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## CORRESPONDENCE FOLLOWING THE COMMITTEE MEETING

**Committee** ENVIRONMENTAL SCRUTINY COMMITTEE

**Date and Time of Meeting** TUESDAY, 3 JULY 2018, 4.30 PM

Please find below correspondence send by the Committee Chair following the meeting, together with any responses received.

For any further details, please contact [scrutinyviewpoints@cardiff.gov.uk](mailto:scrutinyviewpoints@cardiff.gov.uk)

11 **Correspondence Following the Committee Meeting** (Pages 3 - 36)

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Ref: RDB/RP/MM/03.07.2018

01 August 2018

Councillor Michael Michael,  
Cabinet Member for Clean Streets, Recycling & Environment,  
County Hall,  
Atlantic Wharf,  
Cardiff CF10 4UW.



Dear Councillor Michael,

**Environmental Scrutiny Committee – 3 July 2018**

On behalf of the Environmental Scrutiny Committee I would like to thank the officers for attending the Committee meeting on Tuesday 3 July 2018. As you are aware the meeting received items titled 'Planning, Transport & Environment Directorate Delivery Plan 2018/19' and 'Planning, Transport & Environment Quarter 3 & 4 Performance Reports 2017/18'. The comments and observations made by Members following these items are set out in this letter. Due to the cross cutting nature of both of these items, the points made below are not specifically allocated against a single item:

- During the meeting I asked if there had been any progress in identifying a site for a new Household Waste Recycling Centre in the north of Cardiff. It was explained that Strategic Estates is currently looking into the matter and hope to provide the Planning, Transport & Environment Directorate with details of a potential site in the next six to eight weeks. Due to commercial sensitivity it was not possible to provide any more detail at the meeting. The Committee fully understands the commercial sensitivities around such a proposal; however, they would ask that you provide the Committee with a briefing as soon as a formal position is agreed.
- The Committee is interested in finding out when the Lamby Way Solar Farm will be fully operational. I would be grateful if you could provide them with a timeline which includes key actions required to deliver the new

facility; in particular when it will be completed and details on the amounts of electricity it is anticipated to produce.

- The Committee is disappointed to see that sickness rates have increased across the Council and that during 2017/18 every single directorate failed to meet their full time equivalent days lost per person target. In particular, the Committee is concerned that sickness rates were higher in 2017/18 for the former City Operations Directorate and Economic Development Directorate than they were in 2016/17. Having stated their concern the Committee would be grateful if you could provide a summary of sickness rates by team for all of the parts of the newly formed Planning, Transport & Environment Directorate. This should include:
  - Quarterly summaries for 2016/17 and 2017/18;
  - A breakdown of long and short-term sickness for 2016/17 and 2017/18;
  - Details of any seasonal fluctuations in sickness during 2016/17 and 2017/18;
  - A summary of the main causes of sickness;
  - Examples of best practice that are currently being reviewed by the Council for reducing sickness rates from local authorities, other public bodies and the private sector;
  - Details of the plan that the newly formed Planning, Transport & Environment Directorate is currently developing to help reduce sickness rates.
- It was noted at the meeting that the Economic Development Directorate ran a budget shortfall of £1.642m during 2017/18. At the meeting I asked the Director for Planning, Transport & Environment if the financial challenges of this shortfall would transfer into the newly formed directorate with the services coming across from the Economic Development Directorate. He explained that inheriting parts of the shortfall would be a challenge and that staff from his area were working with Finance to fully assess the consequences and then develop a plan to address the potential financial shortfall. At this point I would like to note the concern of

the Committee and hope that the zero based cost accounting approach that you are planning to follow can deliver a better outcome for the Council. I would ask that you keep us updated on the progress of dealing with this inherited budget shortfall during the 2018/19 municipal year.

I would be grateful if you would consider the above comments and provide a response to the content of this letter.

Regards,

Handwritten signature of Ramesh Patel in black ink.

Councillor Ramesh Patel  
Chairperson Environmental Scrutiny Committee

Cc:

- Andrew Gregory - Director of City Operations
- Matt Wakelam - Operational Manager, Infrastructure & Operations
- Davina Fiore - Director of Governance & Legal Services
- Members of Cardiff's Environmental Scrutiny Committee

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Ref: RDB/RP/CW/03.07.2018

01 August 2018

Councillor Caro Wild,  
Cabinet Member for Strategic Planning & Transport,  
County Hall,  
Atlantic Wharf,  
Cardiff CF10 4UW.



