



Fy Nghyf / My Ref: CM33216  
Dyddiad / Date: 24th February 2016

Councillor Paul Mitchell  
Cardiff Council  
County Hall  
Atlantic Wharf  
Cardiff  
CF10 4UW

Annwyl/Dear Paul

### **Environmental Scrutiny Committee - 8 December 2015**

Thank you for your correspondence dated 11 January 2016 concerning the above and please accept my apologies for the delay in responding.

#### **City Operations - Quarter 2 Performance**

Definition of Sickness Absence Period - At the current time, the Council's Attendance and Wellbeing Policy identifies a 4 stage process for the management of short term absence, that is, the Informal Stage and Stages 1 to 3 inclusive. Unlike Stages 1 and 2, the criteria for reaching the Informal Support Stage is based on an employee having 2 or more absences in a rolling 6 month period or the identification of a pattern of absence. As a result, an employee who may be absent for relatively long periods (e.g. a few weeks or more) at frequencies greater than 6 months may not be 'picked up' by the short term absence procedure. Therefore, at the Scrutiny meeting, the Officer suggested that the Informal Support Stage of the short term absence procedure also include a criteria for the duration of absence (e.g. similarly to Stages 1 and 2, a period of absence of 6 days or more over a 6 rolling month period) so that such absences would be picked up and managed accordingly.

#### **Cardiff's Commercial Waste Collection Service**

Although Commercial Services do not currently actively promote the VAT exemption on the website contracting officers regularly utilise this information during sales meetings, especially when attempting to compete against the private sector. Redesigning the online offering is a strategy which will be considered in earnest. Some apprehension may be prudent to accommodate any changes that may occur as a result of the alternative delivery modelling. If a VAT exempt option is chosen by Cabinet as a preferred platform for trading in the future then a stronger promotion of the commercial services' VAT status will be implemented. Until such time and in order to reduce confusion amongst current and future customers of the Council we will prepare but not publish.

**PLEASE REPLY TO / ATEBWCH I: Cabinet Support Office / Swyddfa Cymorth Y Cabinet**  
Room / Ystafell 514, County Hall / Neuadd Y Sir, Atlantic Wharf / Glanfa'r Iwerydd,  
Cardiff / Caerdydd, CF10 4UW  
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The many legislative changes on the horizon will continue to be monitored closely and corresponding feasibility studies considered for those changes deemed to impact the service. The decision of the alternative delivery model process will in many ways dictate the future trading possibilities of the team. Officers are considering income generating strategies for a variety of ADM outcome scenarios so as to ensure that whichever way Cabinet decides swift action can be undertaken to maximise opportunities for new business.

I trust the above is of assistance.

Yn gywir  
Yours sincerely

A handwritten signature in black ink that reads "Bob Derbyshire". The signature is written in a cursive style with a horizontal line underlining the name.

**Councillor / Y Cynghorydd Bob Derbyshire**  
**Cabinet Member Environment**  
**Aelod Cabinet Dros Yr Amgylchedd**