for the installation of resilient measures by 2015.		Business As Usual	4.2	x				
		Investigations into the causes of flooding to be undertaken where necessary within one month.	3.9.3	we investigate on an ad-hoc basis	we will prepare a publicly available policy that sets out our proposed investigation (detail of) in the event of flooding to properties by sources within our control.			Working with adjacent LLFA we are developing a policy / report template such that there is a consistent adopted approach across SE Wales	Do More	5.1	x				

Main Objective	Sub Objective	Measure	Action ref	Current Actions	Planned Actions	Do-Nothing	Business As Usual	Do More	Preferred Approach	Related Strategy Delivery Activity this would support (see Delivery Themes)	Short Term Current LFRMS 2012-2016	Short Term LFRMS 2 2016-2021	Short Term LFRMS 3 2021-2031	Medium Term	Long Term
		Post flood-event recovery plan in place	3.9.4		Recovery plan in plans and adopted by Strategic Management Team. Test exercise required involving all service areas and outside key agencies		Outline plan prepared but not adopted by SMT. No testing of the plan to review its effectiveness	Recovery plan in plans and adopted by Strategic Management Team. Test exercise required involving all service areas and outside key agencies	Do More	3.4	x				
4 - Prioritising investment in the most at risk communities	Local 1 - External funding	Contribution funding from third-parties / non-public sources	4.L1.1		Use SFCA findings to leverage funding contributions where investment could release development sites and reduce level of flood risk to existing areas		Continue to seek investment from public purse with minimal third-party contribution	Develop Policy for recovery / receipt of funding contributions either directly via S106 agreements, or recovery through future rate levy with developer guarantees (TIF etc)	Do More	6.1	x	x			

E.2. Delivery Themes & Measures priority assessment

Approach

Prioritisation has been assessed based on the following criteria

- Delivery Activities are grouped within related Delivery Themes (Table 2 in the published guidance)
 - the number of Objectives a potential Delivery Activity may support (see first two tables on the following pages for assessment of contributing Objectives) has been counted
 - the average number of Objectives a Delivery Theme contributes to has been determined. Higher score equates to contributing to more Objectives

- The delivery timescale for the activities has been scored based on the following criteria (see the third table on the following pages for allocation of time period).
 - Short term = 5
 - Medium term = 3
 - Long term = 1
 - these weighted scores were then also averaged by Delivery Theme. Higher score equates to earlier actions

- The priority “score” for each Delivery Theme has been taken as the product of the two averaged values, with the top 3 scores selected to identify the top 3 Delivery Themes

- A separate exercise has identified the Delivery Activity and Measure is associated with (see the matrix included in Appendix E1)
 - The related Measures have then been identified as the priority ones based on their contribution to the assessed priority Delivery Themes.

The following tables set out the above assessments

LFRM Objectives & Activities

Delivery Theme	Ref	Activities	Activity Type	National Objectives (N)			
				Reducing the Consequences (N1)	Raising Awareness & Engaging People (N2)	Providing Effective & Sustained Response (N3)	Prioritising Investment (N4)
Development Planning and Adaptation	1.1	Sustainable & Strategic Development Planning, LDP	Prevention	Y			
	1.2	SFRA / SFCA	Prevention	Y			
	1.3	Water Cycle Strategy	Prevention	Y (N/A in Wales?)			
	1.4	Relocation	Prevention	Y			
	1.5	Minerals & Waste Plan	Prevention	Y			
	1.6	Sustainable Urban Drainage (SUDS)	Prevention	Y			
Flood Forecasting & Response	2.1	Flood Awareness	Preparedness	Y	Y		
	2.2	Flood Warning	Preparedness	Y	Y		
	2.3	Flood Forecasting	Preparedness	Y	Y	Y	
	2.4	Emergency Response Plans	Preparedness	Y		Y	
	2.5	Community Flood Plans	Preparedness	Y	Y	Y	
	2.6	Multi Agency Flood Plans	Preparedness	Y		Y	
Land, Cultural & Environmental Management	3.1	Land Management	Prevention	Y			
	3.2	Resilience	Preparedness	Y		Y	
	3.3	Resistance	Protection		Y	Y	
	3.4	Restoration	Prevention			Y	
	3.5	Environmental Enhancement	Prevention				Y
	3.6	Water Level Management Plans	Protection	Y			
	3.7	Habitat Creation	Protection				Y
Asset Management & Maintenance	4.1	Asset Management Plans	Protection				Y
	4.2	Defence / Structure Management	Protection	Y			Y
	4.3	Channel Maintenance	Prevention	Y			
	4.4	Culvert Maintenance	Prevention	Y			
Studies, Assessments & Plans	5.1	Investigation	Preparedness	Y			Y
	5.2	Risk Assessments	Preparedness	Y	Y		Y
	5.3	Strategy Plan	Preparedness	Y			
	5.4	Local Property level flood mitigation - resilience	Preparedness	Y	Y	Y	
	5.5	Local Property level flood mitigation - resistance	Protection	Y	Y	Y	
	5.6	Pre Feasibility Studies / Feasibility Studies	Preparedness	Y			Y
	5.7	Project Plans - Option Appraisals	Preparedness	Y			Y
	5.8	SWMPs linking to SMPs	Preparedness	Y			Y
High Level Awareness & Engagement	6.1	Partnership Working	Preparedness	Y	Y	Y	Y
Monitoring	7.1	Monitoring - Waves, Beaches, Aerial Photography and Topographical Surveys	Preparedness	Y			Y
	7.2	Habitats Monitoring	Preparedness	Y			
	7.3	Topographic survey	Preparedness			Y	
	7.4	Aerial surveys	Preparedness				Y

Delivery Theme	Ref	Activities	Activity Type	Flood Risk Objectives								
				Social (S)				Economic (EC)		Environmental (EN)		
				Reduce Distresses (S1)	Reduce Community Disruption (S2)	Reduce Risk to Life (S3)	Reduces Disruption to Critical Services (S4)	Reduce Economic Damage (EC1)	Reduce Cost of Management (EC2)	Reduces Damages to SSSIs etc (EN1)	Improve Naturalness (EN2)	WFD Objectives met (EN3)
Development Planning and Adaptation	1.1	Sustainable & Strategic Development Planning, LDP	Prevention	Y	Y	Y	Y	Y	Y			
	1.2	SFRA / SFCA	Prevention	Y	Y	Y	Y	Y	Y			
	1.3	Water Cycle Strategy	Prevention	Y	Y	Y	Y	Y	Y			
	1.4	Relocation	Prevention		Y	Y	Y	Y				
	1.5	Minerals & Waste Plan	Prevention	Y	Y	Y	Y	Y				
	1.6	Sustainable Urban Drainage (SUDS)	Prevention	Y	Y	Y	Y	Y		Y	Y	Y
Flood Forecasting & Response	2.1	Flood Awareness	Preparedness	Y	Y	Y	Y	Y	Y			
	2.2	Flood Warning	Preparedness	Y	Y	Y	Y	Y	Y			
	2.3	Flood Forecasting	Preparedness	Y	Y	Y	Y	Y	Y			
	2.4	Emergency Response Plans	Preparedness	Y	Y	Y	Y	Y		Y		
	2.5	Community Flood Plans	Preparedness	Y	Y	Y	Y	Y		Y		
	2.6	Multi Agency Flood Plans	Preparedness	Y	Y	Y	Y	Y				
Land, Cultural & Environmental Management	3.1	Land Management	Prevention		Y	Y	Y	Y		Y	Y	Y
	3.2	Resilience	Preparedness	Y	Y	Y	Y	Y				Y
	3.3	Resistance	Protection	Y	Y	Y	Y	Y		Y		Y
	3.4	Restoration	Prevention	Y	Y		Y	Y		Y		Y
	3.5	Environmental Enhancement	Prevention					Y		Y	Y	Y
	3.6	Water Level Management Plans	Protection	Y	Y	Y	Y	Y		Y	Y	Y
	3.7	Habitat Creation	Protection							Y	Y	Y
Asset Management & Maintenance	4.1	Asset Management Plans	Protection		Y	Y	Y	Y		Y	Y	Y
	4.2	Defence / Structure Management	Protection		Y	Y	Y	Y				
	4.3	Channel Maintenance	Prevention	Y	Y	Y	Y	Y		Y	Y	Y
	4.4	Culvert Maintenance	Prevention	Y	Y	Y	Y	Y				Y
Studies, Assessments & Plans	5.1	Investigation	Preparedness	Y	Y	Y	Y	Y				
	5.2	Risk Assessments	Preparedness	Y	Y	Y		Y		Y		Y
	5.3	Strategy Plan	Preparedness	Y	Y	Y	Y	Y	Y	Y	Y	Y
	5.4	Local Property level flood mitigation - resilience	Preparedness	Y	Y	Y	Y	Y				
	5.5	Local Property level flood mitigation - resistance	Protection	Y	Y	Y	Y	Y				
	5.6	Pre Feasibility Studies / Feasibility Studies	Preparedness	Y	Y	Y	Y	Y		Y		Y
	5.7	Project Plans - Option Appraisals	Preparedness	Y	Y	Y	Y	Y		Y		Y
	5.8	SWMPs linking to SMPs	Preparedness	Y	Y	Y	Y	Y		Y		Y
High Level Awareness & Engagement Monitoring	6.1	Partnership Working	Preparedness	Y	Y	Y	Y	Y	Y	Y	Y	Y
	7.1	Monitoring - Waves, Beaches, Aerial Photography and Topographical Surveys	Preparedness		Y		Y	Y	Y	Y		Y
	7.2	Habitats Monitoring	Preparedness					Y		Y		Y
	7.3	Topographic survey	Preparedness						Y			
	7.4	Aerial surveys	Preparedness							Y	Y	Y

Delivery Theme	Ref	Activities	Activity Type	Timescales				
				0-5	5-10	10-20	20-50	50-100Yrs
				Prioritisation - Short Term (Current LFRMS) 2012-2016	Prioritisation - Short Term (LFRMS 2) 2016-2021	Prioritisation - Short Term (LFRMS 3) 2021-2031	Medium Term	Long Term
Development Planning and Adaptation	1.1	Sustainable & Strategic Development Planning, LDP	Prevention	0-5yrs				
	1.2	SFRA / SFCA	Prevention	0-5yrs				
	1.3	Water Cycle Strategy	Prevention		5-10yrs			
	1.4	Relocation	Prevention					50-100Yrs
	1.5	Minerals & Waste Plan	Prevention		5-10yrs			
	1.6	Sustainable Urban Drainage (SUDS)	Prevention		5-10yrs			
Flood Forecasting & Response	2.1	Flood Awareness	Preparedness	0-5yrs			20-50Yrs	
	2.2	Flood Warning	Preparedness		5-10yrs			
	2.3	Flood Forecasting	Preparedness		5-10yrs			
	2.4	Emergency Response Plans	Preparedness	0-5yrs				
	2.5	Community Flood Plans	Preparedness	0-5yrs				
	2.6	Multi Agency Flood Plans	Preparedness		5-10yrs	10-20yrs		
Land, Cultural & Environmental Management	3.1	Land Management	Prevention		5-10yrs	10-20yrs	20-50Yrs	
	3.2	Resilience	Preparedness	0-5yrs	5-10yrs	10-20yrs		
	3.3	Resistance	Protection	0-5yrs	5-10yrs	10-20yrs		
	3.4	Restoration	Prevention	0-5yrs	5-10yrs	10-20yrs	20-50Yrs	
	3.5	Environmental Enhancement	Prevention	0-5yrs	5-10yrs	10-20yrs	20-50Yrs	
	3.6	Water Level Management Plans	Protection		5-10yrs	10-20yrs	20-50yrs	
	3.7	Habitat Creation	Protection		5-10yrs	10-20yrs	20-50yrs	
Asset Management & Maintenance	4.1	Asset Management Plans	Protection	0-5yrs	5-10yrs	10-20yrs		
	4.2	Defence / Structure Management	Protection	0-5yrs	5-10yrs	10-20yrs	20-50Yrs	
	4.3	Channel Maintenance	Prevention	0-5yrs	5-10yrs	10-20yrs		
	4.4	Culvert Maintenance	Prevention	0-5yrs	5-10yrs	10-20yrs		
Studies, Assessments & Plans	5.1	Investigation	Preparedness	0-5yrs	5-10yrs	10-20yrs		
	5.2	Risk Assessments	Preparedness				20-50Yrs	
	5.3	Strategy Plan	Preparedness		5-10yrs	10-20yrs		
	5.4	Local Property level flood mitigation - resilience	Preparedness				20-50Yrs	
	5.5	Local Property level flood mitigation - resistance	Protection				20-50Yrs	
	5.6	Pre Feasibility Studies / Feasibility Studies	Preparedness	0-5yrs	5-10yrs	10-20yrs		
	5.7	Project Plans - Option Appraisals	Preparedness				20-50Yrs	
	5.8	SWMPs linking to SMPs	Preparedness				20-50Yrs	
High Level Awareness & Engagement	6.1	Partnership Working	Preparedness	0-5yrs	5-10yrs	10-20yrs		
Monitoring	7.1	Monitoring - Waves, Beaches, Aerial Photography and Topographical Surveys	Preparedness	0-5yrs	5-10yrs	10-20yrs	20-50Yrs	
	7.2	Habitats Monitoring	Preparedness	0-5yrs	5-10yrs	10-20yrs		
	7.3	Topographic survey	Preparedness		5-10yrs	10-20yrs	20-50yrs	
	7.4	Aerial surveys	Preparedness		5-10yrs	10-20yrs	20-50yrs	

E.3. Economic Assessment

Project:	Cardiff Local Flood Risk Management Strategy	To:	Project Team
Subject:	Economic assessment	From:	K Owen
Date:	29 July 2012 Updated March 2013	cc:	

This technical note sets out the approach followed in developing the strategic level economic assessment for the LFRMS.

Methodology

Key aspects within the assessment

The assessment follows the principles of the guidance Flood and Coastal Defence Project Appraisal Guidance FCDPAG3 (Defra, 2006). This guidance follows the Government principles for financial assessment as set out in the HM Treasury Green Book and assesses the impact of damages and benefit of actions at a national level.

Transfer Cost - Benefit–cost analysis is concerned with national economic efficiency where efficiency is, in effect, the ratio of the value of outputs (consumption) to inputs (resources). These inputs are both from stock (e.g. engineering plant, buildings, beaches) and from flows (e.g. electricity, labour). A transfer payment occurs when a change simply affects either who gets the consumption or who provides the resources, but there is no change in the national total of either all consumption or all the resources required to generate that consumption.

Test for transfer payment; Will there be any change either or both in the total value of UK consumption, or in the resources required to provide that consumption? If not, then only a transfer payment is involved and no damage is accounted for.

Damage values

The extents shown in the Environment Agency's Flood Map for Surface Water (FMfSW) has been used to assess the number of properties affected. These extents map the;

- 1 in 30 shallow flood event
- 1 in 30 deep (greater than 0.3m depth) flood event
- 1 in 200 shallow flood event
- 1 in 200 deep flood event

Numeric values are based on rounded values from data included within The Benefits of Flood and Coastal Risk Management: A Handbook of Assessment Techniques – 2010, published by the Flood Hazard Research Centre, Middlesex University.

The following assumptions / parameters used are;

Shallow Flooding Event

- Short Duration Flooding – flood depth of 0.1m affecting a typical residential property = £11,952

Deep Flooding Event

- Short Duration Flooding – flood depth of 0.3m affecting a typical residential property = £22,944

These values have been adjusted based on change in the CPI (Consumer Price Index) between 2010 and 2012.

- April 2010 = 114.9
- April 2012 = 122.9

- Change = +6.9%

Values used within the analysis

- Shallow Flooding = £12,000
- Deep Flooding = £24,000

The analysis has assumed that the existing drainage systems are able to accommodate a flood event up to the typical design standard of a 1 in 30 chance event. Above this flooding will occur and affect properties.

The probabilistic values for the damages have been assessed based on the annual chance of the event occurring to determine an average value in any typical year (Average Annual Damage, AAD).

In order to test the economic efficiency of different options on a comparable basis, it is necessary to discount all of the costs and benefits of any investment, from the time when they arise in the future, to their present value. The Government (HM Treasury) sets the Test Discount Rate that shall be used to appraise public sector projects such as flood alleviation and coast protection schemes. This is currently 3.5% for the next 20 years, reducing to 2.5% thereafter. We have taken our assessment period to consider the next 20 years to align with the short term phase of the LFRMS lifecycles.

The difference between the projected level of damages and the baseline (do-nothing) situation is the predicted level of benefit that approach can provide.

Assessed conditions

Three conditions have been considered to align with those assessed as part of the Objectives and Measures assessment;

- Do-nothing - baseline condition aligned with the guidance. This considers the situation that Cardiff Council do not undertake and actions (including those that they are currently doing). In reality this will not occur, however, it provides an agreed common baseline against which to compare actions across different authorities / departments as required.
- Business as usual - the level of action here is assumed to prevent flood damage upto the 1 in 30 event. Above this damages will begin to occur. This could be considered the "current day" situation
- Do-more - the assumption taken here is that works will improve the situation such that the level of damage for the current 1 in 30 flood event would not occur unless a 1 in 200 event (lower probability) happens.

Output

The following tables set out the outcome of those calculations.

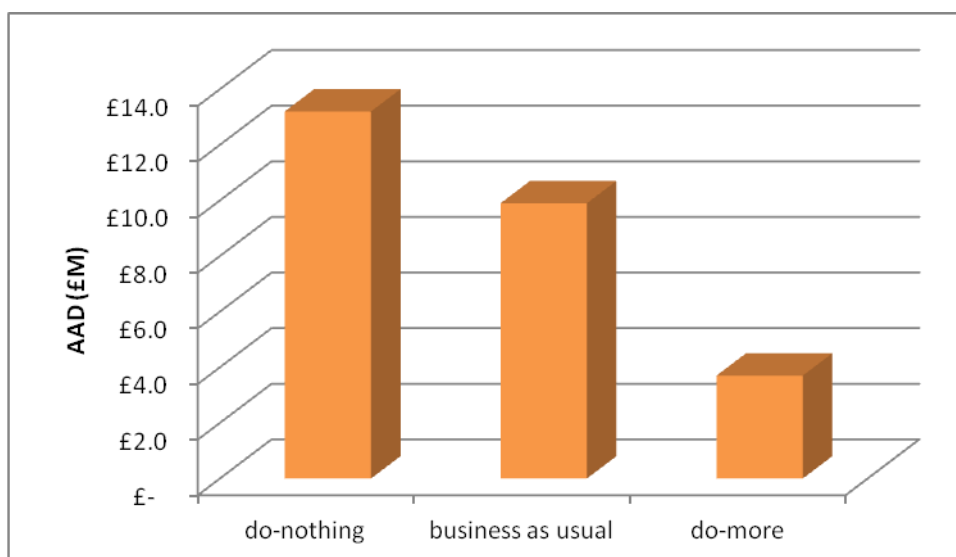
Table 2 Predicted damages for assessed flood events

<i>discreet event</i>	<i>net no of props affected</i>	<i>typical property damage</i>	<i>event damage</i>	<i>Total Event Damage</i>
1 in 30 shallow	7963	£ 12,000	£ 95,556,000	
1 in 30 deep	2141	£ 24,000	£ 51,384,000	£146,940,000 (£146.9M)
1 in 200 shallow	25047	£ 12,000	£ 300,564,000	
1 in 200 deep	8046	£ 24,000	£ 193,104,000	£493,668,000 (£493.7M)

Table 3 Predicted Present Value damages (£M)

<i>Situation</i>	<i>Event</i>	<i>1 in 20</i> <i>5%</i>	<i>1 in 30</i> <i>3.33%</i>	<i>1 in 200</i> <i>0.5%</i>	<i>"infinity"</i>	<i>AAD</i>	<i>Present Value</i>	
							Damages (PVd)	Benefits (PVb)
do-nothing	0		£146.9	£ 493.7	£ 661.8	£13.2	£194.0	
business as usual	0		£ -	£ 493.7	£ 661.8	£9.9	£145.4	£48.6
do-more	0		£ -	£ 146.9	£ 493.7	£3.7	£54.2	£139.8

Figure 2 AAD Summary chart



Appendix F. Glossary

— A —

Act

a Bill approved by both the House of Commons and the House of Lords and formally agreed to by the reigning monarch (known as Royal Assent).

Agri-environment schemes

Schemes under EC Regulation 1257/99 which offer grants for measures to conserve and enhance the countryside.

Tir Cynnal Agri-environment Scheme

The National Assembly for Wales are responsible for Tir Cynnal, a new 'entry level' agri-environment scheme that acts as a precursor to Tir Gofal (see below). It is a mechanism for farmers to receive incentive payments for converting at least 5% of their total land areas to semi-natural wildlife habitat, for example through river corridor works.

Tir Cymru

The Tir Cymru agri-environment scheme includes the Tir Gofal and Tir Cynnal programmes. Tir Gofal is WAG's flagship agri-environment scheme that was introduced in 1999 to replace the Environmentally Sensitive Area (ESA) and Tir Cymen schemes. It is a whole farm scheme, available on farmed land throughout Wales. It rewards farmers for caring for the environmental, historical and cultural features on their land and is designed to support the farming community in protecting and enhancing the environmental and cultural landscapes of Wales. It provides the opportunity to encourage landowners in the CFMP area to pursue more sustainable land use management. The Tir Cynnal scheme was introduced by WAG in 2005. It is a whole farm, entry-level scheme which aims to give Welsh farmers more opportunities to protect areas and features of environmental importance on their land, in return for payment. This scheme requires greater levels of environmental protection than the SPS Cross Compliance requirements, but is not as demanding as Tir Gofal. Participants in this scheme must identify the risks to soil, water and air on their farm arising from current farming practices, and ensure that 5 per cent of the total area is set aside for wildlife habitats.

Tir Gofal Agri-environment Scheme

Tir Gofal, for which the National Assembly for Wales are also responsible for, is a whole farm initiative which aims to encourage agricultural practices that will protect and enhance the landscapes of Wales, and their cultural features and associated wildlife, through the provision of incentive payments.

Agricultural Land Classification

A grading system for agricultural land based on the analysis of long-term physical limitations for agricultural use. Climate, site and soil characteristics and the interactions between them can affect the classification.

Average Annual Damages (AAD)

Depending on its size (or severity), each flood will cause a different amount of flood damage. The average annual damage is the average damage in pounds per year that would occur in a designated area from flooding over a very long period of time. In many years there may be no flood damage, in some years there will be minor damage (caused by small, relatively frequent floods) and, in a few years, there will be major flood damage (caused by large, rare flood events).

Annual Exceedence Probability (AEP)

This is the statistical chance of a flood of a given size happening in any one year. For example, a flood with a 1% AEP will happen, on average, every 100 years. This can also be expressed as a 1/100 chance of happening in any one year or a 100 year return period. A flood with an AEP of 10% will happen, on average, once every 10 years and has a 1/10 chance of happening in any one year or a 10 year return period.

Appraisal

The process of defining objectives, examining options and evaluating costs, benefits, risks, opportunities and uncertainties before making a decision.

Aquifer

An aquifer is an underground layer of water-bearing permeable rock, or unconsolidated materials (gravel, sand silt or clay) from which groundwater can be extracted.

ArcView

A Geographical Information System (GIS) computer software package.

Area of Outstanding Natural Beauty (AONB)

AONBs were formally designated under the National Parks and Access to the Countryside Act of 1949 to protect areas of the countryside of high scenic quality that cannot be selected for National Park status owing to their lack of opportunities for outdoor recreation (an essential objective of National Parks). The Natural Resources Wales is responsible for advising the National Assembly for Wales regarding the designation of AONBs. Further information on AONBs can be found at: <http://www.aonb.org.uk>

Attenuation

In relation to flooding, the impact of the floodplain on the shape of a flood hydrograph (reducing flood peak and increase flood duration) due to a combination of storage and resistance. Flood attenuation provided by 'natural storage' has increasingly been considered as a useful complement to conventional flood defences in certain situations, e.g. flood attenuation areas that can be used to cope with overflow when river levels rise. By allowing floodwaters on to these open spaces, downstream properties can be better protected.

Automated Voice Messaging (AVM) System

Natural Resources Wales's system for providing information regarding imminent flooding, for example to: local authorities, emergency services, householders and businesses – either by

telephone, fax or pager. In addition, Natural Resources Wales operates 'Floodline', which is a nationally available public information scheme. 'Floodline' telephone number is 0845 988 1188

— B —

Benefits

Those positive quantifiable and unquantifiable changes that a plan, policy or action will produce, including flood damages avoided.

Biodiversity Action Plan (BAP)

An agreed plan for a habitat or species, which forms part of the UK's commitment to biodiversity. BAPs are statutory documents. For further information, consult the BAP website: <http://www.ukbap.org.uk>

Bill

A proposal for a new law, or a proposal to change an existing law that is presented for debate before Parliament.

Birds Directive

European Community Directive (79/409/EEC) on the conservation of wild birds. Implemented in the UK as the Conservation (Natural Habitats, etc.) Regulations (1994). For further information, consult the Office of Public Sector Information website: <http://www.opsi.gov.uk> or Her Majesty's Stationary Office (HMSO) website: http://www.hmso.gov.uk/si/si1994/Uksi_19942716_en_1.htm

Boulder Clay

Residue deposited by glaciers as they retreated at the end of the ice ages. It consists of a mixture of rock fragments, clay, sand and gravels. Boulder clay is variously known as till or ground moraine.

— C —

Cadw

Cadw is the Welsh Assembly Government's historic environment division. Its aim is to promote the conservation and appreciation of Wales's historic environment. The prime source of information on recorded archaeological remains will be the Sites and Monuments Record (SMR) and the National Monuments Record (NMR). The SMR should contain information about all known archaeological remains. Further details are available either on the Royal Commission on the Ancient and Historical Monuments of Wales website: <http://www.rcahmw.org.uk/> or via Cadw's website: www.cadw.wales.gov.uk

Calcareous

Of, or containing, carbonate of lime or sandstone.

Capital Investment Programme

Details of proposed flood defence schemes and planned improvements within a catchment as approved by the appropriate bodies (Flood Risk Management Wales committee since April 2006).

Catchment

The area drained by a particular river or watercourse. A surface water catchment is the area defined by the highest boundary between two catchments whilst a groundwater catchment is the area that contributes to the groundwater component of the river flow.

Catchment Abstraction Management Strategy (CAMS)

Environment Agency strategy document outlining the availability and pressures on water resources in a catchment.

Catchment Flood Management Plan (CFMP)

A CFMP is a large scale, long-term (50 to 100 years) strategic planning framework that provides an overview of the flood risk across each river catchment and estuary. They recommend ways of managing those risks now and over the next 50 – 100 years.

Catchment Opportunities and Constraints

Important catchment issues that we identify using a combination of catchment characteristics (e.g. designated areas that need protecting or improving), Government policy/targets and/or catchment initiatives (e.g. existing local authority strategies). Catchment policies/measures should aim to 'take account of constraints' and 'promote opportunities' through the CFMP appraisal framework (economic, environmental and technical). Designated sites have Water Level Management Plans (WLMPs) that set out water level management needs in certain parts of the catchment and some floodplain areas have nature conservation or heritage interests that benefit from increased flooding.

Catchment Policies

The outputs of the CFMP, which are the stated policies for flood risk management within a defined area of the CFMP called a 'policy unit'.

Catchment Sensitive Farming

Government initiative aimed at reducing diffuse water pollution from agriculture in England and Wales. The programme seeks to help meet Water Framework Directive water quality targets. The project aims to improve the environment and reduce farming's impact on local streams, rivers and lakes.

Centre for Ecology and Hydrology (CEH)

CEH (Wallingford), formerly the Institute of Hydrology (IoH).

Chainage

Distance downstream from the upstream model extent

Climate Change

The change in average conditions of the atmosphere near the Earth's surface over a long period of time.

Coastal erosion

The wearing away of coastline, usually by wind and/or wave action.

Coastal Habitat Management Plan (CHaMP)

Strategic plans that quantify habitat change (loss and gain) over a 30-100 year timescale and recommend measures to prevent future losses. Measures include modifying flood and coastal defence options to avoid damage, or identifying the necessary habitat restoration or recreation works to compensate for unavoidable losses. CHaMP actions are delivered through Shoreline Management Plans (SMPs) and other flood and coastal defence strategies and schemes.

[Living with the Sea - CHaMPS - What are they?](#)

Coastal erosion risk

Measures the significance of potential coastal erosion in terms of likelihood and impact.

Coastal erosion risk management

Anything done for the purpose of analysing, assessing and reducing a risk of the wearing away of coastline.

Coastal Flooding

Occurs when coastal defences are unable to contain the normal predicted high tides that can cause flooding, possible when a high tide combines with a storm surge (created by high winds or very low atmospheric pressure).

Common Agricultural Policy (CAP)

The CAP is a system of EU agricultural subsidies and programmes. The subsidies guarantee a minimum price to producers by direct payment of a subsidy for crops planted. Reforms of the system are currently underway, including a new Single Payment Scheme for direct farm payments that is being introduced in the UK.

Communication Plan

A plan that sets out the CFMP consultation programme, and specific arrangements for consulting both internal teams and external organisations.

Conservation areas

These are areas of special architectural or historic interest whose character or appearance is worth of preserving or improving. Local authorities in England and Wales have the power to designate Conservation Areas in any area of “special architectural or historic interest”, whose character or appearance is worth protecting or enhancing. This “specialness” is judged against local and regional criteria, rather than national importance, as is the case with listing buildings.

Consultation Group

A group of consultees, representative of the stakeholders, with an interest in the development of the CFMP and its final policies.

Conveyance

Conveyance is a measure of how well a channel or structure, such as a bridge or culvert, allows water to pass through. It depends on the physical characteristics of the channel or structure, including its size, shape and surface roughness.

Countryside and Rights of Way Act (CRoW)

The Countryside and Rights of Way (CRoW) Act 2000 came into force on 30 January 2001. The Act applies in England and Wales and has five parts:

1. Access to the Countryside.
2. Public Rights of Way and Road Traffic.
3. Nature Conservation and Wildlife Protection.
4. Areas of Outstanding Natural Beauty.
5. Miscellaneous and Supplementary.

Of these, Part 3 is the most relevant in terms of catchment flood management as it gives biodiversity a statutory basis, revises SSSI notification procedures, greatly increases protection for SSSIs and strengthens the advisory role of EN / CCW, increases the scope of some wildlife offences and increases penalties. For further information, refer to the Office of Public Sector Information website: <http://opsi.gov.uk> or Her Majesty's Stationery Office (HMSO) website: www.hmso.gov.uk/acts/acts2000/20000037.htm

Countryside Character Areas

Non-statutory sub-divisions of England, as defined under the Countryside Agency's Countryside Character Initiative. There are 159 Character Areas in England, each with a broadly cohesive countryside character and specific ecological and landscape issues.

Countryside Council for Wales / Cyngor Cefn Gwlad Cymru

Until April 2013, the Countryside Council for Wales was the Welsh Government's statutory adviser on sustaining natural beauty, wildlife and the opportunity for outdoor enjoyment in Wales and its inshore waters. From April 2013 CCW has not existed, with its duties being carried out by Natural Resources Wales.

[Home Page - Countryside Council for Wales](#)

County Wildlife Site (CWS) / Site of Nature Conservation Importance (SNCI)

CWSs and SNCIs are designated at a local level through inclusion within local or unitary development plans due to their regional or local conservation interest. These sites are usually adopted by local authorities for planning purposes but have no statutory protection. Further information on these designations can be found at the following website:
<http://www.naturenet.net/status/sinc.html>

Critical Ordinary Watercourses (COWs)

Stretches of non-main watercourses that have been defined as critical in terms of flood risk management through consultation between the Environment Agency (at the time), Local Authorities and Internal Drainage Boards (IDBs).

Culvert

A covered structure under road, embankment etc, to direct the flow of water.

— D —

Department for Communities and Local Government (DCLG)

The successor to the Office of the Deputy Prime Minister Is responsible for promoting community cohesion and equality, housing, urban generation, planning and local government.

<http://www.communities.gov.uk>

Defra

Department for Environment, Food and Rural Affairs. The department of central Government responsible for flood management policy in England.

[Defra, UK - About Defra](#)

Defra/WAG FCDPAG documents – now superseded (see FCERM-AG)

Defra's/WAG FCDPAG (flood and coastal defence project appraisal guidance) documents set out the criteria which determine whether or not a scheme is eligible for grant aid.. The PAG documents are;

PAG1. Overview

PAG2. Strategic planning and appraisal

PAG3 Economic appraisal

PAG4. Approaches to risk

PAG5. Environmental Appraisal

[Defra, UK - Flood Management - Project Appraisal Guidance](#)

Development Advice Maps

In July 2004, the Welsh Government published development advice maps to accompany the latest version of TAN 15 – Development and Flood Risk. The development advice maps are used by the Local Planning Authority to determine when flood risk issues need to be taken into account in planning future development. Three development advice zones are described on the maps, to which are attributed different planning actions.