Dear Councillor Wild,

**Environmental Scrutiny Committee – 3 July 2018**

On behalf of the Environmental Scrutiny Committee I would like to thank the officers for attending the Committee meeting on Tuesday 3 July 2018. As you are aware the meeting received items titled 'Planning, Transport & Environment Directorate Delivery Plan 2018/19' and 'Planning, Transport & Environment Quarter 3 & 4 Performance Reports 2017/18'. The comments and observations made by Members following these items are set out in this letter. Due to the cross cutting nature of both of these items, the points made below are not specifically allocated against a single item:

- During the meeting a Member asked how in practical terms the modal split performance indicator was measured and then calculated. The Director for Planning, Transport & Environment explained that this was done using a series of surveys that were carried out across the year and agreed to provide full details of what was measured; how this was recorded; when the details were collected and the formula of the actual calculation. I would be grateful if you could arrange for this information to be provided.
- A Member asked if the introduction of the recently introduced Nextbike scheme had been a success. The Director for Planning, Transport & Environment explained that the launch had been a success with Cardiff outperforming most of the other cities that had introduced the Nextbike scheme. He explained that each bike was being used at least four times a

day, which was a very promising start. The Committee welcome these positive comments and look forward to receiving future updates. In the meantime I would be grateful if you could provide Members with:

- Full details of the scheme including the total number of bikes in operation; the number of people that have signed up to use the scheme; the number of times the bikes are used each day; the total revenue generated and the most popular location(s) for bike hire.
  - During the way forward a Member felt that we needed to know what the Council defined as ‘the definition of success’ for the scheme.
- The Planning, Transport & Environment Directorate Delivery Plan included the new air quality indicator titled ‘*CL/AIR/001 – The amount of NO2 measured annually across the city*’. This included a target level of 35ug/m3 for 2018/19, but no actual values for 2016/17 and 2017/18. A Member felt that values need to be included for 2016/17 and 2017/18 given that the Council has been measuring air quality across the city for many years. I would be grateful if you could provide the Committee with the values and look to include them in the Planning, Transport & Environment Directorate Delivery Plan 2018/19.
  - The Planning, Transport & Environment Directorate Delivery Plan included two new performance indicators that relate to bringing private / empty properties back into use, these are:
    - *PAM/013 – Percentage of empty private sector properties brought back into use during the year through direct action by the local authority.*
    - *PAM/014 – Number of additional dwellings created as a result of bringing empty properties back into use.*

The targets for these were 2.8% and 20 respectively, however, both of these values were highlighted in yellow and followed by a question mark. The Committee would like confirmation of the final target value for both of



these and that the Planning, Transport & Environment Directorate Delivery Plan 2018/19 is updated to reflect these values.

- During the way forward a Member commented that the Planning, Transport & Environment Directorate Delivery Plan 2018/19 contained planning indicators that measured the percentage of affordable housing at completion stage provided in a development on brownfield and greenfield sites (PLA/011 & PLA/012), however, there was nothing explicit in the document to record the percentage of properties required as a result of the Local Development Plan to be built to enable older people to remain in their own homes. I would be grateful if you could confirm if such an indicator exists.

I would be grateful if you would consider the above comments and provide a response to the content of this letter.

Regards,



Councillor Ramesh Patel  
Chairperson Environmental Scrutiny Committee

Cc:

- Andrew Gregory - Director of City Operations
- Matt Wakelam - Operational Manager, Infrastructure & Operations
- Paul Carter – Head of Transport
- James Clemence – Head of Planning
- Davina Fiore - Director of Governance & Legal Services
- Members of Cardiff's Environmental Scrutiny Committee

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Fy Nghyf / My Ref: CM40113

Dyddiad / Date: 24th August 2018

Councillor Ramesh Patel  
C/O Member Services  
County Hall  
Atlantic Wharf  
Cardiff  
CF10 4UW

Annwyl/Dear Councillor Patel

### **Environmental Scrutiny Committee - 3rd July 2018**

Thank you for your letter dated 1<sup>st</sup> August 2018 in relation to the Environmental Scrutiny Committee held on 3<sup>rd</sup> July 2018. I am now able to respond on your comments and observations.

#### **Question**

During the meeting I asked if there had been any progress in identifying a site for a new Household Waste Recycling Centre in the north of Cardiff. It was explained that Strategic Estates is currently looking into the matter and hope to provide the Planning, Transport & Environment Directorate with details of a potential site in the next six to eight weeks. Due to commercial sensitivity it was not possible to provide any more detail at the meeting. The Committee fully understands the commercial sensitivities around such a proposal; however, they would ask that you provide the Committee with a briefing as soon as a formal position is agreed.

#### **Response**

I am able to confirm that the Directorate is still reviewing options with Strategic Estates. Once sites are identified they need to be considered for suitability against a range of aspects such as customer access, transport, environment, ground conditions and utilities infrastructure. Once the work has been completed, an Options Appraisal Paper will be presented to Cabinet to consider.

#### **ATEBWCH I / PLEASE REPLY TO :**

Swyddfa Cymorth Y Cabinet / Cabinet Support Office, Ystafell / Room 518, Neuadd y Sir / County Hall  
Glanfa'r Iwerydd / Atlantic Wharf, Caerdydd/Cardiff, CF10 4UW  
Ffon / Tel: (029) 2087 2598

#### **GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI**

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

#### **WORKING FOR CARDIFF, WORKING FOR YOU**

The Council welcomes correspondence in Welsh, English or bilingually. We will ensure that we communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to delay.

At this point the Directorate will happily share the information with the Committee.

### **Question**

The Committee is interested in finding out when the Lamby Way Solar Farm will be fully operational. I would be grateful if you could provide them with a timeline which includes key actions required to deliver the new facility; in particular when it will be completed and details on the amounts of electricity it is anticipated to produce.

