

**MINUTES**

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CABINET MEETING: 16 JUNE 2016

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Cabinet Members Present: Councillor Phil Bale (Chair)  
Councillor Sue Lent  
Councillor Peter Bradbury  
Councillor Dan De'Ath  
Councillor Bob Derbyshire  
Councillor Graham Hinchey  
Councillor Susan Elsmore  
Councillor Sarah Merry  
Councillor Ramesh Patel

Observers: Councillor David Walker  
Councillor Judith Woodman

Officers: Paul Orders, Chief Executive  
Christine Salter, Section 151 Officer  
David Marr, Monitoring Officer  
Claire Deguara, Cabinet Office

**130 MINUTES OF THE CABINET MEETING HELD ON 19 MAY 2016**

**RESOLVED:** that the minutes of the meeting held on 19 May be approved.

**131 TO RECEIVE THE REPORT OF THE JOINT SCRUTINY TASK AND FINISH GROUP ENTITLED "COMMUNITY INFRASTRUCTURE LEVY"**

Cabinet received a report of the Joint Scrutiny Task and Finish Group entitled "Community Infrastructure Levy". The report contained 13 recommendations.

**RESOLVED:** that the report be received and it be noted that the response is contained within the Cardiff Community Infrastructure Levy report.

**132 WELSH LANGUAGE STANDARDS: ANNUAL MONITORING REPORT 2015-16**

The Cabinet considered the annual Welsh Language Standards Annual report 2015-16. The report provided the formal basis on which compliance with the Standards was monitored.

The Welsh Language Standards came into force on 30 March 2016, the report focussed on the actions the Council has taken to prepare to comply with the new standards, along with providing information required under the Standards.

**RESOLVED:** that the Welsh Language Standards Annual Report (as attached as Appendix 2 to the report) be approved for consideration at Council prior to publication in accordance with the Welsh Language Standards (Welsh Language (Wales) Measure 2011).

### **133 AN UPDATE ON THE ORGANISATIONAL DEVELOPMENT PROGRAMME**

Cabinet received a report outlining the progress of the Council's Organisational Development Programme (ODP). The report mapped the next steps for key projects and initiatives, essential to improving the Council's financial resilience and service delivery performance in the medium term.

The report detailed a future refresh of the ODP to ensure that proposals for improvement contained in the Wales Audit Office report are addressed and that organisational changes across the Council is delivered consistently and with increasing pace of delivery.

**RESOLVED:** that

- 1) The content of the report be noted.
- 2) the future direction of the Organisational Development Programme as set out in this report be agreed;
- 3) the Chief Executive be authorised, in consultation with the Leader and Cabinet Member for Corporate Services & Performance, to progress the delivery of the Organisational Development Programme;
- 4) The Organisational Development Programme should undergo an independent review at an appropriate point in 2017; and
- 5) A report that analyses the changing public sector landscape and the Council's position within it be brought to a future Cabinet meeting.

### **134 COMMISSIONING AND PROCUREMENT LOCAL AUTHORITY TRADING COMPANY**

***Appendix 1A to this report is exempt from publication by virtue of paragraph 14 of Part 4 and paragraph 21 of Part 5 of Schedule 12A of the Local Government Act 1972***

Cabinet considered proposals to establish a Local Authority Trading Company to deliver procurement and commercial services to public and private sector organisations.

The Business Case appended to the report detailed the assessment undertaken of three shortlisted delivery model options, cost benefit analysis, the planned outcomes and benefits to the Council, a risk assessment and details the legal structure and governance arrangements.

**RESOLVED:** that

1. the Commissioning and Procurement Local Authority Trading Company Business Case attached to the report be approved and agreed that a Local Authority Trading Company be agreed as generally described in the report to deliver procurement and commercial services to the public and private sectors
2. the appointment of the Corporate Director (Resources) as the Council's Shareholder representative be agreed.
3. It be noted and recommend to Council for approval the appointment of officers as Directors to the Board as set out in paragraph 31 of the report.
4. Authority be delegated to the Corporate Director (Resources) in consultation with the Council's Monitoring Officer to:
  - Agree the constitutional and governance documents required to set up the Local Authority Trading Company
  - Agree all other documents required relating to the operations of the Local Authority Trading Company and its relations with the Council

### **135 2015-16 QUARTER 4 PERFORMANCE REPORT**

Cabinet received the Council's performance report for Quarter 4 (January to March) of the 2015/16 financial year. It was noted that across all directorates 70% of Corporate Plan Commitments were Green and 48% of Performance Indicators were Green.

An amendment sheet was circulated which outlined that paragraph 8 of the report was amended to the following –

*48% of Performance Indicators are Green, 15% are Amber and 18% are Red, with **10% with results not yet available**. The final outturn for Performance Indicators in 2014-15 was 47.2% Green, 18.8% Amber and 14.8% Red, and a full comparison will be made once all 2015-16 results are available.*

The first page of appendix A was also been updated to reflect the figure of 10%.

**RESOLVED:** that the current position regarding performance, the delivery of key commitments and priorities as at Quarter 4, and the action being taken to address areas of concern be noted.

### **136 OUTTURN 2015/16**

The Cabinet received details of the outturn for the financial year ending 31 March 2016 compared with the budget for the year for both revenue and capital expenditure.

Cabinet were advised that the revenue outturn position shows a surplus of £1.696 million pounds after contributions to and from reserves. A summary of the Treasury Management Statement in respect of investments and borrowing was also received.