[Welsh Government | Technical Advice Note \(TAN\) 15: Development and Flood Risk \(2004\) ...](#)

DG5 Register

Register held by water companies of the frequency of actual flooding of properties from the public sewerage system by foul water, surface water or combined sewage.

Digital Elevation Model (DEM)

A dataset representing the topography of an area, usually in the form of an electronic map. A DEM includes ground cover and structures, such as buildings, or man made structures and vegetation.

Digital Terrain Model (DTM)

A dataset representing the bare earth topography of an area, usually in the form of an electronic map. A DTM is processed to remove all ground cover and structures, such as buildings, or man made structures and vegetation.

Drift

In geology, drift is transported rock debris overlying the solid bedrock. The transport mechanisms can include rivers and glaciers. Glacial drift is a general term for the coarsely graded and extremely heterogeneous sediments of glacial origin. In the UK the term drift is commonly used to describe any deposits of quaternary age.

— E —

Environment Agency

Non-departmental public body responsible for the delivery of UK Government policy relating to the environment and flood risk management in England and Wales.

Environment Agency Wales (EAW)

Until April 2013 a Welsh Government sponsored Public Body responsible to the Welsh Ministers and an Executive Non-departmental Public Body responsible to the Secretary of State for Environment, Food and Rural Affairs. April 2013 EAW has not existed, with its duties being carried out by Natural Resources Wales.

Environment Agency Vision

The Environment Agency's 'vision' for the environment and a sustainable future is: 'A healthy, rich and diverse environment in England and Wales, for present and future generations' To achieve the targets that will make the 'vision' a reality the Environment Agency have identified nine main 'themes' or frameworks for change', for a more sustainable future.

1. A better quality of life: We will work with all sectors to improve the quality of the environment and the services we provide – for business, anglers, the boating community and other people who use the waterways, farmers, planners and all sections of the community.
2. An improved environment for wildlife: we will make sure that our work and the work of those we authorise does not threaten important species and habitats.
3. Cleaner air for everyone.
4. Improved and protected inland and coastal waters: we will work to clean up polluted waters and to reduce the risk of further pollution.
5. Restored protected land with healthier soils.
6. A 'greener' business world.
7. Wiser sustainable use of natural resources.
8. Limiting and adapting to climate change.
9. Reducing flood risk: we will improve flood defences and information on flood risks.

For further information refer to our website: [Environment Agency - Our Vision](#)

Environmental Impact Assessment (EIA)

The process by which the likely impacts of a project or development upon the environment are identified and assessed to determine their significance. EIA are statutory for many developments likely to have an adverse environmental impact, and for any plan affecting a European designated site for conservation.

Environmentally Sensitive Areas (ESA)

Introduced by the Ministry of Agriculture, Fisheries and Food (MAFF; predecessor to DEFRA) in 1987 and are designated under the provisions of sections 18 and 19 of the 1986 Agriculture Act and Environmentally Sensitive Area (Stage II) Designation (Amendment)(No2) Order 2001. They are governed by DEFRA and offer incentives (on a 10 year agreement with a 5 year break clause) to encourage farmers to adopt agricultural practices, which would safeguard and improve parts of the country of particularly high landscape, wildlife or historic value. DEFRA introduced the Environmental Stewardship Scheme in March 2005 which supersedes (with enhancements) the Environmentally Sensitive Areas and Countryside Stewardship Schemes. Further details can be found on the DEFRA website: <http://www.defra.gov.uk/erdp/schemes/esas/default.htm>

Environmental Stewardship Scheme (ESS)

ESS is a new agri-environmental scheme, launched in March 2005, which provides funding to farmers and other land managers in England who deliver effective environmental management on their land. The scheme is intended to build on the recognised success of the ESA and Countryside Stewardship schemes.

Eutrophication

Eutrophication is a process whereby water bodies, such as lakes, estuaries, or slow moving streams receive excess nutrients that stimulate excessive plant growth. Dissolved oxygen in the water is reduced when dead plant material decomposes and can cause other organisms to die. Nutrients can come from many sources, such as fertilizers applied to agricultural fields; erosion of soil containing nutrients; and sewage treatment plant discharges.

Eutrophic Standing Water

Eutrophic standing water is nutrient rich and is found in field ponds, lakes, canals, gravel pits and reservoirs.

Evaporation

The process where a liquid (water) changes into a gas (water vapour).

— F —

Fisheries Action Plan

A document setting out a vision for rivers, canals and stillwater fisheries within a catchment and an actions plan to address the main issues affecting them. Potential funding is also identified where possible. The Environment Agency are developing FAPs in partnership with representatives of the local fisheries community. The production of FAPs was proposed in the Salmon and Freshwater Fisheries Review 2000 and has since been supported by the Government. More information and existing FAPs are available on our website: <http://www.environment-agency.gov.uk>

Flood Alleviation Scheme (FAS)

A scheme designed to reduce the risk of flooding in a specific area.

Flood Consequences Assessment (FCA)

An assessment of flood risk which is required under TAN 15 (planning guidance for Wales) for developments proposed in flood risk areas.

FCERM

Flood and Coastal Erosion Risk Management.

FCERM Function

Defined by Sections 4 and 5 of the Flood and Water Management Act 2010 as being a function, which may be exercised by a risk management authority for a purpose connected with either flood risk management or coastal erosion.

Flood

Any case where land not normally covered with water becomes covered by water.

Flood and coastal erosion risk management appraisal guidance (FCERM-AG)

FCERM-AG gives guidance on how to put the Defra Policy Statement: Appraisal of Flood and Coastal Erosion Risk Management, June 2008 into practice. It replaces the Defra Project Appraisal Guidance (PAG). <http://www.environment-agency.gov.uk/research/planning/116705.aspx>

Flood and Water Management Act 2010

An Act of Parliament updating and amending legislation to address the threat of flooding and water scarcity, both of which are predicted to increase with climate change.

Flood Damages

Flood damages are worked out from the estimated flood depth and extent data obtained from hydraulic modelling. By combining the information on the type and value of properties shown to be within the modelled flood outline, it is possible to calculate the overall damage the flooding would cause. Flood damage figures can be given for a range of specified magnitudes of flood event, for example, the 1% annual probability flood event.

Flood Defence

A structure (or system of structures) for the alleviation of flooding from rivers or the sea. Flood defences only reduce the likelihood of flooding and not the consequences of flooding when they are overtopped. Flood risk is a combination of likelihood of the event occurring and the consequences when it does.

Flood Estimation Handbook (FEH)

Produced in 1999 by the Institute of Hydrology (now Centre for Ecology and Hydrology, Wallingford), the FEH provides currently accepted standard methodologies for the estimation of flood flows within the UK.

Flood Event

An occurrence of flooding.

Flood Map

Shows flooding from rivers and sea, with a 1 % and 0.5 % chance respectively of happening in any one year. The extreme flood outline (EFO) is also shown for both river and tidal flooding with a 0.1 % annual chance. The flood map also displays flood defences and the areas that benefit from them. It can be found on our website at www.environment-agency.gov.uk/flood . These maps are sometimes referred to as Section 105 maps, or Indicative Flood Maps.

Floodplain

Any area of land over which water flows or would flow if there were no flood defences. It can also be a place where water is stored during a flood event.

Flood Risk

Flood risk is the product of the likelihood (or frequency) of flood events and their consequences (such as property loss or damage, physical harm or distress and social and economic disruption).

Flood Risk Assessment

An assessment of flood risk which is required under PPS25 (planning guidance for England) for developments proposed in flood risk areas.

Flood Risk Management

The activity of understanding the probability and consequences of flooding, and seeking to modify these factors to reduce flood risk to people, property and the environment. This should take account of other water level management and environmental requirements, and opportunities and constraints.

Flood Risk Management Measures

The way in which flood risks are to be managed either through changing the frequency of flooding, or by changing the extent and consequences of flooding, or by reducing the vulnerability of those exposed to flood risks.

Flood Risk Management Scheme(s)

A range of actions to reduce flood frequency and/ or the consequences of flooding to acceptable or agreed levels.

Flood Risk Management Wales

Established under Section 14 of the Environment Act 1995, Flood Risk Management Wales is the statutory flood defence committee for Wales, (replacing the Regional Flood Defence Committee Wales). It is an executive committee of Natural Resources Wales (previously Environment Agency Wales) with responsibility for managing flood risk management functions. Under arrangements, which came into effect from 1st April 2006, Flood Risk Management Wales comprises eighteen members, eight of which are Assembly appointments (including the Chairman and Conservation Member), eight by, or on behalf of, local authorities and two by Natural Resources Wales.

Flood Risk Maps

See Flood Map

Flood Risk Regulations 2009

Regulations which transpose the EC Floods Directive (Directive 2007/60/EC on the assessment and management of flood risks) into domestic law and to implement its provisions.

Flood Risk Study

Assesses flood risk within a defined area and suggests possible flood risk management measures.

Flood Warning Levels of Service (FWLOS)

The Flood Warning Levels of Service study provides an indication of the levels of service provided at locations within the catchment and possibilities and reasons for improving them.

Floodline Warnings Direct

is a free service that provides flood warnings direct to you by telephone, mobile, email, SMS text message and fax.

Fluvial

Relating to a watercourse (river or stream)

Fluvial Geomorphology

Processes and forms associated with the erosion, transport and deposition of river sediment.

Forestry Commission Wales

Until April 2013 Forestry Commission Wales acted as the Welsh Government's department of Forestry and directly as stewards of the 38% of Welsh woodlands owned by the National Assembly. Their mission and corporate plan is to help deliver Better Woodlands for a Better Wales. Since April 2013 their duties have been carried out by Natural Resources Wales.

[Forestry Commission Wales](#)

Freshwater Fisheries Directive Designation

An EC Directive (78/659/EEC) aiming to protect and improve water quality and forming part of the Environment Agency's water quality monitoring programme. The Directive sets standards to safeguard freshwater fisheries, mainly relating to the quality of the water, and requires that certain designated stretches of water meet these standards in order to enable fish to live or breed.

[Environment Agency - Freshwater Fish Directive](#)

— G —

General Quality Assessment

Natural Resources Wales assesses river quality annually using a survey called the General Quality Assessment (GQA) scheme. This measures four aspects of river quality – biology, chemistry, nutrients and aesthetic quality.

Geographical Information System (GIS)

A GIS is a computer-based system for capturing, storing, checking, integrating, manipulating, analysing and displaying data that are spatially referenced.

Geomorphology

Geomorphology is concerned with the structure, origin and development of the topographical features of the earth's crust. Fluvial Geomorphology is concerned with the physical processes that create sediment erosion and deposition and which define the shape of a river and its floodplain.

Glacial Till

Till is an unsorted glacial sediment. Glacial till is that part of glacial drift which was deposited directly by the glacier. It may vary from clays to mixtures of clay, sand, gravel and boulders.

Groundwater

Water occurring below ground in natural formations (typically rocks, gravels and sands). The subsurface water in the zone of saturation, including water below the water table and water occupying cavities, pores and openings in underlying soils and rocks.

Groundwater Flooding

Occurs when water levels in the ground rise above the natural surface. Low lying areas underlain by permeable strata are particularly susceptible.

— H —

Habitats Directive

European Community Directive (92/43/EEC) on the Conservation of Natural Habitats and of Wild Flora and Fauna. Implemented in the UK through the Conservation (Natural Habitats, etc.) Regulations (1994) and known as the 'Habitats Directive'. It establishes a system to protect certain fauna, flora and habitats deemed to be of European conservation importance. For further information refer to the Office of Public Sector Information website: http://www.opsi.gov.uk/si/si1994/Uksi_19942716_en_1.htm

Habitats Regulation Assessment (HRA)

The Conservation of Habitats and Species Regulations (SI 490, 2010), Termed the 'Habitats Regulations', implements the EU 'Habitats Directive' (Directive 92/43/EEC) on the Conservation of natural habitats and of wild flora and fauna) and certain elements of the 'Birds Directive' (2009/147/EC). This legislation provides the legal framework for the protection of habitats and species of European importance in Wales.

Headwaters

The source of a river may be a lake, a marsh, a spring, or a collection of headwaters. Headwaters are small streams that create the river.

HEC-RAS

A hydraulic modelling program which will perform one-dimensional steady and unsteady flow calculations for a stretch of watercourse.

Historic Character Areas

The historic landscape characterisation process (see below) divides each landscape area on the Register into a number of smaller, more discrete, geographical areas of broadly consistent historic character.

Historic Environment

Encompassing all elements of designated or un-designated archaeological sites, historic buildings and historic landscapes. It also includes sites of palaeoenvironmental interest that provide information about the nature of past landscapes, climate and environments.

Historic Landscapes

Cadw and CCW have been working to identify historic landscape throughout Wales. They have been collected into the two-volume Register of Landscapes of Historic Interest in Wales. This advisory and non-statutory document highlights what are considered to be the best examples of different types of historic landscape in Wales, either in Part 1 – Parks and Gardens or Part 2 – Historic Landscapes. For further information refer to the Cadw website: <http://www.cadw.wales.gov.uk>

Historic Landscape Characterisation

A programme undertaken by Cadw and the Welsh Archaeological Trusts running in parallel with the Register of Landscapes of Historic Interest in Wales. The programme provides more detailed information about each area on the Register in order to provide information for landscape conservation and management as, for example, may be required by agri-environment schemes.

Historic Landscapes Register

The Historic Landscapes Register provides a national overview of the historic content of the Welsh landscape. It is a non-statutory, advisory Register which aims to provide information and raise awareness on important historic landscape areas in Wales, in order to aid their protection and conservation and to give the historic environment equal weight alongside more traditional issues of nature conservation, wildlife protection and scenic amenity. Part 1 of the Register identifies 'landscapes of outstanding historic interest' and Part 2 identifies 'landscapes of special historic interest'.

Historic Parks and Gardens

Starting in 1992, Cadw has undertaken a comprehensive survey of historic parks and gardens in Wales. Parks and gardens thought to be of national importance have been included on the Cadw/ICOMOS Register of Parks and Gardens of Special Historic Interest in Wales. The Register was compiled in order to aid the informed conservation of historic parks and gardens by owners, local planning authorities, developers, statutory bodies and all concerned with them. It is non-statutory.

Hydraulic Model

A model of a watercourse, or portion of a watercourse (usually digital) which allows estimates to be made of water level in the watercourse for a given flow.

Hydrograph

Hydro- meaning water, and -graph meaning chart.

- a record through time of discharge (flow) in a river, or
- a record through time of water level in an aquifer, measured in a well.

Hydrological Model

A method of estimating the flow in a river or catchment arising from rainfall falling into the catchment. Models typically account for factors such as catchment area, topography, soils, geology and land use.

— | —

Impermeable

Used to describe materials, natural or synthetic, which have the ability to resist the passage of fluid through them.

Indicative Standard of Protection

The range of level of protection to be considered for flood defences, based upon the use of the land being protected. They do not represent any entitlement to protection or minimum level to be achieved.

Internal Drainage Boards

IDBs are long established bodies operating predominantly under the Land Drainage Act 1991 and have permissive powers to undertake work to secure drainage and water level management of their districts and undertake flood risk management works on ordinary water courses within their districts (i.e. watercourses other than 'main river'). Much of their work involves the maintenance of rivers, drainage channels and pumping stations, facilitating drainage of new developments and advising on planning applications. They also have statutory duties with regard to the environment and recreation when exercising their permissive powers.

Inundation

To cover with water - especially flood waters

— L —

Land Management

A scheme, plan or other project deliberately using particular practices to affect the character, quality or value of an area. Land Management is subject to UK legislation and may require authorisation from a competent authority where it results in a change in Land Use, may require planning permission.

Land Use

The use to which an area of land is put (e.g. residential, agriculture, forestry, etc.). The term Land Use is used in many contexts and is controlled by the town and country planning system.

Landscape Character Areas (LCAs)

Landscape Character Areas are developed by the Countryside Agency under the Countryside Character Initiative, and have a strong social, historical and cultural element. The Countryside Character Initiative is a programme of information and advice on the character of the English countryside. It includes systematic descriptions of the features and characteristics that make the landscape and guidance documents on how to undertake Landscape Character Assessment.

Lead Local Flood Authority (LLFA)

(in Wales) The County Council or the County Borough Council for the area.

Local Flood Risk:

Defined within the Flood and Water Management Act 2010 as including surface runoff, groundwater and ordinary watercourses.

Local Flood Risk Strategy:

Required in relation to Wales by Section 10 of the Flood and Water Management Act 2010 local flood risk strategies are to be prepared by lead local flood authorities and must set out how they will manage local flood risks within their areas.

Less Favoured Area (LFA)

Areas in Wales that are difficult to farm due to their climate, where they are situated or features of the landscape. These areas are classified as Severely Disadvantaged Area (SDA) land and Disadvantaged Area (DA) land. Both of these classifications are within the Welsh Less Favoured Area (LFA). For further information, please refer to

<http://www.countryside.wales.gov.uk/fe/master.asp?n1=4&n2=205>

LiDAR

Light Detection and Ranging (LiDAR) is an airborne mapping technique, which uses a laser to measure the distance between the aircraft and the ground surface or vegetation cover.

Listed Buildings

English Heritage (EH) and CADW are the national bodies responsible for protecting historic buildings by identifying those which should be listed. There are three grades of listed buildings:

- Grade I buildings are those of exceptional interest;
- Grade II* buildings are particularly important buildings of more than special interest; and
- Grade II buildings are of special interest, warranting every effort to preserve them.

Local Biodiversity Action Plan (LBAP)

A local agenda (produced by a Local Authority) with plans and targets to protect and enhance biodiversity and achieve sustainable development. The Environment Agency and Natural Resources Wales are committed to BAPs and works with UK Government (Rio Earth Summit, 1992) to realise LBAP objectives.

Local Development Documents

These are statutory plans providing information used to decide planning applications for land use development in England. The system currently consists of Local Development Plans (produced by District Councils and Unitary Authorities) and Structure Plans (produced by County Councils and Metropolitan Councils). The Planning and Compulsory Purchase Act 2004 replaces these documents with Regional Spatial Strategies (e.g. for south east England) and Local Development Frameworks.

Local Development Plans

These are statutory plans providing information used to decide planning applications for land use development in Wales now required under the Planning & Compulsory Purchase Act 2004.

Local Environment Agency Plan (LEAP)

An Environment Agency non-statutory plan based on a river basin (or group of sub-catchments / smaller catchments). LEAPs provide environmental baseline information and actions / objectives for river basins and largely superseded the National Rivers Authority's (NRA) Catchment Management Plans (CMPs).

Local Flood Risk Management Strategy (LFRMS)

The "Strategy" produced by the LLFA in response to the requirement under Section 10 of the Flood and Water Management Act.

Local Nature Reserve (LNR)

Designated under the National Parks and Access to the Countryside Act 1949 by local authorities (which must have some legal control over the site), in consultation with Countryside Council for Wales, for their locally important wildlife or geological features. They are generally meant for education and recreation as well as conservation. For further information, refer to the Countryside Council for Wales website: <http://www.ccw.gov.uk>

For further information refer to the English Nature website:

http://www.english-nature.org.uk/special/lmr/lmr_search.asp

— M —

Macro Invertebrate

Animal lacking a backbone which is retained on a 0.5mm sieve.

Macrophytes

Any plant observed by the naked eye and nearly always identifiable. This definition includes all higher aquatic plants together with groups of algae which can be seen to be composed predominantly of a single species.

Main River

Main rivers are usually larger streams and rivers, but also include smaller watercourses of strategic drainage importance. A main river is defined as a watercourse shown as such on a main river map, and can include any structure or appliance for controlling or regulating the flow of water in, into or out of the main river. Our powers to carry out flood defence works apply to main rivers only. Main rivers are designated by the Welsh Government and Defra.

Major Incident Plan

A Major Incident Plan for flooding can be defined as: A plan which describes the multi agency response arrangements for dealing with major floods, occurring in exceptional circumstances, in locations with significant populations, where special measures are deemed necessary.

Mean High Water Springs (MHWS)

The average of the spring tides, which happen every two weeks.

Ministry of Agriculture, Fisheries and Food (MAFF)

Predecessor Government Department to Defra

Morphology

The study of form or shape e.g. the shape of river channels and how this changes overtime by processes of erosion and sedimentation.

— N —

National Assembly for Wales (NAW)

The National Assembly for Wales is the representative body with legislative powers in devolved areas. It has sixty elected members and meets in the Senedd. <http://www.wales.gov.uk/organipo/index.htm> .

The role of the National Assembly for Wales is to scrutinise and monitor the Welsh Assembly Government

National Farmers Union (NFU)

The National Farmers' Union represents the farmers and growers of England and Wales. Its central objective is to promote successful and socially responsible agriculture and horticulture, while ensuring the long term viability of rural communities. <http://www.nfuonline.com/x286.xml>. NFU Cymru represents the farmers of Wales. [NFU Cymru - National Farmers Union of Wales - Welsh Farming and Agriculture](#)

National Flood and Coastal Defence Database (NFCDD)

The NFCDD is intended to be the primary source of information on flood defences. The aim is that the information contained on each asset should be spatially correct and include the type, location of the defences, estimated replacement cost, design standard, age, next inspection data, height and length. The database aims to contain all flood defence assets including those that are the responsibility of local authorities.

National Flood Forecasting System

As part of a wider national programme, Natural Resources Wales is developing a computer based system from which various flood-forecasting models can be operated. This system has the potential of improving the flow and flood forecasting capability for all areas at risk of fluvial, tidal or coastal flooding across the region.

National Monuments Record and Historic Environment Records

In England, the prime sources of information on recorded historic environment assets will be English Heritage's National Monuments Record (NMR) and local authority Historic Environment Records (HER) or Sites and Monuments Records (SMR). In Wales HER's are maintained by a number of regional Archaeological Trusts. The NMR will be the source for current GIS polygon data for designated historic buildings, monuments, historic parks and gardens etc. This data is freely available for Environmental Assessment purposes. SMRs contain information about all known archaeological remains, whilst HERs (which most Trusts and local authority SMRs are changing to) aim to provide information on all known historic environment assets.

National Nature Reserve (NNR)

National Nature Reserves are designated under the National Parks and Access to the Countryside Act 1949 or the Wildlife and Countryside Act 1981 (as amended) primarily or nature conservation, but can also include sites with special geological or physical features. They were established to

protect the most important areas of wildlife habitat and geological formations in Britain, and as places for scientific research. They are usually owned or leased by Countryside Council for Wales, or managed in accordance with a Nature Reserve Agreement with the landowner or occupier.

National Park

A National Park Authority's duties and powers are derived from a number of Acts of Parliament and statements of Government Policy, most recently the Environment Act (1995). The statutory purposes of National Parks, which the National Park Authority has the duty to pursue, are to:

- to conserve and improve the natural beauty, wildlife and cultural heritage of the area;
- to promote opportunities for the public to understand and enjoy the area's special qualities.

In pursuing these purposes National Park Authorities also have a duty to seek to foster the economic and social well being of the communities within the National Park, but without incurring significant expenditure in doing so. Further information can be found on the National Park Authorities' website: <http://www.anpa.gov.uk/>

National Rivers Authority (NRA)

The National Rivers Authority was one of three predecessor bodies to the Environment Agency.

National Strategy

The "National Strategy for Flood and Coastal Erosion Risk Management: Wales" produced by the Welsh Government in response to the requirement under Section 8 of the Flood and Water Management Act.

National Salmon Strategy

We have taken over implementation of the National Salmon Strategy, which was launched by the National Rivers Authority in February 1996. It sets out objectives for the management of salmon fisheries in England and Wales to preserve fish stocks for the future whilst protecting sustainable exploitation and recognising the economic value of fisheries. Implementation takes the form of Salmon Action Plans which are local documents produced at a catchment scale.

Natura 2000 Network

European network of protected sites which represent areas of the highest value for natural habitats and species of plants and animals which are rare, endangered or vulnerable in the European Community. The Natura 2000 network will include two types of area. Areas may be designated as Special Areas of Conservation (SAC) where they support rare, endangered or vulnerable natural habitats and species of plants or animals (other than birds). Where areas support significant numbers of wild birds and their habitats, they may become Special Protection Areas (SPA). SACs are designated under the Habitats Directive and SPAs are classified under the Birds Directive. Some very important areas may become both SAC and SPA.

Natural Area Profiles

Natural Areas are developed by Natural England, each area having a characteristic association of wildlife and natural features. There are 120 Natural Areas in England and each has a unique identity resulting from the interaction of wildlife, landforms, geology, land use and human impact.

Natural England

Natural England works for people, places and nature, to enhance biodiversity, landscapes and wildlife in rural, urban, coastal and marine areas; promoting access, recreation and public well-being, and contributing to the way natural resources in England are managed so that they can be enjoyed now and in the future.

Natural Resources Wales

From April 2013, the Welsh Government established a single environmental body for Wales, National Resources Wales. This merged the functions of the Environment Agency Wales, the Countryside Council for Wales and the Forestry Commission Wales.

Non-main River

See Ordinary watercourses

Non-Statutory Plans

Since about 1990, there have been a number of initiatives in regard to non-statutory plans dealing, in particular with coastal issues. Many of these contain policies and proposals that have land-use planning implications. Non-statutory plans include: CFMPs, SMPs, CHaMPs, Estuary management plans, River Basin management Plans, Local Environment Agency Plans and Water Level Management Plans.

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Offline / Online storage

Offline storage: the deliberate creation of a separate flood area (or areas) adjacent to a river, linked to the river through a sluice, weir or other control mechanism. Depending on the frequency of flooding all or part of the flood storage area may be maintained for farming (grazing or arable) or for wildlife or environmental benefits. On-line: river and storage areas are directly connected by removing embankments thereby creating a permanently wet area that fills further during flood events. On-line areas flood more frequently and in a less controlled manner than off-line storage, this means they are less efficient and consequently a larger area is required for the same return period.

Office of the Deputy Prime Minister (ODPM)

The former department of central Government responsible for policy on planning and other related issues. Formerly DTLR. Has been replaced by the Department for Communities and Local Government (DCLG).

The Office of Water Services (OFWAT)

The economic regulator of water and sewerage services in England and Wales.

Ordinary Watercourses

All watercourses not designated as 'main rivers'. Operating authorities, such as Local Authorities have powers and duties to maintain ordinary watercourses within their boundaries. Riparian owners (land owners) are responsible for maintaining ordinary watercourses.

Ordnance Datum Newlyn (ODN)

A traditional vertical coordinate system, consisting of a tide gauge datum with its origin (0,0) located at Newlyn (Cornwall) and a Terrestrial Reference Frame observed by spirit levelling between 200 fundamental benchmarks across Britain. Each benchmark has a vertical height only (not ellipsoid height or accurate horizontal position). This coordinate system is important because it is used to describe vertical positions of features on British maps (for example, spot heights and contours) in terms of height above average sea level.

Outfall

The outlet of a river, drain or a sewer where it discharges into the sea, a lake etc.

— P —

Permeable

Able to be penetrated by water

Phytoplankton

Plankton is the collective name for drifting organisms at any depth in the sea or fresh water. The phytoplankton is the plant part of the plankton.

Planning and Compulsory Purchase Act (2004)

Legislation promoted by the Office of the Deputy Prime Minister, which substantially reformed the town planning and compulsory purchase framework in Great Britain. It amended and recalled significant parts of the existing planning and compulsory purchase legislation and introduced reforms such as the abolition of Local Plans and Structure Plans, and their replacement with Local Development Frameworks.

Planning Policy Statement 25: Development and Flood Risk (PPS25) – England Only

One of a series of Planning Policy Statements notes (PPSs) issued by DTLR to advise local planning authorities and developers. While PPSs are not statutory, planning authorities have to consider them when they prepare plans and determine planning applications. PPS25, issued in July 2001, raises the profile of flood risk, which should be considered at all stages of the planning and development process and across the whole catchment. It emphasises the need to act on a precautionary basis and to take account of climate change. It provides advice on future urban development in areas at risk of flooding. It assesses proposals according to the amount of risk and promotes the concept of Sustainable Drainage Systems (SuDS) in new developments or

redevelopments. For further information please refer to the Office of the Deputy Prime Minister's planning website: <http://www.planning.odpm.gov.uk/pp25/>

Planning Policy Wales

Planning Policy Wales sets out the land use planning policies of the Welsh Assembly Government. It is supplemented by a series of Technical Advice Notes (TANs). Together they comprise national planning policy which should be taken into account by local planning authorities in Wales in the preparation of unitary development plans (UDPs) and Local Development Plans (LDPs).

Policy Appraisal

Process of evaluating chosen policies against catchment objectives and scenarios of catchment change.

Policy Unit

Areas within the CFMP area where the same flood management policies apply. These have similar characteristics and features.

Pre-feasibility Study

A pre-feasibility study is a preliminary study to determine if a feasibility study or project appraisal is needed.

Priority Action

Urgent needs that require priority attention (e.g. urgent repairs or stand-alone improvements that should be addressed immediately and should not wait until the CFMP process has been completed).

Preliminary Flood Risk Assessment (PFRA)

Initial assessment of local flood risk as required by the Flood Risk Regulations 2009.

Probability of Occurrence

The probability of a flood event being met or exceeded in any one year (usually expressed as a return period – e.g. 1% AEP).

Problem Areas

Areas within the catchment identified as being at significant risk from flooding.

Professional Partners

Other professional bodies, agencies and organisations that we work with

Programme of Measures

A list or timetable of intended actions

Project Appraisal

The process of defining objectives, examining options and evaluating costs, benefits, risks, opportunities and uncertainties before making a decision.

Project Appraisal Report (PAR)

The document that sets out the appraisal process and business case for a flood defence project, up to the point where approval is obtained from the funding authority. For Environment Agency schemes this is an internal approval, whilst for Local Authorities this will be WAG.

Project Team

Responsible for producing the CFMP, made up of our staff assisted by consultants.

— Q —

QMED

Median annual maxima flood which has an annual exceedance probability of 0.5 and a return period of two years.

— R —

Ramsar site

The Ramsar Convention on Wetlands of International Importance, especially as Waterfowl Habitat (1971) requires the UK Government to promote using wetlands wisely and to protect wetlands of international importance. This includes the designation of certain areas as Ramsar sites, where their importance for nature conservation (especially with respect to waterfowl) and environmental sustainability meet certain criteria. Ramsar sites receive SSSI designation under The Countryside and Rights of Way (CRoW) Act 2000 and The Wildlife and Countryside Act 1981 (as amended). Further information can be located on the RAMSAR convention on wetlands website: <http://www.ramsar.org/>

Receptor

Asset, people or environmental, cultural or landscape resource that is at risk of flooding.

Registered parks and gardens

English Heritage and CADW maintain national Registers of Parks and Gardens of special historic interest in England and in Wales respectively. The register seeks to ensure that the features and qualities that make these landscapes of national importance are safeguarded but does not give extra protection. These are graded in the manner of listed buildings, with Grade 1 being the highest and of international importance (c10%), G2* of exceptional historic interest standard, G2 of

national importance. Many others occur as G3, on an inventory held by local authorities and maintained by the gardens trusts. These are of regional importance and not relevant to high level strategy.

Regional Flood and Coastal Committee (RFCC)

An Environment Agency committee, responsible for consenting medium and long term plans and operational plans to the Agency's Board and Head Office. Monitors and reports on progress. In Wales there is only one RFCC and this is the FRMW (Flood Risk Management Wales) group.

Registered Landscapes of Historic Interest in Wales.

CADW maintain a Register of Landscapes of Historic Interest in Wales as a means of identifying , and to provide information on the most important and best-surviving historic landscapes in Wales. These landscapes are considered to be of national importance. Designation is designed both to help add weight to historic landscape issues and to help in the management of landscape change. There are two degrees of landscape designation; 'Outstanding Historic Interest' for expansive landscapes and 'Special Historic Interest' for more discrete areas. Both categories should receive equal weight in the decision making process.

Reservoir

An artificial lake where water is collected and stored until needed. Reservoirs can be used for irrigation, recreation, providing water for municipal needs, hydroelectric power or controlling water flow.

Return Period

The average interval in years between events of similar or greater size (e.g. a flow with a return period of 1 in 100 years will be equalled or exceeded on average once in every 100 years). This does not mean that they will happen regularly however. To be more accurate, the 100 year flood should be expressed as an event that has a 1 % chance of being met or exceeded in any one year.

Riffle

A shallow area in a river where the substrate is composed of gravel and the flow is faster.