### **Response**

The table below sets out an indicative programme for the delivery of the scheme and is taken directly from the June 2018 Cabinet report. We are currently out to tender for the planning and ecology consultants as referenced below.

<b>Indicative Programme</b>	
Capital I2S sum approved by Cabinet	Jun-18
Appoint project manager/technical advisor	Jul-18
Procure planning consultants to develop planning application	Jul-18
Commission detailed ecological survey and mitigation plan	Jul-18
Submit planning application	Oct-18
Confirm energy offtake arrangements ( private wire and grid)	Oct-18
Planning Consent Granted	Dec/Jan 18
Implement ecological mitigation plan	TBC
Design and Build/Operation and Maintenance tender specification	Oct-Dec 18
Commence procurement of contractors	Jan/Feb 19
Appoint contractors subject to Cabinet approval	Feb/March 19
Commencement on site	April/May 19
Completion and commissioning	Aug/Sept-19

### **Question**

The Committee is disappointed to see that sickness rates have increased across the Council and that during 2017/18 every single directorate failed to meet their full time equivalent days lost per person target. In particular, the Committee is concerned that sickness rates were higher in 2017/18 for the former City Operations Directorate and Economic Development Directorate than they were in 2016/17. Having stated their concern, the Committee would be grateful if you could provide a summary of sickness rates by team for all of the parts of the newly formed Planning, Transport & Environment Directorate. This should include:

- (1) Quarterly summaries for:
  - (1a) 2016/17 broken down by teams
  - (1b) 2017/18 broken down by teams

- (2) A breakdown of long and short-term sickness for 2016/17 and 2017/18;
- (3) Details of any seasonal fluctuations in sickness during 2016/17 and 2017/18;
- (4) A summary of the main causes of sickness;
- (5) Examples of best practice that are currently being reviewed by the Council for reducing sickness rates from local authorities, other public bodies and the private sector;
- (6) Details of the plan that the newly formed Planning, Transport & Environment Directorate is currently developing to help reduce sickness rates.

### **Response**

Points 1a,1b, 2, 3 and 4 - Please see attached spreadsheet.

Point 5 - With regards to best practice the Council are reviewing policies and benchmark data across the Welsh Authorities and the Core Cities. There are a number of initiatives taking place some of which are more pertinent to some Directorates than others.

For the Planning, Transport and Environment Directorate some of the initiatives include:

- Focus on reaching front line staff. eg. Physio Sessions and Sport Massage sessions have taken place in Lamby Way, further activity planned for Coleridge Road;
- APSE run focus groups for Waste Management employees to take place in early September to look at reasons for sickness from an employee perspective. From this, an action plan will be developed by the Directorate.
- Promotion of the Council's Employee Assistance Programme – CareFirst in order to support employees with stresses in their lives;
- Introduction of a Wellbeing Directory as a supportive signposting tool including a Healthy Eating and Physical Exercise Guidance launch;
- HR Support for long term absences;
- E-Learning and face to face training available for all managers to support the management of absence cases;
- Work undertaken with the Health Authority and GP clusters to raise awareness of support the Council offer to employees;
- Health Surveillance Manager Guide being progressed.

Point 6 - Please see attached details of the plan that the Planning, Transport & Environment Directorate are currently developing to help reduce sickness rates. This will be presented to the next SAJC which will be held on 6th September 2018.

### Question

It was noted at the meeting that the Economic Development Directorate ran a budget shortfall of £1.642m during 2017/18. At the meeting I asked the Director for Planning, Transport & Environment if the financial challenges of this shortfall would transfer into the newly formed directorate with the services coming across from the Economic Development Directorate. He explained that inheriting parts of the shortfall would be a challenge and that staff from his area were working with Finance to fully assess the consequences and then develop a plan to address the potential financial shortfall. At this point I would like to note the concern of the Committee and hope that the zero based cost accounting approach that you are planning to follow can deliver a better outcome for the Council. I would ask that you keep us updated on the progress of dealing with this inherited budget shortfall during the 2018/19 municipal year.

### Response

I note your comment in relation to this budget shortfall and will keep the Committee updated during the 2018/19 municipal year.

I trust the above is of assistance.

Yn gywir  
Yours sincerely



**Councillor / Y Cynghorydd Michael Michael**  
**Cabinet Member for Clean Streets, Recycling & Environment**  
**Aelod Cabinet dros Strydoedd Glân, Ailgyrchu a'r Amgylchedd**

## Question 1a - Quarterly Summary for 2016/17 broken down by Teams

Quarter 1, Year: 2016-17

Month: April - June

Organisation	Headed By	Short term Sickness FTE	Long term Sickness FTE	Total Sickness FTE	No of Days Lost per Employee Year
PLANNING TRANSPORT & ENVIRONMENT	Andrew Gregory	.00	.00	.00	.00
ENVIRONMENT		.00	.00	.00	.00
INFRASTRUCTURE & OPERATIONS	Matt Wakelam	18.00	.00	18.00	2.85
ENERGY & SUSTAINABILITY	David Harcombe	6.13	.00	6.13	2.26
NEIGHBOURHOOD SERVICES	Matt Wakelam	404.19	702.41	1,106.61	13.66
STREET SCENE	Jane Cherrington	382.46	604.49	986.95	12.30
LEISURE & PLAY	Jon Maildment	166.87	396.33	563.20	14.14
RESOURCING & TECHNICAL SUPPORT	Steven Parker	.00	.00	.00	.00
BEREAVEMENT & REGISTRATION SERVICES	Martin Birch	47.38	63.00	110.38	7.33
TRANSPORT PLANNING POLICY & STRATEGY	Paul Carter	16.05	158.20	174.25	9.65
PLANNING	James Clemence	49.88	72.94	122.82	6.14
Total		1,090.96	1,997.36	3,088.33	11.65

