

DINAS A SIR CAERDYDD CITY AND COUNTY OF CARDIFF

COUNCIL SUMMONS

DYDD IAU, 25 MEHEFIN 2015

GWYS Y CYNGOR

THURSDAY, 25 JUNE 2015,

Fe'ch gwysir I fynychu cyfarfod **CYNGOR SIR DINAS A SIR CAERDYDD**, a gynhelir yn Council Chamber - City Hall on Dydd Iau, 25 Mehefin 2015 at 4.30 pm I drafod y materion a nodir yn yr agenda atodedig.

MARIE ROSENTHAL County Clerk & Monitoring Officer County Hall Cardiff CF10 4UW

Dydd Gwener, 19 Mehefin 2015

Promotion of equality and respect for others | Objectivity and propriety | Selflessness and stewardship Integrity | Duty to uphold the law | Accountability and openness

ltem		Approx Time	Max Time Allotted
1	Derbyniwyd ymddiheuriadau am absenoldeb	4.30 pm	
	To receive apologies for absence.		
2	Recording of Meeting		
	To agree the recording and webcasting of the meeting.		
3	Minutes (Tudalennau 1 - 12)	4.35 pm	5 mins
	To approve as a correct record the minutes of the Extraordinary and Ordinary meetings of Council held on 21 May 2015.		
4	Datganiadau o Ddiddordeb		
	To receive declarations of interest (such declarations to be made in accordance with the Members Code of Conduct).		
5	Petitions	4.40 pm	5 mins
	To receive petitions from Elected Members to Council.		
6	Public Questions	4.50 pm	5 mins
	To receive questions from Members of the Public in accordance with Council Procedure Rule 18.		
7	Lord Mayor's Announcements	4.50 pm	5 mins
8	Scrutiny Committee Annual Reports 2014-15 (Tudalennau 13 - 194)	4.55 pm	75 mins
	To receive the following Annual Reports:-		
	(a) Children & Young People Scrutiny Committee - presented by Councillor Richard Cook as Chair for 2014/15		
	(b) Community & Adult Services Scrutiny Committee - presented by Councillor David Groves as Chair for 2014/15		

	(c) Economy and Culture Scrutiny Committee - presented by Councillor Rod McKerlich as a Member of the Committee for 2014/15		
	(d) Environmental Scrutiny Committee - presented by Councillor Paul Mitchell as Chair for 2014/15		
	(e) Policy Review & Performance Scrutiny Committee - presented by Councillor Nigel Howells as Chair for 2014/15		
9	Welsh Language Scheme Annual Monitoring Report to the Welsh Language Commissioner 2014-2015 (<i>Tudalennau 195 - 340</i>)	6.10 pm	15 mins
	Report attached		
10	Residential Extensions and Alterations Supplementary Planning Guidance (SPG) (Tudalennau 341 - 400)	6.25 pm	15 mins
	Report attached		
11	Llandaff Community Poll (Tudalennau 401 - 410)	6.35 pm	15 mins
	Report attached		
12	Proposed Merger of Coroner Areas (Tudalennau 411 - 442)	6.50 pm	10 mins
	Report attached		
13	Chief Officer Severance Packages (Tudalennau 443 - 450)	7.00 pm	10 mins
	Report of the Chief Executive attached		
14	Rhybydd o Gynnig	7.10 pm	30 mins
	This Council notes that:		
	The Tourist Information Centre in the Old Library, The Hayes closed on 31 March 2015.		
	The main remaining tourist information centre in Cardiff is at the Millennium Centre, Cardiff Bay which is about 30 minutes' walk from the heart of the city and a considerable distance from the Central Railway and Bus Stations.		

	Visitors to our capital city have huge potential to bring	1	
	income and wealth here and having no easily accessible central tourist information centre risks damaging our tourist industry.		
	Other major UK cities like Edinburgh, Belfast and Swansea have tourist information centres in the heart of their cities.		
	There are at least 4 council run venues, in addition to the Old Library, where a tourist information centre service could be provided. This includes Cardiff Castle, City Hall, St David's Hall and Central Library.		
	The traditional Cardiff tourism season has already started		
	This Council calls for a face to face tourist information centre to be provided in the heart of Cardiff with immediate effect.		
	Proposed by: Councillor Clark		
	Seconded by: Councillor Lloyd		
15	Leader & Cabinet Statements	7.40 pm	30 mins
	To receive statements from the Leader and Cabinet Members		
16	Oral Questions	8.10 pm	90 mins
	To receive oral questions to the Leader, Cabinet Members; Chairs of Committee and/or nominated Members of the Fire Authority.		
17	Urgent Business	9.40 pm	5 mins
Unop	posed Council Business		
	1		
18	Appointment of Local Authority School Governors (Tudalennau 451 - 456)	9.45 pm	10 mins
	Report of the County Clerk and Monitoring Officer		
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	Report of the County Clerk and Monitoring Officer		
20	Appointments to Vacancies on Committees and Member Champions (Tudalennau 473 - 482)		
	The Constitution provides that the Council will decide the allocation of seats to political groups in accordance with Section 17 of the Local Government and Housing Act 1989 rules relating to Political Balance.		
	Please note that the Council is asked under this item to approve alternative arrangements to strict political proportionality for appointments to all committees which requires a Nem Con vote – that is a vote to approve without any dissention.		
21	Cyrff Allanol (Tudalennau 483 - 488)		
	Report of the County Clerk and Monitoring Officer		
22	Programme of Meetings 2015/16 (Tudalennau 489 - 502)		
	Report of the County Clerk and Monitoring Officer		
23	Urgent Decision taken by the Director of Education in relation to the Michaelston / Glyn Derw Federation (<i>Tudalennau 503 - 504</i>)		
	Reported to Council for information under Scrutiny Procedure Rule 13(a) of the Cardiff Constitution		
	Report of the County Clerk and Monitoring Officer.		
Writt	en Questions		

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THE COUNTY COUNCIL OF THE CITY & COUNTY OF CARDIFF

The County Council of the City & County of Cardiff met at County Hall, Cardiff on 21 May 2015 to transact the business set out in the Council summons dated 15 May 2015.

Present: County Councillor Margaret Jones (Lord Mayor)

County Councillors Manzoor Ahmed, Dilwar Ali, Aubrey, Bale, Bowden, Boyle, Bradbury, Bridges, Burfoot, Chaundy, Clark, Ralph Cook, Richard Cook, Cowan, Chris Davis, De'Ath, Derbyshire, Elsmore, Evans, Ford, Goddard, Gordon, Govier, Graham, Groves, Hinchey, Holden, Howells, Hudson, Hyde, Javed, Keith Jones, Margaret Jones, Joyce, Knight, Lent, Lloyd, Lomax, Magill, Marshall, McEvoy, McGarry, McKerlich, Merry, Michael, Mitchell, Morgan, Murphy, Parry, Patel, Phillips, David Rees, Dianne Rees, Robson, Sanders, Simmons, Stubbs, Ben Thomas, Graham Thomas, Lynda Thorne, Walker, Walsh, Weaver, White, Craig Williams, Darren Williams and Woodman

183 : APOLOGIES FOR ABSENCE

Apologies were received from Councillors Ali Ahmed, Kirsty Davies, Carter, Goodway, Hunt, Kelloway, Love and Huw Thomas.

184 : DECLARATIONS OF INTEREST

The Lord Mayor reminded Members of their responsibility under Article 10 of the Members' Code of Conduct to declare any interest, and to complete Personal Interest forms, at the commencement of the item of business.

There were no declarations of Interest for this meeting.

185 : RECORDING OF PROCEEDINGS

Members were reminded of a decision of the Constitution Committee on 10 July, 2008 to webcast the Council meeting. Members were also reminded that the Constitution Committee had previously agreed that Council proceedings be recorded for administrative purposes.

Formal approval to record the proceedings was granted.

186 : TO CONSIDER THE ADMISSION OF THE ROYAL WELSH AS HONORARY FREEMEN OF THE CITY AND COUNTY OF CARDIFF UNDER THE PROVISIONS OF SECTION 249 OF THE LOCAL GOVERNMENT ACT 1972

It was proposed by County Councillor Bale and seconded by County Councillor Woodman that the Royal Welsh be granted Honorary Freemen of the City and County of Cardiff under the provisions of Section 249 of the Local Government Act

1972, in recognition of their distinction and eminent services to the City and County of Cardiff.

County Councillors Bale and Woodman spoke in support of the recommendation.

The Lord Mayor advised that the Royal Welsh would be receiving their Regimental Colours from Her Majesty the Queen at a special ceremony on 11 June 2015, and it was proposed that as part of these arrangements that the formal granting of the Freedom of the City and County of Cardiff would be undertaken at this event.

RESOLVED – That

- (1) the admission as Honorary Freemen of the City and County of Cardiff of the Royal Welsh under Section 249 of the Local Government Act 1972 in recognition of their distinction and eminent services to the City and County of Cardiff and
- (2) the Chief Executive be granted delegated authority to make suitable arrangements for the freedom ceremonies, parades and events in consultation with the Leader of the Council and the Lord Mayor

THE COUNTY COUNCIL OF THE CITY & COUNTY OF CARDIFF

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Present: County Councillor Margaret Jones (Lord Mayor)

County Councillors Manzoor Ahmed, Dilwar Ali, Aubrey, Bale, Bowden, Boyle, Bradbury, Bridges, Burfoot, Chaundy, Clark, Ralph Cook, Richard Cook, Cowan, Chris Davis, De'Ath. Derbyshire, Elsmore, Evans, Ford, Goddard, Gordon, Govier, Graham, Groves, Hinchey, Holden, Howells, Hudson, Hyde, Javed, Keith Jones, Joyce, Knight, Lent, Lloyd, Lomax, Magill, Marshall, McEvoy, McGarry, McKerlich, Merry, Michael, Mitchell, Morgan, Murphy, Parry, Patel. Phillips, David Rees. Dianne Rees. Robson. Sanders. Simmons. Stubbs. Ben Thomas, Graham Thomas, Lynda Thorne, Walker, Walsh, Weaver, White, Craig Williams, Darren Williams and Woodman

1 : APOLOGIES FOR ABSENCE

Apologies were received from Councillors Ali Ahmed, Kirsty Davies, Carter, Goodway, Hunt, Kelloway Love, and Huw Thomas.

2 : DECLARATIONS OF INTEREST

The Lord Mayor reminded Members of their responsibility under Article 10 of the Members' Code of Conduct to declare any interest, and to complete Personal Interest forms, at the commencement of the item of business.

There were no Declarations of Interest for this meeting.

3 : RECORDING OF PROCEEDINGS

Members were reminded of a decision of the Constitution Committee on 10 July, 2008 to webcast the Council meeting. Members were also reminded that the Constitution Committee had previously agreed that Council proceedings be recorded for administrative purposes.

Formal approval to record the proceedings was granted.

4 : TO ELECT THE LORD MAYOR OF COUNCIL FOR 2015/16

The Council, at its meeting on 26 March 2015 approved the nomination of County Councillor David Walker as Lord Mayor Elect.

The nomination was formally proposed by County Councillor Woodman and seconded by County Councillor Cowan.

RESOLVED – That County Councillor David Walker be elected as Lord Mayor of the County Council of the City and County of Cardiff for 2015/2016.

Councillor Margaret Jones invested the Right Honourable The Lord Mayor of the City and County of Cardiff, Councillor David Walker with the chains of office.

The Lord Mayor invested the Lord Mayor's Consort, Mrs Jan Walker with her chain of office.

(Members showed their appreciation with applause.)

5 : ACKNOWLEDGEMENT FROM LORD MAYOR

The Lord Mayor was delighted and honoured to be elected Cardiff's 111th Lord Mayor and thanked Councillor Judith Woodman and Councillor Jayne Cowan for their kind words.

The Lord Mayor thanked his wife Jan, family and friends colleagues on the Council for their support.

The Lord Mayor congratulated Councillor Dilwar Ali on his inauguration as Deputy Lord Mayor for the City of Cardiff.

The Lord Mayor appreciated the high expectations of the role of first citizen and welcomed the support of the Lady Mayoress, the Deputy Lord Mayor, Councillor Dilwar Ali and his consort Monowara Ali, family, friends and colleagues who would assist ably with the making this year successful. The Lord Mayor was looking forward to the challenge of ensuring that Wales' Capital City and all it has to offer, continues to be projected in the best possible light nationally and internationally.

The Lord Mayor was delighted to announce that Velindre Cancer Centre will be his nominated charity for the 2015 / 2016.

Velindre Cancer Centre is the largest non - surgical cancer hospital in Wales and has been providing support and care to cancer patients for nearly 60 years. The Centre is the premier provider of radiotherapy and other specialised anti-cancer treatments in Wales and their specially trained and highly committed staff who strive every single day to make cancer patients as comfortable as possible during this difficult period.

The Lord Mayor would be working with the charity representatives on many fundraising events over the future months, and would welcome any r support where possible from Members in supporting the events planned throughout the mayoral year.

In conclusion the Lord Mayor on behalf of Council colleagues, the people of Cardiff and those benefitting from her charitable work, thanked Councillor Margaret Jones and Lawrence for being superb ambassadors for our capital city.

6 : TO APPOINT THE DEPUTY LORD MAYOR OF COUNCIL FOR 2015/16

The Council, at its meeting on 26 March 2015 approved the nomination of Councillor Dilwar Ali as Deputy Lord Mayor Elect.

The nomination was formally proposed by County Councillor Dianne Rees and seconded by County Councillor Bale.

The Lord Mayor invested the Deputy Lord Mayor of the City and County of Cardiff with the chains of office.

The Lord Mayor invested the Deputy Lady Mayoress, Monowara Ali with her chain of office.

The Chief Executive invited the Lord Mayor and Deputy Lord Mayor signed the Declarations of Acceptance.

(Members showed their appreciation in the appropriate way.)

7 : VOTE OF THANKS

The Leader welcomed this opportunity to thank the Lord Mayor for her the tremendous work during the last Municipal Year.

Councillor Margaret Jones and her consort Lawrence had been superb ambassadors for the Council and for the City, and had embraced her role as Chair of Council with warmth, tact and good humour.

The Leader thanked Councillor Ali Ahmed for the excellent support he provided as Deputy Lord Mayor during the year.

On behalf of the City of Cardiff the Leader presented Councillor Jones and Lawrence Jones with their badges of office.

Each Party Group Leaders: - Councillor Woodman Leader of the Liberal Democrats; Councillor Dianne Rees as Leader of the Conservative Group; Councillor Cowan, Leader of the Independents and Councillor McEvoy, Leader of the Plaid Group offered their thanks to the outgoing Lord Mayor for an excellent year of office and the work she had done in promoting the role of Lord Mayor the City; her fair and approachable style with good humour as the Chair of Council and her tireless work supporting events to raise money for her nominated Charity Tenovus.

8 : ACKNOWLEDGEMENT FROM THE IMMEDIATE PAST LORD MAYOR

It had been an honour and a privilege to serve as the Lord Mayor of Cardiff for the last 12 months. Over the year Councillor Jones advised that she had attended many memorable events and occasions and met countless citizens with amazing stories – many who have overcome disadvantages and are now flourishing and achieving their potential.

In addition she had represented the people of the city at the extremely poignant and heartfelt acts of Remembrance for Holocaust and the victims of two world wars and

other genocides. These events are even more poignant this year as we continue to commemorate the start of World War 1.

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There are many other enjoyable occasions such as the St David's Day Civic Service on 1st March 2015, the many Royal Visits, Courtesy Calls by Forces representatives, members of the public and Ambassadors representing countries worldwide.

Councillor Jones was honoured to be representing the people of Cardiff at a number of NATO related events during September 2014, and meeting President Barack Obama at a reception hosted by HRH The Prince of Wales was certainly the highlight of the Mayoral Year.

Over the past year the Lord Mayors nominated charity, Tenovus Cancer Care, has benefitted greatly from the support of Members, local communities and members of the public. This year's fundraising total for Tenovus Cancer Care is over £40,000. This donation will make a real difference by bringing support and treatment to the heart of communities for cancer patients and their families. Councillor Jones thanked all the Members who had helped with fundraising events and donations.

Councillor Jones, thanked her Consort, Lawrence for his continual support throughout the past year, it had been a great privileged for them both to attend so many events and met so many wonderful people.

Councillor Jones thanked the outgoing Deputy Lord Mayor, Councillor Ali Ahmed for his support over the past year and wished him and the outgoing Deputy Lady Mayoress my very best for the future.

In conclusion Councillor Jones wishes Councillor David Walker all the very best as he takes on the role of Lord Mayor of Cardiff, and to wish him a wonderful year as first citizen.

9 : MINUTES

The minutes of the meeting held on 26 March 2014 were approved as a correct record and signed by the Chairperson.

10 : ANNOUNCEMENTS

The Lord Mayor was pleased to congratulated Councillor Mary McGarry who had become a grandmother on 20 May 2015.

11 : THE CARDIFF UNDERTAKING FOR COUNCILLORS

On 1 July 2004, Council approved the Cardiff Undertaking to provide an opportunity for Members to publicly commit to using their term of office to work for the Council, the City and its citizens, and to commit to the standards of conduct expected by the Council.

Elected Members were asked reaffirm their commitment to the Cardiff Undertaking at the meeting.

It was requested that the important role of Councillors as Corporate Parents should be an integral part of the Cardiff Undertaking and that the Constitution Committee be request to consider an amendment to the Undertaking as soon as practicable.

RESOLVED – That

- (1) the Cardiff Undertaking be endorsed and signed by Members;
- (2) the Constitution Committee consider amending the Cardiff Undertaking to reflect the role of Councillors as Corporate Parents.
- 12 : TO ELECT THE LEADER OF THE COUNCIL AND APPOINT MEMBERS OF THE CABINET

The Leader thanked Councillor Julia Magill for all her support and work in raising standards in schools and her work in improving educational opportunities as Cabinet Member for Education and Skills for the last three years.

The Leader formally moved that Councillor Sarah Merry be appointed to the Cabinet with the portfolio for Education.

Councillor Phillips seconded the nomination.

RESOLVED – That Councillor Merry be appointed to the Cabinet with the portfolio for Education. .

13 : LEADER'S ANNOUNCEMENTS

The Leader offered his thanks to all Members around this chamber for their hard work representing, supporting, and indeed championing their communities over the past year.

The Leader expressed particular thanks to the Council's Cabinet, and Members of the Council's scrutiny committees commended them for their diligence and commitment.

The Leader made a personal tribute to Councillor Julia Magill's for her hard work over the past three years and the very real difference she has made to Education in Cardiff and to the lives of countless children and young people in our city. Councillor Magill will continue to serve and do the very best for residents of Llanishen and Thornhill as the Ward Councillor. The Leader on behalf of all Members wished Councillor Magill the very best for the future.

The Leader was pleased to welcome Councillor Sarah Merry as the new Cabinet Member for Education. Councillor Merry has worked over the last five months on reshaping the youth services in the city in her role as Assistant Cabinet Member for Young People and Learning.

The Leader advised that Education remained one of the top priorities for the year ahead and a great education is vital in giving people the opportunity to realise their potential and succeed in life. A great education system is also a critical factor in supporting our city's economy. Cardiff has more people with degrees and fewer people without qualifications than any of the ten major core cities. He stressed the importance of tackling underperformance and was pleased that the latest results show that this work was having an impact.

Over the next few years, the Council will invest over £182 million to modernise the school estate; continue to drive up our GCSE performance and increase attendance rates at our primary and secondary schools; intervene to make sure that no school in Cardiff is failing; and the administration was committed that every school in Cardiff, without exception, would be a good school.

The Council would continue to work to create more and better jobs in our capital city. More jobs are being created in Cardiff than many other major British cities. Unemployment is now at its lowest level for six years and is lower in Cardiff than in any of the other ten major core cities as well. The administration is committed to working with the private sector to make sure that this continues; and are determined to transform Central Square, creating a major new business destination and a major new bus station for the city. We will continue to secure a city deal for the Cardiff capital region.

The Council will be asked to adopt a Local Development Plan and the administration proposes to launch an energy prospectus and develop a cycle strategy benchmarked against the very best in Europe.

The Leader highlighted the challenges for the Council going forward, in particular the reality of austerity. Members will know that the Council has already had to make over £85 million in savings over these past three years, and over the next three years, that figure will be around £120 million not including £41 million that has been removed from the budget this year.

14 : MEMBERS' SCHEDULE OF REMUNERATION 2015/16

The report detailed for consideration the prescribed levels of Members' remuneration and allowances that are payable in 2015/165, as determined by the Independent Remuneration Panel for Wales (IRPW), and agree those matters which are reserved for local determination by the Council. The Panel is not recommending any changes to Salaries or allowances.

The Independent Panel has determined that there is no change to the maximum proportion of the Council's membership that is eligible to receive a Senior Salary in 2015/16. In Cardiff this equates to a maximum of 19. The Council at its Annual meeting 29 May 2014 agreed to allocate 18 out of the 19 Senior Salaries and this was reflected in the table in the report.

Councillor Hinchey moved the recommendations as set out in the report.

Councillor Phillips seconded the recommendation.

RESOLVED – That

- 1. the allocation of 18 Senior Salary positions for 2015/16 and an additional one senior salary position to be determined be agreed;
- the Civic Salary payable for the positions of Civic Head (Lord Mayor) and Deputy Civic Head (Deputy Lord Mayor) be set in accordance with the Band A level of Civic Salary payments 2015/2016; and
- 3. the payment of Co-opted Member fees should continue to be based on a maximum of the equivalent of 10 full days a year in 2015/16.
- 15 : ESTABLISHMENT OF COMMITTEES, THEIR SIZE, TERMS OF REFERENCE AND ALLOCATION OF SEATS

The Constitution provides that the Council will at its Annual Meeting, decide which committees to establish for the municipal year, the size and terms of reference of those committees, and the allocation of seats to political groups in accordance with the political balance rules.

Councillor De'Ath moved the recommendations.

Councillor Phillips seconded

RESOLVED – That

- (1) the Committee structure, size and terms of reference of each committee be approved as detailed in the appendix to the report;
- (2) the 'alternative arrangements' for the allocation of seats on each Committee as set out in Appendix B and agreed by Party Group Whips on 11 May 2015be approved
- 16 : NOMINATION OF MEMBERS TO SERVE ON EACH COMMITTEE ESTABLISHED AND ELECTION OF CHAIR AND DEPUTY CHAIR

Following the establishment of Committees and the allocation of seats on each Committee, in accordance with the requirement to achieve political balance, Council was required to give effect to the wishes of party groups with regard to the identities of the persons who were to represent that group on each Committee.

The Council received nominations for Committee Chairs and where required Deputy Chairs; and Members of Committee, details of which were included on the amendment sheet.

Councillor Craig Williams as the outgoing Chair of the Economy & Culture Scrutiny Committee expressed his thanks to the Committee for all their hard work and support over the last 2 years. Councillor Williams also thanked all Members of Council for their good wishes following his recent election to Member of Parliament for Cardiff

North. He advised that he would formally tender his resignation as a Councillor on 22 May 2015.

Councillor De'Ath moved the recommendations.

Councillor Phillips seconded

RESOLVED – That

- (1) the nominations received from the political groups to the seats allocated to each group be noted;
- (2) the Chief Executive report to the next Council meeting the details of all nominations received from political groups for information, taking into account any further nominations or changes notified as part of and following this meeting;
- (3) the following Chairs and Deputy Chairs be elected:

<u>Committee</u>	Chair	
Planning Committee	Councillor Michael (Chair) Councillor Lomax (Deputy Chair)	
Licensing Committee	Councillor Parry (Chair) Councillor Goddard (Deputy Chair)	
Public Protection Committee	Councillor Parry (Chair) Councillor Goddard (Deputy Chair)	
Constitution Committee	Councillor De'Ath	
Employment Conditions Committee	Councillor Hinchey	
Council Appeals Committee	Councillor Lent	
Democratic Services Committee	Councillor Clark	
Children & Young People Scrutiny Committee	Councillor Richard Cook	
Community & Adult Services Scrutiny Committee	Councillor McGarryl	
Economy and Culture Scrutiny Committee	Councillor McKerlich	
Environmental Scrutiny Page	Councillor Ralph Cook 10	

Committee

Policy Review & Performance Councillor Howells Scrutiny Committee

The Chairs of the Audit Committee and the Standards & Ethics Committee are appointed by their respective Committees.

The Corporate Parenting Committee appoints its own Chair.

The Chairs of the Appointments Committees and Disciplinary & Appeals Committees are elected when required.

17 : NOMINATIONS OF MEMBERS TO SERVE ON OUTSIDE BODIES.

The Constitution provided that the Council would, at its Annual Meeting, receive nominations and make Member appointments as necessary to serve as representatives of the Council on outside bodies. Nominations were invited.

Councillor De'Ath moved the recommendations.

Councillor Phillips seconded

RESOLVED – That the following nominations to outside bodies be approved:

- Cardiff Bus: Councillors Goddard, Lomax, Simmons, Benjamin Thomas, (a) White (Labour); Councillor Hudson (conservative); and Councillor Aubrey (Lib Dem); one vacancy
- (b) LGA General Assembly Councillors Bale, Elsmore, Howells, and one vacancy.
- South Wales Fire Authority Councillors Dilwar Ali, Javed, and Phillips (C) (Labour); Councillor Hyde (Lib Dem) and Councillor McKerlich (Conservative).
- (d) South Wales Police and Crime Panel Councillors De'Ath and Lloyd.
- WLGA Council Councillors Bale, Bradbury, De'Ath, Elsmore, Hinchey, (e) Lent and Patel.
- WLGA Co-ordinating Committee Councillor Bale. (f)
- 18 : PROGRAMME OF MEETINGS 2015/16

Council was asked to approve an interim the calendar of Council, Cabinet and Committee meetings for June to August 2015. A full Calendar of Meetings for 2015/16 would be submitted to the June Council.

RESOLVED – That

- (1) the programme of Council and Ordinary Committees for June to August 2015 be approved;
- (2) notes that a full programme of all Council, Cabinet and Committee meetings for 2015/16 will be submitted for consideration and approval at the June Council meeting
- 19 : URGENT BUSINESS (IF ANY)

There was no Urgent items.

(Meeting closed at 18.05pm)

Chair: _____

Date: _____

CARDIFF COUNCIL CYNGOR CAERDYDD



COUNCIL:

REPORT OF THE COUNTY CLERK & MONITORING OFFICER

SCRUTINY COMMITTEE ANNUAL REPORTS

Reason for this Report

1. To present for Members' consideration the five Scrutiny Committee Annual Reports for the Municipal Year 2014/15 at Full Council, as required under Article 6.3d of the Council's Constitution.

Background

2. The Constitution sets out arrangements for Scrutiny Committees to be appointed, and states that they *"must report annually to the Council on their workings and make recommendations for future work programmes and amended working methods if appropriate".*

lssues

- 3. Attached as appendices are the five Scrutiny Committee Annual Reports for 2014/15 in alphabetical order, as follows:
 - a) Children and Young People Scrutiny Committee
 - b) Community and Adult Services Scrutiny Committee
 - c) Economy and Culture Scrutiny Committee
 - d) Environmental Scrutiny Committee
 - e) Policy Review and Performance Scrutiny Committee
- 4. The reports follow a similar format and detail the varied work that each Committee has undertaken during the year.
- 5. At the meeting the five Scrutiny Committee Chairs will in turn present their Committee's report, and Members will be invited to present their feedback on each report.
- 6. The five scrutiny committees developed a varied programme of scrutiny seeking to deliver what are regarded as the "four cornerstones of public scrutiny, namely:

- a) Delivered by 'independent-minded governors' who own the scrutiny role;
- b) Providing a "critical friend" challenge to the Executive;
- c) Representing the views and concerns of the citizen;
- d) Leading to the improvement of public services.
- 7. This approach has been summed up in the recently-published "Characteristics of Effective Scrutiny in Wales" as *Better Outcomes, Better Decisions, and Better Engagement*.
- 8. In overview, scrutiny's work this year has delivered 58 Committee Meetings which generated 147 letters to the Cabinet and Senior Management Team containing recommendations, observations and suggestions. These are monitored via regular Correspondence reports, which show the changes to service delivery and planned decisions resulting from scrutiny of Council policies and services.
- 9. The Committees undertook 13 Task & Finish inquiries, three of them undertaken jointly by two committees, on the following topics:
 - Child Health and Disability Team
 - Looked After Children's Transition to Independent Living
 - Corporate Parenting Panel
 - Children's Services Referrals
 - Schools Causing Concern
 - School Governors
 - Information, Advice & Assistance in Adult Mental Health
 - Cardiff Central Market
 - Cardiff's Maritime Heritage
 - Alternative Delivery Models in Leisure and Culture
 - Tackling Human Trafficking in Cardiff
 - Infrastructure Business Model & Alternative Delivery Options
 - Cardiff's Integrated Transport Hub.
- 10. The Committees considered two recent Cabinet decisions (on the proposed closure of County Hall Nursery and on the decision to write down a loan to Glamorgan Cricket Club) that had been "called-in" by a non executive Member.
- 11. At a corporate level this year, the Scrutiny function delivered the Members' Online Library and Information Service, and surveys to underpin the Member Development Strategy. Scrutiny Research secured £50,000 of Welsh Government funding to manage a Wales-wide project to shape the future working relationship between local scrutiny committees and external auditors, inspectors and regulators, including the organisation of a national conference in March 2015.
- 12. As Scrutiny is a function dedicated to securing the Council's improvement, the Scrutiny Chairs recognise that scrutiny itself should be subject to regular review. They therefore initiated an *Improving Scrutiny Project* during the

Municipal Year, which is continuing into 2015/16 and which will report its findings to Cabinet in the autumn. The Project is looking to address the opportunities to optimise scrutiny in changing times, focussing on five specific areas:

- a) Scrutiny in a Changing Landscape
- b) Building Commitment to Scrutiny
- c) Matching Expectations to Resources
- d) Successfully Engaging the Public in Scrutiny
- e) Efficient and Effective Delivery of Scrutiny.

Reason for Recommendations

13. To enable the Council to fulfil the requirement to receive the Scrutiny Committee annual reports and to enable reflection and debate about issues considered in Scrutiny during the year.

Financial Implications

14. There are no direct financial implications for the Council arising from this report.

Legal Implications (including Equality Impact Assessment where appropriate)

15. There are no direct financial implications for the Council arising from this report.

RECOMMENDATION

Council is recommended to receive and discuss the Annual Reports.

MARIE ROSENTHAL 18 June 2015

The following appendices are attached:

- Appendix A Children & Young People Scrutiny Committee
- Appendix B Community & Adult Services Scrutiny Committee
- Appendix C Economy and Culture Scrutiny Committee
- Appendix D Environmental Scrutiny Committee
- Appendix E Policy Review & Performance Scrutiny Committee

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A Report of: Children & Young People Scrutiny Committee

Annual Report 2014 – 2015

June 2015



The City and County of Cardiff Council

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CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE MEMBERSHIP



Councillor Richard Cook (Chairperson)



Councillor Paul Chaundy



Councillor Iona Gordon



Councillor Jo Boyle

Co-opted Members:



Mrs Patricia Arlotte Roman Catholic Representative





Councillor Ashley Govier



Carol Cobert Church in Wales Representative



Ms Catrin Lewis Parent Governor Representative



Councillor Derrick Morgan



Councillor Jim Murphy



Councillor Lynda Thorne



Mrs Hayley Smith Parent Governor Representative

CHAIR'S FOREWORD

I'm pleased to present the Committee's Annual Report for 2014/15. Firstly I'd like to thank the members of the committee, especially the co-opted members, for their hard work and knowledge of the issues which have made my job much easier. I'd also like to thank Scrutiny officers for their usual professional support and all witnesses who have spoken to the committee, especially those who have given up their free time to share with us their expertise in Task and Finish inquiries.

This year the committee has worked to address the concerns of Estyn in their monitoring visit of February 2014, specifically recommendation 6:

"To improve the scrutiny of local authority education services and partnership working."

The committee have participated in training and now holds regular pre-meetings. We have scrutinised the work of the Central South Consortium Joint Education Service (CSC), and have been pleased to welcome the Managing Director and senior officers of the CSC to several meetings. The result of this was that in the first of three monitoring visits in March 2015 the inspectors reported that:

"The scrutiny arrangements for all education services for children and young people are clearer and better understood by members and senior officers than at the time of the last Estyn visit."

Apart from the monthly meetings we have carried out Task and Finish inquiries into referrals in Children's Services, looked at best practice in recruitment and support for school governors and have just completed an inquiry into the reasons that some Cardiff schools are not performing as well as they could do.

The school governor inquiry resulted in the establishment of a formal Council committee, the 'Local Authority Governor Panel'. The terms of reference of which are to ensure that school governors have been appropriately vetted, to address skills gaps in governing bodies and to improve governor recruitment and training. This amply demonstrates that scrutiny in Cardiff continues to be relevant and contributes to the improvement of Council services.



Councillor Richard Cook Chairperson of the Children & Young People Scrutiny Committee June 2015

INTRODUCTION

The Children and Young People Scrutiny Committee plays an important role in assessing service performance and informing service and policy development across a range of Council services, including all aspects of Education, Social Care for Children, Children's Play and the Youth Service.

This report presents the Committee's main activities during 2014-15 and wherever possible identifies the impact that the Committee has had on the services and support networks they have examined.

Between June 2014 and April 2015 the Committee Members have undertaken specialist training in performance information and budgeting and visited front line services. The Committee has scrutinised a wide range of topics contributing to the development and improvement of services for children and young people, a list of which is set out below under the following headings:

- **Inquiries** Where the Committee has undertaken an examination of a topic over a period of time, resulting in a formal report to the Cabinet.
- Policy Development Where the Committee has contributed to the Council's policy development processes by considering draft policy documents.
- Pre-decision Where the Committee has evaluated and commented on policy proposals before they go to the Cabinet, giving the Cabinet the opportunity to know Scrutiny Members' views prior to making their decision.
- **Monitoring** Where the Committee has undertaken monitoring of the Council's performance and progress in implementing actions previously agreed.
- **Call-In** Where a Member has invoked the Call-in procedure under the Council's constitution, to review a Cabinet decision prior to its implementation.

Inquiries

- The Provision of Services and Support by the Child Health and Disability Team
- Impact of Poverty on Educational Attainment
- Looked After Children's Transition to Independent Living
- Looked After Children– Listening Event
- Corporate Parenting
- Tackling Human Trafficking in Cardiff Joint CYP & CASSC Scrutiny
- Referrals in Children's Social Care
- Schools Causing Concern
- School Governor Recruitment

Policy Development

- Early Help Strategy
- Regional Adoption Services

Pre-decision Scrutiny

- ✤ 21st Century School Programme
- ✤ 2015-16 Budget Proposals

Performance Monitoring

- ESTYN Inspection Report
- Children's Service Quarterly Performance Monitoring
- Education and Lifelong Learning Quarterly Performance Monitoring
- Recruitment and Retention of Social Workers
- CSSIW Evaluation on Social Care in Cardiff in 2013/14 (Joint CYP & CASSC Scrutiny)
- Central South Education Consortium Annual Performance Report
- Youth Offending Service
- Integrated Family Support

<u>Call-in</u>

County Hall Nursery

Inspection Reports

- CSSIW Looked After Children
- Estyn Monitoring Visit
- WAO Safeguarding of Children and Young People

The Children and Young People Scrutiny Committee has held 12 full Committee meetings, and two joint meeting with Community and Adult Services Scrutiny Committee since June 2014.

As a result of the consideration of over 40 reports covering policy development, pre-decision scrutiny, monitoring progress and service area performance, the Scrutiny Committee Chairperson wrote 23 letters to the Cabinet and officers, which included requests for additional information, comments, and observations on items considered at the Committee Meetings. Also as a result of these meetings the Committee wrote to the relevant Cabinet Member identifying 12 recommendations for the Cabinet and officers to consider.

The Committee received timely responses from the Cabinet to all letters that requested a response. In addition officers have provided information where requested and agreed to amend future reports in response to the Committee's requests.

Members of the Committee have also participated in a number of cross cutting short Task and Finish Group inquiries along with Members from other Scrutiny Committees. These included:

- Tackling Human Trafficking in Cardiff
- Community Hubs.

Centre for Public Scrutiny "Good Scrutiny" Award 2014



Pictured at the Awards Ceremony are 2012 - 13 Committee Chair Cllr Siobhan Corria (left) and 2013 – 14 Committee Chair Cllr Sue Lent (second right), along with Principal Scrutiny Officer Martyn Hutchings (right), Principal Scrutiny Support Officer Nathan Swain (centre) and members of Cardiff Youth Council James Humphry and Finley Morris.

The Committee's engagement with young people *"Give Young People A Voice! Engaging Young People in Cardiff Scrutiny"* was highly commended at last year's National Centre for Public Scrutiny Awards in the category: "Involvement, Insight and Impact". The award ceremony took place on 10 June 2014 in London.

Main criteria for the award involved working in creative or innovative ways to achieve success and focusing on issues that are priorities or concerns of people who use services, communities or the public generally and demonstrating positive outcomes from working with them. Committee also needed to demonstrate constructive change-management support to an organisation or community during a difficult or challenging period or helping to make the most of a particular circumstance, which has assisted executives, staff and local people to manage change. Judges also looked for evidence of effective teamwork or partnership work that demonstrates that outcomes from joint action were better than any single organisation could achieve on its own.

Committee's overall impact from Young People Engagement was:

- ✤ 14 Schools were represented at Key Stage 4 Listening Event
- ✤ 8 Task & Finish groups organised to hear from young people
- 27 Looked After Children were involved at Listening Events
- Young People gave evidence to 5 Committee meetings
- 7 recommendations to Cabinet were made at Listening Events
- Letter written to Council Leader about proposed £1.45m budget reduction
- Exposure to political decision making and local government
- Confidence to request further involvement at Committee
- Partnership with Cardiff Youth Council was developed.

Inspection and Assessment of Committee

The work of the Committee has been assessed by her Majesty's Inspectorate for Education and Training in Wales (Estyn), Wales Audit Office, the Care and Social Services Inspectorate Wales (CSSIW) and the Council-commissioned WLGA Peer Review. The assessments have been undertaken through attendance as observers at Committee meetings, review of reports, minutes and letters, together with interviews with Councillor Richard Cook, the Chairperson of the Committee.

The outcome from each of the assessments was to acknowledge the Committee's key role in holding the Executive to account, aiding in the pre-decision scrutiny of policy development and to help challenge and monitor the performance of the services provided for Children and Young People in Cardiff.

Committee Member Development

As Scrutiny is a Member-led function whose its success is closely linked to the capacity and capabilities of the Members who sit on Scrutiny Committees, the Scrutiny Team worked closely with colleagues across the Council to provide a continuous range of opportunities for Members to build or refresh their Scrutiny skills, and extend their knowledge and insight into a range of issues relevant to their Scrutiny role.

Most recently the Committee has agreed to develop a four-module programme of school performance and analysis training to further support the Council in improving the educational outcomes for its pupils. These outlined the various levels of accountability and performance reporting that underpin schools performance, with input from Scrutiny officers, corporate performance officers, managers from South Central Wales Consortium and the Council's Education Service.

All Members of the Committee actively participated in the training sessions and have also attended briefings, awareness raising sessions, and undertaken reflection sessions to help improve the impact of the Committee meetings.

Members of the Committee participated actively in training provided in the lead up to the round of Budget scrutiny meetings, focussing on analysis of generic and equality risk, and on questioning skills.

The Scrutiny development and training programme is an on going process and further opportunities will be identified to help Members in fulfilling the full span of their duties as an elected representative and community champion.

Highlights from the Committee's Work Programme

This section of the Annual Report presents highlights of the Committee's activities during 2014-15 and where possible identifies the outcome and impact that the Committee has made through its work over the year.

The Provision of Services and Support by the Child Health and Disability Team

At its meeting on 13th January 2015 the Committee considered Cabinet's response to a report of the Committee titled *"Child Health and Disability Team"*, (CHAD) which was presented to Cabinet in December 2013.

The inquiry was focused on looking at models of good practice in the provision of support and services to children with severe health and disability issues. The Task Group held five meetings receiving evidence from staff, Children's Services managers, voluntary organisations, users and visits to best practice authorities.

The Committee's report of this Inquiry identified 28 key findings and 18 recommendations which were presented to the Cabinet on 9 December 2013. The Cabinet agreed its formal response at its meeting on 15 December 2014 and their response shows that all of the report's recommendations have been accepted.

Director of Children's Services reported to the Children and Young People Scrutiny Committee on a CHAD Development Plan. This plan was designed to respond to each of the recommendations in the report of the Scrutiny Inquiry. It was noted that the Development Plan has enabled the Children's Services Directorate to address significant deficits in the operation of CHAD, and it has initiated key work streams to enable the implementation of a new strategic approach and a partnership model of service. It was noted that agreement has recently been reached with the Vale of Glamorgan Council and the Cardiff and Vale University Health Board (UHB) to joint fund a 'Change Manager' post to prepare the detailed proposals and an accelerated implementation programme to enable delivery of improvements.

Mapping the Impact of Poverty on Educational Attainment

At its meeting on 13th January 2015 the Committee considered Cabinet's response to a report of the Children and Young People Scrutiny Committee titled *"Impact of Poverty on Educational Attainment"*.

The Committee undertook this inquiry during 2013. The aim of the inquiry was for Members to develop a comprehensive understanding of the issues faced by young people living in poverty, specifically in relation to their educational attainment. The inquiry looked at the attainment gap between Free School Meal (FSM) pupils and non-FSM pupils in Cardiff, the role poverty and deprivation play in this, and initiatives that can help to reduce this attainment gap.

In undertaking this inquiry the Members held 10 meetings, receiving evidence from 19 witnesses. This included meeting with young people, Welsh Government officials, charities, Council officers, University academics and consultants.

Members of the inquiry visited five primary schools and five secondary schools in Cardiff and undertook a visit to Swansea to visit a primary school and met with the Council's Chief Executive, Cabinet Members and senior officers. Research was commissioned with the Scrutiny Research Team and Cardiff Youth Council where a team of young people undertook peer to peer interviews and presented their finding to the inquiry.

The Committee's report of this enquiry was endorsed by Committee on 7 May 2013, and contained 42 key findings and 18 recommendations. The Cabinet considered the report and agreed its formal response at its meeting on 15 December 2014. The Cabinet response shows that all of the report's recommendations have been accepted.

The Education Business Plan documents the actions to be taken, including timescales, along with quantitative targets for the performance of pupils eligible for free school meals. All Estyn improvement actions are included within the Education Business Plan.

Looked After Children's Transition to Independent Living

The Committee during its consideration of its work programme identified as its second Task & Finish Group inquiry the provision of services and support for Looked After Children in their transition to independent living. The inquiry held a number of meetings, including a briefing from Children's Services managers, a visit to the Leaving Care Team, a briefing from a Welsh Assembly Member and evidence from the South Wales Police and Crime Commissioner.

The Task Group has also undertaken a "Call for Evidence" exercise with 22 third sector organisations who support and advise Looked After Children in their transition to independent living. The inquiry received evidence from the Scrutiny Research Team together with a visit to a best practice authority and feedback from a group of Looked After Children who had moved to independent living.

The report of the Task & Finish Group was presented to Cabinet on 19 March 2015, and a Cabinet response was received in April. All 10 recommendations were agreed, including a review of the Care Leavers Grant. Members recommended setting it at an appropriate level of £2,000 to enable care leavers to set up home. This recommendation was agreed with effect from 1st April 2015.

Following the report steps will be also taken to explore the feasibility of establishing a rent guarantor scheme for care leavers who require a private tenancy.

Looked After Children – Listening Event

At its meeting on 13th January 2015 the Committee considered Cabinet's response to Committee's scrutiny task and finish report on the *Listening Event with Looked After Children*, which was published in March 2014.

The Committee agreed as part of its work programme for this municipal year to develop a process to enable young people to have their views heard, and for those views to be heard by decision makers at a strategic, policy and / or operations level across the Council.

A number of young people attended the event, ranging from 6 to 11 year of age, and provided Members with their views, concerns and advice on improving services for Looked After Children. The event also enabled the young people to identify what they felt was currently working, so that this could be held up as best practice.

The resultant report which captured the main comments and views of the children, contained five key findings and was presented to Cabinet at its meeting on 17 July 2014, and Cabinet agreed its formal response at its business meeting on 15 December 2014. The response shows that the report's recommendations have been accepted, as well as detailing the Cabinet's response to the recommendation.

Corporate Parenting

The Inquiry arose from concerns expressed by Members of the Corporate Parenting Panel that the Panel did not have a statutory role or status, but had been adopted as a good practice mechanism to support the Council to fulfil its responsibilities as corporate parent to all children in care or leaving care in Cardiff.

The Committee agreed that the inquiry could give consideration to formalising the status of the Panel as a committee of the Cabinet; to widen the remit of the Panel

to include Children in Need; to adopt a structured annual cycle of reporting; to extend the business of the Panel to include consideration of Child Practice Reviews and to incorporate into the Work Programme of the Panel / Board a structured regular pattern of Member visits to frontline teams.

The joint Corporate Parenting Panel and Children & Young People Scrutiny Committee Task and Finish Group agreed to hold one evidence gathering meeting on 20th March 2014.

The Committee's report recommending the role and status of Corporate Parenting made five recommendations and was presented to Cabinet and Constitution Committee in June 2014. On 24 July Council reviewed and approved the establishment of a Corporate Parenting Advisory Committee.

Tackling Human Trafficking in Cardiff (Joint Inquiry with Community & Adult Services Scrutiny Committee)

The Committee also undertook a Joint inquiry with the Community and Adult Services Scrutiny Committee into *Tackling Human Trafficking in Cardiff*. This inquiry which covers the trafficking of adults and children resulted from a debate at Council. During a series of evidence gathering meetings Members heard from local agencies, the Police and the Crown Prosecution Services, and third sector agencies. Members also met with Council officers and Cabinet Members covering social services, education and housing services.

The report from the inquiry contained 16 recommendations and was presented to Cabinet in October 2014. A response was agreed at Cabinet in January 2015. Cabinet agreed in full to 12 recommendations, agreed partially to a further recommendation and did not accept three recommendations.

Members of the Committee have recommended that a progress report on the implementation of the agreed recommendations be included in the work

programme for 2015-16 and preferably be received at a joint meeting with Community & Adult Services Scrutiny Committee.

Children's Services Referrals

At their meeting on 3 November 2014 Committee agreed to undertake an investigation into Children's Services Referrals. The investigation was organised for Members to have a clear understanding of the Children's Access Point referral process, the issues behind the performance indicator for future performance data scrutiny and to identify any areas of concern, comment or suggested improvement.

The Meeting was organised for Members to receive background information, operational and procedural briefings, and anonymised information on live referrals together with detailed contact and referral data for the last two quarters.

The report highlighted four key findings and nine recommendations. A letter was sent to the Cabinet Member on 20 November 2014, and her response was received on 12 January 2015. The response shows that the report's recommendations have been accepted.

Schools Causing Concern

Children & Young People Scrutiny Committee met on 12 March 2015 to begin a series of investigations to explore the factors challenging the performance of the City's schools currently identified as being in the "Red" performance category.

The investigation has been organised for Members to have a clear understanding of the processes in place to support and improve the performance of individual school in Cardiff; the issues causing poor performance in schools, and the key actions to be taken to address those issues. Members will constructively challenge and test the actions being taken by head teachers and chairs of governors, from selected schools.

The Meeting was organised for Members to receive background information, operational and procedural briefings, presentations from the Head Teacher and Chair of Governors from one High School and one Primary School.

A further meeting was arranged for 14 May 2015, and the model could be extended into the next Municipal Year.

The outcome of the inquiry will be captured in a report for the Committee and will be presented to Cabinet in the near future. Cabinet's response will be brought back to this Committee for discussion.

High level of Local Authority Governor Vacancies in Cardiff and the Appointment and Effectiveness of Local Authority Governors

Children & Young People Scrutiny Committee recently agreed to undertake a phased inquiry into Local Authority School Governors (LASG).

The first meeting of the inquiry was held on 20 November 2014 to agree the Scope of the inquiry and gain an understanding of the role of school governors; assess the level of local authority governor vacancies across Cardiff's schools. At the meeting Members received evidence on the present LASG recruitment and appointment process and to assess this against a selection of other local authorities' processes; and discussed and agreed changes to the current system to improve the effectiveness of Cardiff's schools governing bodies.

The first report of the inquiry highlighted the key findings and recommendations in relation to LEA Governor Appointments. The Scrutiny

Committee Task and Finish Group are recommending that the Council delegate its powers of LEA Governor Appointment to a cross party Member Panel. The Director of Education, Monitoring Officer and a representative from the Cardiff Governors Association would act as advisors to the Panel.

The Cabinet Member has confirmed support for these proposals and recommended to amend the Constitution on the council meeting on 29 January 2015 with implementation after the February half term break.

Regional Adoption Services

On 9 December Committee had an opportunity to undertake pre-decision scrutiny of the draft Cabinet report on the Regional Adoption Service before it was considered by Cabinet on 11 December 2014.

The establishment of a National Adoption Service is a key part of the implementation of the Social Services & Well-Being Act (Wales) 2014. The model agreed by the Deputy Minister for Social Services for the delivery of the new National Adoption Service visualises a two-tier functional model.