Riparian

Land or habitat connected with, or immediately adjacent to, the banks of a river or stream.

Riparian landowners

Have various rights and obligations under common law with regard to watercourses.

Risk

Measures the significance of a potential event in terms of likelihood and impact. In the context of the Civil Contingencies Act 2004, the events in question are emergencies.

Risk Assessment

A structured and auditable process of identifying potential significant events, assessing their likelihood and impacts and then combining these to provide an overall assessment of risk to inform further decisions and actions

Risk Assessment for Strategic Planning (RASP)

The aim of RASP is to develop and demonstrate supporting methods for dealing with systems of flood defences. RASP is funded by the Environment Agency within the joint Agency / Defra Flood and Coastal Defence Research and Development Programme in Risk Evaluation and Understanding of Uncertainty.

Risk Management – anything done for the purpose of analysing, assessing and reducing a risk

Risk Management Authority – A Welsh risk management authority is defined in Section 6 of the Flood and Water Management Act 2010 as the Environment Agency (now Natural Resources Wales), a lead local flood authority, a district council for an area for which there is no unitary authority, an IDB for an internal drainage district that is wholly or mainly in Wales and a water company that exercises functions in relation to an area in Wales.

Risk Management Scheme(s)

See Flood Risk Management Scheme(s)

River flooding –

River or fluvial flooding occurs when water levels in a river channel overwhelms the capacity of the channel.

River Basin Management

Maintaining a balance between human activities and demands and ecological and hydrological status within river basin catchments. River Basin Management requires an understanding of all the elements of catchment management and the legislation that drives them such as the EU Water Framework and Habitats Directives.

River Basin Management Plan

Part of the Water Framework Directive and implemented in 2009. They describe the unique characteristics of each river basin, and the pressures it faces from pollution and over-use. The Environment Agency has developed a programme of measures, which sets out the WFD directives for each river basin.

River Habitat Survey (RHS)

RHSs offer a semi-objective method of assessing the physical character and quality of river habitats. The system uses standard field survey methods with full accreditation controls, a computer database for rapid analysis and includes outputs for expressing habitat quality and artificial channel modification. However, the approach was developed and tested within fluvial sections of rivers, without a clear definition of the point downstream at which the morphological characteristics and processes influencing habitat and the ecophysiological conditions are modified

by tidal flows. For further information consult the Environment Agency's website: www.environment-agency.gov.uk/gui/dataset3/3leg.htm

Riverine

Relating to a watercourse (river or stream) and its floodplain.

River Quality Objective (RQO)

A classification system developed to monitor the Environment Agency's duty to achieve specific water quality standards set by the Secretary of State. Currently, RQOs are classified using a River Ecosystem (RE) Classification, which is based on a set of chemical water quality parameters defined within the EC Freshwater Fish Directive (78/659/EEC). RQOs have no specific legal basis.

Run-off

That part of rainfall which finds its way into streams, rivers etc and flows eventually to the sea

— S —

Salmon Action Plan (SAP)

Local plan for the management of salmon, prepared by Natural Resources Wales.

Scenario

A possible future situation, which can influence either catchment flood processes or flood responses. Scenarios will usually comprise combinations of the following: urban development (both in the catchment and river corridor); change in land use and land management practice (including future environmental designations); or climate change.

Scheduled Monuments, Scheduled Ancient Monuments (SM)

To protect archaeological sites for future generations, the most significant of them may be "scheduled". Scheduling is the process through which nationally important sites and monuments are given legal protection by being placed on a list, or 'schedule'. English Heritage identifies sites in England, which should be placed on the schedule by the Secretary of State for Culture, Media and Sport. CADW identify and designate sites in Wales. The current legislation, the Ancient Monuments and Archaeological Areas Act 1979, supports a formal system of Scheduled Monument Consent for any work affecting a designated monument.

Scoping Report

Report that will gather information on catchment characteristics and flood risk. It will test how sensitive the CFMP area is to future changes in climate and land use and develop draft catchment objectives.

Section 105

The Section of the Water Resources Act under which Flood Plain Mapping is carried out. Level A was the initial Section 105 modelling, whilst level B modelling has been undertaken to look at key areas in more detail.

Sedimentation

The process of depositing sediment.

Sewer

An artificial conduit, usually underground, for carrying off sewage (a foul sewer) or rainwater (a storm sewer) or both (a combined sewer).

Sewer Flooding

Sewer flooding happens when the sewer is full and overflows occur outside of the building at manholes or drains in gardens (known as external flooding), or even inside of the building from toilets and drains (called internal flooding).

Shoreline Management Plans (SMPs)

These are a large-scale assessment of the risks associated with coastal processes and helps reduce these risks to people and the developed, historic and natural environments. These are prepared by the Environment Agency or maritime local authorities, individually or as part of coastal defence groups.

Single Payment Scheme (SPS)

An agri-environment scheme that came into force in January 2005 and replaced most of the individual Common Agricultural Policy (CAP) subsidy payments previously made to farmers. Farmers claiming the SPS must be actively farming and/or maintaining the land in Good Agricultural and Environmental Condition.

Site of National Conservation Interest (SNCI)

SNCIs are designated at a local level through inclusion within local or unitary development plans for their regional or local conservation interest. They are usually adopted by Local Authorities for planning but have no statutory protection.

Site of Special Scientific Interest (SSSI)

Sites notified under the Wildlife and Countryside Act 1981 (as amended by the Countryside and Rights of Way (CROW) Act 2000) for their flora, fauna, geological or physiographical features. Notification of a SSSI includes a list of activities that may be harmful to the special interest of the site. Section 28 of the Wildlife and Countryside Act 1981 (provisions relating to SSSIs) has been replaced by a new Section 28 in Schedule 9 of the CROW Act. The new Section 28 provides significantly improved protection for SSSIs. All SACs, SPAs and Ramsar sites are designated as SSSIs. For further information, refer to CCW's website: <http://www.ccw.gov.uk/>

Social Flood Vulnerability Index

Recognising that flooding can have different impacts on different groups of people, the social flood vulnerability index takes data from population statistics such as age, health disability, parental status, and financial deprivation to provide an index that can be mapped against flood probability. This can be used at the large scale planning stage to show where there may particularly vulnerable areas or communities.

Special Area for Conservation (SAC), Candidate Special Area for Conservation (cSAC)

An internationally important site for habitats and/or species, designated as required under the European Community 'Habitats Directive' (92/43/EEC). SACs are protected for their internationally important habitat and non-bird species. A cSAC is a candidate site, but is afforded the same status as if it were confirmed. SACs and cSACs also receive SSSI designation under The Countryside and Rights of Way (CRoW) Act (2000) and The Wildlife and Countryside Act (1981) (as amended). For further details refer to the Joint Nature Conservation Committee website: http://www.jncc.gov.uk/ProtectedSites/SACselection/UK_SAC_map.htm

Special Protection Area (SPA), Proposed Special Protection Area (pSPA)

A site of international importance for birds, designated as required by the EC Birds Directive. A pSPA is a proposed site, but has the same status as a confirmed site. SPAs are designated for their international importance as breeding, feeding and roosting habitat for bird species. The Government has to consider the conservation of SPAs in all its planning decisions. SPAs receive SSSI designation under The Countryside and Rights of Way (CRoW) Act 2000 and The Wildlife and Countryside Act 1981 (as amended). For further details refer to the European Commission: website: http://europa.eu.int/comm/environment/nature/spa/intro_en.pdf and The Joint Nature Conservation Committee website at: <http://www.jncc.gov.uk/ukspa/sites/spalistA-C.htm>

Squeeze

In relation to coastal squeeze, is the term used to describe what happens to coastal habitats that are trapped between a fixed landward boundary, such as a sea wall and rising sea levels and/or increased storminess. The habitat is effectively 'squeezed' between the two forces and can diminish in quantity and or quality.

Standard of Protection (SoP)

The standard of flood defence afforded to a location or community, expressed as the chance of a flood event causing flooding to an area or overtopping of defences. A SoP of 0.1% (1 in 100 chance of occurrence in any given year) means that the location will not flood until this or greater events occur.

Standard Percentage Run-off

Dimensionless variable (range 0 to 100 %) that represents the percentage of rainfall that causes the short-term increase in flow at the catchment outlet seen after a storm event.

Steering Group

The Steering Group oversees the production of the CFMP and is made up of our staff together with staff from other operating authorities or major interested groups, where appropriate.

Strategic Environmental Assessment (SEA)

A legal requirement in the UK for certain plans and programmes stipulated by the SEA Directive (2001/42/EC), to undergo Strategic Environmental Assessment (SEA). The SEA Directive is implemented in Wales by the Environmental Assessment of Plans and Programmes (Wales) Regulations 2004 (SI 2004No. 1656, W170). The purpose of SEA is to provide for a high level of protection of the environment, to ensure the integration of environmental considerations into the preparation and adoption of plans and programmes, and to contribute to the promotion of sustainable development and environmental protection.

Strategic Flood Consequence Assessment (SFCA) – Wales only

A broad scale assessment of flood risk carried out by a Local Authority to support and inform the production of Local Development Plans.

Sub Catchment

Either a smaller catchment within a larger one (i.e. the area drained by a tributary of the main catchment), or an area of the catchment identified for the purpose of improving the CFMP process.

Surface Water Flooding

In the urban context, usually means that surface water runoff rates exceed the capacity of drainage systems to remove it. In the rural context, it is where surface water runoff floods something or someone.

Surface water runoff

This occurs when the rate of rainfall exceeds the rate that water can infiltrate the ground or soil.

Sustainability

A concept, which deals with man's effect on the environment through development. Sustainable development is 'development which meets the needs of the present without compromising the ability of future generations to meet their own needs' (Bruntland, 1987). In the case of flood risk, sustainability is about how much flood risk management options avoid tying future generations into inflexible or expensive options for flood defence. This usually includes considering other defences and likely developments as well as processes within a catchment. It should also take account of, for example, the long-term demands for non-renewable materials.

Sustainability Appraisal (SA)

Sustainability Appraisal (SA) is a form of assessment that is broader in scope than SEA. It extends to considering the social and economic, as well as the environmental, effects of a strategy or plan, and evaluates these in relation to the aims of sustainable development. Under the Planning & Compulsory Purchase Act 2004.

Sustainable Drainage Systems (SuDS)

A sequence of management practices and control structures designed to minimise the impact of surface water on flood risk and the environment. Techniques include the use of porous materials and soak-away systems to increase the time taken for water to enter the river network.

Sustrans

A sustainable transport charity which works on practical projects to encourage people to walk, cycle and use public transport to reduce motor traffic and its adverse effects.

— T —

Technical Advice Note 15 (TAN 15): Development and Flood Risk

One of a series of Technical Advice Notes (TANs) issued by the Welsh Government to advise local planning authorities and developers. In conjunction with Planning Policy Wales it provides advice on development and flood risk as this relates to sustainability principles, and provides a framework within which risks from both river and coastal flooding, and from additional run-off from development in any location can be addressed. For further information, please refer to the Welsh Assembly Government's website: [Welsh Government | Technical Advice Note \(TAN\) 15: Development and Flood Risk \(2004\) ...](#)

Telemetry

The means by which a data signal is transferred to a remote control centre via the telephone network.

The Country Land and Business Association

With almost one hundred years experience, the Country Land and Business Association (CLA) is the premier organisation safeguarding the interests of those responsible for land, property and business throughout rural England and Wales. [Country Land & Business Association](#)

Topography

Physical features of a geographical area.

Transport Wales, Welsh Assembly Government

Transport Policy of the National Assembly for Wales. Responsible for maintenance and improvement of trunk roads and motorways in Wales. Administration of grants to local authorities and other bodies to fund a range of capital transport schemes and transport services.

— U —

UK Climate Change Impacts Programme (UKCIP)

UKIP02 developed future emissions scenarios to study climate change. It was updated in 2005, and is due for its next update in 2008. The programme is funded by the Department for Environment, Food and Rural Affairs (Defra) and modelled by the Hadley Centre for Climate Prediction and Research (part of the Met Office), and are a key component of UK national and regional climate impacts assessment.

Unitary Development Plans

These are statutory plans providing information used to decide planning applications for land use development. UDPs sit alongside Local Plans (produced by District Councils and Unitary Authorities) and Structure Plans (produced by County Councils and Metropolitan Councils). The Planning and Compulsory Purchase Act 2004 replaces all these documents with Local Development Frameworks, to include Local Development Plans, which are currently being completed by Local Authorities across Wales.

— W —

Wales Spatial Plan

The Wales Spatial Plan is a 20 year plan for the sustainable development of Wales. The plan goes further than traditional land use planning by providing a consistent basis for the spatial integration of all policy in Wales, including those Welsh Government policies that are not directly associated with the land use planning system.

Water company

A company which hold an appointment under Chapter 1 of Part 2 of the Water Industry Act 1991 or a licence under Chapter 1A of Part 2 of that Act. Dwr Cymru-Welsh Water operating area covers the majority of Wales

Water Courses

Water features include rivers, lakes, ponds, canals and coastal waters.

Water Framework Directive (WFD)

European Community Directive (2000/60/EC) on integrated river basin management. The WFD sets out environmental objectives for water status based on: ecological and chemical measures; common monitoring and assessment strategies; arrangements for river basin administration and planning; and a programme of measures to meet the objectives. For further details consult the European Commission website: <http://europa.eu.int>

Water Level Management Plan (WLMP)

A document setting out the needs for managing water levels in a defined flood plain area (usually a SSSI). The aim of this document is to achieve a balance between different needs for drainage.

Water Table

The natural level of underground water, used as a standard of measurement in the process of conserving water. Where the water table meets the ground surface springs, streams, rivers and lakes occur.

Welsh Local Government Association (WLGA) –

Represent the interests of Local Authorities in Wales. The three fire and rescue authorities, four police authorities and three national park authorities are associate members.

Welsh Government (WAG)

The Welsh Government (pre April 2011 known as the Welsh Assembly Government) is the devolved government for Wales. Led by the First Minister, it is responsible for many issues, including health, education, economic development, culture, the environment and transport. <http://new.wales.gov.uk/?lang=en>

Wildlife and Countryside Act 1981 (as amended)

The principle mechanism for the legislative protection for wildlife in Great Britain. This legislation is the means by which the EC Habitats Directive and EC Birds Directive are implemented in Britain.

Woodland for Wales

Woodlands for Wales sets out the National Assembly's strategy for trees and woodlands in Wales. It presents a Vision for forestry and woodland policy over the next 50 years and sets a direction for the way in which trees and woodlands will contribute to a sustainable future for the people of Wales. <http://www.forestry.gov.uk/forestry/INFD-5NLKT7>

World Heritage Sites

World Heritage Sites receive designation from the United Nations Educational, Scientific and Cultural Organisation (UNESCO). These sites must be protected or safeguarded but receive no additional statutory protection from such designation, although there is an assumption that they will already be of such importance to receive protection from their status alone, if not from existing statutory arrangements and laws (such as Heritage, Conservation, Environmental, Planning, etc. at national and local level). Planning authorities regard the status of World Heritage Sites as a material consideration in determining planning applications and applications for permission for development affecting listed buildings and their setting. For further details refer to the UNESCO website: <http://whc.unesco.org/toc/mainf13.htm>

Appendix G. List of abbreviations

— A —

AAD	Annual Average Damage
AEP	Annual Exceedence Probability
AGLV	Area of Great Landscape Value
ALC	Agricultural Land Classification
ALTBAR	Mean Catchment Altitude
AMAX	Annual Maximum
AMP	Asset Management Plan
AOD	Above Ordnance Datum
AONB	Area of Outstanding Natural Beauty
ASA	Archaeologically Sensitive Area
ASMP	Asset System Management Plan
AVM	Automated Voice Messaging

— B —

BAP	Biodiversity Action Plan
BFI	Base Flow Index
BGS	British Geological Survey

— C —

Cadw	Welsh word meaning 'to keep' – Historic monument service of the Welsh Government
CAMS	Catchment Abstraction Management Strategy
CAP	Common Agricultural Policy
CCW	Countryside Council for Wales
CEH	Centre for Ecology and Hydrology
CFMP	Catchment Flood Management Plan
CHaMP	Coastal Habitat Management Plan
CoMAH	Control of Major Accident Hazards
COWs	Critical Ordinary Watercourses
CroW	Countryside and Rights of Way
cSAC	Candidate Special Area of Conservation
CSF	Catchment Sensitive Farming

CWS County Wildlife Site

— D —

DAM Development Advice Map

DCWW Dwr Cymru Welsh Water

Defra Department for Environment, Food and Rural Affairs

DEM Digital Elevation Model

DETR Department for the Environment, Transport and the Regions

DF Debris Factor

DTLR Department for Transport, Local Government and the Regions

DTM Digital Terrain Model

— E —

EC European Commission

EFO Extreme Flood Outline

EH English Heritage

EIA Environmental Impact Assessment

ES Environmental Stewardship

ESA Environmentally Sensitive Area

EU European Union

— F —

FAP Fisheries Action Plan

FAS Flood Alleviation Scheme

FCA Flood Consequence Assessment

FCERM-AG Flood and coastal erosion risk management appraisal guidance

FCW Forestry Commission Wales

FDMS Flood Defence Management System

FDMS Flood Defence Management Strategy

FEH Flood Estimation Handbook

FFD Freshwater Fisheries Directive

FHRC Flood Hazard Research Centre

FIM Flood Incident Management

FRM Flood Risk Management

FRMP Flood Risk Management Plan

FRMW	Flood Risk Management Wales
FW	Flood Warning
FWA	Flood Warning Area
FWLOS	Flood Warning Levels of Service
FWMA	Flood and Water Management Act 2010

— G —

GAEC	Good Agricultural and Environmental Condition
GGAT	Glamorgan-Gwent Archaeological Trust
GIS	Geographical Information System
GQA	General Quality Assessment

— H —

ha	Hectares
HAP	Habitat Action Plan
HCA	Historic Character Area
HEP	Hydro-Electric Power
HER	Historic Environment Records
HLC	Historic Landscape Classification

— I —

ICOMOS	International Council on Monuments and Sites
IDB	Internal Drainage Board
IDD	Internal Drainage District
IFM	Indicative Flood Map
IoH	Institute of Hydrology
IPCC	Inter-Governmental Panel on Climate Change
ITE	Institute of Terrestrial Ecology

— J —

Jcn	Junction
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— K —

km²	Square Kilometres
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— L —

LaMIS	Land Management Information System
LBAP	Local Biodiversity Action Plans
LCA	Landscape Character Area
LCM2000	Land Cover Map 2000
LDF	Local Development Framework
LDP	Longest Drainage Path
LDP	Local Development Plan
LEAP	Local Environment Agency Plan
LFA	Less Favoured Area
LiDAR	Light Detection And Ranging
LLFA	Lead Local Flood Authority
LNR	Local Nature Reserve

— M —

m	Metres
MAFF	Ministry of Agriculture, Fisheries and Food
MAGIC	Multi-Agency Geographic Information for the Countryside
mAOD	Meters Above Ordnance Datum
MHWS	Mean High Water Spring
MIPs	Major Incident Plans
mm/yr	Millimetres per year
m³/s	Cubic metres per Second

— N —

NAW	National Assembly for Wales
NFCDD	National Flood and Coastal Defence Database
NFFS	National Flood Forecasting System
NFU	National Farmers Union
NGR	National Grid Reference
NMR	National Monument Record
NNR	National Nature Reserve
NRA	National Rivers Authority
NRFA	National River Flow Archive

NRW	Natural Resources Wales
NSFRM	National Strategic Flood Risk Management
NSRI	National Soil Resources Institute
NWA	National Water Archive

— O —

OFS	Organic Farming Scheme
OFWAT	The Office of Water Services
ODPM	Office of the Deputy Prime Minister
OS	Ordnance Survey

— P —

PAG	Project Appraisal Guidance
PAR	Project Appraisal Report
POT	Peaks Over Threshold
PPG	Planning Policy Guidance notes
PPG25	Planning Policy Guidance Note 25: Development and Flood Risk
PPS25	Planning Policy Statement 25: Development and Flood Risk
PPW	Planning Policy Wales
PSA	Public Service Agreement
pSPA	Proposed Special Protection Area

— Q —

Q_{MED}	Median Annual Maxima Flood
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— R —

RASP	Risk Assessment for Strategic Planning
RBMP	River Basin Management Plan
RBP	River Basin Plan
RE	River Environment
RHS	River Habitat Survey
RMA	Risk Management Authority
RPG	Regional Planning Guidance
RQO	River Quality Objective

RSPB	Royal Society for the Protection of Birds
RSS	Regional Spatial Strategy
RTNIP	Regional Telemetry Network Improvements Programme
RTP	Regional Transport Plan

— S —

SAAR	Standard Average Annual Rainfall
SAC	Special Area for Conservation
SAM	Scheduled Ancient Monument
SAP	Salmon Action Plan
SAP	Species Action Plan
SAR	Synthetic Aperture Radar
SC	Sub Catchment
SDA	Strategic Development Area
SEA	Strategic Environmental Assessment
SEWTA	South East Wales Transport Alliance
SFRA	Strategic Flood Risk Assessment
SFVI	Social Flood Vulnerability Index
SINC	Sites of Importance for Nature Conservation
SMP	Shoreline Management Plan
SMR	Sites and Monuments Record
SNCI	Site of Nature Conservation Interest
SNPA	Snowdonia National Park Authority
SoP	Standard of Protection
SPA	Special Protection Area
SPARQ	Spatial Pressures Analysis of River Quality
SPR	Standard Percentage Runoff
SPS	Single Payment Scheme
SPZ	Source Protection Zone
SSSI	Site of Special Scientific Interest
SuDS	Sustainable Drainage Systems
STW	Sewage Treatment Works

— T —

TAN	Technical Advice Notes
TAN15	Technical Advisory Note 15: Development and Flood Risk

ToR Terms of Reference

T_p Time to Peak

— U —

UDP Unitary Development Plan

UK United Kingdom

UKCIP UK Climate Impacts Programme

UNEP United Nations Environment Programme

UNESCO United Nations Educational, Scientific and Cultural Organisation

— W —

WAG/WG Welsh Assembly Government, now Welsh Government

WFD Water Framework Directive

WIMD Welsh Index of Multiple Deprivation

WLMP Water Level Management Plan

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**CYNGOR CAERDYDD
CARDIFF COUNCIL**

ENVIRONMENTAL SCRUTINY COMMITTEE

5 DECEMBER 2017

ROATH FLOOD SCHEME

Reason for the Report

1. To provide Members with the opportunity to review the progress of the development and implementation of the Roath Flood Scheme.

Background

2. Roath is a central suburb in Cardiff, through which runs Roath Brook. The Roath Brook burst its banks most recently during high river flows in 2007 and 2009 and during high tidal events in 2010 and 2012. An ariel image of the Roath Brook Area has been attached to this report as **Appendix 1**.
3. Many homes and businesses in the area are at risk of flooding. This is from high river flows, high tides or a combination of both. It is anticipated that the likelihood of flooding will only increase over time, as a rise in sea levels and more frequent and intense heavy rainfall are predicted because of climate change.
4. Welsh Government has made a commitment to provide funding for flood management schemes across Wales in order to minimise the risk and mitigate the impact of flood events. In light of the flood risk Natural Resources Wales is in the process of delivering a Flood Risk Management Scheme in the Roath area. Natural Resources Wales has already undertaken local works to increase the flood protection at the River Rhymney in January 2015.

Roath Flood Scheme – Concept & Design

5. The Roath Flood Scheme will increase the level of protection for the community up to a one in 75 year flood event (1.3 percent chance of flooding in any given year) from high river flows and one in 150 year flood event (0.6 percent chance of flooding in any given year) of extreme tidal flows. The scheme will reduce the flood risk to 360 homes and 45 businesses.
6. Natural Resources Wales plans to make improvements at several locations along the brook between Roath Brook Gardens and the River Rhymney at Newport Road (near to the Morrison's supermarket). The main areas for improvement are Roath Brook Gardens; Roath Mill Gardens; Waterloo Gardens and Railway Gardens (The Sandies). The areas identified for improvement are shown in **Appendix 2** of this report.
7. Natural Resources Wales is looking to build flood walls and embankments, but soften these hard features with urban landscaping. They will also widen the river channel in Roath Brook Gardens and enhance a number of bridges to increase the brook's flow capacity.

Tree Removal & Planting

8. To achieve the required flood protection and construct the new flood walls and embankments the removal of some trees along the banks of Roath Brook is required. Natural Resources Wales commissioned a survey of all the trees in the four gardens and identified the trees that needed to be removed, those that that needed to be protected and where additional tree planting was required.
9. Natural Resources Wales acknowledges the concern that the community has for the trees in the area and so has focused the design efforts to minimise these impacts, for example, by avoiding removing trees around the edge of the park boundaries.
10. The scheme will involve the removal of 149 trees across the four gardens and to compensate this Natural Resources Wales will replant 105 trees. From the 149 trees identified for removal 111 are categorised as low quality, decaying, dead, or young

trees and 38 are categorised as mature, good quality or high quality, and able to make a significant contribution for at least 20 years.

11. The current 'Arboricultural Impact Assessment' for the gardens provides further information and shows the locations of the trees to be removed. Natural Resources Wales has explained that it cannot save every tree within the gardens, but has tried to get the correct balance of protecting the conservation area and the heritage features of the park, whilst still being able to construct the scheme and meet the required standard of flood protection.

Community Tree Bank

12. Natural Resources Wales aims to ensure that the Roath Flood Scheme provides a positive contribution to the community. In line with this they are currently looking to plant additional trees, both in parkland throughout Cardiff and through working with a local school, offering tree saplings to school children for home planting. This allows them to increase the overall planting to offset those which are removed and cannot be re-established within the existing Roath parkland.

Public Art

13. As part of the Natural Resources Wales commitment to meeting the goals of the 'Well-being of Future Generations (Wales) Act', the integration of public art into Roath has been identified as one scheme which will support these goals. The aims of the public art commission to be installed in Roath Mill Gardens will be to:
 - Recognise and interpret Roath Mill Gardens' historic and environmental interest;
 - Contribute to a sense of identity for Roath Mill Gardens;
 - Promote an attractive, safe and well-connected community;
 - Advocate local culture and heritage through encouraging people to participate.
14. The artist Rubin Eynon has been working on a piece of art to be integrated into Roath Mill Gardens. The commission has been informed by community consultation via a drop-in session and Rubin Eynon's dedicated Facebook page. The chosen design is a bronze model of the old Roath Mill, as shown in **Appendix 3**. This will be approximately 50cm by 50cm wide on a 100cm high plinth, and will be located on a

widening of the footpath upstream of Waterloo Road bridge, near where Roath Mill was located. Local schools will be approached to involve them with development of the model. This art proposal has been developed in partnership with the Council, Natural Resources Wales, CADW and the local community.

Consultation

15. During the design and implementation of the Roath Flood Scheme Natural Resources Wales has undertaken consultation with local residents, businesses and stakeholders. They have used the feedback from the consultation exercise to shape the final design – this includes minimising tree removal and reduction in walls across the scheme. Public consultation activities undertaken to date include:
 - Door knocking and meetings to raise flood awareness and produce Community Flood Plan: from 2012 to 2014;
 - Public drop-in sessions: May 2014, October 2014, July 2015, January 2017;
 - Stand at Waterloo Gardens Fete: August 2014, July 2015, July 2016;
 - Walkover of site with local residents: September 2015;
 - Press adverts, site notices and consultation letters to properties that border the gardens;
 - Regular updates via newsletters, posters, the Roath Flood Scheme webpage and social media.

16. In July 2015 Natural Resources Wales revised its proposals for the fluvial section of the route between Roath Brook Gardens and Railway Gardens, as well as the tidal section downstream of Sainsbury's. The changes were put on display at a drop-in session at Roath Church House in July 2015. Approximately 150 people attended and were able to discuss the proposals with members of the Roath Flood Scheme Project Team, recording all comments on feedback forms. Natural Resources Wales also presented the proposals to the Design Commission for Wales in August 2015.

17. Since the consultation in July 2015 Natural Resources Wales has made a few small changes to the design. In Railway Gardens, rather than replacing the hedge along Newminster Road a grass verge and localised pockets of planting will be provided, and due to construction requirements an additional three trees will be removed from

the park. In Waterloo Gardens a timber and stone pergola will be installed on the new raised dais area adjacent to the footbridge, and additional planting will be undertaken within the park. In Roath Mill Gardens the design of the handrail has been changed from timber to metal, in keeping with the Victorian style railings in the area.

18. Natural Resources Wales held a drop-in sessions on 11 January 2017 for the public to meet the contractor and to discuss queries relating to the works. This was later followed by a further drop in session on 6 April 2017 for people to discuss queries relating to the ongoing works, this included the use of 'Before' and 'After' images which are shown in **Appendix 4**.

Construction, Disruption & Local Businesses

19. A project of this scale is bound to have an impact on day-to-day activities in the local area whilst it is being delivered. With this in mind Natural Resources Wales has made a number of pledges to the local community around how the scheme will be delivered, these include:
- Doing everything that they can to minimise disruption to local residents and businesses while undertaking the improvements. Further to this, they appreciate the support and cooperation of the local community;
 - Informing people of activities taking place during the construction phase, these include tree clearance prior to construction and the actual construction programme;
 - Keeping people informed of any planned road and garden closures or diversions as early as possible, for example, by using the webpage and social media - Twitter: @natreswales, Facebook: NatResWales;
 - To deal with any queries or complaints properly through the appropriate channels. They have been informed that members of the workforce have been subjected to rude and abusive treatment by a minority of members of the public and urge the community to please respect them whilst they undertake the work.

20. Natural Resources Wales has also stressed that local businesses in the Waterloo Gardens area will remain open as usual during the construction of the scheme, these include the Waterloo Gardens Teahouse; Sands Hairdressing; the Post Office and the Lifestyle Express Waterloo Gardens Food Store.

Key Dates

21. The previous, current and future key dates relating to the design and implementation of the Roath Flood Scheme are:
- October 2015 - Submission of a planning application for the scheme;
 - April 2016 – Planning application for the scheme is accepted;
 - End 2016 – A contractor is appointed to deliver the scheme;
 - Early 2017- Construction of the scheme starts;
 - Summer 2018 – Construction of the scheme is due to end.

Recent Developments & Construction Updates

22. Since the Council accepted the planning application in April 2016 a number of key actions have taken place to help deliver this scheme, these include:
- **July 2016:** The discharge of the Planning Conditions, for example, providing details to the Council for all elements of the work including ecological and archaeological surveys and proposals for land remediation.
 - **September 2016:** They were working to appoint a contractor for the main works. Part of the requirement included a dedicated Community Officer to provide a point of contact for local residents throughout the construction works. They were also in the process of appointing a local public artist to provide an art installation in Roath Mill Gardens.
 - **November 2016:** A Welsh artist, Rubin Eynon, was appointed to create an art installation for the Roath scheme. The artist has worked on many community and park schemes and was going to discuss and share ideas with the local community to help shape the art. Cooke and Arkwright were appointed to

undertake surveys for properties nearest to the planned construction areas. They were planning to carry out a letter drop for any properties highlighted for survey.

- **December 2016:** Dawnus was appointed as the main contractor to carry out the flood scheme works on behalf of Natural Resources Wales. At this point they were preparing the relevant documentation prior to any site works which were due to start in early 2017. A public drop in session was being organised to meet with the contractor and public artist on 11 January 2017 between 3pm to 7pm at St Peter's Rugby Club to discuss the programme of works.
- **January 2017:** The drop in session took place on 11 January for the public to meet the contractor and raise any questions they had about the works. Approximately 100 people attended the event and received feedback on the scheme. At this point it was anticipated that the construction was due to start in mid-February, with closure of the parks advertised in advance. Traffic management plans were being discussed with the Council.
- **March 2017:** The contractor Dawnus was on site, having set-up a site compound in Railway Gardens and erected timber hoarding boards as a site boundary. They had almost completed tree and vegetation removal and pollarding in Waterloo Gardens, Railway Gardens and the downstream end of Roath Mill Gardens. They had also started the main construction works which included excavating for the flood walls and embankments in Railway Gardens. They anticipated that they would be piling the flood walls in Waterloo Gardens after the Easter period, and informed the public that this would be a disruptive process involving noise and vibration. They announced that they would be closing the footbridge from Newminster Road to Waterloo Gardens road from early April for approximately five months to replace it and construct the adjacent flood walls. They were looking to open this bridge as early as possible. It was explained that during this time pedestrian access across the Brook would be maintained at Waterloo Road bridge as an alternative route. They maintained a cabin in Waterloo Gardens for people to come and find out more information and speak with the Natural Resources Wales Community Officer. They were in the process of arranging a drop-in event on Thursday 6 April between 3pm until 7pm at St Peter's Rugby

Club. They had received feedback from the community regarding the pergola structure located on the raised dais area in Waterloo Gardens and were in the process of reviewing design options for this area.

