

MINUTES

CABINET MEETING: 5 JULY 2018

- Cabinet Members Present:** Councillor Huw Thomas (Leader)
Councillor Peter Bradbury
Councillor Susan Elsmore
Councillor Russell Goodway
Councillor Sarah Merry
Councillor Michael Michael
Councillor Lynda Thorne
Councillor Chris Weaver
Councillor Caro Wild
- Observers:** Councillor Joe Boyle
Councillor Keith Parry
Councillor Adrian Robson
- Also:** Councillor David Walker (Min no 11)
Councillor Lee Bridgeman (Min no 12)
- Officers:** Paul Orders, Chief Executive
Christine Salter, Section 151 Officer
Davina Fiore, Monitoring Officer
Joanne Watkins, Cabinet Office
- Apologies:** Councillor Graham Hinchey

10 MINUTES OF THE CABINET MEETING HELD ON 14 JUNE 2018

RESOLVED: that the minutes of the Cabinet meeting held on 14 June 2018 be approved

11 TO RECEIVE THE REPORT OF THE POLICY REVIEW & PERFORMANCE SCRUTINY COMMITTEE ENTITLED 'CUSTOMER LEADERSHIP'

Councillor David Walker presented the Scrutiny Committee report on 'Customer Leadership' to Cabinet. The report contained 35 key findings and 7 recommendations for Cabinet's consideration.

RESOLVED: that the report of the Policy Review & Performance Scrutiny Committee entitled 'Customer Leadership' be received and a response be provided by November 2018

12 **TO RECEIVED THE REPORT OF THE CHILDREN & YOUNG PEOPLE'S SCRUTINY COMMITTEE ENTITLED 'OUT OF COUNTY PLACEMENTS'**

Councillor Len Bridgeman introduced the report of the Children & Young People Scrutiny committee entitled 'Out of County Placements'. The report contained 20 recommendations for the Cabinet's consideration.

RESOLVED: that the report of the Children & Young People's Scrutiny Committee entitled 'Out of County Placements' be received and a response be provided by November 2018

13 **SCHOOL ORGANISATION PROPOSALS: IMPROVING SPECIALIST PROVISION FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL LEARNING NEEDS 2018-19**

Councillor Bradbury declared a personal interest as a Governor of Ty Gwyn School

Cabinet received a report advising that no objections to the statutory notices relating to proposals to increase specialist provision for children and young people had been received. The proposals would help to address ALN sufficiency needs projected in 2018-21, ensuring children and young people can access high quality education in Cardiff special schools or specialist resource bases, in both English and Welsh medium sectors.

RESOLVED: that

1. the proposals as set out in paragraph 2 of the report be approved without modification.
2. Subject to approval by the Welsh Government, the proposal to extend the age range of Greenhill from 11-16 to 11-19 be approved (This change requires determination by Welsh Ministers)
3. Subject to approval by the Governing Body St Mary the Virgin CiW Primary School, the inclusion of SRB accommodation in the Band B scheme for a new build St Mary the Virgin CiW Primary School be approved.
4. Officers be authorised to take the appropriate actions to implement the proposals as set out in paragraph 2 of the report
5. Officers be authorised to publish the decision within 7 days of determination of the proposal.
6. the approval of any necessary contracts be delegated to the Director of Education and Lifelong Learning in consultation with the Corporate Director Resources & Section 151 Officer, Director of Legal Services and the Cabinet Members for Finance, Modernisation & Performance and Education & Skills.

14 **WORKFORCE STRATEGY 2018-2021**

Cabinet considered the workforce strategy which set out a framework of priorities and commitments necessary to create a culture that supports a flexible, skilled, engaged and diverse workforce in order to support the objectives set by the Administration's Capital Ambition.

RESOLVED: that

1. the Workforce Strategy 2018-2021 as attached as Appendix 1 to the report be agreed
2. the changes in recruitment process detailed in paragraph 11 of the report be agreed

15 **2017-18 QUARTER 4 PERFORMANCE REPORT**

The Cabinet received details of the Council's performance for Quarter 4 of 2017-18 including a summary of the progress and challenges faced by each directorate.

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 the challenges facing the Council be noted

16 **OUTTURN 2017/18**

The Cabinet received details of the Council's financial position for the year ending 31 March 2018. The final revenue outturn position indicated that the Council has maintained its spending within its overall net budget of £587 million in 2017/18 with a balanced position reported after contributions to and from reserves

RESOLVED: that

- (1) the report and the actions taken in respect of the Council's accounts for 2017/18 be approved
- (2) it be noted that this report will form an Appendix to the Financial Statements report to be considered at the Council meeting in September 2018

17 **CORPORATE TRANSPORT SERVICES**

Cabinet considered a report outlining progress in implementing the Central Transport Services Improvement programme. It was reported that further exploration of achieving financial savings through efficiencies and increased income generation was required and it was proposed that partnership with the private sector be explored.

