



DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

COUNCIL SUMMONS

THURSDAY, 21 SEPTEMBER 2023

GWYS Y CYNGOR

DYDD IAU, 21 MEDI 2023,

You are summoned to attend a multi location meeting of the **COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF** which will be held at Council Chamber - County Hall, Atlantic Wharf, Cardiff, CF10 4UW on Thursday, 21 September 2023 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 September 2023

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>	4.30 pm	
2	Declarations of Interest <i>To receive declarations of interest (such declarations to be made in accordance with the Members Code of Conduct)</i>		
3	Minutes (Pages 11 - 12) <i>To approve as a correct record the minutes of the previous meeting.</i>		
4	Public Questions <i>To receive previously notified questions from Members of the Public.</i>	4.30 pm	10 mins
5	Petitions <i>To receive petitions from Elected Members to Council.</i>	4.40 pm	5 mins
6	Lord Mayor's Announcements <i>To receive the Lord Mayor's announcements including Recognitions and Awards.</i>	4.45 pm	5 mins
7	Annual Well-Being Report 2022/2023 (Pages 13 - 124) <i>Report of the Corporate Director People & Communities</i>	4.50 pm	15 mins
8	Budget 2024/25 and the Medium -Term Financial Plan: Update Report (Pages 125 - 176) <i>Cabinet Proposal</i>	5.05 pm	15 mins
9	South East Wales Corporate Joint Committee - Standards & Scrutiny Arrangements (Pages 177 - 192) <i>Report of the Director of Governance and Legal Services and Monitoring Officer</i>	5.20 pm	15 mins
10	Appointment of Director of Governance and Legal Services and Monitoring Officer (Pages 193 - 198) <i>Report of the Corporate Director Resources</i>	5.35 pm	15 mins

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11	Cabinet Statements (Pages 199 - 234) <i>To receive statements from the Leader and Cabinet Members</i>	5.50 pm	45 mins
Break - 6:35pm 15 Minutes			
12	Notice of Motion - 1 PROPOSED BY: Councillor Jamie Green SECONDED BY: Councillor Sarah Robinson <i>This Council notes that around 1-in-7 people in the UK are neurodivergent, meaning they experience the world more uniquely than others. Neurodivergence is associated with a range of conditions and traits including, but not limited to Attention Deficit Hyperactivity Disorder, Autism Spectrum Conditions, Dyslexia, Developmental Language Disorder, Dyspraxia, and Dyscalculia.</i> <i>People with neurodivergent traits and conditions face a range of challenges across our society, including finding employment, increased likelihood of mental health diagnoses, and trouble accessing public services. However, neurodiversity brings many strengths and patterns of unique thinking that benefit our communities and workplaces.</i> <i>This Council further notes the examples of how other local authorities are working to become more neurodiverse friendly. This includes Greater Manchester's Autism Strategy and Leicester Council's "Every Voice Counts" initiative.</i> <i>This Council believes that we must remove the barriers that prevent those with neurodivergent traits and conditions from participating in society and to work across our city to make Cardiff more neurodiversity friendly.</i> <i>As such, this Council resolves to:</i> <ul style="list-style-type: none"> ● <i>Ask the Cabinet to produce a neurodiversity strategy that ensures our services identify and meet the needs of those with neurodiversity and to do this within the next 12 months. This should include looking to provide training on neurodiversity internally for employees and stakeholder partners, like school governors, as well as all those involved</i> 	6.50 pm	30 mins

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	<p><i>in providing public services to the people of Cardiff through the Council so they can identify and meet the needs of people with neurodiversity.</i></p> <ul style="list-style-type: none"> ● <i>Promote acceptance and understanding of neurodiversity across Cardiff. For example, through celebrating awareness-raising campaigns such as Neurodiversity Celebration week, World Autism Acceptance Week, ADHD Awareness Month and Dyspraxia Awareness Week.</i> ● <i>Investigate providing training to all Councillors on neurodiversity to aid in their casework in recognising the growing impact of neurodivergent conditions on the issues they deal with on behalf of constituents.</i> ● <i>Ensure neurodiversity is considered within the Council's well-being goals and strategy to build a Stronger, Fairer, Greener Cardiff by the time the next corporate plan is published.</i> ● <i>To actively encourage those who are neurodivergent to participate in public life, such as running to be a Councillor and becoming a school governor.</i> ● <i>To review and implement reasonable adjustments for our elected members, to ensure the role of Councillor is accessible to people with neurodivergent traits and conditions and that the skills and talents of all people can be harnessed for the benefit of the citizens of Cardiff.</i> 		
13	<p>Notice of Motion - 2</p> <p>PROPOSED BY: Councillor Emma Reid-Jones</p> <p>SECONDED BY: Councillor Oliver Owen</p> <p><i>The Council notes:</i></p> <ol style="list-style-type: none"> 1. <i>The Welsh Government Bus Emergency Scheme, introduced to bridge the gap between bus operators income and expenditure, is due to expire on 24th July 2023.</i> 2. <i>Cardiff's share of the £46m of funding to help bus services for the rest of this financial year is insufficient to maintain existing services across the city, in particular those much needed services in the suburbs.</i> 3. <i>Bus services across Cardiff are already being cut with many others currently under review.</i> 4. <i>Cardiff Bus, which is owned by Cardiff Council received £5.6m from the Bus Emergency Scheme</i> 	7.20 pm	45 mins

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*and £1.6m Bus Service Support Grant in 2021/22
(the latest published accounts)*

The council believes:

- 1. Frequent and reliable bus services are a key characteristic of a capital city and are essential to reducing car use, carbon emissions and road congestion and will help the City centre to thrive.*
- 2. Bus services should be prioritised over other modes of active travel. Other than trains which are outside of our control, buses are the only accessible, affordable, and safe, mode of transport available to **ALL** Cardiff residents.*
- 3. The potential removal of bus services in the suburbs will lead to communities, especially the elderly, being isolated from essential services.*

We call on the Cabinet to:

- 1. Given resource constraints, ensure priority is given to bus services as the only low-cost, accessible mode of transport around our City.*
- 2. Review the role of cycle lanes in increased road congestion and consult with bus companies in Cardiff about the impact of proposed new cycle lanes on bus services.*
- 3. Lobby the Welsh Government to maintain and improve existing levels of bus funding until it's to-be-legislated franchising model is in place.*
- 4. To stop all work on proposals for congestion/road user charging and to focus efforts on creating viable, inclusive, efficient and effective transport services for the people of Cardiff and to save the struggling City Centre. It must be accessible, affordable and safe for all its citizens, in support of the Councils own 15 minute City strategy.*
- 5. Include Cardiff Bus's finances and operational ability in its policy impact assessments.*

14	<p>Notice of Motion - 3</p> <p>Proposed by Councillor Rodney Berman</p> <p>Seconded by Councillor Joseph Carter</p> <p><i>This council notes that:</i></p> <ol style="list-style-type: none"> <i>1. many residents and communities within Cardiff do not currently feel the local authority consults them</i> 	8.05 pm	30 mins
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	<p><i>appropriately prior to making key decisions that impact on their lives and on services they use and depend upon.</i></p> <p><i>2. council consultations are often not advertised effectively to residents who may be affected by decisions, in part due to an over-reliance on consultations predominantly being promoted on digital platforms.</i></p> <p><i>This council believes that:</i></p> <p><i>3. whilst consultation should not be seen simply as a veto, good and appropriate use of consultation undoubtedly leads to better decision-making.</i></p> <p><i>4. for consultation to be seen as meaningful, it should as far as possible be carried out prior to decisions being taken, including when decisions are taken in-principle.</i></p> <p><i>5. there should be an assumption that consultation will be carried out prior to all key decisions which impact on residents and communities.</i></p> <p><i>This council therefore calls on the Cabinet to put the principles outlined above firmly into practice and to revise the council's participation strategy accordingly in order to give Cardiff's residents more confidence that their views will be taken into account when future decisions are made by the council's administration</i></p>		
15	<p>Oral Questions</p> <p><i>To receive oral questions to the Leader, Cabinet Members; Chairs of Committee and/or nominated Members of the Fire Authority.</i></p>	8.35 pm	80 mins
16	<p>Urgent Business</p>	9.45 pm	
Unopposed Council Business			
17	<p>Cardiff Bus - Appointment of Executive Director <i>(Pages 235 - 244)</i></p>	9.45 pm	5 mins
18	<p>Committee Membership <i>(Pages 245 - 248)</i></p> <p><i>Report of the Director of Governance and Legal Services</i></p>	9.50 pm	5 mins

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	<i>and Monitoring Officer</i>		
19	Urgent Officer Decision - No16 <i>(Pages 249 - 250)</i>	9.55 pm	5 mins
20	Appointment of Local Authority Governors to School Governing Bodies <i>(Pages 251 - 254)</i> <i>Report of the Director of Governance and Legal Services and Monitoring Officer</i>	10.00 pm	5 mins
21	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 20 July 2023 to transact the business set out in the Council summons dated Friday, 14 July 2023.

Present: County Councillor Molik (Lord Mayor)

County Councillors Ahmed, Ahmed, Dilwar Ali, Ash-Edwards, Berman, Boes, Bowen-Thomson, Bradbury, Bridgeman, Burke, Carr, Carter, Chowdhury, Cowan, Cunnah, Davies, De'Ath, Derbyshire, Driscoll, Ebrahim, Elsmore, Ferguson-Thorne, Gibson, Green, Gunter, Henshaw, Hinchey, Hopkins, Humphreys, Hunt, Jenkins, Jones, K Jones, Owen Jones, Joyce, Kaaba, Lancaster, Latif, Lay, Lent, Lewis, Lister, Littlechild, Livesy, Lloyd Jones, Mackie, McEvoy, McGarry, Melbourne, Merry, Michael, Moultrie, Naughton, Owen, Palmer, Jackie Parry, Proctor, Reid-Jones, Robinson, Robson, Sangani, Sattar, Shimmin, Simmons, Singh, Stubbs, Taylor, Huw Thomas, Thomson, Lynda Thorne, Waldron, Weaver, Wild, Williams and Wood

35 : APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Brown-Reckless, Goodway and Wong.

After the completion of the first item, apologies for absence, technical issues with the conferencing system were experienced. Unfortunately it was not possible to rectify those problems and the meeting had to be adjourned and that all items would be deferred until the September meeting of full Council.

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**CYNGOR CAERDYDD
CARDIFF COUNCIL****COUNCIL:****21 SEPTEMBER 2023**

CABINET PROPOSAL

ANNUAL WELL-BEING REPORT 2022/23**Reason for this Report**

1. This report is the Council's annual performance report, providing an assessment of the progress made in the delivery of the administration's priorities as set out within the Corporate Plan 2022-25. This report also enables the Council to discharge a number of statutory obligations, including a self-assessment of performance as required by the Local Government and Elections (Wales) Act 2021 and the publication of a statutory Annual Well-Being Report, as required by the Well-Being of Future Generations Act (Wales) 2015.

Background

2. The Council's Corporate Plan translates the administration's political priorities into deliverable organisational objectives. The Council's budget is also developed in tandem with the Corporate Plan on an annual basis to ensure alignment between the Council's budget and corporate priorities.
3. The Well-Being of Future Generations (Wales) Act 2015 requires the Council, as a public body, to publish Well-Being Objectives and how it plans to achieve them. These Well-being Objectives were set out in the Council's Corporate Plan 2022-25 as follows:
 - Cardiff is a Great Place to Grow Up
 - Cardiff is a Great Place to Grow Older
 - Supporting People out of Poverty
 - Safe, Confident and Empowered Communities
 - A Capital City that Works for Wales
 - Cardiff Grows in a Resilient Way
 - Modernising and Integrating our Public Services
4. The Annual Well-Being Report 2022/23 is a statutory annual review and self-assessment of performance in line with the commitments set out in the Council's Corporate Plan 2022-25 and includes:

- A strategic self-assessment of the Council’s performance for the reporting year 2022/23 against each of the Well-being Objectives (Appendix 1);
- A detailed update – with RAG (Red/Amber/Green) ratings – against the Key Performance Indicators (KPIs) included within the Corporate Plan 2022-25 and a detailed narrative update – with RAG ratings – against the Steps included within the Corporate Plan 2022-25. Updates against the Steps and KPIs in the Corporate Plan 2022-25 can be accessed via the [Corporate Performance Dashboard](#) (Appendix 2).

Self-Assessment of Performance: The Council’s Planning and Performance Framework

5. The Cabinet approved a strengthened Planning and Performance Framework on 24 February 2022, which responds to the new performance requirements set out in the Local Government and Elections (Wales) Act 2021.

6. Part 6, Chapter 1 of the Local Government and Elections (Wales) Act 2021 places a new duty on local authorities to keep performance under review. The Act also places a duty on principal councils to report on performance through the production of a self-assessment report in respect of each financial year. The Act, and associated Welsh Government guidance, sets out the expectations and purpose of the self-assessment, which is summarised as follows:

“...a way of critically, and honestly, reviewing the current position in order to make decisions on how to secure improvement for the future. Self-assessment is more than stating what arrangements are in place; it is about considering how effective these arrangements are and how they can be improved. Self-assessment of how the council is meeting the performance requirements places ownership of performance and improvement firmly with councils...It is about a council being self-aware, understanding whether it is delivering the right outcomes, and challenging itself to continuously improve.”

7. The self-assessment report must set out its conclusions on the extent to which the Council met the performance requirements during that financial year, and any actions it intends to take, or has already taken, to increase the extent to which it is meeting the performance requirements. This duty is discharged through the publication of the Annual Well-being Report.

8. The Council’s strengthened approach to self-assessment draws on a number of sources of performance information to assess progress against Well-being Objectives, including:

- Progress against the Council’s Key Performance Indicators;
- Progress against the Steps under each Well-being Objective;
- Regulatory assessment;
- Surveys and citizen feedback;

- Annual complaints report;
 - Financial monitoring – the Council’s Outturn Report 2022/23 serves to inform the Council’s financial position in respect of the year ending 31 March 2023;
 - Feedback from Scrutiny Committees and the Governance & Audit Committee – the Council responds to the issues raised and recommendations made by Scrutiny Committees, which help to inform performance improvement;
 - Risk – the Council’s corporate and directorate risks are considered fully;
 - The Annual Governance Statement, supported by the Senior Management Assurance Statement.
9. These sources of performance information are reviewed annually to enable the Council to develop a rounded picture of the Council’s improvement journey over the year, which is set out in the Annual Well-being Report. The report provides a balanced assessment of performance for each Well-being Objective, recognising areas of progress, risk, as well as identifying specific areas of improvement and performance challenge, which will require further attention in the year ahead. This approach supports a more nuanced evaluation of the Council’s performance and a more constructive performance discussion than the previous categorisation of performance for each Well-being Objective.
10. The Council also has in place a performance and accountability regime, which involves the wider political governance of the Council. In developing the self-assessment of performance, the following steps have been undertaken to provide opportunities for challenge and to ensure a full and balanced assessment:
- Directorate self-evaluation of performance;
 - Assurance sessions with each Director that are convened by the Chief Executive and Section 151 Officer to consider performance, risk & financial challenges and priorities;
 - Assurance sessions with the Chief Executive and the Council’s Senior Management Team that are convened by the Cabinet;
 - Consideration by the Council’s Governance & Audit Committee in accordance with the requirements of the Local Government and Election (Wales) Act 2021.
 - Performance Panel Review, convened by the Chair of the Policy Review and Performance Scrutiny Committee, and involving the Chair of each of the Council’s Scrutiny Committees;
 - Consideration by the Policy Review and Performance Scrutiny Committee.
11. The Performance Panel, which brings together the Chairs of the Council’s five Scrutiny Committees and representatives of the Policy Review and

Performance Scrutiny Committee, considered the Annual Well-being Report 2022/23 on 26 June 2023. The Performance Panel Chair's letter, the Performance Panel's recommendations and observations, together with the response provided to the recommendations are included as Appendix 3a and 3b respectively.

12. The Council's Governance & Audit Committee is due to consider the draft Annual Well-being Report 2022/23 on 11 July 2023. Any letter received from Governance & Audit Committee following that meeting (Appendix 4a – *to follow*) will be circulated at the Cabinet meeting on 13 July 2023. If available, a response to any recommendations or points raised by the Governance & Audit Committee will be included as Appendix 4b to this report (*to follow*).
13. The Policy Review and Performance Scrutiny Committee is also due to consider the draft Annual Well-being Report 2022/23 on 12 July 2023. Any letter received from the Scrutiny Committee following that meeting will be circulated at the Cabinet meeting on 13 July 2023 (Appendix 5a – *to follow*). If available, a response to any points raised by the Policy Review and Performance Scrutiny Committee will be included as Appendix 5b to this report (*to follow*).

Areas of Progress and Improvement

14. The Council continues to evidence a broad pattern of year-on-year improvement across a range of council services, with clear progress being made in the delivery of Corporate Plan commitments in 2022/23:
 - Following the local council elections in May 2022 the new administration's policy agenda for the next five years - 'Stronger, Fairer, Greener' - was approved by the Cabinet in July 2022. These priorities have been translated into the Council's Planning and Delivery Framework with associated delivery milestones, key performance indicators and the necessary resources to ensure progress. Audit Wales also concluded that the Council has effective arrangements in place for setting corporate objectives, *using sustainable development principle to drive the setting of its well-being objectives including good use of data and a strong collaborative approach*.
 - The transition to hybrid working continues to be managed successfully, with the Council's assets, digital infrastructure and HR policies seeking to enable new models of service delivery whilst unlocking financial efficiencies, delivering service improvement, and providing greater flexibility for staff.
 - Education outcomes are positive with attainment above the Welsh average and school inspection results generally positive.
 - Good progress has been made in Children's Services with implementation of the Accommodation Strategy, embedding both the

intervention hub and reviewing hub and progressing work to shift the balance of care.

- Within Adult Social Services, the care market has been stabilised with domiciliary care requirements being met and pathways out of hospital have been improved through more effective joint working with Cardiff & Vale University Health Board.
- Progress has been maintained with the Council's housebuilding programme despite difficult market conditions.
- The Ageing Well Strategy continues to be progressed with joint working across directorates.
- A new Recycling Strategy has been approved with recycling rates in Quarter 1 achieving the statutory target.
- An extensive pipeline of One Planet Cardiff projects - including the District Heat System - continues to be progressed and a further £50m has been secured to deliver Cardiff Crossrail as part of the Council's broader transport strategy.
- The Council has become a top 100 employer in the Stonewall Workplace Equality Index survey, the highest placed Local Authority overall and retained the Gold Award.
- The Race Equality Taskforce has completed its programme of work and each of its recommendations have been accepted.

Corporate Improvement Priorities

15. The Annual Well-being Report 2022/23 highlights a range of performance challenges, which need to remain the subject of corporate focus over the year ahead:

- **Managing sustained increase in the complexity and scale of demand across Council services:** The fundamental changes in the scale and complexity of service demand post-Covid look likely to be long lasting and are being felt across multiple services. This can be attributed to the lasting impacts of the pandemic, as well as the cost-of-living crisis, which has placed pressure on households across the city – particularly vulnerable individuals and families – with increasing numbers of individuals relying on council services.

Demand challenges are particularly evident in services for children and young people, with children's services facing a significant rise in both the number and complexity of cases. In addition to this, workforce supply challenges and a shortage of accommodation places have resulted in serious service and budgetary pressures. In the Education system intermittent attendance and persistent non-attendance represents a significant concern in many parts of the city

which will require concerted focus from the Council and school leaders over the year ahead.

Similarly, the adult social care sector continues to face ongoing pressures through rising demand and increasingly complex service requirements. Though the supply of care in Cardiff has improved significantly, unlike in many other local authority areas, the fragility of the care market remains a concern due to an ongoing shortage of care workers. Given the ongoing pressures on the health and social care system, this will continue to be a strategic priority for the Council and its partners in 2023/24.

The number of people who are becoming homeless and the demand for emergency and temporary accommodation has increased substantially, with high waiting lists across all homeless gateways. Around 8,000 people are on now the council house waiting list and the rental rate in the private rented sector is at unprecedented levels. The shortage of housing of all tenures is creating pressure across many council services, and the need to rapidly extend access to housing, through building and securing additional affordable housing, represents a corporate priority.

- **Responding to new risks and issues:** In addition to the sustained rise in demand on services the Council has, alongside its partners, responded to several un-anticipated yet substantial risks and issues during the year. These include the response to the cost-of-living crisis which has disproportionately impacted some of the city's most vulnerable people and communities, as well as the wider economy. The emergence of the energy crisis brought severe cost pressures that seriously impacted the cost of running Council venues and have had clear implications for the Council's capital programme. The Ukraine refugee crisis also necessitated the rapid mobilisation of a cross service-area response. In each case, the Council convened an effective response, often involving cross service-area working and collaboration with public service partners, the private sector and the third sectors. Looking ahead, the Council must continue to anticipate and respond, at speed and in partnership, to new risks and issues as they emerge.
- **Workforce pressures now impacting on all council services:** Over recent years the Council has identified challenges in relation to recruitment and retention of staff in children's social services and adult social care. Whilst these challenges remain, the Council is now facing workforce challenges which are having an impact across all directorates. The primary concern relates to the recruitment and retention of appropriately skilled individuals with the Council facing competition from other sectors in attracting professionals, making it difficult to fill key positions. As is the case nationally, workforce challenges are having an impact on the Council's capacity to deliver services, as well as key projects. In response, the Council's new Workforce Strategy 2023-27 sets out an enhanced approach to proactive workforce planning, which includes the further development

of a supportive work environment, fostering employee engagement and continuing to develop new, tailored approaches to recruitment and retention in areas where the Council has skills and capacity gaps.

- **Ensuring continued financial resilience:** Despite a more positive than anticipated financial settlement for 2023/24, the Council faces significant immediate and medium-term budgetary challenges. The Budget Update Report presented to Cabinet in July 2023 set out an indicative Revenue budget gap of £36.7 million for 2024/25 and a £119.2 million budget gap across the period of the Medium- Term Financial Plan. These pressures are due to a combination of increased complexity and scale of demand on services (particularly in Children’s Services, Adult Social Care, Additional Learning Needs and Homelessness), inflationary pressures driven by employee related costs, the costs of goods and commodities purchased by the Council (such as energy, food and fuel) and the cost of construction, materials and commissioned services. Continued post-pandemic pressures in income recovery in some services also remains an issue. To ensure the Council’s ongoing financial resilience, a proactive approach to identifying and implementing savings will continue. This includes a review of all directorate budgets and the identification of baseline efficiencies across all services. Given the wider economic environment characterised by high inflation, rising interest rates and labour and supply chain challenges, a sharp focus will also need to be placed on the Council’s capital position and the development of its medium- and longer-term programme.

Reason for Recommendations

16. To enable the Annual Well-Being Report 2022/23 to be considered and approved by Council on 22 July 2023 and published thereafter.

Financial Implications

17. The Annual Well-being Report is a self-assessment of the performance of the Council and a commentary on its governance framework. A summary of the financial pressures that are facing the Council are set out in paragraph 15. The Annual Well-being Report contains targets and objectives with actions that need to be consistent with the budget framework and Medium-Term Financial Plan. Proposals should be subject to detailed reports each accompanied by a robust business case where relevant and should include sufficient financial detail in order to set out the full and robust financial implications as well as be fully informed of associated risks and uncertainty.

HR Implications

18. The trade unions have been consulted on this report. As identified within the report there are a number of workforce pressures that the Council is experiencing and the Workforce Strategy 2023-27 sets out some actions to address these issues which are detailed in the body of the report.

Legal Implications

19. The Well-being of Future Generations (Wales) Act 2015 ('the WBFG Act') places a 'well-being duty' on public bodies aimed at achieving seven national well-being goals for Wales – a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible. As required under the WBFG Act, the Council has set and published well-being objectives designed to maximise its contribution to achieving the national well-being goals, which are set out in the annual Corporate Plan. When exercising its functions, the Council is required to take all reasonable steps to meet its well-being objectives.
20. Section 13 of WBFG Act requires Councils to prepare and publish an Annual Well-Being Report on the progress made on meeting its well-being objectives during the preceding financial year.
21. The Local Government and Elections (Wales) Act 2021 ('the 2021 Act'), Part 6, Chapter 1, establishes a new performance and governance regime for local government, which includes a duty for Councils to review the extent to which they are fulfilling the 'performance requirements', that is, the extent to which:
 - i. the Council is exercising its functions effectively;
 - ii. it is using its resources economically, efficiently and effectively; and
 - iii. the Council's governance is effective for securing points 1 and 2 above.
22. The Council must consult a wide range of stakeholders and local people about the extent to which it is meeting the 'performance requirements'. Scrutiny Committees play a key role in offering constructive challenge in relation to performance. The Council is required to produce and publish an annual Self-Assessment Report setting out its conclusions on the extent to which the Council has met the 'performance requirements' during the preceding financial year and any actions it will take, or has already taken, to increase the extent to which it meets the 'performance requirements' (under section 91 of the 2021 Act).
23. The Governance and Audit Committee must review the draft Self-Assessment Report and may make recommendations for changes to the conclusions or actions the Council intends to take. If the Council does not make a change recommended by the Governance and Audit Committee, it must include the Governance and Audit Committee recommendation in the Self-Assessment Report with an explanation of the reasons why the Council did not make the change.
24. As noted in the body of the report, the Annual Well-Being Report is to discharge the Council's statutory duties in respect of:
 - (i) the Annual Well-Being Report required (under section 13 of the Well-Being of Future Generations (Wales) Act 2015) on progress made

during the preceding financial year on meeting its Well-Being Objectives, which are set out in the Corporate Plan 2022-25; and

- (ii) the Self-Assessment Report required (under section 91 of the Local Government and Elections (Wales) Act 2021) setting out its conclusions on the extent to which the Council has met the 'performance requirements' set by the Act during the preceding financial year.
25. In each case (for the Annual Well-Being Report and the Self-Assessment Report), the report must be published and the Council must comply with the detailed statutory requirements set out in the relevant Act, and have regard to the statutory guidance:
- Statutory Guidance on the Well-Being of Future Generations (Wales) Act 2015: [spsf-2-individual-role-public-bodies.pdf \(gov.wales\)](#), in particular, the section on 'Annual reporting' in paragraphs 24 to 29 inclusive; and
 - Statutory guidance on Performance and Governance of Principal Councils, Part 6, Chapter 1, of the Local Government and Elections (Wales) Act 2021: [Performance and governance of principal councils: Statutory guidance on Part 6, Chapter 1, of the Local Government and Elections \(Wales\) Act 2021, in particular, the section on 'Self-assessment report', in paragraphs 2.28 to 2.32 inclusive.](#)
26. Both sets of statutory guidance make clear that the Council may take an integrated approach to reporting and specifically indicate that the Annual Well-Being Report may be integrated with the Self-Assessment Report, as long as the statutory requirements in respect of each report are fully met.
27. The decision maker must be satisfied that the draft Annual Well-Being Report 2022/23 meets the requirements referred to above.

Equality Requirements

28. In considering this matter, the decision maker must have regard to the Council's duties under the Equality Act 2010. Pursuant to these legal duties Councils must, in making decisions, have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a) Age, (b) Gender reassignment, (c) Sex, (d) Race – including ethnic or national origin, colour or nationality, (e) Disability, (f) Pregnancy and maternity, (g) Marriage and civil partnership, (h) Sexual orientation (i) Religion or belief – including lack of belief.
29. When taking strategic decisions, the Council also has a statutory duty to have due regard to the need to reduce inequalities of outcome resulting from socio-economic disadvantage ('the Socio-Economic Duty' imposed under section 1 of the Equality Act 2010). In considering this, the Council must take into account the statutory guidance issued by the Welsh Ministers ([WG42004 A More Equal Wales The Socio-economic Duty](#))

[Equality Act 2010](#)) and must be able to demonstrate how it has discharged its duty.

30. The decision maker should also have regard to the Council's obligations under the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.
31. Under the Article 4 of the Constitution, the Self-Assessment Report is included in the Policy Framework of the Council, and as such, must be approved by full Council.

Property Implications

32. There are no property implications in respect of this Annual Well-being Report 2022/23 report. Where there are property transactions or valuations required to deliver any proposals, they should be done so in accordance with the Council's relevant Asset Management process and in consultation with appropriate service areas.

CABINET CONSIDERATION

33. On 13 July 2023, Cabinet considered this report and resolved that:
 - i. the contents of the report be noted and its appendices, including the observations and any recommendations made by (i) the Performance Panel (**Appendix 3a**); (ii) the Governance and Audit Committee (**Appendix 4a**) and (iii) the Policy Review and Performance Scrutiny Committee (**Appendix 5a**);
 - ii. authority be delegated to the Corporate Director (People & Communities), in consultation with the Leader of the Council and Cabinet Member for Finance, Modernisation & Performance, to make any consequential changes to the draft Annual Well-being Report 2022/23 arising from recommendation 1 above.

CABINET PROPOSAL

Council is recommended to approve Annual Well-being Report 2022/23.

THE CABINET 13 July 2023

The following appendices are attached:

Appendix 1: Annual Well-being Report 2022/23 (Draft)

Appendix 2: [Corporate Performance Dashboard](#)

Appendix 3a: Performance Panel Letter, Recommendations and Observations

Appendix 3b: Response to Performance Panel Recommendations

- Appendix 4a:** Governance & Audit Committee Letter
- Appendix 4b:** Response to the Governance & Audit Committee Letter
- Appendix 5a:** Policy Review and Performance Scrutiny Committee Letter – Annual Well-being Report 2022/23
- Appendix 5b:** Response to the Policy Review and Performance Scrutiny Committee Letter – Annual Well-being Report 2022/23

The following background papers have been taken into account:

- [Cabinet Report, 24 February 2022: Performance and Planning Framework & Data Strategy](#)
- [Performance and governance of principal councils: Statutory guidance on Part 6, Chapter 1, of the Local Government and Elections \(Wales\) Act 2021](#)

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Annual Wellbeing Report

2022/23



Leader's Introduction

In June last year we set out our ambition to make Cardiff a stronger, fairer and greener capital city.

A stronger city, where everyone has access to a good education, a good job, a good home and great public services.

A fairer city, where the opportunities of living in Cardiff can be enjoyed by everyone, whatever their background, where those suffering the effects of poverty are supported and every citizen feels safe and valued.

And a greener city which, through our One Planet Cardiff programme, leads on the response to the climate emergency, promotes biodiversity and offers convenient, accessible, safe and sustainable transport options.

The Annual Wellbeing Report provides an assessment of the Council's performance for the financial year 2022/23, the progress we have made in realising our ambitions for the city and the challenges and risks we are facing. The report has been produced following a rigorous self-assessment process involving extensive consideration of the Council's performance. It has also involved a detailed review of the systems and processes we have in place to control the Council and monitor delivery.

Overall, we are making good progress and I am proud of what this Council has delivered over the past year.

We delivered a good education for children in Cardiff – clearly recognised by Estyn in their latest report – and invested significant amounts in building new schools and improving the school estate.

We delivered on the largest housing development programme in Wales, and plan to build even more new Council houses in the years ahead.

We are making progress in shifting the balance of care and through some innovative work we are helping to re-shape the care market.

Major strides have been taken to address the climate emergency through the One Planet Cardiff strategy and we continue to progress a pipeline of major regeneration work.

Excellent work has been done to ensure the Council supports staff and reflects the communities we serve. We are now the highest-ranking local authority in the Stonewall LGBTQ+ employer index and have accepted all the recommendations made by the Race Equality Taskforce.

But the report also sets out the challenges and risks we are facing, and the areas that require improvement.

The increasing scale and complexity of demand is being felt across Council services, but notable in Children's Services, Adult Services, Housing and Education. And looks likely to be long-lasting. The pressures on our services have not returned to pre-covid levels, and there is no expectation that they will any time soon.

At the same time, the Council has had to respond to several un-anticipated yet substantial risks and issues over the course of the past year, including the costs of living and energy crises and leading a city-wide response to welcome and support refugees from the war in Ukraine. We will need to be ready to anticipate and respond, at speed and in partnership, to new risks and issues as they emerge over the coming year.

Over recent years we have highlighted workforce pressures in key services such as social work, social care or HGV drivers. Whilst these challenges remain, workforce pressures are now being felt across almost every directorate and service.

And, despite a better-than-expected settlement, the medium-term financial position remains very challenging, driven by increase demand on our services, inflation and increased cost delivering services and delivering the capital programme, and recovering our income position in some services post-Covid.

In summary, the mark of a good performance system is one that allows us to recognise where progress is being made and identify areas where intervention is needed to address areas of challenge. This is exactly what the report does.

As ever, my thanks go to all council and partner staff, to fellow elected members and to community organisations and city partners for their contributions over the course of the last year. I look forward to working with you all over the year ahead.



Cllr Huw Thomas
Leader of Cardiff Council

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About this Report

■ What is the Annual Wellbeing Report?

The purpose of the Annual Wellbeing Report is to provide a self-assessment of Council performance in delivering its Wellbeing Objectives for 2022/23.

These Wellbeing Objectives, including the steps the Council will take to achieve them, and how performance will be measured, are set out in the Council's Corporate Plan 2022-25:

- Cardiff is a great place to grow up
- Cardiff is a great place to grow older
- Supporting people out of poverty
- Safe, confident and empowered communities
- A capital city that works for Wales
- Cardiff grows in a resilient way
- Modernising and integrating our public services

This Annual Wellbeing Report is the product of a comprehensive self-assessment process (set out below), and draws on service performance, governance and risk, resources, and other sources of performance information provided for each Wellbeing Objective. Each chapter of this report provides a strategic assessment by Wellbeing Objective, along with a summary of successes, challenges, and priorities for the future.

In creating and publishing this report, the Council fulfils its statutory duties in relation to both the Wellbeing of Future Generations (Wales) Act 2015 and the Local Government and Elections (Wales) Act 2021.

■ Statutory Requirements

The Annual Wellbeing Report fulfils the Council's following statutory requirements:

- **The Wellbeing of Future Generations (Wales) Act 2015** requires the Council to set and publish Wellbeing Objectives, take all reasonable steps to meet those objectives and publish a statement about Wellbeing Objectives. These duties are fulfilled through the Council's Corporate Planning process. The Wellbeing of Future Generations Act also requires the Council to publish an annual report of progress, which is done through the Annual Wellbeing Report. A core element of the Act is the **Sustainable Development Principle** and the **Five Ways of Working**. These are: long-term, prevention, integration, collaboration, and involvement. This report assesses the extent to which the Sustainable Development Principle and the Five Ways of Working have been applied in the delivery of the Council's Wellbeing Objectives.

- **The Local Government and Elections (Wales) Act 2021** established a new legislative framework for local government elections, democracy, governance, and performance. The Act requires each council in Wales to keep under review, through self-assessment, the extent to which it is meeting its “performance requirements” and publish a report setting out the conclusions of their self-assessments once each financial year. Specifically, the Council must ***review its ability to use its resources economically, efficiently, and effectively.***

This Annual Wellbeing Report, produced through the self-assessment process outlined below, sets out the Council’s conclusions as to the extent to which it has met the performance requirements (that is, exercising its functions effectively, using its resources economically, efficiently and effectively, and that its governance is effective for securing the above) during the financial year.

Meeting Our Statutory Requirements

A summary of the legislative requirements relating to planning and delivery is set out below.

Act	Planning and Performance Requirement	Compliance Arrangement
Wellbeing of Future Generations Act	Set and publish Wellbeing Objectives	Completed through the publication of the Corporate Plan
	Take all reasonable steps to meet those objectives	Completed through the publication of the Corporate Plan
	Publish a statement about Wellbeing Objectives	Completed through the publication of the Corporate Plan
	Publish an annual report of progress	Completed through the publication of the Annual Wellbeing Report 2022/23
	Publish its response to any recommendation made by the Future Generations Commissioner for Wales	None received, as yet.
Local Government & Elections Act	Keep performance under review: the extent to which it is exercising its functions effectively; using its resources economically, efficiently and effectively, and; its governance is effective for securing the above.	Completed through the publication of the Annual Wellbeing Report 2022/23
	Consult on performance: with local people, staff, trade unions and partners	Completed, with reference to key findings included in the Annual Wellbeing Report 2022/23
	Report on performance: produce a self-assessment report every year, containing assessment of performance (service, finance, governance) and improvement actions identified	Completed through the publication of the Annual Wellbeing Report 2022/23
	Arrange a panel performance assessment and respond to a panel performance assessment report	To be completed during the 2022-27 local government cycle

The Council considers that, through the publication of its Wellbeing Statement, **it has met the relevant statutory duties listed above.**

■ How is the Annual Wellbeing Report developed?

The assessment of performance contained within the Annual Wellbeing Report is developed through a thorough process of self-assessment involving the political and managerial leadership of the Council, drawing from a wide range of sources of performance information.

Sources of Performance Information

Sources of performance information which contribute towards the performance assessment contained within the Annual Wellbeing Report include:

- **Performance against the Council's Key Performance Indicators** – The Council's [Corporate Plan](#) contains a suite of performance indicators which measure progress made in delivering the Wellbeing Objectives. Where applicable, targets are set against these performance indicators to demonstrate the desired level of achievement. Performance indicators are assigned a RAG status: **Green** where the indicator is on or above target, **Amber** where the result is within 10% of the target, and **Red** where the result is more than 10% from the target.
- **Progress against the steps in each Wellbeing Objective** – Each Wellbeing Objective within the Corporate Plan also contains a set of 'steps' or actions. Monitoring the progress of these steps provides an understanding of what has been achieved and where further work is required. The Year-End Performance against both the Corporate Plan indicators and steps can be found on the Council's [Corporate Performance Dashboard](#).
- **Consultation and Engagement** – The Council has a number of established consultation and engagement mechanisms such as the annual Ask Cardiff Citizen Survey, the Budget Consultation, and the Child Friendly City Survey as well as other surveys and consultation exercises which take place over the course of a year that provide residents, businesses, and other city stakeholders an opportunity to share their views on a wide range of the Council services. The Council, in collaboration with partners on the Cardiff Public Services Board (PSB), produced a [Consultation Overview Report](#), which was published in February 2023.

In addition, the Council's [Annual Compliments and Complaints Report](#) provides valuable insight into where Cardiff's citizens feel the Council needs to improve. The Corporate Plan contains a number of 'qualitative' Key Performance Indicators that relate to citizen satisfaction with services, and the findings of the consultation and engagement work form an important part of the Council's self-assessment process, policy development and budget setting process.

- **Finance Monitoring** – The Council’s [Outturn Report 2022/23](#) serves to inform of the Council’s financial position in respect of the year ending 31 March 2023 and its findings contribute to the assessment contained within the Annual Wellbeing Report.
- **Good Governance** – The Council’s Governance Framework comprises the systems, processes, culture and values by which the Council is directed, controlled, and the means through which it accounts to, engages with, and leads the community. The Council’s [Annual Governance Statement](#) sets out an assessment of the Council’s framework of governance, risk management and internal control.
- **Risk** – Delivering objectives requires frequent management of risks at both operational and strategic levels, particularly in the dynamic external environment in which the Council is operating. The Council’s Year End [Risk Report](#), and its Corporate and Directorate Risk Registers, provides an overview of the current risks and the actions in place to mitigate them.
- **Scrutiny Committees and Governance & Audit Committee** – The Council responds to the issues raised and recommendations made by the Committees, which help inform policy development and performance improvement.
- **Inspection Reports** – The Council is subject to a number of inspections from regulatory bodies including Audit Wales, Estyn (Education) and the Care Inspectorate Wales (CIW). Their findings help the Council to assess areas of strong performance, as well as identifying areas that require improvement.

Self-Assessment Process

The Annual Wellbeing Report is developed through engagement with directors and a self-evaluation, assurance, and challenge process. The process features enhanced roles for both Scrutiny Committees and the Governance & Audit Committee. This process includes:

- A directorate self-evaluation of service performance, resourcing, and governance challenges and priorities, answering the following questions:
 - o What is going well?
 - o What are the key risks and challenges facing your services?
 - o What are the next steps?
- Performance and budget challenge and assurance sessions convened by the Chief Executive and the Section 151 Officer with each Director considering the findings of their directorate self-assessment.

- A progress and performance session with Cabinet and the Council's Senior Management Team where the Chief Executive provides a strategic assessment of organisational performance.
- Consideration of the draft Annual Wellbeing Report by:
 - o The Performance Panel, convened by the Chair of the Policy Review and Performance Scrutiny Committee, and involving the Chairs of each of the Council's Scrutiny Committees (The letter from the Chair of the Performance Panel including the Panel's recommendations and Cabinet's response are included as Appendices 3a and 3b of this report.)
 - o Governance & Audit Committee (The letter from the Chair of Governance & Audit Committee and the response are attached as Appendices 4a and 4b).
 - o Policy Review and Performance Scrutiny Committee (The letter from the Chair of the Policy Review and Performance Scrutiny Committee and the response are attached as Appendices 5a and 5b).
 - o Cabinet, having received and responded to the recommendations of each Committee.
 - o Council.

Performance improvement and evaluation isn't something that only takes place at the end of the financial year. A mid-year self-evaluation report is considered by Cabinet drawing on performance information at month 6 and performance is monitored quarterly through updates to the steps and performance indicators in the Corporate Plan, and the areas of risk, budget, audits, consultation, and performance are all considered holistically throughout the year to drive improvement.

Overall Assessment

This Annual Wellbeing Report contains the Council's assessment of performance against the seven Wellbeing Objectives set out in the Council's Corporate Plan 2022-25.

Overall, the Council considers that it has made good progress across all Wellbeing Objectives, evidenced by an overall pattern of good performance across the Council services and Corporate Plan commitments, the effective, efficient and economical use of resources, and the use of its governance infrastructure to secure improvement. However, the report also identifies performance challenges and risks in each Wellbeing Objective which will require improvement action over the year ahead, including a small number of cross-cutting strategic challenges which are impacting all services, which are outlined below.

The analysis contained within Annual Wellbeing Report (and the mid-year performance assessment) form a central component of the setting of Council's priorities and actions for improvement for the year ahead, which are set out in the [Council's Corporate Plan 2023-26](#).

Areas of Progress

Area of progress identified in this report include:

- Education outcomes are positive with attainment above the Welsh average and school inspection results generally positive.
- The Council's strategy of 'shifting the balance of care' is having a demonstrable impact in Children's Services.
- Within Adult Social Services, the care market has been stabilised and pathways out of hospital have been improved through more effective joint working with Cardiff & Vale University Health Board.
- Rough sleeper numbers have been maintained at low levels, with multi-agency wrap around support leading to improved outcomes, and continued progress in the Council's house-building programme.
- Continued progress in the city development and major projects despite more challenging market conditions.
- Developing an extensive pipeline of One Planet Cardiff projects - including the District Heat Network and securing £100m to deliver the first phase of Cardiff Crossrail.
- Responding effectively to emerging risks and issues including the cost-of-living crisis and the Ukraine refugee crisis.
- Working towards being a Council that reflects and responds to the city's diversity including accepting all the recommendations of the Race Equality Taskforce and receiving recognition as the highest-placed Local Authority in the UK Stonewall Index.
- Continued successful operation through hybrid working, with the new way of working informing the development of new core office strategy and workforce strategy, unlocking efficiencies and offering greater flexibility for staff.

- Greater ability for citizens to access Council services via online platforms and improvements to its citizen engagement practice, informing the upcoming Participation Strategy.

Strategic Challenges

The Annual Wellbeing Report 2022/23 highlights a range of performance challenges, which need to remain the subject of corporate focus over the year ahead:

- **Managing sustained increase in the complexity and scale of demand across Council services:** The fundamental changes in the scale and complexity of service demand post-Covid look likely to be long-lasting and are being felt across multiple services. This can be attributed to the lasting impacts of the pandemic, as well as the cost-of-living crisis, which has placed pressure on households across the city – particularly vulnerable individuals and families – with increasing numbers of individuals relying on Council services.

Demand challenges are particularly evident in services for children and young people, with Children's Services facing a significant rise in both the number and complexity of cases. In addition to this, acute workforce supply challenges and a shortage of accommodation places have resulted in serious service and budgetary pressures. In the Education system intermittent attendance and persistent non-attendance represents a significant concern in many parts of the city which will require concerted focus from the Council and school leaders over the year ahead.

Similarly, the adult social care sector continues to face ongoing pressures through rising demand and increasingly complex service requirements. Though the supply of care in Cardiff has improved significantly, unlike in many other local authority areas, the fragility of the care market remains a concern due to an ongoing shortage of care workers. Given the ongoing pressures on the health and social care system, this will continue to be a strategic priority for the Council and its partners in 2023/24. The number of people who are becoming homeless and the demand for emergency and temporary accommodation has increased substantially, with high waiting lists across all homeless gateways. Around 8,000 people are on now the Council House waiting list and the rental rate in the private rented sector is at unprecedented levels. The shortage of housing of all tenures is creating pressure across many Council Services, and the need to rapidly extend access to housing, through building and securing additional affordable housing, represents a corporate priority.

- **Responding to new risks and issues:** In addition to the sustained rise in demand on services, the Council has, alongside its partners, responded to several un-anticipated yet substantial risks and issues during the year. These include the response to the cost-of-living crisis which has disproportionately impacted some of the city's most vulnerable people and communities, as well as the wider economy. The emergence of the energy crisis brought severe cost pressures that seriously impacted the cost of running Council venues and had clear implications for the Council's capital programme. The Ukraine refugee crisis also represented an emergent challenge which necessitated the rapid mobilisation of a cross service-area response. In each case, the Council convened an effective response, often involving cross

service-area working and collaboration with public service partners, the private sector and the third sector. Looking ahead, the Council must continue to anticipate and respond, at speed and in partnership, to new risks and issues as they emerge.

- **Workforce pressures now impacting on all Council services:** Over recent years the Council has identified challenges in relation to recruitment and retention of staff in children's social services and adult social care. Whilst these challenges remain, the Council is now facing workforce challenges which are having an impact across all directorates. The primary concern relates to the recruitment and retention of appropriately skilled individuals with the Council facing competition from other sectors in attracting professionals, making it difficult to fill key positions. As is the case nationally, workforce challenges are having an impact on the Council's capacity to deliver services, as well as key projects. In response, the Council's new Workforce Strategy 2023-27 sets out an enhanced approach to proactive workforce planning, which includes the further development of a supportive work environment, fostering employee engagement and continuing to develop new, tailored approaches to recruitment and retention in areas where the Council has skills and capacity gaps.
- **Ensuring continued financial resilience:** Despite a more positive than anticipated financial settlement for 2023/24, the Council faces significant immediate and medium-term budgetary challenges. The Budget Update report presented to Cabinet in July 2023 set out an indicative revenue budget gap of £36.8 million for 2024/25 and a £119.2 million budget gap across the period of the Medium-Term Financial Plan. These pressures are due to a combination of increased complexity and scale of demand on services (particularly in Children's Services, Adult Social Care, Additional Learning Needs and Homelessness), inflationary pressures driven by employee-related costs, the costs of goods and commodities purchased by the Council (such as energy, food and fuel) and the cost of construction, materials and commissioned services. Continued post-pandemic pressures in income recovery in some services also remains an issue. To ensure the Council's ongoing financial resilience, a proactive approach to identifying and implementing savings will continue. This includes a review of all directorate budgets and the identification of baseline efficiencies across all services. Given the wider economic environment characterised by high inflation, rising interest rates and labour and supply chain challenges, a sharp focus will also need to be placed on the Council's capital position and the development of its medium- and longer-term programme.



Wellbeing Objective 1: Cardiff is a great place to grow up

Our priorities in 2022/23 were:

- Supporting a child-friendly recovery
- Continuing to deliver the Cardiff 2030 vision for education and learning
- Protecting the wellbeing of vulnerable children, young people, and families

■ Strategic Assessment

The Council has made good progress against this Wellbeing Objective, particularly in relation to the quality of education, overall attainment and in improving the quality of care for children and young people. However, there are a number of long-standing and newly emerging challenges which will impact on young people responding to which will require concerted effort from the Council, the city's education system and public service partners.

There has been sustained improvement in the quality and effectiveness of Cardiff's education services. School inspection outcomes are mainly positive and GCSE outcomes for 2022 were higher than 2019 – the last time comparator results were available – with results in Cardiff above the Welsh average. The governance and quality assurance arrangements for monitoring the progress of schools has been improved and the School Organisation Programme (SOP) is responding to the inspection recommendation to ensure strategic oversight of the development of Welsh-medium education. The Council's programme of investment in schools continues to be delivered to ensure learners in Cardiff benefit from high-quality learning environment and schools have been effectively supported by the rapid roll-out of a comprehensive digital transformation agenda.

Areas of challenge remain, however. Although inspection outcomes are mainly positive, there are four schools in a category of follow-up with one school in the statutory category of significant improvement. More must be done to support re-engagement in education following the Covid-19 pandemic, with intermittent attendance and persistent non-attendance below target and representing a significant concern in many parts of the city which will require concerted focus from the Council and school leaders over the year ahead.

Within schools, budget pressures persist despite the prioritisation of funding for delegated school budgets, and despite record levels of investment in the school estate, significant levels of capital funding are still required to maintain safe learning environments. The projected decline in pupil population numbers is a real area of concern given that surplus places translate into significant budgetary pressures. The increasing cost of school transport persists as an ongoing concern whilst the growth in Additional Learning Needs also bring with it both demand and cost pressures. Taken together these pressures will present a significant challenge to the financial resilience of the city's education system and so will be an area of corporate focus for 2023/24.

Within Children's Services, excellent progress has been made in delivering the Children's Services Accommodation Strategy, with a number of properties purchased, a significant number of staff employed, and regulatory accreditation secured. These represent important developments in ensuring the sufficiency of placements and supporting Welsh Government's policy directive of removing profit from the care sector. The challenge in this area, however, remains significant.

Children's Services continue to face high demand and increases in case complexity. This demand pressure is reflected throughout the child's journey, including services to address children's mental health and emotional wellbeing. At the same time, insufficient placements in a provider-dominated accommodation and support market will continue to account for major costs pressures and, in exceptional circumstances, an increasing need to use unregistered placements. The service is also facing challenges with the recruitment of social workers. Whilst an extensive body of work has been undertaken to dampen cost pressures in year, it has accounted for a major budgetary over-spend. Delivering the Children's Services Strategy, preventing demand through shifting the balance of care, will therefore remain a corporate priority going forward.

Other areas of notable improvements include the Youth Justice Service and, though further work is required, the progress made was acknowledged in the August 2022 follow on inspection report by His Majesty's Inspectorate of Probation (HMIP).

A Child Friendly City

Cardiff's ambition to be recognised as a city where all children and young people have an equal chance to thrive and reach their potential is one step closer to realisation as the submission to gain UNICEF Child Friendly City status was completed in September 2022. If successful, Cardiff will be the first city in the UK to gain UNICEF accredited status. The final stage of the UNICEF assessment began in April 2023, and the outcome will be decided by Summer 2023.

Work has continued throughout the year to promote children's rights through workforce development. As part of the Rights Respecting Schools Approach, 70% of schools have now been accredited, up from 63% at the end of 2021/22. While this is a positive improvement, this is just short of the target for 2022/23 of 75% of schools. Of those accredited, 44 schools have achieved Bronze status, 31 have achieved Silver, and 14 have achieved Gold.

The Children's Rights Online Module has been launched for Council staff, with a target completion rate of 85% - in line with other mandatory modules. However, at the end of 2022/23, compliance for the Children's Rights Online Module was only 63%. To address this, the completion of Children's Rights Training has been linked to each staff member's personal review, supported by enhanced data for managers to target compliance within their services.

The Council's Child Friendly City Survey was issued in spring 2022, with 7,660 responses (up from 6,500 on the previous survey). The survey has provided valuable insights into the experiences of children in Cardiff, with a cross-analysis by characteristic, including by age, gender, minority ethnic group, those living in the 'Southern Arc', young carers, and those with a disability. The survey demonstrated that 90% of respondents felt that they are able to 'do their best to learn and progress at school' with 86% of respondents stating that they were aware of their rights.



Delivering the Cardiff 2030 vision for education and learning

Despite the disruption of the pandemic, the Council has demonstrated good progress in the delivery of its 2030 vision for education.