- **May 2017:** They were continuing with the construction of the flood walls and embankments in Railway Gardens, and utility providers were undertaking services diversions in the vicinity of Waterloo Road Bridge, as well as in and around Waterloo Gardens. They were still reviewing design options for the raised dais area in Waterloo Gardens, following comments provided during the drop in session. They were planning to begin piling the flood walls in Waterloo Gardens in mid May, and explained that although measures were in place to reduce the impact on the surrounding area, the process would be disruptive with noise and vibration.

- **June 2017:** During June 2017 progress was made in the following two areas:
 - **Dais Area** - To maintain access through Waterloo Gardens they connected the pathways and new raised bridge across the new flood walls. In the south side of the park this required an elevated pathway and access ramps to the bridge. Landscape design extended this area to become a feature space, which was named the “Dais Area”. In response to public interest in the Dais Area, they presented four options at a scheme drop-in session on 6 April 2017 and received feedback from members of the public. After considering the feedback, and further consulting with key stakeholders and statutory authorities, they decided to proceed with a modification of Option 4 (the Dais with pergola).

 - **Piling works** - The new sheet pile flood wall was being constructed within the parks. The piles were installed using a tracked machine which loosened the ground prior to installing the metal sheet piles using a vibratory hammer. Loosening the soil in advance reduces the noise and vibration created. Natural Resources Wales were planning to monitor for noise and vibration during the piling to ensure they were not excessive and were within acceptable limits.

- **July 2017** – Natural Resources Wales closed the Waterloo Road Bridge to demolish it and build a new one as part of the scheme. They expect to reopen the road by February 2018. Diversion routes were signed along Marlborough Road / Pen-y-Lan Road and Newport Road / Colchester Avenue. A reduced 20mph speed limit had been put in place in the area and it was anticipated that some speed humps would be installed along Marlborough Road in the short term. Cardiff Bus diverted routes 1 and 2 along Blenheim Road. Pedestrian access across the brook was provided by a temporary footbridge next to the road bridge in Roath Mill Gardens. There were 2-way traffic lights to access Waterloo Gardens from Waterloo Road, however, Natural Resources Wales planned to remove these as quickly as possible.

- **29 August 2017** - Construction works for the Roath Flood Scheme were progressing throughout Railway Gardens (the Sandies), Waterloo Gardens, Waterloo Road Bridge and Roath Mill Gardens. At this point they had been progressing well and to schedule on the construction of the concrete / brick flood walls within Railway Gardens, and the works to replace Waterloo Road Bridge. A key part of these works is the installation of steel sheet piles to form the foundations for the new flood defences. These piling works had progressed slower than expected due to difficult ground conditions, however, they were hoping that all piling work would be completed in the next few months.

- **October 2017** – Natural Resources Wales announced that they had encountered difficulties installing the piles both sides of the Brook between Railway Gardens and Waterloo Gardens – this was due to the ground conditions that were causing delays. They had tried to mitigate this delay by using different equipment to install the piles, and undertaking further ground investigation to inform an update of the design. Works to replace Waterloo Road Bridge and the construction and cladding of the flood walls in Railway Gardens had been progressing to programme. At this time the forecast dates for piling works were anticipated to be:

 - **Railway Gardens** - South side of the brook, completed by the end of October.
North side of the brook, completed by the middle of October.

- **Waterloo Gardens** - South side of the brook (central area by old footbridge), to be completed by the end of October. North side of the brook, November and December 2017, to be completed by the middle of December.
- **Roath Mill Gardens** - South side of the brook, completed. North side of the brook, completed. Both sides, additional piles to tie into new bridge foundations – January. Completed by the end of October 2017.

Legal Implications

23. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct 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

24. 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. Note the contents of the attached report;
- ii. Consider whether they wish to pass on any comments following scrutiny of the item titled 'Roath Flood Scheme'.

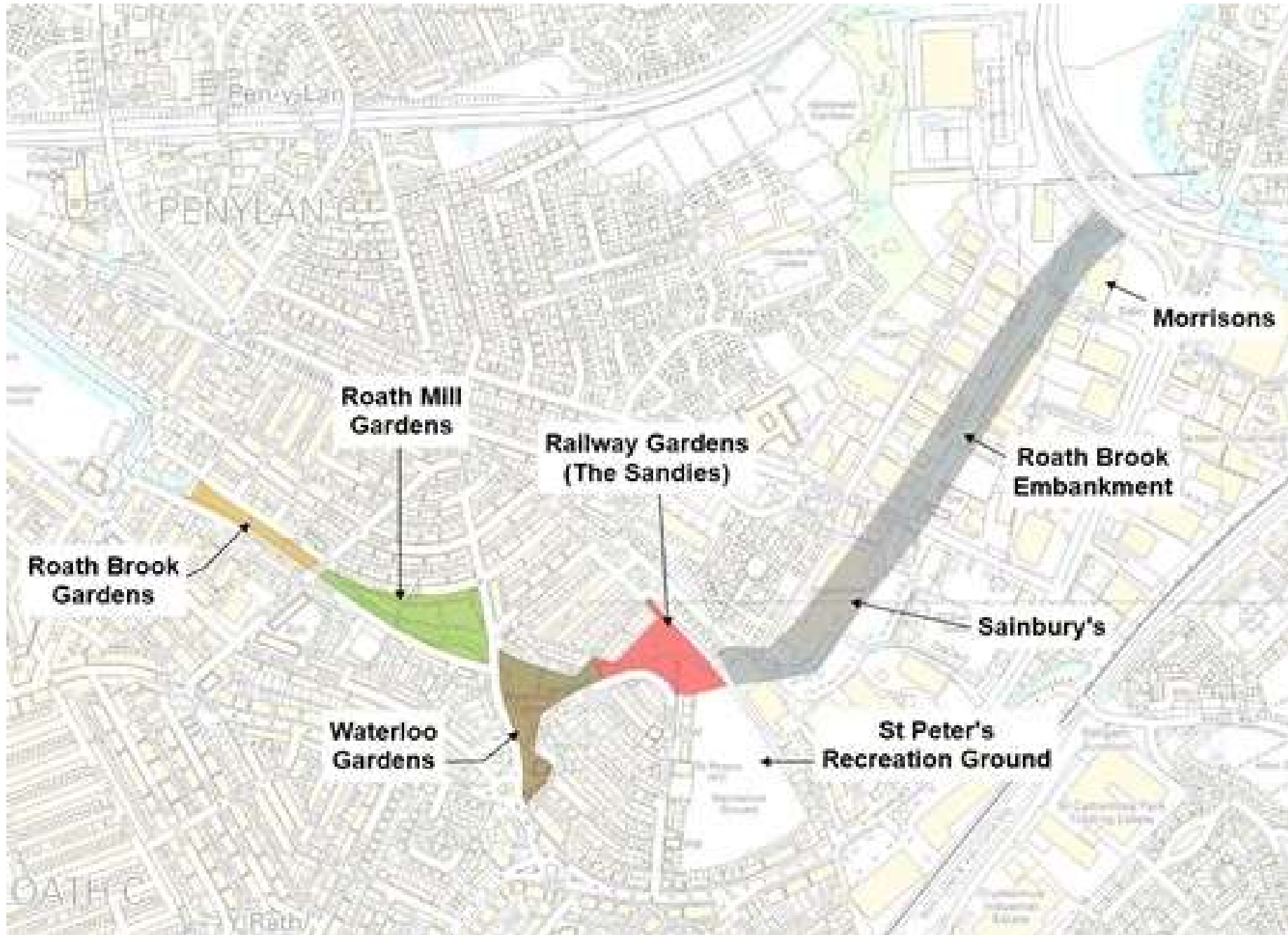
DAVINA FIORE

Director of Governance & Legal Services

29 November 2017

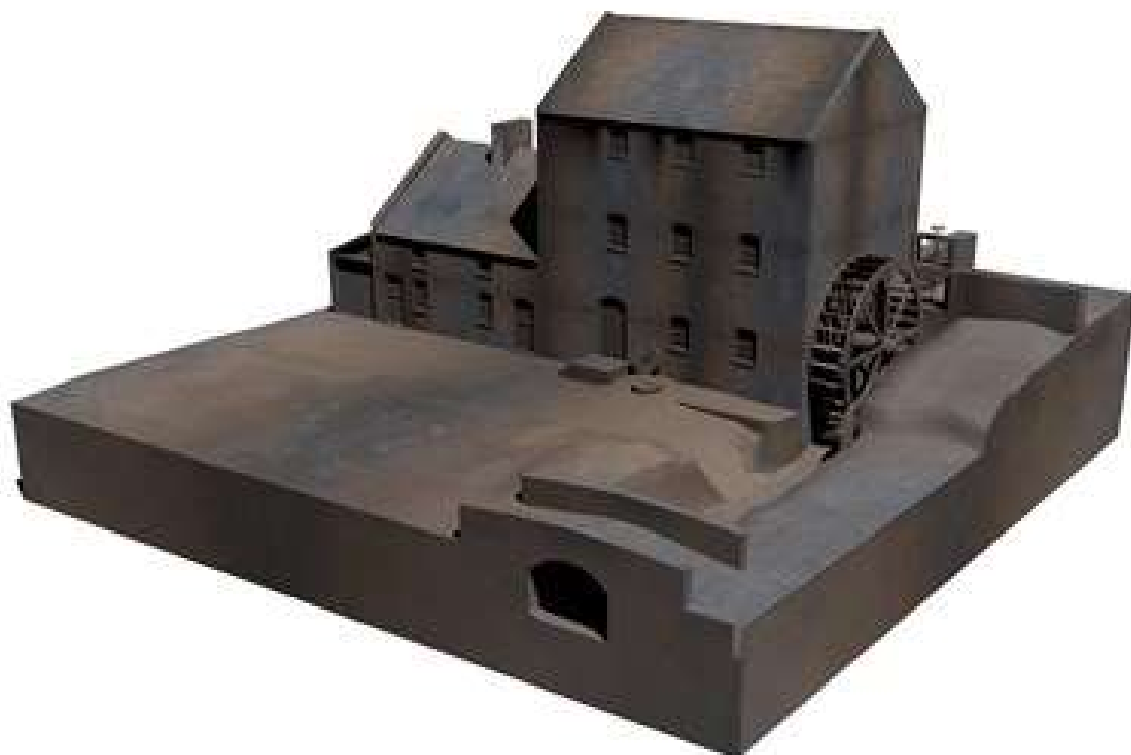
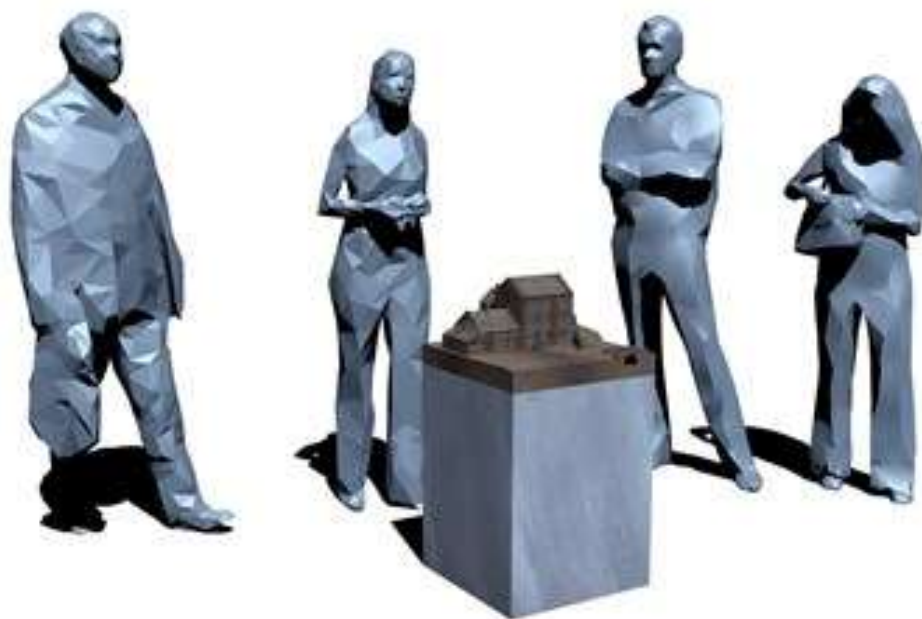
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Appendix 2 - Areas identified for improvement under the Roath Flood Scheme - Roath Brook Gardens; Roath Mill Gardens; Waterloo Gardens and Railway Gardens (The Sandies).



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Appendix 3 - The chosen design for the commissioned art work - a bronze model of the old Roath Mill. To be located at the widening of the footpath upstream of Waterloo Road bridge, near the former Roath Mill site

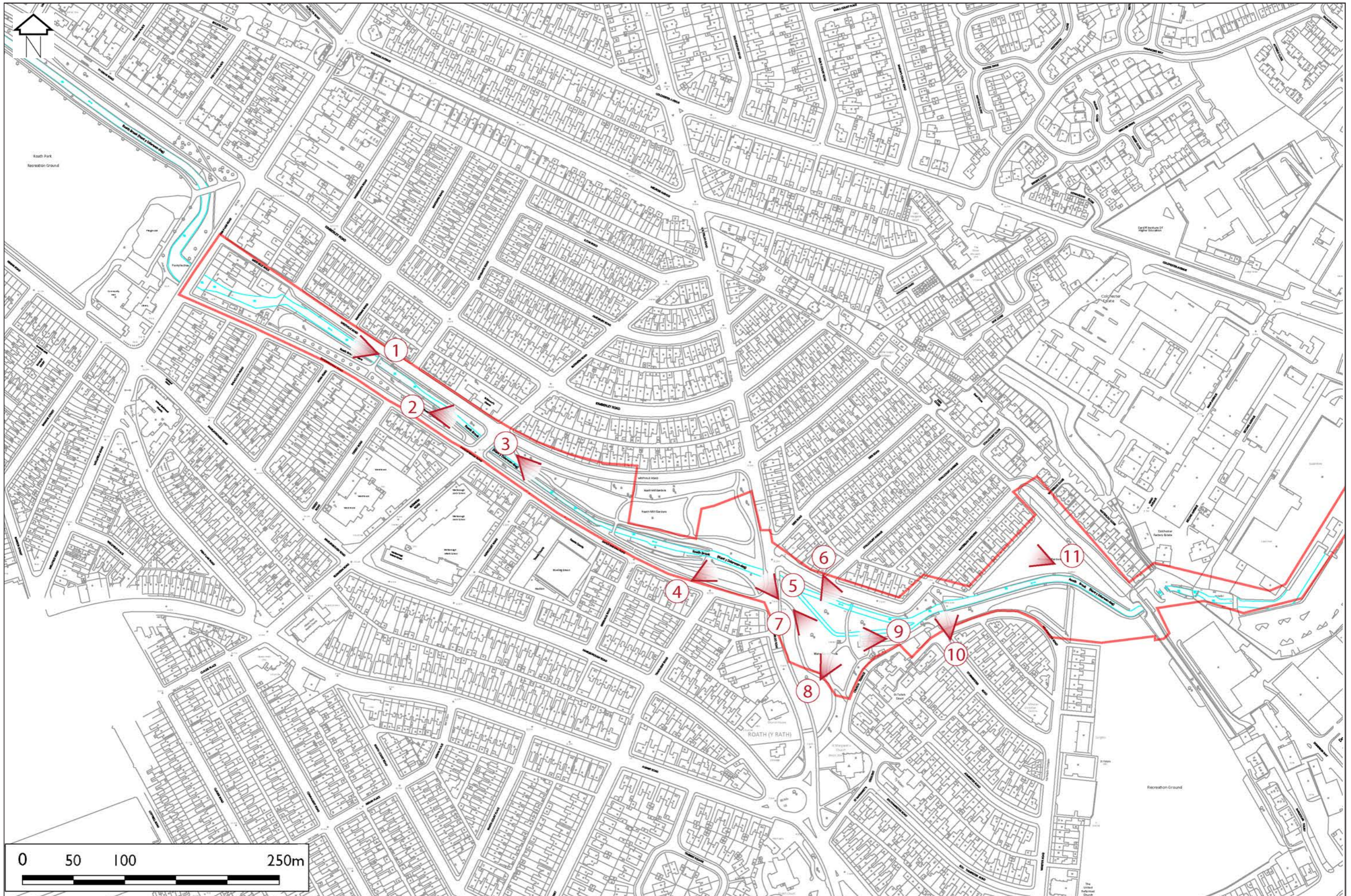


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Roath Flood Risk Management Scheme – Photomontages of Scheme





PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.36
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Location plan
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.37
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Existing view 1
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.38
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Proposed view 1
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.39
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Existing view 2
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.40
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Proposed view 2
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.41
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Existing view 3
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.42
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Proposed view 3
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.43
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Existing view 4
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.44
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Proposed view 4
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.45
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Existing view 5
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.46
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Proposed view 5
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.47
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Existing view 6
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.48
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Proposed view 6
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.49
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Existing view 7
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.50
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Proposed view 7
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.51
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Existing view 8
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.52
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Proposed view 8
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.53
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Existing view 9
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.54
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Proposed view 9
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.55
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Existing view 10
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.56
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Proposed view 10
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.57
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Existing view 11
ISSUE STATUS:	PRELIMINARY				



PROJECT NO:	I0727 RH	CLIENT:	NATURAL RESOURCES WALES	FIGURE NO:	9.58
DATE:	July 2015	PROJECT:	ROATH BROOK FLOOD RISK MANAGEMENT SCHEME	TITLE:	Proposed view II
ISSUE STATUS:	PRELIMINARY				

**CYNGOR CAERDYDD
CARDIFF COUNCIL**

ENVIRONMENTAL SCRUTINY COMMITTEE

5 DECEMBER 2017

**CITY OPERATIONS AND COMMERCIAL SERVICES – QUARTER 1 & 2
PERFORMANCE REPORTS 2017/18**

Reason for the Report

1. To present the performance reports relevant to the terms of reference of the Environmental Scrutiny Committee for Quarter 1 (April to June) and Quarter 2 (June to August) of 2017/18. To facilitate this performance reports for the City Operations Directorate, the Economic Development Directorate and the wider corporate overview are attached to this report as:
 - City Operations Directorate Performance Report – Quarter 1 2017/18 – attached to this report as **Appendix 1**;
 - City Operations Directorate Performance Report – Quarter 2 2017/18 – attached to this report as **Appendix 2**;
 - Economic Development Directorate Performance Report – Quarter 1 2017/18 – attached to this report as **Appendix 3**;
 - Economic Development Directorate Performance Report – Quarter 2 2017/18 – attached to this report as **Appendix 4**;
 - Corporate Overview Performance Report – Quarter 1 2017/18 – attached to this report as **Appendix 5**;
 - Corporate Overview Performance Report – Quarter 2 2017/18 – attached to this report as **Appendix 6**.

Background

2. The Environmental Scrutiny Committee has a role in reviewing the performance of Council services that fall within the Committee terms of reference. A copy of the terms of reference has been attached as **Appendix 7**. The Directorates that require regular scrutiny by the Committee are the City Operations Directorate and Economic Development Directorate.
3. Members have agreed to consider performance issues during the municipal year 2017/18. It has been agreed that this will involve looking at the sections of the Quarterly Performance Reports relevant to the terms of reference of the Committee twice a year.
4. The February 2016 'Wales Audit Office (WAO) Corporate Assessment Follow On Report' stressed the importance of the Council building on its capacity and mechanisms for internal challenge and self assessment.
5. In response to the 'WAO Corporate Assessment Follow On Report' the Council acknowledged that there is a need for more consistency around performance management and benchmarking. The Council is of the view that the framework and mechanisms for effective performance management and reporting have been in place for a while; however, there is scope for further improvement – particularly in terms of the scope for strengthening the relationship between the Central Performance Team and Service Directorates.
6. To drive further improvement the Council recruited a new Head of Performance & Partnerships in early 2016. After his appointment he was given the task of refreshing the Council's performance management approach and as a consequence of this work, the structure of the Quarterly performance reports have been altered from the format used pre 2015/16.

The Council's Strategic Planning Framework

7. The Council has recently launched the Capital Ambition which sets out the Administrations commitments for Cardiff. Capital Ambition aims to help Cardiff move forward based on the successes of the past whilst dealing with key future challenges

such as growth, inequality and sustainability. It outlines the Council's vision for Cardiff to become a leading city on the world stage. Capital Ambition is based on a five-year plan and features as the guiding document to drive performance management across all aspects of Council service delivery. Within the document each Cabinet member has outlined their key aims and ambitions for their term of office. The Capital Ambition focuses on four priorities, these are:

- 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.

8. The Council's performance management structure to deliver Capital Ambition is currently being developed. The priorities of Capital Ambition are being built into the Corporate Plan 2018-21 and follow the existing performance management structure which spans the City's overall performance (the Public Services Board Wellbeing Plan); Council performance via the Corporate Plan; Directorate performance via Directorate Delivery Plans; through to individual performance via Personal Reviews.

9. The performance management approach taken for 2017/18 is based on the Corporate Plan 2017-19 that was approved at Council on 23 February 2017. It set out four 'Priorities' and 13 'Well-being Objectives' for Cardiff. The four Priorities are listed as:

- Priority 1: Better education and skills for all;
- Priority 2: Supporting vulnerable people;
- Priority 3: An economy that benefits all citizens;
- Priority 4: Working together to transform services.

10. The quarterly performance reporting structure includes sections relevant to the City Operations Directorate and Economic Development Directorate on:

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

Performance Support Group

11. The Council's previous approach to performance management focused the use of performance information within the most strategic parts of the organisation, to ensure that these strategic audiences are considering strategic performance issues. It is also critical to ensure that underneath the strategic layer there are mechanisms in place, which allow for effective engagement and support of operational performance issues.
12. In parallel with developing a coherent cross-organisation approach to service planning (which will by default create a new body of consistent performance information) the Council has introduced the Performance Support Group. The Performance Support Group provides support to service performance and allows the Cabinet, scrutiny committees and the Senior Management Team to focus on strategic performance issues.
13. The primary roles of the Performance Support Group is to support specific areas of service improvement and investigate areas of performance that are highlighted by robust data analysis. It is hoped that this approach will provide the organisation with confidence that measures mandated by Welsh Government but not included in outcomes-focused scorecards are receiving due attention.
14. Each Directorate has a lead performance officer who along with the Corporate Performance Team, analyse and challenge work to help inform the Performance Support Group's agenda.

Improved Reporting Timelines

15. The Council refresh of performance arrangements has examined opportunities to increase the speed with which information flows through its performance-related processes. An essential part of moving the organisation away from monitoring performance and onto managing performance is providing information within a timescale that allows the use of data to influence decision making and prompt appropriate intervention.
16. The final reports for Cabinet and scrutiny committees contain confirmed information; however, the reports that are used by the Performance Support Group and Senior Management Team can contain draft performance information, provided it is flagged as such.

Publishing Performance Information on the Internet

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

Refresh the Council's Performance Management Strategy

19. In light of recommendations made by WAO's, the Framework element of the Performance Management Strategy has been updated to include guidance around timelines that support current processes. The most significant aspect of the refresh has been the embedding of it into the organisation's culture. Mostly, this has been achieved through changing practices as outlined above. However, ensuring that the Council's Performance Management Strategy is acknowledged, understood and

used will require the Corporate Performance Team to engage and work proactively with service managers and performance leads.

Issues – Quarters 1 & 2 Delivery and Performance Report 2017/18

20. The City Operations Directorate Quarter 1 & 2 Delivery & Performance Reports 2017/18 and the Economic Development Directorate Quarter 1 & 2 Delivery & Performance Reports 2017/18 are attached to this document as **Appendices 1, 2, 3 & 4**. The reports measure progress made in a number of areas including:

- Progress made against Performance Indicators;
- Progress made against Corporate Priorities and Directorate Priorities;
- Progress made against Key Challenges and Key Achievements.

21. The Corporate Overview reports (attached to this document as **Appendices 5 & 6**) provide a range of Council-wide performance information, which will help the Committee benchmark against the Council performance as a whole and other service areas. The documents include information on:

- Customer contact;
- Staff costs;
- Financial tracking information;
- Sickness absence levels;
- Personal Performance and Development Review compliance as at 30 September 2016.

City Operations Directorate – Performance Reports Quarters 1 & 2 2017/18

22. A number of key observations have been identified from the City Operations Directorate reports, these are:

- By the end of Quarters 1 and 2 the City Operations Directorate staff were forecast to take an average of 12.64 and 14.10 full time equivalent (FTE) sick days respectively for the 2017/18 year. The actual figure for Quarters 1 and 2 were 2.94 and 3.47 FTE sick days per employee respectively. The total FTE sick days per employee for 2016/17 was 12.92.

- At the end of Quarters 1 and 2 2017/18 the City Operations Directorate was anticipating to achieve approximately 92% and 93% respectively of its allocated savings requirement for the financial year 2017/18.
- At the end of Quarters 2 of 2017/18 the City Operations Directorate anticipated budget surplus of approximately £118,000 against its allocated budget for 2017/18.
- During Quarters 1 & 2 of 2017/18 the City Operations Directorate reported against 43 headline actions that supported six strategic directorate priorities. A traffic light measurement approach has been used to score the progress of each of the 43 headline actions - a red rating represents the highest risk of failing to meet the headline action, while a green rating represents the lowest risk of failing to meet the headline action. A summary of the results by risk rating for Quarters 1 & 2 of 2017/18 is set out below:
 - **Quarter 1 2017/18** – Red 0 (0%); Red / Amber 3 (7%); Amber / Green 10 (23%); Green 30 (70%).
 - **Quarter 2 2017/18** – Red 2 (4.6%); Red / Amber 3 (7%); Amber / Green 14 (32.4%); Green 24 (56%).

23. The Quarter 1 & 2 reports for the City Operations Directorate highlighted that the following Strategic Directorate Priorities had headline actions that were identified as 'Red' or 'Red/Amber', these are set out below:

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.

- **Strategic Directorate Priority 1 - City Region Metro – Red/Amber Quarters 1 & 2** - Discussions have taken place with Welsh Government on the City Region Metro. It has been identified that the priorities for Cardiff may not be deliverable in Phase 2 of the Metro. The report explains that the Council has limited influence

on the outcome of the Welsh Government procurement of the Wales and Borders Rail Franchise that will deliver the Metro.

- **Strategic Directorate Priority 1 - City Centre South & East - Improving access for active and sustainable modes into the city centre – Red/Amber Quarter 2** – The Quarter 2 report explains that the modelling on one section of this project is complete (South Link), the second area is subject to funding from Capital Bids (and so cannot go ahead until funds are realised). All future work will now depend on funding allocations. A bid has been submitted to Welsh Government for approximately £10 million to cover ‘transport implications’ in relation to the new transport interchange. There is a residual risk that the funding for on street highways works is not sufficient. The benefit generated by the schemes is estimated in the business case as approximately £200m.

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.

- **Strategic Directorate Priority 3 - Deliver phased programme of well-maintained highway asset and public realm – Quarter 1 – Red / Amber & Quarter 2 Red - Q1 Progress:** Total capital and revenue expenditure in recent years was - £7,014,920 in 2015/16; £5,652,957 in 2016/17 and is forecast to be £9,776,084 in 2017/18. Although capital investment is being supported through ‘invest to save’ this is short term and investment is not projecting to meet a steady state. Q2 Progress: No progress on parks asset transfer to asset management software, the restructure has had an impact on resource dedication. A capital funding bid has been submitted for Highways Asset Investment Strategy (HAIS) – indicative annual sums for HAIS related areas, i.e. carriageway & footway have increased £665,000 for 2018/19; however, the submitted pressure bid for 2018/19 includes the additional funding still required to achieve a ‘steady state’ in a series of ramped / incremental payment approach in value over the next 5 year period. Management of asset issues such as Roath Park Dam and Llandaff Weir are likely to apply additional budget pressures.

- **Strategic Directorate Priority 3 - 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 – Quarter 1 – Red / Amber - Q1 Progress:** “Report it APP” has progressed but has been placed on hold by the Senior Management Team. ICT has demonstrated the concept but no further work has progressed due to an ownership decision for the work. Keep Cardiff Tidy website reviewed and information partly enhanced.
- **Strategic Directorate Priority 3 – Digitalise service provision for processing work, scheduling and asset management across Neighbourhood Services by March 2018 – Quarter 2 – Red – Update:** LED (Light Emitting Diode) replacement street lighting is 75% complete and due to be completed during Quarter 3. Digitalisation of service utilising AMX (asset management software) is still under development.
- **Strategic Directorate Priority 3 – Digitalise “Request for Service” reporting for citizens and local members by March 2018 – Quarter 2 – Red / Amber –** Minor improvements on Council website information – need to review but only a limited resource available.

Economic Development Directorate – Performance Reports Quarters 1 & 2 2017/18

24. A number of key observations have been identified from the Economic Development Directorate report, these are:

- By the end of Quarters 1 and 2 the Economic Development Directorate staff were forecast to take an average of 13.8 and 14.63 full time equivalent (FTE) sick days respectively for the 2017/18 year (during the same period Commercial Services staff were forecast to take an average of 14.41 and 15.38 for Quarter 1 & 2 respectively). The actual overall Economic Development Directorate figures for Quarters 1 and 2 were 3.21 and 3.44 FTE sick days per employee respectively (during the same period Commercial Services staff took 3.35 and 3.64 FTE days

in Quarter 1 & 2 respectively). The total FTE sick days per employee for 2016/17 was 13.89.

- At the end of Quarters 1 and 2 2017/18 the Economic Development Directorate was anticipating to achieve approximately 90% and 94% respectively of its allocated savings requirement for the financial year 2017/18.
- At the end of Quarter 2 of 2017/18 the Economic Development Directorate anticipated an overspend of £1.347 million against its allocated budget for 2017/18.
- During Quarters 1 & 2 of 2017/18 the City Operations Directorate reported against 30 headline actions that supported six strategic directorate priorities. A traffic light measurement approach was used to score the progress of each of the 30 headline actions - a red rating represented the highest risk of failing to meet the headline action, while a green rating represented the lowest risk of failing to meet the headline action. Only 7 of the headline actions relate directly to the terms of reference of the Environmental Scrutiny Committee; these all fall under the delivery of the Waste Management Service. A summary of the results relevant to the Environmental Scrutiny Committee for Quarters 1 & 2 of 2017/18 are set out below:
 - Quarter 1 2017/18 – Red 0 (0%); Red / Amber 0 (0%); Amber / Green 2 (23%); Green 5 (70%).
 - Quarter 2 2017/18 – Red 0 (0%); Red / Amber 0 (0%); Amber / Green 3 (43%); Green 4 (57%).

25. The Quarter 1 & 2 reports for the Economic Development Directorate highlighted that none of the Strategic Directorate Priorities relating to the terms of reference of the Environmental Scrutiny Committee had headline actions that were identified as 'Red' or 'Red/Amber'.

Scope of the Scrutiny

26. This item will give Members the opportunity to consider the City Operations Directorate and Commercial & Collaborative Services performance relevant to the terms of reference of the Environmental Scrutiny Committee.

Way Forward

27. Councillor Michael Michael (Cabinet Member for Clean Streets, Recycling & Environment), Councillor Caro Wild (Cabinet Member for Strategic Planning & Transport) and officers from the City Operations Directorate and Economic Development Directorate have been invited to attend for this item. The Quarters 1 & 2 Delivery & Performance Reports 2017/18 will be addressed by Directorate.

Legal Implications

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

Financial Implications

29. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if

and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATION

The Committee is recommended to:

- i. Note the contents of the attached report;
- ii. Consider whether they wish to pass on any comments following scrutiny of the item titled 'City Operations Directorate & Commercial Services – Quarter 1 & 2 Performance Reports 2017/18'.

DAVINA FIORE

Director of Governance & Legal Services

29 November 2017

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)**





<p>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).</p>	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	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 Page 209	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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.

