



DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

COUNCIL SUMMONS

THURSDAY, 21 JUNE 2018

GWYS Y CYNGOR

DYDD IAU, 21 MEHEFIN 2018,

You are summoned to attend a meeting of the **COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF** which will be held at Council Chamber - City Hall, Cathays Park, Gorsedd Gardens Road, Cardiff, CF10 3ND on Thursday, 21 June 2018 at 4.30 pm to transact the business set out in the agenda attached.

Davina Fiore
Director of Governance & Legal Services

County Hall
Cardiff
CF10 4UW

Friday, 15 June 2018

Promotion of equality and respect for others | Objectivity and propriety | Selflessness and stewardship
Integrity | Duty to uphold the law | Accountability and openness

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<i>Item</i>		<i>Approx Time</i>	<i>Max Time Allotted</i>
1	Apologies for Absence <i>To receive apologies for absence.</i>		
2	Declarations of Interest <i>To receive declarations of interest (such declarations to be made in accordance with the Members Code of Conduct)</i>	4.30 pm	5 mins
3	Minutes (Pages 9 - 20) <i>To approve as a correct record the minutes of the Extraordinary Meeting and Annual meeting of Council on 24 May 2018.</i>		
4	Public Questions (Pages 21 - 22) <i>To receive previously notified questions from Members of the Public.</i>	4.35 pm	5 mins
5	Petitions <i>To receive petitions from Elected Members to Council.</i>	4.40 pm	5 mins
6	Lord Mayor's Announcements (Pages 23 - 26) <i>To receive the Lord Mayor's announcements including Recognitions and Awards.</i>	4.45 pm	5 mins
7	Consultation - Cardiff's Transport and Clean Air Green Paper (Pages 27 - 58) <i>To receive the Consultation Cardiff's Transport and Clean Air Green Paper proposed by the Cabinet Member for Strategic Planning & Transport</i>	4.50 pm	25 mins
8	Welsh Language Standards: Annual Report 2017 - 18 (Pages 59 - 134) <i>Cabinet Proposal</i>	5.15 pm	15 mins
9	Independent Member Vacancy - Standards & Ethics Committee (Pages 135 - 136) <i>Report of the Director of Governance and Legal Services</i>	5.30 pm	5 mins

10	Appointment to the Post of Corporate Director Resources and Section 151 Officer (Pages 137 - 146) <i>Report of the Chief Executive</i>	5.35 pm	10 mins
11	Cardiff and Vale of Glamorgan Pension Fund - Amendment to the Terms of Reference for the Local Pension Board (Pages 147 - 156) <i>Report of the Director of Corporate Resources and Section 151 Officer</i>	5.45 pm	10 mins
Scrutiny Committee Annual Reports 2017- 2018			
12	Children & Young People Scrutiny Committee Annual Report 2017 - 2018 (Pages 157 - 186)	5.55 pm	10 mins
13	Community & Adult Services Scrutiny Committee Annual Report 2017- 2018 (Pages 187 - 212)	6.05 pm	10 mins
14	Economy and Culture Scrutiny Committee Annual Report 2017 - 2018 (Pages 213 - 236)	6.15 pm	10 mins
15	Environmental Scrutiny Committee Annual Report 2017 - 2018 (Pages 237 - 284)	6.25 pm	10 mins
16	Policy Review & Performance Scrutiny Committee Annual Report 2017 - 2018 (Pages 285 - 318)	6.35 pm	10 mins
Break			
17	Statements (Pages 319 - 352) <i>To receive statements from the Leader and Cabinet Members</i>	7.00 pm	45 mins

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Notice of Motion			
18	<p>Motion 1</p> <p>Proposed by: Councillor Keith Jones</p> <p>Seconded by: Councillor Lee Bridgeman</p> <p>This Council recognises the outstanding achievements of our City's sports teams this year and congratulates:</p> <ol style="list-style-type: none"> 1. Cardiff City on their promotion to the Premier League; 2. Cardiff Blues on their success on winning the European Challenge Cup Final; 3. Cardiff Devils on winning both the Elite League and Elite League Playoffs. <p>This Council notes the importance of Community Sports Clubs and the success of many of our local teams across the City and the vital role they play in community cohesion and in improving the Health and Wellbeing of the City.</p> <p>The Council further notes the importance Cardiff Council places on getting more girls into sport which includes Sports Cardiff's Girls Together event which will see 300 Primary School and 300 Secondary School girls take part in sporting events to mark International Women's Day in 2019.</p> <p>The Council supports the work that the Council's Sports Development team do in partnership with Cardiff Met University and the 2012/13 decision to give free access to under 16s to our Park Sporting facilities.</p> <p>The Council recognises the investment that the Council has made in improving sports facilities including improvements to changing rooms and the installation of 3G pitches.</p> <p>This Council therefore resolves that sport is continued to be made available to children of all means and that it will continue to give free access to our parks facilities for all under 16s for organised sport and work with all our Elite clubs to continue this sporting renaissance in our city.</p>	7.45 pm	30 mins

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19	<p>Motion 2</p> <p>Proposed by: Councillor Mike Jones-Pritchard</p> <p>Seconded by: Councillor Joel Williams</p> <p>This Council recognises the positive steps set out in the Council's Capital Ambition document to make sure every child in Cardiff goes to a good or excellent school and that around half of schools are either good or excellent. It also recognises the good work of officers, teachers, governors and others, involved in education in Cardiff that has brought about the improvement in standards in recent years and the continuing need and drive to further improve standards across all levels and in all areas of Cardiff.</p> <p>This Council recognises that Capital Ambition states that:</p> <ul style="list-style-type: none"> • We will close the attainment gap in schools so that no child is left behind • Education is one of the surest routes out of poverty • Education is everyone's business • We must invest in aspiration and life chances from an early age • We must work to align funding from across the public and third sectors ... around what each individual child and family needs • Early intervention is critical • We need to provide lasting solutions to complex problems • That every citizen will have the chance to fulfil their potential and • That the key to long term success and prosperity of a city lies in how it chooses to invest in aspiration and life chances from an early age. <p>This motion calls upon the Cabinet to be even more ambitious and to deal with a critical need, not referred to, or identified, in Capital Ambition, which is the deplorable situation of the significant number of children, in all areas of the city, who join nursery with limited language and social skills, who have minimal self-help or personal care skills, with many unable to use the toilet or hold a cup. It calls upon the Council to work across service areas and, with other organisations, to develop, and put in place, an initiative to enable those parents and carers of pre-school age children, to have ready access to Flying Start, or similar provision, in every primary school in Cardiff where there is the need. A provision where support and guidance</p>	8.15 pm	30 mins
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	on positive parenting, child care and development etc. can be accessed without stigma, to enable us to ensure that all children in Cardiff, whether they live in an area classed as deprived, or not, and whose parents or carers need help, have the opportunity to start nursery at the expected level and stage of development.		
20	Oral Questions <i>To receive oral questions to the Leader, Cabinet Members; Chairs of Committee and/or nominated Members of the Fire Authority.</i>	8.45 pm	60 mins
21	Urgent Business	9.45 pm	5 mins
Unopposed Council Business			
22	Members' Schedule of Remuneration 2018 - 2019 <i>(Pages 353 - 368)</i> <i>Report of the Chief Executive</i>	9.50 pm	5 mins
23	Appointment of Local Authority Governors to School Governing Bodies <i>(Pages 369 - 374)</i> <i>Report of the Director of Governance and Legal Services</i>		
24	Committee Membership <i>(Pages 375 - 384)</i> <i>Report of the Director of Governance and Legal Services.</i>		
25	Appointments to Outside Bodies <i>(Pages 385 - 388)</i> <i>Report of the Director of Governance and Legal Services</i>		
26	Programme of Council, Cabinet and Ordinary Meetings 2018 - 2019 <i>(Pages 389 - 402)</i> <i>Report of the Director of Governance and Legal Services</i>		
27	Written Questions <i>In accordance with the Council Procedure Rules, Rule 17(f) Written Questions received for consideration and response will be included as a record in the minutes of the meeting.</i>		

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THE COUNTY COUNCIL OF THE CITY & COUNTY OF CARDIFF

The County Council of the City & County of Cardiff met at County Hall, Cardiff on 24 May 2018 to transact the business set out in the Council summons dated Friday, 18 May 2018.

Present: Councillor Derbyshire (Lord Mayor)

Councillors Ahmed, Asghar Ali, Dilwar Ali, Bale, Berman, Bowden, Bowen-Thomson, Boyle, Bradbury, Bridgeman, Burke-Davies, Carter, Congreve, Cunnah, De'Ath, Driscoll, Ebrahim, Elsmore, Ford, Goddard, Goodway, Gordon, Henshaw, Gavin Hill-John, Philippa Hill-John, Hinchey, Howells, Hudson, Jacobsen, Jenkins, Jones-Pritchard, Keith Jones, Owen Jones, Joyce, Kelloway, Lancaster, Lay, Lent, Lister, Mackie, McEvoy, McGarry, McKerlich, Merry, Michael, Molik, Morgan, Murphy, Naughton, Jackie Parry, Keith Parry, Patel, Phillips, Dianne Rees, Robson, Sattar, Simmons, Singh, Stubbs, Taylor, Graham Thomas, Huw Thomas, Lynda Thorne, Walker, Weaver, Wild, Williams, Wong and Wood

151 : APOLOGIES FOR ABSENCE

Apologies were received from Councillors Cowan, Tim Davies Owen, Parkhill and Sandrey.

152 : DECLARATIONS OF INTEREST

There were no declarations of interests for this meeting.

153 : CORPORATE PLAN 2018 - 2021

The Leader of the Council, Councillor Huw Thomas proposed the Corporate Plan 2018 – 2021 for approval by the Council. The Leader welcomed the comments and observations received and considered as part of the engagement undertaken during the last six months with Elected Members, Committees, partner organisations and Full Council on the Corporate Plan.

The Corporate Plan detailed the deliverable organisational objectives for the Council. It made clear how the Council will create opportunities and tackle inequalities. The Leader highlighted the gaps in life expectancy and health inequalities and the need for the plan to tackle social and economic exclusion experienced by many in Cardiff's communities.

The Leader outlined the importance of the Corporate Plan working in tandem with the Health and Wellbeing Plan, and the growing partnership working with the Local Health Board and Public Health, whose senior management had provided feedback at Policy Review and Performance Scrutiny Committee and supported the action areas set out in the plans - namely:

To ensure citizens have a good start in life.

- To provide access to good education.
- To create job opportunities and help people into work.
- To prioritise healthy lifestyles.
- To address poor housing.
- To build strong and safe communities.
- To ensure clean and attractive environments.
- To tackle air pollution.

The Leader had met with the Leader and spokesperson of the Liberal Democrat Group following their amendment to the Corporate Plan at the Council meeting in March, on matters around strengthening health inequality objectives. The Corporate Plan had been amended to now include a step to consider the emerging guidance on undertaking statutory Health Impact Assessments and work to be undertaken with leading practitioners in order to inform the development of the next Corporate Plan.

The Leader was keen to engage and listen to all parties and partners across the city to ensure the best outcomes for Cardiff and the focus for the coming year will be on growth and tackling inequalities.

The Corporate Plan was seconded by the Cabinet Member for Social Care and Health, Councillor Elsmore who reinforced the Council's commitment to improve the lives and communities of Cardiff. The Plan include clear actions which would be achieved in tandem with the Health and Well-being Plan and the Cardiff and Vale of Glamorgan Are Plan for Care and work would be undertaken with partners on shared outcomes for public services, tackling inequalities in all forms and ensuring integrated high quality services and preventative services.

The Lord Mayor advised that he had received in accordance with Council Procedure Rule 24a an amendment to the report. The Lord Mayor invited Councillor Berman to propose the amendment.

The amendment welcomed the new section on addressing health inequality by considering the emerging guidance on undertaking what will be a statutory requirement to complete Health Impact Assessments, however the Liberal Democrat Group considered that the plan did not contain any new commitments aimed at addressing the significant health inequalities, differences in life expectancy between communities, or tackling major public health concerns such as obesity.

In seconding the amendment Councillor Boyle reiterated that not enough had changed in the plan to demonstrate how the Council would implement measures around obesity which was predicted to double in the least deprived areas of the city in the coming year, nothing on improving urban design which would encourage walking and cycling as well as better housing and local facilities. Constructive input and the ability to listen to others ideas were important elements of the consultation process.

Prior to taking a vote on the amendment, the Lord Mayor invited debate. During the debate comments were made around the lack of ambition of the Corporate Plan, what more can be achieved in particular around productivity within the Council; education and transport and infrastructure services. The challenges of inequalities

and poverty; the need to put the rights of the child at the heart of policies and strategies and address barriers by listening to children in particular the inequalities around the provision offered to children leaving care at 18 and those in foster care.

The Lord Mayor invited the Leader to respond to the points raised.

The Lord Mayor called for a vote on the amendment proposed by Councillor Berman.

The vote on the amendment was LOST.

The Lord Mayor called for a vote on the recommendation.

The Vote on the recommendation was CARRIED

RESOLVED – That

1. The Corporate Plan 2018 – 2021 was approved.
2. Delegated authority be granted to the Chief Executive, in consultation with the Leader of the Council to make consequential amendments to the Corporate Plan 2018 – 21 if required following the meeting and prior to publication.

154 : URGENT BUSINESS

There was no urgent business

The meeting closed at 17.05pm

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County Councillors Ahmed, Asghar Ali, Dilwar Ali, Bale, Berman, Bowden, Bowen-Thomson, Boyle, Bradbury, Bridgeman, Burke-Davies, Carter, Congreve, Cunnah, De'Ath, Driscoll, Ebrahim, Elsmore, Ford, Goddard, Goodway, Gordon, Henshaw, Gavin Hill-John, Philippa Hill-John, Hinchey, Howells, Hudson, Jacobsen, Jenkins, Jones-Pritchard, Keith Jones, Owen Jones, Joyce, Kelloway, Lancaster, Lay, Lent, Lister, Mackie, McEvoy, McGarry, McKerlich, Merry, Michael, Molik, Morgan, Murphy, Naughton, Jackie Parry, Keith Parry, Patel, Phillips, Dianne Rees, Robson, Sattar, Simmons, Singh, Stubbs, Taylor, Graham Thomas, Huw Thomas, Lynda Thorne, Walker, Weaver, Wild, Williams, Wong and Wood

1 : ELECTION OF CHAIR

The Annual Council received a nomination proposed by Councillor Huw Thomas and seconded by Councillor Jo Boyle for to the role of Chair of Cardiff Council.

The nomination was that Councillor Dianne Rees be elected Chair of Cardiff Council for the Municipal Year 2018- 2019.

There were no other nominations.

RESOLVED – That Councillor Dianne Rees be elected Chair of Cardiff Council for the Municipal Year 2018 – 19.

(Councillor Dianne Rees in the Chair)

2 : APPOINTMENT OF DEPUTY CHAIR

The Annual Council received a nomination proposed by Councillor Adrian Robson and seconded by Councillor Keith Parry for to the role of Deputy Chair of Cardiff Council for the Municipal Year 2018 -2019.

The nomination was that Councillor Rod McKerlich be appointed Deputy Chair of Cardiff Council for the Municipal Year 2018 - 2019.

There were no other nominations.

RESOLVED – That Councillor Rod McKerlich be appointed Deputy Chair of Cardiff Council for the Municipal Year 2018 – 2019.

3 : APOLOGIES FOR ABSENCE

Apologies were received from Councillors Cowan, Tim Davies, Owen, Parkhill and Sandrey.

4 : MINUTES

The minutes of the meeting held on 22 March 2018 were approved and signed as a correct record subject to a minor typographical error on Page 306.

5 : DECLARATIONS OF INTEREST

In accordance with the Members Code of Conduct, all Councillors declared a personal interest in Item 13 Members' Remuneration and Allowances 2018 – 2019, which are approved by the Independent Remuneration Panel for Wales.

6 : CARDIFF UNDERTAKING

All Elected Members were required to publicly reaffirm and formally sign their commitment to the Cardiff Undertaking annually at the Council meeting.

The Cardiff Undertaking provides an opportunity for Elected Members to commit to using their term of office to work for the Council, the City and its citizens; to commit to the role of being a corporate parent; and to commit to the standards of conduct expected by the Council, which includes a commitment to undertaking all training identified as essential for them to properly discharge their roles.

It was recommended that the Council Procedure Rules be amended to reflect the annual declaration by Elected Members.

RESOLVED – That

1. Elected Members present showed their commitment to the Cardiff Undertaking by publicly reaffirming and signing a copy of the Undertaking at the meeting.
2. The Monitoring Officer was authorised to amend Council Procedure Rule 2 (b) (vi) to reflect the annual declaration by Elected Members.

7 : CHAIR'S ANNOUNCEMENTS

The Chair expressed the Council's sincere sympathy to Councillors Rodney Berman and Jayne Cowan whose fathers had recently passed away.

The Chair reminded Councillors of an invitation from Councillor Ali Ahmed to the Iftar event on Sunday 27 May 2018 on the City hall Lawn at 8.45pm. Iftar was a break in the daily fast during the holy month of Ramadan.

The Chair congratulated Councillor Stephen Cunnah and his partner on the birth of their baby son in April and Councillor Ed Stubbs and his partner on the birth of their baby daughter the previous weekend.

Also the Chair congratulated the Leader of the Council, Councillor Huw Thomas on his recent engagement to be married

Details of the [Recognition and Awards](#) since the last meeting had been published as part of the Council papers and the Chair was very pleased to recognise the achievement of officers of the Council.

8 : LEADER'S ANNOUNCEMENTS RELATING TO THE COMING MUNICIPAL YEAR

The Leader of the Council, Councillor Huw Thomas congratulated Councillor Dianne Rees on her election as Chair of Council and Lord Mayor of the City and County of Cardiff and thanked Councillor Bob Derbyshire the outgoing Lord Mayor.

The Leader thanked his Cabinet colleagues for their work and support over the last 12 months and would continue in their roles for the next year. The Leader also thanked Elected Members and Officers for the positive way they had engaged with the Leader and Cabinet to achieve the best outcomes for Cardiff and its citizens.

9 : ESTABLISHMENT OF STANDING COMMITTEES OF COUNCIL FOR 2018/19

The Constitution provides that the Council at its Annual meeting will decide any amendments to its standing committees for the municipal year including amendments to the size and terms of reference of those committees.

RESOLVED – That

1. the establishment and size of the Council Committees and the terms of reference of each Committee for 2018 – 2019 were approved.
2. the Monitoring Officer was authorised to update the Constitution accordingly, to include incorporating the size of each of the Council's Committees into the Constitution, Article 6.1 (Scrutiny Committees); and Article 8.1 (Regulatory and Other Committees) as shown in Appendices A1 and A2 respectively.

10 : ALLOCATION OF SEATS AND NOMINATIONS AND APPOINTMENTS OF MEMBERS TO COMMITTEES

The Council was requested to approve the allocation of seats on the established Committees and receive nominations from the political groups to the seats.

Nominations received in accordance with political group wishes to appoint Members to the Committee and these appeared on the [amendment sheet](#).

The Conservative Whip, Councillor Joel Williams advised of an additional nomination from the political group of Councillor Fenella Bowden (Independent for Heath and Birchgrove) to the Conservative vacancy on the Corporate Parenting Advisory Committee.

RESOLVED – That

1. the allocation of seats on Committees for the Municipal Year 2018- 2019 were approved;
2. Members were appointed to each Committee in accordance with the nominations received from political groups;
3. the Monitoring Officer was authorised to make appointments in respect of any remaining vacancies in accordance with any further nominations or changes received from the relevant political groups following this meeting, and to report to the next Council meeting the details of all appointments to committees for information.

11 : ELECTION OF CHAIRS AND DEPUTY CHAIRS OF COMMITTEES

The Council was requested to elect the Chairs and Deputy Chairs of Committees in accordance with political group wishes. The political group nominations appeared on the [amendment sheet](#). There were no contested Chairs or Deputy Chairs.

RESOLVED – That

1. the Chairs and Deputy Chairs (as appropriate) to the Regulatory and Other Committees were elected in accordance with political group wishes as follows:

Regulatory and Other Committees and Groups	Chair	Deputy Chair
Corporate Parenting Advisory Committee	Councillor Merry	N/A
Constitution Committee	Councillor Goodway	N/A
Council Appeals Committee	Councillor Murphy	N/A
Democratic Services Committee	Councillor Jones-Pritchard	N/A
Employment Conditions Committee	Councillor Weaver	N/A
Licensing Committee	Councillor Mackie	Councillor Murphy
Public Protection Committee	Councillor Mackie	Councillor Murphy

Planning Committee	Councillor Keith Jones	Councillor Lay
Pension Committee	Councillor Weaver	N/A
Bilingual Cardiff Working Group	Councillor Owen Jones	N/A
School Governor Panel	Councillor Merry	N/A

2. the proportional allocation of Scrutiny Chairs as set out in the report was agreed;
3. subject to approval of recommendation (2), the proposed appointments of the Scrutiny Chairs to be made by Party Groups pursuant to Part 6 of The Local Government (Wales) Measure 2011 were noted as follows:

Scrutiny Committees	Chair
Children & Young People Scrutiny	Councillor Bridgeman
Community & Adult Services	Councillor McGarry
Economy and Culture	Councillor Howells
Environmental	Councillor Patel
Policy Review & Performance	Councillor Walker

12 : APPOINTMENTS TO OUTSIDE BODIES

The Council received nominations to those outside bodies for which nominations are required on an annual basis or are required at this time in order to meet particular deadlines. Nominations received from Party Groups were included on the amendment sheet.

RESOLVED – That t

1. the Council approved the nominations received for appointments to outside bodies as follows: -

Organisation	Number of Representatives	Appointed Members
Cardiff Bus	7 Members (4 Labour, 2 Conservative, 1 Lib Dem)	Councillors Stubbs, Lay, Patel, Simmons, Gavin Hill-John, Robson and Sandrey
Local Government	4 Members (including	Councillors Huw

Association (LGA) General Assembly	the Leader of the Council)	Thomas, Merry, Robson and Boyle
South Wales Fire & Rescue Authority	5 Members (3 Labour, 1 Conservative & 1 Lib Dem)	Councillors Dilwar Ali, De'Ath, Ebrahim, Williams and Naughton
South Wales Police and Crime Panel	2 Members (1 Labour & 1 Conservative)	Councillors Bowen Thomson & Davies
Welsh Local Government Association (WLGA)		
(i) WLGA Council	8 Members	Councillors Huw Thomas, Bradbury, Elsmore, Goodway, Merry, Michael, Thorne and Weaver
(ii) WLGA Executive Board	1 Member	Councillor Huw Thomas

2. No appointments were made to the two vacancies on the Cardiff and Vale Community Council. This matter was deferred to the next meeting.

13 : MEMBERS' REMUNERATION AND ALLOWANCES 2018/19

The Council received the determined of the Independent Remuneration Panel for Wales on the prescribed levels of Members' Remuneration and Allowances payable for 2018 – 2019 Municipal Year, and was requested to agree those matters reserved for local determination by the Council.

RESOLVED – That

- the determinations of the Independent Remuneration Panel for Wales made in its Annual Report 2018, were noted;
- the annual Basic Salary of £13,600 payable to all Elected Members for the Municipal Year 2018 - 2019 was noted;
- the maximum allocation of Senior Salary positions payable for 2018- 2019 was agreed as 19.

Bands of Responsibility	Role(s)	No. of Senior Salary Positions
Band 1	Leader	1

Bands of Responsibility	Role(s)	No. of Senior Salary Positions
	Deputy Leader	1
Band 2 (Level1)	Other Cabinet Members	8
Band 3 (Level1)	Scrutiny Committee Chairs	5
	Planning Committee Chair	1
	Licensing / Public Protection Committees Chair	1
Band 4	Leader of largest opposition group (Conservative Group)	1
Band 5	Leader of the Liberal Democrat Group	1
Total		19

4. the Civic Salary payable in 2018 - 2019 for the positions of Civic Head/Lord Mayor (£24,300) and Deputy Civic Head/Deputy Lord Mayor (£18,300) at Level 1 as prescribed by the Panel were agreed;
5. the payment of Co-opted Member fees in 2018 - 2019 should continue to be capped at a maximum of the equivalent of 10 full days a year was agreed;
6. a report to approve a Schedule of Members' Remuneration 2018 - 2019 will be received at the next full Council meeting.

14 : PROGRAMME OF MEETINGS

The Council Procedure Rules provide that the Annual Council approved a programme of ordinary meetings of the Full Council for each Municipal Year. The Council received the proposed programme of Council, Cabinet and Committees for the period June 2018 to August 2019. Any further adjustments required following consultation with Elected Chairs will be reported to the June Council meeting. Attached to the report were indicative dates for Council meeting from September 2019 to August 2020.

RESOLVED – That

1. the programme of Council, Cabinet and Committee meeting dates for June 2018 – August 2019, subject to further consultation with Chairs of Committees appointed by Council was approved subject to the removal of the Policy Review & Performance Committee meeting scheduled for 3 July 2019.

2. delegate authority was granted to the Director of Governance and Legal Services to make any minor alterations to the programme of Committee meetings;
3. a final programme Council, Cabinet and Committee meeting dates for June 2018 – August 2019 be reported to the Ordinary Council meeting on 21 June 2018 for information.
4. the indicative dates of Full Council meetings for the period September 2019 – August 2020 were noted.

15 : URGENT BUSINESS

The Chair advised that no notification of any urgent business had been received.

16 : URGENT DECISION: INSTRUMENT OF GOVERNMENT - PEAR TREE FOUNDATION

This report was received by Full Council for information only in relation to an urgent decision taken by the Director of Education in consultation with the Deputy Leader and Cabinet Member for Education and Skills and the Local Ward Members on making of an Instrument of Government under The Federation of Maintained Schools (Wales) Regulations 2014 for the Pear Tree Federation. The Chair of the Children and Young People Scrutiny Committee and Monitoring Officer on the basis of the consultation and legal requirement agreed that the decision should be taken on an urgent basis and was therefore not subject to call-in. The Director of Education in accordance with his delegated took the decision on 20 March 2018.

(The meeting closed at 17.30)

PUBLIC QUESTION NO. 1**CYNGOR CAERDYDD**
CARDIFF COUNCIL**COUNCIL : 21 JUNE 2018****QUESTION TO COUNTY COUNCILLOR SARAH MERRY**
(DEPUTY LEADER & CABINET MEMBER EDUCATION,
EMPLOYMENT & SKILLS PORTFOLIO)**PUBLIC QUESTION FROM DR ALEXANDRA PHILLIPS**

The residents of Cardiff North need reassurance that Cardiff Council is not just building houses, but is building a cohesive and inclusive community, in line with the Well-being of Future Generations (Wales) Act 2015. The extensive housing development in the Pontprennau / Old St. Mellons / Lisvane area, comprising over 5000 family homes, began in 2016. When will the Council be opening the secondary school promised in the Local Development Plan (ED 009.6) to cope with demand?

Reply

Pupils resident in the catchment area of Pontprennau Primary School fall within the catchment areas of Llanishen High and Ysgol Glantaf.

Pupils resident in the new and proposed housing developments in neighbouring areas would fall within the catchment areas of Llanishen High or Eastern High, and Ysgol Glantaf or Ysgol Bro Eder.

Each of the schools I've listed was able to admit all on-time applicants resident within their catchment area this year.

In 2022, the pupils in the catchment area of Pontprennau Primary School will still be able to attend these in-catchment schools.

A planning application for the future housing development, within which a new secondary school would be located, is expected to be submitted by developers later this year.

Officers are working closely with developers and monitoring the build rate and projected yield from the new and proposed housing, as well as the patterns of take up in English-medium, Welsh-medium and Faith provision at primary and secondary age.

Appropriate interim proposals will be brought forward in good time to ensure that there are sufficient English-medium and Welsh-medium places to serve existing and new housing.

A new secondary school will be also brought forward to serve those areas when the number of local pupils is sufficient to support the highest educational standards that Cardiff demands.

Recognition and Awards – June 2018

Inspire Cymru Winners

Congratulations to Anne Newbury and Shireen Ahmend, from the Council's Essential Skills Team, for being crowned Inspire Cymru 2018 WINNERS for their dedication to adult learning and supporting hundreds of our front-line staff to become 'digital by default.'

The Inspire! Awards, took place on the 6th June, ahead of Adult Learners' Week (18 -24 June), to celebrate the achievements of exceptional individuals, projects and organisations who've shown passion, commitment and drive to improve themselves, their community or workplace through learning, often in the face of difficult circumstances.

The Council received the 'Skills at Work' award, which aim to highlight opportunities to continue developing and learning new skills as an adult, and celebrate the positive impact of adult education on skills and employability.

So far, more than 115 staff have enrolled on short courses, which are accredited by Agored Cymru, reaching all ages, backgrounds and abilities and more than 20 have progressed onto waste management apprenticeships, with 12 now having a Sustainable Resource Management qualification.

Green Dragon Environmental Standard

The Council has successfully retained its corporate registration to the Green Dragon Environmental Standard - Level 3.

Our Co2 emissions for 2016/17 have fallen compared to the previous year, resulting in overall savings of approximately £332,500.

Some of the improvements in our environmental performance are due to changes in equipment and a reduction in vehicles and buildings, but a significant part of our ongoing improvement is down to staff having an improved attitude towards our resources and in particular continuing to make concerted efforts to reduce energy use and waste. Thank you to everyone for their help.

Radnor Primary produce best Car Free Day clip

Congratulations to the pupils at Radnor Primary on their fantastic video as part out of the Council's recent [#CarFreeDIFF](#) schools campaign!

You can check out the children's video, which features their ideas on how to make where they live better, on the Council's You Tube and Facebook accounts.

The pupil's efforts have been with rewarded with a £100 voucher for the school to put towards an initiative or equipment. Well done to everyone who took part.

Congratulations to Springwood Primary

Springwood Primary School in Llanedeyrn is celebrating after education watchdog, Estyn rated the school as either Excellent or Good in all the areas inspected - the top ratings possible.

Estyn visited the school to see how it is performing in terms of: standards; wellbeing

and attitudes to learning; teaching and learning experiences; care, support and guidance; and leadership and management.

Its report recognised the school's care, support and guidance, describing the ethos throughout the school as 'exceptionally strong'.

Estyn found strengths throughout the school's teaching, learning and standards, concluding that pupils 'make good progress' and 'achieve well as they move through the school'.

Schools success for their GDPR raps!

GDPR has been a hot topic of conversation for the past few weeks, with the changes in the law impacting on young people above 13 years old.

If you haven't seen them already, I would encourage you all to watch the pupils of Willows High and Ysgol Glantaf's tremendous efforts in their exclusive #GDPR raps, which go a long way in explaining in simple terms some of the complexities around GDPR that affect younger people.

Both videos can be found on the Council's You Tube channel and the Council's Facebook page. Well done to all the pupils who performed fantastically in the videos.

Queen's Birthday Honours List

We are delighted that the following citizens of Cardiff have been honored in this year's Queen's Birthday Honours List

Order	Honour	Given to	Citation
Commanders of the Order of the British Empire	CBE	Mr Kenneth Martin FOLLET	Cardiff Born author for services to Literature and to charity.
Commanders of the Order of the British Empire	CBE	Professor Graham HUTCHINGS FRS	Director of the Cardiff Catalysis Institute for services to Chemistry and to Innovation.
Commanders of the Order of the British Empire	CBE	Professor Billie HUNTER	Professor of Midwifery Cardiff University. For services to Midwifery and to Midwifery Education in the UK and Europe.
Commanders of the Order of the British Empire	CBE	Mr Huw Vaughan THOMAS	Auditor General Wales. For services to Public Audit and Accountability in Wales.
Commanders of the Order of the British Empire	CBE	Mr Alun Howard TUCKER	Lately Member, UN International Criminal Tribunal for the former Yugoslavia. For services to International Justice.

Order	Honour	Given to	Citation
Officers of the Order of the British Empire	OBE	Mrs Marlice PALMER	Departmental Records Officer, Welsh Government. For services to Information Management.
Officers of the Order of the British Empire	OBE	Dr Stephen THOMAS	Principal of Medetec, Independent Medical Device Consultant (Wound Dressings) and Medical Writer. For services to the NHS.
Members of the Order of the British Empire	MBE	Dr Richard Ian DEWAR	Consultant Physician, Cwm Taf University Health Board. For services to the NHS, particularly Stroke Patients.
Members of the Order of the British Empire	MBE	Professor Haley Louise GOMEZ	Head of Outreach and Engagement, School of Physics and Astronomy, Cardiff University. For services to Astrophysics, Astronomy and Outreach Activities.
Members of the Order of the British Empire	MBE	Mrs Ruth Helen JACKSON	Headteacher, Kitchener Primary School, Cardiff. For services to Education.
Members of the Order of the British Empire	MBE	Ms Avril LEWIS	Managing Director, ESTnet and Member, Welsh Government Information and Communication Technology Sector Panel. For services to the Technology Industry in Wales.
Medallist of the Order of the British Empire	BEM	Mrs Carol May COLEMAN	For services to Amateur Theatre and to the community in Rhiwbina.
Medallist of the Order of the British Empire	BEM	Mrs Eluned Margaret Ramsey Clifton-Davies	First Aid Trainer and Assessor, St John Ambulance Wales. For voluntary service to First Aid Training. (Cardiff)

Order	Honour	Given to	Citation
Medallist of the Order of the British Empire	BEM	Robert John Lawrence	For political and public service
Medallist of the Order of the British Empire	BEM	Ms Yvette Suzanne DUVAL	BAME Mental Health Manager, Diverse Cymru. For services to the BAME community in Wales
Medallist of the Order of the British Empire	BEM	Dr Hasmukhlal Vadilal SHAH	For services to the Hindu community in Cardiff.

Queen's Fire Service Medal (QFSM) – England and Wales	
Huw Dennis JAKEWAY Chief Fire Officer South Wales Fire and Rescue Service	For Distinguished Services to the Fire and Rescue Service
Queen's Police Medal (QPM) – England and Wales	
Chief Superintendent Sally Ann BURKE	For Distinguished Services to the South Wales Police
Mr. Paul Francis Dominic HURLEY, Lately Detective Chief Superintendent,	For Distinguished Services to the South Wales Police
Sergeant Lindsey SWEENEY	For Distinguished Services to the South Wales Police
Queen's Ambulance Medal (QAM) – England and Wales	
Jason Frederick COLLINS, Finance Manager,	For Distinguished Services to the Welsh Ambulance Service



Forewords

We all know Cardiff's transport network needs to change. Too many of us have been stuck in traffic trying to drop off our children, or late for work because the bus didn't turn up, and whilst a growing number want to walk or cycle, the facilities to do so are often inadequate.

But it's not just about our own inconvenience and frustration. There is now a more alarming and pressing matter. Pollution levels in Cardiff are now damaging our health. Improving the air we breathe has become a matter of life or death.

It would be simple to just blame everything on car travel, and say we expect everyone to suddenly become a cyclist. But we understand that for some people car travel is simply essential and we don't want to make it more difficult for people to go about their daily lives.

Our job is to improve people's lives, giving people the opportunity to choose transport options that are healthier, that help us save money, that make it safe to enjoy cycling and walking on a daily basis, and that help us not

spend hour after hour sat in traffic on the school run or the daily commute.

We have an idea of the kind of Cardiff we want. We have bold ambitions for our city. This paper proposes ideas of changes we could make that we believe would improve our city. They are all possible. But we want to have a conversation with the people of Cardiff about the issues, and how changes could impact their lives because, ultimately, we will all need to shape our future together.

This process will help us decide together the future direction of this city, so we can create the change that improves all our lives and makes Cardiff a healthier and stronger city for current and future generations.

Councillor Caro Wild
Cabinet Member for
Transport & Strategic Planning



How we get from A to B has a huge impact on our health, the environment, and our communities. I have recently explored this more in my Annual Report, 'Moving Forwards: healthy travel for all in Cardiff and the Vale'. We are at a crucial moment - high levels of illness in our area are caused or made worse by how we travel and the air we breathe; but there are also once-in-a-generation opportunities open to us to solve this, with the development of the Metro in Cardiff and the surrounding region, and legislation requiring and enabling us to prevent future illnesses, improve the health of future generations, and improve air quality.

I really welcome the publication of this Green Paper on such an important subject, and we are working closely with Cardiff Council and other partners on these issues. We urge residents to engage in this conversation on how we can all travel in a more healthy and sustainable way. If we get this right we will be healthier and happier, and Cardiff will be one of the best places in Europe to live, work and visit.

Dr Sharon Hopkins
Director of Public Health,
Cardiff and Vale University Health Board



How this document works

The document is made up of six themes, each of which has ideas and proposals that we believe could improve transport and air quality in Cardiff. They are based on good practice examples from other progressive cities from across the world, and from ideas taken from a variety of groups and individuals across Cardiff and beyond.

page. 6

The Future of The Metro & Buses

The Metro forms the heart of a fully integrated public transport network that is modern, clean, efficient and affordable.

page. 10

Active Healthy City

Cardiff becomes one of the best places in Europe for active travel.

page. 14

Clean Air City

All parts of Cardiff will have clean air. No citizen will have to suffer ill health as a consequence of high levels of pollution.

page. 18

International Capital City of Business, Work and Culture

A vibrant 'destination capital city centre' supporting a thriving business economy, major events and a rich, diverse culture.

page. 22

The Future for Cars

More Cardiff citizens feel able to either share or not own a car. Many will choose zero carbon cars.

page. 26

Smart City

As the digital world evolves, Cardiff will use the latest technology to support an integrated transport system in which travellers are well informed and able to make smart travel choices.

How you can get involved

We want to hear your views and prompt discussions. Each idea is numbered and you can feed back on some or all of them. For each idea we want to get your general views, perhaps let us know how it would impact you personally, or those in your organisation or community. You can:



Complete our online survey at:
www.cardiff.gov.uk/transportgreenpaper



Facebook/Twitter
[@CardiffCouncil](https://www.facebook.com/CardiffCouncil)



Respond in writing to: Cardiff Research Centre, Room 401, County Hall, Atlantic Wharf, Cardiff, CF10 4UW



Drop off your completed paper copy at any Hub or library



Take part in a consultation event organised by the council or its partners; a list of organised consultation events can be found at the web address above.



Email comments directly to us:
consultation@cardiff.gov.uk



Organise a consultation event for your group, community or workplace and gather people's views on one or more of the sections.

Why does transport matter to Cardiff?

Cardiff is growing faster than any other major city in the UK outside of London, and is projected to grow by more than every other local authority in Wales combined.

Over 300m transport trips are made on our network by residents each year, and we all know that too many of these trips are by car. Driving in Cardiff isn't much fun – drivers spend an average of four working days a year stuck in traffic during peak periods. 90,000 commuters also come in and out of Cardiff each day from outside of the city.

"The latest figures from Public Health Wales suggest that the number of deaths per year that can be attributed to poor air quality has increased to over 225 across Cardiff and the Vale of Glamorgan."

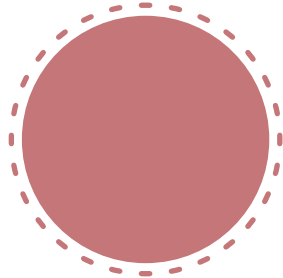
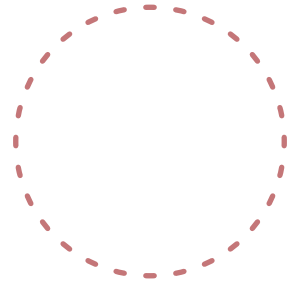
This traffic is the main contributor to air quality and congestion generally. It has an effect on everyone's quality of life, health and wellbeing in one way or another. The people who suffer most from poor air quality are the very young, the very old and those suffering ill health. We also know that poor air quality is worse in the more deprived southern areas of the City, and is caused primarily by cars from outside of these communities.

The population of Cardiff is 360,000 and is projected to grow by an additional 72,000 people over the next 20 years. This growth will bring about great cultural and economic opportunities, but it will also bring about additional pressures on the quality of our air and the potential for even more traffic.

Cardiff is at an important crossroads. If we want a fairer, cleaner, healthier and more prosperous city tomorrow we must make some brave changes today. If we don't, then inequality, air quality and congestion will get worse.

Cardiff has always risen to the challenge when it has had to change: from building docks and railways that helped transport coal from South Wales to the world, to a city that has managed to refocus its economy after de-industrialisation. Now Cardiff has to change again.

This Green Paper will set out what a fairer, cleaner, healthier, prosperous, and more convenient city could look like, and gives you a chance to help us decide how we get there.



The Future of the Metro and Buses



The Metro forms the heart of a fully integrated public transport network that is modern, clean, efficient and affordable.

What's happening?

South Wales Metro

The Welsh Government are soon to decide which operator will take forward the new South Wales Metro and wider rail network responsibilities.

Over £750m will be invested in upgrading the core valley lines, adding new modern vehicles and improving stations.

We believe the new operator will bring forward new technology and begin the implementation of a tram solution alongside heavy rail lines. We anticipate there will be additional stations added to the network in Cardiff to meet the demands of a growing city.

Cardiff Council will work with the new Transport for Wales body and the new operator to ensure that a tram system is prioritised with the ability to add and extend routes.

Buses

Bus passenger numbers in Cardiff are not increasing at the rate we would all like. There is confusion over routes, different operators with no transferable ticket, and the situation is not helped by not having a bus station.

The new Central Transport Interchange will help drive a reconfiguration of the bus network, adding more clarity to stops and routes.

Bus priority schemes have been introduced on key corridors to improve reliability and efficiency of bus journeys and greater reliability, and more priority measures are planned. We are also developing new

interchange hubs at the University Hospital Wales and Cardiff West to facilitate interchange between services and modes of travel.

We are working with the developers of the strategic site north of M4 Junction 33 to secure a new purpose-built Park and Ride facility as part of the new housing and commercial development. We are supporting Park and Ride facilities in other appropriate locations in Cardiff and neighbouring areas, offering people an attractive alternative to the car.

We are working with Network Rail and rail operators to identify opportunities to develop Active Travel routes to stations and improved on-station passenger facilities.

The big ideas: what more could be done?



1. Realign the Bus Services Network

The introduction of the Metro offers the opportunity to comprehensively review the overall bus network. We could look to realign how the network works, creating better connectivity between locations and modes of transport. For example other cities have switched to routes that run in circles around the centre with co-ordinated connections inwards like the spokes of a wheel.

The outer routes could, for the time being, run on diesel while smaller electric buses, existing trains and new trams, provide the spoke connections. New rapid bus routes could be clearly mapped out alongside the new Metro lines and other transport modes to create a transport 'masterplan' for the city.

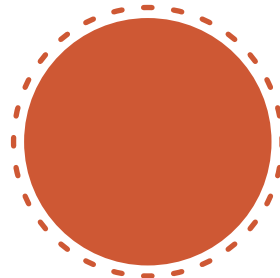
2. Integrated Ticketing

A number of cities across the world have developed integrated ticketing systems. If you have visited London in recent years, you may have encountered the Oyster Card – a plastic card like a bank card which allows you to hop on and off buses, trains and tubes as long as you have credit on the card. Transport authorities are increasingly

moving towards a payment system where ticket fares are deducted straight from your bank card by reading devices on the bus/train/ticket barrier. Proposals for the south Wales Metro include integrated ticketing but we could extend this to include Cardiff buses, and car and bike hire within the city.

3. Zero Carbon Bus Fleet

With key bus operation partners, we will investigate options for developing a bus fleet that is powered by electricity or hydrogen and so does not contribute to poor air quality. There are many cities around the world and some, like Milton Keynes, in the UK where electric and hydrogen buses are already operating. The buses currently come with a far higher price tag but we could learn from this considerable body of knowledge and make the right choices for Cardiff.



What are your views on our 3 big ideas regarding the future of the South Wales Metro and buses?

On a scale of 1 to 5, (1 being low and 5 being high) how much do you support our big ideas?

1. Realign Bus Services with new City Network and Effective Orbital Bus Hub Network

1 2 3 4 5

●—————>—————>—————●

2. Integrated Ticketing

3. Zero Carbon Bus Fleet

Do you have any other ideas, big or small regarding the future of the South Wales Metro and buses?

What more can you do?

If you have never used a bus, try it!

Could you make bus travel a routine for certain journeys?

Get in touch

cardiff.gov.uk/transportgreenpaper

consultation@cardiff.gov.uk

[@CardiffCouncil](https://twitter.com/CardiffCouncil)

Active Healthy City



Cardiff becomes one of the best places in Europe for active travel.



What's happening?

More people are walking to work, to school, to college and to the shops.

Over a five-year period, there has been a significant increase in cycling for all journeys.

The numbers of cyclists within the city centre has risen by around 65% between 2002 and 2016.

The Nextbike cycle hire scheme will launch in May 2018 with 50 Stations and 500 bikes.

Working with communities, the council has introduced 20mph pedestrian-friendly zones around the city, with more planned.

The big ideas: what more could be done?

4. Develop Active Travel Zones in the city centre and in neighbourhoods

An active travel zone is an area designated as a place where walking, cycling and non-motorised transport take priority. The benefits of such zones are cleaner air, a healthier lifestyle, safer, quieter streets and more lively, sociable spaces. Children are more likely to play outdoors, cafes can place seating outside, and there is space for plants, trees, lawns and benches. Streets could be closed to vehicles at certain times of the day – for example, at the start and close of school or between the end of school and 5.30pm to allow children to play. Areas in the city centre could be developed as exciting new public spaces, like squares and green pockets, for all to enjoy.

Many cities around the world are creating areas where people come first. Sometimes this means excluding all types of vehicles, or it can mean combining cycle, bus and tram lanes with much wider pavements and plazas.

The benefits of doing this are many:

- cleaner air
- encouraging walking/cycling, which helps improve physical health
- more social interaction, which helps reduce loneliness
- a less stressful environment
- opportunities for retailers with greater numbers of shoppers stopping and browsing
- opportunities for open-air seating and street food stalls
- opportunities for cultural and artistic activities, and safer major event management.

We would encourage people living in active travel zones to take up active travel. For example, those who have never cycled before could use an affordable cycle hire scheme. We would provide special support to people of limited mobility, helping them use the streets without having to rely on a motor vehicle.

5. Comprehensive Cycle Superhighway & Primary Cycle Route Network

Our vision is to develop Cardiff into a cycling city where cycling is a normal, practical and safe choice for short trips for people of all ages and abilities. We are already committed to introducing fully segregated Cycle Superhighways in Cardiff. However, we need

further public support and funding to introduce a comprehensive network, including the delivery of more localised cycling infrastructure, in order to be faster and bolder in implementing our cycling strategy

6. Total City 20 mph zone

The vision of Cardiff as a 20mph city is consistent with encouraging more use of public transport, walking and cycling. Work to increase the number of 20mph zones is ongoing and we have learnt a great deal from our pilot areas. We will continue to implement 20mph zones, ensuring that all people understand the process, and taking

account of the fact that designing, consulting and procuring contractors places a significant demand on resources. However, we could speed up this process if the resources were available to make larger areas, or the whole city (excluding key arterial roads) a single 20mph zone.



Play Streets - A city where children can play freely and safely outside of their own homes

It is estimated there are now more than 80 designated 'play streets' in England and Wales. Dozens of roads are now being closed to traffic for up to three hours a week as part of a nationwide drive to bring back 'play streets'.

What are your views on our 3 big ideas for making Cardiff an active healthy city?

On a scale of 1 to 5, (1 being low and 5 being high) how much do you support our big ideas?



4. Develop Active Travel Zones in the city centre and in neighbourhoods

5. Comprehensive Cycle Superhighway & Primary Cycle Route Network

6. Total City 20 mph zone

Do you have any other ideas, big or small for helping Cardiff to become a more active healthy city?

What more can you do?

Get that old bike out of the garage and mend that puncture

If you have a child you could talk with other parents/ guardians about a new 'walking bus' scheme

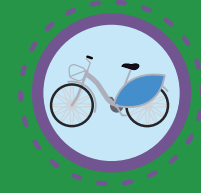
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consultation@cardiff.gov.uk

[@CardiffCouncil](https://twitter.com/CardiffCouncil)

Clean Air City



All parts of Cardiff will have clean air. No citizen will die or have to suffer ill health as a consequence of high levels of pollution.

What's happening?

Poor air quality, caused primarily by traffic congestion, is now recognised across the UK and the rest of the world as a public health priority. It has significant impacts on health, child development and environmental quality.

Clean air is polluted mainly by nitrogen oxides (specifically NO₂) and what is known as "particulate matter" or "particulates". In 2012, the International Agency for Research on Cancer listed diesel exhaust pollution as a Class I carcinogen (causes cancer). The levels of NO₂ found in Cardiff are the highest in Wales, and in some parts of the city exceed EU pollution limits.

The Health Crisis in Cardiff

Recent work by Public Health Wales estimates that the equivalent of over 225 deaths each year – or 5% of all deaths – can be attributed to particulate matter and nitrogen dioxide (NO₂) in the Cardiff and Vale Health Board area, with thousands more suffering from long-term illnesses.

Dirty air is now a greater public health risk than alcohol or obesity. And the people who suffer most from poor air quality are the very young, the very old and those suffering ill health. We also know that poor air quality is worse in the more deprived southern areas of the City, and is caused primarily by cars from outside of these communities. This situation is untenable and requires urgent action.

Cardiff Council has recently been legally directed by Welsh Government to undertake a feasibility study to identify the option that, in the shortest possible time, will deliver compliance with legal limits for air quality.

This study, which will report in September 2018, will consider the scale of the current air pollution challenge, all of the options and measures currently in place or planned (many of which are set out in this paper) and will recommend what will need to happen next to reduce air pollution to legal levels, in the shortest time possible.

Cardiff is not alone in having to tackle this issue. Similar feasibility studies have been recently directed by government in Bristol, Manchester & Leeds. They have all recommended that action be taken, including many of the big ideas contained within this Green Paper, like improved public transport in the city and city-region, better cycling and walking routes and having more electric vehicles. They have also recommended that that Clean Air Zones should be developed.

The big ideas: what more could be done?



7. Clean Air Zones

In cities across the world, Clean Air Zones are being put in place. The Mayors of Paris, Mexico City, Madrid and Athens have all recently committed to stop the use of all diesel-powered cars and trucks by the middle of the next decade. Copenhagen's mayor wants to begin restrictions as early as next year.

In cities like Manchester, Bristol, Leeds and Glasgow plans for Clean Air Zones (or similar) are now well advanced, and London have already introduced a Toxicity Charge (T-Charge), with plans for an Ultra Low Emission Zone where all vehicles must meet exhaust emission standards or pay a daily charge on top of the congestion charge to be in place by April 2019.

Until the feasibility work is done, we won't know if a Clean Air Zone is needed in Cardiff to reduce air pollution. But we don't want government to impose a solution on Cardiff that doesn't work for the people of Cardiff. That's why we want to start a conversation on this important issue now. This is an opportunity for us to be bold and shape a system that will help us tackle the challenge of traffic congestion in a growing city, while also protecting the health and wellbeing of current and future generations. Most importantly of all, we want any system to be fair.

What is a Clean Air Zone?

A Clean Air Zone is normally an area where targeted action is taken to improve air quality, in a way that improves health outcomes and supports economic growth. There are a number of different types of clean air zone models in operation or in development in the UK and Europe that aim to reduce congestion, lower pollution and raise funds to give people a realistic transport alternative to using their cars. In many Zones access is restricted, or charges are in place, for vehicles that don't meet certain emission standards.

What area do they typically cover?

Some Clean Air Zones cover the whole city (Stuttgart, Oxford), while others cover only the most polluted districts, typically the city centre (London, Milan, Berlin, Glasgow).

What type of vehicles are typically affected?

There are a number of different models in place across Europe and in development in the UK:

- Some clean air zones ban the most polluting vehicles from entry (Stuttgart, Berlin)
- Some target only the most polluting vehicles with a charge (London – T-charge).

- Others are adopting a phased approach, where the Zone will charge only buses, HGVs and taxis at first, with additional measures for other vehicles introduced over a period of years (Glasgow, Leeds)
- Others are in development that will ban all petrol and diesel vehicles entering the city (Oxford, from 2020).

There are often exemptions for newer vehicles which meet higher emission standards, emergency services vehicles, electric vehicles, scooters and mopeds.

If there was a charge, what would the money raised be used for?

Any funds raised from Clean Air Zones have to be ring-fenced for spending on sustainable transport improvements, like the ones contained in this Green Paper, and could be spent on things like:

1. Lowering bus fares and adding new routes, using clean new electric buses.
2. School transport, such as increased school bus services and bus passes for children.
3. Improving walking and cycling paths, so people have an alternative to paying a charge.

8. Active Travel Targets for the Public Sector and Business

Cardiff's Public Services Board, which represents the main public sector organisations responsible for Cardiff, has committed to increase active travel amongst its staff. Plans will be developed in 2018 to support staff in these organisations, and key partners, to take up healthy travel, setting clear, challenging but achievable monitored targets. Active Travel Plans will also be developed with schools to reduce the numbers of cars on the "school run."

By working with regional partners and the business community, we could help people choose more sustainable forms of travel; working in partnership to build the infrastructure that ensures people have safe and attractive alternatives to car travel. This partnership approach would show leadership across the public and business sectors to meet clean air targets and improve our city.

9. Parking Levies & Charges

In 2012, Nottingham introduced a workplace parking levy requiring workplaces to pay for each parking space provided (charging £387 for each parking space for businesses with more than 10 employees) The levy has raised between £8million and £10million a year, which has been used to improve public transport options, including a new tramline.

Cardiff currently has average parking prices compared to other cities in the UK. Cardiff could introduce a workplace levy similar to the one in Nottingham, or seek to increase its general parking charges. This would dissuade people from driving into town, while also raising funds for public transport alternatives.

What are your views on our 3 big ideas for making Cardiff an clean air city?

On a scale of 1 to 5, (1 being low and 5 being high) how much do you support our big ideas?



7. Clean Air Zones

8. Active Travel Targets for the Public Sector and Business

9. Parking Levies

Do you have any other ideas, big or small for helping Cardiff to improve the quality of its air?

What more can you do?

Consider how you could make changes to your routine to cut down on journeys and the use of a car

Discuss with your workplace or place of study about improved cycling facilities or access to membership of the new nextbike scheme

Get in touch

[cardiff.gov.uk/
transportgreenpaper](https://cardiff.gov.uk/transportgreenpaper)

consultation@cardiff.gov.uk

[@CardiffCouncil](https://twitter.com/CardiffCouncil)

Business, Work and Culture



A vibrant 'destination city centre' with a thriving business economy, supporting major events and a rich, diverse culture.

What's happening?

A city for business

Cardiff is one of the fastest growing and most competitive cities in the UK with a workforce of over 230,000 and 20 million annual visitors. Over the past two years, over 20,000 jobs have been added to the city's economy. Many of these are held by the 90,000 daily commuters travelling from outside the city. Businesses are increasingly seeking locations where they can access both a sizable talent pool and consumer market, and transport also has a big role in helping to shape how easy it is to get around places when you arrive.

An accessible city

The car remains the prevailing means of getting to work and back. Recent data however shows that congestion costs the average driver £1,119 a year. Conversely, active means of transport are growing in popularity. Over 45% of city workers have at some point walked to work, with a similar number cycling.

Rail continues to grow in popularity. Shopping trips by rail have increased by 50% between 2007 and 2016. Between 2014 and 2016, journeys to work by rail increased by 1.8%.

Over half of city centre shoppers over the past year used the city's bus system – more than any other form of transport identified in the 2017 transport survey. Commuting trends, however, show a downward trajectory for bus use in the city.

A destination capital city

Cardiff is the capital city of Wales. It is already a popular destination for numerous major international sporting and entertainment events. A great place for visitors who enjoy its shops, cultural events and nightlife, and as its reputation continues to grow, we want this to be for the right reasons. We want the city centre to be an attractive exciting 'destination'.

Metro Central

We are continuing to deliver an outstanding international gateway to Cardiff – the new transport Interchange. This will include Cardiff Central rail station and new links for bus, tram, and bicycle. As well as the focus for business and major events. The Central Transport Interchange will be the core of movement both for the city and region.

The big ideas: what more could be done?



10. Creating a high-quality capital city centre environment

Cardiff City Centre is one of the major assets the region and nation possesses to attract business and visitors, as well as a great place for local residents to live. Creating an international high-quality, people-focussed, active travel city centre will underpin major economic benefits and growth.

We want to use the city centre to celebrate the diverse culture and heritage of modern Cardiff and be a showcase for Wales on the international stage. In so doing, we will facilitate people to meet for leisure or business and enable traders and retailers to create innovative spaces for shopping, eating and entertainment.

11. Developing the South East Corridor

A major opportunity exists to increase accessibility for residents and businesses to the east of Cardiff, one of the city's most deprived and disconnected communities. Aligned with the new Industrial Strategy for the east the city, this would include a new park and ride rail station for St Mellons, the completion of the Eastern Bay Link road, further improvement to Queen Street Station, linked to improved cycling and walking routes.

12. Regional Park & Rides – Improved Regional Connections

Working with regional colleagues and the business community, we could accelerate plans to grow the region’s park and ride network. New park and rides would be established to provide a more efficient route into the city centre for commuters. They would be based at junctions 33, 34 and north of junction 32 of the M4, and to the east and west of the city.



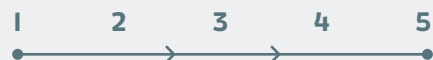
New York City pedestrian lanes

New York City authority repurposed 26 acres of car lanes as pedestrian zones with some areas seeing retail activity increasing by 172%



What are your views on our 3 big ideas to help make Cardiff an international capital of business, work and culture?

On a scale of 1 to 5, (1 being low and 5 being high) how much do you support our big ideas?



10. Creating a high-quality capital city centre environment

11. Developing the South East Corridor

12. Regional Park & Rides – Improved Regional Connections Parking Levies

Do you have any other ideas, big or small to help make Cardiff an international capital of business, work and culture?

What more can you do?

If you own a business you could support your staff to make more sustainable transport choices

Try one of the city's park & ride services

Get in touch

cardiff.gov.uk/transportgreenpaper

consultation@cardiff.gov.uk

[@CardiffCouncil](https://twitter.com/CardiffCouncil)

The Future of Cars



More Cardiff citizens feel able to either share or not own a car. Many will choose zero carbon cars.

What's happening?

On average, private cars are parked for 95% of the time and cost on average £4,000 a year to own. This is a grossly inefficient use of something that places huge demands on the environment, and on people's health and wealth. In many countries across the world, car ownership shows signs of decline, particularly amongst younger people. This decline in car ownership is often associated with a city lifestyle where there are attractive and efficient alternatives: London is one such example.

In Cardiff a new car club will launch in spring 2018, offering members a complete self-service, app-based system that will provide easy access to a vehicle. Developing initiatives of this kind are important as we know that fewer cars will reduce traffic congestion whilst also freeing up usable space on our streets and the substantial area we allocate for parking at work, shopping and leisure destinations.

Taxis already support this approach, and we need to ensure this essential service is prioritised and developed further in future plans.

There is a steady growth in electric vehicle ownership across the UK. The owners, local authorities, and the private sector are grappling with how to provide a variety of different electric charging options, especially for those that cannot charge their car in a driveway. More charging points are coming to Cardiff but a wider network will be needed if the growth of electric vehicles continues.

The big ideas: what more could be done?

13. Zero carbon vehicles

Japan now has more electric car charging points than petrol stations. A new electric car is currently registered in the UK every 13 minutes. Only 114 electric vehicles are currently registered in Cardiff (Nov 2017) but this will increase. Hydrogen is also emerging as an alternative fuel. While electric and hydrogen cars produce less pollution, they still contribute to congestion. Cardiff could encourage growth in electric and hydrogen vehicles as replacements for older, polluting models.

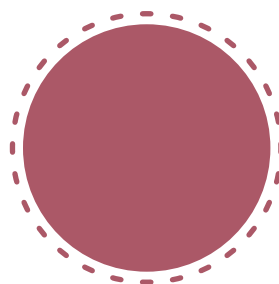
14. Comprehensive Network of Charging Points

The Council is committed to increasing the number of charging points around the city but it is unrealistic at this stage to expect every house in the city to have its own charging point. We could build on existing work with industry, retail and the community to bring forward a comprehensive network of charging points and hydrogen supply to encourage ownership of low carbon vehicles.



15. Car Clubs and Mobility as a Service

Instead of owning cars, there are indications that city dwellers around the world are choosing "mobility as a service" in which a person either joins a car club, or signs a contract with a service provider. A Cardiff Car Club is already operating but we could attract and develop a wider range of car sharing options, both market driven, including commercial car club operators and community based clubs, facilitated by communities and employers. This would give a variety of options to meet people's needs.



What are your views on our 3 big ideas regarding the future of cars?

On a scale of 1 to 5, (1 being low and 5 being high) how much do you support our big ideas?



13. Zero carbon vehicles

14. Comprehensive Network of Charging Points

15. Car Clubs and Mobility as a Service

Do you have any other ideas, big or small regarding the future of cars?

What more can you do?

Explore whether you could change to an electric car or more efficient vehicle

If your household has more than one car, discuss whether you could make do with fewer, and use taxi or new car share options

Get in touch

cardiff.gov.uk/transportgreenpaper
consultation@cardiff.gov.uk
[@CardiffCouncil](https://twitter.com/CardiffCouncil)

Smart City



As the digital world evolves, Cardiff will use the latest technology to support an integrated transport system in which travellers are well informed and able to make smart travel choices.

What's happening?

Cardiff already has an extensive network of 'The Internet of Things' and Cardiff Council is using SMART technology to manage the traffic control systems, variable message signs and real-time information in bus shelters. The system provides API data for phone and internet applications. The system also includes data flow for car park management, automated bollards and air quality monitoring. Current improvements include:

- Parking sensors in 3,300 public parking spaces linked to a phone application that reduces the need for people to make unnecessary journeys on the search for parking spaces. The sensors improve the efficiency of enforcement and provide data to inform parking policies and future strategy.
- Intelligent lighting systems on strategic routes that monitor defects and better manage street lighting to control light levels, save energy and reduce costs.
- Technology to support Next Bike cycle hire, car clubs and the Cardiff Central Interchange hub.
- Upgrade of the real-time passenger information system.

The big ideas: what more could be done?



16. Maximise Digital Network/User Information

In partnership with the operator of the South Wales Metro, we will be able to use technology to support an integrated ticketing system that will enable people to pay for journeys across various modes of travel using phones, cards and on-line accounts. People will be better able to plan their

journeys using real-time information and previous journey information. This will give people more flexibility and the potential to create their own travel plans to suit their needs.

17. Fully Embed Intelligent Street Management

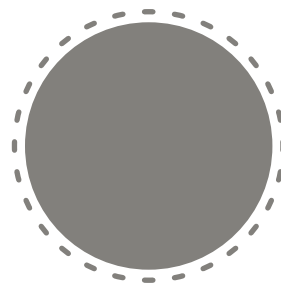
Building on the success of the parking monitors, we can ensure that streets are safer and ready to cope with the growth of electric and autonomous vehicles. We can ensure that drivers are not adding to congestion by searching for parking spaces when there are none and that drivers are not making streets dangerous through parking

violations. We will be able to help drivers of electric vehicles find available charging points and manage the charging system so that there is a fair distribution of power for all. This could partly be achieved through improving our understanding of and support for our 'Internet of Things' network.

18. Autonomous Vehicles

Experts are predicting a growth of autonomous vehicles but no one is quite sure yet how they will operate in a city like Cardiff and what impact they will have. We are working with universities, industry and the UK Government to fully understand the implications and potential of this emerging technology and to ensure that it brings

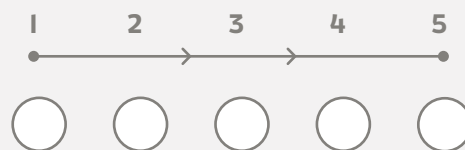
maximum benefit to the people and business of Cardiff. Cardiff could lead the way in automation and autonomous vehicle growth by, for example, providing the relevant digital connectivity in certain areas or asking partners to trial new technology on certain routes.



What are your views on our 3 big ideas to help make Cardiff a smart city?

On a scale of 1 to 5, (1 being low and 5 being high) how much do you support our big ideas?

16. Maximise Digital Network/
User Information



17. Fully Embed Intelligent Street
Management/ Street/Pavement/
Public Space Enforcement



18. Assess Autonomous Vehicles



Do you have any other ideas, big or small to help make Cardiff a smart city?

What more can you do?

Download a transport app such as Waze or Moovit

Discuss how you can use mobile video conference technology to cut down on travel to meetings

Get in touch

[cardiff.gov.uk/
transportgreenpaper](https://cardiff.gov.uk/transportgreenpaper)

consultation@cardiff.gov.uk

[@CardiffCouncil](https://twitter.com/CardiffCouncil)

What happens next?

The consultation on this Green Paper closes on the 1st July. The outcomes of the consultation will be used, alongside clearer direction from Welsh Government and any feasibility studies on air quality, outcomes from our Economy Green Paper, and discussions with the South Wales Metro operator, to inform the development of a White Paper on Transport and Clean Air, to be published in the Autumn.

Contact Us:

Complete our online survey at:
www.cardiff.gov.uk/transportgreenpaper

Email comments directly to us:
consultation@cardiff.gov.uk

Respond in writing to:
Cardiff Research Centre, County Hall, Atlantic Wharf, Cardiff, CF10 4UW

Contact us on social media:
Facebook/Twitter @CardiffCouncil



**CYNGOR CAERDYDD
CARDIFF COUNCIL**



COUNCIL:

21 JUNE 2018

CABINET PROPOSAL

WELSH LANGUAGE STANDARDS: ANNUAL REPORT 2017-18

Reason for this Report

1. To agree and approve the content of the 2017-18 Welsh Language Standards Annual Report prior to publication in accordance with the Welsh Language Standards under the Welsh Language (Wales) Measure 2011.

Background

2. Local authorities in Wales have a statutory duty to comply with Welsh Language Standards Regulation that explain how they as organisations should use the Welsh language in different situations. The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language Regulation (No.1) Standards 2015). The standards issued to Cardiff Council are listed in 'The Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011. A copy of the standards, which is referred to in this report, is available from www.cardiff.gov.uk/bilingualcardiff

3.

The principal aim of the legislation (standards) is to ensure that the Welsh language is treated no less favourably than the English language with the emphasis on actively offering and recording language choice rather than the onus being on the individual service user or employee to request information or services in Welsh.

4. The standards are listed in the following categories:

Service delivery standards

In relation to the delivery of services in order to promote or facilitate the use of the Welsh language, or to ensure that it is treated no less favourably than English.

Policy making standards
Require organisations to consider what effect their policy decisions will have on the ability of persons to use the language and on the principle of treating Welsh no less favourably than English.
Operational standards
Standards which deal with the internal use of Welsh by organisations.
Promotional standards
Require organisations to adopt a strategy setting out how it proposes to promote and facilitate the use of Welsh.
Record keeping standards
These standards make it necessary to keep records about some of the other standards, and about any complaints received by an organisation. These records will assist the Commissioner in regulating the organisation's compliance with standards

5. The Welsh Language Standards have been drafted with the aim of:
 - Improving the services Welsh-speakers can expect to receive from organisations in Welsh
 - Increasing the use people make of Welsh-language services
 - Making it clear to organisations what they need to do in terms of the Welsh language
 - Ensuring that there is an appropriate degree of consistency in terms of the duties placed on organisations in the same sectors.
6. Each local authority was issued with a compliance notice from the Welsh Language Commissioner in September 2015 which lists the standards and compliance date which the organisation is expected to comply with. Cardiff Council was issued with **171 standards**.
7. The Council has a statutory duty to comply with the Welsh Language Standards, which includes the requirement to produce an annual report on compliance with these standards.
8. The report also includes an update on the Bilingual Cardiff Strategy 2017-22 and an external review of the strategy, which was published in March 2017 following full Council approval.