In May 2023, Estyn recognised the strong corporate and political leadership of education in Cardiff, highlighting assurances that the quality and effectiveness of education services has improved, and noting the strengthened governance around monitoring schools causing concern. In their assessment, Estyn highlighted several areas of strength, including the reduction in fixed-term exclusions to below pre-pandemic levels, an overall sustained improvement in the quality and effectiveness of services, and the success of the digital transformation agenda. In the [2022 Estyn Report](#), Estyn acknowledged the Council's high level of support provided for asylum seekers and refugees, including the large groups of children arriving from Afghanistan who were hosted and supported in Cardiff prior to their relocation in other parts of Wales.

The new Curriculum for Wales was introduced in 2022 and has now been rolled out to all primary schools, with secondary schools to begin roll-out from September 2023 on a phased transition, up to Year 11 in 2026. Regarding attainment, schools in Cardiff saw good outcomes for pupils across the city. In 2022, pupils sat GCSE exams for the first time since 2019. The 2022 results were higher than 2019, and the results for Cardiff were well above the Welsh average, with 31.9% of pupils achieving an A* or A grade.

In line with the trend over the last four years, the percentage of children securing one of their top school choices has met its target for both primary school and secondary school admissions, at 99.6% and 93.8% respectively.

There is a comprehensive and ambitious digital transformation strategy which is highly regarded by school leaders and is moving forward at pace, as recognised in their assurance work by Estyn. Throughout the year, 35 schools had a complete device refresh, achieving a pupil-to-device ratio across all schools at year-end of 1:0.7 (or 7 devices for every 10 pupils). Processes have also been established to ensure all pupils have broadband access at home, with a central stock of routers ready to be deployed when needed.

The 'Passport to the City' model, which aims to provide extra-curricular opportunities for children and young people across Cardiff, has continued to progress, with 32 schools and youth groups signed up to the programme at Quarter 4, up from 10 schools at Quarter 2, with 6,300 total registrations to date.

Attendance at both primary and secondary schools has decreased year-on-year since 2019. At the end of the 2021/22 academic year, overall attendance for primary schools was 89%, and for secondary schools it was 86%, compared to 95% and 94% respectively prior to the Covid-19 pandemic. Emerging trends in persistent absence (where attendance falls below a 50% threshold) have also been identified following the pandemic, with schools now closely monitoring these patterns, and persistent absence being introduced as a corporate Key Performance Indicator from 2021/22. Persistent absence affected around 1-4% of pupils in the 2021/22 academic year, with the trend more prominent in secondary schools than primary schools.

An increasing trend in permanent exclusions has been evident over the last two years since normal operation of schools resumed following the Covid-19 pandemic. This is largely attributed to the residual effect of the pandemic and the impact of successive lockdown periods which in turn resulted in social, emotional, and community issues with children and families which has impacted their behaviour at school. Concerningly, the most common cause of exclusion has been assault directed against other pupils. There has, however, been a 15% decrease in permanent exclusions in the current academic year to date when compared to last year, along with a 40% decrease for the spring term 2023 when compared with the spring term 2022. The rate of fixed-term exclusions is also beginning to slow as the academic year progresses, suggesting that, overall, exclusions are on track to return to pre-pandemic levels. Fixed-term exclusions were a particular concern in secondary schools in the 2021/22 academic year, where the fixed-term exclusion rate was almost double its pre-pandemic figure. As with permanent exclusion, the most common cause for fixed-term exclusion was assault and violent behaviour, directed towards both pupils and staff. Work continues as part of the 'Whole School Approach to Emotional and Mental Wellbeing' to support learners through support and counselling, which will contribute toward improving both exclusion and attendance rates.

Aligning to the new Additional Learning Needs (ALN) Code, the Education directorate is working in partnership with the Cardiff & Vale University Health Board (UHB) to ensure that the required provision will be in place, while work to transition from the previous system of 'statements' to the new Individual Development Plans is ongoing. The aim is to have this transition completed by the end of the current academic year, in line with the timescales set by Welsh Government. There are, however, a number of challenges associated with meeting the growing demand for children with ALN – specifically, being able to forecast and plan for demand in the right areas of the city. In 2022/23, the Council set a target of delivering 290 ALN places, although was only able to deliver 250. Knock-on effects of insufficient capacity include increased costs of out-of-county provision, and increased school transport costs. Moving forward, the immediate priority is ensuring that the right support is provided in the right places, in the first instance extending provision for the Pupil Referral Unit and other specialist resource bases around the city.

Recruitment, retention and staff absence remain areas of challenges for schools, particularly the recruitment of catering staff, Welsh speaking teachers and roles within specialist education. Schools have been supported throughout the year by the Education directorate to backfill both teaching and non-teaching vacant posts. Welsh Government grant funding has also enabled the Council to recruit temporary Education Welfare Officers and School Attendance Officers who will start work in summer 2023, increasing the capacity to deliver the Council's 'Back on Track' school attendance campaign.

Though there were some delays to the delivery of the Band B schools programme through the pandemic, work is still underway, with several projects well developed and/or on-site and others planned for the coming year. The new School Organisation Planning and Investment Strategy is due to go to consultation in summer 2023. As part of the above consultation, the Council will be seeking views on a range of key areas including Community-Focused Schools. The delivery of the first Local Development Plan (LDP) schools has also begun, with two primary schools due to start operating in their new buildings from September 2023. Long-

term planning and forecasting up to 2026 is also being undertaken in response to the pressure that acute inflation will have on the education capital programme. Due to the potential impact, this issue is recorded and monitored via the Council's Corporate Risk Register. An emerging challenge, highlighted by the 2021 National Census, is the significant drop in birth rates in Cardiff. This will have implications for both planning and school funding.

A significant amount of work has been undertaken throughout the year to maintain and improve the school estate, including a £25 million programme of condition, suitability, and sufficiency works. Further improvements are planned for the coming year, including the Early Years Unit at Moorlands Primary, development options for primary schools in Cathays, and the creation of additional secondary capacity at Eastern High, Radyr Comprehensive, St. Teilo's, St. Illtyd's, Corpus Christi, and Mary Immaculate. Moving into 2023/24, the value of the asset renewal spend on schools will continue to be monitored corporately as a Key Performance Indicator, with a target for the coming year of £22 million, up from this year's target of £20 million. The key challenge in this area is managing the balance between capital investment in new buildings and repairs to existing buildings, with some sites suffering from ageing infrastructure where funding needs to be spent on essential and emergency repairs.

Schools are also in the process of adapting to meet the capacity requirements of Universal Free School Meals for primary school children. Aligned to the target timescales set by Welsh Government, Universal Free School Meals will roll out to Year 2 pupils from June 2023, and Year 3 and 4 pupils from September 2023 onwards. A substantial programme of capital-funded works is being undertaken to support this change, including making adaptations in schools to accommodate a greater capacity for school-provided food. As mentioned above, the recruitment of catering staff to support this roll-out remains a challenge.

Despite the improvement in the financial position for Education, there continues to be significant pressure in some areas, including pay award costs, home-to-school transport, catering, and out-of-county placements. In home-to-school transport, rising costs in fuel and driver supply, combined with the increased number of pupils with Additional Learning Needs requiring transport, are the key contributors to the pressures. There are also significant pressures in respect of out-of-area placements and school catering services, the latter being impacted by price increases for food and transport costs, combined with reduced income from paid school meals.

Protecting the wellbeing of vulnerable children, young people, and families

Children's Services is moving into 2023/24 with a suite of revised and complementary strategies, all aligned to the Striving for Excellence in Children's Services Strategy 2023-26. The supporting strategies and frameworks cover areas including workforce, accommodation, commissioning, performance, corporate parenting, trauma, disabilities and Additional Learning Needs, and youth justice. The three key areas of focus

underpinning these strategies are place, ensuring there is support within the community; people, developing the permanent workforce; and practice, establishing policies and procedures to promote learning and continuous improvement.

Areas of success for Children's Services include the ongoing development and implementation of a number of strategies, including the Accommodation Strategy, the Corporate Parenting Strategy, and the Recruitment & Retention Strategy. Over the year, developments within the service have been characterised by strong cross-service, multi-disciplinary working, and long-term strategic planning.

The 'Right Place' model for children being looked after and on the edge-of-care was a focus over the course of the year. To deliver the model, a number of sites have been identified across Cardiff, including a main hub site, a site for emergency provision, and a site for skills development to support young people to live independently. Though there have been some delays in implementation, work continues to determine the best resourcing options and role types needed to support the model. Extensive review work has also been undertaken by the Reviewing Hub, which has reviewed over 850 children. Over 200 children were safely stepped down to a lower level of intervention, while the Reunification Team works to assess and reunify children looked after with their families where it was safe to do so. To support this approach, the Quality Assurance Team worked to promote and improve practice standards across Children's Services.

An integrated approach to emotional and mental health support for children and young people has been developed across Council services and in partnership with the Cardiff & Vale UHB. Progress during the year includes the roll-out of specialist emotional distress training to partnership staff, and the development of a specification for an accommodation solution to provide suitable placements for children and young people with emotional and mental health support needs. Recruitment has also taken place to appoint specialist psychologists to support children and families through Early Help services. Work has also continued, led by Early Help, to reduce the impact of adverse childhood experiences by developing Thinking Together Conversations training and video guidance for practitioners, and working with third sector partners to ensure that there are clear referral pathways into early intervention and preventative services.

The most significant challenge faced during the year has been the lack of sufficiency of placements for children looked after, resulting in an overspend at year-end of £6.6 million. The lack of local supply has resulted in more costly, further afield and unregistered placements. At Quarter 4, the percentage of children looked after in regulated placements in Cardiff was 56%, just below the target of 60%, and the number in regulated placements within a 20-mile radius of Cardiff was 76%, just below the target of 80%. Unregistered placements lack strengthened oversight arrangements and are unlawful under the Regulation and Inspection of Social Care Act 2016. However, Children's Services have been working closely with the Care Inspectorate Wales to support the process to register these homes. The pressures on placement provision have been driven by changes in the market and exacerbated by an increase in complexity of the Children's Services caseload which has resulted in more high-cost placements. Another contributing factor to the placements challenge is Welsh Government's agenda to eliminate profit from the care sector. This has caused some providers to withdraw from the market, shrinking supply, and driving costs up. Cardiff is also home to most Welsh Independent Fostering Agencies, making it more difficult to attract local authority

foster carers – although improvements have been achieved in this area. While still below target, at Quarter 4 the number of children looked after by local authority foster carers was at a high of 129 (against a target of 150), with the number of children looked after by external foster carers reduced to 308. Although it is important to note that both types of provision will likely always be needed, this demonstrates a shift away from the historical reliance on external foster carers. However, the reduction in external foster carers could signal an increased reliance on costly residential placements if this trend continues. Though the challenge of placement sufficiency remains in 2023/24, the Accommodation Strategy and the Right Place Model represent major components of the approach within Children’s Services to adapt to the pressures on placements moving forward.

Children’s Services have faced ongoing challenges in relation to the recruitment and retention of social workers. This is a national issue affecting local authorities across the country. At Quarter 4, the percentage of permanent social work posts filled by agency staff in Children’s Services was 27 %, missing the target of 18 % and is an increase of 3 % from the position at the end of the previous financial year (24 %). In response, a Recruitment & Retention Strategy and Workforce Action Plan have been agreed. The strategy includes plans to attract more social workers to Cardiff through outreach and engagement, a clear induction process for new starters, and promoting the offer of training, mentoring and support from practice leads. The Council aims to bring in social work students on placements, and support individuals to complete their social work degrees, while also reaching agreements with recruiting agencies to offer incentives for agency staff to join the workforce on a permanent basis.

When His Majesty’s Inspectorate of Probation (HMIP) undertook an inspection of Cardiff’s Youth Justice Service (YJS) in 2020¹, it found the service to be ‘Inadequate’, granting the lowest possible inspection score to the service (0 of 36). Over the following two years an extensive programme of reform and improvement has been led by the service, with the support of the Cardiff Youth Justice Board.. The result of the improvement work is clearly demonstrable in the service area’s performance indicators, including the falling re-offending rate (currently standing at 13 % against a target of 40 %) and the reduction in the number of first-time entrants (11 against a target of 18). Equally, the HMIP inspection report of August 2022² commended the improvements made and the distance the service had travelled since the 2020 inspection. While further areas of improvement were identified through the report’s recommendations, some specific areas of work, including planning, implementation, and delivery of out-of-court disposals, and resettlement policy and provision were given ‘Good’ ratings.

^[1] HMIP YJS Report 2020: [An inspection of youth offending services in Cardiff \(justiceinspectors.gov.uk\)](https://www.justiceinspectors.gov.uk)

^[2] HMIP YJS Report 2022: [An inspection of youth offending services in Cardiff \(justiceinspectors.gov.uk\)](https://www.justiceinspectors.gov.uk)

Wellbeing Objective 2: Cardiff is a great place to grow older

Our priorities in 2022/23 were:

- Supporting older people to stay active and connected in an age-friendly city
- Supporting older people to live independently at home through strengths-based preventative services
- Working in partnership to deliver high-quality sustainable care and support
- Supporting informal carers and valuing their role
- Ensuring our services meet the needs of the most vulnerable
- Proactively modernising our services

■ Strategic Assessment

The Council has made good progress against this Wellbeing Objective in the context of a national picture where the social care sector faces severe and ongoing pressures through rising demand, increasingly complex service requirements and a shortage of skilled staff.

The supply of care in Cardiff has improved significantly, unlike in many other local authority areas, however the fragility of the care market remains a concern due to an ongoing shortage of care workers. Though good progress has also been made in increasing resilience within the service, through innovative initiatives such as the Cardiff Cares Academy, recruitment and retention of social workers and occupational therapists remains a significant issue, as do the high levels of staff sickness which has resulted in a backlog of assessments. There is also a need to refocus the care market towards the delivery of services for those with higher levels of care needs and to address the increasing complexity of service user needs. Taken together, these issues are continuing to place severe pressure on an already stretched social care system.

In response the Council has continued to work in close partnership with Cardiff & Vale University Health Board and the care sector to support older people to live independently at home for as long as possible and to ensure that people are discharged from hospital as soon as it is safe to do so. Given the pressures on the health and social care system, this will continue to be a strategic priority for the Council and its partners throughout 2023/24 and beyond.

Supporting older people to stay active and connected in an age-friendly city

Loneliness and social isolation have a significant impact on the health and wellbeing of older people which is why enabling older people to connect digitally and stay active in the community represented a priority for the Council. In June 2022, Cardiff was accepted into the World Health Organisation's Global Network for Age Friendly Cities and Communities. In consultation with older members of the community, an action plan – with an overall ambition of Cardiff becoming an Age Friendly City – has been developed, including a series of commitments to older people on issues such as housing, transport and participation in valued activities.

The Dementia Friendly Volunteer Programme, which was launched on World Alzheimer's Day, recruits and trains Dementia Friendly Ambassadors to support local shops, businesses, and organisations to work towards becoming Dementia Friendly. Despite a slow start to the year, progress was seen in Quarter 4, with 64 businesses signing up to the Dementia Friendly Pledge, against a target of 40. Additionally, to raise awareness and promote the support available, 2,616 Dementia Friendly City events were held throughout the year, against a target of 600. The percentage of staff completing the Dementia Friendly training module remains low, with only 54% of staff completing the training, against a target of 85%. Moving forward, completing the training will become a mandatory requirement and linked to staff performance reviews.

Other areas of progress include the expansion of the city's Care Hub (Day Centre) activity programme, as well as the widening of age-specific activity provision within Community Hubs. The Rhiwbina Hub has been officially launched as a fit-for-purpose community facility, as well as a Wellbeing Hub at Maelfa. During the year, intergenerational projects have also continued to be delivered across Care Homes with young people – who engage with the Council through Into Work Services – providing older people with one-to-one digital training.

Supporting older people to live independently at home through strengths-based preventative services

Enabling older people to live independently at home improves their sense of wellbeing as well as reducing pressures on the public purse. The Council's preventative services are vital to ensuring that people can remain living at home for longer and, in 2022/23, 96% of the Council's Independent Living Service (ILS) clients reported that they felt able to live independently in their homes following support from ILS. Additionally, Ask Sara, an online self-help tool for citizens, carers and providers, was successfully launched in May 2022 to help identify the solutions needed to support independence.

The Community Occupational Therapy team offers practical support to enable people to live independently in their own homes for as long as possible through "right sized" support packages. The service is now working on the development of a Trusted Assessor model, a collaboration between Occupational Therapy and Social Work, to enable the completion of care plans by Occupational Therapists. Following difficulties in the recruitment of Occupational Therapists, a shift to recruiting non-qualified staff has proved successful with

the service now bringing forward proposals for developing its own qualified staff, providing a career path for carers and Occupational Therapist assistants.

The Community Resource Team (CRT), a partnership between Cardiff Council and Cardiff & Vale UHB, was inspected by Care Inspectorate Wales (CIW) during Quarter 1 of 2022/23, with assurance provided that there is good management oversight of the service, as well as compliance with regulatory requirements. Due to recruitment challenges and sickness absence, the number of people accessing support from the CRT (1,493 people against a target of 2,000) and the total hours of support provided by the community resource team (35,147 hours against a target of 50,000) fell short of the targets. This is also partly attributable to new pathways of care being introduced and the number of ward referrals being received via the Integrated Discharge Hub.

Good work is also evident in relation to the provision of Disabled Facilities Grants. The means test for eligible adaptations has been removed, leading to a substantial decrease in the average time applicants have to wait for approval. The average waiting time in March 2023 was 12 weeks, compared to 19 weeks in March 2020.

The development and upskilling of the First Point of Contact (FPOC) team is continuing; however, progress has been impacted by high demand, particularly over the winter period. The percentage of new cases dealt with directly at FPOC with no onward referral to Adult Services is also lower than in previous years and below target for the year (63% against a target of 75%). However, the way in which the FPOC Community Contact team and the FPOC Social Work team manage the assessment process has changed, and as a result direct comparisons with previous years' figures is not possible. The performance indicator and target will be amended for 2023/24.

Working in partnership to deliver high-quality sustainable care and support

In August 2022, Care Inspectorate Wales (CIW) carried out an inspection of the Council's domiciliary care services. The report highlighted that people appear happy with the support they receive, and their physical, mental, and social needs are recognised and supported. The inspection found that services showed commitment to achieving positive outcomes for their service users. The Inspector also described interactions between people and staff as warm and positive, and recognised that staff are familiar with the needs and likes of the individuals they support.

Work is ongoing to develop integrated local Multi-Disciplinary Teams (MDTs) that prevent hospital admission and facilitate hospital discharge. The Independent Living Service (ILS) now forms part of MDTs covering South West, North, South East and East Cardiff. A visiting officer attends all MDTs within these clusters and supports the non-medical needs of patients. In addition, an intermediate care work stream under the @home programme has been established to expand and deliver additional cluster MDTs. Despite good progress at the start of the year, proposals to develop a MDT locality hub in the North West of Cardiff have

been put on hold due to the planned location, St. Isan, sustaining substantial flood damage during Quarter 3. The escalating demand caused by winter pressures and the need to focus on hospital discharge has further impacted delivery, meaning that the pilot will need be progressed during the 2023/24 financial year.

The new Integrated Discharge Hub (IDH), with a hospital-based MDT, is now up and running in the University Hospital of Wales, with a focus on enabling the safe and timely discharge of citizens back to settings in the community. A new 'Discharge 2 Reassess' (D2RA) pathway was implemented in November 2022 which has supported 51 patients to leave hospital with domiciliary care, with 38 having their package of care right-sized. The average time from triage to D2RA is 72 hours which has reduced the length of stay by a minimum of 13 days. Two partnership reviews have been undertaken on the IDH triage process, and moving forward, further improvements to enhance outcomes for patients have been identified.

Welsh Government has recognised the complexity of the hospital discharge process and reporting on delayed transfers of care have been suspended nationally while new indicators are developed. Therefore, limited overall information is available for 2022/23. Good progress has been made locally in the detailed monitoring of hospital discharge; there are no substantial delays caused by people waiting for care. On average between 40 and 50 discharges with care are facilitated each week. A set of IDH performance indicators detailing pathway, time in triage, time to discharge and outcome pathways are being developed with IT and Care First leads to measure the success of pathways out of hospitals.

Cardiff has participated in national discussions on the potential development of micro-enterprises for Personal Assistant roles, which would help increase care capacity in the city. Following a comprehensive options analysis, the Council partnered with Community Catalysts CIC to develop a network of micro-enterprises in Cardiff. The project will increase the amount of choice and level of care personalisation for service users and offer improved working conditions for those providing care and support.

During the first half of the year, a pilot of the "Trusted Partner" model – which enables commissioned providers to adapt care to meet individual needs – became operational across the care sector. More sophisticated contractual arrangements are being put into place which allow a more graduated approach to care management at the judgement of providers, although more work is needed to ensure optimal cost effectiveness and flexibility.

The workforce challenge within the sector in Wales has been compounded by the need for all domiciliary care staff and care home staff to formally register with Social Care Wales. Concerns remain that this may impact recruitment and retention in a sector already facing acute workforce challenges. To mitigate this risk, the Council is actively promoting social care as a positive career choice, working with providers to grow the workforce and implementing the Real Living Wage for care workers in Cardiff. The Cardiff Cares Academy continues to grow and evolve, with additional measures established to support carer recruitment. Progress has been encouraging, resulting in good job outcomes for those who participate in the scheme.

Older persons housing

The Council is committed to delivering modern, fit-for-purpose older persons housing that supports independent living. The Addison House development, which will deliver 44 care-ready apartments in Rumney, is progressing well and is expected to open in November 2023. In March 2023, a contract was entered into for the development of 44 apartments for older people on Bute Street. In addition, a contractor has been chosen for the development of 35 older person apartments on the site of Canton Community Hall. It is anticipated that work will commence during Quarter 1 of 2023/24.

The construction market continues to present challenges with supply shortages and rising material prices resulting in cost inflation and delays. Progress on the development of 101 care-ready apartments at the Maelfa and St. Mellons, for example, has been impacted as a result of the appointed contractor falling into administration. Alternative options to ensure the sites are re-started are being considered.



Wellbeing Objective 3: Supporting people out of poverty

Our priorities in 2022/23 were:

- Supporting those most impacted by the economic crisis into work, education or training
- Continuing our Living Wage City ambition
- Embedding our new approach to tackling homelessness and ending rough sleeping

■ Strategic Assessment

The cost-of-living crisis is having an impact on many households with inflationary pressures making essential day-to-day items more expensive. During 2022/23, 5,989 customers were helped with Covid-related and Universal Credit financial support, almost exactly double the number expected at the start of the year. Coming so soon after the Covid-19 pandemic, this crisis has compounded the pressures that many people face and deepened existing inequalities.

In response, the Council successfully mobilised a programme of action to support people most impacted by the crisis. This has included an enhanced programme of advice and support for citizens, supported by a communications and engagement campaign. Despite seeing a very significant increase in demand, the Council's Advice Services and Into Work Services are continuing to be delivered effectively, supporting citizens to access funding, advice and routes into employment and training. Concerns remain however regarding the volume of demand and the scale of challenges individuals and households face, and the lasting impact this could have through deepening already significant inequalities in the city.

The number of rough sleepers remains far lower than the pre-pandemic position with the multi-agency preventative approach to supporting people off the streets and into a sustainable home continuing to have a positive impact. However, the number of people who are becoming homeless and the demand for emergency and temporary accommodation has increased substantially, with high waiting lists across all homeless gateways. The demand challenges have necessitated the use of hotels for families to provide interim accommodation for those at risk of homelessness; over 100 families are currently being housed in hotels. Around 8,000 people are now on the waiting list for a Council or Housing Association property, and the rental rate in the private rented sector is at unprecedented levels. The shortage of housing of all tenures is causing intense pressure across many Council services, and the need to rapidly extend access to housing is a corporate priority (see Wellbeing Objective 4).

Responding to the cost-of-living crisis

The Council committed to supporting households affected by the cost-of-living crisis. This included an enhanced programme of advice and support, and, despite effective delivery, all support services experienced unprecedented levels of demand. Around £21m of additional weekly benefit were identified for clients of the Money Advice Team during the year, far exceeding the target of £14.5m. Similarly, over 1,440 tenancies were saved through the rent arrears pathway, a support scheme open to all tenants regardless of their tenure or income type. The Hubs and libraries provided warm welcome spaces from October, supporting almost 12,000 people during the winter months. Youth Services also offered a warm space with hot food and drink to young people at seven centres and pop-up tents during the colder months. The Cost-of-Living Discretionary Support Scheme, which ended on 31st March 2023, supported 15,388 receive payments totalling over £2.1m.

To ensure it remained well positioned to respond to the cost-of-Living crisis, a taskforce was established to identify the priorities for those affected and a wide-reaching publicity campaign was undertaken to promote the support on offer with designated cost-of-living information stations placed in every Hub across the city.

Moving forward, the Council is seeking to work with Welsh Government to ensure that any new financial support schemes are designed through a consultative process. As demand continues to increase, Advice Services will be constantly reviewed to ensure that there are adequate resources to support all residents who need help and bids for external funding will continue to be made as and when it becomes available. Council tenants who accessed the Cost-of-Living Discretionary Support Scheme will be offered further support, if needed, ahead of winter 2023 to ensure they are not at risk of falling back into debt. The rent arrears pathway will continue to be promoted, using the most appropriate financial support to prevent homelessness.

Supporting those most impacted by the economic crisis into work, education or training

The Council continues to do all it can to support residents into work, education or training. 4,227 Council posts have been filled through placements from Cardiff Works, the Council's in-house recruitment agency. The Council also provides numerous opportunities for apprentices and trainees in a range of services – 173 placements took place during 2022/23 and 65 new placements were created. The number of new apprentice and trainee placements created is lower than expected due to significant in-year financial challenges across the Council, which resulted in a need to restrict the creation and advertisement of posts.

The number of people who received into work advice through the Employment Gateway is 77,102, exceeding the target of 51,000. Additionally, at least 1,115 clients have been supported into employment having received tailored support through the Gateway. 347 employers have been assisted by the Into Work team which has again exceeded the target set of 275 for the financial year.

The Job Club has expanded their provision by providing additional sessions in RISE (the Council's specialist support service for victims of violence against women, domestic abuse and sexual violence), Job Centres, Grange

Pavilion and the Ukrainian Welcome Centre. Tailored into work programmes have been also delivered for specific groups such as young people not in education, employment or training, and care-experienced young people. In response to recommendations made by the Race Equality Taskforce, the Into Work Advice Service delivered a significant programme of outreach and engagement events, specifically targeting Cardiff's ethnic minority communities. This has included events such as an Emergency Services Event in Grangetown and a Butetown Careers Fair last July, which attracted over 200 attendees. Community champions have also been appointed to disseminate information, promote events and opportunities to ethnic minority jobseekers. The service also developed new training resources to respond to the specific employability support needs of some ethnic minority jobseekers who the service supports, such as recent arrivals to the UK who need to prepare for entry to the UK labour market. The access and visibility of Cardiff Works for ethnic minority groups has also been improved through actions such as community-based engagement, including attending schools with a high percentage of children from an ethnic minority background to engage families and the wider school community. Around 41 % of those using Into Work Services are from an ethnic minority background, while around 46 % of Cardiff Works clients are from an ethnic minority background.

Cardiff Works Ready also began operating in 2022/23. The team provide training and mentoring to people in our communities who are looking for work in the Council. This helps the Council to be more representative of the communities we serve. In the first year of the programme over 130 people were supported by mentors, with over 50 % achieving a positive outcome through completing role specific training, successfully passing the Cardiff Works assessment and securing a Cardiff Works placement.

The Into Work Service was successful in a bid to the Department for Work and Pensions to deliver a three-year local supported employment programme supporting individuals with learning difficulties and autism.

The Onsite Construction Academy provide training and work experience for individuals wanting to join the construction industry, and once training is completed, connect job seekers with employers to offer employment and apprenticeship opportunities across south-east Wales. In 2022/23, 124 unemployed people have become site-ready with the help of the Academy, with 31 site-ready individuals sustaining employment or apprenticeships for over 12 weeks.

During 2022/23, 5,989 customers were supported and assisted with their claims for Universal Credit. This is well above the target of 3,000 set but understandable given the economic pressures. The impact of Welfare Reform continues to be regarded as a risk to the Council. The migration of ongoing Housing Benefit claims to Universal Credit has been delayed again. There are currently no plans for the migration to start until 2024.

Continuing our Living Wage City ambition

Continued progress has been made in Cardiff's Living Wage work, with the city's status as a Living Wage City renewed for the next three years. Forty more Cardiff organisations have become accredited Living Wage employers in the past year, including the city's 100th private sector organisation, and by the end of March

2023, there were 199 accredited Real Living Wage employers in total. Just over 66,000 people are employed by accredited Living Wage employers in the city and almost 11,000 of them received a pay rise as a result of the accreditation. Cardiff has the lowest percentage of jobs which pay below the Living Wage in Wales (11.6% of all jobs; 24,000) and is amongst the lowest of the Core Cities. Recognising this progress, the Council's Real Living Wage initiative won the 2022 Local Government Chronicle award for Best Public/Private Partnership. Cardiff University has calculated that an additional £50m has gone into the Cardiff economy since 2012 as a result of employees being uplifted to the Real Living Wage.

One of the key procurement objectives identified in the new Socially Responsible Procurement Strategy 2022-27 approved by Cabinet in October is "Improving Fair Work and Safeguarding practices adopted by suppliers", which includes payment of the Real Living Wage. The Cardiff Living Wage City Steering Group has set new targets for 300 accredited Living Wage employers in Cardiff, employing 95,000 staff of whom 13,900 have seen their pay uplifted to the Real Living Wage. These targets are to be achieved by November 2025.

Embedding our new approach to tackling homelessness

The Council's primary focus remains in providing timely support at an early stage so that people are prevented from becoming homeless in the first instance. Homelessness was successfully prevented for 79% of households where the Council had a duty to help. Prevention services have been moved into Community Hubs across the city so that residents can receive straightforward access to help, whilst also linking up with the wider support available in our Hubs from teams such as Money Advice and the Into Work Advice Service. Prevention services will be expanded again in 2024 to increase accessibility whether people want to interact with the Council online, over the phone, in community settings or through a home visit.

Despite good levels of homeless prevention, there are increasing numbers of households becoming homeless and requiring temporary and permanent rehousing. Over 60 single people are seeking emergency accommodation every night. There are high waiting lists across all homeless gateways; 73 people are waiting to enter the Young Persons Gateway.

The significant demand challenges have necessitated the use of hotels for families to provide interim accommodation for those at risk of homelessness; over 100 families are currently being housed in hotels. Plans are already in place to reduce the use of hotels and increase temporary accommodation capacity such as increasing the number of home purchases made by the Council.

During autumn and winter 2022, around 190 new demountable modular homes were installed on the former Gasworks site in Grangetown with the Council's partner developer, Wates, to rapidly provide short-term warm, safe and secure accommodation for homeless families. There are plans in place to further expand the Gasworks site by an additional 154 units during 2023. Once the long-term development scheme for the site has been through the design and planning process, the homes can be relocated to other sites elsewhere meaning that the Council can make use of what would otherwise be an empty site.

The Single Assessment Centre supports single people with complex needs, including rough sleepers. Multi-agency services are provided on site including health inclusion services, together with good-quality self-contained accommodation. The Centre provides the homeless individual with a period of stability, and the right professional support to fully understand their ongoing support needs. In 2022/23, 779 presentations were made to the Assessment Centre with 246 individuals completing a Wellbeing Assessment.

A review on the effectiveness of the Single Assessment Centre on the cycle of homelessness was undertaken during 2022/23. On the whole, the service has been a success and gains have been made in breaking the cycle of homelessness for many clients. There have, however, been challenges associated with the demand for services and issues with a lack of move-on accommodation. There is potential for further expansion of the service which may require a search for a larger building in the future.

Due to the increasing challenges in finding move-on accommodation for single homeless people, two 'managed blocks' schemes have been developed totalling 111 flats. These are fully self-contained flats that allow people to move on from homeless accommodation with on-site support staff. More blocks are planned in the future to meet the demand. Whilst there has been some progress in introducing women-only provision in existing schemes and an expansion of the core and cluster model of housing for people with learning disabilities, more is needed. Therefore, work has commenced to scope and develop bespoke housing and support solutions, including identifying suitable sites for a woman-only scheme and the development of a capital build strategy based on current and future demand for specialist housing. Work is also planned to engage with members of the LGBTQ+ community to better understand how we can develop a more responsive and inclusive housing response.

Spending long periods in temporary accommodation is unsettling for families and can affect children's education, the Council is therefore committed to help deliver Welsh Government's vision of rapid re-housing. Work is ongoing with partners to reduce the time spent in temporary accommodation, supporting individuals and families into permanent accommodation as quickly as possible. A high proportion of social housing properties are allocated to homeless clients; since April 2022, 74% of allocations for 'general needs' properties (excluding management lets / lets to immediate priority) have been made to homeless clients which has helped alleviate some of the pressure on temporary accommodation. However, to truly deliver the rapid re-housing vision, the city will need to significantly increase the supply of affordable housing. While the Council has ambitious new build plans, far more affordable homes need to be delivered than are currently planned if this goal is to be achieved.

Ending rough sleeping

Rough sleeping remains at historically low levels within Cardiff, far below the levels seen before the pandemic. The average numbers ranged between 11 and 16 for the first three Quarters of the financial year before a spike in Quarter 4 increased the average to 26. Council teams continue to engage with every rough sleeper and are there to provide help and support whenever the person is ready to accept it.

As a result of the relatively low numbers of rough sleepers in Cardiff, the number of rough sleepers supported

into accommodation was below target in 2022/23, with a year-end figure of 92 against a target of 160. Due to the complex needs of many of those seeking accommodation, supporting rough sleepers can often prove demanding, with the numbers supported into accommodation representing excellent multi-agency working. To support clients with higher needs into permanent housing as quickly as possible, the Housing First scheme has been expanded. This scheme offers direct placement into Council, Housing Association and private rented sector tenancies with intensive wraparound support. It gives people who have experienced homelessness and have complex needs a stable home from which to rebuild their lives. There are currently three Housing First schemes in Cardiff, two operated by the Council, one for rough sleepers and one for prison leavers. A further scheme is operated by the Salvation Army. Housing First is very successful, with 94 % of clients who have utilised the service having broken the cycle of homelessness.

The work to transform Adams Court in Adamsdown into a new supported accommodation unit was completed in January 2023. Delivered in partnership with United Welsh Housing Association the accommodation is now able to offer 103 self-contained one-bed flats for single homeless people with complex needs. In addition to the flats, work has been undertaken to provide medical facilities, spaces for diversionary activities, multi-purpose rooms and a counselling room.



Wellbeing Objective 4: Safe, confident and empowered communities

Our priorities in 2022/23 were:

- Building new Council homes and investing in community facilities
- Ensuring children and adults are protected from risk of harm and abuse
- Creating safe and inclusive communities
- Promoting the Welsh language
- Working together to support a healthier and more active population

A person is seen from the back, wearing a high-visibility vest over a dark jacket. The vest has a reflective strip across the chest and another across the waist. On the back of the vest, there is a rectangular patch with text in Welsh and English. The text reads: 'SWYDDOG CYMORTH CYMUNEDOL YR HEDDLU' followed by a horizontal line, and then 'POLICE COMMUNITY SUPPORT OFFICER'. The background is a blurred outdoor setting.

SWYDDOG CYMORTH
CYMUNEDOL
YR HEDDLU
POLICE COMMUNITY
SUPPORT OFFICER

■ Strategic Assessment

Cardiff is a safe city with a strong sense of belonging and pride within communities. There are, however, substantial differences in people's experiences of Cardiff depending on where they live. Respondents to Ask Cardiff 2022 living in the least deprived areas of the city were notably more satisfied with their local community as a place to live than those in the most deprived areas – with the former twice as likely to describe themselves as 'very satisfied' than the latter (22.7% compared with 11.9% respectively).

Over the course of 2022/23, the Council has made good progress in delivering its community investment, regeneration and housing programme, with a focus on those living in the city's most deprived areas. Initiatives completed over the course of the year include the first Health & Wellbeing Hub opened in Llanedeyrn in July 2022, the refurbishment and creation of a new Community Wellbeing Hub in Rhiwbina, the £5million transformation of Tudor Street is complete and a new 3G sport pitch in Splott. The Council continues to invest in new affordable homes, with 843 now delivered over the past five years and a further 362 new homes currently being built on site. The Council's updated development programme commits to building 4,000 new homes by 2030.

The pressure on the housing market, especially the cost and lack of availability of homes in the private rented sector, is causing significant demand and cost pressures in housing and homelessness services (see Wellbeing Objective 3) and across numerous council services, including social services, advice services and refugee and asylum seeker support. Waiting lists to enter temporary accommodation have doubled over the past year and hotels are now being used as temporary accommodation for some families. A programme of immediate actions has been put in place, including additional support packages to support those at risk of becoming homeless and for those struggling to pay their rent or mortgage. The Council is using all available levers to make more homes available and affordable, through bringing empty homes back into use, managing the Leasing Scheme Wales and building new properties. Collectively, these initiatives are having an impact, but such is the scale of the demand they will not enable the Council to meet the demand. Given the scale of the challenge and the cross-service and cross-city impacts of the issue, this is likely to remain a strategic priority for the Council for the remainder of 2023 and beyond.

Over the course of the spring and summer 2022, the Council successfully led a city-wide response to the Ukraine refugee crisis, ensuring that refugees were welcomed, given a place to stay and that the city's wider public services were available and ready to support them. The number of arrivals, and the often-complex nature of their needs, meant that demand pressures were felt across the public service system. It is anticipated that this will be the case for a number of years to come and so this area will continue to be a priority for the Council and its partners in 2023/24.

Delivering affordable homes

The Council continues to do everything in its power to maximise the amount of affordable, energy-efficient and low-carbon housing in the city. Cardiff Living, the Council's house-building programme, is recognised as an innovative development programme identified as good practice by the Welsh Government. The partnership approach has reduced delivery risk and improved the speed taken to get projects on site. The programme has also unified the standard of the council homes and homes built for sale by adopting a 'tenure blind' approach. Over the past five years, 843 new Council homes have been built against a target of 1,000 by December 2022. This is slower than anticipated due to the difficulties facing the construction industry as a whole which have resulted in delays in tendering for contractors and the completion of schemes. When schemes are on site, contractors are also struggling with material price increases and a shortage of labour as well as delays with the supply of materials. Despite the challenges, this remains the largest Council home building scheme in Wales and one of the most ambitious in the UK.

The programme continues to be commended for its innovative and environmentally friendly approach, winning awards for the Aspen Grove net zero, carbon-ready development in Rumney at the RESI Residential Property Awards and for the Crofts Street development in Cathays, which won the Modern Methods of Construction Award at the Constructing Excellence in Wales Awards 2022. The housing development programme also delivers wider benefits to the city and to the Cardiff Capital Region. With an estimated Capital investment of over £950 million, the programme provides significant social value and local investment by supporting local supply chains and contractors, as well as developing training and employment opportunities over the longer-term.

In November 2022, a proposal to implement a second housing partnership was approved to enable new housing developments to be delivered at scale and at pace with the aim of building at least 4,000 new homes overall, including the delivery for rent or sale to keyworkers. Another option the Council is exploring aims to address the issue of overcrowding in Council housing stock. The Council has undertaken a pilot where innovative solutions have been carried out to create more rooms for families, such as extending existing properties where possible, converting the loft space or fixing a modular unit in the garden. If the pilot proves successful, this will be rolled out further. Work is also planned to provide more support to those who wish to downsize to release family housing and to help tenants to resolve their housing need through promoting and supporting mutual exchanges.

Bringing empty homes back into use is another way to increase the available housing stock. 91 properties were returned to use or new units created as a result of work carried out by Shared Regulatory Services (SRS) during 2022/23. The Welsh Government has approved the Council's Empty Homes Action Plan, which identifies empty properties in the city for targeted action. This will enable the Council to draw down funding to indemnify the service against the financial risk involved in taking appropriate legal action to help bring these properties back into use.

In addition, significant resources continue to be invested in the new Landlord Enquiry Tenant Support (LETS). The team manage the Leasing Scheme Wales, a Welsh Government initiative which aims to increase access to, and the affordability of, renting privately in Wales. The scheme allows landlords to lease their properties to the Council for five years and to claim up to £5,000 for repair works to the property. The Council has

secured 22 properties as a result of this scheme during 2022/23 with a further 10 properties undergoing works/ pending agreement for lease which will be occupied in the 2023/24 financial year.

There are currently around 8,000 households on the waiting list for a Council or Housing Association property in the city and on average over 400 new applications to join the list are received each month. During 2022/23, 1,528 properties were let in total. Rent levels in the private rented sector are at an unprecedented level with only a small proportion within the Local Housing Allowance (LHA) rate, the maximum amount that can be claimed in benefit. Tenants need to make up any shortfall from their other income and this is putting the option of renting privately out of reach for many. In a sample of the market taken during Quarter 2, 98% of properties were being let at least £100 per month above the LHA and the average shortfall across all property types is £318 per month. The inability to secure housing is therefore impacting outcomes for individuals and families, creating major delivery challenges and impacting on budgets across Council services. Taken together, this points to the critical and urgent need to fully leverage all policy options to deliver further affordable housing.

Investing in communities

During 2022/23 over 4.5 million people visited the Council's Hubs and libraries, either in person or virtually, and 97% of customers agreed that the Hub or library had met their requirements, surpassing the target set. Rhiwbina Community Wellbeing Hub welcomed customers back in January 2023. Funding from Welsh Government's Integrated Care Fund, Integration and Rebalancing Care Fund, and the Museums, Archives and Libraries Division enabled the building to be fully refurbished and transformed into a fit-for-purpose community facility that will support the co-location of library services with new advice, housing and social care services.

The first of its kind in the city, the new Health & Wellbeing Hub @ Maelfa opened in July. Delivered in partnership with Cardiff & Vale UHB and Llanedeyrn Health Centre, this new Hub approach enhances existing services already available by integrating a range of specialised health clinics providing a 'one-stop approach' to the health and wellbeing of our residents. Plans for a second Wellbeing Hub in Ely and Caerau are being progressed and options for new Hubs on strategic planning sites will be explored.

Plans for a Youth Hub in the city centre are also progressing with a preferred option due to be agreed in the autumn of 2023.

As part of the investment in the South Riverside Business Corridor, Tudor Street has been regenerated to appeal as a shopping destination for both local residents and the wider community. The £5 million scheme has delivered improvements to the public realm, business environment, transport infrastructure and the shopfronts of 30 business premises. Work has now moved onto Cowbridge Road East in Riverside. The Neighbourhood Regeneration Team held a series of engagement sessions with residents and traders during March 2022 where over 130 people provided feedback, and thoughts and ideas for improvements. Neighbourhood Renewal Schemes for a 3G pitch at Splott Park and for improvements to Old St Mellons village centre were completed in March 2023. Two estate regeneration schemes at Pennsylvania and Lincoln Court in Llanedeyrn have also been completed. The percentage of residents satisfied with completed

regeneration projects has decreased to 79% – this was primarily due to one neighbourhood renewal scheme receiving a low satisfaction rating. Work has been undertaken to try to understand the reasons for this and use the lessons learnt on subsequent schemes.

Following the devastating fire at Grenfell Tower, the Council reviewed fire safety in all its high-rise blocks and decided to replace the cladding on blocks which had it. Although the cladding was not the same as that used at Grenfell and had met all safety requirements when it was installed, it no longer met today's more stringent fire safety standards. Re-cladding work at Lydstep flats, which began in March 2021, is progressing well and is expected to be completed in the autumn of 2023. Project consultants for the re-cladding work at Nelson House and Loudoun House in Butetown are due to be appointed in May 2023; procurement for a scheme contractor can then commence.

Ensuring children and adults are protected from risk of harm and abuse

Recruitment of staff remains an ongoing issue in Adult Services. Work has begun on a refresh of the Social Worker Cardiff website to improve Adult Services' presence and a Social Worker recruitment film has been produced to support recruitment activity. An increased market supplement for qualified staff has been agreed and this has been increased for 2023/24. Job adverts have been reviewed and work undertaken to refresh and improve them. Positive feedback has been received from attendees at job fairs regarding Adult Services' presence and the recruitment materials have been made available to prospective candidates. Work has also been undertaken to develop the workforce strategy for 2023/24.

Following the publication of best practice by the Welsh Government, a new Corporate Safeguarding Policy 2022-25 was published in December 2022, which sets out the arrangements in place across all Council services to safeguard and protect children and adults. To ensure high levels of staff awareness of safeguarding risks and response a focus has been placed on raised training levels, with 84% of Council staff now having completed safeguarding awareness training, up from 65% at Quarter 4 2021/22, with 97% of elected members also having completed training.

The pressures on mental health services have continued during the year, in line with the ongoing pressures on health and social care services generally. Work to develop a non-emergency response service is progressing with the University Health Board; this service will provide support to people with lower-level mental health issues and reduce demand on the system. Work is also underway to understand issues relating to the availability of mental health hospital beds and the Council will continue to work with colleagues in Health to address this.

Health inequalities are present across Cardiff, particularly when comparing northern areas of the city to more deprived areas, such as Cardiff's 'Southern Arc'. In 2020/21 the Cardiff Director of Public Health's report on health inequities identified a small number of priorities for action as the city emerged from the pandemic, including: childhood obesity; vaccine uptake among children, and health screenings (particular for bowel cancer). In response the Amplifying Prevention Delivery Group has been established under the auspices

of the Cardiff Public Services Board. This group oversees the planning and delivery of additional targeted interventions across the priorities identified above. These have included:

- **Childhood Immunisation:** Development of new materials and communication campaign on childhood immunisation in a range of community languages; Test Trace Protect contact tracers utilised to contact families missing vaccinations, with demonstrable impact on uptake.
- **Bowel Cancer:** The bowel cancer screening project working with Cancer Research UK, Public Health Wales, the Welsh Interpretation and Translation Service (WITS), and the Council's Film Unit has been completed. Bowel cancer screening information videos have been translated into Urdu, Arabic, Somali and Bengali. The videos have been made available on GP screens within the South of the city and within Community Hubs on new digital screens which are being installed. Community Health Connect YouTube channels have also been set up to host the videos. Promotional materials outlining the project include QR codes to support easy access for customers to the language of their choice. The videos have also been made available to Public Health Wales who will include them on their website, and to Cancer Research UK who are able to access and utilise the videos.
- **Childhood Obesity:** Mapping of high fat, sugar and salt advertising sites across Cardiff, with a focus on those in proximity to schools and hospitals, and revision of bus stop advertising contract in Cardiff aligned to healthier advertising principles.

Creating safe and inclusive communities

Cardiff is a safe place to live. Crime has fallen over the last 20 years and it has the second lowest crime rate of comparable cities in England and Wales. Although recorded crime continues to fall, perceptions of crime and safety amongst citizens remains a concern. In the Council's Ask Cardiff Survey in 2022, only 21% of citizens agreed that local public services are successfully dealing with anti-social behaviour and crime in their local area. Respondents reported feeling least safe when travelling or walking in the city centre after dark and those living in the most deprived areas of the city were more likely to feel unsafe compared to those living in the least deprived.

In response, the Council has worked with partners to expand a targeted multi-agency problem-solving approach to localised complex anti-social behaviour (ASB) hotspots. This approach involves working in collaboration with public sector partners, such as South Wales Police, third sector organisations, community groups, and local businesses to identify and address local issues. Successful project work with partners has taken place in locations such as Lydstep Flats and Park in Gabalfa where a year of problem-solving focus in the area resulted in a sustained reduction in youth anti-social behaviour. This is evidenced by a reduction from 101 youth-related ASB incidents to just 22 incidents measured over two six-month periods in 2021 and 2022. Interventions are also underway in Clifton Street in Adamsdown which, to date, has led to a significant decrease in public order, harassment, anti-social behaviour and theft incidents. Measurements over two six-month periods in 2021 and 2022 show a decrease in both ASB reports (20 compared to 65) and crime incidents (55 from 158) in the targeted area. Following the successful Safer Streets Fund bid for £750,000

in July 2022, planned initiatives with partners to tackle crime and anti-social behaviour, and to improve women's safety have been taking place in the city centre and some residential areas of Cathays where eight CCTV cameras have been installed. Looking forward to 2023/24, the Community Safety Partnership has an evidence-led work programme which includes indicators of success that have been developed specifically to measure the effectiveness of local interventions.

Over the course of the spring and summer, the Council led a city-wide response to the Ukraine refugee crisis, ensuring that 1,000 refugees were welcomed, given a place to stay and that the city's wider public services were available and ready to support them. The number of arrivals, and the often-complex nature of their needs, meant that demand pressures were felt across the public service system. A dedicated in-house team was quickly established to support the Ukraine response, including a move-on team to deliver transition to long-term housing arrangements. 120 Ukrainians have been supported into training by the Into Work Advice Service, 14 have signed up with Cardiff Works and 26 are accessing volunteering opportunities. Housing support workers have been continuing to support Ukrainian families with a total of 32 families moved into private rented sector properties at the end of March 2023. The Council has also continued to support refugees arriving under the Afghan resettlement scheme and through other routes. Over the course of 2022/23 this area has been one of rapidly increasing demand which has required concerted partnership action, one whose impact will be felt across multiple services, and which is likely to remain a strategic priority for the Council over the years ahead.

The Council has continued to work with partners and communities to tackle the threat of extremism, with the Home Office recognising that Cardiff Council's Prevent Programme is exceeding the requirements of the Prevent Duty in most areas, with strengths identified in partnership working, training and community engagement.

A new regional Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) Strategy for Cardiff and the Vale of Glamorgan was approved by Cabinet in May 2023, with significant progress being made in relation to levels of staff training and awareness. 83% of staff have now completed the Level 1 online module of the National Training Framework up from 51% at year-end 2021/22. The percentage of referrals regarding high-risk abuse victims where contact has been attempted by the specialist services within one calendar day of receiving the referral has increased from 78% to 84% over the past year but remains below the 90% target.

In December 2022, the Cabinet responded the final report of the Race Equality Taskforce, accepting all recommendations and updating on progress made across the five priority areas identified: Employment & Representative Workforce; Education and Young People; Citizens Voice; Health; and Criminal Justice. The Council has established robust monitoring and oversight arrangements, which will update on progress before the end of 2023/24. As part of this approach the Race Equality Taskforce will be invited to reconvene to consider and report back on progress made by the Council and its partners. Areas of immediate progress include:

- Enhanced outreach and engagement with the city's ethnic minority communities, by the Council's Into Work team, to improve access to Cardiff Works (see Wellbeing Objective 3)

- The launch of a pilot leadership development programme for Council employee networks focussed on increasing the diversity of our future managers and senior managers (see Wellbeing Objective 7)
- Increasing the visibility of Black and Ethnic Minority role models through sponsoring the Annual Betty Campbell Monument Lecture.

Monitoring of the agreed actions will be undertaken in line with the Council's Planning and Performance Framework with the Taskforce invited to reconvene to assess progress in 2023/24.

Promoting the Welsh language

Work continues to achieve the vision of Cardiff being a truly bilingual capital city, where the Welsh language is embedded in the fabric of everyday life. The number of Welsh speakers in Cardiff has increased over the last ten years. The 2021 Census showed that the number of people who could speak, read and write Welsh has increased by almost a quarter – 23.0% or over 6,500 people – which is the largest numerical and percentage increase across all Welsh Local Authorities.

The Council remains committed to making the organisation an increasingly bilingual workplace and remains on track to achieve a 20% increase in the number of staff with Welsh language skills by 2026/27 – currently 20.6% of staff report having some skills in the language. The number of staff attending Welsh courses has seen the biggest single-year increase with over 500 staff receiving training during 2022/23, although this is slightly below the increase required to meet the five-year target of a 50% increase.

Education is a crucial driver in growing the number of Welsh speakers in the city. The Council's 10-year Welsh in Education Strategic Plan was presented to the Welsh Government for approval in December 2022. This Plan sets out a series of ambitious commitments to build on the progress achieved to date which will ensure that every child in the city can receive a Welsh language education; that the number receiving a Welsh language education will increase; and that, through the significant use of Welsh in English-medium education, all children will feel confident speaking Welsh. Construction work also started on Ysgol Gynradd Groes-wen Primary School in October 2022. This is the first dual-stream school in Cardiff; a school with one form of entry for Welsh-medium education and one form of entry for dual-language education in English and Welsh. The new school will admit its first pupils in September 2023.