Quarter 2, Year: 2016-17

Month: July - September

Organisation	Headed By	Short term Sickness FTE	Long term Sickness FTE	Total Sickness FTE	No of Days Lost per Employee Year
PLANNING TRANSPORT & ENVIRONMENT	Andrew Gregory	.00	.00	.00	.00
INFRASTRUCTURE & OPERATIONS	Matt Wakelam	27.00	.00	27.00	4.34
ENERGY & SUSTAINABILITY	David Harcombe	1.11	.00	1.11	.41
NEIGHBOURHOOD SERVICES	Matt Wakelam	378.08	832.86	1,210.94	14.87
STREET SCENE	Jane Cherrington	629.95	1,014.37	1,644.32	20.64
LEISURE & PLAY	Jon Maidment	189.30	696.59	885.90	22.87
RESOURCING & TECHNICAL SUPPORT	Steven Parker	.00	.00	.00	.00
BEREAVEMENT & REGISTRATION SERVICES	Martin Birch	51.80	128.32	180.12	12.65
TRANSPORT PLANNING POLICY & STRATEGY	Paul Carter	75.86	78.65	154.52	8.81
PLANNING	James Clemence	42.78	104.79	147.57	7.38
Total		1,395.89	2,855.59	4,251.48	16.21



## Question 1b - Quarterly Summary for 2017/18 broken down by Teams

Quarter 1, Year: 2017-18

Month: April - June

Organisation	Headed By	Short term Sickness FTE	Long term Sickness FTE	Total Sickness FTE	No of Days Lost per Employee Year
PLANNING TRANSPORT & ENVIRONMENT	Andrew Gregory	2.00	.00	2.00	2.67
INFRASTRUCTURE & OPERATIONS	Matt Wakelam	11.00	34.97	45.97	7.22
ENERGY & SUSTAINABILITY	David Harcombe	11.00	44.00	55.00	24.86
NEIGHBOURHOOD SERVICES	Matt Wakelam	339.19	1,148.00	1,487.19	17.38
STREET SCENE	Jane Cherrington	596.86	896.88	1,493.74	18.40
RESOURCING & TECHNICAL SUPPORT	Steven Parker	.00	.00	.00	.00
BEREAVEMENT & REGISTRATION SERVICES	Martin Birch	49.89	71.00	120.89	7.81
TRANSPORT PLANNING POLICY & STRATEGY	Paul Carter	31.86	59.21	91.07	5.23
PLANNING	James Clemence	33.39	.00	33.39	1.65
Total		1,075.19	2,254.06	3,329.25	14.49

Quarter 2, Year: 2017-18

Month: July - September

Organisation	Headed By	Short term Sickness FTE	Long term Sickness FTE	Total Sickness FTE	No of Days Lost per Employee Year
PLANNING TRANSPORT & ENVIRONMENT	Andrew Gregory	.00	.00	.00	.00
INFRASTRUCTURE & OPERATIONS	Matt Wakelam	2.00	106.65	108.65	17.28
ENERGY & SUSTAINABILITY	David Harcombe	5.00	.00	5.00	2.26
NEIGHBOURHOOD SERVICES	Matt Wakelam	399.56	1,241.10	1,640.66	19.19
STREET SCENE	Jane Cherrington	491.95	1,192.10	1,684.05	20.71
RESOURCING & TECHNICAL SUPPORT	Steven Parker	10.00	31.00	41.00	82.00
BEREAVEMENT & REGISTRATION SERVICES	Martin Birch	60.35	170.84	231.19	14.76
TRANSPORT PLANNING POLICY & STRATEGY	Paul Carter	66.49	73.26	139.75	8.10
PLANNING	James Clemence	15.00	54.86	69.86	3.41
Total		1,050.35	2,869.81	3,920.16	17.05

## Question 2 - Short Term and Long Term Sickenss Absence broken down by Teams

2016-17

PLANNING TRANSPORT & ENVIRONMENT, FTE in: Days

Organisation	Headed By	Short term Sickness FTE	Long term Sickness FTE	Total Sickness FTE	No of Days Lost per Employee Year
PLANNING TRANSPORT & ENVIRONMENT	Andrew Gregory	4.45	.00	4.45	1.20
INFRASTRUCTURE & OPERATIONS	Matt Wakelam	90.26	.00	90.26	3.64
ENERGY & SUSTAINABILITY	David Harcombe	29.46	1.00	30.46	2.92
NEIGHBOURHOOD SERVICES	Matt Wakelam	1,872.27	3,508.49	5,380.76	16.14
STREET SCENE	Jane Cherrington	2,032.26	3,974.20	6,006.46	18.82
LEISURE & PLAY	Jon Maidment	515.88	1,547.42	2,063.30	17.55
RESOURCING & TECHNICAL SUPPORT	Steven Parker	9.00	.00	9.00	2.93
BEREAVEMENT & REGISTRATION SERVICES	Martin Birch	261.12	415.32	676.45	11.36
TRANSPORT PLANNING POLICY & STRATEGY	Paul Carter	272.65	404.72	677.37	9.66
PLANNING	James Clemence	209.90	283.81	493.71	6.11
Total		5,297.24	10,134.95	15,432.20	15.09