Committee was aware of the proposals for establishing the Vale, Valleys & Cardiff Regional Adoption Collaborative which were contained in the reports to this Committee in July 2014. The recommendations of this report were subsequently resolved by the Cabinets in Cardiff, Rhondda Cynon Taf and Merthyr Tydfil to allow for the development of the Regional Adoption Collaborative. Whilst Cardiff's Cabinet resolved to agree to the Vale of Glamorgan Council establishing and recruiting to the Regional Adoption Manager post and secured agreement to the Vale of Glamorgan Council acting as the host authority for the Vale, Valleys & Cardiff Regional Adoption Collaborative, the Vale of Glamorgan Cabinet did not make the recommendation in relation to the appointment of the Regional Adoption Manager and made an in-principle decision to the Vale of Glamorgan acting as host local authority. Since the date of the last Cabinet Report and the Cabinet decision, plans to progress the National Adoption Service on a national and regional level have continued. As the host authority for the central elements of the National Service, Cardiff has worked with the WLGA to establish a national tier of the service with the appointment of the Director of Operations and other key personnel. The National Adoption Advisory Group has been established. The National Adoption Service was formally launched at the Senedd in Cardiff on 5 November during National Adoption Week.

On 22 December 2014 The Cabinet Member responded positively to the Committee letter, providing all requested information and reflecting on all the Committee's comments, concerns and recommendations.

21st CENTURY SCHOOL PROGRAMME – REALIGNMENT

The Council submitted its last 21st Century School Programme bid to Welsh Government in November 2011. The level of Capital Investment contained in that programme was £137m and was approved in principle in December 2011. Grant funding for each scheme is subject to approval by Welsh Government of detailed business cases. Since 2011, 10 school projects have been completed utilising some £28.2m of grant funding.

The report outlines the reasons why the Programme now needs to be realigned to take into account a number of fundamental changes that have occurred since 2011. These include population in the City, disparities in economic prosperity and educational outcomes, the sufficiency of school places and the condition of the educational estate.

The proposed vision for the realignment plan is to deliver "Inspiring, sustainable, community-focussed schools in which children and young people can achieve their potential". It is proposed that this vision can be realised through the achievement of four Key Educational Aims that directly link to Welsh Government's National Programme objectives.

Committee's letter is going to a future Cabinet meeting taking on board the recommendations made by the Committee.

2015-16 Budget Proposals

The Council's Constitution allows for Scrutiny Committees to consider the draft Cabinet budget proposals prior to their consideration by the Cabinet and Full Council. After a consultation meeting in January 2015 the Committee considered the Council's draft Corporate Plan and draft budgetary proposals for 2015 -16, included their detailed savings proposals and Capital Programme.

A number of mechanisms are being used to consult and engage with citizens and stakeholders to gather their views regarding the budget proposals. These included Cardiff Debate, links on the Cardiff Council website to the Council Budget, engagement with Trade Unions, engagement with Cardiff Partnership Board, Audit Committee, Cardiff Third Sector Council, Schools' Budget Forum, and Employee Consultation.

At Committee's meeting on 12th January a number of children and young people supporting the city's youth and play services asked to attend Committee to present their concerns about Cabinet's budget consultation proposals affecting Play and Youth Centres.

Following the consultation the key points that Members wished to make were as follows:

Impact of non-achievement of 2014/15 savings: Members noted that Children's Services was a positive example of a Directorate that achieved £2.6 million of its £2.7 million savings target for 2014/15 and that non-achievement of savings targeted for 2014/15 by other Directorates has increased pressures on this year's and future revenue budgets. With £6 million (17%) of 2015/16's savings proposal having a red residual risk rating and £2.3 million having a red achievability risk rating, the Committee urged the Cabinet and officers to maintain

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pressure within the organisation on the management and achievement of performance targets. Members will be monitoring this vigorously during their quarterly performance monitoring in 2015/16.

Reduction to Collaboration Funding resources: Given the significant moves towards regionalisation and rationalisation of services reporting through this Committee over the past year and its likely future trajectory, Members were worried that the reduction of allocation for collaborative initiatives from £4.8 million to £2.5 million will limit capacity to remain agile to future opportunities to save money through collaboration.

Partnership for Change – service pressure risks: Members were concerned that if not properly managed and monitored, enabling employees to purchase additional annual leave and placing additional restrictions on agency and overtime could increase pressure on delivery of front line services that report through this Committee. The Section 151 Officer stated that these savings would need to be sensitively applied to ensure continuity and efficiency of the services provided, and this will be an issue that this Committee will consider monitoring during its 2015/16 work programme.

Potential alternative uses of the £2.5 million capitalisation under the Partnership for Change, and the Balance Sheet Review: Members discussed at length whether the Cabinet's proposed use of the £2.5 million windfall from Welsh Government's agreement to the Council's capitalisation proposal under the Partnership for Change would deliver best value for the Council's future needs. The capitalisation will be predicated on the disposal of assets that, once lost, will limit our future capacity to deliver services.

Members questioned whether it might be more prudent to use these resources in preventative work, notably – in the case of this Committee's terms of reference – in optimising transitional arrangements for future delivery of Youth and Play Services, and in the eagerly anticipated Children's Services Preventative Strategy.

Savings from Senior Management Posts: Members felt the £200,000 target proposed to be overly modest, and urged the Cabinet to consider increasing this allocation.

The Committee's comments on the budget proposals were considered by Cabinet at its meeting on 19 February 2015 and Council on 26 February 2015.

ESTYN Inspection Report

An ESTYN inspection of Educational Services in Cardiff took place in the summer of 2011, to help form a judgment on the local education authority's performance. Her Majesty's Chief Inspector was of the opinion that the local authority was in need of significant improvement. An additional follow up monitoring visit was undertaken in February 2014, which recognised that progress had been made, but that there was still more that the local authority needed to do.

The Committee had previously been monitoring the service area's progress in improving educational attainment, and had been briefed on the new Director's strategy for educational improvement in November 2013. In April 2014 the Committee received a briefing from the Director of Education on the Estyn Inspection monitoring revisit letter, which identified six new recommendations for the Council to address. The Committee noted that an Action Plan was being developed and would be submitted as soon as possible.

The Committee agreed to closely monitor the implementation of the action plan as well as committing to the implementation of the four actions identified for Scrutiny to implement:

 Ensure that the Children & Young People Scrutiny Committee receive clear, accurate and up to date information, together with improved quality analysis in all school performance reports;

- Develop and agree a clear protocol on the roles and responsibilities of the Children & Young People Scrutiny Committee and the Cardiff Partnership Board Scrutiny Panel in respect of the performance of education services;
- Develop and deliver a formal programme of training, covering education performance, analysis, and assessment, for Children & Young People Scrutiny Committee Members; and
- Establish a programme to scrutinise the Education and Lifelong Learning Directorate's delivery of its Monitoring Revisit Action Plan which addresses Estyn's recommendations and which will improve educational performance in Cardiff schools.

The Committee also agreed to undertake a programme of performance assessment training to enable the Members to monitor, assess and challenge progress being made by all partners in improving the educational attainment of Cardiff's pupils.

Estyn undertook a further visit in March 2015 to assess progress in recommendations 3, 5 and 6. The outcome of this visit stated that the authority had begun to strengthen its capacity in delivering school improvement services and made improvements to its performance management processes and its scrutiny arrangements for education services for children and young people. However these improvements are still relatively recent and the local authority still faces many significant challenges, particularly in improving performance in key measures in a minority of its secondary schools.

The final monitoring visit is likely to take place in spring term 2016. This visit will focus on the progress made in all six recommendations. Her Majesty's Chief Inspector will determine whether sufficient and sustained progress has been made with enough pace for the category 'in need of significant improvement' to be removed, or conversely whether the authority be placed in special measures.

Quarterly Performance Reports – Children's Services

In April 2015 the Committee noted generally good performance across many indicators; however they expressed their concern at a few indicators showing reduction in performance.

Following the Quarter 2 meeting in January 2015 the Committee was pleased to be informed that there have been improvements in performance of the recording of decisions on referrals, on the timeliness of initial and core assessments, and on the recording of initial care plans for Looked After Children.

In April 2015 the Committee wrote that the quarter three performance highlighted general improvements in the overall performance of the service. In particular Members welcomed the percentage increase in the timelines of core assessments and initial child protection conferences despite an overall increase in the number of referrals, as well as the number of core assessments and initial child protection conferences despite to see that the Managed Team had reduced the overall number of cases down to 18.4 cases.

In respect of the Managed Team, Members questioned the exit strategy, as the team were still dealing with 220 cases. Members were aware that these cases would now have to be allocated across the social workers. The Committee also expressed its concern that even though the Managed Team was intended to be a temporary measure, it appeared that a robust exit strategy had not been developed.

The Cabinet Member responded positively to the Committee letters, providing all requested information and reflecting on all the Committee's comments, concerns and recommendations.

The Committee confirmed its desire to continue to monitor, on a quarterly basis, performance reports from Children's Services. The Members have been concerned that performance should, over time, meet agreed local

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targets and wherever possible meet nationally set targets. The Committee has therefore regularly challenged performance, targets and action plans.

In April 2015, members expressed their concern that the recruitment process was unduly long and wrote to the Cabinet Member for Resources to undertake an urgent investigation to help speed up the recruitment process.

Performance Reports – Education and Lifelong Learning

The Committee has re-structured its approach to the scrutiny of education performance in 2014 – 2015 by scheduling throughout the year examination of particular aspects of performance, in addition to an overview of Annual Performance in January.

The performance monitoring reports enable Committee to review, assess and challenge the implementation of all actions and thereby the delivery of high quality education and improved outcomes for children and young people in Cardiff's Schools.

Following the meeting on 10 March the Committee was pleased to hear that overall improvement was made in response to Estyn recommendations. However Members still expressed concern that some schools were not showing signs of improvement.

Members also welcomed the opportunity to scrutinise the plans of 21st Century School Programme before they are presented to Cabinet and identified a number of comments for Cabinet's consideration on their meeting on 19 March.

Recruitment and Retention of Social Workers

The Committee has regularly expressed its concern at the high levels of vacancies in Children's Services, in particular its influence on the Directorate's performance. The newly appointed Cabinet Member and Director of Children's Services informed the Committee of their commitment to focus on improvement in the recruitment and retention of social workers.

The Committee received a briefing on the work in progress to develop a strategy for the recruitment and retention of social workers in Cardiff. In addition management has been acting to replace agency staff with permanent employees and particularly to terminate high cost manager appointments by offering the opportunity to existing managers to take on additional responsibilities. The result of these recent temporary measures has been successful and has shown that there are talented individuals within the service who should be encouraged to seek promotion.

The Members received regular progress reports on the progress being made to address the high level of agency staff being used and the implementation of the strategy to enhance the recruitment and retention of social workers in Children's Services.

The Committee agreed to continue to monitor the implementation of the strategy.

CSSIW Evaluation on Social Care in Cardiff in 2013/14 (Joint CYP & CASSC Scrutiny)

The Care and Social Service Inspectorate Wales' (CSSIW) Performance Evaluation Report 2013-14 of the City of Cardiff Council Social Care Services provides their judgements on both Adult Services and Children's Services, and

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details their findings on the key strengths as well as areas for development and improvement.

The report takes into account the Director of Social Services Annual Report 2013-14, as well as the views of other auditors, and draws on inspection work undertaken during the year. It also provides a summary of the overall review and evaluation of performance for 2013- 2014. The main messages in the summary are:

- The direction provided by the Director of Social Services has led to a more realistic approach to the allocation of resources in a climate of budget reductions.
- The Council is taking steps to prepare for the impact of the Social Services and Well Being Act (Wales) 2014.
- Integration of services with the Vale of Glamorgan and the Health Board are being strengthened.
- There remains strong corporate support for the delivery of social services.
- It is not clear whether the areas of savings identified are sufficient to meet the savings required.
- Several Children's Services performance indicators describe performance below that of other comparable authorities and below the Welsh average.
- The appointment of a Director of Health and Adult Social Care has brought about improvement in some key areas of performance.
- There is evidence of consultation with the people of Cardiff, which has informed strategies for service development and highlighted areas in need of improvement.

The Committee's report made 9 recommendations and received a positive response from Cabinet Member, providing all requested information and reflecting on all the Committee's comments, concerns and recommendations.

Central South Consortium – Annual Performance Report

In July 2012 the Cabinet confirmed the Council's commitment to establishing a joint school improvement service with four other authorities (Bridgend, Merthyr Tydfil, Rhondda Cynon Taf and the Vale of Glamorgan) as the Central South Consortium (CSC). The Joint Education Service and LINKS service were created in September 2012 and the final legal agreement was signed by each authority in December 2013.

The Committee considered the Consortium's business plan at its meeting on 10 June 2014 as part of its consideration of the Education Business Plan. The Committee considered in detail the new role of the School Challenge Advisors, and looked forward to seeing the impact that these advisors are making in fostering steady progress of the School Improvement Groups and ensuring school wisely use any Pupil Deprivation Grant.

The Committee also agreed that as part of its work programme, it would scrutinise the Consortium to ensure that it provides the support, guidance and challenge needed for Cardiff's Schools to improve, along with outcomes for Cardiff pupils.

At their meeting on 11 November 2014 Members had an opportunity to gain an understanding and test the operation of the Consortium in its support to Cardiff schools (together with the Council) to improve learner's outcomes, deliver high quality teaching and learning and support, and empower school leaders.

In the letter sent on 14 November 2014 to Managing Director of Central South Consortium Members raised a number of concerns at the inconsistency in the operation and management by some Head Teachers, of the Performance and Personal Development Review system for teachers. Members recommended that the Consortium must identify and address any inconsistencies as soon as possible. The Committee also expressed some concern around the general problem of the recruitment of high quality teachers, particularly in certain specific subject areas. Members suggested that the Consortium supports schools wherever possible in their recruitment process.

CALL-IN – COUNTY HALL NURSERY

The Council's Call-In Procedure provides that any non-Executive Member may request to call-in a decision of which notice has been given in writing to the Operational Manager (Scrutiny Services).

The Committee at a special meeting on 3 September 2014 considered the Call-in of Cabinet Decision: CAB/14/022, made by the Cabinet on 17 July 2014, which was published on 21 July 2014 with an implementation date of 31 August 2014. The Cabinet resolved that the closure of the County Hall Staff Nursery be confirmed with effect from 31 October 2014 and the Council's continued commitment to supporting staff with childcare financially through childcare vouchers and through the Family Information Service to enable current users of the Nursery to find suitable alternative childcare placements be confirmed.

Members considered the merits of the decision as well as the process followed in making the decision. As a result of the information received, and answers to Members questions, the Committee unanimously agreed not to refer the decision back to Cabinet for further consideration.

The Committee however wrote to the Cabinet that following evidence heard from the officers about four areas which had been identified, with hindsight, as issues which could have been undertaken better, these were:

- the Task Group set up to consider the viability of the nursery did not have Terms of Reference
- the Task Group did not produce minutes
- the Equality Impact Assessment in the Cabinet report was not complete
- the Employee Handbook had not been updated.

Committee Members considered that not having terms of reference, not taking minutes and not having complete Cabinet reports gave the impression that the reconsideration of the original Cabinet decision to close the nursery was not a

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serious exercise and lacked transparency. The Committee therefore recommended that for future decisions officers must ensure that the process, from the development of proposals through to the decision, can clearly be shown to be transparent, open and credible.

Suggested Items for 2015/16 Work Programme

The Committee receives regular work programme updates at which Members have the opportunity to consider items, received from members of the public, young people, organisations, Council Members and other Scrutiny Committees, for inclusion on the work programme. Committee Members can also suggest any new issues which may be of interest to the Committee.

The Committee will be starting the development of its work programme in June 2015. It has recommended that the following issues could be prioritised for scrutiny:

- Schools Causing Concern
- Safeguarding
- Recruitment / Retention of Social Workers
- Estyn Action Plan
- Social Welfare Act
- Payment by Results.

The Council is responsible for co-ordinating the production of the main strategies and plans covering service development and provision across a range of services and agencies. The Committee's future work programme could include:

- ESTYN Action Plan
- Children's Services Improvement Plan
- Corporate Plan and Budget
- Youth Justice Plan
- Welsh Education Strategic Plan
- Integrated Family Support Team.

The Committee has undertaken a number of Task Group inquiries during the year and will be identifying further issues for consideration during June 2015. The Committee has however agreed its commitment to continue to hold further listening events with young people following the successful event last year.

It is suggested that the Committee continues to receive the regular progress and performance reports on:

- Children's Services performance
- Estyn Action Plan and school performance
- Budget proposals and monitoring
- Child Practice Reviews.

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A Report of: Community & Adult Services Scrutiny Committee

Annual Report 2014 – 2015



City & County of Cardiff Council

COMMUNITY & ADULT SERVICES SCRUTINY

COMMITTEE MEMBERSHIP¹



Councillor Ali Ahmed

(Chairperson)



Councillor David Groves



Councillor Joseph Carter



Councillor Mary McGarry



Councillor Susan Goddard



Councillor Eleanor Sanders



Councillor Patricia Burfoot



Councillor Chris Lomax



¹ Councillor Ali Ahmed was a member of the Committee for June and July 2014 and stepped down from the Committee to concentrate on his duties as Deputy Mayor. Councillor Burfoot was a member of the Committee for June and July 2014. Councillor Lomax has been a member of the Committee since July 2014.

Terms of Reference of the Community & Adult Services Scrutiny Committee

To scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of community and adult services, including:

- Public and Private Housing
- Disabled Facilities Grants
- Community Safety
- Neighbourhood Renewal and Communities Next
- Advice & Benefit
- Consumer Protection
- Older Persons Strategy
- Adult Social Care
- Community Care Services
- Mental Health & Physical Disabilities
- Commissioning Strategy
- Health Partnership
- Local Service Board

To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, Welsh Government-sponsored public bodies and quasi-departmental non-governmental bodies and health services on the effectiveness of Council service delivery.

To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures which may enhance the Authority's performance in this area.

To be the Council's Crime and Disorder Committee as required by the Police and Justice Act 2006 and any re-enactment or modification thereof; and as full delegate of the Council to exercise all the powers and functions permitted under that Act.

CHAIR'S FOREWORD

I would firstly like to thank all of the Cllrs who have sat upon Community and Adult Services scrutiny committee during the municipal year 2014 – 2015: namely Cllrs: Ali Ahmed, Burfoot, Carter, Goddard, Lomax, McGarry, Sanders and Graham Thomas.

We've had another extremely busy year, and have covered a lot of ground. We have met fourteen times as a committee, and have written twenty-eight letters to Cabinet members, officers and external partners, sharing our comments, recommendations and concerns.

We have, in the last year, invited contributions to our work from carers, advocates, service users, citizens, partners and the third sector, as well as hearing from Cabinet Members, officers and statutory organisations.

As the annual report testifies, we have worked on two inquiries – though the Information, Advice and Assistance Services inquiry work will be completed in the coming year.

We have received four updates to previous inquiries; have undertaken eleven items of policy development / policy review work; eleven items of pre-decision scrutiny- i.e. prior to Cabinet decision; examined three monitoring items relating to the Council's implementation of previously agreed actions and nine items relating to the monitoring of the Council's performance; and considered four briefing papers.

We've also met jointly with Environmental scrutiny to carry out pre-decision scrutiny of the regional regulatory services collaboration proposals; and have jointly met twice with Children and Young People Scrutiny Committee to consider the Director of Social Services annual report for 2013 / 2014 and the Care and Social Services Inspectorate Wales annual report on the effectiveness of social care services for 2013 / 2014.

The annual report provides significant amplification of the range of work which we have undertaken. Two particular examples of our impact this last year have been the Executive accepting our recommendation to record the reasons why carers decline an offer of a Carer's Assessment, so that means can be developed to address these reasons; and the Executive accepting the recommendation to amend the Community Safety performance report to include commentary to explain the impact of partnership activity on trends and a summary of the key issues facing Cardiff.

As members will doubtlessly now know, I have stepped down from the role of Chair of Community and Adult Services scrutiny committee for personal / family reasons, being that I genuinely do need to spend more time with my wife, who has not enjoyed good health in recent years.

I would, in closing, like to profoundly thank Angela Holt, Community and Adult Services Principal Scrutiny Officer, for all of her outstanding work and much-valued support. I would also like to thank all of the Community and Adult Services scrutiny committee members with whom I have served in the past three years for their many kindnesses; and to wish Cllr McGarry, (as successor Chair,) and all current and future CASSC members, all the very best for the months and the years ahead.

It has been a joy and a privilege to be a member of CASSC in the past three years, and they are memories which I shall treasure for ever.



Councillor David Groves Chair, Community & Adult Services Scrutiny Committee

OVERVIEW

The Community and Adult Services Scrutiny Committee plays an important role in assessing service performance and informing service and policy development across a range of Council services, including all aspects of housing, neighbourhood renewal and adult social care. The Committee is also the Council's crime and disorder scrutiny committee.

One of the main aims of this Committee is to look at things from a service user and citizen perspective and use this to inform our observations and recommendations to the Cabinet. We have invited contributions to our work from carers, advocates, service users, citizens, partners and the third sector as well as hearing from Council Members and officers and statutory organisations.

Between June 2014 and May 2015 the Committee scrutinised the following topics:

- **Inquiries** Where the Committee has undertaken an examination of a topic over a period of time, resulting in a formal report to the Cabinet:
 - o 'Tackling Human Trafficking in Cardiff'.
 - 'Information, Advice and Assistance Services for Mental Health Service Users in Cardiff'.
 - Cabinet Responses to previous Inquiries, namely:
 - 'The Impact of Under Occupation of Social Housing (Bedroom Tax)
 Welfare Reform changes in Cardiff';
 - 'The Provision of Services to Adult Carers of Adults in Cardiff';
 - 'The Provision of Adult Social Care Services to Minority Communities in Cardiff'; and
 - 'Tackling Human Trafficking in Cardiff'.
- Policy Development and/or Review Where the Committee has contributed to the Council's policy development processes, for example by considering draft policy documents, and/or where the Committee has considered the implementation of policies, looking at whether this has happened in a timely manner and the impact of the policy, giving the Cabinet the opportunity to know Scrutiny Members' views about whether any changes are required:

- Directorate Delivery Plans.
- Supported Living Services for Adults with Learning Disabilities.
- o Domiciliary Care.
- Out of Hours Noise Nuisance.
- Preparation for implementation of Housing Act (Wales) 2014.
- Strategy for Health & Social Care Directorate Older People's Services 2014-2017.
- Cardiff Partnership Board Scrutiny arrangements.
- Direct Payment Support Provider Update.
- Social Services & Well Being (Wales) Act.
- o Assessment and Care Management Business Process Review.
- Adult Carers of Adults.
- Pre decision Where the Committee has evaluated and commented on policy proposals prior to Cabinet, giving Cabinet the opportunity to know Scrutiny Members' views prior to making their decision:
 - Regional Regulatory Services.
 - Domiciliary Care
 Commissioning.
 - Housing Subsidy Finance Reform.
 - Supported Living Services for Adults with Learning Disabilities – Contract Award.

- Housing Revenue Account Business Plan 2014-15.
- Adult Learning Disability
 Day Opportunity Strategy.
- 150 Thornhill Road.
- Supporting People Local Commissioning Plan.
- Single Licensing Authority for Private Rented Sector Housing.
- Amendments to Housing
 Allocation Scheme.
 Homelessness aspects.
- **Monitoring Progress** Where the Committee has undertaken monitoring of the Council's progress in implementing actions previously agreed:
 - 'The Structure and Approach of Cardiff Council in Tackling Anti-Social Behaviour'.
 - o 'The Provision of Services to Adult Carers of Adults in Cardiff'.
 - \circ 'Provision of Accommodation for Gypsy and Traveller Households in Cardiff'.

- Monitoring Performance Where the Committee has undertaken monitoring of the Council's performance:
 - Corporate Plan and Budget.
 - CSSIW Evaluation of Social Services in Cardiff 2013-14.
 - Director of Social Services
 Annual Report 2013-14.
 - Quarterly Performance
 Reports Health and Social
 Care.
 - Six Monthly Performance
 Reports Communities and
 Community Safety.
 - Savings Progress Reports Health and Social Care.

- Quarterly Progress Reports for Health and Social Care Regional Collaboration Funded Projects.
- Quarterly Progress Reports for Intermediate Care Funded Projects.
- Protection of Vulnerable
 Adults Draft Area Adult
 Protection Committee
 Annual Report 2013-14.

- Briefing Papers
 - City Centre Management changes.
 - Community Maintenance Services.

- Residential & Nursing Care Homes Commissioning.
- Deprivation of Liberty Standards.

Over the year the Scrutiny Committee held 14 committee meetings and wrote 31 letters to the Cabinet, officers and external partners, sharing their comments/ recommendations and concerns following the scrutiny of items at committee meetings. This included three joint meetings, one with the Environmental Scrutiny Committee, in order to carry out predecision scrutiny of the Regional Regulatory Services Collaboration proposals, and two joint meetings with the Children and Young People Scrutiny Committee, in order to care and Social Services Inspectorate Wales Annual Report 2013-14 and the Care Services 2013-14.

Members from this Committee also formed a sub-committee which, along with subcommittees from the Economy and Culture and Policy Review and Performance Scrutiny Committees, met in September 2014 to scrutinise community provision in Cardiff East,

community hub proposals for the STAR area and the strategy for the future provision of community hubs.

Members have also attended a number of other scrutiny events including: forum meetings for work programming and for corporate plan and budget scrutiny; briefing sessions on Deprivation of Liberty Standards, Domiciliary Care contract monitoring and performance scrutiny; and training events on questioning skills and scrutinising risk.

INQUIRIES

Tackling Human Trafficking in Cardiff

Members from this Committee undertook a joint Inquiry with the Children and Young People Scrutiny Committee to look at the work underway in Cardiff to tackle human trafficking and to make recommendations to improve this.

Members heard from local agencies involved in work to tackle human trafficking as well as from organisations that work across Wales, including statutory bodies, such as the Police and the Crown Prosecution Services, and third sector agencies such as Barnardos, Safer Wales and BAWSO. Members also met with the Deputy Police and Crime Commissioner, council officers and Cabinet Members covering social services, education and housing services and received written evidence from commissioning and procurement services and from the Wales Migration Partnership.

The report from the Inquiry contained sixteen recommendations and was presented to Cabinet in October 2014. A response was agreed at Cabinet in January 2015. Cabinet agreed in full to twelve recommendations, agreed partially to a further recommendation and did not accept three recommendations.

Members of the Committee have recommended that a progress report on the implementation of the agreed recommendations be included in the work programme for 2015-16 and preferably be received at a joint meeting with the Children and Young People Scrutiny Committee.

Information, Advice and Assistance Services regarding Adult Mental Health Services

Members are undertaking this Inquiry into the services available to people in Cardiff who seek information, advice and/or assistance regarding adult mental health services, both 18-65 year olds and older people. The Social Services and Well Being Act (Wales) 2014

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requires local authorities to provide universal information, advice and assistance services on all social care services. Members have decided to focus on the information, advice and assistance available with regards to mental health services, in order to enable a more in depth exploration of the current provision and the implementation of the Act requirements.

As part of the Inquiry, Members commissioned Scrutiny Research to carry out a survey in order to hear from Cardiff citizens who have experience of using these services. The survey was undertaken in January 2015 using an on-line survey and hard copy survey forms available at various Council venues as well as at health services locations and at third sector organisations. The aim is to also hold focus groups to explore in more detail some of the issues identified by the survey. The results of the research will provide Members with evidence of service users' experiences and perceptions of the provision of information, advice and assistance services.

Members will also be hearing from other relevant stakeholders and will use all the information gathered to make evidence-based recommendations to the Cabinet to assist in the implementation of the Act and to identify how best to improve existing information, advice and assistance services.

POLICY DEVELOPMENT AND PRE-DECISION SCRUTINY

Members have undertaken a significant amount of pre-decision scrutiny and policy development work in respect of Social Care and Housing issues as well as Community Safety and Crime and Disorder scrutiny. Details of some of these are provided below; a full list of the topics covered is provided earlier on page 6.

Domiciliary Care and Direct Payments in Cardiff

Over recent years, Members have undertaken several scrutinies relating to the future commissioning of domiciliary care in Cardiff, including scrutiny of the Social Care Task Force proposals, the Expert Group report and proposals developed thereafter. In July 2014, Members carried out pre-decision scrutiny of a report to Cabinet which detailed the proposed new model for commissioning domiciliary care services, transition arrangements and consultation arrangements. The proposals covered all categories of service user groups in Cardiff, and therefore so did the scrutiny. Members recommended that the

Cabinet report be amended to include more details on the proposed timeline, cost envelope, cost of technology required, how outcomes would be evaluated and the interface between the proposed model and Direct Payments. These recommendations were accepted and additional information was provided. Members also requested further scrutiny focusing on the quality aspects of the proposed model and contract monitoring.

In September 2014, Members received a progress report on implementation of the new model and further details on the proposed Provider Quality Score, contract monitoring and financial risk monitoring, as requested. Following discussion at the meeting, Members remained concerned that the proposals did not provide sufficient controls for finance or quality. Members were also disappointed that their recommendation to amend the evaluation process was rejected and that the process remained as firstly 50% Provider Quality Score / 50% costs and secondly an analysis of a company's ability to help a service user to gain the outcomes required.

In January 2015, Members received an update report on progress in retendering the Direct Payment Support Provider service. One of the targets in the Corporate Plan 2014-17 was to increase the number of social care service users using Direct Payments. A critical aspect in achieving this target is the availability of appropriate support to service users to facilitate their uptake of Direct Payments. Members were aware that the existing contract for this service provision was to expire 31st March 2015 and had been requesting an update report on work to address this matter for some time.

In January 2015, Members heard that the Council was considering its options in order to implement appropriate support services by 1st April 2015, taking account of the principles of best value and service user choice and ensuring a wider mix and match of Direct Payment support services. Members expressed their disquiet and concern about the delay in retendering for support provision for Direct Payments, leading to a short window of time to put in place appropriate mechanisms for 1st April 2015 onwards. Members asked to be updated on progress as soon as progress is made. The Director of Health and Social Care responded in writing that the Council would be negotiating with the provider to directly award a contract until April 2017, with an amended service specification and negotiated savings forming part of the new contract. The Council would then move towards a formal tender for the provision of the service based on a new model.

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Adult Carers of Adults

In November 2014 Members received the Cabinet Response to the Committee's earlier Inquiry into the Provision of Services to Adult Carers of Adults in Cardiff. Members were pleased that both the Cabinet Member and Director of Health & Social Care acknowledged that the Cabinet Response had slipped for various reasons, not least that neither of them were in post at the time the Inquiry Report was submitted to Cabinet. Members thanked the Director of Health & Social Care for her statement that she welcomed the leadership demonstrated by scrutiny in providing challenge on these issues and the consequent need for leadership from the Cabinet to shape their response.

As part of quarterly performance monitoring scrutiny, Members were aware of continuing performance issues in relation to the number of offers made for a Carer's Assessment, to Adult Carers of Adults. Members questioned whether the steps being taken were sufficient to improve performance significantly and decided to undertake more in-depth scrutiny on these issues. In April 2015, Members explored issues with regard to this performance and received a report detailing progress in implementing Inquiry recommendations that were accepted by Cabinet. Members also received details on the current and planned approach to respite care re service users with Learning Disabilities. Members had asked for an update regarding the progress with developing the service specification for a new Carers Service but heard that this work had slipped due to other work pressures but is due to be completed in Quarter One 2015-16.

Members were pleased with the progress made to date in many of the areas covered by the Inquiry recommendations, noted that the performance indicators still showed poor delivery in this area and noted that work was due to be completed soon to improve the Care First database, which is intended to lead to more accurate performance information. In order to assist with improving the take-up of offers for a carer's assessment, Members recommended that the reasons for declining an offer be recorded and analysed, in order to see if there are areas of concern that could be addressed, thus boosting performance.

Members were concerned to hear that there was an apparent lack of hospital discharge planning in some cases and that this had an impact on Adult Carers of Adults. Members sought clarification on discharge planning processes and on work planned or underway to address this. Members were pleased that the Corporate Plan 2015-17 contained a commitment to support carers by ensuring that all carers are offered a Carer Assessment and by increasing the number of carer assessments undertaken by 2016. Members highlighted that they would be looking for evidence of improved performance in future reports and would like to receive details on the Carers Service specification.

Services for Adults with Learning Disabilities

Members have committed a significant portion of time to undertaking scrutinies of changes to services for adults with learning disabilities, including Supported Living Services, Day Opportunities and Respite Services.

With regard to Supported Living Services, Members built on previous years' scrutinies and undertook policy development and pre-decision scrutiny over three separate committee meetings. Members invited a range of external stakeholders to contribute to these scrutinies, including service user, provider and parent representatives to hear their views on the proposed model, consultation and engagement processes.

In June 2014, Members received a report detailing progress made by the in-house project group in developing a proposed model for supported living services. Members had previously highlighted the need for a further report to Cabinet and for pre-decision scrutiny of this, which were agreed by the Cabinet Member. The pre-decision scrutiny took place in October 2014, following which Members made a series of recommendations aimed at enhancing the Cabinet Report as follows: include additional evidence on the pilot project, consultation events and supplier briefings, which had provided support for the rationale for the proposed changes to the model; state that the tender specification will detail the role of lead providers and their responsibilities with regard to ensuring the quality of sub-contractor organisations; clearly state the importance that the Council will place on effective and robust contract monitoring; state that the evaluation criteria is on a 50/50 split between cost/ quality; detail the criteria that will be used to determine quality; and explicitly state when the communications plan will be updated and implemented. Members also stated that they would wish to undertake pre-decision scrutiny of the final report to Cabinet to award the contracts.

The Cabinet Members responded stating that, whilst it was too late to change the Cabinet Report, the Committee's letter and her response (which contained the additional evidence requested) would be placed before Cabinet at the time of their deliberation. The Cabinet Member also stated that she would work with officers to review the tender specification so that it explicitly reflected the points raised by Committee with regard to the lead provider.

In March 2015, Members carried out pre-decision scrutiny of the Cabinet report on the award of contract to successful providers. Members commended the officers involved for delivering such a complex project on time and thanked them for their dedication and hard work. Members highlighted that effective contract monitoring will be essential to ensure that the commissioned service is being delivered. Members asked to receive information on the proposed contract monitoring arrangements for the contract; these were supplied in the Cabinet Member's response to the Chair's letter.

In December 2014, Members carried out pre-decision scrutiny of the report to Cabinet on the draft Adult Learning Disability Day Opportunity Strategy 2014-2017. Following the scrutiny, the Chair wrote to the Director of Health & Social Care stating that, whilst Members support the direction of travel outlined in the draft Strategy, in terms of increasing choice and control and promoting Direct Payments, the support was tempered by various concerns, as follows: what the role will be for independent organisations and advocates in the assessment and planning process for existing and new service users; how the range of day opportunities will be increased in the short term; where the savings of £550,000 in this area will come from without a diminution in the scale of day opportunities available; whether Direct Payments will fully meet the costs of assessed needs; the impact of proposed changes on existing friendship groups; and how the transition from the existing service to the new service will be managed, particularly for those existing service users and/or their families and/or carers who may find the move challenging. The Director of Health & Social Care responded stating that the report to Cabinet had been updated to include the Committee's feedback as well as a copy of the Chair's letter. The Director's letter responded to each of the points detailed above and provided the additional information requested with regards to Direct Payments.

The scrutiny of respite services was included in a wider item on Carers, heard at Committee in April 2015 and detailed in the section above on Adult Carers of Adults.

Homelessness Services

Members carried out policy development and review scrutiny of homelessness services in October 2014, followed by pre-decision scrutiny in April 2015 of proposed changes to homelessness provision required as part of the implementation of the Housing (Wales) Act 2014. Members put on record their sincere gratitude to all those who work with homeless citizens in Cardiff, for their hard work, commitment, care and compassion.

During scrutiny in October 2014, Members examined the proposed changes in homelessness duties contained in the Housing (Wales) Act 2014 and recommended that officers seek to work more closely with the Prison Service regarding homelessness and rehousing duties. The Cabinet Member responded to confirm that this would be taken forward. Members also raised concerns that, as has happened in England, there may not be as much private rented sector accommodation made available to homeless people as hoped for, despite officers' proactive work. Members also raised concerns about the length of tenure and stability of rent levels that may pertain and requested that these areas come back to Committee for scrutiny, along with the outcomes of the on-going review of the Bond Scheme. The Cabinet Member stated that she shared these concerns and would be happy to report back to a future committee about both the operational and policy issues related to these changes.

In April 2015, Members carried out pre-decision scrutiny of a report to Cabinet detailing proposals on how the Council will use the private rented sector in meeting homelessness duties and how it will apply the intentionality test during homelessness investigations. Members noted the proposals and were pleased to hear about the on-going work to build on positive relationships already in place with the Cardiff Landlords Forum. Members were pleased to hear that the Welsh Government funding of £520,714 is being used to find ways of sustainably implementing the legislative changes and asked to be kept informed of the implementation of the homelessness aspects of the Housing Wales Act 2014 and of any impacts arising from this.

Amendments to Housing Allocations Policy

Members built on previous scrutiny by undertaking pre-decision scrutiny of proposed amendments to the way in which council housing is allocated in Cardiff. In 2013-14, this

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Committee had recommended that effective indicators be put in place to monitor the impact of the new Housing Allocations Policy, in case there were unintended consequences. This recommendation was accepted, with the Cabinet Member stating that robust monitoring would take place. This had happened and had highlighted that further amendments to the Housing Allocations Policy were required, resulting in the creation of three sub-lists. The amended Policy was also being signed up to by other social housing landlords in Cardiff to enable a single approach to social housing allocations across Cardiff.

Members noted that key performance indicators will be put in place to enable data modelling of trends before targets are set for each of the three sub-lists. Members also note that further amendments may be required with regard to the use of the Private Rented Sector, following implementation of the Housing Act (Wales) 2014 and stated that they would wish to scrutinise these via pre-decision scrutiny at an appropriate time. The Cabinet Member confirmed that any further amendments relating to the Private Rented Sector and the Housing Act (Wales) 2014 will be presented to this Committee at the relevant time.

Housing Subsidy Finance Reform

In July 2014, Members carried out pre-decision scrutiny of a report to Cabinet detailing the proposed response from the Council to the Welsh Government consultation on changes to the Housing Subsidy Finance system. The Cabinet Member stated that the scrutiny was crucial in ensuring a timely response to Welsh Government.

The Welsh Government had negotiated with the UK Treasury to agree proposals to enable the 11 Welsh local authorities that have retained their housing stock to 'buy-out' from the Housing Revenue Account Subsidy system. Having reached an agreement, the Welsh Government asked local authorities for their responses to the proposals, which included local authorities taking on additional borrowing from the Public Works Loan Board and put forward three options for the distribution of these borrowing amounts.

Having considered the evidence provided with regards to the various options and their implications, Members were content with the proposed consultation response and supported its submission to the Welsh Government. Members asked for clarification on

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whether new-build council housing will be within the Housing Revenue Account ring-fence or not. The Cabinet Member responded stating that the introduction of self financing from April 2015 would give Councils the opportunity to provide high quality, well managed council homes, where the Council will be able to retain all income from any new properties.

Members also noted the consequent requirement to recast the Housing Revenue Account Business Plan 2015-16 to take into account the proposed changes, including the additional borrowing of £31 million. Members considered the draft Business Plan in December 2014 and noted that the repayment timeline for the borrowing required for the buy-out from the Housing Revenue Account Subsidy system is yet to be determined and will depend on negotiations with HM Treasury.

Supporting People Local Commissioning Plan

In January 2015, Members carried out pre-decision scrutiny of the Supporting People Local Commissioning Plan, which outlined the approach for commissioning £16.3 million accommodation and housing-related support services and the proposals for managing a £1.8 million reduction in Supporting People Programme Grant funding for 2015/16. In order to inform the scrutiny, Members invited support provider and landlord representatives from the Supporting People Regional Collaborative Committee.

Members noted the difficulties facing the Council, other social landlords and providers in dealing with the reduction in available funding and noted that they have real concerns about this reduction. Members asked for information about the transitional funding the Council was proposing to use to assist affected providers whilst they adjust to the reduced funding, which the Cabinet Member agreed to provide once details were confirmed.

Members agreed with the proposal to hold a strategic review early in 2015/16 to inform the future direction of Supporting People in Cardiff and were pleased to hear that this review will actively involve service users. Members highlighted the need to avoid competitive tendering leading to a 'race to the bottom', by ensuring specifications are correct and avoid unintended consequences; the Cabinet Member agreed to this.

Members sought assurance that work was underway to address consequential risks that flowed from the Plan. The Cabinet Member responded stating that work was underway

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with providers, Children's Services and other statutory partners to identify which aspects of services are essential to safe and appropriate service provision, with transitional funding being specifically targeted to mitigate risk.

Members requested timely pre-decision scrutiny by this Committee of the proposals flowing from the strategic review, which the Cabinet Member stated she would support by ensuring that time is built into the programme to allow for this.

Single Licensing Authority - Private Rented Housing

In March 2015, Members carried out pre-decision scrutiny on a Cabinet Report that contained recommendations for Cardiff Council to become the single licensing authority for the whole of Wales, in terms of licensing landlords and agents operating in the private rented housing market in Wales. These proposals flowed from powers contained in the Housing (Wales) Act 2014 and were the culmination of working between Welsh Government and across all Welsh local authorities.

Members were supportive of the proposal as set out in the Cabinet Report, believing these would lead to an improved private rented sector from both a landlord and tenant perspective and that this would lead to benefits for Cardiff as a whole. During the meeting, Members explored the potential risks to Cardiff Council of becoming the single licensing authority. Members recommended that, to avoid financial risk to the Council, the Cabinet not make a decision on the matter before written confirmation had been received from the Welsh Government confirming their funding of costs that legally cannot be recouped via licensing.

The Cabinet Member responded stating that he agreed it was important to avoid risks and that he was pleased to be able to advise Committee that written confirmation had been received from the Welsh Government outlining its commitment to the project and the financial support available for 2015/16.

Regulatory Services Collaboration

At their meeting on 29th July 2014 Members of the Community and Adult Services Scrutiny Committee and the Environmental Scrutiny Committee met jointly to carry out pre-decision scrutiny of proposals to create a shared regulatory service between Bridgend, Cardiff and The Vale of Glamorgan Councils.

The proposals centred on establishing a single shared service across the three Councils for the Environmental Health, Trading Standards and Licensing functions, under a single management structure. The project was identified as an opportunity for the Councils to create a new and innovative service on a regional basis that could deal with changing customer demands at a time of reduced levels of funding. Funding had been secured from the Welsh Government's Regional Collaboration Fund (RCF) to develop proposals for the project.

The Community and Adult Services Scrutiny Committee and Environmental Scrutiny Committee of City of Cardiff Council wrote to the Leader of the Council to make several comments and observations aimed at enhancing the proposals. These included: acceptance that the best approach is to collaborate with neighbouring local authorities; stating that the Cabinet should receive a more informative and robust case regarding which local authority should act as the host authority; that Members do not wish for scrutiny to be carried out by existing separate Scrutiny Committees as they feel that the appropriate scrutiny mechanism is the establishment of a Joint Scrutiny Committee, which mirrors the proposed Joint Committee and has equal representation from each local authority.

Members also raised additional concerns regarding: terms and conditions for transferred staff; protection of existing levels of service delivery in Cardiff; proposed level of projected savings; that the level of proposed savings does not justify significant reductions in the level of regulatory services provided in Cardiff; the need to re-quantify the figures for Houses in Multiple Occupation in Cardiff; concerns about the harmonisation of the different ICT systems used by each Council and the subsequent systems in place to control the home-based working arrangements proposed for the shared services.

The Leader responded stating that he was extremely grateful for the Committee's general support for the proposals and their comments, which were considered prior to a decision being made. The response stated that: the report to Cabinet would be amended to provide additional information regarding case regarding which authority should act as the host authority; the Leader noted the points made about scrutiny of the new arrangements and that he would ask officers to arrange meetings with relevant scrutiny chairs to consider establishing a joint scrutiny panel; that significant work would be undertaken regarding

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terms and conditions of transferring staff, which would be subject to consultation with staff and trades unions; that all three Councils have to make savings and therefore even if the collaborative proposal is not accepted, there is no guarantee about future service delivery but that the collaborative model proposed aims to provide as comprehensive a service as possible within the resource available to the Council; that the three year Business Plan for the new service will identify further savings for the short and medium term; that HMO figures would be revisited; that officers are learning from other collaborative approaches to avoid repeating mistakes with regard to ICT.

COMMUNITY SAFETY AND CRIME & DISORDER SCRUTINY

During 2014-15, Members have undertaken the following scrutinies as part of their responsibilities for scrutinising the work of the crime and disorder partnership and community safety in Cardiff: implementation of reshaped out of hours noise nuisance service; changes to city centre management services; report on the progress made in implementing agreed changes to the Anti Social Behaviour service, following a detailed Inquiry last year; conclusion of in-depth Inquiry into Tackling Human Trafficking in Cardiff; and regular performance reports covering the work undertaken by crime and disorder partners, including via Neighbourhood Partnership, to tackle community safety issues. Members have requested amendments to the performance reports to include commentary to explain the impact of partnership activity on trends and a summary of the key issues facing Cardiff.

Members were also scheduled to undertake scrutiny of the proposed re-commissioning of Domestic Violence services; the timing for the re-commissioning has slipped and Members are recommending that a future Committee include scrutiny of this item in their work programme.

CORPORATE PLAN & BUDGET

At its February 2015 meeting the Committee considered the Council's draft Corporate Plan and draft budgetary proposals for 2015 – 16. Members noted with concern the scale of

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proposed savings for Health and Social Care, both in terms of the impact these could have and in terms of their achievability. Members raised particular concerns with regard to proposed savings from closing day centres for older people, reorganising meals on wheels and ceasing counselling services run by the Drug and Alcohol team. When the final budget was agreed at Full Council, changes were made to the day centres and counselling services proposals to ensure existing services would be funded until alternative arrangements were put in place.

Members stated their intention to recommend to a future Committee that it monitor the delivery of proposed Health and Social Care savings and requested a meeting with Cabinet Members and officers to discuss how best to approach this, which the Cabinet Member agreed to. Members also asked that mechanisms be put in place to capture the consequential impact of these savings, which was agreed to by the Cabinet Member.

Members also stated their concerns about the cumulative impact of proposed savings relating to corporate partnership working and neighbourhood partnership working. When the final budget was agreed at Full Council, changes were made to provide £10,000 to each of the six Neighbourhood Partnership areas in order to assist groups that are in the process of taking on services to support health and well being in these areas.

Members also requested briefings be arranged on the implementation of Universal Credit and preparations being made to manage this; the Cabinet Member agreed to this and has tasked officers to arrange.

MONITORING PROGRESS

Members received progress reports on the implementation of agreed recommendations for three previous Inquiries: 'The Structure and Approach of Cardiff Council in Tackling Anti-Social Behaviour'; 'The Provision of Services to Adult Carers of Adults in Cardiff'; and 'The Provision of Accommodation for Gypsy and Traveller Households in Cardiff.

Members also received Cabinet Responses to the following previous Inquiries:

• 'The Impact of Under Occupation of Social Housing (Bedroom Tax) Welfare Reform changes in Cardiff'; 8 out of 10 recommendations were fully accepted, with the

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other 2 partially accepted and the response detailed the actions taken to date and planned.

- 'The Provision of Services to Adult Carers of Adults in Cardiff'; 9 recommendations were fully accepted and 6 were partially accepted out of 18 recommendations and the response detailed the actions taken to date and planned.
- 'The Provision of Adult Social Care Services to Minority Communities in Cardiff';
 7 recommendations were fully accepted and 6 were partially accepted out of 15 recommendations and the response detailed the actions taken to date and planned.
- 'Tackling Human Trafficking in Cardiff'; 12 recommendations were fully accepted and 1 was partially accepted out of 16 recommendations and the response detailed the actions taken to date and planned.

MONITORING PERFORMANCE

Members have received a range of reports to facilitate monitoring of service delivery and customer satisfaction. These have included: regular performance reports for adult social care, community safety and housing services; quarterly progress reports with regard to health and social care projects funded by Welsh Government Regional Collaboration Funding; quarterly progress reports with regard to projects funded by Welsh Government Intermediate Care Funding; progress reports on the delivery of accepted savings; scrutiny of the Directorate Delivery Plans; annual customer satisfaction survey reports; and the Area Adult Protection Committee Annual Report 2013-14.

Members have particularly focused on challenging target setting, partnership working to deliver improved services, exploring concerns with regard to performance in Health and Social Care, notably regarding the level of Carer's Assessments, Direct Payments, review of care plans and sickness absence level, and monitoring both the delivery of savings and the impact of this.

Following scrutiny, Members have made a number of recommendations aimed at improving performance monitoring, management and service delivery. Those which have been accepted include: recommending that the reasons why carers refuse an offer of a carer's assessment be recorded and analysed so that the reasons can be used to assist in

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the formation of appropriate strategies to address concerns and increase the number of carer's assessments undertaken; recommending improvements to the Community Safety performance reports to include commentary to explain the impact of partnership activity on trends and a summary of the key issues facing Cardiff; and that officers work with the Prison Service to quantify and mitigate the impact of the changes flowing from the Housing (Wales) Act 2014.

