

# **FORWARD PLAN OF PROPOSED CABINET BUSINESS**

**PERIOD: SEPTEMBER 2018 - DECEMBER 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 2018**

**Culture & Leisure**

Cabinet response to the Economy & Culture Scrutiny Report entitled 'Funding of Parks'	To respond to the recommendations of the Economy & Culture Scrutiny Committee's report entitled 'Funding of Parks'	Green		Cabinet
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**Finance, Performance & Modernisation**

Quarter 1 Performance Report	The report presents a summary of the Council's Performance for Q1 of the 2018-19 financial year, providing Cabinet with an opportunity to review performance, consider any emerging issues and direct any remedial actions considered necessary	Green		Cabinet
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Budget Monitoring Month 4	This report presents the financial position of the authority at Month 3 of the financial year 2018/19	Green		Cabinet
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National Non Domestic Rates - Write Off	The purpose of the report will be to obtain formal authorisation to write off National Non-Domestic Rate debts which are in excess of £100,000 in value. The request is made in accordance with Part 3, section 2, of the Cardiff Council Constitution, Executive Decision making function number 20. The debts to be written off exceed the level at which officers have delegated powers to deal with, and therefore authorisation is	Green		Cabinet
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Report Title	Summary of Issues & Proposed Recommendation	Scrutiny Traffic light status	Consultees	Decision Maker
	required from the Cabinet			

Tender for Council Insurance policies including claims handling from 1 April 2019	The report is to seek the approval of the Cabinet to invite tenders for the Council's insurance policies including liability, motor, property and miscellaneous.	Green		Cabinet
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### Social Care, Health and Well-being

Domiciliary Care Provision in Cardiff	<p>The current contractual arrangements used by Cardiff Council to commission domiciliary care end on 3th November 2018. In January 2017, Social Services sought and received Cabinet approval to enter into new contractual arrangements from 4th November 2018. The new arrangements would use the same overarching approach as is in currently in place, with no significant changes to how care was commissioned or how the contractual arrangements would operate.</p> <p>The purpose of this report is to seek agreement to suspend the proposals in the January 2018 Cabinet Report and take an alternative approach.</p> <p>The report presented in September 2018 will set out the vision for domiciliary care in Cardiff, describe how this relates to other forms of community provision and support and how it will be delivered. The report will also set out how the current contractual arrangements will be dealt with, based on the legal' advice received and the need to ensure continuity of provision tor-service users and stability for care providers.</p>	Amber		Cabinet
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### Strategic Planning & Transport

Report Title	Summary of Issues & Proposed Recommendation	Scrutiny Traffic light status	Consultees	Decision Maker
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Section 106 Local Infrastructure Proposal Lists	<ul style="list-style-type: none"> <li>To respond to the report published by the Environmental Scrutiny Committee and presented to Cabinet in September 2017 entitled 'Management of Section 106 Funding for the Development of Community Projects'.</li> <li>To seek Cabinet approval to implement the 'Section 106 Local Infrastructure Proposal Lists' and supporting process, which will enable Local Members to identify local infrastructure projects that may other be sources potentially of funding. funded through Section 106 contributions or other sources of funding</li> </ul>	Green		Cabinet
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Second 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 the end of October each year. This report will outline the purpose, key findings and conclusions of the second AMR and seek its endorsement for submission to the Welsh Government by 31 <sup>st</sup> October 2018.	Green		Cabinet
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### October 2018

#### Leader

Community Councils Charter	To update the Charter agreed with the Community Councils and adopted by the Executive back in 2012; aiming to support structured, regular engagement and communication between Cardiff Council and the six Community Councils in Cardiff.	Green	Community Councils	Cabinet
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### Children & Families

Review of Family	Following a review of the early help arrangements for families and	Amber	Institute of Pubic	Cabinet
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Support Arrangements	children, proposals for a new family support services have been developed to provide comprehensive information, advice and assistance to families.		Care have been commissioned to review current services and this includes interviews with key partners and stakeholders so that they can fully contribute to the review. Some consultation has also been undertaken with service users and this will also inform the review.	