**2017-18**

Organisation: PLANNING TRANSPORT & ENVIRONMENT, FTE in: Days

Organisation	Headed By	Short term Sickness FTE	Long term Sickness FTE	Total Sickness FTE	No of Days Lost per Employee Year
PLANNING TRANSPORT & ENVIRONMENT	Andrew Gregory	2.00	19.00	21.00	6.00
INFRASTRUCTURE & OPERATIONS	Matt Wakelam	50.50	245.77	296.27	12.76
ENERGY & SUSTAINABILITY	David Harcombe	32.33	68.00	100.33	11.34
NEIGHBOURHOOD SERVICES	Matt Wakelam	1,742.07	4,653.95	6,396.02	18.78
STREET SCENE	Jane Cherrington	2,334.95	4,093.41	6,428.35	19.86
RESOURCING & TECHNICAL SUPPORT	Steven Parker	10.00	103.00	113.00	54.24
BEREAVEMENT & REGISTRATION SERVICES	Martin Birch	303.16	418.73	721.89	11.44
TRANSPORT PLANNING POLICY & STRATEGY	Paul Carter	273.00	168.97	441.96	6.34
PLANNING	James Clemence	203.72	334.16	537.89	6.55
Total		4,951.73	10,104.99	15,056.72	16.42

Question 3 Seasonal Fluctuations 2016/17

Organisation	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
PLANNING TRANSPORT & ENVIRONMENT	.00	.00	.00	.00	.00	.00	.00	11.21	.00	.00	.00	4.00
INFRASTRUCTURE & OPERATIONS	1.51	2.89	4.01	1.51	3.12	8.54	1.43	6.68	3.49	2.49	4.26	3.77
ENERGY & SUSTAINABILITY	6.77	.00	.00	.00	1.23	.00	.00	4.87	6.09	5.14	2.44	9.75
NEIGHBOURHOOD SERVICES	16.15	12.14	12.69	15.39	15.10	14.13	17.04	18.67	18.12	17.93	16.69	19.08
STREET SCENE	15.36	8.26	13.26	19.77	21.20	20.97	25.44	21.63	18.23	21.29	19.25	21.29
LEISURE & PLAY	15.35	10.55	16.48	23.54	22.75	22.35	25.20	23.16	.00	.00	.00	.00
RESOURCING & TECHNICAL SUPPORT	.00	.00	.00	.00	.00	.00	.00	28.00	8.00	.00	.00	.00
BEREAVEMENT & REGISTRATION SERVICES	5.87	6.72	9.39	12.16	15.36	10.48	16.89	14.56	14.05	10.72	12.06	8.56
TRANSPORT PLANNING POLICY & STRATEGY	10.17	10.38	8.37	9.95	8.80	7.71	8.87	6.70	9.99	9.93	13.80	11.19
PLANNING	.60	10.57	7.29	8.17	6.22	7.70	7.89	8.76	5.24	4.76	4.32	1.84



Question 3 Seasonal fluctuations 2017/18

Organisation	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
PLANNING TRANSPORT & ENVIRONMENT	.00	.00	8.00	.00	.00	.00	.00	.00	.00	.00	.00	57.00
INFRASTRUCTURE & OPERATIONS	5.55	6.13	9.75	11.13	18.56	22.56	14.34	12.61	15.27	15.92	9.28	13.05
ENERGY & SUSTAINABILITY	31.19	35.25	8.14	.00	6.78	.00	2.71	40.98	2.71	2.86	2.71	2.71
NEIGHBOURHOOD SERVICES	15.98	18.62	17.56	17.23	22.05	18.30	20.41	21.93	16.03	23.63	19.41	14.30
STREET SCENE	14.00	19.88	21.32	19.88	21.37	20.88	26.92	19.25	16.35	22.57	19.21	16.70
RESOURCING & TECHNICAL SUPPORT	.00	.00	.00	.00	60.00	186.00	132.00	132.00	114.00	54.00	.00	.00
BEREAVEMENT & REGISTRATION SERVICES	7.17	7.68	8.57	10.69	18.08	15.42	20.30	9.07	6.24	12.58	13.18	8.19
TRANSPORT PLANNING POLICY & STRATEGY	7.84	3.45	4.34	10.68	8.49	5.17	3.86	3.51	7.85	14.01	4.29	2.65
PLANNING	.59	2.66	1.73	2.95	4.26	3.00	9.05	11.56	10.07	10.04	8.03	14.25
<b>TOTAL</b>	<b>12.47</b>	<b>15.47</b>	<b>15.52</b>	<b>15.53</b>	<b>18.70</b>	<b>16.91</b>	<b>20.25</b>	<b>17.83</b>	<b>14.29</b>	<b>20.10</b>	<b>16.19</b>	<b>13.83</b>