Issues

9. The Welsh Language Standards Annual Report has been completed to meet the requirements of the Welsh Language Standards (Welsh Language [Wales] Measure 2011).
10. Each local authority is required to publish each year an annual report detailing the following information.

Complaints
The number of complaints received during that financial year relating to compliance with the Welsh language standards.
Employees Welsh language skills
The number of employees who have Welsh language skills at the end of the financial year in question.
Welsh Medium Training
<ul style="list-style-type: none"> • The number of members of staff who attended training courses offered in Welsh during the year. • If a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version. •
Posts Advertised
<p>The number of new and vacant posts that were advertised during the year which were categorised as posts where:</p> <ul style="list-style-type: none"> • Welsh language skills were essential, • Welsh language skills needed to be learnt when appointed to the post, • Welsh language skills were desirable, or • Welsh language skills were not necessary. •

11. Approval needs to be given by Council prior to the report being published on the Council's website by the required deadline of **30th June 2018**.
12. The Welsh Language Commissioner can investigate a failure to comply with the Welsh Language Standards and can take enforcement action, including imposing a civil penalty, requiring an action plan to remedy the breach or publicising the breach.

Reason for Recommendations

13. Standard 158, 164 and 170 requires the Council to produce an annual report, in relation to each financial year, which deals with the way in which the Council has complied with the service delivery, policy making and operational standards.

Financial Implications

14. The Annual Report sets out a series of proposed actions and recommendations in accordance with the Welsh Language Standards. In the event of any of these actions resulting in costs then the funding will need to be identified from within the current budgetary allocation of the relevant individual directorates. The covering report highlights the potential for financial sanctions to be incurred as a result of non-compliance with the Welsh Language Standards. Any financial penalties incurred will need to be found within the overall budgetary allocation of the appropriate directorate.

Legal Implications

15. The Welsh Language (Wales) Measure 2011 provides for a system of regulation through 'standards', which specify how an organisation should use the Welsh language and created the Welsh language Commissioner. It is a statutory requirement to comply with the Welsh Language (Wales) Measure 2011.
16. The Welsh Language Standards (Number 1) Regulations 2015 specify standards in relation to the conduct of County Councils. The Welsh language Commissioner issued the Council with a compliance notice on the 30th September 2015. This contains 5 different types of Standards; Service delivery standards, policy making standards, operational delivery standards, promotional standards and record keeping standards.
17. Standard 158 requires the Council to produce an annual monitoring report in relation to each financial year, which deals with the way in which the Council has complied with the service delivery standards, similarly standard 164 requires this in relation to the policy making standards and standard 170 makes similar provision for the operational delivery standards. The annual report must include the number of complaints that the Council received during that year which related to compliance with the standards, details of the Welsh language skills of Council staff, training courses offered and attended by Council staff and number of posts advertised with Welsh language as a requirement. The annual report must be published no later than 30th of June following the financial year to which the report relates and must be publicised and placed on the Councils website as well as at any Council offices open to the public.
18. The Welsh Language Commissioner can investigate any failure to comply with the Welsh Language Standards and can take enforcement action, including imposing a civil penalty, requiring an action plan to remedy the breach or publicising the breach

HR Implications

19. The Welsh Language Standards Annual Report includes compliance with those standards that relate to the Council's role as an employer. There are no direct HR implications arising from the approval of the report, other than ensuring continued training provision to increase the numbers of Welsh language speakers across the Council in line with the Council's proposed Workforce Strategy.

CABINET PROPOSAL

Council is recommended to approve the Welsh Language Standards Annual Report 2017-18 (as attached as Appendix A) prior to publication in accordance with the Welsh Language Standards (Welsh Language (Wales) Measure 2011).

THE CABINET
14 June 2018

The following appendices are attached:

Appendix A – Welsh Language Standards Annual Report 2017-18

Appendix A1 – Bilingual Cardiff Strategy Actions 2017-18

Appendix A2 – Bilingual Cardiff Strategy External Review

Appendix A3 – Complaints 2017-18

Appendix A4 – Welsh Essential Posts 2017-18

Appendix A5 – Directorates Welsh Language Standards Objectives

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Welsh Language Standards Annual Report 2017-18

Page 65

CREV G WIR IN THESE STONES
FEL GW YDR HORIZONS
O FWR NAIS AWENSING



Local authorities in Wales have a statutory duty to comply with regulation Welsh language standards that explain how they as organisations should use the Welsh language in different situations. The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language by way of sub-legislation (Welsh Language Regulation (No.1) Standards 2015). The standards issued to Cardiff Council are listed in 'The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011'. A copy of the standards, which is referred to in this report, is available from www.cardiff.gov.uk/bilingualcardiff



Contents

	Page
1. Introduction	2
2. Achievements	4
3. Bilingual Cardiff: 5-year Welsh Language Strategy 2017-2022	6
4. Welsh in Education Strategic Plan 2017-2020	10
5. Complaints against the Welsh Language standards 2017-18	12
6. Posts advertised in 2017-18	13
7. Welsh Language Training & Welsh Medium training courses	14
8. Employees Welsh Language Skills	16
9. Mwy na Geiriau / More than just Words	17
10. Monitoring & Overseeing Compliance with the Standards	19
11. Welsh Language Commissioner's Assurance Report 2016-17	21
12. Promoting & Facilitating the Standards	22
13. Welsh Language Standards – Actions to Date	25
APPENDIX 1: Bilingual Cardiff Strategy Action Plan Update	34
APPENDIX 2: Bilingual Cardiff: Review of the Bilingual Cardiff Strategy 2017-2022	50
APPENDIX 3: Public Complaints 2017-18	61
APPENDIX 4: 2017-18 Welsh Essential Posts	64
APPENDIX 5: 2017-18 Directorate Welsh Language Standards Objectives	66

1. Introduction

From the 30th of March 2016, under the Welsh Language (Wales) Measure 2011, the Welsh language standards came into force, superseding the Council's former Welsh language scheme, which was created as a requirement of the Welsh Language Act 1993. The Welsh Language Standards (No.1) Regulations 2015 were approved by Welsh Ministers, and are regulated by the Welsh language Commissioner (WLC), with the aim of:

- Improving the services Welsh-speakers can expect to receive from organisations in Welsh.
- Increasing the use people make of Welsh-language services.
- Making it clear to organisations what they need to do in terms of the Welsh language.
- Ensuring that there is an appropriate degree of consistency in terms of the duties placed on organisations in the same sectors.

The principal aim of the legislation (standards) is to ensure that the Welsh language is treated no less favourably than the English language, with the emphasis on actively offering and recording language choice rather than the onus being on the individual service user or employee to request information or services in Welsh.

Each local authority is required to publish each year an annual report detailing the following information

Complaints

The number of complaints received during that financial year which relating to compliance with the Welsh language standards.

Employees Welsh language skills

The number of employees who have Welsh language skills at the end of the financial year in question.

Welsh Medium Training

- The number of members of staff who attended training courses offered in Welsh during the year.
- If a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version

Posts Advertised

The number of new and vacant posts that were advertised during the year which were categorised as posts where -

- Welsh language skills were essential,
- Welsh language skills needed to be learnt when appointed to the post,
- Welsh language skills were desirable, or
- Welsh language skills were not necessary.

Each local authority was issued with a compliance notice from the Welsh Language Commissioner, which lists the standards, and the compliance date for each of the standards. Cardiff Council was issued with 171 standards, and this report outlines our progress in complying with the Welsh language standards in 2017-18. The standards are listed in the following categories

Service delivery standards:

In relation to the delivery of services in order to promote or facilitate the use of the Welsh language, or to ensure that it is treated no less favourably than English.

Policy making standards:

Require organisations to consider what effect their policy decisions will have on the ability of persons to use the language and on the principle of treating Welsh no less favourably than English.

Operational standards:

Standards which deal with the internal use of Welsh by organisations.

Promotional standards:

Require organisations to adopt a strategy setting out how it proposes to promote and facilitate the use of Welsh.

Record keeping standards:

These standards make it necessary to keep records about some of the other standards, and about any complaints received by an organisation. These records will assist the Commissioner in regulating the organisation's compliance with standards.

The Welsh Language Standards Annual Report will be agreed and approved by full Council prior to being published on the Council's website in accordance with the statutory requirements of the standards.

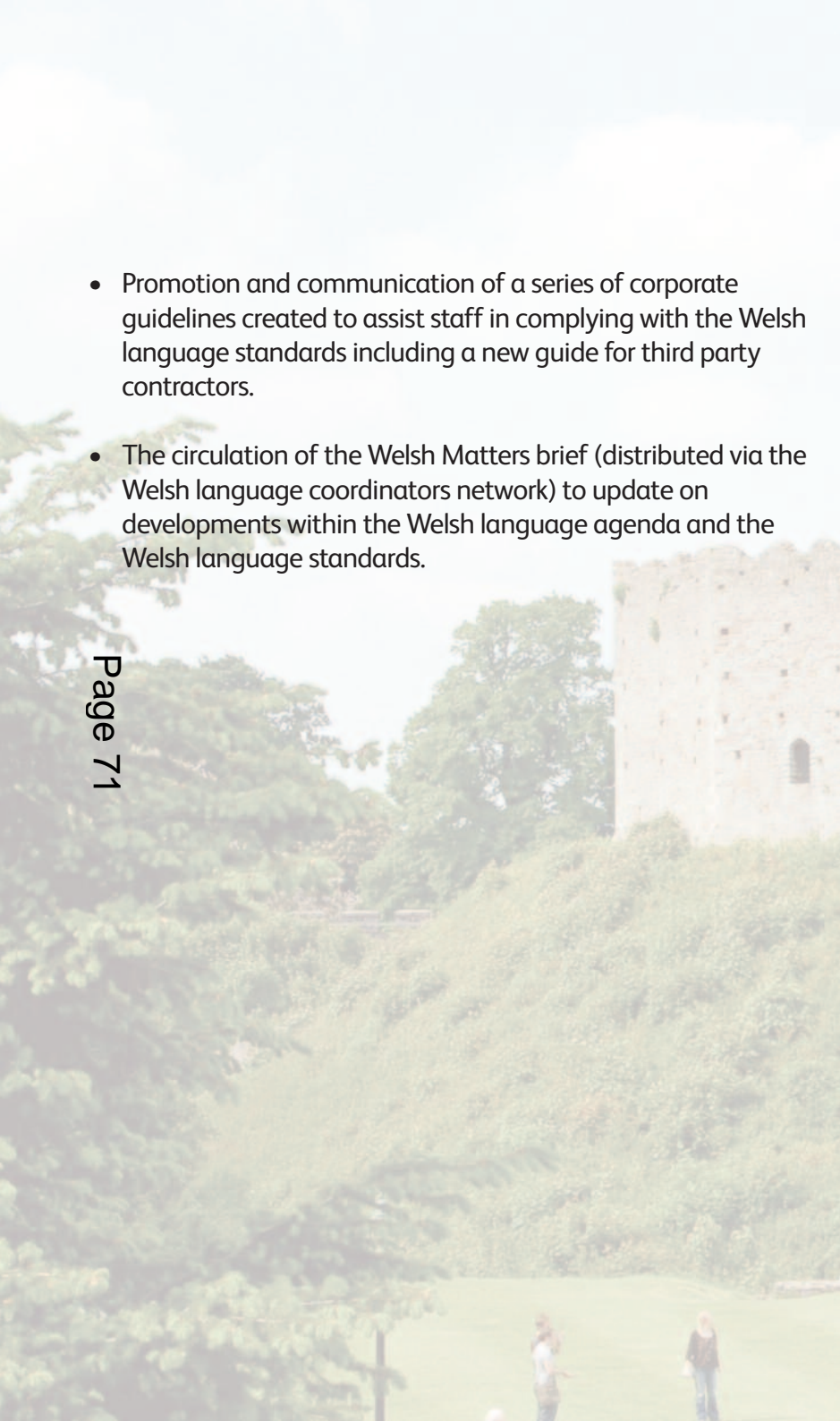
The report will be available to download on the Council's website from the **30th June 2018**: www.cardiff.gov.uk/bilingualcardiff

2. Achievements

- 2017/18 was the first year of implementing the Bilingual Cardiff 5 Year Welsh Language Strategy, which was published in March 2017 following cabinet and full Council consideration. It sets out our priorities for facilitating and promoting the Welsh language in Cardiff with our partners, starting our journey to become a truly bilingual capital for Wales. Key achievements in 2017-18 are listed on page 6.
- An external review of the Bilingual Cardiff Strategy was undertaken (page 8).
- The number of staff with Welsh language skills has increased by **76.4%** since 2016-17. Such an increase can be attributed in part by improved recording arrangements and awareness raising, as well as due to the Bilingual Cardiff Strategy, which includes a target to increase the number of staff with Welsh Language skills and Welsh courses through the 'Working Welsh' Scheme.
- Integration of the 'linguistic assessment form' (Corporate Welsh language skills strategy) into DigiGOV recruitment (Council's internal HR System) to enable the assessment of every posts in terms of Welsh language skill requirements prior to advertising, in accordance with standard 136.
- Bilingual Cardiff (Welsh language unit) returned **99.1%** of translation requests by agreed deadlines (**9,027,350** words). The team translated more words than any previous year; an **8%** increase in the number of words translated compared to 2016-17.
- Bilingual Cardiff won a three-year tender with the Vale of Glamorgan Council to provide Welsh translation services, and continued to provide translation services to a number of external partners.
- **259** staff completed Welsh language awareness training in 2017-18, and a total of **1994** staff have completed the corporate Welsh Language Awareness online training module to date (31/03/2018).
- The number of applications for Welsh essential posts has increased by **29 %** on average compared with 2016/17.
- **175** staff attended corporately funded Welsh language training in 2017-18.
- There was a reduction in the number of complaints (16) and the number of new Welsh Language Commissioner investigations received (3).
- The Council advertised **43** post where Welsh language skills were an essential requirement and a further 53 posts where Welsh was desirable.
- The Council's Welsh in Education Strategic Plan 2017-2020 (WESP) was approved by the Welsh Government in March 2018. The WESP will act as a key driver to ensure that children are able to develop their Welsh skills, and create new speakers, to support Welsh Government's vision of having a million Welsh speakers by 2050.

- Promotion and communication of a series of corporate guidelines created to assist staff in complying with the Welsh language standards including a new guide for third party contractors.
- The circulation of the Welsh Matters brief (distributed via the Welsh language coordinators network) to update on developments within the Welsh language agenda and the Welsh language standards.

Page 71



3. Bilingual Cardiff: 5-year Welsh Language Strategy 2017-2022

Bilingual Cardiff Vision

Our vision is to develop a truly bilingual Cardiff. A Cardiff where our citizens can live, work and play, as well as access services and support in Welsh or English equally. A capital city where bilingualism is promoted as something completely natural, and where the Welsh language is protected and nurtured for future generations to use and enjoy.

Standard 145 of the Welsh Language Standards (No.1) Regulations 2015 requires the Council to produce and publish a five-year strategy, which sets out how we will promote and facilitate the use of Welsh and a target to increase or maintain the number of Welsh speakers within the County. The Bilingual Cardiff strategy is the first Welsh language promotional strategy for Cardiff Council and was published last year (March 2017) following cabinet and full Council consideration. It sets out our priorities for facilitating and promoting the Welsh language in Cardiff with our partners, starting our journey to become a truly bilingual capital for Wales.

The strategy was approved by full Council on the 23rd of March 2017 and is available to view at www.cardiff.gov.uk/bilingualcardiff

The Bilingual Cardiff strategy includes a target to increase the number of Welsh speakers within Cardiff as well as specific actions to facilitate the use of the language in line with the Welsh

Government's Welsh Language Strategy 2012—17 and Cymraeg 2050, the Government new strategy for a million Welsh speakers by 2050 (published July 2017). Over the last 25 years, the number of Welsh speakers in Cardiff has more than doubled with the latest census figures indicating that over 16 % of the city's population have one or more skills in the Welsh language. As the city grows, our aim in this strategy is to increase both the number and percentage of Welsh speakers and learners in Cardiff. The strategy fully supports and shares the Welsh Government's vision for a million Welsh speakers by 2050. In order for Cardiff to play its part in achieving this vision, we would need to increase the number of Welsh speakers (aged 3+) in Cardiff by 15.9 % from 36,735 (2011 Census) to 42,584 (2021 Census).

Public consultation on the strategy prior to the publication of the strategy showed that over 70 per cent of respondents either strongly agreeing or tending to agree with the vision of a truly bilingual Cardiff and over 53 per cent agreeing with our set target of increasing the number of Welsh speakers in the city.

Supporting young people, families and communities to learn and speak Welsh will also be at the heart of delivering our ambitions. Recent years have seen a significant increase in the growth of Welsh medium education in the city with an ever increasing number of our children and young people now receiving their education in Welsh. The education system and the Council's Welsh in Education Strategic Plan 2017-2020 will play a key role in

ensuring the future growth of the language as we aim to increase the number of children, and parents, who have the opportunity to learn and speak Welsh, and have opportunities to use the language outside the school gates.

As a city-wide strategy, over 30 organisations are partners are involved in delivering the strategy, and the success of the strategy relies on effective partnership working: between public sector partners; between the public, private and education sectors; and, most importantly of all, with the people of Cardiff.

Please see **appendix 1** for an update on the Bilingual Cardiff Strategy actions for the 2017-18 financial year, which is the first full year of implementing the strategy. There are already a number of achievements to date:

Governance Structure

In 2017-18, a robust governance structure was established to deliver and monitor the actions within the Bilingual Cardiff Strategy, including establishing a Bilingual Cardiff Forum with over 35 organisations represented. The aims and role of the forum which meets quarterly, and is chaired by Menter Caerdydd, is to:

1. Ensure that each representative is responsible for monitoring the actions applicable to their individual organisation.
2. Provide quarterly feedback to the Council's Bilingual Cardiff Members Group on the implementation of relevant actions.
3. Contribute to consultation responses relating to the Welsh language on behalf of the forum.
4. Share good practice and identify opportunities to work in partnership for the benefit of the Welsh language in Cardiff.

As part of their terms of reference, the Bilingual Cardiff Members Group will also update the Cabinet regularly on the work relating to the Bilingual Cardiff Strategy.

Promoting Welsh Medium Education

The Council's 2018-19 School Admissions booklet (published in October 2017) included a specific section on the benefits of Welsh Medium education. The information includes a FAQ guide for parents, and this information has also been included as a page on the Council website www.cardiff.gov.uk/welshmediumeducation Furthermore, the Council's corporate social media accounts have been regularly promoting information regarding Welsh medium education which addresses the most frequently asked questions by prospective parents. As part of the Bilingual Cardiff Strategy, it has also been arranged that the Welsh Government's information booklet on Welsh medium education will be distributed to parents when registering births in Cardiff.

Working with businesses to develop their use of Welsh

One of the priorities of the Strategy is to encourage private businesses that support the Welsh language to use or display the Bilingual Cardiff brand within their shops or businesses. In 2018, Bilingual Cardiff have been working in partnership with Menter Caerdydd and local officers of the 'Welsh for Businesses' scheme. The Welsh for Businesses project (Prosiect Byd Busnes) is financed by the Welsh Government and delivered through Menterau Iaith Cymru. 10 officers are located across Wales to support small and medium sizes businesses in using Welsh, providing a free dedicated service to meet the needs of businesses, offering advice and practical ideas, and to signpost to other support available. 'Bilingual Cardiff' display materials have also been distributed through the local Welsh for business officer; and Menter Caerdydd, Bilingual Cardiff, Welsh language Commissioner, National Centre for Learning Welsh, and FSB Wales have been working closely to build positive relationships with Cardiff businesses, and will continue in 2018/19 as Cardiff welcome's the National Eisteddfod in August 2018. <http://cymraeg.llyw.cymru/business/?lang=en>

Welsh Training

Through grant funding from the National Centre for Learning Welsh, Cardiff University have established a new scheme aimed at providing Welsh training specifically for families within disadvantaged areas. The University intends to offer a full and varied timetable of lessons and informal activities within the local communities and beyond. They will also have a tutor/coordinator with responsibility for promoting the work, and to offer an accessible timetable for whole families.

Furthermore, through grant funding, Cardiff University have also appointed a tutor/coordinator to work specifically with asylum seekers and refugees. They will be offering language courses and informal events to aid integration. These events, which are organised in partnership with the Welsh Refugee Council, will be flexible and open to families and to individuals, responding positively to the needs of new communities across the city. The events will be offered at locations across the city with the aim of introducing the Welsh language culture to new communities.

<https://www.cardiff.ac.uk/news/view/1115625-welsh-for-refugees-and-asylum-seekers>

<https://www.walesonline.co.uk/news/education/refugees-being-offered-free-welsh-14373855>

UEFA Champions League Welsh taster sessions

Football fans in Cardiff during the UEFA Champions final in May 2017 were given an opportunity to try their hand at speaking Welsh. Cardiff University (Welsh for Adults) in partnership with Yr Hen Lyfrgell organised a pop up event throughout the weekend on the Hayes where fans from Italy, Spain and the rest of the world were able to give Welsh a go. The unique scheme, which was fun and interactive, received positive feedback on social media and in the press, and helped to showcase Cardiff internationally as a modern bilingual city.

<http://www.bbc.co.uk/news/av/uk-wales-40144712/champions-league-final-fans-learning-welsh-in-cardiff>

Dydd Miwsig Cymru 2018

Dydd Miwsig Cymru (Welsh Language Music Day) is a national event to celebrate Welsh language music. In February 2018, the Council celebrated Dydd Miwsig Cymru by promoting several local music events via our social media channels, tying into the recent declaration of Cardiff as the UK's first 'Music City'. Interviews with staff including Bilingual Cardiff's Corporate Apprentice were also published alongside a selected Welsh language playlist. C2C's telephone line also played a selection of contemporary Welsh language songs as their hold music throughout the week.

<http://cymraeg.gov.wales/DyddMiwsigCymru/?lang=en>

Bilingual Cardiff Strategy External Review

One of the Bilingual Cardiff Strategy cabinet report recommendations included undertaking an independent external review of the strategy and action plan within one year (please see **appendix 2** for the full report).



Page 75



4. Welsh in Education Strategic Plan 2017-2020

WESP Mission Statement

Every child in our city feels confident in Welsh by 2050 to contribute towards creating a truly bilingual Cardiff where the Welsh language is protected and nurtured for future generations to use and enjoy.

WESP Vision

Cardiff's education system will act as a key driver to ensure that children are able to develop their Welsh skills, and create new speakers, to support Welsh Government's vision of having a million Welsh speakers by 2050.

WESP Values

Over the next three years, 2017-2020, the strategic aims of this Welsh in Education Strategic Plan are for educational provision in which:

- Welsh-medium education and childcare is available to all, with effective transition between ages and phases;
- Pupils have improved fluency and use of the Welsh language across all community, faith and foundation schools in Cardiff.
- Provision is inclusive, overcoming barriers, providing opportunities for any young person to achieve a good education through the medium of Welsh;
- We celebrate and promote the Welsh language, through high quality teaching and challenging children's learning abilities;
- We promote the wider use of Welsh outside the classroom

through play, leisure and holiday care and youth opportunities as well as beyond school in Further and Higher Education, training and employment.

The Welsh Government commissioned a review of WESP's across Wales in the summer of 2017 due to the lack of information relating to investment under Band B within the WESPs. When the WESP was submitted in March 2017, the Council were still in the process of confirming priorities for school investment and were not able to include any statements within the WESP of aspiration about potential schemes for investment under Band B.

The timescales associated with a strategic document were raised and it was highlighted that a longer term view may be more beneficial. It was also acknowledged that there was misalignment between the timescales of the WESP and the timescales for the 21st Century Schools Education Programme.

As timescales allowed, additional information was added into the WESP that included:

- Information relating to increasing Welsh-medium provision through the 21st Century Schools and Education Programme, Band B schemes.
- Inclusion of LDP details
- Detail of Hamadryad catchment dates
- Inclusion of Cardiff's intention to access capital funding
- Update to Welsh-medium capacity in 2017

Cardiff resubmitted their revised WESP in February 2018 and was one of 15 local authorities to have their WESP approved by the Minister for Welsh Language and Lifelong Learning, Eluned Morgan on 16th March 2018.

The Council is in the process of finalising an implementation plan for the city's WESP 2017-2022. This will focus on ensuring the effective and efficient use of resources and strong partnerships to deliver the outcomes identified. Cardiff's Welsh Education Forum are key partners in helping to guide and steer the development of Welsh-medium education across the city and will play a key role in delivering the ambitions within the WESP 2017-2020.

The approved document can be found on the Council's website at: <https://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Education/Pages/default.aspx>



5. Complaints against the Welsh language standards 2017-18

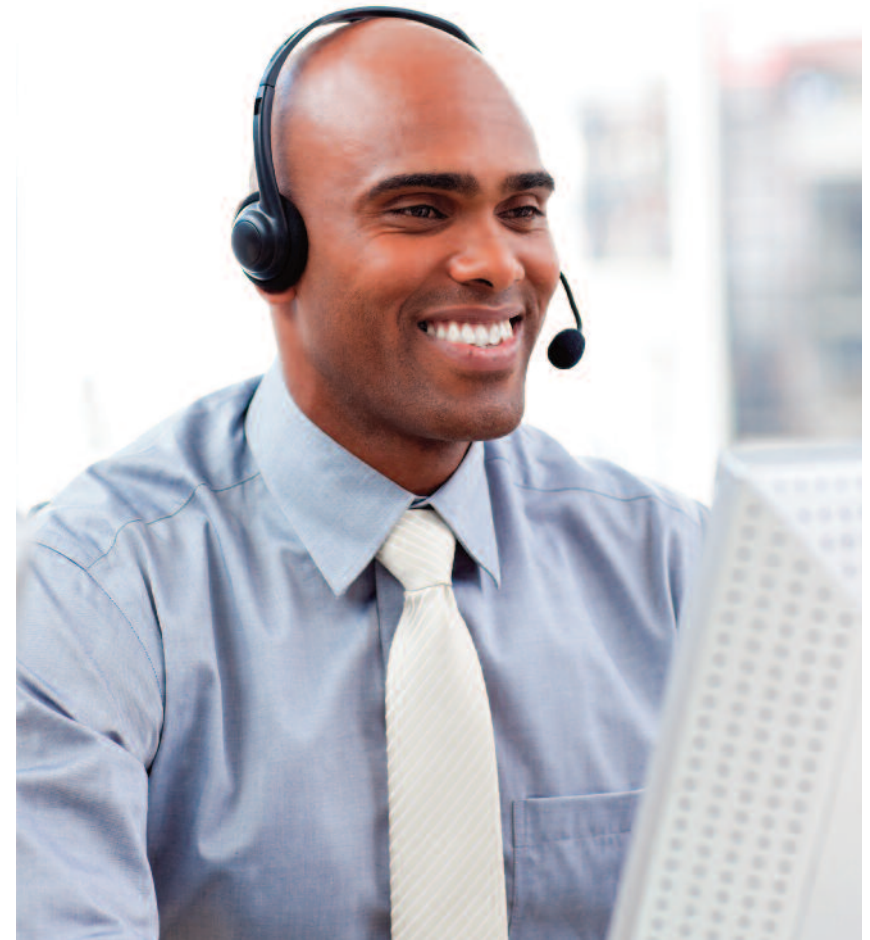
During 2017-18, a total of **16** public complaints were received in relation to the Welsh Language Standards – please see **Appendix 3** for further information. Whether the complaints were received in English or Welsh, they were dealt with in accordance with the corporate complaints procedure.

The Council was also subject to 3 new investigations into the possible failure to comply with standards under section 71 of the Welsh Language Measure (Wales) 2011 by Welsh Language Commissioner. In 2017/18, the Council received:

- **7** final decisions confirming that we've breached the Welsh language standards.
- **2** decision confirming that the investigation would be discontinued.

The Council is currently awaiting final decision notices for **3** investigations. A register of enforcement action is available to view on the Welsh Language Commissioner's website

The number of new investigations received by the Welsh language commissioner is **84.2%** lower than in 2016-17 and the number of public complaints received in relation to the Welsh language standards has also been reduced.



6. Posts advertised in 2017-18

During 2017-18 **1017** posts were advertised - Please see Appendix 4 for a breakdown of the Welsh Essential posts advertised.

- **43** posts were advertised where Welsh language skills were essential.
- **53** posts were advertised where Welsh language skills were desirable.
- **921** posts were advertised where Welsh language skills were not deemed necessary at present.
- Please note that these figures also include re-advertised posts.

The Council does not currently hold information regarding Welsh language skills which need to be learnt when appointed to posts, as under the Council's Welsh Language Skills Strategy posts are either designated Welsh essential, desirable or not required. There have been occasions where posts have been re-advertised with the requirement for the successful applicants to attend Welsh language training.



7. Welsh Language Training & Welsh Medium training courses

In 2017-18, **175** staff attended Welsh language training courses, of which:

- **71** staff attended a 2-day in house Welsh language taster course in July 2017.
- **19** staff completed a 10-hour online 'Welcome Welsh' course.
- **72** staff attended Welsh courses through Cardiff University.
- **8** staff attended 5-day residential courses through the 'Working Welsh' scheme.
- **5** staff attended intensive Welsh training through the 'Working Welsh' scheme.

In 2017-18, **259** staff completed Welsh language awareness training; of which:

- **50** Operational Managers attended Welsh language awareness training through the 'Working Welsh' scheme.
- **25** staff from Adult and Children's services attended face to face Welsh Language Awareness training provided by the Welsh language coordinator for Adult Services. A further **38** social work students at Cardiff and Cardiff Metropolitan Universities have received Welsh language awareness training from the coordinator.
- **184** Staff completed the Corporate Welsh language awareness online training.

Furthermore:

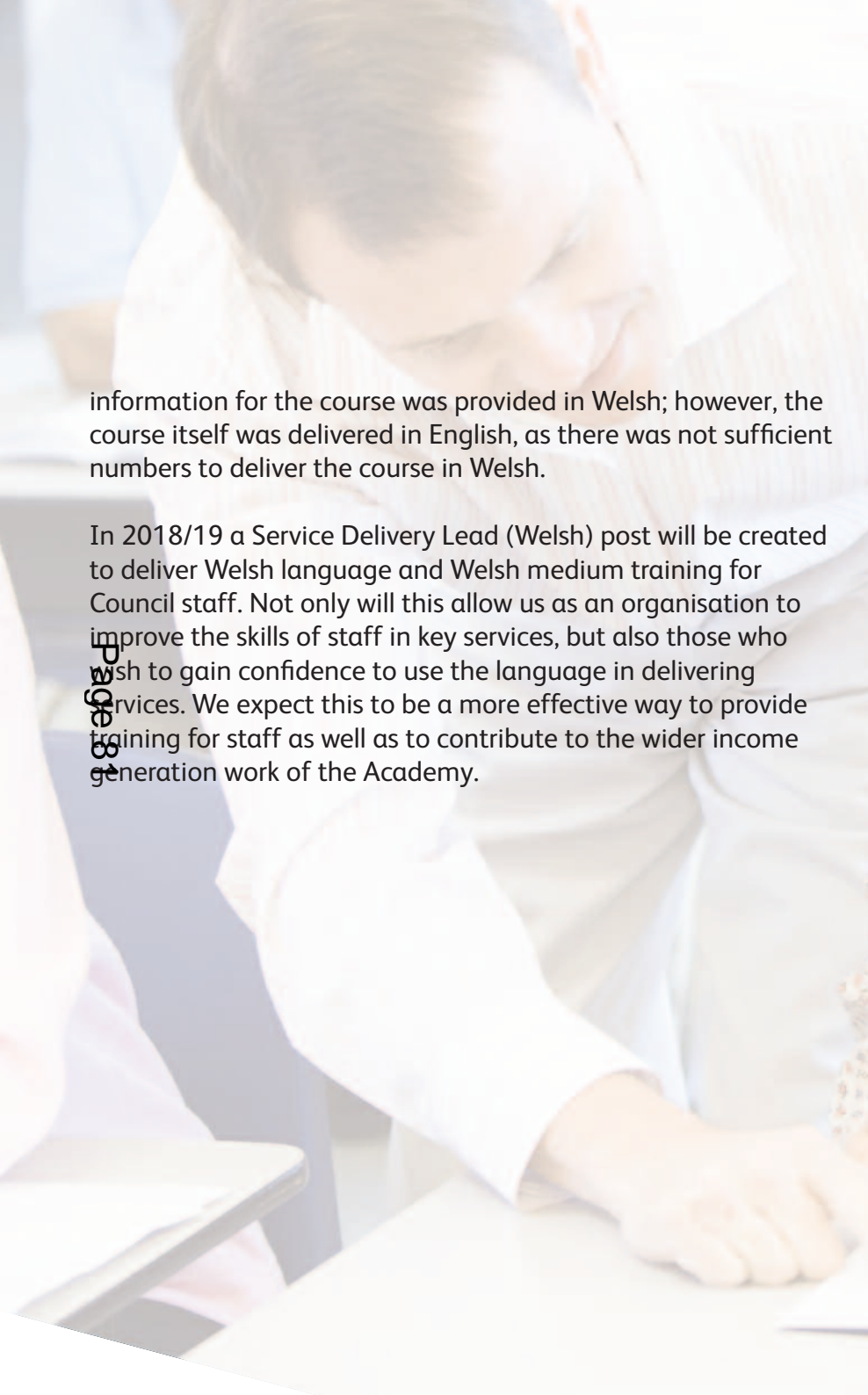
- **1994** staff have completed the Welsh language awareness module since its launch in September 2015.
- **19** Councillors attended a Welsh language awareness training session delivered through the Working Welsh scheme in September 2017.

The number and percentage of staff who received Welsh language and Welsh language awareness training is monitored closely and individual records kept on the Council's internal HR System (DigiGOV).

Cardiff Council has been issued with standard 128, which states that we are required to provide training in Welsh for staff in the following areas, if they are provided in English:

- Recruitment and interviewing;
- Performance management;
- Complaints and disciplinary procedures;
- Induction;
- Dealing with the public; and
- Health and safety.

Arrangements are in place to ensure that staff can request to receive their training through the medium of Welsh in accordance with standard 128. In 2017-18 **4** members of staff requested Corporate Induction, and **6** members of staff requested Manual Handling training in Welsh. All the



information for the course was provided in Welsh; however, the course itself was delivered in English, as there was not sufficient numbers to deliver the course in Welsh.

In 2018/19 a Service Delivery Lead (Welsh) post will be created to deliver Welsh language and Welsh medium training for Council staff. Not only will this allow us as an organisation to improve the skills of staff in key services, but also those who wish to gain confidence to use the language in delivering services. We expect this to be a more effective way to provide training for staff as well as to contribute to the wider income generation work of the Academy.



8. Employees Welsh Language Skills

The development of the HR System (DigiGOV) and the opportunity for staff to validate their own personal data, has enabled the Council to record the Welsh language ability (and other languages) of staff. As of 31st March 2018, 6258 (non-school based) staff are employed by Cardiff Council, and of these a total of **4352** staff have validated their entries on the HR system. From these, **427** staff have stated they have a level of Welsh language skills. This represents 9.81 % of those registered on the system.

The number of staff with Welsh language skills has increased by 76.4% since 2016-17 (427 compared with 242). Such an increase can be attributed in part by improved recording arrangements and awareness raising, as well as through the Bilingual Cardiff Strategy, which includes a target to increase the number of staff with Welsh Language skills and Welsh courses through the 'Working Welsh' Scheme. Staff have been reminded regularly to update their DigiGOV personal details records, which includes Welsh language proficiency.

In October 2017, as a further development, staff are now able to accurately record and update their Welsh language skill levels on DigiGOV in accordance with the 5 levels of the Welsh for adults' framework (entry – foundation – intermediate – advanced – proficiency), which has meant a more accurate recording of staff Welsh language skill levels. Staff who have previously recorded Welsh language skills under the categories '*none/very basic – fair – good – very good*' will be reminded to update their records in line with the new Welsh for adults levels in 2018/19.

Previous (Welsh) Language Categories	New Categories Welsh For Adults Levels
None/Very Basic	Entry (1)
-	Foundation (2)
Fair	Intermediate (3)
Good	Advanced (4)
Very Good	Proficiency (5)

9. Mwy na Geiriau / More than just Words

Strategic Framework for Welsh Language in Health, Social Services and Social Care

Cardiff Council Social Services Progress Report 2017/18

The objectives of More than Just Words have been taken forward in the Bilingual Cardiff Strategy 2017-22. The strategy prioritises increasing opportunities for people to receive Health & Social Care in Welsh, and specifies the following actions:

- To ensure that an Active Offer of Welsh language services is communicated to all Social Services staff and within commissioned services.
- To include Welsh language service provision within third sector and independent contract specifications, service level agreements and grant funding processes, where a need is identified.
- To maximise ability to provide services in Welsh. Where gaps in workforce capacity to deliver services in Welsh are identified these should be communicated to inform the organisation's Bilingual Skills Strategy

To further the progress of these actions and all actions set out in the More than Just Words Follow on Strategy, a More than Just Words forum is being established in partnership across Health and Social Care in Cardiff and the Vale of Glamorgan. This will enhance the coordination of Welsh language activity with partners, and will be key to resolving challenges in a coordinated way.

Progress against the objectives set out in More than Just Words is as follows:

Objective 1: National and Local Leadership, and National Policy

- A senior officer continues to undertake the role of Welsh Language Champion across the Social Services directorate. The champion is supported by two Welsh language coordinators.

Objective 2: Mapping, Auditing, Data Collection and Research

- The Cardiff and Vale of Glamorgan Population Needs Assessment for the Social Services and Wellbeing (Wales) Act 2014 profiled the need for Welsh language services.
- Questions have been amended in Cardiff Council's corporate staff database (DigiGOV) in an attempt to gain a more comprehensive and a continually up to date picture of capacity to provide an active offer.
- Questions have been added to the Social Services client record system (CareFirst) to record the active offer.
- Details of the Welsh language skills of the workforce and Welsh language community profile have been included in the annual published report of the social services department.

Objective 3: Service Planning, Commissioning, Contracting and Workforce Planning

- Staff throughout the organisation continue to be regularly reminded about the requirements of the Welsh language standards and the requirement to make an active offer through monthly 'Welsh Matters Briefs' which are distributed to all staff by e-mail.
- Further work is needed to communicate the standards to third

parties. There are plans to use the existing Provider's Forum for this. There is also an opportunity during 2018/19 to pilot Welsh lessons with the Independent Sector staff in order to support their delivery of Welsh language care services

- The Social Services workforce strategy offers an opportunity to better understand the workforce gaps and maximise potential. Actions will be developed to take this forward during 2018 – 2019.
- The Cardiff and Vale of Glamorgan Population Needs Assessment for the Social Services and Wellbeing (Wales) Act 2014 profiled the need for Welsh language services.
- The annual published report of the director of social services includes a commitment to the Welsh language.

Objective 4: Promotion and Engagement

- Welsh language lanyards are promoted to all staff, to encourage them to identify as Welsh speaking or learners.
- Cysgliad (Welsh spell checker) is available to all staff.

Objective 5: Education & Objective 6: Welsh in the Workplace

- Welsh language training opportunities continue to be regularly promoted across the service. From beginner to proficiency training.
- Awareness training is a compulsory element of induction training in social care and forms part of the social work placement induction programme and a mandatory element of the First Three Years in Practice training programme.
- Bilingual Cardiff provided Welsh Language awareness training specifically to all Cardiff Council Operational Managers during 2017/18, and Welsh Language Awareness training is continually available to all Social Services Staff. Bespoke training has been delivered to day services staff in preparation for the opening of a Dementia Day Care Centre in Ely.



10. Monitoring & Overseeing Compliance with the Standards

DIRECTORATE DELIVERY PLANS

To monitor compliance with the Welsh language standards, each directorate is required to include an objective/objectives relating to delivering the Welsh language standards within their Directorate Delivery Plans annually to ensure corporate ownership of the requirements of the standards. The objectives included within the Directorate delivery plans are listed in Appendix 5.

BILINGUAL CARDIFF MEMBER GROUP

The Bilingual Cardiff Member Group is a cross-party group established to take a lead role in developing a truly bilingual Cardiff where citizens and Cardiff Council staff can access services and support in either language equally through improved partnership working. During 2017-18 the group met twice to discuss Welsh language matters, primarily the implementation of the new Welsh Language Standards and development of the Bilingual Cardiff Strategy 2017-2022 (Standard 145)

WELSH LANGUAGE COORDINATORS & CHAMPIONS

The Council has a network of Welsh language coordinators and champions across our various Directorates and Service Areas, who support the work of the Bilingual Cardiff team in implementing the Welsh Language Standards and promoting the use of the Welsh language internally. The role of the coordinators network includes:

- Assisting their service area or directorates to comply with the Council's Welsh language policies and legal obligations.
- Providing feedback on issues relating to the Welsh language from the service area to the group, and vice versa if necessary.
- Providing feedback on any complaints or issues regarding the Welsh language from services users to the group.
- Distributing relevant documentation and information within service areas.
- Coordinating their service area's response for the Annual Report on the implementation of the Welsh Language Standards.

Coordinators and Champions do not need to speak Welsh, and each directorate is responsible for nominating at least one Coordinator, and one Champion, at Operational Manager level or above, to represent their directorate.

The Champion acts as a point of contact at a senior management level concerning directorate specific Welsh language issues. They also monitor senior management group agendas for items with Welsh Language Standards implications and support their service area's Welsh Language Coordinator with their work on facilitating the implementation of the Welsh language standards within their directorates.

Coordinator meetings are chaired by Bilingual Cardiff and held monthly in County Hall, and a list of Coordinators and Champions is available on the Bilingual Cardiff Intranet Page.

SENIOR MANAGEMENT TEAM

Matters relating to the Welsh language standards including information on Welsh language Commissioner investigations are regularly taken to SMT meetings for information and steer.

CABINET & FULL COUNCIL

Cardiff Council's Welsh language standards annual report is considered by the Cabinet and full Council to ensure scrutiny at the highest level.



11. Welsh Language Commissioner's Assurance Report 2016-17

In October 2017, the Welsh Language Commissioner published her Annual Report 2016-17 'Rights taking root'. The report assesses the overall situation of Welsh language public services, and shows that services are improving across Wales. Following the publication of the annual report, a meeting was held between Council and Welsh language Commissioner officers where specific findings in relation to the Council's performance were shared and discussed.

Page 87

The Council's performance was good overall:

- All calls to the C2C Welsh line were dealt with in Welsh.
- The vast majority of corporate social media posts were in Welsh and English (224/241 Twitter and 110/118 Facebook).
- 1 of 2 Welsh emails were responded to, which was the same as with English emails.
- All Welsh letters were responded to, which was not the case with all English letters.
- All web pages were available in Welsh.
- Documents regarding how the organisation complies with the standards were fully compliant.
- The 5-year promotional strategy (Bilingual Cardiff 2017-22) was compliant.

The Commissioner's survey highlighted that there was some room for improvement in the following areas:

- No Welsh reception service was available during their mystery shopper visit (0 of 2).

- Only 1 of 2 reception areas displayed the 'Cymraeg' poster (standard 67)
- Facebook – 1 of 2 Welsh queries were responded to, compared with 2 of 2 English queries.
- 3 of 45 web pages had certain errors/issues with compliance e.g. links not working or certain text still in English.
- Certain documents did not comply with the standards.

All relevant services that were found to be breaching the Welsh language standards have been contacted and the report as well as the individual results for the Council have been communicated to all senior managers within the authority. As well as managing risk, as a local authority we are continuing to strive to ensure that service users receive the same high quality services whether they choose to deal with us in Welsh or English.



12. Promoting & Facilitating the Standards

STAFF GUIDELINES

In order to promote and facilitate the implementation of the standards, the Council has created and updated guidelines for staff. These include:

- A summary of the 'Service Delivery Standards'
- Communicating Bilingually
- Bilingual Reception Service
- Holding Meetings Bilingually
- Welsh Language Calls
- Guidance Note: Bilingual Signage & Official Notices
- Translation Guidelines
- Welsh Language Standards: Quick Wins Guide
- Welsh Language Standards: Guide to Third Parties

These guidelines are available for staff on the Bilingual Cardiff Intranet page and have been regularly promoted to staff through established communication channels including the monthly Core Brief and 'Welsh Matters' newsletters which are distributed to all staff. Regular articles have also appeared on the Council's intranet homepage.

Reception signs (standard 67) and email signature logos (standard 134) are also available to staff on the Bilingual Cardiff intranet page as well as a copy of the full standards, annual reports, and online translation request form.

The web content and translation request form have both been updated to remind staff to include the corporate statements to comply with standards 2, 3 & 7 (Correspondence), 49 (forms) and 50A (documents).

'WELSH MATTERS' BRIEF

The Welsh Matters brief is distributed to staff via the Welsh language coordinators network. The brief contains policy advice on complying with the Welsh language standards, information on Welsh training and other articles relating to the Welsh language agenda.

BILINGUAL CARDIFF: TRANSLATION & POLICY ADVICE

Bilingual Cardiff provides a full Welsh-English and English-Welsh translation and simultaneous translation service for all Council Directorates.

The team offer guidance and advice to all Council staff, along with organisations, companies and individuals who provide services on behalf of the Council, on issues regarding the Welsh language, translation and the Council's commitment under the statutory Welsh Language Standards.

CORPORATE WELSH LANGUAGE SKILLS STRATEGY

In order to ensure that the Council can meet its statutory duty to provide a complete bilingual service it has a Corporate Welsh Language Skills Strategy (WLSS). This revised strategy was

approved by Cabinet in March 2014 and brings together our staffing, training and recruitment procedures in order to ensure that the people of Cardiff have equal access to our services whether they choose to deal with us in English or Welsh.

All team managers are responsible for ensuring that their teams are able to guarantee an equal service to both Welsh and English-speaking customers. The WLSS includes a linguistic assessment tool which managers should complete when recruiting to determine whether posts should have Welsh language skills as an essential criteria ('Welsh essential') when advertised.

From October 2017, the WLSS linguistic assessment tool is now integrated into the DigiGOV recruitment process to comply with standard 136, which requires the Council to assess whether Welsh language skills are required before advertising any vacant post. This allows the Council to accurately report and monitor how many posts are designated Welsh essential or desirable.

In order to guarantee a bilingual service at first point of contact at all times (for teams with regular public contact) this would require:

- a minimum of 10 % of staff in larger teams (over 20 members of staff) with the necessary Welsh skills, or
- a minimum of 2 members of staff in smaller teams, in accordance with the WLSS.

If a team which deals regularly with the public cannot guarantee a bilingual service (as defined above), posts will be designated Welsh essential (level 1 [entry] to 5 [proficient]) based on the duties of the posts. All Welsh essential reception posts are designed at a minimum of level 3 'intermediate', and information on how to complete the Welsh language requirement assessment in DigiGOV is available for managers on the HR intranet pages.

All external Welsh Essential posts are routinely advertised on www.lleol.cymru a website specialising in Welsh essential posts for

organisations across Wales. Since advertising with www.lleol.cymru the number of applications for Welsh essential posts have increased by 29 % on average compared with 2016/17.

WELSH LANGUAGE TRAINING

Staff are supported to use their Welsh language skills when communicating with the public. Currently staff can choose from over 100 approved courses in Cardiff University or in the community, varying from total beginners to fluent speakers at a time and location that best suits them.

There is a corporate budget for Welsh language training, therefore there is no individual cost to Council staff or their directorates and staff have their hours credited for time attending courses. Priority is given to frontline staff.

Through the 'Working Welsh' scheme, Council staff have attended a number of Welsh courses including a 10-hour online 'Welcome Welsh' course, 5-day residential Welsh courses and new intensive Welsh courses. These courses are all fully funded by the National Centre for Learning Welsh.

WELSH LANGUAGE AWARENESS TRAINING

An online Welsh Language Awareness training module has been developed for Cardiff Council staff, and is available Cardiff Academy Learning Pool site.

The aim of the training is for staff to:

- Understand of the importance of the Welsh language in the delivery of Council services within Wales.
- Understand their own role and responsibilities in delivering Welsh language and bilingual services.
- Assess how they currently deliver Welsh language services and identify areas for improvement.
- Understand and be able to use simple Welsh words and phrases that may be useful when dealing with Welsh speaking service users.

50 Operational Managers also attended 6 Welsh language awareness training sessions provided through the Working Welsh scheme. The training included:

- An introduction to the current policy context;
- Information regarding the need to plan bilingual workplaces;
- Information about the advantages of developing institutional bilingualism for the learner, customers, other staff members and for the organisation;
- Advice on how to analyse learning needs with regard to the Welsh language in your organisation;
- Advice on the training available from the National Centre for Learning Welsh;
- Advice on supporting learners in the workplace, and
- An opportunity to discuss and plan for the future.

'IAITH GWAITH' LANYARDS & BADGES

Iaith Gwaith lanyards are produced by the Welsh language commissioner for Welsh speaking staff in order to show service users and colleagues that staff speak Welsh. These lanyards along with Welsh learner lanyards are offered to staff when they receive or renew their staff ID cards, or available at any time from Bilingual Cardiff. Each monthly 'Welsh Matters' brief which is distributed to all staff via their directorate or service area Welsh language coordinator includes a reminder for staff to request the lanyards from Bilingual Cardiff.

13. Welsh Language Standards – Actions to Date

Please see below measures that have been put in place to ensure compliance with any new requirements resulting from the Welsh language standards.

SERVICE DELIVERY STANDARDS	
Standards	Actions
Page 91 Correspondence	<p>All external Council emails as well as the new corporate letterhead include the following statement within the footer in order to comply with the requirements of standards 2, 3 & 7.</p> <p><i>Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn sicrhau ein bod yn cyfathrebu â chi yn eich dewis iaith boed yn Gymraeg, yn Saesneg neu'n ddwyieithog dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.</i></p> <p><i>The Council welcomes correspondence in English and Welsh and we will ensure that we communicate with you in the language of your choice, whether that's English, Welsh or bilingual as long as you let us know which you prefer. Corresponding in Welsh will not lead to any delay.</i></p> <p>Guidelines on 'Communicating Bilingually' have been published on the Bilingual Cardiff intranet page to assist staff on complying with these requirements.</p> <p>Individual directorates manage their own customer language choice records, and if language choice is not known (e.g. when the Council initiates the correspondence) the correspondence will be sent bilingually.</p>



Standards	Actions
<p>Telephone Services</p>	<p>Staff guidelines on Welsh language calls have been published to assist staff in complying with these requirements. The vast majority of telephone calls are received by the Council’s C2C contact centre, which has a dedicated Welsh language team.</p> <p>On the central ‘phone directory’ staff can filter to view all Welsh language speakers within their service areas / Directorates.</p> <p>Advice on how to provide effective Welsh telephone services have been regularly communicated through the ‘Welsh Matters’ brief to staff.</p>
<p>Meetings & Public Events</p>	<p>New staff guidelines on holding bilingual meetings have been published to assist staff in complying with these requirements.</p> <p>The Bilingual Cardiff team will provide in-house simultaneous translation services for all Directorates and services areas.</p> <p>The Events team within the Council ensure that Welsh language requirements are included in contracts for events which the Council is a partner. The Welsh Language Commissioner guidelines and check list for organising events has been communicated to all staff via the Welsh Matters monthly brief.</p>
<p>Display Material, Signage & Notices</p>	<p>Signs and Notices are bilingual with the Welsh text displayed first in accordance with the standards. Corporate guidance note on signs & notices are available on the Bilingual Cardiff intranet page and on the Cardiff Information System (CIS), and staff are regularly reminded of these requirements. Contractors working for the Council are also regularly reminded.</p> <p>Since September 2017, in accordance with an action within the Bilingual Cardiff Strategy 2017-2022; the Council has adopted the principle that the Welsh text will be displayed first on any display material that we produce.</p>
<p>Documents & Forms</p>	<p>Standard 41: Bilingual agendas and minutes are uploaded via the Cardiff Modern.Gov site. Meeting papers are available in Welsh for items relating to the Welsh language including Welsh medium education.</p> <p>Standards 49/50A: The Council’s web content request form and translation request form and returning emails remind all staff to include the following wording in accordance with standards 49 and 50A.</p> <p><i>This document is available in Welsh / Mae’r ddogfen hon ar gael yn Gymraeg. This form is available in Welsh / Mae’r ffurflen hon ar gael yn Gymraeg.</i></p> <p>Standards 42-48: The Council’s Welsh translation procedure has been established for over 10 years and is well known to directorates and staff. Guidance on which documents need to be available are available on the Bilingual Cardiff intranet page and CIS. The Bilingual Cardiff are also available to provide policy advice to staff as required.</p>

Standards	Actions
<p>Reception Services</p>	<p>Guidelines on bilingual reception services are available to assist staff in complying with these requirements.</p> <p>We continue to implement the Council's Corporate Welsh Language Skills Strategy, which aims to increase the number of staff with Welsh language skills in frontline posts. This Strategy ensures that the linguistic requirements of all frontline posts are assessed and designated Welsh essential, Welsh desirable or no linguistic requirement accordingly.</p> <p>Bilingual reception services are available in the main Council offices of City Hall and County Hall, however standard 64 relating to other reception areas continues to be challenging. When reception posts become vacant and recruited, they are designated Welsh essential until the team can guarantee a bilingual frontline service. This is defined as a minimum of 2 staff or at least 10 % of larger teams.</p> <p>We continue to provide a flexible package of corporately funded Welsh language courses for staff run by Welsh for Adults (Cardiff University). Staff can attend over 100 courses across Cardiff & the Vale of Glamorgan at times and locations what suit them and their work, including a new online Welsh course.</p> <p>As a result of a Welsh language Commissioner investigation into County Hall reception service (2016) a new action plan has been created and approved by the WLC. The action plan, approved by SMT, requires frontline reception staff to undertake some Welsh training, either through face-to-face courses or through the online in order to be able to greet customers bilingually. This action will continue in 2018/19.</p>
<p>Social Media, Websites & Online Services</p>	<p>Welsh language requirements are actively considered as part of any project brief or new project mandate as part of the statement of requirements.</p> <p>ICT continue to advise customers of their responsibility to provide Welsh language material for all customer facing projects at the project brief phase of all IT related projects. It is the customer's responsibilities to determine whether they require bilingual aspects of any new system after receiving this advice so it is their responsibility to satisfy themselves that they are meeting the standards. The Web Team conduct manual audit of all sections of www.caerdydd.gov.uk to ensure Welsh is published on every page. This involves checking pages, forms, docs, links, etc, and English / Cymraeg option appears in global navigation of the website. This provides direct link between English and corresponding Welsh content.</p> <p>The Council operates a fully bilingual corporate social media accounts on Facebook and on twitter. All staff are frequently reminded via established communication channels of the need to ensure that any social media account associated with the Council is available in Welsh.</p>





Standards	Actions
<p>Education Courses</p>	<p>The Adult Community Learning (ACL) enrolment forms have been updated for the academic year 2017/18. The forms now ask the learner two questions:</p> <p>Do you wish to receive correspondence from us in English or Welsh? Do you wish to take this course in the Welsh language?</p> <p>The answers are recorded on the learner profiles on EBS management system.</p> <p>Standard 84: From the data collected above, ACL are able to run reports assessing the need for our courses to be delivered in Welsh. In 2017/18, 20 individuals have requested their courses in Welsh; of these only two of the 20 are on the same course. Therefore, ACL were unable to delivered in Welsh as this did not reach the minimum cohort required to deliver a training course. The 20 individuals also includes 2 people on Into Work courses</p> <p>Standard 86 : ACL surveyed all existing learners in 2016 to assess need for courses through the medium of Welsh – the results were published on the Council’s website. Furthermore, a question was added to the Ask Cardiff 2017 survey to assess need. The results did not indicate a need to offer courses through the medium of Welsh in 2017/18.</p>
<p>Awarding Grants & Contracts</p>	<p>Relevant grant documents reflect the Welsh language standards requirements, and all grant applicants are asked their language preference.</p> <p>Tender specifications have been updated to reflect the requirements of the standards. New “Selling to the Council Guide” includes the following statement.</p> <p>“In accordance with the Welsh Language Standards (The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011) tenders may be submitted in the English or Welsh language. A tender for a contract submitted in Welsh will not be treated less favourably than a tender submitted in English (including, amongst other matters, in relation to the closing date for receiving tenders, and in relation to the time-scale for informing tenderers of decisions). The Council will communicate with tenderers in the language of their choice, whether that’s English, Welsh or bilingual.”</p> <p>The Bilingual Cardiff team will provide in-house simultaneous translation services in any tender interviews, and the standard Terms and Conditions for service contractors will contain an updated clause, which addresses the new legislative requirements.</p> <p>Officers in the Council’s Legal department have been instructed to include the following updated Welsh language clause in all contracts.</p>

Standards	Actions
	<p>During the Term of the Agreement the Contractor agrees that it will comply with the requirements of:</p> <ul style="list-style-type: none"> • The Welsh Language (Wales) Measure 2011 and the Welsh language standards issued to the City of Cardiff Council (Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011) insofar as it relates to the provision /carrying out of the **** (Services, Works, Grant). • A copy of the Welsh language standards is available from www.cardiff.gov.uk/bilingualcardiff <p>New Welsh language guide for third parties has been published on the Council’s Procurement website. It is an easy to ready guide developed by the Bilingual Cardiff team for the benefit of contractors, prospective contractors and the Council’s commissioning and procurement staff. Furthermore, a checklist aimed at supporting the implementation of the standards has been created and is available for staff on CIS.</p>
POLICY MAKING STANDARDS	
Standards	Actions to date
<p>Assessing Policies</p> <p>Page 95</p>	<p>The Policy Integration Tool has been developed into the Statutory Policy Screening Tool to reflect the evolving policy context. If an action such as a strategy, policy or activity is being developed within the Council and it is likely to impact people, communities or land use in any way, then there are a number of statutory requirements which may apply. Failure to comply with these requirements, or demonstrate due regard, can expose the Council to legal challenge.</p> <p>The Statutory Policy Screening Tool is embedded in the corporate process and covers the main statutory requirements that apply to the Council including the Welsh Language (Wales) Measure 2011 and the Well-being of Future Generations (Wales) Act 2015. Decisions must be made in accordance with the sustainable development principle and the associated five ways of working (long-term, prevent, integration, involvement and collaboration).</p> <p>Each public body must set well-being objectives which are designed to maximise its contribution to achieving all of the seven national well-being goals including the well-being goal ‘A Wales of vibrant culture and thriving Welsh language’.</p> <p>To ensure the Welsh language is considered as a central component of any policy development work, it has been included alongside the nine protected characteristics identified by the Equality Act 2010. This ensures that any impact on the Welsh language will be taken into account across the organisation.</p> <p>The process to ensure compliance with all statutory requirements is under constant review due to the changing policy landscape. For example Health Impact Assessments are due to become mandatory for public bodies in Wales in the near future which will require a further review of the process to ensure that they are taken into account.</p>





To comply with the new standards, the screening tool now asks:

Welsh Language (Wales) Measure 2011

	Yes	No	Unsure
4.1 Have you considered how the policy could be formulated so that the policy decision would have positive effects, or increased positive effects on opportunities for persons to use the Welsh language?			
4.2 Does the policy ensure that the Welsh language is treated no less favourably than the English language?			

If you have any doubt about your answers to the above questions, then please consult the Bilingual Cardiff team for advice on (029) 2087 2527 or email: Bilingualcardiff@cardiff.gov.uk

All completed assessments can be made available, and processes are in place to ensure that all emerging strategies, policies and activities which need to be, are subject to the Screening Tool. The Council has helped ensure that the screening tool is a corporate consideration, observed by all Directorates in the development of new policies, strategies and activities. Responsibility for making the Corporate Team aware of appropriate updates for specific policy areas will sit with relevant services areas.


OPERATIONAL STANDARDS

Standards	Actions
<p>Policy on facilitating the use of the Welsh language internally</p>	<p>A new policy has been created in accordance with the statutory requirement set out in standard 98 of the Welsh language standards issued to Cardiff Council. The policy was approved by <u>Cabinet on 14 June 2018.</u></p> <p>The Council is committed to promoting and facilitating the use of Welsh within its internal administration, and as Wales’s capital authority, Cardiff Council believes in a bilingual workplace environment where using your Welsh language skills in work is both valued and actively encouraged.</p> <p>The aims of this policy is to:</p> <ul style="list-style-type: none"> • Develop the formal and social use of Welsh amongst our workforce through regular learning and social opportunities, and greater participation in a variety of formal and informal language networks and events. • Increase the opportunities for staff to develop their Welsh language skills, increase their confidence, and to improve the bilingual services we provide • Promote and project a bilingual workplace ethos externally with a view to attracting more bilingual staff.

	<p>This policy brings together existing practices, policies and resources relating to Welsh training, the Welsh language standards and our corporate approach to using Welsh in the workplace. Through this policy, we will work towards becoming an increasingly bilingual organisation where both languages are valued and used naturally, both formally and informally.</p> <p>Not only will this improve our capacity to provide high quality bilingual public services, but it will also help us realise our vision of a truly bilingual capital city, as well as ensuring that we play our part in achieving the Welsh Government’s vision of a million Welsh speakers by 2050.</p> <p>We will review this policy and welcome feedback from staff, managers and members at any time regarding how to deliver improvements and adopt best practice across all council directorates.</p>
New Posts	The Council offers new employees contracts in Welsh or English in accordance with their language preference.
Staff Employment Correspondence & Documentation	As of 2017/18 staff can now update their own details on DigiGOV in order to choose to receive correspondence relating to their employment in Welsh. On each letter generated through DigiGOV manager are reminded to send correspondence in Welsh in accordance with their staff member’s language choice. This development to the DigiGOV system now means that staff language preference are accurately recorded corporately and can be update by individuals at any time (see section 8 ‘Employees Welsh language skills’ page 10).
HR Policies	HR policies listed in standards 105-111 are available bilingually.
Complaints & Disciplinary	<p>The Council’s resolution policy includes the following reference to rights of staff who wish to have specific information/process made available in Welsh.</p> <p>Under the Welsh Language Standards, employees have the right to make complaints, and respond to complaints or allegations made against them via the disciplinary process in Welsh. The Council will ensure that correspondence, documents and any associated proceedings, meetings and outcomes will be made available in Welsh. We will provide a simultaneous translation service from Welsh to English for associated meetings unless they are conducted in Welsh without translation services.</p>
Software	<p>“Cysgliad” (Welsh spell checking software) is available to all staff that have PC’s as their desktop interface, and its availability is frequently advertised in the Welsh Matters brief and articles on ‘Your Inbox’. Staff can request a copy via the Service Desk. Windows and Office are also available in Welsh, and advice on changing language settings is available from ICT.</p> <p>Work is currently ongoing to investigate the possibility of rolling out Cysgliad to all staff who have recorded Welsh language skills.</p>





<p>Intranet</p>	<p>The homepage and any new pages published on the Council intranet is now bilingual. Staff news articles are updated daily and are published in both Welsh and English. Work is ongoing on developing a fully bilingual intranet in accordance with the requirement and deadline set out in Cardiff Council’s Welsh language standards.</p> 
<p>Assessing language skills</p>	<p>Staff are frequently reminded to validate their own personal data on HR system (DigiGOV), this has enabled the Council to record the Welsh language ability (and other languages) of staff.</p> <p>As a further development in 2017/18, staff are now able to accurately record and update their Welsh language skills on DigiGOV in accordance with 5 levels of the Welsh for adults’ framework (entry – foundation – intermediate – advanced – proficiency), which has meant a more accurate recording of staff skills. Staff who have previously recorded Welsh language skills under the categories ‘none/very basic – fair – good – very good’ will be reminded to update their records in line with the new Welsh for adults levels in 2018/19.</p>
<p>Training</p>	<p>Arrangements are in place to ensure that staff can request to receive their training through the medium of Welsh in accordance with standard 128. In 2017-18 4 members of staff requested Corporate Induction, and 6 members of staff requested Manual Handling training in Welsh.</p> <p>Staff are supported to use their Welsh language skills when communicating with the public. Currently staff can choose from over 100 approved courses in Cardiff University or in the community, varying from total beginners to fluent speakers at a time and location that best suits them.</p> <p>There is a corporate budget for Welsh language training, therefore there is no individual cost to Council staff or their directorates and staff have their hours credited for time attending courses. Priority is given to frontline staff.</p> <p>Through the ‘Working Welsh’ scheme, Council staff have attended a number of Welsh courses including a 10-hour online ‘Welcome Welsh’ course, 5-day residential Welsh courses and new intensive Welsh courses. These courses are all fully funded by the National Centre for Learning Welsh.</p>

<p>Assessing linguistic requirements for each vacant post.</p>	<p>The corporate Welsh language skills strategy provides a practical toolkit (linguistic assessment tool) to help managers in assessing their team’s Welsh language requirements, so that certain posts can be advertised as ‘Welsh essential’ and current staff can be offered Welsh language training. In 2017/18 the linguistic assessment tool was incorporated to DigiGOV as one of the mandatory elements of the recruitment process. This allows the Council to keep central records of all linguistic assessments and ensure that these assessments are completed for each post that is recruited in accordance with the requirement of standard 136.</p> <p>The following linguistic assessment completed by managers when recruiting for posts</p> <p>Assessment: Welsh Language Skills Requirement</p> <p>1. Is this post currently designated Welsh Essential? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>2. Do the duties of this post include providing a regular frontline service to the public or external organisations (face-to-face or by telephone)? YES <input type="checkbox"/> NO <input type="checkbox"/> Welsh language skills are not usually Essential for this post</p> <p>3. Can your team currently provide a bilingual service (Welsh & English) without fail? <i>To guarantee a bilingual service at least 2 members of staff or 10% in larger teams (20+) should have Welsh language skills at a level required in order to deliver the duties of this post</i> YES <input type="checkbox"/> Welsh language skills are not usually essential for this post at present, please consider whether Welsh should be a desirable requirement. NO <input type="checkbox"/> Welsh language skills need to be included as an essential requirement for this post</p> <p>4. What Welsh Language skill level would be needed to fulfil the duties of this post? <i>Please note that reception posts must be designated at a minimum of Level 3 Intermediate in order to provide a Welsh language service</i> <input type="checkbox"/> 1-Entry <input type="checkbox"/> 2-Foundation <input type="checkbox"/> 3-Intermediate <input type="checkbox"/> 4-Advanced <input type="checkbox"/> 5-Proficient</p>
<p>Application Forms</p>	<p>The current application forms comply with the requirements of the standards. All interview offer letters provide a space for individuals to indicate that they wish to use the Welsh language at an interview or at any other method of assessment. Bilingual Cardiff’s translation service will provide simultaneous translation services should it be required.</p>
<p>Signs displayed in a body’s workplace</p>	<p>All new signs are bilingual with the Welsh positioned first. New guidance note on signs & notices have been published to make all staff aware of these requirements.</p>
<p>Audio announcements and messages in a body’s workplace</p>	<p>Requirement included in the HR People Service Welsh language standards action plan.</p>



APPENDIX 1: Bilingual Cardiff Strategy Action Plan Update

Only actions relating to the 2017-18 financial year are included below.