Members also received reports from relevant Inspectors, including the Care and Social Services Inspectorate for Wales. This Committee held joint meetings with the Children and Young People Scrutiny Committee to scrutinise the Director of Social Services Annual Report and to receive the CSSIW Evaluation of Social Services in Cardiff 2013-14 report.

Finally, Members received the draft Area Adult Protection Committee Annual Report 2013-14, which details work by the Council and Health Board in respect of the Protection of Vulnerable Adults.

WORK PROGRAMME FOR 2015 - 16

Members of the Committee will soon be invited to consider items for possible inclusion in the Committee's work programme during 2015-16. Work is currently in progress to draw together issues for the new Committee to consider. A draft work programme will then be developed and brought to Committee for approval and implementation. The Committee would welcome suggestions for scrutiny items from other Members.

FUTURE SCRUTINY WORK

Over the course of its deliberations this year, the Committee has recommended that the following items be considered for inclusion in the Committee's 2015-16 work programme:

- Regional Collaboration Regulatory and Health & Social Care – Year 3.
- Intermediate Care Fund Year 2.
- Social Services & Well Being (Wales)
 Act 2014 implementation.
- Carers service specification and performance.
- Impact of review of Assessment and Care Management.

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- Domiciliary Care quality and impact re new commissioning process.
- Integrating Health and Social Care.
- Health & Social Care Older People Services Commissioning Strategy.
- Housing (Wales) Act 2014 implementation.
- Supporting People Strategic Review and Local Commissioning Plan 2016-17.
- Housing Allocations.
- Universal Credit implementation.
- Anti Social Behaviour.
- Prostitution/ Sex Work.

- ✤ Noise Nuisance.
- Domestic Violence recommissioning.
- Taxi Marshalls.
- Mobility buggies.
- Performance Reports.
- Savings Reports.
- Relevant Audit, Inspection and Regulatory Reports.
- Cabinet Responses to previous Inquiries.
- Implementation of agreed recommendations from previous Inquiries.

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A Report of the Economy & Culture Scrutiny Committee

Annual Report 2014 - 15

June 2015



The City and County of Cardiff Council

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COMMITTEE MEMBERSHIP



Councillor Craig Williams (Chairperson)



Councillor Dilwar Ali



Councillor Ralph Cook



Councillor Ed Stubbs

Former Committee Member

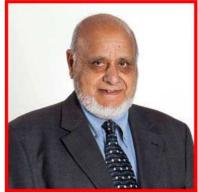


Councillor Nigel Howells



Councillor Christopher Weaver Coun Siobhan Corria (until Aug 2014)

Councillor Gareth Aubrey



Councillor Mohammad Javed



Councillor Darren Williams

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COMMITTEE TERMS OF REFERENCE

To scrutinise, measure and actively promote improvement in the Council's performance in the provision of services and compliance with Council policies, aims and objectives in the area of economic regeneration

The Committee is responsible for looking at the following areas:

- Cardiff Business Council
- Inward Investment and the marketing of Cardiff
- South East Wales Economic Forum
- Economic Strategy & Employment
- European Funding & Investment
- Small to Medium Enterprise Support
- Cardiff Harbour Authority
- Lifelong Learning
- Leisure Centres
- Sports Development
- Parks & Green Spaces
- Libraries, Arts & Culture
- Civic Buildings
- Events & Tourism
- Strategic Projects
- Innovation & Technology Centres
- Local Training & Enterprise

To assess the impact of partnerships with and resources and services provided by external organisations including the Welsh Government, joint local government services, Welsh Government Sponsored Public Bodies and quasi-departmental non governmental bodies on the effectiveness of Council service delivery.

To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures, which may enhance Council performance or service delivery in this area.

CHAIR'S FOREWORD

I am pleased to present the Committee's Annual Report for 2014 – 15, which outlines the work of the Economy and Culture Scrutiny Committee this year. As ever, in the spirit of good scrutiny, Members have worked across political boundaries to consider a variety of important issues. I wish to thank all the Members who have served on the Committee this year, namely ClIrs Aubrey, Ali, Ralph Cook, Howells, Javed, Stubbs, Weaver and Darren Williams, and Siobhan Corria (who resigned as an Elected Member in August 2014).

The Committee has considered a broad range of issues throughout the year, spanning across much of our Terms of Reference, for example, Alternative Delivery Models for Leisure Centres and Arts venues; Cardiff's Central Transport Interchange; Cardiff Historic Arcades and Central Market; Asset transfers for Chapter Art Centre and Cardiff International Sport Centre; Adult Community Learning; Cardiff Tourism Strategy; and the Future of Libraries in Cardiff.

A key area of consideration for the Economy and Culture Scrutiny Committee this year was the provision of Library Services in Cardiff, with this area of the Council's work being considered at the December, January, February and May meetings. It was well publicised that that the Council was reviewing Library provision across the city and released an options paper- ' Future Provision of Library Services in Cardiff' as part of the 2015/16 Budget Proposals for Consultation. The Committee considers the services provided by Libraries as invaluable and raised a number of concerns with the proposals, including the loss of important community 'hubs'; a fear that the northern half of the city could be left with limited access to Library services; the fact that a number of the libraries in Cardiff; and the unrealistic expectation for community or friends groups to come forward with proposals in the short timescale provided.

The Committee also served as the means for resident and Friends groups to voice their concerns on the proposals, receiving petitions for the future of Rumney and Radyr Library, and hearing evidence to support the future of Rhiwbina and Whitchurch Libraries respectively. As a Committee we were pleased to be informed that our comments, along with the public response to the budget consultation resulted in an amended Library Strategy and the removal of the savings proposals for 2015/16. At out May meeting the Committee heard about the fantastic work and results this Council is doing through the Summer Reading Challenge, and this further underlined to us the importance of these facilities across the city.

The Committee is mindful of the huge financial challenges facing this Council for years to come, but is pleased to have played a part in protecting what we consider integral services and facilities from budget cuts. Looking ahead, I am sure this Committee will continue to offer suggestions for reduced expenditure and savings, and test the merits of the proposals and projects coming forward, which I anticipate being a pivotal role for non-executive Members for years to come.

As you will be aware, I will be standing down as Chair of this Committee, and indeed as an elected Councillor following my election as Member of Parliament for Cardiff North. I have thoroughly enjoyed my time as Chair and take with me lessons learned over the past three years. I trust that the great work of this Committee will continue into the next municipal year.

In closing, I would like to thank the officers in Scrutiny and Member Services who have helped organise the meetings; without this support none of the work would be possible.



Councillor Craig Williams Chairperson, Economy & Culture Scrutiny Committee (May 2013 – May 2015)

2014-15 INTRODUCTION & OVERVIEW

The Economy and Culture Scrutiny Committee plays an important role in assessing service performance and informing policy development across a range of Council services. The Directorates predominantly covered by its terms of reference are Economic Development; Sport, Leisure & Culture; and Communities, Housing and Customer Services.

The 2014 – 15 work programme (found at **Appendix 1**) included items across several Cabinet Portfolio areas, notably those of Economic Development & Partnerships; Community, Development. Co-operatives & Social Enterprise: Environment; and Education & Skills.

This report presents the Committee's primary activities during 2014 -15 and, wherever possible, identifies the impact of the Committee's work upon the areas within its remit.

Between May 2014 and May 2015 the Committee has scrutinised a wide range of topics, which are listed below under a number of headings:

Inquiries – Where the Committee has undertaken an examination of a topic over a period of time, resulting in a formal report or letter to the Cabinet.

- 'Cardiff Central Market and Historic Arcades'
- 'Alternative Delivery Models in Leisure and Culture'
- 'Cardiff Central Transport Hub'
- 'Cardiff's Maritime Heritage the Economic Potential'
- Cabinet Response 'Small Business'
- Cabinet Response 'Higher Education Innovation in Cardiff'.

Policy Development and/or Review - Where the Committee has contributed to the Council's policy development processes, for example by considering draft policy

documents, and/or where the Committee has considered the implementation of policies, looking at whether this has happened in a timely manner and the impact of the policy, giving the Cabinet the opportunity to know Scrutiny Members' views about whether any changes are required.

- Directorate Delivery Plans
- Parks and Green Spaces Strategic Framework
- Future Provision of Library Services in Cardiff
- Cardiff Tourism Strategy
- Cardiff Contemporary Festival
- Cardiff International Sports Stadium
- Sports Development Joint Venture Cardiff Metropolitan University
- Allotment Strategy
- Great Western Cities.

Pre-decision - Where the Committee has evaluated and commented on policy proposals before they go to the Cabinet, giving the Cabinet the opportunity to know Scrutiny Members' views prior to making their decision.

- Central Square Regeneration Scheme
- Cardiff Film Unit
- Chapter Arts Centre Asset Transfer
- Roath Library.

Monitoring - Where the Committee has undertaken monitoring of the Council's performance and progress in implementing actions previously agreed.

- Corporate Plan and Budget 2015/16
- Quarterly Performance Reports Economic Development; Sport, Leisure & Culture; Community, Housing and Customer Services (Libraries and Adult Community Learning)
- Cardiff Business Council
- Welsh Public Library Standards
- Summer Reading Challenge

- Cardiff and Vale ACL Partnership Estyn Monitoring Report
- Adult Community Learning Cost Recovery Model
- European Capital of Sport 2014.

Briefing Papers

- Cardiff Economy and Labour Market
- Economic Development Team Activities.

Over the year the Scrutiny Committee held 11 committee meetings and wrote 36 letters to the Cabinet, officers and external partners, sharing their comments/ recommendations and concerns following the scrutiny of items at committee meetings. The Committee also produced an in-depth task and finish report and wrote three letters to Cabinet Members as part of their inquiry work.

Members from this Committee also formed a sub-committee which, along with subcommittees from the Community and Adult Services and Policy Review and Performance Scrutiny Committees. This met in September 2014 to scrutinise community provision in Cardiff East, community hub proposals for the STAR area and the strategy for the future provision of community hubs.

The following pages highlight the Committee's activities during 2014 - 15 and identify the comments and recommendations made.

IN-DEPTH INQUIRIES

Where the Committee has undertaken an examination of a topic over a period of time, resulting in a formal report or letter to the Cabinet.

Cardiff Central Market and Historic Arcades

In recognition of the importance the Economy and Culture Scrutiny Committee places on small businesses in Cardiff, the Committee has in recent years undertaken three in depth pieces of work focused on this area of the economy. Commencing as part of the Economy & Culture 2013-14 work programme, and being completed as part of the 2014-15 work programme, this Inquiry gave attention specifically to Cardiff Central Market and the historic arcades in the city centre. It built upon the findings of the 'Small Business' Inquiry published in January 2014 and the 'Higher Education Innovation in Cardiff' short scrutiny published in November 2013.

The Members volunteering to take part in this Inquiry were Councillors Craig Williams (Chair), Weaver, Phillips, Holden and Darren Williams. Subsequent to the Inquiry being initiated, Councillors Holden and Phillips resigned from Committee membership.

The terms of reference of the Inquiry were to:

- Understand the Council's role in running and supporting Central Market and the Arcades
- Understand the importance of Cardiff Central Market and the Arcades to the local economy
- Explore options for the future of Cardiff Central Market and the Arcades
- Review good practice from other Local Authorities in their support and promotion of Markets and Arcades
- Review public opinion and awareness of Cardiff Central Market and Arcades
- Understand the views of market stall owners and arcade store owners

 Understand the implications of a potential Business Improvement District proposed for Cardiff and the impact this will have for Central Market and the Arcades.



Cllr Williams meets Arcade and Market traders to capture views and opinions during the Inquiry

The Inquiry received evidence from a range of sources, including representatives of Cardiff Metropolitan University, Cardiff Central Market Traders Association, Ashdown Phillips, Curzon Real Estate, Cardiff Council, Rules of Play, the National Association of British Market Authorities and Wrexham Council.

A public perception survey was also undertaken by the Scrutiny Research Team, with almost 2,000 members of the public providing their views, and each market stall holder and arcade shop owner given the opportunity to give their opinions.

The report for this Inquiry was received at the December 2014 Cabinet meeting and made 17 recommendations. These recommendations focussed on the Council developing a vision, business plan and performance framework for Cardiff Central Market, aimed at resolving ongoing disputes, increasing dialogue with traders, addressing maintenance issues and working practices within the market. The Inquiry recommendations also looked to resolve perceived footfall issues near the castle, review information on way finders and explore the potential to support a local currency.

A Cabinet response to this Inquiry report was published in April 2015, and is due to be presented to Committee at its June 2015 meeting). All but one of the recommendations made to Cabinet were accepted or partially accepted, and progress has been made addressing a number of the issues raised.

Alternative Delivery Models in Leisure and Culture

Last year, as part of the 2013-14 Work Programme the Committee undertook an indepth piece of work reviewing the approach of the Council in exploring future management options for the Council's leisure centres, the New Theatre and St David's Hall. The Committee supported the decision to commence the procurement process of one or more management partner organisations.

In November 2014 Members again considered this procurement exercise in a Task & Finish inquiry meeting. Members' views were sought by the Director – Sport, Leisure and Culture on the evaluation principles that were being written into the specifications of any contract award. Members were also to be updated on the reasoning behind the decision to push ahead with the sporting venues procurement and delay the procurement for arts venues.

Following this meeting, Members wrote to the Cabinet Member – Community Development, Co-operatives & Social Enterprise, to raise the following points:

- Members welcome the aspiration to achieve a net zero subsidy, but would not insist that this result is achieved if suitably attractive bids are received that do not provide a net zero subsidy position for the Council.
- Members welcomed the focus being placed on the achievement of desired outcomes when evaluating the bids received, rather than the Council being overly prescriptive with the specifications that bidders must satisfy. Members felt this approach will enable innovation from the market and allow bidders to outline new opportunities and options for service delivery.
- Members welcome the Lot allocation, with three single facility Lots providing the opportunity for smaller operators/organisations to participate in the procurement, which would not been possible had the Council gone with fewer, larger Lots, while at the same time retaining a more substantial Lot that will be attractive to larger organisations.
- Members are pleased in-house service provision is being used as a benchmark throughout the process, and welcome the fact that the Council's provision of services is still being driven to reduce costs and improve quality of

service. Members were keen to stress that they would welcome the retention of the service if the Council's service provision is found to compete with the options provided by the wider market.

- Members expect social objectives, such as such as the payment of the living wage to staff, reduced charges for Children who are Looked After and increased access for disadvantaged customers, to be considered and explored with bidders as the procurement process progresses.
- Members reiterated a point made in May 2014 that working with a partner organisation driven by social goals (such as a trust, charity or social enterprise) would be the Committee's preferred option. They felt that this approach would provide a natural role for Elected Members and the Local Authority to contribute to the running of facilities, and feel these organisations would better address the social elements of the services provided in Leisure and Cultural facilities

At the May 2015 Committee Meeting, Members were informed by the Director for Sport, Leisure and Culture that the competitive dialogue process for the Leisure facilities procurement was progressing well. As agreed by the Chair of the Inquiry, Members will be sent the leisure centre management specifications for their input, prior to them being implemented within the procurement process.

Cardiff Central Transport Hub

At the Committee's 2014-15 work programming forum meeting, the Leader updated Members on next steps for the regeneration of Central Square, including arrangements for taking forward the City's Transportation Hub. He requested the assistance of the Committee (possibly in partnership with Environmental Scrutiny Committee) in helping assess options for the location of the bus interchange, and in managing related issues including the short term disruption likely to ensue during the demolition and re-build period. The Chair of the Environmental Scrutiny Committee affirmed his Committee's interest in the piece of work, and due to his Committee's other commitments proposed the Economy and Culture Scrutiny Committee would take the lead organising role.

Given the tight timescales prior to a Cabinet decision it was deemed unlikely that Scrutiny could provide the full rigour of a task and finish Inquiry within the time available. As such, it was agreed that a series of individual meetings would be arranged, with letters and recommendations submitted following each meeting.

The first meeting considered the public consultation that had been carried out with regard to the location and facilities within the new bus station. The Chair subsequently wrote to the Cabinet Member - Transport, Planning & Sustainability to:

- Note concerns in relation to the range of stakeholders involved in informing the Cabinet decision, the viability of both proposed locations for the new bus station, and the impact the changes will have on journey times in the city.
- Query the number of people living outside of Cardiff who have completed the consultation. It was felt their point of view would be lost or overwhelmed by the responses from those who live within the city, and that they may have different priorities from residents. Members requested that further analysis was undertaken, extracting and analysing responses solely from individuals who do not live in the city.

The response received from the Cabinet Member assured Committee that the survey was targeted to people outside Cardiff. Anyone with access to the internet worldwide could access and fill in the survey and the media coverage publicised this. A cross sample comparing responses from Cardiff residents and respondents from outside Cardiff was carried out and did not provide evidence of any significant difference of opinion amongst residents and non-residents, and that the results previously reported hold true.

Based on the additional information the Cabinet Member provided, Members of the Inquiry accepted the position given in the letter.

The second meeting of the Inquiry was undertaken to test the merits of the December Cabinet report which outlined the closure of the current bus station and proposed the location and footprint of the new facility. Following the meeting Members wrote to the Cabinet Member to state:

- They could not escape the feeling that the plans for a new bus station had been development-led rather than led by transport priorities. Rather than designing the new facilities around the priorities for the transport network in the city, it appears the Council has prioritised the development of Central Square and the new bus station has been left to fit around the remaining space. The fact that Cardiff will be without a central bus facility for approximately two and a half years was indicative that this solution has not been driven by transport priorities.
- Concerns with regard to the footprint allocated to the new bus interchange, and the capacity this leaves for adequate numbers of bus stands. Members were disappointed that the Council is making do with an area of land and exploring how best to fit a bus station into it, rather than dictating the land requirements for a world-class bus interchange.
- Members felt that plans had not been future proofed, and were concerned that this facility will not be able to meet increased demand, particularly in light of population growth estimates for the city and the emphasis the Council places on encouraging the public to use public transport rather than private cars

The response received from the Cabinet Member stated that:

• The Council is committed to providing a new modern bus interchange that improves the experience for bus users and bus operators. The Council wants

to put in place a facility that significantly improves operator efficiency, passenger safety and passenger security.

- The Master Plan for the much needed regeneration of Central Square has been designed around the potential to deliver a bus interchange solution on the NCP Car Park / Marland House site if a site north of the station was ultimately chosen as the preferred location for a new bus interchange.
- Officers can reassure Scrutiny that as the detail design of the bus station progresses, the maximum benefits for both bus operators and passengers will be paramount to the final plan. Traffic modelling for the bus station will test an increase in growth of bus usage and look to cater for the predicted increase as part of the detail design. One of the design requirements for the new facility was the ability to accommodate existing bus demand plus 15% growth in normal services.

A third meeting of this Inquiry took place in May 2015, where Members considered the design principles and brief for the bus station that has been provided to architects and scrutinised the interim arrangements that are proposed for the period while the central bus terminal is closed and how these arrangements will be communicated to bus users and the public. Following this meeting Members wrote to the Cabinet Member to raise the following points:

- Members welcome the plans in place for the interim period following the closure of Cardiff Bus Station, in particular the maps, signs and onstreet presence that will help direct the public to the correct stop. Members recommended that clear, colour coded signage is introduced and requested that the Inquiry Members get a look at any publications prior to their sign off and printing.
- Members also welcomes the specifications provided to architects included in the design competition, particularly the covered concourse, commitment to provision for bike users, covered links to the train station and the need to not compromise Metro developments. Members recommended that seating is

made an essential requirement for the concourse, separate from those provide by retail establishments.

 Members are conscious that the changes to pick up and drop off arrangements, which affect both the public and taxis, will be contentious and will need to be handled sensitively, but welcome the commitment to increase access via Saunders Road.

The Cardiff Central Transport Hub Inquiry will continue into the 2015/16 work programme as Members will scrutinise the chosen design for the Integrated Transport Hub, seek stakeholders' views on the internal priorities for the station and provide the Cabinet Member with recommended facilities and features within it.

Cardiff's Maritime Heritage – The Economic Potential

In May 2015 the Committee commenced an Inquiry looking at Cardiff's Maritime Heritage and the buildings in the Cardiff Bay area that could be utilised for Economic regeneration.

The Terms of Reference for this inquiry are:

- Gain an understanding of Cardiff's Maritime Heritage and the buildings that are important;
- Understand what the 'Cardiff Bay' area is in relation to Maritime Heritage
- Understand the role and responsibility of Cardiff Council in relation to protection and rebuilding;
- Understand Councils approach to restoring and preserving historic buildings
- Explore options for the future of Cardiff's Maritime Heritage;
- Buildings and how they can be used for economic benefit and regeneration;
- Review good practice from other Local Authorities in relation to preserving and restoring Heritage Buildings.

It is anticipated that this inquiry will be completed in September 2015, with recommendations being submitted to the Council's Cabinet following its approval.

POLICY DEVELOPMENT

Where the Committee has contributed to the Council's policy development processes, for example by considering draft policy documents, and/or where the Committee has considered the implementation of policies, looking at whether this has happened in a timely manner and the impact of the policy, giving the Cabinet the opportunity to know Scrutiny Members' views about whether any changes are required.

Committee was pleased to have been asked to provide cross party Member feedback to support areas of economic and cultural policy being developed by Cabinet Members and service directorates.

6 November 2014: Parks and Green Spaces Strategic Framework

Reviewing the Strategic Framework developed for the management and development of the parks and green spaces within Cardiff. Members were keen to recommend increased Member involvement in the 'Land Rationalisation' work stream, given its potential to be highly emotive to local residents, and questioned whether wider opportunities to work with other services, were effectively captured within each work stream.

4 December 2014 & 8 January 2015: Future Provision of Library Services in Cardiff

The 2015/16 Budget Proposals public consultation included an options paper titled 'Future Provision of Libraries Services in Cardiff' which the Committee reviewed in December. Members questioned whether the 'Stepping Up' toolkit went far enough in assisting organisations who may be interested in taking over the running of a library, and also questioned whether demand for e-books was a genuine driver for change given the tiny proportion of books loaned in this format.

Members revisited the future provision of Library Services in January, where a public consultation item allowed interested groups and stakeholders to present their views.

Members heard representations regarding Whitchurch, Rhiwbina and Radyr libraries, and the proposals more generally. The Committee wrote to the Cabinet Member to raise the following points:

- concern that these proposals could result in the loss of important community 'hubs'.
- reflection that a number of the libraries proposed for removal of Council funding are in fact some of the most well used libraries in Cardiff.
- fear that the northern half of the city could be left with limited access to Library services.
- feel that the time and money simply isn't available for community groups to come forward with suitable alternative operating models for the libraries, and question whether it is realistic to expect community or friends groups to have the knowledge, skills and access to finance that will be required to take over a library.
- question whether the relatively small levels of savings to be achieved through these proposals were worth the significant public feedback created and the potential loss of important community facilities.

8 January 2015: Cardiff Tourism Strategy

The Committee was given the opportunity to shape the priorities of the Tourism & Heritage Strategy for Cardiff which was being developed. Members supported the drive to develop signature events or unique attractions for Cardiff rather than relying on major stadium based events. Members also recommended the strategy focus on partnership working with organisations like CADW and that the tourist 'City Card' be developed in line with the existing 'Iff' card.

2 April 2015: Cardiff Contemporary Festival

Members received an overview of Cardiff Contemporary Festival 2014 and explored the plans for the Council's ongoing support for this event. The Committee felt the event was a clear success but raised the fact that it was hard to fully evaluate without a robust Economic Impact Assessment being undertaken. Members welcomed the Council's continued support for this festival and recommended a review of the funding sources, business models and governance structures of other larger contemporary art festivals in the UK.

2 April 2015: Cardiff International Sports Stadium

A review of the decision to remove CISS from the Leisure Facilities procurement exercise and lease the Stadium and grounds to Cardiff and Vale College. Members welcomed the speed with which this asset transfer had been agreed – given the delays seen in transferring Community Centres, and welcomed clear evidence of stakeholder engagement and involvement.

14 May 2015: Sports Development Joint Venture – Cardiff Metropolitan University

Members undertook a review of the joint venture agreement between Cardiff Council and Cardiff Metropolitan University for sports development in Cardiff. The Committee was positive about this agreement in terms of safeguarding jobs, adopting a neighbourhood management approach and the feedback given by Sport Wales.

4 June 2015: Great Western Cities

Members received an update on progress in relation to the Great Western Cities partnership and tested whether there was any conflict with the plans for the Cardiff City Region and the drive for a City Deal. The Committee recognise that the partnership offers a lot for Cardiff, but note a need for caution as a number of negotiations with neighbouring authorities are ongoing.

At the end of each of the above policy development meetings, Members wrote to the appropriate Cabinet Member with their observations, comments and recommendations to boost the performance, accessibility and efficiency of these services. Cabinet Members considered the ideas, and wrote back to indicate which of the ideas they would be able to adopt. Any readers interested in finding out more are welcome to contact Scrutiny Services for further information.

PRE DECISION SCRUTINY

Where the Committee has evaluated and commented on policy proposals before they go to the Cabinet, giving the Cabinet the opportunity to know Scrutiny Members' views prior to making their decision.

5 June 2014: Central Square Regeneration Scheme

Members received a presentation outlining the proposed next steps with the regeneration of Central Square, including the BBC site and Integrated Transport Hub. The Committee raised a number of issues around potential disruption, access to information on route changes and connectivity with the proposed Metro system. These points have been picked up within the Integrated Transport Hub Inquiry detailed previously.

6 November 2014: Cardiff Film Unit

Members considered, and subsequently supported the proposals taken to Cabinet to continue to provide a Cardiff Film Unit, moving towards a model that reflects annual forecasts of expected income. Members noted that this is a good example of where the Corporate Initiatives Fund could be effectively used, if it were not already fully allocated.

6 November 2014: Chapter Arts Centre – Asset Transfer

The Committee received an overview of the proposal to grant Chapter Arts Centre a 125 year lease with peppercorn rent. Members welcomed the positive impact Chapter has had in the community and supported the proposals, following evidence of a comprehensive economic impact assessment that demonstrated the benefits to the city.

2 April 2015: Cardiff Tourism Strategy and Action Plan

Members requested that the Tourism Strategy came back to Committee following the policy development item that was undertaken in January 2015. Members welcomed its ambitious approach, underpinned by the aspiration to double the value of overnight tourism by 2020 and welcomed the Cardiff Visitor Card which was been launched. Members recommended that the use of a '.wales' domain name was given due consideration going forwards.

Any readers interested in learning more about the feedback provided by Committee are welcome to contact Scrutiny Services for further information.

CORPORATE PLAN & CABINET BUDGET PROPOSALS 2015/16

At its February 2015 meeting the Committee considered the Council's draft Corporate Plan and draft budgetary proposals for 2015 – 16.

Members reemphasized concerns they had previously raised on the proposals for the future of library services, namely;

- a number of the libraries proposed to have Council funding removed were in fact some of the best-used libraries in Cardiff.
- whether it was realistic to expect community or friends groups to have the knowledge, skills and access to finance that will be required to take over the running of libraries.
- Committee considers Libraries to be one of the core services provided by local authorities, and would have major reservations about proposals which may result in Libraries across the city closing.

The Committee also raised concerns that the development of a City Centre Superhub within Central Library would detract from the identity of Central Library and feel that this building and service must continue to be recognised as a Library that contains additional services, rather than the Library services on offer being deprioritised.

The Cabinet Member – Community Development, Co-Operatives and Social Enterprise, wrote to the Committee to indicate that its comments, along with the public response to the budget consultation resulted in the removal of the proposed £283,000 saving from libraries for 2015/16 and an amended strategy was developed.

Members welcomed the ambition for the Economic Development Directorate to reach a position where it is self financed, and welcome the range of initiatives and funding mechanisms that are being explored in order to achieve this.

Members were also reassured by the confident assertion that Cardiff Business Council could bear a reduced revenue budget allocation from the Council. The Committee made clear they will continue to monitor this situation going forward.

PERFORMANCE MONITORING

Where the Committee has undertaken monitoring of the Council's performance and progress in implementing actions previously agreed. Committee asked to monitor budgetary and service performance of various aspects of service delivery falling within Committee's terms of reference during the year.

Quarterly Performance Reports

Scrutiny Committees are responsible for scrutinising performance, thereby facilitating challenge and public discussion which should help to drive improvement of the services provided. This Committee has reviewed performance of the following Directorates each quarter – Economic Development (ECD); Sport, Leisure and Culture (SLC); Communities, Housing and Customer Services (Libraries and Adult Community Learning elements) [CHC].

Below is a summary of the key areas picked up through performance monitoring quarterly reports (the relevant directorate is notes in brackets):

- Members challenged the appropriateness of indicators across all directorates reviewed as they appear to be easily achieved and rarely reported anything other than green. Members feel challenging targets will drive improved performance.
- Progress with the Business Improvement district (ECD).
- Progress with the Coal Exchange (ECD).
- Cardiff Business Council funding arrangements and membership targets (ECD).
- Roath Library closure (CHC).
- Income opportunities in Libraries (CHC).
- Sickness absence rates (SLC).
- Achievement of savings through Alternative Delivery Model exercise for Leisure and Culture venues (SLC).
- Delays in asset transfer of community halls (SLC).

2 October 2014: Cardiff Business Council

Members met with the Chairman of Cardiff Business Council and the Leader to review the achievements of the Cardiff Business Council in its first year and the plans going forwards. The Committee welcomed this as a good example of public private partnership and noted good progress against the first year objectives. They also raised concerns that the membership target would be missed by a long way.

4 December 2014: Welsh Public Library Standards

CyMAL's evaluation of Cardiff's performance for 2013/14 showed that the Council is currently meeting the requirements of seven of the nine Welsh Public Library Standards, and partially achieving the remaining two. Members were pleased with this performance but raised concerns that proposed changes to the Library Service in Cardiff would be damaging to future performance.

14 May 2015: Cardiff and Vale ACL Partnership – Estyn Monitoring Report

In January 2013 Her Majesty's Inspectorate for Education Estyn provided an "Inadequate" rating for the Cardiff Community Learning Network. A monitoring visit was undertaken by Estyn in January 2015, and Members heard that strong or very good progress has been made against each Estyn recommendations. As a result, Cardiff and Vale Adult Community Learning Partnership has been removed from any further follow-up activity.

14 May 2015: Summer Reading Challenge

Given the Committee's interest in Libraries around the budget setting period, Members agreed to monitor performance of the Summer Reading Challenge (despite crossover with the Children & Young People Scrutiny Committee terms of reference). Members noted significant improvements in performance in the 2013 and 2014 results and welcomed the challenging targets set for 2015.

14 May 2015: Adult Community Learning – Cost Recovery Model

For the 2014/15 academic year, a new 'Learning for Life' cost recovery programme was established for non priority learners, a provision which isn't eligible for Welsh

Government grant funding. Members were pleased to be informed that the service is achieving a break even position and that enrolment numbers have not been hit by the changes.

14 May 2015: European Capital of Sport 2014

The Committee received a review of Cardiff's year as European Capital of Sport 2014. Members were informed that this helped create new relationships with local sports clubs and media, played a crucial role in securing the World Half Marathon 2016 for Cardiff and has seen an increase in women's and girls participation in sport.

Members hope that the verbal and written feedback they provided the officers and Cabinet Members during these monitoring sessions will be of benefit in optimising service provision in the future. Any readers interested in finding out more about this are welcome to contact Scrutiny Services for further information.

BRIEFING PAPERS

Where Committee seeks understanding of a particular topic to improve their future scrutiny of that topic.

4 September 2014: Cardiff Economy and Labour Market

Committee received the Cardiff Economy and Labour Market for January to June 2014. The report provided statistical data to examine Cardiff's economy and labour market, as well as providing comparisons with the national picture. It included sections on unemployment, economic activity, employment, earnings, commuting patterns, Gross Value Added (GVA), active enterprises, qualifications and commercial planning permissions.

2 October 2014: Economic Development Team Activities

Committee received an update from the Council's Economic Development Team, which sits within the Economic Development Directorate. It is responsible for attracting, supporting and retaining businesses within Cardiff and for generating inward investment in the city. Members wrote to the leader to note they were encouraged to hear about the positive performance of Cardiff across the range of indicators.

2015/16 WORK PROGRAMME

Work is currently underway to draw together issues for the new Committee to consider as possible items in the Committee's 2015/16 work programme. A draft work programme will be developed and brought to Committee for approval. The Committee would welcome suggestions for scrutiny items from other Members.

Over the course of its deliberations this year, the Committee has highlighted a number of items for consideration that have either not been possible to include within the 2014/15 work programme or have been recommended as follow up from items considered during the year. It is recommended that the following items be considered as candidates for inclusion in the Committee's 2015-16 work programme:

- Major Events Strategy
- Cardiff Bay Development Strategy
- Cardiff Brand.

Items identified during the year that could merit consideration as part of the 2015 – 16 work programme:

- Multipurpose Arena
- Cardiff Business Council (review)
- Business Improvement District
- Flat Holm Island partnership
- Cardiff Heritage Trust
- Civic Centre Master plan (Cardiff University)
- City Deal.

Cabinet responses to Committee's Inquiry Reports

- Alternative Operating Models in Leisure and Cultural Venues
- Cardiff Central Market and Historic Arcades
- Integrated Transport Hub
- Cardiff's Maritime Heritage the Economic Potential.

Scrutiny Work Streams	4 Sept (CR4)	2 October (CR4)	6 November (CR4)	4 December (CR1)	8 January (CR4)	Budget meeting 5 February (CR4)	5 March (CR4)	2 April (CR4)	14 May (Digi Suite)	4 June (CR4)
Corporate and Strategic		Labour Market Initiatives	Chapter Arts Centre	Central Library?	Tourism Strategy	Budget and Corporate Plan		TourismStrategy	Sports Development Joint Vienture	Great Western Cities / City Deal
Devel op me nt		Cardiff Business Council	Cardiff Film Unit					Cardiff Contemporary	Europen Capital of Sport	
				Welsh Public Library Standards					Summer Reading Challenge	
Re-shaping Services			Parks and Green Spaces Stategic Framework	Rumney Library Petition				Cardiff International Sport Stadium	Roath Library	Allotment Strategy
Performance and Improvement	Q1 Budget and Performance Report	Econ Dev - Q1 Budget and Perf Report		Q2 Budget and Performance Report	Budget Consultation Item		Q3 Budget and Performance Report		Q4 Budget and Performance Report	Directorate Delivery Plans
									Cost Recovery Model - non priority ACL	
									Cardiff and Vale A CL Partnership - ESTY N	
Governance								Scrutiny Improvement Project		Committee's A nnual Report for 2014/15
lm provem ent Review s		Markets and Arcades Draft Report			Small Bus Cabinet Response					
					Innovation Cabinet Response					
Committee Business Items	Committee Work Programming					Committee Work Programme Update				
	Correspondence		Correspondence		Correspondence			Correspondence		Correspondence
Committee Improvement Inquiries								Heritage Buildings	Heritage Buildings	Heritage Buildings
			A DM - Specs and Evaluation	ADM - Specs and Evaluation					A DM - Specs and Evaluation	ADM - Specs and Evaluation
				Integrated Transportation Hub	Integrated Transportation Hub				Integrated Transportation Hub	Integrated Transportation Hub
	Comparate			Const Loisure and Outrus						
	Corporate			Sport, Leisure and Culture Communities						
	Economic Development			Communities						

Appendix 1 Work Programme 2014 - 15

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A Report of: Environmental Scrutiny Committee

Annual Report 2014 – 2015

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ENVIRONMENTAL SCRUTINY COMMITTEE MEMBERSHIP



Councillor Paul Mitchell (Chairperson)



Councillor Elizabeth Clark



Councillor Roderick McKerlich



Councillor Chris Lomax



Councillor Chris Davies



Councillor Keith Hyde



Councillor Ralph Cook



Councillor Sarah Merry

* It should be noted that Councillors Gretta Marshall and Monica Walsh both left the Committee in November and December 2014 respectively. Councillor Ralph Cook joined the Committee in January 2015.

CHAIR'S FOREWORD

2014/15 has been another very busy year for the Environmental Scrutiny Committee. The ongoing financial pressures are pushing relentless change through the organisation and we as a group have tried to play our part in helping to address the many problems faced by Council services.

During the year we looked at a wide range of issues, for example, Alternative Delivery Models; Quarterly Monitoring of Directorate Performance; Cardiff's Integrated Transport Hub; Waste Management Strategy and Collection Changes; Regional Regulatory Services Collaboration; Cardiff Local Transport Plan 2015-2020; Highways and Related Asset Investment Strategy and the Planning Service Redesign. These examples are important services which have a significant impact on all the residents of our city.

In particular I would like to highlight the work of the Infrastructure Business Model & Alternative Delivery Options joint task & finish group. Members from Environment and Policy Review & Performance Scrutiny Committees looked at number of front line services and how they could be delivered using a number of service delivery options. The group dedicated over seven months of their time; read countless reports; attended many meetings; spoke to over 100 witnesses and travelled almost 1,000 miles in a quest to identify the best future delivery options for services in Cardiff. In doing this the cross-party task group were driven by a collective priority to protect jobs and maintain service delivery in the face of financial cuts. I would personally like to thank the task group Members for their hard work in what at times has been a very challenging exercise. In addition I would also like to thank the many Council officers and external witnesses for taking part in the exercise. Their contribution has been noted and used to create a report which we hope will put the Cabinet in an informed position when they take a decision on the future alternative delivery model for Council services.

As my time in charge of the Committee comes to an end I would like to thank everyone involved for their support over the last two years. I feel that as a committee we have achieved a great deal, however, the challenges facing the Council are still huge and scrutiny has much to offer in helping address these. The Committee still needs to focus on several important areas including the implementation of new alternative delivery models; the delivery of the LDP; changes to the waste collection system; looking at what can be done to adequately maintain our highway assets; the work of the new Regulatory Services Collaboration and, probably most importantly, doing what we can to ensure that the Council is able to continue delivering a full range of environmental services in financially difficult times.

The report and findings of the Committee throughout the year are not always unanimous, for example, Councillor Ralph Cook did not agree with the comments made in this report about the item titled 'The Future of Horse Management in Cardiff'. The report should be considered as a general opinion and summary of the work carried out during 2014/15.

I would like to wish my successor, Councillor Ralph Cook, all the best in this important and challenging role. As an ongoing member of the Committee I will continue to offer my full support in the year to come.



Councillor Paul Mitchell, Chairperson Environmental Scrutiny Committee May 2015

INTRODUCTION

The Environmental Scrutiny Committee plays an important role in assessing service performance and informing service policy development across a range of Council services, including all aspects of transport, sustainability, and waste. This report presents the Committee's main activities during 2014/15. Between July 2014 and June 2015 the Committee scrutinised the following topics:

- Inquiries Where the Committee had undertaken an examination of a topic over a period of time, resulting in a formal report to the Cabinet.
 During 2014/15 examples included:
 - o Council's Infrastructure Business Model & Alternative Delivery Options;
 - Integrated Transport Hub with Economy and Culture Scrutiny Committee;
 - Cabinet Responses to reports titled Control of Dangerous Dogs in Cardiff and Cycling in Cardiff Parks.
- Pre Decision Scrutiny This provides the Committee with an opportunity to evaluate and comment on policy proposals before they go to the Council's Cabinet. This gives the Cabinet the opportunity to know Scrutiny Members' views prior to making their decision. During 2014/15 examples included:
 - o Waste Management Strategy & Collection Changes;
 - Regulatory Services Collaboration Joint scrutiny meeting with Community and Adult Services Scrutiny Committee;
 - o Transport Strategy (Cardiff Local Transport Plan 2015-2020);
 - o Highways & Related Asset Investment Strategy;
 - o Draft Budget & Corporate Plan.

- **Performance Monitoring** Where the Committee has undertaken monitoring of the Council's performance. During 2014/15 examples included:
 - o City Analyst Procurement Update Written Submission;
 - Moving Traffic Offences Business Case;
 - o Planning Service Redesign;
 - o Quarterly Performance Monitoring;
 - Review of the 2014/15 Directorate Delivery Plans for the Environmental and the Strategic Planning, Highways, Traffic and Transport Directorates, and a review of the part of the Sport, Leisure and Culture Directorate Delivery Plan 2014/15 relevant to the terms of reference of Committee.
- Briefing Information Where the Committee receives information on a specific subject which has environmental implications to the Council and the City. During 2014/15 examples included:
 - o The Future of Horse Management in Cardiff;
 - o Organic Waste Treatment Procurement;
 - Energy Prospectus;
 - o Cardiff Universities Student Community Plan;
 - o Improving Scrutiny Project.

This report presents the highlights of the Committee's activities during 2014/15.

INQUIRIES

Council's Infrastructure Business Model and Alternative Delivery Options

This joint inquiry, undertaken in partnership with Policy Review and Performance Scrutiny Committee (PRAP), was started by Members on 1 September 2014. The aim of the inquiry was to review the range of available alternative delivery models that could be used by the City of Cardiff Council to deliver a range of outdoor front line services. In doing so the inquiry focused on the potential range of services that could be delivered using alternative service delivery models and the range of operating models currently being considered by the City of Cardiff Council.

When evaluating alternative delivery options and the potential services to be included in the model, the inquiry explored a number of key factors including:

- Service delivery;
- Financial impact;
- Staffing impact;
- Legal impact;
- Deliverability and potential risk;
- Identification of a suitable priority based selection criteria that could be used to identify the most appropriate operating model for delivery of front line services;
- Strengths and weaknesses of each alternative delivery model;
- Lessons learnt from other local authorities on the implementation of alternative delivery models.

A total of 13 services have been nominated within the scope of the Infrastructure Business Model which was agreed at the 20 November 2014 Cabinet meeting; they were listed in a report titled 'Infrastructure Services – Alternative Delivery Model'. A key part of the work of the task group has been to individually review how prepared each of the thirteen services are to transfer across to a new Infrastructure Business Model. The first part of this evidence section looked at each of the individual services and provided:

- A brief description of the service;
- A summary of the volume of work involved;
- Details on the statutory requirements of the service;
- A summary of the financial and budgetary position;
- Comment on any systems and resources issues;
- A description of existing and potential future income opportunities;
- Detail on the current benchmarking and performance management of the service.

It also reviewed the SWOT analysis undertaken for each of the services. In doing this it summarised the results by theme. SWOT analyses were carried out for each of the 'Fundamental Service Review Documents' completed.

The Members received evidence from a large number of witnesses across 10 meetings and three visits, and made 27 recommendations. The draft report is due to be received at the Environmental Committee on 19 May 2015. It also needs to be considered and approved by PRAP before being sent to the Cabinet. The Alternative Delivery Model Outline Business Case and Cabinet response to the inquiry are due at Cabinet in July 2015.

Cardiff's Integrated Transport Hub

During the 2014/15 Municipal Year, the Committee of Economy and Culture and Environmental Scrutiny Committee considered the development of an Integrated Transport Hub for Cardiff. The Environmental Scrutiny Committee looked at matters pertinent to the city's transport arrangements and the central bus interchange. Economy and Culture Committee considered a number of reports on the regeneration of the Central Square area, during a period when the Council secured freehold and leasehold control of the Central Square Area. Both committees also participated in a joint Inquiry on the Local Development Plan, which evaluated economic and transportation arrangements for the city moving forward through the Plan period up to 2026.

The Council is required to identify an agreed and deliverable solution for a new bus interchange in time for the closure of the existing bus station on June 2015. It is anticipated that construction of the new facility will begin shortly after existing bus station closes. Interim arrangements for bus provision in Cardiff during the construction period have also been discussed.

At Economy and Culture Scrutiny Committee's work programming forum meeting on 3 July 2014 Councillor Phil Bale requested the assistance of the Economy and Culture Scrutiny Committee and Environmental Scrutiny Committee in helping assess options for the location of the bus interchange, and in managing related issues including the short term disruption likely to ensue during the demolition and re-build period. A Cabinet Report from July 2014 on the Central Square Developments affirmed that the Council remains fully committed to delivering a new modern bus interchange, adjacent to Cardiff Central Railway Station and preferably as part of an Integrated Transport Hub.

The two Committees agreed to set up a joint Inquiry into '*Cardiff Central Transport Hub*', and the Members of the Inquiry met stakeholders on Friday 12 December to consider the report '*Central Bus Interchange: Next Steps*', which was on the Cabinet's agenda for Monday 15 December. The comments and observations following this meeting are set out below:

 Members of the Inquiry felt that the plans for a new bus station had been development led rather than based on transport priorities. It appeared that, rather than designing the new facilities around the priorities for the transport network in the city, the Council has prioritised the development of Central Square and the new bus station had been left to fit around the remaining space.

- Members expressed their concern with regard to the footprint allocated to the new bus interchange, and the capacity this left for an adequate number of bus stands. Members recommended that the designs for street layout and footpath routes surrounding the current bus station footprint were reviewed in order to provide the maximum space possible for the new bus interchange.
- Officers advised that a number of architects would be invited to provide high level designs for the bus station. The Committee recommended that the appointed architects were encouraged to be innovative with their proposals for maximising space for buses within the station; they also hoped to see options such as dynamic stands and layover options explored, allowing for increased bus capacity on a limited footprint.
- Members of the Inquiry felt that plans for the new bus interchange had not been future proofed. They were concerned that this facility would not be able to meet increased demand. Members felt that aspiration should be for a station with excess capacity, with room to meet increased demand rather than a solution that is a significant downsize from current capacity.
- At the first meeting of this Inquiry on Friday 28 November, Members were given assurances that comprehensive engagement had been undertaken with stakeholders in developing the plans for the new bus interchange. They were informed that this detail would be contained within the Cabinet report or appended papers. Having considered the Cabinet papers, Members were disappointed not to find this information included.
- Members questioned whether the station would be preferable north or south of the railway line. They felt that it was fortunate that public preference is for north of the rail lines, and a that preference for the south would have caused problems (including reputational damage) for the Council given that it isn't a truly viable proposition to deliver on.

Cabinet responses to reports titled *Control of Dangerous Dogs in Cardiff* and *Cycling in Cardiff Parks*

* Cabinet response to 'Control of Dangerous Dogs in Cardiff Report'

Committee agreed on 5 September 2013 that a Joint Task and Finish Group involving Members from the Environmental Scrutiny Committee and the Community & Adult Services Scrutiny Committee would undertake an inquiry to review the Control of Dangerous Dogs in Cardiff. The Inquiry terms of reference would review the potential impact that the currently developing *Antisocial Behaviour Crime & Policing Bill* would have on managing dangerous dogs in Cardiff and the implications this will have for Cardiff Council.

The draft report was presented to Environmental Scrutiny Committee for consideration on 10 December 2013 and the Community & Adult Services Scrutiny Committee on 8 January 2014. It was endorsed and approved by both Committees. The inquiry reviewed and evaluated:

- Who holds the responsibility for managing dangerous dogs in Cardiff;
- The resources allocated to manage dangerous dogs in Cardiff;
- The current legislation used to manage dangerous dogs in Cardiff;
- The proposed legislation being created to manage dangerous dogs;
- The scale of the dangerous dogs problem in Cardiff;
- The merits of the recently shelved *Control of Dogs (Wales) Bill* compared against the *Anti-social Behaviour Crime & Policing Bill*;
- Best practice for dealing with dangerous dogs;
- Educational and partnership approaches for managing dangerous dogs.

The report made a number of recommendations which included:

- Proactively promoting free micro chipping to dog owners in Cardiff in line with the Welsh Government commitment to compulsory micro chipping;
- Publicly supporting the view that specific measures need to be available for dogs, rather than generic Community Protection Notices, and therefore apply pressure to the Welsh Government to reintroduce the *Control of*

Dogs (Wales) Bill should Home Office legislation not meet this requirement;

- Exploring the extension of public areas and parks where Public Space Protection Orders can be applied in relation to the control of dogs;
- Increase the number of responsible dog ownership community events held in Cardiff, focussed in areas known to have status dog ownership issues. These should be run in a partnership approach to include the police, charities and commercial organisations.

The Cabinet published their response to the report in a paper titled *Cabinet response to a joint report of the Environmental Scrutiny Committee and the Community & Adult Services Scrutiny Committee entitled: "Control of Dangerous Dogs in Cardiff"* on 20 November 2014. From the 20 recommendations made in the report, 18 were accepted and two were partially accepted.

Cabinet response to Cycling in Cardiff Parks Report'

The report of the Scrutiny Task and Finish Inquiry on this subject was presented to Environmental Scrutiny Committee on 13th March 2012 and considered at the Executive Business Meeting on 5th April 2012. The terms of reference for the Inquiry were to explore the Council's approach to cycling in parks by obtaining an understanding of:

- The practicalities of cycling in Cardiff's parks;
- The application of byelaws which prohibit cycling in Cardiff's parks;
- Opposition to cycling in Cardiff's parks.

The report made a number of recommendations including:

- Repealing the current byelaw with respect to cycling in pleasure gardens and open spaces, and then replacing it with a new byelaw that provides a default position of responsible cycling being allowed in parks in Cardiff, except in certain designated areas;
- Consider designating some areas within a number of parks and green spaces in Cardiff as 'cycle free';

 Supporting the development of a citywide code of conduct for responsible use of shared pathways through parks and green spaces by all users, and to ensure that this code of conduct is given support so that it is effectively communicated across the city.

