

# **FORWARD PLAN OF PROPOSED CABINET BUSINESS**

**PERIOD: SEPTEMBER 2017 – FEBRUARY 2018**

**SUMMARY OF ANTICIPATED DECISIONS TO BE TAKEN AT CABINET MEETINGS**

**Please contact the Cabinet Support Office (2087 2396) if you require any further information**

Report Title	Summary of Issues & Proposed Recommendation	Scrutiny Traffic light status	Consultees	Decision Maker
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**September 2017**

**Clean Streets, Recycling & Environment**

Recycling and Refuse Collection Vehicle Fleet Replacement	The Refuse Collection Vehicles (RCV's) operated by the Council's Waste Management division are approaching the end of the current three year hire agreement (September 2017). This procurement includes the vehicles we use for recycling, green waste, food waste and general waste collections. Cabinet is asked to consider the progression of the new recycling and refuse vehicle procurement exercise.	Green		Cabinet
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Cardiff Organic Waste Treatment Change of Contractor Ownership	To consider the ownership of the Cardiff Organic Waste Treatment Contractor	Green		Cabinet
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**Finance, Modernisation & Performance**

Quarter 1 Performance	This report presents a summary of the Council's performance for Quarter 1 of the 2017-18 financial year, providing Cabinet with an opportunity to review performance, consider any emerging issues, and direct and remedial actions considered necessary	Green		Cabinet
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Budget Monitoring - Month 4 Report	The report will outline the overall financial monitoring position of the Council in respect of both revenue and capital accounts. This will include an analysis of key variances based on the first four months	Green		Cabinet
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	of the financial year.			
Senior Management Arrangements	To seek Cabinet approval to proceed to consultation an amended senior management structure	Green	Report seeks authorisation to consult	Cabinet

### Strategic Planning & Transport

First Cardiff Local Development Plan Annual Monitoring Report	The Cardiff Local Development Plan (LDP) was formally adopted by the Council on 28 <sup>th</sup> January 2016. As part of the statutory development plan process the Council is required to prepare an Annual Monitoring Report (AMR) and submit it to Welsh Government by 31 <sup>st</sup> October 2017. This report will outline the purpose, key findings and conclusions of the first AMR and seek its endorsement for submission to the Welsh Government by 31 <sup>st</sup> October 2017.	Amber		Cabinet
Integrated Network Map	<p>The Active Travel (Wales) Act 2013 places a duty on local authorities to plan for and promote walking and cycling for every day journeys, including the requirement to produce an Integrated Network Map which sets out a 15 year plan for improvements to active travel routes and must be submitted to Welsh Government for approval within a prescribed timescale.</p> <p>The Integrated Network Map comprises maps of proposed active travel routes and a prioritised schedule of schemes to improve or create these routes, including schemes ready for implementation in the short term and long term aspirational plans.</p> <p>A statutory 12 week period of public consultation has been undertaken on the Draft Integrated Network Map.</p>	Green	Approve the submission of the Integrated Network Map to Welsh Government for approval in accordance with the requirements of the Active Travel (Wales) Act 2013.	Cabinet

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	The Integrated Network Map must be submitted to Welsh Government for approval by 3 <sup>rd</sup> November 2017.			

**October 2017**

**Children & Families**

Cabinet Response to the Children & Young People Scrutiny Committee Report on FGM	To provide a response to the Children & Young People Scrutiny Committee Report on FGM			Cabinet
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**Education, Employment & Skills**

21st Century Schools Programme, Band B Investment	<p>The Council submitted its revised 21st Century School Band A Programme of Projects to the Welsh Government in 2014. Band A funding is due to complete in March 2019 with Band B investment to start in April 2019.</p> <p>Officers have undertaken a significant needs analysis and prioritisation process including data and information relating to the demographics across the city, school facilities and their condition along with schools standards data and input from the Stakeholder Reference Group (SRG) and independent consultants with specific elements of expertise relevant to planning this scale and type of investment programme.</p> <p>The SRG is composed of school headteachers from across the</p>	Amber	<p>A Stakeholder Reference Group (SRG) has been consulted as part of the needs analysis and prioritisation process.</p> <p>In the event any of the priorities set out in the bid would necessitate significant change</p>	Cabinet
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	<p>nursery, primary and secondary school age range and incorporating representatives from all sectors including English-medium community schools, Welsh-medium community schools and church schools.</p> <p>This submission to the Welsh Government reflects the outcome of the process including those needs which are highlighted as being priorities for development between April 2019 to March 2024 as part of the 21<sup>st</sup> Century Schools Band B investment programme as part of a wider strategy for investment in the Education estate across Cardiff.</p>		and statutory consultation a range of stakeholders would be consulted in line with the SOP code.	