Other work with young people includes a new partnership called CFTi (CF 'you') to engage young people and develop Welsh language services with young people. The partnership is made up of the Council's Youth Service, Urdd Gobaith Cymru and Menter Caerdydd and is supporting new youth officers to work across each of the three Welsh-medium secondary schools in the city. In March 2023, a new Welsh youth club started for pupils in school years 7, 8 and 9, and the new Bilingual Cardiff Youth Forum for 11–18-year-olds also held their first meeting in the Old Library.

Working together to support a healthier and more active population

The new Physical Activity & Sport Strategy 2022-27, Move More Cardiff, was launched at an event in June at the SWALEC Stadium with over 100 key partners and stakeholders. Developed in partnership with Cardiff Metropolitan University, Cardiff & Vale UHB and Public Health Wales, with the work being led by Sport Cardiff, the strategy will aim to reduce sedentary behaviour and make being active the norm. Good progress was made in accessing available data sources to benchmark current physical activity levels in the city and the team worked closely with Cardiff Third Sector Council to develop the most effective way to engage with communities. It was agreed at the start of 2023 to continue developing the model in the two pilot areas (Llanrumney and Riverside) for a further 12 months to effectively measure the impact and grow the sustainable model with key partners. Grant funding of £1.2m was also awarded by Sport Wales during 2022/23 to deliver sports and physical activity programmes through schools, clubs and voluntary organisations in Cardiff, with specific targeted work planned for women and girls, Black, Asian and Minority Ethnic communities, and some of the most deprived areas of the city. The Council will also work with others to ensure that arrangements for the Regional Sports Partnership will have a positive impact on grassroots provision and development opportunities.

Easy access to green spaces is vital to improving people's wellbeing, both physical and mental. More respondents to the Ask Cardiff survey 2022 were satisfied with the parks and open spaces in their neighbourhood than any other neighbourhood amenity (74%) with 33.1% of respondents reporting that they were very satisfied. The number of hours volunteers spent working in the city's green spaces returned to pre-Covid levels for the first time during 2022/23. Volunteers carried out 19,385 hours of work in the city's parks and green spaces in the last 12 months – 274 hours more than were carried out in 2019/20 prior to the pandemic. The Council recognises the value of such engagement and as a consequence, policy revenue growth funding was allocated in this area in 2022/23 to meet the increasing demand and interest that emerged during and after the Covid-19 pandemic.

16 Council parks and green spaces in the city received the prestigious Green Flag this year, meeting the target set, including Hendre Lake Park in Trowbridge which received the award for the first time. In November, the Council's team at Bute Park won the Team of the Year award at the UK Green Flag 'Best of the Best' Awards managed by Keep Britain Tidy. Grow Cardiff's 'Grow Well' project also won the Best Health Initiative award for the positive impact that their therapeutic community gardening has made on the health and wellbeing of local individuals. Parc Tredelerch in Rumney has been identified as the new submission for Green Flag status in 2023 alongside all parks which already have the status. Work by Welsh Water is also almost complete on the Llanishen Reservoir site; both the site and new visitor centre are due to open in summer 2023.

During 2022/23, the Coed Caerdydd tree planting programme saw over 30,000 trees planted, with activity taking place in all wards across the city. The contribution from the volunteer workforce has been significant, resulting in over 1,300 hours worked. In addition, 88 public, 35 community group and 29 school events have been held during the year. Recognising the Council's commitment to tree management and development, Cardiff has been designated as a 'Tree City of the World' by the Arbor Day Foundation. Cardiff now joins 19 other cities/areas within the UK and 119 other cities/areas worldwide to hold this status. The designation

opens up further opportunities for collaboration and development with other cities/areas in the UK and worldwide.

To mobilise a National Park City (NPC) movement for Cardiff, a management committee was elected in spring 2022. The committee has made a formal application for NPC Cardiff to be registered as a charity and is awaiting the outcome of that application. The National Park City Foundation is incorporating the emerging Cardiff movement in a National Heritage Lottery-funded bid, along with NPC Glasgow for the purposes of securing resources to mobilise.

The number of visits to Council leisure centres during the year has continued to show an improvement. While not yet at pre-Covid levels, the number of visits per 1,000 population increased to 6,315 in 2022/23 from 5,008 in 2021/22. Despite significant budget pressures, the Council has remained committed to keeping all its leisure centres open and to retaining and enhancing the level of service. Following a review of the Leisure Services Contract with GLL, the social enterprise which has the contract to operate eight Council leisure centres, a number of variations to improve the financial performance of the contract were agreed by Cabinet in October 2022. This included an agreement in principle to upgrade the energy infrastructure at each leisure centre to provide lower cost renewable energy. The Leisure Services Follow-up Review published by Audit Wales in October 2022 noted that there was a “a clear leisure vision for the city supported by a five-year strategy” and that the Council has strengthened its governance and oversight arrangements of the GLL contract.



Wellbeing Objective 5: A capital city that works for Wales

Our priorities in 2022/23 were:

- Leading the economic recovery in Wales
- Leading a recovery programme for the City Centre and Bay
- Supporting innovation and business development, with an enhanced package of interventions to help the sectors worst affected by the pandemic
- Supporting the recovery of the cultural sector and major events programme

■ Strategic Assessment

Building on the close partnership with the private sector, the Council continues to make good progress supporting the city's economy through the delivery of business support, a cultural and events programme, and a portfolio of regeneration activity. The economic conditions are challenging, impacting on business confidence and investment, and on the delivery of the Council and partner's regeneration and development projects.

Cardiff's economy remains the driver of employment growth in Wales and is a strong performer compared to other UK Core Cities. Unemployment in the city, whilst just above the Welsh average, is decreasing, with only two core cities, Edinburgh and Bristol, performing better than Cardiff (based on the latest figures from 2022). In addition, the Gross Value Added (GVA) per head of population is increasing, and whilst consistently the highest in Wales, is also higher than most core cities, with only Edinburgh, Manchester, Glasgow and Bristol ahead of Cardiff (based on the latest figures from 2021). To drive up productivity, a focus on delivering more, and better jobs continues, with the Council playing an active role in creating and safeguarding 1,375 jobs during the year, well above target.

Work continues in taking forward the Council's portfolio of major projects, including Central Square, Central Quay, Canal Quarter, the Indoor Arena, Atlantic Wharf, and the International Sports Village. The Council's capital programme has, however, been exposed to risk from significant cost inflation, particularly in the price of construction materials and labour, and increase in lead times caused by availability issues resulting in delays to some project delivery timelines.

The city centre economy has rebounded; footfall has recovered to just under pre-pandemic levels with figures at almost 43m for the year, and live and cultural events, as well as the music scene, have returned. The focus on rebuilding the city's event and cultural offer continues, ensuring that the impact of its creative and cultural assets is maximised, though income recovery at Council venues remains a challenge. The cost-of-living crisis is impacting local businesses, with energy costs, staff shortages and reduced consumer confidence representing major challenges. As ever, the Council will continue to work alongside the city's private sector organisations to develop a co-ordinated response.

Leading the economic recovery in Wales

Cardiff has worked alongside the Cardiff Capital Region (CCR) to develop a Regional Investment Plan for the Shared Prosperity Fund (SPF), the UK Government's new regional development funding programme. The regional allocation was confirmed in January 2023, with Cardiff being allocated £42 million over two and a half years from the SPF, which is funding a range of local business support, transport, skills and community safety initiatives. An initial amount of £3.34m has been claimed for 2022/23.

In addition, Cardiff Council secured £50m funding from the UK Government Levelling Up Fund for the Cardiff Crossrail Phase 1 Metro link between the city centre and Cardiff Bay. This project will be match funded by a £50m Welsh Government grant, meaning that a total of £100m has been secured for the implementation of Cardiff Crossrail Phase 1.

The Council has continued to work with neighbouring local authorities through the CCR on a range of economic development and investment initiatives and on strategic transport and planning. Cardiff has played an active role in the development of the CCR since its inception and the Council has been recipient of support from both the City Deal and SPF, including direct investment in life sciences, fintech and the creative industries. The city is also benefiting from established funding schemes such as the Housing Investment Fund, the CCR Graduate Scheme, and the Metro Plus scheme. In addition, the project is also supporting the redevelopment of Central Station as part of the Metro Central scheme. Over the year ahead the Council will continue to work closely with the CCR as it transitions to a Corporate Joint Committee model.

Leading a recovery programme for the City Centre and Bay

The regeneration of city centre as a location for business and investment has continued successfully. Cardiff's city centre footfall has recovered well this year, with figures approaching pre-pandemic levels (42.95m in 2022/23 compared to 44.86m in 2019).

Progress on the Central Quay development continues at pace. During the year, planning permission has been secured for Phase 1 Residential consisting of 715 homes. Detailed discussions have taken place with the Welsh Government, Rightacres and Transport for Wales (TfW) in order to reach an agreement to deliver the Multi Storey Car Park (MSCP) with terms being negotiated during Quarter 4. The delivery of the MSCP will be a key milestone that will unlock the remaining areas of the site for development.

The Council has also engaged constructively with developers to advocate high quality office units within redevelopment proposals, particularly the opportunities afforded by ground level space. The amount of office space committed to over the two-year rolling period of the target, at just under 250,000 ft², is slightly below the target of 300,000 ft². The impact of construction cost inflation is likely to impact in the short-term in terms of levels of development, however, the office market remains buoyant in Cardiff, with the latest Savills Cardiff Occupational Office Data citing, *"total take-up in Quarter 1 was 78,000 ft². Take-up was spread across 26 completed transactions which was the largest number of completed Quarter 1 transactions since 2019 and 24% above the five-year average for the market."*

As part of the City Centre Recovery Action Plan, the Council continues to engage with businesses on issues such as return to work strategies and the cost-of-living crisis. Moving forward, the Council will share best practices amongst businesses in the city centre, as well as explore the establishment of new retail models – involving charities and community businesses – to further raise footfall levels. Furthermore, progress is being made in terms of ensuring that the city centre is cleaner, safer and better maintained, with the city centre management team effectively co-ordinating activity with public and private sector partners, supported by a £0.5 million allocation via the Shared Prosperity Fund.

Work has progressed on the Full Business Case for the Metro Central Programme, including signing of the legal Co-operation Agreement between Transport for Wales and Cardiff Capital Region in Quarter 3. The Full Business Case has a target date of May 2024 for completion. Work associated with station improvements are progressing including master planning of the south side of Cardiff Central train station.

The opening of the Dock Feeder canal on Churchill Way represented an important milestone in the creation of the new Canal Quarter, though design issues and product lead-in times have added time on to the construction, with the scheme now forecast to open to the public in late summer 2023.

The multi-purpose Indoor Arena has continued to progress with the Council aiming to enter a Development Funding Agreement (DFA) this year, following Cabinet approval. Due to the economic conditions the project has been impacted by a significant increase in construction costs, leading to the need for a comprehensive review and amended designs which have resulted in a delay in entering the DFA.

Good progress has been made on the next phase of the International Sports Village, including the acquisition of land and the Ice Arena from Greenbank in December 2022. A report will be presented to Cabinet in July 2023 to approve the final disposal strategy and infrastructure investment.

The Council continues to champion the protection and revitalisation of historic culture and buildings in the Bay, including future development opportunities for the Coal Exchange and the erection of a statue to celebrate the lives of Cardiff Bay Rugby Code Breakers.

As with all projects within the Council's capital programme, cost inflation, particularly construction materials and labour, have represented a key risk that has needed to be proactively managed over the course of the year. In addition, volatility of the construction market in terms of the availability of labour and materials has also posed a major threat. Despite these challenges, the Council is working to ensure that sufficient capacity and resource is allocated to projects to ensure that delays are minimised.

Supporting innovation and business development, with an enhanced package of interventions to help the sectors worst affected by the pandemic

The Council continues to support the development of small business infrastructure, helping Tramshed Tech during the first half of the year to expand its co-working space in the city centre through the Transforming Towns scheme. This will provide additional space for knowledge-based businesses in Cardiff, helping to

provide a platform for some of the most innovative new enterprises in the city to succeed. The Council is also working with a major company in digital media to repurpose secondary office space in Callaghan Square and will create up to 500 jobs. More recently, the Council has been working with FinTech Wales on a new incubator and start-up space in the city centre for FinTech businesses, with plans for further workshop space in the east of the city being developed.

Overall, performance has been encouraging on the number of new jobs created and safeguarded where the Council has played an active role, with 1,375 new and safeguarded jobs against an annual target of 1,000.

Work continues to support the growth of creative enterprises in the city, including support for the new Media. Cymru Strength in Places project, a £50m collaboration advancing research and development in Cardiff's creative and media industries.

The Council has been working with the owners of the Science Park Campus at Coryton to attract investment to the location and in support of their planning application. In addition, the Council is working alongside the Welsh Government, NHS Wales and the Cardiff Capital Region on the attraction of investment into biosimilars to the region.

The planning application for the Cardiff Parkway development has also been called in by Welsh Government, causing a delay to projected delivery timescales. The Council is supporting the proposal by identifying Council owned land that can potentially provide mitigation for the lost Site of Special Scientific Interest (SSSI). A Statement of Case, prepared by Council officers in consultation with legal advisers, was submitted to Planning Environment Decisions Wales (PEDW) in April 2023, with an inquiry date set for July 2023.

Progress on the Smart City Roadmap has been limited, with extensive cross-departmental scoping work required. The Council aims to adopt the new Smart City Roadmap by March 2024. The roadmap will act as a catalyst for collaboration, innovative thinking, better designed services and will allow the city to exploit advances in technology.

Supporting the recovery of the cultural sector and major events programme

The cultural sector was particularly impacted by the pandemic with venues having to close their doors and Cardiff's major events programme suspended. The city has worked hard to rebuild its event and cultural offer, maximising the impact of its creative and cultural assets. Throughout the year, the Council has supported the city's Music Board, and during Quarter 4 funding was successfully secured from the Shared Prosperity Fund to support the delivery of the Cardiff Music Strategy.

The continued impact of Covid-19 on the hospitality sector remains apparent which, alongside skills shortages, is impacting the availability of staff to support shows and projects. Customer numbers and business confidence in this sector have not returned to the levels seen pre-pandemic. Additionally, the cost-of-living crisis has reduced the amount of disposable income many have to spend on events and culture. The impact of this can be seen in a decrease in attendance at Council venues, with 539,998 attendees compared to 587,757 during 2021/22 (direct comparisons with previous years' figures is not possible due to

the transfer of certain venues to third parties). At the end of the year, Culture, Venues and Events reported a final outturn deficit of £1.232m. This is made up largely of income shortfalls at Cardiff Castle, City Hall and County Hall Functions, Catering and St David's Hall. Larger functions that have a longer lead in time have not all re-materialised at City Hall. In addition, retained box office income at St David's Hall is lower than expected due to the late cancellation of some shows. At Cardiff Castle, paid admission visitor numbers were down by 36% from 277,000 to 178,000 compared to 2019/20. Increasing attendees and income generation across the service at Cardiff Castle, City Hall, and Cardiff International White Water Rafting Centre remains a key priority moving into the new financial year.

In Quarter 3, Cabinet agreed in principle to the transfer of St. David's Hall to a private operator. A further report will be presented to Cabinet in July 2023 to determine the future operation of the venue. The Council is also in the process of developing a bid to be a host city for the 2028 UEFA European Football Championship, which will be submitted to UEFA in 2023/24. This represents a significant opportunity to put Cardiff on the sporting global stage.

Following the launch of the Welsh Government's National Events Strategy over the summer, the Council will begin developing its own Events Strategy to be informed by the Welsh Government's approach. To ensure alignment with the national strategy and action plan, this action is being carried over to next year. Alongside this, a strategic outline business case for an annual international music festival in the city has been submitted to the Welsh Government and work with partners will be taken forward. It is hoped that the event will be held during 2023, with a view to becoming a firm fixture on the city's events calendar.



Wellbeing Objective 6: Cardiff grows in a resilient way

Our priorities in 2022/23 were:

- Delivering One Planet Cardiff to decarbonise the city and lead a green recovery
- Transforming Cardiff's public transport and active travel systems
- Putting sustainability and wellbeing at the heart of the city's growth
- Enhancing Cardiff's flood defences
- Building resilience into our highway network
- Making Cardiff a world-leading recycling city
- Working as one team to keep our streets clean

■ Strategic Assessment

Significant progress has been made in delivering the One Planet Cardiff Strategy and in the Council's wider programme of responding to the climate emergency, with demonstrable reduction in the Council's carbon footprint though reaching the goal of being a Carbon Neutral Council and city by 2030 remains challenging.

At a city level, Cardiff has the second highest CO2 emissions per capita out of the UK's Core Cities, with emissions from transport and homes making up the majority of the city's carbon footprint. In response, the Council is taking forward a series of transport, renewable energy, housing retrofit and flood mitigation projects with partners which have made good progress over the course of the year. As with all capital projects, they are subject to a range of pressures, including delays due to the availability of materials and cost inflation pressures. Coastal defence projects have been particularly impacted, with costs increasing by over 75% against original estimates.

Nonetheless, at a Council level, a 13% reduction was seen in direct operational CO2 emissions between 2019/20 and 2021/22, largely due to reduced electricity consumption. Additionally, improvements have been seen in air quality across the city, with data collected in 2021 from monitoring stations across Cardiff showing compliance with all 'limit values' for pollutants³, and monitoring of Castle Street showing continued compliance with legal air quality limits.

Whilst recycling performance is showing a positive, upward trajectory, the annual figure for 2022/23 of 61.57% (unverified) is still below the 64% target and much work remains if the Council is to meet the 70% target by the end of the 2024/25 financial year. A new Recycling Strategy 2022-25 was approved by Cabinet in September 2022, which outlines a programme of change which the Council will undertake to meet statutory recycling targets going forward.

^[3] This is the latest available data. The results will have been impacted by the Covid-19 restrictions, which were in place in the first part of 2021.

^[4] Please note: This is based on the original carbon reporting methodology utilised in the published One Planet Cardiff Strategy. Since publication, the Welsh Government carbon reporting framework has been amended, shifting the focus to 'activity' based reporting. The changed methodology means that direct comparison between the current reporting year and the Council's published baseline is difficult. [Please see](#) here for an analysis based on the new methodology.

Delivering One Planet Cardiff

The Council published its strategic response to the climate emergency – the One Planet Cardiff Strategy and Action Plan – in October 2021. Since then, significant progress has been made by the Council and its partners in identifying the key high impact priorities for action, developing a robust programme for change, and starting to make tangible carbon reduction improvements.

In December 2022, the Council published the first annual Operational Carbon Analysis. Excluding ‘indirect’ emissions (associated with procurement), the analysis revealed a reduction in the Council’s direct operational emissions from 26,118 tonnes to 22,695 tonnes between 2019/20 and 2021/22⁴. This represents a 13% reduction, with the majority achieved through reduced electricity consumption. Nonetheless, whilst the Council has reduced its direct operational emissions, carbon emission associated with procurement remains the biggest and most challenging source of emissions. Progress has also been made in establishing more robust methodologies to model the impacts of carbon reduction activities. The methodology used for assessing carbon needs further development, however, and this is a recognised national issue.

Throughout the year, key decarbonisation projects have continued to be progressed. Work to deliver the Cardiff Heat Network, which will provide low-carbon heat for a range of buildings in Cardiff Bay, is now underway and work has started inside customer buildings. In year delays, largely due to supply chain issues, have resulted in an additional six months being added to the completion date. Nonetheless, these issues are manageable, with no immediate cost implications. Uncertainties are arising, however, regarding the detailed design of the Network, particularly interfaces with linked Council projects, such as the Indoor Arena. Scenario planning has been undertaken to assess potential impacts for the project’s approved Business Plan.

Additionally, the Council’s Housing Energy Efficiency Retrofit programme has been impacted by limited staff resource and difficulties recruiting. This has necessitated project prioritisation and targeted deployment of workforce capabilities given the limited staff resource currently available.

A delivery options analysis has been completed for other large-scale renewable energy projects on Council land and a detailed implementation programme has been developed for two potential schemes which has the potential to generate almost 25MW of clean, renewable power for the city.

Furthermore, due to a combination of budgetary and resource challenges, as well as supply chain issues across the sector affecting the procurement of Electric Vehicles (EVs), the Council did not meet its annual target of 100 EVs in 2022/23; 60 vehicles were secured by year end.

Overall, climate change remains an area of significant public concern, with 81.4% of respondents to the 2022 Ask Cardiff survey expressing concern about the Climate Emergency. Many of the initial ‘quick win’ options to reduce Carbon have already been realised and it is recognised that a carbon gap needs to be closed if the Council is to achieve net zero by 2030. Key challenges moving forward include large-scale, estate-wide refit and insulation, the removal of fossil fuels from heating systems, and the need to increase renewable electricity supplies in line with growing electric heat demands. All interventions

^[5] The legal limit of Nitrogen Dioxide is set as an annual average of 40µg/m³.

are likely to represent capital intensive projects at a time when the Council's medium-term budget outlook remains challenging.

Air Quality

Improving air quality is a key priority for the city, with air quality targets committed to in the Council's 10-year transport and One Planet Cardiff strategies. In 2018, the Council received a legal direction from the Welsh Government to ensure that air pollution levels in Cardiff – specifically Nitrogen Dioxide – were below the EU limit value⁵. In response, the Council undertook a detailed analysis of air pollution levels across the city, which identified Castle Street, one of the most significant and focal streets in the city centre, as the sole non-compliant street.

Following detailed assessment, including a Clean Air Feasibility Study, a package of measures to improve air quality in the city centre – and on Castle Street specifically – were agreed and published in a Clean Air Plan for Cardiff. The measures identified included a range of transport improvement schemes that, if successfully implemented, would improve air quality and ensure compliance with legal limits in the shortest possible time.

The Covid-19 pandemic effectively fast-tracked implementation – with a series of interim transport measures implemented in the city centre, to ensure safe public access and ultimately support recovery, replicating proposed schemes in the Clean Air Plan. As expected – given the national lockdowns resulting in subsequent reductions in traffic volumes – data collected in 2020 showed compliance with legal limits across all monitored stations. Compliance has continued each year since, with significant improvements, particularly on Castle Street. An annual average of 33.8µg/m³ was recorded on the street in 2022, whilst data collected between January and March 2023 indicates continued compliance, with a projected annual average of 33µg/m³ for 2023.

In order for the Council to identify a permanent transport scheme to ensure that long-term compliance is maintained on Castle Street, further detailed transportation and air quality modelling - using post-Covid data - has been undertaken for the area and the surrounding network. The results have ultimately led to the decision that the road is kept open for general traffic as part of an overall approach to improve air quality and enabling traffic to flow into and out of the city centre.

To ensure city-wide compliance continues, air quality monitors have been installed across the city, to better identify pollution trends, allowing further interventions to reduce pollution to be identified. Recognising that transport remains the predominant source of pollution across the city, and there are no safe levels of air pollution, developing an effective public transport system to offer a viable alternative to Car travel represents a major priority. To accelerate the transition to sustainable travel and deliver the mass public transport system commensurate with a front ranking European capital the Council has announced it will consider a range of road payment schemes. These may include road user payments; congestion zones; clean air zones; and workplace parking charges. Such schemes will be assessed on their ability to deliver long-term improvements to levels of air quality across the city. This work will be progressed in consultation with the public, to ensure that any form of potential payment is fair and equitable, with a commitment to minimising the charging

impacts on residents, the most economically disadvantaged, and regular users of the city and region.

Transforming Cardiff's public transport and active travel systems

Road traffic emissions is one of the biggest contributing factors to climate change, as well as air pollution. In response, the Council's transport vision sets out a transformative programme of investment in public transport and active travel. Progress over the past year has included securing £50 million of Levelling Up Funding from the UK Government for the Phase 1 section of Cardiff Crossrail from Cardiff Central to Cardiff Bay, which has been match funded by the Welsh Government. Work associated with station improvements is developing, including the master planning of the south side of the Cardiff Central train station, and the outcome of the Welsh Government Road Review Panel has enabled the Eastern Corridor study work to progress. Additionally, the transport scheme at Central Square is now complete, as well as the WelTAG study 1 for the Northern Bus Corridor. A number of cycleways have also been delivered, including the Cross City Centre and Bay pop up cycle lanes and cycleway 1 to the University Hospital of Wales. Improvements are also complete for the cycleway at Tudor Street and approximately 120 schools now have bike fleets.

Several schemes have already been subject to delays, with timescales for delivery revised. This includes the Crossrail, City Centre East Phase 1, and Castle Street, as well as the delivery of new stations. Robust programme governance has therefore been established to ensure continued progress, including the ongoing preparation of study work, business cases and funding bids with key partners. The Council's two 'Healthy Streets' projects have been particularly impacted by capacity and capability issues. As a result, the schemes have been reprofiled and will be progressed in an adapted format.

The decision by the Welsh Government to end Bus Emergency Scheme (BES) funding in Wales in July 2023 has emerged as a significant risk which, unless mitigated, will result in a gap in bus service provision across the city where operators do not expect routes to be commercially viable. In response, the Council is working with partners to facilitate a transition to a new bus network and undertaking a broader programme of work to help ensure the sustainability of municipal bus companies moving forward.

A delay in the publishing of the Intelligent Transport System (ITS) Strategy consultation, which closed in January 2023, has resulted in the timescale for preparation of the final Strategy to be under review. Improvements through ITS initiatives are continuing to be progressed; however, this is subject to funding.

The delivery of strategic transport projects is often dependent upon successful partnership working with the Welsh and UK Governments, as well as successfully securing external funding. The levels of structural transport funding currently provided on an annual basis is approximately only 10-15% of the levels required to deliver the step change in train, tram, bus and cycle network quality required to deliver the city-wide low carbon and healthy transport environment envisioned. Without substantial levels of infrastructure support – beyond that already made available – the Council will find it challenging to meet its modal shift targets.

To progress the programme of strategic transport projects and improvements at pace and scale, a step change is required that can only be achieved by developing a new source of long-term infrastructure funding.

To achieve the substantial levels of funding required, as highlighted, the Council has resolved to consider a range of road payment schemes moving forward.

Putting sustainability and wellbeing at the heart of the city's growth

A key ambition of the city is the delivery of new, high-quality, well-designed and well-connected communities. Since the Local Development Plan (LDP) was adopted in 2016, over 6,000 new homes – including 1,500 new affordable homes - have been delivered and 8,000 new jobs created. Furthermore, the LDP has facilitated sustainable transport and active travel across the city and protected the Green Wedge from inappropriate development.

Over the past year, delivery of Local Development Plan (LDP) strategic sites has continued through the completion of planning applications and the implementation of new homes, facilities, and essential infrastructure, in line with good master-planning and placemaking principles. Coinciding with this, a full review of the LDP continues to be progressed, as the Council works to develop a replacement LDP, which will help shape development in Cardiff to 2036. Whilst significant work has been undertaken, preparation of the Preferred Strategy, and subsequently consultation on the Preferred Strategy has been delayed from January to June 2023. This is to allow the full consideration of the latest evidence relating to housing need based on the revised populations figures following the release of the 2021 Census and the updated Local Housing Market Assessment. Looking ahead, a revised timetable for the review of the LDP has been agreed and published, with an aim for adoption in November 2025. The revised timescale will enable the Council to fully consider how the Plan can effectively deliver corporate priorities and respond to both the Council's declared climate and nature emergencies.

There has been a drop in the percentage of householder planning applications determined within agreed time periods; the year end position was 77.69 % against a target of 85 %. A number of contributing factors account for the drop in performance, which include staff vacancies and unprecedented workload demands. New technology is being deployed which will assist Officers with the timely completion of applications.

The review of the Biodiversity and Resilience of Ecosystems Duty (BRED) Forward Plan, which the Council is required to produce under Section 6 of the Environment (Wales) Act 2016, has been delayed until 2023 due to difficulties in resourcing a suitably qualified ecologist. A Principal Ecologist is now in post and will be working with the Green Infrastructure Officer Group and the One Planet Cardiff Team to develop the BRED Forward Plan, which is anticipated to be updated by September 2023 and presented to Cabinet in November 2023. Protecting biodiversity and resilience of ecosystems remains a key priority for the Council and its partners, with the preferred strategy moving forward focusing on ensuring all developments achieve a net gain in biodiversity, and that they have a minimal impact on Cardiff's environmental assets. For example, the strategically important ridge to the north of the M4 will be protected and continue to form a highly important green backdrop to the city along with other areas of countryside around the city. Importantly, open spaces and river valleys within the urban area are protected. In total, well in excess of 5,500 hectares of countryside and strategic river valleys running through the urban area will be protected from development.

Flooding and coastal erosion

The intergovernmental panel on Climate Change (IPCC), within its sixth assessment report (2023), stated that the risk related to sea level rise is expected to significantly increase by the end of the century in the absence of any major protection or adaptation efforts. Cardiff Council's shoreline management plan dictates a 'hold the line' scenario is required, and the city's new coastal defences will provide an increased level of protection to over a thousand homes. The Council has also set out a comprehensive flood defence programme which has included initiatives such as Greener Grangetown and a range of other Sustainable Urban Drainage schemes. As well as mitigating and adapting to extreme weather incidents, this is helping to reduce power demands otherwise placed on the sewage system and bring enhanced biodiversity opportunities to Cardiff's urban areas.

In terms of coastal defence improvements in Cardiff East, whilst a decision was taken to not move forward with the east side of the scheme, a reduced scheme went out to tender in Quarter 3 of 2022/23, with a successful assessment process leading to a contractor being selected. Subject to Welsh Government approval of the Full Business Case, construction is expected to commence in 2023/24. Progression of this project has been subject to a range of pressures, which means that the commitment to complete the coastal defence improvements by 2024 is unlikely to be met. This is due to factors including delays associated with Covid-19, a cost increase of over 75% against original estimates and capacity challenges within the Flood Risk Management Team.

Pressures have also resulted in delays in developing the Sustainable Water, Flood and Drainage Strategy for Cardiff, as required by the Flood and Water Management Act (2010) and the Flood Risk Regulations (2009) respectively. Limited staff resource in the Council's Flood Risk Management Team – compounded by recruitment issues due to a shortage of expertise in the current labour market – means that the timescale for completion of the strategy has been extended to March 2024. The first stage of consultation on the strategy has been undertaken and the results will be analysed in Quarter 1 of 2023/24.

Furthermore, work is ongoing to progress the Strategic Flood Consequences Assessment for the region. The Welsh Government originally asked all local authorities to complete their assessments by November 2022; however, it was agreed by the region's Local Planning Authorities that the assessment be delayed to ensure that it is informed by new Flood Risk guidance that is due to be issued shortly by the Welsh Government.

Making Cardiff a world-leading recycling city

The Council has implemented a major programme of reform to its waste and collection services to improve the efficiency and resilience of the service. This has included transitioning to a 4-day collection model, which has reduced the amount of time waste is on the streets and eliminating the disruption previously caused by bank holidays. In September 2022, the Council published a new Recycling Strategy 2022-25 setting out a programme of reform to achieve the statutory recycling targets. This has included the expansion of a new kerbside-sort recycling scheme, to improve the quality of the recycling collected from residents' homes.

^[6] Source: [Ask Cardiff 2022](#)

Recycling performance fluctuates throughout the year as the tonnage of waste collected varies monthly. On an annual basis, however, recycling performance is showing a positive upward trajectory, indicating that the programme of reform is beginning to impact. Nonetheless, the annual figure for 2022/23 of 61.57% (unverified) remains below the target and further work is needed to meet the 70% target by the end of the 2024/25 financial year. Failure to meet statutory targets can result in fiscal penalties being issued by the Welsh Government; however, the improved recycling performance means the potential fiscal penalty has reduced from £2M to £750k. The Council remains in regular dialogue with the Welsh Government and the Waste and Resources Action Programme (WRAP) as it works towards achieving the 70% recycling target in 2024/25 and the new Recycling Strategy represents a significant step towards the Welsh Government blueprint for recycling in Wales. Furthermore, communication of the programme of reform remains a crucial aspect of this work - only around one in three (35.5%⁶) currently feel that the Council does enough to inform residents about how and what to recycle, and therefore work is needed to improve this.

Recycling and Neighbourhood Services reported a net overspend of £2.213 million at 2022/23 outturn; this was attributed to an increase in costs in relation to staffing and vehicles, with the position partly mitigated by the retention of a proportion of the surplus generated in the Trade Waste Service.

Moving forward, a focus will be placed on delivering the programme of recycling and re-use improvements detailed within the Recycling Strategy. This includes expanding segregated recycling to households – excluding flats and HMOs – using reusable sacks and caddies to reduce the need for single use plastic bags, reviewing the expansion of kerbside collection services to cover items currently not collected at the kerbside, as well as reviewing approaches to reduce residual waste. Supporting this work will be a communication and information campaign, designed to support residents to understand the changes they will need to make, and the reasons for them.

Street Cleanliness

Work is ongoing, in partnership, to improve street cleanliness in Cardiff, with increases in overall cleanliness recorded over the past year. Aligned to a programme of service reform and to improve street cleanliness in Cardiff, Love Where You Live 'Blitz' teams have been deployed across the city, specifically targeting problem areas – including Cathays, Plasnewydd, Splott and the Southern Arc - resulting in higher standards of cleanliness.

Year-end results show that 92.98% of highways land inspected by the Local Authority was of a high or acceptable standard of cleanliness in 2022/23. Nonetheless, two fifths (39.8%) of respondents to the Ask Cardiff survey reported that the cleanliness in their local area had declined over the last year, compared with just 3.4% who felt it had improved⁷. Additionally, the Council was below target in 2022/23, in terms of the number of wards in Cardiff where 90% of the highways land inspected was of a high or acceptable standard. At year end, 21 out of 29 wards passed the 90% threshold, although the target was for all wards to be above 90%. The number of Environmental Street Scene Legal Enforcement Actions was also below target at year end, with 10,118 actions against a target of 12,500.

^[7] Source: [Ask Cardiff 2022](#)

Wellbeing Objective 7: Modernising & integrating our public services

Our priorities in 2022/23 were:

- Developing a comprehensive programme of organisational recovery and renewal
- Building upon our digital agenda, incorporating technology into service delivery and exploiting data to drive performance
- Delivering leaner and greener Council buildings
- Supporting a highly skilled and productive workforce with the wellbeing of staff at its core
- Using the power of the public purse to support the city's recovery
- Making sure that we are a Council that better talks to and listens to the city that we serve

■ Strategic Assessment

The Council considers that the services and arrangements in place to support the modernisation and integration of Council services are sound, with good progress made in relation to digital services and the use of technology, supporting staff wellbeing and maintaining the approach to hybrid working. However, the Council is facing a number of cross-cutting challenges, notably in relation to financial resilience and workforce, which will need to be the subject of corporate focus over the year ahead.

Despite a more positive than anticipated financial settlement for 2023/24, the Council faces significant immediate and medium-term budgetary challenge due to a combination of increased complexity and scale of demand on services, energy pricing, pay pressures and the impact of the cost-of-living crisis and continued post-pandemic pressures in income recovery. To continue to ensure the Council's ongoing financial resilience, a proactive approach to identifying and implementing savings will continue. This includes the review and challenge of all directorate budgets and to require baseline efficiencies from all services. Given the wider economic environment including high inflation, rising interest rates and labour and supply chain challenges a sharp focus will need to be placed on the Council's capital position.

The Council faces several workforce challenges. Difficulty recruiting and retaining staff – ensuring sufficient capacity and appropriate skills – is particularly acute in Children's Services and in Adult Social Care, but it is also having an impact across all directorates and is impacting the delivery of all Wellbeing Objectives. Discrete initiatives are in place to respond at a service level and through the Council's new Workforce Strategy 2023-2027 approved in spring 2023. This will remain a strategic risk for the Council over the course of 2023/24.

Reviewing the planning and delivery framework

Following the Local Government Elections the Council agreed a new policy statement in July 2022 - Stronger, Fairer, Greener – which set out the Administration’s priorities for the next five years. These policy priorities were translated into deliverable organisational objectives as part of the Corporate Planning process for 2023-26. This ensured that the Administration’s priorities were embedded in the Council’s planning and delivery framework in an approach that was consistent with all the performance requirements set out by both the Wellbeing of Future Generations (Wales) Act and the Local Government and Elections (Wales) Act. Audit Wales observed this process and concluded that “the Council has used the Sustainable Development Principle to drive the setting of its Wellbeing Objectives including good use of data and a strong collaborative approach”. Audit Wales also concluded during the year that the Council had [“made good progress in putting in place arrangements to meet the requirements of the Local Government and Elections \(Wales\) Act”](#)

The Council has also worked with public service partners on the development of the [Local Wellbeing Plan](#), the Cardiff Public Services Board’s strategy for the next five years, which identifies priorities that fundamentally require joint working between public services. This has included undertaking a review of partnership governance and delivery arrangements to ensure that the complex statutory partnership arrangements in place are aligned behind the delivery of the Wellbeing Plan, reporting to the Public Services Board. Audit Wales observed the Council’s process for setting Wellbeing Objectives for 2023/24, assessing the extent to which Cardiff Council applied the Sustainable Development Principle when setting their Wellbeing Objectives. Audit Wales concluded that [“the Council has used the sustainable development principle to drive the setting of its wellbeing objectives including good use of data and a strong collaborative approach](#). In relation to performance reporting the examination concluded that ‘the Council has robust arrangements for monitoring its Corporate Plan and wellbeing objectives throughout the year.’ Furthermore, a corporate level internal audit of Performance Management gave assurance on the corporate framework for performance management which was considered sound.

Each year the Council publishes its Annual Governance Statement which considers the systems and processes by which the Council is controlled and identifies any improvement action considered appropriate. The latest Governance Statement will include the judgement of the Governance and Audit Committee who had, in 2021/22, agreed that the Council has sound internal controls and governance arrangements in place, with the areas of concern built into the Committee’s work programme. An Action Plan responding to any significant governance issues identified within the Annual Governance Statement is overseen by the Council’s Senior Management Team (SMT) and is formally reviewed and updated on a bi-annual basis. Three actions were identified as areas of focus for governance improvement during 2022/23, which related to:

- Extending and deepening the areas of SMT investigation in respect to compliance, risk and outcomes
- Extending the assurance on the quality of performance reviews through evidence gathering at directorate level
- Embedding assurance that the Council is acting in accordance with the Five Ways of Working into the Council’s assurance framework.

Corporate practice has been strengthened in relation to each of these areas of action to the extent that these actions can be classed as completed. Looking forward to the 2023/24 Action Plan, it is anticipated that additional arrangements will be established to allow officers responsible for corporate systems and processes to engage directly with directorate management teams on specific areas of practice where governance arrangements may need to be improved or extended. This is particularly relevant in the context of a constantly evolving and increasingly complex delivery environment, as has been outlined throughout this Wellbeing Report.

Financial resilience

[The Council's arrangements to manage its financial position are generally sound](#) but it is facing significant cost pressures, which will continue to test its financial resilience.

A budget gap of £23 million was identified for the 2023/24 financial year. Following a period of extensive public consultation which received over 6,000 responses, significant levels of savings – through back-office efficiencies, as well as changes to frontline services - have been identified and agreed in order to close the gap.

Despite a more positive than anticipated financial settlement for 2023/24, the Council faces significant immediate and medium-term budgetary challenges. The Budget Update Report presented to Cabinet in July 2023 updated the position, setting out an indicative budget gap of £36.8 million for 2024/25 and £119.2 million across the period of the Medium-Term Financial Plan.

The increased complexity and scale of demand on services particularly in Children's Services, Adult Social Care, Additional Learning Needs and Homelessness are leading to budgetary pressures. The pressures within Children's Services are the most significant and can be attributed to placement costs for the authority's children looked after cohort. Sustained demand pressures and price increases resulted in costs exceeding budget, reflecting the complexity of need and the limited spaces available in the residential market. More broadly inflationary pressures are placing upward pressure on pay awards, the costs of goods and commodities purchased by the Council (such as energy, food and fuel) as well as the cost of construction, materials and commissioned services. Continued post-pandemic pressures in income recovery in some services also remain an issue. To ensure the Council's ongoing financial resilience, a proactive approach to identifying and implementing savings will continue. This includes the review and challenge of all directorate budgets and to require baseline efficiencies from all services.

A sharp focus will need to be placed on the capital position, where there are also significant cost pressures due to supply chain cost increases, demand for investment to maintain condition, and capital receipt assumptions. The Capital Programme proposed for 2023/24 is based on known commitments, as well as new commitments outlined in the Stronger, Fairer, Greener policy programme. Implementation of capital schemes will need to be subject to enhanced governance to ensure delivery and robust business cases continue to be essential.

Building the Council's digital agenda

The Council continues to explore and apply the opportunities offered by technology to deliver services more efficiently, manage demand pressures and reduce cost. The ability for citizens to access Council services via online platforms has continued to expand. Developments this year include the ability for citizens to report graffiti and check digital parking permits via the Council's website, Chatbot and CardiffGov App. Increasing numbers of citizens are making the shift to digital as a result, with over 74,000 people registered to the CardiffGov App, exceeding the target of 69,700.

Despite there being a year-on-year increase in the number of customer contacts to the Council using digital channels, performance was slightly below target in 2022/23. This is due to changes to services using digital channels, as well as a stabilisation of demand following a peak in 2020 as a result of the pandemic.

Looking ahead, as the Council increasingly leverages technology and digital solutions to support service delivery, a focus will be placed on Robotic Process Automation – utilising automation technologies to undertake back-office, repetitive tasks. The Council will also continue to expand the services available on online platforms to shift demand to lower-cost channels. To support this, a focus will be placed on enabling residents to make the shift to digital and reviewing customer services to ensure that customer support arrangements operate effectively as the Council continues the transition to a hybrid working model.

While striving to make the most of the opportunities that new and emerging technologies provide, the Council remains cognisant of the associated risks regarding cyber security. The Council uses the National Cyber Security Centre's framework to continually assess the cyber security maturity level, and liaises with cyber security agencies, to implement both proactive measures to prevent attacks, and reactive measures to minimise the impact of potential incidents and manage the aftermath. In September 2022 the Council achieved Gold-Level assurance through the Cyber Security IASME Accreditation.

Delivering leaner and greener Council buildings

Cardiff Council's estate, both operational and leased, is considerable. The Council owns and manages over 750 properties, with a current value of £1.6 billion. Given the extent of the Council's estate, managing, operating and maintaining it is challenging, particularly as the overall quality of the estate means that a number of properties require repair. Recognising these challenges, and to bring increased efficiency to the way in which the estate is managed, in July 2018, the Council commenced implementation of a Corporate Landlord Programme.

The Corporate Landlord model, which centralises all estate-related responsibility – including budgets, decision-making and activities – within a central team, continues to progress well. This model ensures property assets are maintained and managed in accordance with corporate strategic priorities and standards. Moving forward, further developments will be progressed under the Corporate Landlord function. This includes the provision of additional property management support to service areas in order to progress continued estate management and planned preventative maintenance programmes. Additionally, a

Job Management System will be implemented for Building Services, to improve the management and maintenance of Council building assets.

Aligned to this work, over the past several years, work has been ongoing to reduce the size of the estate to manage the rise in operational costs, as well as to mitigate the growing maintenance backlog. This work has been furthered by the adoption of a hybrid working model following the pandemic, which has changed the nature of future space requirements and layouts, with less office space required moving forward. New touchdown spaces have been created, including flexible workspaces, meeting rooms with hybrid facilities and online desk booking systems in County Hall. Alongside this, work has been undertaken to support improved efficiency and service delivery in the estate, with 100% of programmed Priority 1 asset works, those defined as requiring immediate attention (including statutory obligation remedial works), commissioned in 2022/23.

The Council recognises that the built environment comprises a significant proportion of its carbon footprint and a target has been set to achieve a net zero built environment by 2030. It is likely that carbon reduction targets will shortly become a legal obligation as the emerging new Building Regulations (2025) will impose a requirement on carbon, meaning that buildings will be required to demonstrate compliance. As a result, any work that the Council undertakes in relation to its core office estate moving forward will need to meet or exceed these requirements. Progress over the past year has included the establishment of an Environment Carbon Reduction Board to strengthen oversight of progress. A Built Environment Carbon Reduction Plan is under development which will detail next steps and resource requirements.

The delivery of capital receipts also remains a critical objective of the Council's Property Strategy and the 2022/23 Annual Property Plan, approved in September 2022, set a target of £5.5 million. The target was not achieved due to a delay in the completion of two large internal appropriation transactions, which have been carried over to the 2023/24 financial year.

In 2023/24, a Core Office Strategy will be considered which sets out the long-term estate requirements, responding to changing requirements of services, the need to reduce costs, provide accommodation that meets the needs of modern working practices and to reduce the Council's carbon footprint.

In Q4 Audit Wales undertook a combined review of Workforce and Assets, focussed on how the Council strategically plans to use its assets and workforce, how it monitors their use and how it reviews and evaluates the effectiveness of its arrangements. In relation to Asset Management their summary findings, published in their [Springing Forward report](#), were that 'the Council has made good progress in delivering its property strategy and has the necessary governance arrangements underpinned by improved performance data, but its approach lacks a focus on service user and longer term needs.'

Supporting a highly-skilled and productive workforce with the wellbeing of staff at its core

The Council faces a number of workforce challenges, including ensuring sufficient capacity, appropriate skills and in recruiting and retaining staff, particularly given the level of competition for some professions. This

challenge is particularly acute in Children's Services and in Adult Social Care, but it is also having an impact across all directorates and Wellbeing Objectives.

To more effectively support employees and address these challenges, the Council has published a new Workforce Strategy 2023-27. The strategy sets a strengthened approach to supporting high performance, enabling a flexible, skilled, engaged and diverse workforce, as well as meeting future workforce needs. This includes ensuring that the Council has processes in place to recruit and retain talented individuals in a competitive market, as well as supporting directorates to create pathways into their harder to fill roles.

Another workforce challenge faced by the Council relates to managing sickness absence; end of year results shows that 12.0 working days/ shifts – per full-time equivalent (FTE) Local Authority employee – were lost to sickness absence in 2022/23. This is against a target of 9.5. Covid-19 has continued to contribute to increased sickness absence, with the result dropping to 10.57 if Covid sicknesses are removed. Sickness absence is not uniform across the Council, however, with rates particularly high in Street Scene and Adult Services. A targeted approach is being utilised to improve performance, particularly through the provision of support to managers on dealing with complex long-term absence cases.

To support staff wellbeing, work is ongoing to ensure that all employees, wherever they are based, have access to support services and are able to take part in associated activities including sessions on improving wellbeing and mental health, and stress awareness. In Quarter 3 of 2022/23, an assessment undertaken by Public Health commended the work of the Council in relation to supporting staff health and wellbeing

The Council is committed to becoming an organisation that reflects and responds to the diversity of the communities it serves. In responding to the recommendations of the Race Equality TaskForce to create a more representative workforce the Council has launched a pilot leadership development course for staff from groups under-represented in leadership roles. A senior manager mentorship programme is also under development, with roll-out scheduled for early 2023/24.

In February 2023, the Council achieved the highest-ranking for any local authority in Wales and the UK in the 2023 Stonewall Workplace Equality Index, including a commendation for the local authority's LGBT+ Employee Equality Network. Three accolades were awarded as a result: Stonewall Gold Award Employer; Top 100 Stonewall Employer; and Stonewall Highly Commended.

Using the power of the public purse to support the city's recovery

The Council spends over £600 million a year procuring a diverse range of goods, services and works from over 8,000 suppliers and contractors. As well as achieving good value for public money spent on these goods, services, and works, the Council is committed to ensuring it has robust procurement systems in place. The Council's Senior Management Team continue to receive regular updates on procurement spend and compliance, including issues such as off-contract spend. The Council has also strengthened its contract management performance reporting arrangements over the year. The UK Procurement Act is expected to receive royal assent in late summer 2023 and this will introduce further requirements around transparency across the procurement cycle and reporting of procurement spend.

The size and scale of the Council's spend affords opportunities to leverage wider social and environmental gain, with a particular focus placed on decarbonisation, fair work, delivering community benefits and maximising opportunities for local businesses and communities through Council contracts. In October 2022, the Council published a new Socially Responsible Procurement Strategy 2022-2027, setting out key procurement priorities and the changes that will be made to improve the management of external spend.

A key priority relates to ensuring that the Council's procurement programme fully supports the aim of being carbon neutral by 2030 as over 80% of the Council's carbon footprint is in its supply chain. A review of the Carbon Reduction Plans of key suppliers has been completed and a pilot is currently being developed, aimed at challenging specifiers to reduce carbon across the duration of contracts. A significant limitation remains, however, in terms of the methodology used for assessing the carbon emissions associated with procurement. As a national issue, the Council is working with Welsh Government to improve the analysis framework. It is also acknowledged that not all of the Council's suppliers – especially smaller, independent and local suppliers – will be able to move to low carbon solutions at pace and consideration is needed as to how the Council's purchasing activities can support the transitions needed moving forward.

Another key objective of the strategy is to make procurement spend more accessible to local small business and the third sector. Year-end results show satisfactory performance, with the percentage of overall Council spend within Cardiff-based organisations 51.62% against a target of 52%, and the percentage of overall spend within Cardiff Capital Region-based organisations 65.61% against a target of 66%. A detailed spend analysis has been undertaken to identify opportunities to further increase local spend, with a detailed project plan to drive this forward. This analysis is being used by the Council and its partners to identify opportunities to increase local spend moving forward.

Good progress is also being made in relation to increasing community benefits and social value delivered by suppliers, particularly in expanding community benefits into contracts beyond construction. The Council is one of the leading Welsh Councils in terms of delivering community benefits through its contracts. The Council uses the Social Value Portal system to capture a contractor's commitments and to monitor/manage their delivery over the period of the contract. As a result, the Quarter 4 position highlights that there are currently 33 'live' contracts which include social value commitments and will deliver over £7.6 million of social value. Nonetheless, whilst progress is being made, year-end results show that the percentage of new contracts (above £250,000) which include social value commitments is behind target (13.6% against a target of 20%). A Social Value Delivery Group has therefore been established to develop the Council's approach to maximising social value commitments and ensuring delivery. This includes adopting a consistent approach to securing and managing the delivery of community benefits and social value, which is understood by the Council and its contractors.

Making sure that the Council better talks to and listens to the city that it serves

The Council values the contribution of local people in prioritising, shaping, and evaluating the services that they and their families rely upon. A high response rate continues to be seen for the Council's regular, city-

^[8] Source: [Ask Cardiff 2022](#)

wide surveys: the 2022 Ask Cardiff Survey received almost 4,000 responses, whilst the 2023/24 Budget Consultation received almost 6,000 responses and the 2022 Child Friendly City Survey received 7,600 responses. In terms of the Budget Consultation, Cardiff received more responses than all other Welsh local authorities, as well as the highest response among the UK Core Cities. To support this work and strengthen citizen voice, the Council and its partners have produced – and will continue to produce annually – a [Consultation Overview Report](#), which summarises the key findings from consultation and engagement exercises undertaken over the course of the past year, as well as highlights specific issues raised by key demographic groups.

Nonetheless, whilst the Council receives a high response rate to its core surveys, just under one in four (22.6%⁸) agree that they are able to have their say on local issues or how the Council services are run in their community. The Council is currently in the process of developing a new Participation Strategy, which will set out actions to drive improvement in each of the areas identified and further encourage local people to participate in the decision-making process. To inform the development of the Participation Strategy, a comprehensive exercise undertaken to identify areas of improvement identified several areas, including the need to ensure that: good practice – in terms of consultation and engagement – is applied robustly across service areas; ‘citizen voice’ features more consistently across the Council’s performance framework; and consultation feedback is consistently provided to survey respondents. As part of the exercise, a demographic profile of respondents to core Council surveys was also created. This work identified that a lower response rate is evident for the following groups: lower socio-economic wards, particularly the Southern Arc of Cardiff; older people (+75 years old); children and young people; ethnic minority communities; and people who identify as disabled.

A particular focus will therefore be placed on engaging and involving under-represented groups. Stakeholder engagement has been completed – including direct engagement with individuals and organisations who can offer insight and guidance on how to strengthen consultation practices with under-represented groups – and draft actions developed. A draft of the Strategy will be published for public consultation in the summer of 2023.