The Cabinet published their response to the report in a paper titled "Response to Environmental Scrutiny Committee report: Cycling in Cardiff's Parks" on 12 June 2014. From the seven recommendations made in the report, five were accepted and two were partially accepted.

PRE DECISION

Waste Management Strategy and Collection Changes and the Recycling Waste Strategy – Residual Waste Restricting Programme 2015

At the meeting on 7 October 2014 Members had the opportunity to scrutinise and comment on the consultation proposals for the Outline Waste Management Strategy 2015 – 18.

The Committee received a report summarising the Outline Waste Management Strategy. The report provided details of the background against which the Strategy was being drafted. Members were advised that the authority had to comply with a number of pieces of legislation in relation to waste collection performance and recycling. Following the item the main Member comments and observations were:

- That the Committee was very concerned at the very high recycling and compost targets set by the Welsh Government;
- That recycling targets could be achieved in the more affluent areas of Cardiff; however, they were completely unrealistic for the inner city areas.
- Members agreed that in theory the move to a kerbside sort strategy was a good idea; however, Cardiff is far from an ideal place to implement such an approach;
- Members noted that the introduction of smaller bins had managed to increase recycling rates in some local authority areas (for example, Monmouthshire), however, the Committee were not convinced that such a change would necessarily work in Cardiff;
- The Committee were very concerned that approximately a third of Cardiff's households were not effectively engaging in the recycling process;
- Members felt that having one standardised waste collection scheme for Cardiff was not the best way forward;

 Members were concerned that the Council no longer distributed the waste collection schedules to residents on a regular basis. They felt that it would be useful to put something in the *Capital Times* which would let all residents know when they could expect to have their waste collected.

After the Cabinet meeting on 9 October 2014 the draft Strategy was released for consultation. At the time of the October meeting it was anticipated that implementation of the Waste Management Strategy 2015-18 would begin in April 2015.

Recycling Waste Strategy & Residual Waste Restricting Programme 2015

Following on from the October 2014 item titled 'Waste Management Strategy & Collection Changes and the Recycling Waste Strategy – Residual Waste Restricting Programme 2015' the Committee received a further briefing on the 'Recycling Waste Strategy & Residual Waste Restricting Programme 2015in March 2015. This provided Members with the a summary of the Recycling Waste Strategy and Residual Waste Restricting Programme that was due to be considered at Cabinet on the 2nd April 2015. Following the item Committee's main comments and observations were:

- They were encouraged at the way that the Council had worked with 'Grangetown Community Concern' to develop a landlord waste information pack. They saw this as important information to support the management of domestic waste and increase recycling rates.
- They asked for details on the Swansea waste restricting approach which had delivered a 3% increase in their overall MSW recycling rate.
- They asked for confirmation as who would be responsible for the cost of replacing the new wheelie bins if they were stolen or damaged, i.e. if the liability would fall on the Council or householder.
- The Committee asked for further detail on how the compliance with the new waste collection schedule would be monitored, for example, the role of waste collection operatives, the role of education and enforcement officers and the ICT system which will be used to record the data.

Regional Regulatory Services Collaboration – Joint scrutiny with CASSC

At their meeting on 29 July 2014 Members of the Community and Adult Services Scrutiny Committee and the Environmental Scrutiny Committee met to jointly scrutinise and comment on progress being made to create a shared regulatory service between Bridgend, Cardiff and Vale of Glamorgan Councils. The aim of the meeting was to allow Members the opportunity to make any comments on the report prior to it being presented to Cabinet and full Council.

In July 2013, the Cabinets of Cardiff, the Vale of Glamorgan and Bridgend Councils received a report proposing that a single shared service be created comprising the Environmental Health, Trading Standards and Licensing functions of each Council under a single management structure. The project was identified as an opportunity for the Councils to create a new and innovative service on a regional basis that could deal with changing customer demands at a time of reduced levels of funding. Funding has been secured from the Welsh Government's Regional Collaboration Fund (RCF) to develop proposals for the project. The RCF aimed to encourage regional collaboration across public services by assisting with upfront costs which could otherwise be a barrier to joint projects.

Since July 2013, detailed work had been undertaken on developing the proposals for the shared Regulatory Service. A report was presented to scrutiny committees in each local authority prior to its consideration by Cabinet in September 2014. Following the meeting the Community and Adult Services and Environmental Scrutiny Committees made the following comment and observations:

 Recommended Model - The Committee recognised that the Council had to move in the direction of collaboration and, therefore, accepted that the best approach set out within the report was the 'collaborate and change' model.

- Host Authority Members expressed their reservations about the case presented as a basis for the Vale of Glamorgan Council to be chosen as host authority. It was evident from the Atkins report that no firm decision could be recommended, and consideration of the pros and cons for each authority acting as host did not provide a substantial case for the Vale to be chosen. Members felt that the Cabinet should expect to receive a far more informative and robust case in order to convince them that services should be hosted in the Vale of Glamorgan Council and for Cardiff Council staff to be transferred accordingly.
- Members felt that the projected savings of approximately £1.4m across the three Councils per annum were not substantial enough to justify the significant reductions in in the level of regulatory services being provided in Cardiff.
- The Joint Scrutiny Committee expressed its concern regarding the financial projections for costs and savings provided within the draft Cabinet and Atkins reports. They felt that these figures were vaguely indicative at best and relied on numerous assumptions.
- Members had concerns surrounding the harmonisation of various ICT systems used by each Council and felt that implementation issues in this area could undermine the anticipated savings from collaboration.

Transport Strategy (Cardiff Local Transport Plan 2015-2020)

At their meeting on 9 September 2014 Members were provided with the opportunity to scrutinise and comment on the content of the draft Cardiff Local Transport Plan 2015 – 20 prior to it being submitted to Cabinet and Council, and then sent to Welsh Government for approval in January 2015. Following the item Committee's main comments and observations were:

• Committee supported the work undertaken to develop the Plan, and that its structure could be used to push forward Cardiff's transport priorities.

- Members acknowledged that the Plan's format was not designed to provide a detailed summary of the city's major transport projects.
- The Committee asked that new major transport schemes proposed by the Council and Welsh Government were properly managed with a sensitive progression of schemes, proper consultation and reporting phases.
- Members felt that the Council should, in the absence of an adopted Local Development Plan, take every practical step to protect potential future rapid transport alignments. In doing this it should do all it can to protect property owners in and around the potential future routes.
- The Committee noted that it was very important to link the future Community Infrastructure Levy funding into the proposals made in the Local Transport Plan.

Highways and Related Asset Investment Strategy

At their meeting on 9^t September 2014, Members received the draft Highway Asset Investment Strategy. This document aimed to define a strategic long term approach to Highway Maintenance funding; the document outlined a series of available long term service and funding options.

Between 2012 and 2015 Welsh Government supported circa £15m investment in the Highway asset via the LGBI (Local Government Borrowing Initiative) which ended in March 2015. A stipulation of being awarded this funding was to provide a 20 year maintenance regime for those elements improved by this investment. Following this investment period highway maintenance budgets reverted to internal Council capital funding. To address this it was felt that adopting a strategic long term approach to highway maintenance funding would enhance Cardiff's economy and improve the daily lives of its citizens. Following the item, the main Member comments and observations were:

• The overall replacement cost of the Highway Asset was somewhere in the region of £2.8 billion to £3 billion. Members were informed that the repair backlog on its own is £320 million, approximately a third of the Council's

gross annual expenditure. Despite receiving an explanation as to how the highway asset can be maintained, Members felt that further clarification was required about the level of investment actually required to maintain Cardiff's highway asset in a steady state.

- The Committee felt that the Council urgently needed to identify alternative funding sources to replace the loss of the Local Government Borrowing Initiative Funding.
- Members felt that there should be a review of street signs, and that signs that are no longer required should be recycled to generate an income.
- The Committee agreed that adopting a steady state funding approach was the best way forward for Cardiff in the current financial climate.
- The Committee was concerned that there was only a small budget to support the maintenance of major assets such as bridges in Cardiff.
 Members felt that the Council should review how it would deal with such a large failure and how this would be addressed financially.

Cabinet's Draft Budget Proposals and Corporate Plan

On 3 February 2015 Members considered the *Draft Corporate Plan 2015 – 2017* and *2015/16 Draft Budget Proposals*. Following scrutiny of these draft proposals Members made the following comments and observations:

- ENV4 Redesign of cleansing as part of Neighbourhood Services -The Committee were concerned at the scale of the £1.607 million saving required from in house modification and developing the Neighbourhood Services project. They felt that the Council should continue to push to increase income from fines for offences such as littering and dog fouling.
- ENV5 Revised Waste Strategy The Committee recognised the need for the Council to increase recycling rates and in particular reduce the amount of residual waste produced per household in Cardiff.

- ENV6 Waste Disposal interim contract & Prosiect Gwyrdd -Committee were satisfied that the £3.572 million saving produced from disposing of waste at the Viridor Energy From Waste facility was achievable.
- ENV7 Increasing control of the green bag and food liner provision and distribution - The Committee were broadly supportive of this proposal and acknowledged that greater control of how green bags in Cardiff are distributed needed to be achieved. Members asked that consideration be given to taking a slightly different approach to the distribution of bags in high density property areas as restricting the access to bags in these areas could make the problem worse.
- ENV10 Waste Disposal Stop Post Sort Members understood why the Council had stopped the post sort of materials at Household Waste Recycling Centres. They accepted the argument that the approach presented a risk in terms of achieving the 58% recycling targets.

ENV11 – Remaining two Household Waste Recycling Centres (HWRC) with reduced operating days and hours

- The Committee were unable to support the proposed £42,000 saving for reducing the opening times for the two Household Waste Recycling Centres.
- They believed that the disruption caused by varying the hours of the two 'part time' sites would cause uncertainty and create additional costs for the Council.
- Line 58 New Capital Schemes Restricting Residual Waste Changing the current 240 litre bins to 140 litre bins - Members agreed that swapping 240 litre bins for 140 litre bins could be an effective way of getting some people to increase their recycling.
- Financial Pressures Line 5 Waste Strategy & Collection Changes The Committee welcomed the additional £500,000 allocated to supporting the Waste Strategy changes during 2015/16. They also felt that additional

targeted systems and support should be directed at the low recycling performance areas.

PERFORMANCE MONITORING

City Analyst – Procurement Update – Written Submission

On 9 September 2014 Members received a report updating Committee on the recent procurement exercise undertaken to engage a suitably qualified and competent contractor to provide Public Analyst and Analytical Services.

Members were advised that the procurement exercise was £72k per annum and was split into two distinct parts: Trading Standards Food Testing (£54k per annum) and Trading Standards Non-Food Testing (£18k per annum). The successful bidders were PASS Ltd and Minton, Treharne & Davis, respectively.

Members acknowledged the financial difficulties facing the Council, but expressed regret at the loss of in house expertise which had served Cardiff and neighbouring authorities so well for many years. The Committee feared that the budget reductions in this area could impact on the Council's ability to manage a food safety breach in future.

Moving Traffic Offences – Business Case

At their meeting on 11 November 2014, Councillor Ramesh Patel (Cabinet Member for Transport, Planning & Sustainability) and officers from the Strategic Planning, Highways, Traffic and Transport Directorate explained the new powers for the enforcement of bus lanes and other moving traffic contraventions. After the presentation and Member questions the Committee raised the following points:

 They welcomed the introduction of powers for the enforcement of bus lanes and other moving traffic contraventions. They felt that this would help improve compliance with road traffic regulations and ultimately reduce traffic congestion at peak commuting times. • They asked for a detailed breakdown of the revenue and capital costs for implementing the new scheme.

Planning Service Redesign

On 9 December 2014, Members had an opportunity to review the progress and impact of the Planning Service Redesign. The idea of a Planning Service Redesign was first highlighted to the Environmental Scrutiny Committee during an item titled 'Budget Briefing Report for the Strategic Planning, Highways, Traffic and Transport Directorate' on 12 November 2013. Concerns were raised about certain aspects of planning performance which were addressed by the Director for Strategic Planning, Highways, Traffic and Transport. Following the item the main Member comments and observations were:

- Members noted the progress that the Planning Service had made in a short period of time. This included a major service restructure; a significant increase in planning fee income and continued good performance against the main planning performance indicators.
- They noted that the Welsh Government is currently reviewing the fees that Welsh local authorities can apply to planning work, and commented that this could have a noticeable impact on levels of income generated.
- They commented that a reduction in Planning Service resources and a recent increase in the volume of planning applications could have a significant impact on quality assurance.
- It was noted that there had been a delay in developing new Statutory Planning Guidance for Houses of Multiple Occupation and Flats, and noted the impact that this might have.
- There was a debate on the best way for Members to engage in discussion around allocation of development based funding, for example, s106 funding and the Community Infrastructure Levy.

Quarterly Performance Monitoring

Quarter 2 Environment & Strategic Planning, Highways, Traffic & Transport Directorates

On 11 November 2014 Members considered an item titled *Environment* & *Strategic Planning, Highways, Traffic* & *Transport Directorates – Performance Report Quarter 2 (July to September) of 2014/15.* After the item Members made the following comments:

Environment Portfolio

- When discussing staff sickness levels for the Environment Directorate there was some concern around the projected outturn figure of 17.40 full time equivalent days per employee compared against the quarter one and two combined figure of 8.06 full time equivalent days. Members were of the opinion that as quarter three traditionally has the highest number of sick days it would be difficult to meet the forecast target when the Council was almost half way to achieving the target at the end of Quarter two.
- Some Members had been told by residents that there was a four week wait for the collection of bulky waste. They felt that this was an excessively long delay and asked officers to urgently look into the matter.
- There was concern as to whether the performance indicators used to measure some aspects of food hygiene were appropriate for the new priority based inspection regime that the Council has implemented. The achieved Quarter two figure was only 23% compared to a target of 50% and a 2013/14 outturn of 86%. The plan of targeting the high risk premises had been driven by financial constraints and meant that the lower risk premises were far less likely to receive an inspection. The Committee were of the view that the Council was measuring itself against a performance indicator which is clearly unattainable and therefore inappropriate.

Transport, Planning & Sustainability Portfolio

- Concern was raised over the window of opportunity to undertake joint predecision scrutiny with the Economy & Culture Scrutiny Committee around the development of the new Cardiff Central Transport Hub.
- Some Members of the Committee were concerned at the current difficulty in getting a Council Planning Enforcement Officer to undertake a property visit for a reported case. Members asked for confirmation of the resources currently available for planning enforcement, and for assurance that these are sufficient for a growing city like Cardiff.

Quarter 3 Environment & Strategic Planning, Highways, Traffic & Transport Directorates

On 10 March 2015, Members considered *Environment & Strategic Planning, Highways, Traffic & Transport Directorates – Performance Report Quarter 3 (October to December) of 2014/15.* This enabled Members of the Committee to consider a range of current performance indicators relevant to the Environmental Scrutiny Committee's terms of reference. Following the item the main Member comments and observations were:

Environment Portfolio

- WMT/009(b) The Committee were informed that a range of recycling initiatives was due to be delivered in Quarter four which should produce an outturn for the period of above 60%; this increase should be enough to help the Council reach its 52% recycling target for 2014/15. Members asked for a detailed summary of the work undertaken to produce this improvement, i.e. the actions taken, the costs of implementing the work and the savings generated by delivering this work.
- STS/005(b) A Member noted that 'the performance indicator for the percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness' was missed by 4.67% in Quarter

three. It was acknowledged that the target of 90% has been missed since the 2014/15 street cleansing budget reduction.

Transport, Planning & Sustainability Portfolio

- The topic of the new bus station was raised at the meeting. Members
 were interested in the development process and in particular the interim
 arrangements which would shape bus travel in Cardiff while the bus
 station is being built. With this in mind the Committee were keen to
 undertake ongoing scrutiny of the bus station development.
- The Environmental Scrutiny Committee report titled *Problem & Nuisance Parking in Cardiff* recommended the implementation of the Car Cam system in Cardiff to primarily help reduce problem / dangerous parking in and around schools. The vehicle was purchased in December, however, for a number of reasons it was not operating on the streets. Members asked for an explanation for the delay and set out a timeline for introduction of the new vehicle.
- The base budget in the Quarter two performance report was stated as £29.903m; this rose to £30.018m for Quarter 3 creating an increase of £115,000. The Director for Strategic Planning, Highways, Traffic and Transport was unsure of the exact reason for the variance. Members asked if any changes to the based budget (and associated savings) could be highlighted explained in each new quarterly performance report.
- During the meeting Members asked for a progress update on the Supplementary Planning Guidance for Houses of Multiple Occupancy & Flat Conversions.

Environment Directorate relevant to the Transport, Planning & Sustainability Portfolio

• The Committee agreed to add another item on the Energy Prospectus to their work programme before the end of 2015 with the main focus of the scrutiny to review the progress of the main energy capital projects. Members believed that the CYD Cymru collective energy switching programme had been very successful. They acknowledged that it had produced worthwhile savings for many people in Cardiff and has gained significant support as over 5,000 had signed up to the scheme. It was mentioned that Welsh Government had asked the Council to roll this out to other parts of Wales.

BRIEFING INFORMATION

The Future of Horse Management in Cardiff

At their meeting on 8 July 2014 Members were presented with an update on the Council's approach for dealing with stray horses. The item reflected on the progress made since the publication of the Environmental Scrutiny Committee report titled *Stray Horses in Cardiff* (June 2005) and the most recent update of the Stray Horse Strategy.

At the meeting officers representing Regulatory & Supporting Services attended to deliver a presentation, provide a stray horses update and answer Member questions. Following the item the main Member comments and observations were:

- Members acknowledged that the issue of managing stray horses in Cardiff was a challenge and that the current approach was not sustainable in the current financial climate. They were supportive of the new proactive proposal to provide grazing land on licence to Gypsies and Travellers, however, felt that detailed consultation and development of the concept should take place before anything was implemented.
- Members stated that should the Council decide to take the grazing land licence proposal forward then it would be prudent to implement the initial phase as a trial.
- The Committee felt that the Council should approach a number of animal charities to establish if they would be willing to support the cost of chipping and providing a passport for all horses grazing on licenced land. It was suggested that some charities (for example the RSPCA) spend so much time and resource managing the problem that it could be in their interests to pay for the chipping and passport costs of each horse involved with the licenced grazing scheme.

Organic Waste Treatment Procurement

Members received an update on the Organic Waste Treatment Solution procurement at their meeting on the 7th October 2014. Specifically the report commented on the progress made to appoint a preferred bidder for the longterm Cardiff Organics Waste Treatment project; this consists of the provision of food waste, green waste treatment and recycling facilities for Cardiff. The report also considered the requirement for the procurement of an Interim Organic Waste Treatment solution for the period from April 2015 to the Service Commencement Date of Cardiff Organics Waste Treatment project.

Members were pleased with the progress made in procuring a partner for the Organic Waste Treatment Solution. They were particularly happy that the new gate fees would be significantly lower than the existing contract rates for dealing with organic waste.

Energy Prospectus

The meeting on 9 December 2014 provided Committee with the opportunity to scrutinise and comment on the proposals for developing Cardiff's Energy Prospectus. Cabinet Member Councillor Ramesh Patel and officers from the Environment Directorate were invited to attend to give a presentation and to answer Members' questions on the development of the Energy Prospectus. Discussion prompted some questions which were put in a letter to the Cabinet Member for Transport, Planning and Sustainability, including:

- Members thought that the development of an energy prospectus was a good way to clearly map out Cardiff's local energy generation opportunities and the impact that these projects have upon the city.
 - Is Cardiff doing enough to generate 15% of its energy through renewable sources by 2020?
 - If the Council should nominate energy sustainability / security as an economic priority?

- What stake should the Council take in terms of renewable energy production?
- If the Council needed to document its position on the relationship between risk and reward for evaluating renewable energy projects?
- As an organisation that spends £12m plus VAT per annum on energy is the Council in a position where it has to be proactive in achieving a reliable energy supply?
- Members stated that the Council should look into and review the case for creating an arms length energy production company. They felt that such a company could have the potential to help generate an ongoing income stream for the Council and support the energy security agenda for Cardiff and Wales.

Cardiff Universities Student Community Plan

At the meeting on 14 April 2015, Members of the Committee scrutinised the *Cardiff Student Community Partnership – 2015 to 2018 Action Plan*. The Plan set out a number of key actions to address a range of issues, including improving the quality and quantity of student accommodation across the city, promoting a clean, attractive and sustainable environment, reducing crime against students and encouraging neighbourliness and respect. Following the item, the main Member comments and observations were:

- That the diverse range of projects which the partnership had delivered had been excellent and that these had made a very positive impact on Cardiff's main student areas.
- Members asked for an update on any developments that might have taken place around the creation of a Cardiff student travel card.
- The Committee supported the good educational and communication initiatives being delivered, however, they acknowledged the need to apply enforcement action where necessary.

Improving Scrutiny Project

On 14 April 2015, Members welcomed the cover report and explanation of the *Improving Scrutiny Project*. They were happy to progress the exercise within the timescales suggested in the report. The Committee felt that the exercise should explore a wide range of options for delivering scrutiny in Cardiff; in particular the task group should consider:

- The comparative benefits of formal Committee meetings and task & finish groups. Members were of the view that Committee meetings were a good tool for reviewing and monitoring progress, while the task & finish groups were far better at looking in depth into a subject or problem.
- How best to achieve good agenda and time management, for example, should a time limit be placed on formal Committee meetings.
- That any scrutiny changes needed to reflect the changing political landscape, particularly as budgets are reducing and local authorities appear to be moving towards a commissioning model.
- That the Committee needs to improve how it monitors and reviews the implementation of recommendations.
- That the task & finish exercise needs to reflect and comment on the good work that has been delivered by the scrutiny team.
- That links into non scrutiny Committees needs to be improved; for example, the Audit Committee.

RECOMMENDED FUTURE WORK PROGRAMME

The Committee receives regular work programme updates at which Members have the opportunity to consider items for inclusion on the work programme, and can also suggest any new issues which may be of interest to the Committee. The following issues are considered as suitable for inclusion in the 2015 / 16 work programme:

- Impact of the parking changes in Cardiff;
- Viability of Cardiff bus routes;
- City Region Metro;
- Cardiff's Energy Prospectus;
- Community Infrastructure Levy & future funding proposals;
- Implementation of the Waste Strategy Update;
- Enforcement of Bus Lanes & Other Moving Traffic Contraventions Member Update;
- Community Infrastructure Levy rates for Cardiff;
- Monitoring the implementation of the new Alternative Delivery Model;
- Implementation of the 'Carbon Reduction Strategy';
- Regulatory Services Collaboration Update;
- Cabinet response to the Environmental Scrutiny Committee report titled 'Problem & Nuisance Parking in Cardiff';
- Civil Parking Enforcement Member Update;
- Workplace energy saving measures;
- New Parking Strategy for Cardiff;
- Cathays letting boards control project.

In addition to the recommended topics the Members of the Committee would like to note that responses are still outstanding to the following Environmental Scrutiny Committee letters:

- A partial reply from the Cabinet Member for Transport, Planning & Sustainability written after the Environmental Scrutiny Committee meeting in December 2014.
- A reply from the Cabinet Member for Transport, Planning & Sustainability written after the Environmental Scrutiny Committee meeting in March 2015.
- A reply from the Cabinet Member for Safety, Engagement & Democracy written after the Environmental Scrutiny Committee meeting in April 2015.
- A reply from the Cabinet Member for the Environment written after the Environmental Scrutiny Committee meeting in April 2015.
- A reply from the Cabinet Member for Transport, Planning & Sustainability written after the Environmental Scrutiny Committee meeting in May 2015.
- A reply from the Cabinet Member for the Environment written after the Environmental Scrutiny Committee meeting in May 2015.

Members have also asked that the report notes that many of the recommendations from the April 2013 Policy Review & Performance Scrutiny Committee report titled 'Public Engagement with Scrutiny' have yet to be implemented.

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Policy Review and Performance Scrutiny Committee

Annual Report 2014 – 2015



June 2015

City & County of Cardiff Council

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POLICY REVIEW & PERFORMANCE SCRUTINY COMMITTEE



Councillor Nigel Howells (Chairperson)



Councillor Jim Murphy



Councillor David Walker



Councillor Russell Goodway



Councillor Mary McGarry



Councillor Jayne Cowan



Councillor Gary Hunt



Councillor Kathryn Lloyd



Councillor Cecilia Love

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CHAIR'S FOREWORD

There are many political and non-political voices that recognise the value of effective local scrutiny by democratically elected members; voices captured and reflected in the Welsh Government (WG) White Paper, *Reforming Local Government, Power to Local People,* published in February 2015. Thanks to a strong culture of scrutiny in Cardiff, developed over many years and changing administrations, this Committee was able to add the voice of non-executive members in helping shape the Council's response to the consultation; just one example of the value of scrutiny.

There are many other examples captured in this Annual Report; Members decided early in the year that their work programme would focus on strategic change and improvement. The Wales Audit Office (WAO), in line with WG, has made it clear that they consider Scrutiny has a key role in promoting improvement, efficiencies, and collaboration across public services; and in May 2014 published the results of an all Wales study to provide a baseline for councils to assess and demonstrate their scrutiny improvement journey over the next five years. The Committee has therefore considered the Improving Scrutiny Project, a project of the Council's three year Organisational Development Programme, and will continue to monitor progress.

The Committee's focus on the ODP is clear evidence of the Council's determination to address recommendations made in the WAO Corporate Assessment, published in September 2014, on the Council's governance and corporate performance arrangements. WAO has signalled their intention to re-inspect the Council in the summer of 2015, to test if the organisation has succeeded in delivering the organisational change signalled by the May 2014 Cabinet report.

This Annual Report extensively details the scrutiny undertaken during the Committee's consideration of the Council's change agenda, plus its performance and budget management work, and also its support of a significant joint task and finish inquiry to develop proposals for alternative delivery models for a range of outdoor services.

The Centre for Public Scrutiny advocates that Scrutiny of government activity – at all levels – is crucial to its effectiveness. I believe this involves non-executive Members bringing their own independent expertise to bear on strategy and policy issues, and working with the Cabinet to improve services. My thanks go to the Members of the Committee, and also to the many witnesses, who have enabled good scrutiny this year. At a time when governments at all levels are aiming for greater transparency, inclusive and accountable scrutiny committees are important and effective at helping councils to deliver the services which local people need.

As Chair of this committee I aim to deliver scrutiny that allows frank and open discussion, a mature and constructive conversation that acts as a conduit for the voice of the citizen in the decision making process. I commend the Committee's Annual Report 2014 -15 to all Members, but also to members of the public, who are quite simply at the heart of what the Scrutiny process is designed to achieve.



Councillor Nigel Howells Chair, Policy Review and Performance Scrutiny Committee

INTRODUCTION

This Annual Report covers the work of the Committee during the 2014/15 Municipal Year, between June 2014 and May 2015. The work programme has been varied and responsive to the Council's priorities throughout the year. Matters considered by the Committee are listed in the 'Work Programme Overview' below, whilst those areas of greatest impact are reported in 'Highlights of 2014/15' from page eight onwards.

The Policy Review and Performance Scrutiny Committee has a corporate policy and performance overview responsibility. In its examination of service performance and policy development across a range of corporate services, it forms a central part of the Council's governance arrangements. The Committee's terms of reference are:

- To scrutinise, monitor and review the overall operation of the Cardiff Programme for Improvement and the effectiveness of the general implementation of the Council's policies, aims and objectives:
- To scrutinise, monitor and review the effectiveness of the Council's systems of financial control and administration and use of human resources;
- To report to an appropriate Cabinet or Council meeting on its findings and to make recommendations on measures, which may enhance Council performance in this area.

The Terms of Reference also allow for the Committee to consider certain specific areas of the organisation's current structure in depth. These include: Finance; Corporate Performance; HR People Services; Legal and Democratic Services; Estates and Land Strategy; Information Governance; Commissioning & Procurement; Customer Services; Communications; and Central Transport Services.

The Committee's Terms of Reference also empower it to consider other areas including relations with the voluntary sector, equalities and citizen engagement.

WHAT IS EFFECTIVE SCRUTINY?

As defined by the Local Government Act 2000, Scrutiny is the process of nonexecutive elected representatives holding the executive (or Cabinet) to account. The Centre for Public Scrutiny identifies four "cornerstones of public scrutiny":

- Led by Independent-minded Governors
- Provides "critical friend" challenge to help the Executive
- Represents the voice and concerns of the citizen
- Leads to improvement in public services.

More recently, Cardiff Council has, with the other 21 Councils in Wales, developed 15 "Characteristics of Effective Scrutiny"¹ which are designed to show whether scrutiny is working well locally, irrespective of an authority's priorities, challenges, political and organisational cultures and local issues. This Framework's three Outcomes are: Better Cabinet Decisions; Better Engagement with Stakeholders; and Better Outcomes for the Council, the city and its Citizens.

We hope that you will see through the pages of this Annual Report that the Policy Review and Performance Scrutiny Committee is providing effective scrutiny to support the City of Cardiff Council at this challenging time.

¹ https://www.cardiff.gov.uk/ENG/Your-Council/Councillors-and-

meetings/Scrutiny/Documents/Guidelines%20 for %20 effective%20 Scrutiny%20 in %20 Wales.pdf

WORK PROGRAMME OVERVIEW

The Policy Review and Performance Scrutiny Committee held 12 meetings during the 2014/15 municipal year. This included 11 planned Committee meetings and one Callin meeting. They culminated in 34 letters to the Cabinet and Senior Management Team sharing the Committee's comments, concerns and recommendations, following the scrutiny of items.

In May 2014 the Council's Cabinet introduced a Programme of Organisational Change in response to the Welsh Local Government Association's (WLGA) October 2013 Peer Review report on Cardiff, and in anticipation of a Corporate Assessment of the Council soon to be conducted by the Wales Audit Office (WAO). Noting the recommendations in the WLGA report and the extensive scope of the Organisational Change Programme, the Members decided at their work programming discussions in June and July to prioritise strategic change and improvement as the central platform of the Committee work programme for the year ahead.

This commitment was reinforced when, in September 2014, the WAO Corporate Assessment made a number of recommendations on the Council's governance and corporate performance arrangements, and signalled their intention to re-inspect the Council in the summer of 2015, to test if the organisation had succeeded in delivering the organisational change signalled by the May 2014 Cabinet report.

This report therefore extensively details the scrutiny undertaken during the Committee's scrutiny of the Council's change agenda, plus its performance and budget management work.

Outside these formal Committee meetings, Members have supported an extensive joint scrutiny during the year, with Members of the Environmental Scrutiny Committee, of proposals to develop alternative delivery models for a range of outdoor services grouped together within the Council's Business Infrastructure Project. The Committee also set up a sub committee to consider Community Hub Proposals alongside similar sub committees of other scrutiny committees.

TYPES OF SCRUTINY UNDERTAKEN

Scrutiny activity enables non-Executive Councillors to employ a number of different methods and tools for driving improvement in the Council's services and policies. This section of the Annual Report lists the following different types of scrutiny carried out during the year to achieve the Committee's goals, and the items of scrutiny carried out.

Pre-Decision Scrutiny – Where the Committee has evaluated and commented on policy proposals before they go to the Cabinet. In 2014/15 these included:

- Budget Proposals 2015/16
- Corporate Plan 2015/17
- Draft Property Strategy and Investment Property Review
- Reforming Local Government White Paper
- Voluntary Severance Review.

Policy Development and Review – Where the Committee has contributed to the Council's policy development processes by considering draft policy documents, or considered the implementation and impact of policies, providing the Cabinet with Scrutiny Members' views about whether any changes are required. In 2014/15 these included:

- Communications Strategy and Capital Times Update
- Cardiff Debate
- Improving Scrutiny Project
- Business Infrastructure Project
- Control of Employee Cost.

Monitoring of Programme of Organisational Change – As part of its performance monitoring role, the Committee this year undertook several pieces of scrutiny of the following aspects of the Council's change programme:

- Improved Governance Programme
- Programme Progress Reports

- Organisational Development and Wales Audit Office Corporate Assessment
- Strategic Commissioning and Service Reviews
- Change Challenge Group.

Monitoring Progress – Where the Committee has undertaken monitoring of the Council's performance in implementing actions previously agreed. In 2014/15 this included receiving a Cabinet response to the Committee's April 2013 Inquiry titled *'Public Engagement with Scrutiny'*.

Performance and Financial Monitoring – Where the Committee has undertaken monitoring of the Council's performance in implementing actions previously agreed, and managing corporate finances. In 2014/15 this included:

- Budget Outturn 2013/14
- Directorate Delivery Plans 2014/15
- Quarterly Delivery & Performance Monitoring
- Financial Resilience of Cardiff Council
- Budget Monitoring at Months 4, 6 and 9
- Budget Strategy 2015/16 and the Medium Term.

Performance Inquiries – Where the Committee has undertaken an examination of a topic over a period of time, resulting in a formal report to the Cabinet. In 2014/15 this included Workforce Planning and Agency / Overtime spend.

Joint Scrutiny Work – Where the Committee has joined together with one or more scrutiny committees to examine a topic of a crosscutting nature to enable collective consideration of the issues or preparation for individual scrutiny. This included scrutiny of the Council's Community Hubs Programme, which a sub-Committee of PRAP undertook jointly with similar sub-Committees of three other Scrutiny Committees.

Call-In – Where a Member invokes the Call-in procedure under the Council's constitution, to review a Cabinet decision prior to implementation. In 2014/15 there was one Call-in, of a decision to write-off and restructure a loan to Glamorgan County Cricket Club Loan.

HIGHLIGHTS OF 2014/15

Task and Finish Inquiry

Four Committee Members kindly volunteered to invest a very significant amount of their time through the year in seeking a solution to a thorny and complex policy challenge facing the Council.

Council's Infrastructure Business Model & Alternative Delivery Options (Joint with Environmental Scrutiny Committee)

This inquiry was initiated by Members on 1 September 2014. The aim of the inquiry was to review the range of available alternative delivery models that could be used by the City of Cardiff Council to deliver a range of outdoor front line services. In doing so the inquiry focused on the potential range of services that could be delivered using alternative service delivery models and the range of potential operating models currently being considered by the City of Cardiff Council.

The Inquiry was agreed to be undertaken jointly with Environmental Scrutiny Committee. Councillors Nigel Howells, Garry Hunt and David Walker agreed to represent this Committee as task group Members.

When evaluating alternative delivery option and the potential services to be included in the model, the Inquiry explored a number of key factors including:

- Service delivery, financial, staffing impact and legal impact;
- Deliverability and potential risk;
- Identification of a suitable priority-based selection criteria that could be used to identify the most appropriate operating model for delivery of front line services;

- Strengths and weaknesses of each alternative delivery model. The models considered included: Modified in-house Delivery; Wholly-owned Arms Length Companies; Public-Public Partnerships and joint venture companies; and Private Sector Procurement;
- Lessons learnt from other local authorities on the implementation of alternative delivery models.

A total of 13 services had been nominated within the scope of the Infrastructure Business Model and agreed at the 20 November 2014 Cabinet meeting; they were listed in a report titled 'Infrastructure Services – Alternative Delivery Model'.

A key part of the work of the task group has been to individually review how prepared each of the 13 services are to transfer across to a new Infrastructure Business Model. The first part of this evidence section looked at each of the individual services and provided:

- A brief description of the service, highlighting the statutory requirements;
- A summary of the volume of work involved, financial and budgetary position;
- Comment on any systems and resources issues;
- A description of existing and potential future income opportunities;
- Detailed current benchmarking and performance management of the service.

It also reviewed and summarised by theme the SWOT analysis undertaken for each of the services.

Having received evidence from a large number of witnesses across ten meetings and three visits, the Members made 27 recommendations. The draft report will be presented to Environmental Scrutiny Committee in June 2015, and to this Committee on 7 July, before being sent to the Cabinet. The Alternative Delivery Model Outline Business Case and Cabinet response to the inquiry are due at Cabinet in July 2015.

Pre–Decision Scrutiny

An important aspect of Scrutiny is holding to account the Cabinet for Decisions they are about to make, and quality-assuring the draft reports that will inform these decisions. This section of the Annual Report explains five proposed Cabinet Decisions that the Committee scrutinised this year.

Draft Property Strategy

The Committee has responsibility for scrutinising the Council's operational and nonoperational property assets, which is an area of great significance to the Council's financial wellbeing. Operational properties are premises from which the Council delivers its services, and given current pressures the Council is seeking to optimise space in some properties, and gain revenue through selling others. Non-operational properties are premises that the Council owns as investments, and which are often let for commercial return or to promote local employment, small businesses and the economic regeneration of local areas.

Following comments relating to the Council's management of building assets published in the WLGA's October 2013 Peer Review, the Council set out plans for improvement in this area within the Economic Development Directorate's Delivery Plan 2014-15 and the Council's Programme for Organisational Change.

The Committee scrutinised these matters at their meetings on 1 July and 4 November 2014, and 6 January 2015. Members initially felt concerned at a perceived lack of timely progress in addressing WLGA's criticisms. They had expected to see more detail of direction of travel, and noted that several pieces of work were yet to be completed. They recommended that further detail on benchmarking should be included in the Strategy, and more attention paid to Member engagement with asset disposals.

The Leader responded by re-asserting his appreciation of the value provided by Committee, and committing the Cabinet to benchmarking with Core Cities.

As the Municipal Year progressed the Committee was heartened to receive more detailed reports. At the 6 January meeting the Committee considered an early draft of the final Investment Property Review, and fed back to the Council Leader that:

- The Cabinet should consider community and social benefit as well as financial issues in their decisions about the future of the Council's Investment Portfolio;
- Ward Members should be consulted where disposals are considered;
- Committee disagreed with Cabinet's recommendation to sell rack rent shops without giving serious thought to their benefit to the community;
- Clear community capacity and sound business cases should be in place when considering asset transfer;
- Members agreed Cabinet's recommendation that city centre strategic sites should be retained, as well as historical and cultural assets like Central Market.

Members asked to view the final pre-Cabinet draft when it was available. The Cabinet Member agreed the Committee's request, and Committee is looking forward to scheduling this early in its 2015/16 Work Programme.

Devolution, Democracy and Delivery White Paper Consultations

Committee has responsibility for nonexecutive overview of Strategic Policy and Partnership, and hence has an interest in matters relating to local government review and democracy in Wales. This year the Committee undertook two linked scrutinies of emerging policy stemming from the

Graphical Representation of Welsh Government Vision & Framework for Local Authorities



Commission on Public Service set up in April 2013 to consider governance and delivery in the Welsh public sector.

Stage 1 – September 2014: Welsh Government published its formal response to the recommendations of the Commission, titled '*Improving Public Services for People in Wales*'.

Through the White Paper, the Welsh Government confirmed its support for the Williams Review proposal that local authorities should be merged. It indicated that its preferred option was for twelve authorities in total, leading to the joining of Cardiff and the Vale of Glamorgan. Aside from the recommendations about local authority mergers, the White Paper also suggested that changes would be made to scrutiny and governance arrangements and the role of audit, inspection and regulation.

At their meeting on the 2 September Members made the following points having considered the White Paper:

- Members recommended that the Cabinet's proposed response was presented to Council for debate and approval prior to its submission to Welsh Government in October 2014.
- Members also requested that the additional Welsh Government guidance was distributed for Members to understand the potential incentives to a voluntary merger with the Vale of Glamorgan.

The Leader agreed to report the matter to Full Council on 26 November. At Council the Leader advised that he and the Chief Executive had met with the Leader and Managing Director of the Vale of Glamorgan Council and other stakeholders. Discussion did not result in any agreement to proceed with an Expression of Interest in voluntary merger, but underlined the commitment of neighbouring authorities to working closely with Cardiff to deliver savings and protect services. The Council was not in a position to submit a joint Expression of Interest in voluntary merger to the Welsh Government by the submission deadline of 28 November 2014. **Stage 2 – March 2015:** On 3 February 2015 Welsh Government published a second White Paper, titled *'Devolution, Democracy and Delivery – Reforming Local Government: Power to Local People'*. It was supported by a detailed consultation survey, and set out proposals to improve the democratic leadership, diversity and governance of local authorities and to improve the performance of councils.

At their meeting on 31 March Committee Members gave initial feedback and made comments on the Cabinet's draft consultation response, particularly on amendments to Call-ins, Corporate Planning, Review and Improvement and Devolution. Committee Members wrote to the Monitoring Officer, asking for further consultation with Members and for the draft Cabinet report to also be presented to Democratic Services Committee and Constitution Committee.

A letter with recommendations was sent to the Leader on 2 April, and in response Cabinet made amendments to the draft, taking into account some of the comments that had been received from Committees and individual Members.

Corporate Plan 2015/17

Members were pleased to have had the new opportunity to scrutinise an early draft of Cabinet's Corporate Plan in December 2014. It gave Committee the opportunity to consider the Plan as an overall document, and also the targets and milestones proposed for the Directorates specifically reporting through Committee's terms of reference. Members asked the Leader to be mindful that the Plan has numerous different audiences, and should be designed to be accessible to them all. They made a number of technical points, as well as the more general one that the Plan should explain how public opinion expressed through the Cardiff Debate had shaped the targets and priorities set out in the Plan.

The Leader wrote back to confirm he had taken all these points into consideration in finalising the Corporate Plan.

The Committee had an additional opportunity to consider the Plan in conjunction with the scrutiny of Budget proposals in February 2015. At their meeting they were keen to test the synergy between the Corporate Plan and Budget Proposals, and to judge how far the Plan had shaped the budget proposals, and how far it had been shaped by them. The scrutiny also reinforced Committee's determination that Cabinet and senior managers should use the full range of tools available through the Council's performance management framework to ensure that managers hit savings and performance targets.

Officers were pleased to accept a Member's suggestion that inclusion of an indication of achievement of 2014/15 targets would be a useful addition to the Plan, and this was factored into the final Plan document.

Cabinet's Budget Proposals 2015-16

The Committee considered the Cabinet's draft Budget and Budget proposals on two occasions this year – firstly an early overview at its 2 December 2014 meeting (soon after Cabinet had released early proposals for consultation), and again at its 10 February 2015 meeting, prior to Cabinet made its final recommendations to Full Council at Council's 26 February meeting.

At the 2 December meeting, Members expressed their pleasure that their previous recommendation that proposals were released for consultation earlier in the cycle had been heeded by Cabinet. Their only concern at this point (to be picked up at the second consideration of the Budget at their February 2015 meeting) was the significant level of savings being sought from areas that had not been successful in achieving previous savings targets. They also asked for a contingency to be included in the draft proposals.

Members' comments were framed in a letter which addressed the Corporate Budget; and the proposals relating to the Economic Development, Corporate Management, Resources, County Clerk and Communities Directorates. The following is a resume of their observations:

• Corporate Budget:

- Members were particularly struck by a section of the 2015/16 Budget report in which the Council's Section 151 Officer comments on the Council's financial picture over the medium term, and in the Chair's letter the Committee expressed its discomfort at having to receive a Budget Report in which the risks to the organisation were so clear.
- Members wished the Cabinet Member success in developing the Partnership for Change with trades unions. They had heard a submission from a GMB representative at the meeting, and forwarded her concerns at the risks to the organisation around day centres, play and youth centres, and the need to keep staff closely informed.
- Members discussed the non-achievement by £7 million of 2014/15 savings targets. In areas of non-statutory provision, they reflected that Cabinet might have provided the transparency of further Cabinet reports once it had become clear that in-year targets would not be achieved.

• Directorate Proposals:

- Members were keen to be assured that the reduction to Cardiff Business
 Council would not impede a greater level of return to the City's economy.
- Committee agreed that the level of support to non-Executive Members had reached a point where further cuts would impede the Council's governance and Member capability. They sought assurance that no further cuts in this area would be taken during the medium term.
- Members echoed comments made by other Scrutiny Committees that there would need to be a quantum shift in the pace of "Stepping Up" arrangements if libraries, youth and play centres were to be successfully

transferred to community management, and offered future support in developing this work.

 The Committee was pleased that proposals for a revised third sector infrastructure support service would not impede the effectively delivery of equality support by Race Equality First and Diverse Cymru.

The Committee's comments on the budget proposals were considered by Cabinet at its meeting on 19 February 2015 and Council on 26 February 2015.

Programme of Organisational Change

Given the significant scope of the proposals developed by the Chief Executive and agreed by Cabinet in May 2014, not to mention the close interest expressed by Wales Audit Office and this Committee in the Programme's success, it was natural that Committee provided ongoing focus on the Programme of Organisational Change.

This section of the Annual Report details the six episodes of Scrutiny relating to the Programme:

- WAO Corporate Assessment of Cardiff Council (2 Sept 2014 meeting)
- Strategic Commissioning & Service Reviews: (4 Nov 2014 meeting)
- Change Challenge Group update: (2 Sept, 4 November and 3 March updates)
- OD and WAO Corporate Assessment update: (6 Jan 2015 meeting Improved Governance: (3 March 2015 meeting)
- **Programme Progress Report**: (31 March 2015 meeting)

Wales Audit Office Corporate Assessment of Cardiff Council

In 2012 the Auditor General for Wales established a new programme of rolling Corporate Assessments, based on a four-year cycle, to be carried out in addition to the WAO's annual programme of improvement studies. It was confirmed that Cardiff would be one of the first four councils to be subject to a Corporate Assessment, commencing in May 2013. The Assessment would *'provide a position statement of an improvement authority's capacity and capability to deliver continuous improvement. It will, by its nature, examine an authority's track record of performance and outcomes* as well as examining the key arrangements that are necessary to underpin improvements in services and functions'.

The report was released by the Wales Audit Office on 1 September 2014 and the Corporate Assessment was formally presented to Committee the following day, prior to presentation at Cabinet's 18 September meeting. At Committee's meeting Members welcomed WAO's report, and encouraged the Council Leader to urgently respond to the shortcomings identified in the Assessment report. To play its own part in the process, Committee decided to take update reports on the Programme of Organisational Change on 2 December 2014 and 31 March 2015. It also decided to programme scrutiny of some of the specific Programme Work Streams (including the Improved Governance Programme), and to scrutinise areas such as the Cardiff Debate.

The Leader welcomed this degree of focus in response to the WAO's recommendations, prior to the Regulator's proposed return in the summer of 2015 to assess the progress made against the Organisational Development Programme.

Strategic Commissioning & Service Reviews

Members were pleased to note a clear commissioning approach and a shift towards co-production in the Council's work in this area. Given the increasing request for local communities to "step up" to meet any service deficits resulting from budget reductions, Committee called for a multi-disciplinary team of finance, legal, economic and neighbourhood capacity to be developed, to provide the support that would be necessary to facilitate co-production.

They asked for good practice from Core Cities (including concrete examples) to be identified and modelled for work in Cardiff, and also for the emerging Service Review Methodology developed by the Commissioning and Procurement Team to be owned corporately. To train managers to manage service review the Committee recommended that the Cardiff manager Programme be opened to all line managers, and not just reserved for officers at Grade 8 and above.

In his letter, Cabinet Member noted the positive response to the strategic commissioning approach and agreed practical examples would be useful. This will be explored and shared with Scrutiny. A new post has been funded in the Communities, Housing and Customer Services Directorate to work with local communities to build capacity to take on service provision.

Change Challenge Group Update

As part of the Programme of Organisational Change, the Cabinet agreed to establish a "Change Challenge Forum" where 'Members and officers can work with, and be challenged by, a group of advisors who are at the forefront of national and international best practice'. The Forum is chaired by the Leader and includes the Cabinet Member for Corporate Services and Performance, as well as the Chief Executive and Corporate Director Resources. The Chair of the Policy Review and Performance Scrutiny Committee sits on the Forum in an observer role.

The Committee scrutinised the item on 2 September and agreed that the Forum could be a powerful mechanism for encouraging real changes in performance and welcomed the Forum's initial focus on achieving improvement in Education and Children Services. Members agreed that it would be useful if the Forum examined Health and Social Care in the near future. Committee Members requested that Forum members should attend Committee to brief them on their work and aid their scrutiny of relevant issues (performance and Organisational Development). They requested written updates on the Forum's future work and recommendations, to be reported to other Committees as relevant. Since the initial scrutiny of the Challenge Forum, Committee Members were provided with updates on 4 November and 3 March. Some Members reiterated their wish for Members to attend Challenge Forum sessions and to receive meeting papers regarding this item, both of which were welcomed and agreed by Chief Executive.

ODP and WAO Corporate Assessment Update

At their meeting on 6 January Members welcomed the update given by officers. The Committee was informed that the Programme had reached a certain point in delivering the objectives which were originally set in May last year and that these had been to a great extend front –loaded. The Programme was now being refocused on a smaller number of functions and services in order to drive forward change in the medium term.

The Committee felt that to satisfy the Wales Audit Office, and indeed to satisfy Committee Members that the Council's overall performance was improving, a greater evidence base than was presented at this meeting was needed to address the shortcomings identified by the Corporate Assessment.

Members welcomed the offer of an additional scrutiny session prior to a further report being presented to Cabinet to set out the new direction for the Organisational Development Programme. The meeting took place on 3^t March and it is described further in the report.