Quarter 3, Year: 2016-17

Month: October - December

Organisation	Headed By	Short term Sickness FTE	Long term Sickness FTE	Total Sickness FTE	No of Days Lost per Employee Year
PLANNING TRANSPORT & ENVIRONMENT	Andrew Gregory	3.45	.00	3.45	3.61
INFRASTRUCTURE & OPERATIONS	.Matt Wakelam	23.96	.00	23.96	3.87
ENERGY & SUSTAINABILITY	David Harcombe	9.00	.00	9.00	3.54
NEIGHBOURHOOD SERVICES	Matt Wakelam	577.68	932.00	1,509.68	17.95
STREET SCENE	Jane Cherrington	505.57	1,228.11	1,733.68	21.75
LEISURE & PLAY	Jon Maidment	159.70	454.50	614.20	15.99
RESOURCING & TECHNICAL SUPPORT	Steven Parker	9.00	.00	9.00	12.00
BEREAVEMENT & REGISTRATION SERVICES	Martin Birch	70.18	155.00	225.18	15.13
TRANSPORT PLANNING POLICY & STRATEGY	Paul Carter	109.85	36.78	146.63	8.53
PLANNING	James Clemence	43.65	106.08	149.73	7.29
Total		1,512.04	2,912.47	4,424.51	16.68

Quarter 4, Year: 2016-17

Month: January - March

Organisation	Headed By	Short term Sickness FTE	Long term Sickness FTE	Total Sickness FTE	No of Days Lost per Employee Year
PLANNING TRANSPORT & ENVIRONMENT	Andrew Gregory	1.00	.00	1.00	1.16
INFRASTRUCTURE & OPERATIONS	Matt Wakelam	21.30	.00	21.30	3.52
ENERGY & SUSTAINABILITY	David Harcombe	13.22	1.00	14.22	5.78
NEIGHBOURHOOD SERVICES	Matt Wakelam	512.31	1,041.22	1,553.53	17.90
STREET SCENE	Jane Cherrington	514.28	1,127.23	1,641.51	20.61
LEISURE & PLAY	Jon Maidment	.00	.00	.00	.00
RESOURCING & TECHNICAL SUPPORT	Steven Parker	.00	.00	.00	.00
BEREAVEMENT & REGISTRATION SERVICES	Martin Birch	91.77	69.00	160.77	10.45
TRANSPORT PLANNING POLICY & STRATEGY	Paul Carter	70.88	131.09	201.96	11.65
PLANNING	James Clemence	73.59	.00	73.59	3.62
Total		1,298.35	2,369.53	3,667.88	15.94

**Quarter 3, Year: 2017-18**  
**Month: October - December**

<b>Organisation</b>	<b>Headed By</b>	<b>Short term Sickness FTE</b>	<b>Long term Sickness FTE</b>	<b>Total Sickness FTE</b>	<b>No of Days Lost per Employee Year</b>
PLANNING TRANSPORT & ENVIRONMENT	Andrew Gregory	.00	.00	.00	.00
INFRASTRUCTURE & OPERATIONS	Matt Wakelam	15.00	60.50	75.50	14.06
ENERGY & SUSTAINABILITY	David Harcombe	10.22	24.00	34.22	15.47
NEIGHBOURHOOD SERVICES	Matt Wakelam	525.85	1,121.18	1,647.03	19.46
STREET SCENE	Jane Cherrington	667.71	1,023.50	1,691.21	20.83
RESOURCING & TECHNICAL SUPPORT	Steven Parker	.00	63.00	63.00	126.00
BEREAVEMENT & REGISTRATION SERVICES	Martin Birch	81.59	108.27	189.86	11.84
TRANSPORT PLANNING POLICY & STRATEGY	Paul Carter	63.45	25.50	88.95	5.07
PLANNING	James Clemence	83.24	129.96	213.20	10.23
Total		1,447.06	2,555.91	4,002.98	17.45

Quarter 4 Year: 2017-18

Month: January - March

Organisation	Headed By	Short term Sickness FTE	Long term Sickness FTE	Total Sickness FTE	No of Days Lost per Employee Year
PLANNING TRANSPORT & ENVIRONMENT	Andrew Gregory	.00	19.00	19.00	19.00
INFRASTRUCTURE & OPERATIONS	Matt Wakelam	22.50	43.65	66.15	12.76
ENERGY & SUSTAINABILITY	David Harcombe	6.11	.00	6.11	2.76
NEIGHBOURHOOD SERVICES	Matt Wakelam	477.47	1,143.67	1,621.14	19.10
STREET SCENE	Jane Cherrington	578.43	980.93	1,559.36	19.51
RESOURCING & TECHNICAL SUPPORT	Steven Parker	.00	9.00	9.00	18.00
BEREAVEMENT & REGISTRATION SERVICES	Martin Birch	111.32	68.62	179.95	11.31
TRANSPORT PLANNING POLICY & STRATEGY	Paul Carter	111.19	11.00	122.19	6.99
PLANNING	James Clemence	72.09	149.34	221.43	10.75
Total		1,379.13	2,425.20	3,804.33	16.71