On Target / Action achieved
Ongoing / Action not fully achieved by the deadline
Action not achieved

THE FAMILY, CHILDREN & YOUNG PEOPLE				
PRIORITIES	ACTION	TARGET / TIMETABLE	LEAD PARTNERS	UPDATE
Promote the benefits of Welsh Medium education to all Cardiff communities and implement the Welsh in Education Strategic Plan.	Promote the benefits of Welsh medium education by providing information to every family in Cardiff, on the Council's website, schools admissions booklet and in relevant circulars (e.g. Primary Times, In Cardiff etc)	Specific section to be included in Schools admissions booklet 2018/19 and Council's website by October 2018 and annually thereafter.	The City of Cardiff Council - Education & Lifelong Learning.	<p>The Council's 2018-19 School Admissions booklet (published in October 2017) included a specific section on the benefits of Welsh Medium education. The information includes a FAQ guide for parents, and this information has also been included as a page on the Council website www.cardiff.gov.uk/welshmediumeducation</p> <p>Furthermore, the Council's corporate social media accounts have been regularly promoting information regarding Welsh medium education which addresses the most frequently asked questions by prospective parents. As part of the Bilingual Cardiff Strategy, it has also been arranged that the Welsh Government's information booklet on Welsh medium education will be distributed to parents when registering births in Cardiff.</p>

	<p>Bilingual Cardiff organisations to promote and support Mudiad Meithrin in delivering the Welsh Government's 'Cymraeg i Blant' programme across Cardiff.</p>	<p>Commencing March 2018</p>	<p>Mudiad Meithrin, Welsh Government, The City of Cardiff Council, Cardiff & Vale Health Board</p>	<p>A link to the Government's education handbook has been included on Cardiff Council's website. (CARDIFF COUNCIL)</p> <p>A supply of Welsh Government's Guide to Welsh Medium Education is available from Cymraeg i Blant (Welsh for Children) and the Family Information Service to be shared amongst early years partners and Health.</p> <p>Cymraeg i Blant sponsors the Maternity folder throughout Wales, the scan card that Every expectant mother receives during her 12th week scan, as well as the child Development personal record (referred to as 'the red book'). The resources above refer parents to the Cymraeg i Blant section on Welsh Government's 'Welsh' website.</p> <p>Cardiff and Vale Health Board have downloaded the Welsh medium education guide on to the Bounty app and it's used to share Information with new parents, as well as Cymraeg i Blant's A child's bilingual journey leaflet.</p> <p>(MUDIAD MEITHRIN - 'CYMRAEG I BLANT' SCHEME)</p> <p>The Urdd offers language awareness sessions with 6th formers in Cardiff's Welsh medium schools. These sessions aim to show the advantages of bilingualism in searching for work as they finish their time in education.</p> <p>(URDD GOBAITH CYMRU)</p>
<p>Provide opportunities for families to use Welsh together.</p>	<p>Develop and promote a calendar of Welsh medium events and activities aimed at families for children and parents to learn Welsh together.</p>	<p>From September 2017 and annually thereafter.</p>	<p>Menter Caerdydd, Urdd Gobaith Cymru, Mudiad Meithrin, School of Welsh (Welsh for Adults), Cardiff University,</p>	<p>The Urdd has run 4 specific community clubs for young children and parents to use Welsh together. (URDD GOBAITH CYMRU)</p> <p>Menter Caerdydd coordinated a seasonal programme of activities for children 0-4 and their parents including Storytime in partnership with Cardiff Council's Libraries service. The programme of weekly sports clubs (10 each term) is in partnership with the Urdd's Sports Team. In addition to weekly clubs, there are 6 individual events during the holidays for families e.g. Wâc Welis, Miri Dolig. The highlight of the year is the weekend for Cardiff families in Llangrannog where we provide free Welsh lessons to parents.</p> <p>(MENTER CAERDYDD)</p> <p>Through grant sponsorship from the National Centre of Learning Welsh, Cardiff University will begin on a new scheme aimed specifically at families in disadvantaged areas. We intended to propose a full and varied timetable of lessons and informal lessons in local communities and beyond. We will have a tutor/organised responsible for promoting the work including a timetable that will be accessible for whole families.</p> <p>(CARDIFF UNIVERSITY)</p> <p>Cymraeg i Blant have started holding various support groups (baby</p>



				<p>massage, bay yoga, Story and Song, to parents and babies under a year old in the following areas since April 2017: Splott, Grangetown, Whitchurch, Rhiwbina, Llandaff North, Canton. 241 groups were held that reached 2384 parents in the groups between April 2017 and March 2018. In addition open air term time events were held for parents over the year. Cardiff's baby show was attended at City Hall to share Information and provide taster sessions for prospective parents. (CYMRAEG I BLANT - MUDIAD MEITHRIN)</p>
<p>Increase the provision of Welsh-medium extra-curricular activities and opportunities for children and young people to use Welsh outside the school gates</p>	<p>Plan, coordinate and advertise a joined up calendar of Welsh medium Care, Play and Recreational activities for children between the ages of 4 – 11 and 11-18 years old.</p>	<p>From September 2017 and annually thereafter.</p>	<p>Menter Caerdydd, Urdd Gobaith Cymru, The City of Cardiff Council's Youth Service</p>	<p>The Urdd has over 4,700 members from across Cardiff, taking part in Sport, Eisteddfodau, Residential Weekends in Llangrannog, Glan-llyn and Cardiff and Cultural activities with a calendar of activities sent to all schools and available on the Urdd's website. Urdd Youth Officer works with young people from Welsh Language Comprehensives to offer recreational opportunities such as youth clubs, residential weekends, participation projects and accreditation work.</p> <p>30 different Urdd clubs are run every week during the school term.</p> <p>A timetable of holiday activities are offered including sports, residential trips, international trips.</p> <p>The Urdd's youth work manager sits on the Maes B committee. Cardiff's youth officer sits on the secondary schools' 6th form forums. (URDD GOBATH CYMRU)</p> <p>By cooperating with Urdd Gobaith Cymru and Cardiff Council, Menter Caerdydd (MC) have held 50 weekly courses e.g. Swimming, Drama and Netball clubs. (It is estimated that we will hold 75 recreational clubs a year). All clubs will be supported each term.</p> <p>The calendar of activities is advertised every term through the Menter's website and networks, as well as with schools directly and Cardiff's children and youth networks. There are 2 holiday care schemes, registered with CSSIW, which are held during each school holiday (except Christmas). In addition to the holiday care schemes, MC have a Welsh-medium open play service in 8 sites 7 times a year.</p> <p>In 2017-2018 MC have organised a calendar of 40 recreational and skills workshops over the holidays for children 4-16 years old. The 15 workshops are through a new partnership with Cardiff and Vale College to create a programme of activities for young people 8-16 years old. (MENTER CAERDYDD)</p> <p>Cardiff and Vale College's new partnerships Menter Caerdydd – a new programme to provide various workshops i.e.</p>

				<p>hair and beauty, dance with the college specialists and students from subject areas. A way of improving the College's Welsh skills and confidence and raise awareness amongst children to use Welsh when learning new skills.</p> <p>Urdd sport – Sessions and training for 8 college students to facilitate training post sin the community and to provide opportunities to use Welsh outside the education sector.</p> <p>Coleg Cymraeg Cenedlaethol – Work together to promote Welsh through FE and HE concentrating this year on Health and Care areas. A bilingual conference was held for staff and 50 Health and Care students with a variety of guest speakers and workshops which talked about the importance of bilingualism in these fields.</p> <p>Cwm Taf – a visit to the Welsh ward with Health and Care staff and students to see how they deal with Welsh speaking patients.</p> <p>Eisteddfod – 50 hair and beauty students took part in a Hair and Beauty competition. This included children from ysgol Glantaf and Bro Ederm that are studying with us through the medium of Welsh as part of their GCSE.</p> <p>Welsh/bilingual curriculum</p> <ul style="list-style-type: none"> • 6 students studying childcare level 2 in Welsh • 3 students studying childcare level 3 bilingually. • 8 students studying Sport level 3 bilingually. • 4 students studying public Services bilingually. • 1190 studying WJEC's Iaith ar Waith entry 3 and level 1, across 11 teaching areas. The qualification provides critical vocabulary to the specific learning areas and how to deal with customers in the workplace through the medium of Welsh. The qualification is for fluent Welsh speakers and GCSE Welsh as a second language. <p>(CARDIFF AND VALE COLLEGE)</p>
	Plan and coordinate activities with Yr Hen Lyfrgell, Welsh medium schools and stakeholders to support and promote the National Eisteddfod in Cardiff 2018.	From September 2017 to August 2018.	Eisteddfod Genedlaethol Cymru, Yr Hen Lyfrgell, Menter Caerdydd, Urdd Gobaith Cymru, Mudiad Meithrin	<p>The Eisteddfod has held a number of sessions in schools or offered performance opportunities to pupils, amongst them are:</p> <p>Maes B :</p> <ul style="list-style-type: none"> • Maes B gig with Mellt, Cadno and bands that had already been established in Ysgol Plasmawr and Glantaf. Ysgol Bro Ederm's had to be postponed because of the snow but the intention is to rearrange for June 2018 • Battle of the Bands – 2 bands from Cardiff schools through to the final of Brwydr y Bandiau. These bands will now be mentored by Maes B staff and BBC Radio Cymru. • Eisteddfod and Clwb Ifor Bach working together on a project to promote Welsh Music amongst girls. Intention to target School pupils



				<p>as part of this project.</p> <p>Eisteddfod:</p> <ul style="list-style-type: none"> • Hwn yw Fy Mrawd concert choir – established with young people from across the city to perform in this production with Bryn Terfel. An invite went out to all schools in Cardiff. • A choir from Kitchener School have also been invited to perform at the concert. • A choir made up of primary School pupils in Cardiff have been invited to perform in 2 ceremonies during the Eisteddfod week. • 32 children from the city's schools getting the opportunity to perform the flower dance in front of 1,800 in the Pavillion as well as live TV appearance. • Into Film have held a workshop in 2 schools in the city – Ysgol Plasmawr and Cardiff High. The premier will be at Chapter during May and a showing as well at the Eisteddfod as part of the 'Sinemaes' programme. • A parade and jamboree on the Maes has been arranged and an invite sent to children attending all the cylchoedd meithrin in Cardiff. <p>Shwmae Caerdydd (Learners):</p> <ul style="list-style-type: none"> • Final of the Learner of the Year competition. Held at yr hen Lyfrgell with a day full of activities there for families of the 25 competitors. • RAS project workshop held in 4 schools – 2 Welsh medium and 2 English medium. • iii. Cardiff Met students get the opportunity to Design the learner competition's award prizes this year. <p>During the Welsh learner of the Year competition all the competitors will visit the Cardiff Story Museum.</p> <p>A number of heritage sessions have been arranged as part of the Eisteddfod timetable as well as a number of local performers taking part. We'll be using the #Caerdydd to promote these.</p> <p>(EISTEDDFOD)</p> <p>We are working in Partnership with the Eisteddfod to ensure success of the parade and jamboree for Cardiff's Cylch Meithrina and Ti a Fi groups. Three taster sessions held at hen Lyfrgell to raise awareness about the National Eisteddfod. Two will be in June 2018 and the other in July so that it can be promoted during Tafwyl.</p> <p>CARDIFF UNIVERSITY)</p>
	<p>Use Welsh Language Music Day as springboard to attract young people to be involved socially and as artists in a Welsh Music Scene</p>	<p>Feb-18</p>	<p>Welsh Government</p>	<p>Events were held across Cardiff and Wales to celebrate Dydd Miwsig Cymru (Welsh Language Music Day). A full list of the 2018 events are available to see http://cymraeg.llyw.cymru/DyddMiwsigCymru/Cynnwys/Digwyddiadau/?lang=en</p> <p>(WELSH GOVERNMENT)</p>

				<p>The Council celebrated Dydd Miwsig Cymru by promoting several local music events via our social media channels, tying into the recent declaration of Cardiff as the UK's first 'Music City'. Interviews with staff including Bilingual Cardiff's Corporate Apprentice were also published alongside a selected Welsh language playlist. C2C's telephone line also played a selection of contemporary Welsh language songs as the hold music throughout the week.</p> <p>Maes B: A gig was held with Mellt and local band Subs at Ysgol Plasmawr. (EISTEDDFOD)</p> <p>Information packs were distributed amongst parnts on Welsh for children groups, Ti a Fi, Cylchoedd Meithrin and Welsh medium schools. (MUDIAD MEITHRIN – CYMRAEG I BLANT SCHEME)</p>
Develop opportunities for children and young people in English medium settings to positively connect with the Welsh language.	Investigate the possibilities of developing twinning opportunities between Welsh medium and English medium schools to work together on certain projects	Jan-18	The <i>Central South Consortium</i> Joint Education Service, Welsh medium schools, English medium schools.	<p>The following twinning opportunities between Welsh medium schools and English medium schools were identified:</p> <p>Ysgol Pen-y-Groes / Bryn Celyn Ysgol Pwll Coch/ Mount Stuart Ysgol Melin Gruffydd / Whitchurch Primary Ysgol Glan Ceubal / Gabalfa Ysgol Glan Morfa / Adamsdown Ysgol Pencae / Schools in local area</p>
	Conduct a feasibility study to investigate viability of providing bilingual afterschool clubs and holiday childcare for children attending English medium schools, and respond to demand.	Complete feasibility study by December 2017.	All English medium schools, Menter Caerdydd, Urdd Gobaith Cymru.	<p>The feasibility of providing bilingual afterschool clubs and holiday childcare for English medium schools was discussed in the Bilingual Cardiff Forum on 22nd September 2017 and on the 18th February 2018.</p> <p>Menter Caerdydd have previously held events with English medium schools. Unfortunately, the bilingual activities have not worked as successfully as we would have hoped, and the language of the activities has tended to turned to English. Menter Caerdydd have received invitations to speak with English medium secondary school pupils to discuss the advantages of Welsh as a workplace skill. (MENTER CAERDYDD)</p> <p>Discussions were held during the "Everyday Welsh" conference. The attendees showed an interest in the provision of bilingual activities to give them a chance to improve their linguskic skills. The Urdd provides 3 Welsh second language clubs in English medium secondary schools and 6 clubs within English medium primary schools. The Urdd also provides opportunities for schools to take part in other activities with the organisation including sporting competitions as well as trips to the Urdd camp. Furthermore, the Eryl Walsh annual award is presented to the KS3 pupil that shows most enthusiasm for the language. (URDD GOBAITH CYMRU)</p>



	Assess the feasibility of hosting a Bilingual Cardiff Eisteddfod for Welsh and English medium Cardiff school in the run up to the 2018 National Eisteddfod.	Complete feasibility study by September 2017.	The City of Cardiff Council The Central South Consortium Joint Education Service, Eisteddfod Genedlaethol, Urdd Gobaith Cymru.	<p>In the Forum’s meeting on 22 September 2017 further discussions was had on the possibility of holding a bilingual Eisteddfod, but for a number of practical reasons, the partners were of the opinion that another Eisteddfod should not be held. The partners agreed the need to engage more effectively with EM schools in advance of the National Eisteddfod 2018, and to raise awareness of all the competitions that are not dependent on language e.g. arts and crafts, instruments, dancing etc.</p> <p>A choir from Kitchener School have also been invited to perform at the ‘Hwn yw Fy Mrawd’ concert. Cardiff High School have taken part in the Sinemaes/Into Film project. Information on the Learners competition sent to all English medium schools in Cardiff. (EISTEDDFOD)</p>
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THE COMMUNITY AND INFRASTRUCTURE				
PRIORITIES	ACTION	TARGET / TIMETABLE	LEAD PARTNERS	UPDATE
Promote the Welsh language as a unique selling point for Cardiff as a capital and core city and promote the ‘Bilingual Cardiff’ brand.	Encourage private businesses that support the Welsh language to use or display the Bilingual Cardiff brand within their shops or businesses.	Materials produced by April 2017.	The City of Cardiff Council Bilingual Cardiff team, Menter Caerdydd, Yr Hen Lyfrgell	The ‘Bilingual Cardiff’ display materials were produced by April 2017
		Awareness raising campaign from September 2017		<p>In 2018, to date, Bilingual Cardiff have been working in partnership with Menter Caerdydd and local officers of the ‘Welsh for Businesses’ project. The Welsh for Businesses project (Prosiect Byd Busnes) is financed by the Welsh Government and delivered through Menterau Iaith Cymru. 10 officers are located across Wales to support small and medium sized businesses in using Welsh, providing a free dedicated service to meet the needs of businesses, offering advice and practical ideas, and to signpost to other support that is available. ‘Bilingual Cardiff’ display materials have also been distributed via the local Welsh for business officer, and Menter Caerdydd, Bilingual Cardiff, Welsh language Commissioner, National Centre for Learning Welsh, and FSB Wales have been working closely to build positive relationships with Cardiff businesses, and will continue in 2018/19 as Cardiff welcome’s the National Eisteddfod in August 2018. (CARDIFF COUNCIL)</p> <p>We have fostered relationships with Cardiff Bay businesses and partners including the Waterfront partnership, Mermaid Quay and Red Dragon Centre with the aim of encouraging them to use more Welsh. Co-operating with Mermaid Quay to utilise Welsh speaking performers as well as creating a link between them and the Business World Officer for Mentrau iaith Cymru,</p>

				<p>Aim of visiting the area's businesses and Pontcanna (location for caravan field) soon to raise awareness and help them to make use of Welsh and to welcome the visitors.</p> <p>Arrange sessions with businesses to ensure they get the opportunity to take advantage of the Eisteddfod's visit to the area.</p> <p>(EISTEDDFOD)</p>
<p>Increase the use of the Welsh language in all high profile and major events hosted in Cardiff, support existing Welsh-language community events and share good practice.</p>	<p>Encourage and work in partnership with major event stakeholders to showcase Cardiff as a thriving bilingual city.</p>	<p>From April 2017</p>	<p>The City of Cardiff Council Events, Tourism and Bilingual Cardiff, Welsh Government,</p>	<p>Where Cardiff Council leads or is involved in organising events, we will ensure that all signage and display materials are bilingual. The Bilingual Cardiff team will continue to work with service areas to examine how best to encourage and influence independent events to use bilingual displays.</p> <p>(CARDIFF COUNCIL)</p>
	<p>Collate information on all Welsh language events and all partners to promote the Welsh Government 'Cymraeg' website.</p>	<p>All bilingual Cardiff partners to provide information on their Welsh language events to Welsh Government from September 2017 onwards.</p>	<p>Welsh Government, All Bilingual Cardiff partners</p>	<p>As citizens tend to use the Mentrau iaith websites and social media to gain Information about Welsh language events, following a discussion in the Bilingual Cardiff Forum it was decided that Menter Caerdydd's new website would answer this aim (see amendment on page 24). When we come to review the aims of this strategy, we will change it to one that will promote menter Caerdydd's new website.</p> <p>(CARDIFF COUNCIL)</p>
<p>Increase the visibility of the Welsh language within the city to reflect a 'Bilingual Cardiff' through existing planning mechanisms</p>	<p>Investigate and where appropriate identify planning mechanisms to ensure that planning applications for large developments such as chain stores, supermarkets and retail consider the need to display bilingual signage and notices.</p>	<p>Shop Front and Signage Guidance Supplementary Planning Guidance to be completed by December 2017. Operational from January 2018</p>	<p>The City of Cardiff Council - Planning</p>	<p>Supplementary Planning Guidance relating to Shop Front and Signage Guidance is currently in preparation and is due to be issued for public consultation in summer 2018 with a view to seeking the approval of Cabinet and Council in winter 2018/2019. The preparation of the SPG will include research on best practice relating to provision of bilingual signage and early engagement with Bilingual Cardiff.</p> <p>Planning Case Officers will make developers aware of the Council's expectations for bilingual signage when considering relevant planning applications.</p>
	<p>Investigate and where appropriate identify planning mechanisms to ensure that planning applications for new housing developments consider the need to adopt Welsh or bilingual names, displaying bilingual signage and notices.</p>	<p>Shop Front and Signage Guidance Supplementary Planning Guidance to be completed by December 2017. Operational from January 2018</p>	<p>The City of Cardiff Council - Planning</p>	



	The City of Cardiff Council to adopt the principle that Welsh is positioned first on all display materials produced by the Council.	From September 2017	The City of Cardiff Council.	The Council's Design Team, who are responsible for the Council's marketing and communications, have ensured that they display the Welsh text first on any display material that they produce from September 2017. Furthermore, this commitment has been communicated to all Council staff through the Core Brief and Welsh Matters newsletter.
Introduce the Welsh language to new and emerging communities as a way of convening Welsh culture and promote Welsh language learning and Welsh medium education.	Liaise with third sectors to develop provision of Welsh language classes for new and emerging communities including refugees and migrants to identify further opportunities for new communities in the city to learn Welsh	A number of Welsh taster classes available by January 2018	School of Welsh (Welsh for Adults) Cardiff University, National Centre for Learning Welsh The City of Cardiff Council, Welsh Refugee Council.	<p>Through grant sponsorship from the National Centre for Learning Welsh, Cardiff University have appointed a tutor/organiser to work specifically with asylum seekers and refugees. We will offer language courses and events informally to assist with assimilation. The courses and events are open to families and individuals and is flexible in nature through responding positively to the needs of these new communities.</p> <p>(CARDIFF UNIVERSITY)</p> <p>Work with new partners such as Welsh Refugee Council and Stonewall so that they can be part of the Eisteddfod and to reach new audiences. Alongside Literature Wales we have commissioned poets to work with refugees to create poems to be read as part of the Literature Tent's offering during the Eisteddfod.</p> <p>Example of awareness raising work in 2017-18:</p> <ul style="list-style-type: none"> Attendance/stall at Grangetown festivals (World Market, Grange festival etc) have been an excellent shop window for the Eisteddfod in the area where it will be held in August. A chance for the committee to discuss the Eisteddfod with residents, share Information etc. <p>(EISTEDDFOD)</p>
Support Yr Hen Lyfrgell – Cardiff's Welsh Culture Centre to increase outreach activities and develop opportunities to showcase Cardiff's extensive Welsh language history and heritage.	Offer bite size Welsh language taster courses to all visitors to YHL during the UEFA Champions League Final 2017 to promote the language in a positive light and raise awareness internationally that we are a bilingual city.	June 2017	School of Welsh (Welsh for Adults), National Centre for Learning Welsh, FAW	Football fans in Cardiff during the UEFA Champions final in May 2017 were given an opportunity to try their hand at speaking Welsh. Cardiff University (Welsh for Adults) in partnership with Yr Hen Lyfrgell organised a pop up event throughout the weekend on the Hayes where fans from Italy, Spain and the rest of the world were able to give Welsh a go. The interactive and engaging scheme received positive feedback on social media and in the press, and helped to showcase Cardiff internationally as a modern bilingual city.

WELSH LANGUAGE SERVICES AND THE WORKPLACE

PRIORITIES	ACTION	TARGET / TIMETABLE	LEAD PARTNERS	UPDATE
Increase the number/percentage of Welsh speakers within the City of Cardiff Council and enable and support fluent staff, as well as staff who are learning, to use the Welsh language in the workplace, and encourage Bilingual Cardiff partner organisations to adopt the same approach.	Increase the number of bilingual staff in The City of Cardiff Council to reflect the percentage of Welsh speakers in the community and encourage other public Bilingual Cardiff organisations to adopt the same approach.	By 2022 increase the number of staff with Welsh language skills within the Council's workforce by 50%.	The City of Cardiff Council, Coleg Cymraeg Cenedlaethol, University of South Wales, School of Welsh, Cardiff University, Colleges Wales, Recruitment Agencies	The Council as an organisation encourages staff to update their Welsh skills on our Human Resources system, DigiGOV. Since October 2017, DigiGOV has the ability to record the exact level of Welsh (entry-proficient) in accordance with the Welsh for Adults Framework, for each member of staff in accordance with the Welsh for Adults framework. The number of Welsh-speaking staff in the organisation is reported annually. (CARDIFF COUNCIL)
	Through the Bilingual Cardiff forum, work with Bilingual Cardiff partner organisations to increase the use of Welsh within the workplace.	From January 2018	The City of Cardiff Council, All Bilingual Cardiff organisations.	A policy on promoting and using Welsh within the Council, which includes guidelines on Welsh language courses and a new mentoring scheme will be considered by Cabinet for approval in June 2018. The policy also includes a mission statement of our intention to create a truly bilingual Council. The Bilingual Cardiff team can assist our partners to create a similar internal policy and/or advise on specific aspects on the policy or guidelines. (CARDIFF COUNCIL)
Encourage Bilingual Cardiff partner organisations to provide Welsh language training and Welsh language awareness training to all Senior Managers and staff.	Ensure that all The City of Cardiff Council staff and managers to attend Welsh language awareness courses and encourage other public Bilingual Cardiff organisations to adopt the same approach.	Report annually on number and percentage of staff who have received training.	The City of Cardiff Council, Public Services Board, School of Welsh, Cardiff University	In 2017-18, 259 staff completed Welsh language awareness training, of which: <ul style="list-style-type: none"> > 50 Operational Managers attended Welsh language awareness training through the 'Working Welsh' scheme. > 25 staff from Adult and Children's services attended face to face Welsh Language Awareness training provided by the Welsh language coordinator for Adult Services. A further 38 social work students at Cardiff and Cardiff Metropolitan Universities have received Welsh language awareness training from the coordinator. > 184 Staff completed the Corporate Welsh language awareness online training. 1994 staff have completed the Welsh language awareness module since its launch in September 2015. (CARDIFF COUNCIL)
	The City of Cardiff Council to provide Welsh language learning and improver courses to all public facing	Report annually on number and percentage of staff who have received training.	The City of Cardiff Council, Public Services Board, School of Welsh, Cardiff University	Corporately funded Welsh language training is available to all Cardiff Council staff. Information is available on how many staff have attended Welsh language training in the Standards' annual report.



	staff and encourage other public Bilingual Cardiff organisations to adopt the same approach.			<p>In 2017-18, 175 staff attended Welsh language training courses, of which:</p> <ul style="list-style-type: none"> ➤ 71 staff attended a 2 day in house Welsh language taster course in July. ➤ 19 staff completed a 10-hour online 'Welcome Welsh' course. ➤ 72 staff attended Welsh courses through Cardiff University. ➤ 8 staff attended 5-day residential courses through the 'Working Welsh' scheme. ➤ 5 staff attended intensive Welsh training through the 'Working Welsh' scheme. <p>(CARDIFF COUNCIL)</p> <p>Welsh in the Workplace 20 lecturers across a number of teaching fields attended a pilot scheme to learn Welsh or raise confidence to teach through medium of Welsh.</p> <p>Sgiliaith 40 college managers have received language awareness training in FE and in the workplace. 8 fluent Welsh lecturers have completed methodology course 30 non-Welsh speaking staff have completed language awareness session in FE</p> <p>(CARDIFF AND VALE COLLEGE)</p>
Implementation of the Welsh language standards by relevant Bilingual Cardiff organisations resulting in increasing the availability and use made of Welsh language services.	Implement the Welsh language standards and assist other public Bilingual Cardiff organisations to achieve the same.	From relevant statutory compliance dates.	All relevant Bilingual Cardiff partners.	<p>Cardiff Council implements the standards and is willing to offer assistance to other organisations. We are part of 'Grŵp Deddf', which is a network of Language Officers, and often gives advice in meetings and over e-mail. Over the past few months the Bilingual Cardiff team has advised many organisations which come under the standards or are about to receive their language standards on different aspects of the act.</p> <p>(CARDIFF COUNCIL)</p>
	Prepare a Bilingual Cardiff Directory outlining all the Welsh language public services available in Cardiff and promote to increase uptake of the Welsh services that are available.	Directory prepared by March 2018	Menter Caerdydd, Welsh Government, the City of Cardiff Council, Public Services Board	<p>Menter Caerdydd are about to launch a new website which will include a digital directory to promote Welsh language Services in the city.</p> <p>As well as promoting all the Welsh public Services that are available in Cardiff the Service will also include individuals, organizations, businesses and local companies that offer a Welsh Service to customers. There are 282 contacts in the directory at present and the aim is to reach 300 by September 2018.</p> <p>(MENTER CAERDYDD)</p>

Demonstrate a strong commitment to the Welsh language in collaboration arrangements and 3rd party contract and commissioning documents and ensure Welsh language considerations are included from the outset.	Encourage all Bilingual Cardiff public partners to ensure that Welsh language considerations are an integral part of developing policies and within impact assessments.	From relevant statutory compliance dates.	The City Cardiff Council, Public Services Board, all Bilingual Cardiff partners.	In 2017-18 new guidelines have been published on the Council website to assist third parties in complying with the Welsh language standards when delivering Services for Cardiff Council. A new checklist for procurement staff has also been developed, to ensure that contractors and staff are aware of the relevant Welsh language requirements. (CARDIFF COUNCIL)
	Prepare guidance on Welsh language requirements to all 3rd party contractors working within the public sector.	Sep-17	The City Cardiff Council, Public Services Board, all Bilingual Cardiff partners.	
	Build in bilingual capacity to new public facing I.T solutions including interfaces offering language choice.	From relevant statutory compliance dates.	The City Cardiff Council, Public Services Board, all Bilingual Cardiff partners.	All public facing I.T solutions have been bilingual, for example the Next Bike app (2017-18) and we are currently working on developing a fully bilingual citizen app. We will now work with with our other partners and share good practice. (CARDIFF COUNCIL) <ul style="list-style-type: none"> Welsh Grant 2050 With the funding we have created a new 'Language Prize'. System to scan QR codes when asking for something in Welsh in a number of areas across the college such as success centres, coffee shop, reception areas. A points system counts everybody's points with voucher prizes for the most number of points collected. Welsh Government and Welsh Colleges' digital project A number of colleges have worked together to create apps to support FE. CAVC and Gwent College have created a tourism app. The app is tailored to support all the granting bodies and all levels of learners. The app includes learning aids with a section to learn keywords while reading and listening. These are the other apps – Business, cars and bilingual teaching. (CARDIFF AND VALE COLLEGE)
Increase opportunities for people to receive Health & Social Care in Welsh.	Ensure that an Active Offer of Welsh language services is communicated to all Social Services staff and within commissioned services.	Mar-18	The City of Cardiff Council, Cardiff & Vale Health Board	There are questions in the Social Services record system to prompt staff to make an active offer (although this does need further refinement) and awareness of: <ul style="list-style-type: none"> the requirement to make an active offer, the specification of the offer as detailed in the Welsh Language Standards, and opportunities for staff to lean or improve their Welsh, continue to be promoted through distribution of Welsh Matters Briefs to all Social Services Staff.



			<p>Awareness training is a compulsory element of induction training in social care and forms part of the social work placement induction programme and a mandatory element of the First Three Years in Practice training programme. Bilingual Cardiff provided Welsh Language awareness training specifically to all Cardiff Council Operational Managers during 2017/18, and Welsh Language Awareness training is continually available to all Social Services Staff.</p> <p>We are currently in the early stages of establishing a Mwy na Geiriau Cardiff and Vale of Glamorgan Regional Forum across social care and health to take forward actions to promote the use of the Welsh language and ensure compliance with the Standards and More than Just Words Strategic Framework.</p> <p>Bilingual Cardiff have produced a guidance document for third parties. Further work is required to identify how best to distribute this to the large number of services commissioned or spot purchased by Social Services. (SOCIAL SERVICES - CARDIFF COUNCIL)</p> <p>In 2017-18, The Cardiff & Vale Health Board, has</p> <ol style="list-style-type: none"> 1. Worked with the Welsh Language Primary care providers: <p>PCIC has been working with local commissioned services (such as GP's) to encourage them to consider Welsh language services and use the range of Welsh language skills in their practices for the benefit of their patients; service users.</p> <ol style="list-style-type: none"> 2. Encouraging staff to wear Welsh speakers 'iaith gwaith' badges to encourage their patients/service users/ to talk in Welsh with them. 3. Establishing the More than Just Words Forum with Cardiff and Vale of Glamorgan Councils to improve co-operation and collaboration to ensure an integrated Health and social care through the medium of Welsh. 4. Running awareness sessions for the staff on the importance of providing Welsh language for patients/services users and what steps they can do on a practical level. 5. Providing a choice of appointment letters in Welsh or English. (CARDIFF & VALE HEALTH BOARD)
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	<p>Include Welsh language service provision within third sector and independent contract specifications, service level agreements and grant funding processes, where a need is identified.</p>	<p>Mar-18</p>	<p>The City of Cardiff Council, Cardiff & Vale Health Board</p>	<p>In 2017-18 Cardiff & Vale Health Board has worked with the Welsh Language Primary care providers:</p> <ol style="list-style-type: none"> 1. PCIC has been working with local commissioned services (such as GP's) to encourage them to consider Welsh language services and use the range of Welsh language skills in their practices for the benefit of their patients and service users. 2. Encouraging staff to wear Welsh speakers 'iaith gwaith' badges to encourage their patients/service users/ to talk in Welsh with them. 3. Establishing the More than Just Words Forum with Cardiff and Vale of Glamorgan Councils to improve co-operation and collaboration to ensure an integrated Health and social care through the medium of Welsh. 4. Running awareness sessions for the staff on the importance of providing Welsh language for patients/services users and what steps they can do on a practical level. 5. Providing a choice of appointment letters in Welsh or English. <p>(CARDIFF & VALE HEALTH BOARD)</p> <p>Standard Welsh language clauses are present in the terms and conditions of all Council services.</p> <p>Specific services for Welsh speaking families (e.g. Mudiad Meithrin and Menter Caerdydd) were commissioned as part of the original Families First programme. Families First is a programme of early support services which promote greater multi-agency working and joined-up support for families below the thresholds of statutory or specialist services.</p> <p>The contract relating to the first Families First programme came to an end in March 2018, and has now been replaced by an approach which requires all Families First services to meet Welsh Language Standards in the follow on programme. These requirements have been included in the service specifications as well as the terms and conditions.</p> <p>The Families First commissioning team will be monitoring compliance via contract monitoring activities and have always asked services to record basic anonymised data to quantify the number of families that request services through the medium of Welsh.</p> <p>Further work is required to ensure that Welsh language needs are considered in the specifications of statutory social services, and the domiciliary care specification is currently being updated accordingly.</p> <p>(SOCIAL SERVICES – CARDIFF COUNCIL)</p>
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	<p>Maximise ability to provide services in Welsh. Where gaps in workforce capacity to deliver services in Welsh are identified these should be communicated to inform the organisation's Bilingual Skills Strategy</p>	<p>Mar-18</p>	<p>The City of Cardiff Council, Cardiff & Vale Health Board</p>	<p>Currently there are small numbers of staff actively using Welsh in their work across the service. In many teams, responding to the active offer relies heavily on Welsh speakers who do not occupy Welsh essential posts, and in some areas there are no Welsh speakers. It continues to be difficult to keep track of the changing profile of the Welsh speaking workforce over time. This is in part a consequence of staff turnover and in part a consequence of confidence of staff to identify themselves. The Social Services workforce strategy offers an opportunity to better understand the gaps and maximise potential. Actions will be developed to take this forward during 2018 – 2019.</p> <p>There has however been ongoing activity to respond to and create opportunities to maximise the Welsh speaking workforce during 2017-18. For example Adult Services have successfully appointed to existing Welsh essential social work posts that became vacant during the year, and there have been preliminary discussions about creating further Welsh essential social work posts in both Adult and Children's Services. A range of Welsh language training opportunities (from beginner to proficiency) continue to be regularly promoted to existing staff with the objective of encouraging them to use more Welsh in their work. Reception services have been identified as a particular gap and corporate role specific Welsh language training for reception staff is awaited.</p> <p>Continued implementation of the Welsh language standards and support of the senior management team are hoped to increasingly normalise the perception of the language among the workforce. For example the Senior management team filmed a short clip for 'Shwmae Day'.</p> <p>(SOCIAL SERVICES - CARDIFF COUNCIL)</p> <p>Merched y Wawr has three branches in Cardiff and two clubs.</p> <p>A few branches also arrange a walking club and reading clubs all through the medium of Welsh.</p> <p>They meet monthly for various activities. Learners are given a warm welcome and special meetings are sometimes held especially for them. They all celebrate St David's day and Christmas – children from local Welsh schools are often invited to entertain.</p> <p>A number of the members volunteer in Welsh schools and support people in the community that need Welsh medium support, especially the aged and children.</p> <p>(MERCHEID Y WAWR)</p>
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Examine the way our services are offered to the public and work with specialists in language choice architecture to ensure equitable linguistic choice.	Conduct experiments by offering existing online or computerised Council services via different language choice architectures, in order to ascertain which is the most likely to ensure the highest level of use in Welsh.	Jan-18	School of Welsh, Cardiff University	To be developed during 2018/19. The terms of the research are currently being agreed between Cardiff University and Cardiff Council. (CARDIFF UNIVERSITY)
	Conduct research with parents of pre-school age children to ascertain what linguistic choice architecture mechanisms and/or considerations the Council may need to put into place in order to increase the number of children in Welsh medium education in Cardiff.	Jan-18	School of Welsh, Cardiff University, the City of Cardiff Council.	



APPENDIX 2:

Bilingual Cardiff

Review of the Bilingual Cardiff Strategy 2017-2022

March 2018
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1. Introduction

This report provides an independent external review of Cardiff Council's 5-year Strategy for a Bilingual Cardiff 2017-2022, published in draft in September 2016 and as a final document in March 2017.

This independent review was conducted by Nia Davies at Nico and commissioned in response to the formal Cabinet resolution on 16/03/2017 that "*an independent external review of the strategy and action plan take place*".

The review was conducted during March 2018 and was informed by desktop research, a review of internal documentation relevant to the Bilingual Cardiff strategy, interviews, and a snapshot survey of key external partners and of colleagues across key partnership areas within the Council.

Research included consideration of the Welsh Language Commissioner's Assurance Report for 2016-17 focussing on compliance and adequacy of Local Authority 5-year Welsh language promotion strategies, the Welsh Government's strategy: Cymraeg 2050: a million Welsh speakers published in July 2017, together with other local authority statutory Welsh language promotion strategies available as public documents.

This review looks at the strategy in its statutory and policy context; and, together with feedback from the survey and interviews, considers best practice identified by the Commissioner's report in terms of: compliance and governance, vision and

ownership, consultation and communication, stakeholders, target setting and measuring performance. It then sets out the review's conclusions and recommendations for the consideration of Cardiff Council.

2. Summary

This review was conducted during March 2018.

The Bilingual Cardiff Strategy is a direct statutory requirement, however the Strategy is a culmination of wide-ranging strategic activity across the city by the Council and partners. It also acknowledges its relevance within the aims of the Welsh Government's national strategy for the language and its role within a wider policy context.

Considering the Strategy in light of identified best practice and stakeholder comments, this review finds that the Strategy has been built on strong foundations of consultation and communication and has a strong compliance and scrutiny framework in place.

The strategic priorities identified correspond with the national vision and are based on the close consultation with partners. They naturally reflect the specific needs of the population and are grouped under 3 strategic areas. The resulting targets are mindful of current provision and financial constraints and are seen to be realistic and achievable by key stakeholders.

The strategy draws from a purposeful vision supported by proactive leadership and key personnel and a robust accountability process which includes external scrutiny and involvement by key partners and a strong relationship through the Fforwm Caerdydd Ddwyieithog (Bilingual Cardiff Forum).

The many strengths of the Bilingual Cardiff Strategy should be celebrated and good practice shared. There are a number of opportunities to consider further strengthening the implementation of the strategy, and the recommendations contained in this report attempt to highlight those opportunities in light of the findings and feedback from stakeholders. The recommendations are outlined on page 28 and 29.

3. Context

The Bilingual Cardiff Strategy is a direct requirement of the Welsh Language Standards Regulations, but it also sits within a wider policy and legislative context.

The Strategy acknowledges its relevance within the aims of the Welsh Government strategy for the language, and its role alongside the Welsh in Education Strategic Plan for Cardiff, together with the aims of the Well-being Plan, Cardiff 2020 and the More than Just Words action plan.

The Welsh Language (Wales) Measure 2011

The Welsh Language (Wales) Measure 2011 established a legal framework to impose duties on certain organisations to comply with standards in relation to the Welsh language through regulations, (Welsh Language Standards (No.1) Regulations 2015). The standards issued to Cardiff Council are listed in The City of Cardiff Council Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011.

The standards relevant to the 5-year strategy are Standards 145 and 146 and they require that Cardiff Council:

- produce and publish a 5-year strategy that sets out how the Council propose to promote the Welsh language and facilitate the use of Welsh more widely in the area;
- include a target for increasing or maintaining the number of Welsh speakers in the area by the end of the 5 year period;
- include a statement setting out how the Council intend reaching that target;
- review the strategy and publish a revised version on the website within 5 years of publishing the strategy (or of publishing a revised strategy);]

- after 5 years, assess to what extent the Council has followed the strategy and reached the target;
- publish the assessment on the website to show the number of Welsh speakers in the area together with their age;
- outline in the assessment a list of the activities arranged or funded by the Council to promote the use of Welsh during the past 5 years.

There are further considerations within the Regulations relevant to the 5-year strategy under Supplementary Matters (Standards 173 and 174) requiring bodies to:

- ensure that a document recording the promotion standards with which the Council are required to comply is available to the public;
- provide the Commissioner with any information she requests regarding compliance with the promotion standards.

ii. Cymraeg 2050: a million Welsh speakers

Published in July 2017, following the announcement in August 2016 of its vision to create a million Welsh speakers, the Cymraeg 2050 Strategy sets out the Welsh Government's long-term approach to achieving the target of a million Welsh speakers by 2050.

The strategy is based on three strategic themes:

1. Increasing the number of Welsh speakers
2. Increasing the use of Welsh
3. Creating favourable conditions – infrastructure and context

The overarching targets for Cymraeg 2050 are:

- The number of Welsh speakers to reach 1 million by 2050.
- The percentage of the population that speak Welsh daily, and can speak more than just a few words of Welsh, to increase from 10 per cent (in 2013–15) to 20 per cent by 2050.

The Government has published the first Work Programme for the strategy. It sets out aim-by-aim what the Government intends to do during the period 2017 to 2021. In terms of this initial programme of work, it is worth noting the Government's own words:

“The initial years will focus on setting solid foundations. This is a slow and steady approach, which may lack the obvious signs of success. However, we see it as an absolute necessity to lay the foundations now in order to support future phases of the strategy’s delivery.”

This approach is key to a long term strategy of language planning and growth, and is important that this is borne in mind in terms of the targets set in the 5-year Bilingual Cardiff Strategy. It underlines the importance of establishing a firm basis in the initial years towards achieving the long term target of doubling the number of its Welsh speakers by 2050.

The Government’s strategy acknowledges the role of local authorities in achieving its aims across Wales, and accordingly, the Bilingual Cardiff Strategy mission statement places the Government’s vision at the forefront of its purpose:

Mission Statement

Work with partners to double the number of Welsh speakers in Cardiff by 2050 through the Bilingual Cardiff Strategy, in line with Welsh Government’s vision.

iii. Education

Echoing the national strategy, both the Bilingual Cardiff Strategy and the Welsh in Education Strategic Plan for Cardiff recognise that the education system is a key element in creating new speakers.

“This WESP is an integral part of the Council’s 5-year Bilingual Cardiff strategy. The most prominent area of interdependency between both strategies is based on strategic area 1: Families, Children and Young People. The priorities within this area are based on promotion, provision and progression.”

The Government have noted their plans to review legislation underpinning Welsh education planning together with reviewing the process for increasing the proportion of Welsh-medium teaching and learning in schools and that the 21st Century Schools Capital Programme ensures the growth of Welsh medium school places.

They have indicated that they *“will move from measuring the demand for Welsh-medium education to growing Welsh-medium education systematically and proactively”*.

This underlines the expectation of further developments in legislation and policy over the next five years and that the direction of travel for Cardiff Council will continue towards an ambitious and challenging programme of work.

iv. Wellbeing

Local Well-being Plans are intended to provide a more holistic approach to planning and delivery of public services in Wales, including better integration of many relevant acts, duties and planning frameworks.

One of the well-being goals under the Act is ‘a Wales of vibrant culture and thriving Welsh language’. However, it is important to recognise that there is a close link between the language and all other well-being goals and the importance of wider partnerships and frameworks.

The aim of the Bilingual Cardiff Strategy is reinforced within the draft Well-being Plan:

“Aim to double the number of Welsh speakers in Cardiff by 2050 through supporting the delivery of the Bilingual Cardiff Strategy.”

The draft Plan outlines progress measures in terms of speaker numbers/education:

- People who can speak Welsh (National Indicator 37)
- Key Stage 4 Pupils Achieving the Level 2 Threshold including English/Welsh & Maths (National Indicator)

The Welsh Language Commissioner has recently published an advice document: Considering the Welsh language in the Local Well-being Plans which explores how Local Well-being Plans could consider each Well-being goal in the context of the Welsh language. This may assist in further strengthening the links between the aims of both strategies.

v. Local Authorities 5-year promotion strategies

In the 2016-17 Assurance Report, Rights Taking Root, the Welsh Language Commissioner looked at the 5-year strategies of local authorities and the national parks in Wales. This report provides an analysis of compliance together with the features required for strong and effective promotion strategies. The Commissioner identified the following elements as examples of good practice against which this review will consider the Bilingual Cardiff Strategy:

Ownership and accountability: Some strategies demonstrate clear ownership by the whole organisation... and a clear accountability structure for implementation and assessment of progress.

Baseline: The most comprehensive strategies have based their targets and action plans for the promotion and facilitation of the language on qualitative and quantitative evidence.

Clear vision: A clear statement of vision serves not only to enable the public to understand the aims of the organisation, but also helps the staff of the organisation, who have to implement the relevant actions.

Partners: The most comprehensive action plans extend to every relevant area and demonstrate a commitment to work in partnership with organisations in the public and private sector together with the third sector, and of course local people.

The wider context: The most comprehensive strategies deal with the wider context of the growth and vitality of the Welsh language, the local social / economic context; cross references with WESPS and other strategies that overlap locally and nationally.

Measuring progress: The most comprehensive strategies set clear targets, strategic priorities, quantitative indicators, and a detailed action plan with clear links between activities and strategic priorities. The most comprehensive action plans set out targets with clear timescales and responsibilities.

(2016-17 Assurance Report, Rights Taking Root)

Page 69

It is very difficult to benchmark the Bilingual Cardiff strategy against other local authority strategies as they have all been drawn up in response to a wide variety of linguistic needs specific to their areas.

However it is possible to identify compliance with the requirements of standard 145, and to offer an opinion on the robustness and scope of the strategy against best practice highlighted in the Commissioner's report and alongside the strategic priorities contained in the national strategy, Cymraeg 2050. The following sections of this report outline relevant considerations.

4. The Strategy

Vision

Our vision is to develop a truly bilingual Cardiff. A Cardiff where our citizens can live, work and play, as well as access services and support in Welsh or English equally. A capital city where bilingualism is promoted as something completely natural, and where the Welsh language is protected and nurtured for future generations to use and enjoy.

Approved by full Council on the 23rd of March 2017, the Bilingual Cardiff Strategy notes "This is a strategy for the city as a whole, not for any one organisation", highlighting the importance of strategic partners and working across a number of key policy areas.

As well as specific actions to facilitate the use of the language across a wide range of strategic priorities in collaboration with partners across the Council and externally, the Strategy includes a target to increase the number of Welsh speakers (aged 3+) in Cardiff by 15.9% from 36,735 (2011 Census) to 42,584 (2021 Census).

The strategic priorities were developed in consultation with partners, naturally reflecting the specific needs of the population. The priorities are grouped under 3 strategic areas that also reflect key priority headings contained within the Welsh Government's own strategy.

For this review, a snapshot survey was conducted during March 2018 to gather stakeholder views on the Bilingual Cardiff Strategy. This was intentionally limited to key external partners amongst the members of Fforwm Caerdydd Ddwieithog (the Welsh Language Forum) and also key partners from within the Council in various departments relevant to the implementation of the strategy which resulted in 12 respondents.

"The Strategy provides a clear vision for the Welsh language in Cardiff"

"The strategy has brought partners together in collaboration"

(Comments from key stakeholders)

The responses provided by the key partners, have given a useful insight into the strengths of the strategy and possible opportunities to strengthen and develop the strategy over its lifetime from the point of view of partners. Appendix 1 contains a full report of the stakeholder survey. Appendix 2 contains a copy of the questionnaire.

i compliance and governance

Key questions:

- Does Cardiff Council comply with the relevant Welsh language standards?
- Is there a sufficiently robust system in place to provide effective scrutiny and challenge for the strategy?

In both these areas, this review found that Cardiff Council has a strong compliance and scrutiny provision in place:

Compliance: Although the vision and aim of the strategy is far-reaching, the compliance of the Strategy with two standards will be a particular focus for the Welsh Language Commissioner as the regulatory body.

Cardiff Council have produced and published the strategy which sets out how they intend to promote the Welsh language and facilitate the use of Welsh more widely. It also includes a target for increasing the number of Welsh speakers by the end of the 5 year period including setting out how the Council intend reaching that target. These elements are in direct response to the requirements of Standard 145.

Meeting Standard 146 in due course will mean reviewing the strategy at the end of the 5-year period and assessing to what extent the Council has followed the strategy and reached the target, outlining the number of Welsh speakers and a list of activities arranged or funded to promote the language over the 5-year period.

This therefore entails maintaining a record of progress in terms of achieving the targets set out in the action plan together with evidence that shows progress towards the overarching target of increasing the number of Welsh speakers. This evidence requires a variety of quantitative and qualitative information collated by the Council and by external partners.

A note of caution was sounded by one respondent to the stakeholder survey, who raised the issue of the reliance on external partners for the collation of some of the required evidence:

“Unsure how measurable some of the targets are as they are ‘city wide’ and require input from a number of organisations who need to ‘count’ the same thing. Is there a shared understanding/agreement about this?”

With quarterly meetings held with the Fforwm Caerdydd Ddwylieithog (the Welsh Language Forum comprised of the key partners involved), together with a recently renewed terms of reference focussing on the implementation of the Strategy itself, it appears that there is sufficient opportunity to ensure clarity and understanding on what is measured and how. However, it may be beneficial to look again at these requirements to ensure robust record keeping and evidence.

Scrutiny: As mentioned above, the Strategy is subject to a good degree of external overview and monitoring through the quarterly Fforwm Caerdydd Ddwylieithog, reinforced by its new terms of reference, specifically centred on the implementation of the Strategy.

The stakeholder survey asked external partners whether the Fforwm was an effective mechanism for monitoring the implementation of the strategy and acting as a critical friend to the Council, and all respondents agreed that it was.

A meeting of the Fforwm was observed as part of this review which found that the Fforwm is an opportunity for partners to provide an update on progress with targets within their remit and to provide a challenge to Cardiff Council on its own progress. Together, partners are able to respond and adapt effectively to any changes or factors impacting on the action plan and exploit any new opportunities that arise. One comment made during the meeting, captured this:

“Targets and priorities can become dated and opportunities to take action arise unexpectedly, but it is also important not to avoid things that are difficult or challenging, and just target Welsh speakers.”

Under their newly revised terms of reference the Fforwm report to the cross-party group of members who make up the Bilingual Cardiff Member Working Group that meet each quarter (e.g. in April 2018 2 key partners, the Menter and the Eisteddfod, were invited to give a presentation to the Group). The Chair of the Working Group writes formally to the Cabinet following each meeting to inform Cabinet members of any Welsh language issues.

Additionally the Head of Bilingual Cardiff meets monthly with the Council Leader, who holds the portfolio on the Welsh language.

As yet, there are no formal requirements to report annually on the implementation of the Strategy to the Welsh Language Commissioner, however an update on the progress of the Strategy is provided by Cardiff Council within the Annual Report on the Welsh Language Standards. This annual report is presented to Full Council allowing another level of scrutiny together with an opportunity to promote the comprehensive programme of work undertaken by Bilingual Cardiff on a Council-wide level.

Sufficient resources: A key element of good governance is ensuring sufficient resources with ensuing risk to success if insufficient resources are available to underpin important targets.

The stakeholder survey asked whether stakeholders thought the Council has the appropriate resources to implement the strategy, and of those that responded (10) 6 said that they did not think there were sufficient resources for this strategy. This response was consistent across internal and external partners.

“The partner organisations must be supported and funding should not be cut in order to ensure the growth of Welsh services across the city.”

“Appropriate resources should be provided by the Council to the Urdd to achieve the aims of this Strategy”

The action plan was drawn up with current financial limitations in mind and draws upon current provision and planning across partnerships.

However, areas for consideration are highlighted further on in this report and it would be beneficial to consider any potential risks that may arise in future. A National Audit Office Report entitled ‘Over-optimism in government projects (2013), explores risks in large projects and strategies due to over-ambitious expectations. It warns that optimism can lead to a tendency to underestimate the challenges of complex visions in terms of the limitations of capacity, time and financial constraints.

For further consideration

PR1. Consider a review of what is measured, (and when, how and by whom) to reinforce shared understanding, robust record keeping and evidence of progress towards the strategic priorities and overarching target.

Page 121

ii vision and ownership

Key questions:

- Is there a clear vision and definition of purpose?
- Is there clear ownership and leadership for the strategy and its implementation?

The Bilingual Cardiff Strategy is notable in that its vision and purpose is clearly stated, and is reinforced by support from the leadership within the Council. This is not only apparent within the document, but is seen in terms of the profile and ‘brand’ of Bilingual Cardiff, and the support voiced regularly by the Leader for the vision of developing a truly bilingual city.

To strengthen its commitment further, the Council have recently drawn up an internal policy document on the use of Welsh within the Council with the vision of becoming a bilingual organisation, valuing and supporting the use of Welsh among staff. This will allow the Council to lead by example and encourage the use of Welsh

across the city.

Vision: As stated earlier, the Strategy acknowledges its place within the national vision and clearly outlines its responsibility in terms of increasing the number of Welsh speakers. The vision also outlines what a successful Bilingual Cardiff will look, feel and sound like and the Strategy is based on three strategic areas with relevant priorities and targets for action.

In the stakeholder survey, all respondents noted their awareness and understanding of the vision for a Bilingual Cardiff. However, 5 of the 7 internal respondents agreed with the statement *“I have my own understanding of the vision for a Bilingual Cardiff, but I’m not sure if everyone else’s understanding corresponds to mine”*.

Two of the 5 external partners also agreed with the above statement, with 3 of the 5 stating that their understanding was *“Very clear, you would hear the same description of the vision by everyone”*.

This finding would reinforce the importance of continued support and engagement to articulate the vision in contexts that are relevant to different sections of the Council and amongst partners in general over the strategy’s lifetime.

Ownership: As noted above, in promoting the vision, the Leader of Cardiff Council has on more than one occasion articulated the responsibility of the Council in achieving the Strategy, but also reinforces the fact that it is a city-wide responsibility, reliant on key partners.

The stakeholder survey shared this view in that the strategy has ensured every partner is part of the vision, bringing them together in collaboration and drawing on the expertise and capacity of a number of partners, making the most of Cardiff’s position as a capital city. However, some comments highlighted concerns that ownership was not shared consistently amongst some key (internal and external) partners, one for example, noted:

“The Bilingual Cardiff team have clear commitment and vision regarding the Welsh language. However, it is my impression that these features are rather inconsistent across the remainder of the Council. It would be beneficial for some departments, the education department in particular, to ensure more initiative is shown regarding the language as there is the potential to achieve much more with understanding and commitment.”

For further consideration

R2 Consider exploring further the definition of what a truly bilingual Cardiff means in quantifiable terms in the context of the strategic priorities. Also, consider linking measurable key indicators and milestones of success to the action plan so that all partners are clear on what is to be achieved and evidenced.

R3 Ensure continued support and engagement to articulate the vision in contexts that are relevant to different sections of the Council, and amongst partners in general over the strategy's lifetime. This will assist in strengthening shared purpose and achievement of the strategy.

iii Consultation and communication

Key questions:

- Did the Council consult sufficiently on the Strategy?
- Does the Council continue to consult and communicate effectively?

The consultation on the Strategy was one of the most comprehensive and inclusive programmes of consultation held on any 5-year Welsh language promotion strategy.

Consultation: The consultation process began with an internal consultation and online survey which attracted around 40 responses from a diverse cross-section of departments. These comments formed the basis for the draft priorities which were then developed in further consultation with policy officers, heads of service, Welsh Language Coordinators and Champions group, Internal equality networks, the Bilingual Cardiff member Working Group, and the Policy Review & Performance Committee.

According to an officer in the Bilingual Cardiff team, *“although this meant a significant amount of work, it was extremely beneficial to have conducted such a thorough internal consultation as various departments now have an understanding of the value of the strategy and share ownership of it”*.

Public consultation on the Bilingual Cardiff strategy was carried out in autumn 2016 with over 70 per cent of respondents either strongly agreeing or tending to agree with the vision of a truly bilingual Cardiff and over 53 per cent agreeing with the target of increasing the number of Welsh speakers in the city.

As part of the consultation, a workshop event was held on the 20 October 2016, with 26 main partners and stakeholders. Attendees included Welsh Government, the Welsh Language Commissioner, Cardiff University, the Public Service Board organisations, Menter Caerdydd, and Urdd Gobaith Cymru.

In terms of the stakeholder survey, all of the respondents agreed that sufficient opportunity was given to enable people to provide input to the Strategy.

Communication: In terms of communication, most respondents to the survey (10 out of the 12) agreed that the Council continues to communicate effectively in the implementation of the Strategy.

During the meeting of the Fforwm, it was suggested that invitations to a wider spread of partners could be sent out on annual basis to hold a Fforwm meeting to include stakeholders that do not usually attend in order to widen input. This would then provide an effective platform for Bilingual Cardiff to update a wider audience of stakeholders on progress, to ensure practical input from partners, and to reinforce the city-wide ownership of the vision.

According to one survey respondent:

“There should be representation of all partners on the Fforwm, e.g. include representative from the education department in order to move things forward and not just depend on the Welsh language partners to achieve the core work.”

For further consideration

R4 As suggested in the Fforwm meeting, consider the possibility of extending a Fforwm meeting once a year to a wider partnership to allow Bilingual Cardiff to ensure practical input from partners of all interests, and to reinforce the city-wide ownership of the vision.

iv stakeholders

Key question:

- Have key stakeholders been identified, their support secured, and their contribution, influence and needs understood?

The Bilingual Cardiff Strategy is firmly based on the groundwork carried out initially in 2014 to identify and engage with key partners in order to deliver the vision of a bilingual city.

Key stakeholders: As the Strategy itself acknowledges, its success is dependent on external as well as internal partners.

The 2014 conference enabled partners to explore and articulate the issues and priorities that would firstly lead to the establishment of yr Hen Lyfrgell as a vibrant centre for the Welsh language in the city centre, and secondly, form a strong partnership basis for the 5-year Bilingual Cardiff Strategy. This was reinforced by the Bilingual Cardiff Conference held in autumn 2016 which allowed partners and stakeholders to discuss and collaborate on the draft Strategy.

The stakeholder survey asked for feedback on the strengths and weaknesses of the Strategy. There were positive comments in the main regarding the ability of the Strategy to draw people together:

“The strategy has brought partners together in collaboration without duplicating work.”

However, some comments highlighted opportunities for further engagement and understanding, and consideration of how the Strategy is communicated and framed in terms of ownership and participation over its lifetime:

“It does not engage with the Welsh language voluntary sector within the city.”

“There is a feeling that the Council has relinquished some of its responsibilities and transferred them to the partners.”

According to the stakeholder survey, 9 of the 12 agreed that the Council understands the importance of stakeholders in order to ensure the successful implementation of the Strategy.

When asked about the support of stakeholders, of those who answered (10), 4 expressed concern that the Council has not yet ensured the support of all stakeholders, whilst 6 disagreed with this statement.

When asked about whether stakeholders realise the importance of their contribution to ensuring the success of the strategy, there was a slight difference in response, with 4 of the 5 internal partners agreeing with the statement that some stakeholders within the Council may not realise the importance of their contribution to ensuring

the success of the strategy. With the external partners, 2 of the 5 agreed with this statement.

For further consideration

R5 Consider developing and maintaining a stakeholder management plan in order to sustain and nurture the positive relationship with key stakeholders over the lifetime of the Strategy.

R6 Consider developing and maintaining a programme of communication to support the implementation of the Strategy.

v targets and measuring performance

Key questions:

- Are targets based on a clear baseline and are they clear, practicable and realistic?
- What evidence will be available to show the success of the strategy and to what extent is it possible to define measurable change following specific actions?

The target of doubling the number of Welsh speakers by 2050 is based on clear statistical analysis; and as seen above, strategic priorities and targets in the Strategy have been set following consultation with all stakeholders involved and there is systematic reporting on progress against a clear action plan.

Baseline: A clear baseline allows for measurable targets. The overarching target of increasing the number of Welsh speakers in Cardiff was based on work carried out in conjunction with the Cardiff Research Centre taking into account statistical and demographic analysis alongside the required increase in numbers to determine the percentage increase needed year on year.

The Council’s main sources of data regarding the number of Welsh speakers in its population, apart from the 2021 Census, are education data (PLASC) and workforce data which will allow the Council to track any trends and progress toward the target on an annual basis.



In the survey, one respondent commented:

“The main long term target for the Strategy, doubling the number of Welsh speakers in Cardiff by 2050, is aligned with the target in Cymraeg 2050, the Welsh Government’s strategy... Cardiff’s Welsh speakers doubled between 1991 and 2011 which suggests that this target is not too ambitious.”

In terms of the targets contained in the action plan aimed at achieving the strategic priorities identified, according to one respondent to the survey, reflecting upon the process undertaken internally:

“We agreed the service area targets with the Welsh Language Unit through face to face meetings in order to ensure that the targets were realistic and achievable.”

However, a number of the activities are beyond the direct influence of the Council and are within the remit and work programmes of partners. These targets are reported on in the quarterly Fforwm.

In the survey, when asked about the targets within the Strategy relevant to their areas of work, 8 of the 12 respondents agreed that the Strategy’s targets were realistic and achievable. One external partner and 3 internal partners expressed uncertainty as to whether or not they were realistic or too ambitious.

Strategic priorities: Cardiff’s strategic priorities were developed in close consultation with partners, naturally reflecting the specific needs of its population. The priorities are grouped under 3 strategic areas and provide stated outcomes for reporting progress on the use of the Welsh language in Cardiff. Therefore there is a clear and rational basis for the strategy, covering all relevant strategic priorities that also reflect key priority headings contained within the Welsh Government’s own strategy.

When asked about their views on the strategic priorities of the strategy, 9 of the 12 respondents agreed that the aim of the Strategy fits with the priorities of their own departments or organisations in general. This reflects the successful initial consultation process enabling the Strategy to be dovetailed effectively with wider strategic goals.

As the Bilingual Cardiff Strategy was drawn up prior to the publishing of the national strategy, a clause was included suggesting that a review of the strategy may be appropriate to align it more closely with the national document. As there are many interdependencies and targets dependant on external stakeholders with varying

funding cycles, a review of the action plan itself may be wise before the mid-point of the lifetime of the strategy.

Measuring performance: There is a clear scrutiny and reporting structure for the Strategy. As noted in section 4(i) on compliance and governance, progress towards both the strategic priorities and the overarching target of increasing the number of Welsh speakers, will need to be measured in a meaningful and effective way, with a variety of quantitative and qualitative evidence.

It is notable that this wide-ranging and ambitious strategy is not in receipt of additional funding or a specific budget, and is therefore based on the current capacity and activities of the Council and partners. As noted in section 4(ii), a lack of sufficient resources was highlighted as a concern for 6 out of the 10 respondents.

Conducting a review of the action plan in due course may highlight potential strategic gaps that simply aren’t possible to address without funding. However despite the lack of available funding, these gaps should be highlighted if it is deemed that there is a risk to the success of any strategic priority if these gaps are not addressed.

One possible area in the current action plan that could be explored in such a review, is the priority area regarding children and young people. As identified in the Strategy and also the national strategy, the post-16 phase is critical in terms of language progression. It marks the period for many between statutory education and the workplace and this is the time when a number of factors may impact individuals’ linguistic decisions and practices for the rest of their lives. It is also clear that this is the time when a significant number of Welsh speakers lose their Welsh language skills.

The Council have identified that this is a priority area with the target to:

Increase the provision of Welsh-medium extra-curricular activities and opportunities for children and young people to use Welsh outside the school gates.

Three main targets were included under this priority. The first has been subject to change following discussion at the Fforwm and may be adapted. The second involves activities around the 2018 National Eisteddfod in Cardiff and is timetabled to end in August 2018. The third (Welsh Music Day) has already been achieved, (but is likely to be repeated annually).

This points to further possibilities and future developments that will benefit from being recorded formally in an updated action plan.

For further consideration

R7 In conjunction with R1 and R2, consider reviewing the action plan in consultation with key partners (by the end of year 2, March 2019), with a view to updating or adapting the targets. *[As part of any review, consider how the achievement of any new or adapted targets will align with the requirements to report on progress in terms of i) the increase in the number of Welsh speakers and ii) the increase in the use of Welsh and what is the quantitative and qualitative evidence required.]*

R8 When conducting a review of the action plan, consider identifying any key strategic areas that aren't sufficiently covered in the current action plan so that a record or 'wish list' is kept should any co-funding or co-production opportunities arise. Also, any risks arising from lack of resources or change in circumstances that would impact on the successful achievement of any strategic priorities should be recorded.

- The strategy draws on the expertise and the capacity of a number of organisations and also makes the most of Cardiff's position as a capital city.
- The support from the current and previous leadership.
- It is an accepted strategy within the structure of the Council and backed by legislation.
- The strategy identifies priority areas and it is accompanied by an action plan to help deliver priorities.
- The strategy is not a long document, but shorter in style making it more appealing to audiences.

Areas for further consideration:

Despite the limitations of the stakeholder questionnaire, it invited brief comments of critical reflection and suggested areas of opportunity. Although it did not allow for a more detailed analysis, the comments threw light upon some issues that partners may be encountering. A review of the action plan would inevitably include partners, and the points raised might be a useful checklist for further engagement. For example, some key partners think there is potential to achieve much more with education and young people, together with extending engagement with the voluntary sector in Cardiff. Therefore in updating and reviewing the action plan for the years to come, these points could be explored and partners could be invited to suggest ideas and options for strategic priorities and partnership collaboration.

Further challenges and areas for consideration as identified by the stakeholders included:

- A longer timeframe could be considered to allow a more strategic view to be highlighted, accompanied with a set review period where the document can be updated to reflect the trends of a dynamic city.
- There can be a negative perception towards the language within the Council.
- The Council is not in direct control of all actions in action plan.
- There is a feeling that the Council has relinquished some of its responsibilities and transferred them to the partners and as a result strategy might dominate the work of the Fforwm with too much emphasis put on the Council's work.
- There should be representation of all partners on the Fforwm, e.g. include representative from the education department in order to move things forward and not just depend on the Welsh language partners to achieve the core work.
- An over-reliance on the local authority to deliver all changes without acknowledging the important role that all organisations can play through partnership delivery.
- Ensuring sufficient resources (financial and staff) across all aspects of the priority areas achieve the strategy's aims.
- Opportunity to further raise the profile and status of the Welsh language in Cardiff.

5 Findings

Considering the Bilingual Cardiff Strategy in light of identified best practice and stakeholder comments as outlined above, the review finds that the Strategy has been built on strong foundations of consultation and communication.

The strategic priorities identified correspond with the national vision and are based on the consultation process. The resulting targets are mindful of current provision and financial constraints and are seen to be realistic and achievable by key stakeholders.

The strategy draws from a purposeful vision supported by proactive leadership and key personnel, and a robust accountability process which includes external scrutiny and involvement by key partners and a strong relationship through the Fforwm.