Cabinet response to the Children and Young People's Scrutiny report on School Term Times	To provide a response to the Children and Young People's Scrutiny report on School Term Times	Green		Cabinet
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### Finance, Modernisation & Performance

Mental Health Policy and Mental Health Managers Guide	<p>The Policy and its guidance are new to the Council and a positive step towards making Cardiff a better place to work. They are part of the Council's commitment to promoting and maintaining the mental health and wellbeing of all employees through workplace practices, and encourage employees to take responsibility for their own mental health and wellbeing.</p> <p>The policy aims to:</p> <ul style="list-style-type: none"> <li>• Build and maintain a workplace environment and culture that</li> </ul>	Green		Cabinet
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	<p>supports mental health and wellbeing and prevents discrimination.</p> <ul style="list-style-type: none"> <li>• Increase employee knowledge and awareness of mental health and wellbeing issues and behaviours.</li> <li>• Reduce stigma around depression and anxiety in the workplace, and all forms of mental health illness.</li> <li>• Facilitate employees active participation in a range of initiatives/activities that support mental health and wellbeing.</li> </ul> <p>This guidance is designed to provide practical assist to line managers in dealing with an employee's disclosure about mental health concerns.</p> <p>The policy and guidance will also contribute to the proactive and management of absence.</p>			
Cardiff Council Statutory Improvement Report	<p>This report is a statutory document that the Council must produce each year as a reflection of its performance and activities in the previous financial year (2016-17) in line with the Corporate Plan. The report must be publically available by 31st October each year on the Council's website; in order to satisfy the requirements of the Auditor General for Wales.</p>	Green		Cabinet
Delivering Capital Ambition	<p>To outline the arrangements that will support the delivery of the Administration's Capital Ambition statement and respond proactively to the key financial and organisational challenges that dominate the medium term planning horizon of the Council;</p>	Amber		Cabinet

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### Social Care, Health and Well-being

Proposal to Develop a Regional Social Care Training Unit for Cardiff and Vale of Glamorgan	The report seeks agreement from Cabinet to regarding the operational model for delivering a regional WDTU, including the proposed governance arrangements for the unit and the financial arrangements	green		Cabinet
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**16 November 2017**

### Culture & Leisure

Library Historical Collections				Cabinet
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### Housing & Communities

Recommissioning of Housing and Support Services for Young People	To seek approval for the recommissioning of a range of housing and support services for young people.	AMBER		Cabinet
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Development of a City Wide Employability Provision	To set out proposals for development of a City Wide response to Employability Provision and improving Involvement and Participation opportunities for Communities post Communities First closure.	Amber	Public Consultation will be undertaken during July with a mixture of online	Cabinet
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			and stakeholder engagement, report will be available by Mid-August	