As highlighted by the 2022 [Ask Cardiff survey](#), citizen satisfaction with Council services was below target in 2022 (at 47.8% compared to a target of 70%). The 2022 result was a slight increase from the 2021 result (of 47.3%) but around 20% lower than the 2020 figure. This result is consistent with the fall in satisfaction with public services in Cardiff (which dropped from 72.7% in 2020 to 52.1% in 2022). Analysis of satisfaction with individual services shows satisfaction is highest for parks and open spaces (74%), street lighting (66.2%) and Libraries/ Hubs (64.4%), whilst dissatisfaction is highest for pavement maintenance (59.8%), road maintenance (54.2%) and frequency of vandalism and graffiti (53.3%).

In 2021/22, a total of 3,633 complaints were recorded, which was a 43.2% increase from the previous year, when 2,537 complaints were recorded. The highest number of complaints were received by waste collections (2,089). This increasing trend in overall complaints was seen in public services across Wales, with the Public Services Ombudsman for Wales publishing the following statement, “It is likely that complaints to my office, and public services in general, were suppressed during the pandemic, and we are now starting to see the expected ‘rebound’ effect.”

Data on complaints for 2022/23 points towards an improved position. A key indicator as to how satisfied complainants are with the standard of investigation, as well as the fairness of outcomes, is the number of complainants that escalate their complaint to the Public Services Ombudsman for Wales. There was a decline in complaints received in 2022/23, with only 142 received. This is a decrease from 182 in 2021/22. The Ombudsman has stated that, given the population size of Cardiff, 0.39 complaints are being received per 1,000 residents. In comparison to Wales' two other large local authorities, Swansea receives 0.39 complaints per 1,000 residents, whilst Rhondda Cynon Taf receives 0.23 complaints per 1,000 residents.

Adult Services, Children's Services, Education, Environment, Finance, Planning and Rent Smart Wales have all seen a decline in the number of complaints received by the Ombudsman (from 2021/22). The only increases have been to Benefits and Highways, however, this is only a slight increase – of 1-2% - which is minimal compared to other local authorities. Furthermore, of the 142 complains received by the Ombudsman, 50% were closed after initial consideration; 21% were considered premature to consider and referred back to the Council; and 16% involved intervention – however, all achieved early resolution. There were no investigations in 2022/23. The Council also keeps a record of compliments received, which is helpful in terms of understanding good practice and sharing learning across the Council. In 2021/22, a total of 1,487 compliments were recorded, which was a 22.2% decrease from the previous year.



Date: 30 June 2023

Councillor Huw Thomas, Leader
Councillor Chris Weaver,
Cabinet Member, Finance, Modernisation & Performance,
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Cardiff
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Dear Huw & Chris,

Scrutiny Performance Panel 26 June 2023: End of Year 2022/23

Please find attached a record of the observations and comments made by all five Scrutiny Chairs at our recent informal meeting to consider the Annual Well-being Report 2022/23 and end-of year assessment.

Thank you for attending in person, this was a most useful discussion. We offer our feedback to inform your final draft report, and I look forward to pre-decision scrutiny of the final report at the July meeting of PRAP.

Yours sincerely,

**COUNCILLOR JOEL WILLIAMS
CHAIR, POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE**

cc Councillor Lee Bridgeman, Chair, CYP Scrutiny Committee
Councillor Owen Jones, Chair, Environment Scrutiny Committee
Councillor Rhys Taylor, Chair, CASSC Scrutiny Committee
Councillor Peter Wong, Chair, Economy & Culture Scrutiny Committee
Chris Lee, Corporate Director, Resources
Sarah McGill, Corporate Director, People & Communities
Gareth Newell, Head of Performance & Partnerships
Dylan Owen, Operational Manager Policy & Improvement
Mike Tate, Assistant Director Education & Lifelong Learning
Suzanne Scarlett, Partnerships & Performance Manager
Mr Gavin McArthur, Chair, Governance & Audit Committee.
Chris Pyke, OM Governance & Audit

Annual Well-being Report 2022/23

Scrutiny comments and observations for further consideration

REF/PAGE	Comment / Observation
GENERAL	<i>Cross Cutting Issues</i>
	<p>Structure of the document</p> <p>The Panel consider there is scope to improve the public understanding of Council performance by improving the Annual Well-being Report's accessibility to citizens.</p> <p>Whilst we acknowledge the full report is produced for the reassurance of Cabinet, politicians and the Senior Management Team, we recommend an easy read Executive Summary that contains the key strategic issues/challenges as listed in the Cabinet report.</p>
	<p>Workforce Recruitment & Retention</p> <p>Workforce recruitment and retention is clearly stated as a strategic risk in the report, which is supported by evidence across the 5 scrutiny committees over the year. The report also states that the Council needs to ensure it has processes in place to recruit and retain talented individuals in a competitive market and we note:</p> <ul style="list-style-type: none"> • Corporately the Workforce Strategy cites the opportunities presented by Hybrid Working to attract staff; • Recognition of the need to understand the skills gap; • Across Directorates there are different strategies to deal with recruitment and retention dependant on the issues faced; • Initiatives to 'grow our own,' provide staff with opportunities to become qualified social workers, and visits to universities across the UK to attract staff to Cardiff; • Public sector pay is an issue and there are also national pay differentials. <p>Given the above Chairs consider it is vital to measure staff turnover and understand why staff leave the organisation through exit interviews. We note these are not uniform across all Directorates and look forward to receiving more information.</p> <p>Services of particular concern are:</p> <ul style="list-style-type: none"> • Transport – how will the Council ensure sufficient capacity to deliver big scale projects to support its ambitious Crossrail transport scheme? • Social care – the report is missing a forward look at new ways of working and the numbers of social workers required. How will the Council seek to influence universities, to keep pace with the number of vacancies in social care?

	<p>Chairs are therefore seeking assurance that going forward there are clearly stated actions to deal with the recruitment and retention risks highlighted in the report.</p>
	<p>Race Equality Task Force</p> <p>The report references the Race Equality Task Force but gives no details of progress on implementing its recommendations to date. As the recommendations have been available since March 2022, Chairs are keen to ensure any progress made is reflected in the report.</p> <p>We therefore welcome the Leader’s acceptance that the good news stories of progress being made in addressing the recommendations of the Task Force should be reflected in this Annual Well-being Report.</p> <p>We also note the recommendations of the Race Equality Taskforce have been incorporated in this year’s Corporate Plan and look forward to the validation of mainstreamed progress, planned for review later this year.</p>
WBO1	<i>Cardiff is a great place to grow up</i>
	The Annual Well-being Report reflects the work undertaken by CYPSC during 2022/23
	<p>Unregistered Places for Children Looked After</p> <p>The Annual Well-being Report highlights a range of major challenges around lack of sufficiency of placements for Children Looked After and that “unregistered” places are being used, but there is not much detail in terms of “looking ahead” in addressing the resulting risk to the council; how demand will be met; how regulated places will be increased; and how targets will be met.</p> <p>Whilst it is acknowledged that the Corporate Plan sets out the Council’s commitment in relation to this in the current year, some narrative on linking the challenges set out in the Well-being report to how those will be addressed going forward would be welcomed, stating implicitly the roles that the Accommodation Strategy; Right Place Model; and initiatives such as the “My Things Matter” campaign are playing in this area.</p> <p>Issues around the role of (and potential risks posed by) CiW were also addressed, and responses were noted, particularly in relation to working with other local authorities and WLGA in working with CiW to change the narrative and approach in this area.</p>

	<p>School Attendance</p> <p>The Annual Wellbeing Report clearly sets out that school attendance has decreased year on year, and there is a commitment to monitor patterns, including persistent absence. Views on what the targets are; whether these would be met; the main reasons for absence; and what interventions and support are in place were sought.</p> <p>Responses relating to initiatives in place to increase attendance; issues relating to repeated and persistent absence; monitoring attendance; support around the school and individual pupils and their families; and increased clusters approach were welcomed and noted and will be explored further at the meeting of the Children & Young People Scrutiny Committee on the 4th July 2023. Further comments, views and observations will be submitted to Cabinet following the meeting.</p>
WBO2	<i>Cardiff is a great place to grow older</i>
	<p>Access to mental health services</p> <p>At a recent work programming planning meeting, the CASSC committee were briefed on significant challenges and pressures around access and availability of mental health support. Chairs queried why there was no reference to this in the Annual Well-being Report.</p> <p>Although it is noted the report covers the 2022/23 financial year, and that this issue emerged recently, Members remain concerned that this issue has been developing during 2022/23. We request additional consideration as to whether this issue emerged during 2022/23 and if so, we recommend an assessment of the issue is incorporated in the report, particularly around the forthcoming work planned to understand the scale of the problem; our work with health colleagues; and any known potential next steps.</p>
Appendix 1, page 17/18/19	<p>Hospital discharge</p> <p>Chairs note the report provides insight and assessment on work undertaken during the year to facilitate hospital patient discharge, however, feel the narrative gives no indication of the pressures /challenges faced during 2022/23. We also note the report confirms this issue will be a strategic issue for 2023/24 and are aware the service area is working on a suite of KPI's to ensure effective, clear monitoring of this issue going forward.</p> <p>Although the development of these KPI's is welcomed and will assist the council's assessment of this topic, in their current absence, we recommend the narrative is reviewed to provide greater insight into the situation in 2022/23. For example, numbers of people waiting for discharge, average time taken, and reference to the forthcoming actions to monitor performance.</p>

WBO3	<i>Supporting people out of poverty</i>
Appendix 1, page 24/25	<p>Homelessness</p> <p>Chairs confirmed the detail included in the Annual Well-being Report on the pressure and work to address homelessness is captured in line with the severity of the situation and aligns with CASSC’s knowledge.</p> <p>However, we feel greater detail is required in the report on the opportunities for development, particularly around provision for single homeless people.</p> <p>In April 2023 it was confirmed to CASSC there are gaps in specific accommodation offered in the city, such as women- only provision, for those with learning disabilities and the LGBTQ+ community, and work is underway on addressing these gaps.</p> <p>We consider that this acknowledgement of the gaps in provision, and the service areas’ work to address it was in evidence in 2022/23 and so recommend it is referenced in the report.</p>
	<p>Employment Services</p> <p>Chairs welcomed the Leader’s acceptance that the progress being made in addressing the recommendations of the Race Equality Task Force should be reflected in this Annual Well Being Report (as noted above), and in addition that specifically the progress on employment services should feature under WBO3.</p>
	<p>Health Inequalities</p> <p>Chairs requested that the report includes a reference to the Council’s actions to address inequalities in health across the City’s Southern Arc, particularly in relation to children. We note that Public Health Wales has a well-developed programme, but we would like to see a reference to Council activity in the report.</p>
WBO4	<i>Safe, confident and empowered communities</i>
	The report reflects the findings of the Economy & Culture Scrutiny Committee, particularly around parks, allotments and leisure centres.
Appendix 1, page 32	<p>Working together to support a healthier and more active population</p> <p>Chairs queried whether this section should refer to Regional Sports Partnerships and their potential impact on grassroots sport provision in Cardiff. We welcome the Leader’s offer to explore further with the service area.</p>
Appendix 1, page	<p>Community Safety</p> <p>Chairs noted that the KPI around citizen satisfaction with how local bodies</p>

30 / 32	<p>deal with ASB & Crime in their area has been disappointing for some time. Chairs consider the narrative in the Annual Well-being Report linked to this performance issue is of a high-level, strategic style. We feel it should be reviewed to ensure it is understood and provides assurance to the lay reader.</p> <p>Chairs would like the narrative to stress the work ongoing around 'community led' approaches to improving citizen satisfaction, and current/forthcoming work around this, such as the actions outlined in the P&P DDP around progressing community-led approaches.</p>
WBO5	<i>A capital city that works for Wales</i>
	The main issues are really well articulated, particularly around the impact of cost inflation on major projects.
	<p>City Deal/ Corporate Joint Committee (CJC)</p> <p>Chairs highlighted that there is scant reference to the work of the City Deal/ CJC and the impact it has on Cardiff. We consider that this report would be an opportunity to raise the profile of the City Deal/ CJC and its work, increasing its transparency. We note the Leader's agreement that the report be modified to include reference to the work of the City Deal/ CJC that has a specific impact on Cardiff.</p>
WBO6	<i>Cardiff grows in a resilient way</i>
	<p>General</p> <p>Overall, the chapter is honest and well balanced, however, many of the paragraphs have caveats suggesting issues going forward.</p>
	<p>Biodiversity</p> <p>The report mentions that the Biodiversity & Resilience of Ecosystems Duty (BRED) report will be written, however, as the Council declared a Nature Emergency in 2021 and we understand that the One Planet Cardiff strategy is purely about 'carbon reduction' and does not include any work/projects in relation to nature and biodiversity, this appears to be missing from the report.</p> <p>Concern was noted as the Council only has one Ecologist and previously the Environmental Committee has recommended the employment of an additional post as the one role was taken up significantly by 'planning' work rather than proactive work to protect and increase the city's biodiversity.</p>
	<p>Recycling</p> <p>Concern was noted about the ability of the Council to meet the Welsh Government (WG) recycling target of 70% by 2025 with the current, 2022/23 unverified result being 61.57%. The Leader reassured the meeting that the actions in the Recycling Strategy for Cardiff were being implemented which he believed would enable the Council to meet WG requirements.</p>

WBO7	<i>Modernising and integrating our public services</i>
	<p>Capital Programme</p> <p>Chairs expressed concern about the increasing cost of borrowing, enquiring what assessments had been undertaken to reign in the cost of the Capital Programme. Specifically, will this mean capital funded projects are under threat?</p> <p>We are reassured that the total programme is affordable and operational limits still have headroom, however, note there is a sharper focus on reporting pressures, there will continue to be a re-examination of priorities and increasing challenge of invest to save business cases.</p>
KPI 7.19	<p>Customer Satisfaction</p> <p>There has been a marginal improvement in customer satisfaction levels since the last Annual Report, but at 48% it fell short of the 70% target. We note the view that there has been a narrative shift on social media that signals a new baseline in customer expectation and the Council is not alone is experiencing lower levels of customer satisfaction with public sector organisations.</p> <p>We acknowledge that the Council's performance is measured on both frontline services and projects that can benefit Cardiff on a global stage, such as the Principality Stadium.</p> <p>Given that the majority of customers are happy with schools in Cardiff, we recommend a media campaign that enhances/re-enforces public understanding that the provision of schools is a Council responsibility.</p>
	<p>Priority 1 works</p> <p>The delivery of capital receipts is a critical objective of the Council's Property Strategy and the 2022/23 Annual Property Plan set a target of £5.5 million that was not achieved.</p> <p>Chairs noted you expect the next Annual Property Plan (2023/24) to address what the Council is doing to mitigate the shortfall and we will monitor as part of our 2023/24 work programme.</p>

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**SWYDDFA'R ARWEINYDD
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Eich Cyf / Your Ref:

Dyddiad / Date: 5 July 2023

Cllr Joel Williams
Cardiff County Council
Atlantic Wharf
Butetown
Cardiff
CF10 4UW

Annwyl / Dear Joel

Scrutiny Performance Panel

Thank you for taking the time to review the draft Annual Well-Being Report 2022/23 and for convening the Performance Panel. The Performance Panel forms an important part of the Council's governance arrangements and provides insight on the Council's self-assessment of its performance.

Further to your letter dated 30 June 2023, please find attached a response to the recommendations and observations made by the Panel. Where a formal recommendation or a request for further action was made by the Panel, a response has been included in the table appended to this letter.

I am pleased to note that all recommendations have either been accepted or partially accepted with the involvement of the Panel once again supporting the development of a more robust assessment of performance.

Yn gywir,
Yours sincerely,

**CYNGHORYDD / COUNCILLOR HUW THOMAS
ARWEINYDD / LEADER,
CYNGOR CAERDYDD / CARDIFF COUNCIL**

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Annual Well-being Report 2022/23

Scrutiny comments and observations for further consideration

The recommendations, requests and observations of the Performance Panel have been welcomed. The responses have been grouped into four categories (below), depending on the nature of the Panel's comments, with a response or explanatory note included as necessary.

- Recommendation Accepted
- Recommendation Partially Accepted
- Recommendation Not Accepted
- Observation Noted

REF/PAGE	Comment / Observation	Proposed Response
GENERAL	<i>Cross Cutting Issues</i>	
	<p>Structure of the document</p> <p>The Panel consider there is scope to improve the public understanding of Council performance by improving the Annual Well-being Report's accessibility to citizens.</p> <p>Whilst we acknowledge the full report is produced for the reassurance of Cabinet, politicians and the Senior Management Team, we recommend an easy read Executive Summary that contains the key strategic issues/challenges as listed in the Cabinet report.</p>	<p>Recommendation accepted.</p> <p>An executive summary has been included in the introductory section, under the heading 'Overall Assessment'. This includes a broad summary of the key areas of progress and strategic challenges.</p> <p>As the Committee noted, this document must satisfy a number of legislative requirements and is presented to a range of different stakeholders. Therefore, although written in plain language, the report, by necessity, deals with complex issues – to do otherwise would not constitute a detailed and balanced strategic assessment.</p>
	Workforce Recruitment & Retention	Observation noted.

<p>Workforce recruitment and retention is clearly stated as a strategic risk in the report, which is supported by evidence across the 5 scrutiny committees over the year. The report also states that the Council needs to ensure it has processes in place to recruit and retain talented individuals in a competitive market and we note:</p> <ul style="list-style-type: none"> • Corporately the Workforce Strategy cites the opportunities presented by Hybrid Working to attract staff; • Recognition of the need to understand the skills gap; • Across Directorates there are different strategies to deal with recruitment and retention dependant on the issues faced; • Initiatives to ‘grow our own,’ provide staff with opportunities to become qualified social workers, and visits to universities across the UK to attract staff to Cardiff; • Public sector pay is an issue and there are also national pay differentials. <p>Given the above Chairs consider it is vital to measure staff turnover and understand why staff leave the organisation through exit interviews. We note these are not uniform across all Directorates and look forward to receiving more information.</p> <p>Services of particular concern are:</p> <ul style="list-style-type: none"> • Transport – how will the Council ensure sufficient capacity to deliver big scale projects to support its ambitious Crossrail transport scheme? • Social care – the report is missing a forward look at new ways of working and the numbers of social workers required. How will the Council seek to influence universities, to keep pace with the number of vacancies in social care? 	<p>The Executive Summary provided identifies workforce pressures as one of the strategic areas requiring corporate focus over the year ahead.</p> <p>The Council’s Corporate Plan also contains a commitment to support a highly-skilled and productive workforce with the wellbeing of staff at its core, with actions including implementing the workforce strategy 2023-27.</p> <p>The Corporate Plan also contains workforce development actions in areas of identified risk, including:</p> <ul style="list-style-type: none"> - Recruitment and retention of teachers and school staff - Implement the Children’s Services Workforce Action Plan to secure a primarily permanent workforce. - Supporting the social care workforce in the round and putting in place a comprehensive Workforce Development Plan and taking a grow your own approach to improving recruitment and retention of social workers and occupational therapists. <p>Further information can be made available to Scrutiny committees in relation to other areas of pressure, on exit interview and turnover data as part of any future consideration of these issues.</p>
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	Chairs are therefore seeking assurance that going forward there are clearly stated actions to deal with the recruitment and retention risks highlighted in the report.	
	<p>Race Equality Task Force</p> <p>The report references the Race Equality Task Force but gives no details of progress on implementing its recommendations to date. As the recommendations have been available since March 2022, Chairs are keen to ensure any progress made is reflected in the report.</p> <p>We therefore welcome the Leader’s acceptance that the good news stories of progress being made in addressing the recommendations of the Task Force should be reflected in this Annual Well-being Report.</p> <p>We also note the recommendations of the Race Equality Taskforce have been incorporated in this year’s Corporate Plan and look forward to the validation of mainstreamed progress, planned for review later this year.</p>	<p>Observation noted.</p> <p>Additional detail has been added to the report under both Well-being Objectives 3, 4 and 7, giving an update on progress to date against some of the recommendations from the Taskforce.</p>
WBO1	<i>Cardiff is a great place to grow up</i>	
	The Annual Well-being Report reflects the work undertaken by CYPSC during 2022/23	
	<p>Unregistered Places for Children Looked After</p> <p>The Annual Well-being Report highlights a range of major challenges around lack of sufficiency of placements for Children Looked After and that “unregistered” places are being used, but there is not much detail in terms of “looking ahead” in addressing the resulting risk to</p>	<p>Observation noted.</p> <p>The report includes references to the Accommodation Strategy and Right Place Model and further detail of their importance in future planning has been included, in the section “Protecting the Well-Being of Vulnerable Children”;</p>

	<p>the council; how demand will be met; how regulated places will be increased; and how targets will be met.</p> <p>Whilst it is acknowledged that the Corporate Plan sets out the Council’s commitment in relation to this in the current year, some narrative on linking the challenges set out in the Well-being report to how those will be addressed going forward would be welcomed, stating implicitly the roles that the Accommodation Strategy; Right Place Model; and initiatives such as the “My Things Matter” campaign are playing in this area.</p> <p>Issues around the role of (and potential risks posed by) CiW were also addressed, and responses were noted, particularly in relation to working with other local authorities and WLGA in working with CiW to change the narrative and approach in this area.</p>	<p><i>“Though the challenge of placement sufficiency remains in 2023/24, the Accommodation Strategy and the Right Place Model represent a major component of the approach within Children’s Services to adapt to the pressures on placements moving forward.”</i></p>
	<p>School Attendance</p> <p>The Annual Wellbeing Report clearly sets out that school attendance has decreased year on year, and there is a commitment to monitor patterns, including persistent absence. Views on what the targets are; whether these would be met; the main reasons for absence; and what interventions and support are in place were sought.</p> <p>Responses relating to initiatives in place to increase attendance; issues relating to repeated and persistent absence; monitoring attendance; support around the school and individual pupils and their families; and increased clusters approach were welcomed and noted and will be explored further at the meeting of the Children & Young People Scrutiny Committee on the 4th July 2023. Further comments, views and observations will be submitted to Cabinet following the meeting.</p>	<p>Observation noted.</p>

WBO2	<i>Cardiff is a great place to grow older</i>	
	<p>Access to mental health services At a recent work programming planning meeting, the CASSC committee were briefed on significant challenges and pressures around access and availability of mental health support. Chairs queried why there was no reference to this in the Annual Well-being Report.</p> <p>Although it is noted the report covers the 2022/23 financial year, and that this issue emerged recently, Members remain concerned that this issue has been developing during 2022/23. We request additional consideration as to whether this issue emerged during 2022/23 and if so, we recommend an assessment of the issue is incorporated in the report, particularly around the forthcoming work planned to understand the scale of the problem; our work with health colleagues; and any known potential next steps.</p>	<p>Recommendation accepted.</p> <p>An extended narrative relating to the emerging pressures on access to mental health services has been included under Well-being Objective 4 in the section “Ensuring children and adults are protected from risk of harm and abuse”:</p> <p><i>“The pressures on mental health services have continued during the year, in line with the ongoing pressures on health and social care services generally. Work to develop a non-emergency response service is progressing with the University Health Board; this service will provide support to people with lower-level mental health issues and reduce demand on the system. Work is also underway to understand issues relating to the availability of mental health hospital beds and the Council will continue to work with colleagues in Health to address this.”</i></p>
Appendix 1, page 17/18/19	<p>Hospital discharge Chairs note the report provides insight and assessment on work undertaken during the year to facilitate hospital patient discharge, however, feel the narrative gives no indication of the pressures /challenges faced during 2022/23. We also note the report confirms this issue will be a strategic issue for 2023/24 and are aware the service area is working on a suite of KPI’s to ensure effective, clear monitoring of this issue going forward.</p> <p>Although the development of these KPI’s is welcomed and will assist the council’s assessment of this topic, in their current absence, we</p>	<p>Recommendation accepted.</p> <p>The narrative has been expanded in the section “Working in partnership to deliver high-quality sustainable care and support” detailing the work undertaken to improve both hospital discharge with care and the collection and monitoring of performance data.</p>

	<p>recommend the narrative is reviewed to provide greater insight into the situation in 2022/23. For example, numbers of people waiting for discharge, average time taken, and reference to the forthcoming actions to monitor performance.</p>	<p>A detailed briefing on this topic will be brought to the Community & Adult Services Scrutiny Committee later in July and the Committee will be afforded an opportunity to monitor the introduction of the new national and local performance indicators.</p>
WBO3	<i>Supporting people out of poverty</i>	
Appendix 1, page 24/25	<p>Homelessness Chairs confirmed the detail included in the Annual Well-being Report on the pressure and work to address homelessness is captured in line with the severity of the situation and aligns with CASSC's knowledge.</p> <p>However, we feel greater detail is required in the report on the opportunities for development, particularly around provision for single homeless people.</p> <p>In April 2023 it was confirmed to CASSC there are gaps in specific accommodation offered in the city, such as women- only provision, for those with learning disabilities and the LGBTQ+ community, and work is underway on addressing these gaps.</p> <p>We consider that this acknowledgement of the gaps in provision, and the service areas' work to address it was in evidence in 2022/23 and so recommend it is referenced in the report.</p>	<p>Recommendation accepted.</p> <p>A narrative assessment has been added to the section "Embedding our new approach to tackling homelessness" regarding the provision of accommodation for single homeless people and the work already done to introduce women-only provision in existing schemes. This references further plans to develop a new bespoke women-only scheme, an expansion of housing for people with learning disabilities and work to understand the needs of the LGBTQ+ community with regards to housing.</p>
	<p>Employment Services</p> <p>Chairs welcomed the Leader's acceptance that the progress being made in addressing the recommendations of the Race Equality Task Force should be reflected in this Annual Well Being Report (as noted above), and in addition that specifically the progress on employment services should feature under WBO3.</p>	<p>Observation noted.</p> <p>For "Supporting those most impacted by the economic crisis into work, education or training", the performance narrative has been expanded to include the Council's response to the Taskforce's recommendations relating to the Into Work Advice Service and Cardiff Works.</p>

	<p>Health Inequalities</p> <p>Chairs requested that the report includes a reference to the Council’s actions to address inequalities in health across the City’s Southern Arc, particularly in relation to children. We note that Public Health Wales has a well-developed programme, but we would like to see a reference to Council activity in the report.</p>	<p>Observation noted.</p> <p>The Council has worked closely with Public Health Wales, and other partners, to promote public health through the Amplifying Prevention Programme. The focus of the work is to enhance preventative activities with communities and demographic groups where there is clear inequity within health outcomes. Working with Public Health colleagues, Cardiff & Vale UHB and the Vale of Glamorgan Council, areas of focus have included vaccination uptake for children, bowel screening and promoting healthy eating and active lifestyles. Much of the focus of the work has involved communities in the Southern Arc of Cardiff. Examples are included in Wellbeing Objective 4.</p>
WBO4	<i>Safe, confident and empowered communities</i>	
	The report reflects the findings of the Economy & Culture Scrutiny Committee, particularly around parks, allotments and leisure centres.	
Appendix 1, page 32	<p>Working together to support a healthier and more active population</p> <p>Chairs queried whether this section should refer to Regional Sports Partnerships and their potential impact on grassroots sport provision in Cardiff. We welcome the Leader’s offer to explore further with the service area.</p>	<p>Observation noted.</p> <p>The Regional Sports Partnership which, moving forward, will be responsible for provision in Cardiff has yet to be established. Recognising the need to monitor the impact of the new arrangements, the Well-being Report sets out a commitment to “ensure that arrangements for the Regional Sports Partnership... have a positive impact on grassroots provision and development opportunities.”.</p>
Appendix 1, page 30 / 32	<p>Community Safety</p> <p>Chairs noted that the KPI around citizen satisfaction with how local bodies deal with ASB & Crime in their area has been disappointing for some time.</p>	<p>Observation noted.</p> <p>The wording has been amended in the section “Creating safe and inclusive communities” to simplify the language and</p>

	<p>Chairs consider the narrative in the Annual Well-being Report linked to this performance issue is of a high-level, strategic style. We feel it should be reviewed to ensure it is understood and provides assurance to the lay reader.</p> <p>Chairs would like the narrative to stress the work ongoing around 'community led' approaches to improving citizen satisfaction, and current/forthcoming work around this, such as the actions outlined in the P&P DDP around progressing community-led approaches.</p>	<p>explain in more detail the nature of the delivery model. Examples are also included of community safety projects undertaken during the year, with case studies detailing the impact achieved and the positive outcomes delivered for specific parts of the city.</p>
WBO5	<i>A capital city that works for Wales</i>	
	The main issues are really well articulated, particularly around the impact of cost inflation on major projects.	
	<p>City Deal/ Corporate Joint Committee (CJC)</p> <p>Chairs highlighted that there is scant reference to the work of the City Deal/ CJC and the impact it has on Cardiff. We consider that this report would be an opportunity to raise the profile of the City Deal/ CJC and its work, increasing its transparency. We note the Leader's agreement that the report be modified to include reference to the work of the City Deal/ CJC that has a specific impact on Cardiff.</p>	<p>Observation noted.</p> <p>The Well-being Report now includes details on the governance arrangements for the Corporate Joint Committee and links to the Committee's progress report. A summary assessment is included in the section of the report under the "Leading the economic recovery in Wales" section.</p>
WBO6	<i>Cardiff grows in a resilient way</i>	
	<p>General</p> <p>Overall, the chapter is honest and well balanced, however, many of the paragraphs have caveats suggesting issues going forward.</p>	
	<p>Biodiversity</p> <p>The report mentions that the Biodiversity & Resilience of Ecosystems Duty (BRED) report will be written, however, as the Council declared</p>	<p>Observation noted.</p> <p>The report now includes an assessment outlining the progress and challenges relating to biodiversity, expanding on the</p>

	<p>a Nature Emergency in 2021 and we understand that the One Planet Cardiff strategy is purely about ‘carbon reduction’ and does not include any work/projects in relation to nature and biodiversity, this appears to be missing from the report.</p> <p>Concern was noted as the Council only has one Ecologist and previously the Environmental Committee has recommended the employment of an additional post as the one role was taken up significantly by ‘planning’ work rather than proactive work to protect and increase the city’s biodiversity.</p>	<p>performance narrative already included under the “Putting sustainability and well-being at the heart of the city’s growth” section.</p>
	<p>Recycling</p> <p>Concern was noted about the ability of the Council to meet the Welsh Government (WG) recycling target of 70% by 2025 with the current, 2022/23 unverified result being 61.57%. The Leader reassured the meeting that the actions in the Recycling Strategy for Cardiff were being implemented which he believed would enable the Council to meet WG requirements.</p>	<p>Observation noted.</p>
WBO7	<i>Modernising and integrating our public services</i>	
	<p>Capital Programme</p> <p>Chairs expressed concern about the increasing cost of borrowing, enquiring what assessments had been undertaken to reign in the cost of the Capital Programme. Specifically, will this mean capital funded projects are under threat?</p> <p>We are reassured that the total programme is affordable and operational limits still have headroom, however, note there is a sharper focus on reporting pressures, there will continue to be a re-examination of priorities and increasing challenge of invest to save business cases.</p>	<p>Observation noted.</p>

KPI 7.19	<p>Customer Satisfaction</p> <p>There has been a marginal improvement in customer satisfaction levels since the last Annual Report, but at 48% it fell short of the 70% target. We note the view that there has been a narrative shift on social media that signals a new baseline in customer expectation and the Council is not alone is experiencing lower levels of customer satisfaction with public sector organisations.</p> <p>We acknowledge that the Council’s performance is measured on both frontline services and projects that can benefit Cardiff on a global stage, such as the Principality Stadium.</p> <p>Given that the majority of customers are happy with schools in Cardiff, we recommend a media campaign that enhances/re-enforces public understanding that the provision of schools is a Council responsibility.</p>	<p>Recommendation partially accepted.</p> <p>Cardiff Council already undertakes extensive work promoting the great work of schools throughout the year.</p> <p>A question within the Ask Cardiff resident satisfaction survey relating specifically to satisfaction with schools in Cardiff will be explored.</p>
	<p>Priority 1 works</p> <p>The delivery of capital receipts is a critical objective of the Council’s Property Strategy and the 2022/23 Annual Property Plan set a target of £5.5 million that was not achieved.</p> <p>Chairs noted you expect the next Annual Property Plan (2023/24) to address what the Council is doing to mitigate the shortfall and we will monitor as part of our 2023/24 work programme.</p>	<p>Observation noted.</p> <p>The Annual Property Plan 2023/24 will be considered by Cabinet in July 2023.</p>

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Ref: GAC2023-2
Date: 12 July 2023

Councillor Huw Thomas, Chris Lee and Sarah McGill
County Hall
Atlantic Wharf
Cardiff
CF104UW

Dear Councillor Huw Thomas, Chris Lee and Sarah McGill

Governance and Audit Committee Observations - Draft Well-being (Self-Assessment) Report 2022/23

In accordance with the Local Government and Elections (Wales) Act 2021, the Governance and Audit Committee has a responsibility to review the Council's draft annual Self-Assessment Report (represented by the Annual Well-being Report) and to make any recommendations for changes.

Through our meeting yesterday, this was the second time that the Committee has undertaken this responsibility, and in considering this report we have reflected on the recommendations and observations that we made on last years' report. The committee was satisfied that our comments made last year had been reflected in this year's report.

The report was presented by the Council's Corporate Directors (Chris Lee and Sarah McGill), the Gareth Newell (Head of Performance and Partnerships) and Dylan Owen (Operational Manager, Policy and Improvement). The meeting was informative, and on behalf of the Committee, I would like to thank these officers for attending our Committee to provide an invaluable outline of the report.

To prepare for our review, a briefing session was held on the Council's Planning and Performance Framework in June 2023, and this gave us a good base-level understanding of the arrangements in place underpinning the report. We also received an overview of the half-year self-assessment process and outcomes from the Head of Performance and Partnerships in January 2023.

Our View

The overall view of our Committee arising from our review is that we are satisfied with the self-assessment process. We consider that a robust exercise has been completed in which duties have been sufficiently discharged. We have revisited the recommendations and observations that our Committee raised in our previous review, and we consider that these are being sufficiently addressed.

GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI

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The committee wished to thank all concerned for what it considered an excellent report.

We do not have any formal recommendations, but there were some observations arising from our consideration of the report as matters for the Council to reflect upon and consider, as future annual reports are prepared. The Committee offers them in the spirit of continuous improvement, and they are contained in the following paragraphs.

Our Observations

The assessment is well structured whilst being based on a governance framework and reporting requirements that have inherent complexity. The report demonstrated clear corporate ambition but in some areas our Committee considered there was scope to make the outcomes of the assessment easier to identify and digest.

There was a feeling that it would be a great pity if the undoubted success which was being achieved in delivering many of the planned outcomes became lost in the inevitable detail of such a wide ranging report. In particular, it was felt that the most important ambitions and areas of performance could be more prominently highlighted within the report. This may, perhaps, be a matter for consideration in future years.

Last year we referred to opportunities for some evaluative improvements in future years and we have seen evidence of this. However, we do consider that the conclusions against respective well-being objectives are drawn out to a greater extent in some areas than others.

There is evidence that careful attention has been given to the content and messaging of the report, and we encourage continued effort in future years. We do not underestimate the difficulty of striking the most appropriate balance between providing a focussed report, whilst also offering the necessary level of detail across the entire range of objectives.

Yours sincerely

Gavin McArthur, Chairperson, Governance and Audit Committee

Chris Burns, Deputy Chairperson, Governance and Audit Committee

On behalf of the Governance and Audit Committee

Cc

Governance and Audit Committee

Scrutiny Committee Chairpersons

Chris Pyke, Audit Manager

Gareth Newell, Head of Performance and Partnerships

Dylan Owen, Operational Manager, Policy and Improvement

Gary Jones, Head of Democratic Services

**SWYDDFA'R ARWEINYDD
OFFICE OF THE LEADER**

Fy Nghyf / My Ref: CM50073

Dyddiad / Date: 13 July 2023



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Gavin McArthur, Chairperson, Governance and Audit Committee
Chris Burns, Deputy Chairperson, Governance and Audit Committee
Cardiff Council,
County Hall,
Cardiff CF10 4UW

Annwyl/Dear Gavin and Chris,

Thank you for your letter and the work of the Committee in reviewing the Annual Wellbeing Report.

I welcome the Committee's view that the self-assessment process was robust and that the relevant performance duties have been sufficiently discharged. I also welcome the Committee's acknowledgement that recommendations and observations from previous consideration of the report had been addressed to the Committee's satisfaction and that you consider the self-assessment to be an excellent report.

I note that the Committee has made no formal recommendations but has provided some observations that can support improvement to future reports. I know that officers will continue to engage in constructive dialogue with the Committee. In response to the observation on the consistency of the conclusions drawn for each wellbeing objective I have asked officers to review this and make any necessary changes prior to the report being considered by Council.

I wish to place on record my thanks to the committee for their consideration of the report. The view of the Governance and Audit Committee represents an important part of the Council's assurance process and plays a valued role in supporting ongoing improvement. I look forward to ongoing engagement.

Yn gywir,
Yours sincerely,

**CYNGHORYDD / COUNCILLOR HUW THOMAS
ARWEINYDD / LEADER
CYNGOR CAERDYDD / CARDIFF COUNCIL**

GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

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Date: 13 July 2023

Councillor Huw Thomas, Leader
Councillor Chris Weaver,
Cabinet Member, Finance, Performance & Modernisation
Cardiff Council,
County Hall,
Cardiff
CF10 4UW



County Hall
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Neuadd y Sir
Caerdydd,
CF10 4UW
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Dear Huw & Chris,

PRAP 12 July 2023: Annual Well-being Report 2022/23

On behalf of the Policy Review and Performance Scrutiny Committee thank you for facilitating pre-decision scrutiny of the Annual Well-Being Report 2022/23. Please also pass on our thanks to the Corporate Directors, Head of Performance and Head of Policy & Improvement for the overview of end-of-year performance. We offer the following comments and observations for your consideration. You will find our requests for additional information/clarification at the end of the letter.

Overall assessment

The Committee acknowledges that there has been strong progress in 2022/23 in education, social services, housing, major regeneration projects, and in dealing with climate change; however, we also note the big challenges highlighted in the Annual Well-being Report; school attendance rates; recycling rates, complex and increasing demand for children and adult services, private rental cost pressures and the economic climate. We are therefore reassured that the Council has in place a robust self-assessment procedure based on multiple data sources that enables a balanced assessment of performance.

Accessibility of the document

The Committee is pleased to note that following the recent Performance Panel there has been the addition of a summary of performance with the aim of increasing accessibility. This is a public facing document and, whilst we take your point that a live database link sits behind the narrative illustrating where performance has not met targets, we feel the public may not access the database, and on its own the document appears bland.

Digital poverty

The Committee acknowledges the need for digitalisation in service delivery but urges that minority groups are not disadvantaged as the Council advances, and so we welcome the face-to-face support provided at hubs to assist in improving digital skills. As discussed at the meeting we **request** that you confirm such training to increase skills sets is still made available at local hubs across Cardiff.

Public Health & poverty

Members continue to be concerned about the difference in life expectancy between North and South Cardiff. We note that the Council is just one of many agencies addressing this issue and public health colleagues are working on the specific issues that need to be addressed, such as obesity linked to poverty. We acknowledge that, in contrast to England, the Wales Public Health service sits within the health service, and that you continue to lobby for greater power over public health matters for local authorities.

Capital Programme costs

The Committee concurs with the Leader's caution that servicing the debt that supports the Capital Programme could lead to necessary changes to both capital and revenue budgets. We note that a significant part of the Capital Programme comprises invest -to-save projects but wish to register our concern that increasing interest rates could pose a risk to resourcing essential services.

House building programme

Members are assured that the Council will continue building social housing, recognising the inadequacy of the private rented sector. We note that a 30-year business plan has assisted in building and retaining a resilient internal team with housebuilding skill sets.

Workplace challenges

Members highlighted once again the importance of managers engaging with staff and understanding the challenges they are facing, particularly as we know the retention of staff will be essential in the coming year. We note that sickness absence rates have marginally improved but remain a challenge and we will continue to monitor progress throughout coming year.

Council venues

The Committee is interested to establish whether the fall in attendance at council venues this is due to post COVID bounce back or is indeed peculiar to Cardiff. We therefore **request** more information on the reasons for the fall.

Homelessness

Members are concerned at the levels of demand for housing and homelessness. We are seeking confirmation that where service areas face increasing complexity of demand, Equality Impact Assessments form a part of decision making.

Finally, Members noted that Cardiff has led the way in terms of the introduction of 20 mph zones and a significant number of cycle lanes, and consequently over the past 5 years congestion in the City has improved.

Requests following this scrutiny:

- That you confirm face-to-face support to assist in improving digital skills is still made available at local hubs across Cardiff.
- Clarification of whether the fall in attendance at council venues is due to post COVID bounce back and more information on the reasons for the fall.

Once again, on behalf of the Committee, please pass my sincere thanks to all who attended PRAP Scrutiny Committee to assist us in consideration of the Annual Well-Being Report 2022/23. I would be grateful for a response to the request and recommendation proposed.

Yours sincerely,



COUNCILLOR JOEL WILLIAMS
CHAIR, POLICY REVIEW AND PERFORMANCE SCRUTINY COMMITTEE

cc Members of the Policy Review & Performance Scrutiny Committee
Leaders of Opposition Parties – John Lancaster, Rodney Berman &
Andrea Gibson
Chris Lee, Corporate Director Resources
Sarah McGill, Corporate Director People & Communities
Gareth Newell, Head of Partnerships and Performance
Dylan Owen, Head of Cabinet Office
Gavin McArthur, Chair, Governance & Audit Committee
Chris Pyke, OM Governance & Audit;
Tim Gordon, Head of Communications
Jeremy Rhys, Assistant Head of Communications and External Affairs
Gary Jones, Head of Democratic Services
Claire Deguara, Cabinet Office Manager
Debi Said, Cabinet Support Officer
Alison Taylor, Cabinet Support Officer
Andrea Redmond, Committee Support Officer
Mandy Farnham, Committee Support Officer

**SWYDDFA'R ARWEINYDD
OFFICE OF THE LEADER**

Fy Nghyf / My Ref: CM50057

Dyddiad / Date: 13 July 2023

Via email: N.Newton@cardiff.gov.uk

Councillor Joel Williams
Chair, Policy Review and Performance Scrutiny Committee
Cardiff Council,
County Hall,
Cardiff CF10 4UW

Annwyl/Dear Joel,

Policy Review & Performance Scrutiny Committee 12 July 2023: Annual Well-being Report 2022/23

Thank you for your letter dated 13 July 2023 and I welcome the role the Committee plays in the development of the Annual Well-being Report. The session was, once again, valuable and informative.

The Committee's view that the self-assessment process was robust was welcomed, recognising that the judgements were based on multiple data sources and that the report provided a balance assessment of performance.

As a Council, significant emphasis is placed on the self-evaluation process which is robust, and the assurance provided by the Performance Panel, Governance & Audit Committee and Policy Review & Performance Scrutiny Committee is important. I am pleased that all recommendations made by the Performance Panel in relation to the Annual Well-being Report 2022/23 were responded to and were either accepted or partially accepted. Where the committee made observations, as opposed to recommendations, these have been duly noted.

In relation to the specific queries the Committee raised regarding face-to-face digital support in Hubs and visitor numbers to Council venues, I can confirm that officers will respond to the Committee's requests and will update the Committee shortly.

Once again, I would like to thank the Committee for its consideration of the Report and I look forward to continuing our ongoing dialogue.

Yn gywir,
Yours sincerely,



**CYNGHORYDD / COUNCILLOR HUW THOMAS
ARWEINYDD / LEADER
CYNGOR CAERDYDD / CARDIFF COUNCIL**

GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

WORKING FOR CARDIFF, WORKING FOR YOU

The Council welcomes correspondence in Welsh, English or bilingually. We will ensure that we communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to delay.



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**CYNGOR CAERDYDD
CARDIFF COUNCIL**



COUNCIL:

21 SEPTEMBER 2023

CABINET PROPOSAL

BUDGET 2024/25 AND THE MEDIUM-TERM FINANCIAL PLAN: UPDATE REPORT

Reason for this Report

1. To provide an update on budget preparation for 2024/25, including the most recent estimate of the 2024/25 budget gap.
2. To provide an update in relation to the Medium-Term Financial Plan and Capital Programme.
3. To outline the budget timetable that will be followed to present the 2024/25 Budget to Council in February/March 2024.
4. To provide an update in relation to the Council's financial resilience.
5. To agree an Income Generation Framework outlining the Council's approach to setting income from sales, fees, and charges for 2024/25.

General Background

6. The 2023/24 Budget Report presented in March 2023, included the Council's 2023/24 Capital Strategy and Medium-Term Financial Plan (MTFP). The MTFP identified a potential budget gap of £113.4 million over the period 2024/25 – 2027/28 with £40.5 million in respect of 2024/25.
7. This report updates the MTFP for more recent information, outlines the 2024/25 Budget Strategy timetable, and sets out the approach for rolling the Capital Programme forward one year. The updated MTFP is included as Annex 1 while Appendix 1 provides an overview of the Budget Update in a summarised question and answer format.
8. This report also provides an updated assessment of the Council's financial resilience and sets out an income generation framework (Appendix 2) covering the approach to setting fees and charges for 2024/25.

Issues

9. Before the 11th March 2024, Cabinet Members have a collective duty to place before the Council proposals, which if approved, would result in a balanced budget for 2024/25. As part of planning for that position, this Report provides an update on the key factors likely to affect the 2024/25 Budget.

Corporate Plan Alignment

10. The Council's key financial strategy documents are framed by the policy statement Stronger, Fairer, Greener and the Council's Corporate Plan. This alignment ensures that resources are spent in a way that maximises support for the Council's priorities. Given the Corporate Plan's alignment with wider local and national goals aimed at creating a more sustainable Wales, it also helps to ensure that financial strategy supports long-term sustainability, in line with the Council's duties under the Well-being of Future Generations (Wales) Act 2015.



11. The 2024/25 Budget will be developed alongside the updated Corporate Plan, in readiness for approval of both next March. Continued work will be required to ensure that financial resources are available as and when required, to deliver Plan objectives. Given the challenging financial outlook, this will include seeking to maximise external support through grant funding opportunities and working with partners. Financial planning will continue to evolve alongside business case work on strategies, plans and initiatives linked with delivery.

Inflation

12. In April 2023, CPI slowed to 8.7%; down from 10.1% in March 2023, and the first time since August 2022 that inflation has been below 10%. Whilst further falls are anticipated this year, the recently announced May 2023 CPI rate remained unchanged from April at 8.7%. Slowing inflation does not mean that prices are decreasing, just that they are rising more slowly, and the fall in April was partially due to the sharp energy increases of the previous year not repeating themselves. Whilst the headline CPI rate has fallen slightly, there is

still concern that inflation affecting some elements of the basket of goods is still very high, with food inflation for example, at over 18%.

13. The Government has set itself a target to halve the inflation levels seen in the early months of 2023, before the year is out. Forecasters are generally expecting CPI to fall sharply over the remainder of the year, linked to a fall in wholesale gas prices, an anticipated reduction in the cost of imported goods, and Bank of England monetary policy regarding interest rates. However, it is notable that the Bank of England's latest forecasts suggest that decreases may not be as steep as previously predicted. With inflation still very high in core elements of the CPI basket of goods, price increases will remain a critical factor to keep under review in terms of budget planning.
14. CPI outlooks vary by forecaster and over time, as indicated in the table below. The MTFP considered in March 2023 was based on inflation forecasts published by the Office of Budget Responsibility (OBR) in November 2022. Updated OBR figures were published alongside the UK Spring Budget, and these indicated a slight increase on previous forecasts. In May 2023, the Bank of England revised its inflation forecasts to 5.1% by the end of 2023, (compared with 3.9% in its February forecast). The Bank also indicated that it does not now expect inflation to reach its 2% target until the end of 2024. Whilst the picture is changeable, there is a consistent message that inflation is likely to fall, although perhaps not as quickly as originally forecast, and with ongoing challenges for some goods and services.

		2023 - Quarterly				2024 - Quarterly				2025 Quarterly			
		1	2	3	4	1	2	3	4	1	2	3	4
OBR	Nov 2022	10.2	8.9	6.9	3.8	2.5	0.4	-0.2	-0.1	-0.1	-0.6	-1.1	-1.3
	Mar 2023	9.7	6.9	5.4	2.9	1.5	0.8	0.6	0.5	0.5	0	0	-0.1
BoE	Feb 2023	9.7	8.5	6.2	3.9	3.0	1.0	1.7	1.4	1.0	0.8	0.6	0.5
	May 2023		8.2	7.0	5.1	4.4	3.4	2.9	2.3	1.5	1.1	1.0	1.0

Published forecasts are by calendar year. MTFP planning considers average forecasts by financial year – 2024/25 is highlighted.

15. Where possible, the MTFP relies on more specific indicators of price for forecasting. However, where CPI is directly used in forecasts, assumptions have been updated from a nil increase for 2024/25, to 2%.

Goods and Commodities

16. With regards goods and commodities, key areas that have had a significant impact on the Council for 2022/23 and 2023/24 are energy, food and fuel, with energy by far the most significant.

17. For 2023/24, energy prices had a significant impact on budgets for Council buildings, schools, and street lighting. At present, with 65% of energy purchased for 2024/25, indicative pricing suggests a price decrease of circa 20-25% next financial year and estimates for this are included in the budget gap. The impact of energy price reductions is partially offset by plans to increase the Council's Financial Resilience Mechanism (FRM).
18. The FRM budget was reduced from £3.8 million to £2.0 million in 2023/24 to help manage energy costs. The 2023/24 Budget Report indicated an intention to reinstate the FRM to £3.8 million should energy prices subside over the medium term. The MTFP currently reflects a £0.9 million increase to FRM in each of the financial years 2024/25 and 2025/26 to reinstate it to its former level. Assumptions for energy costs will be reviewed at regular intervals throughout the year.
19. The impact of food inflation has been experienced across all catering-based settings. As most of these areas are income funded, inflationary pressure will be a key consideration when setting charges for 2024/25. The approach to income generation is set out in further detail at paragraph 35. With regards school meals, there will be a need to consider how cost of provision compares with the price per meal inherent in the Universal Free School Meal Grant, and whether any corrective cost-base action is required.
20. Fuel inflation affects the cost of operating the Council's fleet, most notably in Waste Management. Fuel prices have passed their 2022/23 peak but will be kept under close review. The removal of the temporary fuel duty cut (£0.05), originally planned for April 2023, was postponed to April 2024 in the UK's Spring Budget. As the additional cost associated with this had been budgeted, the postponement provides a degree of resilience against price volatility in the current year. Future MTFP updates will need to consider the Council's Fleet Strategy 2023 – 2028, both in terms of vehicle procurement, but also with regards any potential change in fuel costs associated with decarbonisation of the vehicle fleet.

Workforce Costs

21. As a service-driven organisation, workforce costs are a key cost driver of internally provided services. Across the UK, sustained levels of high inflation have resulted in protracted pay negotiation processes and upward pressure on pay awards. From a financial-planning perspective, there are two key pay awards to consider - the NJC award and the Teachers Pay Award. In the absence of indicative 2024/25 awards, planning includes lower assumptions than recent years linked to forecasts of falling inflation.
22. The current year's NJC pay award (2023/24) is yet to be agreed. For 2023/24, the Council has budgeted for an *average* award of up to 6%. In February 2023, as part of the NJC bargaining process, the Employers made a full and final offer of £1,925 on all spinal points. An award based on this offer could be accommodated within the current funding envelope. However, it has been

rejected by the national committees of all three unions who are either balloting industrial action or consulting their members. Until the 2023/24 award is agreed, there is a risk that any funding shortfall for the current financial year may need to be addressed in the 2024/25 Budget.

23. For 2024/25, planning assumptions for NJC allow for an increase of up to 5% of pay. This reflects a lower annual pay award (2%), coupled with cover for two key risks. Firstly, the risk of a higher than budgeted 2023/24 award as outlined in the preceding paragraph; secondly, the risk that higher awards at the bottom of the pay spine may need to extend progressively further up the spine to prevent further erosion of pay differential. The latter is a key risk to keep under close review over the medium term.
24. There are three Teachers Pay awards with planning implications for 2024/25:
 - September 2022: In recent months, it was indicated that the former recommendation of a 5% award should be increased by a 1.5% consolidated (or ongoing) element and a 1.5% non-consolidated (or one-off) element. WG have stated that funding will be provided for the 1.5% consolidated element of the award in 2023/24, and budget planning assumes that this will continue into 2024/25.
 - September 2023 - recommended pay award of 5%.
 - September 2024 - no indicative pay award, so planning reflects 2%.
25. Pay award assumptions are a critical factor to keep under review. There is currently uncertainty regarding multiple awards, all of which have the potential to impact 2024/25. In addition, the assumption that 2024/25 awards will be comparatively lower than recent years, remains subject to significant uncertainty, including whether inflation reduces in line with forecasts. As pay is such a significant budget, small changes can have a big impact on cost.