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QUARTER 2 2017-18 DIRECTORATE PERFORMANCE REPORT

Directorate: City Operations **Director: Andrew Gregory** **Number of Employees (FTE): 840** **Cabinet Members: Cllrs Bradbury, Wild & Michael**

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)

Measures	Q2 position against the Headline Actions in the DDP (7)			
	Red - 0	Red/Amber -2	Amber/Green - 4	Green - 1
All measures have an annual collection and reporting frequency Wellbeing objective 3.3 Page 211	i. <u>Work with developers, transport operators and businesses to deliver a new central transport interchange in Capital Square</u> (A/G) Bid submitted (approx. £10M) to Welsh Government for transport implications in relation to the new Central Transport Interchange			
	ii. <u>Develop a programme of phased improvements to strategic bus routes</u> (G) Tender delayed due to minor design issues, now completed. Funding bid prepared for future schemes. A4119 Cathedral Road Phase 2 scheme programmed for construction after Christmas. A48 bus lane will require significantly more funding than originally anticipated due to the scale of highway works required associated with road safety barriers. Alternative timescales and funding options are being considered.			
	iii. <u>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</u> (R/A) The tendering process has commenced. Currently awaiting submissions.			
	iv. <u>Adopt and deliver the Active Travel Integrated Network Map (INM) and the Cardiff Cycling Strategy and: develop and commence delivery of a prioritised programme of walking and cycling infrastructure schemes</u> (A/G) Final INM approved by Cabinet in Sept 2017, mapping being uploaded to Welsh Government website. On schedule for submission of approved INM to Welsh Government on 3rd November. Concept designs for East/West and North/South cycle superhighways progressing. Public consultation scheduled for early 2018. Further consultant support to be procured for public consultation and design of 1st phases to enable early delivery to commence in 2018/19			
	v. <u>Work with partners on developing a public, on street, cycle hire scheme with hire stations at key locations throughout the city</u> (A/G) Additional contact has been made with the identified operator, awaiting for additional information (mid October) after which options will be assessed			
	vi. <u>City Centre South and East – improving access for active and sustainable modes into the city centre</u> (R/A) The modelling on one section is complete (South Link), 2 nd area subject to funding from Capital Bids (cannot go ahead until funds are realised). All future work will now depend on funding allocations. Bid submitted (approx. £10M) to WELSH GOVERNMENT for transport imps in relation to the new Central Transport Interchange. There is a residual risk that the funding for on street highways works is not sufficient. Benefit of schemes is estimated at approximately £200m as identified in the business case			
	vii. <u>Deliver new 20 mph limit areas in Gabalfa and Grangetown, and install remedial measures identified in the Cathays Pilot area</u> (A/G) Riverside & Canton 20mph in progress, completion due before March 2018. Financial Pressure bid submitted for £320k in 2018/19 to deliver Gabalfa, Cathays and a proportion of Butetown.			

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)

Measures	Q2 position against the Headline Actions in the DDP (7)			
	Red - 0	Red/Amber - 0	Amber/Green - 1	Green - 6
All measures have an annual collection and reporting frequency Wellbeing objective 4.3	i. <u>Develop and deliver aligned spatial planning and transport development programmes for Cardiff Bay and City Centre</u> (G) The recent portfolio changes have been introduced following new administration. The Director of Economic Development will be taking this work forward in partnership with Director City Ops and other stakeholders			
	ii. <u>Ensure the delivery of design-led, sustainable master-planned developments through the Local Development Plan(LDP)</u> (G) LDP Annual Monitoring Report approved at Cabinet of 21 st September and will be submitted to Welsh Government before 31 October 2017. Presentations on Housing Delivery given to Informal Cabinet and Senior Management Team. Master planning approach continues to successfully secure high quality solutions on new developments			
	iii. <u>Submit LDP Annual Monitoring Report (AMR) to Welsh Government by 31st October 2017</u> (G) Preparation of Annual Monitoring Report completed and endorsed by Cabinet on 21 st September 2017. Welsh Translation underway in order to meet deadline for submission to Welsh Government by 31 st October 2017			
	iv. <u>Prepare new suite of Supplementary Planning Guidance (SPG) in accordance with preparation programme</u> (G) Consultation on third tranche of 7 SPG completed on 3 rd August 2017. Officers currently considering comments received and final drafts of the SPG’s due to be reported back to Cabinet and Council in November 2017. Consultation on fourth tranche of 2 SPG due to take place for six weeks in November 2017.			

- v. Review and update Cardiff Infrastructure Plan by March 2018 **G**
Review commenced and informed by statutory Annual Monitoring Report (AMR) to Local Development Plan and recent planning permissions for LDP Strategic Development Sites.
- vi. Undertake post-election Member Training for Planning Committee Members in particular and all Members in general **G**
Planning Committee Member Training successfully delivered. Follow-up training took place on 27th September focusing on Parking and Transport. Further training dates and themes to be programmed.
- vii. Install new data management system (Arcus) for the Development Management function **A/G**
Due to resource issues and platform developments within Arcus, the project are running at least 1 year behind the original anticipated implementation dates quoted. Original date for go live for Building Control was 1st April 2017, revised go live date is estimated as March 31st 2018. This will therefore delay the development and implementation for Planning, the revised date for go live for Planning will now be approximately October 2018. This is mitigated by the continued use of the existing system.

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

Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result	Q2 position against the Headline Actions in the DDP (10)	Red - 2	Red/Amber - 1	Amber/Green - 4	Green – 3
The percentage of reported fly tipping incidents cleared within 5 working days (PAM/011)		100.00%	90%	98.16%	97.6%	98.3%	<ul style="list-style-type: none"> i. <u>Deliver phased Coastal Risk Management Programme to manage the risks associated with current coastal flood protection conditions</u> G We are still awaiting agreement from Welsh Government, however a meeting is to be programmed by the end of October to agree the way forward based on the information available to date. ii. <u>Deliver phased programme of well-maintained highway asset and public realm</u> R No progress on parks Asset transfer to AMX (asset management software) – Restructure has had impact on resource dedication. Capital funding bid submitted for Highways Asset Investment Strategy (HAIS) - indicative annual sums for HAIS related areas i.e. Carriageway & Footway have increased in 18/19 by £665K, however, the submitted pressure bid for 2018/19 includes the additional funding still required to achieve a 'steady state' in a series of ramped/incremental payment approach in value over the next 5 year period. Management of asset issues ongoing with aspects like Roath Park Dam and Llandaff Weir likely to apply additional pressures. Part Harbour Information not progressed iii. <u>Deliver improvements in street cleansing, grounds maintenance, highway maintenance and enforcement through our Neighbourhood Services programme</u> G Environmental enforcement now undertaking highway licensing enforcement & compliance. "Startraq" procured to support digitalisation of environmental enforcement & licensing. iv. <u>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</u> A/G The Keep Cardiff Tidy Website is regularly updated with information regarding Blitz and volunteer activities in association with the Love Where You Live Campaign. Forum meeting with all volunteer groups has taken place. Key Projects now progressing with volunteer groups. "Report it APP" progressing but work required to tie in additional scheduling to AMX v. <u>Increase income by 5% compared to 2016/17 for Commercialisation</u> A/G There has been a significant increase in the uptake of licenses following a planned programme of education and enforcement. However, the Directorate still has considerable budget challenges in 17/18. All budget streams and commercialisation opportunity are being investigated to improve the position vi. <u>Digitalise service provision for processing work, scheduling and asset management across Neighbourhood Services by March 2018</u> R Update: LED (Light Emitting Diode) replacement street lighting is 75% complete due to be fully complete during Qtr3. Digitalisation of service utilising AMX continues to be developed. 				
The percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness (SC/001)		95.52%	90%	98.15%	92.81%	88.3%					

No progress on parks Asset transfer to AMX – Restructure has had impact on resource dedication. ICT advising on if hosting is beneficial. Partial scheduling of maintenance operations

- vii. Digitalise “Request for Service” reporting for citizens and local members by March 2018 (R/A)
Minor improvements on Council website information – need to review but limited resource
- viii. Progress towards a steady state investment programme for infrastructure assets in comparison to previous funding levels following Local Government Borrowing Initiative (LGBI) investment 14/15 (A/G)
All financial bids submitted and awaiting confirmation on approval.
Programme of LED traffic signal installation has commenced.
A detailed programme of installation is being developed in line with available budget.
Eleven sites have been identified under phase 1. These sites have been surveyed and we are awaiting options and prices from our Signal Maintenance contractor before we can place an order for the equipment. Please note that there is a delivery lead time of 8-12 weeks on equipment. Additionally we carried out the upgrade to LED signals at the junction of Park Place / St Andrews Place in August
- ix. Promote and support growth of “Keep Cardiff Tidy” and “Love Where You Live” initiative to have 25% growth of volunteer groups and activities compared to 2016/17 (G)
In addition to supporting multiple community litter picks, the Coordinator is working with Keep Wales Tidy to arrange activities in the areas of highest demand once a month. Further information on these events is on the website
Activity is now being monitored to support analysis of volunteering across the city. Cllr Jane Henshaw is supporting the work and championing the work with local members.
Monitoring of volunteer events and hours activity agreed across Cardiff taking place, this is to provide a baseline and in future a figure to measure improvement etc.
- x. Deliver a holistic training and skills plan for roles in Neighbourhood Services (N/S) and deliver a programme of training and development for roles by March 2018 (A/G)
A good number of frontline employees have signed up for the NVQ, and officers are continuing to promote the opportunity to staff. Training Matrix of skills within N/S not progressed this quarter, reprogrammed for later in year

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)

		Q2 position against the Headline Actions in the DDP (8)	Red - 0	Red/Amber - 0	Amber/Green - 2	Green - 6
Wellbeing objective 4.3	Measures					
	All measures have an annual collection and reporting frequency	i. <u>Develop Clean Air Strategy (A/G)</u> Cabinet now leading Clean Air Strategy and informal briefings taking place. An officers working group with member of Welsh Government is being established and has made progress on developing the Clean Air Strategy and work is focusing on finalising strategic measures that the Council needs to implement to try and improve air quality in Cardiff. The strategy will set out specific action plans to implement these measures and will develop a set of performance measurements to demonstrate the effectiveness of the strategy. In addition an additional Working Group which now includes members of the Cabinet and Senior Management has been established to help develop and steer the Strategy. An update report on the Strategy will be presented to this Working Group on the 2 nd November 2017				
		ii. <u>Develop Zero Carbon Renewal Fuels Strategy (G)</u> The strategy now integrated with Clean Air Work. Currently draft being finalised				
	iii. <u>Deliver Energy Retrofit programmes for Council’s operational estate and residential schemes across the city (A/G)</u> Pentwyn surveys completed (where residents engaged). Surveys to be submitted to Welsh Government start October to enable Welsh Government to decide which retrofit measures can be put forward for implementation grant funding. Welsh Government funding successfully applied for to undertake 250 whole house surveys for a potential energy efficiency retrofit scheme on British Iron & Steel Federation (BISF) steel framed housing in Llandaff North and Rumney. Re:Fit Project delayed due to local issues in recipient buildings - close date now scheduled for early November. Some reductions in scope resulting from Facilities Management’s emergency works etc., will be redistributed in Phase II					

- iv. Deliver affordable, renewable energy generation projects including solar schools and other opportunities across the Council's land and property assets **G**
Lamby Way Solar Energy Generation Farm business case is being finalised for consideration in capital programme. No further progress on schools solar energy generation due to vacant Energy Manager post (currently being advertising) & failure to progress proposed funding route via reserves, some solar energy generation schemes completed through Re:Fit programme
- v. Work with the National Procurement Service (NPS) and other partners to deliver improved processes for buying and selling energy **G**
Negotiations with OfGEM to ensure that existing F.I.T. (Feed In Tariff) rate will be secure through the change. Welsh Government & local partnerships now supporting the Council on the negotiations.
- vi. Report on the carbon impacts of energy projects, in line with international, national and local carbon reduction commitments **G**
Carbon Reduction Commitment submission successfully delivered by August 2017.
- vii. Produce an updated Affordable Warmth Strategy for Cardiff in collaboration with partners **G**
Strategy being drafted internally for consultation and input from Affordable Warmth Partners.
- viii. Maintain corporate registration to Green Dragon Level **G**
Environmental Statement for 2016-17 drafted. Site preparation for external audit underway.

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)

Measures	Q2 position against the Headline Actions in the DDP (6)			
	Red - 0	Red/Amber - 0	Amber/Green - 2	Green - 4
Page 2/4 Wellbeing objective 4.3 All measures have an annual collection and reporting frequency	<i>i. Deliver high quality and well maintained bay and water ways at Harbour Authority</i> G Boskalis Westminster carried out the first dredging campaign as part of the new five year contract, the dredging campaign started on July 17th & was completed on July 28th. All works were carried out to the required standard, within budget & to schedule.			
	<i>ii. Deliver an updated Parks and Green Spaces Strategy by March 2018 including maintaining and increasing Green Flag status at parks</i> G Green Flag status achieved for the Wetland Nature Reserve and all other Green Flags successfully maintained following judging			
	<i>iii. 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</i> G Currently looking at options for the future long term delivery of the service. Once agreed this will allow for further commercial development opportunities.			
	<i>iv. Deliver new burial space for the City of Cardiff</i> G Area subject to planning approval and additional works required to satisfy National Resources Wales. Planning application deferred until 2018. Pre application works ongoing with officers in planning and design.			
	<i>v. Parks Partnership Programme: Deliver the Parc Cefn Onn: into the garden and beyond' Heritage Lottery Funded access project</i> A/G Design and delivery work underway. 25% of match funding now secured Health walks programme started however is currently on hold as more volunteers being sought. Relevant training will be required			
	<i>vi. Parks Partnership Programme: Submit Cabinet reports for decisions for major parks projects</i> A/G Cabinet Report deferred. Cabinet Member/Director briefing required to refresh programme.			

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)

Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result	Q2 position against the Headline Actions in the DDP (5)			
							Red - 0	Red/Amber - 0	Amber/Green - 1	Green - 4
Visits/Attendances to Children's Play Schemes (Outreach Play Projects) (KPI 5a)		1,672	1,000	794	345	1,669	<i>i. Ensure Leisure Centres deliver high quality service according to contract</i> G Quarterly reporting and monitoring meetings in place between GLL and Cardiff Council. Mechanisms in place to reflect performance against contractual KPI's. Inaugural Project Liaison Board Meeting took place on 29th September. Capital Investment programme commenced in August at Llanishen and Maindy involving reconfiguration of internal			

Number of Disabled Children (Inclusion) involved in Play (KPI 5b)		3,083	4,500	3,169	2,800	10,981
Total Number of Children Engaged Aged 7 - 16 in Sport Cardiff Led Participatory Opportunities (PS012)	Awaiting Result		48,500	11,720	7,390	27,169
The number of individuals participating in Parks Outdoor Sport (PS003a)	Awaiting Result		165,000	36,018	63,278	174,326





fitness suites and refurbishment of the foyer and reception areas. Investment has commenced at Western Leisure Centre which include a refresh of reception area and a complete replacement of all gym equipment. Pentwyn investment programme to commence in Quarter 3

ii. 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 (A/G)
 Consultation regarding Rhymney Play Centre complete. Expressions of interest advertised and two potential organisations in the process of developing business plans. Completion of Adamsdown transfer is due by the end of 2017. Splott Community Association completed licence to operate shared use of play centre.

iii. Deliver and develop the Local Sport Plan in partnership with Sport Wales and through the Joint Venture with Cardiff Met University (G)
 Progress against the agreed Action Plan within the Local Sports Plan continues to be strong. The Neighbourhood Sports Boards are running successfully with engagement from all sectors to ensure resources are targeted effectively. Particular emphasis on targeting the hard to reach has meant a slight decline in participant's attendance but an overall more sustainable engagements and lifestyle changes in areas such as Women and Girls, BME, Children from areas of deprivation and Disability inclusion.

iv. Develop the Facilities Planning model for Sport and Leisure (G)
 Headlines were presented to Scrutiny and informally to the Cabinet Member. It has been agreed to progress a broader Sport Strategy for the City to include the intelligence gained through the Facilities Planning work.

v. Deliver a range of alternative delivery models for Outdoor Sport facilities (G)
 Headlines were presented to Scrutiny and informally to the Cabinet Member. It has been agreed to progress a broader Sport Strategy for the City to include the intelligence gained through the Facilities Planning work.

Area	Good news	Challenges / next steps
 CUSTOMERS	<ul style="list-style-type: none"> • New volunteer groups are supporting the 'Love Where You Live' and the groups had their first participation meeting 19 community members attended representing 12 different groups across Cardiff. In the period, working with Keep Wales Tidy there was 5,076 volunteer hours and 4,522 bags collected. • 3300 parking sensors implemented, new Pay & Display infrastructure and pay by phone / parking app in place – 6% using pay by phone / parking app, 52% using card payments (increase from 44%). • 20mph limit areas installed in Canton and north Riverside. • 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 to undertake health checks, highlight legislation of chips for dogs and offences with regards dog mess at Victoria Park (19th April), Roath Park (12th April) and Hailey Park (26th April) all were well received by members of the public. 	<ul style="list-style-type: none"> • Love Where You Live Litter Champion Launch in Grangetown Hub – Litter Champions and litter kit in first Hub. Love Where You Live (Cardiff) - Scouting and Guiding Badge launch. • Park Cardiff App linking sensor parking (vacant parking places) to customer will commence in October with launch in November. • 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 • Developing Travel Plans with Primary Schools
 FINANCIAL	<ul style="list-style-type: none"> • 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) • Protocol for Planning Performance Agreements (PPAs) approved • Increased income generation in plant production nursery through supply to Business Improvement Districts 	<ul style="list-style-type: none"> • 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) • 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
 INTERNAL PROCESSES	<ul style="list-style-type: none"> • Highway licensing process improvements have been completed and enforcement is now being undertaken by Neighbourhood Services Enforcement as well as highways officers. • 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 	<ul style="list-style-type: none"> • StarTraqwill deliver digital highway licensing by December for A-Boards, table and chairs, scaffolding, hoarding and containers on the highway. • 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 Building Control • Participation in All-Wales benchmarking project (Planning Advisory Service) • Maintain and increase Green Flag status for Cardiff's parks and Green Spaces
 EMPLOYEE & WORKFORCE	<ul style="list-style-type: none"> • Very significantly improved reported outcomes from employee survey process • 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 	<ul style="list-style-type: none"> • 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 – team objectives developed • Continue to drive down sickness levels • Create further opportunities for apprenticeships and trainees

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	<p>Summary of position against headline actions: City Deal:</p> <ul style="list-style-type: none"> 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. <p>Business Improvement District (BID):</p> <ul style="list-style-type: none"> The Head of Economic Development has been nominated to sit on the BID board. Collaborative work underway with BID includes: <ul style="list-style-type: none"> 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 <p>Cardiff Commitment:</p> <ul style="list-style-type: none"> 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	<p>Summary of position against headline actions: Tourism:</p> <p>The UEFA Champions League event was successfully delivered. A series of multi-agency operational de-briefs are now taking place.</p> <ul style="list-style-type: none"> Considerable progress has been made in moving forward the proposed plans for the creation of the 'Black Tower Tales' at Cardiff Castle. <p>Events Programme:</p> <ul style="list-style-type: none"> 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. <p>Modernising the arts venues:</p> <ul style="list-style-type: none"> 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:				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
	Central Square Regeneration: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> A major new regeneration plan will be brought forward for the Brains site in the next quarter. Dumballs Road <ul style="list-style-type: none"> Full land assembly nearing completion. Work to commence on a masterplan for the whole site in the next quarter. Arena: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> A new masterplan is being developed with the developer to be completed in the next quarter. 				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:				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
	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 and Collaboration gross income target achieved (£) (CP)	New income achieved (gross)		£459,000	n/a	n/a	n/a
Commercial Growth: <ul style="list-style-type: none"> Operational cost models developed for building maintenance and cleaning services. The development of a Marketing Plan has commenced in Fleet Services. Alternative Energy: <ul style="list-style-type: none"> Recycling Waste Management has commenced the roll out of two electric vans for supervisors. New Technology: <ul style="list-style-type: none"> 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. 				% 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:				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
	<ul style="list-style-type: none"> 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 windows. 				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

<ul style="list-style-type: none"> 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
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Wellbeing objective 4.3	Summary of position against headline actions: <ul style="list-style-type: none"> 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 Promoter 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.

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QUARTER 2 2017-18 DIRECTORATE PERFORMANCE REPORT

Directorate: Economic Development

Director: Neil Hanratty

Number of Employees (FTE): 940

Cabinet Member: Cllrs Goodway, Michael, Weaver

Strategic Directorate Priority 1 – Attract more and better jobs

Measures	Supporting Information	Q2 2017-18 Result	Year End 2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (7)	Red - 0	Red/Amber -1	Amber/Green - 0	Green - 6
New and safeguarded jobs in businesses supported by the Council, financially or otherwise	'SENTA' CRM database	3,861	500	229	214	1,290	<p>(1) Jobs Growth / Inward Investment (CP): (Green)</p> <ul style="list-style-type: none"> During quarter 2 the team have supported businesses to secure 327 new jobs and safeguarded 3,534 jobs in the city. This boost in figures is mainly due to the HMRC new regional hub in Central Square. <p>(2) City Deal (CP): (Red/ Amber)</p> <ul style="list-style-type: none"> Business Plan – A business plan is being drafted by the Regional Programme Management Office. This plan will need to be approved by all ten participating Councils in order for the local government contributions to be unlocked and for City Deal funding to be released. <p>(3) Creative Industries Sector (CP): (Green)</p> <ul style="list-style-type: none"> Digital Quarter – Expressions of interest have been received to develop and improve the digital infrastructure at the Digital Quarter based on the High Street, Cardiff. Tram Shed 2 – Planning application submitted. Bafta Cymru Awards – secured sponsorship for the event which will be streamed to the USA. Chapter – Proposals to expand the property are currently being discussed with the Council. <p>(4) Business Improvement District (CP): (Green)</p> <ul style="list-style-type: none"> The BID Board has agreed to allocate funding to support the Night time Economy and are considering a proposal to take responsibility for the taxi marshal service. Funding has been agreed for additional street cleaning and horticultural street scene. The BID have also agreed participate in the work to address the growing issue of homelessness in the city. <p>(5) International Strategy (CP): (Green)</p> <ul style="list-style-type: none"> A Green Paper on the future economic vision will be released at the end of October. <p>(6) Creative Cardiff Initiative (CP): (Green)</p> <ul style="list-style-type: none"> The Arts and Humanities Research Council's (AHRC) recently launched the Creative Industries Clusters Programme, a major new project designed to create a step-change in collaboration between the country's internationally-renowned creative industries and universities across the UK. AHRC has secured £80m from UK Government to help promote economic growth and provide the skills needed for the jobs of the future. The programme, which starts in 2018, will find innovative ways to identify opportunities for new investments in <i>Creative SME's</i>, enhancing services at an early stage and get them on the road to success. Cardiff Council will work with Cardiff University and partners on preparing a bid to secure a minimum £8m investment for a <i>Cardiff Creative Cluster</i>. Cardiff Council will align the 'Cardiff Cultural Partnership' with the Arts Council of Wales 'Creative Learning in schools programme', linking this up with wider cultural developments in the city, with the aim of leading on skilling up a creative workforce in Cardiff. The Council will work with partners and global leading specialists 'Sound Diplomacy' to develop a music strategy for Cardiff with a special focus on Womanby Street, working with Welsh Government to designate it as an area of cultural significance. <p>(7) Work with partners to deliver the Cardiff Commitment: (Green)</p> <ul style="list-style-type: none"> The Council has engaged with over 140 employers and 74 have committed to the initiative so far. Since June the team have attended 8 employer events including the Open Your Eyes week where 27 employers provided mentoring on emerging jobs in the area. 6 employer engagement events are planned for Q3. The team will continue to work with City Region partners to expand the Cardiff Commitment. 				
The amount of 'Grade A' office space committed to in Cardiff (sq. ft.) (cumulative)	Counted from start of construction	96,000 (cumulative)	150,000	161,118	96,000	317,732					
Gross Value Added per capita compared to UK average)	Cardiff & Vale of Glamorgan compared to UK	Annual	Above Welsh Average	Annual	Annual	89.9% (result for 2015)					
Unemployment (compared to Welsh average)	Cardiff compared to Wales	Annual	Above Welsh Average	Annual	Annual	4.8% (result for Jan-Dec 2016)					

Wellbeing objective 3.1

2021

Strategic Directorate Priority 2 – Attract more visitors that stay longer

Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (6)	Red - 0	Red/Amber - 0	Amber/Green – 1	Green – 5
		Increase number of staying visitors	Results published by STEAM for the calendar year	Annual	+2%	Annual	Annual	+1.1% 2,025,000	<p>(1) Tourism Strategy (CP): (Green)</p> <ul style="list-style-type: none"> Strategy - The Cardiff Tourism Strategy & Action Plan 2015-2020 is currently being refreshed and is expected in quarter 3. Marketing – The team has secured a number of high profile business events from the Corporate, Agency and Association sector, including; the Political Studies Association International conference at City Hall, UKInbound for 240 travel industry delegates and Soroptimist International Great Britain and Ireland at WMC. In addition, the team continues to provide marketing support to major event holders, promoting Cardiff as the host destination of various events. Visit and Meet Web platforms – InvestinCardiff.com platform is currently being updated. Network Memberships - 150 Visit Cardiff Network Members who all pay a fee to be featured in and included in the various destination Cardiff marketing campaigns and activity via traditional, digital and social media effort. <p>(2) Deliver the Capital’s key event commitments: (Green)</p> <ul style="list-style-type: none"> Following consultation with cultural community the decision was taken not to submit a European Capital of Culture Bid. Alternative opportunities that better serve the wider Cardiff – City Region agenda are being considered. In the second quarter over 14 key events have been successfully delivered and/or facilitated. These included Tafwyl, Velothon, International Food & Drink Festival, Speedway, Cardiff Bay Beach, HSBC Bike Ride, Extreme Sailing Series, Harbour Festival, Cardiff Pride Big Weekend, Kidney Wales 10k, Commonwealth Games Queens Baton Relay, OVO Tour of Britain, Snowdogs and Inside Out Festival. Work continues on the preparation for the delivery of the Volvo Ocean Race and Eisteddfod 2018. Working with our multi-agency partners, consideration is currently being given to Cardiff’s opportunity to become one of the host cities for the UEFA European Championships in 2020 with a decision scheduled for December. Work is progressing on the development of a signature event for Cardiff in consultation with cultural, arts and creative sectors. <p>(3) Champions League Event: (Green)</p> <ul style="list-style-type: none"> Event successfully delivered in Q1. <p>(4) New tourism attraction at Cardiff Castle: (Amber/Green)</p> <ul style="list-style-type: none"> Black Tower Tales and a new Dr Who attraction – two new visitor attractions are being developed to enhance the tourism offer in the city. Partnership opportunities including operating options are being to deliver the attractions. <p>(5) Modernise the Arts Venues: (Green)</p> <ul style="list-style-type: none"> Advice received on a Charitable Trust approach. Further investigations will be undertaken in Q3. The Arts Venues staff restructure is underway New Theatre refurbishment works have been completed – new roof and escalators installed. <p>(6) The Cardiff Collection: (Green)</p> <ul style="list-style-type: none"> A review of the commercial catering retail offer is underway. A new initiative to encourage young people to participate in catering apprenticeships has opened up at the Castle and will be offered at County Hall, subject to funding. 		
Increase total visitor numbers	Results published by STEAM for the calendar year	Annual	+3%	Annual	Annual	-0.7% 20,380,000					

Strategic Directorate Priority 3 – Continue the regeneration of the city centre and Cardiff Bay





Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (4)	Red - 0	Red/Amber - 0	Amber/Green – 1	Green – 3
Wellbeing objective 3.1	N/A	N/A	N/A	N/A	N/A	N/A	<p>(1) Facilitate delivery of the Central Square regeneration scheme: (Amber/Green)</p> <ul style="list-style-type: none"> Transport Interchange - Following a recent Cabinet decision the Council is currently working with the developer to agree a viable proposition for delivery of the Transport Interchange. Government Property Unit - The developer has secured the Government Property Unit to take office space on site. Delivery of public realm is underway. Finalisation of contract is on hold pending an agreed accessibility position. <p>(2) Indoor Arena (CP): (Green)</p> <ul style="list-style-type: none"> The Council has commissioned an Outline Business Case. A site selection exercise will be undertaken before Christmas to determine the preferred location. <p>(3) International Sports Village (ISV) – phase 2 (CP): (Green)</p> <ul style="list-style-type: none"> The Council is negotiating a plan to deliver ISV Phase 2 with the developer and it is anticipating receipt of Heads of Terms in Q3. <p>(4) City Hall (CP): (Green)</p> <ul style="list-style-type: none"> An options appraisal is currently being undertaken to go to Cabinet in due course. 				