### Clean Streets, Recycling & Environment

Cardiff Council's Approach to Single Use Plastics	<p>In response to a single use plastic motion presented to the Cabinet; i) to work with partners on the No straw Stand; ii) to work with Welsh Water on Refill Stations iii) explore markets for recycling previously thought to be not recyclable. Produce a report outlining plans by October 2018 to reduce single use items on council premises such as cups, wrapping, bags etc.,</p> <p>The report outlines the background of single use plastics and the areas of concern for the Council. The report outlines an action plan to understand and reduce single use plastics across the Authority and propose a draft policy for further consultation on the Councils</p>	Green	Engagement and consultation will be undertaken with key stakeholder groups, citizens, suppliers and Council with regard to the draft policy.	Cabinet
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Report Title	Summary of Issues & Proposed Recommendation	Scrutiny Traffic light status	Consultees	Decision Maker
	commitment to reduce single use plastics and protect our environment.			

### Finance, Modernisation & Performance

Annual Complaints Report	<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
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Annual Wellbeing 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 (2017-18) 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
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### Investment & Development

Land at Harbour Drive	To acquire land at Harbour Drive to leverage investment in the area.	AMBER		Cabinet
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Report Title	Summary of Issues & Proposed Recommendation	Scrutiny Traffic light status	Consultees	Decision Maker

Securing investment into Council owned heritage buildings	There is a need to invest in many of the Council's heritage buildings in order to address both a maintenance backlog as well as ensure their sustainability. The report will provide options for securing investment into Council owned heritage buildings	AMBER		Cabinet
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### Strategic Planning & Transport

Delivery of city-wide residential LED street lighting and the development of SMART infrastructure	<p>The delivery of LED street lighting on the strategic road network has successfully supported reduction in energy consumption and in Cardiff's Carbon Footprint.</p> <p>The implementation of a residential pilot in Radyr show there are limited concerns relating to LED street lighting in residential areas.</p> <p>The developing an 'invest to save' project residential LED street lighting provides further opportunities to reduce energy consumption and Cardiff's Carbon Footprint.</p> <p>The linking of LED street lighting to a Central Management System allows the implementation of SMART infrastructure. The report will identify the benefits and opportunities associated with SMART infrastructure for future projects.</p>	Amber		Cabinet
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Local Air Quality Management - Annual Air Quality Progress Report and	<p>Report detailing results of air quality monitoring undertaken across Cardiff during 2017.</p> <p>Seek authorisation to submit to Welsh Government the Clean Air</p>	AMBER		Cabinet
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Report Title	Summary of Issues & Proposed Recommendation	Scrutiny Traffic light status	Consultees	Decision Maker
Clean Air Strategy and Action Plan	Strategy and Action Plan report which sets out strategic measures/ actions to improve air quality in the Air Quality Management Areas and more widely across Cardiff.			

**November 2018**

**Education, Employment & Skills**

School Organisation Planning: 21st Century Schools (Band B) Willows High School	At its meeting on 14 December the Cabinet considered a report setting out the Council's priority schemes to be undertaken as part of Cardiff's Band B 21 <sup>st</sup> Century Schools Programme. The priorities include a proposal for Willows High School to be rebuilt and expanded to provide a new 11-16 high schools with eight forms of entry. This report seeks Cabinet's approval to consult on this proposal.	AMBER	A range of stakeholders including Members, Governors, Headteachers, school staff, parents, children and local residents will be consulted as part of the public consultation.	Cabinet
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School Organisation Planning: 21st Century Schools (Band B) Cantonian High School	At its meeting on 14 December 2017 the Cabinet considered a report setting out the Council's priority schemes as part of Cardiff's Band B 21 <sup>st</sup> Century Schools Programme. This report seeks Cabinet's approval to consult on the proposals for developing the existing Cantonian High Schools Site, in line with Band B priority schemes.	AMBER	A full public consultation will be undertaken with Members, the local community, staff, Governors and the schools affected, other local schools, pupils and other stakeholders in	Cabinet
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Report Title	Summary of Issues & Proposed Recommendation	Scrutiny Traffic light status	Consultees	Decision Maker
			accordance with statutory requirements.	

### Finance, Modernisation & Performance

2019/20 Budget Proposals for Consultation	To consider Budget proposals for consultation	Green		Cabinet
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Budget Monitoring - Month 6 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
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Quarter 2 2018-19 Performance Report	This report presents a summary of the Council's performance for Quarter 2 of the 2018-19 financial year, providing Cabinet with an opportunity to review performance, consider any emerging issues, and direct any remedial actions considered necessary.	Green		Cabinet
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Treasury Management Mid Year Report 2018/19	To inform members of the Council's Treasury Management activities since 1 <sup>st</sup> April 2018 and the position as at 30 <sup>th</sup> September 2018.			Cabinet Council
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### Investment & Development

