

**APPENDIX A – Economy & Culture Scrutiny Committee Correspondence Schedule, as at 8 June 2018**

Date Sent	Sent to	Topic	Points Made	Date reply received	Response
28 March 2018	Cllr Huw Thomas	<b>Bus Station</b>	<p><b>Public Facing Letter:</b></p> <ul style="list-style-type: none"> <li>• Members are supportive of the recommendations to Cabinet and wish to commend all those who have worked to deliver the bus station and associated developments; Members are particularly pleased that office space is retained in the revised scheme.</li> <li>• Given the public interest in the delivery of a bus station, Members <b>recommend</b> that a communication plan be put in place to ensure the public are properly informed about the work taking place, the various phases of the work and the timescales involved. The delivery of the bus station is a significant project for Cardiff and the region, and it is important residents,</li> </ul>	8 May 2018	<p><b>Response Received</b></p> <ul style="list-style-type: none"> <li>• <i><b>‘I am pleased that the Committee are supportive of the recommendations to Cabinet and that the hard work to deliver the bus station and associated developments has been acknowledged.’</b></i></li> <li>• <i><b>‘I can confirm that the Council has signed up to the Metro Delivery Partnership (MDP)...delivering a coherent communication strategy will be a core part of MDPs work.’</b></i></li> <li>• <i><b>‘In terms of the detailed information requested on the operation of the bus station, this will be determined in due course by Transport for Wales and I will make sure that at the appropriate time this is communicated, including</b></i></li> </ul>

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			<p>commuters, businesses and visitors are kept informed.</p> <ul style="list-style-type: none"> <li>• Members wish to receive: <ul style="list-style-type: none"> <li>- Notification of the operator model to be used at Cardiff Central Bus Station, with the opportunity to carry out further scrutiny of the impact of this model.</li> <li>- Clarification of the possible sites included in the feasibility study for the location of the north-side cycle hub, the timeline for this study to be completed and the decision-taking route that will be used to determine which site is chosen. Members expect this matter to be subject to timely pre-decision scrutiny, to enable wider views to be ascertained to inform the scrutiny.</li> <li>- An updated floor plan for the bus station and updated plans for the traffic flows,</li> </ul> </li> </ul>		<p><b><i>arranging for the operator to attend a Scrutiny Committee to explain their plans.'</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>'the developer is exploring a number of sites north of the railways lines for the provision of a cycle hub...to complement a larger facility south of the railway lines... the specific location of the site north of the railway lines will be determined as part of the consideration of the new planning application'.</i></b></li> <li>• <b><i>'any updates to the floor plans, traffic flows, proposed routes for pedestrians, cyclists, buses, coaches, taxis and cars will be provided as part of the new planning application and will be the subject of public consultation in the normal way.'</i></b></li> </ul>

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			<p>illustrating proposed routes for pedestrians, cyclists, buses, coaches, taxis and cars.</p>		
11 May 2018	Cllr Thorne	<b>Libraries &amp; Hubs</b>	<ul style="list-style-type: none"> <li>• Overall - Members note the report to Cabinet and, at this stage, have no major issues with it. We will be interested in carrying out further scrutiny as proposals develop and, in particular, it becomes clearer where capital funding will be sourced.</li> <li>• Performance - Members note that no formal assessment has been undertaken on the likely impact of proposed changes on Cardiff Council's ability to meet the Welsh Library Standards... I am sure that this is something a future Committee will wish to keep an eye on.</li> <li>• Savings - Members note that the proposed changes will realise savings in the region</li> </ul>	4 June 2018	<p><b>Response Received</b></p> <ul style="list-style-type: none"> <li>• <i>I note and agree with the Committee's feedback and would be happy to bring information on this subject to a future Committee as our proposals develop.</i></li> <li>• <i>Similarly, I would be very happy to bring information to a future Committee on how the proposed changes will impact on the Council's ability to meet the Welsh Library Standards. I share the Library Services Manager's confidence that these changes will have a positive impact on the Council's performance and I look forward to presenting this improvement at a future Committee.</i></li> </ul>

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			<p>of £200,000 ..that consultation with staff and trades unions is on-going and that any savings will form part of the Directorate's savings proposals for 2019/20.</p> <ul style="list-style-type: none"> <li>• Library Strategy &amp; Development team - Members are pleased to hear that part of their role will be to take library services out into communities across Cardiff..</li> <li>• Area reviews - Members recommend that these area reviews take into account public transport linkages, such as branch train lines and bus routes, to ensure that the area boundaries are appropriate.</li> <li>• Community engagement - Members discussed the need to work with local communities to ensure that they are clear that library services are not under threat, are being protected from cuts and will be enhanced. Members also discussed the need to ensure a flexible approach is</li> </ul>		<ul style="list-style-type: none"> <li>• <b><i>I recognise the benefit of such an approach and can confirm that public transport linkages will be taken into account in the area review.</i></b></li> <li>• <b><i>We have produced maps, which show the areas covered by the 4 inclusion officers. I have attached</i></b></li> </ul>

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			<p>taken to community-based groups that already exist that may not wish to be included in the new approach.</p> <ul style="list-style-type: none"> <li>Members would like to receive a map of the areas covered by the 4 inclusion officers.</li> </ul>		<p><i>them as Appendix 1 for your information. As you will see the maps and areas covered are very much draft at the moment and will need to be reviewed and revised once the team is operational.</i></p>
11 May 2018	Cllr Merry & Cllr Thorne	<b>People &amp; Communities: Communities &amp; Housing Directorate Delivery Plan</b>	<ul style="list-style-type: none"> <li>Overall - Members are content with the Plan and the actions detailed</li> <li>Targets - Members recognise that quite a few of the performance indicators are new and it is therefore difficult to be certain that a target is set at the right level... we will keep an eye on performance via the quarterly performance reports.</li> <li>95% target – for customers of Hubs - Members take on board your explanation that, with the increased number of Hubs and scope of work undertaken,</li> </ul>	7 June 2018	<p><b>Response Received</b></p> <ul style="list-style-type: none"> <li><i>‘I appreciate the Committee’s observations regarding performance indicators...What is important is that we use any dissatisfaction or suggestions that people make to continually review and improve what and how we deliver services in our hubs. I know that this is exactly what happens in our hubs and this is why we continue to have such fantastic satisfaction levels.’</i></li> </ul>

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			<p>maintaining satisfaction to this high level will be challenging.</p> <ul style="list-style-type: none"> <li>• Employment Services - Members are pleased to accept the offer ..to bring a progress report to our December 2018 committee meeting.</li> <li>• Members would like to receive a list of the sites across Cardiff from which Into Work services operate.</li> <li>• Template - I would be grateful if you could pass on, to the relevant team, that some Members found the Plan difficult to read, particularly the front end that is very text-heavy. In addition, the graphics showing Golden Thread (Part 1.1) are very difficult to read.</li> </ul>		<ul style="list-style-type: none"> <li>• <b><i>'I note the Committee's request for an Employment Services progress report and welcome the opportunity for this to be presented at the December 2018 meeting'</i></b></li> <li>• <b><i>'I am pleased to provide a list of sites across Cardiff where Into Work services are offered' (at Appendix to letter)</i></b></li> <li>• <b><i>'I have passed these comments to the relevant team for their consideration'.</i></b></li> </ul>