This is reiterated in comments made by stakeholders when asked their opinion on what the strengths of the Strategy were. The main comments included:

- The strategy is a multi-agency strategy. It has ensured that every major partner is part of the vision and has brought partners together in collaboration without duplicating work.
- The strategy provides a clear vision for the Welsh language in Cardiff and sets out the priorities of the Council and the direction of travel.

- With the growth of Welsh medium education, and the recent comments of the Leader encouraging a proactive approach in promoting the benefits of Welsh medium education, there is considerable potential to improve the current situation.
- To aid the communication of the implementation of the strategy, a standing item could be added to each WEF meeting agenda.

6. Recommendations

The many strengths of the Bilingual Cardiff Strategy should be celebrated and good practice shared. There are a number of opportunities to consider further strengthening the implementation of the strategy and the following recommendations attempt to highlight those opportunities in light of the findings and feedback from stakeholders.

- R1 Consider a review of what is measured, (and when, how and by whom) to reinforce shared understanding, robust record keeping and evidence of progress towards the strategic priorities and overarching target.
- R2 Consider exploring further the definition of what a truly bilingual Cardiff means in quantifiable terms in the context of the strategic priorities. In addition, consider linking measurable key indicators and milestones of success clearly to the action plan so that all partners are clear on what is to be achieved and evidenced.
- R3 Ensure continued support and engagement to articulate the vision in contexts that are relevant to different sections of the Council, and amongst partners in general over the strategy's lifetime. This will assist in strengthening shared purpose and achievement of the strategy.
- R4 As suggested in the Fforwm meeting, consider the possibility of extending a Fforwm meeting once a year to a wider partnership to allow Bilingual Cardiff to ensure practical input from partners of all interests, and to reinforce the city-wide ownership of the vision.
- R5 Consider developing and maintaining a stakeholder management plan in order to sustain and nurture the positive relationship with key stakeholders over the lifetime of the Strategy.
- R6 Consider developing and maintaining a programme of communication to support the implementation of the Strategy.
- R7 In conjunction with R1 and R2, consider reviewing the action plan in consultation with key partners (by the end of year 2, March 2019), with a view to updating or adapting the targets. *[As part of any review, consider how the achievement of any new or adapted targets will align with the requirements to report on progress in terms of i) the increase in the number of Welsh speakers and ii) the increase in the use of Welsh and what is the quantitative and qualitative evidence required.]*
- R8 When conducting a review of the action plan, consider identifying any key strategic areas that aren't sufficiently covered in the current action plan so that a record or 'wish list' is kept should any co-funding or co-production opportunities arise. Also, any risks arising from lack of resources or change in circumstances that would impact on the successful achievement of any strategic priorities should be recorded.

APPENDIX 3:

Public Complaints 2017-18

Received	Complaint Details	Service Area
Feb-18	Complaint regarding the Welsh functionality of the Council Tax portal on the Council's website	Council Tax
Feb-18	Complaint regarding English only street art outside Cathays Library (<i>Artwork not commissioned or authorised by the Council</i>).	N/A
Jan-18	Complaint regarding the Cardiff & Vale Music Service website. Pages and registration form were not fully bilingual.	Education
Dec-17	Complaint regarding a temporary road sign at Oxford Street.	Highways – City Operations
Nov-17	Complaint regarding an English only pest control letter sent to a resident.	Pest Control
Nov-17	Complaint regarding the lack of Welsh telephone service at St David's Hall	St David's Hall
Page 127 Sep-17	Complaint regarding a probate letter sent in English only.	Council Tax
Aug-17	Complaint regarding (1) incorrect / incomplete Welsh on the parking permit online form (2) form and accompanying letter was sent in English	City Operations
Aug-17	Complaint regarding lack of bilingual advertising at Pride Cymru 2017.	External
Aug-17	Incorrect Welsh language text on a temporary road sign near Waterloo Gardens.	Highways – City Operations
Aug-17	Incorrect Welsh text on signs at Lamby Way and that that the Welsh text (colour) is less legible than the English text.	Waste Management
Aug-17	Complaint regarding the lack of Welsh services by a third party company in relation to boat hire at Roath Park	Parks
Jul-17	Complaint regarding (1) English address used on an Electoral service letter (2) Incorrect Welsh on the online form www.householdresponse.com/cardiff (3) English only acknowledgement email following submission	Electoral Services
Jul-17	Complaint regarding incorrect Welsh relating to road closure signage rear Waterloo Road.	Highways – City Operations
Jul-17	Complaint regarding contractor signs near Ysgol Treganna	External
Jun-17	Complaint regarding the school admissions online application form and guide.	School Organisational Planning - Education

Welsh Language Commissioner Investigations 2017-18

NEW INVESTIGATIONS RECEIVED IN 2017-18				
REF	DESCRIPTION	DIRECTORATES	STATUS	DATE RECEIVED
CSG239	English only adverts on a Self Service machine at Canton Library	Communities, Housing & Customer Services (Libraries)	Investigation Discontinued	02/08/17
CSG272	Committee & Agendas not available in Welsh	Governance & Legal Services (Member Services)	Ongoing	28/09/17
CSG277	Errors on the (Welsh) School Admissions online form	Education & Lifelong Learning (School Organisational Planning)	Ongoing	13/11/17

FINAL DECISIONS RECEIVED IN 2017-18				
REF	DESCRIPTION	DIRECTORATES	DECISION	FINAL DECISION DATE
CSG97	Failure to provide agendas and minutes for Council committees in Welsh	Governance & Legal Services (Member Services)	Standard(s) Breached	01/06/17
CSG121	Swimming Lessons: Failure to comply with standard 84/86	City Operations (Leisure & Play)	Standard(s) Breached	25/07/17
CSG190	English reply sent in response to a Welsh email	Pensions	Standard(s) Breached	25/07/17
CSG153	Incorrect (Welsh) sign at Severn Road Car Park	City Operations (Infrastructure & Operations)	Standard(s) Breached	26/07/17
CSG51	Self Service Machines in Car Parks and Central Library with the English set as the default language	City Operations & Communities, Housing & Customer Services	Standard(s) Breached	03/10/17
CSG186	Planning Applications portal (Council website) not available in Welsh	City Operations (Planning)	Standard(s) Breached	17/10/17
CSG197	English response sent to a Welsh FOI request	Resources (Information Governance)	Standard(s) Breached	17/10/17
CSG239	English only adverts on a Self Service machine at Canton Library	Communities, Housing & Customer Services (Libraries)	Investigation Discontinued	21/11/17
CSG161	Rent Smart Wales: Registration facility not available in Welsh	Communities, Housing & Customer Services (Rent Smart Wales)	Investigation Discontinued	11/10/17

AWAITING FINAL DECISIONS (as of 31 March 2018)

REF	DESCRIPTION	DIRECTORATES	DECISION	FINAL DECISION DATE
CSG192	Complaint regarding the use of English addresses on bilingual Council Tax bills and letters	Communities, Housing & Customer Services (Council Tax)	Standard Breached (Provisional Decision)	29/03/17
CSG272	Certain committee minutes & Agendas not available in Welsh	Governance & Legal Services (Member Services)	Ongoing	28/09/17
CSG277	Errors on the (Welsh) School Admissions online form	Education & Lifelong Learning (School Organisational Planning)	Ongoing	13/11/17

APPENDIX 4:

2017-18 Welsh Essential Posts

Directorate	Post Number	Post Designation	Additional Posts
Communities, Housing and Customer Services	CS50229531	Housing Trainee	0
City Operations	ST50246100	Building Control Surveyor (Welsh Essential)	0
Communities, Housing and Customer Services	CS50215427	Hub Officer (Welsh Essential)	0
Communities, Housing and Customer Services	CS50229531	Housing Trainee	0
Communities, Housing and Customer Services	CS50246799	Rent Smart Wales - Marketing Officer	0
Communities, Housing and Customer Services	CS50246799	Rent Smart Wales - Marketing Officer	0
Education & Lifelong Learning	ED50049550	Specialist Teacher (Welsh Essential)	1
Education & Lifelong Learning	ED50186317	Teacher (Welsh Essential)	1
City Operations	ST50009948	Registrar (Welsh Essential)	0
Education & Lifelong Learning	ED50051126	Teacher (Hearing Impairment)	0
Economic Development	ET50219575	Front of House Supervisor	0
Communities, Housing and Customer Services	CS50215427	Hub Officer (Welsh Essential)	0
Communities, Housing and Customer Services	CS50229532	Housing Trainee	0
Communities, Housing and Customer Services	CS50243475	Enforcement Officer Welsh Essential (RSW)	0
Communities, Housing & Customer Services	CS50008336	Senior Library Assistant (Welsh Essential)	0
Communities, Housing & Customer Services	CS50008446	Senior Library Assistant (Welsh Essential)	
Communities, Housing & Customer Services	CS50120463	Benefit Trainee (Welsh Essential)	0
Communities, Housing & Customer Services	CS50229884	Neighbourhood Development Librarian	
Adult Social Services	HS50003946	Social Work Assistant (Welsh Essential)	0
Communities, Housing & Customer Services	CS50241096	Hub Officer - Welsh Essential	0
Communities, Housing & Customer Services	CS50243475	Enforcement Officers (Rent Smart Wales) (Welsh Essential)	0

Directorate	Post Number	Post Designation	Additional Posts
Education & Lifelong Learning	ED50118604	Senior Teaching Assistant (Welsh Essential)	0
Governance & Legal Services	LS50249582	Cyfieithydd	1
Communities, Housing & Customer Services	CS50006204	Benefit Trainee - Welsh Essential	
Communities, Housing & Customer Services	CS50024023	Customer Services Representative (Welsh Essential)	0
Communities, Housing & Customer Services	CS50186177	Hub Officer - Welsh Essential	0
Communities, Housing & Customer Services	CS50234302	Hub Officer (Welsh Essential)	0
Communities, Housing & Customer Services	CS50235857	Control Centre Operator - Telecare (Welsh Essential)	0
Communities, Housing & Customer Services	CS50241096	Hub Officer (Welsh Essential)	0
Communities, Housing & Customer Services	CS50242523	Locality Warden (Welsh Essential)	0
Governance & Legal Services	LS50232999	Corporate Apprentice	0
Communities, Housing & Customer Services	CS50008449	Senior Library Assistant (Welsh Essential)	0
Communities, Housing & Customer Services	CS50024023	Customer Services Representative (Welsh Essential)	0
Communities, Housing & Customer Services	CS50223752	Admin Assistant - Welsh Essential	0
Communities, Housing & Customer Services	CS50229884	Neighbourhood Development Librarian	0
Communities, Housing & Customer Services	CS50242523	Locality Warden (Welsh Essential)	0
Communities, Housing & Customer Services	CS50243475	Enforcement Officer (RSW) (Welsh Essential)	0
Economic Development	EC50227183	Receptionist - Welsh Essential	0
City Operations	ST50158702	Energy Awareness Officer (Schools) Welsh Essential	0
Communities, Housing & Customer Services	CS50223752	Admin Assistant - Welsh Essential	0

APPENDIX 5:

2017-18 Directorate Welsh Language Standards Objectives

City Operations
Objective
Welsh language documentation - conduct an audit to ensure that relevant documents are bilingual within the Directorate (see IACT 39948 for full details)
Welsh language awareness - ensure that all staff with access to a PC complete the Welsh language awareness e-training on Cardiff Learning Pool site (see IACT 39874 for full details)
Welsh language grants - ensure that all grantees are aware of the requirement to comply with the Welsh language standards in so far as they relate to the provision of the service(s) and record how the information has been circulated. (see IACT 39873 for full details)
Welsh language courses - assess the need for all education courses offered by the Directorate to be delivered in Welsh and publish this information on the Council's website (see IACT 39872 for full details)
Welsh Language reception services - identify all reception services linked to the Directorate and ensure that they are delivering bilingual services (or are aware of the process in no Welsh speaker is available) by conducting a mystery shopper exercise (see IACT 39871 for full details)
Welsh language signs, notices and display material - conduct an audit to ensure that all existing signs linked to the Directorate are bilingual (see IACT 39870 for full details)
Welsh language websites, online services and social media - conduct an audit to ensure that all websites linked to the Directorate are bilingual and put measures in place to address any instances of non-compliance (see IACT 39869 for full details)
Welsh language public events - ensure that all public events organised or funded by us are bilingual by creating a checklist for each event (see IACT 39868 for full details)
Welsh language meetings - ensure that all staff within the Directorate are made aware of the Guidance for Holding Meetings (see IACT 39867 for full details)
Welsh language telephone calls - ensure that all staff within the Directorate have received and are aware of the process for dealing with Welsh language calls (see IACT 39866 for full details)
Welsh language correspondence - create a data-base of an individual's language choice (Welsh/English) and /or ensure that you have a process in place for recording language choice e.g. SAP CRM (see IACT 39865 for full details)

Communities Housing & Customer Services

Objective

Forms & Documents: Conduct an audit to ensure that the following are bilingual:

- Agendas and minutes for meetings, conferences and seminars that are open to the public.
- Licences
- Certificates
- Brochures
- Leaflets, pamphlets or cards
- Policies, strategies, annual reports and plans
- Guidelines, Codes of Practice and Rules
- Press Statements, record your findings and prepare an Improvement Plan (or IACTs) to address any areas of noncompliance

Welsh Language Awareness: Ensure that all staff with access to a PC complete the Welsh language awareness e-training on Cardiff Learning Pool site

Awarding Grants: Ensure that all grantees are aware of the requirement to comply with the Welsh language standards in so far as they relate to the provision of the service(s) and record how the information has been circulated. Conduct an internal audit to ensure that grantees are aware of how the standards relate to their service and record the results including any additional improvement measures.

Education Courses: Assess the need for all education courses to be delivered in Welsh and publish this information on the Council's website. Ensure that all staff responsible for arranging education courses are aware of the requirement to assess the need for the courses to be delivered in Welsh and evidence how this has been achieved.

Reception Services: Identify all reception services and ensure that they are delivering bilingual services (or are aware of the process if no Welsh speaker is available) by conducting a mystery shopper exercise. Put measures in place to address any instances of non-compliance. Ensure that all staff are made aware of the Bilingual Reception Service Guidance.

Signs, Notices & Display Material: Conduct an audit to ensure that all existing signs are bilingual and create new Improvement Actions to address any instances of non-compliance. Ensure that all staff are aware of the requirement to have bilingual signs and notices with the Welsh text positioned first (all signs after 30th March 2016) and evidence how this has been achieved.

Websites, Online Services & Social Media: Conduct an audit to ensure that all websites are bilingual and put measures in place to address any instances of non-compliance. Ensure that all staff are aware of the requirement that all social media accounts must be bilingual and operate bilingually and record how this information has been circulated

Public Events: Ensure that all public events organised or funded by us are bilingual by creating a checklist of the following bilingual requirements for each event: Publicity material, signage, audio announcements and services offered to persons attending the event and ensuring that accurate and up to date records are kept that each element is bilingual for each event.

Meetings: Ensure that all staff are made aware of the Guidance for Holding Meetings and record how the information has been circulated. Conduct an internal audit to ensure that staff are aware of the guidance including offering language choice and arranging a simultaneous translator as required. Record the results of the audit including additional improvement measures for any non-compliance found.

Telephone Calls: Ensure that all staff have received and are aware of the process for dealing with Welsh language calls and record how the information has been circulated. Conduct an internal audit to ensure that staff are following the agreed process as specified in the guidance including answering the phone bilingually and transferring correctly. Record the results of the audit including additional improvement measures for any non-compliance found.



<p>Correspondence: Create a data-base of an individual’s language choice (Welsh/English) and /or ensure that you have a process in place for recording language choice e.g SAP CRM. Please record the database or process you have in place. Conduct an audit to ensure that all standard letters and emails are sent bilingually and include a statement regarding language choice. Record the results of the audit including additional improvement measures for any noncompliant letters and/or emails.</p>
<p>Economic Development</p>
<p>Objective</p>
<p>Documents: Bilingual Agendas and minutes for meetings • conferences and seminars that are open to the public. • Licences • Certificates • Brochures • Leaflets, pamphlets or cards • Policies, strategies, annual reports and plans • Guidelines, Codes of Practice and Rules • Press Statements</p>
<p>All staff with access to a PC must complete the Welsh language awareness e-training on Cardiff Learning Pool site (http://cardiff.learningpool.com/course/view.php?id=540#section-2).</p>
<p>RECEPTION SERVICES - All reception services in the Directorate must deliver bilingual services (or are aware of the process if no Welsh speaker is available). All staff should be aware of the Bilingual Reception Service Guidance (http://vmweb22.cardiff.gov.uk/cis/viewdocument.php?id=74654).</p>
<p>SIGNS, NOTICES & DISPLAY MATERIAL - All signs must be bilingual and any new signs produced must have the Welsh text positioned first (all signs after 30th March 2016).</p>
<p>WEBSITES, ONLINE SERVICES & SOCIAL MEDIA - All websites linked to the Directorate must be bilingual. Also all social media accounts must be bilingual and operate bilingually.</p>
<p>PUBLIC EVENTS - Ensure that all public events organised or funded by us are bilingual – Please see attached checklist to be used for ALL EVENTS.</p>
<p>MEETINGS: All staff should be aware of the Guidance for Holding Meetings (http://vmweb22.cardiff.gov.uk/cis/viewdocument.php?id=74656) . This includes offering language choice and arranging a simultaneous translator as required.</p>
<p>TELEPHONE CALLS: All staff within your Directorate should be aware of the process for dealing with Welsh language calls (http://vmweb22.cardiff.gov.uk/cis/viewdocument.php?id=74658). The agreed process includes answering the phone bilingually and transferring correctly.</p>
<p>CORRESPONDENCE: Keep a record or create a database of an individual’s language choice (Welsh/English) and /or ensure that you have a process in place for recording language choice e.g. SAP CRM.</p>
<p>Education</p>
<p>Objective</p>
<p>The Directorate will be undertaking a compliance audit against the new Welsh language standards by the end of the Autumn term 2017/18. This will inform an improvement plan to deliver the required changes in order of priority.</p>
<p>Governance & Legal Services</p>
<p>Objective</p>
<p>Develop an Implementation Plan to deliver the Welsh Language Standards within the Directorate</p>

Social Services

Objective

Implement the Welsh Language Standards action plan to deliver the improvements to be made within HRPS and Communications to meet the requirements of the Welsh Language Standard

Objective - Increase opportunities for people to receive Health & Social Care in Welsh by:

Ensuring that an Active Offer of Welsh language services is communicated to all Social Services staff and within commissioned services

Including Welsh language service provision within third sector and independent contract specifications, service level agreements and grant funding processes

Developing plans to maximise ability to provide services in Welsh with current Welsh-speaking staff; where gaps in workforce capacity to deliver services in Welsh are identified these should be reflected in the organisation's Bilingual Skills Strategy



Caerdydd
Ddwyieithog

Bilingual
Cardiff



**CYNGOR CAERDYDD
CARDIFF COUNCIL****COUNCIL****21 JUNE 2018**

**REPORT OF THE DIRECTOR OF GOVERNANCE AND LEGAL
SERVICES AND MONITORING OFFICER**

INDEPENDENT MEMBER VACANCY – STANDARDS AND ETHICS COMMITTEE**Reason for this Report**

1. To inform the Council of an Independent Member vacancy which has unexpectedly arisen and seek approval for arrangements to fill the vacancy.

Background

2. The Council has been notified that one of the Independent Members of the Standards and Ethics Committee, Mrs Thora Lewis, sadly passed away in May.
3. The Council's Constitution (Article 9.2(a)(i)) provides that the Standards & Ethics Committee's membership shall include 5 Independent Members (who by law cannot be either a Councillor or an employee or the spouse of a Councillor or an employee of the authority or any other relevant authority, as defined by the Local Government Act 2000), who are to be appointed in accordance with the procedure set out in the Standards Committees (Wales) Regulations 2001 ('the Regulations').

Issues

4. When a vacancy arises on the Standards Committee for an Independent Member, the Council is obliged to carry out a publicly advertised appointments process to fill the vacancy. A public appointments process was last conducted in November 2017. The Appointments Panel convened in accordance with the Regulations did not recommend any reserve candidates suitable for appointment to the Committee.
5. The Regulations provide for the re-appointment of an Independent Member for one further consecutive term of up to 4 years. The obligation to carry out a publicly advertised appointments process does not apply to reappointments made in accordance with the Regulations.
6. Hollie Edwards-Davies was appointed as an Independent Member of the Standards and Ethics Committee by Council on 26 June 2014, following a public appointments process conducted in accordance with the Regulations. She stood down from the Committee in November 2017 to take maternity leave. Ms Edwards-

Davies has confirmed she would be happy to now resume her position on the Committee.

7. Council approval is required for any reappointment or new appointment of an Independent Member to the Committee.
8. The Standards and Ethics Committee Members on 13 June 2018 met informally and recommended that the Council re-appoint Hollie Edwards-Davies as Independent Member of the Standards and Ethics Committee for a further four year term.

Legal Implications

9. The relevant legal provisions are set out in the body of the report. The Committee will note that the Regulations allow an independent member to be re-appointed for one further consecutive term of up to four years.

Financial Implications

10. There are no financial implications arising from this report

RECOMMENDATION

The Council reappoint of Hollie Edwards-Davies as an Independent Member of the Standards and Ethics Committee for a further four year term.

Davina Fiore

Director Governance and Legal Services and Monitoring Officer

14th June 2018

Background Papers

Council reports and Minutes 25 January 2018 and 26 June 2014

**CARDIFF COUNCIL
CYNGOR CAERDYDD**



COUNCIL:

21 JUNE 2018

REPORT OF THE CHIEF EXECUTIVE AND HEAD OF PAID SERVICE

APPOINTMENT TO THE POST OF CORPORATE DIRECTOR RESOURCES AND SECTION 151 OFFICER

Reason for this Report

1. To seek the approval of Council for the public advertisement and remuneration of the post of Corporate Director Resources in view of the pending retirement of the current Corporate Director Resources in October 2018.

Background

2. The Cabinet approved a new Tier 1 and Tier 2 senior management structure on 16 November 2017 (Tier 1 is shown in **Appendix A** to this report). The new structure represented an evolution of existing senior management arrangements and included the role of Corporate Director Resources, which had been established following a previous Cabinet decision on senior management arrangements that was taken on 11 October 2012.
3. On 5 November 2012, the Council's Employment Conditions Committee, within the scope of its terms of reference, approved the terms & conditions and remuneration of the post of Corporate Director Resources.
4. The role of Corporate Director Resources is critical in supporting the delivery of the Council's priorities and in responding to the severe financial challenges that will become increasingly significant for the Council over the next few years.

Issues

5. The current Corporate Director Resources has confirmed her intention to retire in October 2018.
6. The Local Authorities (Standing Orders) (Wales) Regulations 2006 (as amended in 2014), and the Council's Employment Procedure Rules, require all decisions on the remuneration of Chief Officers to be taken by resolution of the Authority itself (i.e. by Full Council) and all vacant posts with a salary of £100,000 per annum or greater must be advertised externally.

7. In order to recruit to the vacancy that will arise upon the retirement of the current Corporate Director Resources later this year, Council approval is therefore sought for the public advertisement and remuneration of the post.
8. A copy of the existing role profile for the post of Corporate Director Resources is attached as **Appendix B** to this report.
9. In accordance with Section 151 of the 1972 Local Government Act, the post holder will be designated as the Council's Statutory Finance Officer (otherwise referred to as the Section 151 Officer) and, as required by Section 113 of the 1988 Local Government Finance Act, will be a member of one of the six recognised chartered accountancy bodies in Great Britain and Ireland. The role includes managerial responsibility for the Council's Governance & Legal Services, Digital Services and a range of corporate services such as Finance, HR, Procurement, as well as Performance & Partnerships. The post holder will also have operational responsibility for the Cardiff and Vale of Glamorgan Local Government Pension Fund and will be the Statutory Finance Officer for the Cardiff Capital Region City Deal Joint Governance Committee.
10. The remuneration of the post is a matter for the Council. The remuneration level of Corporate Director posts within the Council was considered as recently as November 2017 when the new post of Corporate Director People & Communities was created. The process included an evaluation of the post and associated remuneration by Korn Ferry Hay Group in the context of the existing remuneration level for the post of Corporate Director, as set out in the Council's annual Pay Policy Statement. On 30 November 2017, the Council approved the remuneration of the new post in accordance with the recommendation of the Employment Conditions Committee that it should be paid at the level set previously for Corporate Directors. This decision ensured consistency and maintained the integrity of the Council's senior management arrangements and associated remuneration.
11. The Council's annual Pay Policy Statement for 2018/19 was approved by the Council on 22 March 2018. This sets out the current level of remuneration of Corporate Director posts, which is a spot salary of £132,613 per annum.
12. Under the 2006 Regulations and the Council's Employment Procedure Rules, the appointment of various officers, including Corporate Directors, must be made by the Council or by a Committee delegated by the Council to make the appointment, which must contain at least one Cabinet Member, but not more than half of the members of that Committee shall be Cabinet Members.
13. The appointment of Chief Officers (which includes Corporate Directors) is delegated to the Council's Appointments Committee. Appointment to the post of Corporate Director Resources will therefore be made by the Appointments Committee.

Financial Implications

14. The costs of the Corporate Director Resources can be met from within the existing budget for the post. The one-off costs associated with the advertising and appointment process will be funded from within existing resources.

Legal Implications

15. The recruitment of Chief Officers (including Corporate Directors) is subject to a number of specific requirements set out in the Local Authorities (Standing Orders) (Wales) Regulations 2006, as amended in 2014. These requirements are further set out in the Employment Procedure Rules contained within the Council's Constitution.
16. The Employment Procedure Rules state under Rule 2 that:

2. Recruitment of Chief Officers

- (a) *A vacancy for the post of Chief Officer must be reported to the Council or body delegated to do so which will consider whether the post should be filled, and if so, subject to Rule 2A, the terms and conditions of employment and method of appointment.*
- (b) *Where the proposed remuneration of the Chief Officer post is £100,000 or more per annum, the Council will arrange for the following to be prepared:-*
 - (i) *A statement of the duties of the officer concerned and the required qualifications or qualities to be sought in the person appointed, which is sent to any person on request; and*
 - (ii) *Public advertisement of the post to bring it to the attention of people who are qualified to apply, unless the proposed appointment is for a period of 12 months or less.*
- (c) *Following advertisement, the Council will arrange for either all qualified candidates to be interviewed; or a shortlist to be prepared of qualified applicants and those candidates interviewed. If no suitably qualified person has applied, or if the Council decides to re-advertise the appointment, the post will be re-advertised in accordance with paragraph (b) above.*

2A. Remuneration of Chief Officers

Any decision to determine or vary the remuneration of Chief Officers (or those to be appointed as Chief Officers) must be made by full Council.

17. On 5th November 2012 the Employment Conditions Committee, within the scope of its terms of reference, determined the duties, qualifications or qualities to be sought, and terms and conditions for the post of Corporate Director Resources. These were reaffirmed on 22nd November 2017. A copy of the Role Profile for the post is attached to this Report as Appendix B.

18. It is now for the full Council to consider approving the public advertisement and the level of remuneration of the post.
19. As has been stated in the text of this report, any appointment to the post would be made by the Appointments Committee.

HR Implications

20. This report contains HR implications which will need to be managed in accordance with the recommended legal principles, and the requirements set out by the Welsh Government. The Trade Unions have been briefed on the pending retirement of the Corporate Director Resources.

RECOMMENDATIONS

The Council is recommended to:

1. approve the public advertisement of the post of Corporate Director Resources on the basis of the existing duties, role profile and terms & conditions;
2. approve the remuneration of the post of Corporate Director Resources based on a spot salary of £132,613 per annum in accordance with the Council's Pay Policy Statement 2018/19; and
3. note that responsibility for the appointment of a suitable candidate to the post of Corporate Director Resources is delegated to the Appointments Committee.

Paul Orders

Chief Executive and Head of Paid Service

21st June 2018

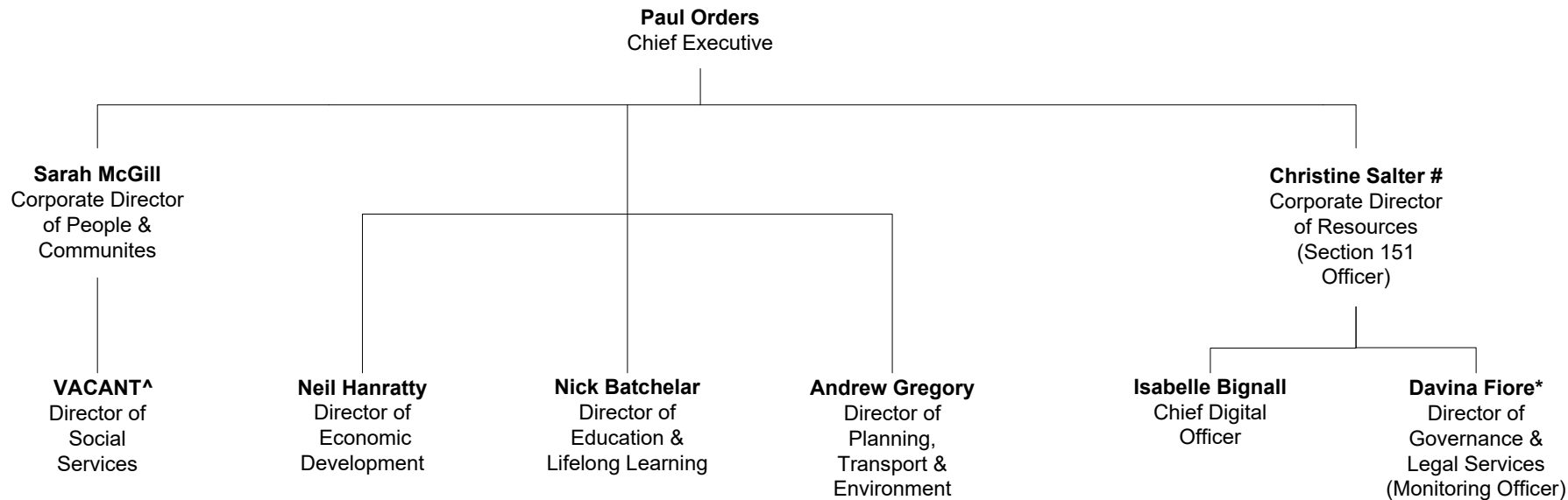
The following appendices are attached to this report:

Appendix A: Tier 1 Structure Chart

Appendix B: Corporate Director Resources – Role Profile

CARDIFF COUNCIL
TIER 1 – SENIOR MANAGEMENT CHART
AS AT 1ST MAY 2018

Appendix 1



Page 141

Section 151 Officer

* Monitoring Officer

^Claire Marchant will commence on 9 July 2018

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CARDIFF COUNCIL

Role Profile

Role Title	<p>Corporate Director – Resources</p> <p>Role requires Consultative Committee of Accountancy Bodies (CCAB) qualified Accountant</p>
Ref	SSCDR
Grade	Corporate Director Resources Spot Salary
Primary Purpose of Role	<p>To be the Council’s Statutory Finance Officer; to provide high-level strategic analysis and robust advice to the Cabinet regarding best options and methods to enable the delivery of the Council’s priorities as set out in its Corporate Plan ; also to lead the full, effective and efficient integration of the Council’s support services - with each other and partner organisations - in order to facilitate the delivery of continually improving outcomes for those living in, working in and visiting Cardiff and the wider City Region.</p>
Key Accountabilities	<ul style="list-style-type: none"> • To co-ordinate the translation of the Council’s stated vision and priorities into a framework of coherent and aligned strategies across the Council’s support services • To provide high-quality advice and insight for the Cabinet regarding the most effective models for support services to facilitate the outcomes stated in the Council’s Corporate Plan and their delivery through the Capital Ambition Delivery Programme together with other emerging priorities • To take a lead role in the scoping and implementation of any alternative service delivery models for support services • To lead the efficiency agenda across the Council ensuring synergies are identified and realised. Specifically to lead on the financial planning, HR, procurement, digital and Capital Ambition delivery plan elements of the agenda. • To take a lead role in the formation and ongoing development of deep-rooted strategic partnerships and relationships that will place Cardiff at the forefront of the City Region • To identify and make the most of existing and potential synergies across the work of the Council’s support service areas, plus those of existing or potential partner organisations, to deliver improved outcomes • To take a lead role in optimising the use of the Council’s resources by creatively establishing a framework for risk-managed strategic commercial ventures • To look across portfolios and accurately advise the Chief Executive, Cabinet and Council how to most effectively manage its resources in ways that will best serve the people of Cardiff and the City Region

Key Accountabilities (contd.)	<ul style="list-style-type: none"> • To assess the strategic organisational impact of growing service demand, increased financial pressures and a commitment to the provision of improving services; and to advise on all of the options (including innovative responses) and associated implications • To provide strategic leadership to a team, creating, implementing, monitoring and reviewing the performance of support services and ensuring that significantly improved outcomes are facilitated • To promote and lead a culture that realises Cardiff's aspirations to becoming a world-class capital city in all aspects of its support to externally-facing services • To scan the external context of the portfolio and to advise and prepare the Council for emerging change, challenges and entrepreneurial revenue raising opportunities • To provide high-level guidance, direction and support to Directors regarding the delivery of large-scale change, cross-portfolio programmes and the benefits and risks of utilising radically different approaches • To contribute to, model and promote the Cabinet's vision for the Council – ensuring it is fully implemented across support services • To promote and lead a culture that realises Cardiff's aspirations to become a world-class capital city • To fulfil all of the statutory duties and responsibilities of the authority's 'Section 151' Officer including operational responsibility for the Cardiff & Vale of Glamorgan Local Government Pension Fund
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Areas of Responsibility	<ul style="list-style-type: none"> • Governance & Legal Services • Digital Services • Finance including Audit & Risk Management • Commissioning & Procurement • Performance & Partnerships including Emergency Planning • Human Resources • Corporate Health & Safety
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Types of Measures of Success	<ul style="list-style-type: none"> • Continually improving outcomes in the lives of people in Cardiff and the City Region • Satisfaction of externally-facing services with the quality, scope and speed of support service provision • Effective co-ordination of resources across support services – improving of service performance, whilst achieving required financial savings and budget control • Satisfaction of Cabinet, Chief Executive and Councillors with the quality of advice offered in relation to key strategic choices • Degree of compliance with legal, regulatory and best practice principles in the delivery of support service provision
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When preparing your written application you will need to provide evidence only for the competencies identified with an asterisk. These are the essential competencies for your written application. In responding to each of the essential competency areas, you must provide examples which demonstrate how you have successfully delivered results of a size, scope and complexity comparable to the challenges faced by Cardiff Council. These and the remaining competencies will be assessed during the remaining stages of the recruitment process.

Behavioural Competencies	Application Stage	Competency Level(s)
Putting Our Customers First	*	5
Getting Things Done	*	5
Taking Personal Responsibility	*	5
Seeking to Understand Others		5
Developing Potential		5
Leading Change	*	5
Initiating Change and Improvement	*	5
Organisational Awareness		5
Partnering and Corporate Working	*	5
Communicating		5
Analysing , Problem Solving and Decision Making		5
Equality & Diversity		5
Optimising Resources	*	5
Demonstrating Political Acumen		5

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**CARDIFF COUNCIL
CYNGOR CAERDYDD****COUNCIL: 21 JUNE 2018**

REPORT OF CORPORATE DIRECTOR RESOURCES

**CARDIFF & VALE OF GLAMORGAN PENSION FUND - AMENDMENT OF
TERMS OF REFERENCE FOR THE LOCAL PENSIONS BOARD****Reason for this report**

1. This report seeks Council approval for amendments to the Terms of Reference for the Local Pensions Board.

Background

2. Cardiff Council is the administering authority for the Cardiff & Vale of Glamorgan Pension Fund which is part of the Local Government Pension Scheme (LGPS) for England and Wales. The Council's functions relating to Pensions are discharged through the Pensions Committee and delegations to the Corporate Director Resources. The Fund is the statutory Pension Fund for employees of Cardiff & Vale of Glamorgan Councils and also provides pensions for employees of 36 other employing bodies. There are currently approximately 40,000 active, pensioner and deferred members of the Fund.
3. In 2015 the Council established the Local Pension Board for the Pension Fund in compliance with the Public Service Pensions Act 2013 and the LGPS Regulations. The role of the Board is to assist the Council:
 - to secure compliance with the LGPS Regulations and other relevant legislation
 - to secure compliance with the requirements of the Pensions Regulator
 - to ensure effective and efficient governance and administration of the Fund
4. The Board comprises 3 employer representatives, 3 scheme member representatives and a non-voting independent chair. The first members were appointed to the Board for a three year term of office commencing 1 July 2015.
5. The term of office of the Board members originally appointed in 2015 is due to end on 30 June 2018. It is therefore an appropriate time to review the operation of the Board's Terms of Reference.

Issues

6. The ToR were drawn up before the establishment of the Pensions Committee in June 2016 and so make no reference to the Committee. Council is asked to note that to comply with statutory guidance and to enable the Board to fulfil its role of assisting the Council as Administering Authority, it retains formal responsibility for the Board and for approving any significant changes to its operation. It is proposed however that references in the ToR to the Investment Advisory Panel are amended to refer to the Pensions Committee.
7. Board members are expected to acquire and maintain knowledge of LGPS governance and administration. This requires a commitment to long term membership of the Board. The initial term of office of Board members was set at three years with the option of extension. In order to make best use of this knowledge and experience it is proposed that the term of office be amended to four years with the option to reappoint for a second term.
8. The original ToR stated that Board members attending meetings in their own time will be entitled to an allowance in accordance with the Council's scheme of allowances for co-opted committee members. The Council's scheme of allowances includes arrangements for the remuneration of co-opted chairs of committees and it is proposed that the ToR is amended to clarify that the remuneration of the Chair of the Board will be in accordance with these arrangements.
9. It is proposed that the administration of the Board including management of the appointments process and approval of minor amendments to the ToR be included in the operational matters delegated to the Corporate Director Resources, subject, as appropriate, to consultation with the Chair of the Pensions Committee and the Chair of the Board. This is because the Board has been operational since 2015 and these are matters deemed appropriate to be delegated to the Corporate Director Resources in order to ensure expedient processes.
10. The proposed revised Terms of Reference are attached as Appendix 1.

Legal Implications

- (i) In accordance with the requirements of The Public Service Pensions Act 2013 and The Local Government Pension Scheme Regulations 2013 ('2013 Regulations') (as amended) the Council is required to establish a body known as the Local Pension Board, to assist the Council (as Administering Authority) in its role as the Scheme Manager of its Fund.
- (ii) The authority must have regard to guidance issued by the Secretary of State in relation to local pension boards. Guidance on Pensions Boards, was published in February 2015: (Local Government Pension Scheme (LGPS) Guidance on the creation and operation of Local Pension Boards in England and Wales). In preparing the

amended terms of reference for the Board regard should be had to the guidance.

- (iii) Regulation 105 of the 2013 Regulations provides that Administering Authorities may delegate functions under the Regulations. The delegation of pension functions varies from Administering Authority to Administering Authority depending on local circumstances. The report, in the recommendations, seeks to clarify the extent of the delegations to the Corporate Director Resources, as set out in the Council's Scheme of Delegations. In particular, it seeks confirmation that such delegation includes all matters relating to administration of the Board and appointments to the Board.

Whilst such delegation is legally permissible it is noted that the guidance provides

5.3 For many Administering Authorities, all existing pension functions are likely to be delegated to a Pension Committee or an officer. However, it is open to an Administering Authority to exercise directly any function which it has delegated.

5.4 In light of the fact that the role of the Local Pension Board is to assist the Administering Authority, the Administering Authority will need to carefully consider the establishment of the Local Pension Board and the appointment of its members. It should therefore be a function undertaken by the Administering Authority (for example full council) rather than by the delegated Pension Committee or officer

As stated in paragraph (ii) of the advice regard must be had to the Guidance when considering this matter.

Financial Implications

11. All costs associated with the running of the Local Pension Board, including any allowances or expenses paid to Board members and costs of training and external advice, are chargeable to the Pension Fund.

RECOMMENDATIONS

That Council

12. notes that as Administering Authority for the Pension Fund it has formal responsibility for the Local Pension Board and that all but minor amendments to the Board's Terms of Reference will be presented for approval by Full Council and (b) agrees that delegated authority be granted to the Corporate Director Resources to make any minor amendments that may be required to the Board's Terms of Reference, from time to time
13. approve the proposed amended Terms of Reference attached as Appendix 1 to this report

14. confirms that administration of the Board, (including appointments to the Board) falls within the operational pension's matters delegated to the Corporate Director Resources in the Council's Scheme of Delegations, subject to consultation, as appropriate with the Chair of the Pensions Committee and the Chair of the Board.
15. approves the appointment of Board members to extended terms of office as detailed in Appendix 2.

**CHRISTINE SALTER
CORPORATE DIRECTOR RESOURCES**

Appendix 1 Proposed Amended Terms of Reference
Appendix 2 Current Board members and extended terms of office

Background papers
Report to Full Council 29 January 2015

CARDIFF & VALE OF GLAMORGAN PENSION FUND

LOCAL PENSION BOARD TERMS OF REFERENCE (AMENDED JUNE 2018)

1. Introduction

The purpose of this document is to set out the Terms of Reference for the local Pension Board of the Cardiff & Vale of Glamorgan Pension Fund. The Pension Board is established by Cardiff Council under the powers of Section 5 of the Public Service Pensions Act 2013 and regulation 106 of the Local Government Pension Scheme Regulations 2013 (as amended).

2. Role of the Pension Board

The role of the local Pension Board as defined by sections 5(1) and (2) of the Public Service Pensions Act 2013 and regulation 106(1) of the LGPS Regulations is to assist Cardiff Council as Scheme Manager and Administering Authority

- to secure compliance with the LGPS regulations and any other legislation relating to the governance and administration of the scheme
- to secure compliance with any requirements imposed by the Pensions Regulator in relation to the LGPS
- to ensure the effective and efficient governance and administration of the scheme

3. Appointment of Members of the Pension Board

The Pension Board shall consist of **7** members and be constituted as follows:

- **3** employer representatives
- **3** scheme member representatives
- **1** non-voting independent member who shall chair the Board

Members will be appointed in accordance with the following process:

The Corporate Director Resources of Cardiff Council will determine and publish the eligibility and selection criteria that will apply, having due regard to the requirements of the Public Service Pensions Act, the LGPS Regulations and any relevant guidance.

Employer Representatives

Stage 1: Each employer with employees in active membership of the Cardiff & Vale of Glamorgan Pension Fund may nominate up to two persons as employer representatives. The Chair of the Pensions Committee together with the Corporate Director Resources shall consider all persons so nominated and meeting the eligibility criteria and appoint up to three representatives.

Stage 2: If insufficient eligible persons are nominated the Chair of the Pensions Committee together with the Corporate Director Resources shall take such actions as are necessary to complete the number of employer representatives.

Scheme Member Representatives

Stage 1: Each trade union with members in membership of the Fund may nominate up to two persons as scheme member representatives. The Chair of the Pensions Committee together with the Corporate Director Resources shall consider all persons so nominated and meeting the eligibility criteria and appoint up to three representatives.

Stage 2: If insufficient eligible persons are nominated the Chair of the Pensions Committee together with the Corporate Director Resources shall take such actions as are necessary to complete the number of scheme member representatives.

Independent Member

The Chair of the Pensions Committee together with the Corporate Director Resources shall appoint the independent member following external advertisement and selection process as appropriate.

Members are appointed for a period of four years and are eligible for reappointment at the end of their first term of office. A representative member's appointment will terminate if the member resigns or the Corporate Director Resources following consultation with the member's nominating employer or trade union, and the Chair of the Board determines that the member no longer has the capacity to represent employers or scheme members. Non-attendance at two consecutive meetings will trigger a review of a member's eligibility to remain on the Board. Vacancies on the Board may be filled from persons previously nominated and remaining eligible to be appointed, or by inviting new nominations.

4. Code of Conduct

Relevant sections of Cardiff Council's Code of Conduct for Members and Co-opted Members shall apply in relation to the standards of conduct of Pension Board members. The Board may prepare and adopt its own Code of Conduct.

5. Quorum & Voting

The Board shall be quorate when at least three members are present including at least one Employer Representative and one Scheme Member representative.

Each employer and scheme member representative present shall have a vote. The Chair will not have a vote and shall ensure that proposals are properly put to a vote when consensus cannot be reached. The Annual Report of the Pension Board will record the results of any decisions put to a vote.

6. Role of the Chair

The role of the Chair will be to ensure that meetings of the Board are properly conducted and that all views are fully heard and considered. The Chair shall agree the agenda for each Board meeting and sign the minutes after approval at the following meeting.

7. Frequency, Location and Administration of Meetings

The Board will meet at least twice in each financial year. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via telephone conferencing or e-mails. The Board will normally meet in the Cardiff or Vale of Glamorgan areas during office hours. A schedule of meetings shall be prepared on an annual basis. Notices of meetings including the agenda and papers shall be circulated to members no later than three clear working days before the meeting.

8. Reporting

The minutes of the Pensions Board will routinely be reported to the Pensions Committee. If the Pensions Board has any concerns it should initially report the concerns to the Pensions Committee. Where the concerns are sufficiently serious the Pension Board has the right to report directly to Council. This could be for a fundamental breach of the Regulations or, fundamental failure by the Administering Authority to ensure the effective governance of the fund. It could also be where a concern has been raised with the Pensions Committee and the Local Pension Board consider that the Pension Committee has not taken appropriate action to rectify the issue.

9. Remuneration and Expenses

Board members who are employees of an employer in membership of the Fund will not be entitled to any attendance allowance if attending during their normal working hours with their employer's permission. Board members attending meetings or any other Board business (e.g. training) in their own time will be entitled to an allowance in accordance with Cardiff Council's scheme of allowances for co-opted committee members. The Chair of the Board will be entitled to an allowance in accordance with the scheme of allowances for co-opted committee chairs. All Board members will be entitled to reclaim any expenses incurred in attending Board meetings or training events.

10. Conflicts of Interest

Each person nominated for membership of the Board must declare that they do not have any conflicts of interest as defined by the Public Service Pensions Act, and provide such information as may be required to confirm their eligibility for appointment. Members of the Board must declare prior to each meeting that they continue not to have any conflicts of interest.

11. Knowledge and Skills

Each member of the Board must be conversant with:

- the legislation and associated guidance of the Local Government Pension Scheme
- any policy document recording policy in respect of the administration of the LGPS which is adopted for the Cardiff & Vale of Glamorgan Pension Fund

Each member must also have knowledge and understanding of:

- the law relating to pensions
- any other matters which are prescribed in the LGPS regulations

These obligations commence from the date of appointment and members will be required to attend appropriate induction training prior to attending their first Board meeting. Members will be required to keep their knowledge and skills up to date by undertaking a personal training needs analysis and maintaining a personalised training plan. Once established the Board should adopt, and periodically review, a Knowledge and Understanding Policy for its members.

12. Access to the Public and Publication of Pension Board Information

The Pension Board is not constituted as a committee of the Council and it is not intended that meetings will be open to the general public.

The following will be entitled to attend Pension Board meetings in an observer capacity:

- Members of the Pensions Committee
- Corporate Director Resources
- Monitoring Officer
- Revenue Services Manager
- Pensions Manager
- Principal Pensions Officer
- Other officers of Cardiff Council involved in the administration of the Pension Fund, subject to approval in advance by the Chair or on request by the Chair
- Any other person with the approval of the Chair

Any such attendees will be permitted to speak with the approval of the Chair

In compliance with the Public Service Pensions Act, Cardiff Council is required to publish and keep up to date the following information about the Board:

- who are the members of the Board
- how scheme members are represented on the Board
- the matters falling within the Board's responsibility

Cardiff Council may also publish other information relating to the Pension Board including:

- agendas and minutes (redacted where appropriate to comply with the Council's obligations under the Local Government Act 1972 and the Data Protection Act 1988)
- records of attendance at meetings and training events
- an annual report on the work of the Board

The Board must be aware of, and comply with, the Council's obligations under the Data Protection Act and the Freedom of Information Act.

13. Review of the Pension Board's Constitution and Terms of Reference

The Council and the Board shall review their operation periodically and following material changes to relevant parts of the LGPS Regulations. Minor amendments may be approved by the Corporate Director Resources in consultation with the Chair of the Pensions Committee and the Chair of the Pensions Board.

CARDIFF & VALE OF GLAMORGAN PENSION FUND

LOCAL PENSION BOARD

Members 2018

	Name	Nominated by	Original Term of Office (3 Years)	Extended Term of Office (4 Years)
Independent Chair	Mr. Michael Prior		1 July 2015 to 30 June 2018	To 30 June 2019
Employer Representatives	Mr. David Llewellyn	Cardiff Metropolitan University	1 July 2015 to 30 June 2018	To 30 June 2019
	Cllr. Christine Priday	Pentyrch Community Council	1 November 2017 to 30 October 2020	To 30 October 2021
	Mrs. Carys Lord	Vale of Glamorgan Council	1 February 2018 to 31 January 2021	To 31 January 2022
Scheme Member Representatives	Mr. Kenneth Daniels	GMB	1 July 2015 to 30 June 2018	To 30 June 2019
	Mr. Peter King	Unison	1 July 2015 to 30 June 2018	To 30 June 2019
	Mrs. Hilary Williams	Unison	1 July 2015 to 30 June 2018	To 30 June 2019

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A Report of the:
Children & Young People Scrutiny Committee

Scrutiny Committee Annual Report 2017- 18

May 2018



Cardiff Council

CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE MEMBERSHIP



Councillor Lee Bridgeman
(Chairperson)



Councillor Dan De'Ath



Councillor Philippa Hill-John



Councillor Heather Joyce



Councillor Linda Morgan



Councillor Jim Murphy



Councillor Mike Phillips



Councillor Kanaya Singh



Councillor Rhys Taylor

Co-opted Members:



Mrs P Arlotte
Roman Catholic
Representative



Carol Cobert
Church in Wales
Representative



Ms Rebecca Crump
Parent Governor
Representative



Karen Dell'Armi'
Parent Governor
Representative

CHAIR'S FOREWORD

I am delighted to present the committee's annual report for 2017/2018. Firstly, I would like to thank both members and co-opted members of the committee for their hard work, knowledge, and understanding of the issues and the support they have given me, which has made my job in my first year as chair a whole lot easier. I would also like to thank the scrutiny officers, who offer an amazing amount of support not only for myself but for the whole of the committee, and the witnesses who have spoken to the committee, giving up their valuable free time, especially in the task and finish inquiries.

I have been proud to chair this vital committee in the first year of the new administration; there are a lot of new members and the committee has been involved in some really interesting training, which has enabled us to carry out our role as critical friends of the directorates aligned to CYPSC. I am delighted that the committee has had a full quota of councillors and co-opted members this year, and I know that there are other members who would like to participate in the committee, if a vacancy came about. This just shows me how important this committee is within the structure of scrutiny.

As you will see from reading this report, the committee has been involved in scrutinising some very important decisions that affect the everyday lives of young people who live in the city. As chair, I am keen to give young people a voice so to see young people given the chance to speak, at committee and as witnesses in our inquiry this year, has been both meaningful and powerful for the committee; long may this continue.

The report below highlights the key work that we have undertaken in the past year; as you will see, from July to April, the committee has been very busy. I believe there are many fine examples of great scrutiny work within this report and I would like to think that you all agree. I look forward to chairing the committee again in 18/19 because, as I have previously stated, this is a vitally important scrutiny committee, which, most importantly, looks at the decisions made by this council and how they affect the lives of our children in our beautiful city.



Councillor Lee Bridgeman
Chairperson of the Children & Young People Scrutiny Committee - May 2018

INTRODUCTION

The Children and Young People Scrutiny Committee plays an important role in assessing service performance and informing service and policy development across a range of Council services, including all aspects of Education, Social Care for Children, Children's Play and the Youth Service.

This report presents the Committee's main activities during 2017-18 and uses wherever possible the National Welsh Characteristics of Good Scrutiny to ensure that there are:

- Better outcomes - Democratic accountability drives improvement in public service.
- Better decisions - Democratic decision-making is accountable, inclusive and robust.
- Better engagement – The public is engaged in democratic debate about current and future delivery of public services.

Between July 2017 and April 2018, the Committee Members have undertaken training in performance information and budgeting, and visited front line services. The Committee has scrutinised a wide range of topics contributing to the development and improvement of services for children and young people, a list of which is set out below under the following headings:

- **Inquiries** – Where the Committee has undertaken an examination of a topic over a period of time, resulting in a formal report to the Cabinet.
- **Policy Development** – Where the Committee has contributed to the Council's policy development processes by considering draft policy documents.
- **Pre-decision** - Where the Committee has evaluated and commented on policy proposals before they go to the Cabinet, giving the Cabinet the opportunity to know Scrutiny Members' views prior to making their decision.

- **Monitoring** - Where the Committee has undertaken monitoring of the Council's performance and progress in implementing actions previously agreed. The Committee has also set up a Budget-monitoring panel.
- **Call-In** - Where a Member has invoked the Call-in procedure under the Council's constitution, to review a Cabinet decision prior to its implementation.

Inquiries Reports

- ❖ School Term Times - Response
- ❖ Female Genital Mutilation – Response
- ❖ Out of County Placements – Inquiry
- ❖ Preventing Young People's Involvement in Drug Dealing Inquiry – Joint with Community and Adult Service Scrutiny Committee

Committee Panels

- ❖ Budget Monitoring
- ❖ Children's Services Performance reporting format

Policy Development

- ❖ Scrutiny of Central South Education Consortium – Joint working
- ❖ Schools Admission Policy
- ❖ Schools Organisation Planning

Pre-decision Scrutiny

- ❖ 2018-19 Budget Proposals
- ❖ Corporate Plan 2018- 2020
- ❖ Families First – arrangements for recommissioning
- ❖ School Organisation Planning Band B – The future development of the education estate in Cardiff
- ❖ School Admissions arrangements 2019/20
- ❖ School Organisation Planning - Band B priorities
- ❖ School organisation proposals – improving provision for children and young people with Additional Learning Needs 2018-22
- ❖ The performance of Cardiff's Schools 2016/17
- ❖ St David's College – proposed change of status

- ❖ 2018/19 Cabinet Budget proposals
- ❖ School Admissions Arrangements
- ❖ School organisation proposals – improving provision for children and young people with Additional Learning Needs 2018-22 – Consultation outcome

Performance Monitoring

- ❖ Children's Services – Quarterly Performance Monitoring
- ❖ Education and Lifelong Learning – Schools Annual Report 2016/17 and quarterly performance reports
- ❖ Central South Education Consortium – Consortium's contribution to raising standards in Cardiff's Schools
- ❖ Regional Adoption Service
- ❖ Families First

Member Briefings

- ❖ Signs of Safety
- ❖ School Holiday Enrichment Programme
- ❖ Youth Service

Public Voice

- ❖ School Admission Arrangements 2019/20

The Children and Young People Scrutiny Committee has held 10 full Committee meetings, and 1 joint meeting with Community and Adult Services Scrutiny Committee since July 2017. As a result of the consideration of over 32 reports, covering policy development, pre-decision scrutiny, monitoring progress and service area performance, the Scrutiny Committee Chairperson sent 22 letters to the Cabinet and officers, which included requests for additional information, comments, and observations on items considered at the Committee Meetings.

Also as a result of these meetings, the Committee agreed to write to the relevant Cabinet Member identifying nine recommendations for the Cabinet and officers to consider. The Committee received timely responses from the Cabinet to all letters that requested a response. In addition, officers have provided information where requested and agreed to amend future reports in response to the Committee's requests.

Public Questions To Scrutiny – Better Engagement

The Council's five scrutiny committees regularly invite citizens and representatives of community and third sector organisations to provide evidence at Committee Meetings and Task & Finish inquiries. During 2017/18, this Committee has received advice, comments and concerns from numerous people who either have been invited or requested attendance at Committee.

The Chairman has received requests for attendance and associated correspondence on a number of issues over the past year. All correspondence is reviewed and appraised prior to each relevant Committee meeting and Members are asked if they wish to raise any issues on behalf of the public or that the Chairman reads out the public questions at Committee to enable those attending to hear their question being asked and the resultant response from the Cabinet Member and or Director. At one Committee meeting there were over 30 people in the public gallery to observe the consideration of an issue that they were concerned about.

In November 2017, the Committee considered a draft Cabinet report on the School Admission Arrangements 2019/20 at which the Committee received evidence from Cardiff University on their research around school admission criteria and admission arrangements prior to further consultation. The Chair of the Committee received correspondence from a number of interested parties setting out a number of concerns and questions. The Chairman also welcomed a number of people to the public Gallery of the Committee meeting. During the consideration of the draft cabinet report, Members raised the concerns and asked questions proposed by the public to ensure that those present could clearly hear and understand the explanations and answers given.

In January 2018, the Committee considered a draft Cabinet report on School Organisation Proposals – Improving Provision for Children and Young people with Additional learning Needs 2018-22. The Chairman also received correspondence from interest parties on the impact of these proposals on Meadowbank Special

School. At the meeting, representative of Meadowbank Special School were present in the public gallery to hear their concerns, raised by Members, and the resultant response from the Cabinet Member and or Director.

In March 2018, the Committee received a draft Cabinet report to inform the Cabinet of responses received following public consultation on the Council's School Admission Arrangements 2019/20. The Chairman received correspondence from interest parties and particularly the Marlborough Children's Action Group on the proposed arrangements. At the meeting, representative of Marlborough and Roath Primary School were present in the public gallery to hear their concerns, raised by Members, and the resultant response from the Cabinet Member and or Director.

The outcome of each of these meetings were captured in the Chairman's' letter to the Cabinet Member for consideration at the relevant Cabinet Meeting.

Scrutiny Review – Better Decisions

Wales Audit Office (WAO)'s February 2016 inspection report included the following recommendations, which impacted on Scrutiny in Cardiff:

- Develop an approach to crosscutting scrutiny (given the increasing nature of collaborative service delivery and governance, and the Wellbeing of Future Generations agenda).
- Consider scrutiny's role in addressing the strategic challenges facing the Council at this point in time.
- Ensure that any vacancies on scrutiny committees are filled quickly.
- Consider webcasting scrutiny committees.

In response to the recommendations, the Scrutiny Committees have implemented a range of improvement actions and incorporated in to the Council's Corporate Plan.

Arrangements to scrutinise crosscutting issues that have been developed by this Committee, including:

- Joint meetings to scrutinise crosscutting issues including: Social Services Reporting Framework and Cardiff & Vale of Glamorgan Care and Support Needs Area Plan 2018-2023.
- Joint task and finish group looking into Drugs.
- Joint scrutiny with neighbouring authorities on issues including the Regional Adoption Service and the Central South Consortium Joint Education Service.

The Scrutiny of the Wellbeing of Future Generations Act - The Council's Policy Review and Performance Scrutiny Committee has formal responsibility for scrutinising the Cardiff Public Services Board. However, each of the other Council scrutiny committees can scrutinise specific Public Services Board issues falling under its terms of reference.

In November 2017, the Policy Review and Performance Scrutiny Committee undertook a strategic overview of Cardiff's Draft Well-being Plan to enable the Committee's comments, observations, or concerns about Cardiff's draft Well-being Plan into the Public Services Board consultation.

Vacancies are allocated to political groups under political proportionality rules, and are discussed on a monthly basis with Party Group Whips. Vacancies that have been unable to be filled by a particular political group have been offered to other political groups and independent councillors. Throughout this municipal year, the Children & Young People Scrutiny Committee has had a full Membership.

Webcasting facilities are in place in County Hall and in the City Hall Chamber, allowing some Scrutiny committee meetings to be webcast. The Management Statement of Action directed the introduction of webcasting of committee meetings to include one scrutiny committee meeting per month from December 2016; from May 2018, any scrutiny Committee considering an issue of public interest and held in Committee Room 4 of County Hall will be webcast.

In addition, the Scrutiny Committee have developed and implemented a performance indicator "The number of external contributors to Scrutiny meetings" to highlight the breadth and depth of evidence heard by scrutiny members. As at the 31 March 2018, scrutiny committees have received evidence directly from over 250 external witnesses.

Committee Member Development – Better Decisions

Scrutiny is a Member-led function whose success is closely linked to the capacity and development of the Members that sit on Scrutiny Committees. The Scrutiny Team therefore worked closely with colleagues across the Council to provide a continuous range of opportunities for Members to build or refresh their Scrutiny skills, and to extend their knowledge and insight into a range of issues relevant to their Scrutiny role.

In May 2017, elections were held for Council, which resulted in a considerable number of new Councillors. To aid the new Councillor in an initial understanding of the scrutiny service and support provided by the Council, the service provided a scrutiny stall at the induction session for all Members in May 2017.

Following Council's approval of the Chairmanship and Membership of each of the five scrutiny Committees, Scrutiny services organised a programme of training events to enable the new Scrutiny members to gain an overview and understanding of their roles, activities and scrutiny processes. This included:

- Introduction to Scrutiny – June 2017
- Chairing Skills – June 2017
- Questioning Skills – July 2017
- Budget Training – February 2018
- Education Consortium - May 2018

In addition, the Members attend pre-Committee meetings to discuss, analyse and understand the issues being considered, and where necessary ask for further clarification of information. From this, the Members can also establish a number of "lines of inquiry" for the meeting.

The Members continued with the operation of a Budget Monitoring Panel to better focus the work of the Members on monitoring Directorate spend and implementation of savings proposals, and to reduce the number of items considered at Committee meetings. Members received briefings and guidance on various aspects of expenditure, performance and operation.

Highlights from the Committee's work during 2017/18

This section of the Annual Report presents highlights of the Committee's activities during 2017 -18. The report identifies what the scrutiny committee was trying to achieve in each piece of scrutiny, and what it actually achieved.

Task & Finish Group Inquiries – Better outcomes

A key part of the Committee's work is the identification and investigation of key areas of concern, to enable better outcomes for public services and drive improvement in service provision. These can often be areas that a Directorate is not actively working on, or which are crosscutting in nature, involving several Directorate and partner organisations. The outputs from these investigations are reported back to the lead Cabinet Member for consideration, and – where appropriate – the implementation of the Committee's recommendations.

Out of County Placements

This inquiry was requested by three Cabinet Members, the Committee Chairman and supported by all Committee Members at the work programme forum meeting.

The terms of reference of the Inquiry was agreed as:

- To review the provision of out of county placements, the types of provision, cost and impact on resources
- To identify gaps in local provision, social services, and education that result in the need to place children out of county.
- To identify the barriers to providing additional support in Cardiff and the impact on looked after children in being placed outside Cardiff.
- To consider plans and proposals to provide improved provision and determine the effectiveness of these improvement in addressing Cardiff high levels of out of county provision.
- To report the findings of the Committee to the Cabinet.

Members agreed to hold a number of meetings and to receive the following information:

- Overview and background – to set the context of the Inquiry and gain an understanding of the policies, plans, proposals and challenges around the placement of Children who are looked after by Cardiff Council.
- The members received evidence from The Cabinet Member for Children and Families, Children’s Services Senior and Social Workers. The inquiry also heard from Voices from Care, Fostering Network the Children’s Commissioning Consortium Cymru (4C’s), and the Chairman of the Welsh Government “Outcome for Children Ministerial Advisory Group”.
- Members also reviewed a number of documents that had been identified as relevant to the work of this Inquiry.

The Members have completed their evidence gathering sessions and identified a number of key findings, which identified areas for potential improvement. A report has been drafted for the Committee to consider which highlights a number of recommendations for the Cabinet to consider.

The findings of the Inquiry will be reported to Cabinet in the summer.

Preventing Young People’s Involvement in Drug Dealing – Joint Task Group with Community and Adult Services

In response to a letter (dated 27 June 2017) from Cabinet Member for Housing and Communities, Cllr Lynda Thorne, a joint CYPSC/ CASSC Task Group has been holding Task and Finish inquiries into drug dealing in Cardiff. The scope of the inquiry called for close examination of the situation in the Butetown and Grangetown areas in particular. The first meeting took place on 17 October 2017 and the Task Group is chaired by Cllr. Saeed Ebrahim.

The group has been working closely with the Community Safety Manager and Safer & Cohesive Communities Board partners. During the evidence gathering sessions, thus far, Members have heard opinions from South Wales Police, the

Youth Service, the Third Sector, Schools, a former drug dealer, the Probation Service, Housing Officers and Community Groups. Scrutiny Services are in the process of analysing over 400 responses to an online survey, which was heavily promoted on Cardiff Council's social media platforms.

The Task Group is expected to write its final report by summer 2018.

School Term Times

The Children & Young People Scrutiny Committee agreed at its meeting on 27 September 2016 to undertake an inquiry into amending school term times in line with the request by Council on 28 July 2016. The first meeting of the task group was held on 14 November 2016.

Members of the committee initially agreed that prior to providing any response to the Cabinet, it would be prudent to seek the views of Head Teachers, Teachers, and School Governing Bodies, firstly on whether or not to investigate the possibility of amending school term dates, and then to provide a robust evidence base on which to consider their decision.

The results of this survey were subsequently reviewed by the Task Group and indicated that a majority of schools responding to the inquiry wish to have the summer holiday shortened by one week. The survey did not, however, clearly indicate which other holiday the week should move to. The outcome of the survey was reported to Cabinet in March 2017 for its consideration.

The report was subsequently presented to Cabinet on 6 July 2017, which included two recommendations for the Cabinet to respond to:

- Decides whether it should undertake formal consultation with the view to seeking the Welsh Government's approval to change the School Term Dates for Cardiff's Schools .
- Inform Schools Governing Bodies that they may wish to amend their Inset days to link with Eid al-Adha and Diwali

The Committee received the Cabinet's response to its report on 14 November 2017, namely:

Recommendation 1 Response: This recommendation is NOT Accepted.

The Cabinet is recommended to refer the issue on changes to term times to Welsh Government for their consideration, as to whether they would wish to undertake a coordinated national consultation on this matter.

In responding to the first part of the recommendation from the Children and Young People Scrutiny Committee, it is clear that the Welsh Government Cabinet Secretary statement from June 2017 is an important point of reference. Welsh Government expect to see a high degree of harmonisation across Wales on term dates. Cardiff acting independently and undertaking its own consultation on significant changes works against this expectation.

Any significant amendment to term dates would need to align closely with nationally agreed schedules for examinations and tests in schools, together with nationally agreed conditions of service for school based staff, including teachers.

Recommendation 2 - Inform Schools Governing Bodies that they may wish to amend their Inset days to link with Eid al- Adha and Diwali – The recommendation is ACCEPTED.

A number of factors should be considered by schools in determining their inset days. Where schools in a network or cluster align inset days they can provide important opportunities for collaborative professional development. Consideration of religious festivals is also an important factor in some school communities.

However it should be borne in mind that the scheduling of inset days on such religious festivals would also impact on staff who themselves may be wishing to celebrate the festivals.

Female Genital Mutilation (FGM)

This item was raised as part of the discussions around issues for consideration in the Committee's work programme in July 2016 and was subsequently approved at Committee on 27 September 2016. The Members identified a number of concerns particularly around:

- Is it happening in Cardiff?
- How are community leaders responding to the practice?
- What work is being undertaken in schools and communities?
- Have there been any prosecutions?

The Task group also held two round table discussions with numerous stakeholders involved in FGM. These discussion identified a number of key issues which the task group reported to Committee for consideration by Cabinet, the Cardiff and Vale University Health Board and other partners.

The findings of the Inquiry will be reported to Cabinet in March 2017, and was subsequently presented to Cabinet on 6 July 2017. The report included two recommendation for the Cabinet to respond to. The Cabinet response stated that one recommendation was partially accepted and the second was fully accepted. The third recommendation was directed to the Crown Prosecution Services and BAWSO, was supported by the Council, the fourth recommendation was that the Committee wrote to the University Heath Board to support for a FGM Clinic.