It was also proposed that an approach be made to the National Motor museum to consider loaning the Council's Rolls Royce Phantom V1 and its KG1 numberplate on a temporary basis.

RESOLVED: that

1. the progress made on the implementation of the Central Transport Services improvement programme be noted and agreement be given to the further work required as identified in the report.
2. the principle of exploring a new approach with the private sector be agreed and authority be delegated to the relevant Senior Officers in consultation with the relevant Cabinet Members to deal with all aspects of commissioning a new approach including the award of contract(s) and any associated arrangements which may be required.
3. the Rolls Royce and number plate both be retained by the Council and that the Council approach the National Motor Museum with a view to loaning the Rolls Royce on a temporary basis pending it being returned to Cardiff to be put on permanent display at an appropriate facility.

MINUTES

CABINET MEETING: 12 JULY 2018

Cabinet Members Present: Councillor Huw Thomas (Leader)
Councillor Peter Bradbury
Councillor Susan Elsmore
Councillor Russell Goodway
Councillor Graham Hinchey
Councillor Sarah Merry
Councillor Michael Michael
Councillor Lynda Thorne
Councillor Chris Weaver (Mins 22 – 28)
Councillor Caro Wild

Observers: Councillor Joe Boyle
Councillor Adrian Robson

Officers: Paul Orders, Chief Executive
Christine Salter, Section 151 Officer
Davina Fiore, Monitoring Officer
Joanne Watkins, Cabinet Office

18. THE PROVISION OF CARDIFF SHORT BREAK SERVICES AT TY STORRIE

Cabinet considered a report requesting authorisation to integrate the short break provision for disabled children at Ty Storrie into the Cardiff direct provision by ending the current arrangements with Action for Children. The report outlined the benefits of delivering the service in-house and it was noted that the proposal would not alter the amounts of delivery of services.

RESOLVED: that

- 1 The proposed transfer of the provision of the Short Break services to the Council's in-house team be agreed in principle, as detailed in the body of the report, subject to the outcome of further consultation with relevant stakeholders, including service users; and
- 2 Authority be delegated to the Corporate Director People and Communities in consultation with the Cabinet Member for Children and Families, the Section 151 Officer and the Director of Law and

Governance, to attend to all substantive matters to give effect to the proposal (provided that the Directorate has taken account of the outcome of the further consultation referred under recommendation 1) including (without limitation):-

- 1 Liaising with the incumbent provider to agree a mutually agreeable date to terminate the existing contractual arrangements and to transfer the delivery of the Short Break service to the Council's in-house team;
- 2 Deal with all associated matters, including (without limitation) the registration of the Ty Storrie property and the termination of the existing licence arrangements.

19. OCCUPATIONAL ROAD RISK POLICY

Cabinet received the Occupational Road Risk Policy for approval. The policy ensured that the necessary arrangements were in place to effectively manage and minimise the risks arising from the use of motor vehicles for Council business purposes.

RESOLVED: that the Occupation Road Risk Policy (appendix 1 to the report) be authorised and implementation be authorised so as to take effect on 1 September 2018.

20. PUBLIC SPACE PROTECTION ORDERS - DOG CONTROL

Cabinet considered proposals to widen enforcement powers relating to public space protection orders to improve and replace current outdated dog controls across Cardiff. It was proposed that public consultation be undertaken on prohibiting dog fouling in all public places owned or maintained by the Council, the exclusion of dogs in all enclosed playgrounds, marked sports pitches and Schools, which are owned or maintained by Cardiff Council, the requirement that dogs are kept on leads within all Cemeteries owned or maintained by Cardiff Council and the requirement allowing authorised officers to give a direction that a dog (s) be put and kept on a lead if necessary,

RESOLVED: that

1. Officers be authorised to undertake a 6 -12 week public consultation exercise on the proposal to introduce a Public Spaces Protection Order (PSPO) under the Anti-Social Behaviour, Crime and Policing Act 2014 to introduce dog controls in areas across the Cardiff and to report back to Cabinet.
2. the consultation for dog control specifically looks at:
 - the prohibition of dog fouling in all public places owned and/or maintained by the Council,

- the exclusion of dogs in all enclosed playgrounds, marked sports pitches and Schools, which are owned and/or maintained by Cardiff Council.
 - a requirement that dogs are kept on leads within all Cemeteries owned and/or maintained by Cardiff Council.
 - a requirement allowing authorised officers to give a direction that a dog (s) be put and kept on a lead if necessary,
 - setting the fixed penalty fine for breach of the order to the maximum permitted of £100.
3. the revocation of the current byelaws associated with dog control in Cardiff (appendix d to the report) be endorsed

21 CARDIFF COUNCIL 21ST CENTURY BAND B PROGRAMME: CAPACITY AND GOVERNANCE.

Cabinet received an update on the development of the Council's proposed Band B schemes under the 21st Century schools programme and considered proposals for amending senior management arrangements for leadership of the Council's school estate development programme, and related governance of the programme across the Council.