**Sickness Long Term/Short term  
Reasons - 2016/2017**

<b>Reason</b>	<b>Short Term Absences</b>	<b>Long Term Absences</b>	<b>Total Absences</b>
Back Problems	48	8	56
Chest-Respiratory	76	6	82
Eye-Ear-Nose-Mouth	59	4	63
Genito-urinary	7	2	9
Heart-Blood-Circul	4	4	8
Infection	141	2	143
Musculo-skeletal	84	32	116
Neurological	18	2	20
Other	64	18	82
Pregnancy related	2		2
Stomach-Liver-Kidney	150	12	162
Stress	17	22	39
	<b>670</b>	<b>112</b>	<b>782</b>

**Sickness Long Term/Short term  
Reasons 2017/2018**

<b>Reason</b>	<b>Short Term Absences</b>	<b>Long Term Absences</b>	<b>Total Absences</b>
Back Problems	72	14	86
Chest-Respiratory	76	5	81
Eye-Ear-Nose-Mouth	54	3	57
Genito-urinary	8	3	11
Heart-Blood-Circul	6	5	11
Infection	198	6	204
Musculo-skeletal	82	44	126
Neurological	21	4	25
Other	52	14	66
Pregnancy related	2		2
Stomach-Liver-Kidney	136	7	143
Stress	28	26	54
	<b>735</b>	<b>131</b>	<b>866</b>



Fy Nghyf / My Ref: CM40115

Dyddiad / Date: 29th August 2018

Councillor Ramesh Patel  
C/O Member Services  
County Hall  
Atlantic Wharf  
Cardiff  
CF10 4UW

Annwyl/Dear Ramesh

### **Letter From Environmental Scrutiny Committee - 3rd July 2018**

Thank you for your letter dated 1st August 2018 in relation to the Environmental Scrutiny Committee held on 3rd July 2018.

I am now able to respond to your comments and questions.

#### **Question**

During the meeting a Member asked how in practical terms the modal split performance indicator was measured and then calculated. The Director for Planning, Transport & Environment explained that this was done using a series of surveys that were carried out across the year and agreed to provide full details of what was measured; how this was recorded; when the details were collected and the formula of the actual calculation. I would be grateful if you could arrange for this information to be provided.

#### **Response**

The key performance indicator in the Corporate Plan – ‘Modal Split for All Journeys by 2026: Proportion of People Travelling to Work by Sustainable Transport Modes’ (LTPPI/011), is calculated based on responses received to the question asked each year in the annual Ask Cardiff Survey - “If currently in employment, how often do you travel by the following types of transport when commuting to or from work?”

#### **ATEBWCH I / PLEASE REPLY TO :**

Swyddfa Cymorth Y Cabinet / Cabinet Support Office, Ystafell / Room 518, Neuadd y Sir / County Hall  
Glanfa'r Iwerydd / Atlantic Wharf, Caerdydd/Cardiff, CF10 4UW  
Ffon / Tel: (029) 2087 2631

#### **GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI**

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

#### **WORKING FOR CARDIFF, WORKING FOR YOU**

The Council welcomes correspondence in Welsh, English or bilingually. We will ensure that we communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to delay.

The Ask Cardiff Survey is typically undertaken by the Cardiff Research Centre between August-September each year, and covers a large representative sample of residents from across the City. Further information on the methodology used in conducting this can be found online on the 'Ask Cardiff' website.

In calculating the mode-split, we take the main mode (i.e. used most frequently) as the measure for the indicator, with 'sustainable modes' taken to be the sum of those travelling by 'walking', 'cycling', 'bus', 'train', 'park & ride', 'taxi' and 'other'; i.e. this excludes car drivers and passengers

Furthermore, given the level of variance year-on-year, such as to provide a more robust overall trajectory of mode-split towards achieving our target 50:50 by 2026 (LDP KP8), a 5 year rolling average is taken.

Taking a rolling/moving average is a common function within statistics, such as to provide additional confidence in results by smoothing out unnecessary fluctuations in data. This is done by simply averaging the results over the past 5 years, i.e. the result reported for 2017 represents the average for the period 2013-2017, while 2016 represents 2012-2016, and so on.

A more detailed explanation of how the indicator is calculated is provided in the 'Local Performance Indicator Definition Form' and its associated 'Background Technical Note & Working Instructions'.

### **Question**

A Member asked if the introduction of the recently introduced Nextbike scheme had been a success. The Director for Planning, Transport & Environment explained that the launch had been a success with Cardiff outperforming most of the other cities that had introduced the Nextbike scheme. He explained that each bike was being used at least four times a day, which was a very promising start. The Committee welcome these positive comments and look forward to receiving future updates. In the meantime I would be grateful if you could provide Members with:

Full details of the scheme including the total number of bikes in operation; the number of people that have signed up to use the scheme; the number of times the bikes are used each day; the total revenue generated and the most popular location(s) for bike hire.

During the way forward a Member felt that we needed to know what the Council defined as 'the definition of success' for the scheme.