The Scrutiny Service was informed, in August 2017, that a pilot FGM clinic, for Cardiff & Vale patients, has been set up, which will hopefully move to an All Wales approach in the future. In addition, Education Secretary Kirsty Williams wrote in July 2017, to all schools in Wales to raise awareness of Female Genital Mutilation (FGM).

Policy Development & Pre-Decision Scrutiny – Better Decisions

A key part of the Committee's work is the review and assessment of effectiveness of the Council's policies, which will impact of the lives of Children & Young People in Cardiff. The Committee always ensures that its work programme enables the scrutiny of any policy development and the pre-decision of any Cabinet report seeking approval for a strategy or policy affecting Children & Young People.

The Committee has during the past year undertaken pre-decision scrutiny of a large number of key policies, prior to their consideration by Cabinet:

- ❖ Families First Recommissioning
- ❖ Schools Admissions
 - Arrangements
 - Criteria
- ❖ School Organisation Planning
 - Band B Future Developments
 - Priorities
 - ALN
 - ALN consultation
- ❖ St David's Collage
- ❖ 2018 – 2019 Budget Proposals
- ❖ Corporate Plan 2018 - 2021

Families First – Arrangements for Recommissioning

The Committee received the draft Cabinet report at its July 2017 meeting. The report of the Director of Social Services recommended that Cabinet:

- i. Agree the proposed phased approach to the recommissioning of the next Families First Programme grant funded services as set out in the body of the report;

- ii. Subject to recommendation 3, to delegate authority to the Director of Social Services in consultation with the Cabinet Member for Early Years Children and Families and the Cabinet Member for Corporate Services and Performance, and Section 151 and the Director of Governance and Legal Services for all aspects of commissioning (including the award of contracts) and any associated arrangements which may be required in relation to the next Programme.
- iii). Agree that, subject to all contracts and arrangements being made to include appropriate provisions in relation to the availability of grant funding, the term of such agreements and arrangements will be not go beyond 31st March 2022.

The Committee considered the contents of the draft report and agreed to receive further briefings on the progress being made in recommissioning Families First, covering the draft Communication Strategy for Families First; that future options appraisals are transparent and independently assessed; and to provide regular progress reports throughout the 4 years on outcomes from Families First.

Schools Admissions Arrangements

In accordance with statutory requirements, Admission Authorities are required to review their School Admission Arrangements annually. In November 2017 the Committee received a report for pre-cabinet scrutiny, which explained that following an analysis of a number of responses to the 2018/19 consultation Cabinet had resolved, in March 2017, to “authorise officers to consider further the admissions arrangements including wider research into alternative options and the impact of each, in advance of consultation on the Council’s School Admission Policy 2019/20.

The draft Cabinet report highlighted a number of issues, including:

- ❖ Catchment area changes and the 21st Century Schools programme;
- ❖ Cardiff Council Admissions Criteria – research report
- ❖ Appraisal of the research reports recommendations.

❖ Admissions Arrangements for 2018/19,

The report recommended that Cabinet:

- authorise officers to consult on the revised admissions oversubscription criteria for admission to nursery, primary and secondary education t;
- note that Cabinet will receive a report in Spring 2018 on the outcome of the consultation to support determination of the Admission Arrangements for 2019/20;
- authorise officers to give further consideration to the potential for admission arrangements to reduce segregation in the intake of schools in Cardiff, and
- note that revisions to school catchment areas will follow the confirmation, following consultation, on proposed changes to the existing pattern of school provision arising from the 21st Century School Band B programme.

There was considerable public interest in this report and the Chairman received correspondence from people expressing concerns and posing questions, in addition a number of people attended to observe the meeting.

Following its consideration of the draft report the Committee wrote to the Cabinet Member, prior to the Cabinet meeting, stating that it could not commend the report to Cabinet. The letter also included an explanation of the reasons for its concerns together with some suggestions on the Admissions booklet. Cabinet subsequently approved all the recommendations without any changes.

In accordance with the statutory procedure a further draft Cabinet report on School Admission Arrangements 2019/20 was considered by Committee in March 2018. This report provided the Committee and subsequently Cabinet with the outcome of the consultation undertaken between 12 December 2017 and 30 January 2018, and recommends that the Cabinet:

- ❖ determine the attached Council's draft School Admission Arrangements 2019/2020 as set out in the Admission Policy 2019/2020.
- ❖ note that the School Admission Arrangements 2019/2020 implement Option A for admission to secondary education, as set out in the Admissions Arrangements Consultation Document.

- ❖ note that Cabinet will receive a subsequent report on revisions to school catchment areas for 2020/2021.

There was considerable public interest in this report and the Chairman received correspondence from people expressing concerns and posing questions, in addition a number of people attended to observe the meeting.

Following its consideration of the draft report the Committee wrote to the Cabinet Member, prior to the Cabinet meeting, stating that the Committee recommended to Cabinet that the consideration of the report be delayed to enable the Directorate to undertake a further equality impact assessment, to assess the impact of Option A on the present cohort of pupils. Cabinet subsequently approved all the recommendations at its meeting on 15 March 2018 without amendment.

School Organisation Planning

Band A

The Committee has continued its scrutiny of the Band A proposals during this year. In November 2017, the Committee considered a draft Cabinet report on the Provision of English-medium primary school places in the Adamsdown and Splott Ward schools. The Committee noted that Cabinet had been informed in November 2016 to defer increasing the Capacity of Moorland Primary School, and authorise officers to review pupil projections and demand.

The draft Cabinet report provided an updated pupil projection, which indicated that the total demand for Moorland Primary Schools would fall and that the vacant Ysgol Glan Morfa site would not now be needed for any increased capacity.

The Committee reviewed the information in the draft Cabinet report and agreed to commend the report to Cabinet.

Band B

The Welsh Government sought submissions from Local Authorities which reflect the outcome of the processes which are highlighted as being priorities for development between April 2019 to March 2024 as part of the 21st Century Schools Band B investment programme. The Band B phase of the 21st Century Schools Programme will commence in April 2019 and is scheduled to run until 2024.

The sufficiency, suitability and condition issues in Cardiff outlined in the report are the basis for the request for funding from Cardiff to Welsh Government under the Band B programme. Funding is required to enable the Council to:

- Remove “D” condition, end of life, school properties;
- Address the 8 form of entry sufficiency issue in the English medium secondary sector in the central area of the City;
- Address the sufficiency, condition and suitability issues in the Special Sector, in both primary & secondary settings;
- Address local sufficiency issues in Welsh medium primary schools in the East & West of the City;
- Address local sufficiency issues in English medium primary schools in Cardiff Bay & West of the City.

The report recommended to Cabinet that it notes the matters outlined in this report and to receive for subsequent decision further Cabinet reports in the following areas:

- Proposed schemes for Cardiff under the Band B phase of the C21 schools programme in light of budget allocations from Welsh Government;
- Proposals for the adaptation and enhancement of Additional Learning Needs provision in Cardiff.

The Committee commended the report to Cabinet and requested that the Committee be fully involved in the development and drafting of all future reports on the Education Estate.

The Committee received the next report, 21st century Schools Band B Priorities, at its meeting in December 2017. This report included the announcement by the Welsh Government of their approval in principal of £284M strategic outline case submitted by the Council. The report set out the prioritisation matrix to identify those schools in the most need of investment, and listed which schools had been identified.

The Committee commended the report to Cabinet

The Committee, in January 2018, considered a draft Cabinet report on “Improving Provision for Children & Young People with Additional Learning Needs 2018-20. The report explained the implications of the Additional Learning Needs and Educational Tribunal (Wales) Act, set out the projected growth in demand for specialist resource base and special school provision, sought approval of the Cardiff ALN Strategic Priorities 2018-22, and sought the Cabinet’s authority to consult on a range of proposed schemes, to extend and re-align special school and specialist resource base places.

The Committee welcomed this report and commended it to cabinet.

2017-18 Budget Proposals and draft Corporate Plan

The Council’s Constitution allows for scrutiny committees to consider the draft Cabinet budget proposals prior to their consideration by the Cabinet and Full Council. The Committee considered the Council’s draft Corporate Plan and draft budgetary proposals for 2018 -19, including their detailed savings proposals and Capital Programme at its meeting in February 2018. It reviewed the draft Corporate Plan and budget savings proposals, and tested their impact on the outcomes for children and young people.

The Committee identified a number of issues across the Corporate Plan, Corporate Budget and Directorate Budget reports. These concerns were included in a letter, sent to the Policy Review and Performance Scrutiny Committee for it to take into consideration when it reviewed the overall Corporate Plan, Consultation

and Budget proposals on 13 February 2018 and to the Cabinet for consideration at its meeting on 15 February 2018.

The Committee's letter was considered by Cabinet and Council during their deliberations on the proposals. The Cabinet Member for Corporate Services and Performance also responded to the letter providing a full explanation on the specific budget savings points raised by the Committee.

St David's College

The Committee, at its meeting in 18 January 2018, received a verbal briefing on a proposed report on Proposed Change of Status of St David's Catholic Sixth Form College - Implications for the Local Authority. The briefing explained that St David's Sixth Form Catholic Sixth Form College is considering its strategic options for the future and, more particularly, a closer connection with the Council.

Following consideration of the verbal briefing, the Committee wished to express its support for proposals when they are considered by Cabinet.

Performance Monitoring – Better Outcomes

The Committee has a clearly defined role in the Council's improvement and governance arrangements, and its work programme includes a high level of the monitoring and review of Directorate performance, resource management, target setting and improvement management.

This year the Committee reviewed the level of Member involvement in monitoring performance and budget, particularly at Committee. The Committee agreed to set up a Budget Monitoring Panel to free up some time at Committee and better focus the Members' analysis of information through an ongoing informal panel that reports back to the Full Committee.

Budget Monitoring Panel

The Committee agreed to create a Budget Monitoring Panel to more effectively investigate each Directorate's progress in achieving the Council's agreed savings proposals, and in managing any potential expenditure overspends during the year.

The Panel agreed a programme of meetings to review the Cabinet Budget Monitoring reports as and when they are published. The Panel has met twice this year and has reviewed the Month 4 and Month 6 Cabinet budget monitoring reports. The outcome of each panel meeting was reported (where appropriate) to Committee and letters sent to Directors (if required), seeking clarification on savings programme, details of funding calculations and a commitment to undertake a detailed investigation.

All requests for information were responded to promptly, and reported to Members at their next Panel meeting.

Quarterly Performance Reports – Children’s Services

During 2017/18, the Committee noted generally improving performance across many indicators; however, they expressed their concern at a few indicators showing reduction in performance. The Committee has reviewed each quarterly corporate performance report together with a catalogue of local indicators, which the Members have requested to regularly monitor.

The Committee has reviewed all of the local performance indicator reports in detail, following which the Committee has written if they had concern about areas where performance was either reducing slowly, or which had experienced a sudden dip in performance. Members have also written passing on their appreciation of the work officers had made in those areas where performance has improved.

The Committee recently discussed a review of the format and focus of future performance reports and agreed to set up a performance panel to help develop a more appropriate performance report for the Committee.

Performance Reports – Education and Lifelong Learning

The Committee continued its new approach to the scrutiny of educational performance by scheduling throughout the year examination of particular aspects of performance, in addition to an overview of annual performance in January. The meetings have focused on the implementation of the Cardiff 2020 strategy together with the Education Corporate Performance reports.

The performance monitoring reports enable Committee to review, assess and challenge the implementation of all actions and thereby the delivery of high quality education and improved outcomes for children and young people in Cardiff’s Schools.

The Committee has regularly written to the Cabinet Member seeking clarification on actions and recommended improvements in performance.

Central South Consortium – Annual Performance Report

The Committee considered the Consortium's business plan as part of its consideration of the Education Business Plan. The Committee's key task was to ensure that the two business plans fitted together in ensuring the improvement of outcomes of Cardiff's pupils.

The Committee also reviewed the monitoring and assessment of the work of the Consortium in Cardiff together with a briefing paper setting out how the Consortium contributed to raising standards in Cardiff's schools. The Members also discussed how the scrutiny committees of the five local authorities participating in the Consortium could best scrutinise the strategic direction and output of the Consortium. They agreed that the chairpersons and scrutiny officers from all five scrutiny committees would meet as a collaborative scrutiny panel to undertake a more strategic overview.

Central South Consortium Scrutiny Panel

The Chairman met with the Managing Director of the South Central Education Consortium together with the Chairs and officers from the five Local Authority's Scrutiny Committees (Bridgend, Cardiff, Rhondda Cynon Taff, Merthyr Tydfil and the Valle of Glamorgan) to discuss the potential for a joint scrutiny panel to meet termly to scrutinise the work of the Consortium.

The statutory responsibility for the performance of schools resides in individual Local Authorities together with the associated Consortium's performance, with Consortium staff in attendance, however the scrutiny of the Consortium itself, is also essential and an appropriate scrutiny structure needs to be put in place to consider the performance of the region, share best practice and information across all five Scrutiny Committees'.

At the meeting, the group agreed that, subject to the approval of the Consortiums Joint Committee, a Joint Panel of Scrutiny Chairs and Scrutiny Officers would be

established to scrutinise the work of the Consortium. The panel would consist of the Chairmen of the Education Scrutiny Committees in each of the Local Authorities (or a nominated representative of the Scrutiny Committee) supported by a nominated Scrutiny Officer. The Panel meet three times a year with meetings scheduled shortly after each meeting of the Consortium's Joint Committee.

The Working Group's terms of reference would consider standing items such as:

- The Consortium's progress against its three-year Business Plan on a regional basis;
- Regional performance trends;
- The sharing of best scrutiny practice across the region;
- The Group to also report annually to the relevant Scrutiny Committee in each Local Authority and/or feedback to the next meeting of the relevant Scrutiny Committee in each Local Authority;
- To share a note of its meetings with the Joint Committee and to receive a response to these from the Joint Committee.

This panel has agreed its work programme and has already held two meetings.

Committee Briefing Reports – Better Outcomes

The Committee agreed to receive briefing papers outside the normal Committee agenda so that they could be more effectively reviewed. The Committee agreed to receive these briefings as and when they were available.

Subjects covered included:

- ❖ Signs of Safety
- ❖ Youth Service
- ❖ School Holiday Enrichment Programme.

The outcome from the Members' review of the briefings has been reported to Committee and appropriate letters sent to Directors. All requests for information have been responded to promptly and reported to Members..

Suggested Items for 2018/19 Work Programme

The Committee receives regular work programme updates at which Members have the opportunity to consider items suggested by members of the public, young people, organisations, Council Members and other scrutiny committees, for inclusion on the work programme. Committee Members can also suggest any new issues, which may be of interest to the Committee. Should the Committee consider a new work programme for 2018/19 municipal year, this Committee would like to recommend the following items to be considered for inclusion in its work programme:

- ❖ The monitoring and reduction of young people who are not in education, employment or training
- ❖ Cardiff 2020 Strategy
- ❖ Consortium performance
- ❖ Social Services and Wellbeing (Wales) Act 2014
- ❖ Briefing on Cardiff's Wellbeing and Future Generation's plan
- ❖ Briefing on negative impact of Adverse Childhood Experiences (ACEs)

The Council is responsible for co-ordinating the production of the main strategies and plans covering service development and provision across a range of services and agencies. The Committee's future work programme could include:

- ❖ Children's Services Improvement Plan
- ❖ Corporate Plan and Budget
- ❖ Integrated Family Support Team

The Committee has undertaken a number of task group inquiries during the year and will be identifying further issues for consideration during June/July 2018. It is also suggested that the Committee continues to receive the regular progress and performance reports on:

- ❖ Children's Services performance
- ❖ School performance
- ❖ Budget proposals and monitoring

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scrutiny



A Report of: Community & Adult Services Scrutiny Committee

Annual Report 2017 – 2018



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

COMMUNITY & ADULT SERVICES SCRUTINY
COMMITTEE MEMBERSHIP



[Councillor Ali Ahmed](#)



[Councillor Joe Carter](#)



[Councillor Asghar Ali](#)



[Councillor Susan Goddard](#)



(Chairperson)
[Councillor Mary McGarry](#)



[Councillor Shaun Jenkins](#)



[Councillor Kathryn Kelloway](#)



[Councillor Sue Lent](#)

TERMS OF REFERENCE OF THE COMMUNITY & ADULT SERVICES SCRUTINY COMMITTEE

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 community and adult services, including:

- Public and Private Housing
- Disabled Facilities Grants
- Community Safety
- Neighbourhood Renewal and Communities Next
- Advice & Benefit
- Consumer Protection
- Older Persons Strategy
- Adult Social Care
- Community Care Services
- Mental Health & Physical Impairment
- Commissioning Strategy
- Health Partnership

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

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

To be the Council's Crime and Disorder Committee as required by the Police and Justice Act 2006 and any re-enactment or modification thereof; and as full delegate of the Council to exercise all the powers and functions permitted under that Act.

CHAIR'S FOREWORD

Welcome to our first report of this administration. It has been an exciting year for us, with new Members joining us, and a restructure across the services that fall within the remit of this Committee. This has resulted in us being part of a major cultural shift in these areas, and we have been very pleased to see the positive impact this is currently having on how services are delivered within the Council, as well as the improvement in joined-up working with partners and the third sector – particularly in the area of adult social services.

Our work this year has covered a wide range of topics. We have scrutinised the development of services in adult social care, particularly around the areas of Cardiff's commitment to making it a Dementia Friendly City; developments in Community Mental Health; and the Cardiff & Vale Area Plan for Care & Support 2018-23. These major developments will strengthen and complement the work the Council and its partners will take forward, and we are committed to ensuring that they are implemented and commitments within them are achieved. As part of this ongoing scrutiny we will continue to monitor performance in all relevant areas.

We explored issues regarding housing and homelessness in Cardiff. We have been very encouraged by, and support, the Council's commitment to deliver 2000 new council homes within the next 10 years. We commend the range of options the Council is exploring in order to achieve this, and again, we will closely follow developments in the coming year.

The Committee has considered proposals in relation to services in neighbourhoods, particularly the rollout of the community hub programme.

As the crime and disorder scrutiny committee for the Council, we scrutinised the development of the Night Time Economy Strategy and have taken part in a major Inquiry into how drug dealing affects young people in Cardiff.

All of our work is driven by our commitment to ensure sound governance for the Council, that the voice of the citizen is heard and listened to, that service changes lead to positive improvements and that those with responsibility for Council resources are held to account to make sure they are well used.

I would like to thank all the Members of this Committee for their hard work and commitment over the year. I would also like to extend those thanks to the Cabinet Members, Officers and external witnesses who addressed the Committee during the year. Finally, I would like to express my gratitude to staff in Scrutiny Services, in particular Alison Jones our Principal Scrutiny Officer, and Andrea Redmond in Committee Services, for their dedication and support.



Councillor Mary McGarry
Chair, Community & Adult Services Scrutiny Committee

OVERVIEW

The Community and Adult Services Scrutiny Committee plays an important role in assessing service performance and informing service and policy development across a range of Council services, including all aspects of housing, neighbourhood renewal and adult social care. The Committee is also the Council's crime and disorder scrutiny committee.

One of the main aims of this Committee is to look at things from a service user and citizen perspective and use this to inform our observations and recommendations to the Cabinet. We have invited contributions to our work from carers, advocates, citizens, partners and the third sector as well as hearing from Council Members, officers, statutory organisations and feedback from service users.

Between June 2017 and May 2018, the Committee scrutinised the following topics:

- **Pre decision** - Where the Committee has evaluated and commented on policy proposals prior to Cabinet, giving Cabinet the opportunity to know Scrutiny Members' views prior to making their decision:
 - Cardiff's Night Time Economy Strategy 2017-22
 - Single Licensing Authority Enforcement Policy
 - Housing Revenue Account Business Plan 2017-18
 - Proposal to develop a Regional Social Care Training Unit for Cardiff & the Vale of Glamorgan (WDTU)
 - Development of a City Wide Employability Provision and a new approach to building Resilient Communities
 - Domiciliary Care Procurement
 - Supporting People Local Delivery Plan
 - Corporate Plan
 - Budgetary Proposals
 - Cardiff & Vale Area Plan for Care & Support 2018-23
 - HRA Business Plan 2018/19
 - Extension Of Contracts In Relation To The Supported Living Provision For Adults With A Learning Disability

- Building Resilient Communities Through The Further Development Of Community Hubs

- **Policy Development/Review** - Where the Committee has contributed to policy development processes, for example by considering draft policy documents, and/or where the Committee has considered the implementation of policies, looking at whether this has happened in a timely manner and the impact of the policy, giving the Cabinet the opportunity to know Scrutiny Members' views about whether any changes are required:
 - Cardiff & Vale draft Dementia Strategy 2017-27
 - Homelessness & Housing Need

- **Monitoring Progress** - Where the Committee has undertaken monitoring of the Council's progress in implementing actions previously agreed:
 - Council House Voids – 12 Month Review
 - Information, Advice & Assistance Update

- **Monitoring Performance** - Where the Committee has undertaken monitoring of the Council's performance:
 - Director of Social Services Annual Report 2016/17 (joint with CYPSC)
 - Communities & Housing Directorate Delivery Plan 2018/19
 - Social Services Directorate Delivery Plan 2018/19
 - Quarterly Performance Reports – Adult Social Services; and Communities and Housing

- **Briefing Papers**
 - Proposed Developments for Community Mental Health Services
 - Independent Living Services
 - Lettings Policies in High Rise Blocks
 - Winter Pressures

Over the year, the Scrutiny Committee held 10 committee meetings and wrote 22 letters to the Cabinet, officers and external partners, sharing their comments, recommendations and concerns following the scrutiny of items at committee meetings. Members formed a Performance Panel, which has held 4 meetings this municipal year.

IMPLEMENTING WALES AUDIT OFFICE RECOMMENDATIONS 2017/18

When setting the work programme for 2017/18 Members agreed that, to aid in focussing the agendas more effectively and maximising the impact of the scrutiny of each item at Committee, Members would adapt the way that issues would be scrutinised in the future. In particular, Committee meetings would aim to last no more than 3 hours, which equates to approximately 2 substantial items and 1 smaller item, as recommended by the Wales Audit Office.

Webcasting facilities are in place in County Hall and in the City Hall Chamber, enabling some Scrutiny committee meetings, Planning committee meetings and Full Council meetings to be webcast. Until 31 March 2018, no CASSC meetings were webcast, but this was due to location of Committee meetings. The June 2018 meeting of CASSC will be webcast.

COMMITTEE MEMBER DEVELOPMENT

Scrutiny is a Member-led function whose success is closely linked to the capacity and development of the Members that sit on Scrutiny Committees. The Scrutiny Team therefore worked closely with colleagues across the Council to provide a continuous range of opportunities for Members to build or refresh their Scrutiny skills, and to extend their knowledge and insight into a range of issues relevant to their Scrutiny role.

In May 2017 elections were held for the whole Council which resulted in a considerable number of new Councillors. To aid the new Councillor in an initial understanding of the scrutiny service and support provide by the Council, the service provided a scrutiny stall at the induction session for all Members in May 2017.

Following Council's approval of the Chairmanship and Membership of each of the five scrutiny Committee's, Scrutiny services organised a programme of training events to enable the new Scrutiny members to gain an overview and understanding of their roles, activities and scrutiny processes. This included:

- Introduction to Scrutiny – June 2017
- Chairing Skills – June 2017
- Questioning Skills – July 2017
- Budget Training – February 2018

POLICY DEVELOPMENT AND PRE-DECISION SCRUTINY

Members have undertaken a significant amount of pre-decision scrutiny and policy development work in respect of Social Care, Communities and Housing issues as well as Community Safety and Crime and Disorder scrutiny. Details of some of these are provided below and in the next section; a full list of the topics covered is provided earlier on pages 6 and 7.

When considering pre-decision, Members are advised to:

- i) look at the information provided in the report to Cabinet to see if this is sufficient to enable the Cabinet to make an informed decision;
- ii) check the financial implications section of the Cabinet report to be aware of the advice given;
- iii) check the legal implications section of the Cabinet report to be aware of the advice given;
- iv) check the recommendations to Cabinet to see if these are appropriate.

Housing Revenue Account Business Plan

During 2017/18, the Committee considered both the 2017/18 Plan (July 2017) and 2018/19 Plan (March 2018). Both reports covered:

- Maintenance of the Wales Housing Quality Standard (WHQS)
- New Build Housing Programme, including the Cardiff Living Partnership
- Delivering Energy Efficiency
- Remodelling and Refurbishment of existing homes
- Estate Regeneration
- Fire Safety Works (2018/19, following the Grenfell disaster)
- Neighbourhood Regeneration and Area Improvements
- Community Hubs
- Support for tenants, including participation, consultation and supporting vulnerable tenants

Following consideration of the 2018/19 Plan, Members agreed that the Business Plan was an excellent reflection of the progress made by Members and officers, and provided a clear, concise picture of the growth in the Service to date, as well as setting out commitments going forward. Members were extremely pleased by the commitment to provide 2000 new homes during the next 10 years and commended the other actions taken to maximise the options available in terms of bringing homes into Council ownership.

Members requested that they would wish to receive further information on the 400 properties that are not part of the Cardiff Living developments. Members felt that this should include any implications arising from the procurement process, as they noted that the Cardiff Living Scheme had taken 2 years to secure, so would seek reassurance on what will happen regarding developments provided by other developers.

Members stated that they were disappointed that other energy efficiency measures had not been explored in relation to new builds, such as solar panels. Whilst they appreciated the range of measures that would be installed, they commented that measures to tackle fuel poverty should also be investigated.

No Response required – Members requested that the above issues be considered during 2018/19

Private Rented Sector Housing – Single Licensing Authority Enforcement Policy

Following a number of scrutinies over a number of years in relation to Private Rented Sector Housing, in July 2017, Members considered a report setting out Rent Smart Wales' requirement to implement an Enforcement Policy to promote efficient and effective approaches to its' regulatory activities. The Policy aims to promote clarity and consistency across Wales on the standards to be applied. The Policy states that it wishes to do this '*without placing too heavy a burden on landlords, managing agents and tenants*'.

Members were pleased to hear of the success of Rent Smart Wales, and that (as at July 2017) 80,000 landlords had registered 164,000 properties under the mandatory provisions

within the Housing (Wales) Act 2014. Members were content that the proposed Single Licensing Enforcement Policy had been constructed in consultation with all Welsh local authorities, to ensure there is minimal conflict with their own local enforcement policies. The Committee acknowledged that, as Cardiff has by far the greatest number of privately rented properties in Wales, it is a natural home for Rent Smart Wales and the development of the Single Licensing Enforcement Policy. Members stated that they would monitor the progress of Rent Smart Wales and the Single Licensing Enforcement Policy in tackling the 20% of landlords and agents that remain noncompliant.

No Response required – Members requested that the above issues be considered during 2018/19

A New Approach to building Resilient Communities

The Committee considered this issue twice during 2017/18 – in November 2017 and May 2018, both as pre-decision Items.

In November 2017, Members considered how services would be commissioned, following the cessation of Communities First. At that juncture, it was proposed that future services be targeted towards:

- City Wide Health and Well Being Service
- Pathways to Learning
- A city wide approach to Community Engagement and Involvement

At that time, Members raised concerns in relation to:

- Implementing a set of workable arrangements, within a vastly decreased budget.
- Seeking further support for community groups and volunteers to free them up to carry out the role they had been tasked to do, with the Council or partners providing support - providing venues and facilities; financial management and monitoring support; assistance with the governance arrangements etc.

In May 2018, Members received a further report on “*Building Resilient Communities through the Further Development of Community Hubs*”. This included:

- The Development of Community Wellbeing Hubs
- A New Approach to Community Engagement Anchored in the Hubs
- Further Development of the Central Library Hub

Members were particularly pleased with the further roll-out of the Hub programme into areas that had not been previously considered as part of the original programme, therefore reaching a wider range of people and communities across the City.

Members were assured by the news that the proposals will be applied consistently across the City and that the development of community hubs would be of equal value in each area.

Members noted and supported the need for rigorous community engagement within each area and were assured that the community will decide what services go into the Hub. Members felt that community engagement was absolutely essential to the success of the roll out of the Hub Programme.

However, Members were concerned with the lack of detail in terms of how the programme will be financially supported and sustained in both capital and revenue terms. Members requested that further details be provided to the Committee, when available.

The Committee were particularly concerned about staff affected by the proposals - whilst Members were informed that job losses would be minimal, they were still disappointed that this proposal would result in such.

No Response required – Members requested that the above issues be considered during 2018/19

Domiciliary Care Procurement

In Cardiff, domiciliary care is currently commissioned and provided via a Dynamic Approved Provider List (DAPL), supported by an IT system (called Adam) that underpins the processes of procuring and managing domiciliary care packages. Each care package goes through a 'mini-tender' process where interested approved providers submit a bid containing their price and detailing how they will meet the client's outcomes. Mini-tenders are evaluated on price and quality, which are weighted 50/50, the quality element of which includes an evaluation of how the provider states that they will meet the client's outcomes.

The contracts for the DAPL and Adam IT system are due to expire on 3 November 2018. The report to Cabinet, stated that '*The Council intends to enter into a new arrangement with providers for commissioning domiciliary care to become effective no later than 4th November 2018.*'

Members considered this issue in January 2018. Members queried whether an options appraisal had been undertaken and requested that a formal options appraisal document be provided.

Members were provided with a briefing paper (dated 1st February 2018) which set out an overview of benefits and risks in relation to the following options considered by the Council:

- Dynamic Approved Provider List (DAPL)
- Framework
- Hybrid (Framework + DAPL)
- The Council directly delivers all domiciliary care

Council officers concluded that the proposed approach should be to continue with the DAPL beyond November 2018.

Supported Living Provision

In April 2018, Members considered *“Extension of Contracts in Relation to the Supported Living Provision For Adults With A Learning Disability”*.

The agreed model in relation to this service utilised a block contract for a fixed term of three years with the option to extend for a further period or periods equating to no more than two years provided that the contract does not extend beyond 31 July 2020. The proposal to Cabinet was for it to approve an extension to the current contractual arrangements.

Members were very pleased with the work done both, in-house and by approved contractors, in delivering this Service. Members were satisfied with the rigorous monitoring and review undertaken in ensuring that the service is delivered effectively with a particularly vulnerable group of people, and applauded the range of services offered across a wide range of need. The news that only 2 complaints out of around 320 service users was testimony to this, and the work undertaken by the officer and her team in planning for potential new users coming into the system was to be commended.

Members stated they would be interested to receive more information on those people who are currently in out-of-county placements. Members are keen to understand the scale of this, including how many people are currently supported out-of-county and what types of support are offered in out-of-county settings that cannot be offered within Cardiff. Members felt that, whilst there is a desire to bring some people back into the area, they were concerned that doing so may be to the detriment of an individual’s wellbeing. An anonymised breakdown of cases would be welcomed by Committee Members to enable them to better understand the out-of-county issue.

No Response required – Members requested that the above issues be considered during 2018/19

The Well-being of Future Generations (Wales) Act 2015 inserted section 14A into the Social Services and Well-being (Wales) Act 2014 which requires local authorities and local health boards to prepare and publish a plan (the Area Plan) setting out the range and level of services they propose to provide, or arrange to be provided, in response to the Population Needs Assessment (PNA).

The Area Plan and supporting Action Plan, considered by Members in March 2018, provided the response of the Cardiff and Vale of Glamorgan Regional Partnership Board (CVGRP) to the findings of the regional Population Needs Assessment (PNA), published on 31st March 2017. The Plan had been prepared on the basis of a 5 year period in line with the requirements for the preparation of a PNA.

The Area Plan, and corresponding Action Plan, set out an overview of how the Plan has been developed, following the Population Needs Assessment, which took place between February 2016 and January 2017. In addition, the Plan set out how it contributes towards local and national objectives and outcomes; and how the Plan will be monitored and reviewed.

Members agreed that the Action Plan provided a clear commitment towards more joined-up working, as well as drawing together the breadth of work that is already happening across the CVGRP and beyond. Members felt that the Plan was very clearly set out, easy to read, and appreciated the clear links between Wellbeing Objectives, Social Services Outcomes and Capital Ambition.

Overall, the Committee stated that it would be very interested to monitor the implementation of the Area Plan and Action Plan during the coming year and, in line with the issues raised at Committee and in the subsequent letter, would be particularly keen to receive updates on the following issues:

- Clarity of Governance Arrangements/Structures
- Updates/progress on the implementation of priorities that fall under the remit of this Scrutiny Committee, including those being delivered by Partners
- An update on any Plan on Asylum Seekers and Refugees
- Update on how consultation and engagement methods have been streamlined

No Response required – Members requested that the above issues be considered during 2018/19

MONITORING PROGRESS

During 2017/18, the Committee received Progress Reports on two issues it had previously scrutinised as Inquiries and had raised a number of concerns and recommendations.

Council Housing Voids

In 2015/16, the CASSC Performance Panel undertook a “deep dive” into council housing voids management, following poor performance over several years on the average time taken to re-let council housing voids.

The Performance Panel met four times to undertake the deep dive, examining:
good practice;

- available void performance indicator information;
- benchmarking information;
- key lessons from tenant-led scrutinies in England;
- relevant Cardiff Council procedures and processes; and visiting a number of void properties to see the conditions in which properties are handed back to the Council and the standard that is reached before properties are re-let

The Performance Panel produced a report, arising from the deep dive, which contained sixteen recommendations, all of which were accepted. The Committee had requested further updates on the implementation of improvements.

Members received an update in December 2017 and were pleased to see a significant improvement in performance in relation to the turnaround of Voids. They also received an update on new contractual arrangements that would be in place from January 2018. Members appreciated the “heads up” from officers on the probable “dip” in performance as the Council moves from one set of arrangements to another. This will be taken into consideration by the Committee’s Performance Panel going forward, but will also be monitored closely as the new arrangements settle down.

Members were satisfied with the improved arrangements for monitoring turnarounds, with 5 “types” of monitoring. They request that, in future, these be reported to Members by “type” so that a detailed picture can be presented.

Members were also pleased with the refreshed customer care/complaints procedure, as well as the performance deductions written into the new contracts. Following a discussion on complaints (particularly around contractors leaving mess outside empty properties) and the importance of Members’ role in assisting in the reporting of complaints, Members request that a message be sent to all Members setting out how they can be proactive in the reporting of issues, particularly in the coming months as new contractors take over the work.

Information, Advice and Assistance

During 2015, Members from this Scrutiny Committee undertook an Inquiry into **“Information, Advice and Assistance for Mental Health Service Users in Cardiff”** in light of the new requirement of the Social Services and Well Being (Wales) Act 2014 for local authorities to ensure provision of IAA services.

The Inquiry made 10 recommendations to the Cabinet, which covered:

- Approaches to Implementation
- Improving Accessibility
- Training
- Monitoring

The Cabinet agreed their response at its meeting in May 2016, with this Scrutiny Committee considering its response on the 8 June 2016. At that time:

- 0 - of the recommendations were accepted.
- 3 – were partially accepted
- 6 – were not accepted.
- 1- where it was unclear whether it is accepted or not

As part of this Committee's commitment to the ongoing monitoring of the implementation of the Act, Members of this Scrutiny Committee, when setting the Work Programme for the current year, agreed that they would wish to receive an update on Information, Advice & Assistance (IAA) at an appropriate juncture.

In April 2018, Members received an update and commended the work done to date on developing the IAA Service. Members stated that they looked forward to receiving further updates as the service continues to develop into mental health and children's services, as well as developments with Health. Members noted the work being done in preventing people getting into crisis and the strengths based working approach adopted by the Service.

Members were reassured to hear that Hubs were providing a good service and the system is an effective one for anyone seeking IAA under the Act. However, Members felt that there should be an acknowledgement that specialist advice services provide a critical service for vulnerable people (whether under the Act or outside of its scope) and this should be recognised. With this in mind, Members recommended that officers liaise, in the first instance, with Riverside Advice to pick up on some of the points made in their presentation, particularly in relation to the flow of information between the Council and the Advice Centre.

Members were disappointed that recommendations arising from the Scrutiny Report on IAA were not used for further developing the service for mental health users. Members would encourage a review of the findings of the Inquiry to potentially inform further work with mental health users.

Members of the Committee stated that they would wish to receive a further update at a future meeting setting out what progress has been made in relation to identifying demand for the IAA service. Members were keen to ensure that it is advertised and promoted to encourage take-up of advice and services that many people may not currently be aware of; and to encourage those who do not currently engage in services to be made aware of what is available to them.

Members agreed that they would wish to hear from Social Workers at a future meeting to gauge their views on the culture change and changes to working practices, following the implementation of the Act. In addition, Members would also wish to hear from Service Users in relation to their experiences in using the IAA service. This will be scheduled into the 2018/19 Committee work programme.

COMMUNITY SAFETY AND CRIME & DISORDER SCRUTINY

During 2017-18, Members have undertaken the following work to discharge their responsibilities for scrutinising the work of the Crime and Disorder Partnership and community safety in Cardiff:

Cardiff's Night Time Economy Strategy 2017-22

In November 2017, Members considered the “Delivering a Safe and Welcoming Night Time Economy” Plan 2017-22 which had been developed in partnership through a Night Time Economy Steering Group, which is a sub-group of the Safer & Cohesive Communities Programme Board, which itself sits underneath the Cardiff Public Services Board.

Members were pleased by the commitment taken by the Council and its partners to take forward this vitally important issue for Cardiff.

The Committee acknowledged the ongoing challenges faced in terms of funding, but Members stated that they would wish to see a commitment and a sign up to funding arrangements across the partnership, at the earliest opportunity, to ensure the ambitions set out in the Strategy document can be achieved.

Members were concerned about the issue of homeless people not taking up beds in hostels in the City, particularly due to safety fears. Members stated that they felt that this had been an ongoing problem for a number of years, so would request further information on how this is being tackled to ensure that the street homeless have the opportunity of a bed and feel safe in a hostel.

Preventing Young People's Involvement in Drug Dealing

In September 2017, Members agreed to take part in a joint Scrutiny Inquiry with the Children & Young People Scrutiny Committee looking at the effects of drug dealing on young people in Cardiff. Councillors McGarry and Kelloway from this Committee sit on the Task Group.

As this Committee is responsible for the scrutiny of crime and disorder, it was agreed that part of the Inquiry would include looking at the working arrangements of the Safer & Cohesive Communities Work stream of the PSB in relation to this issue.

The Terms of Reference for the Inquiry are to:

Identify & Investigate

- The contributing factors that give rise to young people becoming involved in gang related drug dealing & knife crime in the city
- The positive contributing factors that communities can put in place to protect and prevent young people becoming involved in gang related drug dealing & knife crime in the city
- Determine the effectiveness of current policies and services in protecting and preventing young people becoming involved in gang related drug dealing & knife crime in the city
- Identify good practice
- Determine how best statutory agencies can work with communities to ensure they are informed about services and support available and are confident to report concerns
- Make recommendations to be taken forward to the Safer & Cohesive Communities Programme Board

It is anticipated that this Inquiry will take place until the end of June 2018, with the report being considered by both Committees in the Autumn of 2018.

CORPORATE PLAN & BUDGET

The Council's Constitution allows for scrutiny committees to consider the draft Cabinet budget proposals prior to their consideration by the Cabinet and Full Council. The Committee considered the Council's draft Corporate Plan and draft budgetary proposals for 2018 -19, including their detailed savings proposals and Capital Programme at its meeting in February 2018. It reviewed the draft Corporate Plan and budget savings proposals.

The Committee identified a number of issues across the Corporate Plan, Corporate Budget and Directorate Budget reports. These concerns were included in a letter, sent to the Policy Review and Performance Scrutiny Committee for it to take into consideration when it reviewed the overall Corporate Plan, Consultation and Budget proposals on 13 February 2018 and to the Cabinet for consideration at its meeting on 15 February 2018.

The Committee's letter was considered by Cabinet and Council during their deliberations on the proposals.

MONITORING PERFORMANCE

In response to the Wales Audit Office Corporate Assessment 2014, this Committee established a Performance Monitoring Panel to triage the quarterly performance reports and undertake 'deep dives' as needed, outside of Committee meetings. At a meeting of the Committee in October 2017, two Members agreed to take responsibility for holding quarterly meetings, and if any concerns arose, they would contact the appropriate Cabinet Members/Officers to provide responses either to the Performance Panel, or to address full Committee. To date, the Performance Panel has not raised any particular concerns.

FUTURE SCRUTINY WORK

During 2017/18, there were a number of issues that had been identified as Items for the Work Programme, but were unable to be considered, due to time pressures. In addition, there were a number of issues that arose from the Committee's deliberation of Items. Therefore, the following may be considered for the 2018/19 Work Programme.

- ❖ Safety in Parks
- ❖ "Designing Out Crime" in New Communities
- ❖ Rough Sleepers Strategy
- ❖ Homelessness & Housing Need Strategy
- ❖ Older People's Accommodation Strategy, to include a briefing from CSSIW on Care Homes in Cardiff
- ❖ Locality Based Working & Neighbourhood Partnerships
- ❖ Well-Being of Staff in Social Care
- ❖ Single Licensing Enforcement Policy Update
- ❖ Cardiff & Vale Dementia Strategy 2017-27
- ❖ Community Mental Health Services Review
- ❖ Review of Safety checks in High-Rise Properties
- ❖ Supporting People Local Delivery Plan
- ❖ Cardiff & Vale Of Glamorgan Area Plan For Care And Support Needs 2018-23
- ❖ Housing – New Build Contractor Procurement
- ❖ Information, Advice & Assistance – User Views
- ❖ Supported Living Services for People with a Learning Disability – Out of County Placements
- ❖ Community & Well Being Hubs Programme
- ❖ Adult Safeguarding, including the Cardiff & Vale Safeguarding Adults Board Annual Report and the Corporate Safeguarding Report.
- ❖ Performance Reports.
- ❖ Savings Reports.
- ❖ Relevant Audit, Inspection and Regulatory Reports.
- ❖ Cabinet Responses to previous Inquiries.
- ❖ Implementation of agreed recommendations from previous Inquiries.

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A Report of the: Economy & Culture Scrutiny Committee

Annual Report

2017- 2018



Cardiff Council

Economy & Culture Scrutiny Committee Membership



Councillor Nigel Howells
(Chairperson)



Councillor Saeed Ebrahim



Councillor Iona Gordon



Councillor Gavin Hill-John



Councillor Thomas Parkhill



Councillor Adrian Robson



Councillor Abdul Sattar



Councillor Ed Stubbs

TERMS OF REFERENCE OF THE ECONOMY & CULTURE SCRUTINY COMMITTEE

- 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 economic regeneration.
 - Cardiff City Region City Deal
 - Inward Investment and the marketing of Cardiff
 - South East Wales Economic Forum
 - Economic Strategy & Employment
 - European Funding & Investment
 - Small to Medium Enterprise Support
 - Cardiff Harbour Authority
 - Lifelong Learning
 - Leisure Centres
 - Sports Development
 - Parks & Green Spaces
 - Libraries, Arts & Culture
 - Civic Buildings
 - Events & Tourism
 - Strategic Projects
 - Innovation & Technology Centres
 - Local Training & Enterprise
- To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-governmental bodies on the effectiveness of Council service delivery.
- To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures, which may enhance Council performance or service delivery in this area.

CHAIR'S FOREWORD

This year has been a busy time for the Committee. New councillors joined scrutiny for the first time, experienced councillors joined from other scrutiny committees and we had a new administration. For these reasons, we used this year to provide Committee Members with a good grounding in the main areas covered by our terms of reference and the key tools for successful scrutiny. I am pleased to note all but one of the Committee Members are remaining for 2018-19 and I look forward to working with them to focus our scrutiny on where we can best add value.

Significant areas of the new administration's priorities fall within this Committee's terms of reference. Coupled with this, there are substantial changes to Welsh Government programmes focusing on regeneration. We have ensured these are scrutinised but have also made time to focus on key services that are immediately visible to residents and communities, where there have been considerable changes in recent years, such as libraries, hubs, sports and leisure services. A crucial project that cuts across both regeneration and service delivery is the planned Bus Station; we have kept a close eye on progress with this and we will continue to do so in 2018-19, with a particular focus on the interface with the Central Train Station and adjacent planned developments.

I would like to thank all those who have supported our scrutiny this year, including Cabinet Members and senior officers, partner organisations and, most importantly, service users and residents whose feedback gives us a detailed insight into the issues they face and so helps us to focus our scrutiny on the areas that matter.

A major piece of work undertaken this year has been our inquiry into how to ensure our Parks and Green Spaces services continue to flourish in a time of austerity. I am sincerely grateful to all those who contributed ideas, experiences and expertise and to my task group colleagues, Councillor Gavin Hill-John and Councillor Iona Gordon, for their time and assistance in undertaking and completing this important report, which should help the administration to identify a clear way forward for income generation and cost reduction.



The year ahead will be busy, with City Deal scrutiny, a new vision for Economic Development and more changes to services. I look forward to ensuring scrutiny focuses on citizens, holds Cabinet to account for its decisions, and works constructively to ensure better policies and services for Cardiff.

Councillor Nigel Howells
Chair, Economy & Culture Scrutiny Committee

2017-18 INTRODUCTION & OVERVIEW

The Economy and Culture Scrutiny Committee plays an important role in assessing service performance and informing policy development across a range of Council services. The Committee hears from a range of witnesses to inform this work, including relevant Cabinet Members, council officers, partner organisations, citizens and service users. During 2017–18, Committee Members scrutinised items across several Cabinet Portfolio areas, as follows:

- Cllr Huw Thomas – Leader
- Cllr Peter Bradbury – Culture & Leisure
- Cllr Russell Goodway – Investment & Development
- Cllr Sarah Merry – Education, Employment & Skills
- Cllr Lynda Thorne – Housing & Communities.

The Directorates predominantly covered by the Committee's terms of reference are Economic Development; City Operations¹; and People & Communities. This report presents the Committee's activities during 2017-18 and, where possible, identifies the impact of the Committee's work upon the areas within its remit. Between July 2017² and May 2018, the Committee scrutinised a wide range of topics, which are listed below, with a particular emphasis on the Cardiff Bus Station project.

Inquiries

Where the Committee has undertaken an examination of a topic over a period of time, resulting in a formal report to the Cabinet.

- 'Funding of Parks'.

Policy Development and/or Review

Where the Committee has contributed to the Council's policy development processes, for example by considering draft policy documents, and/or where the Committee has considered the implementation of policies, looking at whether this has happened in a timely manner and the impact of the policy, giving the Cabinet the opportunity to know Scrutiny Members' views about whether any changes are required.

¹ This refers to the 'Parks, Sports, Leisure & Cardiff Harbour Authority' section, which were part of the City Operations Directorate at the start of 2017-18; they have now moved to the Economic Development Directorate.

² Scrutiny Committee meetings commenced in July, following the local elections in May 2018.

- Employment Services in Cardiff
- Adult Community Learning Proposed Funding Changes
- Multi-Purpose Indoor Arena
- Cardiff Bus Station
- Cardiff Central Train Station
- Economic Development Green Paper
- Targeted Regeneration Initiative Programme
- Sports Development Joint Venture
- Leisure Management Partnership with GLL
- Local Sports Plan 2018-19

Pre-Decision

Where the Committee has evaluated and commented on policy proposals before they go to the Cabinet, giving the Cabinet the opportunity to know Scrutiny Members' views prior to making their decision.

- Funding the new Bus Transport Interchange
- Employment Services in Cardiff
- Urgent Confidential Item (November)
- Multi-Purpose Indoor Arena Business Plan
- Cardiff Capital Region City Deal Joint Working Agreement Business Plan
- International Sports Village (ISV)
- Bus Station – New Approach to Delivery

Monitoring

Where the Committee has undertaken monitoring of the Council's performance and progress in implementing actions previously agreed.

- Corporate Plan 2018-21 and Budget 2018/19
- Quarterly Performance Reports – Economic Development; City Operations; People & Communities: Housing and Communities.
- Welsh Public Library Standards 5th Framework
- Chief Librarians' Universal Offers
- Summer Reading Challenge 2017
- Adult Community Learning Success Rates.

Call- In

Where a non-Executive Member invokes the Call-In procedure under the Council's Constitution, to review an Executive Decision prior to implementation.

- Funding the new Bus Transport Interchange

Over the period July 2017 – May 2018 the Committee held fourteen committee meetings³ and wrote 23 letters to the Cabinet, officers and external partners, sharing their comments, recommendations and concerns following the scrutiny of items at committee meetings. On occasion, Members also requested additional information to help with future scrutiny. The Committee received timely responses from the Cabinet to nearly all letters that requested a response. Additional information has been provided where requested.

Scrutiny Member Induction and Training

Following the May 2017 local elections, new Councillors were offered training to assist them in their scrutiny role, as follows:

- Scrutiny stall at the Members Induction session – May 2017
- Introduction to Scrutiny – June 2017
- Chairing Skills – June 2017
- Questioning Skills – July 2017
- Budget Training – February 2018

The following pages highlight the Committee's key activities during 2017-18 and identify the comments and recommendations made.

³ Including 2 joint meetings with Environmental Scrutiny Committee to consider the Cabinet report and subsequent Call-In of the 'Funding the new Bus Transport Interchange' and 2 special meetings, on 13 February 2018 and 27 March 2018, to undertake pre-decision scrutiny of significant proposals for the Multi-Purpose Indoor Arena and Cardiff Bus Station, respectively.

Funding of Parks

This Inquiry provided a timely assessment of how, with Cardiff Council facing £91 million savings over the next three years, the Council can continue to provide excellent Parks and Green Spaces. Members explored a wide range of income generation and cost reduction approaches used by other local authorities across the U.K. and examined Parks funding models successfully used elsewhere in the World.

To inform the Inquiry, Members invited contributions from a range of stakeholders, including Friends Groups, sports pitch users and partner wildlife organisations. Members also heard from the Cardiff Civic Society, Urban Park Rangers and Community Park Rangers, senior officers and Councillor Peter Bradbury, Cabinet Member with responsibility for Parks and Green Spaces.

Our findings showed that there is little scope for further cost reductions without significantly affecting the Council's ability to maintain Cardiff's parks to their current standard; costs have been reduced by 24% over the last four years. In terms of generating income, we found that income is already generated by Parks and Green Spaces and there is scope to generate more income by using a number of approaches. Some of these approaches could be used without affecting existing park usage whereas others would require changes, such as additional concessions in Parks

Our Inquiry found a huge willingness, across the diverse groups that use our Parks and Green Spaces, to contribute and work in partnership to maintain and improve our Parks. This is evident in the existing excellent partnership working between our dedicated Parks staff, Friends Groups and wildlife organisations and in the responses received from sports pitch user representatives, who are keen to have conversations about how to work together effectively.

Our recommendations centre on clarifying the purpose and focus for Parks Services, in order to direct the scale, scope and acceptable routes for income generation. We also recommended that there are no further cuts to the Park Ranger service.

The report was presented to the Cabinet at its meeting on 17th May 2018. A response to the recommendations is expected in September 2018.

Cardiff Bus Station & Central Train Station

Members recognise the importance to residents, commuters, visitors, employers and businesses of having a high quality transport interchange in place as soon as possible. We therefore ensured Committee time was available to undertake regular scrutiny of proposals as these came forward throughout 2017-18. In all, we undertook four different scrutinies of proposals for delivering a new Cardiff Bus Station, the latter of which included the fit of these with Cardiff Central Train Station, and received separate updates on proposals to redevelop the Central Train Station. These focused on exploring the following with Councillor Russell Goodway – Cabinet Member Investment & Development, and senior officers: funding mechanisms, land transactions, the fit with neighbouring regeneration proposals for Central Square, Central Train Station and Central Quay; risk management; and deliverability.

Pre-Decision Scrutiny – July 2017

The Committee held a joint meeting with the Environmental Scrutiny Committee, to carry out pre-decision scrutiny of a report to Cabinet on the bus station. At the meeting, Members explored issues relating to the financing of the bus station, including: financial assumptions; how risks to the Council were addressed and mitigated; the timeline for delivering the bus station; and the recommendations to Cabinet.

Following the meeting, the Chair wrote to convey the joint Committee's support for the recommendations to Cabinet in terms of a market driven approach to determining the end use of the space above the bus station. Members asked to be kept informed of progress with a bid to Welsh Government for assistance in meeting technical fit out and highway improvements. Members also highlighted the need to ensure due diligence checks are applied to ensure robust financial modelling and consideration of legal advice.

Councillor Goodway responded to the Chair's letter, stating that the administration would *'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'*. Councillor Goodway also stated that he would ensure that council officials adopt a robust approach to ensure due diligence.

Call – In – September 2017

Following Cabinet approval of the report; this was then Called–In by Councillor McEvoy and, in September 2017, the Committee held a joint meeting with the Environmental Scrutiny Committee, to consider the areas specified in the Call-In.

At the Call-In meeting, Members heard from Cllr McEvoy and a representative of Cardiff & Vale Bus Users Group, Dr. Max Wallis, as well as Councillor Russell Goodway and senior officers. Having considered the evidence and the Call-in procedure rules set out in the Council's constitution, Members voted not to refer the item to Full Council or the Cabinet for reconsideration.

Policy Development Scrutiny – December 2017

In December 2017, Members undertook further scrutiny of confidential information relating to work underway to deliver the new bus station for Cardiff. Members explored with witnesses key factors such as financing and risks to the Council and sought clarification on the next steps and timelines involved. Members also examined the proposals for Cardiff Central Train Station and explored the linkages between this and the Bus Station and Central Square.

Following the meeting, the Chair wrote to Councillor Goodway stating that Members recognise the developments will strengthen Cardiff's economy by improving public transport, Grade 'A' office accommodation offer and retail facilities. The letter also contained a recommendation that *'the publically available drawings/plans be updated to illustrate the [linkages between the various modes of transport - cycling hubs, taxi ranks, taxi drop off and pick up zones]'*, given that the public will be particularly interested in these. Members also recommended that the Council facilitate dialogue between the Access Focus Group and cycling groups to ensure that solutions are identified that are mutually acceptable.

At a later Committee meeting (8 March 2018), Members explored the above recommendations with Councillor Goodway and senior officers, who explained that updated drawings and plans would be prepared for public release once work has moved from the conceptual stage to detailed planning.

Pre-Decision Scrutiny – March 2018

Finally, on 27 March 2018, we held a special meeting to carry out pre-decision scrutiny of a report to Cabinet, containing confidential information relating to the proposed funding package for Cardiff Bus Station, between Cardiff Council, Welsh Government and Rightacres Property Ltd and exploring the interface with the Metro Delivery Partnership. Members were supportive of the recommendations to Cabinet and pleased that office space is to be provided above the bus station, as will private rented accommodation. Given the public interest in the delivery of a bus station, Members recommended that a communication plan be put in place to ensure the public are properly informed about the work taking place, the various phases of the work and the timescales involved.

Members asked to receive further information with regard to the Bus Station, including details of the operator model, north-side cycle hub and an updated floor plan for the bus station, including traffic routes for pedestrians, cyclists, buses, coaches, taxis and cars.

Members have been clear that they recognise the importance of undertaking further scrutiny of proposals for the Cardiff Bus Station and the Cardiff Metro Delivery Partnership and have asked to be kept informed of developments.

Leisure and Sports Scrutiny

Members recognise the role the local authority plays in enabling residents to access leisure and sports facilities, thus boosting residents' health and well-being. There have been significant changes in the provision of these services over recent years; Members therefore prioritised scrutiny of these.

Leisure Management Partnership with GLL

In 2016, GLL took over responsibility for managing most of the Council's leisure centres. Twelve months on, Members wanted to explore whether the delivery of the Leisure Centre Management Partnership between the Council and GLL (Greenwich Leisure Limited) was performing to the agreed level and meeting the needs of Cardiff citizens and communities. Members wanted to know if there were any changes to: the Council's commitments and risks; the proposed capital programme; and service delivery, such as improvements or reductions.

To inform the scrutiny, the Chair, Councillor Howells, issued a press release seeking the views of leisure centre service users, via email and social media, on their experiences. Over 70 service users provided feedback, which gave Members a detailed insight into the issues affecting service users. Members of the Committee received a report summarising the main themes described by respondents.

Members invited representatives from GLL and the Council's client management team, as well as senior officers and Councillor Peter Bradbury (Cabinet Member for Culture and Leisure) to the committee meeting. GLL representatives gave a presentation, providing data on key performance indicators contained in the contract. Members used the information gained from the feedback from service users to explore the issues they raised with GLL and internal witnesses.

At the meeting, GLL were able to clarify some of the issues raised by service users, for example, that service personnel can swim free of charge at any GLL leisure centre, in line with the Armed Forces Covenant. GLL were also able to provide their perspective with regard to some of the issues identified, for example, their aim of ensuring inclusivity and accessibility by developing concessionary charging based on household income.

Following the meeting, the Chair wrote to Councillor Bradbury, seeking support for GLL to provide a response to specific queries raised by those who had provided feedback. The feedback received was sent, in an anonymised form, to Councillor Bradbury, who shared this with GLL and requested a response be prepared that covered all aspects of issues raised by respondents; this has been received from GLL.

The letter from the Chair requested additional information on GLL's customer satisfaction survey, service user profile and number of visits; this was provided as part of Councillor Bradbury's response to the Chair's letter.

Members decided to share the reported success of GLL in reducing sickness absence with the Policy Review and Performance Scrutiny Committee, scheduled to scrutinise how Cardiff Council could reduce sickness levels; GLL agreed to participate in detailed analysis of their sickness absence data and the approach taken, in order to inform this scrutiny.

Finally, Members welcomed Councillor Bradbury's offer to return to Committee on a regular basis to discuss service delivery in this important area. As part of this, Members specified contract management information they would like to receive at future scrutinies, to enable them to understand usage of the Leisure Centres.

Sports Development Joint Venture

In 2014, the Council signed a Joint Venture agreement with Cardiff Metropolitan University to deliver sports services in the city. The Sport Cardiff team transferred to the University and new governance arrangements were in put in place, including restructuring the team to reflect the six neighbourhood management areas. The Joint Venture agreement identified priority objectives and key considerations, aimed at boosting involvement in sports by key demographic groups that historically had low participation rates. A Local Sports Plan was developed for 2014 -2017 to detail the actions to be taken to achieve this.

In order to inform this scrutiny, the Chair requested that sports participation trend data be provided, by gender and ethnicity, to show the progress achieved since 2014. Councillor Bradbury, the Council's Sports Development Manager and Sport Cardiff staff attended Committee to provide this information and answer Members questions. Sport Cardiff staff also provided videos, showcasing work undertaken and the impact this has had on

participants. Members heard that work was underway to develop a second Local Sports Plan to cover 2018 onwards.

Following this scrutiny, the Chair wrote to Councillor Bradbury noting contentment with governance arrangements and the day-to-day working of the partnership and requesting historical data prior to the start of the Joint Venture, in order to allow comparison with recent data. This information was provided in the response received from Councillor Bradbury.

Local Sports Plan 2018-19

Following their scrutiny of the Joint Venture agreement, Members made time to scrutinise the Local Sports Plan 2018-19, developed by Cardiff Council, Cardiff Metropolitan University and partners across Cardiff. Members invited Councillor Bradbury – Cabinet Member Culture & Leisure, senior officers and staff from Cardiff Metropolitan University to discuss the Plan and associated issues at a committee meeting.

Members were pleased with the Plan, noting its breadth and depth and how it focuses on addressing the priority objectives and key considerations set out in the Joint Venture agreement, using small amounts of funding to maximum effect. Members also welcomed the contribution outlined in the Plan re support at Major Events in Cardiff, such as volunteers helping at the forthcoming Volvo Ocean Race Cardiff Stopover.

Members discussed the need to support grassroots participation, highlighting that sports governing bodies and Sport Wales could assist with this by reaching out to communities. As part of this, Members noted that it is important to ensure that sports facilities based within schools remain accessible and affordable to their local communities. Members were pleased to hear that Sport Cardiff signpost to local clubs and assist those clubs to develop long term, sustainable futures.

Finally, Members noted that Sport Cardiff will provide quarterly reports, to Cardiff Council, illustrating the delivery of the Local Sports Plan, using both quantitative and qualitative measures to demonstrate its impact.

Libraries and Hubs Scrutiny

Members recognise the breadth and depth of the services provided by libraries and hubs, reaching into communities, engaging those in need and playing their part in improving people's lives. As such, Members prioritised scrutiny of these services, to monitor performance and assess proposed changes in policy and/or service delivery. Members heard from Councillor Lynda Thorne, Cabinet Member – Housing & Communities, with responsibility for Libraries and Hubs, as well as relevant senior officers.

Overall, Members were pleased to note that there will be no reduction in mobile library services or library services.

Welsh Public Library Standards 5th Framework

Every year, Cardiff Council submits an annual return to the Welsh Government, detailing how it has met the core entitlements set out in the Framework and providing information against quality indicators and impact measures. The Welsh Government undertakes an assessment of the return and provides a report on this, summarising performance.

Members were pleased to note improvements in performance, with the report for 2016/17 showing that Cardiff met all 18 of the core entitlements in full and, of the seven quality indicators that have targets, achieved four quality indicators in full and three in part.

Members discussed the main area of concern highlighted by the report, which is low levels of staffing. Members concluded that the current figures used by the Welsh Government do not include all the staff that are available to assist service users in libraries. In their view, all staff that work in the libraries should be counted towards the indicator; the Committee offered to lend its support in representations on this to Welsh Government.

Members felt ward councillors could take a more proactive role in promoting library services, for example by ensuring Community Councils receive details of services and events in nearby libraries. Members were pleased that officers responded positively to this suggestion.

Chief Librarian's Universal Offers

The Society of Chief Librarians has worked with key partners, including The Arts Council and The Reading Agency, to identify six key areas of service regarded by service users as integral to public libraries and to develop a 'universal offer' for each of these, providing a positive vision for the future of public libraries. These areas of service are: reading; information; digital; health; learning; and culture.

Members heard how Cardiff libraries are ensuring that the universal offers are provided in Cardiff libraries. As part of the discussion on the health universal offer, Members raised the importance of ensuring that all staff based in hubs and libraries complete dementia awareness training that included explanation of the different types of dementia and the behaviours that result; Members were pleased that officers acknowledged the importance of this.

Summer Reading Challenge

Members heard that libraries staff held 396 promotional events in libraries and hubs and visited 96% of Cardiff schools to boost participation in the Summer Reading Challenge 2017 and encourage children to join libraries. The 2017 Summer Reading Challenge was the most successful to date, with 7,511 children participating, 5,085 children completing the challenge and 626 children joining the library during the challenge.

Several Members felt that ward councillors could play a more proactive role in encouraging schools to participate in the Summer Reading Challenge. Members were pleased that officers responded positively to this suggestion.

Employment Services in Cardiff

Members explored proposals for employment services following the cessation of the Communities First programme, which funded a number of employment related training and support services, available to those who lived in Communities First areas. Members heard that the new proposals focused on improving accessibility to employment services across the city. To facilitate this, services will be accessed via a Gateway, which will include face-to-face, phone and internet access points; face-to-face help would be provided in hubs.

At their first scrutiny of this topic, Members highlighted the need to ensure the marketing of the proposed 'gateway' approach to employment services provided reassurance to potential service users about its independence and helpfulness. Members also raised the need to ensure systems are in place to engage potential service users who face difficulties accessing employment services.

At their second scrutiny of this topic, Members were pleased to see that, having raised concerns regarding encouraging access to employment services, the report to Cabinet contained a section on the pro-active approach to be taken to support hard to reach individuals.

Building Resilient Communities – Developing Community & Well-Being Hubs

The Welsh Government's new approach to tackling poverty includes building strong and resilient communities, with legacy funding available following the cessation of the Communities First programme.

As part of this, Members carried out scrutiny of proposals to create community and well-being hubs in the north and west of Cardiff, bringing community branch libraries into the Hubs management structure, with staff roles developed to offer a wider range of services based on local needs. Members also explored proposals to bring the Central Library Hub within the Advice Services management structure, with the aim of improving and joining up services. In addition, Members heard proposals to develop a new Library Strategy, in order to ensure that Cardiff continues to have strong core library provision that maintains good performance and to develop an enhanced library offer. As part of this, Members heard that it is proposed to provide services across the city, within hubs, schools and other community buildings.

Members highlighted that they wish to carry out further scrutiny as proposals develop, in particular re capital funding and significant changes to current buildings and that they recommend that a future Committee scrutinise performance against Welsh Library Standards. Members also recommended that proposed area reviews take into account public transport linkages to ensure that area boundaries reflect these, so that people can access appropriate services by public transport.

Regeneration Scrutiny

A key role of this Committee is to scrutinise regeneration initiatives, both large-scale, such as Central Square, and small-scale, such as local shopping centres. This year, the Committee has focused on a number of high-profile regeneration proposals, as set out below.

Cardiff Capital Region City Deal – Joint Working Agreement Business Plan

Members scrutinised the proposed Joint Working Agreement (JWA) Business Plan prior to its consideration at Full Council. The JWA Business Plan sets the context for decisions on the way £495m of City Deal funding (known as the Wider Investment Fund) is to be utilised. It provides details of how proposed investments will assist in meeting the aims of the Cardiff Capital Region City Deal, in terms of the numbers of jobs created, private sector investment secured, support for strategic objectives, delivery of regional economic benefits and value for money. It also sets out that, with regard to Metro Central, the modernisation of Cardiff Central Train Station, the *'current proposal would see a call on City Deal funding of £40m subject to final approval of the Full Business Case and commitment to match funding from partners'*⁴.

Members heard from the Leader, Councillor Huw Thomas, as well as Councillor Goodway, the Chief Executive and Director of Economic Development. Following the meeting, Committee Members confirmed their support for the City Deal approach and welcomed the approach set out in the draft Business Plan, believing it would bring significant benefits to the City Region. Members pledged to undertake further scrutiny of the Metro proposals and were pleased to hear Councillor Thomas comment that early input from scrutiny would be beneficial regarding Metro Central. Committee Members also highlighted that the roll out work on Skills & Employment, Innovation and Regeneration & Infrastructure will form part of the Committee's work programming for 2018/19.

Finally, Members were pleased to hear that relationships forged by the City Deal process are being capitalised on to discuss further collaborative working and shared services.

⁴ page 26, Joint Working Agreement Business Plan.

Multi-Purpose Indoor Arena

The Administration has committed to deliver a new Multi-Purpose Indoor Arena in the best possible location to ensure it can attract premier national and international events. In October, Members looked at outline proposals, following which Committee Members expressed their support, recognising the benefits to the city region from increased footfall and enhanced infrastructure. Members highlighted the need for officers to explore a range of funding options and to ensure that the business case for the multi-purpose indoor arena clearly detail the likely impact the arena will have on other venues in the city region.

In February, Members held a special meeting to receive confidential information, setting out the results of an options appraisal of potential sites, the rationale for a preferred location for the arena, the risks to the Council and the timeline for delivering the arena.

Following the meeting, the Chair, Councillor Howells, wrote to Councillor Goodway stating that, based on the evidence received, Members support the recommendation to Cabinet regarding the preferred location, subject to future consideration of additional information regarding financial implications and the business case. Members emphasised the need for high quality, reliable and affordable public transport to encourage the additional visitors to Cardiff to use sustainable transport and to avoid adding to the congestion in Cardiff.

Members have been clear that they wish to undertake further pre-decision scrutiny of the detailed delivery strategy for the indoor arena, including the detailed financial implications for the Council and any acquisition of land not currently in Council ownership.