RESOLVED: that

- 1 the update in this report on the scheduling and funding issues associated with the delivery of Cardiff's Band B schemes be noted
- 2 the creation of the post of Programme Director -School Organisation Programme at Tier 2, fixed-term for 3 years reporting to the Director of Education, in line with the Council's pay structure at Assistant Director level be approved
- 3 it be noted that the Director of Education and Lifelong Learning will review the roles and structure of the school organisation team to secure the capacity required as identified in the external report cited at Appendix 1, within the funding already agreed under Band B of the 21st Century Schools Programme, Asset Renewal and the LDP.

22 SCHOOL ORGANISATION PLANNING - THE PROVISION OF ENGLISH MEDIUM PRIMARY SCHOOL PLACES IN THE LLANRUMNEY AREA

Cabinet considered authorising a public consultation on proposals to rationalise English-medium primary school places in the Llanrumney area, including a proposal to close Glan-yr-Afon Primary school. Cabinet was advised that demand for the school was low with the majority of children from the catchment area choosing to attend alternative school. The school was operating with a surplus of 48% of places and this had a significant impact upon the funding available for the school and there was a significant budget deficit. It was reported that the quality of accommodation and education available at other schools in the area was of a higher standard with the potential for demand for places to be met at those schools.

RESOLVED: that

1. officers be authorised to consult on a proposal to discontinue Glan-yr-Afon Primary School from 31 August 2019 including changes to community primary school catchments in the local area.
2. It be noted that officers will bring a report on the outcome of the consultation to a future meeting to seek authorisation as to whether to proceed to publish proposals in accordance with section 48 of The School Standards and Organisation (Wales) Act 2013.
3. It be noted that any decision to redesignate capacity at St Cadoc's Catholic Primary School for primary education places would be a matter for consideration by the Governing Body of the school with any permanent increase necessitating consultation in accordance with the requirements of the School Organisation Code

23 CARDIFF COUNCIL'S DIGITAL AMBITION

Cabinet received the Council's proposed Digital Strategy, including details of how it would be taken forward by the Council with an emphasis on designing digital services which delivered the best outcomes for citizens. It was noted that a series of action plans would be developed to ensure that the strategy would be effectively delivered. A Digital Cardiff board had been established to ensure that there was corporate oversight of the progress of digital initiatives to ensure a coherent approach.

RESOLVED: that

1. the progress that has been made to-date on the Council's Digital agenda be noted
2. the Council's proposed new Digital Strategy, as included at Appendix 1 to the report be approved
3. the overall framework and governance for delivering the Digital Strategy as set out in the report be approved, and the ongoing development of action plans to support the implementation of the Council's digital agenda be noted.

24 BUDGET STRATEGY 2019/20 AND THE MEDIUM TERM

Cabinet considered approving the budget strategy for the preparation of the 2019/20 revenue and capital budgets. The report included details of the budget gap and the challenges presented by that gap together with the strategy and timetable for dealing with it.

RESOLVED:

- (1) the budget principles on which this Budget Strategy Report is based and the approach to meeting the Budget Reduction Requirement both in 2019/20 and across the period of the Medium Term Financial Plan. Whilst recognising the objectives set out in Capital Ambition be agreed.

- (2) directorates work with the relevant Portfolio Cabinet Member, in consultation with the Corporate Director Resources and Cabinet Member for Finance, Modernisation and Performance to identify potential savings to assist in addressing the indicative budget gap of £34 million for 2019/20 and £91 million across the period of the Medium Term Financial Plan.
- (3) the Chief Executive, in consultation with the Leader and Cabinet Member for Finance, Modernisation and Performance, be delegated the authority to implement any saving proposal in advance of 2019/20 where no policy recommendation is required or where a policy decision has already been taken.
- (4) the Council indicate to Joint Committees and to bodies which raise precepts and levies on the Council, the level of the financial challenge facing the Council, and that this be taken into consideration when they are developing their own financial plans but still within the framework of the objectives set out in Capital Ambition.
- (5) the Corporate Director Resources in consultation with the Cabinet Member for Finance, Modernisation and Performance, be delegated the authority to identify an alternative budget reduction requirement upon receipt of further clarification in respect of Welsh Government funding.
- (6) the Corporate Director Resources in consultation with the Cabinet Member for Finance, Modernisation and Performance, be delegated the authority to amend the Budget Strategy, if this amendment does not significantly depart from the underlying principles. Any requirement to depart significantly from these principles would require a further Budget Strategy Report to Cabinet.
- (7) Council seek expressions of interest from officers in respect of the voluntary redundancy scheme by 14 September 2018.
- (8) Council be recommended to agree to adopt the Budget Timetable Framework set out in Appendix 2 and that the work outlined is progressed with a view to informing budget preparation.
- (9) there be a two stage process in relation to public consultation on 2019/20 proposals. This will commence with the Ask Cardiff Survey including a section on general budget themes, followed by more detailed consultation on 2019/20 proposals later in the Autumn, once there is further clarity on the 2019/20 funding position.