Commissioned Services

26. Pay and cost pressures have been equally challenging for providers of commissioned services and it is inevitable that they will seek to pass these on in their pricing. Although price increases for 2024/25 are not anticipated to be as stark as those of recent years, there will still be significant pressure in some areas, depending on key cost drivers. Pressures may emerge through retender of services as existing arrangements end, including for example, passenger transport. They will also be linked to annual fee reviews, most notably those in commissioned social care, where Real Living Wage (RLW) is a key cost driver. The RLW announced each Autumn is based on conditions the preceding spring. This means that although inflation is expected to fall significantly before 2024/25, as it is still high in Spring 2023, a 2024/25 fee uplift that seeks to maintain WG's RLW commitment for registered care workers will be significant on a commissioned care budget of over £150 million.

Construction and Materials inflation

27. Construction and materials costs have generally always outpaced the standard measures of inflation such as CPI. However, the COVID 19 pandemic, energy inflation, skilled labour and supply chain challenges have had a significant impact between 2020-2023. The Highway Asset Management Plan considered by Cabinet in May 2023 highlighted a 56% increase in surfacing treatments for highways during that period, and average building construction cost indices show increases of 25%. Forecasts from the building industry suggest continuing inflation in such costs (BCIS General Building Cost Index) of 17% to 2027.
28. Construction and material price increases affect the capital programme and revenue budget in terms of managing and maintaining Council assets. Inflationary pressures are having multiple effects, including cost increases where commitments are yet to be delivered, capacity constraints, willingness to tender for works, and the pricing of risk into contracts and the cost of professional advice services that form a key part of construction cost. External grant funding may not keep up with such increases, and so the risk of affordability should the Council continue with such projects, is significant, unless costs are reduced elsewhere.

Demand

29. Demand has historically been one of the most difficult areas to predict. This has become more challenging in recent years due to the impact of factors such as the pandemic and the cost-of-living crisis which have further disrupted any discernible patterns or trends. Estimates of demand are included in the budget gap for key areas but will need refinement as the position in the current year becomes clearer. Children's Services will be a critical area to keep under review, following unprecedented cost pressure linked to the number and complexity of children-looked-after placements. Other key areas to monitor include Adult Social Care, Additional Learning Needs and Homelessness.

Funding and Income

Non-hypothecated Funding: 2024/25

30. The 2023/24 Final Local Government Settlement included an indicative All Wales funding allocation of 3% for 2024/25 and the equivalent cash increase of £17.8 million is reflected in planning assumptions. In recent years, final funding allocations have been more favourable than indicative amounts. However, this should not be viewed as a likely trend; it was previously more common for final settlements to be *less* favourable than indicatives, and this remains a key risk.
31. A key date in the budget-setting process will be Provisional Local Government Settlement (Provisional Settlement), as it provides further clarity to the funding position. Settlement dates are usually influenced by the timing of confirmation of the Welsh block grant as prior to that, any Local Government funding

announcements would be liable to change. This may suggest a continuation with later timescales (December rather than October), in the interest of certainty.

32. In terms of funding assumptions, it is important to note that the July 2023 MTFP is predicated on the assumption that a potentially significant Teachers Pensions pressure will be fully funded. It is also assumed that the 1.5% WG funding for the consolidated element of the September 2022 Teachers pay award will continue. It should be noted that these funding assumptions are *in addition* to the 3% assumption set out above. The issue in respect of Teachers Pensions is set out further in paragraph 45.

Specific Grant Funding: 2024/25

33. Specific grants must be used for a particular purpose, which is defined by the grant provider. The Council receives a significant amount of specific grant funding, which has increased in recent years. Whilst additional funding is welcome, there are additional risks and burdens when funding is channelled through specific grants as opposed to via the RSG. This is because specific grants are a temporary funding source and (with a few exceptions), awards are made on an annual basis.
34. The annual nature of specific grant funding can make recruitment challenging. It also poses the risk of cash or real term reductions at short notice. Timescales are made more challenging by the fact that specific grant announcements are made alongside Provisional Settlement, with grant listings usually at An All-Wales level and often incomplete at that point. In times of inflationary pressure, the risk of real term reductions is more acute because unless grant increases are comparable to pay awards and other price pressures, they will no longer be adequate to fund their associated cost base. WG are currently undertaking a funding flexibility review aimed at relieving the administrative burden linked to specific grants. The impact of this review, including any potential grant transfers into the RSG will need to be factored into plans as further information becomes available.

Income

35. The Council generates income from sales, fees, and charges. There are many reasons why Local Authorities charge for services. These include:
 - to protect the sustainability of services.
 - to enable provision of services the market doesn't supply.
 - to help manage demand by placing a value on services.
 - to support policy.
 - to address behaviour – e.g. the issue of fines for littering.
36. In setting fees and charges, it is important to have a clear understanding of the key purpose of the charge (as summarised above), the charging basis (e.g.

full cost recovery etc) and the risks associated with the income stream. In turn this necessitates clear application of relevant legislative frameworks, together with a thorough understanding of cost base, clientele, and the market in which services operate. Appendix 2 contains a proposed Income Generation Framework aimed at ensuring clear and consistent application of key principles for fee-funded services. This will be used as the approach to determining fees and charges for 2024/25.

37. Given the scale of the budget gap, it will be important to maximise income streams where possible, subject to any identified risks or policy considerations. In recognition that factors affecting income generation are multi-faceted, the Council does not assume a blanket annual uplift to fees and charges in line with inflation. However, a clear rationale will be required where it is proposed to hold fees and charges static for 2024/25, or to increase them by less than the rate of inflation. Income increases resulting from fees and charges proposals, will be factored into 2024/25 Budget Plans as appropriate following any necessary consultation.

Capital Financing

Interest Rates

38. The main components of the Capital Financing budget are interest costs and prudent provision for the repayment of borrowing. One of the tools available to the Bank of England (BoE) to try to stabilise inflation is to increase interest rates. In June, the Bank of England increased interest rates for the 13th consecutive time to 5.0%, the highest level since the 2008 financial crisis. Wider economic and UK fiscal factors have also had an impact on UK Gilt yields which determine Public Works Loan Board Borrowing rates for Local Authorities. Whilst interest rates fluctuate with economic cycles, there has been an increase from recent, historic lows, to rates now exceeding 5%.
39. Existing borrowing is at fixed rates. However, given current commitments and a significant future borrowing requirement linked to capital investment, there remains a significant risk of increased costs well into the long term. Whilst there is a market view that rates may fall back as soon as inflation is deemed to be under control, it is unclear whether this will be to levels previously experienced. As set out in the Treasury Management Strategy for 2023/24, the timing and approach to borrowing will be a key factor in mitigating risks to short term and long-term costs.
40. No change is forecast to the Council's agreed policy for repayment of debt, which already allows management of the timing of costs to ensure that the financial impact can be managed over the life of projects, where deemed prudent by the S151 Officer.

Programme Development

41. The capital financing costs currently included in the 2024/25 Budget Gap and MTFP are based on the *existing* capital programme. Even with no additional investment, there are risks linked to interest rates, capital receipts and inflationary pressure on existing schemes. Capital financing costs included in the MTFP will need to be updated in parallel with development of the 2024/25 – 2028/29 Capital Programme; the approach for this is outlined in the section on Capital Strategy later in this report. There are several key considerations to manage capital financing costs and ensure the sustainability and affordability of borrowing commitments in the long-term. These include the maximisation of grant funding, ensuring a sustainable and well-maintained asset base, and limiting any borrowing to pay for key city transformation priorities or to address identified corporate risks.

Asset Management

42. The outcomes of various asset management plan updates to Cabinet on the condition of assets will also need to consider and prioritise the revenue budget requirements of maintaining existing assets to a standard that mitigates against letting condition lapse to the point where additional capital budget, and therefore further borrowing, is required; to do otherwise would be unsustainable.

Outturn 2022/23

43. Whilst the outturn position for 2022/23 was balanced overall, there was a mixed picture across directorates. The 2023/24 Budget included budgetary realignments for issues arising from the 2022/23 monitoring position. These were based on the Month 9 monitoring position which was the latest available position at the time of 2023/24 budget-setting. Additional pressure in some areas has since been highlighted as part of the 2022/23 outturn position. The 2024/25 Budget Gap has been updated to reflect these, most notably in relation to Children's Placements.

Commitments and Realignments

44. The 2024/25 Budget Gap includes allowance for known realignment requirements and for commitments (where this refers to the financial impact of previous Cabinet of Council decisions.) These include base funding to continue the Coed Caerdydd initiative following the fall out of temporary funding, public realm maintenance linked to former capital schemes, and a contribution towards potential pay award costs of the Shared Regulatory Service. Also included are the partial reinstatement of the FRM budget linked to energy price reductions, sums to support school catering and Waste Management Strategy.

Other Issues

Teachers Pensions

45. The outcome of the latest actuarial review of the Teacher's Pension Scheme (TPS) is due to take effect from 1st April 2024. Whilst some commentators have warned of a significant impact, there is still uncertainty including factors such as the SCAPE rate, the McCloud remedy and the employers cap. Pending further clarity on outcomes, a figure of £8.5 million is estimated. This is comparable to the impact of the last actuarial review for Cardiff Council and is at the lower end of the suggested potential impact of the current review. It equates to circa 5% of pensionable pay (an increase of over 20% on employers' superannuation contributions.)
46. In the March 2023 iteration of the MTFP, the TPS pressure was included as part of the employee costs reflected in the budget gap. However, for budget planning from hereon in, it is proposed that it be treated as a memorandum item, tempered by an assumption that full funding will be provided by WG. This treatment ensures that the pressure is still visible given the materiality of the risk but limits its impact on budget planning given the high degree of uncertainty. It is of note that the outcome of the last actuarial review was ultimately funded in full. Funding of this pressure is assumed to be over and above the 3% AEF core funding assumption previously outlined.

Budget Reduction Requirement – 2024/25

47. Based on the considerations outlined above, the table below sets out the indicative budget gap for 2024/25, which is now estimated at £36.760 million. This comprises additional costs of £53.568 million offset by estimated additional funding of £16.808 million.

	Mar 2023 £000	Updates £000	Jul 2023 £000
Employee Costs	28,430	(6,901)	21,529
Price Inflation	7,259	2,449	9,708
Capital Financing	5,591	0	5,591
Commitments & Realignments	2,203	3,972	6,175
Demographic Pressures	7,878	(313)	7,565
Emerging Financial Pressures	3,000	0	3,000
Estimated Additional Costs	54,361	(793)	53,568
Funding	(13,840)	(2,968)	(16,808)
SUB TOTAL	40,521	(3,761)	36,760
<i>Memorandum – TPS *</i>		8,500	8,500

48. Updates to the indicative 2024/25 budget gap since the Budget Report in March 2023 include:

- Revision of the AEF assumption for 2024/25 from +2.4% to +3.0%, to reflect Final Local Government Settlement 2023/24 (which was received after publication of the 2023/24 Budget Report).
- A reduction in the commitments figure to reflect funds set aside in earmarked reserve at 2022/23 Outturn to support ongoing operation of the Corporate Apprentice Scheme.
- Revision of demographic and pricing pressures to reflect risks associated with the upcoming retender of passenger transport services.
- Revision of price inflation indicators in line with latest information.
- Revision of the Teachers Pay assumption for September 2023 to take account of negotiations that have occurred since March 2023.
- An assumption that any increase in employers' superannuation costs linked to actuarial review of the Teachers' Pension Scheme will be fully funded by Welsh Government.

Emerging Pressures and Ongoing Risk

49. The position is susceptible to further change and will continue to be kept under close review. The sum allowed within the gap for emerging pressures reflects this uncertainty and provides a degree of protection against the risk factors recapped below, all of which will require ongoing monitoring. Any impacts will be factored into future budget updates as further clarity becomes available.

- **Pay Award Uncertainty** - including in relation to 2024/25 awards as well as earlier awards that could have an ongoing impact into 2024/25 if higher than budgeted.
- **Real Living Wage** - the rate due to be implemented by May 2024 due for announcement later this year. If higher than planning assumptions, this will affect forecast pay and price pressure.
- **Teachers Pensions** - the outcome of the actuarial review, its impact on employers' contributions and whether it will be fully funded.
- **Price inflation** - review of factors affecting key cost drivers, updated CPI forecasts and the impact of any contract renewals.
- **Cost of Care Exercise** - the outcome of the exercise due to be undertaken in 2023/24 on the future cost of Older People Residential and Nursing placements and the extent to which this can be managed within the current funding envelope.
- **Capital Financing** – the impact of rolling forward the capital programme one year to 2024/25 – 2028/29.
- **Specific Grants** – the quantum of future grants relative to the existing cost base, together with any impact of the funding flexibility review.
- **Demand** – the ongoing impact of any emerging in-year pressures in key areas.
- **In year monitoring issues** - any cost pressures that emerge as part of the 2023/24 monitoring process.

- **Local Government Financial Settlement** – the extent to which Provisional Settlement differs from indicative funding allocations.
- **Council Tax Base** - the tax base for 2024/25 due for Cabinet consideration in December 2023, and any related AEF redistribution.

Medium-Term Budget Reduction Requirement

50. The preceding paragraphs covered the forthcoming financial year in more detail. The table below sets out the revised position over the medium term and indicates an estimated budget gap of £36.760 million for 2024/25 and £119.205 million over the period 2024/25 – 2027/28. Further detail on each component of the gap, along with information on key assumptions is included in the MTFP at Annex 1.

	Medium-Term Budget Gap				
	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	TOTAL £000
Employee Related	21,529	12,631	5,660	6,725	46,545
Prices	9,708	5,995	8,222	8,081	32,006
Commitments & Realignments	6,175	625	1,197	(107)	7,890
Capital Financing	5,591	4,099	2,378	2,970	15,038
Demographic Pressures	7,565	9,214	8,672	6,511	31,962
Financial Pressures	3,000	3,000	3,000	3,000	12,000
Funding	(16,808)	(3,057)	(3,072)	(3,299)	(26,236)
Total	36,760	32,507	26,057	23,881	119,205

51. Paragraph 49 outlined some key issues that will require close consideration in respect of the 2024/25 Budget Gap. All those equally apply to later years of the MTFP, together with the additional considerations below:

- The ongoing economic outlook.
- The fact that there will be a General Election within the MTFP timeframe.
- Council Tax Reform - due to be introduced in 2025.
- Annual refresh of the Corporate Plan

52. Current assumptions within the MTFP are prudent and based on best available information. However, there is always a risk of change. If key assumptions fluctuate by small margins, they have the potential to significantly affect forecasts. The MTFP at Annex 1 considers a range of scenarios around the medium term in greater detail.

Modelling Savings Requirements

53. The table below models the potential savings requirement over the medium term. These assumptions will be reviewed as the budget process progresses, not least because the budget gap itself may change. Council tax levels included are purely for modelling purposes at this stage.

	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	TOTAL £000
Modelled Council Tax (+3%)*	5,172	5,327	5,487	5,652	21,638
Savings Required	31,588	27,180	20,570	18,229	97,567
Total	36,760	32,507	26,057	23,881	119,205

**Levels are for modelling purposes and are subject to ongoing review and Member approval*

54. Directorates are currently in the process of identifying savings options to support early 2024/25 budget strategy work. As always, every effort will be made to continue to identify efficiency savings (defined as achieving the same output (or more) for less cost). However, building on historic levels of savings, it will not be possible to balance the 2024 /25 budget through efficiencies alone, and there will inevitably be a need for savings that impact on service delivery.
55. Where possible, efficiency savings where no policy decision is required will be implemented during the current financial year, to maximise the possibility of securing full year savings in 2024/25. A reminder of the voluntary redundancy scheme will be circulated to all staff, to enable managers to consider expressions of interest alongside work on savings proposals. Directorates are currently drawing up service change options for review and these will be consulted on during coming months.

Schools

56. At present, Schools pressures incorporated within the £36.760 million budget gap for 2024/25 totals £9.408 million. In percentage terms this equates to 3.2% on current school budgets, which is comparable to current planning assumptions for the Council's overall AEF increase of 3.0%. In addition to the £9.408 million, the MTFP is predicated on the assumption that significant additional funding may need to be passported to schools in 2024/25 linked to actuarial review of the Teachers Pensions Scheme. There will be a need to track the impact of this potentially significant pressure at an individual school level.
57. As noted earlier in the report, there are many uncertainties regarding inflationary pressures, including teaching and NJC pay awards, as well as indicative energy pricing that will need to be kept under review as the year progresses. With regards pupil number growth, there is a net increase across all schools both in 2024/25 and over the medium term. However, the position is mixed across sectors; up until September 2027, projections show a continued reduction in primary pupil numbers and an increase in secondary pupils, although the level of the increases in the secondary sector incrementally reduce over the period.

Consultation and Engagement

58. In order to provide an opportunity for people to have their say on what is important to them and their communities. The proposed Budget Timetable

Framework for 2024/25 is included at Appendix 3. Over this period, as well as undertaking public consultation, engagement will also take place with the third sector, Scrutiny Committees, Governance and Audit Committee, Schools (via the School Budget Forum) and Trade Unions. In addition, employee engagement at all levels within the organisation continues to be given high priority.

59. The Council has various mechanisms in place to engage directly with employees including staff information emails, team briefings and the staff app. Employees will continue to receive briefings on the overall position through these channels at all key stages of the budget process. In addition, managers will ensure that there is appropriate engagement and consultation with employees who may be affected by any proposals.

Housing Revenue Account

60. The Council sets a five-year budget for the Housing Revenue Account (HRA). This aligns to a 30-year business plan which is updated annually and submitted to the WG for approval. The current five-year budget inclusive of the rent uplift for 2023/24 was approved by Council in February 2023. The current HRA business plan was approved in March 2023.

61. Key risks and uncertainties in the medium term include but are not limited to the following:

- The potential for a restricted rent uplift in future years due to any changes to the WG rent policy beyond 2024/25 and/or the impact of CPI levels which would reduce resources to support service provision to tenants and the capital schemes that can be taken forward.
- Cost inflation increases above rent uplifts impacting on operational costs and capital contracts.
- Interest rate rises resulting in increased costs of borrowing undertaken for capital expenditure proposed including the significant borrowing for the new build housing programme.
- A reduction in the WG Major Repairs Allowance grant which could impact the achievability of the planned Capital Programme and ongoing maintenance of the Wales Housing Quality Standard.
- The ongoing impact of the cost-of-living crisis on tenants' ability to pay rent and service charges along with additional costs of collection and recovery and an increased requirement for tenant support and advice services.
- The challenge of decarbonisation targets without additional funding and the ongoing impact on energy costs for tenants.
- Failure to meet the new build housing programme targets which would limit the impact on the housing waiting list and homelessness. Delays to timing of lettings also result in reduced rental income and increased holding costs of vacant sites.

- Increased demand for services requiring prioritisation within available resources to ensure service delivery achieves maximum impact.
62. These risks to the financial resilience of the HRA will require close monitoring and management throughout the year and over the medium term. Future rent levels remain uncertain, and this is a significant risk factor for the HRA as the Council cannot control or effectively predict a key component of HRA planning and budgeting.
 63. The 5-year Social Housing Rent policy introduced in 2020/21 will continue until 2024/25 and allows for a maximum 1% rent increase above the rate of the September CPI. Where CPI is outside the range of 0% to 3%, a ministerial decision will be required.
 64. The rent uplift decision for 2024/25 will be reported to Cabinet for approval in December in line with the Renting Homes (Wales) Act 2016 which requires landlords to give tenants two months' notice of their rent charge. In line with the WG rent setting policy, the approach to rent setting, whilst aimed at a balanced budget which meets all spend commitments for the HRA including significant future capital financing costs, will need to consider cost efficiencies, value for money and affordability for tenants.
 65. The Directorate have committed to seek opportunities for digitalisation, service efficiencies and service change, as appropriate, along with a review and reprioritisation of the Capital Programme where feasible to assist in reducing costs and meeting any revenue budget shortfall which may arise. This will need to be balanced against any impact on services and investment at a time when the HRA is responding to a range of additional pressures.
 66. In addition, the Directorate have entered into a series of voluntary commitments under an agreement with the WG to ensure that tenants are protected, including the provision of targeted support, working in partnership to develop a consistent approach to assessing affordability across the social housing sector in Wales and implementing a no eviction policy due to financial hardship for the term of the rent settlement.
 67. The risks can be further mitigated by the availability of HRA earmarked reserves and balances, but it should be noted that any decisions to manage the position in the short term through use of earmarked reserves and balances must be taken in the knowledge that such reserves are one off and will not meet any ongoing funding gap in the longer term.

Capital Investment Programme

68. The Council sets a five-year rolling capital investment programme, which is updated annually. The current five-year programme was approved by Council in March 2023 and is summarised below. The 2024/25 Budget Strategy will roll the programme forward a year, to cover 2028/29.

Indicator						
Capital Programme Expenditure						
	2023/24* £000	2024/25 Indicative £000	2025/26 Indicative £000	2026/27 Indicative £000	2027/28 Indicative £000	Total £000
Annual Sums Expenditure	28,894	24,675	22,315	19,765	19,665	115,314
Ongoing Schemes	36,381	35,935	25,478	8,891	585	107,270
New Capital Schemes (Exc ITS)	6,170	4,000	1,000	0	0	11,170
Schemes Funded by External Grants and Contributions	92,084	161,308	72,488	22,123	6,775	354,778
Existing and new Invest to Save (ITS) Schemes	39,398	122,044	110,284	42,390	3,500	317,616
Total General Fund	202,927	347,962	231,565	93,169	30,525	906,148
Total Public Housing (HRA)	111,000	102,260	85,745	88,720	118,820	506,545
Total Capital Programme	313,927	450,222	317,310	181,889	149,345	1,412,693

* The final slippage figure will be reflected in the Month 4 2023/24 budget monitoring report.

69. To comply with regulations and the CIPFA Prudential Code for Capital Finance in Local Authorities, Council approves a Capital Strategy setting out the long-term context in which capital investment decisions are made. In parallel it must also approve a Treasury Management Strategy which includes the approach to managing associated borrowing implications. The Council's Capital Strategy will be updated as part of the 2024/25 budget process and sets the framework and approach to:

- Working with partners
- Asset Management Planning
- Risk Appetite
- Governance and decision-making
- Capital Investment Programme
- Funding the strategy
- Managing the borrowing requirement
- Prudent Minimum Revenue Provision (MRP) Policy Statement
- Affordability of the investment plan

70. The investment programme is based on the Council's medium-term view of investment requirements and includes projects maintaining momentum in city regeneration, modernising school buildings, delivering a significant house building programme and approved priorities arising from Stronger, Fairer, Greener.

71. The detailed investment programme will be updated to ensure it remains prudent, affordable and sustainable against the backdrop of wider impacts which include:

- Construction price increases and supply chain pressures.
- The Council's own capacity and constraints to implement projects.
- Changes and uncertainty in the interest rate environment.
- Increased demand and pressures, for which prudent capital investment can be a key mitigating tool where affordable and sustainable to do so.

72. As part of this update, it remains essential that one of the key mitigations against financial resilience risk is the requirement for options appraisal and a clear process for the development and approval of business cases before projects are approved to be included in the detailed Capital Programme and the Medium-Term Financial Plan in future years.

Importance of Option Appraisal, Business Cases and Due Diligence

73. Implementation of capital schemes approved as part of the budget framework will need to be subject to the governance, financial, procurement and contract procedure rules set out in the constitution, as well as required Cabinet or Officer decision approval of business cases as relevant.

74. The size and complexity of Capital Projects including unanticipated taxation, wider financial and operating risks makes it essential that due diligence is undertaken on business cases and viability assessments for capital projects, with sourcing of external expertise where relevant. There must also be consideration of whether investment could be better made by, or together with others, as part of thorough options appraisal exercises. It is essential that such best practice is embedded in Council processes. The approach of Cabinet approval of proportionate business cases for significant projects prior to full inclusion in the capital programme is an essential tool to ensure financial resilience and understanding of affordability and risk.

Capital Programme Affordability

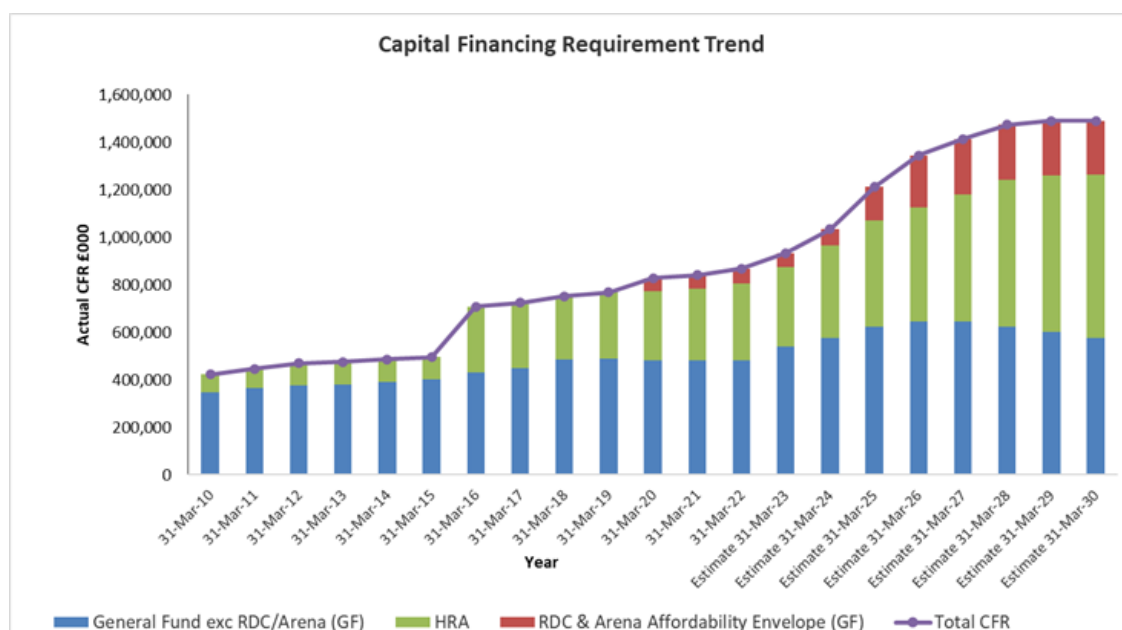
75. The affordability of the programme is reviewed annually considering the impact of the issues highlighted above. The impact on the revenue budget of borrowing and operating costs is factored into the MTFP and considered alongside other financial pressures. The Section 151 Officer is required to provide a view on the deliverability, affordability and risk associated with the Capital Strategy.

76. The Council continues to be successful in bidding for external grants for specific capital schemes from Welsh Government and other external bodies. This external funding is essential to support affordability of meeting policy objectives set by National Government but is often only available on a bid basis and has short term timescales. This makes long-term planning difficult.

77. The demand and need for investment in our critical infrastructure, and to improve service delivery and outcomes for the city, has a significant impact on affordability, requiring prioritisation and consideration of alternative ways of achieving the same outcome. The Council has two main resources that it can directly influence to fund investment - capital receipts and borrowing. Both are considered in further detail below.

Borrowing

78. Borrowing has long-term financial consequences, and costs span generations. When the Council incurs capital expenditure without an immediate resource to pay for it (e.g., grant, revenue or capital receipt), it results in a need to borrow. While it may not be necessary to take additional external borrowing immediately, the Council's underlying need to borrow, called its Capital Financing Requirement (CFR), increases. In other words, there will ultimately be a requirement to borrow money, which will need to be repaid.



79. Based on the existing programme, the medium-term financial plans for the General Fund and Housing Revenue Account show the capital financing budgets increasing into the long term. This assumes no further increases in unsupported borrowing beyond that to which there is already commitment. In addition, it assumes capital receipts targets will be met, and that all projects approved on an invest to save basis continue to deliver as planned and represent no risk to the revenue budget.
80. As part of the Capital Strategy, Treasury Management Strategy and Housing Medium-Term Financial Plans, indicators prepared to support the assessment of affordability, prudence and sustainability of borrowing will also be updated.

Capital Receipts

81. Capital receipts are an important means of increasing the affordability of the Capital Programme. The generation of capital receipts is also consistent with the need to accelerate a reduction in the Council's asset base where this can support savings requirements or reduce maintenance liabilities.
82. The Capital Programme approved by Council in February 2018 set a target for non-earmarked General Fund Capital receipts of £40 million, with a subsequent increase of £1 million to this target in 2019/20, Total receipts

against the target in the 5 years up to 31 March 2023 are £13.181 million. It is clear that this is not an acceptable outcome and given the new demand for investment in the schools and non-schools property estate, an enhanced focus is needed on disposal, relinquishment and alternative use to ensure the significant asset base of the Council is affordable and sustainable. This needs to be a clear focus of the updated Annual Property Plan, to also set out the priority detailed investment to be undertaken in the medium term.

83. The Council has also incurred expenditure on projects which assume that future capital receipts will be received to repay expenditure incurred on those projects, such as land acquisition at the International Sports Village. Expenditure incurred in advance of realisation of receipts represents a risk of abortive costs, and to the level of borrowing and should be reviewed regularly as part of the overall annual property plan and relevant project governance processes.

Developing the Capital Programme 2024/25 to 2028/29

84. As mentioned above the capital investment programme is a strategy that aims to meet the long-term challenges facing the city. As such, priority elements of the programme should not change significantly because of short-term disruptors. However, the update of the investment programme must have regard to the current challenges outlined above namely, longer term affordability in the context of the overall MTFP, materials and supply cost pressures, proportionate business cases prior to inclusion of schemes in the programme, and review of resources available to pay for capital commitments.
85. Given existing commitments, the uncertain economic climate, and the need to confirm costs, no additional commitments will be entered into that would represent new borrowing commitments **for either the General Fund or the Housing Revenue Account**, unless there is a statutory requirement on the Council to undertake the work, only the Council is required to pay for the work, and it addresses an identified corporate risk.
86. In updating and formulating the five-year Capital Programme for 2024/25 to 2028/29, the approach to formulating investment priorities will be as follows:
- Schemes already included in the indicative programme to be reviewed for increased cost pressures and sourcing of external funding where this will allow such schemes to progress.
 - Schemes already included in the indicative programme to be reviewed in respect of timing and risk to service delivery objectives. Schemes that are not time critical to be deferred to later in programme to focus internal capacity on delivery of priority schemes, allowing the impact of economic uncertainty to be clearer, and to spread the timing of any borrowing requirement and treasury management risk.
 - Update and agree financial models as part of the proposed budget, and approved as part of the Council's budget framework to meet key city priorities to ensure investment proposed remains affordable and consistent with the MTFP, with updates to timing of expenditure. This

to include: Housing Revenue Account, Capital Investment Plan, Arena affordability envelope principles agreed by Council in February 2019 and Schools Organisation Plan financial model.

- To seek longer term planning frameworks for capital investment with Welsh Government and other external grant providers.
- All new investment to be in accordance with approved Asset Management Plans, Corporate Plan and:
 - have considered all alternative solutions for funding and achieving the same outcome before requesting council-funding.
 - demonstrate value for money in expenditure and approach to delivering outcomes.
 - undertaken only where there is a statutory requirement on the Council to undertake such works to address identified corporate risks.

Financial Resilience

87. Given the challenges identified, it is important to undertake regular review of the Council's financial standing and resilience. The snapshot included at Appendix 4 provides a high-level overview of the financial health of the Council. Whilst the snapshot presents no immediate cause for concern the ongoing challenges linked to the medium term are clear. Other points of note within the snapshot are summarised below:

- Whilst the revenue outturn position for 2022/23 was balanced overall, there were significant overspends in some directorates. Overspends that exceeded realignments provided as part of the 2023/24 Budget have been considered in refreshing the 2024/25 Budget Gap.
- There was significant capital programme slippage in 2022/23 linked to capacity and supply challenges outlined earlier in the report. Given financial restraints, this highlights the need for directorates to undertake a robust and realistic assessment of delivery capabilities as part of rolling the programme forward and profiling expenditure.
- The percentage of savings achieved has improved in recent years. Whilst this is encouraging, it must be noted that overall savings quantum in these years was comparatively lower, due to better settlements. Given the scale of savings requirements over the medium term, the importance of timely and robust savings planning cannot be underestimated.
- The snapshot highlights the importance of external income (specific grants and fees and charges) to the Council, but also the emphasises the risks it can pose. For fees and charges, this can include susceptibility to external factors, whilst for specific grants, there is a risk of real term reductions, grant fall-out and planning challenges. It is critical that these income streams and the risks associated with them are managed as proactively as possible - at best to help address the budget gap, at worst to avoid adding to it.
- The snapshot identifies that whilst earmarked reserves have increased, latest published comparators show that Cardiff's reserves are

comparably low for an authority of this size. Over the medium term, it will be key that directorates recognise the one-off nature of these resources and carefully prioritise them to ensure that, in line with their intended purpose, they are either spent on areas of most impact, or retained as a buffer against areas of highest risk.

Scrutiny Consideration

88. The Policy Review and Performance Scrutiny Committee is due to consider this issue on 12^h July 2023. Any comments will be circulated at the Cabinet meeting.

Reasons for Recommendations

89. To note the 2024/25 Budget and MTFP Update and to approve the next steps.
90. To note the Income Generation Framework and agree this be used as the approach to setting fees and charges for 2024/25.
91. To note the Budget Timetable Framework and forward this to Council for approval.

Legal Implications

92. It is the responsibility of the Cabinet to receive financial forecasts and develop a medium-term financial strategy with a view to proposing a Budget for the Council to approve. Any specific legal issues arising will be addressed as part of the proposed budget preparation. These implications do not contain legal advice on the individual projects referred to in the report, which will be provided on the respective projects as and when considered.
93. The report provides that the proposed Budget Timetable framework for 2024/25 will make provision for consultation. In order for there to be robust consultation, the process must occur when proposals are at a formative stage; it should give sufficient reasons for any proposal to permit proper consideration; and it should allow adequate time for consideration and response. There must be clear evidence that the decision maker has considered the consultation responses before taking its decision on the budget. It is important to note that the consultation raises the legitimate expectation that any feedback received from the consultation will be taken into account in developing the proposals consulted upon.

General legal requirements

Equality Requirements

94. In considering this matter the decision maker must have regard to the Council's duties under the Equality Act 2010. Pursuant to these legal duties Councils must, in making decisions, have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3)

foster good relations on the basis of protected characteristics. Protected characteristics are: (a) Age, (b) Gender reassignment, (c) Sex, (d) Race – including ethnic or national origin, colour or nationality, (e) Disability, (f) Pregnancy and maternity, (g) Marriage and civil partnership, (h) Sexual orientation, (i) Religion or belief – including lack of belief.

95. When taking strategic decisions, the Council also has a statutory duty to have due regard to the need to reduce inequalities of outcome resulting from socio-economic disadvantage ('the Socio-Economic Duty' imposed under section 1 of the Equality Act 2010). In considering this, the Council must take into account the statutory guidance issued by the Welsh Ministers (WG42004 A More Equal Wales The Socio-economic Duty Equality Act 2010 (gov.wales) and must be able to demonstrate how it has discharged its duty.

Well-Being of Future Generations (Wales) Act 2015

96. The Well-Being of Future Generations (Wales) Act 2015 ('the Act') places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible.
97. In discharging its duties under the Act, the Council has set and published well being objectives designed to maximise its contribution to achieving the national well being goals. The well being objectives are set out in Cardiff's Corporate Plan Stronger, Fairer, Greener 2023-26. When exercising its functions, the Council is required to take all reasonable steps to meet its well being objectives. This means that the decision makers should consider how the proposed decision will contribute towards meeting the well being objectives and must be satisfied that all reasonable steps have been taken to meet those objectives.
98. The well being duty also requires the Council to act in accordance with a 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:
- Look to the long term
 - Focus on prevention by understanding the root causes of problems
 - Deliver an integrated approach to achieving the 7 national well-being goals
 - Work in collaboration with others to find shared sustainable solutions
 - Involve people from all sections of the community in the decisions which affect them

99. The decision maker must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible using the link below:

<https://www.gov.wales/well-being-future-generations-statutory-guidance>

Welsh Language

100. The decision maker should also have regard, when making its decision, to the Council's wider obligations under the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.

Financial Implications

101. The financial implications are set out in the detail of the report. In summary, the report refreshes the MTFP and sets out the Budget Strategy for 2024/25. It outlines a likely budget reduction requirement of £119.2 million over the period 2024/25 – 2027/28, of which £36.7 million relates to 2024/25. Further detail on the elements of the budget gap is included at Annex 1. The current outline strategy modelled to address the budget gap is a combination of council tax increases (£21.6 million) and savings (£97.6 million.) The gap will continue to be reviewed during the current year to reflect most recent information.

HR Implications

102. The report outlines the contexts under which the budget is being set together with the continued financial challenges faced by the Council in balancing reducing finances with increasing demands, the challenges that the COVID pandemic has created and the current cost of living crisis and its effects on the Council's finances. The Council will continue to review the shape and scope of the organisation and the way in which services are delivered and efficiencies achieved. New service delivery models will need to meet demand pressures and reflect budgetary realities alongside securing further efficiency savings through better collaboration and partnerships, integration of service delivery and reducing duplication of effort and resources.
103. Given the level of savings required in 2024/25 and beyond, it will be key that the savings proposals identified are robust and deliverable. The extent of financial challenge in a continued period of restraint will result in savings targets for controllable budgets that will be considerably challenging and will result in significant changes to how local government services are delivered. The availability of resources to support the delivery of these sustained changes will be key.
104. Whilst it is not possible to provide specific HR implications on any changes at this time, it is clear that the ongoing budget difficulties will continue to have significant people implications associated with actions necessary to manage the financial pressures facing the Council. As service delivery proposals are

brought forward, there will be consultation with employees (those directly and indirectly impacted) and the Trade Unions so that they are fully aware of the proposals, have the opportunity to respond to them and understand the impact that the new model of service will have on them. Further and specific HR implications will be provided when relevant models are proposed.

105. Any proposed reductions in resource levels will be managed in accordance with the Council's recognised policies for restructuring which include, where appropriate, redeployment and voluntary redundancy. The Council's Voluntary Redundancy Scheme is always available, however, whilst those interested in leaving on this basis (with a post subsequently deleted) should express an interest to do so, a business case to support the exit will still need to be made and signed off. Flexible retirement continues to be another option available and a Sabbatical policy is in place as well as ability to request voluntary reductions in working hours. Training and development to support new skill requirements will remain available in order to place employees in the best possible position for potential redeployment.
106. Initial Trade Union consultation has taken place on this report. The Trade Union Partnership Meeting will be utilised to facilitate early discussion with Trade Unions on any key organisational proposals, with more detailed discussion continuing with employees and trade unions at local directorate level. It is essential that there continues to be appropriate consultation on proposals that are taken forward, as and when they are developed. This could include early proposals which are required to be implemented in preparation for the 2024/25 financial year. Many of these will have people implications that will need to be considered at an early stage in consultation with the Trade Unions and employees affected.
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Property Implications

112. There are no further specific property implications in respect of the Budget 2024/25 Update Report. It is noted that the receipts against the non-earmarked General Fund Capital receipts target to 31 March 2023 are significantly lower than the original target anticipated at this juncture. Following the impact of Covid and other factors on the disposal programme, the Corporate Property Strategy 2021-26 approved at Cabinet in December 2021 set out progress against Capital Programme receipts targets and revisions to anticipated disposals and capital investments up to 2026. An update of in year progress in 2023/24 is to be provided to Cabinet over the summer via the Annual Property Plan. The Strategic Estates team will work with Education and other departments to identify further potential disposals which may help to address the current shortfall in anticipated receipts.
113. More generally, the Strategic Estates team continues to work closely with Finance, as well as the Council's tenant base, to mitigate and recover from the impact of the pandemic and recent inflationary pressures on the Budget position. It is noted from the Budget Report that inflation has continued to be

at elevated levels this year, especially in respect of energy costs, which have a direct impact on the costs of running the Council's estate.

114. The Strategic Estates Department will continue to assist where necessary in supporting delivery in relevant areas such as the Capital Programme and Major Projects. Where there are property transactions or valuations required to deliver any proposals, they should be done so in accordance with the Council's Asset Management process and in consultation with Strategic Estates and relevant service areas.

CABINET CONSIDERATION

115. On 13 July 2023, Cabinet considered this report and resolved that:

- i. the budget principles on which the Budget Strategy will be based and the approach to meeting the Budget Reduction Requirement both in 2024/25 and across the period of the Medium-Term Financial Plan be agreed.
- ii. directorates work with the relevant Portfolio Cabinet Member(s), in consultation with the Corporate Director Resources and Cabinet Member for Finance, Modernisation and Performance to identify potential savings to assist in addressing the indicative budget gap of £36.7 million for 2024/25 and £119.2 million across the period of the Medium-Term Financial Plan.
- iii. Authority be delegated to the Chief Executive, in consultation with the Leader and Cabinet Member for Finance, Modernisation and Performance, the authority to implement any saving proposal in advance of 2024/25 where no policy recommendation is required or where a policy decision has already been taken.
- iv. It be noted that work will continue to update and refresh the MTFP and that this will be reported to Members as appropriate.
- v. It be noted that the Income Generation Framework at Appendix 2 and agree this be used as the approach to setting fees and charges for 2024/25.
- vi. consultation on the 2024/25 budget proposals will take place when the detail of options is available in order to inform the preparation of the draft 2024/25 Budget.

CABINET PROPOSAL

Council is recommended to agree that the Budget Timetable Framework set out in Appendix 3 be adopted, and that the work outlined is progressed with a view to informing budget preparation.

THE CABINET
13 July 2023

The following annexes are attached:

Annex 1: Medium Term Financial Plan

The following appendices are attached:

Appendix 1: Budget Update Overview - Questions & Answers

Appendix 2: Income Generation Framework

Appendix 2a: Income Summary Statement

Appendix 3: Proposed Revenue Budget Timetable Framework 2024/25

Appendix 4: Finance Resilience Snapshot

The following background papers have been taken into account:

2023/24 Budget Report – March 2023

Capital Strategy 2023/24

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Budget Update Report 2024/25 - Question and Answers

What is the Budget Update Report?

- Local Authorities must set their budget by 11th March each year. This Report is an update on our planning for the 2024/25 Budget (Revenue & Capital).

The Revenue Budget

What is the Revenue Budget?

- The revenue budget sets out what the Council plans to spend on day-to-day services.
- These include running schools, caring for vulnerable people, collecting waste, maintaining highways and parks, and operating libraries and cultural venues.
- The revenue budget must also set out how these spending plans will be funded.
- Some services generate income to help cover their cost (like Cardiff Castle), and sometimes we receive grants for specific activities - this is called service specific income.
- After taking service specific income into account, our remaining costs (the Net Revenue Budget) are funded from General Grant (74%) and Council Tax (26%).

How do you prepare the Revenue Budget?

- In summary we:
 - Estimate the cost of delivering services next year.
 - Compare this to the funding we expect to receive next year.
 - If estimated costs are more than funding, then we have a “Budget Gap.”

What happens if there is a Budget Gap?

- The Council is required by law to produce a balanced budget. This means we must plan to bring net expenditure and funding back in line before the financial year starts - they must match.
- This can be done by:
 - Reducing Spend (making savings)
 - Increasing income (for specific services)
 - Reviewing the level of the Council Tax
 - Considering using earmarked reserves - but this is not a long-term solution.

Is there a Budget Gap for 2024/25?

- Yes, there is an estimated budget gap of £36.8 million for 2023/24. It reflects:
 - Estimated additional costs of £53.6 million.
 - Less, estimated additional funding of £16.8 million.

What is the additional £16.8 million funding that are you expecting?

- It is made up of:
 - £17.8 million *more* general grant - this assumes a 3% increase on the current year.
 - £1.0 million *less* use of reserves when compared with 2023/24.
- Decisions about any council tax increase will be considered as part of addressing the gap.

Why are you using less reserves than last year?

- Reserves are one-off funding source - when you use them to fund ongoing budget pressures, it simply delays the need to find a more permanent solution.

- Use of reserves is more appropriate where budget pressures are *temporary* in nature. This was the case in 2023/24 as some of the energy price increases that we needed to fund are likely to fall slightly in 2024/25.
- We will continue to review opportunities to use reserves to support the budget in a way that doesn't add to the challenges of future years.

How do you know that the Council's general grant will increase by 3%?

- We don't know for certain. The 3% is an "indicative allocation" from Welsh Government (WG).
- There's a risk this could change – we will have a firmer idea when we receive "Provisional Local Government Finance Settlement" (Provisional Settlement) for 2024/25.
- Provisional Settlement may be in October or December - we don't know yet. It's affected by WG receiving their funding notification from UK Government.
- Uncertainty about funding is challenging because small changes can have a big impact - each 1% of general grant funding = £5.9 million.
- The timing of funding announcements adds to the challenge, bearing in mind that we must balance the budget by 11th March.

Are there any other funding risks?

- Yes, in addition to the 3% increase explained above, we are also assuming that WG will fund a potentially significant cost increase in relation to Teachers' Pensions.
- The amount depends on the findings of an actuarial review of the Teachers' Pension Fund – an announcement is expected over the summer.
- The impact of the last review (approx. £8 million for Cardiff) was fully funded by WG. At this stage, we are assuming that funding will be provided again this time, but this is not yet confirmed, so we will need to keep this assumption under close review.
- We are also assuming that WG will continue to fund part of the September 2022 Teachers Pay Award.

Why are costs expected to go up by £53.6 million – what does this include?

- **£9.7 million for estimated price inflation.** Pay awards and inflation continue to affect providers' costs and these are passed on in the prices they charge for services. The £9.7 million includes inflation on the prices we pay for securing care for vulnerable children and adults. It also includes estimated increases to levies we pay to the South Wales Fire Services and the South Wales Coroner, as well as increases to school transport, out of county education placements and ICT prices.
- **£7.6 million for anticipated demand increases.** This reflects an increase in people needing our support in Adult and Children's Social Care. It also includes education-related costs like increasing pupil numbers, the cost of schools in Local Development Plan Areas, and school transport pressures. We know that homelessness will be another key area to keep under review. Demand for services is one of the most difficult areas to predict. It has become more challenging in recent years because the pandemic and cost-of-living crisis have affected any previously identifiable trends. We will keep assumptions under close review - what happens in the current year has a knock-on effect into 2024/25.
- **£21.5 million for estimated pay awards.** As a service driven organisation – workforce costs are a key driver of costs and so when planning, we need to consider the impact of pay awards. Most, although not all, Council staff are covered by two key awards – the teachers' pay award which covers teachers, and the NJC award which covers most other Council workers including

social workers, refuse collectors, teaching assistants, midday supervisors, and office staff. Across the UK, high inflation has led to drawn out pay negotiation processes. Pay awards for the current year are not yet finalised and this adds uncertainty into the planning process because it means we are estimating costs across two years.

- **£14.8 million for other pressures.** This includes the costs associated with financing the capital programme as well as additional funding to maintain assets, support waste strategy and continue the Coed-Caerdydd project. It also factors in the impact of additional demand on Children's Services budgets that became evident in finalising the 2022/23 position. This sum also includes £3.0 million for emerging pressures.

Is the Budget Gap likely to change?

- Yes, this is a big risk – which is why we have allowed £3.0 million for emerging pressures. There is always uncertainty in trying to predict demand, inflation and pay awards and we will not receive our funding settlement for several months yet.
- At present, most forecasters expect inflation to fall sharply over the course of the year and current planning assumptions reflect this happening. If inflation does not fall as predicted, this will place further pressure on costs for 2024/25.

Is there a similar situation in later years?

- Yes, the budget gap is estimated to be £119 million in total over the next four years.
- This is set out in the Council's Medium Term Financial Plan (MTFP) and summarised below:

2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	Total £m
36.8	32.5	26.0	23.9	119.2

How will this gap be bridged?

- The table below sets out an outline approach - the gap will need to be largely met from savings - £97.6 million.
- Although the budget gap has increased, Council Tax increases have been kept at levels modelled previously. They remain a modelling assumption and are subject to ongoing review.

	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m	Total £m
Council Tax – modelling only – 3%	5.2	5.3	5.5	5.6	21.6
Savings	31.6	27.2	20.5	18.3	97.6
TOTAL	36.8	32.5	26.0	23.9	119.2

What happens next?

- We will continue to keep the budget gap under close review – things can change quickly.
- We will develop work on savings and income generation proposals over the summer.
- Income Generation – given the scale of the budget gap, it will be important to maximise income where possible and appropriate. Fees and Charges for 2024/25 will be developed in line with the Council's Income Generation Framework.
- Savings - there will be a continued emphasis on efficiency savings - savings which deliver the same services for less cost. Where possible we will implement these as early as possible to

ensure they are in place for 2024/25. However, building on previous levels of savings, it will not be possible to balance the budget through efficiency savings alone and there will be a need for changes that impact on service delivery. These will be consulted on in coming months.

- Progress, and further clarity on funding, will be reported later this year to inform consultation on the 2024/25 Budget.

The Capital Programme

What is capital expenditure?

- Capital expenditure refers to acquiring or improving assets. It has a longer-term focus than revenue expenditure.
- Examples of capital expenditure include building a new school or resurfacing the highway.

What is the Capital Programme?

- The capital programme sets out our expenditure plans and how we will pay for them over a five-year period. It is an investment programme to help meet the Council's key priorities and the long-term challenges facing the city.
- The current programme includes support for city regeneration, modernising school buildings, responding to the climate emergency and delivering a significant house building programme.

What period does the current programme cover?

- Council approved the current five-year capital programme in March 2023. This set the programme for 2023/24 as well as an indicative programme until 2027/28.
- We now need to plan for setting the 2024/25 programme. We also need to update later years of the indicative programme and roll it forward to cover 2028/29.

How do you plan for capital projects?

- The size and complexity of capital schemes means there are a wide range of factors to consider - this requires robust business cases and viability assessments.
- It is critical that all key risks are fully understood before embarking on a project
- The Council prepares a capital strategy each year which covers amongst other things, approach to working with partners, risk appetite and includes some indicators of affordability.

How is capital expenditure paid for?

- Councils receive grant funding (specific and general) to support capital expenditure. This is similar to the way the Revenue Budget is funded, but there are also key differences.
- One difference is that rules permit Councils to borrow to fund capital expenditure - **if that borrowing is considered affordable, prudent and sustainable.**
- Another difference is that Councils can fund capital expenditure from selling assets and using the proceeds - called capital receipts.

What happens when the Council borrows to fund capital expenditure?

- The current capital strategy assumes that the requirement to borrow will increase to circa £1.5 billion by 2027/28.
- Borrowing places pressure on the revenue budget. This is because the Council must repay debt with interest. The affected revenue budget is called the "capital financing budget."
- Broadly speaking, each £1 million of capital expenditure places additional pressure of £100,000 on the revenue budget, unless such costs are offset by an additional external income stream.

This assumes the asset will last a long time (25 years). The impact is higher if assets aren't expected to last as long.

- Capital financing already accounts for a significant proportion of the revenue budget. Even with no further borrowing, capital financing costs will increase over the medium term.
- This means that a key consideration when deciding if any further borrowing is affordable is the impact on the revenue budget which is already under significant pressure.

Does the increase in interest rates have an effect?

- Not immediately, because existing borrowing is at fixed rates. However, current commitments and future borrowing requirements mean that there is a risk of increased costs well into the long term.
- Interest rates may fall back once inflation is under control, but it is not clear whether this will be to levels previously experienced - the timing and approach to borrowing will be a key factor in mitigating costs.

What is the position on capital receipts?

- Selling assets can:
 - Provide funds to support the capital programme.
 - Reduce revenue costs linked to maintaining and operating the asset.
- The current capital programme already includes challenging capital receipts targets.
- Updates to the receipts target are included in the annual property plan.
- Capital investment plans include several major development projects that are based on capital receipts contributing to their cost. There is a risk where spending begins before receipts have been realised, and this will need regular review as part of the annual property plan.