International Sports Village (ISV)

The administration has a commitment to '*Set a refreshed vision for Cardiff Bay as a leisure destination, by securing a new visitor attraction, with the possible creation of a permanent "beach style" facility and revitalising the strategy for the International Sports Village.*' In March, Committee Members scrutinised confidential papers outlining proposals for the next steps regarding the ISV. Members explored the key factors shaping future plans, risks to the Council, the fit with wider Cardiff Bay regeneration plans and the timeline for delivery.

Having considered the information shared in the confidential session, Members were supportive of the recommendation to Cabinet and highlighted that they wished to undertake further scrutiny of the proposals for revitalising the ISV, as these come forward,

including details on proposed improvements to pedestrian and cycle routes in the Bay, thus enhancing the visitor and resident experience.

Targeted Regeneration Initiative Programme

The Targeted Regeneration Initiative is a £100 million Welsh Government programme aiming to *'create jobs, enhance skills and employability, and create the environment for businesses to grow and thrive.'*⁵ Local authorities are able to submit funding bids, which must demonstrate consultation with affected communities and support from their region.

Members scrutinised the proposals for Cardiff in terms of determining which bids to submit and proposals for establishing appropriate governance to enable regional endorsement of funding bids. Members explored the proposed approach to community consultation and the interface with other partnership working, including other economic development projects. Members also asked about the risks to the Council and how these were being addressed and mitigated.

After the meeting, the Chair, Councillor Howells, wrote to Councillor Lynda Thorne and Councillor Russell Goodway, the responsible Cabinet Members, detailing Committee Members' views. Given the Welsh Government's stated aim of increasing regional working, Members highlighted that they believed it would be prudent to explore the feasibility of establishing governance arrangements that reflect this; this would be preferable to more one-off governance mechanisms.

Members emphasised the need to manage expectations, as part of the community consultation process, to avoid disillusionment in communities if bids are not successful. Members raised the need to involve ward councillors at the outset, to help generate ideas, and were pleased to hear officers acknowledge this.

Members also discussed the need for inclusive growth, to avoid the pitfalls of previous regeneration schemes, which have not always ensured local communities benefit from the schemes.

⁵ Quote taken from <http://gov.wales/topics/housing-and-regeneration/regeneration/targeted-regeneration-investment/?lang=en> downloaded 4 April 2018

Corporate Plan & Budgetary Proposals 2018-19

At its February 2018 meeting the Committee considered the Council's draft Corporate Plan and draft budgetary proposals for 2018–19. Members:

- Raised a concern about the geographic and demographic breakdown of the consultation work undertaken in advance of the budget process, and suggested that the Council work closely with Cardiff University to improve the methodological approach and focus on sites that younger people visit;
- Sought clarification on the services, pressures and funding settlements that were causing the growing budget gap;
- Highlighted their concerns at the reduction from 10% (for 2017/18 proposals) to 5% (for 2018/19 proposals) in the savings proposals with detailed planning status;
- Sought clarification on how proper monitoring and review processes could be put in place for future economic development schemes and measuring the benefits for local residents;
- Queried the presentation scale for a graph re Visitor Numbers per Annum;
- Highlighted their wish to scrutinise the proposed historic assets business plan;
- Asked that consideration be given to providing additional revenue funding to support an additional post in Park Ranger service;
- Requested a detailed breakdown of the capital funding for Leisure Centres;
- Requested feedback on where the Council's accountability rests in terms of supporting local businesses and employment prospects of local residents affected by major developments;
- Asked that Cabinet explore a range of options to boost accessibility to adult learning courses which are no longer subsidised by the Council; and
- Requested assurance that the reduction in Libraries Book fund does not take Cardiff below the Welsh Public Library Standards.

Councillor Chris Weaver, Cabinet Member - Finance, Modernisation and Performance, responded to the above points, providing the additional information requested and clarifying the administration's position regarding issues highlighted. The request for additional funding for the Park Ranger service was not supported.

Monitoring Performance

Quarterly Performance Reports

Scrutiny Committees are responsible for scrutinising performance, thereby facilitating challenge and public discussion, to help drive improvement in service provision. This Committee has reviewed the performance of the following Directorates each quarter:

- Economic Development - *all areas except for Commercial Services, which fall within the terms of reference of Environmental Scrutiny Committee;*
- City Operations - *Parks, Sports, Leisure and Cardiff Harbour Authority service area⁶;*
- People & Communities⁷ - *Hubs, Libraries, Into Work and Adult Community Learning elements.*

In setting the Committee's 2017/18 work programme, Members decided to trial a new approach to scrutinising performance. The agreed approach was for Members to receive the relevant sections of the Quarter 1, Quarter 2 and Quarter 3 corporate performance reports for each Directorate by email, with a summary of key points provided by the Committee's Scrutiny Officer. Members then had the opportunity to review the reports and email their comments to their fellow Committee Members. Where Members had concerns about performance, they could request that the relevant Cabinet Member and officer be invited to the next Committee meeting to discuss performance issues and the mitigating actions being taken to address the challenges faced. The Quarter 4 report would be brought to a Committee Meeting, with relevant witnesses, to enable Members to review the whole year performance.

In setting the 2018/19 work programme, the Committee will review the approach taken to Quarterly Performance, its robustness and the quality of scrutiny it provided, and agree an approach to be taken for the future.

⁶ This service area moved into the Economic Development Directorate at the beginning of Quarter 4.

⁷ In Q1-Q3, these services were in the Communities, Housing and Customer Services Directorate

WORK PROGRAMME FOR 2018- 19

Members of the Committee will be invited to consider items for possible inclusion in the Committee's work programme during 2018-19. Work is currently in progress to draw together issues for the Committee to consider. A draft work programme will then be developed and brought to Committee for approval and implementation. The Committee would welcome suggestions for scrutiny items from other Members.

FUTURE SCRUTINY WORK

Over the course of its deliberations this year, the Committee has recommended that the following items be considered for inclusion in the Committee's 2018-19 work programme:

- ❖ Cardiff Capital Region City Deal - Metro Delivery Partnership, Skills & Employment, Innovation, Regeneration & Infrastructure.
- ❖ Cardiff Bus Station.
- ❖ Metro Central - Cardiff Central Station.
- ❖ Multi-Purpose Indoor Arena.
- ❖ International Sports Village.
- ❖ Cardiff Bay regeneration.
- ❖ Cardiff Harbour Authority.
- ❖ Historic Assets Business Plan.
- ❖ Changes to Libraries – Central, branch, hubs and new Strategy.
- ❖ Welsh Library Standards.
- ❖ Performance Reports.
- ❖ Savings Reports.
- ❖ Relevant Audit, Inspection and Regulatory Reports.
- ❖ Cabinet Responses to previous Inquiries, and implementation of agreed recommendations from previous Inquiries.

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A Report of: Environmental Scrutiny Committee

Annual Report 2017 – 2018

May 2018



City and County of Cardiff

ENVIRONMENTAL SCRUTINY COMMITTEE MEMBERSHIP



Councillor Ramesh Patel
(Chairperson)



Councillor Philippa Hill -
John



Councillor Owen Jones



Councillor John Lancaster



Councillor Chris Lay



Councillor Norma Mackie



Councillor Oliver Owen



Councillor Peter Wong



Councillor Ashley Wood

CHAIR'S FOREWORD

2017/18 has been both a busy and interesting year for Cardiff's Environmental Scrutiny Committee. We started the year with a new administration, eight brand new councillors, one old hand and the task of scrutinising Cardiff's environmental priorities. In short, it was a tough challenge.

The Committee started its work last July by developing a work programme which was supported by valuable contributions from the Cabinet and service areas. To support this exercise we ran a scrutiny induction, provided the new Members with plenty of background information and arranged a series of visits to facilities including Lamby Way, the Kelda Anaerobic Digestion Facility and the Viridor Incinerator. All of this work helped the new Members achieve a basic grounding in the areas covered by the Committee.

Initial scrutiny focused on theme based topics instead of looking at policy decisions and performance monitoring, for example, in September and October we scrutinised important public issues such as recycling, street cleansing, taxis and food hygiene. This approach I believe allowed us to focus on topics relevant to the public and provided the new Members with vital information on key front line services.

As the year progressed we broadened the range of work undertaken to include pre decision scrutiny, policy development and performance management of a range of topics. This involved running 12 public committee meetings; scrutinising 36 individual items; inviting 55 witnesses to the Committee and welcoming 38 external witnesses to take part in various scrutiny events. In addition to this we were proactive in terms of our need to improve scrutiny public engagement by producing regular media briefs and webcasting all of our public meetings – which received 476 views during the year.

During the year we used our Committee letters to raise a number of important issues, for example, we encouraged the development of ward based action

plans for managing street cleansing; we consistently challenged the high sickness rates across a range of front line Council services; we recommended the running of targeted food hygiene events to support harder to reach food catering establishments; we expressed concern at the frequency with which taxis block bus lanes & asked for a review of taxi rank provision in the city; we expressed concern at the lack of detail for the digitalisation savings in the consultation budget; and during budget scrutiny we highlighted the increasing borrowing costs required to support the Council's Capital Programme.

The most significant piece of work undertaken during the year was the task & finish exercise into 'Improving Cardiff's Air Quality'. This piece of work considered the current air quality position; the development of Cardiff's Clean Air Strategy; the Welsh Government position on air quality; transportation; a range of other pollution sources; planning & development; sustainable fuels and clean air zones.

Delivering the 'Improving Cardiff's Air Quality' task & finish exercise involved holding nine task group meetings; 17 separate witness sessions; speaking with 38 expert witnesses; Scrutiny Research reports on best practice in 'Clean Air Zones' and an emissions review of Cardiff's public sector fleet; and the areas being used to structure Cardiff's Clean Air Strategy (for example, Transportation, Planning, Sustainable Fuel).

Key recommendations made in the Improving Cardiff's Air Quality report included putting Public health at the heart of Cardiff's Clean Air Strategy; creating a low emission zone in Westgate Street by focusing on reducing NO₂ emissions from diesel buses; pushing for more sustainable fuel infrastructure for Cardiff to support the growth in the use of low emission vehicles; greater regional planning with neighbouring local authorities organisations to help reduce emissions cause by commuter travel; accelerating public transport and active travel infrastructure, for example, more bus and cycle lanes; using short term initiatives within the Council's control to drive modal shift, for example, 20 mph zones and resident parking schemes and for the Council to lead by example, for example, by switching the Council fleet to low emission vehicles and building in the use of low emission fuels into the Council procurement

process. As a Committee we hope that the recommendations will help to provide the Council with some direction on how to deal with our air quality challenges.

To conclude my foreword I would like to thank all of the Members of the Committee, the Cabinet, external witnesses and officers who have supported our work. In particular, it has been a pleasure to work with an excellent group of new councillors who have, without exception, actively engaged in their new roles at every single meeting. I look forward to your continued support in the year to come.



Councillor Ramesh Patel

Chairperson - Cardiff's Environmental Scrutiny Committee

INTRODUCTION

The Environmental Scrutiny Committee plays an important role in assessing service performance and informing service policy development across a range of Council services, including all aspects of transport, sustainability, and waste.

This report presents the Committee's main activities during 2017/18. Between July 2017 and May 2018 the Committee scrutinised the following topics:

- **Briefing Information** – Where the Committee receives information on a specific subject that has environmental implications to the Council and the City. During 2017/18 examples included:
 - Managing Street Cleanliness & Total Street Scene in Cardiff
 - Managing Recycling in Cardiff
 - Greener Grangetown – Member Update
 - Roles & Responsibilities for Flood Risk Management in Cardiff
 - Roath Flood Scheme

- **Call In Meetings** - Where the Committee considers a request made by a non-Executive Member to review a recent Executive decision on a specific subject that has environmental implications to the Council and the City. During 2017/18 examples included:
 - Funding the New Bus Transport Interchange

- **Inquiries** – Where the Committee had undertaken an examination of a topic over a period of time, resulting in a formal report to the Cabinet. During 2017/18 examples included:
 - Cabinet Response to Managing Section 106 Funding for the Development of Community Projects
 - Improving Cardiff's Air Quality
 - Managing Litter & Fly Tipping in Cardiff

- Consideration of the Environmental Scrutiny Committee Draft Report Titled 'Improving Cardiff's Air Quality – Task & Finish Exercise'
- **Performance Monitoring** – Where the Committee has undertaken monitoring of the Council's performance. During 2015/16 examples included:
 - City Operations Directorate - Quarter 1 & 2 Performance Reports 2017/18
 - Commercial & Collaborative Services – Quarter 1 & 2 Performance Reports 2017/18
- **Policy Review** - Where the Committee has contributed to the Council's policy development processes, for example, by considering draft policy documents, and/or where the Committee has considered the implementation of policies, looking at whether this has happened in a timely manner and the impact of the policy, giving the Cabinet the opportunity to know Scrutiny Members' views about whether any changes are required. During 2017/18 examples included:
 - City Operations Digitalisation Projects
 - Recycling & Waste Management Strategy – 2018 to 2021
 - Managing Food Hygiene in Cardiff
 - Cardiff's Taxi Services
- **Pre Decision Scrutiny** – This provides the Committee with an opportunity to evaluate and comment on policy proposals before they go to the Council's Cabinet. This gives the Cabinet the opportunity to know Scrutiny Members' views prior to making their decision. During 2015/16 examples included:
 - First Cardiff Local Development Plan Annual Monitoring Report
 - Draft Budget Proposals 2018/19 – Corporate Overview
 - Draft Corporate Plan 2018 to 2021 & 2018/19 Draft Budget Proposals - Strategic Planning & Transport Portfolio

- Draft Corporate Plan 2018 to 2021 & 2018/19 Draft Budget Proposals – Clean Streets, Recycling & Environment Portfolio
- Coastal Risk Management Programme
- New Burial Space
- Pre Decision Scrutiny: Air Quality – Welsh government Direction
- Cardiff District Heat Network
- Recycling & Waste Management Strategy – 2018 to 2021

Over the year the Scrutiny Committee held 11 committee meetings and wrote 13 letters to the Cabinet, officers and external partners, sharing their comments/ recommendations and concerns following the scrutiny of items at committee meetings.

Members have attended a number of other scrutiny events, including work programming meetings, and pre-meetings prior to Committee and task & finish group meetings.

BRIEFING INFORMATION

Managing Street Cleanliness & Total Street Scene in Cardiff (5 September 2017)

The meeting on 5 September 2017 gave Members the opportunity to scrutinise and comment on an item titled 'Managing Street Cleanliness & Total Street Scene in Cardiff'. The Cabinet Member for Clean Streets, Recycling & Environment attended the meeting and was supported by officers from the City Operations Directorate. The purposed of the report was to:

- Provide Members with a briefing on how the Council deals with litter, street cleansing and total street scene in Cardiff. In particular the item considered the various categories of litter; the resources available to tackle litter; the challenges of managing litter in Cardiff; litter management campaigns and recent Local Environmental Audit & Management System (LEAMS) results.

Following discussion, questions and comments, Committee sent a letter to the Cabinet Member, making the following key points:

- **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 positive idea and that the trial sample should include wards with differing characteristics.
- **Waste Enforcement – Landlord v Tenant Responsibility** – Members asked the Cabinet Member to find out more about the success that other local authorities had achieved in dealing with waste enforcement issues at rental properties by involving landlords at the earliest possible opportunity.

- **Cathays** – 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 questioned if too much waste enforcement had been carried out in Cathays to the annoyance of permanent residents and suggested that a review of the current waste enforcement approach was required and that this should include detailed consultation with permanent local residents.
- **Fly Tipping** – The Committee was concerned that fly tipping had increased by 28% between 2015/16 and 2016/17. They asked for clarification of 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 and 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** – Members emphasised the importance of monitoring sickness levels and have asked for a breakdown of City Operations sickness rates for 2016/17 and 2017/18.
- **LEAMS Performance** – Members asked for an explanation 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.

Greener Grangetown – Member Update (15 May 2018)

The meeting on 15 May 2018 gave Members the opportunity to scrutinise and comment on an item titled 'Greener Grangetown – Member Update'. The Cabinet Member for Clean Streets, Recycling & Environment attended the meeting and was supported by officers from the Planning, Transport & Environment Directorate. The purpose of the report was to provide Members with an information update on the Greener Grangetown project; to assess progress achieved to date on the scheme; to consider lessons learnt from the project and to identify future potential opportunities arising for Cardiff from the scheme.

Following discussion, questions and comments, Committee sent a letter to the Cabinet Member, making the following key points:

- Members asked about the cost of delivering the Greener Grangetown project. It was highlighted that the contract value had been provided to the Committee (a value of £1,785,853.55); however, a final project close value had not been calculated. An officer agreed to provide the Committee with a copy of the outturn funding report once it became available.
- At the meeting it was explained that local resident feedback would be included as a part of the lessons learnt phase of the project. This would take place after delivery of the project was complete and provide valuable information to the Council and its partners on how to improve delivery of any similar future projects. Members felt that this was a good idea and asked for a detailed explanation of how the local resident feedback will be gathered, stored and reported.
- The Committee asked for a copy of the 'snagging list' to establish the type of final alterations that need to be addressed

Roles & Responsibilities for Flood Risk Management in Cardiff (5 December 2017)

The meeting on 5 December 2017 gave Members the opportunity to scrutinise and comment on an item titled 'Roles & Responsibilities for Flood Risk Management in Cardiff'. The Cabinet Member for Clean Streets, Recycling & Environment attended the meeting and was supported by officers from the City Operations Directorate. In addition to this, representatives from Dwr Cymru and Natural Resources Wales were invited to take part in the meeting to explain the role that their respective organisations play in flood risk management. The purpose of the report was 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. Following discussion, questions and comments, Committee sent a letter to the Cabinet Member, making the following key points:

- During the meeting an officer from the City Operations Directorate was asked if the Council allocated sufficient funding towards drainage and flood management activities. Overall he felt that adequate monies were spent in this area, however, there was a need for the Council to recruit a new Sustainable Drainage Systems (SuDS) officer to deal with a range of new statutory responsibilities placed onto the Council. The Committee suggested that given the statutory nature and importance of the role, funding should be made available for recruitment to the post.
- The Committee, recommended that the Cabinet Member liaise with Natural Resources Wales to explore the possibility of setting up a flood group(s) in some of Cardiff's highest flood risk areas.

Roath Flood Scheme (5 December 2017)

The meeting on 15 May 2018 gave Members the opportunity to scrutinise and comment on an item titled 'Roath Flood Scheme'. Representatives from Natural Resources Wales and members of the public were invited to take part in the meeting to debate the merits of continuing with the development of the Roath Flood Scheme. The purpose of the item was to provide Members with the opportunity to review the progress of the development and implementation of the Roath Flood Scheme. Following discussion, questions and comments, the Committee sent a letter to the lead officer from Natural Resources Wales that was copied into all of the members of the public that took part in the meeting. The letter made the following points:

- The Committee noted the range of consultation activities delivered by Natural Resources Wales during the development of the scheme.
- It was explained during the item that the works to Roath Brook would actually reduce the overall dry land surface area of the parks within the scope of the scheme. Natural Resources Wales acknowledged that this was the case, however, were unable to accurately quantify the exact area that would be lost. The Committee asked for clarification of how much actual dry land surface area would be lost.
- During the meeting Dr Johansson referenced a number of potential alternatives for helping to manage flood risk issues along Roath Brook. The Committee asked for assurance that these alternatives had been considered and evaluated as a part of the development of the scheme.
- The Committee noted that the overall proposal involved the removal of 140 trees and that these would be replaced by 122 new trees. The process for deciding which types of trees to use had been supported by an arboreal study that has been funded by the scheme. The removed trees would be replaced with appropriate specimens; some of these would be mature and approximately four or five metres in height. The overall loss of mature

trees would be 18 in total. The Committee noted that there would be an additional 200 saplings planted by Natural Resources Wales at another site which would in time more than offset the number of trees lost.

CALL IN MEETINGS

Call In Cabinet Decision CAB/17/11 – Funding the New Bus Transport Interchange (13 September 2017)

Members recognised the importance to residents, commuters, visitors, employers and businesses of having a high quality bus transport interchange in place as soon as possible. Committee time was made available to undertake regular scrutiny of proposals as these came forward throughout 2017-18. In all, the Environmental Scrutiny Committee undertook two separate joint scrutinies with the Economy & Culture Scrutiny Committee on proposals for delivering a new Cardiff Bus Station. These focused on exploring the following with Councillor Russell Goodway – Cabinet Member Investment & Development, and senior officers: funding mechanisms, the fit with neighbouring regeneration proposals for Central Square, Central Train Station and Central Quay; risk management; and deliverability.

Call – In – September 2017 - Following Cabinet approval of the report; this was then Called –In by Councillor McEvoy and, in September 2017, the Committee held a joint meeting with the Environmental Scrutiny Committee, to consider the areas specified in the Call-In.

At the Call-In meeting, Members heard from Cllr McEvoy and a representative of Cardiff & Vale Bus Users Group, Dr. Max Wallis, as well as Councillor Russell Goodway and senior officers. Having considered the evidence and the Call-in procedure rules set out in the Council's constitution, Members voted not to refer the item to Full Council or the Cabinet for reconsideration.

INQUIRIES

Cabinet Response to Managing Section 106 Funding for the Development of Community Projects (16 January 2018)

The meeting on 16 January 2018 gave Members the opportunity to scrutinise and comment on the Cabinet Response to Managing Section 106 Funding for the Development of Community Projects. The Cabinet Member for Strategic Planning & Transport attended the meeting and was supported by officers from the City Operations Directorate. Details of the Cabinet response to the report were provided to the Committee and following discussion, questions and comments, the Committee sent a letter to the Cabinet Member, making the following key points:

- The Committee welcomed the very positive Cabinet response to the report. They were optimistic that the new approach would put local councillors at the heart of the decision making process for identifying suitable community projects to be funded by section 106 contributions.
- The Committee stressed that councillor training on the new process for allocating section 106 funding for community projects would be essential and that it should be supported by wider training on section 106 contributions and other types of planning obligations.
- The Committee were aware that the new process for allocating section 106 funding for community projects would be a first of its kind. This meant that there would probably be a series of teething difficulties and a host of lessons to learn from during the first year, with this in mind the Committee asked for a twelve month review of the process to consider the lessons learnt and progress made to date.

Improving Cardiff's Air Quality

During the Committee work programming process it was decided that the Environmental Scrutiny Committee should prioritise running a task & finish exercise on air quality in the city. An air quality task & finish exercise was scoped and Members agreed to run an inquiry titled 'Improving Cardiff's Air Quality'. The terms of reference for the exercise is set out below:

The aim of the inquiry is to provide Members with the opportunity to explore and consider how the Council can help to improve air quality in Cardiff. This will include reviewing:

- **Current Air Quality Position** - *to include a report and analysis of the worst affected areas; the major contributing factors to air pollution in Cardiff; resources, monitoring arrangements & statutory responsibilities; the impact on public health; consider any existing air quality action plans for Cardiff; to consider air quality responsibilities placed on the Council.*
- **Development of Cardiff's Clean Air Strategy** – *to include a report on the aims and objectives of the strategy; associated policies that support the development of the strategy; resources and timescale for delivering the strategy; desired impact of the strategy and the main areas that the strategy will target.*
- **Welsh Government Position on Air Quality** – *to gain a better understanding of the policy objectives of the Welsh Government in terms of air quality; to understand the applicable timescales and consequences of the Council not meeting these policy objectives; to identify the key areas that Welsh Government believes should be targeted to achieve the best outcomes for air quality.*
- **Transportation** – *to understand the positive and negative impacts that transport (and transport systems) can have on air quality in Cardiff; to establish a hierarchy of transport pollution sources and evaluate what can be done to better manage the worst polluting sources; to review transport*

schemes and infrastructure planned for development or in the process of being delivered in Cardiff; to explore the benefits of sustainable fleet management in Cardiff; to consider the impact that changes in technology and public perception can have on air quality.

- **Other Pollution Sources** – *to consider a range of pollution sources (excluding transport) and the impact that these have upon air quality in Cardiff; to establish a hierarchy of pollution sources (excluding transport) and evaluate what can be done to better manage the worst polluting sources; to review proposals currently being developed or delivered (excluding transport) to reduce pollution in Cardiff.*
- **Planning & Development** – *to understand how the planning and development process can be used to improve air pollution in Cardiff; to consider the current planning processes / policies and how these impact upon air pollution; the impact that the growth of the city might have upon air quality.*
- **Sustainable Fuels** – *to understand the challenges and opportunities that the growth of sustainable fuels can have upon air quality in Cardiff; to consider the role of the Council in terms of helping to establish the local market for sustainable fuels; to consider what the Council and its partners can proactively do to support the move to sustainable fuels.*
- **Clean Air Zones** – *to understand how Clean Air Zones work; the impact that a Clean Air Zone could have upon air quality in Cardiff and the wider implications for the city; the costs and opportunities of setting up a clean air zone; best practice in delivering Clean Air Zones (to include domestic and international examples).*

The work of the task & finish group was extensive and delivering the 'Improving Cardiff's Air Quality' task & finish exercise involved:

- Nine task group meetings;
- 17 separate witness sessions;

- Dealing with 38 expert witnesses (26 external to the Council and 12 internal to the Council);
- Working closely with the Cabinet Members and Council staff developing Cardiff's Clean Air Strategy;
- Scrutiny research reports on best practice in 'Clean Air Zones' and an emissions review of Cardiff's public sector fleet;
- Consideration of the areas being used to structure Cardiff's Clean Air Strategy, for example, Transportation, Planning, Sustainable Fuel;

The report made a series of key findings and 31 recommendations designed to help improving Cardiff's Air Quality. Some of the main themes generated by the recommendations included:

- Putting public health at the heart of Cardiff's Clean Air Strategy – air pollution causes approximately 40,000 premature deaths in the UK each year;
- Creating a low emission zone in Westgate Street by focusing on reducing Nitrogen Dioxide emissions from diesel buses;
- Pushing for more sustainable fuel infrastructure for Cardiff to support the growth in the use of low emission vehicles, for example, electric and hydrogen;
- Greater regional planning with neighbouring local authorities organisations to help reduce emissions cause by commuter travel;
- Accelerating public transport and active travel infrastructure, for example, more bus and cycle lanes;
- Using short term initiatives within the Council's control to drive modal shift, for example, 20 mph zones and resident parking schemes;
- Leading by example, for example, switching the Council fleet to low emission vehicles and building the use of low emission fuels into the Council procurement process.

Managing Litter & Fly Tipping in Cardiff

During the Committee work programming process it was decided that the Environmental Scrutiny Committee should prioritise running a task & finish exercise on litter and fly tipping during the municipal year. Scoping meetings took place in March and April 2018 and a terms of reference for the inquiry was agreed. This is set out below:

- *To undertake comparative analysis and benchmarking on how other local authorities manage litter & fly tipping, with the main aim of identifying best practice. The comparative analysis and benchmarking should focus on the performance of core cities, Welsh local authorities and cities with a large student population.*
- *To undertake a detailed survey on litter & fly tipping to test public perception on how they feel about litter, fly tipping and wider street cleanliness in Cardiff.*
- *To arrange a number of Member visits to frontline street cleansing and waste enforcement services to help gain a better understanding of the work that they carry out and everyday challenges that they face.*
- *To compare Cardiff's performance in terms of managing litter & fly tipping against best practice identified in the comparative analysis and benchmarking.*

The next steps for this task & finish exercise is to complete the commissioned research; undertake a public survey on litter and fly tipping and to complete a series of front line job shadowing visits for Members to experience first-hand how the Council manages litter and fly tipping.

PERFORMANCE MONITORING

Quarterly Performance Monitoring – 2017/18

During 2017/18 the Committee received quarterly performance monitoring reports for Quarters 1 and 2 of 2017/18. This focused on the performance of services within the City Operations Directorate and Commercial & Collaborative Services (which at the time was a part of the Economic Development Directorate). The main comments made during the quarterly performance monitoring scrutiny were:

➤ **City Operations Directorate – Quarters 1 & 2 Performance Reports (5 December 2017)**

- The topic of 20 mile per hour zones was discussed as a part of this item. A Member asked for a list of the objectives attached to the implementation of Cardiff's 20 mile per hour zones and for clarification as to if they had been achieved.

➤ **Commercial & Collaborative Services – Quarters 1 & 2 Performance Reports (5 December 2017)**

- The topic of sickness levels in Commercial Services was considered during the meeting. Members asked how the sickness rates in our waste services compared against other local authorities and were told that the rates of our teams were similar or lower than those in other local authorities. It was also stressed that sickness rates in the private sector were generally lower as they had stricter sickness absence policies. Members acknowledged this and were keen to understand how sickness rates in our waste services compared against the other United Kingdom core cities. They asked for a short benchmarking report to that compare

the sickness rates for Cardiff's waste services against the other United Kingdom core cities.

- At the meeting the Cabinet Member stated that each year Cardiff scheduled approximately 24 million waste collections and that from this total approximately 18,000 were missed. Members were also informed that no overtime was paid for sending crews out to collect the missed collections. As a follow up to this question a Member asked if the Council incurred any additional costs for these missed collections, i.e. costs other than overtime, and if there were could they be provided in writing.

POLICY REVIEW

City Operations Digitalisation Projects (16 January 2018)

The meeting on 16 January 2018 gave Members the opportunity to scrutinise and comment on an item titled 'City Operations Digitalisation Projects' to explore the progress of implementing digitalisation across the City Operations Directorate in advance of budget scrutiny in February 2018. The Cabinet Member for Strategic Planning & Transport attended the meeting and was supported by officers from the City Operations Directorate. The purpose of the report due to be received by Cabinet was:

- To provide Members with the opportunity to review a number of digitalisation projects currently being developed and delivered for services within the City Operations Directorate.

Following discussion, questions and comments, Committee sent a letter to the Cabinet Member, making the following key points:

- The overall the budget consultation identified a number of digitalisation savings, including 'CONSULT 1' for £212,000 that was allocated against the City Operations Directorate. This potential budget saving fell against the category of 'Income Generation' and was described as:

'Improve Charging & Income Generation Projects – Generate additional income through an increase in fees and charges across City Operations in addition to maximising opportunities for recharging for services, particularly through digitalisation'.

The saving was consistently risk rated as 'Green' and was listed against the Strategic Planning & Transport Cabinet portfolio. At the meeting Members asked for further detail around how the £212,000 saving would be achieved, but were not provided with a sufficiently detailed explanation. The letter to the Cabinet Member explained that the Environmental

Scrutiny Committee was due to scrutinise the budget proposals at a meeting on the 14th February, and that if the 'CONSULT 1' saving of £212,000 still featured as a budget line the Committee would be expecting a more detailed answer.

- At the meeting a number of questions were raised about 'Consult 38' from the '2018/19 Budget Proposals – For Consultation'. This referenced a £1.206 million saving that had been allocated against the Corporate Management budget alongside the title of 'Business Processes including Digitalisation'. The saving was described as:

'Council Wide Efficiencies – In line with the Council's digital strategy, this saving will be achieved through delivering business efficiencies through third party spend, charging processes, technology and staff resources. This will put the use of digital forms of communication and service delivery at the heart of how the Council operates and interacts with the people it serves'.

The saving was consistently risk rated as 'Red – Amber' and was placed under the saving category 'TBC'. It was anticipated that these savings were to be applied 'Council Wide', and as such a part of the £1.206 million saving could be applied against the City Operations Directorate or other services that might fall within the remit of the Environmental Scrutiny Committee. Members asked how much (if any) of the saving would be applied against the City Operations Directorate or any other services provided within the remit of the Environmental Scrutiny Committee. Officers from the City Operations Directorate were unable to provide an answer to the question, explaining that it was a 'Corporate Management' issue that was still being developed. They were also unable to answer a second question as to whether a detailed business plan had been put in place to ensure that the saving was achieved. Failure to provide an adequate explanation around on how a £1.206 million digitalisation saving was to be achieved and the impact that it would have on services relevant to the Environmental Scrutiny Committee terms of reference left the Committee feeling concerned about the achievability of the savings, and

so the Committee decided to refer the matter to the Chair of the Policy Review & Performance Scrutiny Committee in advance of budget scrutiny on the 14th February.

- During the meeting it was explained that modern digital technology could deliver efficiency and savings, however, it also required constant additional investment to ensure that all of the necessary upgrades are applied. This means that future technology budgets will need to be supported by regular funding increases to ensure that systems continue to work and that any savings / efficiency gains are not lost. In the letter to the Cabinet Member the Committee pointed out that most major private companies set aside regular increases for technology budgets and the Council should not be any different. This point was noted in the Committee letter to the Chair of the Policy Review & Performance Scrutiny Committee in reference to the range of 'Council Wide' digitalisation projects.

Update to the Recycling & Waste Management Strategy (17 April 2018)

The meeting on 17 April 2018 gave Members the opportunity to scrutinise and comment on an item titled 'Update to the Recycling & Waste Management Strategy' to review future proposals for recycling and waste management in the city. The Cabinet Member for Clean Streets, Recycling & Environment attended the meeting and was supported by officers from the Planning, Transport & Environment Directorate. The bulk of the detail on the item was provided in a presentation to the Committee titled 'Recycling & Waste Management Strategy 2018 – 2021' that focused on the background to the report; challenges facing the Council in terms of recycling; wheeled bin & glass bottle recycling trials and the consultation exercise for the strategy. Following discussion, questions and comments, Committee sent a letter to the Cabinet Member, making the following key points:

- The Committee looked forward to receiving the draft Cabinet papers on the Recycling & Waste Management Strategy at the Environmental Scrutiny Committee meeting on the 15 May so that they could undertake pre decision scrutiny.
- A Member emphasised the point that there were large differences between the recycling challenges experienced across Cardiff's 29 wards. With this in mind, the Committee felt that a flexible approach should be applied to the development of the revised Recycling & Waste Management Strategy, and that if a recycling proposal wasn't successful in one ward it didn't necessarily mean that it would not work well in another.
- Members were concerned by the comment made by the Cabinet Member that the Commercial Waste Service was only achieving recycling rates of approximately 25%, and that this was having a direct impact on Cardiff's overall recycling rate. The Committee felt that this was something that needed to improve to ensure that recycling rates increased.

- Members agreed that it is important to run a very thorough three month consultation exercise for a strategy. They also stressed the importance of detailed consultation with local ward Members as they hold significant amounts local information about the wards that they represent; this information will be essential in delivering a flexible bespoke Recycling & Waste Management Strategy for Cardiff.

Managing Food Hygiene in Cardiff (3 October 2017)

The meeting on 3 October 2017 gave Members the opportunity to scrutinise and comment on an item titled 'Managing Food Hygiene in Cardiff' to review how food hygiene is managed in the city. The Cabinet Member for Clean Streets, Recycling & Environment attended the meeting and was supported by officers from the Shared Regulatory Service. The purpose of the report was to review:

- The role, responsibilities and challenges facing Shared Regulatory Services in managing food hygiene in Cardiff;
- The aims and objectives of Shared Regulatory Services in terms of managing food hygiene in Cardiff;
- Performance targets facing Shared Regulatory Services for managing food hygiene in Cardiff;
- The resources available to Shared Regulatory Services for managing food hygiene in Cardiff.

Following discussion, questions and comments, Committee sent a letter to the Cabinet Member, making the following key points:

- The Committee acknowledged that the resources available to Shared Regulatory Services for managing food hygiene in Cardiff were limited given the scale of the task. At the same time, the targets set by the Welsh Government for food hygiene were very high; for example, there was a 93% target for PAM/023 that measures the percentage of food establishments which were broadly compliant with food hygiene standards. Considering the challenges faced Members felt that Shared Regulatory Services deserved to be congratulated for the work and results that they delivered.
- **Income Generation** - Members supported the approach taken by Shared Regulatory Services in generating income from some food hygiene related services. The Committee understood that the approach was

relatively new and that it was not realistic for the income raised to fully offset any future funding cuts. With this in mind Committee encouraged the Cabinet Member to continually review best practice across the food hygiene industry to help identify any new potential income streams.

- **Extending the Food Hygiene Rating Scheme** - It was clear that the Food Hygiene Rating Scheme had made a really positive impact in terms of raising public awareness and food hygiene standards in Cardiff. Businesses viewed a good Food Hygiene Rating Score as an asset while the public seemed 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 had 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 believed that highlighting the score or how to access the score was important as it put the public in a better position to make an informed choice.
- **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.

Cardiff's Taxi Services (3 October 2017)

The meeting on 3 October 2017 gave Members the opportunity to scrutinise and comment on an item titled 'Cardiff's Taxi Services' to review the standards of taxi provision in the city. The Cabinet Member for Clean Streets, Recycling & Environment attended the meeting and was supported by officers from the Shared Regulatory Service. The purposed of the report was:

- To provide Members with a briefing on the way in which Taxi Services in Cardiff currently operate, the challenges that they face and to consider where improvements can potentially be achieved.

Following discussion, questions and comments, Committee sent a letter to the Cabinet Member, making the following key points:

- **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 were allowed to use Cardiff's bus lanes and that dropping off and picking up is permitted, however, this had 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 felt that the bus lanes need to be kept clear as unnecessary blockages delayed bus journeys and had an impact on Cardiff's 50:50 modal shift target. Members urged that the strongest possible enforcement action should be taken against persistent offenders with the hope that this would stress the message that the Council does not tolerate taxis blocking bus lanes.
- **Taxi Spot Checks** - The Committee strongly supported the use of regular taxi spot checks to ensure that licensing conditions and standards are followed in Cardiff. 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 felt would help improve taxi safety and standards in the city.

- **Taxi Ranks** - The issue of taxi ranks and the impact that they have on the city centre was discussed at the meeting. The Members concluded that it was time to review the provision of taxi ranks in the city centre, and asked the Cabinet Member to undertake a taxi rank review.
- **Taxi Marshals** – Members welcomed 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.
- **Common Taxi Policies** –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.

PRE DECISION SCRUTINY

First Cardiff Local Development Plan Annual Monitoring Report (3 October 2017)

The meeting on 3 October 2017 provided the Environmental Scrutiny Committee with the opportunity to scrutinise and comment on an item titled 'Member Briefing: First Cardiff Local Development Plan Annual Monitoring Report'. The reason for receiving the report was to provide a short briefing to Members on the content of a Cabinet report titled 'First Cardiff Local Development Plan Annual Monitoring Report' that was later presented to Cabinet on Thursday 21 September 2017. Members were asked to note the content of the item and discuss any future actions relating to the report. The main comment was that the document was the first in a series of reports designed to measure the progress of Cardiff's Local Development Plan; as such the best that the report could do was identify a number of baseline values against future progress could be measured. Members noted the content of the report and agreed to undertake further scrutiny of the 'Second Cardiff Local Development Plan Annual Monitoring Report' due to be published in the autumn of 2018.

Draft Corporate Plan 2018 to 2021 & 2018/19 Draft Cabinet Budget proposals (14 February 2018)

The meeting on 14 February 2018 provided the Committee with the opportunity to scrutinise and comment on the 'Draft Corporate Plan 2018 to 2021 & 2018/19 Draft Budget Proposals'. The Cabinet Members for Clean Streets, Recycling & Environment, Strategic Planning & Transport and Finance, Modernisation & Performance were invited to the meeting. They were supported by officers from the City Operations, Commercial & Collaborative Services and the Resources Directorate.

The letter sent after the meeting to the Cabinet Member for Finance, Modernisation and Performance addressed the content of the whole meeting and made the following key points:

Corporate Overview

- The Committee was concerned at the increasing borrowing costs associated with the Capital Programme – it was explained at the meeting that interest payments could account for 16.5% of the Council's revenue budget by 2022/23. While Members supported the majority of the proposals contained in the Capital Programme they were concerned that the Council was not spending tomorrow's money today. At the same time they acknowledged that interest rates were exceptionally low at the time and so some of the Committee were of the view that it was a good time to borrow and invest. Members concluded that it would be prudent to review the Capital Programme to prioritise any essential projects.

Strategic Planning & Transport Portfolio - Draft Budget Proposals

2018/19 – Corporate Overview

- Members were pleased to see that £1.4 million had been included in the Capital Programme for the delivery of the Western Transport Bus Interchange. They agreed that the creation of a series of transport hubs for the city was essential to keep the city moving and that such development

would support the operation of the new integrated transport hub. The Committee supported the capital investment, but at the same time urged the Council to ensure that at least some of the satellite transport hubs were operational by the time the new integrated transport hub was completed.

Clean Streets, Recycling & Environment Portfolio - Draft Budget Proposals 2018/19 – Corporate Overview

- The Committee was concerned at the reduction in recycling income due to the global decline in prices. They agreed with the provision of the financial pressure bid for £523,000 to support the growth of dry recycling processing and to compensate for the reduction in income. Members understood that it presented a difficult challenge for the Council and commend the Cabinet Member for Clean Streets, Recycling & Environment and officers from Commercial & Collaboration Services for taking positive steps to mitigate and solve the problem.

Coastal Risk Management Programme (6 March 2018)

The meeting on 6 March 2018 gave Members the opportunity to scrutinise and comment on an item titled 'Coastal Risk Management Programme' due to be received at the Cabinet meeting on the 15 March 2018. The Cabinet Member for Clean Streets, Recycling & Environment was invited to the meeting and was supported by officers from the City Operations Directorate. The purposed of the report due to be received by Cabinet was:

- To provide a briefing to Cabinet on the current state of Cardiff's coastal defences and the Welsh Government Coastal Risk Management Programme;
- To seek Cabinet approval for the commitment to procure the detailed design and construction of the coastal defences valued at £11 million.

Following discussion, questions and comments, Committee sent a letter to the Cabinet Member, making the following key points:

- The Committee supported the plan to improve coastal flood defences between Rover Way in the west and Lamby Way in the east. They felt that it was vital to ensure that the large number of homes and businesses in the area were properly protected against coastal erosion and future potential flood risks. They believed that working with Welsh Government to deliver the scheme was very positive and looked forward to future scrutiny of the plans for the next phase of the process.
- The Committee felt that it would be a very positive thing if the new coastal flood defence scheme could be designed to support wildlife in the area and allow for a range of leisure opportunities, for example, walking. They asked the Cabinet Member for Clean Streets, Recycling & Environment to look at these options and do what he could to build them into the design process.

- A Member asked if sufficient modelling had been undertaken to assess the impact that creating the scheme would have on other nearby coastal areas. It was suggested that some modelling work had been carried out, and so Members asked for further details of any coastal modelling information that had been carried out for the proposed implementation of the scheme.

New Burial Space – Member Briefing Note (6 March 2018)

The meeting on 6 March 2018 gave Members the opportunity to scrutinise and comment on an item titled 'New Burial Space – Member Briefing Note'. This was in advance of a Cabinet paper titled 'New Burial Space' being received at the Cabinet meeting on the 15 March 2018. The purpose of the report due to be received by Cabinet was to seek Cabinet approval to develop an area of existing Council owned land North of the M4 on the A469 for new cemetery space. Following discussion, questions and comments, Committee sent a letter to the Cabinet Member, making the following key points:

- Members of the Committee were supportive of the proposal to locate the new cemetery at Thornhill Farm and felt that its close proximity to the Thornhill Crematorium and the facilities that it offers made it a logical option.
- The Committee asked that before any work commenced on Phase 1 of the development an assessment was carried out to see if any long term savings could be achieved by delivering all of the required supporting infrastructure for the whole site at the outset.

Pre Decision Scrutiny: Air Quality – Welsh Government Direction (27 March 2018)

The meeting on 27 March 2018 gave Members the opportunity to scrutinise and comment on an item titled 'Pre Decision Scrutiny: Air Quality – Welsh Government Direction' due to be received at the Cabinet meeting on the 28 March 2018. The Cabinet Members for Clean Streets, Recycling & Environment; Strategic Planning & Environment and Social Care, Health & Well Being were invited to the meeting and supported by officers from the City Operations Directorate. The purposed of the report to be received by Cabinet was:

- To note that the Council has received a legal direction from Welsh Government titled Environment Act 1995 (feasibility study for Nitrogen Dioxide Compliance) Air Quality Direction 2018;
- To enable Cabinet to approve the undertaking of a feasibility study as required by the legal direction from Welsh Government;
- To approve the procurement of a specialist consultant to undertake the feasibility study to identify options for improving air quality and delivering compliance with the legal limits for nitrogen dioxide in Cardiff.

Following discussion, questions and comments, Committee sent a letter to the Cabinet Member, making the following key points:

- **DEFRA Modelling Data** - During the meeting it was explained that modelling undertaken by DEFRA indicated that Cardiff would be non-compliant beyond 2023 in terms of achieving the EU air quality directive limits; the potential breaches were identified along sections of the A48 and A4232. The Committee acknowledge the importance of the feasibility study and its role in verifying the DEFRA modelled air quality results, and asked for confirmation of the DEFRA results for both sites along with details of when the exercise was undertaken, the data sets used to simulate traffic flows and a breakdown of all other assumptions applied to the calculation.

- **Feasibility Study & Procurement Timescales** - Members were concerned about the exceptionally tight timescales placed upon the Council for delivering the feasibility study and indeed identifying a plan to achieve air quality compliance in 'the shortest possible time'. They felt that completing the feasibility study by the 30 September was a significant challenge, particularly given that several comparable cities had taken in excess of two years to complete the same task. Concerns were raised that the short timescale might mean that the exercise was rushed to the detriment of achieving the best outcome for Cardiff, and that the formal procurement of an air quality consultant had yet to start. The Committee asked for assurance that the short timescale for delivering the feasibility study would not prevent the Council from achieving the best outcome for Cardiff and that the time taken to procure a specialist air quality consultant has been built into the six month window for delivering the feasibility study in Cardiff.
- **Regional Collaboration** - The Committee welcomed the comments of the Cabinet Member for Strategic Planning & Transport in relation to working with neighbouring local authorities to identify the best solutions for dealing with Cardiff's air quality challenges, and in achieving the widest possible audience for the consultation exercise supporting 'Cardiff's Transport & Clean Air Green Paper'.
- **Low Emission / Sustainable Fuels** – The Committee welcomed the commitment made by the Cabinet Member for Clean Streets, Recycling & Environment in terms of developing the use of low emission / sustainable fuels in Cardiff. They felt that the use of low emission vehicles and sustainable fuel sources would be a major contributing factor in improving Cardiff's air quality. They encouraged the Council to be bold in its approach and consider all of the potential solutions available, for example, electric and hydrogen powered vehicles.

- **Electricity Supply** – Several of the Members were concerned at the comment made about the available supply of electricity in Cardiff being potentially insufficient to meet the future demand created by the growth of electric vehicles. They asked for details of the current electricity supply available to Cardiff; estimates for the increase in electric vehicles in the city and the projected increase in demand for electricity created by the new electric vehicles.
- **Finances** – The Committee welcomed the positive financial statement made in the letter from the Minister for Environment. They were reassured to hear that the Welsh Government would be supporting the Council to address the challenge and that they had agreed to support the funding for the feasibility study and implementation of the scheme to be identified for improving Cardiff's air quality.
- **Cardiff's Transport & Clean Air Green Paper** – Members welcomed 'Cardiff's Transport & Clean Air Green Paper' and the consultation exercise to support the piece of work. They agreed that it was well constructed and identified a number of important ideas that are essential for transforming Cardiff into a modern sustainable travel city. The Committee stressed that timescales for achieving air quality compliance were in very short and some of the more significant projects (for example, the Metro) would be delivered outside of this period. Given the timescales and resources available Members emphasised the importance of delivering as many of the short term measures within the Council's control as quickly as possible, for example, continued focus on 20 mph zones and parking restriction measures. They also acknowledged the need for any major transport infrastructure projects due for completion within this timescale to be delivered on time.

Cardiff District Heat Network (17 April 2017)

The meeting on 17 April 2018 gave Members the opportunity to scrutinise and comment on an item titled 'Cardiff District Heat Network' in advance of the proposal being considered by Cabinet on the 19 April 2018. The Cabinet Member for Clean Streets, Recycling & Environment was invited to the meeting and was supported by officers from the Planning, Transport & Environment Directorate. The purposed of the report due to be received by Cabinet was:

- To report the outcome of a Detailed Feasibility Study on District Heat Networks in Cardiff;
- To present the Outline Business Case (OBC) for the proposed Cardiff Heat Network (CHN) recommended in this study;
- To seek authority to commence with the next steps of the project including grant applications and the development of a Final Business Case (FBC) for further consideration by the Cabinet;
- To signal a future Council Capital Bid for £4m of Public Works Loan Board Invest to Save borrowing for the CHN, subject to other funding confirmation and approval of a Full Business Case.

Following discussion, questions and comments the Committee sent a letter to the Cabinet Member, making the following key points:

- The Committee was content with the proposals contained within the Outline Business Case for Cardiff's District Heat Network. Members noted that the commercial case for Phase 1 of the scheme was financially tight based on the assumption of only supplying heat to public sector providers, with public sector grants being essential to make the scheme viable.
- Members noted the 'Key Milestones' slide in the presentation that contained a long list of actions that will need to be achieved to deliver the Final Business Case and award of the DBOM contract. They asked if the Cabinet Member for Clean Streets, Recycling & Environment would keep

the Committee informed on the progress of the project so that future scrutiny could be built into the Environmental Scrutiny Committee work programme.

Pre Decision Scrutiny: Funding the New Bus Transport Interchange (18 July 2017)

Members recognised the importance to residents, commuters, visitors, employers and businesses of having a high quality bus transport interchange in place as soon as possible. Committee time was made available to undertake regular scrutiny of proposals as these came forward throughout 2017-18. In all, the Environmental Scrutiny Committee undertook two separate joint scrutinies with the Economy & Culture Scrutiny Committee on proposals for delivering a new Cardiff Bus Station. These focused on exploring the following with Councillor Russell Goodway – Cabinet Member Investment & Development, and senior officers: funding mechanisms, the fit with neighbouring regeneration proposals for Central Square, Central Train Station and Central Quay; risk management; and deliverability.

Pre-Decision Scrutiny – July 2017 - The Committee held a joint meeting with the Economy & Culture Scrutiny Committee, to carry out pre-decision scrutiny of a report to Cabinet on the bus station. At the meeting, Members explored issues relating to the financing of the bus station, including: financial assumptions; how risks to the Council were addressed and mitigated; the timeline for delivering the bus station; and the recommendations to Cabinet.

Following the meeting, the Chair wrote to convey the joint Committee's support for the recommendations to Cabinet in terms of a market driven approach to determining the end use of the space above the bus station. Members asked to be kept informed of progress with a bid to Welsh Government for assistance in meeting technical fit out and highway improvements. Members also highlighted the need to ensure due diligence checks are applied to ensure robust financial modelling and consideration of legal advice.

Councillor Goodway responded to the Chair's letter, stating that the administration would *'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'. Councillor Goodway also stated that he would ensure that council officials adopt a robust approach to ensure due diligence.

Recycling & Waste Management Strategy – 2018 to 2021 (15 May 2018)

The meeting on 15 May 2018 gave Members the opportunity to scrutinise and comment on an item titled 'Recycling & Waste Management Strategy – 2018 to 2021' in advance of the proposal being considered by Cabinet on the 17 May 2018. The Cabinet Member for Clean Streets, Recycling & Environment was invited to the meeting and was supported by officers from the Planning, Transport & Environment Directorate. The purpose of the report was to highlight the process and consultation approach being followed by the Council in developing Cardiff's new Recycling & Waste Management Strategy – 2018 to 2021 and to consider the following proposals:

- The expansion of the provision of wheeled bins in the city;
- Proposed changes to Household Waste Recycling Centre (HWRC) education stations;
- A pilot scheme for the collection of domestic glass waste for recycling, which is separate to other household waste collections.

Following discussion, questions and comments the Committee sent a letter to the Cabinet Member, making the following key points:

- Members asked for details of the wheeled bin expansion after the process of consulting with the affected local ward councillors had taken place.
- The Committee was supportive of the Council working with Welsh Government to help pilot some of the new changes resulting from the new Environment Act for Wales that would affect the commercial waste industry in Wales.
- The Committee welcomed the idea of developing local processing plants to deal with the recyclate produced in the South East Wales region. This they felt would help improve 'closed loop recycling' and mitigate the impacts of the constantly fluctuating recyclate market.

- During the municipal year it was noted that a third Household Waste Recycling Centre was proposed for the north of Cardiff and that £3 million had been allocated to the capital budget to support the delivery of the scheme in the next three years. Members asked for assurance that the proposal still stood, confirmation of the current anticipated timescale and details of any potential sites.
- Members welcomed the consultation exercise to support the development of the 'Recycling & Waste Management Strategy – 2018 to 2021'. They asked for regular Committee updates so that they could contribute to the exercise where they felt it was appropriate.

RECOMMENDED FUTURE WORK PROGRAMME

The Committee receives regular work programme updates at which Members have the opportunity to consider items for inclusion on the work programme, and suggest any new issues that may be of interest to the Committee. The following items have been identified during 2017/18 as suitable items for discussion during the 2018/19 work programming process:

- New Bus Transport Interchange
- Cabinet Response to Improving Cardiff's Air Quality
- Litter & Fly Tipping in Cardiff
- Planning, Transport & Environment Directorate – Quarterly Performance
- Planning, Transport & Environment Directorate – Directorate Delivery Plan 2019/20
- Shared Regulatory Service Annual Report 2018/19 & Business Plan 2019/20
- Cardiff Local Development Plan Annual Monitoring Report
- Draft Budget Proposals 2019/20
- Lamby Way Solar Farm
- Cardiff District Heat Network
- Cardiff's Clean Air Strategy
- Cardiff's Cycling Strategy
- Paving Report - Section 106 Local Infrastructure Proposal Lists
- Planning, Transport & Environment Digitalisation
- Recycling & Waste Management Strategy – 2018 to 2021

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Policy Review and Performance Scrutiny Committee

Annual Report 2017–2018

June 2018



Cardiff Council

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

CONTENTS

Committee Membership	3
Chair’s Foreword	4
Overview	6
Committee Responsibilities	6
Work Programme 2017/18 – the statistics	7
Highlights of 2017/18	9
Partnership Scrutiny	9
Joint Scrutiny	11
Policy Development/Consultation	13
Pre-Decision Scrutiny	16
Monitoring Improvement	22
Short Scrutiny	23
Briefings	24
Task & Finish Inquiries	27
Call-ins	29
Future Work Programming Opportunities 2018/19	31
Committee Terms of Reference	32

Committee Membership



Councillor David Walker
Chair



Councillor Rodney Berman



Councillor Bernie
Bowen Thomson



Councillor Joe Boyle



Councillor Stephen Cunnah



Councillor Owen Jones



Councillor Norma Mackie



Councillor Rod McKerlich



Councillor Jim Murphy

Chair's Foreword

The start of a new Council term is an important one for Scrutiny. It is an opportunity for new and experienced councillors to meet and work together in a non-partisan cross-party setting.

There is usually a large number of new policies and strategies to examine, and that has been the case as the Committee took on its wide ranging brief. There have been numerous opportunities for non-executive members to contribute to decision-making and take part in the kind of open governance so appreciated by external auditors and the wider public.

In executing our statutory responsibilities under the Well-being of Future Generations Act (Wales) 2015 we were able to meet and question the Public Services Board (PSB) about its Well-being Plan and objectives for Cardiff. This is an area of responsibility that will grow in importance as the PSB puts in place arrangements to deliver the Plan.

The Corporate Plan signals what the Administration is seeking to achieve, and at what pace. The Committee saw an opportunity to involve other scrutiny chairs in a joint scrutiny focussed on target setting for the Plan. Such engagement produced frank and useful input, facilitated by the Leader's willingness to engage in an equally frank and open manner.

An important role for all scrutiny committees is to contribute to policy development, ideally at an early stage. For us this included Capital Ambition and its delivery, Senior Management Arrangements, and the Workforce Strategy. Members embraced the task of working through often complex proposals, providing challenge and suggestions for improvement.

The Committee also took the opportunity to revisit a long-standing topic of concern, Sickness Absence, where we noted that small but important improvements made in previous years had started to reverse. There are cost implications for issues such as this, and our scrutiny linked usefully with the wider, in depth, examinations we

undertook of the Budget Strategy, monitoring at month 6 2017/18, and the draft Budget proposals for 2018/19.

Outside the committee's regular business, there were opportunities to undertake two task and finish inquiries, Customer Leadership published in May 2018 and Managing the Estate under a Corporate Landlord Model published in April 2018.

My appreciation goes to all who supported the scrutiny process during the year, including cabinet members, directors and senior officers as well as guests from external organisations. The efforts of the Committee Members are very much appreciated, including the role undertaken by Councillor Joe Boyle in chairing the Corporate Landlord Model task and finish inquiry.

Principal Scrutiny Officer Nicola Newton has faultlessly guided the Committee through its wide ranging and sometimes complex workload, for which the Committee expresses its appreciation.

I know that in 2018/19 the Committee will address further important work and, in so doing, will seek to contribute to the Council's overall effectiveness in delivering for its customers and other stakeholders.



A handwritten signature in black ink that reads "David Walker". The signature is written in a cursive, flowing style.

Councillor David Walker

Chair, Policy Review & Performance Scrutiny Committee

Overview

With the 2017 Administration firmly in place, and the birth of Capital Ambition, in July 2017, the Policy Review and Performance Scrutiny Committee welcomed new and experienced Members, in pursuit of open and transparent challenge, to ensure the best services for the citizens of Cardiff. For many years Cardiff's positive scrutiny culture and function has been an effective part of the Council's democratic decision-making process. The function ensures non-executive Members have an opportunity to bring their own independent expertise to bear on strategy and policy issues, working with the Cabinet to improve services. In this Annual Report we reflect on scrutiny undertaken in the first year, and some of the new developments that have grown out of a willingness on both Cabinet and Scrutiny parts to work together to deliver services against a backdrop of ever decreasing resources.

For clarity, this Annual Report covers the work of the Committee since its inception in July 2017, to the end of the municipal year in May 2018. It explains the many different types of scrutiny the Committee has undertaken in this period, categorises the various topics considered, and presents the highlights and outcomes of its work in 2017/18, from page 8 onwards.

Committee Responsibilities

The Policy Review and Performance Scrutiny Committee's Terms of Reference confer upon it two distinct scrutiny roles. Firstly, an overarching responsibility to scrutinise, monitor and review the overall corporate performance and improvement of the Council. Secondly, to scrutinise, monitor and review the effectiveness of specific functions, such as the Corporate Planning and Improvement framework, the Capital Ambition Delivery

Programme, Finance, ICT, Human Resources, Governance, Legal Services, Property, Procurement, Customer Services and the Public Services Board.

During this administrative year there has been a review of senior management arrangements. This means that within the new organisational structure the Committee's Terms of Reference¹ determine that its responsibilities fall within three of the Council's Directorates; as follows

The **Corporate Resources Directorate** falls within the Committee's remit in its entirety and comprises; *Commissioning and Procurement; Finance; Human Resources; Digitalisation and Customer Services (including Corporate Complaints and Connect to Cardiff (C2C); Performance & Partnerships (including Bilingual Cardiff).*

The **Economic Development Directorate** includes *Corporate Landlord, Strategic Estates (including both the operational and non-operational portfolios), Facilities Management and International Policy.*

The **Governance and Legal Services Directorate** falls within the Committee's remit in its entirety and comprises; *Committee & Members' Services; Electoral Services; Equalities, Glamorgan Archives; Legal Services; and Scrutiny Services.*

Work Programme 2017/18 - the statistics

During the municipal year May 2017 – May 2018 the Committee held 9 public meetings as programmed in the Council's calendar of meetings, and one un-programmed call-in meeting in April 2018. Over the year, 25 reports have been scrutinised by the full Committee, covering a wide variety of topics. This activity culminated in 19 letters to the Cabinet and Senior Management

¹ Terms of Reference for this Committee can be found on page 31.

Team, sharing the Committee's comments, concerns and recommendations following the scrutinies. In response the Committee received 12 letters from the Cabinet.

The Committee has enjoyed full Membership throughout the year, and excellent attendance. All nine seats have been occupied, with just one change when the Committee welcomed Councillor Owen Jones in February 2018, replacing Councillor Frank Jacobsen. At the start of the year all 9 Members volunteered to participate in task and finish inquiries, enabling the Committee to deliver 2 inquiry reports to the Cabinet on important topics; firstly, *Managing the Estate under a Corporate Landlord Model*, and secondly *Customer Leadership*. This output required Members attendance at an additional 11 informal evidence gathering meetings.

Additionally, the Committee agreed to establish a Performance Panel, for which 6 Members volunteered, and which met twice during the year. The grand total of meetings of this Scrutiny Committee, to which its Members committed in 2017/18, was therefore 23.

The success of Scrutiny is dependent on the capacity, skills and development of those Members that sit on Scrutiny Committees. At the start of the Administration the scrutiny team organised a programme of training events to enable new members to gain an overview and understanding of their roles, activities and scrutiny processes. This included:

- Introduction to Scrutiny (*June'17*)
- Questioning Skills (*July'17*)
- Budget Training (*Feb'18*)

The Committee's proceedings have been webcast twice, in November 2017 and February 2018, viewed by a total of 135 interested parties. The Committee looks forward to continuing and improving on such transparent engagement, and to playing its part in contributing to the Council's webcasting

performance indicator. Similarly, the Scrutiny function has developed and implemented a performance indicator “*The number of external contributors to Scrutiny meetings*” to highlight the breadth and depth of evidence informing scrutiny work. As at the 31 March 2018 scrutiny committees had received evidence directly from over 250 external witnesses.

To support its work the Committee has benefitted from one full time scrutiny officer, and a proportion of the scrutiny researcher and scrutiny support officer posts. High level oversight of its work has been through the Director of Legal and Governance Services, in the absence of an Operational Manager.

The Committee has used a variety of approaches to examine the topics scrutinised. All topics are listed below, analysed under the relevant type of scrutiny, and a selection have been highlighted for their impact.

Highlights of 2017/18

Partnership Scrutiny

Where the Committee has performed the statutory role introduced by the Well-being of Future Generations Act (Wales) 2015 and conferred upon it by Council. In 2017/18 this included:

- Public Services Board – progress report & draft Well-being objectives (*July’17*)
- Public Services Board - Well-being Plan. (*Nov’17*)

Public Services Board Scrutiny

The Council and its partners are subject to duties under the Well-being of Future Generations (Wales) Act 2015 (WFG). The Act seeks to ensure that the governance arrangements in public bodies for improving the well-being of

Wales take into account the needs of future generations. The aim is for public bodies to improve the economic, social and environmental well-being of Wales in accordance with detailed sustainable development principles and well-being goals prescribed by the Act.

The WFG Act established a statutory Public Services Board (PSB) for each local authority area in Wales, the core members of which include the Local Authority; the Local Health Board; the Welsh Fire and Rescue Authority; and Natural Resources Wales. It also conferred a statutory remit for Scrutiny:

- To review decisions made or actions taken by the PSB;
- To review the Board's governance arrangements;
- To make reports to the Board regarding its function or governance arrangements; and
- To require PSB members to attend Committee.

The Council's Constitution confers the statutory responsibility for upholding the requirements of the Act upon the Policy Review and Performance Scrutiny Committee for scrutiny of the Cardiff Public Services Board (PSB). Therefore the Committee continues to perform strategic overview scrutiny of the PSB's performance going forward.

In July 2017 the new Committee received a progress report and outline of the PSB's draft Well-being objectives. Members commended Cardiff's longstanding record of non-statutory partnership working, which continues to prove an excellent basis for taking forward the statutory requirements of the WFG Act and welcomed an offer for the Chair to attend the PSB from time to time to establish strong lines of open accountability, and benefit both parties.

As the Well-being Plan came to fruition, in November 2017 the Committee was delighted to welcome broad representation from Cardiff's PSB partners, Cardiff & Vale Health Board, Natural Resources Wales, South Wales Fire Service, South Wales Police, and Cardiff Third Sector Council. Following the

scrutiny the Committee wrote to the Leader, as Chair of the PSB expressing the importance that there is a strong correlation between Cardiff's Well-being Plan and the Council's Corporate Plan for Delivering Capital Ambition, and that all partners' corporate plans align with and demonstrate clear links to the Well-being Plan. Members felt it would be vital that the Plan includes clear targets, that all partner bodies should be spending proportionately on supporting partnership arrangements, and critically everyone should have an equal chance to benefit from Cardiff's success.

The Well-being Plan was subsequently launched in May 2018, and the Committee plans to scrutinise the governance arrangements of the PSB in June 2018.

Joint Scrutiny

Where the Committee has joined together with one or more scrutiny committees to examine a topic of a cross-cutting nature to enable collective consideration of the issues. In 2017/18 this included:

- Joint scrutiny of the Corporate Plan 2018-21 target setting (*Feb'18*)

This year there was an inaugural joint scrutiny of the Corporate Plan target setting process, hosted by the Committee's Performance Panel. All Scrutiny Chairs were invited to participate and a valuable informal engagement session supported effective scrutiny of the Corporate Planning process. The session considered proposed targets in some detail, providing an opportunity to feed cross scrutiny committee observations into Cardiff's final draft Corporate Plan 2018- 21, before it was presented to formal Cabinet.

A key issue raised by the joint panel was that sometimes targets and budgets are not achieved and Members encouraged that targets set should be stretching but attainable, to avoid a projected overspend as early as Quarter 1

2017/18. The joint scrutiny panel was of the view that there was an opportunity to ensure budget savings aspirations were firmly reflected in the performance targets set out in the Corporate Plan. Members pointed out that the Corporate Plan is what the organisation wants to achieve, however it can fail if the organisation views performance management as separate from budget management. Members felt it should be possible to frame financial targets as an integral part of the Corporate Plan, and encouraged the Cabinet to consider this. Also, they should understand from reading the Plan, which KPI's are indicative of the real pressures on the budget.

Other areas highlighted included the need for more ambition in setting a target of 94.5% attendance for secondary schools; a suggestion that to increase the total number of visitors to Cardiff would require a larger than 2% increase in the number of staying visitors; and concern about the levels and cost to the Council of sickness absence, particularly in areas such as waste management.

In response, the Leader considered the Corporate Plan had been further strengthened as a result of this engagement; and was in full agreement with the Panel's view that financial targets form an integral part of the Corporate Planning and Budget Setting process, confirming that, in the same way as the Corporate Plan and the Budget are developed in tandem, the achievement of savings targets and performance reporting will be monitored and reported concurrently. Going forward the achievement of savings would be reported on a quarterly basis as part of the published Budget Monitoring Report. Similarly, the Performance Reports will continue to be presented on a quarterly basis. Taken together they will provide a regular update on achievements against budget targets, policy objectives and performance measures.

Policy Development / Consultation Scrutiny

Where the Committee has contributed to the Council's policy development processes by

considering draft policy documents. In 2017/18 this included;

- Capital Ambition – policy priorities (*July'17*)
- Senior Management Arrangements (*Oct'17*)
- Delivering Capital Ambition (*Nov'17*)
- Central Transport Services (*May'18*)
- Workforce Strategy (*May'18*)

Capital Ambition – Policy priorities of the Administration

The inaugural meeting of the new Committee was briefed on the Administration's policy programme and associated delivery commitments entitled 'Capital Ambition'. The Committee heard how these ambitions would be translated into the Council's strategic policy, organisational development and budgetary framework.

The 'Capital Ambition' policy statement set out a programme of action to continue to drive the city economy forward whilst ensuring that the benefits of success are felt by all residents. In delivering its Capital Ambition, the Administration's focus is on four main areas: Working for Cardiff; Working for Wales; Working for the Future; Working for Public Services.