### Education, Employment & Skills

<p>School Admission Arrangements 2019/20</p>	<p>In accordance with Section 89 of the School Standards and Framework Act 1998 and the Education (Determination of Admission Arrangements ) (Wales) Regulations 2016 the Council is required to review the School Admission Policy annually.</p> <p>The School Admission Arrangements must be determined for implementation in September 2019.</p> <p>Prior to agreeing the aforementioned arrangements the Council is required to conduct annual consultation. On undertaking this process in 2016/17 stakeholders expressed that they wanted further consideration of additional/alternate criteria. As such Cabinet agreed to authorise officers to consider further the Council's school admission arrangements including wider research into alternative options and the impact of each, in advance of consultation on the Council's School Admissions Policy 2019/20.</p> <p>The Cabinet report will set out the outcome of this research and the proposed admission arrangements for 2019/20 following consideration of the outcomes prior to consultation which must take place between 1 September 2017 and 1 March 2018.</p>	<p>Amber</p>	<p>A range of stakeholders will be consulted as part of the annual admission arrangements consultation.</p>	<p>Cabinet</p>
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<b>Finance, Modernisation &amp; Performance</b>				
Quarter 2 Performance Report	This report presents a summary of the Council's performance for Quarter 2 of the 2017-18 financial year, providing Cabinet with an opportunity to review performance, consider any emerging issues, and direct any remedial actions considered necessary.	Green		Cabinet
Month 6 Budget Monitoring Report	The report will outline the overall financial monitoring position of the Council in respect of both revenue and capital accounts. This will include an analysis of key variances based on the first six months of the financial year.	GREEN		Cabinet
Cardiff Council Annual Complaints Report 2016 - 17	<p>The annual complaints report for the Council provides the total number of complaints and compliments received by the Authority each financial year.</p> <p>This includes information on the volumes received by each service area with narrative provided on trend analysis, explaining any increase or decrease from the previous year. Improvements made by the Council as a result of customer feedback is also considered and documented.</p> <p>Additional information is provided on complaints that have been escalated to the Public Ombudsman for Wales including data such as the number of complaints being upheld.</p>	Green		Cabinet
2018/19 Budget Proposals for Consultation	To consider Budget proposals for consultation	Green		Cabinet

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Treasury Management Mid year report	To inform members of the Council's Treasury Management activities since 1st April 2017 and the position as at 30th September 2017.	Green		Cabinet Council

### Strategic Planning & Transport

Supplementary Planning Guidance	<p>To consider Supplementary Planning Guidance relating to:</p> <ul style="list-style-type: none"> <li>• Residential Extensions and Alterations</li> <li>• Infill Sites</li> <li>• Safeguarding Business and Industrial Land and Premises</li> <li>• Food Drink and Leisure Uses</li> <li>• Childcare Facilities</li> <li>• Green Infrastructure</li> <li>• Planning for Health</li> </ul>	Amber	<p>Consultation on the SPGs is in line with the LDP Community Involvement Scheme. Consultation included the following:</p> <ul style="list-style-type: none"> <li>• A 6 weeks public consultation period</li> <li>• A public notice in the local press to notify anyone with an interest</li> <li>• Copies of the documents were made available to view in all Cardiff Libraries, County Hall and on the Council website.</li> </ul> <p>In addition to Councillors were</p>	Cabinet
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			<p>notified about the current SPG consultation and an email/letter notification was sent out to consultees on the SPG Consultation List – this list included the formal LDP consultees and anyone else who has requested to be kept informed of SPG consultations, including businesses, interested groups and individuals.</p>	

**14 December 2017**

**Finance, Modernisation & Performance**

<p>Corporate Risk Register Mid Year Review</p>	<p>The report will inform the Cabinet of the key risks facing the Council. The Cabinet will have last sighted the Corporate Risk Register (CRR) at a Cabinet Meeting in July 2017. Senior officers review the document quarterly and the Cabinet once every 6 months. Corporate Risk owners are at a Director level, and they each input to the review of this document.</p>	<p>Amber</p>		<p>Cabinet</p>
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Calculation of Council Tax Base 2018/19	To consider the Council Tax Base for 2018/19	Green		Cabinet

**18 January 2018**

**Housing & Communities**

Homelessness & Housing Need	<p>To update Cabinet on</p> <ul style="list-style-type: none"> <li>The level of housing need in the city</li> <li>The progress in changing the approach to homelessness since the introduction of the new Housing Wales Act</li> </ul> <p>To consider alternative options for meeting housing need.</p>	Amber	Consultation will be undertaken with key partners /stakeholders about the proposals ahead of the report being considered at Cabinet.	Cabinet
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**15 February 2018**

**Finance, Modernisation & Performance**

Quarter 3 Performance Report	This report presents a summary of the Council's performance for Quarter 3 of the 2017-18 financial year, providing Cabinet with an opportunity to review performance, consider any emerging issues, and direct any remedial actions considered necessary.	Green		Cabinet
Budget Monitoring - Month 9 Report	The report will outline the overall financial monitoring position of the Council in respect of both revenue and capital accounts. This will include an analysis of key variances based on the first nine months of the financial year.	Green		Cabinet

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Budget 2018/19	To consider the Council's budget for 2018/19			Cabinet Council