### **Response**

Please see tabled below information relating to your questions:

The total number of bikes in	250 bikes – rising to 500 by the end of
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operation;	August								
The number of people that have signed up to use the scheme;	Last statistic received (30/7/2018) was: <table border="1" data-bbox="687 203 1294 331"> <tr> <td>Registrations in Cardiff to Date</td> <td>16046</td> </tr> <tr> <td>Rentals in Cardiff to Date</td> <td>53139</td> </tr> </table>	Registrations in Cardiff to Date	16046	Rentals in Cardiff to Date	53139				
Registrations in Cardiff to Date	16046								
Rentals in Cardiff to Date	53139								
The total revenue generated and	Under the contract the revenue belongs to nextbike and the Council does not take any income from the scheme. This is therefore commercially sensitive information which we do not have.								
The most popular location(s) for bike hire.	The three most popular locations over the first quarter of operation were: <table border="1" data-bbox="668 723 1278 893"> <thead> <tr> <th>Stations</th> <th>Rentals</th> </tr> </thead> <tbody> <tr> <td>Cardiff Bay</td> <td>3901</td> </tr> <tr> <td>City Centre - St John Street</td> <td>2072</td> </tr> <tr> <td>Cardiff University Bute</td> <td>2088</td> </tr> </tbody> </table>	Stations	Rentals	Cardiff Bay	3901	City Centre - St John Street	2072	Cardiff University Bute	2088
Stations	Rentals								
Cardiff Bay	3901								
City Centre - St John Street	2072								
Cardiff University Bute	2088								
During the way forward a Member felt that we needed to know what the Council defined as 'the definition of success' for the scheme.	<p>Whilst no such definition has been made, the scheme is intended to contribute to improving the availability of cycling to the population of the city, and to contribute to raising the numbers of people choosing cycling as a mode of transport for either a part or the whole of their journey.</p> <p>From my own perspective it is also about building a cycling culture where bikes are highly visible around the city and a normal way of getting around.</p> <p>The operators advise that the Cardiff scheme is their best performing one and that ride statistics are close to those of the Santander (London) scheme.</p>								

### Question

The Planning, Transport & Environment Directorate Delivery Plan included the new air quality indicator titled 'CL/AIR/001 – The amount of NO<sup>2</sup> measured annually across the city'. This included a target level of 35ug/m<sup>3</sup> for 2018/19, but no actual values for 2016/17 and 2017/18. A Member felt that values need to be included for 2016/17 and 2017/18 given that the Council has been measuring air quality across the city for many years. I would be grateful if you could provide the Committee with the values and look to include them in the Planning, Transport & Environment Directorate Delivery Plan 2018/19.

## **Response**

Shared Regulatory Services (SRS) ensures that Cardiff Council complies with its statutory duty under Part IV of the Environment Act 1995 & Air Quality Strategy for England, Scotland, Wales and Northern Ireland 2007 to ensure a programme of Local Air Quality Management (LAQM) is implemented. The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not air quality objectives are likely to be achieved. The monitoring results are reported annually as part of the Annual Progress Report, and I attach a copy of last years (2017) report. The results of previous years monitoring (from 2012) is presented in Table 2.6 of the attached report. It should be noted that, PI CL/AIR/001, was only established for 18/19 and therefore there are no historic performance results to compare against, apart from the monitored values reported in the attached progress report.

## **Question**

The Planning, Transport & Environment Directorate Delivery Plan included two new performance indicators that relate to bringing private / empty properties back into use, these are:

*PAM/013 – Percentage of empty private sector properties brought back into use during the year through direct action by the local authority.*

*PAM/014 – Number of additional dwellings created as a result of bringing empty properties back into use.*

The targets for these were 2.8% and 20 respectively, however, both of these values were highlighted in yellow and followed by a question mark.

The Committee would like confirmation of the final target value for both of these and that the Planning, Transport & Environment Directorate Delivery Plan 2018/19 is updated to reflect these values.

## **Response**

I can confirm the final target values as follows:

PAM/013     2.8%

PAM/014     30

## **Question**

During the way forward a Member commented that the Planning, Transport & Environment Directorate Delivery Plan 2018/19 contained planning indicators that measured the percentage of affordable housing at completion stage provided in a development on brownfield and greenfield sites (PLA/011 & PLA/012), however, there was nothing explicit in the document to record the percentage of properties required as a result of the Local Development Plan to

be built to enable older people to remain in their own homes. I would be grateful if you could confirm if such an indicator exists.

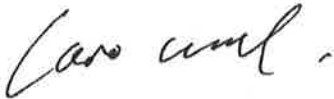
**Response**

I can confirm there is no indicator relating to percentage of properties required as a result of the LDP to be built to enable older people to remain in their own homes.

The LDP make provision for a range of housing sizes and types over the plan period to meet the evidenced need for new homes due to population change and net migration. The LDP does not specifically seek to enable older people or other sections of the local community to remain in their homes as this is a matter of personal choice and individual circumstances.

I trust the above is of assistance. If you have any further queries, please do not hesitate to contact either myself or my officers directly.

Yn gywir / Yours sincerely



**Cynghorydd / Councillor Caro Wild**  
**Aelod Cabinet dros Gynllunio Strategol a Thrafnidiaeth**  
**Cabinet Member for Strategic Planning & Transport**

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