This briefing proved a critical introduction and context setting to Members understanding of the Council's strategic framework and the work of the Committee in year one. The refreshed policy and delivery framework would contain the following key components: A **Corporate Plan** 2018-19 setting out the Council's objectives; a **Budget Strategy** reworked to support the delivery of the administration's priorities; A **Programme of Change** setting out how the Council's new 3-year development programme will be reshaped to deliver the commitments contained in the 'Capital Ambition' document; The **Well-being Plan** to be launched by the PSB in April 2018; The **Performance Management Framework**, translating the 'Capital Ambition' document into performance objectives and clear milestones; and a programme of

Consultation and Engagement: to support the implementation of the administration's policy ambitions.

Senior Management Arrangements

In October 2017 the Committee was consulted on proposals following a full analysis and review of senior management arrangements by the Chief Executive. The Committee welcomed the opportunity to add scrutiny's voice to the consultation process, welcoming cost neutrality of the proposals, and the new posts of Head of Democratic Services, and Chief Digital Officer.

The Committee felt there was scope for further market research to ensure good quality candidates are attracted to Cardiff. It was concerned that under the proposed new arrangements the Director of Social Services did not sit at a Corporate Director level, and highlighted the risk of public perception that the Council is spending too much on senior salaries.

Delivering Capital Ambition

In December 2017, the Committee recorded its appreciation for the Cabinet's inclusive approach to scrutiny engagement with the Council's important strategic plans whilst in a development stage. The Committee reinforced the importance of a strong alignment between all planning documents that comprise the performance framework, and that the Committee would be looking for strong links between the Well-being Plan, the four-year Capital Ambition programme and the Corporate Plan. Importantly Members urged that Capital Ambition should work for the whole City, place communities front and centre, and focus on inequalities, particularly of health and opportunity.

Members stressed the importance of organisational culture embracing digitalisation, re-iterating that consistency of customer service organisation-wide is key, as is breaking down directorate silos to deliver a seamless council service.

In response, the Leader committed to continuing early engagement, and co-operated in delivering a session focussed on target setting with the Committee's new Performance Panel involving all Scrutiny Committee Chairs, considering it a an important opportunity to outline and raise awareness of the target setting process.

Central Transport Services

In May 2018 the Committee considered progress on a proposed new model for the delivery of Central Transport Services. Following the scrutiny the Committee advised the Cabinet Member for Investment and Development that they concur with the value of exploring engagement with an external commercial partner to improve efficiency and reduce costs, despite such a partnership bringing new risks to the Council. Members urged that proposals for such an approach include a clear indication of how success will be measured. The Committee's advice was the reduction of risk, and a share in any profits.

Members agreed with the proposal that budgets for vehicle maintenance should sit within service areas, as this will provide greater accountability, stressing the importance of those budgets factoring in overhead costs such as depreciation and the cost of replacement at the end of a vehicle's lifespan.

Importantly the Committee considered there is an opportunity for more effective marketing planning and targeting to make full use of the facilities.

Workforce Strategy

The Committee was afforded an opportunity for policy development scrutiny of the Workforce Strategy in May 2018. Members were pleased to hear that the holistic approach aims to strengthen the links between business, financial and workforce planning, with an intended outcome of improving performance and thereby customer service. Following the scrutiny the Committee referred the Cabinet Member Finance, Modernisation and Performance, and senior officers to the recommendations of its Customer Leadership task and finish inquiry. Members felt there should be greater clarity of the issues the strategy would need to address, such as any visible gaps across the organisation where it is proving difficult to recruit and retain staff. Members were concerned that analysing service area data to develop the strategy would require significant resources.

The Committee highlighted the importance of building a loyal workforce and attracting talent, and as such suggested: assets such as the Castle and St David's Hall be used as a benefit to attract and retain staff; promotion of agile working; support for membership of the Stonewall Cymru network, and other employee networks (BME, Carers, Disability, LGBT, Women's network).

The Committee also established the importance of the action plans that will sit beneath the Workforce Strategy requested sight of both, and resolved to monitor what is achieved six months on from its implementation.

Pre-decision Scrutiny

Where the Committee has evaluated and commented on policy proposals before they are considered by the Cabinet, providing the Cabinet with an understanding of Scrutiny Member's views prior to making their decision. In 2017/18 this included;

- Mental Health Policy (Sept '17)

- Socially Responsible Procurement Policy (*Sept'17*)
- Delivering Capital Ambition (*Dec '17*)
- Draft Corporate Plan 2018-21(*Jan '18*)
- Draft Budget Proposals 2018-19 (*Feb '18*)

Mental Health Policy

In September 2017 the Committee welcomed the Council's initiative and focus on Mental Health with the development of a new Mental Health Policy. Given that 21% of all Council sickness absence is stress or mental health related, the Committee's overarching view was that a manager must possess the skills to identify the links between stress and mental health, catch issues early, and apply interventions to maintain a balance between sickness absence and productivity. In addition consistent approach to delivering the Mental Health policy across all Directorates was required, and therefore there should be a mandatory Mental Health Awareness training module for all managers.

In response the Cabinet Member reassured the Committee its recommendations had informed changes to the final policy. In particular, the aims of the policy now reflected the proactive management of health and wellbeing by including the following lines:

- Promote mental health and wellbeing in the workplace by considering the sources of pressure and causes of mental distress at work, not solely dealing with the symptoms.
- Ensure that work place pressure is managed through a risk assessment process in line with the Council's Stress Management Policy.

The Committees observations resulted in a range of additions to the policy including a description of the responsibilities of the Council's Occupational Health Service; training available through the Cardiff Academy; a specific link to the Mental Health Foundation; a commitment to explore developing a mandatory Mental Health Awareness training module for managers through

the All Wales Academy; exploration of the introduction of therapies to support employees, for example, Sports Therapy massage sessions; working closely with the Council's Health and Safety team to review the Stress Management Policy, and in particular to take account of advice and guidance published by the HSE since this policy was introduced.

The Committee will programme in-depth scrutiny of the Employee Health and Well-being programme, particularly how the occupational health programme has been performing for the Council in 2018.

Socially Responsible Procurement Policy

In September 2017 the Committee welcomed the socially responsible approach to procurement, particularly the news that 55% of the Council's £390m spend is with local suppliers, and that 4,000 of its 9,000 suppliers are small value companies. Members reported to the Cabinet they consider it important the Council continues to signpost smaller companies to bid application assistance, where it cannot offer support itself, and that there should be evidence that procurement decisions have been ethically based rather than price based.

In response the Cabinet Member for Finance, Modernisation and Performance confirmed 56% of the Council's suppliers are SME's. The *Selling to the Council Guide* continues to be promoted which aims to help potential suppliers and contractors understand how Cardiff Council buys goods and services. The Commissioning and Procurement Team are working with Cardiff's Third Sector Council to explore how best to support the Third Sector to develop their general procurement skills, including supporting a training programme and the identification of a list of potential community benefit schemes that need the support of a contractor. The ultimate aim is for the Council to be able to direct contractors to a list of potential community benefit schemes that need their support to deliver benefits across Cardiff.

The Cabinet clarified that tenders are awarded on a combination of price and quality, and it is more likely that ethical employment considerations will be considered as part of the initial selection stage which determines whether suppliers/contractors are capable and suitable to deliver the contract requirements for the Council.

Draft Corporate Plan 2018-19

Following up on its policy development engagement with Delivering Capital Ambition and the Corporate Plan 2018-19 in December 2017, in January 2018 the Committee had an early pre-decision scrutiny opportunity of considering the Corporate Plan 2018-19. The Committee acknowledged that the series of opportunities afforded Scrutiny marked a significant step forward in facilitating scrutiny impact on the Council's strategic planning processes. Members specifically acknowledged that the Administration had sought to embed the Capital Ambition Delivery Programme within the Plan, and had sought alignment with the Public Service Board's Well-being Plan.

The Committee made many specific references to lines within the Plan, notably highlighting it considers that the Plan underplays the role Economic Development plays in achieving the objective '*A Capital City that works for Wales*'. They also considered performance measures (KPI's) for this objective were noticeably light.

The Committee's impact is evidenced by the consequential changes made to the Plan following the Committee's observations. The draft Plan:

- Included measures on employment growth.
- Added an objective to recognise the role of the City Deal in supporting Economic Development across the City and wider region.
- Included, under the well-being objective 'Modernising and Integrating our Public Services', the management of assets and property.
- Including an objective, and corresponding key performance indicator, focused on preventing young people from reoffending.

- Adding a performance measure reflecting the extent to which people believe they are capable of living independently following support from the Independent Living Services.
- Acknowledging the need for high-quality urban design, the Council will convene regular Design Reviews of proposals submitted to the Local Planning Authority and will make recommendations based on the views of the multi-disciplinary panel. Furthermore, proposing an annual Design Review Monitoring document is published, containing case studies and examples of recommendations made.
- Further developing the objective relating to a food strategy, to make clear what the strategy will seek to achieve.

The Committee commended Cabinet's unprecedented responsiveness to the Committee and the Performance Panel's concerns and observations, warmly welcoming the step forward in co-production of the Corporate Plan. However, Members sought further reassurance of a strong connection between the objectives of the Well-being of Future Generations Act and the Corporate Plan, around the health aspects of the legislation, considering there was an opportunity to strengthen the Council's commitment to addressing health inequalities.

The Leader reassured the Committee of a strong connection and that all of the well-being objectives had been designed to maximise the authority's contribution to the goals. With regards to the Council's commitment to addressing health inequalities in the city through working with public service partners, he pointed out that each of the seven well-being objectives in the Corporate Plan contributes towards the national well-being goal of 'A healthier Wales'. For example, the Council recognises that poverty is one of the greatest contributory factors to poor health and, therefore, the 'Supporting People out of Poverty' objective in its entirety contributes towards this goal. Similarly, 'Safe, Confident and Empowered Communities' confirms that the Council will respond to the recommendations of the Parliamentary Review of Health & Social Care in Wales and includes performance measures about

the number of individuals participating in parks/outdoor sport. In addition, 'Cardiff grows in a resilient way' includes both steps and performance measures around improving air quality and increasing active travel in Cardiff.

Draft Budget Proposals 2018-19

In February 2018 the Committee exercised its dual remit of scrutinising both the overarching Budget Proposals 2018-19, and the specific budget proposals of three directorates. In respect of the *whole Council* budget the Committee highlighted several concerns. Firstly that Council Tax was increasing by 5% despite the financial settlement being better than expected, noting that the employers pay award at 2% was the main reason given for this. Other concerns included the risk of debt impacting on the Council's overall budget; an additional £8.4m in the budget for Social Services, writing out a previous saving; that income generation was a repeated theme across Directorate budget savings proposals; and how achievable was the proposal to reduce dependency on agency spend across the recycling and waste services team, by improving attendance at work.

In respect of the *Resources Directorate* proposals the Committee observed a different culture, noting the Directorate's appetite to push boundaries, illustrated in services such as procurement. Members urged that no proposed savings should prevent digital progress. However, that care should be taken to ensure that e-billing does not exclude those who are not technically resourced.

In respect of the *Economic Development* proposals the Committee welcomed the comprehensive review of the Council's estate; was concerned about the removal of the International Pool subsidy, and the impact on charges, staffing and services; considered the Corporate Landlord Model offered the potential to put in place the controls required for successful management of the estate.

In respect of *Governance & Legal Services* proposals the Committee noted the reduction of two posts from the scrutiny function and the consequence that there will be a reduction in the capacity to support members in undertaking task group inquiries.

In response the Cabinet Member reminded the Committee that the difference between a 1% and a 2% pay award is £2.8 million; drew attention to the Budget Report statement that whilst approving the Capital Programme for the period up to 2022/23 the later years of the programme will be subject to an on-going review of the Council's financial resilience; acknowledged that the savings proposed by Social Services were ambitious but it is important in these challenging times that directorates look at all savings opportunities and set themselves stretching targets in terms of their achievement.

Monitoring Improvement

Where the Committee has undertaken monitoring of the Council's improvement progress. In 2017/18, this included:

- Cardiff's Statutory Improvement Report 2016-17 (Oct '17)
- WAO Annual Improvement Report 2016-17 (Oct'17)

Cardiff's Statutory Improvement Report 2016-17

In October 2017 the Committee monitored the Council's self-assessment of its improvement in the form of the Statutory Improvement Report 2016-17, requesting a future role in contributing to improvement planning and processes around target setting for the forthcoming Corporate Plan.

The Cabinet Member Finance, Modernisation and Performance confirmed that the Corporate Performance Team would be happy to work with the Committee's Performance Panel to provide a productive avenue through which to further develop the Committee's involvement with the Performance Management Framework and agenda.

WAO Annual Improvement Report 2016-17

Continuing the improvement theme, the Committee welcomed the Wales Audit Office, promoting strong links between internal Scrutiny and external Auditors as a way of ensuring the focus of its work during the year is appropriate.

The Committee has previously expressed some frustration at the volume of data it receives to assess how the Council is progressing on its improvement journey, and in future requested a simple summary and benchmarking as to whether the Council is performing well or otherwise. Members would also like detail on savings planning that includes the unintended consequences of planned savings; more information in respect of why change is necessary; and how the service can become more efficient.

In response the Committee was advised it is not possible to ascribe a simple, overarching status to the performance of the entire organisation. Members were advised that the Welsh Government's National Indicator and Public Accountability Measures system provides benchmarking, though this will be replaced with a new, improved set of indicators in 2018/19. In respect of savings planning, the general contingency is an important part of the Council's financial resilience, and had been reduced by 25% in 2017/18, from £4 million to £3 million. Directorates are not expected to see this contingency as a fall-back position and progress towards achieving planned savings is closely monitored and challenged throughout the year.

Short Scrutiny

Where the Committee has examined in-depth work underway to address a significant issue the Council faces, commented on findings and action plans, giving the Cabinet the opportunity to know Scrutiny Member's views as they tackle a difficult issue. In 2017/18 this has included:

- Sickness Absence (Jan '18)

Sickness Absence

In January 2018 the Committee resurrected its long term interest in the significant challenge of tackling sickness absence with an opportunity for a short scrutiny to consider the findings of a review by APSE, and an outline action plan to address the findings. Following the scrutiny Members agreed that the Committee will continue its work and interest in sickness absence, and it will be looking for evidence of strong senior management leadership when it scrutinises progress on the action plan in July 2018.

The Committee followed its scrutiny by commissioning comparative research with GLL Leisure Services, to explore whether there are lessons that can be shared and effectively applied to the in-house delivery of services. Members recommended focus groups be held with frontline staff to ensure their voice in the consultative process, and considered more data is required around high levels of sickness absence within specific groups, and the culture at various levels within the organisation which may impact on this.

The Committee has been assured of support in working with scrutiny research, to share any learning with the Committee. Importantly strong leadership on sickness matters is underway and APSE has been engaged to ascertain whether there are any reasons as to why certain occupational groups would have higher sickness than others and what processes can be put in place to assist this.

Briefings post Cabinet

Where timescales have not allowed for pre-decision or policy development scrutiny, and to ensure the Committee is kept informed of developments, proposals or progress, in 2017/18 this included:

- Budget Strategy 2018/19 Medium Term (Sept '17)

- Budget monitoring month 6 (*Dec'17*)
- Corporate Land and Property Management (*April'18*)

Budget Strategy 2018/19 Medium Term

In September 2017 the Committee considered the Council's Budget Strategy for 2018/19 and was reassured by a decrease in the forecast budget gap since February 2017, from £27m to £23.5m, and that a pay award of up to 2% would be planned for. Members sought clarification that achieving the £7m 2016/17 unmet savings remained a target; that the Cabinet intended to prevent a recurrence of missed savings targets in 2018/19 and that there would be close monitoring of budgets, particularly of those services that are overspending throughout the year, such as social services.

The Cabinet response confirmed that unmet savings from 2016/17 remain a target in the current financial year, and that savings are monitored on a monthly basis. All savings proposals undergo a risk rating for achievability and those identified as higher risk are subject to additional challenge. Budgets are monitored closely throughout the year and directorates receive detailed monthly monitoring information. Directorates currently reporting a projected overspend were acting to resolve the issues that led to the current position or alternatively, to identify offsetting savings in other areas of the service.

Budget monitoring month 6

The Committee proceeded to monitor the 2017/18 budget at month 6 in December 2017. Its main focus of concern was the overall savings shortfall of £1.782million, which appeared to be worsening. Members considered this situation could be due to unrealistic savings proposals, and concern as to whether the budget actually reflects the real cost of services such as Childrens Services, or whether a significant realignment of the budget is needed.

Members were of the view that the projection of a balanced budget at month 6 had been achieved at a cost, particularly of unachieved savings and was a result of management action in holding staff vacancies.

In response the Cabinet confirmed that a £3.3 million realignment had been included for Children's Services to reflect known pressures and unachieved prior year savings proposals, again re-enforcing that savings are rigorously assessed at the point at which they are first proposed. Risk and planning status are kept under review throughout the budget setting process and reported upon within the Budget Report. However, in order to achieve significant levels of savings, there is a need for the Council to proceed with a level of manageable risk contained within the proposals.

Corporate Land and Property Management 2018/19

In April 2018 the Committee was briefed on the CLPMP for 2018/19. The Plan was considered realistic, the Council's core buildings had deteriorated significantly and Members heard that it will take until 2020 to address the maintenance backlog. There were longer term plans to undertake a review of the core office estate, and the Committee would include a progress briefing on core office accommodation on its work programme.

The Committee was advised of an extensive review of proposed disposals in the autumn. Members were keen to ensure that the Council maximises its returns for disposals, and that the CLPMP target of £40m is based on selling assets at the market rate.

Importantly, the Committee welcomed Cabinet's intention to consult ward members on proposed disposals, and requested an opportunity to contribute to the consultation. Members made strong representation that where properties serving a community purpose are identified for disposal there must be full and proper consultation with the community. Where property is considered appropriate for asset transfer to the community, Members feel that there is a case for involving the

community to ensure the cost effectiveness and availability of properties.

Task & Finish Scrutiny

Where the Committee considers there is an opportunity to examine in detail the issues and wider options available, to assist the Council in improving the way a service is delivered. In 2017/18 this included:

- Customer Leadership (*published May '18*)
- Managing the Estate under a Corporate Landlord Model (*published April '18*)

Customer Leadership

As part of the 2017/18 work programme the Committee agreed the terms of reference for a Task and Finish inquiry into the Council's approach to Customer Leadership. The group was set the task of exploring opportunities for embedding customer culture and leadership across the Council by reviewing existing best practice and making recommendations for improvement in Customer Leadership.

Members considered the views of internal and external customer service experts such as Admiral, Welsh Water and British Gas. Chaired by Councillor David Walker, five clear themes emerged from the evidence gathered: the *Vision and Strategy* required to embed customer service; the *Leadership* required to steer a customer focus; how *People* are central to embedding and delivering customer focus; the importance of understanding *Customer Expectations*; and what *Policies and Processes* need to be put in place to support a customer leadership focus.

The task group identified opportunities for placing the customer at the heart of Council's service delivery, requiring elevation of the profile of customer service both politically and operationally. Seven recommendations were

developed from the inquiry's key findings for Cabinet's consideration centred on strengthening the customer focus of the Council's suite of strategic planning documents, by developing a new Customer Vision statement, a Customer Charter, and a Customer Service Strategy; Improving the Council's understanding of customer needs and expectations by involving the customer in business planning through customer research; Facilitating a step change in customer service awareness and understanding across all management roles, specifically giving the Chief Digital Officer a mandate and full authority to ensure council-wide consistency of customer service standards; Developing the culture, management accountability and customer training at all levels that will encourage consistency of service excellence; Securing opportunities for senior managers to experience first-hand the culture of Admiral and Welsh Water's customer leadership approach; and securing membership of the Institute of Customer Service as the professional body that could support the customer service development journey.

Managing the Estate under a Corporate Landlord Model

During work programming the Committee agreed the terms of reference for a second Task and Finish inquiry into managing the Council's non-residential estate centrally, under a Corporate Landlord model. A Task Group was tasked with: establishing the reasons for this approach, the scale of benefits for both the Council and Cardiff residents and to identify key challenges overcome by other local authorities which had introduced this model.

In November 2017 the Task and Finish group met for the first time. Over the following 6 months the Task Group, chaired by Councillor Joe Boyle, heard evidence from internal and external property and asset management experts, the Cabinet Member responsible for the proposed changes, Council service areas and other local authorities who had already implemented a Corporate Landlord model. The final report was approved by the Committee May 2018, with evidence presented under 3 principal emerging themes: *securing corporate buy-in* for the model,

policies and processes connected to implementation and the *benefits of successful implementation* of the model.

Recommendations for Cabinet's consideration were: Agree a clear statement of the Council's vision for the Corporate Landlord model to counter contradictory interpretations; Ensure political responsibility for the Corporate Landlord sits within a single Cabinet portfolio; Create a centralised Corporate Landlord management structure under the new Assistant Director (Corporate Landlord); Produce a Corporate Landlord executive summary annually as part of the budget setting process; Review and refresh as required the roles and responsibilities of the senior management team in respect of property matters; Put in place a preventative maintenance programme for all Council assets; Ensure that, during the first 12 months following the appointment of the Assistant Director (Corporate Landlord), Landlord and Occupancy Agreements are put in place for all Council properties and the terms agreed by relevant parties.

Call-in Scrutiny

Where the Committee considers a request made by a non-executive Member to review a recent Cabinet decision on a specific subject within the Committees Terms of Reference, that has implications for the Council and the City. In 2017/18 this included:

- The disposal of Wedal Road Household Waste Recycling Centre land, Cathays, Cardiff. (April '18)

The disposal of Wedal Road HWRC

In April 2018 the Committee was asked to consider a call-in of Cabinet's decision to dispose of Wedal Road Household Waste Recycling Centre land off market. Following the scrutiny the Committee voted to refer the decision back to the Director of Economic Development as decision-maker, for further consideration. In referring the

decision back Members were unanimous that officers had followed the appropriate protocol in taking this decision, however encouraged a review of the disposals protocol as a matter of urgency. The Committee understands the importance of public sector partnership relations, and that overall the Council benefits from good relations in equal measure. However, it considered that in this specific case wider marketing to potentially interested parties, such as housing associations, would have been appropriate. Therefore it concluded that the land at Wedal Road should not have been removed from public auction given the pressing need for the Council to deliver £40million from disposals in 2018/19. A further option to maximise income to the Council would have been to take the property to public auction with a higher reserve.

In addition the Committee wrote to the Director of Legal and Governance expressing its view that the decision –maker should have the authority to seek more than one independent valuation, particularly when the asset is substantial or where there has been political challenge and community concern. The Committee’s view was that this restriction may need to be re-considered, to ensure the Council is supported in its need to maximise income from disposals.

The Director of Economic Development subsequently confirmed that he believes the process is fit for purpose and does not need to be changed, confirming that he was satisfied that the valuation report provided for the Wedal Road site disposal was robust, but that given the political interest in the disposal, he intended to refer the decision to Cabinet.

Future Work Programming Opportunities 2018/19

There are a number of items that will need to be carried forward and re-visited following this year's work. Topics commended to the Committee of 2018/19 for consideration in its work planning include:

- **Partnership scrutiny of the PSB** - the Committee continues to perform strategic overview scrutiny of the PSB's performance going forward, particularly the first annual report of progress on the Boards Well-being Plan. In addition the Chair considers attending the PSB as invited to establish strong lines of open accountability, and benefit both parties.
- **PSB Governance arrangements** - Committee plan to scrutinise the governance arrangements of the PSB in June 2018.
- **Workforce Strategy** – Committee has requested sight of the action plans that will sit beneath the Workforce Strategy, and resolved to monitor what has been achieved six months on from implementation.
- **Employee Health and Well-being programme** – Committee propose in-depth scrutiny of the Employee Health and Well-being programme, particularly how the occupational health programme has been performing for the Council in 2018.
- **Performance Scrutiny** – Chair to discuss with the Cabinet Member how the new Performance and Delivery Group could work constructively with the Committee in the future. Note that the Council's Corporate Performance Team will be very happy to support the Committee's Performance Panel. The Cabinet Member considers this will provide a very productive avenue through which to further develop the Committee's involvement with the Performance Management Framework and agenda, as a key stakeholder in both its development and implementation. Additionally programme scrutiny of Quarter 4 and year-end performance information by the full committee in June 2018.

- **Sickness Absence** - continue the Committee's work and interest in sickness absence. Give consideration to the content of the action plan in place, and prioritise monitoring of the Plan in July 2018.
- **Core Office Estate** – progress briefing and scrutiny of Cabinet's longer term plans to undertake a review of the core office estate, including City Hall.
- **Proposed property disposals** – an extensive review of proposed disposals is planned in the autumn, Committee would welcome sight of the proposals, and an opportunity to contribute to the consultation.

COMMITTEE TERMS OF REFERENCE

- To scrutinise, monitor and review the overall operation of the Cardiff Programme for Improvement and the effectiveness of the general implementation of the Council's policies, aims and objectives.
- To scrutinise, monitor and review the effectiveness of the Council's systems of financial control and administration and use of human resources.
- To assess the impact of partnerships with, and resources and services provided by, external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non-government 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 in this area.

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**COUNCIL:****21 JUNE 2018**

ITEM 17 – LEADER & CABINET STATEMENTS

1. Leader Statement – Councillor Huw Thomas
2. Cabinet Member, Strategic Planning & Transport – Councillor Wild
3. Cabinet Member, Investment & Development – Councillor Goodway
4. Cabinet Member, Culture & Leisure – Councillor Bradbury
5. Deputy Leader, Education, Employment & Skills Statement - Councillor Merry
6. Cabinet Member, Finance Modernisation & Performance - Councillor Weaver
7. Cabinet Member, Housing & Communities - Councillor Thorne
8. Cabinet Member, Clean Streets, Recycling & Environment – Councillor Michael
9. Cabinet Member, Children & Families - Councillor Hinchey
10. Cabinet Member, Social Care. Health & Well-being – Councillor Elsmore

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STATEMENT OF THE LEADER

Supporting Creative Industries in Cardiff

On 30th May, Channel 4 announced that Cardiff had been shortlisted as a possible location for the broadcaster's new national headquarters. Cardiff was one of seven cities or regions that were shortlisted, alongside Bristol, Glasgow, Greater Manchester, Leeds, Liverpool and the West Midlands. Cardiff has also been shortlisted for one of two Creative Hubs. As part of the relocation proposals, Channel 4 has committed 300 jobs and to increasing commissioning spend across the nations and regions of the UK, which would have a significant impact on the independent creative sector in Cardiff and the wider region.

The city's submission to Channel 4 was excellent and a real team effort that benefited from the full support of Welsh Government and the Cardiff Capital Region. I was pleased to chair Cardiff's bid and experience first-hand the extraordinary talent and dedication of Cardiff's creative sector. The final decision will be made in October 2018 and I will continue to update Council on the bid's progress.

In addition to being included on the Channel 4 shortlist, it was announced last month that Cardiff will host next year's Creative Cities Convention after our successful pitch beat Bristol and Glasgow. The Creative Cities Convention – which is a joint collaboration between the BBC, ITV, Channel 4, Channel 5 and Pact (a trade body for independent TV producers) – acts as a meeting place for people working in creative media across the UK. Dates for the 2019 Convention will be announced in the Autumn.

As the Core Cities UK Cabinet Member with responsibility for culture, I also attended the second of three board meetings of the Cultural Cities Enquiry in Glasgow earlier this month, following the initial meeting that was held in London in April 2018. The Cultural Cities Enquiry brings together cities from across the nation, UK Arts Councils and leaders from the cultural, education, design and development, hospitality and technology sectors to consider how we can ensure that culture continues to improve and enrich the lives of cities and citizens in more ways and at a deeper level. The Enquiry's ambition is to provide a set of practical recommendations that will enable city leaders and cultural institutions to make best use of available resources and set up new channels of investment (of both human and financial capital) in order to unlock maximum social and economic value for communities. The Enquiry will also report its findings in the Autumn.

All of this is important for our city because our creative industries are a vital and growing sector within Cardiff. The relationship between arts and cultural clustering and the economic performance of cities is proven. Skilled workers often sacrifice higher salaries to live in places with a vibrant cultural scene. In turn, a vibrant cultural scene leads to higher wages for workers in the creative economy.

Volvo Ocean Race

Cardiff welcomed the 13th edition of the Volvo Ocean Race to Wales for 14 days from 28th May to 10th June 2018. In hosting the only UK race stopover in 12 years, in what is the world's longest sporting event, Cardiff has been able to build on its reputation as a destination of choice for global sporting events. Seven boats arrived in the city following a 3,300 nautical mile transatlantic voyage from Newport, Rhode Island, with less than five minutes separating the first two boats across the finishing line.

The event enabled Cardiff to showcase the newly developed Alexandra Head, which for a two-week period was transformed into an impressive race village, hosting a free festival of live entertainment and music, water sports and cultural events. The event also saw the provision of a comprehensive volunteer programme, which drew participants from far and wide, with in excess of 8,000 volunteer hours achieved. Cardiff's hosting of the event attracted a wide and diverse audience of over 180,000 visitors, over 30,000 of which were from outside of Wales, and I anticipate the positive economic impact of the event being in the region of £12 million. The hosting of the Volvo Ocean Race also underlines this Administration's ambition in building on the success of last year's UEFA Champions League Final, placing Cardiff and Wales on the worldwide map.

To mark the beginning of the transatlantic leg of the race last month, I was invited to attend a ceremony at Newport, Rhode Island. Following the official engagement, I also had the opportunity to meet a number of potential investors and global business advisors in New York to highlight opportunities for investment in Cardiff. As a result of these meetings, additional opportunities and potential visits that could benefit Cardiff and the wider economy have been identified, and are being pursued by the Council.

Local Government Reform

I have recently met with, and written to, the Cabinet Secretary for Local Government and Public Services in relation to the Welsh Government's Strengthening Local Government Green Paper: Delivering for Local People. I welcome the constructive approach from the Cabinet Secretary and see this as an invaluable opportunity to set out an approach for reform and delivery that is ambitious in scale, sustainable in nature and focused on improving outcomes for the communities we serve.

Local Government represents a crucial tier of democracy; it is close to local communities and it responds to the specific needs of place. This is significant because where and how we live shapes our life chances, the nature of the local economy as well as our physical and mental health. Crucially, what will raise productivity or tackle deprivation in one area will fail in another. The evidence also

shows that the current model of centralised power is widening wealth, health, social and geographical divisions. It is therefore clear that meeting our shared economic and social ambitions requires a local response and a significant devolution of power to local areas.

Cardiff has always been ambitious for the people it serves and, as a capital city, for the nation it represents. It has demonstrated what can be achieved through ambitious place-based policy. This has been instrumental in the city's success, driving forward levels of population growth and job creation that are amongst the fastest in the UK. It is an approach that has enabled transformative regeneration projects, the joining-up of public services and has unlocked major investment, even during a time of biting austerity. Over a period of thirty years, it is bold decisions by an ambitious city government and its partners that have made this success possible. From St. David's Hall to St. David's 2, local leadership of place has not only helped shape the economic and cultural success of the city, but a region and a nation.

The case for stronger councils is one that I have made myself in the past, and Cardiff has already outlined to the Cabinet Secretary a range of new powers which would support the city's development. Longer term budget cycles, the consolidation of responsibilities in areas such as public health within Local Government and business rate retention for the purpose of re-investment in growth projects are but a few of the levers that would help improve productivity and tackle inequality at the local level. It is good to see discussion on extended powers for local government featuring in the green paper. I am clear, however, that I would have concerns about any process of reorganisation, or of regionalisation which distracted us from our delivery agenda or which weakens the accountability of decision-makers to the citizens of Cardiff. In the face of unprecedented and immediate demand challenges, my Administration's first priority is getting on with delivering an ambitious agenda to make Cardiff a more equal, more prosperous city; a capital that truly works for Wales.

Councillor Huw Thomas
Leader of the Council
15th June 2018

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STRATEGIC PLANNING AND TRANSPORT STATEMENT

Welsh Government Announcement of Preferred Bidder for Wales & Borders Franchise

I welcome the recent announcement by the Welsh Government that KeolisAmey is their preferred bidder for the Wales & Borders rail franchise, which includes the delivery of the new Metro project that will bring significant benefits to both residents and businesses in our city. Currently, 90,000 people commute into Cardiff each day to work and over 70,000 of these people travel by car, which is not sustainable. The transformation of the rail network across South East Wales will make it far more attractive to travel by train and will reduce the reliance on the private car.

The Council will now work with both Transport for Wales and KeolisAmey on the detail of the Metro Project to ensure that their planned investment integrates with the Council's plans for a high quality transport network with rail, tram, bus and active travel that will offer customers a seamless transition of travelling between different modes of transport to get to work, home or visit different parts of the city and we look forward to working with all those involved to make this possible.

Nextbike

The Nextbike cycle hire scheme was officially launched on Friday 25th May at the Senedd with 250 bikes available for hire from this month. The next phase of the scheme, which will see an additional 250 bikes installed bringing the numbers to 500 bikes at 50 docking stations, is firmly on schedule. This will provide hire locations further away from the initial city centre focused scheme, meaning that there will be bikes available in the majority of wards across the city. The planning of docking stations has taken account of the feedback received from the online survey (nearly 1000 responses have been received) where space and overall network efficiency allows. Following the availability of the full 500 bike scheme, we will look at where additional docking stations could be provided to fill any obvious gaps in the network.

LATEST WEEKLY RENTALS	4,556
REGISTRATIONS TO DATE IN CARDIFF	7,793
RENTALS IN CARDIFF TO DATE	15,353

Rights of Way Improvement Plan Survey

The Council is currently undertaking a survey to support the development of a new Rights of Way Improvement Plan (ROWIP), which aims to make it easier for walkers, cyclists and equestrians to enjoy the countryside:

<https://www.snapsurveys.com/wh/s.asp?k=152292770165>

A video clip was also presented at the Wildlife Summer Festival event that was held on Saturday 26th May, which is available on social media via Facebook.

The Public Rights of Way team welcomes ideas and views from Members and local residents who use Public Rights of Way (PRoW) in Cardiff for walking, wheelchair use, cycling, horse riding or just getting outdoors. These include Footpaths, Bridleways and Restricted Byways, but not roadside pavements.

We aim to improve Rights of Way in the city by reviewing the aims and tasks of the first [10-year Rights of Way Improvement Plan \(ROWIP\)](#) that was published in 2008; by checking the standards of the current network of paths and by planning a new 10-year ROWIP, with aims and tasks checked annually. We will also be working with other Council services to ensure that we link into other initiatives (e.g. Active Travel) and will be asking for feedback at events, group meetings, through social media and via the Council's website in order to fulfil the statutory requirements of [section 61 of the Countryside and Rights of Way Act 2000](#).

Car Free Day

Car Free Day was held successfully on Sunday 13th May 2018. A full city centre closure, plus extra road closures allowed the city to host its second Car Free Day. Working with British Cycling, we also held the HSBC Let's Ride family cycle ride on the day, with families being able to cycle 5km of traffic free roads. In addition to a stand encouraging people to sign up to the Nextbike scheme, Car Free Day was packed with free family entertainment, including BMX stunt performances, cycle training, cycle repair, skateboard workshops, music and community dancing. Discounted bus travel, bus re-routing and park & ride was provided on the day. I would like to thank the many partners that helped to make the day a success.

Councillor Caro Wild
Cabinet Member for Strategic Planning & Transport
15th June 2018

INVESTMENT AND DEVELOPMENT STATEMENT

THE CARDIFF ECONOMY

Cardiff's economy remains in relatively good shape as it continues to show steady growth with numerous investment opportunities with a good prospect of delivery, which reflects the county's strong economic position. This position is also reflected in the 13,000 jobs that have been created in Cardiff in the recent past.

However, that does not mean that Cardiff's economy is without its challenges and particularly in the retail sector that is suffering from a reduction in high street retail activity resulting in store closures and job losses, most notably the recent announcement of the closure of the House of Fraser store. The Council continues to work closely with both the UK and Welsh Governments to help mitigate the impact of these closures especially on their employees. The Council is also working with the landlord to identify new business opportunities to ensure that the building is open for business as soon as possible and hopefully providing many new job opportunities.

For all these reasons it is essential that the Council helps to position Cardiff to enable it to prepare for the opportunities and threats that result from the decision of the people of the UK to leave the European Union in March next year. I am pleased to report that the Council received a range of views from all sectors of the Cardiff economy in response to the Green Paper: *Building More & Better Jobs*. The responses are being collated and will inform the White Paper to be published later in the year which will also set out the Council's response to the UK Government's Industrial Strategy. This will help ensure that Cardiff, as an important British city, is well placed to succeed by retaining a direct relationship at UK level during the post-Brexit period.

The Council will also appreciate that I am eager to working closely with my colleague, the Cabinet Member for Strategic Planning & Transport to ensure that the White Paper which will result from his Green Paper *Changing how we move around a growing city* are aligned to enable a coordinated programme to be taken forward.

THE BENEFITS OF ECONOMIC GROWTH

The Council will be aware that the administration has a strong commitment to ensuring that all of our citizens share the benefits of Cardiff's growth. Consequently, I have begun a detailed process across the Council's service areas to identify a range of initiatives that will unlock opportunities for people in all parts of the city, including extending the Council's **Into Work Services** and securing even better take-up from

the private sector of the **Cardiff Commitment**. This will make it all the more important continue to encourage jobs growth through both inward investment and by supporting the growth of indigenous businesses.

I am pleased to report the Council has recently persuaded **Scitech**, a life sciences company which we have been actively pursuing for some time, to establish a base at Cardiff Gate which will create 20 high value jobs with average salaries of £45,000. These are exactly the types of jobs we must continue to attract if we are to deliver our ambition of creating more and better jobs for the people of Cardiff.

COUNTY ESTATES

County Councillors will be aware that Cabinet has recently agreed to extend the reach of the Corporate Estates division in relation to the management of the Council's land and property estate via what has become known as the Corporate Landlord model. Cabinet will consider a formal report at its July meeting.

The report will also update Cabinet on the good progress made during the past 12 months to remedy the deficiencies in the Council's compliance with its statutory obligations particularly with regard to health and safety. In addition, it will set out the process I intend to adopt to identify the list of assets to be disposed of to meet the requirements of the already agreed Medium Term Financial Plan and which are required to support the capital programme going forward.

Work is well underway to address the way forward with regard to the council's core office requirement such that I am now in a position to request the preparation of a detailed business case that will support proposals for Cabinet to consider before the end of the calendar year.

CORPORATE TRANSPORT SERVICES

Cabinet will also consider a report, in July, in relation to recent developments in relation to Corporate Transport Services with proposals designed to explore alternative solutions to the current challenges around the management of the service and the disappointing outcome of efforts to increase income generation from the Council's transport workshops. In particular, I am eager to explore public/private partnership solutions to eliminate the surplus capacity available in the workshops to ensure that the Council maximises the potential of the impressive facilities the Council has constructed in this area. The report will also address aspects of the civic fleet including proposals for the future of the Council's Rolls Royce Phantom V.

Councillor Russell Goodway
Cabinet Member for Investment & Development
15th June 2018

CULTURE AND LEISURE STATEMENT

Parks Service

I am pleased to report that the Council's partnership agreement with the Cardiff Salad Garden, a not-for-profit social enterprise which operates from our plant production nursery in Bute Park, has been renewed for a further 12 months. This very important project provides opportunities for asylum seekers, refugees and young people within the city working alongside Council staff producing salad crops for sale to restaurants across Cardiff.

Later this month, the Parks Service will be hosting two work experience placements for students from our twin city of Nantes in France and for students studying Horticulture at the Nantes Agricultural & Horticultural College. These opportunities support the students' course of study and enable participants to gain practical experience and insight across a range of disciplines in the field of amenity horticulture.

I am also delighted that the Parks Service is hosting four work experience placements for Bright Star Trainees, formerly the Looked After Children Scheme, for a period of eight weeks. These opportunities will also provide invaluable practical experience in addition to experience in soft skills.

Events

I hope that Members will join me in thanking all those involved in the Procession 100 event that was held on Sunday 10th June. This historic commemoration was commissioned by 14-18-Now and involved four simultaneous processions in the four capitals of the UK to commemorate 100 years of women having the vote. Women of all ages participated in the event and wore scarves in the colours of the Suffragette flag (Green, White, Violet) to create lines of colour as they walked.

Over the next few weeks, there will be plenty of other events for residents and visitors to enjoy here in Cardiff, including:

- Rolling Stones concert at Principality Stadium (15th June)
- England v Australia 2nd One Day International at Sophia Gardens (16th June)
- Cardiff Open Air Theatre Festival at Sophia Gardens (21st June to 28th July)
- Ed Sheeran concerts at Principality Stadium (21st to 24th June)
- Joust at Cardiff Castle (22nd to 24th June)
- Cardiff Triathlon (24th June)
- Tafwyl at Cardiff Castle (30th June to 1st July)
- Cardiff International Food and Drink Festival (6th to 8th July)

- Cardiff Bay Beach at a temporary new home at Alexandra Head (6th July to 2nd September)
- British Speedway Grand Prix at Principality Stadium (21st July)
- National Eisteddfod of Wales (3rd to 11th August)

Councillor Peter Bradbury
Cabinet Member for Culture & Leisure
15th June 2018

EDUCATION, EMPLOYMENT AND SKILLS STATEMENT

Estyn Inspections Update

Since the introduction of the new inspection framework at the start of the academic year, ten primary schools and two secondary schools have been inspected and had reports published. Two schools, Ysgol Y Wern and The Bishop of Llandaff High School, have been judged to be excellent in all five inspection areas. Seven of the eleven schools have been asked to submit case studies for their excellent practice.

Under the new framework, two primary schools have been judged as requiring improvement by Estyn. Progress is being reviewed in the areas of recommendation. Of the schools inspected under the previous framework, three primary schools and one secondary school are requiring Estyn monitoring. One primary school is in Special Measures.

Although this represents a decrease in the number of schools requiring Estyn follow-up, there is no room for complacency. The Local Authority, in partnership with the Central South Consortium, is committed to building on the progress of recent years to make sure that every school in Cardiff is a good or excellent school.

Period Poverty

The Council has received a grant from Welsh Government to provide free feminine hygiene products to primary and secondary schools in Cardiff, with the aim of reducing the growing issue of period poverty/dignity. In response, we are inviting a number of colleagues, including schools and young people, to join a task & finish group to develop the approach in Cardiff. In addition, we will be inviting young people to participate in an online survey to ascertain their views in relation to period dignity. Schools will receive a live link to the online survey at the beginning of the week commencing 18th June, which will have a closing date of 6th July. Hearing the voices of young people on this issue prior to deciding how to spend the grant is central to our Child's Rights approach. The programme is being led jointly by our Healthy Schools Lead and Child City link officer.

Adamsdown Primary School

I was delighted to officially open the new extension at Adamsdown Primary School on 11 June 2018 alongside the Cabinet Secretary for Education, Kirsty Williams AM. Work on the new £3.6m standalone extension took 11 months to complete and was funded jointly by the Council and Welsh Government through investment as part of Band A of the £164m 21st Century Schools programme in Cardiff.

The construction of the new 1,150 square metre block has meant that Adamsdown Primary School has doubled in size, becoming a two form entry school, which is able

to accommodate up to 420 pupils between Reception class and Year 6 age, plus nursery children. The extension to the school also includes classrooms and toilets for the lower school, a new main hall, new catering facilities, a multi-use sports pitch, climbing frame, landscaped gardens and environmentally friendly facilities.

Eastern Community Campus

I was pleased to join the previous Lord Mayor and the Cabinet Secretary for Education, Kirsty Williams AM, on 23 May 2018 in officially opening the new Eastern Community Campus, which is the new shared home for Eastern High School and Cardiff and Vale College. The £26m project was funded jointly by the Council and Welsh Government through investment as part of Band A of the £164m 21st Century Schools programme in Cardiff.

The new Eastern Community Campus can accommodate up to 1,200 Eastern High and 320 Cardiff and Vale College students. There are distinct areas for the school and college to use, but the site also allows for cross-working between the two institutions. The new facilities include flexible learning spaces that can be configured for a variety of uses, and the very latest in Design and Technology, science and IT facilities. The campus also features excellent outdoor sport facilities, including a full-size, floodlit, 3G+ pitch.

Young People Not In Education, Employment or Training

The strengthened focus on transition between education and employment through the Cardiff Commitment is having a positive impact. Final figures published by Welsh Government show that the proportion of young people not in education, employment or training (NEET) has reduced to 1.6%, in line with the Wales average. In 2010, Cardiff's year 11 NEET figure was 8.8%.

In addition, the Junior Apprenticeships programme, launched in September 2016 in partnership with Cardiff and Vale College, recently won an Association of Colleges (AoC) Beacon Award for Transition into Post-16 Education and Training. The pioneering programme has been successful in offering a full-time, career-focused learning programme for a select number of 14 to 16 year old students in Cardiff, and is now being rolled out across Wales.

Cardiff Commitment

On 20th April 2018, the Council and Cardiff and Vale College (CAVC) organised the 'Your Cardiff. Your Career. Your Future event', as part of the Cardiff Commitment. The event brought together more than 400 young people (aged 14-18) from across the city with 30 major employers at the CAVC campus in Dumballs Road. The event was designed to inspire and inform young people by raising awareness of career opportunities in key priority sectors, including health & social care, ICT, financial & professional services, creative industries, construction, advanced materials and manufacturing, life sciences, hospitality and catering. The event included representation from Careers Wales, CAVC careers advice and guidance team and local universities. A registration point was also provided for the new 'Digital Profile' platform, which enables schools, young people post-16 and employers to keep in touch to share opportunities and requests.

The close working partnership between the Council and CAVC not only provided excellent opportunities for Cardiff's young people to see what career paths are

available to them, but it was also a chance to open their eyes to alternative vocations in some of the capital city's biggest organisations. This was the first in a series of Cardiff Commitment events to respond to requests from young people themselves and to open up pathways to work.

Open Your Eyes

Some of the biggest names in business, arts and culture are visiting schools in Cardiff over this week and next to speak to children about the career opportunities the city has to offer. Now in its fourth year, Open Your Eyes is designed to raise career aspirations, and involves 38 businesses and organisations from Cardiff and the wider city region are visiting 16 schools in the cluster areas for Cardiff West Community High School and Fitzalan High School. Using links created through the Cardiff Commitment, this year's Open Your Eyes will see more businesses and organisations, visiting more schools and speaking to more children and young people than ever before. The aim is to raise aspiration and encourage our young people to consider a far wider range of careers.

Internationalising Education Conference, 8th June 2018

The Council recently hosted its third Internationalising Education Conference at City Hall on 8th June 2018. I was pleased to welcome attendees from Wales and international visitors from across Europe, Mexico and USA. Presentations and workshops were delivered by teachers from international projects, partners involved in international education and experts in fields of interest to the 21st Century classroom. Topics ranged from languages to robotics to even a presentation from the New York Police Department regarding their community education programme.

Visit by Australian Government Representative

Cardiff hosted a visit by Jacinta Evans from Canberra in Australia on 15th May 2018. In her current role for the Australian Government she has responsibility for Inclusion and Participation. Her main interests lie in the interface between school and family, disability education and inclusive education strategies more broadly. She visited Wales as part of an 8-week tour of several countries, including Canada and Finland. She had received funding from the Winston Churchill Memorial Trust to support her research fellowship relating specifically to managing complex behaviour in schools and improving pupil outcomes.

She visited Eastern High School and Fitzalan High School in Cardiff. In both schools, the head teachers shared their vision for the education of their pupils and the practical, successful approaches to inclusion that they are implementing to improve well-being and attainment outcomes. She was impressed with her visits to classes where she saw vulnerable pupils fully engaged in learning. She also spent time with council officers who shared the underpinning policy and practice for inclusion that supports schools in Cardiff. It was a successful visit and a great opportunity for Cardiff to share its excellent practice.

'Britain's Refugee Children' Documentary – Cathays High School

Cathays High School is a successful, multi-faith, multi-ethnic secondary school in the heart of Cardiff, which is attended by pupils from all over the world. The school has been chosen for a documentary project looking at the journey that a refugee family makes from when they arrive in the UK until they are settled and happy and integrated into the local community. It charts the progress that the children/young people make from their first admission meeting and the experiences they have in their new school to help them learn English and gain qualifications that will see them become happy integrated citizens. The documentary follows a number of students at Cathays High School of various ages from age 15 to 18 and showcases the hard work and dedication of our teachers and all the adults that work with refugee families.

Digital Leaders – Gladstone Primary School

A team of Year 6 Digital Leaders at Gladstone Primary School in Cathays won first prize in the inaugural all Wales coding competition organised by Coleg Meirion-Dwyfor in Dolgellau. The young people were required to use the computer programme, Scratch, to create a game that celebrated 'Welshness'. Gladstone Primary School decided to enter teams in the Key Stage 2 (KS2) competition and submitted seven entries to the competition organisers. The Digital Leaders worked every day on their games, producing instructions as well, so that the judges would understand how to play them.

In March 2018, the school was formally notified that one of the girls' teams had been shortlisted for the KS2 Team Award and were then delighted to find out that they had gone on to win their section. The three girls in the winning team wrote the computer coding for a game called "Escape from Cardiff Castle". The girls were each presented with a laptop as their prize, as well as a beautiful glass trophy, by the Assistant Director (Education & Lifelong Learning) at a special assembly held at the school in May 2018.

Yale Young Global Scholars Summer School

In January 2018, Welsh Government established a unique partnership between its Seren Network (an initiative to raise attainment among Wales' brightest sixth formers) and Yale University's Young Global Scholars summer school programme. The partnership provides a scholarship of \$6,000 per student (co-funded by Welsh Government and Yale Young Global Scholars) to Welsh sixth form students to study at the Yale Young Global Scholars summer school at Yale University's campus in New Haven, Connecticut, USA.

This is the pilot first year of the partnership, which will provide Seren Network students with a great opportunity to live and work with Yale academics and international students for a fortnight. The sessions will be delivered between 17th June and 9th August 2018 and 17 Welsh students will have this amazing opportunity. These 17 students represent 9 of the 11 hubs across Wales and include Yousuf Bakshi, Fitzalan High School; Carys Bill and Rhys Morris, Ysgol Plasmawr; Rianna Man, Radyr Comprehensive School; and Maya Hoffer, Cardiff High School.

They will form a part of the 1,768 cohort from 126 countries across the world and 50 US States who will stay on campus at Yale University learning from world-renowned professors and practitioners. They will also take part in a highly rigorous academic programme in one of the following areas: Applied Science & Engineering; International Affairs & Security; Frontiers of Science & Technology; Sustainable Development & Social Entrepreneurship; Biological & Biomedical Science; and Politics, Law & Economics.

Councillor Sarah Merry
Cabinet Member for Education, Employment & Skills
15th June 2018

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COUNCIL: 21 JUNE 2018

FINANCE, MODERNISATION AND PERFORMANCE STATEMENT

Social Responsibility Board

I was pleased to launch the Council's first Socially Responsible Procurement Policy in April 2018 at an event attended by around 300 delegates from the construction sector. The policy aims to ensure the Council maximises the social, economic, environmental and cultural well-being benefits for communities through its annual £410 million procurement spend. As a major employer with a large procurement spend, we are in a strong position to make sure the money we spend has a positive impact on the local economy. The policy has six priority themes and outlines how the Council will work with its suppliers and contractors to deliver additional benefits for communities across Cardiff. A central objective is to create inclusive employment, work placements, apprenticeships and other training opportunities for local people to reduce unemployment and raise skills levels in the local workforce. The Council wants to work with organisations that share its values and commitment to the highest ethical employment standards in its own operations and supply chain.

LGBT Pride Month

In keeping with our commitment to equal opportunities and diversity in employment and service delivery, the Council is proud to support LGBT Pride Month which celebrates sexual diversity. It is celebrated in June because that was when the Stonewall Riots took place in New York in 1969, which marked the tipping point for the Gay Liberation Movement. It provides an opportunity to promote dignity, equal rights, self-affirmation for the LGBT community and increase society's awareness of the issues that people continue to face, such as discrimination and violence. Whilst the Council's support for LGBT issues is demonstrated in many ways, it is important that we demonstrate that support collectively, especially during Pride Month.

SOCITM Better Connected UK Survey

The results of the 2017/18 SOCITM Better Connected UK survey have now been released. As Members will be aware, this is the benchmark for Council websites across the UK in terms of accessibility and usability.

I am pleased to announce that Cardiff Council has successfully achieved the maximum 4 star rating for the Cardiff.gov.uk website in this year's testing and is the only one of 22 Welsh Local Authorities to have done so. Other key highlights to note:

- Cardiff is one of only 37 local authorities across the UK to achieve a 4 star rating (414 were tested), which puts us in the top 9%.

- We received some positive comments from the testers on sections of the site with comments such as:
 - “Good navigation from the homepage and some good introductory content”
 - “The site was simple but answered almost all of our questions and had clear signposting. Well done!”
- It was recommended that other councils should look at Cardiff’s implementation as an example of good practice.
- Cardiff achieved a full pass for both levels of accessibility testing.

This excellent result is a testament to the efforts of the team, particularly with the redesign that took place in December 2018. Customer experience is key to the transition of services online and this result validates the approach that we have taken so far. It also confirms that we have the right platform upon which to build, particularly in creating the user experience on our mobile app which is applying the same principles for our customers.

Cardiff Gov App

I am pleased to report that the Council’s new ‘Cardiff Gov’ app has been tested by over 70 people, including members of the public, Council employees and elected members. The feedback so far has been very positive, with 90% of the respondents saying that they would download the app when live. We hope to launch the app to the public by the end of June 2018. The app will be regularly updated with new services, which will be led by the needs of the citizen.

Connect to Cardiff

I am delighted to report on the work being undertaken by Connect to Cardiff (C2C) on customer-initiated conversations via the Council’s social media platforms. C2C has enabled a process of tagging every conversation by type so that we are able to accurately monitor the most popular topics being discussed on social media. In May 2018, the top tag was ‘competitions’ (1,545 messages), followed by waste cleansing (331) and collections (273). There were also large responses for Car Free Day (387) and the new docked bike hire scheme (239). The Volvo Ocean Race has also created a lot of positive reaction on our social media channels.

Last month, the Council gained 317 new Twitter followers and 561 new Facebook followers and recorded over 44,000 ‘engagements’ (likes, shares and comments). In conjunction with this, May 2018 also saw C2C receive its highest ever monthly figure of live webchat interactions (649), which have been steadily increasing since December 2017. This is a strong indication that customers are increasingly choosing to engage with the Council via less traditional channels.

Councillor Chris Weaver
Cabinet Member for Finance, Modernisation & Performance
15th June 2018

COUNCIL: 21 JUNE 2018

HOUSING AND COMMUNITIES STATEMENT

New Community Wellbeing Hubs

On 17th May 2018, the Cabinet approved plans to build upon the success of the Hub Strategy in Cardiff by developing Community Wellbeing Hubs in the north and west of the city. This includes plans to develop and seek investment in the standalone libraries and expand the services available. A targeted community strategy will now be progressed which will focus on building upon the good practice from Hubs and Libraries to engage citizens in events and activities that will aim to deliver improved wellbeing and life chances of those living in the city.

Area reviews will now take place to look at the needs of the specific areas – this will help to develop our understanding of the demographics of the area and the wellbeing needs of citizens. There will be consultation with local residents, as well as partners and key stakeholders, so we can ensure that the services that are developed are aligned with community needs. This strategy will ensure that Cardiff continues to have a very strong core library provision which will deliver literacy, social and learning outcomes across the city.

Volunteering Award Nomination

I am pleased to advise that the volunteering team from Into Work Services have made the final shortlist of three in the Digital 100 Leaders Award in the “Digital Skills or Inclusion Initiative of the Year” category. The Digital Leaders 100 List launched in 2013 and has become the premier list identifying individuals and teams leading digital transformation in the UK. It consists of leaders and organisations who are pioneering change within the public sector, enterprise, SMEs and charity sectors. The final result will be announced on 21st June 2018.

Over 70 volunteers support our employed team to provide one-to-one, face-to-face help with digital inclusion to all citizens across Cardiff. This not only ensures excellent customer service, but also gives volunteers the confidence, skills and references they need to support them into paid employment. Over 160 of our ex-volunteers are now working.

In 2017, over 40,000 customers were supported in the job clubs and volunteers were vital to the 1,500 sessions that were held. Our volunteers speak over 20 different community languages and have dedicated 19,000 of their own hours over the last three years.

Housing Developments

Exciting plans are moving forward to deliver innovative new housing solutions on difficult brownfield sites in the city. Four new housing schemes will shortly be submitted for planning using a modular system which could halve the traditional construction time, delivering highly energy efficient and sustainable homes more quickly. A similar scheme has been built by Lewisham Council and representatives from the Council will be visiting their site on Lewisham High Street on 25th June 2018. On the same visit, we will also be looking at the exciting redevelopment of a 26 acre site of east London docklands by Vastint, known as Sugar House Island. Vastint are planning a similar redevelopment of land at Dumballs Road. The Sugar House Island scheme is delivering an exciting mixed-use development incorporating housing, commercial units, retail and leisure.

Rent Smart Wales

Over 90,000 landlords with rented property in Wales are now registered with Rent Smart Wales. This is an incredible achievement in the 2 two and a half years since the legislation became effective.

Community Safety Board Meeting, 11th May 2018

I can advise that, following a review of the Public Services Board's key programmes of work, a new, more integrated programme for public service leadership on community safety issues in Cardiff has been approved. A meeting of the Community Safety Board, that was chaired jointly by myself and the South Wales Police and Crime Commissioner, Alun Michael, took place on 11th May 2018 and included representation from Cardiff & Vale University Health Board and South Wales Police. The Board discussed a number of key community safety issues for the city that require a partnership response to be tackled effectively. This included the following high priority areas:

- Cohesion & Integration
- Night Time Economy
- Protecting the vulnerable and addressing exploitation
- Resilient Communities including the locality working pilots for Butetown and Ely / Caerau
- County Lines
- Knife Crime
- Discarded Needles/Needle Exchange

Councillor Lynda Thorne
Cabinet Member for Housing & Communities
15th June 2018

COUNCIL: 21 JUNE 2018

CLEAN STREETS, RECYCLING & ENVIRONMENT STATEMENT

Greener Grangetown

Greener Grangetown has won the Engineering Project Award 2018 at the UK Water Industry Awards.

Greener Grangetown is a joint venture delivered by Cardiff Council, Dŵr Cymru Welsh Water, Natural Resources Wales, Arup, ERH Communications and Civil Engineering Ltd, with additional financial support from the Landfill Communities Fund. The scheme involves the collection of surface water from roofs and roads from 12 residential streets in Grangetown, before channelling and filtering it through over 100 rain gardens before draining to the River Taff. Plants and trees soak up the water in rain gardens and the water is filtered through the soil and the roots which catch and break down the pollutants. Specific types of trees and plants, which are mostly native to Wales and all UK sourced, have been chosen to fit a number of criteria. They are durable, require little maintenance, are pollutant-tolerant and have the ability to adapt to very wet or dry conditions.

The pioneering project, which is the first time this technology has been used in this manner in the UK, catches, cleans and diverts over 40,000m² of rainwater run-off directly into the River Taff, instead of pumping it over 8km through the Vale of Glamorgan for treatment, before being pumped into the sea.

'Love When You Leave' Campaign

This year we have re-branded the previous 'Get it Out for Cardiff' campaign for students in the city and instead named it 'Love When You Leave' to tie in with the wider 'Love Where You Live' campaign. The campaign includes a range of methods to encourage students to dispose of their rubbish responsibly, as well as additional operational resources to deal with the increased volume of waste within student households that is presented both correctly and incorrectly.

Waste Education and Enforcement Officers will be operating proactively in Cathays and Plasnewydd on a daily basis. They will be advising students of all options to dispose of their waste responsibly, searching and removing waste and issuing Fixed Penalty Notices where necessary. They will also undertake the same activities in priority areas on every weekend in June.

We anticipate that the majority of tenants will leave the area on the weekend of Saturday 30 June and Sunday 1 July, so enforcement work will be supported by additional collections and cleansing teams during that weekend.

Energy Projects

Proposals for a 7.5 megawatt solar farm at the capped landfill site at Lamby Way were approved by the Cabinet on 14 June 2018. The clean, renewable energy generated by the solar farm will be enough to power 2,300 typical homes, or about 15% of the Council's total electricity consumption across all its buildings and street-lighting. The next stages for the project will be to prepare and submit a planning application, implement a strategy to protect the biodiversity on the site, and begin a procurement exercise to deliver and manage the scheme. The final costs resulting from the procurement are expected to be considered by the Cabinet in spring 2019, with development expected to start on site in May/June 2019.

This decision follows previous decisions by the Cabinet back in March 2018 to approve an outline business case for a District Heat Network in Cardiff and a strategy for Low Emission Transportation in the city.

The proposed District Heat Network will take heat generated at the Trident Park Energy from Waste plant and deliver it to a series of major buildings in the Bay and City Centre through a network of insulated water pipes. The network will deliver a significant carbon saving at customer sites which will no longer have to rely on fossil fuels for their heating and hot water needs. The next stages of the project will be to develop a detailed business case and to bid for government grants and funding streams to deliver it. This process will take approximately 18 months. The Cabinet will be asked to approve the final business case to proceed with the scheme, which will be subject to the Council securing the necessary funding.

The Low Emission Transportation strategy sets out our ambitions to begin a transition away from polluting fossil fuels for transportation. Key actions will be to support a roll out of electric vehicle charging points in the city, to start to specify electric and other non-fossil fuel vehicles in our fleet, and to work with partners to encourage them to take similar actions. The strategy is aimed at supporting a wider transition to low emission transport in the city which will help address our severe air quality issues and contribute to local carbon reduction and climate change targets.

Shared Regulatory Services

Shared Regulatory Services (SRS) have achieved national recognition for their work in tackling the supply of counterfeit goods by winning the 2018 Departmental Award for Excellence in Anti-Counterfeiting Enforcement, which was announced by the UK Anti-Counterfeiting Group (ACG) earlier this month. The ACG is the industry body representing the interests of UK and international manufacturers, distributors and retailers; trade mark agents and brand protection specialists. SRS fought off strong competition from other local authorities and agencies from across the UK to win the team award.

This prestigious award recognises the work of the service throughout the year in taking firm action against the supply of counterfeit goods. In addition to the day-to-day Trading Standards enforcement work across the region, the last year has seen SRS playing a central role in the successful staging of a number of major events in the city. These include concerts by Robbie Williams, Justin Bieber and

Coldplay, the British Grand Prix Speedway, World Championship Boxing, WWE Wrestling, Disney on Ice and, of course, the UEFA Champions League Finals for both women and men. In reaching its decision to make the award to SRS, the ACG noted that 'All of these events posed massive intellectual property infringements issues which the team dealt with'.

The UEFA Champions League event in June 2017 in particular was a huge undertaking for the service and it is a credit to the dedication and professionalism of the Trading Standards Officers within SRS that such positive feedback was received from the event organisers and brand holders.

Dogs Home Website

The new dedicated Dogs Home website will go live before the end of this month. This forms part of the service's digitalisation plan and will help to quickly return lost dogs to their owners and serve as a portal through which we can advertise those dogs needing new homes, as well as promoting positive animal welfare and opportunities for volunteers to work with the service.

Deep Cleansing Blitz

An annual deep cleansing 'Blitz' schedule has been adopted by the Street Scene team, which will result in every ward throughout the city being visited at least once, with a specific additional focus on southern arc wards. As of January 2018, the Blitz team now utilises information gathered from litter audits (known as Local Environment Audit and Management Systems (LEAMS)) to identify and prioritise hot spots that will benefit most from a proactive deep cleanse. In addition, the annual plan has also provided the Street Scene team with the opportunity of planning litter picks in collaboration with our community group partners to complement and enhance the work in each of the wards visited.

All wards will be visited at some point over the year. Over the last two months, the Blitz has visited Adamsdown, Cathays, Gabalfa, Plasnewydd, Riverside, Creigiau & St Fagans, Heath, Llandaff, Llandaff North, Pentyrch, Rhiwbina and Trowbridge wards.

For five weeks from 30th July 2018, the Blitz will change focus to the city's parks and green spaces, providing additional and tailored cleansing resources that are appropriate to the city's requirements over the summer holiday period.

Fly-tipping Update

Historically, there have been no Fixed Penalties (through the issuing of Fixed Penalty Notices) for fly-tipping offences. Currently, local authorities can only prosecute fly-tipping offenders in Court. This is a time consuming process which, together with the amount of evidence required, has meant that only three cases were taken to Court in the past 12 months. On 14th June, the Cabinet agreed to adopt new legislative powers that will enable us to issue Fixed Penalties of £400 to first-time offenders for small-scale fly-tipping offences. To reflect our zero tolerance approach to fly-tipping, there will be no reduction for early payment.

In addition to adopting the new legislative powers, we will be introducing new technologies to help prevent and detect offences. Firstly, we will be introducing a

new app to streamline the reporting of fly-tipping incidents. We will also be working with two service providers to trial different types of CCTV camera, as well as transitioning to a new data system that will support end-to-end processes.

Commercial and Domestic Skip Service

This month, the Council has launched a new Commercial and Domestic Skip service to the public. This new service complements our existing Commercial Waste Services and enables us to provide a truly comprehensive recycling service. Further information about this service can be found on our new website: www.cardiffcommercialwaste.co.uk or by phoning: (029) 2071 7501.

Waste Strategy

Early next month we will be launching our consultation on the draft Recycling & Waste Management Strategy 2018-2021, which was approved last month by the Cabinet. We will be running workshops to engage with Members and receive feedback. A city wide consultation will also be launched to capture the views of key stakeholders on the new draft strategy.

Bereavement Services

For a number of years Bereavement Services have had a very successful partnership with the Community Payback group who undertake works at Cathays Cemetery with ex-offenders and supervised by our own staff. They have recently been nominated for the national HM Prisons and Probation Services Awards for Wildlife for their biodiversity work at the site and have made it through to the semi-finals of this award process, which is a significant achievement in itself. We wish them all the best in making it to the finals.

Works to the war memorial at Radyr have recently been completed. A total of £6,500 was spent on the project with the majority of the funding being provided by the War Memorials Trust and CADW. The completed works have been very well received by those in the local community. In addition to this, the War Memorial at Grange Gardens has had a new plaque installed commemorating those from the Grangetown area who died during the First World War but were not mentioned on the original memorial. This was an important piece of work to ensure that the memory of all those who gave their lives are properly remembered. The works totalled £1,500 and were funded by Bereavement Services.

In partnership with the University Hospital of Wales and SANDS, Bereavement Services will be hosting the annual Babies Remembrance Service on Sunday 24 June at 11:30am at the Wenallt Chapel, Thornhill Crematorium. The memorial service is supported by SANDS and allows those who have lost a baby as well as their families and friends to come together to remember them. The service is led by members of the University Hospital of Wales Chaplaincy Team. Members of the Cardiff Branch of SANDS will be available at the service.

Councillor Michael Michael
Cabinet Member for Clean Streets, Recycling & Environment
15th June 2018

COUNCIL: 21 JUNE 2018

CHILDREN AND FAMILIES STATEMENT

Fostering Service

Across Wales we are seeing an unprecedented demand for fostering placements, difficulties in commissioning placements in the independent sector and an increase in the number of exemptions being sought in order to expand in-house fostering provision. There are some early indications of an increase in the use of placements in residential care because of pressures within fostering services.

In view of the lack of suitable placements, the service is embarking upon a wholesale review of the fostering service. This project will develop an effective business model that will enable the in-house Fostering Service to grow and take the lead position in the provision of fostering services in Cardiff. This will focus on three key aspects of the service:

- Marketing of the service.
- Timely assessment and recruitment of foster carers.
- Support provided to foster carers once they have been approved.