Strategic Directorate Priority 4 – Commercialise key Council services to increase gross income

Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (6)	Red - 0	Red/Amber - 0	Amber/Green – 2	Green – 4
Wellbeing objective 4.3	Commercial and laboration gross income budget achieved (£) (CP)	Annual	£459,000	n/a	Annual	n/a	<p>(1) Achieve Commercial Growth (CP): (Green)</p> <ul style="list-style-type: none"> An improved SLA has been sent to all schools in Cardiff offering a range of Council provided services including: full arrangements for statutory obligations and cyclical maintenance, building services, cleaning services, key holding and security services, relief caretaker services and courier 'blue bag' service. <p>(2) Increase Customer Satisfaction: (Green)</p> <ul style="list-style-type: none"> The overall commercial customer base is increasing. A gauge to measure customer satisfaction has been developed to establish a base line by the end of the year. A customer satisfaction questionnaire has been sent out by Waste and this will be followed by other areas of the Service. <p>(3) Operational Performance: (Green)</p> <ul style="list-style-type: none"> The procurement of a new Building Maintenance Framework is underway. Tranman Fleet Management IT system implemented in CTS – this will assist in improving service delivery and achieving revenue growth. A new structure for CTS which will deliver a revenue generating approach to service delivery has been agreed. Commercial Waste – Implementation of new technology (Power Sweep and White Space) on waste collection vehicles and in the back office is reducing waste contamination at the point of collection and fewer rejects are being reported. An end of year evaluation will be undertaken to understand the impact on recycling rates. <p>(4) Corporate Landlord Model: (Amber/Green)</p> <ul style="list-style-type: none"> A programme of school audits has been completed to understand the overall Statutory Building Equipment maintenance compliance of each school and the audit findings are now being entered onto the RAMIS (H&S risk management tool) to prioritise future planned and preventative maintenance visits. Non-Schools operational estate health and safety audits will commence in Q3. RAMIS software training is ongoing and planned to roll out to schools in Q4. 				
	% Customers Satisfied with the Service (CP)	Annual	Establish a baseline	n/a	Annual	n/a					

Strategic Directorate Priority 6 – Continue to modernise the Council’s estate

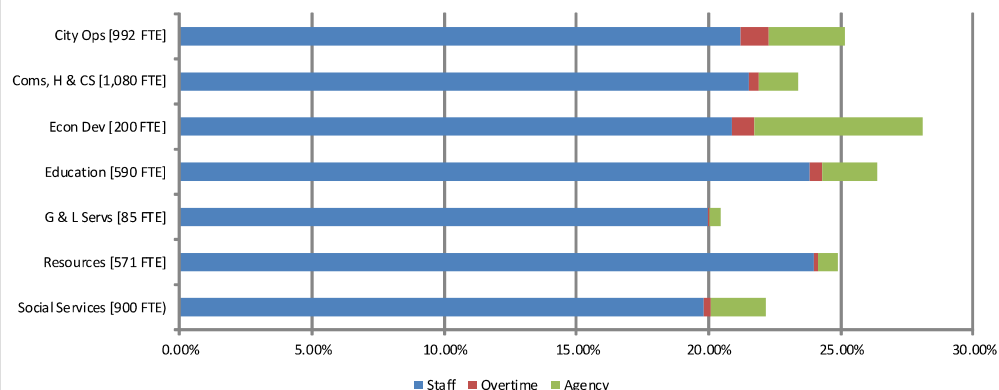
Wellbeing objective 4.3	Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (3)	Red - 0	Red/Amber - 0	Amber/Green - 0	Green - 3
	Reduce the gross internal area (GIA) of buildings in operational use	GIA data extracted from Property Management System	0.1% / 6,426	CP: 1%	0.90%	0.1 / 8,665	7.9% / 617,593	<p>(1) Property Strategy (CP): (Green)</p> <ul style="list-style-type: none"> The Council is on track to meet the targets in the 5 year Property Strategy. The Corporate Asset Management Plan (CAMP) for 2017/18 will be published in Q3. The Corporate Landlord project is now embedded across all services of the Council. <p>(2) Asset Management Software: (Green)</p> <ul style="list-style-type: none"> A business case will be presented to Investment Review Board at the end of Q3. <p>(3) Investment Estate Strategy: (Green)</p> <ul style="list-style-type: none"> The Investment Board has been established and undertakes regular monitoring of estate activity. 				
	Reduce the total running cost of occupied operational buildings	Operational Master Schedule	0.1% / £27,942	CP:2.8%	2.2%	0.2% / £65,246	9.2% / £3,322,009					
	Reduce the maintenance backlog	Operational Master Schedule	£108,135	CP: £1.3m	£3,054,000	£78,525	8.6% / £8,892,951					
	Capital Income generated (cumulative)	Operational Master Schedule	£80,000	£7.3m	Annual	£80,000	£6,019,500					

Area	Good news	Challenges / next steps
 <p>CUSTOMERS</p>	<p>Commercial Waste:</p> <ul style="list-style-type: none"> We have increased our customer base. We have received a good response to our new Commercial Waste customer survey issued in Q1. The survey closes at the end of September and results will be evaluated in October. <p>Household Waste Recycling Centres:</p> <ul style="list-style-type: none"> Good feedback received from customers regarding the new larger HWRC at Lamby Way. <p>CTS: The number of MOTs completed has increased. Feedback is positive.</p> <p>TFM: Improved collaborative work and engagement with customers. There has been a positive feedback from schools signing up to the new SLA.</p> <p>Cultural Venues:</p> <ul style="list-style-type: none"> Castle – 169,817 people have visited Cardiff Castle since April, against a target of 156,619 visitors. New Theatre / St David’s Hall – 153,376 tickets have been sold this financial year against a target of 153,312. <p>Corporate Landlord Model: The Corporate Landlord Model arrangements and communication plans are progressing.</p>	<p>Waste Collections:</p> <ul style="list-style-type: none"> Incab technologies has been procured for domestic collections and implementation of the new kit is currently underway. This technology will reduce the number of missed collections so improving the customer experience and reducing repeat failure demand. <p>Household Waste Recycling Centres: Wedal Road HWRC continues to experience noise and traffic congestion issues.</p> <p>TFM:</p> <ul style="list-style-type: none"> New Cleaning Service – decline in demand from schools requiring the provision of cleaning services. Building Services and Security has worked with partners across the Council and developed a new approach to the management of the County Hall staff car park which will be implemented in quarter three. The new approach will improve the working environment and reduce ‘idle’ times.
 <p>FINANCIAL</p> <p>Page 226</p>	<p>Savings:</p> <ul style="list-style-type: none"> The total savings Economic Development had to find in 2017/18 at Month 5 is £1,318,000. Of this we have found £1,097,000 (83%). Leaving an unachieved amount of:-£221,000 (17%). The total savings Commercial Services had to find in 2017/18 at Month 4 is £942,000. Of this we have found £838,000 (89%). Leaving an unachieved amount of £104,000 (11%). <p>Cultural Venues:</p> <ul style="list-style-type: none"> Castle – £2,253,839 of income has been raised at the Castle against a target of £2,021,520. It has also had an increase of 13,198 new attendances. In addition to admission fees, this has been achieved mainly through relaxed access arrangements, spend on Welsh Banquets, tours, retail and catering. New Theatre / St David’s Hall – The total amount of retained income for the two venues is £681,543, this is 3.7% better than the target set for April to August. 	<p>In Year Spend:</p> <ul style="list-style-type: none"> The service is currently projecting an overspend in month 6 of circa £350k which largely relates to unexpected costs associated with the Old Library, ongoing costs associated with the taxi marshalling service and accounting alignments associated with St David’s Hall/New Theatre and Major Projects. <p>Recycling Waste Management:</p> <ul style="list-style-type: none"> The MRF budget deficit position continues to be high risk caused by several factors: <ul style="list-style-type: none"> an increase in the amount of waste being processed due to a positive demographic growth in the city; increased costs to process some recycling materials, such as glass, due to weak markets; reducing income from global recycling markets and pending market price shifts in global recycling capacity for paper and plastics in China. <p>CTS: Current budget insufficient to replace fleet of vehicles.</p> <p>TFM: Building Revenue Budgets – management of sufficiency of budgets will be taken forward under the Corporate Landlord Model.</p>
 <p>INTERNAL PROCESSES</p>	<p>Digitisation:</p> <ul style="list-style-type: none"> RAMIS –Software purchased and installed. TRANMAN - Software purchased and installed. Incab – system procured and units fitted into the vehicles. Taco master – new system implementation to improve driver compliance and control. Asset Management Software – business case to be considered at the Investment Review Board in quarter 3. 	<p>Digitisation:</p> <ul style="list-style-type: none"> RAMIS –roll system out to customers and schools in quarters 3 and 4. TRANMAN – Resolve snagging with developer and roll system out to customers and schools in quarters 3 and 4. Incab – building the back office systems, integration and work force training planned for quarter 3. Asset Management Software – budget needed for property software.
 <p>EMPLOYEE & WORKFORCE</p>	<p>Strategic Estates – completed restructure of the team to deliver CAMP targets.</p> <p>Tourism – commenced implementation of a new re-structure.</p> <p>Commercial Services Structures:</p> <ul style="list-style-type: none"> CTS restructure – consultation nearing completion. Building Services restructure – consultation underway. Customer Account Manager Model – recruitment commenced for 3 Customer Liaison Officers. <p>Workforce Planning: The new Council Workforce Planning pilots have been completed in Cleaning, Building Support, Building Maintenance and Pest Control.</p> <p>Occupational Road Risk Working Group: Working group set up to improve Council management of risks related to work related driving.</p> <p>Employee Survey: Following consultation with staff Employee Survey Next Steps action plans have now been agreed and are being progressed.</p>	<p>Tourism – establish new structure.</p> <p>Commercial Services Structures:</p> <ul style="list-style-type: none"> CTS restructure – implementation of structure. Building Services restructure – complete consultation and implement. Corporate Landlord Model – develop financial and resource structures. Recycling Waste Management – feeding in the directorate changes / corporate restructures to staff. <p>Occupational Road Risk Working Group: Sub Group set up to develop draft policy in quarter 3.</p> <p>Employee Survey: Implement agreed Employee Survey Next Steps action plans. A new approach to the management of the County Hall staff car park will be implemented in quarter three. This will improve the work environment and staff time management.</p>

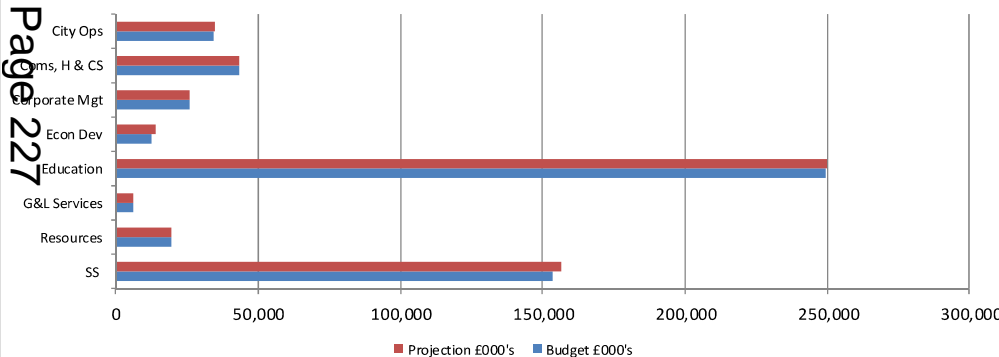
Council Overview Scorecard Quarter 1 2017-18

Financial - Tracking financial success and value

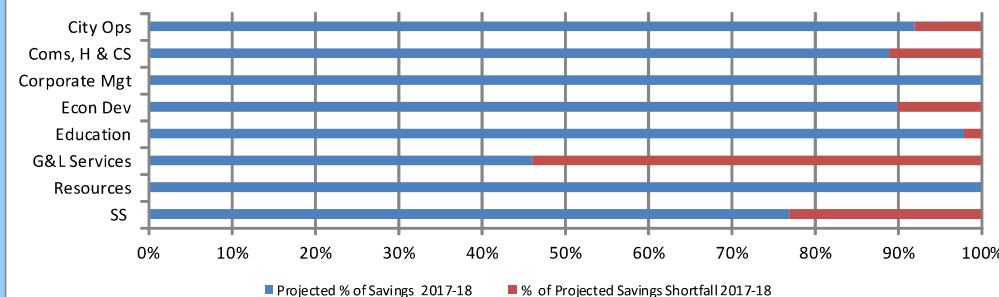
Staff Budgets, Overtime & Agency



Projected Budget Outturn 2017-18



Percentage of Projected Savings 2017-18



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://socsj.in/1cNga>
Apr 14 20:00



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. & @ErialDoesDesign for plant donations - community planters in #SploTT & #Adams-down coming soon!
May 31 2017, 15:13



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

Customer feedback via twitter

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

cardiff.gov.uk caerdydd.gov.uk

Access via devices



Accessing Services Online

69.2% Parking Permits

71.9% Recycling and Waste bags



141,318 calls answered



67.8% Parking charge notices

C2C (English) 98%

Hubs 96%

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



C2C (Welsh) 100%

Housing Repairs 98%

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.

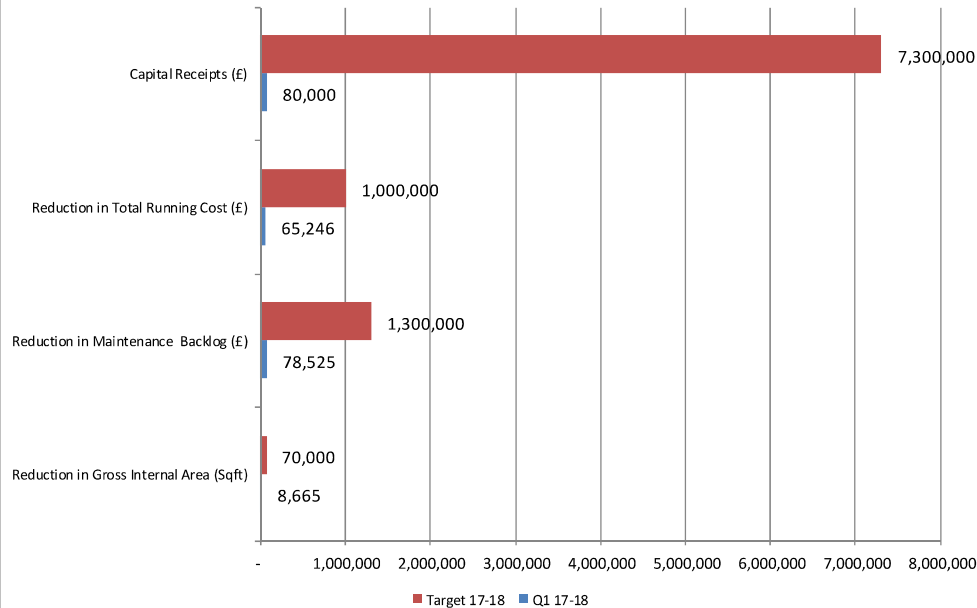
↑ 12 Green

↓ 8 Amber/Green

↑ 4 Red/Amber

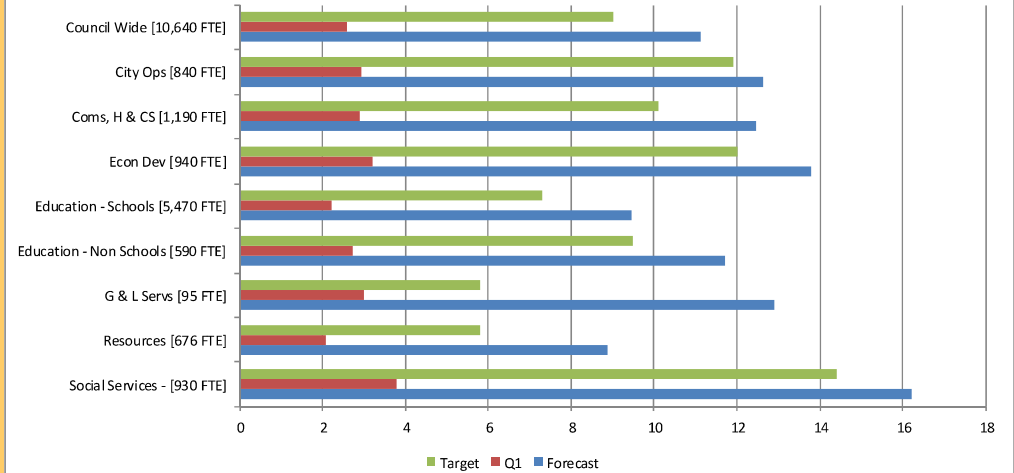
→ 0 Red

Corporate Asset Management 2017-18

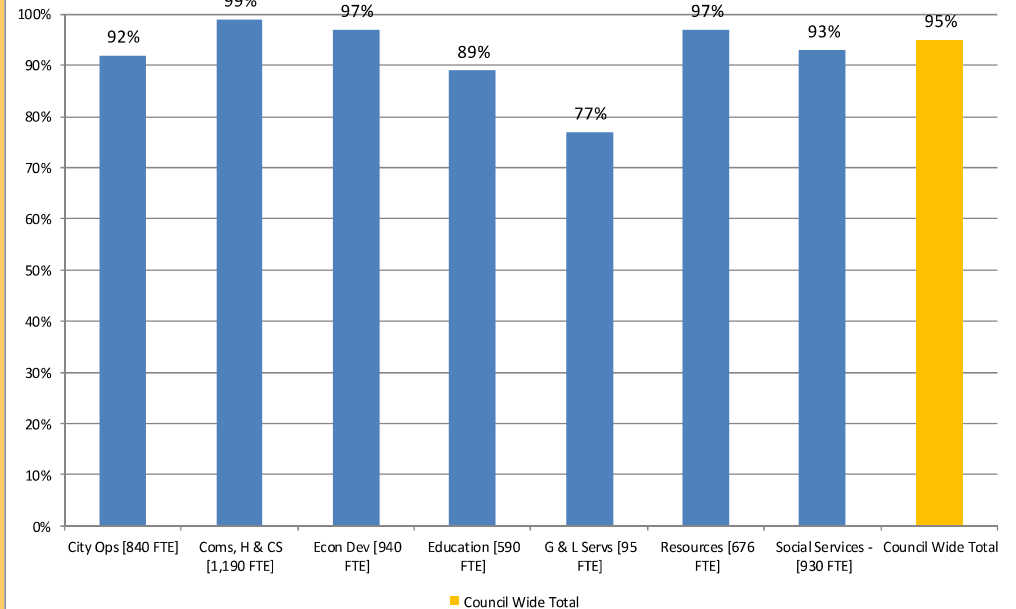


Learning & Growth - Inspired, competent, engaged & aligned workforce

Sickness Absence - FTE Days Lost Per Person



Initiation of Personal Review Compliance

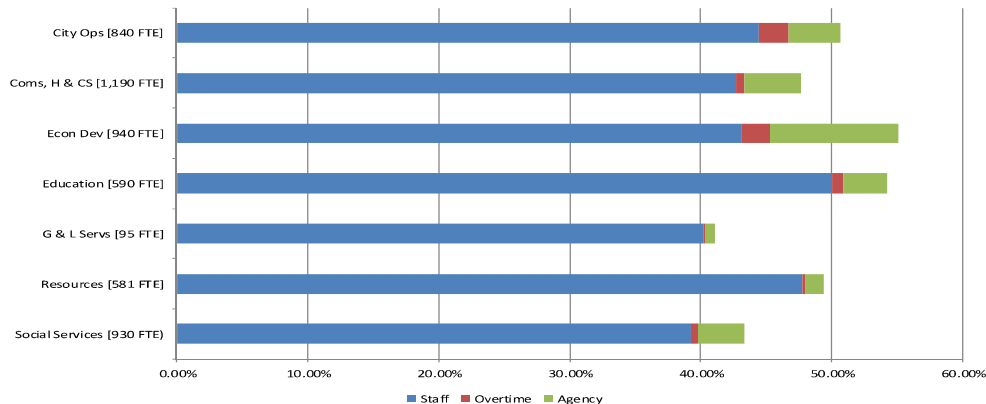


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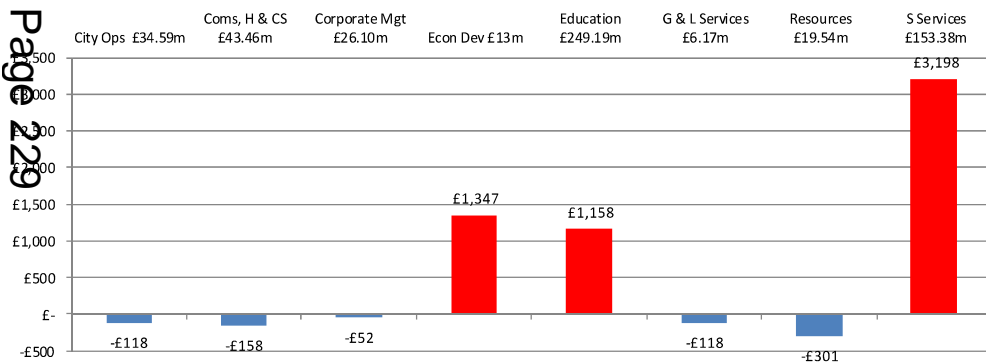
Council Overview Scorecard Quarter 2 2017-18

Financial - Tracking financial success and value

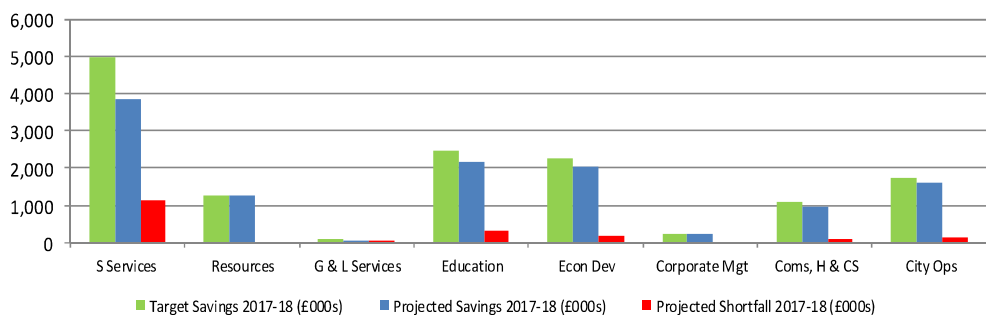
Staff Budgets, Overtime & Agency



Budget Variance in £000s



Projected Savings 2017-18 in £000s



Customer - Providing information, clarity and help to citizens



Twitter Followers

City of Cardiff
@cardiffcouncil
78,449 (+787)

Dinas Caerdydd
@cyngorcaerdydd
2,394 (+22)

Tweet stats from @CardiffCouncil and @CyngorCaerdydd

734 TOTAL RESULTS

33.0M TOTAL REACH

11.0K TOTAL CLICKS

193 TOTAL COMMENTS

1.6K TOTAL LIKES

1.9K TOTAL SHARES / RETWEETS

Top tweet via clicks

#GoodMorningCardiff! Please Check Road closures for TODAY! Details HERE: <http://socsl.in/VFcm> Sep 10 2017 8:01

148.1k reach 16 re-tweets 4 Likes 342 Clicks

@cardiffcouncil Great thank you. I can see the team there now. Speedy response. Sep 19 2017, 10:17

Huge thanks to @cardiffcouncil - the Taff Trail is now clear of all trees. Sep 21 2017, 08:01

Down at @RubiconDance for my advice surgery. Good to see @cardiffcouncil litter pickers cleaning up Topaz Street. <https://t.co/3ntpNnIXjF> Sep 29 2017, 10:07

Wedi ei osod pnawn yma ar fedd Dan Issac Davies. Diolch i Rachel Protheroe o @cyngorcaerdydd <https://t.co/FWon-2WkeZj> Sep 29 2017, 23:54

@cardiffcouncil An amazing talk by Matthew at Cardiff Castle. These lectures are always so interesting. <https://t.co/Xnyc6KaaL6> Sep 7 2017, 19:54

@cardiffcouncil Can I just say what a breath of fresh air your receptionist is at the main desk City Hall #Smile #Hello #Pleasant #helpful Sep 6 2017, 14:53

Diolch am ddweud yn Gymraeg! Mae rhaid i fi ddweud bod y Cyngor yn wneud ymdrech da dros yr iaith. Sep 15 2017, 20:27

Just looking at the proposed network map going to @cardiffcouncil next week, fully segregated super-highways for #cardiff will be awesome. Sep 17 2017, 12:14

cardiff.gov.uk caerdydd.gov.uk Access via devices

Accessing Services Online

42.66% Desktop

45.20% Mobile

12.14% Tablet

(57.34% Combined mobile/tablet usage)

62% Parking Permits

74.5% Recycling and

75.8% Parking charge notices

155,098 calls

C2C (English) 95%

Hubs 99%

C2C (Welsh) 100%

Housing Repairs 98%

CONNECT TO CARDIFF

CUSTOMER SATISFACTION

Complaints
423 complaints were received during Quarter 2. This is a 3.2% decrease in complaints from Quarter 1(2016-17). 98% of complaints were responded to within 20 days

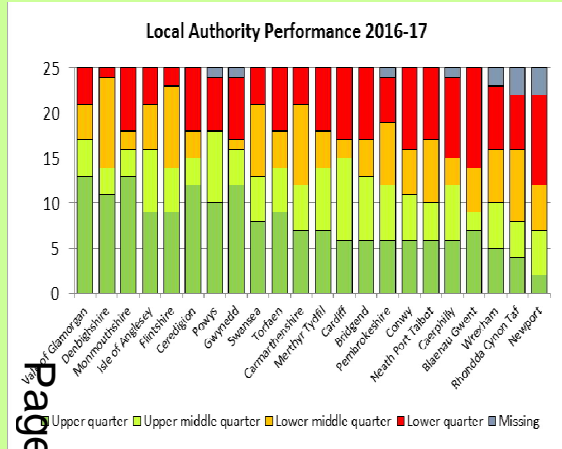
Information Requests
Compliance for FOI and Data Protection requests during Quarter 2 was slightly below target. In relation to FOI, this is as a result of a number of business changes being made during in the quarter. In relation to Data Protection, there has been an increase in the number of more complex cases, processes are being reviewed as part of the Council's implementation plans for the General Data Protection Regulation.

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Council Overview Scorecard Quarter 2 2017-18

Internal Processes - Transforming the way that we do things

We've gone up again in performance rankings!



Cardiff's performance **improved to 13th** (out of the 22 local authorities, in 2016-17)

This is the **second year in a row** that we've **moved up** the rankings

The figures show there was an **improvement in the performance of the 13 of our indicators**

Reference Data Unit's Local Government Performance 2016-17 report

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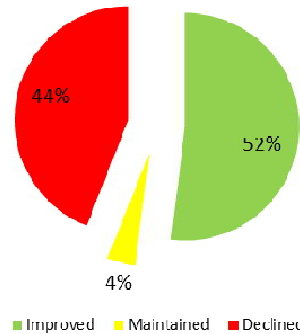
According to the Data Unit report:

- the performance of the **60%** (15 / 25) of our indicators were **better** than the **Wales average**
- the **60%** (15 / 25) of our indicators were in the **top two quarters** of performance

Areas of strength in our performance include:

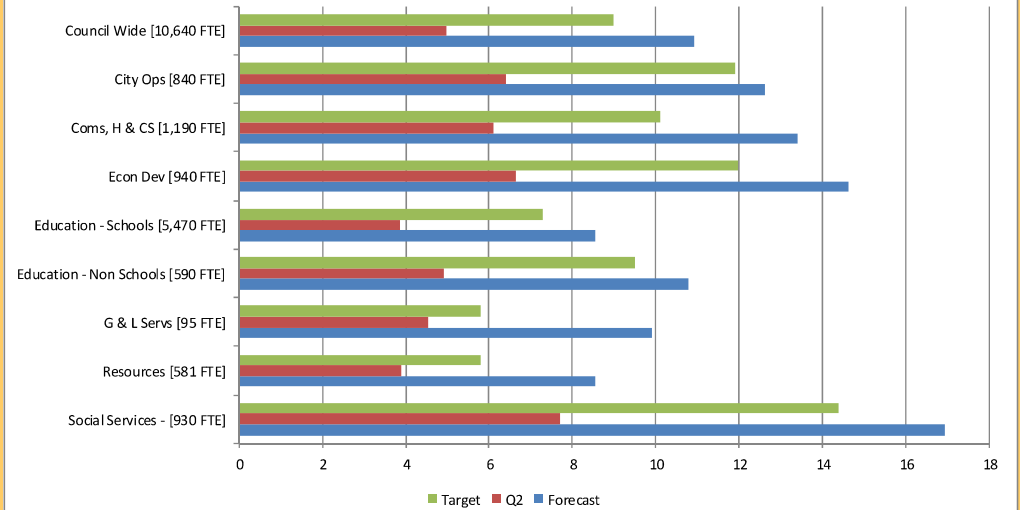
- ⇒ Education
- ⇒ the amount of waste sent to landfill
- ⇒ the removal of fly-tipping
- ⇒ the time taken to make Disabled Facilities Grant Adaptions
- ⇒ the number of visits to Libraries (including those in Hubs)

Direction of Travel - NSI and PAM results

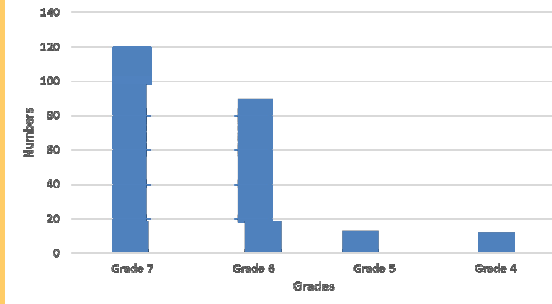


Learning & Growth - Inspired, competent, engaged & aligned workforce

Sickness Absence - FTE Days Lost Per Person



Grades of employees G7 and below enrolled on CMP



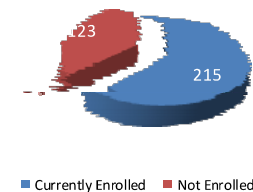
Internal v External Academy Courses

	2016	2017
Internal Courses	48	64
External Courses	18	11
Total	66	75

Academy Attendees

	2016	2017
Attendees	670	840
% Increase	+25.3%	

Enrolment on the Cardiff Manager Programme Phase 2, Grade 7 and below with Line Management Responsibility



Environmental Scrutiny Committee – Terms of Reference

The role of this Committee is to scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of environmental sustainability including:

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

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

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

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**CYNGOR CAERDYDD
CARDIFF COUNCIL**

ENVIRONMENTAL SCRUTINY COMMITTEE

5 DECEMBER 2017

**ENVIRONMENTAL SCRUTINY COMMITTEE – WORK PROGRAMME
REVIEW**

Background

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

- Performance Information.
5. The topics gathered from the sources identified above were recorded in a document titled 'Environmental Scrutiny Committee Work Programme – Potential Work Programme Items 2017/18'; this document was first considered at a meeting on the 18th July 2017 and then used to create the version of the 'Environmental Scrutiny Committee Work Programme 2017/18' that was approved at the meeting on the 5th September 2017.
 6. The Environmental Scrutiny Committee Work Programme 2017/18 document reviewed at the October meeting (**Appendix 2**) only nominated items for September, October and November 2017 – this is a contrast to work programmes published in previous years which set out a schedule of work for a 12 month period. In an effort to create a more relevant and reactive work programme the Chair of the Committee has decided to review and publish a three month rolling programme by updating this document on a monthly basis using an 'Environmental Scrutiny Committee – Work Programme Review'.
 7. At the meeting on the 3rd October Members discussed and suggested a number of future scrutiny items during the 'Environmental Scrutiny Committee – Work Programme Update'. These were noted and added to a list of existing and potential future items (for example, from the Cabinet Forward Plan) before being reviewed by the Chair and then placed onto a Draft Environmental Scrutiny Work Programme 2017/18 document which has been attached to this document as **Appendix 3**.

Way Forward

8. Members should consider the 'Draft Environmental Scrutiny Committee Work Programme 2017/18' (**Appendix 3**) and decide if they are happy to accept the updated proposals.

Legal Implications

9. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct 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

10. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct 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 contents of this report; and
- ii. Agree a way forward for the work programme.

DAVINA FIORE
Director of Governance & Legal Services
29 November 2017

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Environmental Scrutiny Committee – Terms of Reference

The role of this Committee is to scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of environmental sustainability including:

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

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

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

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	Tuesday 18th July 2017	August	Tuesday 5th September 2017	Tuesday 3rd October 2017	Tuesday 7th November 2017
Corporate items					Monitoring Quarterly Performance 2017/18
Information reports	Joint Scrutiny - Economy and Culture & Environmental - 'Delivering the Bus Interchange'		Managing Street Cleanliness & Total Street Scene in Cardiff	Cardiff's Taxi Services	Tree Management
			Recycling in Cardiff	Managing Food Hygiene in Cardiff	Greener Grangetown - Member Update
			Environmental Scrutiny Committee - Draft Work Programme 2017/18	Member Briefing Paper - First Cardiff local Development Plan Annual Monitoring Report	Environmental Scrutiny Committee - Work Programme Review
				Environmental Scrutiny Committee - Work Programme Review	
Cabinet responses					

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	Tuesday 3rd October 2017	Tuesday 7th November 2017	Tuesday 5th December	Tuesday 16th January 2018	Wednesday 14th February 2018	Tuesday 6th March 2018
Corporate items		Meeting Adjourned	Monitoring Quarterly Performance 2017/18		Scrutiny of the Budget & Corporate Plan for 2018/18	
Information reports	Cardiff's Taxi Services	Meeting Adjourned	Roles & Responsibilities of Flood Risk Management in Cardiff	City Operations - Digitalisation Plan		Greener Grangetown - Member Update
	Managing Food Hygiene in Cardiff	Meeting Adjourned	Roath Flood Defence Scheme	Waste Management Strategy Update		British Cycling HSBC Core Cities Cycling Partnership
	Member Briefing Paper - First Cardiff local Development Plan Annual Monitoring Report	Meeting Adjourned	Environmental Scrutiny Committee - Work Programme Review	Receiving Draft Task & Finish Report - Improving Cardiff's Air Quality		Tree Management
	Environmental Scrutiny Committee - Work Programme Review	Meeting Adjourned	Environmental Scrutiny Committee - Work Programme Review			
Cabinet responses		Meeting Adjourned		Cabinet Response to Restore Our Rivers		
				Cabinet Response to Managing Section 106 Funding for the Development of Community Projects		

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CYNGOR CAERDYDD**CARDIFF COUNCIL****ENVIRONMENTAL SCRUTINY COMMITTEE:****5 DECEMBER 2017**

CORRESPONDENCE UPDATE – INFORMATION REPORT

Background

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

Issues

2. At the Environmental Scrutiny Committee meetings on the 5 September 2017 and 3 October 2017 Members considered the following items:
 - **5 September** - Managing Street Cleanliness & Total Street Scene in Cardiff;
 - **5 September** - Managing Recycling in Cardiff;
 - **3 October** - Managing Food Hygiene in Cardiff;
 - **3 October** - Cardiff's Taxi Services.
3. After the Environmental Scrutiny Committee meetings the following letters were sent by the Chair of the on behalf of the Committee:
 - A letter to Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment after the meeting on the 5 September 2017 – attached as **Appendix 1**. The response from Councillor Michael to this letter is attached as **Appendix 2**.

- A letter to Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment sent after the meeting on the 3 October 2017 – attached as **Appendix 3**. We are currently awaiting a response to this letter.
 - A letter to Councillor Jacqueline Parry, Chair of Cardiff's Licensing & Public Protection Committees sent after the meeting on the 3 October 2017 – attached as **Appendix 4**. We are currently awaiting a response to this letter.
4. In addition to the Environmental Scrutiny Committee meetings listed above the Committee has also been involved in the following joint meetings with the Economy & Culture Scrutiny Committee:
- **18 July 2017** - Pre Decision Scrutiny of: Funding the New Bus Transport Interchange;
 - **13 September 2017** - Call In of Cabinet Decision - Funding The New Bus Transport Interchange.
5. After the Joint meetings the following letters were sent by the Chair on behalf of the Joint Committee:
- A letter to Councillor Russell Goodway, Cabinet Member for Investment & Development after the meeting on the 18 July 2017 – attached as **Appendix 5**. The response from Councillor Goodway to this letter is attached as **Appendix 6**.
 - A letter to Councillor Russell Goodway, Cabinet Member for Investment & Development after the meeting on the 13 September 2017 – attached as **Appendix 7**. The response from Councillor Goodway to this letter is attached as **Appendix 8**.

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

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

Davina Fiore

Director of Governance & Legal Services

29 November 2017

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Ref: RDB/RP/MM/05.09.2017

13 September 2017

Councillor Michael Michael,
Cabinet Member for Clean Streets, Recycling & Environment,
County Hall,
Atlantic Wharf,
Cardiff CF10 4UW.



Dear Councillor Michael,

Environmental Scrutiny Committee – 5 September 2017

On behalf of the Environmental Scrutiny Committee I would like to thank you and the officers from the City Operations Directorate and Commercial & Collaborative Services for attending the Committee meeting on Tuesday 5 September 2017. As you are aware the meeting considered items titled 'Managing Street Cleanliness & Total Street Scene in Cardiff' and 'Managing Recycling in Cardiff'. The comments and observations made by Members following this item are set out in this letter.

