

**CABINET SUPPORT OFFICE
SWYDDFA CYMORTH Y CABINET**

My Ref / Fy Ref: CM30414

Date / Dyddiad: 14th April 2015



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Cllr Craig Williams
88 Cardiff Road
Llandaff
Cardiff
CF5 2DT

Dear / Annwyl Craig

Scrutiny: Economy and Culture Scrutiny Committee - 5 March

Thank you for your letter dated 17 March 2015 appertaining to the scrutiny of the quarter 3 performance of the Sport, Leisure and Culture Directorate. As much of the content of the letter sent to both of us was common, we are providing this joint reply.

It is pleasing to be able to confirm that both Maes-Y-Coed and Plasnewydd Community Centres are now under new management with the Community Asset Transfers having been successfully completed. In going through the process of Community Asset Transfer, we have learnt that it can take a considerable amount of time. There are necessary processes which have to be followed if the Council is to have assurance that the new management will operate the facilities as desired. In these instances, the processes involved confirming with Cabinet the type of uses that would be acceptable to the Council and agreement to advertise the opportunity; negotiating and firming up a business plan with the new operator, and agreeing the heads of terms and eventual lease agreement. There has been a corporate acceptance that asset transfer processes should be sped up and a streamlined process is being developed.

Regarding the Mansion House, your letter to the Section 151 Officer and her subsequent response have been noted.

As promised, the Scrutiny Committee's input into the partnership agreement for Flat Holm Island will be sought in due course.

Sickness absence is a concern for the Directorate, as it is across many Council Directorates. Directorates which have demonstrated reductions in sickness absence levels have benefitted from specialised HR resource to work alongside them. I am pleased to report that Sport, Leisure and Culture will have this support provided to it in forthcoming months. An action plan is being produced to address matters including processes and trigger dates, the work with Occupational Health, the use of management data and any culture change that may be required. We are anticipating that an even firmer stance on sickness absence will reduce the levels across the services in the future.

PLEASE REPLY TO / ATEBWCH I : Cabinet Support Office / Swyddfa Cymorth Y Cabinet,
Room / Ystafell 518, County Hall / Neuadd y Sir,
Atlantic Wharf / Glanfa'r Iwerydd, Cardiff / Caerdydd,
CF10 4UW



Regarding PPDR compliance, the Directorate overall figure at the six month mark was 83% compliance. The breakdown was as follows:

Bereavement and Registration 91%
Leisure and Play 89%
Parks, Sport and Harbour 86%
Culture, Venues and Events 67%.

The Directorate has carried out a thorough investigation into all staff and whether they had performance interviews and had objectives set. Excluding absent staff (e.g. long term sick or maternity), mis-codings or mistakes in using the DigiGov system, or failure of the system to accept group targets, the Director can confirm that the eligible staff who had performance appraisal interviews and objectives was in fact 94% at the mid-year point. Technical failure to register in the correct manner on DigiGov when setting the targets at the beginning of the financial year results in an inability to 'enter the details on the system' beyond that time. The initial date was missed by significant numbers of staff in Culture, Venues and Events. However, what this does mean is that the year end position for the Directorate will not show on DigiGov as being above the 83% figure.

Yours sincerely
Yn gwyir



Councillor / Y Cynghorydd Peter Bradbury
Cabinet Member for Community Development, Co-operatives & Social Enterprise
Aelod Cabinet Dros Datblygu Cymunedol, Mentrau Cydweithredol a Mentrau Cymdeithasol



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