Report Title	Summary of Issues & Proposed Recommendation	Scrutiny Traffic light status	Consultees	Decision Maker
Innovation Update	Attracting and developing high value jobs is an important element of the city's economic strategy. Increasingly innovation infrastructure is being supported by a wide range of actors, including private sector and other public sector partners. This report outlines our approach to support innovation and leveraging investment.	Amber		Cabinet

Core Office Accommodation	The report will update the Cabinet on work to develop proposals for future Core Office Accommodation for the Council, which aims to reduce operating costs, the maintenance backlog and provide improved facilities.	AMBER		Cabinet
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Economic White Paper	In 2017 the Council published 'More and Better Jobs', an Economic Strategy Green Paper. This reports back on the consultation process and presents the subsequent White Paper.	AMBER		Cabinet
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### Social Care Health & Wellbeing / Children & Families

Corporate Safeguarding Annual Report 2017/18	To update Cabinet members on the work that has been undertaken to improve corporate arrangements for safeguarding and protecting children and adults who require specific Council services and to ensure that these arrangements are effective.	Amber		Cabinet
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### December 2018

### Finance, Modernisation & Performance

Corporate Risk Register - Mid Year Review 2018/19	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 2018. Senior officers review the document quarterly and the Cabinet once every 6 months.			Cabinet
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Report Title	Summary of Issues & Proposed Recommendation	Scrutiny Traffic light status	Consultees	Decision Maker
	Corporate Risk owners are at a Director level, and they each input to the review of this document.			
Calculation of Council Tax Base 2019/20	The Council has a statutory obligation to agree the Council Tax base by 31 <sup>st</sup> December each year. This decision has been delegated to the Cabinet.			Cabinet

### Housing & Communities

Homelessness Review and Strategy 2018-2022	<p>Under Section 50 of the Housing (Wales) Act 2014 a local housing authority must periodically carry out a homelessness review for its area, and formulate and adopt a homelessness strategy based on the results of that review. The Council must adopt a homelessness strategy in 2018 and a new homelessness strategy in every fourth year after that.</p> <p>A review of available data has been undertaken, examining the main causes of homelessness in Cardiff, focusing on key themes of prevention, accommodation and support.</p> <p>Key findings from the review will be used to inform the Homelessness Strategy, which will set out a co-ordinated approach to tackling and preventing this issue. The Strategy will identify available services and how they can be improved to ensure people receive appropriate, timely help and support.</p>	AMBER	<p>Comments were requested from partner organisations about homeless services and these have been used to inform the review. A client survey has been carried out to gather the views and experiences of service users.</p> <p>Informal consultation on the strategy will take place in November once a full draft is completed.</p>	Cabinet
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**January 2019**

**Education, Employment & Skills**

<p>School Organisation Planning: 21st Century Schools (Band B) Fitzalan High School</p>	<p>At its meeting on 14 December 2017 the Cabinet considered a report setting out the Council's priority schemes to be undertaken as part of Cardiff's Band B 21<sup>st</sup> Century Schools. This report will set out the proposal for Fitzalan High School to be rebuilt as a new 11-18 high school with 10 forms of entry and detail responses to the public engagement.</p>	<p>AMBER</p>	<p>A public engagement will be undertaken with Members, the local community, staff and Governors of the school, other local schools, pupils and other stakeholders.</p>	<p>Cabinet</p>
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**Housing & Communities**

<p>Older Persons Accommodation Strategy 2018 - 2023</p>	<p>This Older People's Housing Strategy sets out how the Council and partners will shape and deliver housing and related services for older people, and how this provision can help address wider health and social care priorities.</p>		<p>Initial resident consultation and coffee morning events have been held at Brentwood Court; Clos Y Nant; Minton Court; Popular House and Nelson House, regarding improvement works</p>	<p>Cabinet</p>
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Report Title	Summary of Issues & Proposed Recommendation	Scrutiny Traffic light status	Consultees	Decision Maker
			programmed for the coming financial year. A detailed specification for all Community Living Schemes has been developed to ensure consistency of finish	

**February 2019**

Budget Report 2019/20	To recommend the Cabinet budget proposals be approved by Council together with the necessary statutory recommendations	Red		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
Quarter 3 2018-19 Performance Report	This report presents a summary of the Council's performance for Quarter 3 of the 2018-19 financial year, providing Cabinet with an opportunity to review performance, consider any emerging issues, and direct any remedial actions considered necessary.	Green		Cabinet