Managing Street Cleanliness & Total Street Scene in Cardiff

Ward Action Plans – All of the Members agreed that creation of the ward based action plans to help improve cleanliness and street scene was a good idea; several of the newly elected Members were a little concerned as to why this approach didn't already exist ! They agreed that trialling the new plans across a few wards was a good idea and that the trial sample should include wards with differing characteristics. The Committee liked the initial 'Ward Action Plan' template produced at the meeting and felt that it included the correct information, for example, the inclusion of a detailed 'Ward Action Plan Map' that illustrated the type and location of activities that needed to take place. They believe that local councillors have to be key stakeholders in the development of the plans as they are best placed to provide the required local knowledge. In addition to this local residents and community groups should be consulted on the structure and content of the plans. Members suggested

that the views of local residents could be collected alongside the 'Ask Cardiff Survey'.

Waste Enforcement Fines – The topic of issuing fines for littering and other waste enforcement matters was discussed extensively during the meeting. Members were concerned that some areas received a disproportionately high number of fines (Cathays accounted for just over 45% of fines issued during 2016/17), while other areas received none (Caerau, St Mellons and Ely only received one fine between them in 2016/17). This resulted in the Committee questioning the equity of resource allocation and wider approach taken to waste enforcement. As a consequence Members would like you to answer or provide information on the following:

- Why 815 fines were issued in Cathays during 2016/17 when eighteen wards received a zero or single figure number of waste enforcement fines;
- Provide information on the total number of waste enforcement actions, fines issued and fines actually paid on a ward by ward basis for 2016/17 and 2017/18 to date. This should include the financial value of fines issued and paid;
- A ward by ward summary of the complaint data for waste enforcement issues for 2016/17 and 2017/18 to date;
- An explanation as to why 922 fines were issued for waste enforcement in the Cathays ward compared to 135 for the same period (2016/17 & 2017/18) in the Plasnewydd ward. Members were a little puzzled at this since they feel that both areas are similar in terms of population and housing stock characteristics.

Waste Enforcement – Landlord v Tenant Responsibility – At the meeting I asked a question about what our options were in terms of targeting landlords or tenants for dealing with waste enforcement issues at rental properties. You explained that it would be difficult to hold landlords accountable for waste issues created by the tenants; my view was that landlords are in fact running a commercial operation and so should at least in part be held accountable for the actions of their tenants. I understand that some local authorities have had success in dealing with waste enforcement issues at rental properties by

involving landlords at the earliest possible opportunity. I would be grateful if you could arrange for the matter to be investigated so that the Council is able to identify best practice by other local authorities. Feedback on the results of this work would be appreciated by the Committee.

Cathays – As has already been mentioned the topic of waste enforcement activity in Cathays was discussed during the meeting. Members were concerned that over 45% of the fines issued were within that ward which seemed disproportionately high when compared to all other wards. A Member asked if in fact too much waste enforcement was being carried out in Cathays to the annoyance of permanent residents. They she felt were being targeted in the same way as temporary residents, for example, students. She felt that a review of the current waste enforcement approach was required and that this should include detailed consultation with permanent local residents. I would be grateful if you could look into this and provide the committee with feedback.

Fly Tipping – The item highlighted that fly tipping had increased by 28% between 2015/16 and 2016/17; the Committee was concerned by this large rise in a relatively short period of time. You explained that managing fly tipping levels was a challenge, and that the increase was partly due to changing definitions and reporting standards. I would be grateful if you could provide the Committee with the following:

- The fly tipping definition that the Council is currently working against;
- A summary of the way that fly tipping incidents are currently reported and logged;
- Information on the changing fly tipping definitions and reporting approaches for the last five years;
- A breakdown of the fly tipping incidents by type on a ward by ward basis for 2015/16, 2016/17 and 2017/18 to date.

Sickness Rates - During the meeting I asked about how the recent increases in sickness rates had affected work being delivered by Neighbourhood Services. The Director for City Operations explained that there had been a

recent increase in sickness rates in City Operations and across the Council as a whole; he also explained that work was ongoing across the City Operations Directorate to reduce sickness rates. Members feel that it is important to monitor sickness levels going forward and have asked for a breakdown of City Operations sickness rates for 2016/17 and 2017/18; this should include analysis of long and short term sickness absence.

Funding from the Financial Resilience Mechanism – A Member asked why the Financial Resilience Mechanism had been used to allocate a one off payment of £150,000 to Neighbourhood Services to assist with enforcement activities. As you will be aware the financial contribution is being used to support seven FTE posts within enforcement to enable city centre / city wide waste enforcement teams to work three afternoons and weekends to deliver a high quality 'Total Street Scene' service to the residents of Cardiff. He and other Members were concerned that the funding was only for one year and wanted to know how this important additional enforcement work would be delivered once the current financial year ends. I'd be grateful if you could provide an explanation on why this funding will only last for one year and assurance around how this additional enforcement work will be delivered in future years.

Vodafone Partnership – An officer explained that the Council will be entering into a public / private partnership with Vodafone so that it can access the Vodafone Smart Camera System. It is hoped that using this system will improve the Council's ability to target fly tipping in Cardiff. Members would like more information on the system, how it will work, anticipated benefits and a timeline for implementation.

LEAMS Performance – Towards the end of the meeting I asked a question as to why LEAMS performance fell sharply during the period September 2016 to March 2017 and then rapidly improved in the period March 2017 to May 2017. An officer suggested some reasons for this sudden rise and fall, however, was unable pinpoint the exact reasons for the deviation. I'd be grateful if you could investigate the reason(s) for the sudden fall and rise in LEAMS performance and report your findings back to the Committee.

Improving Litter Management & Street Cleanliness – Task & Finish

Exercise – The Environmental Scrutiny Committee approved its work programme for 2017/18 at the meeting on the 5 September. Members of the Committee identified improving litter management and street cleanliness as their top priority and so have agreed to run a task & finish exercise on this subject in early 2018. I will ensure that you and officers from City Operations are kept up to speed on the work being undertaken to scope and develop this piece of work.

Managing Recycling in Cardiff

Waste Facilities Visit – I would like to thank Pat McGrath, Andrew Williamson and the other staff from Commercial & Collaborative Services for arranging the Waste Facilities Visit for the Environmental Scrutiny Committee on the 24th August. The Members who took part in the visit found it very worthwhile as it substantially increased their understanding of the vast waste processing infrastructure required to deal with the waste collected in Cardiff. They feel that the visits to Lamby Way, the Materials Reclamation Facility, Cardiff's composting facility, the Kelda Organic Waste Treatment Facility and Viridor Energy from Waste Facility will put them in a much better position to scrutinise waste management items in the next 12 months.

Recycling Facilities Trips for Schools – As explained above the Members felt that they benefited educationally from the waste facilities visit on the 24 August. Following on from the visit they feel that local schools could benefit from similar trips which could help reinforce the Council's recycling message to future generations. Therefore, I'd be grateful if you could pass on contact details for each of the facilities so that Committee members are able to share the information with school's in their wards. I would also appreciate it if you could provide details on the number of schools that have undertaken such visits (to include the name of the schools).

Recycling App – Members were pleased to hear that a Council wide app is currently being developed to include functions capable of reporting on a range

of waste management issues. The Committee feel that the creation such an app is very worthwhile, particularly if it functionally easy to use. They would appreciate it if you could provide the Committee of an example of how it will work.

Household Waste Recycling Centre – The current use of and future development of Household Waste Recycling Centres was discussed in some detail at the meeting. Following on from this discussion I would be grateful if you could provide the Committee with the following information:

- Members would like to know when the Wedal Road Household Waste Recycling Centre will be closing and have confirmation as to whether the site will be redeveloped into reuse facility;
- During the earlier item titled 'Managing Street Cleanliness & Total Street Scene in Cardiff', the Committee noted that there had been a 28% increase in fly tipping between 2015/16 and 2016/17. I would be grateful if you could provide an analysis of fly tipping in the east of the city for the period 2015/16 to 2017/18.

Bespoke Approach to Recycling – Members acknowledge that the Council has done exceptionally well in the last decade to push recycling rates up to the current Welsh Government statutory recycling target of 58%, however, increasing performance to 64% by 2019/20 and 70% by 2024/25 presents a major challenge to the Council. The Committee are aware that recycling rates vary significantly between wards and that more support is required by some communities to maximise their recycling potential. Concentrations of blocks of flats, houses of multiple occupation, cultural differences and other factors can present recycling challenges to the Council so it is clear that taking a 'one size fits all' approach isn't going to be practical in helping meet the outstanding 6% and 12% statutory target increases. With this in mind Members encourage you to look to develop niche or bespoke approaches to recycling in certain wards or even streets. This might include taking a slightly different approach to communicating with and listening to certain groups, delivering more education in particular areas or even taking a different approach to localised waste containerisation. The Committee feels that the

best way to identify such improvement measures is to pilot trials in small areas to find out what works well and then to replicate successful practice.

Co-mingling v Kerbside Sort Approach – It is fair to say that Member opinion on whether to stick rigidly to the current co-mingling approach or to start phasing in new elements of kerbside sort were mixed. Some of the Committee were firmly against making the current co-mingling approach any more complicated, whilst others felt that introducing new elements of the kerbside sort approach should be considered as long as implementation is evidence based. With this in mind, should you propose implementing any such future changes to the waste collection system then we would be keen to scrutinise the proposals and continue our co-mingling verses kerbside sort debate.

I would be grateful if you would consider the above comments and provide a response to the content of this letter.

Regards,

The image shows a handwritten signature in black ink. The signature is written in a cursive style and appears to read 'Ramesh Patel'. It is positioned above the printed name of the signatory.

Councillor Ramesh Patel
Chairperson Environmental Scrutiny Committee

Cc:

Andrew Gregory – Director for City Operations
Matt Wakelam – Operational Manager, Infrastructure & Operations
Tara King – Assistant Director for Commercial & Collaborative Services
Jane Cherrington – Operational Manager, Strategy & Enforcement
Pat McGrath – Operational Manager, Infrastructure Projects
Davina Fiore – Director of Governance & Legal Services
Members of the Environmental Scrutiny Committee

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**SWYDDFA CYMORTH Y CABINET
CABINET SUPPORT OFFICE**



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Fy Nghyf / My Ref : CM38405

Eich Cyf / Your Ref :

Dyddiad / Date: 17th October 2017

Councillor Ramesh Patel
Chairperson
Environmental Scrutiny Committee
County Hall
CARDIFF

Annwyl / Dear Councillor Patel

Environmental Scrutiny Committee - 5 September 2017 - Various

Thank you for your letter dated 13th September 2017 regarding comments received from Environmental Scrutiny Committee. I have now had an opportunity to consider your questions and am able to advise as follows:

Managing Street Cleanliness & Total Street Scene in Cardiff

Ward Action Plans – All of the Members agreed that creation of the ward based action plans to help improve cleanliness and street scene was a good idea; several of the newly elected Members were a little concerned as to why this approach didn't already exist! They agreed that trialling the new plans across a few wards was a good idea and that the trial sample should include wards with differing characteristics. The Committee liked the initial 'Ward Action Plan' template produced at the meeting and felt that it included the correct information, for example, the inclusion of a detailed 'Ward Action Plan Map' that illustrated the type and location of activities that needed to take place. They believe that local councillors have to be key stakeholders in the development of the plans as they are best placed to provide the required local knowledge. In addition to this local residents and community groups should be consulted on the structure and content of the plans. Members suggested that the views of local residents could be collected alongside the 'Ask Cardiff Survey'.

It has been agreed that Officers will undertake a pilot of 4 Ward Action Plans across the City to support their final development and engage Local Members on the information they contain. The Wards have been selected based on location in the City and the differing types of concerns or issues each ward may need addressing.

ATEBWCH I / PLEASE REPLY TO :
Swyddfa Cymorth Y Cabinet / Cabinet Support Office, Ystafell / Room 315, Neuadd y Sir, County Hall, Glanfar, Lwerydd /
Atlantic Wharf, Caerdydd, Cardiff, CF10 4UW

difference | gwnewch wahaniaeth

Grangetown – Central West Ward.
Adamsdown – Central East Ward.
Trowbridge – Southern Arc Ward.
Whitchurch and Tongwynlais – Outer Ward.

Officers will now be meeting with Local Members in October / November to initiate the Ward action Plans in these areas and work with them as key stakeholders.

Consideration will be made, following the initial work, to engage with residents and community groups and how Officers capture information from all the work undertaken by the Council.

Waste Enforcement Fines – The topic of issuing fines for littering and other waste enforcement matters was discussed extensively during the meeting. Members were concerned that some areas received a disproportionately high number of fines (Cathays accounted for just over 45% of fines issued during 2016/17), while other areas received none (Caerau, St Mellons and Ely only received one fine between them in 2016/17). This resulted in the Committee questioning the equity of resource allocation and wider approach taken to waste enforcement. As a consequence, Members would like you to answer or provide information on the following:

Why 815 fines were issued in Cathays during 2016/17 when eighteen wards received a zero or single figure number of waste enforcement fines;

Provide information on the total number of waste enforcement actions, fines issued and fines actually paid on a ward by ward basis for 2016/17 and 2017/18 to date. This should include the financial value of fines issued and paid;

A ward by ward summary of the complaint data for waste enforcement issues for 2016/17 and 2017/18 to date;

An explanation as to why 922 fines were issued for waste enforcement in the Cathays ward compared to 135 for the same period (2016/17 & 2017/18) in the Plasnewydd ward. Members were a little puzzled at this since they feel that both areas are similar in terms of population and housing stock characteristics.

Cathays Ward

The Waste Education & Enforcement Team help the authority deliver effective and efficient waste management measures to tackle waste related issues that detrimentally affect the local environmental quality of our communities.

Prior to enforcement action, the Waste Education and Enforcement Team aim to deliver targeted campaigns by providing information and advice to residents, businesses, and visitors to Cardiff about regulations, responsibilities and duties. Education is not required to secure successful prosecutions for most littering and waste offences. However, educational campaigns play an important role to raise awareness about issues and changing people's behaviour about how to manage their waste. Enforcement ensures that individuals and businesses are accountable for their actions.

Objective: to change the behaviour of residents on how they store and present their waste through engagement and enforcement activities.

The Waste Education and Enforcement team have been tackling waste storage and presentation issues in the Cathays area for many years, there is a dedicated team currently supported by the university and an additional team supported by Cardiff Council.

	2015 - 2016	2016- 2017
Education and engagement	1,545	5,500
Incorrect Waste presentation investigation and engagement (including s46)	1,420	5,059
Incorrect Waste Storage investigation and engagement (frontages)	91	229
Waste Enforcement Action (FPNS)	283	781
Total Actions	3,339	11,569

There has been a significant improvement in Cathays with regards to the transient students that live in the area and this behavioural change has evolved due to the engagement and enforcement activities undertaken delivering the 'Love Where You Live' initiative. The positive taken from this is that people are adhering to education provided. Both education and enforcement will reduce the number of ongoing offences through 'word of mouth' and a culture of having improved behaviours.

There has been a noted significant reduction in complaints from residents, visitors and local members and an increase in public and councillor compliments on the service being provided.

Fines

The statistics requested for activities ward by ward for 2016-17 and 2017-18 to date is attached.

2016/17

	Offence	FPN Amount	Total issued	Income Total	Activity less Waived /Legal	Income less waived /legal	Avr Activity Per Month
	section 46 Notice £100	£100.00	854	£85,400.00	714	£ 71,400	59.50
Waste FPNS	section 47 notice £100	£100.00	153	£15,300.00	113	£ 11,300	9.42
	waste transfer note request £300	£300.00	292	£87,600.00	144	£ 43,200	12.00
	WTN & WCR request £300	£300.00	1	£300.00	1	£ 300	0.08
WASTE TEAM	Litter - Commercial DOC £80	£80.00	19	£1,520.00	18	£ 1,440	1.50
	Litter - Domestic DOC £80	£80.00	255	£20,400.00	219	£ 17,520	18.25

2017/18

	Offence	Month	April	May	June	QTR 1	July	August
WASTE TEAM	Waste FPNS	section 46 Notice £100	78	19	31	128	23	25
		section 47 notice £100	9	5	5	19	6	0
		waste transfer note request £300	12	20	31	63	0	61
		WTN & WCR request £300	0	1	1	2	17	0
		Litter - Commercial DCC £50	2	0	1	3	0	1
		Litter - Domestic DCC £50	20	24	14	58	25	13

As the fines are still in process in 2017/18 it is not possible to indicate payment levels at this time but a review will be carried out at year end.

Complaint Data

April- June 2017

Request details	quick find data	Apr-17	May-17	Jun-17
Collection date query	WBQ01	364	193	182
Storage / Access	WBQ10	7	5	3
Active recycler	WBQ11	3	4	7
Thanks	WBQ13	35	32	48
Bag stockists/outlets	WBQ15	20	7	10
Multiple bag request	WBQ36	0	0	0
Enforcement Issue - Information Given	WBQ42	33	64	82
Enforcement Issue - transferred)	WBQ43	137	154	120
Assisted Lift query	WBQ44	19	10	9
Query about changing schemes	WBQ47	0	0	0
Information given on Bin Sizes	WBQ48	34	43	46
Information given on additional Bin Requirements	WBQ49	0	0	0
No Bin Required Customer on Tri Bag	WBQ50	1	1	1
Fixed Penalty Notice Payment - transferred	WBQ51	26	35	25
Content query)	WBQ52	159	168	175
Response to Enforcement Letter	WBQ53	2	0	0
Future Startaegy query	WBQ54	6	12	2
Waste and Recycling Enq - Information Given	WBQ55	20	12	17
Seasonal Waste Collections	WBQ60	300	10	1
Asbestos query	WBQ61	12	15	17
Flytipping	WBQ62	72	56	67
Flytipping - Asbestos Query	WBQ63	3	2	0
Total		1253	823	812

Request details	quick find data	Apr-17	May-17	Jun-17
Council to call member of public	WBR06	25	33	23
Home visit required	WBR09	5	4	9
Literature required	WBR10	57	40	61
Literature required - Language	WBR11	0	1	0
Education Request:Communal Bin Issue	WBR33	6	2	2
Education Request:Kerbside Issue)	WBR34	3	4	2
Kerbside Caddy - Caddy to be returned	WBR40	0	0	0
Call Back Required - Flats	WBR43	0	1	1
Accumulation Request	WBR45	60	63	79
Early or Late bags	WBR48	62	59	82
Enforcement Issue	WBR49	141	158	116
Fixed Penalty Notice Issue	WBR50	1	3	2
Littering Witness report	WBR51	6	8	7
Dog Fouling Sticker Request	WBR54	6	6	8
Dog fouling details of an offender	WBR55	8	8	3
Additional Black Bin Request	WBR56	40	51	37
Fixed Penalty Notice Payment - call-back req	WBR57	12	12	11
Abandoned Shopping Trolley	WBR58	0	3	3
Assisted Lift Stickers	WBR59	19	21	22
Council to call Member of Public - Enforcement	WBR60	36	17	48
Assisted Lift Query	WBR61	7	6	7
Flytipping	WBR62	407	406	592
Flytipping Asbestos	WBR63	2	5	10
Flytipping- Dumped Fridge/freeze	WBR64	35	23	50
Total		938	934	1175

January – March 2017

Request details	quick find data	Jan-17	Feb-17	Mar-17
Collection date query	WBQ01	290	131	244
Storage / Access	WBQ10	3	4	7
Active recycler	WBQ11	4	7	5
Thanks	WBQ13	30	16	41
Bag stockists/outlets	WBQ15	27	18	14
Multiple bag request	WBQ36	1	4	2
Enforcement Issue - Information Given	WBQ42	40	46	67
Enforcement Issue - transferred)	WBQ43	101	129	147
Assisted Lift query	WBQ44	12	10	8
Query about changing schemes	WBQ47	0	0	0
Information given on Bin Sizes	WBQ48	28	21	39
Information given on additional Bin Requirements	WBQ49	0	0	0
No Bin Required Customer on Tri Bag	WBQ50	1	1	0
Fixed Penalty Notice Payment - transferred	WBQ51	42	42	43
Content query)	WBQ52	212	133	162
Response to Enforcement Letter	WBQ53	2	2	2
Future Startaegy query	WBQ54	3	2	8
Waste and Recycling Eng - Information Given	WBQ55	14	9	14
Seasonal Waste Collections	WBQ60	279	130	392
Asbestos query	WBQ61	9	12	21
Flytipping	WBQ62	84	65	104
Flytipping - Asbestos Query	WBQ63	0	0	3
Total		1182	782	1323

Request details	quick find data	Jan-17	Feb-17	Mar-17
Council to call member of public	WBR06	21	22	26
Home visit required	WBR09	2	6	6
Literature required	WBR10	50	58	74
Literature required - Language	WBR11	0	0	0
Education Request:Communal Bin Issue	WBR33	7	2	2
Education Request:Kerbside Issue)	WBR34	5	4	4
Kerbside Caddy - Caddy to be returned	WBR40	0	0	0
Call Back Required - Flats	WBR43	0	0	1
Accumulation Request	WBR45	86	86	97
Early or Late bags	WBR48	43	53	83
Enforcement Issue	WBR49	133	133	153
Fixed Penalty Notice Issue	WBR50	8	9	1
Littering Witness report	WBR51	8	4	10
Dog Fouling Sticker Request	WBR54	20	14	20
Dog fouling details of an offender	WBR55	14	13	8
Additional Black Bin Request	WBR56	77	66	64
Fixed Penalty Notice Payment - call-back req	WBR57	23	10	14
Abandoned Shopping Trolley	WBR58	0	4	6
Assisted Lift Stickers	WBR59	16	13	19
Council to call Member of Public - Enforcement	WBR60	28	54	60
Assisted Lift Query	WBR61	19	9	4
Flytipping	WBR62	518	451	598
Flytipping Asbestos	WBR63	2	5	8
Flytipping- Dumped Fridge/freeze	WBR64	17	33	33
Total		1097	1049	1291

Note: The above data is held by C2C and relates to requests made for service.

Cathays compared to Plasnewydd

Plasnewydd ward has a dedicated team like that of Cathays but there has been additional educational action in Cathays. This is where Officers visit every property in an area and ensure that residents / tenants are aware of their duties. This process allows enforcement to follow promptly for non-compliance. The reason for this approach was that the Enforcement Team were struggling with all of the issues in student dominant areas and that education was delaying any meaningful action which meant that Cathays was not able to be sustainably managed in terms of waste issues.

This education activity will extend to 10 streets in Plasnewydd in 2017/18.

Waste Enforcement – Landlord v Tenant Responsibility – At the meeting I asked a question about what our options were in terms of targeting landlords or tenants for dealing with waste enforcement issues at rental properties. You explained that it would be difficult to hold landlords accountable for waste issues created by the tenants; my view was that landlords are in fact running a commercial operation and so should at least in part be held accountable for the actions of their tenants. I understand that some local authorities have had success in dealing with waste enforcement issues at rental properties by involving landlords at the earliest possible opportunity. I would be grateful if you could arrange for the matter to be investigated so that the Council is able to identify best practice by other local authorities. Feedback on the results of this work would be appreciated by the Committee.

Tenants are responsible for the waste they present. However, Neighbourhood Services Enforcement has been working with both Rent Smart Wales and housing enforcement to implement a procedure ensuring land lords / property owners take responsibility for tenant waste. A training programme for landlords registering for a licence with Rent Smart Wales has been created which includes providing information explaining what responsibilities landlords, letting agents and tenants have in safely storing and disposing of waste from rental properties.

Cathays – As has already been mentioned the topic of waste enforcement activity in Cathays was discussed during the meeting. Members were concerned that over 45% of the fines issued were within that ward which seemed disproportionately high when compared to all other wards. A Member asked if in fact too much waste enforcement was being carried out in Cathays to the annoyance of permanent residents. She felt were being targeted in the same way as temporary residents, for example, students. She felt that a review of the current waste enforcement approach was required and that this should include detailed consultation with permanent local residents. I would be grateful if you could look into this and provide the committee with feedback.

Noted. Targeted consultation is a timely and costly exercise and therefore it would be beneficial to work with the Local Members in Cathays and Plasnewydd to agree an approach to ensure that residents are content with the approach by Neighbourhood Services Enforcement Officers. There is currently no indication from correspondence from residents or Local Members, on behalf of residents, to support any indication that the enforcement activity is over zealous.

Fly Tipping – The item highlighted that fly tipping had increased by 28% between 2015/16 and 2016/17; the Committee was concerned by this large rise in a relatively short period. You explained that managing fly tipping levels was a challenge, and that the increase was partly due to changing definitions and reporting standards. I would be grateful if you could provide the Committee with the following:

The fly tipping definition that the Council is currently working against;

The fly tipping definitions are from Fly Tipping Action Wales "*Waste DataFlow Fly-tipping Module - Best Practice Guidance for Wales*" Version 1.1. Last amended August 2017

Categories for fly tipping

When mixed loads are identified, USE the DOMINANT WASTE TYPE to determine which of the following categories to use.

Animal carcasses means any agricultural, working or pet animals or parts of animals.

Green means any vegetation/prunings and clean soil including tree trunks and branches.

Vehicle parts means any mechanical parts, components and panels of vehicles except tyres and batteries (see below).

White goods means fridges, freezers, washing machines and other kitchen appliances.

Other electrical means TVs, computer equipment, vacuum cleaners, radios, fluorescent tubes, circuit boards and car batteries etc.

Tyres means vehicle tyres regardless of whether they are on the wheel rim or off the rim.

Asbestos means all forms of asbestos including cement or other bonded asbestos.

Clinical means hospital or healthcare waste such as blood, tissue, needles, soiled dressings, drugs etc that is infectious or could cause harm in some way. It may be produced from hospitals, medical, nursing, dental, veterinary, pharmaceutical or similar practices or from home treatment e.g. home based dialysis machines.

Construction/demolition/excavation means waste from the construction, repair, maintenance and demolition of buildings and structures including roads. It means brick, concrete, hardcore, soil, timber, plastics and occasionally hazardous waste. It also includes cement, sand and other surplus building materials from builders or tradesmen. It includes large-scale DIY waste e.g. complete kitchen units or household fittings.

Black bags – commercial means waste from businesses particularly shops or traders which are not to be picked up by a trade waste collector. It may be difficult to differentiate between this and the next category without opening the bags. If necessary use your judgement based on proximity.

Black bags – household means waste from householders bagged and dumped on the street. You will obviously need to exclude those bags where waste has been put out for collection by the refuse service.

Chemical drums means containers each with a capacity of 205 litres (45 gallons) or greater that appears to contain chemicals including oils and fuels.

Other household waste means any household waste not covered above and could include the results of house or shed clearances, old furniture, carpets and the waste from small scale DIY works.

Other commercial waste means any commercial or industrial waste not covered above and could include pallets, cardboard boxes, plastics, foam and any other waste not contained in bags or containers and not due to be collected.

Other (unidentified) is to be used if none of the above applies. Do not use this for mixed loads, try to identify the dominant waste type and use one of the above categories.

A summary of the way that fly tipping incidents are currently reported and logged;

Please see attached report 'Impact Summary for Fly Tipping'.

Information on the changing fly tipping definitions and reporting approaches for the last five years;

Please see attached report 'Impact Summary for Fly Tipping'.

A breakdown of the fly tipping incidents by type on a ward by ward basis for 2015/16, 2016/17 and 2017/18 to date.

Fly capture has not supported ward by ward allocation of fly tipping activity. However, as we move into the delivery of a digital system this aspect will be recorded as each site will be GIS based and therefore area specific histories can be provided.

Fly Capture Stats 2016 - 17

1. Total number of flytipping incidents recorded by Cardiff Council during 2016-17 by month

	Q1			Q2			Q3			Q4			TOTAL
	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	
	668	608	638	762	761	649	682	577	485	747	651	730	7958
Quarterly	1914			2172			1744			2128			

4. Total Number of flytipping incidents by waste type

	Q1			Q2			Q3			Q4			Total
	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	
animal carcass	0	0	0	0	0	0	0	0	0	0	0	0	0
construction/demolition/ excavation	76	47	70	65	79	67	73	59	53	72	79	43	783
Green	40	34	36	37	28	14	24	19	12	23	32	51	350
Bagged - Commercial	1	0	2	10	0	0	0	2	27	40	14	9	105
Bagged - Domestic	154	154	159	176	161	160	134	178	75	121	27	57	1566
other commercial waste	2	12	9	10	10	8	15	5	10	14	36	41	172
other household waste	294	278	268	364	394	281	325	230	226	342	360	456	3818
tyres	5	22	8	9	4	11	14	14	7	26	24	6	150
asbestos	8	3	1	3	0	4	6	5	5	3	1	4	43
vehicle parts	12	3	4	8	9	8	16	10	3	12	5	6	96
other electrical	29	20	22	33	24	23	24	23	19	16	21	16	270
white goods	45	30	53	41	48	68	51	32	42	69	41	31	551
chemical drums, oil or fuel	0	0	0	0	0	0	0	0	0	0	0	0	0
other (unidentified)	2	5	1	0	1	3	0	0	6	6	8	10	42
clinical	0	0	5	6	3	2	0	0	0	3	3	0	22
Total	668	608	638	762	761	649	682	577	485	747	651	730	7958

5. Total Number of flytipping incidents by waste size

	Q1			Q2			Q3			Q4			Total
	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	
Single item	206	194	187	211	254	265	208	190	105	100	74	67	2059
Car boot load or less	178	142	140	170	135	122	119	132	75	99	94	108	1514
Small van load	99	125	170	189	162	133	139	113	96	190	235	270	1921
Transit van load	145	127	131	160	182	108	203	124	186	321	238	283	2208
Tipper lorry load	40	20	10	32	28	21	15	18	23	37	10	2	256
Significant multiple	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	668	608	638	762	761	649	682	577	485	747	651	730	7958

Sickness Rates - During the meeting, I asked about how the recent increases in sickness rates had affected work being delivered by Neighbourhood Services. The Director for City Operations explained that there had been a recent increase in sickness rates in City Operations and across the Council as a whole; he also explained that work was ongoing across the City Operations Directorate to reduce sickness rates. Members feel that it is important to monitor sickness levels going forward and have asked for a

breakdown of City Operations sickness rates for 2016/17 and 2017/18; this should include analysis of long and short term sickness absence.

Please see attached a breakdown of City Operations sickness rates for 2016/17 and 2017/18. This data includes an analysis of long and short term sickness absence presented as both percentages and FTEs.

Funding from the Financial Resilience Mechanism – A Member asked why the Financial Resilience Mechanism had been used to allocate a one off payment of £150,000 to Neighbourhood Services to assist with enforcement activities. As you will be aware the financial contribution is being used to support seven FTE posts within enforcement to enable city centre / city wide waste enforcement teams to work three afternoons and weekends to deliver a high quality 'Total Street Scene' service to the residents of Cardiff. He and other Members were concerned that the funding was only for one year and wanted to know how this important additional enforcement work would be delivered once the current financial year ends. I would be grateful if you could provide an explanation on why this funding will only last for one year and assurance around how this additional enforcement work will be delivered in future years.

The Financial Resilience Mechanism was used to provide a one off payment of £150,000 to help enable the creation of afternoon and weekend enforcement teams. The payment was a one-time only payment, as it is intended that the team be funded through income generation moving forwards. It is important to note that whilst it is not a statutory obligation to educate first, our priority as a service is visibility and behaviour change, not to generate income. Neighbourhood Services Enforcement are now empowered to undertake Highway Enforcement relating to a number of licenses. This work has supported increasing annual income relating to licensing and allowed additional enforcement activity to improve the street scene. A review is currently taking place looking at resource levels across the team. Furthermore, we are also generating income through working in partnership with a variety of organisations to tackle environmental crime –working with Cardiff University, the University Hospital Wales and enforcing on private land such as McDonalds on Newport Road.

Vodafone Partnership – An officer explained that the Council will be entering into a public / private partnership with Vodafone so that it can access the Vodafone Smart Camera System. It is hoped that using this system will improve the Council's ability to target fly tipping in Cardiff. Members would like more information on the system, how it will work, anticipated benefits and a timeline for implementation.

Vodafone has partnered with visual verification solution experts iDefigo to jointly create the Vodafone Smart Camera.

These cameras can be deployed in any location indoors or outdoors, quickly and effectively as there is no need for an external power source as the camera has an integrated low profile solar panel and rechargeable lithium batteries. All officers who deal with these cameras will have on site training in effective installation. The cameras have a remote trigger to activate the surveillance and a remote night vision spotlight for night infrared illumination.