**RESOLVED:** that

1. the report and the actions taken in respect of the Council's accounts for 2015/16 be approved.
2. It be noted that the report will form an Appendix to the Financial Statements report to be considered at the Council meeting in September 2016

### **137 EMPLOYEE HEALTH & WELLBEING STRATEGY**

Cabinet received the Employee Health & Wellbeing Strategy. The Council recognises that employees are the key to delivering the vision for Cardiff. When employees are healthy, motivated and have a sense of wellbeing, then the experiences of our residents' improves. The strategy provides a framework to help improve the health and wellbeing of our employees.

**RESOLVED:** that

1. the Employee Health & Wellbeing Strategy which is attached as Appendix 1 to the report be approved.
2. the contents of the letter from the Chair of the Policy Review and Performance Scrutiny Committee following the meeting held on 7 June 2016, which is attached as Appendix 2 to the report be noted.

### **138 AGENCY WORKER CONTRACT RE-PROCUREMENT / INTERIM ARRANGEMENTS**

The Cabinet considered a report regarding re-procurement of the Council's agency worker contract via a mini-competition through the National Procurement Services All Wales Agency Worker Framework. The value of the contract will be £28million. Without such agreement in place the Council would be unable to effectively manage the use of Agency Workers, resulting in increased Council expenditure.

**RESOLVED:** that

1. the procurement of agency worker services under the National Procurement Service (NPS) All Wales Agency Framework Agreement for the Managed Service for Provision of Agency Workers be approved.
2. Authority be delegated to the Corporate Director of Resources in consultation with the Cabinet Member with responsibility for Corporate Services and Performance to: carry out a mini-tender under the Framework Agreement to select a Provider using the relevant framework sub evaluation criteria and weightings.
  - deal with all ancillary matters pertaining to the mini competition.
  - award a User Agreement with the Provider selected (most economically advantageous provider) and place orders under the User Agreement.
  - approve extending the User agreement until 7 September 2019 should the

Council wish to continue with the services after September 2018.

2. a further interim direct award to the incumbent agency provider via the National Procurement framework (NPS) All Wales Agency Worker framework for a 5-month period (1/7/16-30/11/16) to allow the mini competition tender to be run up to contract award to a value of £4.2million be approved.

### **139 INFRASTRUCTURE SERVICES - ALTERNATIVE DELIVERY MODELS: NEXT STEPS**

Cabinet considered a report outlining the outcome of the analysis of the Full Business Case on the Wholly Owned Company and Modified In-House Alternative Delivery Models for infrastructure services, in accordance with the Outline Business Case approved by Cabinet on 16 July 2016.

**RESOLVED:** that

1. the content and conclusions of the report, including the Full Business Case which is set out in Appendix A to the report be noted;
2. the Chief Executive, in consultation with the Cabinet Members with responsibility for Environment and Corporate Services & Performance, be authorised to:
  - a. put in place appropriate governance arrangements and support to implement the service improvement strategies outlined in the Full Business Case, including the establishment of the Commercialisation & Accelerated Improvement Board to oversee the change and improvement process;
  - b. realign relevant services and budgets according to the proposed delivery model outlined in paragraphs 45 to 49 of this report; and
  - c. allocate staff resources within the 2016/17 budgetary framework, including investment costs, to support the change programmes set out within this report.
3. the Service Improvement Agenda (Infrastructure Services) – Memorandum of Understanding between the Council and Trade Unions, as set out in Appendix D to the report be approved.

### **140 LED STREET LIGHTING FOR THE STRATEGIC ROAD NETWORK**

Cabinet received a report regarding the intention to convert 13,608 street lights located on strategic highway routes to LED street lighting. This is an important step in achieving the Council's aspiration to become Europe's most liveable capital city.

The report outlined the positive impacts of undertaking this work including reduced CO2 emissions, budget savings and the ability to manage our lighting network remotely and more efficiently.

**RESOLVED:** that

1. the procurement process to award a (Works) contract to deliver LED street lighting as set out in the body of the report be approved;
2. the issuing of tender documents (including the overarching evaluation, sub criteria and ITT) be approved;
3. the issuing of the OJEU notice to formally commence the procurement process; be approved and
4. Authority be delegated to the Director of City Operations, subject to consultation with the Cabinet Member Corporate Services & Performance and the Cabinet Member Transport, Planning & Sustainability to deal with all aspects of the procurement process and ancillary matters up to and including contract award. Provided that the overall cost of the contract does not exceed a value of £5.5million, in which case matters will be referred back to Cabinet for consideration.

#### **141 CARDIFF COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Cabinet considered a report outlining the intention to consult on the introduction of a Community Infrastructure Levy (CIL) Draft Charging Schedule. CIL enables Local Authorities in England and Wales to raise funds from developers undertaking new building projects in their area.

**RESOLVED:** that

1. the contents of the report be noted;
2. the response to the Joint Scrutiny Committee Task and Finish Group Report: Community Infrastructure Levy (May 2016), as set out in Appendix 4 to this report be agreed;
3. the proposed CIL Draft Charging Schedule for the purposes of public consultation be agreed; and
4. following public consultation, the Draft Charging Schedule will be reported back to Cabinet for approval to submit for Stage 3 Public Examination.

At the close of the meeting the Leader led a minute silence to reflect on the tragic death of Jo Cox MP.