Improved Governance Programme

The Cabinet Member for Safety, Democracy and Engagement attended Committee on 3 March 2015 with the County Clerk to detail progress with the Improved Governance Programme. Members were pleased to note how the Modern.Gov software was likely to make significant efficiency improvements to Committee administration. They expressed concern that the Cabinet Forward Plan on the Council website needed updating. They also urged the County Clerk to consider benchmarking innovative Member development practices followed by other authorities, which included use of web-based training, YouTube and social media.

Programme Progress Report

Following Committee's meeting on 6 January Members had another opportunity to receive more detailed information on ongoing work to deliver the Organisational Development Programme at their Committee Meeting on 31 March.

At the meeting, Members did not feel in a position to comment in detail on the progress report. They commented that the report felt incomplete, in that it did not fully addressed the financial position and resilience of the Council.

Members requested a further progress report on the Programme that provides clarity about the financial position and resilience of the Council as well as providing an overview of the new approach planned for the ODP to be provided by 5 May. Members were pleased to hear that Chief Executive gave his commitment to ensure that a future progress report would provide clarity about the financial position and resilience of the Council, as well as providing an overview of the new approach planned for the ODP.

The Cabinet Member in his response asked the Corporate Director (Resources) to address directly the financial position and resilience of the Council in her next progress report to the Committee. He also welcomed the opportunity to bring proposals for a refreshed ODP to a future meeting of the Committee in advance of formal consideration by Cabinet, which is expected to be in July 2015.

The importance of Committee's key responsibility for Monitoring of Corporate and Directorate performance has been set in sharp context by comments made about the Council's performance management arrangements in WLGA's Peer Review and WAO's Corporate Assessment of Cardiff documents (mentioned elsewhere in this report), and the incoming Chief's Executive's response of introducing a major new Programme of Organisational Change and refreshed performance management approach.

Committee has contributed to the new approach, which has seen changes this year both to the managerial and political management of performance, and the way performance is monitored by Cabinet, senior officers and scrutiny committees.

While securing improvement is a fundamental principle underpinning all scrutiny and drives all scrutiny activity, the Council's five scrutiny committees formally consider corporate performance reports prepared by the Chief Officer of Change and Improvement. The other four Committees provide expert insight to the areas within their terms of reference, while this committee has a general corporate overview role, assessing the performance of every Council Directorate as well as analysing in detail the Directorates (such as Resources and Democratic Services) that specifically report their performance through PRAP.

The five committees manage the risk of duplication by ensuring a good flow of communication between them. As the Committee whose meetings tend to take place first in the monthly cycle of meetings, PRAP can consider issues about (as examples) education or social care, and can refer issues it has discussed relating to those Directorates for further consideration at the subject committee due to take place in the days following PRAP's meeting. It can also recognise themes that cut across two or

more Directorates (for instance sickness absence, agency spend or target setting) and programme these for further attention via performance "deep dives" as it did in 2014/15 on issues like workforce planning and control of employee cost).

Members recognise that the new approach has potential for further refinement, and received commentary during the year from a Challenge Advisor engaged by the Council to support improvement in performance management arrangements, which will enable them to further improve and optimise performance monitoring arrangements during 2015/16.

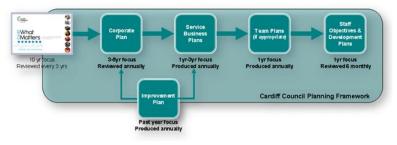
The key episodes of performance monitoring are listed below in this section.

Directorate Delivery Plans

At its meetings in June and July 2014, Committee considered an overview of the Directorate Business Planning Process, and detailed scrutiny of the Directorates specifically reporting through this Committee.

The Corporate Plan 2014-17 made clear that the milestones and targets for delivery of corporate priorities (Economic development as the engine for growth and jobs; Education and skills for people of all ages to fulfil their potential and be well prepared

for employment in the Cardiff economy and beyond; and Supporting vulnerable adults, children and young people in times of austerity) would be clearly spelt out in the Directorate Delivery Plans.



The accompanying report stated that Directorate Delivery Plans would be developed containing more detailed objectives and outcomes. They would also further integrate financial and service planning. Directorate Delivery Plans should allow Directorate,

team and individual employee objectives to be aligned, supporting the Council's drive to improve.

The Directorate Delivery Plans were consistently structured, each setting out: an overview of the services provided, staff and financial resources and key performance indicators; recent achievements: an Action Plan and Performance Measures, including key management, Corporate Plan and Cardiff Partnership priorities; and priorities for planning for future challenges.

The Committee found some issues common to each of the Delivery Plans it considered, in terms of performance measures and targets. It recommended that the challenge process should be strengthened next year, so that this does not recur. Members recommended a number of amendments, particularly where performance indicator information was not present.

Members of the Committee recommend that in the period of considerable change for the organisation, more effort is made to ensure that Members are kept up to date when officers upon whom they rely for information and support are leaving the Council. The Committee has long underscored the importance of knowledge transfer as staff moves out of the organisation and continue to believe that this is a cause of concern.

Leader and Cabinet Member in their joint letter stated that Committees concerns have been taken into account.

Following scrutiny of the individual Delivery Plans, Members made the following comments:

Corporate Resources Directorate Delivery Plan

Committee Members were interested in participating in a joint Inquiry with the Environmental Committee to consider the Infrastructure project, which looks at alternative delivery methods for Central Transport Services and Facilities

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Management among other areas. The Committee noted a number of areas for consideration in the 2014/15 work programme and stated its comments about some targets included in the Delivery Plan.

Committee Members did not require a formal response, however they asked for confirmation that they would be able to have monthly budget updates previously promised and that the Cabinet would engage with Scrutiny at an early point regarding 2015/16 budget proposals.

The Cabinet Member in his letter agreed that a monthly budget monitoring report would be sent on an informal basis monthly from Month 3 onwards. A meeting had been set with the Committee Chairs to discuss budget scrutiny opportunities. The Cabinet also held an additional meeting in November to discuss consultation on early budget decisions, which were scrutinised by this Committee in February.

Economic Development Directorate Delivery Plan

In their letter Committee expressed their interest to receive the Property Paving report and Final Property Strategy, reiterating Members' view that the portfolio should be used to social and community benefit. Members also stated that they would be interested in scheduling a further consideration of the Council's involvement in national and international city networks.

The letter did not require a formal response, however Members were looking forward to the future work in this matter.

Communities Directorate Delivery Plan

Following the item Members' main recommendations were to return to the Customer Relationship Management project in future meeting and to explore the use of Connect to Cardiff data in performance reports.

The letter did not require a formal response.

County Clerk Directorate Delivery Plan

Members were broadly content with the aspirations set out in the Delivery Plan, although there was some discussion during the meeting about the need to ensure that Members and stakeholders were effectively engaged and informed where initiatives are under development. They expressed interest in receiving further examples of evidence in the action plan.

Members found the read across between the performance measures and Directorate action plan sections difficult, and that a review of the structure of the Delivery Plan template would be useful.

The Leader and Cabinet Member in their joint letter stated that the refreshed schedule has evolved accordingly and will accommodate more time for Member and stakeholder engagement. To ensure that Members are briefed on the content of initiatives being progressed a monthly Members' Newsletter has been initiated and scrutiny research team has been commissioned to undertake research that will inform the development of an information support service. In terms of performance measures and targets a new management team structure has recently been established and targets have been since agreed for all 20 key performance indicators.

Quarterly Delivery and Performance Monitoring

Quarter 4 2013/14

At their meeting on 3 June 2014 the Committee made comments on topics including Connect to Cardiff data, Personal Performance & Development Review (PPDR) completion and scheduling, and challenge of in-year Directorate overspends. They asked for the opportunity to consider the report aimed at members of the public once it was developed, and indicated their willingness to undertake detailed "deep dive" inquiry work into various aspects of performance in the coming year.

The Cabinet Member's response welcomed the Committee's proposal to undertake performance deep dives. The letter stated that more use would be made of digital channels to engage with the public and that a more customerfriendly summarised report was under development. The letter also stated that the Chief Executive's work around PPDRs had already started to raise compliance rates.

Quarter 1 2014/15

At their meeting on 2 September 2014 Members were pleased to see that Personal Performance and Development Review and Sickness performance had improved. They agreed to set up a Performance Panel to look at performance issues in more depth, and chose workforce planning as the first issue for consideration. As part of this the Committee would look at overtime/agency spend, as it did not feel that the information contained the performance report was sufficient to judge how these were being used and how this linked to, for example, budget savings.

Committee asked to attend Cabinet/director performance challenge sessions to assure themselves that challenge was sufficiently robust. They requested greater visibility of both additional in-year savings (where these are put in place outside the February budget-setting process), and of use of budget contingencies.

The Cabinet Member responded by welcoming the Committee's comments. Officers are reviewing how overtime and agency spend is presented and the Cabinet Member would be happy to discuss this further.

Quarter 2 2014/15

At their meeting on 4 November the Committee noted positive progress made, albeit that the budget position remains of concern. Members however noticed a gap in risk information. Committee Members requested confirmation of the quality checks of PPDRs and an update on progress in producing a 'public facing' version of the report, which was flagged up during consideration of the 2013/14 outturn. During the meeting Members recommended to reinstate overtime and agency spend data.

The Cabinet Member has asked for the information requested to be brought to Committee once available.

Quarter 3 2014/15

At their meeting on 3 March the Committee requested Challenge Forum papers, including confidential papers where Members would be bound by the Council's Code of Conduct and Constitution. They asked to receive the action plan for one of the Star Chamber actions detailed in the cover report, so that Members can see how this action is being addressed. Members also requested an update on the level of staff resources available to Cardiff Business Council once discussions have concluded and there is an agreed way forward.

The Cabinet Member responded positively to the letter and agreed to share information regarding the Challenge Forum meeting and Star Chamber action. The letter also commented on the OM1 post being deleted in Economic Development, stating that a restructure of the new service area was needed to create extra management capacity to support Cardiff Business Council.

Quarter 4 2014/15

At their meeting on12 May the Committee sought clarification of arrangements around the cost implications and selection process put in place for the appointment of the advisor to the Education Service. They wished to have sight of the recommendations such specialist advisors present to the Council.

The Committee confirmed that it would be factoring the concerns, recommendations and requests of the four other scrutiny committees into its future consideration of Performance.

The letter was sent on 27 May to the Leader and is currently awaiting his response.

Policy Development and Review

Non-Executive Councillors can add significantly to the wellbeing of citizens and the success of the organisation by providing constructive, non-partisan inquiry to areas of the Council's work that are at a crossroads, or where a number of potential solutions could be explored. This section describes some of the policy development and review work undertaken by PRAP Members this year.

Communications Strategy & Capital Times Update

The Communications Team and County Clerk and Monitoring Officer had worked to bring to Committee in September 2014 an early draft Communications Strategy to consult upon with the Committee. It was planned that this would be informally approved by the Cabinet at a later date, taking into account the Committee's feedback and further development work.

Members noted that underneath the Council's four priorities and Values, the Strategy established its objectives as:



- To improve the image of the Council;
- To demonstrate that we are a listening and engaging Council;
- To ensure the Council's achievements are recognised and celebrated
- Increasing the number of residents who think the Council is doing a good job;

- To increase the percentage of residents who think the Council keeps them well informed;
- To increase the number of staff who feel informed and engaged with the changes happening across the Council and delivers to the highest standards;
- To ensure the communities we serve are aware the way services are delivered has to change;
- To deliver a consistent high quality brand across all Council directorates;
- To work with our partners both public and private to deliver for the city of Cardiff.

Members recognised the efforts which have been taken to respond to WLGA Peer Review and the APSE Review, in more clearly setting out the Council's vision and in communicating with citizens through the Cardiff Debate. Members also recommended that more thought was given to using social media in an appealing way.

The Committee felt that there was more work to do to engage employees effectively, and believed that communication with Members needs to be considerably improved. The Members' Newsletter and Diary were not felt to inform Members about significant issues in a way that enables them to engage with communities meaningfully.

In considering the *Capital Times*, Members were concerned whether the six editions that were only to be published online this year would have as strong an impact as the six distributed physically door to door. They felt that the paper still had more potential to communicate with citizens difficult and useful messages about the Council's financial challenges, and should always be politically impartial.

The Leader responded positively to the Committee letter on the Communications Strategy & Capital Times Update, providing all requested information and reflecting on all the Committee's comments, concerns and recommendations. Cabinet agreed that there is scope to improve member communication and there are plans to increase the content of The Members Newsletter.

The Cardiff Debate



Committee's remit includes consideration of the Council's citizen engagement and consultation. As part of the Organisational Development programme which was agreed by the Cabinet on 15 May 2014, the Council established the 'Cardiff Debate' on local public service delivery under the Improved Governance programme. It is a "three year programme of engagement and collaboration between public, private and third sector

organisations and, most importantly, citizens and communities in Cardiff".

The Debate is intended to give all citizens a chance to contribute, not just "the usual suspects". It is aimed at providing an inclusive platform for considering different delivery models and to stimulate debate about local solutions for Cardiff. The Cabinet report stated that the results of the events would be used to inform the Council's Budget Strategy and provide co-produced options for the future of service delivery.

Following their meeting on 4 November Members thanked officers for the huge amount of effort invested in the outreach events, and felt that the Cardiff Debate represented a step forward in the Council's engagement with citizens. They requested that more thought be given to feeding back to citizens what impact their views had had on emerging decisions. The Committee was not convinced that the "Prioritisation of Services" exercise gave a rounded understanding of the actual services the Council delivers, and that results could be affected by very recent media coverage and emerging issues.

The Leader's response indicated that Committee's comments would shape the next wave of consultation on the Budget proposals being released in November 2014. It caveated that it was hard for citizens to understand the huge range and grouping of Council services, but that the next wave would give citizens an

opportunity to identify budget priorities in the current challenging circumstances.

On 2 December 2014 Committee wrote to the Cabinet Member for Finance and Corporate Performance, having considered the early budget proposals. Having heard that the recent Cardiff Debate budget consultation events had not been widely attended by members of the public, they asked if all efforts could be made to encourage people to attend, for people who would prefer not to fill in a questionnaire online to be supported to do so in hard copy, and for the resulting data to be statistically robust, in line with similar surveys conducted elsewhere in the UK.

On considering the final Budget Consultation Report at their 10 February 2015 meeting, Members complimented officers on achieving a solid level of questionnaire completion, but could not be sure that the Debate represented a robust or representative reflection of the views of the people of Cardiff. They reflected again on the challenges of securing attendance at the budget consultation events. Given the length and complexity of the questionnaire, they were in particular keen for those people for whom language might be a barrier to be provided with some facilitation to help them provide their views.

Voluntary Severance Review

The ability of the Council to meet the costs of voluntary severance has consistently been raised as a risk to the Council as it reshapes itself in line with available resources in times of continuing financial austerity. As part of the 2014/15 Budget, the Council agreed to implement a Workforce Agreement for this financial year, which included a reduction of the working week from 37 to 36 hours, among other changes to employee costs. As part of this agreement it was decided to hold to the terms of the Council's current Voluntary Severance Scheme until 31 March 2015, but that a review of the Scheme should be undertaken. At their meeting on 6 January 2015 Members agreed that the Council should amend the Scheme to place a minimum 12 month restriction on employees leaving with a severance package subsequently returning to work with for Council. They declined to make recommendations on a preferred multiplier of numbers of weeks' service and weekly pay to determine redundancy payment levels, recognising that these should be set to optimise and balance affordability and attractiveness. A response from the Cabinet Member is currently awaited.

Control of Employee Costs

In anticipation of receiving detailed proposals for the control of employee costs as part of the City of Cardiff Cabinet's budget proposals for 2015/16, this item on Committee's January 2015 agenda enabled the Committee to understand how local authorities in Wales and in England are addressing this significant area of local authority spend.

As part of its Budget Strategy for 2015/16, agreed on 17 July 2014, the Cabinet agreed that in order to help meet the Council's Budget Reduction Requirement for 2015/16, £5.75 million would be sought from a review of employee terms and conditions, to be considered against a portfolio of options. The Strategy stated that this would include a further review of the voluntary severance scheme.

The Scrutiny Research Team had undertaken benchmarking of practices in English core cities, and the results of the research were presented to Committee and commended to Cabinet. A Welsh Local Government Association Advisor also attended the January 2015 Committee to provide similar insight on practices followed by other Welsh local authorities. Members were therefore equipped with knowledge to debate what were considered to be appropriate priorities for Cardiff, and provided with comparative information to enable informed detailed scrutiny of budget proposals in February 2015.

At their meeting on 6 January Members were reassured that Cardiff has already implemented many of the recommended practices highlighted by the research, such as acting to cut down sickness levels, reducing discretionary expenditure on travel and moving to control agency spend and vacancies.

Improving Scrutiny Project

As detailed below, the Council this year developed an Improving Scrutiny Project. It forms part of the Programme of Organisational Change introduced by Cabinet in May 2014 to meet the challenges set out in the Welsh Local Government Association's 23 September 2013 Peer Review report on this Council. One of the five programmes of change within the overall Programme is "Improved Governance", and within this Programme is a Project described as "*Strengthen the Scrutiny Function*".

At its meeting on 31 March 2015 the Committee considered the Project progress and agreed its future methodology. They agreed with the County Clerk that what was needed was *"evolution, not revolution"*. They asked for further information on the Swansea Model of Scrutiny and those followed by other Core Cities, and more generally for examples of good practice in other parts of the UK that could be replicated in Cardiff.

Financial and Budget Monitoring

The Council's current financial challenges are clearly well documented. The Council has a significant savings target over the medium term, and this Committee has a particular role in providing scrutiny of the organisation's success in achieving this target, plus in ensuring its overall financial health.

At the start of the Municipal Year in September 2014 the Committee considered the recently agreed Cabinet Budget Strategy for 2015/16 and the Medium Term, and made the following observations.

- It was noted that the Council is currently projecting an overspend of approximately £1 million compared with the 2014/15 budget. Directorate overspends are currently projected to total £7.1 million. Management action was forecast to reduce this significantly by the end of the financial year.
- Members were advised that the WAO Corporate Assessment considered at the meeting on 2 September 2014 concluded that 'there was a high risk that savings targets for 2014/15 would not be achieved and longer-term savings requirements are unlikely to be met if current methods of service delivery are sustained'.

During the year, several monitoring reports were provided to Committee, including the Outturn for 2013/14 and month six 2014/15, with reports for information only provided at months four and nine.

• Outturn for 2013/14: On 1 July 2014 Members commented on significant overspends and under-achievement of savings targets within an overall balanced budget, and requested that all in-year proposals to achieve additional savings or make up predicted shortfalls should come to predecision scrutiny.

• Month Six 2014/15: On 2 December 2014 Members remained concerned at the Council's monitoring position, with many Directorates showing variance with planned for savings targets such as the target to find an alternative management operator for St David's Hall. They reiterated a request for scrutiny of alternative methods for achieving savings.

As explained above, when Committee considered Cabinet's draft Budget Proposals in February 2015, they were concerned at Council's Section 151 Officer comments on the Council's financial picture over the medium term. Having considered a further report on the Programme of Organisational Change at their 31 March 2015 meeting, Members reiterated their concerns at the organisation's financial resilience, and requested that the Section 151 Officer bring a report to the next Committee meeting to spell out how the organisation was planning to manage its existential risks in the context of the huge financial challenge facing the Council.

This report was presented to Committee's final scheduled Committee meeting of the Municipal Year on 12 May 2015, and will provide important evidence to help Committee support the organisation's achievement of savings and income targets for 2015/16. Committee has previously received the Budget Strategy report in September, after Cabinet has considered and agreed the Strategy. During 2015/16 Committee will undertake pre-Decision scrutiny of the Strategy, strengthening the Committee's overview of the Council's financial position.

During the year the Cabinet Member for Finance and Corporate Performance had engaged the Scrutiny Chairs in a conversation about enhancing the existing programme of Budget Scrutiny by introducing a Budget Scrutiny panel, which might meet over the year to provide non-Executive overview and policy support for the Council's medium term financial options. This conversation will be taken into the 2015/16 Municipal Year, with a view to developing a useful and effective additional layer of financial scrutiny to support the Council's difficult financial situation.

Call-in of Cabinet Decisions

Non-Executive Councillors have the power to protect the Council by occasionally exploring a recent Decision taken by Cabinet or a senior officer where concerns have been expressed about the Decision. There are robust procedures to regulate this process, and "Call-in" has only been agreed seven times since May 2012. This section details a call-in referred to Committee during 2014/15.

CAB/14/015: Glamorgan County Cricket Club Loan Write-Off and Restructuring



On 19 March 2015 the Cabinet received a report requesting a decision 'to consider a proposal from Glamorgan County Cricket Club for a write off and restructuring of sums

due to the Council in respect of loans provided to improve the Club's ground infrastructure and to meet standards required for the staging of test matches.'

Cabinet Decision CAB/14/105, made on 19 March 2015 and published on the same date with a proposed implementation date of 23 March 2015, resolved:

- In line with the other main creditors, write-off circa 70% of the value of sums outstanding on loans made to Glamorgan County Cricket Club.
- Agree the heads of terms and revised terms for repayment of amounts outstanding, whilst acknowledging that there can be no absolute guarantee that income generated by the Club will enable it to repay the proposed restructured loan.
- Delegate authority to the Corporate Director Resources to complete revised contractual terms with the club in consultation with the County Solicitor and the Cabinet Member for Corporate Services and Performance.

A Member of the Committee requested that the above decision be called in for Scrutiny Committee consideration. The reasons given for the Call In were:

- The apparent failure to consider other options to secure the counciltaxpayers interest;
- b. The apparent willingness to collaborate in the release of a bank guarantee and the repayment of loan capital to a lower ranking creditor to the apparent detriment of council-taxpayers;
- c. The apparent failure to secure changes in the organisation's management to secure improvements in the Club's financial performance;
- d. The on-going financial performance of the Club and its apparent inability to pay its debts when they fall due;
- e. The apparent failure to secure appropriate benefits in kind to mitigate the loss to the council taxpayer;
- f. The risk to the council's reputation resulting from the decision to enter into the proposed agreement.

The Call-in request was approved, and a special meeting arranged on 1 May 2015 to consider the grounds for the call-in. The Cabinet Member for Finance and Corporate Performance was joined by a range of Council officers, the Chief Executive and Board Members from the Cricket Club, and the Club's bank, Allied Irish Bank. The potential benefits and risks of the Cabinet's Decision were given detailed consideration, whether there might have been a better alternative to the Decision that was taken, and whether additional steps could have been taken to improve outcomes.

On reflection, the Members of the Committee agreed not to refer the Decision back to the Cabinet for re-consideration, so the Cabinet's 19 March Decision has been upheld and will now be implemented.

Monitoring of Cabinet Responses

When a Scrutiny Committee publishes an Inquiry Report, it will contain recommendations for Cabinet to consider. Cabinet provides a response, generally including an action plan to show how those recommendations which have been agreed will be implemented.

Cabinet Response to Committee's April 2013 *Public Engagement with Scrutiny* Inquiry report

During 2013 the Committee undertook a task and finish inquiry to consider public engagement with Scrutiny in the light of the Local Government Measure (Wales) 2011 and its accompanying Guidance, as part of its 2012/13 work programme.

The terms of reference for the inquiry were to enable Public Engagement through the different functions and processes of Scrutiny to identify: the requirements of Public Engagement under statutory requirements such as the Local Government Measure 2011, best practice across the UK, and what can be adopted and adapted in Cardiff and how it can be resourced. The Committee commissioned the Scrutiny Research Team to prepare a comparative and best practice analysis of public engagement in UK local authorities.

The April 2013 report was presented to Cabinet in June 2013 and Constitution Committee in January 2014, making four recommendations to Cabinet and two to Constitution Committee. At Committee's 30 September 2014 meeting Councillor Daniel De'Ath presented the combined response of both Cabinet and Constitution Committee, accepting three of the recommendations to Cabinet, and partially accepting the other. Constitution Committee accepted one of the recommendations, and requested a further report on the other. The Scrutiny Team has itself worked to implement many of the 12 operational recommendations made during the Inquiry, with resulting improvements like the Scrutiny Forward Plan and improved website information through Modern.Gov. Cardiff was shortlisted in the 2014 Centre for Public Scrutiny's "Good Scrutiny" Awards for the involvement of local young people in scrutiny work. It is hoped that public questions to Scrutiny Committees and webcasting of Committee meetings will both be piloted in 2015.

OBSERVATION OF COMMITTEE BY EXTERNAL GUESTS

During 2014/15 various requests were received for external groups to attend Committee meetings, as detailed below.

Wales Audit Office

As part of WAO's Corporate Assessment of Cardiff, the regulator met the Committee Chair in March 2014 to explore his views on the Council's governance and performance arrangements. WAO also attended Committee at that time to observe and form judgements on these matters, as part of the evidence base that led to their September 2014 Corporate Assessment report.

Performance Challenge Advisor

The Council has benefitted from advice this year from Rod Alcott, a former auditor who has advised and informed the Council's refreshed performance management approach. As part of this work, Rod observed meetings of the Committee, and met Members in March 2015 to provide insight and feedback to support the Committee's future performance monitoring work.

Jordanian Parliamentary Delegation



On 12 May 2015 the Chair of the Kingdom of Jordan's Legal and Administration Committee visited Cardiff with 15 Members of the Jordanian Parliament and the country's Director of Legal Administration. The country is reviewing the governance relationship between national, regional and local government, and the delegation was interested to learn how UK Parliament worked with the National Assembly of Wales and the City of Cardiff Council. The group was welcomed to attend the Committee meeting taking place that day, and during the visit met the Council Leader, as well as receiving presentations on Cardiff and its governance from County Clerk Marie Rosenthal, Operational Manager for Scrutiny Paul Keeping and Economic Policy Manager Jonathan Day.

Caerphilly County Borough Council Scrutiny Members

Scrutiny Members from Caerphilly observed a Committee meeting as part of a development and change programme the authority was undertaking.

SCRUTINY DEVELOPMENT WORK

This section describes two pieces of work the Committee has shaped which will improve scrutiny outcomes in Cardiff and more widely across Wales.

"Scrutiny in a Changing Landscape": Improving Scrutiny Project

Cardiff is proud of its scrutiny arrangements, and has gained and sustained a UK-wide reputation, regularly netting awards for scrutiny projects. The structures initially set up in 1999 have stood the test of time, and have not significantly changed during the past decade and a half.

During that time, however, the Council has changed, and is likely to change even more in coming years. A growing complexity of partnerships and collaborations, alternative models of service delivery and financial challenges will require fresh thinking for the Council to thrive, and scrutiny Members need to be at the front of this curve of innovation and development.

The Committee Chair worked with the other four Scrutiny Committee Chairs during the summer of 2014 to submit a bid to the Centre for Public Scrutiny (CfPS)'s "Scrutiny Development Areas" research programme. Bids were invited to explore scrutiny's role in organisational transformation, and the objectives of Cardiff's proposal (accepted as one of nine projects across the UK by the CfPS) were to:

 Develop recommended options for future Scrutiny arrangements in Cardiff, to be able to manage the scrutiny of the Council's transformation in coming years. These proposals would be consulted upon politically and organisationally, and proposals would be taken forward for inclusion in the Council's 2016/17 Budget proposals.

- Address recommendations in the Local Government Measure (Wales) 2011, and subsequent recommendations in the Williams Review, to consider opportunities for improvement to current collaborative scrutiny arrangements with partner organisations.
- Take forward the learning from Cardiff's participation in the 2013 Wales Audit Office *Improving Scrutiny* Study, especially by using the 15 characteristics in the newly developed "Framework for Effective Scrutiny in Wales" as a mechanism for self-evaluation of the quality of scrutiny in Cardiff, and the planning of future Scrutiny Work Programmes.

The Committee Chair worked with the other four Chairs to spearhead this Project within the Council since November 2014. The Project will culminate in 2015 with a Member workshop, a workshop with Cabinet Members, and the publication of a task and finish Inquiry report in September 2015.

Scrutiny and Regulation – Wales-wide Research Project

In June 2014 the Scrutiny Team bid to Welsh Government's Scrutiny Development Fund to manage a Wales-wide research project to develop credible areas for joint working between internal local government scrutiny functions and external Auditors, Inspectors and Regulators (AIRs). The Chair of this Committee was involved in shaping the proposal.

The bid was designed to shape Welsh Government policy in this area, and optimise the resources of scrutiny councillors and the three AIRs bodies (Wales Audit Office, Estyn and the Care and Social Services Inspectorate for Wales).

This involved working closely with the AIRs bodies and Wales 22 local authority scrutiny teams, and publishing a report that detailed four credible "interface areas" that were tested at the *"Many Hands…"* conference in Llandrindod Wells on 27 March, which brought together over 150 senior managers and Councillors to broadly agree how scrutiny and AIRs could best work together.

The work reinforced Cardiff Scrutiny Team's reputation as a professional unit that could be trusted to deliver nationally significant work. It netted over £35,000 of income for the Council, built in-house expertise and developed the relationship between Cardiff, and senior managers in Welsh Government and the three AIRs bodies.

During 2015 the Scrutiny Research Team will publish the Conference Report, which will feed into a further Welsh Government consultation later this year.

WORK PROGRAMME OPPORTUNITIES FOR 2015/16

The Committee receives regular work programme updates at which Members have the opportunity to consider items received from members of the public, young people, organisations, Council Members and other Scrutiny Committees, for inclusion on the work programme. Committee Members can also suggest any new issues which may be of interest to the Committee.

The Committee will plan its 2015/16 Work Programming in June and July 2015. These are some of the issues stemming from this year's activity that might be considered for scrutiny in the year ahead

- WAO Corporate Assessment and OD Programme WAO has promised to re-inspect Cardiff during the second half of 2015, and there will inevitably be a need to ensure that the Council's progress in implementing its Programme of Organisational Change will satisfy the Regulator.
- Scrutiny in a Changing Landscape the piece of work detailed above is due to be presented to Cabinet in September 2015 via a joint task and finish Inquiry report, steered by this Committee.
- Partnership Scrutiny The What Matters Strategy is due to Committee for a refresh, and this could provide an opportunity to re-examine roles and responsibilities for scrutiny of partnership governance in Cardiff.
- Work with Internal Audit feedback from the WAO Corporate Assessment has suggested that greater co-ordination could be in place between this Committee and the Council's Audit Committee.

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Tel: 029 2087 2953. Email:scrutinyviewpoints@cardiff.gov.uk. www.cardiff.gov.uk/scrutiny © 2015 City and County of Cardiff Council

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CITY AND COUNTY OF CARDIFF DINAS A SYR CAERDYDD

COUNCIL: 25 JUNE 2015

CABINET PROPOSAL

AGENDA ITEM: 9

CAERDYDD

WELSH LANGUAGE SCHEME ANNUAL MONITORING REPORT TO THE WELSH LANGUAGE COMMISSIONER 2014 - 2015

Reason for this Report

1. To agree and approve the content of the 2014-15 Welsh Language Scheme Annual Monitoring Report prior to presentation to the Office of the Welsh Language Commissioner in accordance with The Welsh Language Act 1993 and Welsh Language (Wales) Measure 2011.

Background

- 2. The Council recognises that, as a Capital City, Cardiff represents Wales and is committed to ensuring equality between the Welsh and English languages by actively promoting and supporting the Welsh language and increasing its capacity to deliver bilingual services. The Welsh Language Scheme sets out how the Council will deliver this commitment.
- 3. The report provides the formal basis on which compliance with the Council's statutory Welsh Language Scheme is monitored. Conducted annually, the report provides a clear picture of the progress made in 2014-15, as well as identifying any areas for improvement.

Issues

- 4. The Welsh Language Scheme monitoring report has been completed to meet the requirements of the Welsh Language Act 1993.
- 5. Approval needs to be given by the Cabinet so the report can proceed to Council prior to it being accepted by the Office of the Welsh Language Commissioner within the required timescales. The Council is required to present an approved bilingual report to the Office of the Welsh Language Commissioner by 30th of June 2015 and publicise the report thereafter. It is envisaged that this will be the last reporting year in the current format as reporting arrangements will change when the Welsh language standards come into force later this year.
- 6. In order to prepare for the standards, the Bilingual Cardiff Members Group has asked for a progress report from each directorate on meeting

the proposed standards. The Council will receive its compliance notice from the Welsh Language Commissioner on the 22nd of June, and after a consultation period the council will be issued with a set of standards which will replace the current arrangement of Welsh language schemes. This will be the last reporting year in the current format as reporting arrangements will change when the Welsh language standards (under the Welsh Language [Wales] Measure 2011) come into force next year.

Reasons for Recommendations

7. Compliance with the Welsh Language Scheme is a statutory requirement, monitoring the Council's progress against it is an effective way to ensure that targets are being met.

Legal Implications

- 8. The Welsh Language Scheme is a requirement of the Welsh Language Act 1993. The Welsh Language Act 1993 has been repealed by the Welsh Language (Wales) Measure 2011.
- 9. The Welsh Language (Wales) Measure 2011 introduces a new system of regulation through 'standards', which specify how an organisation should use the Welsh Language. Until such a time as the 'standards' come into force organisations should continue to implement their 'Welsh Language Scheme' which will continue to be monitored/inspected by the Welsh Language Commissioner.
- 10. It is expected that the 'Standards' will be enforced by September of this year;
- 11. The Assembly approved Regulations on the 24th March 2015 (The Welsh Language Standards (Number 1) Regulations 2015) which specify standards in relation to the Conduct of County Councils (and other organisations). The following is an outline of the timetable for the implementation:

April – June 2015 -the Welsh Language Commissioner will prepare individual compliance notices for each organisation.

22 June 2015- A consultation period will begin with organisations on the content of the compliance notices (s.47 Welsh Language (Wales) Measure 2011)

20 July – Consultation period Ends

September 2015 - it is expected that the Welsh Language Commissioner will issue a compliance notice on the Authority (s.44 Welsh Language (Wales) Measure 2011)

Financial Implications

12. There are no direct financial implications arising from this report. In the event of any action being required to be taken then any associated costs would need to be found from within the existing budgetary resource allocation.

CABINET PROPOSAL

Council is recommended to approve the Welsh Language Monitoring Report (as attached as Appendix A) prior to submission to the Office of the Welsh Language Commissioner in accordance with the Welsh Language Act 1993 and Welsh Language (Wales) Measure 2011.

THE CABINET

11 June 2015

The following Appendix is attached:

Appendix A The Welsh Language Scheme Annual Monitoring Report 2014 - 15.

Appendix A



Welsh Language Scheme

Annual Monitoring Report to the Welsh Language Commissioner

2014 - 2015

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Introduction

The City of Cardiff Council's third statutory Welsh Language Scheme was formally approved by the Welsh Language Board on 1st of July 2009.

As a Capital city the Council recognises that Cardiff represents Wales and is committed to ensuring equality between languages by actively promoting and supporting the Welsh language and increasing its capacity to deliver bilingual services. The Welsh Language Scheme sets out how the Council will deliver this commitment.

In order to ensure that the Welsh language and the needs of Welsh speaking residents are considered by all directorates, whilst also making sure that the Council meets its obligations under the Welsh Language Act 1993 and the Welsh Language (Wales) Measure 2011, the following areas of improvement have been imperative:

Establishing the Welsh Language Coordinators which includes one representative from each directorate, to discuss and deal with issues relating to the Welsh language as well as informing staff within their directorates of the Scheme's requirements.

Creating a new Welsh Language Champions group in 2010 which includes one representative, of Operational Manager level or above, from each directorate to champion bilingualism, support Coordinators and raise awareness of the Welsh Language Scheme within their directorates.

- Re-branding of the Welsh language unit as 'Bilingual Cardiff' with a new emphasis on providing an advisory role for other organisations, whilst continuing to actively promote and further raise awareness of the Welsh language across the city through better collaborative working arrangements.
 - > Providing a real language choice and an equally excellent service to Welsh and English speaking citizens through the C2C contact centre.
 - Ensuring that the Scheme's Timetable for Implementation has been incorporated into the Cardiff Improvement System (CIS) which has played a key role in ensuring the successful implementation and mainstreaming of the revised Welsh Language Scheme and Corporate Welsh Language Skills Strategy.
 - > The establishment of the Welsh Language Cross-Party Members Working Group to drive forward the Bilingual Cardiff agenda.
 - In October 2014, the Welsh Language Champion and Senior Manager in Health & Social Care released some management hours from within the Directorate to allow the Welsh Language Co-ordinator to work on the implementation of the Welsh Government's 'Mwy Na Geiriau' Strategy which has resulted in significant progress being made against the 3 year Action Plan.

> The proposed development of a Welsh Language Centre in the city centre.

We recognise that more work is needed to realise our ambition of developing a truly bilingual capital city for Wales. This report outlines a number of planned actions for the future as well as reporting on progress to date.

The Annual Monitoring Report will be agreed and approved by full Council on **25th of June 2015** prior to being submitted to the Welsh Language Commissioner by their deadline of 30th of June 2015.

The report is available bilingually to download on the Council's website www.cardiff.gov.uk/bilingualcardiff

Please Note - Officer titles and Service Areas in the action plan will not reflect the current structure as the action plan was approved in 2009 and therefore reflects the officer titles and Service Areas at the time of approval. As the Timetable for Improvement is lifted out of a statutory Scheme for the purpose of the Report, we cannot change the titles, or any other element of the Scheme without the approval of the Welsh Language Commissioner. This is the last reporting year in the current format as the new Welsh language standards come into force later this year, as a repult of which we will have a new reporting mechanism in place next year with a new action plan that adequately reflects the structure and officer titles at that time.

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Welsh Language Scheme Compliance – Timetable for Improvement					
MEASURES	TIMING	RESPONSIBILITY	PROGRESS	COMPLETED	
1. WELSH LANGUAGE INDICATORS					
WL Indicator 1To monitor and reportannually the numberand % of third partiesmonitored that conformto the requirements ofthis Scheme in thefollowing areas:i.care servicesii.youth and leisureservicesiii.pre-schoolopprovision	Draw up structured Monitoring Plan for each service listed by Septembe r 2009 then monitor and report annually.	Relevant Chief Officers in conjunction with the Welsh Language Officer.	 i. Care Services ii (a) Youth service contracts ii (b) Leisure service contracts iii Pre-school provision For full details please see section 3. Scheme Management and Administration (page 30). For Health and Social Care 'Mwy na Geiriau / More than just Words' Action Plan 2014/15 see Appendix I 		
We Indicator 2 Identify workplaces and posts where the ability to speak or write Welsh is an essential or desirable requirement (using the Welsh Language Skills Strategy and Assessment Tool).	April 2015	All Chief Officers in conjunction with the Welsh Language Officer	Over 975 posts have been assessed in the current financial year, of these a total of 111 posts (11%) will now be designated Welsh Essential in accordance with the Corporate Welsh Language Skills Strategy (please see Appendix II). The revised Corporate Welsh Language Skills Strategy was approved by the Cabinet on the 13 th of March 2014. A copy of the strategy which includes revised timescales, measures, and also an updated linguistic assessment tool was included in the council's response to the standards investigation April 2014. The linguistic assessment of teams is ongoing and will continue in 2015-16.		

WL Indicator 3 Create an annual audit programme of software and systems to ensure that Welsh language issues are an integral part of all e-Government projects.	Septembe r 2009	All Chief Officers in conjunction with the Welsh Language Officer	 Welsh language requirements are actively considered as part of any project brief or new project mandate as part of the statement of requirements – this has been the case for some time ICT will continue to advise customers of their responsibility to provide Welsh language material for all customer facing projects at the project brief phase of all IT related projects but it is the customers responsibilities to determine whether they require bilingual aspects of any new system after receiving this advice so it is their responsibility to satisfy themselves that they are meeting the measure. 	
WL Indicator 4 To monitor the number and % of staff who have received training in Welsh to a specific quelification level and the number and % of staff who have received Welsh Language Awareness training.	Produce a full report by April each year for inclusion in the Annual Monitoring Report to the WLB.	Chief Officer People and Organisational Development with the Welsh Language Officer.	The number and percentage of staff who received Welsh language and Welsh language awareness training is monitored closely and individual records kept on DigiGov. Please see Appendix III for breakdown of staff who have attended these courses.	

WL Indicator 5 The number and % of staff who are able to speak Welsh according to i. service area ii. post grade iii. workplace	Produce a full report by April each year for inclusion in the Annual Monitoring Report to the WLB	Chief Officer People and Organisational Development	 A total of 4,546 staff have validated their entries on the DigiGov system. From these 221 staff have stated they have Welsh language skills. This represents 4.86% of those registered on the system. Details of the service area, post grade and location of these members of staff are attached in Appendix IV 		
<u>WL Indicator 6</u> Monitor the number and % of complaints in relation to the operation of the Welsh Language Scheme and dealt with in accordance with comporate standards.	April	Chief Officer Legal Services	During 2014/15, a total of 24 complaints were received in relation to the Welsh language scheme. The percentage of Welsh language scheme complaints in relation to all complaints received (2354) is 1%. The Annual Corporate Complaints Report will be available in Autumn 2015.		
2. SERVICE PLANNING	2. SERVICE PLANNING AND DELIVERY				
Assess the effectiveness of the Policy Integration Tool and Equality Impact Assessments for mainstreaming Welsh language into Corporate and key policies, plans and	Bi-annual audit. First audit September 2009	Chief Policy Officer and Welsh Language Officer	The Policy Integration Tool has been developed into the Statutory Policy Screening Tool to reflect the evolving policy context. Please see section 5. Mainstreaming (page 34) for full details.		

strategies.				
Prepare a list of key partners, check that they are aware of the requirements of the Scheme and insert appropriate and specific wording into contracts and tender documents as and when they are renewed or issued. Page 206	List by September 2009. Check one key partner per month thereafter.	All Chief Officers in conjunction with the Welsh Language Officer	 The City of Cardiff Council has a number of other contracts in place with contractors or third party organisations for the provision of services. An analysis of our Procurement Portal has highlighted approximately 11 contracts have been awarded for the delivery of 'Services' on behalf of the Council. Only contracts involving a service delivered to the general public are included. The new contracts/framework agreements would have used prequalification/selection questions derived from the Welsh Government's SQuID set of questions which includes a number of questions relating to the Welsh Language. The questions would only be asked where the contract is for services provided directly to the public. Describe your experience and / or general approach to delivering public services in Wales to ensure that the requirements of Welsh speakers are met, as provided for by Welsh language legislation. Have you had a contract terminated and/or been notified of a breach or potential breach of a contract for reasons related to Welsh Language requirements within the last 3 years? Wording to the following effect is inserted in contracts prepared on behalf of the Council by the Council's Legal Service and the legal contracts team are reminded of the need to insert such a clause: <i>During the Contract and the provision of the Services, the Contractor shall comply with the requirements of:</i> <i>a) the Authority's Welsh Language Scheme; and</i> <i>b) the Welsh Language (Wales) Measure 2011 as and when the</i> 	

			provision of the Measure come into force, and in so far as it relates to the provision of the Services.'	
			As stated in the progress for 2013 -14 in terms of ongoing monitoring procedures for contracts we have a regular contract review meetings with suppliers. The frequency of these meetings is dependent on a number of factors such as the value of the contract and the risk, but generally range from monthly to quarterly.	
			Any issues relating to the performance of the contract can be discussed at this forum and any issues with the provision of services in the Welsh language can be highlighted and dealt with accordingly.	
Ensure that the Comporate Grant Scheme complies with the Council's Whetsh Language Scheme	Audit September 2010	Chief Officer Strategy and Enterprise and all Chief Officers	Support and advice has been offered and provided to Service Area Grant Officers regarding compliance to the Council's Welsh Language Scheme. All relevant corporate grant documentation have up to date Welsh versions available on CIS. Ongoing day to day adherence to the Welsh Language Scheme by ensuring Welsh translations of letters available promptly where requested.	
3. DEALING WITH TH	E WELSH SPE	AKING PUBLIC		
Set up and support a <i>corporate</i> database of the language preference of customers for use by all service areas	April 2012	Chief IT Officer with Chief Officer People and Organisational Development, in conjunction with all Chief Officers and Welsh Language Officer	A detailed design Blueprint for the Customer Relationship Management (CRM) System was successfully completed in February 2014. The solution designed during the Blueprint clearly specifies how markers such as language preference could be stored against customers and how a single Corporate master customer database could be developed, populated and maintained as the CRM is implemented across the Organisation. The first phase of the CRM is set to go live in September 2015 in	
			the Contact Centre (phone and email channels) and Community	

	-			
			Hubs (face to face). As customers contact the Council through these three channels, their language preference will be noted against their customer record. In addition to this, as part of the go live, existing Welsh language preference databases held in Directorates across the Organisation could be rationalised and potentially inputted in to the CRM database. Please note in the first phase the CRM (and by extension the customer database including language preference) will only be covering the existing C2C footprint of services. A detailed roadmap for wider roll out across the organisation will be developed over the coming months.	
Page			In the medium term (2-3 years) as SAP CRM is rolled out to Directorates across the Organisation and a Master Data Management solution is identified, an enterprise wide Corporate database of Customers will be created that will give a single view of the customer.	
Istep e guidance on træslation to all Service Areas	New guidelines to be issued when Scheme is launched	Welsh Language Officer	Translation guidance is issued via new articles on 'Your Inbox' as well as via the Welsh language coordinators. Guidance is also sent via a monthly "Welsh Matters" brief which outlines the latest developments regarding the Welsh language agenda, information on courses, advice and a summary of complaints against the Welsh language scheme. Articles in 2014-15 related to the need for forward planning before any large translation work. The translation guidelines are also available on the Bilingual Cardiff intranet page. As the current translation guidelines have been in place for several years most directorates are familiar with the process for requesting translations.	
Prepare and implement a programme for providing Welsh language software	Programme in place by September 2009. To be implemented	ICT Service Manager with all managers and Welsh Language Officer	All members of staff that have access to the Councils ICT Network receive Welsh language capable software as a standard Service area practice. We therefore do not record individual requests for the software. The only information we would record would be individual requests for Welsh translation	

and support materials to all new and existing staff as specified in Section 3.1 of the Scheme	immediately		software however this would not be a true reflection of our provision of Welsh language capable software within the authority. We continue to roll out Welsh language capable software in our Windows 7 and Office 2010 deployment to all new builds / requests either on PC or via our thin client deployment method. Cysgliad is available to all staff who have PC's as their desktop interface, and its availability is frequently advertised in the Welsh Matters Newsletter and articles on Your Inbox. Staff can request a copy via the Service Desk.	
Ensure that the following adhere to Welsh Language Scheme: Phone back responses Welsh calls are directed to Welsh speaking Officers iii. Advertised numbers have bilingual greetings	Monitor once per year via Mystery Shopper	Welsh Language Unit and Menter Caerdydd	Guidance to staff on answering Welsh language calls were updated in February 2015 and are available on the Welsh language intranet page. The guidelines were also circulated to staff via the Welsh language coordinators and reminders are featured in the monthly 'Welsh Matters-Materion Cymraeg' brief. Menter Caerdydd conducted a mystery shopper exercise on behalf of the council in September and October 2015. Following the mystery shopper the full results were forwarded to all directors, and relevant guidance on calls issued to staff. Staff were reminded of the need to greet the public bilingually, and have also been made aware of the draft Welsh language standards which relate to calls. The draft regulation standards were circulated to the coordinators and champions following their publication. The Operational Manager for Bilingual Cardiff has also given a presentation on the challenges of the Welsh language standards in a SMT meeting on the 9 th of September 2014.	
Provide guidance to staff on conducting bilingual meetings and ensure that directive is being	Guidance issued September 2009. Service area	Welsh Language Officer and Welsh Language Coordinators	Guidance on meetings is available on the Bilingual Cardiff Intranet page. Directorates have each responded to the draft standards regulation published by the Welsh Government in anticipation of the compliance notice (expected Summer 2015). Each directorate is aware of the council's current position on	

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followed.	audits to be		conducting bilingual meetings under its Welsh language scheme	
	conducted		and are aware of the potential for this to change under the Welsh	
	every 6		language standards. HR were briefed by Bilingual Cardiff in	
	months.		January 2015 on the draft standards regulations and the	
			potential need to provide all internal employee related meetings	
			(e.g. disciplinary, grievance) in Welsh if requested. A HR action	
			plan has been created for all draft standards which are not	
			current practice under our Welsh language scheme.	
			Guidance on meetings is also provided to staff on conducting	
			bilingual meetings via the Equality Awareness sessions and	
			updates in the Service Area Business Improvement Meetings	
			(BIMS).	
Pag			Simultaneous translation services are available at all monthly full	
			council meetings.	
Ensure that all	Annual audit	All Chief Officers	The City of Cardiff Council's refreshed website was launched in	
information created	of each		May 2014 with all content published in a new SharePoint content	
specifically for the	service		management system. Development work was completed by the	
public (in accordance	area's		web team and ICT to ensure the website would treat both	
with Appendix A)	content.		languages equally. Web content principles were drawn up to	
appears bilingual on	First audit		address governance of web content in future – this includes	
the Council's main	April 2010		adhering to the current legislation set out by the Welsh	
website			Language Scheme. These principles were signed off by the Web	
			Refresh project board. Key points as follows:	
			All content is fully bilingual and meets both the Plain English	
			campaign's Crystal Mark standard and the Cymraeg Clir	
			policy.	
			Documents added to the website as files such as word / PDF	
			need to be translated into Welsh as outlined in the Welsh	
			Language Scheme	
			Language Scheme	
		L		

			The web team are aware that some legacy 3 rd party systems and applications exist on the website in English only. These were not in scope for the web refresh project. We are working with directorates to investigate solutions to ensure that all systems are bilingual in future. During 2014/15 the Council acquired the modern.gov committee management system in both Welsh and English to improve public access to all council reports and decisions via the website. As part of the project the council will make full use of the modern.gov dual language functionality in making Welsh and English documents, as well as combined bilingual document packs, available to the 75 elected members and members of the public.	
If instances of English only material/pages and found, create a service area improvement plan including a translating schedule	To tie in with service area business plans	All Chief Officers	The central web team in Customer Services receive <u>all</u> requests for additional / edited web content to the corporate site. As part of the team's publishing process all content is reviewed and sent for translation via the intranet request form to Bilingual Cardiff team. Some directorates insist on having information published in English only due to needs of business / public (with translation to follow). The web team continue to issue the following statement to directorates to make clear their responsibility for bilingual web content and their liability should a fine be incurred: <i>"In accordance with the Council's statutory Welsh language scheme all information (including downloadable documents) should be fully bilingual.</i> <i>The council is committed to treating both languages on the basis of equality and to ensure that both English/Welsh versions are published at the same time as to not disadvantage Welsh speakers. If documents are published without a corresponding Welsh (or English) version then the service area would be</i>	

Page 212			 directly liable for being in breach of the Welsh language scheme. Any complaints that are received will be sent to the service area managers for their response. Please also be aware that a set of new Welsh language standards will come into force next year which will give the Welsh language commissioner the power to issue fines for local authorities who are in breach of these standards. Welsh Language Scheme 3.5 OTHER DEALINGS WITH THE PUBLIC The council will ensure that all material published specifically for members of the public and service users on any council website or any website designed and supported by it will be bilingual. The council will also ensure that all automated responses are provided bilingually. Guidance on which documents should be bilingual Category A - Fully Bilingual Websites and web pages Each English page must have a Welsh equivalent, with a language navigation button and will include any relevant downloadable documentation, feedback forms etc. in accordance with this policy" 	
Maintain a central directory of Welsh speaking staff and contact officers	Ongoing.	All Chief Officers	 A central directory of Welsh speaking staff and contact officers is available on the intranet. Each directorate is responsible for adding the names of any new Welsh speakers to the authority. There are currently 158 Welsh speakers listed on the internal address book who have agreed to deal with external customers listed and each directorate is represented. An article in the Welsh Matters May 2014 edition was included to encourage staff to update their records and note if they are Welsh speakers. Additionally the 'Bilingual Cardiff' page on The City of Cardiff Council's intranet contains several guidance documents for staff 	

Use the question on language skills on the standard application form to add any new Welsh speakers to the directory of Welsh speaking staff	With immediate effect	Chief People and Organisational Development Officer	including guidance on calls, translation and the Welsh Language Scheme. For telephone guidance there is a process flow chart to help staff from all directorates to deal with Welsh Language Calls efficiently (updated Feb 2015). This document informs staff to use the directory to find Welsh speakers in their directorates. The directory with the Welsh Speaker option has been in place for more than 7 years and during that time the Welsh Language Coordinators have promoted its existence to all staff within their directorates on a regular basis. Most recently staff were reminded in Feb 2015 in the monthly 'Welsh Matters' brief to update their details and to use the directory for Welsh calls. Since DigiGov Recruitment went live in September 2013 we now have the capacity to capture information on the Welsh language ability of applicants. Successful applicants' Welsh language ability is captured in DigiGov which is used to update the directory of Welsh speaking staff.	
	JBLIC FACE			
Ensure that Council's title, corporate image and related designs are bilingual on: i. Property ii. Vehicles iii. Clothing iv. Publications v. All types of Public Display	Thematic Annual Audits starting September 2009	All Chief Officers	This is ongoing. A Corporate Brand Toolkit has been produced to ensure that the Council's title, corporate image and related deigns are bilingual. All corporate branding aimed at the public is bilingual. The guide directs guides and supports staff and suppliers when applying the visual style of The City of Cardiff Council to any piece of work. All communication, design and marketing officers have copies of the guidelines and are required to follow and implement where appropriate. As far as Communications and Media are concerned all marketing and design is produced bilingually and is translated internally. Directorates are encouraged to go to Communications for advice on uniforms - but all are to follow guidelines regarding position and colour of identity. There are specific details to follow	

			regarding vehicles as shown in the guidelines.	
Ensure that all new and replacement (temporary or permanent) signs, including internal, external and highway signs are fully bilingual and respect the principle of equality.	Annual spot checks of each service area by Welsh Language Coordinators	All Chief Officers	Ongoing - all temporary and replacement signs are sent to Bilingual Cardiff for translation or proofing and erected bilingually.	
Produce a street naming policy guidance booklet and gazetteer of bilingual, Egglish and Welsh street names and developments	September 2009	Relevant Chief Officer in conjunction with Welsh Language Officer	Strategic Estates manage and maintain a bilingual street and property gazetteer that directly reflects official street and property names created by the Street Naming Officer in Highways. The Gazetteer project is UK wide initiative governed by strict data entry guidelines that ensure Welsh addresses can be accurately recorded. The Council is currently working on finalising the Cardiff Liveable Design Guide which will be published in May 2015 and will set out the Council's ambitions for placemaking, urban design and architecture, which will be applied to strategic development sites throughout the city. The Welsh language forms a key component of one of the 10 'masterplanning principles' and will be important to the successful placemaking of new developments. Please see further information on page 42.	
Ensure that all press releases are issued bilingually	From April 2010 onwards but with immediate effect if appearing	Chief Officer Strategy and Enterprise in conjunction with all Chief Officers	The media team in conjunction with Bilingual Cardiff ensure that all press releases prepared by them are issued bilingually. St David's Hall and the New Theatre send all their press releases directly to the Bilingual Cardiff for translation. The Council operates proactive and reactive English and Welsh Twitter accounts featuring news and service information for Cardiff residents and visitors.	