The intended outcomes of this review are to:

- Increase the number of in-house foster carers.
- Improve outcomes for looked after children.
- Reduce the number of children being placed in residential care where fostering is more appropriate to their needs.
- Improved compliance with Part 6 of the Social Services and Wellbeing (Wales) Act 2014, Looked After and Accommodated Children.

Adolescent Resource Centre (ARC)

I have visited the recently launched Adolescent Resource Centre which provides intensive support to young people who are at risk of being accommodated by the local authority and their families. Utilising the Signs of Safety model, the whole family are encouraged to identify their strengths and support needs, and to set their own family goals. Families can access a wide range of support to achieve their goals including a named officer who will support them; one-to-one and group work around a variety of topics including emotional management, adolescent to parent violence, self-esteem, problem solving and consequential thinking, parenting support, targeted therapeutic interventions and planned respite provision.

Families can take part in the support either in their homes or in the purpose-made space at the ARC. Young people have also been involved in the planning of how the space is furnished and decorated to ensure it is a welcoming and safe place for all.

In 2017/18, 53 families engaged with the support on offer. Of the 53 families, 84% were supported to stay together, preventing those children from being placed in local authority care.

Bright Spots Survey

Cardiff Children's Services recently participated in a survey as part of the Bright Spots programme; a partnership between the University of Bristol and Coram Voice, a not-for-profit organisation which enables and equips children and young people to hold to account the services that are responsible for their care. Bright Spots in Wales is a pilot with five other local authorities funded by the Children's Commissioner for Wales and Welsh Government through the work of the Improving Outcomes for Children Ministerial Advisory Group to measure looked after children's subjective well-being – how they feel about their lives and their care.

In Cardiff, 255 children completed the online survey; an impressive overall response rate of 44%. The results have recently been received and managers will be considering what improvements could be made using this feedback. Some key findings for Cardiff include:

- The vast majority of the children reported that they now feel safer in care.
- The overwhelming majority of the 4-7 year olds and of the 8-11 year olds (both 98%) had a really good friend; however 11% of young people (11-18 years) wrote that they did not have a really good friend, compared with 3% of the general population.
- 98% of children aged 8-11 years; and 90% of the 11-18 year olds had a trusted adult. Not having a trusted adult was associated with low well-being.
- 94% of children (8-11 years) and young people (11-18 years) felt that their carers showed an interest in their education 'most of the time' or 'sometimes'.
- 84% of 11-18 year olds felt safe where they lived compared with 75% of the general population.
- Most children and young people trusted their social workers (97% of children aged 4-7 years, 94% of children aged 8-11 years, 83% of young people aged 11-18 years).

I am very pleased with the overall positive response from our children, but recognise that there are further improvements we can make. An action plan is being drawn up in consultation with young people in response to the findings.

Cardiff & Vale of Glamorgan Regional Partnership Board

The Welsh Government Minister for Children, Older People and Social Care, Huw Irranca-Davies AM, recently attended a meeting of the Cardiff & Vale Regional Partnership Board (RPB), which is chaired by my Cabinet colleague, Cllr Susan Elsmore. The Minister answered questions and commented on the rising pressures on children's services in Wales and across the UK. He noted the array of challenges

and the need for a dynamic style of partnership working. He also voiced a sense of optimism about what can be done by partners working together collaboratively to make a real difference for people. He encouraged the RPB to keep challenging current ways of working to ensure that they best fit the needs of citizens. He concluded by extending the help and support of Welsh Government to enable partnership working and the work of the RPB on an ongoing basis.

Councillor Graham Hinchey
Cabinet Member for Children & Families
15th June 2018

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COUNCIL: 21 JUNE 2018

SOCIAL CARE, HEALTH AND WELL-BEING STATEMENT

Violence Against Women, Domestic Abuse and Sexual Violence Strategy

Violence against women, domestic abuse and sexual violence is a fundamental violation of human rights, and both a cause and consequence of inequality. It also has far-reaching consequences for women, men, children, families, communities and society as a whole. Tackling these enduring social problems requires a distinct and proportionate approach to all victims and perpetrators in order that everyone can live fear free in safe, equal and violence-free communities.

The Violence Against Women, Domestic Abuse and Sexual Violence Act (Wales) 2015 laid out a requirement for local authorities and health boards in Wales to jointly prepare regional strategies to tackle this issue and I am pleased to confirm that the Cabinet approved the new Cardiff and Vale of Glamorgan Violence Against Women, Domestic Abuse and Sexual Violence Strategy 2018-2023 on 14th June 2018.

The strategy has been developed by partners in the region, including survivors, and has been widely consulted upon. It addresses the three national priorities to prevent, protect and support victims and also has a chapter on pursuing those responsible for inflicting violence and abuse. Importantly, the strategy makes a number of commitments that will be taken forward by partners over the coming 5 years. I would recommend that all Members take time to read the strategy, which has been commended for its clarity, breadth and presentation.

Dementia Friendly City

Cardiff Council, along with Alzheimer's Society Cymru, are offering Dementia Friends sessions to retail staff within St David's Shopping Centre. The sessions ensure that businesses learn more about the existing and potential customers that are affected by dementia and the challenges that they face. Businesses can also learn more about the Dementia Friendly City and the opportunity to pledge to become part of the network that is developing within the city. The most recent sessions took place at St David's Shopping Centre on 3rd and 10th April 2018. They were free to attend and open to all retail businesses within the centre.

Dementia Action Week

This year, Dementia Action Week took place from 21st May to 26th May. I am delighted to be able to report that, this year, the Libraries and Hubs team have taken every opportunity to raise awareness of our targeted services for those affected by dementia. I was also delighted to attend the launch of the Dementia Friendly City at the Motorpoint Arena and it was good to see a range of staff in attendance.

Other activities included pop-up Dementia Cafes which took place at Llandaff North & Gabalfa Hub, Fairwater Hub, Penylan Library, Llanishen Hub, Whitchurch Library, Grangetown Hub, Star Hub, Rhiwbina Library, Ely Caerau Hub, Powerhouse Hub, Llanrumney Hub and Cathays Branch & Heritage Library. The cafés offered information provided by the Alzheimer's Society, Meals on Wheels and other health organisations and charities as well as lots of coffee and cake. Every Hub and library also delivered themed story times and craft activities during the week which highlighted stories that were recommended by the Alzheimer's Society. Such events help us to develop understanding in the younger generation of the challenges faced by those affected by dementia.

Dementia Friends sessions were also offered to the public by Dementia Champions from the service. During the week, the Council also took the opportunity to publicise the imminent launch of Reading Well – Dementia. These are books selected by health clinicians and which will be available to citizens throughout Hubs and libraries from July 2018.

Domiciliary Care

The number of people receiving domiciliary care is at its lowest since December 2015; due in large part to the successful preventative work that we are now undertaking, including:

- the work carried out by Independent Living Services who have provided advice and support at the First Point of Contact, and holistic visits and support to help people remain independent for longer;
- effective working relationships between the Adult Services Social Worker team and Independent Living Services within First Point of Contact; and
- a reduction in domiciliary packages being put through to brokerage by the hospital teams and Community Resource Team.

Importantly, at the same time as the number of people receiving domiciliary care has decreased, the average hours per person has increased because those receiving care now have more significant and more complex needs. We have been successful in reducing our demand on residential and nursing beds by meeting more of these needs at home, through a range of community based support, adaptations and home care.

Delayed Transfers of Care

A recent Adult Services benchmarking report has identified an overall 10.6% reduction in Delayed Transfers of Care (DToC) for Social Care Reasons when comparing 2016/17 (123) to 2017/18 (110) for adults aged 18+. The number of DToC for Social Care Reasons for adults aged 75+ is also showing a slight reduction to 55 in 2017/18 from 56 in 2016/17. As a result of sustained improvements in DToC performance during 2017/18, Cardiff has been nominated to contribute to the National Complex Discharge Group.

Day Opportunities

I am happy to report that the refurbishment works at Grand Avenue Day Centre are on target and the quality of the build will be compliant in preparation for site sign-off.

Meals on Wheels

The Council's Meals on Wheels service is now available 7 days a week, 365 days a year. Our Meals on Wheels service has grown from strength to strength and taken great strides since relaunching less than 12 months ago. For the first time, we delivered over Christmas, Easter and May bank holidays, and I'm delighted to announce that we have now extended the service to Saturdays and Sundays. The service provides peace of mind for customers and their families and complements the Council's response and warden service, Telecare Cardiff, which helps people to live independently in their own homes for longer.

Councillor Susan Elsmore
Cabinet Member for Social Care, Health & Well-being
15th June 2018

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**CYNGOR CAERDYDD
CARDIFF COUNCIL**



COUNCIL:

21 JUNE 2018

REPORT OF THE CHIEF EXECUTIVE

MEMBERS' SCHEDULE OF REMUNERATION 2018- 2019

Reason for this Report

1. To approve the Members' Schedule of Remuneration 2018 – 2019, in accordance with the Independent Remuneration Panel for Wales Regulations, for publication by 31 July 2018.

Background

2. The Independent Remuneration Panel for Wales (IRPW) (*'the Panel'*) is a statutory body that was established initially by the Welsh Government in January 2008 to recommend the levels of salaries, allowances and expenses payable to Councillors and Co-opted Members. The Local Government (Wales) Measure 2011 gave the Panel additional powers to prescribe the levels of Member remuneration and allowances. The Panel also received further powers following the introduction of the Local Government (Democracy) (Wales) Act 2013.
3. The Panel's Annual Report was published in February 2018, and sets out its determinations on the payment of remuneration and allowances to Elected Members and co-opted members from the date of its Annual Meeting. The report is available on the Independent Remuneration Panel for Wales website via the following link: <http://gov.wales/docs/dsjlg/publications/localgov/180226-annual-report-2018-en.pdf>
4. The Council at its Annual Meeting 24 May 2018 approved recommendations of the Panel on:
 - the Basic Elected Member Salary level;
 - the Senior Salary payable to Cabinet Members;
 - the Senior Salary payable to Committee Chairs;
 - the allocation of the 19 Senior Salary positions payable;
 - the Civic Salary payable; and
 - the cap on the maximum payment of co-opted Members fees.
5. In accordance with the IRPW Regulations and guidance set out in the Panel's Annual Report for 2018 - 2019, the Council must produce and maintain an annual Schedule of Remuneration (*'the Schedule'*), which sets out details of the approved payments it intends to make to Elected Members and co-opted members in accordance with the levels of remuneration and

allowances determined by the Panel in its Annual or Supplementary Reports.

Basic Salary

6. The Panel determined that the Basic Salary payable to Elected Members of all principal councils in Wales will be £13,600 in 2018 - 2019.

Senior Salaries

7. In Cardiff (Population Group A), the maximum number of Senior Salary positions is 19, excluding Civic Salary positions.
8. The Council agreed the following allocation of 19 Senior Salaries for 2018/19 at the Annual Meeting of the Council on 24 May 2018:

Bands of Responsibility	Role(s)	No. of Senior Salary Positions
Band 1	Leader	1
	Deputy Leader	1
Band 2	Other Cabinet Members	8
Band 3	Scrutiny Committee Chairs	5
	Planning Committee Chair	1
	Licensing / Public Protection Committees Chair	1
Band 4	Leader of largest opposition group	1
Band 5	Leader(s) of other political group(s) comprising at least 10% membership of the Authority (if remunerated)	1
Total		19

9. The Annual Council on 24 May 2018 agreed the Senior Salaries (*inclusive of basic salary*) payable in 2018 - 2019 as prescribed by the Panel and applicable to the Council:

- Band 1: Leader and Deputy Leader as £53,300 and £37,300 respectively;
- Band 2: Other Cabinet Members = £32,300
- Band 3: Committee Chairs = £22,300
- Band 4: Leader of largest opposition group = £22,300
- Band 5: Leader of other political group(s) comprising at least 10% membership of the Authority = £17,300

Members' Schedule of Remuneration 2018-2019

10. The IRPW has developed and issued a proforma Schedule of Remuneration for recommended use by all local authorities in order to promote best practice and assist with consistency in the production of such schedules within Wales. Specific sections within the document are to be amended in order to suit each Authority's own particular circumstances; however, it should be noted that use of the proforma is not mandatory. The Council in May 2016 adopted this proforma for use as the basis for the Members' Schedule of Remuneration for future years and the 2018-2019 Schedule is set out in **Appendix A** to this report.
11. Any amendments to the Schedule made during the municipal year must be conveyed to the Panel as soon as practicable after the amendments are made. It is proposed that authority should be delegated to the Monitoring Officer to make any necessary amendments to the Schedule in order to reflect any changes in membership of the Council, Cabinet or Committees or as a result of any Supplementary Reports issued by the Panel.
12. In accordance with the IRPW Regulations, the Council must make arrangements for the publication of the Schedule within the authority area and the Schedule must be sent to the IRPW as soon as practicable after determination and not later than 31 July in the year to which it applies.

Legal Implications

13. The legal framework is set by Part 8 of the Local Government (Wales) Measure 2011 ("the Measure"), under which the Independent Remuneration Panel for Wales ("the Panel") is given functions relating to payments to Councillors and Councillors' pensions (s.142 of the Measure). The Panel is required to publish an annual report on the exercise of its functions with respect to each financial year (s.143 of the Measure); and the Council must comply with the requirements imposed on it by the Panel's Annual Report (s.153 of the Measure).
14. As set out in the body of the report, the Council is required to produce and maintain an annual Schedule of Remuneration (*'the Schedule'*), which must be published and sent to the IRPW as soon as practicable after determination and not later than 31 July in the year to which it applies.
15. All Members entitled to receive payment have a personal interest in this report which should be declared. However, paragraph 12.2 of the Code of Conduct states that you will not be regarded as having a prejudicial interest in any business of the Council relating to remuneration or an allowance or payment or pension made in accordance with the Local Government (Wales) Measure 2011 or the Local Government and Housing Act 1989. This means all Members may debate and vote on the recommendations in this report.

Financial Implications

16. The financial cost of approving the Member's Schedule of Remuneration will be approximately £35,000. The overall financial allocation for Members Allowances is £1.564 million and the 2018/19 increase can be met from within this budget.

RECOMMENDATIONS

The Council is recommended to:

1. approve the Members' Schedule of Remuneration 2018- 2019, as set out in Appendix A to this report for publication by 31 July 2018; and
2. delegate authority to the Monitoring Officer to update the Members' Schedule of Remuneration and to make any necessary amendments to the 2018-2019 Schedule (published within the Constitution) from time to time during the municipal year in order to reflect any changes in membership of the Council, Cabinet or Committees or as a result of any Supplementary Reports issued by the Independent Remuneration Panel for Wales.

PAUL ORDERS
Chief Executive
14 June 2018

The following Appendix is attached to this report:

APPENDIX A: Members' Schedule of Remuneration 2018-19

Background Papers

Council Report, 24 May 2018 – Members' Schedule of Remuneration 2018/19

Independent Remuneration Panel for Wales Annual Report 2018

<http://gov.wales/docs/dsjlg/publications/localgov/180226-annual-report-2018-en.pdf>

COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF

MEMBERS' SCHEDULE OF REMUNERATION 2018 - 2019

This Scheme is made under the Local Government (Wales) Measure 2011 (“the Measure”) with regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

1. Basic Salary

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

2. Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.6 A Senior Salary may not be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report and cannot exceed fifty percent of the total membership of the authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.7 A Member of the Authority in receipt of a Band 1 or 2 Senior Salary (i.e. Leader, Deputy Leader and Cabinet Members) **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which he/she has been nominated.
- 2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Salary will be pro-rata.

3. Election to Forgo Entitlement to salaries, allowances or fees

- 3.1 A Member may, by notice in writing delivered to the Monitoring Officer, personally elect to forgo any part of his/her entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

4. Suspension of a Member

- 4.1 Where a Member of the Authority is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of

the Basic Salary payable to him/her in respect of that period for which he or she is suspended will be withheld by the Authority (Section 155 (1) of the Measure).

- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the Basic Salary.

5. Repayment of salaries, allowances or fees

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:

- (a) is suspended or partially suspended from that Member's/Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
- (b) ceases to be a Member of the Authority or Co-opted Member; or
- (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period,

The Authority will require that such part of the salary, allowance or fee as relates to any such period be repaid.

6. Payments

- 6.1 Payments of all salaries, allowances or fees will be made by the Council's Payroll team by BACS transfer in instalments of one-twelfth of the Member's annual entitlement usually on the 15th of each month.
- 6.2 Where payment has resulted in a Member receiving more than his/her entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

7. Reimbursement of Costs of Care

- 7.1 Care Allowance shall be paid to a Member or Co-opted Member for the reimbursement of necessary costs for the care of dependent children and adults, and for personal assistance needs, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
- 7.2 Care Allowance applies in respect of children who are aged 15 or under and other persons for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependent the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.3 Eligible Members may claim Care Allowance for actual and receipted costs up to a maximum amount not exceeding that determined by the Independent Remuneration Panel as set out in **Schedule 1**. All claims for Care Allowance should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

8. Family Absence

- 8.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 8.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 8.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 8.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.
- 8.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

9. Co-optees' payments

- 9.1 A Co-optees' daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.
- 9.2 Co-optees' payments will be capped at a maximum of the equivalent of 10 full days a year for each committee to which an individual may be co-opted.
- 9.3 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 9.4 The Monitoring Officer is designated as the "appropriate officer" and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 9.5 The Monitoring Officer can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 9.6 A half day meeting is defined as up to 4 hours.
- 9.7 A full day meeting is defined as over 4 hours.
- 9.8 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.
- 9.9 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.

10. Travel and Subsistence Allowances

10.1 General Principles

10.2 Members and Co-opted Members may claim travelling expenses when travelling on the Authority's business for 'approved duties' as set out in **Schedule 2**. Where Members travel on the Authority's business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have his/her claim abated by an appropriate amount.

10.3 Where possible Members should share transport.

10.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.

10.5 The rates of Members' travel and subsistence allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.

10.6 Where a Member is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to him/her in respect of that period for which he or she is suspended or partially suspended must be withheld by the Authority.

11. Travel by Private Vehicle

11.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.

11.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.

11.3 Where a Member makes use of his/her private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

12. Travel by Public Transport

12.1 Rail/Coach Travel

Unless otherwise authorised rail tickets will be second-class.

Democratic Services or Cabinet Support Office, as applicable, will usually purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and/or a receipt.

12.2 Taxi Fares

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imbursement will be upon receipt only.

12.3 Air Fares

Unless otherwise authorised flight tickets will be budget or economy class. Discounted flight tickets will be purchased well in advance wherever possible in order to reduce costs.

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Monitoring Officer is required and tickets will usually be purchased by Democratic Services or Cabinet Support Office, as applicable.

12.4 Travel Abroad

Travel abroad on the Authority's business will only be permitted where authorised by the Monitoring Officer. Democratic Services or Cabinet Support Office, as applicable, will usually arrange travel and accommodation.

12.5 Other Travel Expenses

Members will be entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imbusement will be upon receipt only.

13. Overnight Accommodation

13.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Monitoring Officer.

13.2 Overnight accommodation will usually be booked by Democratic Services or Cabinet Support Office, as applicable. Wherever possible the overnight accommodation will be pre-paid or invoiced.

13.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 3**.

14. Subsistence Allowance

14.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s).

14.2 No provision is made for subsistence claims within the Council's administrative boundaries.

15. Claims and Payments

15.1 A claim for travel and subsistence allowances must be made **in writing by the 1st day of each month** or the previous working day if falling on a Saturday or Sunday or Bank Holiday and **must** be accompanied by the relevant receipts. Claims **must** be made within 3 months of the event and within the relevant accounting year (i.e. by 4 April every year).

15.3 Allowances will be paid by the Council's Payroll team by BACS transfer.

16. Pensions

16.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

17. Compliance

- 17.1 In accordance with the Regulations, the Authority must comply with the requirements of the Panel in respect of the monitoring and publication of payments made to members and co-opted members as set out in **Schedule 4**.

Members are reminded that expense claims are subject to both internal and external audit.

SCHEDULE 1**SCHEDULE OF REMUNERATION 2018 – 2019**

MEMBERS ENTITLED TO BASIC SALARY			ANNUAL AMOUNT OF BASIC SALARY
The following named Elected Members of the Authority receive the Basic Salary:			£13,600
Cllr Ali Ahmed	Cllr Susan Goddard	Cllr Linda Morgan	
Cllr Ashgar Ali	Cllr Iona Gordon	Cllr Jim Murphy	
Cllr Dilwar Ali	Cllr Jane Henshaw	Cllr Daniel Naughton	
Cllr Phil Bale	Cllr Gavin Hill-John	Cllr Oliver Owen	
Cllr Rodney Berman	Cllr Philippa Hill-John	Cllr Thomas Parkhill	
Cllr Fenella Bowden	Cllr Lyn Hudson	Cllr Jackie Parry	
Cllr Bernie Bowen-Thomson	Cllr Frank Jacobsen	Cllr Keith Parry	
Cllr Jennifer Burke-Davies	Cllr Shaun Jenkins	Cllr Mike Phillips	
Cllr Joe Carter	Cllr Owen Jones	Cllr Emma Sandrey	
Cllr Wendy Congreve	Cllr Michael Jones-Pritchard	Cllr Abdul Sattar	
Cllr Jayne Cowan	Cllr Heather Joyce	Cllr Elaine Simmons	
Cllr Stephen Cunnah	Cllr Kathryn Kelloway	Cllr Kanaya Singh	
Cllr Tim Davies	Cllr John Lancaster	Cllr Ed Stubbs	
Cllr Dan De'Ath	Cllr Christopher Lay	Cllr Rhys Taylor	
Cllr Bob Derbyshire	Cllr Susan Lent	Cllr Graham Thomas	
Cllr Sean Driscoll	Cllr Ashley Lister	Cllr Joel Williams	
Cllr Saeed Ebrahim	Cllr Neil McEvoy	Cllr Peter Wong	
Cllr Lisa Ford	Cllr Bablin Molik	Cllr Ashley Wood	

	SENIOR SALARY ENTITLEMENTS (includes Basic Salary)		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
1.	Leader	Cllr Huw Thomas	£53,300
2.	Deputy Leader & Cabinet Member for Education, Employment and Skills	Cllr Sarah Merry	£37,300
3.	Cabinet Member for Children and Families	Cllr Graham Hinchey	£32,300
4.	Cabinet Member for Clean Streets, Recycling and Environment	Cllr Michael Michael	£32,300
5.	Cabinet Member for Culture and Leisure	Cllr Peter Bradbury	£32,300
6.	Cabinet Member for Finance, Modernisation and Performance	Cllr Christopher Weaver	£32,300
7.	Cabinet Member for Housing and Communities	Cllr Lynda Thorne	£32,300
8.	Cabinet Member for Investment and Development	Cllr Russell Goodway	£32,300

APPENDIX A

9.	Cabinet Member for Social Care, Health and Well-being	Cllr Susan Elsmore	£32,300
10.	Cabinet Member for Strategic Planning and Transport	Cllr Caro Wild	£32,300
11.	Chairperson of Children and Young People Scrutiny Committee	Cllr Lee Bridgeman	£22,300
12.	Chairperson of Community and Adult Services Scrutiny Committee	Cllr Mary McGarry	£22,300
13.	Chairperson of Economy and Culture Scrutiny Committee	Cllr Nigel Howells	£22,300
14.	Chairperson of Environmental Scrutiny Committee	Cllr Ramesh Patel	£22,300
15.	Chairperson of Policy Review and Performance Scrutiny Committee	Cllr David Walker	£22,300
16.	Chairperson of Planning Committee	Cllr Keith Jones	£22,300
17.	Chairperson of Licensing & Public Protection Committees	Cllr Norma Mackie	£22,300
18.	Leader of the Largest Opposition Group (Conservative Group)	Cllr Adrian Robson	£22,300
19.	Leader of the Liberal Democrat Group	Cllr Joe Boyle	£17,300
<i>A maximum of 19 senior salaries for Cardiff Council may be paid and this has not been exceeded.</i>			

ENTITLEMENT TO CIVIC SALARIES (includes Basic Salary)		ANNUAL AMOUNT OF CIVIC SALARY
ROLE	MEMBER	
Civic Head (Mayor / Chair)	Cllr Dianne Rees	£24,300
Deputy Civic Head (Deputy Mayor / Chair)	Cllr Rod McKerlich	£18,300

APPENDIX A

ENTITLEMENT AS STATUTORY CO-OPTees		AMOUNT OF CO-OPTees ALLOWANCES
ROLE	MEMBER	
Chairperson of Standards & Ethics Committee	Richard Tebboth	£256 Daily Fee £128 ½ Day Fee
Chairperson of Audit Committee	Ian Arundale	£256 Daily Fee £128 ½ Day Fee
Statutory Co-optees – ordinary members:		
Audit Committee	<ul style="list-style-type: none"> • Gavin MacArthur • David Price • David Hugh Thomas 	
Children & Young People Scrutiny Committee	<ul style="list-style-type: none"> • Patricia Arlotte • Carol Cobert • Karen Dell'Armi • Hayley Smith 	£198 Daily Fee £99 ½ Day Fee
Standards & Ethics Committee	<ul style="list-style-type: none"> • Dr James Downe • Hollie Edwards-Davies <i>* Subject to approval of reappointment 21 June 2018</i> • Lizz Roe • David Hugh Thomas • Community Councillor Stuart Thomas 	

MEMBERS ELIGIBLE TO RECEIVE CARE ALLOWANCE	
All Members	Up to a maximum of £403 per month

SCHEDULE 2**Approved duties:**

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority or its Cabinet.

SCHEDULE 3**Mileage Rates**

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motor Cycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	5 pence per passenger per mile

Subsistence Allowance

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts.

Re-imbursment of alcoholic drinks is not permitted.

Overnight Stay

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere.

A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

SCHEDULE 4

Compliance

- The authority will arrange for the publication on the council's website the total sum paid by it to each member and co-opted member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected members.
- The authority will publish on the council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The authority will publish on the council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The authority will send a copy of the schedule to the Independent Remuneration Panel not later than 31 July of the year to which the schedule refers.
- The authority will maintain records of member/co-opted members' attendance at meetings of council, cabinet and committees for which a member/co-opted member may submit a claim for travel allowance and/or co-optees' fee.
- The authority will arrange for the publication on the council's website of annual reports prepared by members.
- When the authority agrees a paid substitution for family absence it will notify the Independent Remuneration Panel within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

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



COUNCIL:

21 June 2018

REPORT OF DIRECTOR GOVERNANCE & LEGAL SERVICES

APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO SCHOOL GOVERNING BODIES

Reason for this Report

1. To appoint Local Authority School Governors.

Background

2. Section 19 of the Education Act 2002 creates the general ability for the Local Authority to appoint governors to the Governing Bodies of maintained schools, with further detail contained in the Government of Maintained Schools (Wales) Regulations 2005. When Local Authority school governor vacancies arise, either by appointees reaching the end of their term of office or resigning, it is the statutory duty of the Council to fill the vacancies as soon as possible.
3. The Local Authority Governors Panel to oversee this process was constituted at the Annual Council in May 2015 and held its first termly meeting in September 2015.

Issues

4. The Local Authority Governors Panel met on 7 June 2018 to consider new applications to current and future vacancies up 31 October 2018. The recommendations of the Panel are contained in Appendix 1 to this report.

Reasons for Recommendations

5. To ensure that the Council fulfils its statutory functions in respect of the appointment of local authority governors for maintained schools.

Legal Implications

6. As noted in paragraph 2 of the report, the Council is required, pursuant to the Education Act 2002, section 19 and regulations made there under, to appoint local authority governors to the Governing Bodies of maintained schools, in accordance with those statutory provisions.

7. Appointments to outside bodies are a local choice function, which is reserved under the Council's Constitution to full Council. Accordingly, the appointment of local authority governors to Governing Bodies, as recommended in this report, requires the approval of full Council.

Financial Implications

8. There are no financial implications arising from this report.

Recommendation

9. That Council consider the recommendations of the Local Authority Governor Panel of 7 June 2018 and approve the appointments of Local Authority Governors to the School Governing Bodies as set out in Appendix 1.

Davina Fiore
Director Governance & Legal Services
14 June 2018

The following Appendix is attached:

Appendix 1 List of Local Authority School Governor vacancies and recommendations for appointment by the Local Authority Governor Panel for the period 30 June to 31 October 2018

The following Background Documents have been taken into account: N/A

**LA Governor Vacancies - Recommendations from LA Governor Panel
30 June 2018 to 31 October 2018**

Appendix 1

- i. All appointments in the list are recommended by the LA Governor Appointments Panel and will have satisfied the required application process.
- ii. All terms of office unless otherwise stated are for 4 years.

Existing LA Governor Vacancies

School	Ward	Start of Vacancy	Applications received
Adamsdown Primary School	Adamsdown	18/04/2018	Cllr Owen Jones
Baden Powell Primary School	Splott	24/04/2018	
Cantonian High School X 2 vacancies	Fairwater	06/03/2018 24/04/2018	Jean Fudge
Christ the King RC Primary School	Llanishen	01/04/2018	Vicki Woods
Creigiau Primary School	Creigiau	08/10/2016	
Danescourt Primary School	Llandaff	26/07/2017	Cllr Sean Driscoll
Glan Yr Afon Primary School	Llanrumney	28/03/2018	
Grangetown Nursery School	Grangetown	02/09/2016	
Lansdowne Primary School	Canton	19/09/2017	Michelle Townsend
Llysfaen Primary School	Lisvane	08/12/2017	
Meadowlane Primary School	Trowbridge	31/01/2018	
Ninian Park Primary School	Grangetown	06/03/2018	
Pen-Y-Bryn Primary School	Llanrumney	29/09/2017	
Radyr Primary School	Radyr & Morganstown	27/11/2017	
Rhiwbeina Primary School	Rhiwbina	22/11/2017	
Rumney Primary School	Rumney	03/02/2018	Stella Dunstone
Springwood Primary School	Pentwyn	13/02/2018	
St Alban's RC Primary School	Splott	21/09/2017	
St Cuthbert's R.C Primary School	Butetown	08/03/2018	

St Patrick's RC Primary School	Grangetown	16/09/2016	Nasir Adam
Trelai Primary School	Caerau	09/09/2017	Geoff Morgan
Tremorfa Nursery School	Splott	06/02/2018	
Trowbridge Primary School	Trowbridge	08/03/2017	
Willowbrook Primary School x 2 vacancies	Trowbridge	31/01/2018 20/02/2018	
Willows High School	Splott	12/03/2018	
Windsor Clive Primary School x 2 vacancies	Ely	10/01/2018 10/03/2018	
Ysgol Gyfun Gymraeg Bro Eder x 2 vacancies	Penylan	28/09/2016 22/01/2018	
Ysgol Gymraeg Bro Eirwg x 2 vacancies	Llanrumney	20/11/2017 23/04/2018	
Ysgol Gymraeg Melin Gruffydd x 4 vacancies	Whitchurch & Tongwynlais	04/10/2016 18/02/2017 19/05/2017 27/11/2017	Eleri Allsobrook
Ysgol Gymraeg Treganna	Canton	25/10/2017	

Future LA Governor Vacancies

School	Ward	Start of Vacancy	Re-appointment Requested	New Applications Received
Baden Powell Primary School	Splott	24/10/2018	Gill Dallow	
Cantonian High School	Fairwater	26/09/2018	Alvyn Morgan	
Corpus Christi R.C High School	Lisvane	17/09/2018	Kath Brown	
Creigiau Primary School	Creigiau & St Fagans	17/09/2018		
Eastern High x 3 vacancies	Rumney	24/10/2018 24/10/2018	Barbara Cooke Chris Taylor	

		24/10/2018		
Llanedeyrn Primary School	Pentwyn	23/07/2018	Nicola Whitefield	
Moorland Primary School	Splott	18/06/2018	Rachel Barnett	
Pencaerau Primary School x 2 vacancies	Caerau	24/09/2018 24/09/2018	Pamela James John Skelton	
Peter Lea Primary School x 2 vacancies	Fairwater	27/06/2018 24/10/2018	Patricia Thomas Matthew Cook	
Radyr Comprehensive School	Radyr & Morganstown	26/09/2018	John Wilson	
Roath Park Primary School	Plasnewydd	24/07/2018		Cllr Peter Wong
Severn Primary School x 2 vacancies	Riverside	27/06/2018 26/09/2018	Christine Newman Gareth Jones	
St Paul's C.W Primary School	Grangetown	03/07/2018	Gordon Bell	
The Bishop Of Llandaff C.W High School	Llandaff	26/09/2018	Sarah Cullen	
Ton-Yr-Ywen Primary School	Heath	24/10/2018		
Ysgol Gyfun Gymraeg Plasmawr x 2 vacancies	Fairwater	17/09/2018 17/09/2018	Ruth Parry Evan Morgan	

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CYNGOR CAERDYDD CARDIFF COUNCIL

COUNCIL:

21 JUNE 2017

REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES

COMMITTEE MEMBERSHIP

Reason for Report

1. To update Council on the membership of Committees following nominations received from political groups and appointments made at Annual Council 24 May 2018.
2. To receive and approve any further nominations to vacancies in accordance with political group wishes which will be reported on the amendment sheet for Council.

Background

2. The Annual Council 24 May 2018 established the Committees and Panels of the Council and their composition. The seats allocated on Committee were made in accordance with political balance and nominations were received to each committee from the political groups.

Issues

3. **Appendix A** to this report provides a list of Committees; the details of elected Chairs and Deputies where appropriate; and membership of Committees in accordance with the political group wishes for the 2018- 2019 Municipal Year.
4. In accordance with the Welsh Audit Office Statement of Action membership of Committees is a standing item on monthly Group Whips meetings and Full Council as appropriate.
5. Any nominations to fill existing vacancies on Committees received from political groups prior to Full Council on 21 June, 2018 will be included on the amendment sheet.

Legal Implications

6. The Council is under a duty to make appointments to Committees, in accordance with the approved allocation of seats to political groups, so as to give effect to the wishes of the political groups (pursuant to Section 16 of the 1989 Act).

Financial Implications

7. There are no financial implications directly arising from this report

RECOMMENDATIONS

The Council notes and approves the Membership of Committees as set out in Appendix A and any nominations to existing vacancies on Committee received in accordance with political group wishes as listed on the amendment sheet.

DAVINA FIORE

Director Governance and Legal Services

13 June 2018

Appendix A: - Committee Membership 2018/19

Background Papers

Annual Council reports on Appointments to Committees and Election of Chairs and Deputy Chairs,
24 May 2018

Minutes of Annual Council 24 May 2018

Composition of Committees and Membership 2018/19 (May 2018)**Cabinet** (10 Members)

Leader of the Council	Councillor Huw Thomas
Deputy Leader and Cabinet Member Education, Employment and Skills	Councillor Sarah Merry
Cabinet Member for Culture & Leisure	Councillor Peter Bradbury
Cabinet Member for Social Care, Health & Well-being	Councillor Susan Elsmore
Cabinet Member for Investment & Development	Councillor Russell Goodway
Cabinet Member for Children & Families	Councillor Graham Hinchey
Cabinet Member for Clean Streets, Recycling and Environment	Councillor Michael Michael
Cabinet Member for Housing & Communities	Councillor Lynda Thorne
Cabinet Member for Finance, Modernisation and Performance	Councillor Chris Weaver
Cabinet Member for Strategic Planning & Transport	Councillor Caro Wild

Assistant to Cabinet Members

Citizen Engagement	Councillor Dilwar Ali
Community Engagement	Councillor Burke-Davies
Local Environment	Councillor Henshaw
Youth Services	Councillor Lister

Ordinary Committees**Audit Committee** (12 Members - 8 Council Members & 4 Independent Members)

Labour (5)	Councillors Phil Bale, Stephen Cunnah, Chris Lay, Mary McGarry and Kanaya Singh
Conservative (2)	Councillors Jayne Cowan and David Walker
Liberal Democrats (1)	Councillor Nigel Howells
Independent Members (4)	Ian Arundale, David Hugh Thomas, Gavin McArthur and David Price

Constitution Committee (12 Members)

Labour (6)	Councillors Jennifer Burke-Davies, Susan Goddard, Russell Goodway (Chr) ; Keith Jones, Ashley Lister and Peter Wong
Conservative (3)	Councillors Michael Jones-Pritchard; Kathryn Kelloway and Rod McKerlich
Liberal Democrat (2)	Councillors Rodney Berman and Joe Carter
Plaid Cymru (1)	Councillor Keith Parry

Corporate Parenting Advisory Committee (9 Members)

(Members of the Children and Young People's Scrutiny Committee are excluded)

Labour (5)	Councillor Sarah Merry (Chr) as Deputy Leader & Cabinet Member for Education, Employment & Skills Councillor Graham Hinchey as Cabinet Member for Children & Families; Councillor Chris Weaver as Cabinet Member for Finance, Modernisation & Performance (<i>with responsibility for Safeguarding</i>) Councillors Susan Lent and Ashley Lister
Conservative (3) ** 1 given to Independent Member	Councillors Tim Davies and Shaun Jenkins
Liberal Democrats (1)	Councillor Bablin Molik
Independent	** Councillor Fenella Bowden

Council Appeals Committee (9 Members)

Labour (5)	Councillors Saeed Ebrahim, Susan Goddard, Owen Llewellyn Jones, Sue Lent and Jim Murphy (Chr) .
Conservative (3)	Councillors Gavin Hill-John, Michael Phillips and Joel Williams.
Liberal Democrat (1)	Councillor Joe Boyle.

Democratic Services Committee (12 Members)

Labour (6)	Councillors Jennifer Burke-Davies, Susan Goddard, Russell Goodway; Ashley Lister, Jim Murphy, and Peter Wong.
Conservative (3)	Councillors Michael Jones-Pritchard (Chr) ; Kathryn Kelloway and Rod McKerlich.
Liberal Democrat (2)	Councillors Emma Sandrey and Dan Naughton
Plaid Cymru (1)	Councillor Keith Parry

Employment Conditions Committee (8 Members)

Labour (5)	Councillors Lee Bridgeman, Bernie Bowen-Thomson, Heather Joyce and Chris Weaver (Chr) . (1 vacancy)
Conservative (2)	Councillors Jayne Cowan and David Walker.
Liberal Democrat (1)	Councillor Joe Boyle

Licensing Committee (12 Members)

Labour (6)	Councillors Susan Goddard, Frank Jacobsen, Norma Mackie (Chr) and Jim Murphy (Dep Chr) (2 vacancies)
Conservative (3)	Councillors Tim Davies, John Lancaster and Joel Williams
Liberal Democrat (2)	Councillors Rhys Taylor and Ashley Wood
Plaid Cymru (1)	Councillor Ford

Pensions Committee (5 Members)

Labour (3)	Councillors Dilwar Ali, Abdul Sattar and Chris Weaver (Chr)
Conservative (1)	Councillor Graham Thomas
Liberal Democrat (1)	Councillor Nigel Howells

Planning Committee (12 Members)

Labour (7)	Councillors Ali Ahmed, Jim Murphy, Iona Gordon, Frank Jacobsen, Keith Jones (Chr) , Chris Lay (<i>Dep Chr</i>) and Abdul Sattar
Conservative (3)	Councillors Sean Driscoll, Lyn Hudson and Michael Jones-Pritchard
Liberal Democrat (2)	Councillors Asghar Ali and Wendy Congreve

Public Protection Committee (12 Members)

Labour (6)	Councillors Dilwar Ali, Susan Goddard, Frank Jacobsen, Norma Mackie (Chr) and Jim Murphy (Dep Chr) (1 vacancy)
Conservative (3)	Councillors Tim Davies, John Lancaster, Joel Williams and **Adrian Robson (Public Protection only)
Liberal Democrat (2)	Councillors Rhys Taylor and Ashley Wood
Plaid Cymru (1)	** (Given to Conservative)

Standards & Ethics Committee (3 Council Members, 5 Independent Members and 1 Community Councillor)

Labour (1)	Councillor Stephen Cunnah
Conservative (1)	Councillor Joel Williams
Liberal Democrat (1)	Councillor Emma Sandrey
Independent Members:	Richard Tebboth (Chr) Dr James Downe, David Hugh Thomas and Lizz Roe (1 vacancy) Community Councillor Stuart Thomas

Scrutiny Committees

Children & Young People Scrutiny Committee (9 Council Members and 4 Co-opted Members)

Labour (5)	Councillors Lee Bridgeman (Chr) , Dan De'Ath, Heather Joyce. Jim Murphy and Kanaya Singh.
Conservative (3)	Councillors Philippa Hill-John, Linda Morgan and Michael Phillips.
Liberal Democrat (1)	Councillor Rhys Taylor.
Co Opted Members	Carol Cobert (Church in Wales Representative) & Mrs P Arlotte (Roman Catholic Representative); Rebecca Crump & Karen Dell'Armi (Parent Governor representative).

Community & Adult Services Scrutiny Committee (9 Members)

Labour (5)	Councillors Ali Ahmed, Susan Goddard, Sue Lent and Mary McGarry (Chr) and Saeed Ebrahim.
Conservative (2)	Councillors Shaun Jenkins and Kathryn Kelloway.
Liberal Democrat (2)	Councillors Joe Carter and Bablin Molik

Economy and Culture Scrutiny Committee (9 Members)

Labour (5)	Councillors Bob Derbyshire, Iona Gordon, Abdul Sattar, Elaine Simmons and Ed Stubbs.
Conservative (3)	Councillors Gavin Hill-John, Thomas Parkhill and Adrian Robson
Liberal Democrat (1)	Councillor Nigel Howells (Chr)

Environmental Scrutiny Committee (9 Members)

Labour (5)	Councillors Owen Llewellyn Jones, Jackie Parry, Ramesh Patel (Chr) and Peter Wong (1 vacancy)
Conservative (3)	Councillors Philippa Hill-John, John Lancaster and Oliver Owen
Liberal Democrat (1)	Councillor Ashley Wood

Policy Review & Performance Scrutiny Committee (9 Members)

Labour (5)	Councillors Bernie Bowen-Thomson, Stephen Cunnah, Norma Mackie, Jim Murphy and Ashley Lister
Conservative (2)	Councillors Lyn Hudson and David Walker (Chr)
Liberal Democrat (2)	Councillors Rodney Berman and Joe Boyle

Other Committees

Bilingual Cardiff Working Group (9 Members – at least 1 Member each Party group)

Labour (5)	Councillors Jennifer Burke-Davies, Jane Henshaw, Owen Llewellyn Jones (Chr) , Sue Lent and Huw Thomas.
Conservative (2)	Councillors Linda Morgan and Oliver Owen.
Liberal Democrat (1)	Councillor Rhys Taylor.
Plaid Cymru (1)	** given to Independent Member
Independent	** Councillor Neil McEvoy

Local Authority Governor Panel (7 Members)

Labour (4)	Councillors Dilwar Ali, Susan Lent, Ashley Lister and Sarah Merry (Chr) .
Conservative (2)	Councillors Sean Driscoll and Graham Thomas
Liberal Democrat (1)	Councillor Congreve

Investment Advisory Panel (*from Members of the Pension Committee*) (5 Members)

Labour (1)	Councillor Chris Weaver
Conservative (1)	Councillor Graham Thomas
Liberal Democrat (1)	Councillor Nigel Howells

Works Council (*from Members of the Employment Conditions Committee*) (5 Members)

Labour (3)	Councillors Lee Bridgeman, Heather Joyce and Chris Weaver (Chr)
Conservative (1)	Councillor Jayne Cowan
Liberal Democrat (1)	Councillor Joe Boyle

Health & Safety Advisory Forum (5 Members)

Labour (3)	Councillors Norma Mackie, Jim Murphy & Chris Weaver (Chr)
Conservative (1)	Councillor Timothy Davies
Liberal Democrat (1)	Councillor Joe Boyle

Joint Committees

Glamorgan Archives Joint Committee (5 Members)

Labour (3)	Councillors Stephen Cunnah, Jane Henshaw and Keith Jones
Conservative (1)	Councillor Jayne Cowan and * Adrian Robson
Liberal Democrat (1)	* <i>Given to Conservative</i>

City Deal Joint Board

Labour (1) <i>Leader of the Council</i>	Councillor Huw Thomas
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Cardiff & Vale Regional Partnership Board

Labour (2) Relevant Cabinet Members	Councillor Susan Elsmore and Graham Hinchey
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Public Services Board

Labour (1) Relevant Cabinet Member (and nominated substitute)	Councillor Huw Thomas nominated substitute Councillor Sarah Merry
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Prosiect Gwyrdd

Labour (2) Relevant Cabinet Members	Councillors Michael Michael and Chris Weaver
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Shared Regulatory Services

Labour (2) Relevant Cabinet Member and Chair of Licensing Committee	Councillors Michael Michael and Chair of Licensing Committee
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Central South Consortium Joint Education Services Joint Committee

Labour (1)	Councillor Merry
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Vale, Valleys and Regional Adoption Collaborative Joint Committee

Labour (1)	Councillor Hinchey
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**CYNGOR CAERDYDD
CARDIFF COUNCIL**



COUNCIL:

21 JUNE 2018

REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES

APPOINTMENTS OF MEMBERS TO SERVE ON OUTSIDE BODIES

Reasons for the Report

1. To receive nominations and make appointments of Council representatives to statutory and non-statutory outside bodies.

Background

2. The Constitution provides that the Council will, from time to time, receive nominations and make Member appointments as necessary to serve as representatives of the Council on outside bodies.
3. The Council at its Annual meeting on 24 May 2018 received nominations and agreed appointments of Members to serve on bodies which are required on an annual basis. No nominations were received for the vacancies on the Cardiff and Vale Community Health Council.

Issues

4. The Council is asked to receive nominations to the vacancies that exist on the bodies set out in **Appendix A**.
5. The Party Group Whips have been advised of the vacancies and nominations received will be detailed on the Amendment Sheet to be circulated at the Council meeting.
6. The appointments are for the duration of the administration unless stated otherwise.

Legal Implications

6. The appointment of individuals to serve on outside bodies is a Local Choice function under the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007. In the approved Scheme of Delegations the Council has determined that responsibility for the proposed appointments shall rest with Full Council.

Financial Implications

7. There are no financial implications arising as a direct consequence of this report.

RECOMMENDATION

The Council is requested to receive nominations and approve appointments to outside bodies as listed in Appendix A and as set out on the amendment sheet.

DAVINA FIORE

Director of Governance & Legal Services and Monitoring Officer

13 June 2018

Appendix A – List of Outside Bodies for Council Nominations

Background Papers

Register of Appointments to Outside Bodies

Nominations and Appointments to Vacancies on Outside Bodies 2018/19

APPENDIX A

Organisation	Aims of the Organisation	Number of Representatives	Notes
Cardiff & Vale of Glamorgan Community Health Council	<p>The Cardiff & Vale of Glamorgan Community Health Council (CHC) represents the interests of the patients and public of Cardiff and the Vale of Glamorgan in relation to local health services. The 4 statutory duties/functions of the CHC are to:</p> <ol style="list-style-type: none"> 1. Scrutinise the operation of health services in Cardiff & Vale of Glamorgan, to make recommendations for the improvement of that service, and to advise the Cardiff & Vale University Health Board (UHB) upon such matters relating to the operation of the health service. 2. To be consulted by the UHB in respect of health services for which it is responsible. 3. To enter and inspect NHS premises. 4. To provide an independent advocacy service on behalf of the Welsh Ministers for those aged 18 and over. 	<p>3 - representatives <i>(Can be either an Elected Member or an external appointment by the Council).</i></p>	<p>2 vacancies <i>[Cllr Iona Gordon is currently in her first term of office]</i></p>
Cambrian Educational Foundation for Deaf Children	<p>The Foundation offers financial assistance to young people between the ages of pre-school & 25 years, who have hearing impairment and either reside in Wales or have a parent who resides in Wales. Assistance is given for their education and social development.</p> <p><i>Representation is a requirement of the Foundation Constitution</i></p>	<p>1 – Member</p>	
Standing Advisory Council for Religious Education (SACRE)	<p>SACRE is a statutory body which meets once a school term to advise the Council on matters concerned with collective worship and the provision of religious education</p>	<p>7 – Members (relevant Cabinet Member)</p>	<p>2 vacancies and to confirm Councillor Jones-Pritchard appointment. <i>[Current Members Councillors Merry (Deputy Leader & Cabinet Member); McGarry and Bowen-Thomson]</i></p>

Organisation	Aims of the Organisation	Number of Representatives	Notes
Millennium Stadium Charitable Trust	<p>The Millennium Stadium Charitable Trust (MSCT) is an independent charitable foundation that operates on an all-Wales basis and provides financial support to inspiring projects throughout Wales. MSCT was established through an agreement between the Millennium Stadium plc & the former Millennium Commission. The Trust's income is generated through a levy on every ticket purchased for public events held at the Principality Stadium.</p> <p>The MSCT Trust Deed, as amended, provides that two Trustees of MSCT shall be nominated for appointment solely by Cardiff Council. Since 2009, the Council has nominated representatives for appointment as Trustees on the basis of one member representative and one council officer representative. The Council also nominates jointly, with Sport Wales, a third representative as a Trustee from the sporting community.</p>	1 – Member	<p>1 vacancy</p> <p>The Council's current member representative is Councillor Peter Bradbury who was initially nominated for appointment by the Council on 26 June 2014. His 4-year term of office is due to expire on 11 August 2018.</p> <p>Any decision to nominate a representative for appointment as a Trustee is subject to approval by the Big Lottery Fund Wales (as the successor body to the former Millennium Commission) and is the responsibility of MSCT officials.</p>
Willie Seager Memorial Homes Trust	An independent charity that manages 10 alms-house accommodation for single elderly and retired Merchant Seamen in Cardiff.	2– Members Nominative Trustees from the Council – Term of Office 4 years.	1 vacancy to replace Cllr Jacobsen

COUNCIL:

21 JUNE 2018

REPORT OF THE DIRECTOR OF GOVERNANCE AND LEGAL SERVICES

**PROGRAMME OF COUNCIL, CABINET & ORDINARY COMMITTEE MEETINGS
2018/19**

Reason for this report

1. To receive the finalised programme of Full Council, Cabinet and Committee meetings for the period June 2018 to August 2019 following any changes made or in consultation with the elected Chairs of Committees for the Municipal Year 2018 - 2019.

Background

2. The Annual Council meeting is required to approve a programme of ordinary meetings of Council, and a provisional programme of meetings for Council Committees (Council Meeting Procedure Rules, Rule 2(b) (xvii) and (xviii)).
3. The Annual Council at its meeting 24 May 2018 approved the programme of Full Council, Cabinet and Committee meetings for the period June 2018 to August 2019, subject to further consultation with newly elected Chairs of Committees.

Issues

4. Attached as Appendix A is the Programme of Council, Cabinet and Committee meetings from June 2018 to August 2019.
5. The programme of meetings conforms with the agreed meeting times and days established through the Members' survey on the scheduling and timing of meetings undertaken in May 2017. Where appropriate individual Committees have the ability to determine their own arrangements.

Legal Implications

6. Welsh Government has issued statutory guidance (under section 6 of the Local Government (Wales) Measure 2011), which the Council must have regard to when considering the times and intervals of its meetings.
7. In summary, the guidance states that:
 - Work and other commitments make setting a programme of meetings that suits all Members difficult;
 - Welsh Government does not wish to prescribe the number/timings of meetings; and

- it is important that Authorities proactively review their meeting arrangements, by way of example, the guidance states that “What may have been tradition or an arrangement which suited the previous generation of Councillors will not necessarily serve the interests of the new intake.”

8. The guidance requires the Council to survey its Members in respect of times and intervals in which meetings of the local authority are held at least once a term and preferably shortly after the new council is elected. A survey of Members was undertaken in May 2017 and the programme of future meetings reflects the results of the survey and agreements made by individual Committees around preferred start times.

Financial Implications

9. There are no financial implications arising from this report

RECOMMENDATIONS

The Council is recommended to note the finalised programme of Council, Cabinet and Committee meeting dates for June 2018 – August 2019

DAVINA FIORE

Director of Governance and Legal Services and Monitoring Officer

14 June 2018

The following Appendices are attached:

Appendix A Programme of Council, Cabinet and Committee meetings from June 2018 to August 2019.

SCHEDULE OF COUNCIL CABINET AND COMMITTEE MEETINGS 2018/19

<u>June 2018</u>				
Mon	18			
Tue	19			
Wed	20	Appointment Committee	9.15am	Leader's Conference Room
Wed	20	Policy Review & Performance Scrutiny	4.30pm	Committee Room 4
Thu	21	COUNCIL (w)	4.30pm	City Hall
Fri	22			
Mon	25			
Tue	26	Audit Committee	2.00pm	Committee Room 4
Wed	27	Pensions Committee	5.00pm	Committee Room 2
Thu	28			
Fri	29			
<u>July 2018</u>				
Mon	02			
Tue	03	Public Protection Committee	10.30am	Committee Room 1
Tue	03	Environment Scrutiny Committee (w)	4.30pm	Committee Room 4
Wed	04	Joint Meeting of Community and Adult Services and Children and Young People Scrutiny Committees	4.30pm	Committee Room 4
Thu	05	Cabinet	2.00pm	County Hall
Thu	05	Economy & Culture Scrutiny	4.30pm	Committee Room 4
Fri	06			
Mon	09			
Tue	10	Children and Young People Scrutiny Committee	4.30pm	Committee Room 4
Wed	11	Planning Committee (DC) (w)	1.30pm	Committee Room 4
Wed	11	Policy Review & Performance Scrutiny	4.30pm	Committee Room 2
Thu	12	Cabinet	2.00pm	Committee Room 3
Fri	13			
Mon	16			
Tue	17	Corporate Parenting Advisory Committee	2.00pm	Committee Room 4
Wed	18			
Thu	19	COUNCIL (w)	4.30pm	City Hall
Fri	20			

Mon	23			
Tue	24			
Wed	25			
Thu	26			
Fri	27			
Mon	30			
Tue	31			
<u>August 2018</u>				
Wed	01			
Thu	02			
Fri	03			
Mon	06			
Tue	07	Public Protection Committee	10.30am	Committee Room 1
Wed	08			
Thu	09			
Fri	10			
Mon	13			
Tue	14			
Wed	15	Planning Committee (DC) (w)	1.30pm	Committee Room 4
Thu	16			
Fri	17			
Mon	20			
Tue	21			
Wed	22			
Thu	23			
Fri	24			
Mon	27	BANK HOLIDAY		
Tue	28			
Wed	29			
Thu	30			
Fri	31			
<u>September 2018</u>				
Mon	03			
Tue	04	Public Protection Committee	10.30am	Committee Room 1
Tue	04	Environment Scrutiny (w)	4.30pm	Committee Room 4
Wed	05	Community and Adult Services Scrutiny (w)	4.30pm	Committee Room 4
Thu	06			

Fri	07			
Mon	10	Local Authority School Governors	5.00pm	Committee Room 2
Tue	11	Children and Young People Scrutiny (w)	4.30pm	Committee Room 4
Wed	12	Policy Review & Performance Scrutiny (w)	4.30pm	Committee Room 4
Thu	13	Economy & Culture Scrutiny (w)	4.30pm	Committee Room 4
Fri	14	Glamorgan Archives Joint Committee	2.00pm	Glamorgan Archives, Leckwith
Mon	17			
Tue	18	Audit Committee	2.00pm	Committee Room 4
Wed	19	Planning Committee (DC) (w)	1.30pm	Committee Room 4
Wed	19	Standards & Ethics Committee	5.00pm	Committee Room 2
Thu	20	Cabinet	2.00pm	Committee Room 3
Thu	20	Pensions Committee	5.00pm	Committee Room 2
Fri	21			
Mon	24			
Tue	25			
Wed	26			
Thu	27	COUNCIL (w)	4.30pm	City Hall
Fri	28			
<u>October 2018</u>				
Mon	01	Constitution Committee	5.00pm	Committee Room 2
Tue	02	Public Protection Committee	10.30am	Committee Room 1
Tue	02	Environment Scrutiny Committee (w)	4.30pm	Committee Room 4
Wed	03	Policy Review & Performance Scrutiny (w)	4.30pm	Committee Room 4
Thu	04	Economy & Culture Scrutiny (w)	4.30pm	Committee Room 4
Fri	05			
Mon	08			
Tue	09	Children and Young People Scrutiny (w)	4.30pm	Committee Room 4
Wed	10	Community and Adult Services Scrutiny	4.30pm	TBC
Thu	11	Cabinet	2.00pm	Committee Room 3
Fri	12			
Mon	15			
Tue	16	Corporate Parenting Advisory Committee	2.00pm	Committee Room 4
Wed	17	Planning Committee (DC) (w)	1.30pm	Committee Room 4

Thu	18			
Fri	19			
Mon	22			
Tue	23			
Wed	24			
Thu	25	COUNCIL	4.30pm	City Hall
Fri	26			
Mon	29			
Tue	30			
Wed	31			
<u>November 2018</u>				
Thu	01			
Fri	02			
Mon	05			
Tue	06	Public Protection Committee	10.30am	Committee Room 1
Tue	06	Environment Scrutiny Committee (w)	4.30pm	Committee Room 4
Wed	07	Community and Adult Services Scrutiny (w)	4.30pm	Committee Room 4
Thu	08	Economy & Culture Scrutiny (w)	4.30pm	Committee Room 4
Fri	09			
Mon	12			
Tue	13	Audit Committee	2.00pm	Committee Room 1
Tue	13	Children and Young People Scrutiny (w)	4.30pm	Committee Room 4
Wed	14	Policy Review & Performance Scrutiny(w)	4.30pm	Committee Room 4
Thu	15	Cabinet	2.00pm	Committee Room 3
Fri	16			
Mon	19	Local Authority School Governors	5.00pm	Committee Room 2
Tue	20			
Wed	21	Planning Committee (DC) (w)	1.30pm	Committee Room 4
Thu	22			
Fri	23			
Mon	26	Pensions Committee	5.00pm	Committee Room 2
Tue	27			
Wed	28			
Thu	29	COUNCIL (w)	4.30pm	City Hall
Fri	30			

December 2018				
Mon	03			
Tue	04	Public Protection Committee	10.30am	Committee Room 2
Tue	04	Environment Scrutiny Committee (w)	4.30pm	Committee Room 4
Wed	05	Community and Adult Services Scrutiny (w)	4.30pm	Committee Room 4
Wed	05	Standards and Ethics Committee	5.00pm	Committee Room 2
Thu	06	Economy & Culture Scrutiny (w)	4.30pm	Committee Room 4
Fri	07			
Mon	10			
Tue	11	Children and Young People Scrutiny (w)	4.30pm	Committee Room 4
Wed	12	Policy Review & Performance Scrutiny (w)	4.30pm	Committee Room 4
Thu	13			
Fri	14	Cabinet	2.00pm	Committee Room 3
Fri	14	Glamorgan Archives Joint Committee	2.00pm	Glamorgan Archives, Leckwith
Mon	17			
Tue	18			
Wed	19	Planning Committee (DC) (w)	1.30pm	Committee Room 4
Thu	20			
Fri	21			
Mon	24			
Tue	25	BANK HOLIDAY		
Wed	26	BANK HOLIDAY		
Thu	27			
Fri	28			
Mon	31			
January 2019				
Tue	01	BANK HOLIDAY		
Wed	02			
Thu	03			
Fri	04			
Mon	07			
Tue	08	Public Protection Committee	10.30am	Committee Room 1
Tue	08	Environment Scrutiny Committee (w)	4.30pm	Committee Room 4
Wed	09	Community and Adult Services Scrutiny (w)	4.30pm	Committee Room 4

Thu	10			
Fri	11			
Mon	14	Democratic Services Committee	5.00pm	Committee Room 2
Tue	15	Children and Young People Scrutiny (w)	4.30pm	Committee Room 4
Wed	16	Policy Review & Performance Scrutiny (w)	4.30pm	Committee Room 4
Thu	17	Economy & Culture Scrutiny (w)	4.30pm	Committee Room 4
Fri	18			
Mon	21			
Tue	22	Audit Committee	2.00pm	Committee Room 4
Wed	23	Planning Committee (DC) (w)	1.30pm	Committee Room 4
Thu	24	Cabinet	2.00pm	Committee Room 3
Fri	25			
Mon	28			
Tue	29	Corporate Parenting Advisory Committee	2.00pm	Committee Room 4
Wed	30			
Thu	31	COUNCIL (w)	4.30pm	City Hall
February 2019				
Fri	01			
Mon	04			
Tue	05	Public Protection Committee	10.30am	Committee Room 1
Wed	06			
Thu	07			
Fri	08			
Mon	11	Constitution Committee	5.00pm	Committee Room 2
Tue	12			
Wed	13	Planning Committee (DC) (w)	1.30pm	Committee Room 4
Thu	14			
Fri	15			
Mon	18	Environment Scrutiny Committee (w)	10.30am	Committee Room 4
Mon	18	Community and Adult Services Scrutiny(w)	4.30pm	Committee Room 4
Tue	19	Children and Young People Scrutiny Committee (w)	1.00pm	Committee Room 4
Tue	19	Economy & Culture Scrutiny (w)	4.30pm	Committee Room 4
Wed	20	Policy Review & Performance Scrutiny (w)	10.30am	Committee Room 4

Thu	21	Cabinet	2.00pm	Committee Room 3
Fri	22			
Mon	25			
Tue	26			
Wed	27			
Thu	28	COUNCIL (BUDGET) (w)	4.30pm	City Hall
March 2019				
Fri	01			
Mon	04			
Tue	05	Public Protection Committee	10.30am	Committee Room 1
Tue	05	Environment Scrutiny Committee (w)	4.30pm	Committee Room 4
Wed	06	Community and Adult Services Scrutiny (w)	4.30pm	Committee Room 4
Wed	06	Standards and Ethics Committee	5.00pm	Committee Room 2
Thu	07			
Fri	08			
Mon	11			
Tue	12	Children and Young People Scrutiny (w)	4.30pm	Committee Room 4
Wed	13	Policy Review & Performance Scrutiny (w)	4.30pm	Committee Room 4
Thu	14	Economy & Culture Scrutiny (w)	4.30pm	Committee Room 4
Fri	15	Glamorgan Archives Joint Committee	2.00pm	Glamorgan Archives, Leckwith
Mon	18	Local Authority School Governors	5.00pm	Committee Room 2
Tue	19			
Wed	20	Planning Committee (DC) (w)	1.30pm	Committee Room 4
Thu	21	Cabinet	2.00pm	Committee Room 3
Fri	22			
Mon	25			
Tue	26	Audit Committee	2.00pm	Committee Room 4
Wed	27			
Thu	28	COUNCIL (w)	4.30pm	City Hall
Fri	29			

April 2019				
Mon	01			
Tue	02	Corporate Parenting Advisory Committee	2.00pm	Committee Room 2
Tue	02	Environment Scrutiny Committee (w)	4.30pm	Committee Room 4
Wed	03	Community and Adult Services Scrutiny (w)	4.30pm	Committee Room 4
Thu	04	Economy & Culture Scrutiny (w)	4.30pm	Committee Room 4
Fri	05			
Mon	08			
Tue	09	Public Protection Committee	10.30am	Committee Room 1
Tue	09	Children and Young People Scrutiny Committee (w)	4.30pm	Committee Room 4
Wed	10	Policy Review & Performance Scrutiny (w)	4.30pm	Committee Room 4
Thu	11	Cabinet	2.00pm	Committee Room 3
Fri	12			
Mon	15			
Tue	16			
Wed	17	Planning Committee (DC) (w)	1.30pm	Committee Room 4
Thu	18			
Fri	19	BANK HOLIDAY		
Mon	22	BANK HOLIDAY		
Tue	23			
Wed	24			
Thu	25			
Fri	26			
Mon	29			
Tue	30			
May 2019				
Wed	01	Community and Adult Services Scrutiny(w)	4.40pm	Committee Room 4
Thu	02			
Fri	03			
Mon	06	BANK HOLIDAY		
Tue	07	Environment Scrutiny Committee(w)	4.30pm	Committee Room 4
Wed	08	Policy Review & Performance Scrutiny (w)	4.30pm	Committee Room 4
Thu	09	Economy & Culture Scrutiny (w)	4.30pm	Committee Room 4

Fri	10			
Mon	13			
Tue	14	Children and Young People Scrutiny Committee (w)	4.30pm	Committee Room 4
Wed	15	Planning Committee (DC) (w)	1.30pm	Committee Room 4
Thu	16	Cabinet	2.00pm	Committee Room 3
Fri	17			
Mon	20			
Tue	21			
Wed	22			
Thu	23	ANNUAL COUNCIL (w)	4.30pm	City Hall
Fri	24			
Mon	27	BANK HOLIDAY		
Tue	28			
Wed	29			
Thu	30			
Fri	31			
June 2019				
Mon	03			
Tue	04	Public Protection Committee	10.30am	Committee Room 1
Tue	04	Environment Scrutiny Committee (w)	4.30pm	Committee Room 4
Wed	05	Community and Adult Services Scrutiny (w)	4.30pm	Committee Room 4
Wed	05	Standards and Ethics Committee	5.00pm	Committee Room 2
Thu	06	Local Authority School Governors	5.00pm	Committee Room 2
Thu	06	Economy & Culture Scrutiny (w)	4.30pm	Committee Room 4
Fri	07			
Mon	10			
Tue	11	Children and Young People Scrutiny Committee(w)	4.30pm	Committee Room 4
Wed	12	Policy Review & Performance Scrutiny (w)	4.30pm	Committee Room 4
Thu	13	Cabinet (Provisional)	2.00pm	County Hall
Fri	14	Glamorgan Archives Joint Committee	2.00pm	Glamorgan Archives, Leckwith
Mon	17			
Tue	18			
Wed	19	Planning Committee (DC) (w)	1.30pm	Committee Room 4

Thu	20	COUNCIL (w)	4.30pm	City Hall
Fri	21			
Mon	24			
Tue	25	Audit Committee	2.00pm	Committee Room 4
Wed	26			
Thu	27			
Fri	28			
<u>July 2019</u>				
Mon	01			
Tue	02	Public Protection Committee	10.30am	Committee Room 1
Tue	02	Environment Scrutiny Committee (w)	4.30pm	Committee Room 4
Wed	03	Community and Adult Services Scrutiny (w)	4.30pm	Committee Room 4
Thu	04	Economy & Culture Scrutiny (w)	4.30pm	Committee Room 4
Fri	05			
Mon	08			
Tue	09	Children and Young People Scrutiny (w)	4.30pm	Committee Room 4
Wed	10			
Thu	11	Cabinet (Provisional)	2.00pm	County Hall
Fri	12			
Mon	15			
Tue	16	Corporate Parenting Advisory Committee	2.00pm	Committee Room 4
Wed	17	Planning Committee (DC) (w)	1.30pm	Committee Room 4
Thu	18	COUNCIL (w)	4.30pm	City Hall
Fri	19			
Mon	22			
Tue	23			
Wed	24			
Thu	25			
Fri	26			
Mon	29			
Tue	30			
Wed	31			
<u>August 2019</u>				
Thu	01			

Fri	02			
Mon	05			
Tue	06	Public Protection Committee	10.30am	Committee Room 1
Wed	07			
Thu	08			
Fri	09			
Mon	12			
Tue	13			
Wed	14	Planning Committee (DC) (w)	1.30pm	Committee Room 4
Thu	15			
Fri	16			
Mon	19			
Tue	20			
Wed	21			
Thu	22			
Fri	23			
Mon	26	BANK HOLIDAY		
Tue	27			
Wed	28			
Thu	29			
Fri	30			

(w)- Webcasted meetings

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