When the cameras are activated by movement, the 4G IoT connectivity immediately transmits the footage to the iDefigo secure cloud service. Alerts will be sent to officers via their allocated email or mobile phone. The officers will be able to view the footage online or via their iphone or ipad application using their own secure log in details. All

camera locations can be viewed and managed 24/7 via the cloud based application. These cameras can also read vehicle registrations.

The benefits are:

- Being able to identify the persons responsible as we will be able to identify which vehicles have been involved resulting in court prosecutions.
- The cameras can be quickly removed and installed in any location where there is a need.
- No External power source needed.
- Solar panels to keep the camera in location recording for a longer period of time - this cuts out the need for officers to change batteries every day, possibly showing people where the cameras are located.
- Infra red giving clear night vision.
- Clear footage sent to cloud based management platform. Alert sent to officer identifying time of incident cutting out officer viewing hours of footage.
- Secure email to view footage.
- A possible reduction in fly tipping.

The procurement process is complete and it is envisage that a few cameras will become operational in November 2017.

LEAMS Performance – Towards the end of the meeting I asked a question as to why LEAMS performance fell sharply during the period September 2016 to March 2017 and then rapidly improved in the period March 2017 to May 2017. An officer suggested some reasons for this sudden rise and fall, however, was unable pinpoint the exact reasons for the deviation. I would be grateful if you could investigate the reason(s) for the sudden fall and rise in LEAMS performance and report your findings back to the Committee.

Concerning variations in LEAMS performance, it is difficult to pin point one specific reason. However, there are a couple of factors that may help to explain the variation. For example, in 2016 we changed the way in which we monitor LEAMS performance, as the responsibility for this activity was passed to highways teams to monitor as part of their daily duties. This change in how the data was recorded partially coincides with a change in performance, and therefore might go some way to explain it. In addition, Autumn is a challenging time for street cleansing due to leaf-fall and the need to prioritise resources. Whilst there is a plan in place to tackle leaf-fall, the timing and duration of the leaf-fall period can vary from year to year dependant on the weather, and can mean that it takes slightly longer to address littering issues if resources have been diverted elsewhere. Notwithstanding, despite the slight dip in performance between September 2016 and March 2017, the percentage of highways of an acceptable standard of cleanliness remains on target and performance with regards to the cleanliness index continues to steadily increase. Furthermore, the introduction of a Blitzing team and additional cleansing teams on the afternoons have delivered significant improvements to cleansing services.

Improving Litter Management & Street Cleanliness – Task & Finish

Exercise – The Environmental Scrutiny Committee approved its work programme for 2017/18 at the meeting on the 5 September. Members of the Committee identified improving litter management and street cleanliness as their top priority and so have agreed to run a task & finish exercise on this subject in early 2018. I will ensure that you and officers from City Operations are kept up to speed on the work being undertaken to scope and develop this piece of work.

Noted

Managing Recycling in Cardiff

Waste Facilities Visit – I would like to thank Pat McGrath, Andrew Williamson and the other staff from Commercial & Collaborative Services for arranging the Waste Facilities Visit for the Environmental Scrutiny Committee on the 24th August. The Members who took part in the visit found it very worthwhile as it substantially increased their understanding of the vast waste processing infrastructure required to deal with the waste collected in Cardiff. They feel that the visits to Lamby Way, the Materials Reclamation Facility, Cardiff's composting facility, the Kelda Organic Waste Treatment Facility and Viridor Energy from Waste Facility will put them in a much better position to scrutinise waste management items in the next 12 months.

Noted

Recycling Facilities Trips for Schools – As explained above the Members felt that they benefited educationally from the waste facilities visit on the 24 August. Following on from the visit they feel that local schools could benefit from similar trips, which could help reinforce the Council's recycling message to future generations. Therefore, I would be grateful if you could pass on contact details for each of the facilities so that Committee members are able to share the information with schools in their wards. I would also appreciate it if you could provide details on the number of schools that have undertaken such visits (to include the name of the schools).

Waste Management work closely with the schools across Cardiff. Whilst we do facilitate tours for adults and recognise the benefits of people seeing the facility in action, the risks are too high to permit children into an operational area such as the MRF. We do however provide videos and information to schools to help them understand the facility. Plus we will be organising more weekend open days that can accommodate children with support of an adult to walk round the plant whilst it is not running.

Recycling App – Members were pleased to hear that a Council wide app is currently being developed to include functions capable of reporting on a range of waste management issues. The Committee feel that the creation such an app is very worthwhile, particularly if it functionally easy to use. They would appreciate it if you could provide the Committee of an example of how it will work.

Once the Corporate app is operational, officers will be more than happy to provide a demonstration to the committee. The app is being developed to provide up to date collections information and additional information on what can be recycled.

Household Waste Recycling Centre – The current use of and future development of Household Waste Recycling Centres was discussed in some detail at the meeting. Following on from this discussion, I would be grateful if you could provide the Committee with the following information:

Members would like to know when the Wedal Road Household Waste Recycling Centre will be closing and have confirmation as to whether the site will be redeveloped into reuse facility;

The position on Wedal road will be confirmed once all elements of the Cabinets approved decision have been delivered. This was the recycling bulky collections which are now in place; the opening of the new Lamby way site and then finally the reuse

partnership. Once the final aspect is in place the Cabinet will be in a position to consider the future use of the Wedal Road site.

During the earlier item titled 'Managing Street Cleanliness & Total Street Scene in Cardiff', the Committee noted that there had been a 28% increase in fly tipping between 2015/16 and 2016/17. I would be grateful if you could provide an analysis of fly tipping in the east of the city for the period 2015/16 to 2017/18.

As previously stated, Fly capture has not supported ward by ward allocation of fly tipping activity. However, as we move into the delivery of a digital system this aspect will be recorded as each site will be GIS based and therefore area specific histories can be provided.

Bespoke Approach to Recycling – Members acknowledge that the Council has done exceptionally well in the last decade to push recycling rates up to the current Welsh Government statutory recycling target of 58%, however, increasing performance to 64% by 2019/20 and 70% by 2024/25 presents a major challenge to the Council. The Committee are aware that recycling rates vary significantly between wards and that more support is required by some communities to maximise their recycling potential. Concentrations of blocks of flats, houses of multiple occupation, cultural differences and other factors can present recycling challenges to the Council so it is clear that taking a 'one size fits all' approach isn't going to be practical in helping meet the outstanding 6% and 12% statutory target increases. With this in mind Members encourage you to look to develop niche or bespoke approaches to recycling in certain wards or even streets. This might include taking a slightly different approach to communicating with and listening to certain groups, delivering more education in particular areas or even taking a different approach to localised waste containerisation. The Committee feels that the best way to identify such improvement measures is to pilot trials in small areas to find out what works well and then to replicate successful practice.

The Committees' comments are very valid and will be considered in the next waste strategy that will be brought forwards later in the year.

Co-mingling v Kerbside Sort Approach – It is fair to say that Member opinion on whether to stick rigidly to the current co-mingling approach or to start phasing in new elements of kerbside sort were mixed. Some of the Committee were firmly against making the current co-mingling approach any more complicated, whilst others felt that introducing new elements of the kerbside sort approach should be considered as long as implementation is evidence based. With this in mind, should you propose implementing any such future changes to the waste collection system then we would be keen to scrutinise the proposals and continue our co-mingling verses kerbside sort debate

The last strategy determined that kerbside sort was not the best option for Cardiff at this time. This evidence base is still valid. However, the Council must consider the risks to recycling, funding and legislation. Future proposals on separate glass collections will be presented to the Committee as part of the strategy development and all scrutiny will be welcome in shaping the future proposals of recycling services.

I trust the above is of assistance to you.

Yn gywir / Yours sincerely

A handwritten signature in cursive script, appearing to read 'Michael Michael'.

**Cynghorydd / Councillor Michael Michael
Cabinet Member for Clean Streets, Recycling & Environment /
Aelod Cabinet dros Strydoedd Glân, Ailgylchu a'r Amgylchedd**

Ref: RDB/RP/MM/03.10.2017

17 October 2017

Councillor Michael Michael,
Cabinet Member for Clean Streets, Recycling & Environment,
County Hall,
Atlantic Wharf,
Cardiff CF10 4UW.



Dear Councillor Michael,

Environmental Scrutiny Committee – 3 October 2017

On behalf of the Environmental Scrutiny Committee I would like to thank you and the officers from Shared Regulatory Services for attending the Committee meeting on Tuesday 3 October 2017. As you are aware the meeting considered items titled 'Managing Food Hygiene in Cardiff' and 'Cardiff's Taxi Services'. The comments and observations made by Members following these items are set out in this letter.

Managing Food Hygiene in Cardiff

- The Committee acknowledge that the resources available to Shared Regulatory Services for managing food hygiene in Cardiff are limited given the scale of the task. At the same time, the targets set by the Welsh Government for food hygiene are very high for this important public safety issue; for example, there is currently a 93% target for PAM/023 that measures the percentage of food establishments which are broadly compliant with food hygiene standards. Having considered the challenges faced and range of important tasks that they undertake Members feel that Shared Regulatory Services deserve to be congratulated for the work and results that they deliver. I would, therefore, ask that you pass on our appreciation and thanks to the service.
- **Income Generation** - Members support the approach taken by Shared Regulatory Services in generating income from some food hygiene related

services. The Committee understands that the approach is relatively new and that it is not realistic for the income raised to fully offset any future funding cuts, however, every pound helps and this is very much a step in the right direction. Moving forward the Committee supports this approach and would encourage the service to continually review best practice across the food hygiene industry so that it is able to identify any new potential income streams.

- **Joined Up Working** - During the item the Committee felt that food hygiene monitoring standards could be improved by adopting a 'joined up' approach for sharing Council information. For example, every time a catering related change of use application is submitted to Planning the information should be forwarded to Shared Regulatory Services so that they are aware of the change and can take appropriate action. This the Members felt would help ensure improved food safety compliance for new food businesses which are generally viewed as a higher risk. A member of the Committee made the point that Members were automatically informed by email of any new change of use applications (including for catering establishments) within their wards and that extending this email to include Shared Regulatory Services should be a very simple thing to do. I would ask that you look into introducing this small change as it could help boost food hygiene standards, particularly for new food businesses.
- **Extending the Food Hygiene Rating Scheme** - It is clear that the Food Hygiene Rating Scheme has had a really positive impact in terms of raising public awareness and food hygiene standards in Cardiff. Businesses now view a good Food Hygiene Rating Score as an asset while the public seems to use the score as a determining factor when deciding where to eat. During the meeting Members explored the idea of placing Food Hygiene Rating Scores onto takeaway menus and websites. They were told that there is no current statutory requirement for this to happen at the moment, however, it is something that the Welsh Government has considered. Opinion as to whether Food Hygiene Rating Scores should be added to websites or takeaway menus was divided, with

some Members taking the view that a link to the Food Standards website should be sufficient while others felt that a score on a menu or website was a far more transparent option. Either way the Committee believes that highlighting the score or how to access the score is important as it puts the public in a better position to make an informed choice. When you have the opportunity I would urge you and Shared Regulatory Services to lobby the Welsh Government to extend the Food Hygiene Rating Scheme to include takeaway menus and websites.

- **Targeted Food Hygiene Events** - Members were pleased that Shared Regulatory Services were running food hygiene events; in particular they were impressed that approximately 180 businesses had recently attended an event at the Principality Stadium. The Committee felt that this approach could be further developed to support some harder to reach food catering establishments by having targeted events in specific geographical areas, for example, the idea of running an event targeted at food businesses on City Road was suggested. The Committee would support such a targeted approach and would encourage the service to develop the idea.

Cardiff's Taxi Services

- **Fixed Penalty Notices** - During the meeting Members expressed an interest in finding out how many fixed penalty notices were issued in Cardiff against taxi drivers for the misuse of bus lanes. I would be grateful if you could confirm the number fixed penalty notices issued along with the reasons for issuing for 2016/17 and 2017/18 to date.
- **Blocking Bus Lanes** – Some Members of the Committee were concerned by the frequency with which bus lanes were blocked by taxis in the city centre. Officers explained that taxis are currently allowed to use Cardiff's bus lanes and that dropping off and picking up is permitted, however, this needs to be done within a 'reasonable' timescale and that using the bus lanes as extended layover spots or unofficial taxi ranks was not allowed. The Committee feel that the bus lanes need to be kept clear as

unnecessary blockages delay bus journeys. Ultimately delayed bus journeys discourage people from using bus services and, therefore, have an impact on Cardiff's 50:50 modal shift target. Members acknowledge that it is a minority of taxi drivers who actually cause bus lane disruption, and so the Committee would urge you to take the strongest possible enforcement action against persistent offenders. The hope is that if enforcement action is taken against one or two drivers then the message will quickly spread that the Council does not tolerate taxis blocking bus lanes.

- **Taxi Complaints** - The topic of taxi related complaints was discussed at length during the meeting. Members raised a number of concerns about the recording of complaints and the wider complaints process, therefore, I would be grateful if you could respond to the following:
 - The Committee asked for clarification as to whether road traffic offences were taken into consideration when dealing with complaints, specifically if they had an impact on any further action taken against taxi drivers;
 - Prior to the meeting Members received a breakdown of complaints for the period 2012 to 2016. With the exception of 2015 the number of complaints was fairly constant, however, due to the way in which the complaints were recorded it was impossible to identify the number of complaints made for specific types of incident, for example, refusal of fares or overcharging. The Committee were informed that Shared Regulatory Services is in the process of installing a new data base that will be used to record taxi complaints and that the functionality of this data base will give the Council a greater understanding of the types of complaints and why they are made. The Committee welcomes this development and I would ask that you provide them with an update on the new data base structure and its reporting abilities once it is completed. Members hope that the new data base will provide clear and accessible information which in turn is used to drive up taxi standards in Cardiff;

- At the meeting a Member expressed some concern at how the Council had dealt with a complaint made by him about a taxi related incident. He felt that the whole reporting process was overcomplicated and that it would put most people off fully following through with genuine complaints. I would be grateful if you could provide the Committee with a summary of the full complaints reporting process along with some suggestions around what could be done to improve complainant support during the process.
- **Taxi Spot Checks** - The Committee strongly supports the use of regular taxi spot checks to ensure that licensing conditions and standards are followed in Cardiff. At the meeting one of the Members stressed the importance of checking the individual's details against the actual vehicle and taxi driver licensing scheme to establish that they are an authorised driver. The Committee agreed with the idea of having a more thorough driver validation check as a part of the spot check process – this they feel would help improve taxi safety and standards in the city. A suggestion was made that taxi drivers should in future display a larger photo than the one on the badge currently used, and that this should be displayed in a prominent part of the vehicle. I would ask that you look into how we and our partners (for example, South Wales Police) currently undertake taxi spot checks and provide feedback on what is / or can be done to ensure that taxi drivers are thoroughly validated as a part of this process. In addition to this, the Committee supports the continued use of using secret shoppers in Cardiff. They feel that this is an excellent monitoring tool to help establish what taxi standards are really like in Cardiff.
- **Taxi Ranks** - The issue of taxi ranks and the impact that they have on the city centre was discussed at the meeting. Recent consultation reports seemed to suggest that taxi drivers felt that more taxi ranks were needed in the city centre, while several Members suggested potential locations in the north, east and west of the city centre that if created might improve taxi provision. One Member in particular emphasised that creating a taxi rank

in the Westgate Street area of the city might divert taxis from blocking off bus lanes opposite the castle, improving the flow of buses and safety. The conclusion that the Members came to was that now might be an appropriate time to review the provision of taxi ranks in the city centre, therefore, I would ask that you look into the option on undertaking a taxi rank review and provide feedback on your findings to the Committee.

- **Air Quality & Clean Air Zones** - Improving air quality and the potential of creating a 'Clean Air Zone' for Cardiff was briefly discussed as a part of the 'Cardiff's Taxi Services' item. I can confirm that the topics of improving air quality and 'Clean Air Zones' will feature as a part of the next Environmental Scrutiny Committee task & finish exercise titled 'Improving Cardiff's Air Quality'. I will ensure that you and your Cabinet colleagues are kept informed of the content of this exercise and invited to give evidence for the areas relating to your individual portfolios of responsibility.
- **Taxi Marshals** – Members welcome the intention of the Cardiff Business Improvement District (BID) to fund the appointment of additional taxi marshals in the city centre. The Committee felt that this would enhance provision and improve Cardiff's taxi offer. The only concern that Members had was ensuring a consistent standard across the BID and Council funded staff so that the public receive a seamless and consistent service. On behalf of the Committee I would ask for assurance that a consistent approach will be applied to taxi marshalling in Cardiff and that their performance is monitored using a common approach.
- **Taxi Marshal Badge Camera** – Members understand that being a taxi marshal can at times be a very challenging and sometimes dangerous role. The Committee is aware that other roles supported by the Council face similar safety issues (for example, Civil Parking Enforcement Officers & Waste Enforcement Officers) and that to combat the threat they have been given personal badge cameras. I would ask that you look into the option of providing all taxi marshals (both Council and future BID staff) with

a similar badge camera system and provide a summary of your findings back to the Committee.

- **Common Taxi Policies** – At the meeting officers explained that traditionally taxi licensing standards had varied between local authority areas and that some private hire drivers had in the past applied to other less stringent local authority areas to obtain a licence which then allowed them to operate in Cardiff. Members were pleased to hear that the creation of Shared Regulatory Services had largely resulted in the standardisation of the taxi licensing processes across the Cardiff, Bridgend and Vale of Glamorgan. They felt that this was a very positive step forward and that standardisation was something that would only benefit taxi licensing standards across Wales as a whole. With this in mind I would ask that you and Shared Regulatory Services continue to push forward the standardisation of taxi licensing as a sensible way forward for improving taxi standards in Wales.

I would be grateful if you would consider the above comments and provide a response to the content of this letter. Please note that the comments made in this letter about Cardiff's Taxi Services are also included in a letter to Councillor Jacqueline Parry in respect of her role as Chair of Cardiff's Licensing & Public Protection Committee. I am happy to accept a combined response from both of you in relation to the points raised on Cardiff's Taxi Services.

Regards,

The image shows a handwritten signature in black ink. The signature is written in a cursive style and appears to read 'Ramesh Patel'. It is positioned to the left of the printed name and title.

Councillor Ramesh Patel
Chairperson Environmental Scrutiny Committee

Cc:

- Councillor Jacqueline Parry, Chair of Cardiff's Licensing & Public Protection Committee
- Andrew Gregory, Director of City Operations
- Dave Holland, Head of Shared Regulatory Services
- Christina Hill, Operational Manager Commercial Services, Shared Regulatory Services
- Will Lane, Operational Manager Neighbourhood Services, Shared Regulatory Services
- Matthew Wakelam, Operational Manager, Infrastructure & Operations
- Davina Fiore, Director of Governance & Legal Services
- Members of Cardiff's Environmental Scrutiny Committee

Ref: RDB/RP/JP/03.10.2017

17 October 2017

Councillor Jacqueline Parry,
Chair of Cardiff's Licensing & Public Protection Committee,
Room 264 County Hall,
Atlantic Wharf,
Cardiff CF10 4UW.



Dear Councillor Parry,

Environmental Scrutiny Committee – 3 October 2017

On behalf of the Environmental Scrutiny Committee I would like to thank you and the officers from Shared Regulatory Services for attending the Committee meeting on Tuesday 3 October 2017. As you are aware the meeting considered an item titled 'Cardiff's Taxi Services'. The comments and observations made by Members following this item is set out in this letter.

Cardiff's Taxi Services

- **Fixed Penalty Notices** - During the meeting Members expressed an interest in finding out how many fixed penalty notices were issued in Cardiff against taxi drivers for the misuse of bus lanes. I would be grateful if you could confirm the number fixed penalty notices issued along with the reasons for issuing for 2016/17 and 2017/18 to date.
- **Blocking Bus Lanes** – Some Members of the Committee were concerned by the frequency with which bus lanes were blocked by taxis in the city centre. Officers explained that taxis are currently allowed to use Cardiff's bus lanes and that dropping off and picking up is permitted, however, this needs to be done within a 'reasonable' timescale and that using the bus lanes as extended layover spots or unofficial taxi ranks was not allowed. The Committee feel that the bus lanes need to be kept clear as unnecessary blockages delay bus journeys. Ultimately delayed bus journeys discourage people from using bus services and, therefore, have

an impact on Cardiff's 50:50 modal shift target. Members acknowledge that it is a minority of taxi drivers who actually cause bus lane disruption, and so the Committee would urge you to take the strongest possible enforcement action against persistent offenders. The hope is that if enforcement action is taken against one or two drivers then the message will quickly spread that the Council does not tolerate taxis blocking bus lanes.

- **Taxi Complaints** - The topic of taxi related complaints was discussed at length during the meeting. Members raised a number of concerns about the recording of complaints and the wider complaints process, therefore, I would be grateful if you could respond to the following:
 - The Committee asked for clarification as to whether road traffic offences were taken into consideration when dealing with complaints, specifically if they had an impact on any further action taken against taxi drivers;
 - Prior to the meeting Members received a breakdown of complaints for the period 2012 to 2016. With the exception of 2015 the number of complaints was fairly constant, however, due to the way in which the complaints were recorded it was impossible to identify the number of complaints made for specific types of incident, for example, refusal of fares or overcharging. The Committee were informed that Shared Regulatory Services is in the process of installing a new data base that will be used to record taxi complaints and that the functionality of this data base will give the Council a greater understanding of the types of complaints and why they are made. The Committee welcomes this development and I would ask that you provide them with an update on the new data base structure and its reporting abilities once it is completed. Members hope that the new data base will provide clear and accessible information which in turn is used to drive up taxi standards in Cardiff;

- At the meeting a Member expressed some concern at how the Council had dealt with a complaint made by him about a taxi related incident. He felt that the whole reporting process was overcomplicated and that it would put most people off fully following through with genuine complaints. I would be grateful if you could provide the Committee with a summary of the full complaints reporting process along with some suggestions around what could be done to improve complainant support during the process.

- **Taxi Spot Checks** - The Committee strongly supports the use of regular taxi spot checks to ensure that licensing conditions and standards are followed in Cardiff. At the meeting one of the Members stressed the importance of checking the individual's details against the actual vehicle and taxi driver licensing scheme to establish that they are an authorised driver. The Committee agreed with the idea of having a more thorough driver validation check as a part of the spot check process – this they feel would help improve taxi safety and standards in the city. A suggestion was made that taxi drivers should in future display a larger photo than the one on the badge currently used, and that this should be displayed in a prominent part of the vehicle. I would ask that you look into how we and our partners (for example, South Wales Police) currently undertake taxi spot checks and provide feedback on what is / or can be done to ensure that taxi drivers are thoroughly validated as a part of this process. In addition to this, the Committee supports the continued use of using secret shoppers in Cardiff. They feel that this is an excellent monitoring tool to help establish what taxi standards are really like in Cardiff.

- **Taxi Ranks** - The issue of taxi ranks and the impact that they have on the city centre was discussed at the meeting. Recent consultation reports seemed to suggest that taxi drivers felt that more taxi ranks were needed in the city centre, while several Members suggested potential locations in the north, east and west of the city centre that if created might improve taxi provision. One Member in particular emphasised that creating a taxi rank in the Westgate Street area of the city might divert taxis from blocking off

bus lanes opposite the castle, improving the flow of buses and safety. The conclusion that the Members came to was that now might be an appropriate time to review the provision of taxi ranks in the city centre, therefore, I would ask that you look into the option on undertaking a taxi rank review and provide feedback on your findings to the Committee.

- **Air Quality & Clean Air Zones** - Improving air quality and the potential of creating a 'Clean Air Zone' for Cardiff was briefly discussed as a part of the 'Cardiff's Taxi Services' item. I can confirm that the topics of improving air quality and 'Clean Air Zones' will feature as a part of the next Environmental Scrutiny Committee task & finish exercise titled 'Improving Cardiff's Air Quality'. I will ensure that you and your Cabinet colleagues are kept informed of the content of this exercise and invited to give evidence for the areas relating to your individual portfolios of responsibility.
- **Taxi Marshals** – Members welcome the intention of the Cardiff Business Improvement District (BID) to fund the appointment of additional taxi marshals in the city centre. The Committee felt that this would enhance provision and improve Cardiff's taxi offer. The only concern that Members had was ensuring a consistent standard across the BID and Council funded staff so that the public receive a seamless and consistent service. On behalf of the Committee I would ask for assurance that a consistent approach will be applied to taxi marshalling in Cardiff and that their performance is monitored using a common approach.
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I would be grateful if you would consider the above comments and provide a response to the content of this letter. Please note that the comments made in this letter are also included in a letter to Councillor Michael Michael. I am happy to accept a combined response from both of you in relation to the points raised on Cardiff's Taxi Services.

Regards,

The image shows a handwritten signature in black ink. The signature is written in a cursive style and appears to read 'Ramesh Patel'. It is positioned to the left of the printed name and title.

Councillor Ramesh Patel
Chairperson Environmental Scrutiny Committee

Cc:

- Councillor Michael Michael, Cabinet Member for Clean Streets, Recycling & Environment
- Andrew Gregory, Director of City Operations
- Dave Holland, Head of Shared Regulatory Services
- Christina Hill, Operational Manager Commercial Services, Shared Regulatory Services
- Will Lane, Operational Manager Neighbourhood Services, Shared Regulatory Services
- Matthew Wakelam, Operational Manager, Infrastructure & Operations
- Davina Fiore, Director of Governance & Legal Services
- Members of Cardiff's Environmental Scrutiny Committee

My Ref: T: Scrutiny/Correspondence/Cllr NH

Date: 19 July 2017



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

Councillor Russell Goodway
Cabinet Member, Investment and Development
Cardiff Council,
County Hall
Cardiff
CF10 4UW

Dear Councillor Goodway,

Joint Economy & Culture and Environmental Scrutiny Committee: 18 July 2017

On behalf of both the Economy & Culture and Environmental Scrutiny Committees, please accept our thanks for attending our meeting for pre-decision scrutiny of the report to Cabinet titled 'Funding the New Bus Transport Interchange'. Members wish also to pass on their thanks to Neil Hanratty for his attendance and presentation. Members have asked that I pass on the following comments and observations from their discussion at the Way Forward.

Members share the wish to see a high quality bus transport interchange in place as soon as possible and understand the need for this to be achieved within the agreed financial envelope. Having considered the evidence presented regarding market demand for student accommodation in Cardiff, Members support the proposal to move from private rented sector accommodation to student accommodation. Members are pleased to hear that there are ongoing discussions regarding the office space and hope these are successful. However, Members are supportive of a market driven approach for this space as well, subject to further planning application, if required.

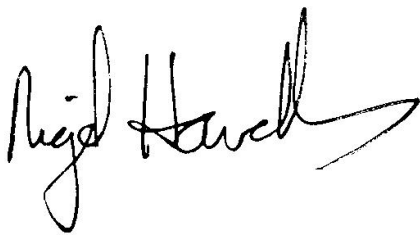
With regard to the second recommendation to Cabinet to delegate authority, Members support this, on the understanding that the usual due diligence checks would apply to ensure robust financial modelling and consideration of legal advice. Members support the appointment of external cost consultants and professional

advisors to ensure that the Council achieves value for money. Members also recognise the usefulness in acquiring the Saunders Road car park site.

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.

Overall, having considered the evidence presented to the Committee, Members are supportive of the recommendations to Cabinet and look forward to progress being made on the site.

Yours sincerely,

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

**COUNCILLOR NIGEL HOWELLS
CHAIR, JOINT ECONOMY & CULTURE AND ENVIRONMENTAL SCRUTINY
COMMITTEE**

cc Members of the Economy & Culture and Environmental Scrutiny Committees
Neil Hanratty
Clair James
Cabinet Support Office

County Councillor Russell Goodway
Cabinet Member, Investment & Development

My ref : RVG/Scrutiny

4 August 2017

County Councillor Nigel Howells
 Chair, Joint Economy & Culture and
 Environmental Scrutiny Committee
 County Hall
CARDIFF
 CF10 4UW



Dear County Councillor Howells

**FUNDING THE NEW BUS TRANSPORT INTERCHANGE
 JOINT ECONOMY & CULTURE AND ENVIRONMENTAL SCRUTINY
 COMMITTEE: 18 JULY 2017**

I refer to your letter dated 19 July 2017 in the above connection which was presented to Cabinet at its meeting on 27 July 2017. Cabinet colleagues were grateful for the supportive comments contained in the letter.

Can I thank you for the invitation to attend your meeting and I am grateful that you decided to undertake a pre-decision scrutiny of the changes that the new Administration is proposing in order to facilitate early delivery of the bus station facility. As you know, those proposals were set out in the Cabinet Report "*Funding the New Transport Interchange*".

I trust that your colleagues appreciate the challenges that remain to be overcome but also that the new Administration has chosen to adopt a new spirit of openness and transparency with regard to the bus station proposals and the potential solutions.

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. We will, of course, seek to achieve the best possible return on the council's investment to ensure that we can deliver the best possible facility but also taking account of the timescales we need to work to if we are to deliver the facility in an acceptable timeframe.

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 that council officials adopt such an approach.

/cont...

T: 07962 251439
Email: r.v.goodway@cardiff.gov.uk

Please reply to:
 Cabinet Office, County Hall, Cardiff, CF10 4UW
 T: 029 2087 2631

County Councillor Nigel Howells
Chair, Joint Economy & Culture and
Environmental Scrutiny Committee

I note also the joint committees request to be kept informed of progress with regard to the bid to Welsh Government for funding to help 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.

Yours sincerely



RUSSELL GOODWAY
CABINET MEMBER, INVESTMENT & DEVELOPMENT

My Ref: T: Scrutiny/Correspondence/Cllr NH

Date: 14 September 2017

Councillor Russell Goodway
Cabinet Member, Investment and Development
Cardiff Council,
County Hall,
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Dear Councillor Goodway,

**Joint Economy & Culture and Environmental Scrutiny Committee:
Consideration of Called – In Decision CAB/17/11: 13 September 2017**

On behalf of both the Economy & Culture and Environmental Scrutiny Committees, please accept our thanks for attending our special meeting to consider the Called-In decision CAB/17/11 titled 'Funding the New Bus Transport Interchange'. Members wish also to pass on their thanks to Neil Hanratty and Geoff Shimell for their attendance.

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.

However, Members have asked that I pass on the following comments and observations from their discussion at the Way Forward.

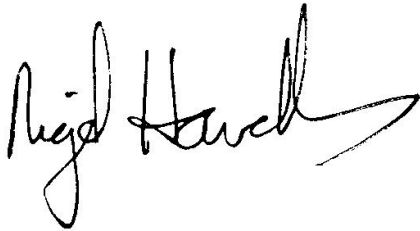
Members welcome the fact that concerted efforts are being made to secure office usage in the interchange building and hope that these prove fruitful. However, Members are supportive of a market driven approach for this space as well, subject to further planning application, if required.

Members asked that I re-emphasise the points made in our previous letter to you, 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 share the wish to see a high quality bus transport interchange in place as soon as possible and look forward to progress being made with this.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nigel Howells', with a stylized flourish at the end.

**COUNCILLOR NIGEL HOWELLS
CHAIR, JOINT ECONOMY & CULTURE AND ENVIRONMENTAL SCRUTINY
COMMITTEE**

cc Members of the Economy & Culture and Environmental Scrutiny Committees
Cllr Neil McEvoy
Neil Hanratty
Geoff Shimell
Dr. Max Wallis
Clair James
Cabinet Support Office



County Councillor Russell Goodway
Cabinet Member, Investment & Development

My ref : RVG/Scrutiny

15 October 2017

County Councillor Nigel Howells
Chair, Joint Economy & Culture and
Environmental Scrutiny COMMITTEE
County Hall
CARDIFF
CF10 4UW

Dear Nigel

**JOINT ECONOMY & CULTURE AND ENVIRONMENTAL SCRUTINY
COMMITTEE: CONSIDERATION OF CALLED – IN DECISION
CAB/17/11: 13 SEPTEMBER 2017**

I apologise for the delay in replying to letter dated 13 September 2017 regarding the call-in of the 'Funding the New Bus Transport Interchange' decision.

I am pleased that Joint Scrutiny Committee's decided not to refer the matter back to Cabinet as it allows us to move the project forward in line with the earlier decision of the Joint Scrutiny Committee.

As you know, the completion of the Transport Interchange is a priority for Huw Thomas new administration and we will continue to work hard to ensure a high quality facility is delivered. The Cabinet will, of course, ensure that we undertake the necessary due diligence as well as robust financial and legal appraisals.

I will keep the scrutiny committees informed on progress.

Yours sincerely

RUSSELL GOODWAY
CABINET MEMBER, INVESTMENT & DEVELOPMENT

T: 07962 251439
Email: r.v.goodway@cardiff.gov.uk

Please reply to:
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