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		on website homepage.		Additionally the Council live tweets from full council meetings in Welsh and English.	
				There are 37,614 followers of the English account and 1,566 followers of the Welsh account (figure as of 15 th of April). The media team in conjunction with Bilingual Cardiff ensure that all tweets prepared by them are issued bilingually and all Welsh enquiries are responded to in Welsh.	
				In a survey by the Welsh language commissioner (September 2014) on the use of the Welsh language on Twitter. The City of Cardiff Council was highlighted as an example of good practice. The report stated	
Page 215				"Cardiff Council maintains separate Welsh and English accounts, and is one example of good practice in maintaining this method. It is evident from following both accounts that forward planning does take place which is proving to be an effective method of maintaining separate Welsh and English streams which mirror each other in content. The advantage is that the Welsh account is separate and easy to follow."	
	re that the ving are bilingual: Publications Forms and explanatory material Public notices and advertisements Recruitment	Thematic Annual Audits starting September 2009	All Chief Officers	Staff are made aware of bilingual obligations via 'Welsh Matters' email brief through the Welsh Language Coordinators to Directorates, as well as in Equality Awareness sessions. Information is also available on the Bilingual Cardiff intranet page. All directorates are frequently reminded to ensure that all correspondence is bilingual unless there is a record of an individual's language preference. All recruitment advertising is bilingual, as well as all related documents for each post <u>swyddi.caerdydd.gov.uk</u>	
	advertising				

5. IMPLEMENTING AN	5. IMPLEMENTING AND MONITORING THE SCHEME					
Publicise and Implement the Council's Corporate Welsh Language Skills Strategy 2009- 2012 in accordance with the measures in the Strategy. Page 216	April 2009 – March 2012	Chief Officer – HR People Services and Welsh Language Officer in conjunction with All Chief Officers.	The revised Corporate Welsh Language Skills Strategy was approved by the Cabinet on the 13 th of March 2014. In addition to meeting a statutory requirement, implementation of the Strategy will contribute to the Council's Community and People strategies, in particular addressing the current imbalance of Welsh speakers in the workforce ensuring that we are more representative of the community that we serve. Further to monitoring, reviewing and data storage/retrieval, the Strategy also provides indicative timescales of responsibilities and measures relating to its implementation over the next 3 years and provides a practical toolkit to help managers in assessing their Welsh language requirements. The implementation of the strategy will need to be managed within directorate resources in accordance to meet the indicative timescales in the Strategy. Detailed updated regarding the skills strategy are circulated within the 'Welsh Matters' monthly brief to all staff (via the coordinators). Reminders to managers to assess their teams have been included in <u>all</u> monthly briefs in 2014-15. The Bilingual Cardiff has communicated through these briefs that the team managers are now responsible for assessing teams. Guidance on the assessments have been distributed via the coordinators to managers, including a FAQ document which addressed questions that managers often have regarding the strategy and assessments.			
Roll out Welsh Language Awareness	With immediate	Chief Officer – People and	8 Staff attended a 'Train the Trainer' course run by Cwmni laith in June 2014, which will enable them to deliver this training			

training to all staff by	effect.	Organisational	within their directorates. By training Welsh language	
ensuring that Welsh	eneot.	Development, Welsh	coordinators and staff to deliver the training we will be able to roll	
Language		Language	out comprehensive Welsh language awareness programme	
Coordinators deliver		Coordinators and	across the Council.	
training for at least		Welsh Language Unit		
one day per month			40 Health & Social Care staff attended Welsh language	
per service area until			awareness training in 2013-14 provided by their Welsh language	
exercise is completed.			coordinators after they attended a previous train the trainer	
			course. These sessions focus specific on the 'Mwy na Geiriau /	
			More Than Just Words' strategy. Our corporate Welsh language	
			awareness course is expected to begin in the summer (2015)	
			and it is intended that we roll the course out to many directorates	
			during 2015-16.	
			5	
			In addition to Welsh language awareness sessions, a group of	
			local authorities including The City of Cardiff Council have jointly	
Page			purchased an e-Learning module on Welsh language	
l l l l l l l l l l l l l l l l l l l			awareness, developed by Learning Industries with Hywel Dda	
			Health Board and now adapted for use by local authorities. We	
217			are currently expecting the final version from the software	
			development company. Once launched, this will be placed on	
			the Academy's website and will give the council another way of	
			meeting this requirement.	
			The Welsh language continues to form part of the Equality	
			Awareness and Corporate Induction sessions delivered free to	
			all staff. All staff attending Equality Awareness sessions are	
			reminded of their obligation to implement, inform partners and	
Dublicico nous	A a a a a a a a a a a		monitor compliance with the Council's Welsh Language Scheme.	
Publicise new	As soon as	Welsh Language	All guidance documents are available on the Bilingual Cardiff's	
Scheme as well as	Scheme is	Officer and Welsh	intranet page. The page contains all related guidance documents	
summaries of sections in the	approved	Language Coordinators	relating to the Welsh language including scheme summary,	
		Coordinators	information on available courses, contact details for Welsh	
Scheme, translating			language scheme queries and a translation request form. There	

convice good practice	is a link to the Waleh language page on the intranet homenage
service, good practice and directory of	is a link to the Welsh language page on the intranet homepage so it is easily accessible for staff.
Welsh speakers	So it is easily accessible for stair.
Weish speakers	There are also frequent articles by the Bilingual Cardiff in the
	staff information communication 'Your Inbox' as well as a
	monthly brief to all staff targeting various aspects of ensuring
	compliance with the scheme, including increasing the number of
	Welsh speakers on the telephone directory and guidance from
	the translators.
	On the central phone directory staff can filter to view all Welsh
	language speakers and also view their Directorate Welsh
	Language Coordinator. A full list of Welsh Language
	Coordinators and Champions in to attached in Appendix V.
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a	Articles have been communicated to remind staff to 'plan ahead
Page	for their translations' to ensure sufficient time for turnaround.
N	
218	The Welsh Language Scheme and Annual Monitoring report are
	now also easily accessible to the public via
	www.cardiff.gov.uk/bilingualcardiff There is also further
	information on the 'Bilingual Cardiff' team as well as statistics on
	the Welsh language in Cardiff.
	The Welsh language coordinators meet monthly to discuss the
	latest developments with the Welsh language agenda and to
	share good practice across directorates. The coordinators and
	champions are key to ensuring that staff are aware of their
	statutory duties under the Welsh language scheme.
	In 2014-15 a now Wolch Language Cross Party Members
	In 2014-15 a new Welsh Language Cross-Party Members Working Group (Bilingual Cardiff Member Group) was
	established to drive the Bilingual Cardiff agenda forward,
	following on from the Bilingual Cardiff conference held on the 6 th

Log instances on non - compliance with the Scheme as in provement actions	If and when non – compliance is noted	Auditors, Quality Coordinators, Welsh Language Officer and Scheme Coordinators	of March 2014. The group holds quarterly meetings to monitor performance against the Welsh language scheme, to act as a reference group for Welsh language related issues and provide a voice for service users and providers. The aim of the group is to take a lead role, and in conjunction with our partner organisations, in developing a truly bilingual Cardiff where citizens and staff of the City of Cardiff Council can access services and support in either language equally. For further details see page 41. Also, the Welsh language continues to form part of the Equality Awareness sessions and Corporate Induction courses delivered free to all staff. Equality Awareness sessions are delivered throughout the year. A total of 24 instances of non-compliance have been reported to the Corporate Complaints section. These instances are monitored and communicated with senior management.	
on the Cardiff Improvement System				
Monitor Compliance for ALL new and renewed contracts and services	From Scheme's approval onwards	All Chief Officers with Monitoring Officer	The City of Cardiff Council has a number of other contracts in place with contractors or third party organisations for the provision of services. An analysis of our Procurement Portal has highlighted approximately 11 contracts have been awarded for the delivery of 'Services' on behalf of the Council. Only contracts involving a service delivered to the general public are included. The new contracts/framework agreements would have used pre- qualification / selection questions derived from the Welsh Government's SQuID set of questions which includes a number of questions relating to the Welsh language. The questions would only be asked where the contract is for services provided directly to the public.	

Page 220			 Describe your experience and / or general approach to delivering public services in Wales to ensure that the requirements of Welsh speakers are met, as provided for by Welsh language legislation. Have you had a contract terminated and/or been notified of a breach or potential breach of a contract for reasons related to Welsh Language requirements within the last 3 years? Also in the standard Terms and Conditions for Services contractors are required to sign up to the following clause: The Contractor shall comply with the requirements of the Welsh Language Scheme and the Welsh Language (Wales) Measure 2011 ("the Measure") (as and when the provisions of the Measure come into force and insofar as they relate to the provision of the Services), during the Term of the Agreement. As stated in the progress for 2013 -14 in terms of ongoing monitoring procedures for contracts we have a regular contract review meetings with suppliers. The frequency of these meetings is dependent on a number of factors such as the value of the contract and the risk, but generally range from monthly to quarterly. Any issues relating to the performance of the contract can be discussed at this forum and any issues with the provision of services in the Welsh language can be highlighted and dealt with accordingly. 	
Work with Cardiff Bus and the Welsh	From Scheme's	Chief Officer Highways and Waste	Cardiff Bus continues to adopt the Welsh language in line with its published Welsh Language Policy on its website. Information	
Language Board to	approval	Management and	inside and outside of its buses, including information signage, its	

implement their policy of extending the use of the Welsh language in services provided by Cardiff Bus.	onwards	Welsh Language Officer	website and publicity material are also bilingual whenever possible. Work builds on the introduction of audio and visual bilingual next stop announcements and this will expand in 2014 and 2015 in line with fleet renewal.	
Ensure that documents relating to applications for licences, permissions and consents include a statement about the Scheme and bilingual practice (e.g. events)	Annual audit	All Chief Officers	All licence/registration application forms are currently being reviewed and will be available in English & Welsh upon implementation of new Licensing database system (expected 2015). We have started to upload Welsh versions of documents onto the website and this will be completed by September 2015. Online registers are now available in Welsh on the website. In the meantime, the documents are available in Welsh if a language choice is made in the ethnicity monitoring form attached to each application which asks:	
Monitoring arrangements. Submit performance reports from Service Areas and monitoring reports to Welsh Language Board.	Annually by WLB deadline	Senior Implementation Officer and all Chief Officers	Performance reports from Directorates are submitted or collected by the Bilingual Cardiff team. The Annual Monitoring Report to the Welsh Language Commissioner is then drafted and reported to the Senior Management Team Meeting, the Bilingual Cardiff Member Group, the Cabinet, and full Council for approval before being presented to the WLC by their deadline date of 30 th of June 2015. This raises awareness of the Scheme as well as any shortfalls in its implementation at the highest possible level.	
Report progress to Council Executive and appropriate Scrutiny Committee	Next report within one year of Scheme's	Senior Implementation Officer and all Chief Officers	Progress will be reported to Cabinet and Council, as reported against previous measure above.	

	approval			
Publicise the Scheme in every possible way, both externally and internally as described in the Scheme	On approval of the revised Scheme	Welsh Language Officer with all Chief Officers and Corporate Communications	A monthly newsletter "Welsh Matters – Materion Cymraeg" is sent to all staff via the Welsh language coordinators to their directorates. This brief contains information on the latest policy developments (e.g. Standards), Welsh language courses, laith Gwaith material, a summary of complaints received and reminders to staff. As well as this there are articles published on the 'Your Inbox' newsletter and Council intranet publicising the scheme and reminding staff of the key principals of the scheme. An updated version of the scheme is now available on the intranet as well as to the public via <u>www.cardiff.gov.uk/bilingualcardiff</u>	
Page			Also the Welsh language continues to form part of the Equality Awareness sessions and Corporate Induction courses delivered free to all staff. Equality Awareness sessions are delivered all through the year.	
Conduct surveys to gauge public opinion on Council's Welsh language service (e.g. Ask Cardiff)	Annually	Welsh Language Officer, all Chief Officers and Research team	Please see results from the C2C Customer Satisfaction Survey Appendix VI	

2. Welsh Language Front Line Services

i. The Cardiff Partnership

Reporting on Welsh Medium Youth Service Provision (prescribed questions to all YPP's)

1) Provision

Have you assessed to what extent the Welsh medium provision meets the needs of young people? What gaps or further needs have been identified? To what extent does the work of organisations such as the Urdd; Mentrau laith; and Young Farmers Clubs, where relevant, meet the needs within your County?

Commissioning for the Families First programme was based on the assessment of local need for Cardiff's single integrated plan, 'What Matters', which now incorporates the old Children and Young People's Plan. All specifications included a requirement that 'Providers will be expected to demonstrate how they will meet the requirements of the Welsh Language (Wales) Measure 2011 and promote the Welsh language.' This includes a requirement for services for young people across the six service packages. Delivery against this is monitored via the contract monitoring meetings and documentation.

Provided funding to maintain The Sprout young people's website. Over the previous year, particular attention had been provided funding to maintain The Sprout young people's website. Over the previous year, particular attention had been provided to the development of the Welsh language version and to ensuring that Welsh speaking young people have access to the advice and information that they need through the language of their choice (see section 6 below). The Families First funding has enabled this to continue. The Sprout has maintained a directory of services, including those which are available specifically through the medium of Welsh, which has been updated within the past year.

2) Co-operation with Partners

Explain the exact nature of any collaboration between the County and Welsh language organisations, e.g. Mentrau laith; the Urdd; and Young Farmers Clubs where relevant. You can refer to service level agreements; membership of the Children and Young People Partnership; membership of executive committees; county forums or any other arrangement.

Further development of partnership working between The City of Cardiff Council, Menter Caerdydd and Urdd has developed during this period. Progress has been made in collaborative planning for delivery of additional social youth work provision through the medium of Welsh in 2014/15. The structure of the C&YP Partnership has ended as a separate entity and new governance arrangements are now in place as part of the delivery arrangements for 'What Matters'. 'What Matters' is performance managed by Cardiff Partnership Board, who oversee eight programmes of workstream activity across the City. There is a clear line of sight between the local authority's corporate plan, service business plans and What Matters. The significance of this for future improvements to Welsh medium provision in the City is that it will enhance the potential to drive progress on issues and agendas which are not the preserve of one agency or service area.

3) Staff Skills

How do you plan your youth service work force for the future in order to meet the needs of Welsh speaking young people? You will be expected to mention recruitment processes; mapping the number of existing staff and their linguistic skills; plans to develop the linguistic skills of existing staff; and any training.

Youth Service staff linguistic survey undertaken in 2014-15 to inform service requirements and planning.

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Spendard 9 of the Draft National Standards for the Youth Service in Wales states:

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'The Youth Service should provide opportunities for young people to engage in activities which celebrate the language, culture, history and had tage of Wales. This should be focussed on three levels of engagement accessing at least 5% of the Youth Service budget.

i Level 1 Provision through the medium of Welsh

ii Level 2 Provision for young people who are learning Welsh

iii Level 3 A programme that celebrates the culture, history and heritage of Wales and local communities.'

This standard is currently being achieved in Cardiff.

- April 2014- March 2015 maintained two full time Community Education Officer who work through the medium of Welsh. Continued to employ six part time staff covering 60 hours a week of Welsh-medium provision.
- Continued to deliver and develop the open access social provision attracting over 40 young people weekly, in both the East and West areas of the city.
- Support Welsh-medium schools with the delivery of the Duke of Edinburgh Award, Personal and Social Education workshops, year six transition days and Strengthening Families programmes.

- Employed a Welsh-speaking Lead Workers to work specifically with young people identified at risk of becoming not in education, training or employment once post 16 years of age.
- Developed a robust mentoring support programme within the three Welsh- medium Secondary schools, targeting those young people who are most at risk of becoming not in education, training or employment post 16 years of age.
- Supported young people post 16 years of age who attended Welsh-medium education into education, training or employment via the Learning Coach programme.
- Continued delivery of programmes celebrating Welsh culture though English medium youth centres

Families First providers are expected to consider implications for staffing to meet the needs of service users who want services through the medium of Welsh. So far, these numbers have been low. However, a number of services record that they staff who are able to deliver through the medium of Welsh if needed.

4) Finance

What financial plans are in place to support the development and evolution of Welsh medium services for young people within your County?

Section	Movement	Contract	Sum	Length of contract	Comments
Education- Youth Service Core	Cardiff Youth Service	LA Core Funding	£132,547	2014 - 15	Commitment to core staffing including part time paid
Funding			4.80% of service staffing		workers Commitment to core staffing including FTE workers

5) Consultation

What methods do you use to consult with children and young people in order to identify Welsh medium priority fields for the service? Give specific examples.

Cardiff Youth Service has consulted on a redevelopment of service delivery as part of the budget settlement for 2015/16. A comprehensive consultation process was undertaken with young people through the medium of Welsh as part of the overall discussion with young people in shaping future service.

Families' First providers are required to involve service users in the development of their services and this is monitored via contract monitoring meetings and documentation. Involvement as service users would depend on how many require services through the medium of Welsh.

6) Additional Information

There is funding allocated within the Early Years package to specifically support parents and encourage Welsh medium provision. Menter Caerdydd and Mudiad Meithrin are the delivery partners for this piece of work. This does not directly benefit young people as such but should help to strengthen use of Welsh in families with young children (0-8).

ii. Welsh language Indicator 2 – Number and % of main reception, call centres or ones stop shop posts that have been denoted as 'Welsh essential' and filled by bilingual staff.

The Council's revised Corporate Welsh Language Skills Strategy was approved by Cabinet in March 2014. The Strategy enables the Council to maintain an overview of its linguistic skill needs and resources, and co-ordinate training and recruitment activities to facilitate the Welsh Language Scheme's objectives.

This Strategy ensures that the linguistic requirements of all frontline posts are assessed and designated Welsh essential, Welsh desirable or no linguistic requirement accordingly.

Directorate Welsh Language Coordinators and/or Welsh Language Officer met with priority frontline services as identified by managers and have assessed over **975 posts** for linguistic requirement before April 2015, of these a total of **111** posts (**11%**) will be designated Welsh Essential in accordance with the Corporate Welsh Language Skills Strategy. A percentage of posts in each team and/or frontline service have been designated Welsh essential and/or desirable in order to ensure that we can guarantee a bilingual service to the public at the first point of contact in accordance with the Strategy. A list of teams assessed in 2014-15 is included in **Appendix II.**

Good Practice Example

Connect to Cardiff are conducting Welsh customer service satisfaction surveys. Every quarter Welsh speaking agents contact 20 customers to conduct a survey of their perception of the Welsh language service. The questions asked are aimed at getting feedback on how the Welsh line can be improved. Please see **Appendix VI** for further information.

Employee Equality Monitoring Exercise

With the development of DigiGov and the opportunity for staff to validate their own personal data, this has enabled the Council to record the Welsh language ability (and other languages) of staff. A total of **4,546** staff have validated their entries on the DigiGov system. From these **221** staff have stated they have Welsh language skills. This represents **4.86%** of those registered on the system. Further roll-out of DigiGov will need to be undertaken with other areas of the Council (specifically school based employees), which will enable wider monitoring. Articles have been featured in the Welsh Matters brief reminding staff of the need to update their entries on DigiGov.

iii. Welsh language Indicator 6 – Standards of service

During 2014/15, a total of 24 complaints were received by the Corporate Complaints section in relation to the operation of the Welsh Language Scheme. Whether the complaints were received in the medium of English or Welsh they were dealt with in accordance with the corporate complaints procedure.

The Corporate Complaints policy has been well publicised and all directorates are required to complete a Welsh Language Scheme Monitor Form each quarter in order to report complaints relating to the Scheme to the Legal Service Area.

iv Welsh Language Indicator 1 – More than just words / Mwy na geiriau

Strategic Framework for Welsh Language in Health, Social Services and Social Care - Mwy na Geiriau / More than Just Words.

Progress Report 2014 - 15

The City of Cardiff Council

Progress was slow in the months April to September, as competing demands of the Health & Social Care hampered developments and limited resources to work on Mwy na Geiriau during those months. As a result, in October 2014, the Welsh Language Champion and Senior Manager in Health & Social Care released some management hours from within the Directorate to allow the Welsh Language Co-ordinator to work on the implementation of the Mwy Na Geiriau Strategy.

Significant progress has been made since then.

- 1. After undertaking a three day Training for Trainers Course in Language Awareness training in June (run by IAITH), the Welsh Language Co-ordinator has designed and delivered a training session to 40 managers in Health & Social Care and is continuing to develop the programme for other groups. The session comprises of Welsh Language awareness, presentation of the Mwy Na Geiriau framework with an action plan for managers to include skills assessments for all staff in the Directorate.
- 2. Managers are sending through completed skills assessments and we are aiming to cover all 1000 staff by April 2015.
- 3. Liaison with Welsh Language co-ordinator in Childrens Services to ensure consistency
- 4. Drawing up a community profile of Welsh Language speakers and services by ward in Cardiff
- 5. Language of choice and need is now written into the client database in use in Cardiff (Care First). This is through a direct question on the initial 'referral' form. This information will be pulled through to the service user's care plan.
- 6. Asking service users if they had the opportunity to communicate with social care staff in Welsh, is now a mandatory question in the customer satisfaction feedback exercise with all service users.
- 7. The case file audit exercise for case management quality, will now include language need on the checklist.
- 8. Language need will be included in the weighting of service provision within the bidding processes used in Cardiff for the commissioning of domiciliary care and residential and nursing care.
- 79. The service specifications for domiciliary care contracts now includes a paragraph relating to Mwy na Geiriau, as well as the Council's
- Welsh Language strategy. There is a dedicated section relating to the provision of bilingual service in the new quarterly monitoring questionnaire for all providers, by the Contracts team in Health & Social Care.
- N10. The Welsh Language Co-ordinator has met Independent sector providers to look at Mwy Na Geiriau requirements and also their activity
- \sim co-ordinators to suggest ways to include Welsh in their events and activities with service users.
- 11. We have installed the Gofalu trwy'r Gymraeg app on the mobile devices which will be issued to all home care staff in a new home care initiative due to be launched in July. We are planning to deliver Welsh Language awareness training to care staff to support this.

There is much still to do, so we are hoping that the progress can continue into 2015-16. The resource allocation for this has been increased significantly and now has a remit across both Children's and Health & Social Care Directorates to work on the Action Plan for Year 3 of the Strategy.

3. Scheme Management and Administration

i. Welsh Language Indicator 1 – Procurement

WLI 1 relates to monitoring the number and % of the sample of third parties monitored that conform to the requirements of the Welsh Language Scheme in the following areas:-

- i) care services
- ii) youth and leisure services

iii) pre-school provision

i) Care Services

With The City of Cardiff Council's Health & Social Care Domiciliary Care Framework Agreement coming to an end in November 2014, the Directorate undertook an accreditation and enrolment process, inviting service providers in both domiciliary and residential and nursing home care, to join a dynamic approved providers list. In addition to the relevant standards in relation to the Welsh Language Scheme, the new service specification for domiciliary care now includes specific reference to 'Mwy na Geiriau' – the Strategic Framework for Welsh Language Services in Health, Social Services and Social Care.

The work on the implementation of the Active Offer has progressed and is ongoing. We have included relevant questions within the core data and assessment process, with the need for Welsh language service provision recorded on individual care plans. This has been incorporated into the Care First service user data record system.

This will then be included in the tendering system for individual Packages of Care (the Matrix system) and will be weighted accordingly within the bidding process.

Compliance to these standards will be monitored through customer satisfaction questionnaires and quarterly self-assessment questionnaires from providers where we have a specific section to this monitoring exercise relating to Mwy na Geiriau.

As this has only been set up during the past 2 months, we are expecting to be able to report with specific data from April 2015. The results will be reported during 2015/16.

Work is ongoing with learning disabilities contracts, and residential and nursing care contracts. This has been set as a priority objective for the Work Language Co-ordinator for 2015/16.

We are building on this work with the development of Active Offer from 'Mwy na Geiriau' by undertaking linguistic skills assessment for all social care staff. Starting with the frontline services, we have already completed 450 staff assessments. We have also completed Welsh Language Awareness training for 40 managers within the Directorate, so that social work staff will continue best practice by using the Active Offer and recording language need on care plans.

Cardiff Children's Services is part of The Children's Commissioning Consortium Cymru (4C's). 4Cs staff manage a framework for tendering for individual packages of care on behalf of consortium members. As part of the 4Cs annual Quality Performance Assessment (QPA), Framework Providers are asked to report 'The number of carers who are Welsh speaking'. Numbers have been collected for 2014. Evaluation and calculation of percentages is currently in progress and will be reported to consortium partners by the 4Cs team.

Children's Services does not yet have a system for monitoring the third parties that it commissions independently. However, Children's Services and Health & Social Care are currently exploring opportunities to work collaboratively to implement the requirements of More Than Just Words

and the Welsh Language Standards, including standards around commissioning. Work is underway to identify resources that will release dedicated staff capacity to raise awareness and lead on the implementation of an action plan across both Directorates. It is expected that the new arrangements will be confirmed and implemented early in Quarter 1 2015-16.

See Appendix I for 2014-15 Action Plan progress.

ii (a) Youth service contracts

No third party involvement currently

ii (b) Leisure service contracts

Leisure Services has two contractors that deliver activities on behalf of the Council. Menter Caerdydd and Urdd, both are fully compliant with the Welsh Language Scheme.

They also work in partnership with Cardiff and Vale Health Board who deliver the midwifery unit of the Bump into Action and other programmes such as Falls Prevention and Food Wise.

3 mird parties with 2 fully compliant. (66%)

Last year there was no formal funding arrangement for leisure, we worked in partnership with Menter Caerdydd giving discount of up to 50% on space within facilities to deliver a programme of activities through the medium of Welsh. This would have included pool space for swimming lessons, hall space for gymnastics etc. Within the funding arrangement for this year, Menter have received £30k to deliver activities through the medium of Welsh as well as potential discount on hire of space. Activities delivered through the medium of Welsh have included extending the swimming programme and gymnastics and extending provision during the holidays.

iii. pre-school provision

Duties within the Childcare Act 2006 require Local Authorities to undertake an Annual Childcare Sufficiency Assessment of the supply and demand for childcare. Within this document we refer to the language available and the demand for Welsh language across all types of childcare including pre-school provision. The Childcare Sufficiency Assessment Refresh and the Action Plan will be presented to the Welsh Government on 30 April 2015.

During 2014/15, 2 New Full Day Care settings have opened offering 19 Welsh language places and 78 Bilingual places. There has been a loss of 2 Cylch Meithrin (51 places) however we are working closely with Mudiad Meithrin who are aiming to set up a new provision to cover the loss of this service.

During 2014/15 laith Fyw Language for Living resources were purchased using the Welsh Government Out of School Funding and given to settings that offer childcare outside of the school day (this can include wraparound the nursery place for 3 and 4 year olds)

The application and guidance has been refreshed for the 2015/16 Out of School Funding, the three priorities are: Low income families, Families with disabled children, Families wishing to access childcare through the medium of Welsh.

Successful applicants need to comply with the requirements of the Authority's Welsh Language Scheme; and the Welsh Language (Wales) Measure 2011 ("the Measure") as and when the provisions of the Measure come into force and insofar as it relates to the provision of the Grant.

A Childcare Business Support Service is available to assist new and existing childcare providers to establish new provision, sustain existing provision and improve the quality of existing services, 3 members of the team are Welsh Speakers and are able to support settings wishing to offer Welsh Language settings.

Procurement Strategy

The City of Cardiff Council is committed to improving the way that it buys goods, services and works; we have set out how we intend to do this in our Commissioning and Procurement Strategy (2011-2015). The next 3 years will see major changes in how we manage the over £300 million the two spend annually with external suppliers and contractors.

Tedeliver the required value for money and efficiency savings the Council is adopting a Category Management approach to manage and organise all of our procurement activities under six key categories and within a clear structured framework. This will result in the Council grouping related spend across the Council and managing demand to avoid unnecessary costs and expenditure. We will also continue working with public sector partners to collaborate where it represents value to the Council. The six key categories are:

- * Social
- * People and Professional Services
- * Construction and Special Projects
- * Environment
- * Corporate and ICT

* Transport and Facilities Management

All of the Council's procurement is carried out in compliance with EU Procurement Directives and Regulations, UK Competition Law and its own Contract Procedure Rules.

4. Linguistic Skills: comparing service needs and capacity

Welsh language Indicator 4 - Welsh language Training and Language Awareness Training

 Human Resources – skills

 WLI 4

 (a) The number and % of staff who have received training in Welsh to a specific qualification level.

 622 / 5,505 or 11.30%* of the workforce (excluding schools based staff, agency and casual staff) have received training to a specific level.

 (b) The number and % of staff who have received language awareness training.

 870 / 5,505 or 15.80%* of the workforce (excluding schools based staff, agency and casual staff) have received language awareness training.

^{*} These figures are cumulative figures. It was agreed with the Welsh language commissioner (Sep 2014) that we would start recording the data afresh when the new standards are adopted. Using the DigiGov governance system which was adopted only a few years ago will give us a more current and up to date accurate account of staff training. We will also ensure that all data is captured accurately as there seems to have been an issue when transferring from the SAP system to the new DigiGov system whereby some information relating to courses had not been transferred correctly.

Welsh Language Training

Welsh language training is aimed initially at developing the bilingual skills of frontline staff. In future, training needs will be identified within workforce plans and through the Personal Performance and Development process.

A comprehensive list of Welsh language courses has been made available to all frontline staff who wished to learn or improve their Welsh from September 2007 onwards. As a result of high drop out numbers, it was decided that the Council would no longer provide Welsh courses in house and instead gave staff the opportunity to access Welsh courses at a time and place more convenient to them, including Community Education Centres and at other various sites around the City organised by Cardiff University. The Council supports all frontline staff that choose to learn or improve their Welsh by paying for the course of their choice as well as giving them time off work to attend training.

A total of **58** members of staff attended Welsh language courses from April 2014 to March 2015. For full details and further information please see **Appendix III.**

Welsh Language Awareness Training

40 Health & Social care staff have attended Welsh language awareness training in 2014-15. In July 2014 8 staff attended a train the trainer course run by Cwmni laith. A corporate Welsh language awareness course is currently being developed by Bilingual Cardiff team with the first sessions due to take place in summer 2015. It is intended that these courses are run on a monthly basis and will be rolled out across all directorates to team who have not received training.

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Weish Language eLearning Module

In order to help achieve the target of delivering Welsh Language Awareness courses as well as Conversational Welsh courses, four councils have been working with Learning Industries to adapt the eLearning Welsh Language module (that was developed by them and Hywel Dda Health Board for the Health Sector) for local authorities in Wales.

The councils of Cardiff, Caerphilly, Rhondda Cynon Taf and Merthyr have collaborated on this, which not only demonstrates cross-boundary and regional working, but has delivered financial savings on the cost by working as an ad-hoc consortium with Learning Industries.

Not only will the eLearning module assist The City of Cardiff Council in finally being able to deliver awareness courses to around a third of its workforce via the intranet, but as part of the agreement, and in order to keep costs to a minimum the Council's Bilingual Cardiff has translated the module, thus allowing the training to be accessed fully bilingually. This work in developing a bilingual eLearning module fits perfectly with the proposed All Wales Academy for Local Government, led by The City of Cardiff Council and the WLGA (that is hoped will be funded by an ESF bid via WEFO).

The work has continued into the financial year 2015-16 but is being noted here as an example of good practice and forward planning by four councils in South East Wales.

5. Mainstreaming

The Policy Integration Tool has been developed into the **Statutory Policy Screening Tool** to reflect the evolving policy context. If a strategy, policy or activity is being developed within the Council that is likely to impact people, communities or land use in any way then there are a number of statutory requirements that apply. Failure to comply with these requirements, or demonstrate due regard, can expose the Council to legal challenge or other forms of challenge.

Completing the Policy Screening Tool will ensure that all strategies, policies and activities of the City of Cardiff Council comply with relevant statutory obligations and responsibilities. Where a more detailed consideration of an issue is required, the Screening Tool will identify if there is a need for a full impact assessment, as relevant.

The main statutory requirements that strategies, policies or activities must reflect include:

- Equality Act 2010 Equality Impact Assessment
 - Welsh Government's Sustainable Development Bill
 - Welsh Government's Statutory Guidance Shared Purpose Shared Delivery
 - United Nations Convention on the Rights of the Child
 - United Nations Principles for Older Persons
 - Welsh Language (Wales) Measure 2011
 - Health Impact Assessment
 - Habitats Regulations Assessment
- Strategic Environmental Assessment

The Policy Screening Tool allows the Council to meet the requirements of all these pieces of legislation as part of an integrated screening method that usually taken no longer than an hour. More importantly, it will ensure that the Council's approach is joined up and well informed.

The Tool is embedded in the corporate process. All reports which require a formal cabinet decision must first of all complete a forward plan. The forward plan established if the strategy/policy or activity needs to be subject to the screening tool. If yes, then the process will be completed

before the report goes to cabinet for final decision. The documents were updated for the 2013/14 financial year an embedded in the Council's decision making process. The tool is updated on a rolling basis as relevant officers with responsibility for specific areas highlight any change to the policy environment. For instance, the tool will be updated to reflect any specific requirements of Council policy emerging from the Welsh language (Wales) Measure 2011. The tool was also considered by independent group NICO as part of the Welsh Language Commissioner's review of working practices in Wales. Though the purpose of the review was not to provide specific feedback, the rationale and methodology was considered sound.

In this way we can encourage joined up decision making and ensure that any development work undertaken within the Council is aware of wider requirements and the potential impact on important matters such as the Welsh language.

To ensure the Welsh language is considered as a central component of any policy development work it has also been included alongside the 9 protected characteristics identified by the Single Equalities Act and features prominently in Everyone Matters (the Council's Strategic Equality Plan). This allows Welsh language to be mainstreamed along with the 9 protected characteristics across the organisation.

Within the screening tool itself, there is a section which prompts a consideration of any impact (positive, negative, neutral or uncertain) on the Welsh language. See below:

this Policy/Strategy/Project have a differential impact on any of the following:

- Disability
- •35 Gender Reassignment
- Marriage & Civil Partnership
- Pregnancy & Maternity
- Race
- **Religion/Belief**
- Sex
- Sexual Orientation
- Welsh Language

The Screening Tool can be completed as a self-assessment or as part of a facilitated session, should further support be needed.

As a critical analysis, a number of major strategies, plans and activities (such as the Corporate Plan) have been considered via the statutory screening tool which has helped policy development; however it is important that a wider awareness of some of the statutory requirements is promoted. It is important that officers across the Council understand the spirit and purpose of the legislation and much of this work is done through the Cardiff academy, particularly Equality Awareness and Welsh language courses. Supporting Information attached.

As part of the impact screening, implications for the Welsh language are specifically considered. Currently the Impact Screening Tool considers the Welsh language in the context of the Welsh Language Scheme but it also recognises the requirements of Welsh Language Act. Subject to any specific requirements set out by the new Welsh Language Commissioner, the Screening Tool will be amended to ensure that our strategies, polices and activities are challenged to ensure they respond positively to any directives or instances of best practice.

All completed assessments can be made available, and processes are in place to ensure that all emerging strategies, policies and activities which need to be, are subject to the Screening Tool. Having ensured the tool covers the Welsh language, the Council has helped ensure that it is a corporate consideration, observed by all directorates in the development of new policies, strategies and activities. Responsibility for making the Corporate Team aware of appropriate updates for specific policy areas will sit with relevant services areas. For instance, Bilingual Cardiff will advise on any amendments required to the screening tool in response to emerging policy requirements relating to the Welsh language.

Business Planning

Cerporate Planning: Meeting Statutory Requirements

The Corporate Plan and the Council's corporate planning process enables the Council to meets its duties in key areas. Important responsibilities such as responding to the Wales Programme for Improvement, delivering against the Outcome Agreement with the Welsh Government and being well positioned to deliver against the requirements of emerging legislation such as the Wellbeing of Future Generations Bill are all accounted for as part of our corporate planning process. The Council also remains committed to all its statutory obligations, such as the duties expressed within the Single Equality Act and the Welsh Language (Wales) Measure 2011 which is expressed within the Corporate Plan. (p6).

This shapes Directorate Business Plans, team objectives and individual performance objectives. Important cross cutting policy issues are therefore emphasised within the Council's Corporate Plan to inform Business Planning within the organisation.

Cardiff's partnership strategy, 'What Matters: The 10 Year Strategy for Cardiff' was published in 2011, setting out 7 strategic 'outcomes' which are the ultimate conditions of well being that all partners in the city have committed to deliver. The 7 outcomes are:

People in Cardiff are healthy People in Cardiff have a clean, attractive and sustainable environment People in Cardiff are safe and feel safe Cardiff has a thriving and prosperous economy People in Cardiff achieve their full potential Cardiff is a great place to live, work and play Cardiff is a fair, just and inclusive society

'What Matters' has been based on a comprehensive needs assessment as well as an extensive programme of consultation and engagement to help identify the priorities for the city.

The City of Cardiff Council's Corporate Plan is structured around these outcomes, effectively setting out the Council's contribution towards What Matters and providing a line of sight between the documents. Welsh language issues are a cross-cutting theme, with the provision of Welsh language services, culture and communication featuring under each of the outcomes in these plans. Welsh language issues do, however, feature particularly prominently under two outcomes: 'Cardiff is a fair, just and inclusive society' and 'People in Cardiff achieve their full potential'. For example, the 'fair, just and inclusive' outcome gives an explicit focus to our commitment to the Welsh Language Act and continuing to accommodate the rising demand for Welsh-medium services. Similarly, the 'full potential' outcome gives a focus to Welsh-medium provision in education, sport, leisure and play. This strategic commitment is in recognition of the importance of the Welsh language within Cardiff. It also ensures that Welsh Language Actions are built into the business planning process, with service area actions reflecting the wider strategic intentions.

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Everyone Matters – Strategic Equalities Plan

The Equality Act 2010 placed a duty on all local authorities to produce a Strategic Equality Plan. 'Everyone Matters' is The City of Cardiff Council's Strategic Equality Plan which sets out the Council's strategic equality objectives. The strategic plan was developed during 2011 and published on 2nd April 2012.

The objectives fall under the What Matters Strategy's 7 outcomes (as listed above). Because the needs assessment revealed that inequality within the city represents a major challenge for all partners it was appropriate that our Strategic Equalities Plan aimed to address these issues. Further work was done to consider the needs assessment in the context of the '9 protected characteristics', and the Welsh language, to further understand where the Council could take action.

'Everyone Matters' therefore seeks to address the identified inequalities under Cardiff's 7 outcomes, with a particular focus on the 9 protected characteristics and the Welsh language, as identified within the Equality Act 2010 and the Welsh Language (Wales) Measure 2011. The strategy has includes comments as a result of consultation with the Welsh Language Forum.

Equality Training

During 2014/15 a range of equality and diversity training / briefings have been available to employees and members, these include:

Equality and Diversity Awareness sessions via the Academy

Equality Impact Assessment training sessions via the Academy

Budget Equality Impact Assessment briefing via the Equality Team

Equality Impact Assessment of Budget training sessions for Scrutiny Committee members (the Equality Impact Assessment process still includes the Welsh language) via the Equality Team

Equality Impact Assessment

The Council continues to equality impact assess its main policies and functions. Key assessments undertaken during 2014/15 include:

Implementation of the libraries and community hub strategies

Regionalising Regulatory Services

The Council's 2015/16 budget

(The EIA process still includes the Welsh language)

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Biungual Cardiff Member Group

In 2014-15 a new Welsh Language Cross-Party Members Working Group was established to drive the Bilingual Cardiff agenda forward, following on from the Bilingual Cardiff conference held on the 6th of March 2014. The group holds quarterly meetings to monitor performance against the Welsh language scheme, to act as a reference group for Welsh language related issues and provide a voice for service users and providers. The aim of the group is to take a lead role, and in conjunction with our partner organisations, in developing a truly bilingual Cardiff where citizens and staff of the City of Cardiff Council can access services and support in either language equally.

Meetings 2014-15

<u>8th April 2014</u> – Members discussed best practice, and the Welsh Language Commissioner's standards investigation and how to ensure that directorates are prepared for the new requirements.

<u>17th September 2014</u> – Members discussed the proposed development of a Welsh Language Cultural Centre in Cardiff with prominent Welsh language partners, to drive the Bilingual Cardiff agenda forward.

<u>11th February 2015</u> – Members discussed the progress reports against the proposed Welsh Language Standards that each directorate was asked to complete. The signage audit completed by each directorate was discussed in the context of the proposed Welsh Language Standards, as well as the Corporate Welsh Language Skills Strategy and the need to ensure that all frontline teams are assessed on their capacity to deliver equal bilingual services.

Cardiff Liveable Design Guide

The Council is currently working on finalising the Cardiff Liveable Design Guide which will be published in May 2015 and will sets out how new developments will help Cardiff become Europe's most liveable capital city.

The guide sets out the Council's ambitions for placemaking, urban design and architecture, which will be applied to strategic development sites throughout the city.

The guide contains ten 'masterplanning principles' which includes the Welsh language. Collectively seeking to deliver liveable neighbourhoods through good planning and design.

The Council's ambition is for new development to exemplify the very best in UK and European good practice in terms of a range of key liveability indicators, such as:

- quality of life,
- identity,

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- public and green spaces,
- transport and sustainability.

The guide is specifically targeted at large-scale development areas, where a new settlement or community is being created which will have an impact on Cardiff and the Capital City Region.

In terms of the Welsh language the guide sets out to achieve:

Bilingual places where people can recognise and celebrate landscape, biodiversity and heritage value. Features that are positively integrated into the area to pick up on and develop the distinctive character that exists in Cardiff and Wales to effectively express this individual quality.

To deliver this the guide states that developers will be expected to:

03. Outline which elements of the **Welsh (or local traditional Cardiff) vernacular** built features and Welsh language will be drawn upon in character areas and architecture and why. Seek authentic interpretation and look beyond bolt-on facade treatment with pastiche detailing.

04. State how the **Welsh language** will be used in place, street and facility naming. The full guide is available on the <u>council's website</u>

6. Analysis of Performance by Priority and Target

The Cardiff Improvement System (CIS) which is on The City of Cardiff Council's intranet site is the authority's main tool for monitoring compliance with the Welsh Language Scheme. All the measures in the Scheme's Timetable for Improvement have been entered into the required database on CIS. Each measure appears against each of the directorates in order to ensure that all directorates are aware of every measure, as well as responsibility and target date.

Directorate Welsh Language Coordinators and Quality Coordinators who observe instances of non-compliance with the Scheme in the course of their work will log them as required Improvement Actions (IACTs) on CIS.

Overdue actions are discussed at Management Team meetings where appropriate and actions are updated accordingly. This ensures that Managers and Senior Officers are aware of instances of non-compliance as well as areas for improvement within their directorate.

7 Publishing Information on Performance

Once this report has been approved and submitted to Office of the Welsh Language Commissioner, it will be published on the Council's bilingual website under www.cardiff.gov.uk/bilingualcardiff.

The Council will also advise citizens of the report by publishing an article and the above link in the authority's bilingual newspaper Capital Times, which is delivered to 150,000 homes in Cardiff.

In addition the Council produces an internal quarterly and annual performance report each year as well as a publishing the Corporate Plan and the related Improvement Plan containing specific actions relating to all the equality strands including Welsh language.

8. Additional Information

Welsh in Education Strategic Plan

The School Standard and Organisation (Wales) Act (2013) became law in Wales on 4 March 2013. The Act places a statutory requirement on local authorities to prepare and introduce a Welsh in Education Strategic Plan. The first plans under the new statutory arrangements were implemented from 1 April 2014 and cover a three year period up to March 2017. The Act enables Welsh Ministers to approve the Plan submitted, approve the Plan with modifications or reject the Plan and require the authority to prepare another.