What will you consider in updating the capital programme?

- **Affordability** - with little to no scope for more borrowing or capital receipts, we will need to prioritise.
- **Cost & supply chain pressures** – there are economic factors that are likely to affect schemes. This will include materials supply issues, increasing construction costs, supplier availability and the potential for increasing interest rates to affect the cost of borrowing.
- **External Funding Opportunities** - the Council has and continues to be successful in bidding for external grants to support specific schemes. This is a crucial way of supporting affordability - but sometimes bid arrangements for these funding streams make long-term planning difficult.

Can some investment to pay for itself through savings or new income streams?

- Yes, these are called invest to save (ITS) or invest to earn (ITE) schemes.
- With these schemes, capital investment results in savings or income that helps meet borrowing costs. There are restrictions on Councils investing in commercial projects e.g those undertaken primarily for a financial return.
- For ITS/ITE schemes a robust business case is key. This is because if the predicted income / savings levels are not achieved, the revenue budget will end up picking up the borrowing costs they were meant to cover, for many years into the future.

What is the approach to updating the capital programme?

- The broad principles are that:
 - No additional commitments will be entered into that would require further borrowing unless there is a statutory requirement on the Council to undertake the work, or the

work addresses an identified corporate risk. This applies to both the General Fund and the Housing Revenue Account.

- All new investment should be in accordance with approved Asset Management Plans and the Corporate Plan.
- All alternative funding solutions / means of achieving the same outcome should be thoroughly considered.
- Proposed investment must demonstrate value for money in expenditure and approach to delivering outcomes.

What Next?

- Schemes already included in the indicative programme will be reviewed to identify any cost pressures and opportunities for external funding.
- The timing of schemes already included in the indicative programme will be reviewed. If not time critical, they will be deferred to later in programme. This will focus internal capacity on delivering priority schemes, allow economic uncertainty to become clearer, and spread the timing of borrowing requirements.
- Financial models will be updated to ensure investment remains affordable and to confirm timing. This will include in relation to schemes within the Housing Revenue Account and Capital Investment Plan, as well as to the Arena affordability envelope principles and the Schools Organisation Plan.
- Longer term planning frameworks for capital investment with Welsh Government and other external grant providers will be sought.

Cardiff Council
Income Generation
Framework
2024/25

Charging for Services

There are many reasons why a Local Authority may charge for services. Fees and charges can provide a key income source to help support financial sustainability, and in some instances, charging could make it possible to sustain services that would otherwise be lost. Charges can also enable the provision of services that the market does not supply and can help place a value on services to manage their consumption.

Income generation aside, applied strategically, fees and charges can be used to support policy growth, stimulate the economy, or support behavioural change for the benefit of communities or the environment (for example, issuing enforcement fines to reduce littering). However, as there can be negative associations with charging for services, it is important to be clear about the rationale and application of charges, to avoid the perception of a dual tax. It can also be important to make considered use of concessionary pricing structures.

Finally, as fees and charges are not a stable funding source, they can represent an area of significant financial risk, as evidenced by the impact of the COVID-19 pandemic. It is therefore crucial that directorates have a robust understanding of their customers, cost base and the markets in which they operate, so that they are well-positioned to pre-empt challenges and take corrective action.

Aims

The aim of this framework is to ensure:

- A shared understanding of the rationale for charging in a particular area.
- Consistency in approach to charging for services.
- Heightened awareness of the legislative framework applicable to individual charges.
- A clear governance structure for charging, varying charges and applying concessions.
- That charges reflect the ability to pay.

- A clear understanding of risk appetite and risk management with regards income generation.
- The maximisation of income - *within identified risk parameters*.
- The consistency of fees and charges with wider Council policy.
- The protection of services that may otherwise be at risk given the financial climate.
- Awareness of the importance of managing the cost/income relationship.
- The clear communication of fees and charges.

Scale and Scope

For 2023/24, the Council's budget reflects gross expenditure of £1.246 billion offset by income of £442 million as summarised below:

Net Budget	£m
Gross Expenditure	1,246
External Income	(442)
Net Budgeted Expenditure	804

The resultant net budget of £804 million is funded through a combination of Revenue Support Grant, Council Tax and Reserves. This income is *non-hypothecated*; it supports services in general, as opposed to a particular service.

Specific Income

The Council has budgeted specific income, (income that supports specific services) of £442 million, broken down as follows:

External Income	£m
Government Grants	(290)
Other Public Sector & LAs	(38)
Sales	(13)
Fees & Charges	(85)
Rents	(15)
Investment Income	(1)
Total External Income	(442)

This framework covers service specific income that is generated from sales, fees, charges, and rents, together with any new income streams that would fall into those areas. This represents a significant income stream (approx. £113m) which must be carefully and consistently managed, both in terms of risk and opportunity.

The following areas are *outside* the scope of the framework:

- Non-hypothecated funding - Council Tax & RSG.
- Specific Grants - these are awarded by the funding provider for a particular purpose, usually with audited outcomes.
- Treasury Management Income - this is governed by the Treasury Management Strategy.
- Housing Revenue Account Income
- Fees & Charges determined by delegated schools.
- Income collection and income management. Guidance in respect of these processes currently exists in separate documents and will be encompassed within future iterations of this framework.

Over time, the level of income generated by the Council may reduce. However, it is important to note that this is not always a cause for concern, if for example, the lost income results in a net saving. Examples of this in practice, include delivery changes to formerly subsidised services, including the Council's leisure arrangements, and more recently New Theatre and Saint David's Hall.

Governance Process for Charging

The Governance process for setting fees and charges is summarised top right. It is proposed that this process is timetabled to coincide with the Council's annual budget-setting process. Each aspect of the process is subsequently set out in further detail.

Process for Charging



Step 1: Identify Applicable Legal Framework

For Local Authorities, charging decisions are governed by complex series of statute and regulations. In broad terms, CIPFA identify five main charging categories as identified below.

1. **No Charge permitted** (e.g. assessment for community care, housing advice, planning applications for listed buildings.)
2. **Charges or Charging Structures that are set by Government or in legislation** (e.g. planning application fees.)
3. **Charging Schemes set locally but which must be in accordance with government prescribed principles.**
4. **Charges set locally but where income cannot exceed the cost of providing the service.** These would include charges for a discretionary service (with no other

charging rules), or charges for a service using the general power of competence.

5. **No limit on charges** - e.g. commercial property rent.

Given the complex legal framework, and the volume of fees and charges across the Council, it is not possible to provide guidance within this document on the rules that apply to specific individual charges. It is therefore critical that directorates are clear as to the specific legislative framework that applies to charging for a given service.

In addition to a thorough understanding of the legal framework for charging, there is also a need for:

- A full understanding of any potential legal obligations over the lifecycle of the good / service (e.g. guarantees / maintenance).
- Ensuring that the VAT liability of income sources is properly treated, so that income expectations are a reality, and no penalties are incurred by the Council.

Commercial Income primarily for yield

It has been recent practice for some local authorities to use leverage (borrowing) to invest in financial or physical assets on the basis that resultant income streams will meet the costs of borrowing and support the Council's revenue budget. Examples include commercial property acquisition or the issuing of loans. CIPFA Codes of Practice which have statutory backing, such as the Prudential and Treasury Codes, are clear that investment primarily for yield is not an activity that should be undertaken by local authorities. HM Treasury are also clear that any local authority deemed to be undertaking such activity will be prevented from accessing lending from the Public Works Loan Board. This represents a significant financial risk and accordingly the Council's Capital Strategy states that it will not incur capital expenditure primarily for financial return. This statement and significant risk make it even more important that the rationale for

undertaking projects on an invest to save basis is supported by a business case in accordance with the Council's requirements and is only undertaken following finance due diligence.

The Codes mentioned above set out the requirement to report the proportionality of significant income sources such as commercial income, to the council's overall revenue budget. This is to ensure that the risks, performance, management and governance in relation to such income are supported by robust and agreed practices.

Step 2: Agree Charging Basis

Having established what is permissible (per step one), the next step is to ensure that charges reflect Council policy. This will require Cabinet input, to agree the basis for charging. Directorates should engage with their Portfolio Holders in this regard.

The basis for charging may include, but is not limited to, the cost recovery scenarios outlined below:

- Full Cost Recovery.
- Subsidised Provision - e.g. to promote healthy lifestyle, deter fly-tipping.
- Subsidised Provision - to reflect economic / environmental conditions (what people can pay).
- Concessionary charging structures.
- Higher charges as a deterrent - e.g. enforcement.
- Flexibly set charges - to respond to market conditions, benchmarking etc.
- Invest to Save - where recovery of costs and initial investment payback is required.
- Market rent – in the case of rental income streams.
- Lower than market rent – and the rationale for subsidy.

There will be instances where a balance will need to be struck between multiple aims – e.g. parking charges, where environmental and

economic impact will need to be weighed. In these instances, Income Strategy Statements (see step 3), may need to provide a range of scenarios for Cabinet consideration.

The agreed charging basis will determine the parameters within which more detailed work on fee-setting should take place. For example, if a service is currently subsidised, but it is indicated that the optimal position is full cost recovery, the managing directorate's fee-setting strategy should aim to eliminate the subsidy over the medium term.

Step 3: Produce Income Strategy Statements

Directorates should review current levels of fees and charges for all currently charged-for services and consider the level at which they should be set for the forthcoming financial year. Proposed charges must reflect the relevant legislative framework and the agreed charging basis.

The delivery of the optimal cost/income relationship indicated by the charging basis (e.g. full cost recovery etc) will require the following detailed factors to be taken into account:

- Whether existing income budgets are being met.
- The total cost of the service.
- Whether any cost savings are possible.
- Any specific inflationary or other cost pressures that will need to be met.
- Any specific economic / environmental factors likely to affect demand for services.
- Elasticity of demand – the relationship between price and demand.
- Benchmarking.
- Impact on the directorate's budget.
- Impact on services users.
- Requirement for any concessions – their rationale and financial impact.
- Promotion of take up of the service.
- Equality Considerations.
- Medium Term Considerations.

Income Strategy Statement Template

An Income Strategy Statement template should be completed to ensure that these considerations are captured consistently across all areas. A template is included at Appendix A.

In total, the Council has over 600 individual fees and charges. For practicality, it is proposed that the template is completed for key charges, with other areas covered at an aggregate level of service.

Areas for which individual statements will be required will be agreed annually. However, key charges are likely to be determined as:

- Those that generate a significant income stream.
- Charges linked to policy change.
- Newly proposed charges.

Statements completed at an aggregate level are likely to encompass multiple charges at individual sites (e.g. Cardiff Castle, Cardiff White Water), or multiple charges in a particular area of service (e.g. Bereavement). In these instances, the statement should be completed at an aggregate level, apart from the "proposed charges" section. This should be left blank and be supplemented with a spreadsheet detailing existing and proposed charges for each individual fee (in line with established practice.)

Total Cost

It is important that the total cost of the service is understood. Total costs include all the traditional direct costs associated with providing a service, including for example, employee costs, premises costs, transports costs as well as supplies & services. In addition, it is important to consider wider costs of service provision, including support services overheads and capital charges. Directorates should work with their accountants to establish the uplift that should be applied to more traditional measures of total cost to ensure adequate coverage of these areas.

Inflationary Factors

In recognition that the factors affecting income generation are multi-faceted, the Council does not assume a blanket annual uplift to fees and charges in line with inflation. However, where a proposal is to hold fees and charges static or increase them by less than the rate of inflation, a clear rationale for this should be provided in the directorate's Income Strategy Statement.

In recent years, inflation has been at particularly high levels. It is important to note that CPI is a general measure of inflation based on a basket of goods. In understanding the inflationary factors like to impact on the cost base of a service, it will be critical to understand the key cost drivers of that service, and the specific inflationary pressures linked to each. This will help ensure that the price of the service is flexed appropriately in relation to increasing cost.

Demand

As well as price, there are many other factors that include demand for a service including, economic context, weather (e.g. for outdoor facilities), marketing, perceived quality of the service and the availability or otherwise of substitutes or alternatives.

It is important that pricing decisions are made with clear consideration of their likely impact on demand, coupled with the wider factors outlined above. There may be situations where a *reduction* in price could generate a larger income stream, but this will require robust supporting evidence as part of the Income Strategy Statement.

Benchmarking

Benchmarking can be an important consideration in pricing decisions. It can also be a means of identifying unrealised income opportunities. However, it is important to keep in mind that every situation is unique and that

multiple factors can affect the comparability of charges across Local Authorities. These include the history of charges (e.g. comparing new charges with established charges) as well as the level or nuances of service provided (e.g. comparing service provision from a 1970's building with a service from a state of the art new venue).

Impact of Proposals

The impact of proposals on customers should be considered. This should include consideration of protected characteristics, Welsh language, and deprivation. Consideration should encompass potential mitigating actions including for example, the use of concessionary charging structures.

Concessions

The appetite to adopt concession charging structures should have been identified at Step Two. Having established that a concession structure is the preferred approach, there will need to be clear consideration of how concession structures will operate including but not limited to:

- Should there be bands – half price, full price etc?
- Are there clearly defined groups to whom bandings would apply?
- How will demand across bands be modelled to support budget planning?
- What will be the standards for proof of entitlement?
- Are there associated admin costs that need to be considered?
- For rents, if a charge is less than market rent, is there a clear rationale for this?

New Fees and Charges

The position set out so far applies to services that are currently charged-for. There may also be circumstances in which new charges are

considered; these could involve a completely new service, or charging for a service for which there is currently no charge. All the above considerations remain applicable to new charges. However, in addition, the following factors should also be taken into account:

- Does the Local Authority have the power to undertake the activity in question?
- Does the Local Authority have the relevant skillset to undertake the activity in question?
- Does the proposed activity/charge align with Council Policy?
- Is there clear evidence of market demand for the good or service - with focus on recurring and sustainable demand over a period of years?
- Is there full clarity on precisely what good / service is being provided?
- Will there be any impact on existing service charges?
- Is there any potential impact on perceived market demand if there are several income initiatives arising at the same time?
- Are costs and income streams able to be accurately determined?
- Is there a realistic assessment of the certainty of costs compared to the certainty of income – optimism bias.

Medium Term Considerations

As previously outlined, it is proposed that the fees and charges process be undertaken annually to coincide with the Council's wider budget setting process. In time, Income Strategy Statements will be extended to cover a multi-year approach. As an interim arrangement, Income Strategy Statements will include a medium-term section to capture a high-level overview of proposed future pricing strategy. This should indicate any potential impact of wider Council Policy on existing income streams.

Steps 4 & 5: Brief Cabinet Member & Wider Consideration by Cabinet

Once directorates have completed their Income Strategy Statements, they should brief the relevant individual Portfolio Holder. If the Portfolio Holder is comfortable with the proposals, they should be submitted to Corporate Finance who will arrange for briefing of wider Cabinet. Steps 3, 4 and 5, will be iterative, until Cabinet are collectively comfortable with pricing proposals.

Step 6: Consultation

Where proposals are linked to an income generating budget proposal for the forthcoming financial year, they will be consulted upon as part of the Council's wider Budget Consultation arrangements.

There may be instances where increases in price do not relate to a specific budget proposal for the forthcoming financial year. In those instances, the managing directorate, will need to ensure that necessary consultation requirements are met.

Step 7 and 8: Reflect in Draft Budget and Cabinet Approval in Budget Report

After considering consultation feedback, the next step will be to reflect proposals in the draft budget for the forthcoming financial year. If issues have been raised in the medium-term section of Income Strategy Statements, these will be considered in the Council's updated Medium Term Financial Plan.

Fees and charges for the forthcoming year, will continue to be formally approved as part of Cabinet's consideration of the annual Budget Report - usually in late February / early March. (The authority for approval of fees and charges rests with Cabinet, as opposed to full Council.)

Approval for In Year Changes to Fees & Charges

It is recognised that the Council must be able to react to changing events, both in terms of income opportunities and shortfalls. In recognition of the need for flexibility, on an

annual basis (via the Budget Report) it will be proposed that Cabinet delegates to the appropriate officer, where necessary in consultation with the Cabinet member, the ability to amend fees and charges during the financial year as and when required. These arrangements also apply where discounts are introduced for a time-limited period, or for a particular client group.

Decisions must be taken in consultation with the Section 151 Officer and the Cabinet Member for Finance, Modernisation and Performance. Where appropriate, Cabinet will need to consider a report within a reasonable timescale of the decision.

Step 9: Communication of Charges

Charges will need to be communicated to a range of key stakeholders including, as appropriate, Council staff, service users, taxpayers, business groups, community groups and the media.

The Council's annual Budget Report will continue to include a detailed fees and charges appendix which outlines key details including current and proposed new charge.

Beyond this, directorates will need to consider what additional measures may be required to ensure that charges are communicated to their customers in manner that is clear, gives adequate notice of any changes, and is linked to the timing of the proposed increase.

Where increases to charges are proposed, it will be important that any relevant concession structures are clearly communicated.

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Income Summary Statement

Directorate

Lead Officer

PROPOSED CHARGES

Fee or Charge:

Current Level - £

Proposed Level - £

Increase - £

Increase - %

Effective Date

Date of last increase

Applicable Legal Framework:

Rationale for Change:

TOTAL COST RECOVERY AND PERFORMANCE AGAINST BUDGET

Agreed Optimal Charging Basis

	2020/21 £	2021/22 £	2022/23 £	Proj. 2023/24 £	Est. 2024/25 £
Cost of Service					
Gross Income (insert as credit)					
Net Cost / (Income)	0	0	0	0	0
(Estimated) Overhead Recovery					
Net Subsidy / Deficit	0	0	0	0	0

Net Budget

Net Difference to Budget

Inflationary Factors taken into account for 2024/25:

Cost Reduction Measures taken into account for 2024/25:

Comment on actions to address underachievement of income budget:

POLICY

Link to Policy:

MARKET CONSIDERATIONS

Latest data on take up, trends, alternative providers etc:

Benchmarking (any applicable info and limiting factors):

IMPACT

Proposed / Existing Concessions: *(please provide details of concessions and clarify if these are taken into account in budget section):*

Equalities Considerations: *(Please consider protected characteristics, Welsh Language, Deprivation)*

MEDIUM TERM

Outline Medium Term Strategy & any issues linked to policy over the Medium Term:

CONSULTATION AND COMMUNICATION

Consultation:

Communication:

Date of Portfolio Member Consultation	<input type="text"/>	Pass to Wider Cabinet?	Yes/No
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PROPOSED REVENUE BUDGET TIMETABLE FRAMEWORK 2024/25

(Based on Provisional Settlement timescales comparable to recent years)

Date	Budget Strategy
Jul 2023	<ul style="list-style-type: none"> • Budget Update Report considered at Cabinet. • Budget Strategy Report considered at Council.
Jul – August 2023	<ul style="list-style-type: none"> • Directorates continue to develop 2024/25 efficiency savings proposals & commence income generation work. • Directorates review scope for service change / transformation proposals. • Ongoing review of inflationary pressures and wider economic issues. • Ongoing review of the in-year monitoring position and the key risk areas identified in the body of the report.
Sept 2023	<ul style="list-style-type: none"> • Business case work to be targeted in terms of service change/ transformation. • Identification and agreement of any areas where early decision may be required to achieve a full year saving in 2024/25 and timescales. • Consider early implementation of 2024/25 efficiency proposals (i.e. those with no service impact) where possible and appropriate.
Oct-Nov 2023	<ul style="list-style-type: none"> • Senior Officer Meetings / Cabinet Member meetings to scrutinise proposals. • Ongoing work to refine and develop business cases. • Further Budget Update Report?
Dec 2023	<ul style="list-style-type: none"> • Provisional Local Government Settlement (estimated timescale) • Cabinet approval of 2024/25 Council Tax Base
Jan 2024	<ul style="list-style-type: none"> • Commence consultation on 2024/25 draft budget savings proposals. • Fine-tuning of budget proposals, taking account of consultation feedback. • Further review and consideration of medium term financial plans.
Feb/ Mar 2024	<ul style="list-style-type: none"> • Approval of Corporate Plan and Budget • Final Local Government Settlement received • Statutory notices placed and Council tax bills issued

In addition, throughout this period there will be:

- continued involvement and consultation with council tax payers, Scrutiny Committees, Trade Unions, employees and statutory consultation with schools
- continued review of the 2024/25 Budget Gap and all underlying assumptions

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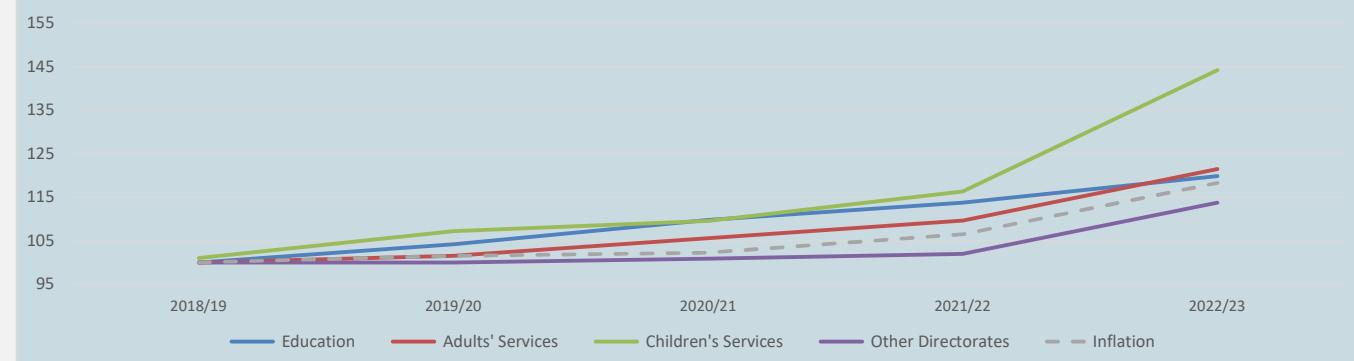
Financial Resilience Snapshot

2022-23 Outturn

Revenue Outturn Position - 2022/23

Directorate	Budget £000	Outturn £000	Variance £000	Variance %
Corporate Management	37,546	29,696	(7,850)	(20.9%)
Economic Development	47,328	50,604	3,276	6.9%
Education	310,413	313,914	3,501	1.1%
Planning, Transport & Environment	8,196	8,196	0	0.0%
People & Communities				
- Housing & Communities	48,986	46,082	(2,904)	(5.9%)
- Performance & Partnerships	3,491	2,964	(527)	(15.1%)
- Adults' Services	133,760	132,229	(1,531)	(1.1%)
- Children's Services	81,689	88,285	6,596	8.1%
Resources				
- Governance & Legal Services	6,950	7,619	669	9.6%
- Resources	16,964	16,198	(766)	(4.5%)
Directorate Total	695,323	695,787	464	0.1%
Capital Financing	34,309	31,020	(3,289)	(9.6%)
General Contingency	2,000	0	(2,000)	(100.0%)
Summary Revenue Account etc.	12,114	18,896	6,782	56.0%
Council Tax	0	(1,957)	(1,957)	-
Total	743,746	743,746	0	0.0%

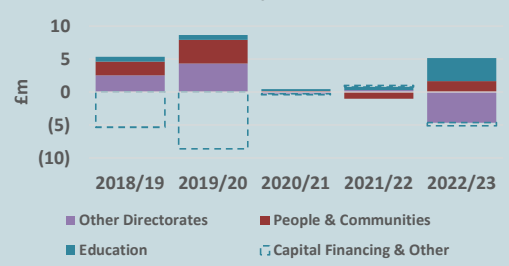
Directorate Outturn Growth



Directorate Outturn Position: 2018/19 - 2022/23

Directorate	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
Education	261,913	272,812	287,533	297,868	313,914
People & Communities	217,881	224,524	232,204	242,373	269,560
Other Directorates	94,136	94,282	92,890	92,891	112,313
Directorate Total	573,930	591,618	612,627	633,132	695,787
Capital Financing & Other	34,983	31,971	43,559	49,120	47,959
Total	608,913	623,589	656,186	682,252	743,746

Directorate Variance to Budget 2018/19 - 2022/23



Capital Outturn Position - 2022/23

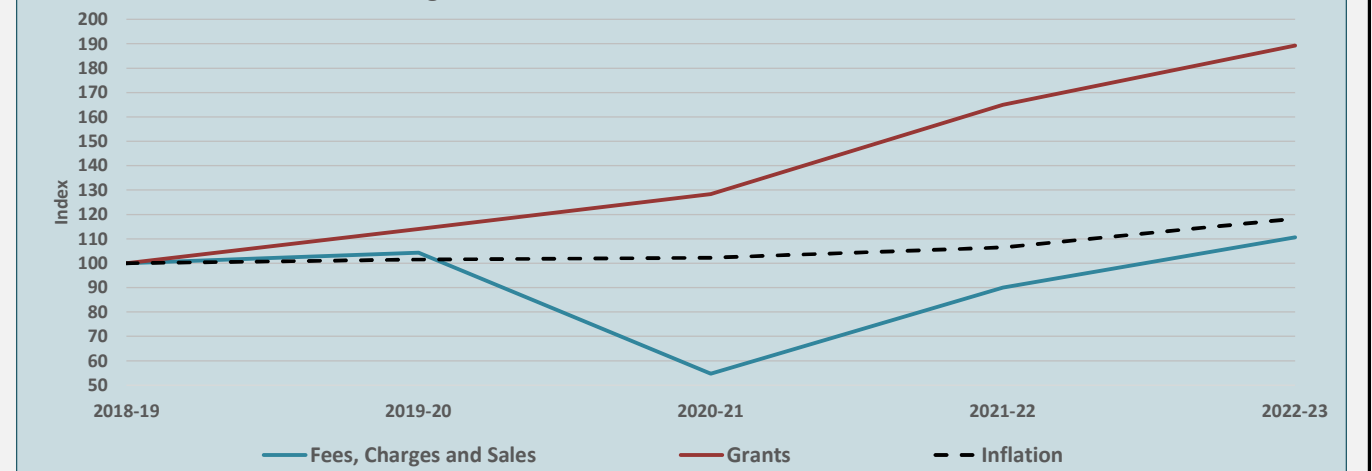
Directorate	Budget £000	Outturn £000	Variance £000	Variance %	(Under)/Over £000	Slippage £000
Economic Development	63,185	20,897	(42,288)	(67%)	(2)	(42,286)
Education	77,057	60,337	(16,720)	(22%)	645	(17,365)
People & Communities	25,104	12,899	(12,205)	(49%)	61	(12,266)
Planning, Transport & Environment	55,672	37,995	(17,677)	(32%)	0	(17,677)
Resources	20,360	7,728	(12,632)	(62%)	0	(12,632)
Total	241,378	139,856	(101,522)	(42%)	704	(102,226)

External Income

Directorate Outturn Position: 2018/19 - 2022/23

Directorate	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
Sales, Fees & Charges	(81,886)	(85,443)	(44,799)	(73,756)	(90,621)
Other Grants & Reimbursements	(44,001)	(41,268)	(36,827)	(41,621)	(75,215)
Interest, Investment Income & Rents	(8,156)	(8,779)	(12,270)	(14,932)	(16,932)
Grants	(101,602)	(115,847)	(130,394)	(167,600)	(192,360)
Grants (external spend)*	(154,370)	(142,566)	(137,163)	(128,463)	(111,050)
Covid Grants (inc. Hardship Fund)	0	0	(106,254)	(82,044)	(19,721)

Changes in External Income Streams - 2018/19 Base Year



Fees & Charges, Highest Directorate Receipts: 2018/19 - 2022/23

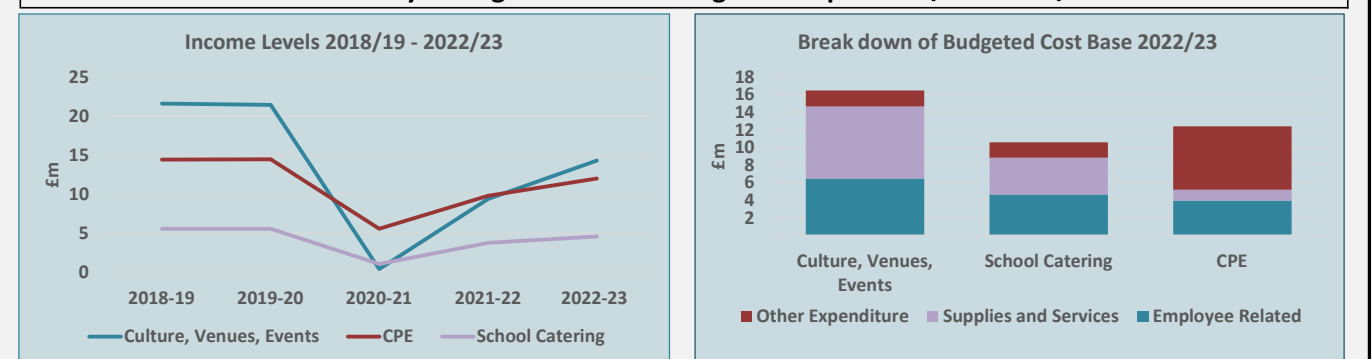
Directorate	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
Economic Development	35,658	35,562	8,575	23,821	30,606
Central Education	7,946	7,454	1,536	5,161	6,239
Delegated Schools	6,592	7,663	3,783	5,476	5,779
Planning, Transport & Environment	23,812	23,709	14,573	21,431	25,169

Specific Grants, Highest Directorate Receipts: 2018/19 - 2022/23

Directorate	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
Central Education	33,891	45,133	48,085	64,873	66,694
Delegated Schools	11,662	12,375	13,951	17,595	16,905
Housing & Communities*	35,463	37,722	39,358	48,898	59,479
Social Services	6,930	7,900	13,016	23,695	34,107

* Excluding HB, 20 hour childcare and concessionary fares

Trend Analysis: Highest Fees & Charges Receipts 2018/19 - 2022/23



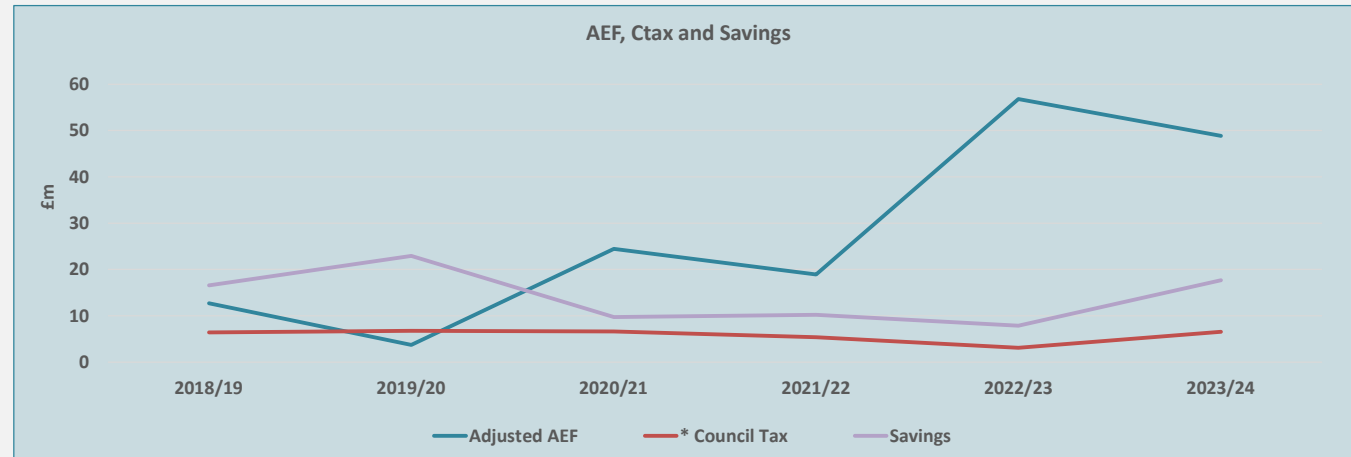
Financial Resilience Snapshot

Budget Strategy, Savings & Budgeted Resilience

Net Revenue Funding & Budget Strategy

Directorate	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000
Savings	(16,576)	(22,943)	(9,764)	(10,244)	(7,857)	(17,666)
Council Tax Increase (rate)*	(6,406)	(6,744)	(6,594)	(5,351)	(3,065)	(6,550)
Reserve Funding	(2,350)	(2,750)	(750)	(750)	0	0
Total	(25,332)	(32,437)	(17,108)	(16,345)	(10,922)	(24,216)

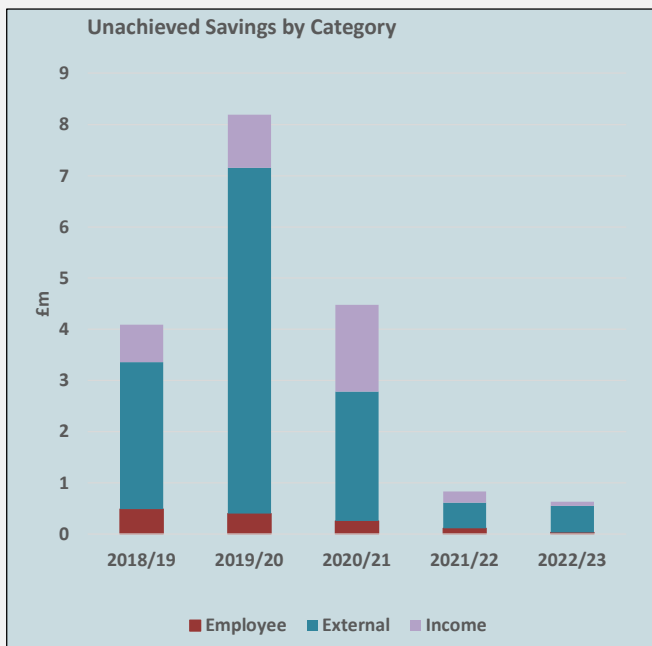
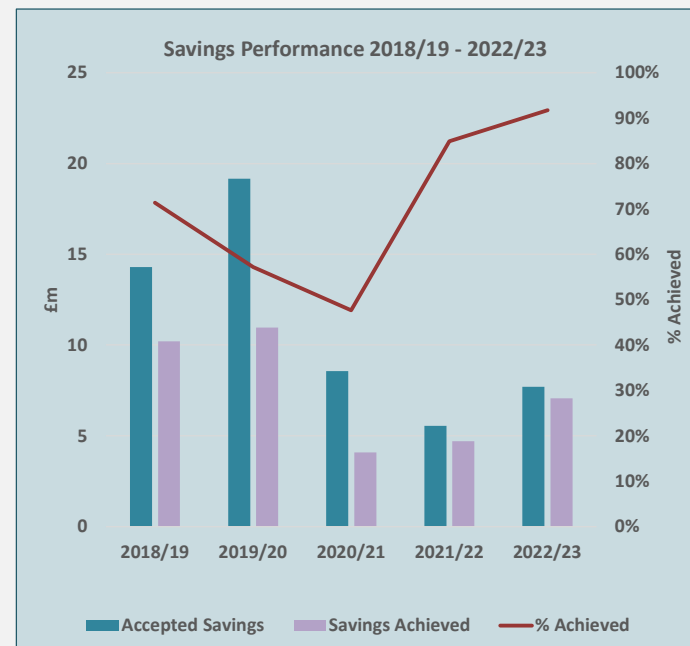
* Net of impact on Council Tax Reduction Scheme



* Indicative AEF shows a drop back in 2023/24 and 2024/25

Budget Corporate Resilience

Directorate	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000
Covid Recovery Budget	0	0	0	0	10,000	0
Financial Resilience Mechanism	4,000	3,800	3,800	3,800	3,800	2,000
General Contingency	3,000	3,000	3,000	3,000	2,000	1,000
Adults' Contingency	0	0	0	0	3,000	2,000
Children's Contingency	950	2,000	2,175	2,175	2,175	2,175
MRF	350	350	350	350	350	350



* Achievement of Directorate Savings in year - Savings unachieved in year would either be achieved in future years or would require budget realignment.

Financial Ratios and Earmarked Reserves

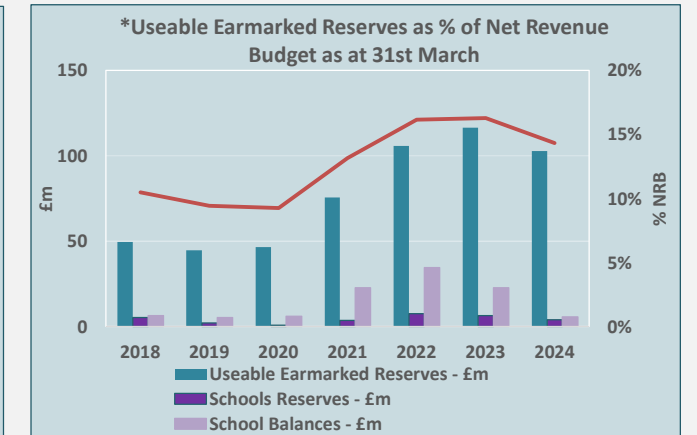
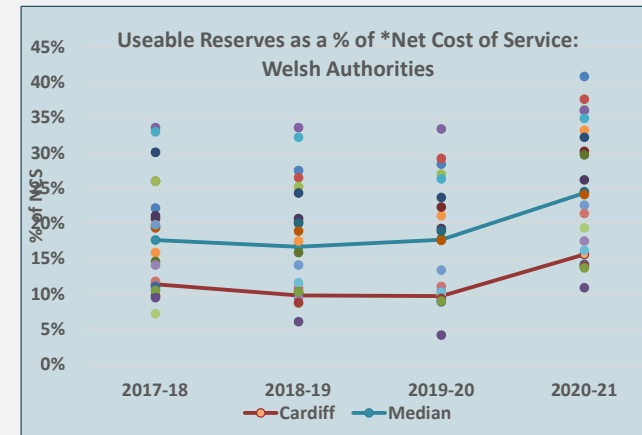
Financial Indicators : Cardiff Council Single Entity

Ratio / Indicator - Availability of Resources	2017/18	2018/19	2019/20	2020/21	2021/22*
** Changes in Useable Reserve	3.33%	(10.68%)	1.74%	68.85%	41.55%
Net CTAX Proceeds / Net CTAX budgeted	100.15%	100.48%	102.16%	100.55%	103.87%
Current Ratio	1.65	1.47	1.61	1.77	2.03
Working Capital as % of Gross Revenue Expenditure	9%	7%	11%	15%	16%
General Reserve to Gross Revenue Expenditure (days)	6	6	6	5	4
Capital Funding Req/Net Revenue	116%	114%	121%	109%	102%
LT Borrowing to LT Assets (ratio)	36%	37%	38%	37%	37%
LT Borrowing to Tax & AEF	103%	104%	115%	100%	96%
Interest Payments / Net Revenue	7%	7%	7%	8%	9%

* 2021/22 - Draft Statement of Accounts figures - Subject to Audit.

** Useable Reserves defined as Council Fund and Earmarked Reserves, School Balances and Reserves, and Joint Committee reserves in line with Audit Wales definition.

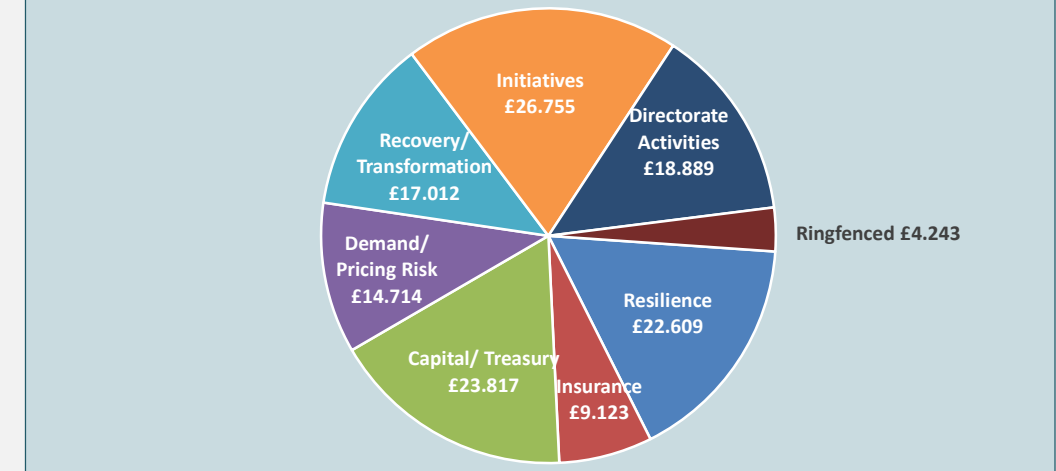
- 2018/19 - Reduction in Useable reserves due to in year funding of higher than anticipated pay award and a reduction in School balances.
- 2020/21 and 21/22 - Increase in reserves to fund short term Covid based pressures and recovery.



* Latest available information provided from Audit Wales. Usable reserves is Council Fund and Earmarked Reserves, School Balances and Reserves and Joint Committee reserves. Net cost of Services includes Precepts, Levies and Debt but excludes HRA.

* This is a local Financial Resilience Indicator that diverges from Audit Wales reserve indicator. Useable Reserves definition is more stringent than Audit Wales and only includes funds readily available to fund Council Revenue activities i.e. - Council Fund and Council Earmarked Reserves. Measures coverage of reserves as at 31st of March to fund revenue activities in the preceding year. NB. 2022 data is based on the Draft Financial position of the Council as the accounts for 2021/22 remain the subject of audit, with final accounts due for consideration at Full Council at end of March 2023. No change is currently expected.

Earmarked Reserves Categorised by Purpose (£m) Balance as at 31st March 2023



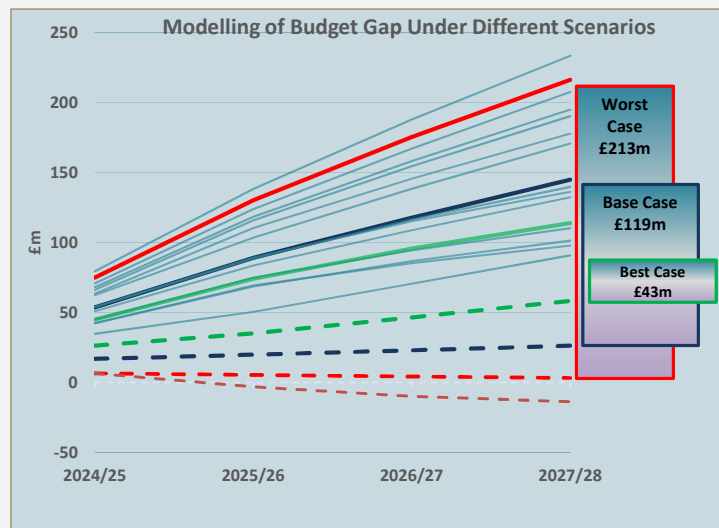
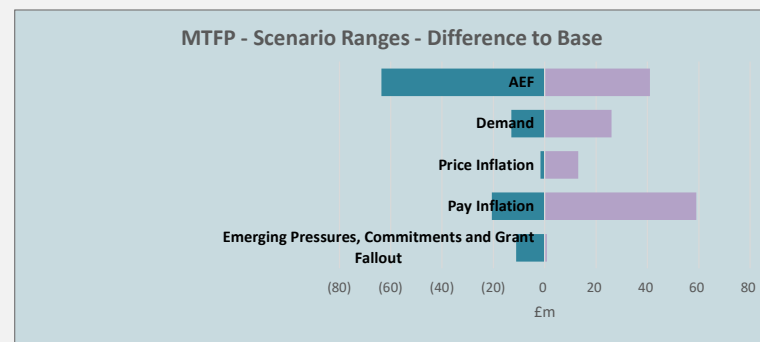
Financial Resilience Snapshot

Medium Term Financial Outlook: Revenue

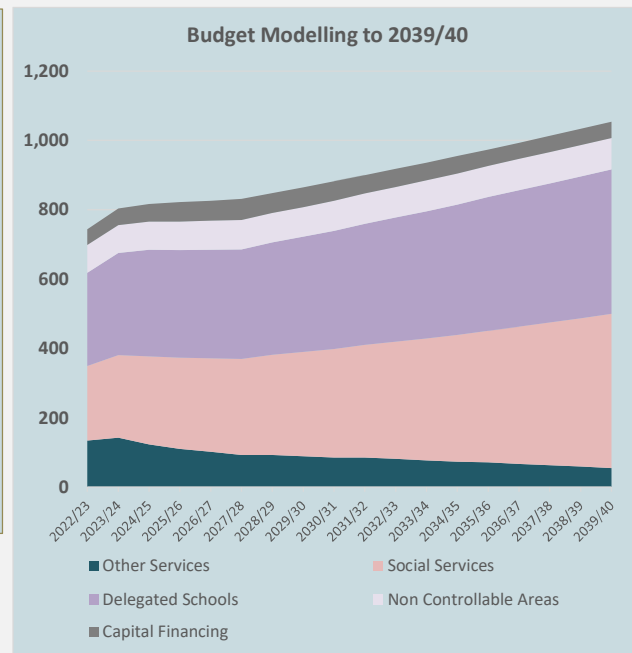
Medium Term Budget Gap					
Directorate	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	Total £000
Pay Inflation	21,529	12,631	5,660	6,725	46,545
Price Inflation	9,708	5,995	8,222	8,081	32,006
Capital Financing (pre school Band B Cont.)	5,591	4,099	2,378	2,970	15,038
Commitments & Realignments	6,175	625	1,197	(107)	7,890
Demographic Pressures	7,565	9,214	8,672	6,511	31,962
Emerging Financial Pressures	3,000	3,000	3,000	3,000	12,000
Funding - AEF & Reserves	(16,808)	(3,057)	(3,072)	(3,299)	(26,236)
Total Budget Gap	36,760	32,507	26,057	23,881	119,205
Council Tax - Modelled at 3%	(5,172)	(5,327)	(5,487)	(5,652)	(21,638)
Savings	(31,588)	(27,180)	(20,570)	(18,229)	(97,567)
Budget Strategy Requirement	(36,760)	(32,507)	(26,057)	(23,881)	(119,205)

Medium Term Budget Gap Scenario £m		Demand - Scenarios		
		High	Base	Low
Economic Scenarios	Recession - High Inflation	94+	69+	56+
	Recession - Low Inflation	31+	5+	-7
	Base	26+	£119m Budget Gap over 4 yrs	-13
	Economic Growth - High Inflation	24+	-2	-14
	Economic Growth - Low Inflation	-37	-63	-76

7 of the 14 alternative scenarios had a lower Budget Gap than the Base case. The single biggest variable in the MTFP budget Gap is AEF - i.e. Local Government Settlement



Graph above illustrates the different planning scenarios. Maximum budget gap over medium term period is £213m, minimum is £43m and the average was £125m which is comparable to base case of £119m.



Capital Financing

Capital Financing Requirement as at 31st March each year

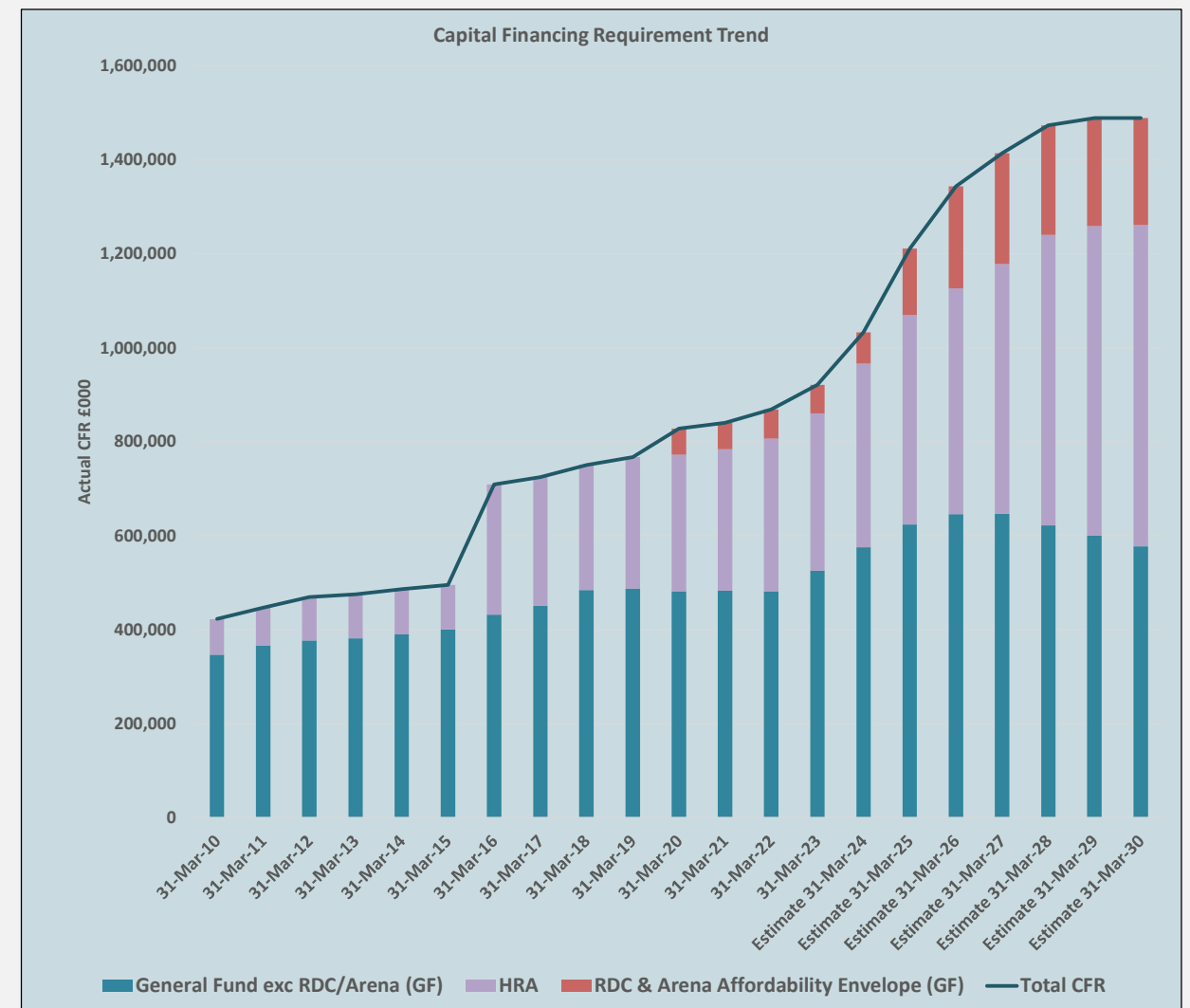
Element	2022 Actual £m	2023 Actual £m	2024 Estimate £m	2025 Estimate £m	2026 Estimate £m	2027 Estimate £m	2028 Estimate £m
General Fund	482	526	575	624	646	646	622
General Fund (Arena Affordability Envelope)	62	60	67	141	217	236	233
Housing Revenue Account	325	335	391	446	480	532	618
Total	869	921	1,033	1,211	1,343	1,414	1,473

Capital Financing Requirement as Ratio of the Net Revenue Stream

Element	2021/22 Actual %	2022/23 Actual %	2023/24 Estimate %	2024/25 Estimate %	2025/26 Estimate %	2026/27 Estimate %	2027/28 Estimate %
General Fund	0.80%	0.78%	0.80%	0.93%	1.04%	1.04%	1.00%
Housing Revenue Account	3.81%	3.76%	4.04%	4.25%	4.39%	4.72%	5.28%

Ratio of Financing Costs to Net Revenue Budget Stream

Element	2021/22 Actual %	2022/23 Actual %	2023/24 Estimate %	2024/25 Estimate %	2025/26 Estimate %	2026/27 Estimate %	2027/28 Estimate %
General Fund - Gross Capital Financing Budget	7.27%	6.09%	6.64%	7.38%	8.44%	8.90%	9.02%
HRA - Gross Capital Financing Budget	30.84%	29.29%	28.80%	30.66%	32.84%	34.34%	36.57%



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**CYNGOR CAERDYDD
CARDIFF COUNCIL**



COUNCIL

21 SEPTEMBER 2023

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

SOUTH EAST WALES CORPORATE JOINT COMMITTEE – STANDARDS AND SCRUTINY ARRANGEMENTS

Reason for this Report

1. To consider:
 - (a) the request from the South East Wales Corporate Joint Committee (SEWCJC) for Cardiff's Standards and Ethics Committee to be utilised as the Standards Sub-Committee for the SEWCJC on an initial basis, until such time as the SEWCJC is fully operational and ready to establish its own Standards Sub-Committee; and
 - (b) the proposal that the existing Cardiff Capital Region City Deal Joint Overview and Scrutiny Committee (JOSC) be appointed to discharge the authority's scrutiny functions in relation to the SEWCJC.