25 **RISK MANAGEMENT STRATEGY AND POLICY & THE QUARTER 4 POSITION 2017/18**

Cabinet considered approving an updated Risk Management Strategy and Policy together with the risk management position at quarter 4 of 2017/18. The updated strategy recognised the strength of the existing arrangements and empowered an open and balanced approach to managing risk.

RESOLVED: that the Risk Management Strategy and Policy be approved and the content of the Corporate Risk Register be noted

26 **MANAGEMENT OF THE COUNCIL'S NON-RESIDENTIAL PROPERTY ESTATE - EMBRACING A CORPORATE LANDLORD MODEL**

Cabinet received a report updating Cabinet on the implementation of the Corporate Landlord model across the Council's non-domestic estate. The report also contained the Cabinet's response to the Policy Review and Performance Scrutiny report entitled 'Managing the Estate under a Corporate Landlord Model' with the Cabinet being recommended to accept all the recommendations in full with one the partial exception in relation to recommendation 6.

The report also set out new governance arrangements and controls for the operational estate, particularly in relation to the disposal of property.

The Cabinet also received details of progress made in addressing the recommendations of the September 2017 Health Safety Compliance.

RESOLVED: that

1. the recommendations of the PRAP Scrutiny Task & Finish Group Report attached as Appendix F to the report be accepted, except for Recommendation 6 which is partially accepted as explained in this report.
2. the recommendations of the independent review of statutory obligations and health and safety compliance set out in Appendices 2 and 3 to the report and the on-going work to address the key recommendations be noted
3. the strategy outlined in this report for commencing the identification of disposals and relinquishments to deliver the capital receipts required to meet the Medium Term Financial Plan be approved
4. the proposals set out in this report to enable the full implementation of the Corporate Landlord model be agreed, including:
 - a) Tighter controls over all building related spend.
 - b) The delivery of all new build projects through the Corporate Landlord team based in the Economic Development directorate.
 - c) Requirement for Property Implications to be included in all Cabinet Reports and Officer Decision Reports where there is an impact upon Council owned land and buildings.
- (5) authority be delegated to the Chief Executive, in consultation with the Cabinet Member for Investment & Development and the Cabinet Member for Finance, Modernisation & Performance, to review and implement new senior management arrangements for the Council's Property Functions

within the Economic Development Directorate, including if required the deletion of the vacant Assistant Director post.

27 ANNUAL COUNCIL REPORTING FRAMEWORK - LOCAL AUTHORITY SOCIAL SERVICES REPORT 2017/18

Cabinet to received the 9th Annual Report of Local Authority Social Services. It was noted that the Report had been authored by the incumbent Director for the period under consideration and therefore, in this case, by the previous Director of Social Services, Tony Young, who retired from his post in April 2018.

RESOLVED: that the Local Authority's Social Services Annual Report for 2017/18 be approved for consideration by Council

28 LLANDAFF AND CARDIFF ROAD CONSERVATION AREAS: REMOVAL OF PERMITTED DEVELOPMENT RIGHTS FOR THE PARTIAL DEMOLITION OF FRONT BOUNDARIES

Cabinet considered approving Article 4(2) Directions to remove permitted development rights afforded to single dwelling houses for the whole or partial demolition of a gate, fence, walls or other means of enclosure within the curtilage of a dwelling house fronting a relevant location (which means a highway, waterway or open space) within the Llandaff Conservation Area and the Cardiff Road Conservation Area.

RESOLVED: that the service of additional Article 4(2) Directions for the Llandaff and Cardiff Road Conservation Areas to remove permitted development rights afforded to single dwelling houses under Class B of Part 31 of Schedule 2 of the Town and Country Planning (General Permitted Development Order) 1995 (as amended) for the demolition of the whole or part of a gate, fence, wall or other means of enclosure within the curtilage of a dwelling house fronting a relevant location be approved and authorised