The Plan focuses on the targets in the Welsh Medium Education Strategy and local authorities are expected to report annually on performance against these targets, which are:

- more seven year old children being taught through the medium of Welsh as a percentage of the Year 2 cohort
- more learners continuing to improve their language skills on transfer from primary school to secondary school ٠
- more learners studying for gualifications through the medium of Welsh •
- more learners aged 16-19 studying welsh and subjects through the medium of Welsh υ
- age more learners with improved skills in Welsh
- Standards of attainment in Welsh and Welsh Second language
- Welsh medium provision for learners with additional learning needs N
- 4 Workforce planning and continuing professional development

The local authority consulted with a list of prescribed stakeholders as detailed in the 2013 Act as the Plan was prepared and the Plan is published on the Council website and copies available in its offices.

The Plan is approved at the highest level locally, and the Plan is implemented bearing the full authority and support of The City of Cardiff Council.

Bilingual Cardiff – Caerdydd Ddwyieithog

The City of Cardiff Council 'Welsh Language Unit' was renamed Caerdydd Ddwyieithog - Bilingual Cardiff following a decision in full Council in June 2014. Following on from the Bilingual Cardiff Conference in March 2014 and the establishment of the Bilingual Cardiff Member Group, and in order to ensure consistency of approach, it was also agreed that the Welsh Language Unit would be rebranded as 'Bilingual Cardiff' in a proactive response to recent Welsh language legislation and a challenging economic climate.

As the capital city, Cardiff is the gateway to Wales and recognises that its actions must reflect the culture and aspirations of Wales as a whole as well as those of its own citizens and the impact of language and culture in promoting the city is something which must be recognised. Further, Cardiff was one of the few counties in Wales which saw a rise in both the number and percentage of Welsh speakers in the last census with well over a quarter of our children and young people in the 5-15 age group now fluent Welsh speakers. We are already becoming an increasingly bilingual city and we want to ensure that the language continues to flourish in the city. It is our duty as the Capital of Wales to protect and nurture the language for future generations, for them to see bilingualism as the norm and to have the opportunity to use both languages naturally in their daily lives.

As part of the 'co-operative council' approach, Bilingual Cardiff will take on an advisory role for other organisations, whilst continuing to actively promote and further raise awareness of the Welsh language across the city through better collaborative working arrangements which in turn will place a downward pressure on costs.

This innovative new approach is about bringing down the barriers between the Welsh and English languages, promoting bilingualism as something completely natural and being equally proud of both official languages here in Cardiff in order to ensure that our vision of an inqueasingly bilingual Cardiff is realised.

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Eisteddfod Genedlaethol 2014

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The City of Cardiff Council was present at the National Eisteddfod in Llanelli to promote our services and to engage with the public at one of the biggest cultural events in Europe. By working in partnership with four South East Wales authorities, namely Monmouthshire, Torfaen, Caerphilly and Rhondda Cynon Taf, the Council secured a week long presence.

Volunteers from across the council's directorates attended the weeklong festival providing information to the public and promoting various events and services as well as promoting Cardiff as a visitor destination. Following on from the Bilingual Cardiff conference and the establishment of the Bilingual Cardiff Member Group as well as the recent announcements regarding the Council's support for a new Welsh language centre in the city, it was important for the Council to have a presence at the Eisteddfod and to show support for the annual Welsh language cultural event.

Cardiff has seen an increase in the number and percentage of Welsh speakers over the past decades and it is imperative that the Welsh language and culture is a key component when promoting the city. It was also an opportunity for council officers to discuss the new 'Bilingual Cardiff' brand with visitors, aimed at raising awareness of the language through better collaboration with third parties and by removing any perceived barriers between the Welsh and English languages. At a time of significant budget pressure, through working together with partners we aim to realise our vision of an increasingly bilingual Cardiff and celebrate both languages equally.

As well as discussing Welsh language developments, it was an opportunity to raise awareness of the Cardiff Debate, to promote other council services such as the new community hubs for example, as well as giving services the opportunity to highlight certain campaigns and issues such as Illegal Money Lending.

Our theme for the week was 'Y Pethau Bychain' (The Little Things) which aimed to promote ideas to increase the use of the Welsh language in every day life. As a council we are committed to providing services of an equally high standard in Welsh and English, and during the week we sought to raise awareness of all the Welsh language services we provide e.g. C2C. Our theme also tied in with the launch of the Welsh Government's new campaign of the same name which aims to increase our use of the Welsh language by sharing ideas and inspiring others to do likewise through twitter using the hash-tag #pethaubychain. By encouraging behavioral changes and through greater use of the language we seek to ensure that we build on the successes of previous decades to ensure Cardiff continues to be a thriving bilingual city.

Information and Communications Technology (ICT)

ICT have implemented the Welsh language packs across all the Citrix users allowing customers to use the Welsh language Dictionary and spellchecker within their Microsoft Office environment. ICT are also continuing to investigate new technologies and the potential for those to be used bilingually.

ICP will continue to use their customer assistance document to ensure that consideration is given to the Welsh language whilst planning development / purchasing of new IT systems within the authority. ICT will continue to emphasise the requirement of a bilingual approach on any future programmes and projects that have any public facing elements.

The Welsh language Awareness program has been rolled out to the majority of staff within ICT in line with the Welsh Language Scheme requirements. ICT will continue to roll out the Welsh language Awareness programme to those staff who have not attended previous sessions.

ICT will continue to investigate new technologies that may assist with Welsh language customer's experiences with dealing with the authority.

Cysgliad software is available ac can be requested through ICT Service Desk. Reminders about the availability of this software have been regularly sent to staff via 'Welsh Matters' and 'Your Inbox' articles.

Splash Page

The introduction of the bilingual splash page to the Council's fully bilingual website we hope will encourage more Welsh speakers to use the website in the language of their choice so that traffic to the Welsh pages increases. We will continue to monitor the impact and effectiveness of the splash page to ensure that it is having a positive impact for customers using the Council's online facility.

Personal / Generic Email Addresses

The Council has activated its bilingual mailing system ensuring that all members of staff with email addresses can be contacted not only on their @cardiff.gov.uk addresses but also on @caerdydd.gov.uk e.g. <u>a.person@cardiff.gov.uk</u> would also receive mail to the same mailbox on <u>a.person@caerdydd.gov.uk</u>. Generic mailboxes have also been translated to allow mail to be directed to the same mailbox e.g. <u>libraries@cardiff.gov.uk</u> will also receive mail on <u>llyfrgelloedd@caerdydd.gov.uk</u> to ensure business continuity through the medium of Welsh. Bilingual Cardiff ensure that all advertised mailboxes are translated and activated by ICT.

Working with partners

Following on from the Bilingual Cardiff conference held on the 6th of March 2014 and attended by over 40 of our partners, stakeholders and third party organisations. The BCMG holds quarterly meetings to monitor performance against the Welsh language scheme, to act as a reference group for Welsh language related issues, and provide a voice for service users and providers. The aim of the group is to take a lead role, and in conjunction with our partner organisations, in developing a truly bilingual Cardiff where citizens and staff of the City of Cardiff Council can access services and support in either language equally.

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One of the main ideas to come from the conference was to establish a Welsh language centre in Cardiff. Subject to cabinet approval, the proposed Welsh language centre would be a centre point for engaging people with a wide variety of activities and experiences involving the Welsh language. The centre would be open and inclusive, providing opportunities to experience the Welsh language as well as delivering a package of activities that significantly add to the Cardiff offer.

It would offer a range of opportunities, including café bar, book shop, teaching rooms as well as a flexible exhibition area, performance space and conference facilities. It would be a focus of Welsh culture in the city as well as an accessible centre for education where people can learn or practice their Welsh in a social and friendly atmosphere. It could also serve as a research lab on language and bilingualism in collaboration with other partners.

The centre would promote the use of the Welsh language in Cardiff and create new opportunities for people to socialise, participate and express themselves. It would be home to a number of Welsh language organisations, adding value and increasing their visibility, and would host a variety of events and opportunities for visitors, young people and Welsh learners in particular. However the unique selling point would be the availability of high quality open space at the heart of the city that can be used by people and communities in any way which promotes the language, culture and heritage of the city.

Signage Audit & Standards Progress Report

Following the September Bilingual Cardiff Members Group (BCMG) meeting it was agreed that all directorates should complete an audit of signage across Council Estates for discussion in their February meeting. The majority of council buildings have bilingual signs externally and internally, with English appearing first in most cases. With proposed Welsh language standards under the Welsh Language [Wales] Measure 2011 stating that Welsh should appear first it was agreed that corporate guidance on the procurement of signs should be delayed until the Council is issued with a compliance notice from the Welsh language commissioner. The signage audit was also an opportunity to remind managers responsible for signage of the need to ensure that all new and replaced signs including internal signage for staff should be bilingual in accordance with the Welsh language scheme.

All directorates were also asked to report on current progress against the draft regulation standards and any improvement measures which they have. As reported in the Council's response to the draft standards regulations in April 2014, the City of Cardiff Council is already complying with around 80% of the proposed new standards. Of the remaining standards which are not current practice under our Welsh language scheme most directorates did not highlight significant issues and would await corporate guidelines in relation to specific standards. Some directorates raised concerns of resource impact and capacity to meet these standards. The responses were discussed in the BCMG meeting in February.

Coporate guidance will be issued upon receiving compliance notice from the Welsh language commissioner.

Cardiff Central Library

Compliance with the Welsh Language Act was factored in at the initial design stage of the fit-out of the new Central Library and all guiding treats the English and Welsh languages on the basis of equality. The main wayfinding guides and appropriate stock guides are also in Braille which is also bilingual. This will also be the case when the Library undergoes extensive refurbishment in 2015.

The library has a Welsh Librarian who is responsible for stock and enquiries relating to Wales whether in Welsh or English, written or verbal. All libraries, both Central and the branch libraries hold collections of contemporary welsh language material of varying sizes, with Central holding the largest most comprehensive collection. The library holds a large collection of Welsh material; books, newspapers and periodicals, the bulk of which dates from the 17th century onwards, together with an important collection of manuscripts.

Staff are regularly reminded of the Council's Welsh Language Scheme and the strategies to implement should customers want to access the service through the medium of Welsh during the programme of Welsh awareness training.

The library tepee proved to be very popular again at the 2014 summer Tafwyl festival It was a fantastic opportunity to promote the Summer Reading Challenge to the Welsh speaking children of the city and encourage the ones who signed up to read welsh books in order to complete the challenge.

The Central Library runs a popular monthly 'Clwb Llyfrau Cymraeg', and supports three other Welsh language reading groups in different parts of the city in partnership with Merched y Wawr providing the reading material.

Menter Caerdydd

In partnership with the City of Cardiff Council, Menter Caerdydd has developed the following services:

- 1. Menter Caerdydd provide 6 free open access Welsh language Play sessions every day during school holidays in Llanedeyrn, Trowbridge, Ely, Fairwater, Splott and Gabalfa. Over 850 children attend these free play sessions every week during school holidays and a number of
- them experience activities outside school hours in Welsh for the first time. σ
- age. Menter Caerdydd also offer free Welsh language Play opportunities for children in numerous Park across the city during the summer
- holiday. These activities are organised in Hayley Park, Llandaff North and Llandaff Fields, Pontcanna. On overage over 525 children
- Ν attend during the week.
- Menter Caerdydd's Welsh language Care Provision during School is also going from strength to strength. Additional funding was received from Clybiau Plant Cymru via The City of Cardiff Council this year to establish a Sports Care scheme in the North Cardiff area of the city. The Care schemes provide full day care throughout all school holiday periods through the medium of Welsh for Children 4 – 11 year old Our schemes are located in Canton, Whitchurch and Gabalfa. On average over 650 children attend the care schemes each week.
- 4. We organised accredited Training courses throughout the year for all our Play and Care staff in order to ensure that we meet CSSIW guidelines and to ensure that our services are run professionally, safely and successfully. Per year, we employ approximately 52 staff within our Care and Play services.
- 5. Menter Caerdydd received a 2nd Service Level Agreement from The City of Cardiff Council Neighbourhood Learning Department to provide accredited Training Courses through the medium of Welsh specifically targeting young people between the ages of 16 - 25. These courses have proved to be a huge success with attendance levels very high and very positive feedback. This year we anticipate that over 150 new students will have received accredited training in various subjects through the medium of Welsh in partnership with Menter Caerdydd and The City of Cardiff Council.
- 6. A successful Adult Education package continues to be delivered by Menter Caerdydd through a Service Level Agreement with The City of Cardiff Council's Neighbourhood Learning Team. This year, we delivered 24 weekly evening classes and 2 day courses through the medium of Welsh Cooking, Guitar, Yoga, Local History, Web Design, Photography, Sewing, Poetry Writing etc. This year, over 311 adult

participated in one or more of our courses. An Estyn Inspection took place during January 2012 of which the Welsh Language Service delivery received good feedback and Estyn were happy with the service that we provide.

- Menter Caerdydd organise a comprehensive package of workshops through the medium of Welsh during each holiday period targeting children and young people between the ages of 4 – 13 years old. The package includes Arts, Music, Cookery, Technology, Sports and Drama. Over 1100 children and young people participate in these activities throughout the year and over 63 workshops have been organised.
- 8. Tafwyl Cardiff's Welsh Language Festival was held in July over a period of 7 days and was attended by over 16,534 people during 2014, an increase in attendance by over 35.9% to compare with 2013. Menter Caerdydd succeeded in working effectively with over 68 partners this year to ensure that Tafwyl festival was a success and a strong platform for the Welsh Language within Cardiff's summer festival programme.
- 9. Menter Caerdydd in partnership with The City of Cardiff Council receive a Service Level Agreement to organise weekly Leisure services for families and children in Cardiff through the medium of Welsh. During 2013, we organised 20 weekly Leisure clubs ranging from Swimming, Football, Rugby, Gymnastics, Tennis, Athletics, Cricket, Dance etc. On average over 529 children per week attend these clubs. The demand for Welsh medium Leisure services is high and our aim will be to develop this service in partnership with The City of Cardiff Council during the coming year.
- 10. Working in partnership with The City of Cardiff Council and 6 Core Welsh language partners to establish a Welsh Language Cultural Centre in Cardiff City Centre from 2015 onwards.



9. Contract Details

Any enquires should be directed to:

Bilingual Cardiff Room 400 County Hall, Atlantic Wharf, Cardiff, CF10 4UW

02920 872527 BilingualCardiff@cardiff.gov.uk

Appendix I

Strategic Framework for Welsh Language Services in Health, Social Services and Social Care - 'More than just words'.

The City of Cardiff Council - Health and Social Care Action Plan 2014/15

Strategic Objective 1: Social Services Departments and Social Care providers to implement a systematic approach to Welsh language services as an integral element of service planning and delivery

Action from Strategy	Action for Health & Social Care directorate	Lead responsibility	Completed by end of year
1.1.2 Under the leadership of the Director of Social Services, departments to establish the Welsh language community profile and use this information as a baseline for planning local services 0 24	 Community profile of population speaking Welsh by ward Compile profile Welsh language support services & social opportunities e.g. Welsh language lunch clubs. 	Director Health & Social Care Sian Walker (SW)	1 Progress – Community profile of Welsh speakers by ward produced. Working with Age Connects Cardiff & Vale to produce resource directory of community based social activities, including those offering Welsh language
1.1.3 Planning and commissioning systems to include reference to the linguistic profile of their communities and reflecting this in planning, commissioning and service delivery	As above.	SW	2 Progress – As above
1.1.4 Registered providers to provide information to service users on level of bilingual provision, ensuring the staff register includes information of WL skills.	Something written into service specification or accreditation standards to reflect the Council's Welsh Language Scheme.	CCSIW Contracts & Development team	3 Progress – Statements relating to the Welsh Language Scheme and Mwy na Geiriau Strategy has been inserted into the new service specification for

			domiciliary care providers.
1.1.5 To offer and record user's language of need and ensure care is linguistically sensitive.	Language need to be recorded on the Integrated Assessment, care plans and on Care First as a matter of course.	SW	3 Progress – specific section for Welsh language need /choice now inserted in Integrated Assessment documentation and Care First system, which will pull through to individual care plans.
1.2.1 Increase awareness of impact of language sensitivity among ICT staff that support social services	All staff to do awareness training including business support & ICT / commissioning staff. Volunteers from within the staff group to undertake 'Training the Trainers' course, which is provided by the Welsh Language Unit. Discuss with Care First group	SW and IT manager	1 Welsh Language awareness training completed for managers in Business support. Not Care First team yet.
1.22 ICT specifications to include details of the Welsh Language dimension of the service being commissioned	Discuss with Care First group	SW	3 Not yet achieved
1.83 Data systems enabling the service to operate bilingually e.g. matching staff/Service Users in care rotas; Workforce data systems record staff language skills; language need/choice recorded on client data systems	 Care rota systems matching Welsh speaking staff to service users. DigiGov to record staff WL skills Language need / choice recorded on Care First. 	SW	3 Staff been reminded to record language skills on DigiGov. Language need/ choice of service user has been included on Care First data system
1.3.2 Local Authority procurement to follow the Welsh Language Commissioners guidance on commissioning services.	Corporate	DHSSC and SW	2 No Guidance?

Strategic Objective 2: To build on current best practice and plan, commission and provide care based on the 'Active Offer'

Action from Strategy	Action for H & SC	Lead	Completed by end of
		responsibility	year

2.1.2 Provide staff training on the 'Active Offer' service and ensure it's mainstreamed into induction and other training programmes etc	 Council induction Service area induction programmes National Training programme 	HR Training Officer	3 Discuss with Training
2.1.3 Take practical steps to implement Active Offer service in an incremental way, starting with the first point of contact service and information services. Record where able to respond.	 Use Active Offer for all callers to H&SC via Contact & Assessment, OT and hospitals - access points. Record response on Care First 	SW	1 First response is now covered by C2C which offers a bilingual service. Core data set includes active offer question. Need to progress with practice in assessment of need.
2.2.1 Map current provision and capacity to detry er Active Offer service within dementia services	 Would come from staff profile Discuss with MHSOP DHSSC Welsh language version of core dementia assessment tools? 	SW	2 Need to discuss specifics with MHSOP
2. AS Take action to ensure that staff teams have the capacity to provide services through medium of Welsh	 Skills assessment of all teams Recording abilities Access to training Issue recording assessments/care plans in Welsh 	SW	3 Skills assessments of all H&SC staff 75% complete.
2.3.1 Map current provision and capacity to deliver Active Offer service in other priority service areas e.g. children under 5; speech and language therapy	•	SW	3 ongoing
2.3.2 Service heads to consider appropriate ways to deliver Welsh Language services (model of delivery) according to capacity, language skills, willingness and confidence of staff to use the language.	Service leads.	SW / service leads	3 To be undertaken once staff skills profile is complete and H&SC structure is finalised
2.4.1 Welsh Language Champions within Social Services Dept and local authority HR depts. to disseminate current best practice, particularly to service heads	 Clarify role of Welsh Language Champion Develop structure of Welsh Language 'co- ordinators' within the service to help share information and champion the strategy 	SS and HR	1 Some reps from service area groups within H&SC have completed' train the

	• Rep in each service area / team ?		trainers' training and will act as reps for their teams.
2.4.3 Welsh Language Champions and local authority HR depts. to lead a staff 'language of care in the workplace' initiative to increase staff confidence to speak Welsh at work	Home care staff especially	SS and HR	2 Bespoke training to be arranged for home care staff. Need to agree a training strategy for wider staff group.
2.4.4 Encourage social services and social care staff to wear "Working Welsh" logo and incorporate into uniforms they provide for some workers	Home care staff and providers	Commissioners and providers of care services.	Ongoing from 1 Not achieved. Not yet explored.

Strategic Objective 3: To increase the capability of the workforce to provide Welsh language services in priority areas and language awareness amongst staff

Action from Strategy	Action for H & SC	Lead responsibility	Completed by end of year
3.1.1 Workforce planning to incorporate assessment of community Welsh Language needs and the Welsh Language skills of the workforce	 Write into all workforce plans Ensure staff establishment complies with WL standards e.g. 10% welsh speakers Ensure spread of Welsh speakers across all teams to enable us to deliver service in Welsh. Identify 'Welsh essential' posts via the skills assessment process. Staff need to validate and input language skills onto DigiGov. 	SW	1 Skills assessments of all H&SC staff 75% complete. Workforce plan to be agreed once directorate structure is finalised.
3.1.7 Social Services Depts to report on Welsh Language skills within their workforce as part of LA data collection for their Welsh Language Scheme performance	Need timescales & structure for monitoring. 6 month report. We will feed into Corporate annual monitoring report Bilingual Cardiff report. Form part of service delivery plan	SW	1 To form part of the Corporate plan for 2015/16 6 month review:

3.2.3 All Social Services Depts to operate in	Welsh essential posts	SW	2
line with the Welsh Language commissioner's	• Adverts in Welsh		Workforce plan to be
recruitment guidelines			agreed once directorate
			structure is finalised.

Strategic objective 4: To create leaders who will foster a supportive ethos within the organisations, so that Welsh speaking users and carers receive language sensitive services as a natural part of their care.

Action from Strategy	Action for H & SC	Lead	Completed by end of
4.1.1 Ask political leaders and Directors of Social Services to issue statement setting out: their wish to see sensitivity to the Welsh Language reflected throughout their organisation to ensure quality care and effective services and the importance of responding to users' Welsh language needs in assessing and caring for users	Joint statement by Sian Walker and Directorate Cabinet member via email or newsletter to all staff.	responsibility SW / Susan Ellsmore	year 1 This was achieved in year 1. Need to issue another statement with Cllr. Susan Elsmore, who has taken over from Cllr Thomas.
4.1.2 Agree the steps they will take to satisfy themselves that the services they provide will be sensitive and appropriate	Sian Walker and Cllr Thomas to agree	SW/HT	1 Now need similar for Cllr Elsmore
4.1.3 Directors of Social Services to put arrangements in place to monitor how the National Strategic Framework and Action plan is being implemented		SW?	1
4.1.4 Directors of Social Services to publish a Welsh Language Strategic Framework and Action Plan for the services they deliver, commission and contract		SW	2
4.1.5 Director of Social Services to designate senior officer as Welsh Language Champion	Susan Schelewa, Operational Manager	SW	1 Achieved

within the Department			
4.1.6 Leadership training programme to include a strand on the impact of language sensitivity on effectiveness of care, as an integral part of planning and as a responsibility of Social Services to provide services in English and Welsh (5.1.3)	Training deptPI training	SW	1 Ongoing. Need to complete work with training manager

Strategic objective 5: To design and provide education learning and development programmes which reflect the services' responsibility to plan and provide Welsh language services.

5.2.2 Social Services and Social care organisations to ensure that the principles of linguistic awareness and the 'Active Offer' service forms part of all induction programmes.		All care providers including home care	ongoing
5003 Staff training and development programmes to increase the capacity of staff to provide services through the medium of Welsh. Start by increasing the confidence of existing Welsh speakers to use Welsh at work and raise awareness among key staff i.e. front line and team managers	Training courses in improving language skills Awareness for all staff but with priority groups e.g. C&A, hospitals and managers	SW	1 Welsh Language awareness training has been completed for most managers. Plan to widen the scope for 2015/16

APPENDIX II Frontline post assessments

Linguistic Assessments April 2014 - March	a 2015
Directorates	Teams
Children Services	Fostering Service
Communities, Housing & Customer Services	Penylan Library & Community Centre
	Adult Community Learning
	C2C
	Community Alarm Service
	Concierge Services
	Library Services (All Libraries)
	Sheltered Housing
Democratic Services	Bilingual Cardiff
age	Communication & Media
Je	Electoral Services
	Web Team
Education & Lifelong Learning	Family Information Services
	School Admissions
Environment	Waste Collective Supervisors
	Waste Strategy
Health & Social Care	University Hospital of Wales social work team/
	Llandough Hospital social work team
	Occupational Therapy service
	Home Care service
	Learning Disabilities Day services East
	Learning Disabilities Day services West
	Mental Health Services for Older People
	Joint Equipment Service
	Mental Health Outreach service
	Community Alcohol and Drugs team /

	Homelessness team Training Dept (adults and childrens services) Adult Assessment team Performance team Community Mental Health Team East
	Business Support
	Emergency Duty Team
HR	Cardiff Works
Sport, Leisure & Culture	Active Cardiff Membership
	Cardiff Castle Business Support Team
	Cardiff Castle Education & Events
	Cardiff Castle Visitor Hosts
	Fairwater Leisure Centre
	Maindy Leisure Centre
	Pentwyn Leisure Centre
Page	Riding School
2	Penlan Leisure Centre
ා ග	Western Leisure Centre

<u> Appendix III – Welsh Language Training</u>

Welsh Learners 2014/2015 Report	
Entry	
Childrens Services	1
Communities, Housing & Customer	6
Services	
Democratic Services	4
Education & Lifelong Learning	3
Environment	4
Finance	1
Health & Social Care	2
HR People Services	3
Legal Services	3 2 4
Seort Leisure & Culture	
Strategic Planning & Highways, Traffic &	3
Titsinsport.	
<u>ଚ</u>	
Foundation	
Childrens Services	1
Communities, Housing & Customer	3
Services	
Education & Lifelong Learning	1
Finance	2 3 1
HR People Services	3
Legal Services	-
Partnerships & Citizen Focus	1
Sport Leisure & Culture	4
Intermediate	
Childrens Services	2
Communities, Housing & Customer	2

Services	
Advanced	
Education & Lifelong Learning	1
Proficiency	
Childrens Services	1
Democratic Services	1
Welsh Taster Course	27
Total Learners	85
Total Spend on Learners	£9,247.00
Welsh Language Awareness	40
D D	

age 257

APPENDIX IV – Welsh Language Skills

Welsh Language Ability by Service Area			
SERVICE AREA			Total
CHANGE & IMPROVEMENT			6
CHILDREN SERVICES			17
COMMUNITIES HOUSING & CUSTOMER SE	ERVICES		32
DEMOCRATIC SERVICES			17
ECONOMIC DEVELOPMENT			9
EDUCATION & LIFELONG LEARNING			44
ENVIRONMENT			13
FINANCE			14
HEALTH & SOCIAL CARE			24
			6
			2
RESOURCES			4
SPORT LEISURE & CULTURE			29
SORATEGIC PLANNING HIGHWAYS TRAFF	IC&TRAN	1	4
			001
		d Total	221
Welsh Language Ability by Location *	Total		
CITY HALL	12		
COUNTY HALL	71		
GLOBAL LINK	11		
WILLCOX HOUSE	13		
Other	114		

Grand Total 221 *Due to the numbers identified in some Locations, we are unable to publish the data as individuals may be identified.

APPENDIX V – Welsh Language Coordinators - Champions

Welsh Language Ability by	
Grade	Total
GRADE	No.
CE2	6
EAI	3
EDPSY A	4
GRADE 1	8
GRADE 2	2
GRADE 3	22
GRADE 4	17
GRADE 5	18
GRADE 6	35
GRADE 7	35
GRADE 8	25
GRADE 9	14
GRADE 10	9
JNC Chief Officer (OM+)	7
Other	1
Youth and Community	2
TEACHER	13
Grand Total	221

Directorate	Service Area	Coordinator	Champion
CHIEF EXECUTIVE	CABINET OFFICE		
	DEMOCRATIC SERVICES	Dylan Hughes Rhian Phillips Rhian Temple	Ffion Gruffudd Susan Edwards Timothy Gordon
	ECONOMIC DEVELOPMENT	Rhian Jones	Heledd Williams
OPERATIONS (DIRECTORATE)	CHILDREN SERVICES	Karen Wilkinson	Ingrid Masmeyer
	COMMUNITIES HOUSING & CUSTOMER SERVICES	Mair Newton / Carole Morgan	Elisabeth Morris
Page		Huw Parry-Evans / Leanne Vaughan	Rachel Bishop
259		Gareth Pierce	Jane Thomas
	EDUCATION & LIFELONG LEARNING	Nicola Hayward	Avril Hooper
	ENVIRONMENT	Bernadette Lewis / Aled Evans Steve Bumford Alison James	Tara King Dave Smith
	HEALTH & SOCIAL CARE	Jackie Burns	Susan Schelewa
	SPORT LEISURE & CULTURE	Alison James Daniel Allcock	Roger Hopwood

	STRATEGIC PLANNING HIGHWAYS TRAFFIC & TRANSPORT	Kadie Irish	Shaun Reville
	FINANCE	lestyn Roberts	Ian Allwood
	HR PEOPLE SERVICES	Olwen Medi	Lynne David
	LEGAL SERVICES	Lisa Michael	Ian Allwood
RESOURCES (DIRECTORATE)	RESOURCES	Jessica Pritchard Mike Reilly	Julie Jones

Appendix VI

C2C Welsh Surveys Q1-Q3 2014/15



connect to cardiff

Q1-Q3 2014/15

Customer Satisfaction - Welsh

Surveys completed in Quarter 1 - 20

Firstly, how satisfied were you with the time you waited before we answered your call?

Very Satisfied	70.0%	Unsatisfied	5.0%
Satisfied	25.0%	Very Unsatisfied	0%

Did the person who answered your call greet you in an appropriate manner?

Yes	100%	No	0%
Don't Know	0%		

How would you rate the attitude and knowledge of person who define the attitude and knowledge of person who define the person who defined the person who p



Very Good	80.0%	Poor	0%
Good	20.0%	Very Poor	0%

Knowledge

Very Good	70.0%	Poor	5.0%
Good	25.0%	Very Poor	0%

Were you told what action would be taken following your call?

	`	Yes	95.0%	No	0%
--	---	-----	-------	----	----

Did Connect to Cardiff resolve your enquiry?

Yes 92.0%	No	0%
-----------	----	----

92.0% of Welsh-speaking customers surveyed said that their enquiries were resolved at Connect to Cardiff without being transferred elsewhere

If no, were staff able to connect you to the correct person to deal with your enquiry??

Yes 85.0% No	15.0%
--------------	-------

Overall, how would you rate the service you received from Connect to Cardiff?

100.0% of customers were satisfied with Connect to Cardiff's Welsh line during Quarter 1 $\,$

Very Satisfied	75.0%	Unsatisfied	0%
Satisfied	25.0%	Very Unsatisfied	0%

Where did you see our number advertised?

Council Website /	55.0%	Poster	5.0%
Internet			
Bill / Letter	25.0%	Other	15.0%

Can you think of anything we can do to improve our service

Customer thinks it should be made more visible that there is a Welsh language line - e.g. the number printed in a different colours to English line number on forms etc.

Agor dros y penwythnos - Open on weekends

Connect to Cardiff

Welsh Compliments & Surveys

Customer says sometimes he calls and is told there's no Welsh speaker available - he is unhappy with this.

Dim o gwbl - not at all

Customer Satisfaction - Welsh

Surveys completed for Quarter 2 - 20

Firstly, how satisfied were you with the time you waited before we answered your call?

Very Satisfied	64%	Unsatisfied	0%
Satisfied	36%	Very Unsatisfied	0%

Direction between the person who answered your call greet you in an appropriate memory?

Yes	100%	No	0%
Dogg't Know	0%		

How would you rate the attitude and knowledge of person who dealt with your call?

Attitude

Very Good	70%	Poor	0%
Good	30%	Very Poor	0%

Knowledge

Very Good	70%	Poor	5%
Good	25%	Very Poor	0%

Were you told what action would be taken following your call?

Yes	80%	No	10%
Don't Know	10%		

Did Connect to Cardiff resolve your enquiry?

Yes	90%	No	10%

90% of Welsh-speaking customers surveyed said that their enquiries were resolved at Connect to Cardiff without being transferred elsewhere

If no, were staff able to connect you to the correct person to deal with your enquiry??

Yes 100% No 0%

Overall, how would you rate the service you received from Connect to Cardiff?

100% of customers were satisfied with Connect to Cardiff's Welsh line during Quarter 2

Very Satisfied	75%	Unsatisfied	0%
Satisfied	25%	Very Unsatisfied	0%

Where did you see our number advertised?

Council	35%	Bags / Bin	5%
Website /			
Internet			
Bill / Letter	30%	Capital Times	5%
Other	5%	Don't	15%
		Remember	

Can you think of anything we can do to improve our service

No. Being able to converse in Welsh makes it easier.

Has had to wait a long time before to be answered. Have been times where there was no Welsh-Speaker.

na, bodlon iawn

na, pob peth yn proffessiynol iawn. (No, everything very professional)

much o pobl gymraeg ym phob adran, yn enwedig ar y ffon. (There is more welsh people in every department, especially noticeable of the phone)



Customer Satisfaction - Welsh

Surveys completed during Quarter 3 - 20

How satisfied were you with the time you waited before we answered your call?

Very Satisfied	60%	Unsatisfied	0%
Satisfied	40%	Very Unsatisfied	0%

Did the person who answered your call greet you in an appropriate manner?

Yes	95%	No	0%
Don't Know	5%		

How would you rate the attitude and knowledge of person who dealt with your call?

Attitude

Very Good	70%	Poor	0%
Good	30%	Very Poor	0%

Knowledge

Very Good	55%	Poor	0%
Good	45%	Very Poor	0%

Were you told what action would be taken following your call?

Yes	80%	No	5%
Don't Know	15%		

Did Connect to Cardiff resolve your enquiry?

Yes 100%	No	0%

Overall, how would you rate the service you received from Connect to Cardiff?

100% of customers were satisfied with Connect to Cardiff's telephone service during Quarter 3

Very Satisfied	80%	Unsatisfied	0%
Satisfied	20%	Very Unsatisfied	0%

Connect to Cardiff

Welsh Compliments & Surveys

Where did you see our number advertised?

Council Website / Internet	35%	Friends / Family	5%
Bill / Letter	30%	Leaflet	5%
Telephone	10%	Other	15%
Directory			

Can you think of anything we can do to improve our service

Dim - ond angen aros yn hir I person ateb yn Gymraeg - No but need to wait a long time for a Welsh speaker

Wedi gorfod gael ei galw nol yn Cymraeg gan fod neb ar gael pan ffoniodd y Cwsmer - Had to be called back in Welsh as no one was originally available.

Na - hapus iawn bod yr alwad wedi cael ei ateb yn gyflym a bod rhif y lein Gymraeg ar y wefan ar bwys yr un Saesneg. - No, very happy that the call was answered quickly and the telephone number on the Welsh site is near the English one.

Q1-Q3 2014/15

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DINAS A SYR CAERDYDD CITY AND COUNTY OF CARDIFF

COUNCIL: 25 MEHEFIN 2015

CYNNIG CABINET

EITEM AGENDA: 9

ADRODDIAD MONITRO BLYNYDDOL AR GYNLLUN YR IAITH GYMRAEG I GOMISIYNYDD Y GYMRAEG 2014-2015

Rheswm dros yr Adroddiad hwn

1. Cymeradwyo a chytuno ar gynnwys Adroddiad Monitro Blynyddol Cynllun yr Iaith Gymraeg 2014-15 cyn ei gyflwyno i Swyddfa Comisiynydd y Gymraeg yn unol â Deddf yr Iaith Gymraeg 1993 a Mesur y Gymraeg (Cymru) 2011.

Cefndir

- 2. Mae'r Cyngor yn cydnabod, fel Prifddinas, fod Caerdydd yn cynrychioli Cymru ac mae wedi ymrwymo i sicrhau cydraddoldeb rhwng y Gymraeg a'r Saesneg drwy hyrwyddo a chefnogi'r iaith Gymraeg a gwella ei gapasiti i ddarparu gwasanaethau dwyieithog. Mae Cynllun yr laith Gymraeg yn dangos sut fydd y Cyngor yn cyflawni'r ymrwymiad hwn.
- 3. Yr adroddiad yw'r sail ffurfiol i fonitro cydymffurfiaeth â Chynllun laith Gymraeg statudol y Cyngor. Y mae'r adroddiad, a gynhelir bob blwyddyn, yn rhoi darlun clir o'r cynnydd a wnaed yn 2014-15, yn ogystal â nodi unrhyw feysydd i wella.

Materion

- 4. Cwblhawyd cynllun monitro Cynllun yr Iaith Gymraeg i fodloni gofynion Deddf yr Iaith Gymraeg 1993.
- 5. Mae angen i'r Cabinet roi ei gymeradwyaeth fel y gall yr adroddiad fwrw ymlaen i'r Cyngor cyn cael ei dderbyn gan Swyddfa Comisiynydd y Gymraeg o fewn y terfynau amser gofynnol. Rhaid i'r Cyngor gyflwyno adroddiad dwyieithog a gymeradwyir i Swyddfa Comisiynydd y Gymraeg erbyn 30 Mehefin 2015 a chyhoeddi'r adroddiad ar ôl hynny. Rhagwelir mai hon fydd y flwyddyn adrodd olaf ar y fformat presennol gan y bydd trefniadau adrodd yn newid pan ddaw'r safonau i'r iaith Gymraeg i rym yn ddiweddarach eleni.
- 6. Er mwyn paratoi at y safonau, mae Gweithgor Aelodau Caerdydd Ddwyieithog wedi gofyn am adroddiad cynnydd gan bob cyfarwyddiaeth ar ei gwaith i fodloni'r safonau a gynigir. Caiff y Cyngor ei hysbysiad cydymffurfiaeth gan Gomisiynydd y Gymraeg ar 22 Mehefin, ac ar ôl Page 1 of 3

cyfnod ymgynghori caiff y cyngor gyfres o safonau a fydd yn disodli'r trefniadau presennol o ran cynlluniau iaith Gymraeg. Rhagwelir mai hon fydd y flwyddyn adrodd olaf ar y fformat presennol gan y bydd trefniadau adrodd yn newid pan ddaw'r safonau i'r iaith Gymraeg (dan Fesur y Gymraeg [Cymru] 2011) i rym yn ddiweddarach eleni.

Rhesymau dros yr Argymhellion

7. Y mae'n ofynnol cydymffurfio â Chynllun yr laith Gymraeg, ac mae monitro cynnydd y Cyngor yn ei erbyn yn ffordd effeithiol o sicrhau bod targedau'n cael eu bwrw.

Goblygiadau Cyfreithiol

- Mae Cynllun yr laith Gymraeg yn ofynnol dan Ddeddf yr laith Gymraeg 1993. Disodlwyd Deddf yr laith Gymraeg 1993 gan Fesur y Gymraeg (Cymru) 2011.
- 9. Mae Mesur y Gymraeg (Cymru) 2011 yn cyflwyno system newydd o reoleiddio drwy 'safonau' sy'n nodi sut y dylai sefydliad ddefnyddio'r Gymraeg. Nes i'r 'safonau' ddod i rym dylai sefydliadau barhau i weithredu eu 'Cynllun laith Gymraeg' a fydd yn dal i gael ei fonitro/arolygu gan Gomisiynydd y Gymraeg.
- 10. Disgwylir i'r 'Safonau' gael eu gorfodi erbyn mis Medi eleni;
- 11. Cymeradwyodd y Cynllun Reoliadau ar 24 Mawrth 2015 (Rheoliadau Safonau'r laith Gymraeg (Rhif 1) 2015) sy'n nodi safonau o ran Ymddygiad Cynghorau Sir (a sefydliadau eraill). Mae'r canlynol yn amlinellu amserlen weithredu:

Ebrill – Mehefin 2015 – bydd Comisiynydd y Gymraeg yn paratoi hysbysiadau cydymffurfio unigol i bob sefydliad.

22 Mehefin 2015 – Cyfnod ymgynghori'n dechrau ar gynnwys yr hysbysiadau cydymffurfiaeth (a.47 Mesur y Gymraeg (Cymru) 2011)

20 Gorffennaf – Cyfnod ymgynghori yn dod i ben

Medi 2015 – disgwylir i Gomisiynydd y Gymraeg gyflwyno hysbysiad cydymffurfiaeth i'r Awdurdod (a.44 Mesur y Gymraeg (Cymru) 2011)

Goblygiadau Ariannol

12. Nid oes goblygiadau ariannol yn deillio'n uniongyrchol o'r adroddiad hwn. Os bydd angen gweithredu, byddai angen dod o hyd i gostau cysylltiedig o'r gyllideb bresennol.

CABINET PROPOSAL

Council is recommended to

Argymhellir i'r Cabinet gymeradwyo Adroddid Monitro'r laith Gymraeg (a atodir fel Atodiad A) a chytuno i'r adroddiad gael ei ystyried yng nghyfarfod y Cyngor cyn ei gyflwyno i Swyddfa Comisiynydd y Gymraeg yn unol â Deddf yr laith Gymraeg 1993 a Mesur y Gymraeg (Cymru) 2011.

THE CABINET 11 Mehefin 2015

Atodir yr Atodiadau canlynol:

Atodiad A Adroddiad Monitro Blynyddol Cynllun yr Iaith Gymraeg 2014 - 15.

Atodiad A

1



Cynllun yr Iaith Gymraeg

Adroddiad Monitro Blynyddol i'r Comisiynydd Iaith

2014 - 2015

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Cafodd trydydd Cynllun yr laith Gymraeg Cyngor Dinas Caerdydd ei gymeradwyo'n ffurfiol gan Fwrdd yr laith Gymraeg ar 1 Gorffennaf 2009.

Fel Prifddinas mae'r Cyngor yn cydnabod bod Caerdydd yn cynrychioli Cymru ac mae wedi ymrwymo i sicrhau cydraddoldeb rhwng ieithoedd drwy hyrwyddo a chefnogi'r iaith Gymraeg a gwella ei gapasiti i ddarparu gwasanaethau dwyieithog. Mae Cynllun yr laith Gymraeg yn dangos sut fydd y Cyngor yn cyflawni'r ymrwymiad hwn.

Er mwyn sicrhau bod yr iaith Gymraeg ac anghenion trigolion Cymraeg eu hiaith yn cael eu hystyried gan yr holl gyfarwyddiaethau, a hefyd sicrhau bod y cyngor yn cyflawni ei ddyletswyddau o dan Ddeddf yr laith Gymraeg 1993 a Mesur y Gymraeg (Cymru) 2011, bu'r meysydd canlynol ar gyfer gwella yn hanfodol:

- Sefydlu grŵp Cydlynwyr yr laith Gymraeg, sy'n cynnwys un cynrychiolydd o bob cyfarwyddiaeth, i drafod a delio â materion mewn perthynas â'r iaith Gymraeg yn ogystal â hysbysu staff yn eu cyfarwyddiaethau o ofynion y Cynllun.
- Creu grŵp Hyrwyddwyr yr laith Gymraeg newydd yn 2010 sy'n cynnwys un cynrychiolydd, Rheolwr Gweithredol neu uwch, o bob cyfarwyddiaeth i hyrwyddo dwyieithrwydd, cefnogi Cydlynwyr a chodi ymwybyddiaeth o Gynllun yr laith Gymraeg yn eu cyfarwyddiaethau.

Ail-frandio uned yr iaith Gymraeg fel 'Caerdydd Ddwyieithog' gyda phwyslais newydd ar gynnig rôl ymgynghorol i sefydliadau eraill, tra'n cyfrannu at hyrwyddo a chodi ymwybyddiaeth bellach o'r iaith Gymraeg ledled y ddinas trwy drefniadau cydweithio gwell.

- > Cynnig dewis iaith a gwasanaeth o'r un safon ragorol i ddinasyddion sy'n siarad Cymraeg a Saesneg trwy ganolfan gyswllt C2C.
- Sicrhau bod Amserlen y Cynllun ar gyfer Gweithredu yn rhan o System Wella Caerdydd (CIS) sydd wedi chwarae rôl allweddol o ran sicrhau bod Cynllun yr laith Gymraeg diwygiedig a Strategaeth Gorfforaethol Sgiliau laith Gymraeg 2009-2012 yn cael eu gweithredu a'u prif ffrydio'n llwyddiannus.
- Sefydlu Gweithgor Aelodau Caerdydd Ddwyieithog i ddatblygu'r agenda Caerdydd Ddwyieithog.
- Ym mis Hydref 2014, rhyddhaodd Hyrwyddwr yr laith Gymraeg ac Uwch Reolwr y gwasanaeth lechyd a Gofal Cymdeithasol rywfaint o oriau rheoli o fewn y Gyfarwyddiaeth i ganiatáu i Gydlynydd yr laith Gymraeg weithio ar weithredu Strategaeth 'Mwy na Geiriau' y Llywodraeth sydd wedi arwain at gynnydd sylweddol o ran y Cynllun Gweithredu 3 blynedd.

> Datblygiad arfaethedig Canolfan Gymraeg yng nghanol y ddinas.

Rydym yn cydnabod bod angen gwneud mwy o waith i wireddu ein huchelgais o ddatblygu prifddinas gwbl ddwyieithog i Gymru. Mae'r adroddiad yn amlinellu nifer o gamau gweithredu ar gyfer y dyfodol ac yn rhoi gwybod am gynnydd hyd yn hyn.

Cytunwyd ar yr Adroddiad Monitro Blynyddol ac fe'i cymeradwywyd gan y Cyngor llawn ar **25 Mehefin 2015** cyn ei gyflwyno i'r Comisiynydd Iaith erbyn y dyddiad cau o 30 Mehefin 2015.

Mae'r adroddiad ar gael yn ddwyieithog i'w lawrlwytho ar wefan y Cyngor www.caerdydd.gov.uk/caerdydd-ddwyieithog

Ni fydd teitlau swyddogion a gwasanaethau yn y cynllun gweithredu yn adlewyrchu'r strwythur cyfredol gan fod y cynllun gweithredu wedi'i gymeradwyo yn 2009 ac felly mae'n adlewyrchu teitlau swyddogion a gwasanaethau ar yr adeg y cafodd ei gymeradwyo. Gan fod yr Amserlen ar gyfer Gwella wedi'i gymryd o Gynllun Statudol at ddiben yr Adroddiad, ni allwn newid y teitlau, nac unrhyw elfen arall o'r Cynllun heb gymeradwyaeth y Comisiynydd Iaith. Dyma'r flwyddyn adrodd olaf yn y dull hwn gan fod safonau'r iaith Gymraeg yn dod i rym yn ddiweddarach elami, ac o ganlyniad bydd gennym ddull adrodd newydd ar waith flwyddyn nesaf gyda chynllun gweithredu newydd sy'n adlewyrchu'r strwythur a treatu'r swyddogion ar y pryd.

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Cydymffurfio â Ch	Cydymffurfio â Chynllun yr laith Gymraeg – Amserlen ar gyfer Gwella				
MESURAU	AMSER	CYFRIFOLDEB	CYNNYDD	CWBLHAWYD	
1. DANGOSYDDION YR IAITH GYMRAEG					
Dangosydd 1 yr IG Monitro ac adrodd yn flynyddol ar nifer a % y bobl trydydd parti a gafodd eu monitro sy'n cydymffurfio â gofynion y Cynllun hwn yn y meysydd canlynol: i. gwasanaethau gofal ii. gwasanaethau gofal ii. gwasanaethau ieuenctid a hamdden if?. darpariaeth cyn- ysgol	Llunio Cynllun Monitro strwythuredig ar gyfer pob gwasanaeth a restrir erbyn mis Medi 2009 yna monitro ac adrodd yn flynyddol.	Prif Swyddogion perthnasol ar y cyd â Swyddog yr laith Gymraeg.	 i Gwasanaethau Gofal ii (a) Contractau'r gwasanaeth ieuenctid ii (b) Contractau'r gwasanaeth hamdden iii Darpariaeth cyn-ysgol I gael manylion llawn gweler adran 3. Rheoli a Gweinyddu'r Cynllun (tudalen 30). Ar gyfer Cynllun Gweithredu 'Mwy na Geiriau' 2014/15 lechyd a Gofal Cymdeithasol gweler Atodiad I 		
Dangosydd 2 yr IG Nodi gweithleoedd a swyddi lle mae'r gallu i siarad neu ysgrifennu yn Gymraeg yn ofyniad hanfodol neu ddymunol (gan ddefnyddio'r Strategaeth Sgiliau laith a'r Offeryn Asesu).	Ebrill 2015	Pob Prif Swyddog ar y cyd â Swyddog yr laith Gymraeg	Mae dros 975 o swyddi wedi'u hasesu yn y flwyddyn ariannol gyfredol, o'r rhain caiff 111 o swyddi (11%) eu dynodi'n Gymraeg Hanfodol yn unol â'r Strategaeth Sgiliau laith Gymraeg Corfforaethol. (gweler Atodiad II). Cafodd y Strategaeth Sgiliau laith Gorfforaethol ddiwygiedig ei chymeradwyo gan y Cabinet ar 13 Mawrth 2014. Cafodd copi o'r strategaeth sy'n cynnwys amserlenni diwygiedig, mesurau, ac offeryn asesu ieithyddol wedi'i ddiweddaru hefyd ei gynnwys yn ymateb y Cyngor i'r ymchwiliad safonau ym mis Ebrill 2014. Mae'r asesiadau ieithyddol yn broses barhaus a byddwn yn parhau i asesu timau yn 2015-16.		