Background

2. Part 5 of the Local Government and Elections (Wales) Act 2021 establishes a new framework to support and encourage greater collaboration between local authorities, which is to be achieved, in the main, by newly established Corporate Joint Committees ('CJCs'). CJCs are regional corporate bodies, with broadly similar powers and duties to local authorities. They also have similar governance and administrative structures, with a level of discretion on constitutional and operational arrangements.
3. In April 2021, the South East Wales Corporate Joint Committee ("SEWCJC") was formally constituted (under Regulations made under Part 5 of the Local Government and Elections (Wales) Act 2021), comprised of the leaders of Cardiff County Council, Monmouthshire County Council, Blaenau Gwent County Borough Council, Bridgend County Borough Council, Caerphilly County Borough Council, Merthyr Tydfil County Borough Council, Newport County Borough Council, Rhondda Cynon Taff County Borough Council, Torfaen

County Borough Council, the Vale of Glamorgan County Borough Council, and a representative of the Brecon Beacons National Park Authority.

4. SEWCJC has responsibility for strategic development planning, regional transport planning and promoting the economic well-being of the South East Wales area, specifically:

(a) Strategic Development Plans - Welsh planning law establishes a framework for local planning authorities to bring forward Strategic Development Plans (SDPs), the aim being to deal more effectively with regional cross-boundary issues such as housing and transport, and provide a strategic approach to planning at a greater scale than individual local development plans (LDPs). CJsCs are responsible for preparing the SDPs. Local planning authorities will still prepare LDPs, but these are to be more focused in nature.

(b) Transport functions - CJsCs are also responsible for developing Regional Transport Plans. These plans will replace local transport plans previously prepared by individual authorities.

(c) The economic well-being function - CJsCs have the power to promote and improve the economic well-being of their areas. The power may be exercised for the benefit of the whole or part of the CJsCs area, or all or any persons resident in the area. It is anticipated that City or Regional Growth Deals will be subsumed by CJsCs, although some aspects of this are still to be worked out.

5. Since January 2022 the SEWCJC has operated on what it has referred to as a 'bare minimum' basis. In practice this has meant that the focus has primarily been on achieving legislative compliance, whilst waiting for changes in legislation in relation to VAT status and access to the Local Government Pension Scheme. The SEWCJC is currently in what it refers to as its 'Transition Phase', where it is building upon its established governance structures in preparation to becoming fully active from April 2024, when it also plans to assume the functions of the Cardiff Capital Region City Deal Joint Committee (CCR).
6. At the SEWCJC meeting held on 31st July 2023, the CJC considered its statutory sub-committees (including its Standards Sub-Committee) and also its scrutiny arrangements, and approved the proposals set out in this report.

Issues

Ethical Standards for the SEWCJC

7. The Ethical Framework established under Part III of the Local Government Act 2000 has been extended to apply to CJsCs and their members and co-opted members in the same way as it applies to local authorities. Statutory guidance on Corporate Joint Committees ([WG44355 \(gov.wales\)](#)) includes guidance on the application of the Ethical Standards Framework to CJsCs in section 12 of the guidance.
8. Under the Ethical Standards Framework, a CJC is required to:

- (i) adopt its own code of conduct for its members and co-opted members, based on the statutory model Code of Conduct set out in the Local Authorities (Model Code of Conduct) (Wales) Order 2008. The SEWCJC approved a Members' Code of Conduct, as part of its first set of standing orders, at its inaugural meeting in January 2022; and an updated Members' Code of Conduct, based on the Model Code of Conduct, was approved at its meeting on 31st July 2023;
- (ii) appoint a Monitoring Officer. The Deputy Monitoring Officer of Cardiff Council has been appointed as the Interim Monitoring Officer for the SEWCJC; and SEWCJC is planning to recruit its own Monitoring Officer in future.
- (iii) maintain a register of interests, to be established by the Monitoring Officer, for its members and co-opted members. As the SEWCJC covers a different geographical area to its individual constituent councils, it is necessary for a separate register of interests to be maintained to cover the functions and geographic area of the CJC (and in relation to relevant matters outside the areas to which CJs may influence and to which members may benefit); and
- (iv) appoint a standards sub-committee (as a CJC is a committee, this is referred to as a standards sub-committee), with the statutory functions set out in section 54 of the Local Government Act 2000 in relation to the promotion and maintenance of high standards of conduct within the CJC and providing advice and training in relation to the CJC's code of conduct.

Standards Sub-Committee

9. The statutory guidance indicates that the way in which the requirement to appoint a standards sub-committee is satisfied is for the CJC to determine, and that the options in this regard include:
 - (i) utilising an existing standards committee of one of its constituent councils;
 - (ii) establishing its own standards sub-committee, populated in line with the principles set out in the Standards Committee (Wales) Regulations 2001 but by members of the standards committees of the constituent councils; or
 - (iii) establishing a standards sub-committee in line with the Standards Committee (Wales) Regulations 2001.
10. The SEWCJC has indicated that it does not wish to establish its own separate standards sub-committee at this early stage in its development and it is therefore looking to utilise an existing standards committee of one of its constituent authorities.
11. As the Interim Monitoring Officer for the SEWCJC is currently Cardiff Council's Deputy Monitoring Officer, the SEWCJC has asked whether Cardiff's Standards and Ethics Committee would be willing to take on the role of standards sub-committee for the SEWCJC.

12. The political group leaders were informally consulted about the request from the SEWCJC and indicated that they have no objection to Cardiff's Standards and Ethics Committee acting as the Standards Sub-Committee for the SEWCJC on an interim basis, provided that there is no cost to Cardiff Council and the arrangement is reviewed after 12 months.
13. The Standards & Ethics Committee received a report on this matter at its meeting on 9th May 2023, and confirmed its agreement, in principle, subject to approval by full Council and a Service Level Agreement being concluded between Cardiff Council and the SEWCJC to provide that any additional costs and liabilities incurred are to be paid for by the SEWCJC and to include provision for review after 12 months and termination of the arrangements.
14. A report to Council on this matter was previously prepared and published for the July 2023 Council meeting, which was unfortunately adjourned due to failure of the hybrid meeting IT system. The previous Council report has been updated to include recent developments and further issues which have arisen since the date of that meeting (and specifically, to address the proposed scrutiny arrangements for the CJC, as set out below).
15. At the SEWCJC meeting on 31st July 2023, the CJC formally approved the delegation of its Standards Committee functions to Cardiff Council on the terms set out in paragraph 13 above and authorised its Interim Chief Executive to conclude a Service Level Agreement with Cardiff Council setting out the agreed terms of the interim arrangements. The acceptance of this delegation on behalf of Cardiff Council requires the approval of full Council.
16. If agreed, Cardiff's Standards and Ethics Committee would take on responsibility for the standards functions of the SEWCJC and its members, only in so far as they relate to the SEWCJC. However, where a matter relates to a Member's conduct in general, and not specifically to SEWCJC activities, then the Standards Committee of that Member's own council would be responsible.
17. Subject to the approval of Council, the terms of reference of Cardiff's Standards and Ethics Committee would be amended to incorporate the statutory functions in relation to the SEWCJC (pursuant to sections 54 and 56B of the Local Government Act 2000), by inserting an additional paragraph as follows:

'(l) In relation to the South East Wales Corporate Joint Committee ('the SEWCJC'), to:

 - (i) Promote and maintain high standards of conduct by its members and co-opted members;
 - (ii) Assist its members and co-opted members to observe the SEWCJC's code of conduct;
 - (iii) Advise the SEWCJC on the adoption and revision of a code of conduct;
 - (iv) Monitor the operation of the SEWCJC's code of conduct;
 - (v) Advise, train or arrange to train its members and co-opted members on matters relating to the SEWCJC's code of conduct; and
 - (vi) Make an annual report to the SEWCJC describing how its functions have been discharged during the financial year.'

Scrutiny Arrangements for the SEWCJC

18. The executive arrangements adopted by the Council must include provision for the appointment of one or more overview and scrutiny committees or joint overview and scrutiny committees, with power between them to review, scrutinise and make reports or recommendations in relation to the discharge of any of the authority's executive and or non-executive functions (section 21 of the Local Government Act 2000). This includes a requirement to make arrangements for the scrutiny of functions delegated to the SEWCJC.
19. The Welsh Government's Statutory Guidance on Corporate Joint Committees [WG44355 \(gov.wales\)](#) includes guidance on overview and scrutiny arrangements (within Chapter Four of the Guidance), which confirms that
 - 34.1 .. this will be based around scrutiny by the constituent councils of the CJC and not scrutiny by the CJC of its own work. This will be an important part of the democratic accountability of the CJC. As part of the councils general approach to scrutiny any scrutiny arrangements should be undertaken in line with any published scrutiny guidance and the Democracy Handbook (when published).
 - 34.2 In considering the most effective and efficient approach to scrutiny, constituent councils and CJsCs should give thought to the benefits of a joint overview and scrutiny committee made up of the constituent councils. The clear aim and ambition however must be to create, facilitate and encourage a clear democratic link back to the constituent councils.
20. The Cardiff Capital Region City Deal Joint Overview and Scrutiny Committee (the "JOSC") was appointed by the constituent councils of the Cardiff Capital Region City Deal Joint Committee (the "CCR) to provide scrutiny of the Joint Committee. The JOSC meets up to 4 times per year and is administered by Rhondda Cynon Taf County Borough Council ("RCTCBC"). The JOSC comprises one non-executive member from each constituent council of the CCR, which are also the constituent authorities of the SEWCJC.
21. The SEWCJC considered a report on the arrangements to be made for scrutiny of the CJC at its meeting on 31st July 2023, which proposed appointing the existing JOSC as the overview and scrutiny committee for the CJC, under separate terms of reference, on the basis that this would best satisfy Welsh Government's intention, as set out in the CJC's Statutory Guidance, because:
 - (1) the Statutory Guidance provides for consideration to be given to scrutiny being carried out by a joint overview and scrutiny committee made up of the constituent authorities;
 - (2) the Statutory Guidance expressly states that scrutiny arrangements should be proportionate to the scale and functions of the CJC; and
 - (3) the existing JOSC already provides scrutiny of the CCR, the functions of which will be transferred to the CJC in due course.

22. The SEWCJC endorsed the proposal and authorised the CJC's Interim Monitoring Officer to seek the agreement of the JOSC and each of the SEWCJC constituent authorities.
23. The JOSC, at its meeting on 27th July 2023, considered the proposal for the JOSC to be appointed as the joint overview and scrutiny committee for the SEWCJC and confirmed its agreement in principle. The Chair of the JOSC wrote a letter to the CJC's Interim Monitoring Officer after the JOSC meeting to confirm that:

‘Members were supportive of the proposed arrangements for the Joint Overview and Scrutiny Committee to be appointed as the Joint Overview and Scrutiny Committee for the CJC and highlighted the importance of ensuring that an effective model of governance and scrutiny arrangements for the CJC are put in place. This included ensuring that the arrangement is adequately resourced to include funding for Members to receive sufficient training and support to take forward future Scrutiny for the CJC. In doing this, Members welcomed the opportunity to shape and revise their Terms of Reference to ensure they are fit for purpose and provide a clear and defined purpose on the Committee’s future objectives and responsibilities.’
24. It is proposed that the additional costs of providing the scrutiny function will be met by the CJC under existing budgets.
25. All ten of the SEWCJC's constituent councils are being asked to agree to appoint the existing JOSC for the Cardiff Capital Region City Deal as the scrutiny committee for the CJC, and to agree the separate terms of reference set out at **Appendix A** in respect of the JOSC's scrutiny of the CJC.
26. The Economy and Culture Scrutiny Committee is due to consider a report on this matter at its meeting on 19th September. The proposals are also being considered by the Environmental Scrutiny Committee and other Scrutiny Committee Chairs are also being informally consulted. Any recommendations or observations which may be put forward will be reported to Council in an Amendment Sheet.
27. The Heads of Democratic Services for the each of the SEWCJC partner authorities are due to meet to discuss the proposed scrutiny arrangements in more detail. In due course, it is anticipated that the JOSC will receive further information about the work of the SEWCJC, which will allow the JOSC to review its terms of reference to ensure they are fit for purpose. Any proposed changes to the JOSC's terms of reference will be reported to the relevant Council scrutiny committees prior to seeking approval from full Council (as well as each of the other SEWCJC partner authorities).

Legal Implications

Standards Sub-Committee

28. A CJC must establish a standards committee or a joint standards committee (under section 53 of the Local Government Act 2000, 'the LGA 2000'), with the statutory functions conferred under section 54 of the LGA 2000 (set out in paragraph 17 above). A CJC must establish its first standards sub-committee within 90 days from the day on which Regulations under section 53(11) which apply to CJsCs come into force. However, no regulations applying to CJsCs have yet been issued under section 53(11), which means the duty to establish a standards committee is in effect, but there is no statutory deadline as yet.
29. A CJC may arrange for the discharge of any of its functions by any county council in Wales (amongst other options); and a county council which is authorised to discharge functions under Regulation 13 may arrange for those functions to be discharged by a committee of that council (amongst other options), pursuant to the Corporate Joint Committees (General) (No.2) (Wales) Regulations, Regulation 13.
30. In addition to the statutory functions of a standards committee conferred under section 54 of the LGA 2000 (set out in paragraph 17 above), a local authority may arrange for its standards committee to exercise such other functions as it considers appropriate.
31. In order for Cardiff Council's Standards and Ethics Committee to undertake the role of Standards Sub-Committee for the SEWCJC, the following decisions are required:
 - (i) the SEWCJC to delegate the establishment of its standards sub-committee (pursuant to section 53(1) of the Local Government Act 2000), to Cardiff Council, subject to agreement by Cardiff Council, with agreed terms to be set out in a Service Level Agreement – 'the SEWCJC Decision', which was made at the SEWCJC meeting held on 31st July 2023; and
 - (ii) Cardiff Council to resolve to accept the delegation of functions from the SEWCJC upon the agreed terms to be set out in a Service Level Agreement (please see paragraph 32 below); to delegate those functions to its Standards and Ethics Committee; and to amend the Standards and Ethics Committee's terms of reference to cover the statutory functions of the Standards Sub-Committee in relation to the SEWCJC and its members (as set out in paragraph 17 of the report).
32. Members will note that the proposed Service Level Agreement between SEWCJC and Cardiff Council is to provide that any additional costs and liabilities incurred by Cardiff Council in undertaking the role of Standards Sub-Committee for the SEWCJC are to be paid for by the SEWCJC; and also include provision for review after 12 months and termination of the arrangements.

Scrutiny arrangements

33. The Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013 ('the 2013 Regulations', made under section 58 of the Local Government (Wales) Measure 2011) allow two or more local authorities ('the Appointing Authorities') to appoint a joint overview and scrutiny committee to make reports or recommendations to any of the Appointing Authorities and to any of their executives, about any matter which affects the whole or part of the area of each of the Appointing Authorities (except crime and disorder matters, which are covered by separate legislation and guidance under sections 19 and 20 of the Police and Justice Act 2006).
34. Under Regulation 4 of the 2013 Regulations, the Appointing Authorities for a joint overview and scrutiny committee must enter into an agreement which:
 - (a) identifies the matters about which reports and recommendations may be made by the joint overview and scrutiny committee;
 - (b) specifies the number of members who may be appointed to the joint overview and scrutiny committee, and make provision for the term of office of those members;
 - (c) includes provision about quorum of meetings of the joint overview and scrutiny committee and of any sub-committee which the committee appoints;
 - (d) makes provision about the duration of the joint overview and scrutiny committee;
 - (e) makes provision for the procedure for an appointing authority to withdraw from the joint overview and scrutiny committee; and
 - (f) makes provision for the administrative arrangements of the joint overview and scrutiny committee, which must include provision by the appointing authorities' Heads of Democratic Services (or one of them) of an appropriate level of officer support and other resources to the joint overview and scrutiny committee.
35. The draft terms of reference at **Appendix A** are intended to address the requirements of Regulation 4 (set out in the paragraph above) and in approving the draft terms of reference, the Council is entering into an agreement with each of the other SEWCJC constituent authorities, as required under Regulation 4.
36. In relation to provision for withdrawal from the JOSOC (referenced under paragraph 34(e) above), whilst this is not explicitly set out in the draft terms of reference (**Appendix A**), it should be noted that a partner authority could terminate its member's nomination (under the terms of reference, point 4) and make arrangements for its own scrutiny committee/s to scrutinise the work of the CJC.
37. In appointing a joint overview and scrutiny committee, the Council must have regard to the statutory guidance issued by the Welsh Government within Part 4 of the Democracy Handbook: [Statutory and non-statutory guidance on democracy within principal councils: governance and scrutiny \[HTML\] | GOV.WALES](#) Under the heading 'Appointing a Joint Committee', the statutory guidance says: 'In establishing a JOSOC which is additional to a council's existing scrutiny committee(s), a report setting out its role, responsibilities, terms of

reference and intended outcomes to be generated by the joint exercise should be considered by each of the participating authorities appropriate scrutiny committees (or sub-committees) before being endorsed by full council.’ Council will note the arrangements made in this regard, as set out in paragraph 26 of the report, and should take account of any recommendations or observations made by the relevant Scrutiny Committees and their Chairs.

38. The statutory guidance on Joint Overview and Scrutiny Committees (under the heading ‘Powers of Joint Overview and Scrutiny Committees’) also states that: ‘Councils should make efforts to co-ordinate their forward work programmes to avoid duplication and help ensure scrutiny activities are complementary where appropriate. JOSCs could operate in an environment where there is scrutiny of particular issues or organisations at both a joint regional level and at a local level. Clarity of roles will be important to avoid duplication.’ In this regard, Members should note that the Council’s Scrutiny Procedure Rules, Rule 15, ‘Matters within the remit of more than one Scrutiny Committee’ provides that: ‘Where a Scrutiny Committee proposes to conduct a review, or scrutinise a matter, which also falls (whether in whole or in part) within the remit of another Scrutiny Committee, then the arrangements for the future scrutiny of this matter will be agreed by the relevant Scrutiny Chairpersons. This agreement will be reported to the next meeting of the appropriate Scrutiny Committees.’
39. For the SEWCJC, Regulations 8 – 10 of the Corporate Joint Committees (General) (No. 2) (Wales) Regulations 2022 (“the CJC 2022 No. 2 Regulations”) set out the CJC’s duties in relation to overview and scrutiny. The CJC 2022 No. 2 Regulations require the CJC to provide information to, attend meetings of, and consider any report or recommendations made by, a ‘relevant overview and scrutiny committee’, which is defined to include a joint overview and scrutiny committee appointed under the Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013, where the appointing authorities are constituent councils of the CJC. This means that the SEWCJC would be required to provide information to, attend meetings of, and consider any report or recommendations made by, the JOSJC appointed for the CJC.
40. Other relevant legal provisions are set out in the body of the report.

Financial Implications

41. In relation to the Standards Sub-Committee proposal, the report recommends that the proposal, if agreed, should be subject to a Service Level Agreement, making clear that any additional costs or liabilities incurred by Cardiff Council are to be covered by the SEWCJC and including provision for review and termination of the arrangements.
42. The proposal for CJC scrutiny arrangements, subject to agreement by each of the other SEWCJC constituent authorities, sets out that additional costs of providing the scrutiny function would be met by the CJC under existing budgets.

RECOMMENDATIONS

1. Subject to the conclusion of a Service Level Agreement in accordance with recommendation 2 below, to agree to the request from the SEWCJC to utilise Cardiff's Standards & Ethics Committee to discharge the statutory functions of the Standards Sub-Committee of the SEWCJC, and to this end, to:
 - (i) Accept the delegation from the SEWCJC of functions under section 53(1) of the Local Government Act 2000;
 - (ii) Delegate responsibility for the statutory functions of the standards sub-committee of the SEWCJC to the Standards and Ethics Committee; and
 - (iii) Amend the terms of reference of the Standards and Ethics Committee as shown in paragraph 17 of the report.

2. Subject to approval of recommendation 1, to authorise the Director of Governance and Legal Services, in consultation with the Leader, to conclude a Service Level Agreement between Cardiff Council and SEWCJC on suitable terms, including specifically, to provide that any additional costs and liabilities incurred by Cardiff Council under this arrangement are to be paid for by the SEWCJC and with provision for review after 12 months and termination of the arrangements.

3. To appoint the existing Cardiff Capital Region City Deal Joint Overview and Scrutiny Committee (JOSC) as the authority's scrutiny committee in relation to all functions of the SEWCJC, and agree its initial terms of reference as set out at **Appendix A**, subject to agreement by each of the other SEWCJC constituent authorities.

Davina Fiore

Director of Governance and Legal Services and Monitoring Officer

15 September 2023

Appendices

Appendix A Draft Terms of Reference of the Joint Overview and Scrutiny Committee of the SEWCJC

Background Papers

South East Wales Corporate Joint Committee report, 'Transition Plan – South East Wales CJC Statutory Sub-Committees', 27th March 2023: [item-4-sub-committees.pdf \(cardiffcapitalregion.wales\)](#)

South East Wales Corporate Joint Committee report, 'Statutory Sub-Committees Update', 31 July 2023: [item-5-statutory-subcommittees.pdf \(cardiffcapitalregion.wales\)](#)

South East Wales Corporate Joint Committee report, 'Scrutiny Arrangements', 31 July 2023: [item-4-scrutiny.pdf \(cardiffcapitalregion.wales\)](#)

Email correspondence with Political Group Leaders regarding 'Request for Cardiff Standards Committee to act as the Standards Committee for the CJC', February 2023

Standards and Ethics Committee report, 'South East Wales Corporate Joint Committee, Standards Sub-Committee', 9th May 2023 [CITY AND COUNTY OF CARDIFF \(moderngov.co.uk\)](https://www.moderngov.co.uk/city-and-county-of-cardiff)

Welsh Government's Statutory Guidance on Corporate Joint Committees: WG44355 (gov.wales)

Welsh Government's Democracy Handbook: [Statutory and non-statutory guidance on democracy within principal councils: governance and scrutiny \[HTML\] | GOV.WALES](#)

Letter from the Chair of the JOSc to the Interim Monitoring Officer of the CJC, dated 27th July 2023 regarding proposal for scrutiny arrangements for the CJC

Economy and Culture Scrutiny Committee report, 'Cardiff Capital Region City Deal Joint Overview and Scrutiny Committee: Update; and Proposals in Relation to Scrutiny of the South East Wales Corporate Joint Committee', 19th September 2023: [Item 7 Cover Report.pdf \(moderngov.co.uk\)](#)

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TERMS OF REFERENCE OF THE JOINT OVERVIEW AND SCRUTINY COMMITTEE OF THE SOUTH EAST WALES CORPORATE JOINT COMMITTEE

Definitions

1. For the purposes of these Terms of Reference:

‘CJC’ – The South East Wales Corporate Joint Committee

‘Appointing Authorities’ are the constituent councils of the CJC

‘Host Authority’ means Rhondda Cynon Taff CBC, or such other authority as the Appointing Authorities may agree from time to time;

Introduction

2. The Joint Overview and Scrutiny Committee of the South East Wales Corporate Joint Committee (“the JOSC”) was established by the agreement of the Appointing Authorities pursuant to the Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.

Members

3. The JOSC shall consist of one non-executive member from each Appointing Authority.
4. It is a matter for each Appointing Authority, from time to time, to nominate, or terminate the appointment of its nominated member serving on the JOSC. Each Appointing Authority shall be entitled, from time to time, to appoint a deputy for its member representative to the JOSC but such deputy shall only be entitled to vote at meetings of the JOSC in the absence of their corresponding principal.
5. The length of appointment is a matter for each Appointing Authority.

Quorum

6. The quorum necessary for a meeting of the JOSC is at least 5 out of the 10 JOSC members, present at the relevant time.

Election of a Chair

7. The JOSC shall elect a Chair and Vice Chair annually.

Rules of Procedure

8. The procedure rules will be those of the Host Authority for its Scrutiny Committees.

Members' Conduct

9. Members of the JOSC will be bound by their respective Council's Code of Conduct.

Declarations of Interest

10. Members of the JOSC must declare any interest either before or during the meetings of the JOSC (and withdraw from that meeting if necessary) in accordance with their Council's Code of Conduct or as required by law.

Confidential and Exempt Information / Access to Information

11. The Host Authority's Access to Information Procedure rules shall apply subject to the provisions of the Local Government Act 1972.

Openness and Transparency

12. All meetings of the JOSC will be open to the public unless it is necessary to exclude the public in accordance with Section 100A (4) of the Local Government Act 1972.
13. All agendas, reports and minutes of the JOSC will be made publicly available, unless deemed exempt or confidential in accordance with the above Act.

Functions to be exercised by the Joint Overview and Scrutiny Committee

14. The JOSC shall be responsible for exercising the functions of a Joint Overview and Scrutiny Committee¹ pursuant to the Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.
15. Any member of the JOSC may refer to the JOSC any matter which is relevant to its functions provided it is not a local crime and disorder matter as defined in section 19 of the Police and Justice Act 2006.
16. Any member of any of the Appointing Authorities may refer to the JOSC any local Government matter which is relevant to the functions of the JOSC, subject to the following conditions:
 - a. The matter relates to one of the functions of the Appointing Authority and is relevant to the functions of the JOSC,
 - b. It affects the electoral area of the member or it affects any person who lives or works there; and
 - c. It is not a local crime and disorder matter as defined in section 19 of the Police and Justice Act 2006.
17. When considering whether to refer a matter to the JOSC a member should first consider if it falls within the remit of a single overview and scrutiny committee within the member's local authority, and if that is the case the member should raise the matter there. Members should only refer a matter to the JOSC if it falls clearly within the responsibilities and terms of reference of the JOSC and if there is no scrutiny of the issue in the local authority to which the member belongs.

Administrative Arrangements

18. It shall be the responsibility of the Head of Democratic Services of the Host Authority to ensure that an appropriate level of officer support and other resources to the joint overview and scrutiny committee are in place at all times. The cost of providing these resources will be met by the CJC.

1. ¹ For the avoidance of doubt, these functions relate to all matters which are the responsibility of the CJC.

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COUNCIL:

21 SEPTEMBER 2023

REPORT OF THE CORPORATE DIRECTOR, RESOURCES

**APPOINTMENT OF DIRECTOR OF GOVERNANCE AND LEGAL SERVICES
& MONITORING OFFICER**

Reason for this Report

1. To report a vacancy in the post of Director of Governance and Legal Services, the Council's designated Monitoring Officer, subsequent to the resignation of the current post-holder; and to put in place arrangements to ensure the Council has adequate senior management resources to discharge its functions effectively.

Background

2. The Director of Governance and Legal Services, who is also the Council's Monitoring Officer, has tendered her resignation and the Council therefore needs to consider its arrangements for discharging the various responsibilities of this post.

Issues

3. Under the Council's Employment Procedure Rules (Rule 2), a vacancy in a 'Chief Officer' post must be reported to Council to consider whether the post should be filled. The Director of Governance and Legal Services falls within the definition of a 'Chief Officer' for these purposes.
4. If a Chief Officer post is to be filled, the Council (or a body with delegated authority to do so), must determine the terms and conditions of employment and method of appointment; and if the proposed remuneration for a post is £100,000 per annum or more, the Council is legally obliged to arrange for:
 - i. A statement of duties and required qualifications or qualities to be prepared and sent to any applicant upon request;
 - ii. Public advertisement of the post (unless the appointment is for 12 months or less); and
 - iii. Interview (with or without shortlisting) of suitably qualified candidates.

5. By law, full Council must determine the level of remuneration to be paid to a Chief Officer (pursuant to the Local Authorities (Standing Orders)(Wales) Regulations 2006, Regulation 7(2)(b), as reflected in the Employment Procedure Rules, Rule 2A).
6. Under its approved terms of reference, the Employment Conditions Committee (ECC) has previously, during the Senior Management Review undertaken in 2014/15, considered and agreed the statement of duties and terms and conditions for the post of Director of Governance and Legal Services. Full Council subsequently approved a spot salary for Directors, including this post, of £120,000 per annum, based on the advice of the Hay Group and the ECC recommendation (at the Council meeting in February 2015). The salary has since increased to £139,463 from 1st April 2023 due to nationally agreed annual pay awards.
7. The appointment of Chief Officers, in accordance with the agreed terms and conditions applicable to the post, is within the approved terms of reference of the Appointments Committee (Constitution, Part 3, Annex 2).
8. The Council has a statutory duty to designate one of its officers as the Monitoring Officer (pursuant to section 5 of the Local Government and Housing Act 1989) and must provide its Monitoring Officer with sufficient staff, accommodation and other resources to allow the duties of this role to be performed. The Monitoring Officer has a number of prescribed statutory roles, primarily, to ensure the lawfulness and fairness of the Council's decision making. The requirement to designate a Monitoring Officer and the statutory functions of the post are set out in Article 11.1(b) and 11.3 of the Constitution.
9. The Council is recommended to agree a recruitment and selection exercise to appoint a new Director of Governance and Legal Services, to be the Council's designated Monitoring Officer and fulfil all statutory responsibilities of that role, as well as the other managerial responsibilities of the post under the Senior Management Structure approved by Cabinet in February 2015; and to agree no changes to the statement of duties, terms and conditions and remuneration level for the post determined by ECC and Council in February 2015, save for the increases to salary that have been determined by nationally agreed pay awards as set out in paragraph 6.
10. The appointment of a new Director of Governance and Legal Services is to be made by the Appointments Committee, within its approved terms of reference (as noted in paragraph 7 above). A further report will be brought to Council for approval to designate the new appointee as the Council's Monitoring Officer (pursuant to section 5 of the Local Government and Housing Act 1989).

Interim Monitoring Officer

11. As the current Monitoring Officer will be leaving the Council before the new appointee is in post, the Council will need to designate an Interim Monitoring Officer to discharge this statutory role during the intervening period (for approximately 6 months).
12. Options are currently being considered to ensure that any interim arrangements continue to prioritise the need for the designated officer to have the relevant skills, knowledge and experience for the Council to be able to continue to discharge its statutory duties effectively. This consideration includes possible internal arrangements, the commissioning of an external resource or potentially entering into an agreement (a Service Level Agreement or SLA) with another Welsh local authority. Each of these options is ultimately seeking to provide the Monitoring Officer services for Cardiff Council on an interim basis, until the appointment process is concluded and the new substantive appointee is in post.
13. The final proposal in this regard will be reported to Council as soon as it is finalised, either within the Amendment Sheet for this Council meeting or a further report to Council.

Returning Officer Duties

14. The Director of Governance and Legal Services is also the appointed Deputy Returning Officer for local and national elections. In view of the current absence of the Returning Officer (the Chief Executive), the Council is recommended to exercise its powers (under section 28(5) of the Representation of the People Act 1983) to assign the Corporate Director Resources to assist in carrying out the Returning Officer's duties during his absence, with effect from the date on which the Director of Governance and Legal Services (as Deputy Returning Officer) leaves the employment of the Council.

Legal Implications

15. Relevant legal provisions in relation to filling the vacancy for the Director of Governance and Legal Services (under the Local Authorities (Standing Orders)(Wales) Regulations 2006 and the Employment Procedure Rules in Part 4 of the Constitution); and the requirement to designate a Monitoring Officer (pursuant to section 5 of the Local Government and Housing Act 1989 and Article 11.1(b) of the Constitution) are set out in the body of the report.
16. In relation to the proposed interim arrangements for discharging the statutory functions of the Monitoring Officer, Members should note that there is caselaw which confirms that an 'officer' of a local authority is not restricted to its employees (Pinfold North Ltd v. Humberside Fire Authority, 2010) and this is reflected in the definition of 'officer' within the Council's Scheme of Delegations (Constitution Part 3, Section 4A, paragraph 1.2), which makes clear that the term 'officer' may include a

locum, agency worker, specialist consultant, joint manager appointed with another organisation or similar. There is also statutory provision (under section 113 of the Local Government Act 1972) for a local authority to enter an agreement with another local authority to secure the services of any officer employed by one of the authorities on the terms set out in the agreement (commonly referred to as 'a secondment'). Section 113(2) provides that any 'seconded' is to be regarded as an officer of the seconding authority for the purposes of any enactment relating to the discharge of the local authority's functions, meaning that it is legally permissible for a seconded to be designated as the Council's Monitoring Officer.

17. There is, however, an inconsistency within the Constitution, in that Article 11.1(b) refers to the designation of a Council 'employee' for the post of Monitoring Officer (and other statutory officer posts), rather than one of its 'officers', as required under section 5 of the Local Government and Housing Act 1989. This appears to be inconsistent with the wide definition of 'officer' within the Council's approved Scheme of Delegations, and undermines the flexibility given to local authorities by the statutory provisions set out in paragraph 16 above and confirmed by caselaw. Council is recommended to remove this anomaly by amending the word 'employee' within Article 11 to 'officer', for consistency with the relevant legislation and other constitutional provisions.

Financial Implications

18. Within the Directorate budget there is an amount allocated which is commensurate with the cost of the post titled Director of Legal and Governance Services. Therefore, there is sufficient funding available for both the permanent and the interim filling of this post. In the event of any overlap between interim and permanent arrangements, consideration needs to be given to ensure costs are covered within the funds available. All associated costs with the recruitment will need to be found from within the budgetary allocation of the directorate.
19. There is a budget in place to meet remuneration costs associated with Returning Officer duties, as assigned.

RECOMMENDATIONS

That the Council

1. notes the forthcoming vacancy of the post of Director of Governance and Legal Services, and approves a recruitment and selection exercise to fill the post;
2. agrees no changes to the statement of duties, terms and conditions, including remuneration for the post, as previously determined by ECC and Council and referenced in paragraphs 6 and 9 of this report;

3. delegates authority to the Corporate Director, Resources, to put in place appropriate arrangements for public advertisement of the post;
4. notes that an Appointments Committee will be convened to make a suitable appointment under its approved terms of reference;
5. receives a further report/s to:
 - (a) note the Appointments Committee's appointment of a new Director of Governance and Legal Services and for Council to designate the new appointee as the Council's Monitoring Officer pursuant to section 5 of the Local Government and Housing Act 1989; and
 - (b) Agree the arrangements to be made for, and the designation of, an Interim Monitoring Officer, to discharge the statutory functions of this role until such time as the new Director of Governance and Legal Services and Monitoring Officer takes up their position;
6. authorises the Monitoring Officer to amend the Constitution Article 11 references to the term 'employee' to read instead as 'officer', in order to remove the inconsistency within the Constitution, as explained in paragraph 17 of the report; and
7. assigns the Corporate Director Resources to assist in carrying out the Returning Officer's duties during his absence, with effect from the date on which the Director of Governance and Legal Services (as Deputy Returning Officer) leaves the employment of the Council.

Christopher Lee
Corporate Director Resources
15 September 2023

Background Papers:

[Report to Council, 'Senior Management Review', 26 February 2015](#)

[Report to Employment Conditions Committee, 'Senior Management Review', 25 February 2015](#)

[Report to Cabinet, 'Senior Management Review', 19 February 2015](#)

[Report to Council, 'Pay Policy 2023-2024', 30 March 2023: CARDIFF COUNCIL \(moderngov.co.uk\)](#)

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COUNCIL:

20 JULY 2023

LEADER & CABINET STATEMENTS

1. Leader Statement – Councillor Huw Thomas
2. Deputy Leader & Education Statement - Councillor Merry
3. Social Services Statement - Councillors Mackie and Lister
4. Climate Change Statement – Councillor Wild
5. Culture, Parks & Events Statement - Councillor Burke
6. Finance, Modernisation & Performance Statement –
Councillor Weaver
7. Housing & Communities Statement - Councillor Thorne
8. Investment & Development Statement - Councillor
Goodway
9. Tackling Poverty, Equality & Public Health Statement -
Councillors Bradbury and Sangani
10. Transport & Strategic Planning Statement – Councillor
De’Ath

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COUNCIL: 20 JULY 2023

LEADER STATEMENT

Cardiff Cycle City

On 28 June 2023, I attended an event organised by Cardiff Cycle City at the Bike Lock in Windsor Place, where I spoke about the Council's plans to improve cycling facilities in the city and answered lots of questions from the audience on a range of issues, including how we can make cycling safer and more accessible, improve traffic light phasing, provide more bike storage facilities and address bike crime in the city. The Q&A session and opportunity to engage directly with cyclists and representatives of cycling organisations was really useful from my perspective, with the debate being described by the organisers on Twitter as "*lively and encouraging*".

Centre for Cities Conference

I joined the Leaders of Swansea and Newport Councils in participating in a panel discussion at a conference on 29 June 2023 in Cardiff, which was organised by the Centre for Cities. The debate focused on the significance of Cardiff, Newport and Swansea to Welsh and UK prosperity, the challenges and opportunities facing each of our cities, and how we are working with the Welsh and UK Governments to further improve our respective city's performance and contribution to the regional, Welsh and UK economies. The event also included a discussion involving Eamonn Boylan, Chief Executive of the Greater Manchester Combined Authority, about the challenges and opportunities for cities, experiences of devolution and the future for city-regions in England and Wales.

Move More Cardiff Strategy

I was pleased to attend and speak at a celebration event held on 3 July 2023 at the Cardiff City Stadium to mark the first anniversary of the 'Move More Cardiff' Physical Activity and Sport Strategy 2022-27. The event provided an opportunity to share the progress achieved so far, examine related data on physical activity in the city, and explore how partner organisations can all work together towards achieving the vision for Cardiff to be the best city in the UK to be physically active and renowned as one of the most physically active cities internationally, from walking, cycling and activities in daily life to playing and competing in sport. The event also saw the launch of the Active Soles campaign in Cardiff, which aims to get people to wear comfortable shoes at work and embrace a more active lifestyle throughout their daily routines.

Butetown & Grangetown Citizens ‘Brighter Future of Young People’ Action Plan

The Butetown and Grangetown Citizens ‘Brighter Future for Young People’ Action Plan was launched on 6 July 2023 at St Mary’s CIW Primary School in Butetown. The event was organised by Cardiff Citizens and I was pleased to join the Executive Director of the Youth Endowment Fund, Jon Yates, and the South Wales Police & Crime Commissioner, Alun Michael, at the event, which was also attended by my Cabinet colleague, Councillor Sangani, as well as some of the local councillors for Butetown and Grangetown. The Youth Endowment Fund has provided funding to support the development and delivery of the action plan, and the event celebrated the work that has been undertaken to date to develop the action plan, which has been led by community organisations from Butetown and Grangetown, working in collaboration with Cardiff Council, South Wales Police and the Wales Violence Prevention Unit to develop and deliver the action plan.

Tafwyl 2023

This year’s Tafwyl festival is being held in Bute Park on 15-16 July 2023. The annual Welsh language arts & culture festival has relocated this year from Cardiff Castle to Bute Park, and the Council is pleased to have been able to support Menter Caerdydd in their transition to the new venue. The free, two-day festival offers something for everyone, with three music stages showcasing over 40 artists, in addition to a sports area, kids’ village, street food and market stalls. Tafwyl was also listed recently among The Guardian’s [best free festivals in the UK of 2023](#).

Cardiff Bay Rugby Codebreakers Statue

On 19 July 2023, a new statue celebrating three legendary Welsh ‘Rugby Codebreakers’ from Cardiff Bay is due to be officially unveiled at Landsea Square in Mermaid Quay. The new statue has been created by sculptor Steve Winterburn following significant fundraising efforts over the last three years, which have been led by businessman and philanthropist, Sir Stanley Thomas OBE, who chaired the fundraising committee and kick-started the fundraising campaign with his own significant personal donation.

The statue celebrates three Rugby League legends – Billy Boston MBE, Gus Risman and Clive Sullivan MBE – who grew up within a 3-mile radius of the Cardiff Bay area and who were selected following a public vote. It will be the first statue in Wales ever to feature non-fictionalised, named black men and will serve as a fitting tribute to three sportsmen who did so much to improve race relations across Britain. It will also be the first formal recognition of the three sporting heroes in their hometown of Cardiff, which is both long overdue and much deserved.

Cost-of-Living Crisis in Devolved Nations

On 19 July 2023, I am also due to participate in an online panel discussion organised by Centre for Progressive Policy (CPP) and the Inclusive Growth Network (IGN), of which Cardiff Council is a member. The discussion will focus on the cost-of-living crisis from the perspective of the UK's devolved nations. It will provide an opportunity for me to outline the impact of the cost-of-living crisis on Cardiff and what is being done by the Council to try and support local people and communities. The event will also coincide with the publication of new research by the CPP and IGN, which looks at the cost-of-living crisis across the devolved nations.

Councillor Huw Thomas
Leader of the Council
14 July 2023

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COUNCIL: 20 JULY 2023

DEPUTY LEADER & EDUCATION STATEMENT

'What Next'

The Cardiff Commitment team, Youth Service and Into Work Advice Service are working with the Council's Communications team to coordinate 'What's Next' messaging to ensure that young people in Cardiff aged 16-24 years and their families are well-informed of the support, provision and opportunities that are available, in the lead up to, during and after A Level and GCSE results days next month. The Cardiff Commitment team is sending a letter to young people in Years 11, 12 and 13 (approx. 7,000 young people) to provide information about the support that is available via the Into Work Advice Service and Youth Service, as well as signposting to the ['What's Next' website](#) and related information. The Into Work Advice Service will also be distributing marketing materials across the city's Hubs on behalf of the Youth Service and Cardiff Commitment to ensure that young people can be signposted to any support they need. In addition, 'Class of 2023' messages have been collated by Cardiff Commitment partners and they will reinforce to young people that, whatever the outcome on their results days, their futures are bright, and support is available to assist them in whatever pathways they choose to take.

Estyn Inspections

A recent inspection of Adamsdown Primary School found that the school creates a warm and welcoming environment where its diverse school community thrives. Estyn noted that pupils are ambitious, respectful and very happy. They settle into school quickly, love learning and benefit greatly from the school's highly effective approach to language acquisition. With a significant proportion of pupils coming from countries affected by conflict, the school's School of Sanctuary status is firmly at the heart of its work. Teachers, leaders, support staff and governors are committed to providing the support each pupil needs to access the curriculum, beginning with wellbeing and emotional support. The inspection report also stated that the strong partnership with parents and nurturing ethos of the school ensure that all pupils feel safe and develop a strong sense of belonging. The school's effective partnerships with its community also contribute to its success in supporting pupils' wellbeing and providing an engaging curriculum.

Greenhill Special School in Rhiwbina has been recognised by Estyn for its unwavering commitment to fostering a supportive atmosphere that significantly contributes to the wellbeing, personal development and achievements of all learners. During a recent visit, inspectors found that the school takes great pride in offering a diverse array of learning activities, with a strong focus on outdoor education. The thoughtfully designed curriculum aligns with students' interests and aptitudes, ensuring an engaging and personalised educational experience. The report also notes the positive and trusting

relationships formed between the staff, pupils, and their families, and the school's dedication to offering a range of beneficial interventions that cater to students' additional learning needs is also commended.

Estyn has also recently published its inspection report on St Cuthbert's Roman Catholic Primary School in Butetown. The report recognises that the school provides an inclusive, caring and welcoming environment for pupils, with all staff working closely together to celebrate the rich diversity of languages and cultures within the school community. Provision for promoting pupils' spiritual, moral, social and cultural development was found to be strong, with the school having highly effective practices for the integration of newly arrived pupils with no English into the school, which has had a positive impact on their well-being. Overall, the quality of teaching was found to be good; however, Estyn made three recommendations. These relate to ensuring that self-evaluation and improvement planning is focused on strengthening pupil outcomes, and that teachers use pupil progress information effectively to plan for sustained improvement for all pupils. In addition, the effectiveness of the governing body needs to be increased in terms of supporting the school and holding it to account.

Edible Playgrounds

The Council has recently signed the partnering agreement with Trees for Cities for the next six Edible Playground projects in Cardiff schools. The match-funded Edible Playground projects create areas to grow fruit and vegetables, whilst also working with schools to develop bespoke education change plans. The additional projects will take the total number of Edible Playground projects delivered in Cardiff to 32.

Legislative Theatre

The Child Friendly Cardiff team is delivering a programme of work with a focus on gender equity. The team is working with children and young people to explore the topic through an innovative and creative programme that includes using a citizen-centred approach called Legislative Theatre. The work with young people has been taking place throughout June and culminates this month with a final interactive theatre performance where the young people act out situations of inequalities in front of decision-makers in an effort to influence their thinking and address inequality through the development of new policies or procedures.

Rights Respecting Schools Update

I am pleased to report that 87% (111) of Cardiff schools are on their journey to becoming Rights Respecting Schools and have registered for the UNICEF Rights Respecting Schools Award (RRSA) programme. The RRSA programme recognises schools that put child rights into practice, creating a safe and inspiring place to learn, where children are respected, their talents are nurtured, and they are able to thrive. Of these 111 schools, 73% (93) have a RRSA action plan in place having received their Bronze, Silver or Gold awards. The latest schools to achieve the Gold award are St Phillip Evans R.C. Primary School, Mount Stuart Primary School, Gladstone Primary School, St Albans RC Primary School and Danescourt Primary School. Currently, 64% of all pupils from nursery to high school attend a school with Bronze award or above.

Food and Fun

Cardiff's multi-award-winning Food and Fun programme will be delivered in 27 schools this summer. It is our eighth year of delivering the Food and Fun programme. Since being developed by the Cardiff Food and Fun team in 2015, adopted by the Welsh Government in 2016 and rolled out across Wales in 2017, the programme has been used as an example of best practice across the UK. This is something that the Council is very proud of, and Wales is also now recognised as having the most advanced holiday provision in the UK. Partner organisations will provide a range of enrichment activities, with each child being able to enjoy at least one hour of physical activity, a healthy breakfast and lunch, and nutrition and food sessions each day, all delivered in a fun, safe and friendly environment.

Debate Mate Cup 2023 Grand Finals

On 23 June 2023, the debating team from Willows High School travelled to London for the Debate Mate Cup 2023 Grand Finals and I want to thank the Principality Building Society for sponsoring their trip. The team competed against schools from across the UK and debated motions on topics such as university admissions criteria, the acceleration of fast fashion and a pause in the development of Artificial Intelligence. The Cardiff Commitment team is proud of the debating team's achievements and knows that the pupils involved will use this experience to propel them into a bright future. Debating develops key transferable skills and improves a range of higher order thinking skills such as teamwork and leadership, critical and creative thinking and communication and confidence. Other skills include collaboration, listening, and responding appropriately, articulating, and justifying an argument, using evidence and structuring speeches as well as developing style and quality of spoken language. All skills which employers value in the future workforce. In the evaluation from the last two years, all pupils who participated indicated they had improved confidence, better teamwork and leadership skills, and all teachers stated they had seen an improvement in academic performance.

Open Your Eyes Week

Open Your Eyes Week provides a great opportunity for primary school pupils in Cardiff to learn more about the world of work and be inspired to pursue a range of future careers or occupations. This month, 7,260 pupils in Years 5 & 6 from primary schools across the city had their eyes opened to the different opportunities available in the world of work by speakers from 10 employers, which included Goggleminds, Clear Channel, LCB, Wales Millennium Centre, Clayton Hotel, Bengo Media, Space Forge, Virgin Money, Stable and Welsh Water.

Research by the OECD suggests that pupils need to learn about career options early to combat ingrained stereotyping that sets in at primary school age. Open Your Eyes Week helps to challenge gender and class stereotypes and provide 'lightbulb moments' for pupils by bringing a variety of inspiring professionals into the classroom. It also enables pupils to discover their passions, develop their dreams and explore their place in the world of work.

The Cardiff Commitment team has also highlighted to the city's secondary schools that, as a result of their participation in Open Your Eyes Week, pupils in Year 7 may have had up to 40 engagements with employers from the city's growth sectors before even arriving in secondary school. This has the potential to transform the way in which pupils access the world around them, how they view their future selves, and the opportunities and resources they need to support them on their education journey.

The next Open Your Eyes Week will be held in November 2023.

Space Academy Cardiff

Space Academy Cardiff 2023 was a week-long education programme that took place earlier this month to help 13- and 14-year-olds to learn more about global efforts for space travel and the colonisation of Mars. This is a scheme that has been created for children from secondary schools across the city, especially those from under-represented groups, to inspire them to pursue STEM-based careers in the space industry, which is one of the Cardiff Capital Region's growth sectors.

Pupils from six secondary schools in Cardiff worked together to explore the challenges that would be faced during a mission to Mars to develop a new settlement able to sustain human life. They were invited to engage with a series of mission to Mars challenges and team events required pupils to work together to produce proposals for the construction of a base to house a human colony on Mars. The series of challenges also required pupils to work creatively to produce designs for a rocket launch and Lego robotics to explore the terrain and life on Mars using the latest research evidence.

Pupils had opportunities to work with leading researchers from Cardiff University's School of Physics & Astronomy and the School of Engineering, alongside leading local employers from the aerospace sector, including Space Forge and Small Spark Space Systems, and a variety of other external experts. Through engaging in these varied learning experiences, they were able to apply and extend their knowledge of science and technology, as well as other integral skills that form the pillars of the new curriculum. Finally, at the end of the week-long Space Academy Cardiff programme, a special showcase event and celebration of the pupils' achievements was held on 7 July at CultVR, a ground-breaking digital arts centre on Penarth Road in Grangetown. I was pleased to attend this event alongside the Leader of the Council and join him in presenting certificates to this year's participants.

Space Academy Cardiff is helping to raise aspirations and inspire more school children in Cardiff to consider taking up STEM subjects (Science, Technology, Engineering and Mathematics) and open their eyes to future career opportunities in space industry. This is an excellent example of partnership working and events like this help to equip young people with the right knowledge and skills they need to succeed. The learners are also provided with experiences, information and advice on the exciting career prospects that Cardiff has to offer, which in turn helps employers to access a generation of young people who are informed, enthusiastic and excited to work in Cardiff.

Councillor Sarah Merry
Deputy Leader & Cabinet Member for Education
14 July 2023

SOCIAL SERVICES STATEMENT

ADULT SERVICES

Independent Living Service Roadshows

The Independent Living Service Roadshow began their program of events on 6 July 2023 at Rhydypennau Hub and North Cardiff Medical Centre. Every fortnight, the Independent Living Services will be at different locations across the city to provide information and on the wide range of help that is available to support people to retain their independence.

These events are being promoted across Cardiff, through our partners and on social media to encourage individuals, families, and carers to come along and see how the Independent Living Service can help them, but also how people can help themselves to improve their independence and wellbeing and to live healthier, happier, and more connected lives.

A full schedule of events has been arranged until the end of August and can be found on the Council's Facebook page and Twitter feed.

Supporting Choice in Care through Microenterprises

We are committed to giving people more control over their own care, and one way to achieve this is through direct payments. This allows the service user to commission their own care, rather than using the Council's commissioned care providers. Direct Payments can be particularly helpful for those individuals with specific language or cultural needs. Unfortunately, the use of Direct Payments to employ a personal assistant can be quite daunting to some service users as they need to take on the role of employer. There is also a shortage of personal assistants which can result in delays in putting the care in place.

To address these issues, we have teamed up with Community Catalysts, a community interest company, to support the development of new microenterprises to provide care and support services. Microenterprises are very small businesses, often sole traders. By using a microenterprise, the individual has all the flexibility and choice that direct payments can offer, while taking on less responsibility. The scheme will also support people into employment, providing more flexibility in working arrangements. A new Community Catalyst Project Manager will support the microenterprises, ensuring they know how to run a business and that they understand the required quality standards. I am very pleased to say that our first microenterprise has registered with the scheme, and I am sure that this will be the first of many.

Hospital Discharge

We are constantly working in partnership with colleagues in the University Health Board to improve the pathways out of hospital. One new pathway is known as Discharge to Recover and Assess (D2RA); this is a rapid domiciliary care service that allows a person who requires home care to be discharged from hospital quickly and for their needs to be assessed in the more appropriate setting of own home. This complements our CRT Homecare service which focuses on providing reablement support for those who need a short period of care at home. Both these services prevent long stays in hospital, which can result in poor outcome for patients.

I am pleased to say that since January of this year, 1,118 discharges with care have been facilitated by the Cardiff Hospital team, 651 through our CRT homecare service and 200 through the rapid D2RA pathway. We will continue to work with our health colleagues to build on this work and support appropriate, safe, and timely hospital discharges.

Playlist for Life

Playlist for Life is a charity that was founded in 2013 with a simple mission: to help people living with dementia through the power of meaningful music. Ten years on, the charity has helped thousands of families, carers, and health and social care professionals create and benefit from personalised playlists. Personalised music playlists can help to reduce anxiety, improve mood, make difficult tasks more manageable and evoke memories that can help families and carers to connect.

Last month, the organisation celebrated its 10th birthday with a face-to-face event in Glasgow and an online conference. Last year I attended a launch and saw the Playlist for life in action at Ty Enfys and Shire Hall Care Homes. It was so fantastic to see the positive effect that music can have on people living with dementia.

I am pleased to say that Cardiff Hubs and Libraries and Care Hubs have recently signed up as Playlist for Life Help Points, enabling them to use and distribute the wide range of resources available, including conversation starter and song books. Staff at these locations also have access to Playlist for Life e-learning which will help them to better support those with dementia and their carers in the community. If anyone wants to use a playlist or share the power of music in their community, they can visit www.playlistforlife.org.uk or pick up a leaflet from a local community Hub.

The Pound, Llandaff

I would like to send my warm congratulations to the Innovative Centre for Older People at the Pound in Llandaff on their first Anniversary. It is hard to believe that it has been a year since I attended the launch of this exciting project on 23 June 2022. Llandaff 50+ was first formed in 2008 and has gone from strength to strength over the following 15 years. The group worked in collaboration with the Council to convert a derelict toilet block, next to the medieval castle, in the heart of Llandaff village. I know that a lot of work went into fundraising and planning and, of course, the Covid-19 pandemic had an effect on the building schedule; however, it opened with a fanfare last year. The building is run by older people for older people who visit the centre to participate in activities such as Tai Chi, Talks and Art.

I was very sorry not to be able to attend the first anniversary event at The Pound that was held in late June, but I am looking forward to seeing what will be achieved at the centre, this is an excellent example of older people staying active, getting support from each other, and staying connected to their local community. Further information about this innovative project can be obtained by emailing: info@llandaff50plus.com

Ty Canna Photography Exhibition

Ty Canna will be launching their latest photography exhibition on 18 July 2023 at Llanover Hall. The title of this year's exhibition is "Taith – Journey", which depicts the journey of people with mental health through recovery. To some, it is the journey back to their true self; to others, it is a slow process of adaptation. This exhibition is another example of the great partnership working between Ty Canna and Llanover Hall, which is making full use of local resources. Service users and volunteers are very excited and are currently working on preparations for the launch event. The exhibition will be showing from 18 July to 15 September 2023.

The Prince's Trust Cymru

On 7 July, I joined my Cabinet colleague, Councillor Lister, in visiting The Prince's Trust Cymru's Cardiff Centre and attending a celebration event that was held at the end of their 'Get Started with Digital Skills' programme. We were both pleased to meet the young people involved in the programme and hear about their experiences. After the event, we also met with Prince's Trust Cymru senior staff to discuss their programmes, organisational priorities and overall strategy.

CHILDREN'S SERVICES

My Things Matter

I am very pleased to confirm that Cardiff Council has pledged support for the 'My Things Matter' campaign, an initiative that helps to make sure that children and young people in care are treated with respect and dignity when they move home. The campaign, run by the National Youth Advocacy Service (NYAS), pushes to ensure that when children in care move home, they have an appropriate means of transporting their belongings (e.g. use of a holdall, rather than a bin bag). We have also pledged to provide written guidance for children and anyone helping them to move, to never move or throw away their belongings without their consent, to support them to make a complaint if any of their belongings have been lost or damaged during their move, and to communicate with them about their move and ask how the move went.

Fostering Update

Members of the Foster Wales Cardiff team attended Cardiff Pride last month to raise awareness of Fostering for Cardiff in the LGBTQ+ community. The team was joined by one of their supported lodgings providers and a regional representative from Foster Wales. The event always provides an excellent opportunity to engage with the community and promote our in-house fostering services, and to welcome and encourage questions and applications from the community. Every year, the team is engaged in conversations with attendees and, this year, there were a number of people interested in moving on to the next stage of the assessment process.

Teen Scheme

One of the young people involved in an in-house Teen Scheme in Cardiff, which provides short-term foster care placements for young people aged 12-16 years, has won an award for the most improved pupil in the whole of his secondary school (800+ pupils). He was presented with the award at a ceremony that was held on 5 July 2023 at Leckwith Athletics Stadium, and I would like to congratulate him on such a wonderful achievement.

Royal College of Nursing Wales Nurse of the Year Awards 2023

I am delighted to announce that Cardiff Flying Start Early Years Bladder and Bowel Assistant Practitioner, Heather Fleming was a winner at this year's Royal College of Nursing (RCN) Wales Nurse of the Year Awards. A member of Early Help's Flying Start Health team based at Glan Yr Afon Primary School in Llanrumney, Heather won the Health Care Support Worker Award at the annual awards ceremony, which was held at City Hall on 29 June 2023. The awards recognise innovation and excellence in practice, and acknowledge the outstanding efforts, commitment and achievements made by the whole of the nursing community across Wales. Nominated nurses, midwives, nursing students and health care support workers have demonstrated a passion for their profession and exemplify distinction in care, leadership, service and innovation. It is amazing to see Heather's hard work and dedication being recognised and would like to congratulate them on their award.

Cardiff Family Advice & Support Referral Form and Webchat

I am pleased to say that Early Help's new online referral form is now live on their website and the team has been busy promoting this and the new webchat function across all social media platforms. The aim is to make the service more accessible by providing an alternative method to request support, enabling the team to reduce their processing times and providing a service that is easy to use.

Disability Index Registration Process

The Disability Index is Cardiff's voluntary register for children and young people with disabilities or additional needs. It ensures families are kept up-to-date with information that is both relevant and beneficial to them. On 10 July 2023, a revised registration process for the Disability Index was launched. The process has been simplified and digitalised and takes account of changes following the implementation of the Additional Learning Needs and Education Tribunal Act Wales (ALNET).

The revised registration process is now being promoted to families and professionals, and there is also a focus on contacting the families already registered to review the information held and to ensure that they wish to continue with their registration. The team is also working closely with health colleagues to see if there could be automatic registration of children and young people who are on the Neurodevelopmental pathway.

Hafan Supported Housing for Lone Parents

As members will know, the pressures on homelessness services are high at present with a large number of homeless families living in temporary and supported accommodation and it is very important that these families have the support and advice they need. I am pleased to say that the Flying Start Parenting team has increased engagement at Hafan supported housing for lone parents on Cowbridge Road West. The team hopes to work closely with mothers and their babies, offering support to promote the parent-infant relationship, supporting bonding and attachment with the aim of promoting wellbeing of parent and baby. Support can be offered via one-to-one support or group sessions to help parents in their role in supporting their baby's development. Further work will be undertaken to establish the needs of the families on site and tailor the programme to their needs.

Cardiff Parenting – Money Advice Workshops

Parents attending parenting groups have highlighted financial issues as one of the main contributing factors to stress within the family home. As a result, the Cardiff Parenting team is planning to offer money advice workshops during the summer holidays and is joining up with the Council's Money Advice team to do this. This will be just one part of a series of other events planned for Flying Start families this summer.

Childcare Offer

To date, 1,246 applications have been received via the Digital Service for the Childcare Offer, with 1,040 applications, relating to 1,054 children, now approved. These families are eligible to receive funded childcare for up to 17.5 hours per week during term time for their 3- to 4-year-old children, complementing the 12.5 hours of funded early education provided by the Council, and up to 30 hours of funded childcare in 9 of the 12 school holiday weeks. Altogether, the total number of approved children is now at 2,293, which is 6.7% above the previous highest number of beneficiaries that was achieved previously in July 2022.

Birth Registrations

Information about Cardiff Family Advice & Support (CFAS) and Cardiff Parenting services is now going to be included in birth registration packs provided by the Council's Registration Service. This will help ensure that families receive information about the Council's early intervention and prevention services. Pens and keyrings with contact details for these services will also be available at the Cardiff Register Office at City Hall. This is part of the work being undertaken to promote more widely the services and assistance that is available to families in Cardiff.

British & Irish Council Visit

I had the pleasure of meeting representatives from the British and Irish Council, together with Welsh Government officials, when they visited Bryn Celyn Primary School and the on-site Flying Start childcare setting recently. The visit was arranged for delegates to look at the work that Cardiff's Flying Start team is doing to support children's speech, language and communication skills in Wales. Delegates were able to see the child's speech, language, and communication journey through one of Cardiff's Flying Start settings, and how this supports the child's transition into school. The visit was a success with many delegates commenting on the excellent work that is being done by the team.

Councillors Norma Mackie & Ash Lister
Cabinet Members for Social Services (Job Share)
14 July 2023

CLIMATE CHANGE STATEMENT

Electric Vehicles

The first phase of Electric Vehicle Charge Point (EVCP) road map work is underway, with consultants examining future business scenarios for infrastructure. From this, the Council will then look at potential spatial distribution and delivery models. To support this work, the Council has also secured over £1m, over the next three years, from Welsh Government for the development of the road map and commencement of infrastructure delivery.

I was also really pleased to be able to support the start of this year's EV Rally Capital City Challenge in Cardiff earlier this month. The rally saw over 50 electric vehicles embark on a 5-day, 1200+ mile rally of the UK and Ireland, visiting Cardiff, London, Edinburgh, Belfast, Dublin and many other towns and cities along the route. The EV Rally provides an opportunity to showcase both the capabilities of the participating electric vehicles and the charging infrastructure that exists currently across the UK and Ireland.

Local Area Energy Plan Workshop

I was pleased to attend a workshop to establish the Cardiff Local Area Energy Plan (LAEP). The workshop was attended by a wide range of key partners and infrastructure providers, including housing developers, housing associations, local businesses (including Associated British Ports, Celsa, Cardiff Bus, Admiral Group), National Grid, Wales & West Utilities and local public sector partners (including Natural Resources Wales, Emergency Services, Cardiff Universities & Colleges, Cardiff & Vale University Health Board).

The Cardiff LAEP provides a significant opportunity for the public and private sectors to work with communities to understand the opportunities and constraints in the decarbonisation of Cardiff's power, heat and transport needs for the future and to develop a shared understanding of the current and future energy landscape of Cardiff. The Council is working closely with Cardiff Capital Region to ensure the Cardiff LAEP is linked regionally and nationally. The LAEP process will continue over the next eight months and the Council will continue to work closely with partners as part of this process.

Urban Diplomacy Exchange German-British Partnership Conference

I was pleased to attend the Urban Diplomacy Exchange (UDE) conference in Leeds last month, which focused on city partnerships for an inclusive and sustainable future. Funded by the Federal Government of Germany, the UDE provides existing German-British city-to-city partnerships with the opportunity for professional and political exchange. Our twin city of Stuttgart invited Cardiff, along with Stuttgart's other UK twin city, St Helens, to participate in the year-long project and the cities are working together on issues defined by the 2030 Agenda and the Paris Climate Agreement.

The Leeds conference was attended by German and British Mayors, Lord Mayors and city leaders with discussion centred around the role of cities and city partnerships in addressing the climate crisis, shaping living spaces in urban areas in challenging times, sustainable mobility and biodiversity. The Council will continue to work in partnership with Stuttgart to exchange best practice and explore areas of future collaboration in our joint objective to address the climate emergency and move towards more sustainable urban development.

Bin Ordering and Delivery

The first phase of the digital improvement work on bin ordering has been completed. These improvements relate to how orders are processed through the Council's internal systems. This phased programme will work to input all orders for bins and containers into a single digital system, with crews receiving orders and closing down their work digitally when deliveries have been completed. This will result in improved delivery times and tracking of customer orders, removal of duplication and, ultimately, a better customer experience for residents. There will be no change in process for residents, who will still be able report a damaged container and request a replacement via the Council's website.

Councillor Caro Wild
Cabinet Member for Climate Change
14 July 2023

COUNCIL: 20 JULY 2023

CULTURE, PARKS & EVENTS STATEMENT

Cardiff Food & Drink Festival

I would like to thank all the officers, producers and partner agencies involved in supporting the return of the Cardiff Food & Drink Festival earlier this month. This is the first year post-Covid that the festival has really felt like it was back at full strength, with over 100 producers enjoying three days of strong trading. The festival included a range of new exhibitors alongside many old favourites, and the feedback received from both has been very favourable.

Welsh Proms 2023

This year marks the 40th Anniversary of the official opening of St David's Hall, the National Concert Hall of Wales. I am delighted and immensely proud that, for one week a year, St David's Hall hosts the Welsh Proms, which present a variety of different music, ranging from some of the city's youngest and most talented musicians to international quality symphony orchestras, soloists and conductors. The Welsh Proms have been held this month at St David's Hall (8-14 July 2023) and, once again, have delivered a rich and diverse variety of music, including folk, jazz, organ and children's concerts, which complemented the evenings' classical concerts.

Summer Events Programme

The Cardiff Bay Family Fun Park will return to Roald Dahl Plass from 22 July to 29 August 2023. Operating daily from 11am to 8pm, the fun park will include outdoor funfair attractions, family game stalls and a selection of sweet and savoury takeaway food.

Music concerts continue to take place at Cardiff Castle during the summer, including Tom Jones (21 & 24 July; 5 August) and Ben Howard (23 July). Luna Cinema will also be returning to Cardiff Castle on consecutive evenings from 31 August to 2 September for outdoor screenings of Harry Potter and the Philosopher's Stone, Pretty Woman and Top Gun: Maverick.

Over 40 life-sized dinosaurs will be moving and roaring in Bute Park once again from 17 August to 3 September as part of the 'Dinosaurs in the Park' attraction.

The FIM British Speedway Grand Prix will return to Cardiff's Principality Stadium on 2 September for its 21st year. The Council will also be working with the event organisers to, once again, host the Speedway Fanzone on City Hall Lawn between 10.00am and 3.00pm on race day.

Fans will be able to buy merchandise and see classic bikes on display at the Fanzone. There will also be autograph sessions with current Speedway riders, Q&A sessions with current and past riders, BMX trick displays and a Monster Truck. Food and drink concessions will also be available on site.

Further details of our exciting summer events programme can be found on the Visit Cardiff website at: www.visitcardiff.com/events

Trainee and Apprenticeship Schemes

The recruitment of a new cohort of trainees and apprentices has commenced this month, with new opportunities being made available as a consequence of the success of previous participants in securing permanent posts. A total of seven posts are being advertised – four horticulturally-based posts and one landscape-based post within the Parks Service; and two posts within Cardiff Harbour Authority in the disciplines of mechanical and electrical engineering. All schemes provide the opportunity of employment for up to four years with a tailored programme of practical experience, including the opportunity to gain experience in other public sector and third sector organisations. All scheme participants will benefit from courses of day release study in specialised subject areas that lead to industry recognised qualifications. The employment of apprentices and trainees in my portfolio area is integral to workforce planning and it is particularly pleasing that the opportunities being advertised are evidence of successful delivery of our succession plan. Members may recall that last year, Teaka Scriven, one of our Horticultural Trainees, was named by the Association of Public Service Excellence (APSE) as the UK Apprentice of the Year in the Parks and Horticultural Services category.

Green Flag Awards

The Green Flag award scheme is a benchmark standard used in the UK and throughout the world, which recognises and rewards well-managed parks and green spaces. Integral to the awards are the contributions made by Friends of Groups and volunteers who add significant value to our management plans and local environmental improvements. Earlier in the summer, the Council's current 16 Green Flag parks and green spaces were subject to a regime of formal and mystery shopping assessment. As members may be aware, this is an annual exercise which ensures that sites holding the status continue to meet the required standards. Two new Green Flag award entries were also submitted for 2023 – Tredelerch Park in the Rumney ward and Western Cemetery in the Ely ward – and I have received positive feedback from officers regarding the assessments for these new sites, in addition to the assessments of those sites in the city that currently have Green Flag status. The outcomes from the award assessments are due to be revealed later this month.

Councillor Jennifer Burke
Cabinet Member for Culture, Parks & Events
14 July 2023

FINANCE, MODERNISATION & PERFORMANCE STATEMENT

Cardiff Living Wage City Partnership

I am delighted to report that, this year, the number of accredited living wage employers in Cardiff reached over 200 employers, with 207 now accredited in the city. I'm very pleased to say that one of the recent employers to be accredited is Admiral, the only Welsh FTSE listed company. Admiral employs over 11,000 staff across its workforce. It is a flagship Cardiff company and has been named as one of the best places to work in the UK for its progressive culture, core values, and commitment to diversity and inclusion. The Cardiff Living Wage City Partnership is therefore thrilled that Admiral have been accredited, joining many other large and small organisations that have done so in Cardiff in recent years. Cardiff is recognised as a leading city in the UK for its work to promote the real Living Wage and has some of the highest number of employee uplifts to the real Living Wage of any UK city.

I'd like to take the chance to remind members of the Living Wage Accreditation Support Scheme, which the Council runs to support SMEs in the city that wish to become accredited living wage employers. Depending on the size of the business or charity, we offer financial support to help cover accreditation fees of up to £720. This applies to organisations employing up to 250 people. More details and an application form can be found on the Living Wage pages on the Council's website at: [Living Wage Accreditation Support Scheme \(cardiff.gov.uk\)](https://www.cardiff.gov.uk/living-wage)

Cardiff Gov Mobile App

At the end of June 2023, the Cardiff Gov mobile app had been downloaded 78,187 times since its launch, with 1,245 downloads taking place last month. A new service for reporting street lighting issues has been introduced this month and testing has also begun on changes to the drug littering reporting service, which will allow residents to report on drug litter on public land not maintained by the Council, namely in the area around Callaghan Square and Lloyd George Avenue, which falls under the Private Finance Initiative (PFI) agreement with the Welsh Government.

Website

The Council's website (www.cardiff.gov.uk) had 216,000 visitors in June 2023 who viewed 485,000 pages of information. Last month, 74.6% of website visitors accessed the website using a mobile device. This figure has continued to increase since May and is the highest monthly percentage figure to date. In addition, 98.7% (20,500) of recycling centre bookings were made online and 23,600 online payments were received via the website, totalling £1.3 million.

BOBi Chatbot

The Council's chatbot, BOBi, handled a total of 5,608 conversations last month, with only 436 (8%) resulting in a handoff to an agent from Connect to Cardiff (C2C). The main topics discussed via the chatbot related to Council Tax, how to obtain waste bins and bags, reporting of missed collections and queries about parking. In June, the team focused on content/scenario development work in relation to elections and voting, waste bins & bags, and taxi information.

Connect to Cardiff (C2C)

Last month, Connect to Cardiff (C2C) handled 23,366 phone calls, responded to 3,933 contact forms via the website and conducted 1,436 live webchats. In addition, C2C responded directly to 1,069 of the 9,471 messages received via the Council's social media platforms. Each message is assigned a subject tag by C2C to capture what issues are being raised via social media. The top three tags in June related to events, concerts and road closures taking place in the city.

Wales Interpretation & Translation Service (WITS)

In the period from April to June 2023, WITS has seen a 25% increase in requests for BSL (British Sign Language) interpreter support and a 12% increase in requests for linguistic support compared to the same period last year. The most requests made to WITS by Cardiff Council during this period related to the following languages: Arabic, Kurdish Sorani, Bengali, Polish and Pashto.

Councillor Chris Weaver

Cabinet Member for Finance, Modernisation & Performance

14 July 2023

HOUSING & COMMUNITIES STATEMENT

Homelessness Demand

The homelessness and housing services are continuing to experience exceptionally high demand for homeless assistance.

The Council's focus remains on preventing homelessness whenever possible. The demand for assistance for our homeless prevention services remains high. 700 people at risk of become homeless were being supported at the beginning of this month, with notice to quit from private landlords being the cause in 62% of the cases. The Housing Solutions and Prevention Team continue to work hard to help tenants to remain in their private rented accommodation or to secure new accommodation before they become homeless.

Family notice to quit also remain a significant cause of homelessness, there were 19 immediate notices received over a six-week period. An emergency mediation service is in place following an immediate notice. Officers will visit the home and mediate with the family regarding their current housing situation and alternative housing solutions. The service has prevented 16 out of the 19 immediate notices from being enforced, either by gaining an extension on the notices to quit while alternative accommodation is sourced, or by the applicant withdrawing their application altogether. Officers will also visit elderly applicants, and those with substantive medical needs, to ensure the housing advice provided and pathway recommended is suitable for their needs.

Despite this prevention work the demand for temporary accommodation remains exceptionally high, with 377 households waiting to be accommodated. The majority of the demand is coming from people currently living within the private rented sector, as the number of "no-fault evictions" by landlords remain high. Whilst the number of households is not decreasing, the teams are taking steps to ensure that better planning is taking place for those we know will need accommodation and ensuring an offer of accommodation is made as early as is possible.

Unfortunately, a large number of families are housed in hotels; in addition to those hotels currently used as family hostels, there are 43 families accommodated in ad-hoc hotels across Cardiff. All households in hotel accommodation are being offered support via the Floating Support Teams and regular meetings are also taking place to discuss the most appropriate options for the family.

The Landlord Enquiry Tenant Support (LETS) team work to secure additional suitable settled accommodation in the private rented sector. A range of options are offered to landlords, including the Welsh Government leasing scheme which allows the private landlord to lease their property to the Council for a longer period of time. 44 properties are now signed up to this scheme in Cardiff allowing more families the opportunity to settle in suitable, affordable accommodation within an area of their choice. The Private Rented Sector Team are working closely with Empty Homes and Rent Smart Wales to ensure landlords are aware of the services and support available to them. The team also continue to attend landlord forums to advise on the services and support that are available.

Housing Design Awards 2023

I am very pleased that one of the Council's housing development projects, which will deliver 13 new apartments for older people in Splott, alongside a new community facility, has been shortlisted in the UK [Housing Design Awards 2023](#). The scheme at Moorland Road is one of a number of new residential developments across the city that the Council is building as a result of priorities set out in the Older Persons Housing Strategy. The scheme includes flats designated for over 55-year-olds, comprising 11 one-bed and 2 two-bed independent living apartments, a community centre and shared garden on a tight corner site in Splott. I am delighted to see recognition for the fantastic work of the Housing Development Team. The winners of this year's awards will be announced later this month.

Family Activity Bridge

Family Activity Bridge (FAB) is a new initiative that has been created by the staff from the Family Supported Accommodation Team who work in several supported housing projects across the city. FAB has been set up to increase engagement and awareness of services across the Council. In the spirit of unity, joy, and togetherness, FAB held its first event at the start of July, bringing families from the different projects together to celebrate Eid at Yr Hafan Community Centre. The event was a great success, filled with laughter and cultural richness. Families from diverse backgrounds came together to celebrate their shared values and traditions, fostering a sense of community and strengthening the bonds of friendship. Through lively entertainment and traditional food, the event provided an opportunity for all families to create lasting memories and strengthen their bonds. It served as a reminder, not only of the significance of Eid, but of the importance of bringing families together.

Summer Reading Challenge

The Summer Reading Challenge returns for another year – with Ready, Set, Read! being the theme. This year it will be centred around the power of play, sport, games and physical activity with lots of free activities for families. The challenge is a great way to get children reading, imagining, and staying active throughout the summer. It is also a fantastic opportunity for parents, carers and families to get involved and share a much-loved pastime, which keeps children's literacy levels up even when they aren't in school and introduces them to the excellent Hub and library facilities that we have on offer in Cardiff. The scheme launched on 8 July 2023 and information on the activities on offer can be found on the Hubs website at: www.cardiffhubs.co.uk

Welsh Public Library Standards

The Welsh Public Library Standards (WPLS) are set by the Welsh Government to assess if library services in Wales are complying with their duties and delivering library services effectively. Each year, Cardiff Hubs and Libraries Service submits a performance report to Welsh Government detailing the progress that the service has made over the year. I am very pleased to say that the 2022/23 report has recently been presented to Welsh Government and the service is currently awaiting the official performance assessment report; however, I wanted to make you aware of some initial very impressive results. During 2022/23, we have seen:

- 27% overall increase in physical book issues
- 103% increase in children's physical book issues
- 116% increase in Welsh language physical book issues
- Use of E-resources (E-Books, E-Audio Books and E-zines) has risen from 139,782 to 1,245,359
- 258% increase in digital visits

I am very grateful to our Hubs and Libraries staff for their hard work over the last year. It's wonderful to see how well used our Hubs and Libraries continue to be.

Councillor Lynda Thorne
Cabinet Member for Housing & Communities
14 July 2023

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COUNCIL: 20 JULY 2023

INVESTMENT & DEVELOPMENT STATEMENT

Inward Investment

Councillors will be pleased to learn that a global media digital company is in the process of announcing a major investment in central Cardiff creating 150 new digital jobs. Officers from the Council's Economic Development team have been negotiating with the business for the last year and a decision to proceed with investment in Cardiff will be made shortly.

Councillor Goodway also met recently with a multinational manufacturing business that is looking to set up a new engineering centre in the UK, creating 150 new well-paid jobs. Ongoing negotiations have taken place with council officers and a local property owner, and the company is expected to announce the investment shortly.

International Sports Village

The report to Cabinet this month on the International Sports Village (ISV) confirmed that the Council has identified a purchaser who intends to bring forward successive phases of development to deliver a high quality, vibrant local neighbourhood. As part of the Disposal Strategy that was approved in January 2023, the Council has further negotiated the legal arrangements for an Option Agreement with the appointed developer for the disposal of the residential and commercial plots at the ISV.

Business Support Funding

The Cardiff Growth Fund was launched recently, which will provide businesses with up to £10,000 on a match funding basis towards growth projects in the city. In addition to this, a new Grassroots Venue fund will be launched in the coming weeks that will look to support existing Cardiff venues to invest in their venue to make them more financially or environmentally sustainable. A Cardiff venue, which has been trading for 2 years or more and whose primary purpose is cultural performance, can apply for up to £7,500 on a match funding basis. The Grassroots Venue grant will be available to Cardiff Local Authority based small and medium-sized enterprises (SMEs) with a trading history.

Transforming Towns Loan

The Economic Development team has received applications for funding from developers looking to utilise loans under our Transforming Towns scheme to regenerate and bring back into use dilapidated buildings in the city. Officers are currently appraising applications, which include listed buildings whose future has been uncertain such as Custom House in Cardiff Bay and Park House in the city centre.

Councillor Huw Thomas
Leader of the Council
14 July 2023

TACKLING POVERTY, EQUALITY & PUBLIC HEALTH STATEMENT

PUBLIC HEALTH & EQUALITY

Vaccinations

Although we are only halfway through the year, it is important to prepare ourselves for the months ahead. Covid-19 and flu are expected to be circulating at the same time this winter, so it's really important for people at greater health risk within our communities to get protected to reduce the risk of being admitted to hospital due to these infections and passing the infection on to those at higher risk of severe illness.

The Joint Committee on Vaccination and Immunisation (JCVI) has advised that plans should be made for those at higher risk of severe Covid-19 to be offered a booster vaccination in autumn 2023. This offer will also include any unpaid carers of those at higher risk of severe Covid-19. Further details on eligibility are due to be released shortly and any updates can be found on the Public Health Wales website (see link below).

Covid-19 and flu vaccines will be available for all eligible individuals from September 2023. Covid-19 vaccinations are available from the Cardiff & Vale University Health Board Mass Vaccination Centre at Woodlands House on Maes-Y-Coed Road in Heath. Registration for vaccinations can be made by contacting the call centre on 029 2184 1234 (Monday-Sunday, 9am–5pm) or by completing the [online vaccination form](#).

The flu vaccine will be available at GP surgeries and at some community pharmacies. Eligible individuals should contact their GP or pharmacist for an appointment. Anyone who looks after someone by helping them with their daily activities and needs (unpaid carer) is also eligible for annual flu vaccinations.

Further information on vaccines offered in Wales is available on the Public Health Wales website at: <https://phw.nhs.wales/topics/immunisation-and-vaccines/>

Participation Strategy

The Cabinet approved the draft Participation Strategy 2023-27 for public consultation on 13 July. The new strategy is a requirement of the Local Government & Elections Wales Act 2021 and aims to amplify the voices of people who are currently less likely to get involved in the decision-making process with a focus on improving engagement with seldom heard voices. As part of the development of the strategy, the Council engaged with stakeholders including local ward councillors in areas of low response, community organisations, representative bodies and Council Employee Networks to understand barriers to engagement and develop proposals for improvement.

The public consultation will run for six weeks from 24 July until 4 September. The consultation will be available in Welsh, Arabic, Bengali and Polish as well as English. Hard copies will be printed and made publicly available as part of the consultation process in addition to the online version. Targeted engagement will also be undertaken with the stakeholder groups identified in the strategy as being under-represented within consultation and engagement work; they are older people (+75 years old); children and young people; Black, Asian and Minority Ethnic Communities; and people who identify as disabled. Following the public consultation, a further report on the Participation Strategy 2023-27 will be considered for final approval by the Cabinet in Autumn 2023.

The online consultation will be available on the [Consultation page](#) of the Council's website from Monday 24 July.

Everywoman Festival

I am pleased to note that the inaugural Everywoman Festival held on 24 June at Insole Court was a great success. Founded by a consultant surgeon working in Cardiff & Vale University Health Board, the event included speakers such as Eluned Morgan MS, Minister for Health, workshops, and information stands covering a range of women's health issues from periods to menopause, mental health to sexual wellbeing. The Council's Wellbeing Support Service attended and were able to promote menopause workshops, accessible exercise sessions and the Wellbeing Mentor Service to partners in health, as well as the many attendees throughout the day. One of our Inclusion Officers also delivered a Tai Chi taster session in the gardens which was thoroughly enjoyed by the participants.

Sustainable and Healthy Food

Phase 1 of the £2.1 million Cardiff Capital Region Production and Supply of Sustainable Food Challenge is finishing. Three applicants have progressed through the feasibility stage – two are controlled environment agriculture projects (one is a hydroponics system and the other is an aeroponics system) and the third is a surplus food redistribution project. The demonstrator stage is due to commence this month following evaluation of applications from phase 1 participants. In addition, the Council has engaged consultants to assist with developing a framework for the provision of healthy and low carbon food in Cardiff schools. This work is due to commence this month and will involve staff from the Council's Sustainability and Education Catering teams.

TACKLING POVERTY & SUPPORTING YOUNG PEOPLE

Employment Support

Cardiff Works continues to prioritise making Council jobs more accessible to all the city's communities and ensuring that the Council workforce is representative of the community that we serve. The agency has reviewed its processes over the past 12 months to ensure a better experience for both the candidate and the recruiting service within the Council. Improvements include digitalisation, streamlining processes, greater accessibility and greater visibility in the community.

As a result, the average time taken for a candidate to be accepted into the Cardiff Works pool has improved from 40 days to 48 hours; the percentage of Black and Minority Ethnic applicants applying and successfully entering the Cardiff Works pool has seen a significant increase from 7% in June 2021 to 37% in March 2023; and overall, there has been a 12% increase in the placements provided via Cardiff Works.

Cardiff Works is closely aligned with the Council's Into Work Advice Service and Adult Learning to ensure suitable candidates for roles are identified and, where required, upskilled as quickly as possible. These teams did a tremendous job last year, helping 135 people secure a care worker role, either with the Council or contracted care providers via the Cardiff Cares Academy.

The Cardiff Works Community Engagement Officer has been linking in with community groups, schools, parents and toddler groups, places of worship and local businesses, mainly in the southern arc of the city, to raise awareness of the job opportunities available through Cardiff Works. The aim is to connect with communities who are under-represented in the Council's current workforce.

A new initiative, 'Cardiff Works for You', offers work placements to young people and people from under-represented communities, who may struggle to secure employment due to little or no work experience. I am delighted to see that positive steps are being taken to deliver the Council's commitment of making our workforce more representative and look forward to seeing the progress that the initiative makes.

Such is the success of Cardiff Works that several other local authorities have either sought advice from the team about setting up an in-house agency or enquired about using Cardiff Works as their agency provider, which is testament to the progress that the team has made over recent years.

Money Advice During School Holidays

The Money Advice team has been busy refreshing publicity materials and promoting support available to parents and families in readiness for the school holidays. The team experiences an increase in demand leading up to school holidays from people who are concerned about feeding their families during the summer break.

The Money Advice team has put together information packs on low-cost or free food available to those on qualifying benefits, together with information on local initiatives such as Food & Fun programmes, local food pantries, community fridges and food co-ops. This information will be made available online via the Money Advice team's website (www.cardiffmoneyadvice.co.uk) and hard copies of the information will be available in all Community Hubs.

I would urge anyone who is struggling or worrying about their financial situation to seek advice, either by phoning the Advice Line on 029 2087 1071 or in person at a Community Hub.

Youth Work Week

At the end of June, Cardiff Youth Service marked Youth Work Week in Wales (23-30 June 2023) with a showcase of open, honest, and often heart-warming accounts into what the day of a youth worker in Cardiff looks like. I used to attend North Ely Youth Centre myself when I was younger, so I am very aware of the invaluable provision, support and help that the Youth Service provides. Our city-wide provision welcomes hundreds of young people, providing a lifeline for many young people in the local area, giving them a place to go, someone to talk to and an opportunity to take part in informal education based on their needs. Stories from Cardiff Youth Workers can be found on the Council's social media channels or viewed at: [Day In The Life Of A Youth Worker - Diwrnod Mewn Bywyd Gweithiwr Ieuenctid \(padlet.com\)](#)

We are always seeking enthusiastic new recruits into the Youth Service and I would encourage anyone who is interested in starting a career in youth work to find out more and join this invaluable and important team that helps and supports so many. The Youth Service has also made a film featuring young people, speaking in their own words about the impact the provision has made on them, which can be viewed at: <https://www.youtube.com/watch?v=b9LyzANDmyQ>

Youth Work Celebration Event

On 7 July, I was fortunate to attend a presentation event at Eastmoors Youth Centre, which was attended by over 50 young people. The event was organised by the Post-16, Powerhouse and Eastmoors Youth Work teams to recognise and celebrate the success and contributions of young people to the youth service and their local communities. Young people were awarded with certificates for projects, courses and community engagement, with 84 awards being given out in total under the following categories:

- Certificates of Accreditation
- Certificates of Participation
- Certificates for Contribution to Cardiff Youth Service
- Certificates for Contribution to the Community

During the event there were performances, presentations and videos by young people and it was a chance for youth service members from centres across the city to get together and share ideas and make new connections. In the year ahead, we will be aiming to continue to showcase the achievements of young people supported by the Youth Service.

Summer with a DIFF'ERENCE

Cardiff Youth Service has launched 'Summer with a DIFF'ERENCE', a city-wide activity and event programme aimed at young people aged 11-25 years. Delivered through youth clubs, street-based youth provision, online and targeted projects across Cardiff, the line-up includes a range of activity such as day trips, taster sessions in creative arts, construction, music and beauty, E-sports programme and a Cardiff Youth Service takeover of the Aqua Park and Cardiff International White Water Centre.

As well as a range of sports, wellbeing groups and creative activity, Cardiff Content Creators are offering a unique opportunity for young people aged 11-17 to take part in a digital summer camp and Storey Arms Outdoor Education Centre will be providing a series of outdoor experiences.

Cardiff Youth Service is also hosting two youth exchange groups this summer – one group is from California and the other group is from Stuttgart. Throughout the duration of their visit, the young people will spend time with groups of young people in the city, experience Cardiff and be immersed in Welsh culture. These opportunities will be life changing for young people in this city and one which will enable them to develop friendships with people in Europe and America.

Youth clubs will be open across the service offering a safe space and support for young people to take part in a range of activities such as cooking, arts and crafts, gaming and sport.

A host of events to help young people decide on their next steps following exams will also take place, in partnership with the Into Work Advice Service and Cardiff Commitment team, as well as mentoring sessions providing support into employment, education, training, volunteering.

The Summer with a DIFF'ERENCE programme will be updated regularly online. Further information can be found at: [Upcoming events \(cardiffyouthservices.wales\)](https://cardiffyouthservices.wales)

In addition to this, I welcome the Welsh Government's funding and commitment to working with local residents and other partners to develop a grassroots-led Community Plan for Ely and Caerau, helping to meet the needs and aspirations of local people with a strong focus on supporting children and young people. A programme of activities will commence at the end of the school term, aiming to offer positive experiences and opportunities for children and young people aged 0-25 years, delivered by the Youth Service, Play Services, Leisure and a variety of community organisations. This work will help to inform wider sustainable engagement programmes across Cardiff and the rest of Wales.

Councillors Julie Sangani & Peter Bradbury
Cabinet Members for Tackling Poverty, Equality & Public Health (Job Share)
14 July 2023

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COUNCIL: 20 JULY 2023

TRANSPORT & STRATEGIC PLANNING STATEMENT

Constructing Excellence in Wales Award

I am pleased that the Council's work to transform Wood Street as part of the Central Square development, which includes a new road layout, new bus lanes, rain gardens to manage surface water drainage, improvements to the public realm and a highway network that gives priority to buses, has been recognised by winning the Civils Project of the Year at this year's Constructing Excellence in Wales (CEW) Awards.

The transport scheme includes additional planting and 'bee bus stops' installed to increase biodiversity in the city centre. The Council has also worked very closely with disability groups to install a bespoke pedestrian crossing that has been built specifically to assist blind and partially sighted people. I know this has been warmly welcomed by the RNIB (Royal National Institute of Blind People) and put forward as a model of best practice for when other new pedestrian crossings are implemented across the city.

Active Travel to School

Gwaelod Y Garth Primary School has started a 'bike bus' for pupils travelling to school. The inaugural ride between Taffs Well and the school took place on 23 June 2023 and saw a solid turnout from pupils, parents, and school governors. This initiative follows the successful development of a popular walking bus.

Data from the latest School Health Research Network's Student Health and Wellbeing Survey in Wales has indicated that, in Cardiff, 48.6% of respondents in Years 7 to 11 said they chose an active form of travel to school in 2021. That is significantly above the Welsh average of 35% and is an improvement on previous data for Cardiff, recorded at 47.5% in 2019 and 43.3% in 2017. This underlines the importance of the great work being done by the Council's Active Travel Schools and Road Safety Teams to enable more young people to walk, cycle and scoot to school.

The Council's Road Safety Team offers free cycle training to anyone who lives, works, or studies in Cardiff. Since January 2023, they have also trained 14 Police Community Support Officers to National Standard Cycle Training Level 3, and this has allowed them to use bikes in their patrols in the community.

Registration Service

The Fraud and Disclosure Unit and the Public Protection and Counter Fraud Teams, who operate across the UK under the General Registry Office, have singled out Cardiff's Registration Service for thanks and praise in stopping a significant fraud. Colleagues in the Cardiff Register Office were able to prevent incorrect details being included in a birth registration after they identified the mother was being coerced by the father into agreeing to include a false father's details on the child's registration. Due to the staff members' training, diligence and quick thinking, they were able to recognise multiple discrepancies within the information being provided, as well as acknowledging potential safeguarding concerns and unusual behaviour, which led to police interception. Subsequently, two males pleaded guilty to making a false statement for financial gain and immigration advantages, and have both received imprisonment sentences.

The Registration Service is in the final testing phase for customers to be able to apply and pay for copy certificates online. Currently, customers can only order online and an officer then has to call them back to take payment. This new online ordering and payment facility will reduce call handling and free up staff to undertake face-to-face appointments and deal with those customers who are unable to use the online facility.

A second phase of this project will be the creation of a marriage & civil partnership portal, which will bring all documents and payments into one online 'account' that couples can access 24/7 at a time and place that suits them. This will again reduce call handling and improve accessibility for those wanting to 'self-serve' online, thus freeing up phone lines for those who need to speak to an officer.

Both of these innovative improvements will improve customer service and form part of the digital transformation strategy for the Registration Service.

Councillor Dan De'Ath
Cabinet Member for Transport & Strategic Planning
14 July 2023

**CYNGOR CAERDYDD
CARDIFF COUNCIL**



COUNCIL:

21 SEPTEMBER 2023

REPORT OF THE CORPORATE DIRECTOR – RESOURCES

CARDIFF BUS – APPOINTMENT OF EXECUTIVE DIRECTOR

Appendix 1 to this report is not for publication as it contains exempt information of the description contained in Paragraph 12 of Part 4 and Paragraph 21 of Part 5, Schedule 12A of the Local Government Act 1972.

Reason for this Report

1. To consider the appointment of a new Executive Director to Cardiff City Transport Services Limited (otherwise known as ‘Cardiff Bus’), who will also be the new Managing Director of the Company.

Background

2. Cardiff City Transport Services Limited (otherwise known as ‘Cardiff Bus’) is a private company limited by shares and is wholly owned by the Council. Cardiff Bus was constituted as a Public Transport company within the meaning of Section 72 of the Transport Act 1985 and the main purpose of the company is to carry out the business of a public transport company.
3. The appointment of Directors to the Board of Cardiff Bus is governed by (i) the Company’s Articles of Association (‘the Articles’) and (ii) legislation. Of particular relevance to Cardiff Bus is the Transport Act 1985 (‘The 1985 Act’) and regulations made thereunder.
4. The Board of Cardiff Bus currently comprises eleven Directors and there is also a Company Secretary. Of these, the Council currently appoints seven Non-Executive Directors, including two Independent Non-Executive Directors, which is the maximum number of persons (who are not full-time employees of the Company) that may be appointed as Directors.
5. Four of the Directors are full-time employees of Cardiff Bus, three of whom (including the Managing Director) hold responsibilities for the management of Cardiff Bus and are classified as Executive Directors.

The fourth employee is appointed to the Board as a representative of Cardiff Bus employees.

Issues

6. The Company's current Managing Director, Paul Dyer, has been in post since 1 January 2020 and is due to retire at the end of September 2023. As a result, the Company has undertaken a public recruitment process for the position of Managing Director over recent months. The appointment panel was supported by the Council's Head of Finance (Deputy Section 151 Officer) who was deputising for the Corporate Director – Resources (Section 151 Officer) who is the Council's appointed Shareholder Representative.
7. Following the completion of this process, the Company has taken the decision to appoint an external candidate, Mr Craig Hampton-Stone, to the position of Managing Director, subject to his appointment as an Executive Director of the Company, which requires the approval of the Council. A copy of Mr Hampton-Stone's CV is included as **Confidential Appendix 1** to this report.
8. In accordance with the Company's Articles, the Council, as the controlling authority of the Company, may by notice appoint any person to be a Director (Executive or Non-Executive). Furthermore, the Company's Board may appoint one of the Executive Directors to the position of Managing Director. Therefore, if the Company wishes to appoint Mr Hampton-Stone as the new Managing Director, then the Council will first need to appoint him as an Executive Director.
9. As a result, the Council is recommended to approve the appointment of Mr Hampton-Stone as an Executive Director of Cardiff City Transport Services Limited (Cardiff Bus). If the Council approves this appointment, it shall notify the Company formally of the appointment as soon as practicable.

Financial Implications

10. Employment related costs in respect of the Executive/Managing Director post will be met by Cardiff City Transport Services Limited.

Legal Implications

11. Pursuant to the Articles of Association of Cardiff City Transport Services Limited ("the Articles"), the Council may by notice appoint any person to be a Director.
12. Under the Articles, Directors are classified as either 'Executive' or 'Non-Executive' Directors. In short, an Executive Director is defined as a Director who is a full-time employee of the Company holding a position of responsibility for the management of the Company's business or any part of it. It is noted the proposed appointment is to appoint an Executive Director.

13. The appointment of any individual to serve on an outside body is a Local Choice function under the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007. The Council has determined that responsibility for this function (save for specified exceptions) shall rest with Full Council.

Equality Duty

14. The recommended decision must be made in the context of the Council's public sector equality duties. The Council also has to satisfy its public sector duties under the Equality Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties, Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. The Protected characteristics are: age, gender reassignment, sex, race – including ethnic or national origin, colour or nationality, disability, pregnancy and maternity, marriage and civil partnership, sexual orientation, religion or belief – including lack of belief.

Well-Being of Future Generations (Wales) Act 2015

15. The Well-Being of Future Generations (Wales) Act 2015 ("the Act") places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales – a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible.
16. In discharging its duties under the Act, the Council has set and published well-being objectives designed to maximise its contribution to achieving the national well-being goals. The well-being objectives are set out in Cardiff's Corporate Plan 2023-26: [Cardiff Council Corporate Plan 2023 to 2026](#). When exercising its functions, the Council is required to take all reasonable steps to meet its well-being objectives. This means that the Council decision makers should consider how the proposed decision will contribute towards meeting the well-being objectives and must be satisfied that all reasonable steps have been taken to meet those objectives.
17. The well-being duty also requires the Council to act in accordance with 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without comprising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:
- Look to the long term
 - Focus on prevention by understanding the root causes of problems
 - Deliver an integrates approach to achieving the 7 national well-being goals
 - Work in collaboration with others to find shared sustainable solutions

- Involve people from all sections of the community in the decisions which affect them
- 19. The Council decision makers must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible using the link below:
<http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>
- 20. The Council decision makers should be satisfied that the decision is in accordance within the financial and budgetary policy and represents value for money for the Council.
- 21. The Council decision makers have to be mindful of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards when making any policy decisions and consider the impact upon the Welsh language, the report and Equality Impact Assessment deals with all these obligations.

RECOMMENDATION

The Council is recommended to approve the appointment of Mr Craig Hampton-Stone as an Executive Director of Cardiff City Transport Services Limited (Cardiff Bus).

CHRISTOPHER LEE
Corporate Director – Resources
15 September 2023

The following appendix is attached to this report:

- **Confidential Appendix 1:** Craig Hampton-Stone CV
(this contains exempt information of the description contained in Paragraph 12 of Part 4 and Paragraph 21 of Part 5, Schedule 12A of the Local Government Act 1972)

The following background paper has been taken into account:

- Cardiff City Transport Services Limited Memorandum and Articles of Association

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By virtue of paragraph(s) 12 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

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CYNGOR CAERDYDD CARDIFF COUNCIL

COUNCIL:

21 SEPTEMBER 2023

REPORT OF THE DIRECTOR OF GOVERNANCE & LEGAL SERVICES & MONITORING OFFICER

COMMITTEE MEMBERSHIP

Reason for Report

1. To receive nominations and make appointments to current committee vacancies as set out in the report and in accordance with the approved allocation of seats and political group wishes.

Background

2. The Annual Council meeting 25 May 2023 established the Committees and Panels of the Council and their composition. The seats allocated to political groups on each committee were calculated in accordance with the rules on political balance, and nominations were received for each committee from the political groups.
3. In accordance with the Welsh Audit Office Statement of Action P3b (report March 2016), Membership of Committees is a standing item on monthly Group Whips meetings and Full Council, as appropriate.

Issues

4. Current Committee vacancies, in accordance with the approved allocations to political groups, are as follows:

Table A

Committee	Vacancy	Group	Nomination Received
Planning Committee	2 vacancies	2 x Liberal Democrat	
Governance & Audit Committee	1 vacancy	1 x Liberal Democrat	
Policy Review & Performance Scrutiny Committee	1 vacancy	1 x Labour	Councillor Bowen-Thomson

5. Further nominations to fill existing vacancies received from political groups prior to Full Council on 21 September 2023 will be reported on the amendment sheet.

Legal Implications

6. The Council is required at its Annual Council meeting (and at certain other specified times) to determine the allocation of Committee seats to political groups in accordance with political balance principles set out in Section 15 of Local Government and Housing Act 1989. Having determined the allocations, the Council is under a duty to exercise its power to make appointments to each Committee so as to give effect to the wishes expressed by the relevant political group about who is to be appointed to the seats allocated to their group (section 16 of the 1989 Act).
7. The Local Government (Committees and Political Groups) Regulations 1990 ('the 1990 Regulations') requires political groups to be notified of their allocation on each Committee in order that they may nominate individuals to serve on that Committee (Regulation 14). Regulation 15 contains a residual power for the Council to make appointments if the political groups fail to do so. However, apart from this provision, the Council has no discretion in the matter - its function is simply to make appointments, which give effect to the wishes of the political groups.
8. The wishes of a political group are to be taken as those expressed to the Proper Officer (a) orally or in writing by the leader or representative of the group; or (b) in a written statement signed by a majority of the members of the group. In the event that different wishes of a political group are notified, the wishes notified in accordance with point (b) shall prevail (Regulation 13).

Planning Committee

9. The Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017 (made under s.39 of the Planning Wales Act 2015), provide that, *except in the case of a local authority which is comprised solely of multiple member wards*, only one Member from a multiple member ward may sit on the planning committee, in order to allow other ward Members to perform the representative role for local community interests (Regulation 6 of the Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017). As Cardiff is currently comprised solely of multiple member wards, this rule is not currently applicable to Cardiff.

Financial Implications

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

RECOMMENDATION

The Council is recommended to receive a nomination and appoint to the vacancy on the Committee, in accordance with the Party Group wishes, as set out in Table A and on the Amendment Sheet.

DAVINA FIORE
Director Governance and Legal Services

15 September 2023

Background Papers

Council Report, Minutes and Amendment Sheet 29 June 2023.

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CARDIFF COUNCIL
REGISTER OF DECISIONS TAKEN BY OFFICERS ON
SENIOR MANAGEMENT TEAM
2023/2024 No 16

Decision No.	Decision Maker	Decision	Reasons	Consultation Undertaken	Dates			Responsibility for Implementation after date shown
					Decision Made	Publication	Deadline for call-in	
SMT/23-24/26	Sarah McGill – Nominated Deputy to the Chief Executive	<p>Article 4 Direction in respect of the Rompney Castle, Wentloog Road, Rumney Cardiff CF3 3EB.</p> <p>AREED that an Immediate Article 4 Direction in respect of the Rompney Castle, Wentloog Road, Rumney (Appendix A) be served, to remove permitted development rights afforded under Parts 2 and 31 of the Schedule to the Town and Country Planning (General Permitted Development) Order 1995 (as amended for Wales) in relation to the property.</p>	The local planning authority is satisfied that such development should not be carried out unless permission is granted for it on application; and would be prejudicial to the proper planning of the area or constitute a threat to the amenities of the area.	<ul style="list-style-type: none"> Local Ward Councillors Bob Derbyshire and Jacqueline Parry have been consulted on this proposal and are supportive. The statutory notification and publication requirements are set out under the Legal Implications below. Councillor De’Ath Cabinet 	05.09.23	07.09.23	This decision has been certified as urgent by the Council’s Monitoring Officer and therefore call-in will not apply.	Sarah McGill – Nominated Deputy to the Chief Executive

				Member (Cabinet Member), has been consulted on this proposal and is supportive.				
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Prepared by Cabinet Support Office: 01.09.23
Submitted to Chief Executive for signature: 01.09.23

Approved for Publication: *Davina Fiore* **Date:** 05/09/23
Monitoring Officer & Director of Legal & Governance

**CYNGOR CAERDYDD
CARDIFF COUNCIL****COUNCIL:****21 September 2023**

**REPORT OF DIRECTOR GOVERNANCE & LEGAL SERVICES &
MONITORING OFFICER**

**APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO SCHOOL
GOVERNING BODIES****Reason for this Report**

1. To appoint Local Authority School Governors to fill vacancies, both current and future.

Background

2. Section 19 of the Education Act 2002 makes provision for the governing bodies of maintained schools to include Local Authority appointed governors, 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 Governor Panel was constituted at the Annual Council in May 2015 to advise the Council on appointments and removal of governors to those places allocated to the Local Authority.

Issues

4. The Local Authority Governor Panel will meet on the 18 September to consider new applications to fill current and future vacancies. The recommendations of the panel, in respect of new appointments will be reported on the Amendment Sheet.

Legal Implications

5. 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. Appointments are for a fixed term

of 4 years from the date of the appointment and governors may be re-appointed for a further 4 year term.

6. 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 requires the approval of full Council.
7. Members will note that this report recommends the appointments and re-appointments of local authority governors for a 4 year term.

Financial Implications

8. There are no financial implications arising from this report.

Recommendation

That, in accordance with the recommendations of the Local Authority Governor Panel, the Council approves the new appointments and re-appointments of Local Authority Governors to the school governing bodies as set out on the Amendment Sheet, each for a term of 4 years from the date of the appointment.

Davina Fiore
Director Governance & Legal Services
15 September 2023

The following Background Documents have been taken into account: N/A