Dangosydd 3 yr IG Creu rhaglen archwilio flynyddol o feddalwedd a systemau i sicrhau bod materion yr iaith Gymraeg yn rhan hanfodol o holl brojectau e-Lywodraeth.	Medi 2009	Pob Prif Swyddog ar y cyd â Swyddog yr laith Gymraeg	Caiff gofynion yr iaith Gymraeg eu hystyried yn weithredol fel rhan o unrhyw friff project neu fandad project newydd fel rhan o'r datganiad gofynion – dyma fu'r achos am beth amser nawr. Bydd TGCh yn parhau i gynghori cwsmeriaid ar eu cyfrifoldeb i gynnig deunydd Cymraeg ar gyfer yr holl brojectau sy'n ymwneud â chwsmeriaid yn ystod y cam briffio o'r holl brojectau TG ond cyfrifoldeb y cwsmeriaid yw penderfynu p'un ai a oes angen agweddau dwyieithog ar unrhyw system newydd arnynt ai peidio ar ôl derbyn y cyngor hwn felly eu cyfrifoldeb nhw yw bodloni eu hunain eu bod yn diwallu'r mesur.	
Dangosydd 4 yr IG Monitro nifer a % y staff sydd wedi cael hydforddiant yn y Gwnraeg i lefel cygghwyster penodol a nifer a % y staff sydd wedi cael Hyfforddiant Ymwybyddiaeth laith.	Cynhyrchu adroddiad Ilawn erbyn Ebrill bob blwyddyn i'w roi yn yr Adroddiad Monitro Blynyddol ar gyfer Bwrdd yr Iaith.	Prif Swyddog Pobl a Datblygu Trefniadaeth gyda Swyddog yr laith Gymraeg.	Caiff nifer a chanran y staff sydd wedi derbyn Hyfforddiant yr Iaith Gymraeg a Hyfforddiant Ymwybyddiaeth Iaith eu monitro'n agos a chaiff cofnodion unigol eu cadw ar DigiGov. Gweler Atodiad III ar gyfer dadansoddiad o staff sydd wedi mynychu'r cyrsiau hyn.	

Dangosydd 5 yr IG Nifer a % y staff sy'n gallu siarad Cymraeg yn ôl i. gwasanaeth ii. gradd swydd iii. gweithle	Cynhyrchu adroddiad llawn erbyn Ebrill bob blwyddyn i'w roi yn yr Adroddiad Monitro Blynyddol ar gyfer Bwrdd yr laith.	Prif Swyddog Pobl a Datblygu Trefniadaeth	Mae cyfanswm o 4,546 o staff wedi dilysu eu cofnodion ar y system DigiGov. O'r rhain mae 221 aelod o staff wedi nodi fod ganddynt sgiliau iaith Gymraeg. Mae hyn yn cynrychioli 4.86% o'r rhai sydd wedi cofrestru ar y system. Mae manylion y gwasanaeth, gradd swydd a lleoliad yr aelodau hyn o staff i'w gweld yn Atodiad IV	
Dangosydd 6 yr IG Monitro nifer a % y cwynion a dderbyniwyd mewn perthynas â gweithredu'r Cynllun Iath a nifer a % y cwynion yr ymdriniwyd â hwy yn unol â'r safonau conforaethol	Ebrill 2009 a bob mis Ebrill ar ôl hynny yn barod ar gyfer yr Adroddiad Monitro Blynyddol	Prif Swyddog Gwasanaethau Cyfreithiol	Yn ystod 2014/15, derbyniwyd cyfanswm o 24 o gwynion mewn perthynas â Chynllun yr Iaith Gymraeg. Y ganran o gwynion yn gysylltiedig â Chynllun yr Iaith Gymraeg mewn perthynas â'r holl gwynion a dderbyniwyd yw 1% (2354). Bydd yr Adroddiad Cwynion Corfforaethol Blynyddol ar gael yn hydref 2015.	
2. CYNLLUNIO A DARPARU GWASANAETHAU				
Asesu effeithiolrwydd yr	Archwiliad	Prif Swyddog	Mae'r Offeryn Integreiddio Polisi wedi'i ddatblygu'n Offeryn	

Asesu effeithiolrwydd yr	Archwiliad	Prif Swyddog	Mae'r Offeryn Integreiddio Polisi wedi'i ddatblygu'n Offeryn	
Offeryn Integreiddio	dwywaith y	Polisi a Swyddog	Sgrinio Polisi Statudol i adlewyrchu'r cyd-destun polisi	
Polisi a'r Asesiadau o	flwyddyn.	yr laith Gymraeg	esblygol.	
Effaith ar Gydraddoldeb	Archwiliad			
ar gyfer prif ffrydio'r iaith	cyntaf ym mis		Gweler adran 5. Prif-ffrydio (tudalen 34) am fanylion llawn.	
Gymraeg i bolisïau,	Medi 2009			
cynlluniau a				
strategaethau				
corfforaethol ac				
allweddol.				

Paratoi rhestr o bartneriaid allweddol, gwirio eu bod yn ymwybodol o'r Cynllun a defnyddio geiriau priodol a phenodol mewn contractau a dogfennau tendro wrth eu hadnewyddu neu eu cyflwyno.	Rhestr erbyn Medi 2009. Gwirio un partner allweddol bob mis ar ôl hynny.	Pob Prif Swyddog ar y cyd â Swyddog yr Iaith Gymraeg	 Mae gan Gyngor Dinas Caerdydd nifer o gontractau eraill ar waith gyda chontractwyr neu sefydliadau trydydd parti ar gyfer darparu gwasanaethau. Mae dadansoddiad o'n Porth Caffael wedi amlygu bod tua 11 o gontractau wedi'u dyfarnu i ddarparu 'Gwasanaethau' ar ran y Cyngor. Dim ond contractau sy'n ymwneud â gwasanaeth a ddarperir i'r cyhoedd sy'n cael eu cynnwys. Byddai'r contractau/trefniadau fframwaith newydd wedi defnyddio cwestiynau cyn cymhwyso/dethol o gyfres o gwestiynau SQuID Llywodraeth Cymru sy'n cynnwys nifer o gwestiynau ond yn cael eu gofyn pan fo contract ar gyfer gwasanaethau a ddarperir yn uniongyrchol i'r cyhoedd. Disgrifiwch eich profiad a/neu ddull cyffredinol o ran darparu gwasanaethau cyhoeddus yng Nghymru i sicrhau bod gofynion siaradwyr Cymraeg yn cael eu diwallu, fel y nodir yn neddfwriaeth yr iaith Gymraeg. Ydych chi wedi cael contract wedi'i derfynu a/neu wedi cael gwybod am dor-cytundeb neu dor-cytundeb posibl am resymau'n ymwneud â gofynion yr iaith Gymraeg o fewn y 3 blynedd ddiwethaf? Caiff cymalau tebyg i'r canlynol eu cynnwys mewn contractau a baratoir ar ran y Cyngor gan Wasanaeth Cyfreithiol y Cyngor a chaiff y tîm contractau cyfreithiol eu hatgoffa o'r angen i gynnwys cymal o'r fath: 'Yn ystod y Contract ac wrth ddarparu gwasanaethau, bydd y Contractwr yn cydymffurfio â gofynion: Cynllun laith Gymraeg yr Awdurdod; a 	

Sicrhau bod y Cynllun Grant Corfforaethol yn cydymffurfio â Chynllun Iaim Gymraeg y Cyngor.	Archwiliad Medi 2010	Prif Swyddog Strategaeth a Menter a'r holl Brif Swyddogion	 darpariaethau'r Mesur i rym ac i'r graddau y mae'n ymwneud â darparu'r Gwasanaethau.' Fel y nodir yn y cynnydd ar gyfer 2013 – 14 o ran gweithdrefnau monitro parhaus ar gyfer contractau rydym yn cynnal cyfarfodydd adolygu contractau rheolaidd gyda chyflenwyr. Mae amlder y cyfarfodydd hyn yn dibynnu ar nifer o ffactorau megis gwerth y contract a'r risg, ond yn gyffredinol maent yn amrywio o bob mis i bob chwarter. Gall unrhyw faterion mewn perthynas â pherfformiad y contract gael eu trafod yn y fforwm hwn a gall unrhyw faterion o ran darparu gwasanaethau drwy gyfrwng y Gymraeg gael eu hamlygu a'u trin yn briodol. Mae cymorth a chyngor wedi'i gynnig a'i ddarparu i Swyddogion Grant Gwasanaeth mewn perthynas â chydymffurfio â Chynllun laith y Cyngor. Mae fersiynau Cymraeg diweddar ar gael ar CIS ar gyfer pob dogfen grant corfforaethol berthnasol. Cydymffurfio â'r Cynllun laith yn feunyddiol drwy sicrhau bod cyfieithiadau Cymraeg o lythyrau ar gael yn brydlon yn ôl y gofyn. 	
Sefydlu a chynnal cronfa ddata gorfforaethol o ddewis iaith cwsmeriaid i'w defnyddio gan yr holl	Ebrill 2012	Prif Swyddog TG gyda Phrif Swyddog Pobl a Datblygu	Cafodd Glasbrint dylunio manwl ar gyfer y System Rheoli Perthnasau Cwsmeriaid (CRM) ei gwblhau'n llwyddiannus ym mis Chwefror 2014. Mae'r datrysiad a ddyluniwyd yn ystod y Glasbrint yn nodi'n glir sut y gall marcwyr megis	

ddewis iaith cwsmeriaid i'w defnyddio gan yr holl wasanaethau	Swyddog Pobl a Datblygu Trefniadaeth, ar y cyd â'r holl Brif Swyddogion a Swyddog yr laith Gymraeg	ym mis Chwefror 2014. Mae'r datrysiad a ddyluniwyd yn ystod y Glasbrint yn nodi'n glir sut y gall marcwyr megis dewis iaith gael eu cadw i gwsmeriaid a sut y gall cronfa ddata cwsmeriaid gorfforaethol unigol gael ei datblygu, ei phoblogi a'i chynnal wrth i'r CRM gael ei rhoi ar waith ym mhob rhan o'r Sefydliad.	
	Gymraeg	Bydd cam cyntaf y CRM yw mynd yn fyw ym mis Medi 2015 yn y Ganolfan Gyswllt (ar y ffôn a dros e-bost) a Hybiau	

Page Rogi canllawiau ar gyfieithu i bob Gwasanaeth	Cyhoeddi canllawiau newydd pan gaiff y Cynllun ei Iansio	Swyddog yr laith Gymraeg	Cymunedol (wyneb yn wyneb). Wrth i gwsmeriaid gysylltu â'r Cyngor trwy'r sianeli hyn, caiff eu dewis iaith ei nodi yn eu cofnod cwsmer. Yn ogystal â hyn, fel rhan o'r broses o fynd yn fyw, gall cronfeydd data dewis iaith presennol a gedwir yn y Cyfarwyddiaethau ym mhob rhan o'r Sefydliad gael eu rhesymoli ac o bosibl eu mewnbynnu i gronfa ddata'r CRM. Yn ystod y cam cyntaf bydd y CRM (ac felly'r gronfa ddata cwsmeriaid, gan gynnwys dewis iaith) ond yn cyflawni'r hyn y mae C2C yn ei wneud ar hyn o bryd. Caiff map manwl i'w gyflwyno ym mhob rhan o'r sefydliad ei lunio yn ystod y misoedd nesaf. Yn y tymor canolig (2-3 blynedd) wrth i CRM SAP gael ei chyflwyno i Gyfarwyddiaethau ym mhob rhan o'r Sefydliad ac wrth i ddatrysiad Rheoli Data gael ei nodi, caiff cronfa ddata gorfforaethol o gwsmeriaid ar gyfer y sefydliad cyfan ei chreu a fydd yn rhoi golwg unigol o'r cwsmer. Rhoddir canllawiau cyfieithu trwy erthyglau newydd ar 'Your Inbox' yn ogystal â thrwy gydlynwyr yr iaith Gymraeg. Caiff canllawiau hefyd eu hanfon trwy friff "Materion Cymraeg" misol sy'n amlinellu'r datblygiadau diweddaraf yn gyrsiau, cyngor a chrynodeb o gwynion yn erbyn y Cynllun laith. Erthyglau yn 2014-15 mewn perthynas â'r angen i flaen-gynllunio cyn unrhyw waith cyfieithu mawr. Mae'r canllawiau cyfieithu hefyd ar gael ar dudalen mewnrwyd Caerdydd Ddwyieithog. Gan fod y canllawiau cyfieithu cyfredol wedi bod ar waith am nifer o flynyddoedd mae'r mwyafrif o gyfarwyddiaethau, yn gyfarwydd â'r broses o wneud cais am gyfieithiadau.	
Paratoi a rhoi rhaglen ar	Rhaglen wedi'i	Rheolwr	Mae pob aelod o staff sy'n gallu defnyddio Rhwydwaith	
waith ar gyfer darparu	sefydlu erbyn	Gwasanaeth	TGCh y Cyngor yn derbyn meddalwedd sydd ar gael yn	
meddalwedd iaith	mis Medi	TGCh gyda phob	Gymraeg yn awtomatig. Felly nid ydym yn cofnodi ceisiadau	
Gymraeg a deunyddiau	2009. I'w rhoi	rheolwr a	unigol ar gyfer y feddalwedd. Yr unig wybodaeth y byddwn	

cymorth i'r staff presennol a staff newydd fel y nodir yn Adran 3.1 o'r Cynllun Sicrhau bod y canlynol yn dilyn Cynllun yr laith Comraeg: Ymatebion ffonio'n ôl ff. Caiff pob galwad Gymraeg ei chyfeirio at Swyddogion sy'n siarad Cymraeg iii. Cyfarchion dwyieithog ar rifau sy'n cael eu hysbysebu	ar waith ar unwaith Monitro unwaith y flwyddyn trwy'r ymarfer Siopwr Cudd	Swyddog yr Iaith Gymraeg Uned yr Iaith Gymraeg a Menter Caerdydd	yn ei chofnodi yw ceisiadau unigol ar gyfer meddalwedd cyfieithu Cymraeg, fodd bynnag ni fyddai hyn yn adlewyrchiad cywir o'r feddalwedd sydd ar gael drwy gyfrwng y Gymraeg yn yr awdurdod. Rydym yn parhau i gyflwyno meddalwedd sydd ar gael yn Gymraeg drwy Windows 7 ac Office 2010 mewn perthynas â'r holl systemau / ceisiadau newydd, un ai ar gyfrifiaduron personol neu drwy ein dull 'cleient tenau'. Mae Cysgliad ar gael i bob aelod o staff sydd â chyfrifiadur personol fel rhyngwyneb bwrdd gwaith, a hysbysebir y ffaith ei fod ar gael yn aml yn y Cylchlythyr Materion Cymraeg ac erthyglau yn 'Your Inbox'. Gall staff ofyn am gopi trwy'r Ddesg Gwasanaeth. Cafodd canllawiau i staff ar ateb galwadau Cymraeg eu diweddaru ym mis Chwefror 2015 ac maent ar gael ar y dudalen mewnrwyd Gymraeg. Cafodd y canllawiau hefyd eu cylchredeg i staff trwy gydlynwyr yr iaith Gymraeg a chaiff hysbysiadau atgoffa eu rhoi yn y briff 'Materion Cymraeg' misol. Cynhaliodd Menter Caerdydd ymarfer siopwr cudd ar ran y cyngor ym mis Medi a Hydref 2015. Yn dilyn yr ymarfer hwn cafodd y canlyniadau llawn eu hanfon ymlaen at yr holl gyfarwyddwyr, a chanllawiau perthnasol ar alwadau eu rhoi i staff. Cafodd staff eu hatgoffa o'r angen i gyfarch y cyhoedd yn ddwyieithog, ac maen nhw hefyd wedi cael gwybod am y safonau iaith Gymraeg drafft sy'n ymwneud â galwadau. Cafodd y safonau rheoleidio drafft eu cylchredeg i'r cydlynwyr a'r hyrwyddwyr ar ôl iddynt gael eu cyhoeddi. Rhoddod Rheolwr Gweithredol Caerdydd Ddwyieithog gyflwyniad ar heriau'r safonau yng nghyfarfod yr Uwch Dim Rheoli ar 9 Medi 2014. Mae canllawiau ar gyfarfodydd ar gael ar dudalen	
ar gynnal cyfarfodydd	canllaw Medi	Gymraeg a	mewnrwyd Caerdydd Ddwyieithog. Ymatebodd pob	

dwyieithog a sicrhau bod y gyfarwyddeb yn cael ei dilyn.	2009. Archwiliadau gwasanaethau i gael eu cynnal bob 6 mis.	Chydlynwyr yr Iaith Gymraeg	cyfarwyddiaeth i'r rheoliad safonau drafft a gyhoeddwyd gan Lywodraeth Cymru cyn i'r hysbysiad cydymffurfio gael ei gyhoeddi (fe'i disgwylir yn haf 2015). Mae pob cyfarwyddiaeth yn ymwybodol o sefyllfa gyfredol y Cyngor o ran cynnal cyfarfodydd dwyieithog dan ei gynllun laith ac yn ymwybodol o'r posibiliad i hyn newid dan y safonau iaith. Cafodd AD eu briffio gan Caerdydd Ddwyieithog ym mis Ionawr 2015 ar y rheoliadau safonau drafft a'r angen posibl i gynnal yr holl gyfarfodydd mewnol yn gysylltiedig â chyflogeion (e.e. disgyblu, cwynion) drwy gyfrwng y Gymraeg os gofynnir am hynny. Mae cynllun gweithredu AD wedi'i greu ar gyfer yr holl safonau drafft nad ydynt yn arfer	
Page 282			cyfredol dan ein cynllun laith. Rhoddir hefyd ganllawiau ar gyfarfodydd i staff o ran cynnal cyfarfodydd dwyieithog trwy'r sesiynau Ymwybyddiaeth Cydraddoldeb a diweddariadau o ran Cyfarfodydd Gwella Busnes Gwasanaethau (BIMS). Mae gwasanaethau cyfieithu ar y pryd ar gael ym mhob un o gyfarfodydd y cyngor llawn.	
Sicrhau bod pob gwybodaeth a gaiff ei llunio'n benodol ar gyfer y cyhoedd (yn unol ag Atodiad A) yn ymddangos yn ddwyieithog ar brif wefan y Cyngor	Archwiliadau blynyddol o gynnwys pob gwasanaeth. Archwiliad cyntaf ym mis Ebrill 2010	Pob Prif Swyddog	Cafodd gwefan ddiwygiedig Cyngor Dinas Caerdydd ei lansio ym mis Mai 2014 gyda'r holl gynnwys wedi'i gyhoeddi drwy system rheoli cynnwys newydd SharePoint. Cwblhawyd y gwaith datblygu gan dîm y wefan a TGCh i sicrhau y gellid trin y ddwy iaith yn gyfartal. Cafodd egwyddorion cynnwys y we eu llunio i ymdrin â'r broses o lywodraethu cynnwys y we yn y dyfodol – mae hyn yn cynnwys cydymffurfio â'r ddeddfwriaeth gyfredol a nodir yng Nghynllun yr laith Gymraeg. Cafodd yr egwyddorion hyn eu cymeradwyo gan fwrdd project Diwygio'r We. Mae'r prif bwyntiau fel a ganlyn:	
			Mae'r holl ddeunydd yn gwbl ddwyieithog ac yn diwallu	

			safon Nod Crystal yr ymgyrch Saesneg Syml a'r polisi	
			Cymraeg Clir.	
			Mae angen i ddogfennau a ychwanegir i'r wefan fel	
			ffeiliau megis Word / PDF gael eu cyfieithu i'r Gymraeg	
			fel y nodir yng Nghynllun yr Iaith Gymraeg.	
			Mae tîm y we yn ymwybodol bod rhywfaint o systemau a	
			cheisiadau 3ydd parti o'r gorffennol yn bodoli ar y wefan yn	
			Saesneg yn unig. Ni chafodd y rhain eu cynnwys yn y project diwygio'r we. Rydym yn gweithio gyda	
			chyfarwyddiaethau i ymchwilio i ddatrysiadau i sicrhau bod	
			pob system yn ddwyieithog yn y dyfodol.	
			Yn ystod 2014/15 caffaelodd y Cyngor y system rheoli	
σ			pwyllgorau modern.gov yn Gymraeg a Saesneg i wella	
Page			mynediad y cyhoedd i adroddiadau a phenderfyniadau'r	
Ō			cyngor drwy'r wefan. Fel rhan o'r project bydd y cyngor yn gwneud defnydd llawn o ddwyieithrwydd modern.gov wrth	
283			wneud dogfennau Cymraeg a Saesneg, yn ogystal â	
ω			gwneud pecynnau dogfennau dwyieithog cyfunol ar gael i 75	
			aelod etholedig ac aelodau'r cyhoedd.	
Mewn achosion lle	Cysylltu â	Pob Prif Swyddog	Tîm canolog y we yn y Gwasanaethau Cwsmeriaid sy'n	
canfyddir	chynlluniau		derbyn yr <u>holl g</u> eisiadau ar gyfer cynnwys ychwanegol /	
deunyddiau/tudalennau Saesneg yn unig, creu	busnes gwasanaethau		wedi'i olygu i'r safle corfforaethol. Fel rhan o broses gyhoeddi'r tîm caiff yr holl gynnwys ei adolygu a'i anfon i'w	
cynllun gwella	gwasanaemaa		gyfieithu trwy'r ffurflen gais ar y fewnrwyd i dîm Caerdydd	
gwasanaeth gan			Ddwyieithog. Mae rhai cyfarwyddiaethau yn mynnu cael	
gynnwys amserlen			gwybodaeth wedi'i chyhoeddi yn Saesneg yn unig oherwydd	
cyfieithu			anghenion busnes / cyhoeddus (gyda chyfieithiad i ddilyn). Mae tîm y we yn parhau i gyflwyno'r datganiad canlynol i	
			gyfarwyddiaethau i esbonio'n glir eu cyfrifoldebau o ran cael	
			cynnwys dwyieithog ar y we a'u hatebolrwydd pe cyflwynid	

	dirwy:	
	"Yn unol â chynllun iaith statudol y Cyngor, dylai'r holl wybodaeth (gan gynnwys dogfennau y gellir eu lawrlwytho) fod yn gwbl ddwyieithog.	
	Mae'r Cyngor wedi ymrwymo i drin y ddwy iaith yn gydradd ac i sicrhau bod fersiynau Saesneg/Cymraeg yn cael eu cyhoeddi ar yr un pryd er mwyn peidio â rhoi siaradwyr Cymraeg dan anfantais. Os caiff dogfennau eu cyhoeddi heb fersiwn Gymraeg (neu Saesneg) byddai'r gwasanaeth yn torri'r cynllun laith. Caiff unrhyw gwynion a dderbynnir eu hanfon i reolwyr gwasanaethau i ymateb iddynt.	
Page 284	Cofiwch hefyd y daw cyfres newydd o safonau iaith i rym y flwyddyn nesaf a fydd yn rhoi'r pŵer i'r comisiynydd iaith gyflwyno dirwyon i awdurdodau lleol am fynd yn erbyn y safonau hyn.	
4	Cynllun yr Iaith Gymraeg 3.5 DELIO Â'R CYHOEDD – MATERION ERAILL Bydd y Cyngor yn sicrhau y bydd yr holl ddeunydd a gyhoeddir yn benodol ar gyfer aelodau o'r cyhoedd a defnyddwyr gwasanaeth ar unrhyw wefan y Cyngor neu unrhyw wefan a ddylunnir neu a gefnogir ganddo yn ddwyieithog. Bydd y Cyngor hefyd yn sicrhau y bydd yr holl ymatebion awtomatig yn cael eu darparu'n ddwyieithog.	
	Canllawiau ar y dogfennau a ddylai fod yn ddwyieithog	
	Categori A – Cwbl Ddwyieithog	
	<u>Gwefannau a thudalennau gwe</u>	
	Mae'n rhaid i bob tudalen Saesneg gael tudalen gyfatebol yn Gymraeg, gyda botwm gwe-lywio iaith, a bydd yn cynnwys unrhyw	
	ddogfennaeth berthnasol y gellir ei lawrlwytho, ffurflenni adborth	

			ac ati yn unol â'r polisi hwn	
Cynnal cyfeiriadur canolog o'r staff sy'n siarad Cymraeg a swyddogion cyswllt	Parhaus.	Pob Prif Swyddog	Mae cyfeiriadur canolog o'r staff sy'n siarad Cymraeg a swyddogion cyswllt ar gael ar y fewnrwyd. Mae pob cyfarwyddiaeth yn gyfrifol am ychwanegu enwau unrhyw siaradwyr Cymraeg newydd sy'n ymuno â'r awdurdod. Mae 158 o siaradwyr Cymraeg wedi'u rhestru ar y llyfr cyfeiriadau mewnol sydd wedi cytuno i ddelio â chwsmeriaid allanol ac	
			 mae pob cyfarwyddiaeth wedi'i chynrychioli. Cafodd erthygl ei chynnwys yn rhifyn Materion Cymraeg 2014 i annog staff i ddiweddaru eu cofnodion a nodi a ydynt yn siaradwyr Cymraeg. Hefyd mae'r dudalen 'Caerdydd Ddwyieithog' ar fewnrwyd Cyngor Caerdydd yn cynnwys nifer o ddogfennau canllaw i 	
Page 285			staff gan gynnwys canllawiau ar alwadau, cyfieithu a'r Cynllun laith. Ar gyfer canllawiau ffôn mae siart lif o'r broses i helpu staff o bob cyfarwyddiaeth i ddelio â Galwadau drwy gyfrwng y Gymraeg yn effeithlon (diweddarwyd Chwefror 2015). Mae'r ddogfen hon yn rhoi gwybod i staff y gallant ddefnyddio'r cyfeiriadur i ddod o hyd i siaradwyr Cymraeg yn eu cyfarwyddiaeth. Mae'r cyfeiriadur a'i opsiwn Siaradwr Cymraeg wedi cael ei ddefnyddio am fwy na 7 mlynedd ac	
			yn ystod yr amser hwnnw mae Cydlynwyr yr laith Gymraeg wedi bod hyrwyddo ei fodolaeth i bob aelod o staff yn eu cyfarwyddiaeth yn rheolaidd. Yn fwyaf diweddar cafodd staff eu hatgoffa ym mis Chwefror 2015 yn y briff 'Materion Cymraeg' i ddiweddaru eu manylion a defnyddio'r cyfeiriadur ar gyfer galwadau Cymraeg.	
Defnyddio'r cwestiwn ar sgiliau iaith ar y ffurflen gais safonol i ychwanegu unrhyw siaradwyr Cymraeg	l gychwyn ar unwaith	Prif Swyddog Pobl a Datblygu Trefniadaeth	Ers i broses Recriwtio DigiGov fynd yn fyw ym mis Medi 2013 mae gennym ni'r capasiti i gadw gwybodaeth am allu Cymraeg yr ymgeiswyr. Caiff gallu ymgeiswyr llwyddiannus yn y Gymraeg ei gadw yn DigiGov a ddefnyddir i ddiweddaru'r cyfeiriadur o staff sy'n siarad Cymraeg.	

newydd i'r cyfeiriadur o staff sy'n siarad Cymraeg Image: Cymraeg Image: Cymraeg 4. WYNEB CYHOEDDUS Y CYNGOR Image: Cymraeg Image: Cymraeg Sicrhau bod teitl, delwedd gorfforaethol a dyluniadau cysylltiedig y Cyngor yn ddwyieithog ar: Archwiliadau Blynyddol Thematig yn cychwyn Medi 2009 Pob Prif Swyddog Proses barhaus. Mae Pecyn Cymorth Brand Corfforaethol wedi'i greu i sicrhau bod teitl, delwedd gorfforaethol a dyluniadau cysylltiedig y Cyngor yn ddwyieithog. Mae'r holl frandio corfforaethol wedi'u hanelu at y cyhoedd yn ddwyieithog. Mae'r canllaw yn cyfeirio ac yn cefnogi staff a
Cymraeg Cymraeg Polyneg Polyneg 4. WYNEB CYHOEDDUS Y CYNGOR Sicrhau bod teitl, delwedd gorfforaethol a dyluniadau cysylltiedig y Cyngor yn ddwyieithog Archwiliadau Blynyddol Thematig yn cychwyn Medi Pob Prif Swyddog Pob Prif Swyddog Thematig yn cychwyn Medi Proses barhaus. Mae Pecyn Cymorth Brand Corfforaethol wedi'i greu i sicrhau bod teitl, delwedd gorfforaethol a dyluniadau cysylltiedig y Cyngor yn ddwyieithog. Mae'r holl frandio corfforaethol wedi'u hanelu at y cyhoedd yn
4. WYNEB CYHOEDDUS Y CYNGOR Sicrhau bod teitl, delwedd gorfforaethol a dyluniadau cysylltiedig y Cyngor yn ddwyieithog Archwiliadau Blynyddol Thematig yn cychwyn Medi Pob Prif Swyddog Pob Prif Swyddog Proses barhaus. Mae Pecyn Cymorth Brand Corfforaethol wedi'i greu i sicrhau bod teitl, delwedd gorfforaethol a dyluniadau cysylltiedig y Cyngor yn ddwyieithog. Mae'r holl frandio corfforaethol wedi'u hanelu at y cyhoedd yn
Sicrhau bod teitl, delwedd gorfforaethol a dyluniadau cysylltiedig y Cyngor yn ddwyieithogArchwiliadau Pob Prif Swyddog Proses barhaus. Mae Pecyn Cymorth Brand Corfforaethol wedi'i greu i sicrhau bod teitl, delwedd gorfforaethol a dyluniadau cysylltiedig y Cyngor yn ddwyieithog. Mae'r holl frandio corfforaethol wedi'u hanelu at y cyhoedd yn
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delwedd gorfforaethol a dyluniadau cysylltiedig y Cyngor yn ddwyieithogBlynyddol Thematig yn cychwyn Mediwedi'i greu i sicrhau bod teitl, delwedd gorfforaethol a dyluniadau cysylltiedig y Cyngor yn ddwyieithog. Mae'r holl frandio corfforaethol wedi'u hanelu at y cyhoedd yn
dyluniadau cysylltiedig yThematig yndyluniadau cysylltiedig y Cyngor yn ddwyieithog. Mae'r hollCyngor yn ddwyieithogcychwyn Medifrandio corfforaethol wedi'u hanelu at y cyhoedd yn
Cyngor yn ddwyieithog cychwyn Medi frandio corfforaethol wedi'u hanelu at y cyhoedd yn
ar: 2009 ddwyleithog. Mae'r canllaw yn cyfeirio ac yn cefnogi staff a
i. Eiddo chyflenwyr o ran defnyddio arddull gweledol Cyngor Dinas
ii. Cerbydau Caerdydd gyda phob darn o waith. Mae gan yr holl
iii. Dillad swyddogion cyfathrebu, dylunio a marchnata gopïau o'r
iv Cyhoeddiadau canllawiau ac mae angen iddynt eu dilyn a'u gweithredu pan
B Pob math o For briddel. O ran Cyfathrebu a'r Cyfryngau caiff yr holl Arddangosfa
N Gyhoeddus gyfieithu'n fewnol. Caiff Cyfarwyddiaethau eu hannog i O gysylltu â'r adran Gyfathrebu i gael cyngor ynglŷn â
gwisgoedd - ond mae'n rhaid i bawb ddilyn y canllawiau o ran lleoliad a lliw y ddelwedd. Mae manylion penodol i'w
dilyn yn gysylltiedig â cherbydau fel y nodir yn y canllawiau. Sicrhau bod pob arwydd Archwiliadau Pob Prif Swyddog Parhaus – caiff yr holl arwyddion dros dro a newydd eu
newydd ac arwyddion a ar hap o bob
godir yn lle hen rai (dros gwasanaeth prawf-ddarllen a'u codi'n ddwyieithog.
dro a pharhaol), y tu gan
mewn, y tu allan ac ar y Gydlynwyr yr
briffordd, yn gwbl iaith Gymraeg
ddwyieithog ac yn
parchu egwyddor
cydraddoldeb.
Cynhyrchu llyfryn Medi 2009 Prif Swyddog Mae Ystadau Strategol yn rheoli ac yn cynnal rhestr o
canllaw polisi ar gyfer perthnasol ar y enwau strydoedd ac eiddo dwyieithog sy'n adlewyrchu'r
enwi strydoedd a rhestr cyd â Swyddog yr enwau strydoedd ac eiddo swyddogol a grëwyd gan y

o enwau strydoedd a datblygiadau dwyieithog, Saesneg a Chymraeg		laith Gymraeg.	Swyddog Enwi Strydoedd yn yr adran Priffyrdd. Mae'r project Gazetteer yn fenter a gyflwynir ar hyd a lled y DU ac a lywodraethir gan ganllawiau cofnodion data llym sy'n sicrhau y caiff cyfeiriadau Cymraeg eu cofnodi'n gywir. Mae'r Cyngor wrthi'n cwblhau Canllaw Cynllunio i Fyw Caerdydd a gaiff ei gyhoeddi ym mis Mai 2015 ac sy'n nodi uchelgeisiau'r Cyngor o ran creu lleoedd, dylunio trefol a phensaernïaeth, a fydd yn cael eu trosi i safleoedd datblygu strategol ledled y ddinas. Mae'r iaith Gymraeg yn rhan allweddol o un o'r 10 'egwyddor uwchgynllunio' a bydd yn bwysig i sicrhau bod datblygiadau newydd yn creu lleoedd llwyddiannus. Gweler rhagor o wybodaeth ar dudalen 42	
Sicrhau bod yr holl ddatganiadau i'r wasg yn cael eu cyhoeddi'n ddwyieithog 0 N N 7	O fis Ebrill 2010 ymlaen, ond ar unwaith os byddant yn ymddangos ar hafan y wefan.	Prif Swyddog Strategaeth a Menter ar y cyd â'r holl Brif Swyddogion	Mae'r tîm cyfryngau ar y cyd â Chaerdydd Ddwyieithog yn sicrhau bod pob datganiad i'r wasg a baratoir yn cael ei gyhoeddi'n ddwyieithog. Mae Neuadd Dewi Sant a'r Theatr Newydd yn anfon pob datganiad i'r wasg i uned Caerdydd Ddwyieithog i'w gyfieithu. Mae'r Cyngor yn gweithredu cyfrifon Twitter Cymraeg a Saesneg rhagweithiol ac adweithiol gyda newyddion a gwybodaeth am wasanaethau i drigolion Caerdydd ac ymwelwyr. Hefyd mae'r Cyngor yn trydar yn fyw o gyfarfodydd y cyngor llawn yn Gymraeg a Saesneg. Mae gan y cyfrif Saesneg 37,614 o ddilynwyr a'r cyfrif Cymraeg 1,566 o ddilynwyr (ffigur ar 15 Ebrill). Mae'r tîm cyfryngau ar y cyd â Chaerdydd Ddwyieithog yn sicrhau bod yr holl negeseuon trydar a baratoir yn cael eu cyhoeddi'n ddwyieithog ac ymatebir i'r holl ymholiadau Cymraeg yn Gymraeg.	
			Mewn arolwg gan gomisiynydd y Gymraeg (Medi 2014) ar ddefnyddio'r iaith Gymraeg ar Twitter cafodd Cyngor Dinas	

Sicrhau bod y canlynol yn ddwyieithog: i. Cyhoeddiadau ID Ffurflenni a deunydd e esboniadol iD Hysbysiadau cyhoeddus a hysbysebion iv. Hysbysebion recriwtio	Archwiliadau Blynyddol Thematig yn cychwyn Medi 2009	Pob Prif Swyddog	Caerdydd ei amlygu fel esiampl o arfer da. Nodwyd yn yr adroddiad "Mae Cyngor Caerdydd yn cynnal cyfrifon Cymraeg a Saesneg ar wahân, ac mae'n un esiampl o arfer da o ran cynnal y dull hwn. Mae'n amlwg o'r ddau gyfrif ei fod yn blaengynllunio sy'n amlwg yn ddull effeithiol o ran cynnal ffrydiau Cymraeg a Saesneg ar wahân sy'n cynnwys yr un wybodaeth. Y fantais yw bod y cyfrif Cymraeg ar wahân ac yn hawdd ei ddilyn." Mae staff yn ymwybodol o'u goblygiadau dwyieithog trwy'r briff 'Materion Cymraeg' a anfonir dros e-bost, trwy Gydlynwyr yr laith Gymraeg i Gyfarwyddiaethau, yn ogystal â mewn sesiynau Ymwybyddiaeth laith. Mae gwybodaeth hefyd ar gael ar dudalen mewnrwyd Caerdydd Ddwyieithog. Caiff yr holl gyfarwyddiaethau eu hatgoffa i sicrhau bod yr holl ohebiaeth yn ddwyieithog oni bai bod cofnod o ddewis iaith unigolyn. Mae'r holl hysbysebion recriwtio yn ddwyieithog, yn ogystal â'r holl ddogfennau cysylltiedig ar gyfer pob swydd <u>swyddi.caerdydd.gov.uk</u>	
5. GWEITHREDU A MON		UN		
Cyhoeddi a Gweithredu Strategaeth Sgiliau laith Gymraeg Gorfforaethol y Cyngor 2009-2012 yn unol â'r mesurau yn y Strategaeth.	Ebrill 2009 – Mawrth 2012	Prif Swyddog – Gwasanaethau Pobl AD a'r Swyddog laith ar y cyd â'r holl Brif Swyddogion.	Cafodd y Strategaeth Sgiliau Iaith Gorfforaethol ddiwygiedig ei chymeradwyo gan y Cabinet ar 13 Mawrth 2014. Yn ogystal â diwallu gofyniad statudol, bydd rhoi'r Strategaeth ar waith yn cyfrannu at strategaethau Cymunedau a Phobl y Cyngor, gan ymdrin yn benodol â'r anghydbwysedd presennol o ran siaradwyr Cymraeg yn y gweithle gan sicrhau ein bod ni'n cynrychioli'r gymuned yr ydym yn ei gwasanaethu yn well.	

Page 289			Yn ogystal â monitro, adolygu a chadw/adfer data, mae'r Strategaeth hefyd yn darparu amserlenni dangosol o gyfrifoldebau a mesurau mewn perthynas â rhoi'r Strategaeth ar waith yn ystod y 3 blynedd nesaf ac yn darparu pecyn cymorth ymarferol i helpu rheolwyr i asesu eu gofynion o ran yr iaith Gymraeg. Bydd angen i'r gwaith o roi'r Strategaeth ar waith gael ei reoli o fewn adnoddau cyfarwyddiaethau er mwyn diwallu'r amserlenni dangosol yn y Strategaeth. Caiff y manylion diweddaraf o ran y strategaeth sgiliau eu cylchredeg o fewn y briff misol 'Materion Cymraeg' i'r holl staff (trwy'r cydlynwyr). Cafodd negeseuon atgoffa yn gofyn i reolwyr asesu eu timau eu cynnwys ym <u>mhob</u> briff misol yn 2014-15. Mae Caerdydd Ddwyieithog wedi datgan trwy'r briffiau hyn mai'r rheolwyr tîm sydd nawr yn gyfrifol am asesu timau. Mae canllawiau ar yr asesiadau wedi'u dosbarthu trwy'r cydlynwyr i reolwyr, gan gynnwys dogfen cwestiynau cyffredin a oedd yn ymdrin â chwestiynau y mae rheolwyr yn aml yn eu gofyn yn gysylltiedig â'r strategaeth ac asesiadau.	
Cyflwyno Hyfforddiant Ymwybyddiaeth laith i bob aelod o staff drwy sicrhau bod Cydlynwyr yr laith Gymraeg yn darparu hyfforddiant o leiaf un diwrnod y mis i bob gwasanaeth hyd nes bod yr ymarfer wedi'i gwblhau.	I gychwyn ar unwaith	Prif Swyddog – Pobl a Datblygu Trefniadaeth, Cydlynwyr yr laith Gymraeg ac Uned yr laith Gymraeg	Mynychodd 8 aelod o staff gwrs 'Hyfforddi'r Hyfforddwr' a gynhelir gan Cwmni laith ym mis Mehefin 2014, a fydd yn eu galluogi i gyflwyno'r hyfforddiant hwn yn eu cyfarwyddiaethau. Drwy hyfforddi cydlynwyr yr iaith Gymraeg a staff i gyflwyno'r hyfforddiant hwn byddwn yn gallu cyflwyno rhaglen ymwybyddiaeth iaith gynhwysfawr ym mhob un o wasanaethau'r Cyngor. Mynychodd 40 aelod o staff y gwasanaeth lechyd a Gofal Cymdeithasol hyfforddiant ymwybyddiaeth iaith yn 2013-14 a gynhaliwyd gan eu cydlynwyr ar ôl iddynt fynychu cwrs	

Page 200 Cyhoeddi'r Cynllun newydd yn ogystal â chrynodebau o adrannau yn y Cynllun, gwasanaeth cyfieithu, arfer da a chyfeiriadur o siaradwyr Cymraeg	Unwaith y caiff y Cynllun ei gymeradwyo	Swyddog yr laith Gymraeg a Chydlynwyr yr Iaith Gymraeg	hyfforddi'r hyfforddwr. Mae'r sesiynau hyn yn canolbwyntio'n benodol ar y strategaeth 'Mwy na Geiriau'. Disgwylir i'n cwrs ymwybyddiaeth iaith ddechrau yn yr haf (2015) a'r bwriad yw cyflwyno'r cwrs i nifer o gyfarwyddiaethau yn ystod 2015-16. Yn ogystal â sesiynau ymwybyddiaeth iaith, mae grŵp o awdurdodau lleol gan gynnwys Cyngor Dinas Caerdydd wedi cyd-brynu modiwl e-Ddysgu ar ymwybyddiaeth iaith, a ddatblygwyd gan Learning Industries gyda Bwrdd Iechyd Hywel Dda, sydd bellach wedi'i addasu gan awdurdodau lleol. Rydym yn aros am y fersiwn derfynol gan y cwmni datblygu meddalwedd. Ar ôl ei lansio, caiff ei roi ar wefan yr Academi a bydd yn rhoi ffordd arall i'r Cyngor ddiwallu'r gofyniad hwn. Mae'r iaith Gymraeg yn parhau i fod yn rhan o'r sesiynau Ymwybyddiaeth Cydraddoldeb a Sefydlu Corfforaethol a gyflwynir i'r holl staff am ddim. Caiff pob aelod o staff sy'n mynychu sesiynau Ymwybyddiaeth Cydraddoldeb ei atgoffa o'i oblygiadau o ran gweithredu, rhoi gwybod i bartneriaid a monitro cydymffurfiaeth â Chynllun laith Gymraeg y Cyngor. Mae'r holl ddogfennau canllaw ar gael ar dudalen mewnrwyd Caerdydd Ddwyieithog. Mae'r dudalen yn cynnwys yr holl ddogfennau canllaw mewn perthynas â'r iaith Gymraeg gan gynnwys crynodeb o'r cynllun, gwybodaeth am y cyrsiau sydd ar gael, manylion cyswllt ar gyfer ymholiadau'n ymwneud â'r cynllun iaith a ffurflen cais am gyfieithiad. Mae dolen i'r dudalen Gymraeg ar hafan y fewnrwyd fel ei bod yn gwbl hygyrch i staff. Ceir hefyd amryw erthyglau gan Caerdydd Ddwyieithog yn	
			'Your Inbox' (gwybodaeth a anfonir at staff) yn ogystal â briff misol i bob aelod o staff yn targedu amryw agweddau ar sicrhau cydymffurfiaeth â'r cynllun, gan gynnwys cynyddu	

	nifer y siaradwyr Cymraeg ar y cyfeiriadur ffôn a
	chyfarwyddyd gan y cyfieithwyr.
	Ar y cyfeiriadur ffôn canolog, gall staff ddefnyddio hidlydd i
	weld yr holl siaradwyr Cymraeg a phwy yw eu Cydlynydd yn
	eu Cyfarwyddiaeth. Mae rhestr lawn o Gydlynwyr a
	Hyrwyddwyr yr laith Gymraeg wedi'i hatodi yn Atodiad V.
	Anfonwyd erthyglau at staff i'w hatgoffa o'r angen i
	'flaengynllunio o ran cyfieithu eu deunydd' i sicrhau bod
	digon o amser i'w gyfieithu.
	Mae'r Cynllun Iaith a'r adroddiad Monitro Blynyddol nawr yn
	gwbl hygyrch i'r cyhoedd trwy
	www.caerdydd.gov.uk/caerdydd-ddwyieithog. Mae rhagor o
_ _	wybodaeth ar gael am dîm 'Caerdydd Ddwyieithog' yn
Page 291	ogystal ag ystadegau ar yr iaith Gymraeg yng Nghaerdydd.
ge	Mae cydlynwyr yr iaith Gymraeg yn cwrdd yn fisol i drafod y
20	datblygiadau diweddaraf o ran agenda'r iaith Gymraeg ac i
91	rannu arfer da ymysg cyfarwyddiaethau. Mae'r cydlynwyr a'r
	hyrwyddwyr yn hollbwysig i sicrhau bod staff yn ymwybodol
	o'u dyletswyddau statudol dan y cynllun laith.
	Via 2014 15 patridlunid Curaithean Apladau Caardudd
	Yn 2014-15 sefydlwyd Gweithgor Aelodau Caerdydd Ddwyieithog newydd i ddatblygu agenda'r iaith Gymraeg, yn
	dilyn y gynhadledd Caerdydd Ddwyieithog a gynhaliwyd ar 6
	Mawrth 2014. Mae'r grŵp yn cynnal cyfarfodydd chwarterol i
	fonitro perfformiad yn erbyn y cynllun iaith, gweithredu fel
	grŵp cyfeirio ar gyfer materion yn ymwneud â'r iaith
	Gymraeg a chynnig llais i ddefnyddwyr a darparwyr
	gwasanaeth. Nod y grŵp yw cymryd rôl arweiniol, ac ar y
	cyd â'n sefydliadau partner, datblygu Caerdydd gwbl ddwyieithog lle gall dinasyddion a staff Cyngor Dinas

Cofnodi'r achlysuron pan na chydymffurfir â'r Cynllun fel camau gwella ar System Wella Caerdydd	Os a phryd y sylwir na chydymffurfir â'r Cynllun	Archwilwyr, Cydlynwyr Ansawdd, Swyddog yr laith Gymraeg a Chydlynwyr y Cynllun	Caerdydd gael gafael ar wasanaethau a chymorth yn y ddwy iaith yn gydradd. Am ragor o fanylion gweler tudalen 41. Hefyd, mae'r iaith Gymraeg yn parhau i fod yn rhan o'r sesiynau Ymwybyddiaeth Cydraddoldeb a Sefydlu Corfforaethol a gyflwynir am ddim i'r holl staff. Cyflwynir sesiynau Ymwybyddiaeth Cydraddoldeb gydol y flwyddyn. Mae cyfanswm o 24 o achosion o ddiffyg cydymffurfiaeth wedi'u hadrodd i'r adran Cwynion Corfforaethol. Caiff yr achosion hyn eu monitro a'u rhannu ag uwch reolwyr.	
Menitro Cydymffurfiaeth argyfer contractau a gwasanaethau newydd a'r hai a gaiff eu hadnewyddu	Unwaith y caiff y Cynllun ei gymeradwyo	Pob Prif Swyddog ar y cyd â'r Swyddog Monitro	 Mae gan Gyngor Dinas Caerdydd nifer o gontractau eraill ar waith gyda chontractwyr neu sefydliadau trydydd parti ar gyfer darparu gwasanaethau. Mae dadansoddiad o'n Porth Caffael wedi amlygu bod tua 11 o gontractau wedi'u dyfarnu i ddarparu 'Gwasanaethau' ar ran y Cyngor. Dim ond contractau sy'n ymwneud â gwasanaeth a ddarperir i'r cyhoedd sy'n cael eu cynnwys. Byddai'r contractau/trefniadau fframwaith newydd wedi defnyddio cwestiynau cyn cymhwyso/dethol o gyfres o gwestiynau SQuID Llywodraeth Cymru sy'n cynnwys nifer o gwestiynau ond yn cael eu gofyn pan fo contract ar gyfer gwasanaethau a ddarperir yn uniongyrchol i'r cyhoedd. Disgrifiwch eich profiad a/neu ddull cyffredinol o ran darparu gwasanaethau cyhoeddus yng Nghymru i sicrhau bod gofynion siaradwyr Cymraeg yn cael eu diwallu, fel y nodir yn neddfwriaeth yr iaith Gymraeg. 	

Page 293			 Ydych chi wedi cael contract wedi'i derfynu a/neu wedi cael gwybod am dor-cytundeb neu dor-cytundeb posibl am resymau'n ymwneud â gofynion yr iaith Gymraeg o fewn y 3 blynedd ddiwethaf? Hefyd yn y Telerau ac Amodau safonol ar gyfer Gwasanaethau mae gofyn i gontractwyr gofrestru i'r cymal canlynol: Bydd y Contractwr yn cydymffurfio â gofynion y Cynllun laith a Mesur y Gymraeg (Cymru) 2011 ("y Mesur") (pan ddaw darpariaethau'r Mesur i rym ac i'r graddau y mae'n ymwneud â darparu'r Gwasanaethau), yn ystod Cyfnod y Cytundeb. Fel y nodir yn y cynnydd ar gyfer 2013-14 o ran gweithdrefnau monitro parhaus ar gyfer contractau rydym yn cynnal cyfarfodydd adolygu contractau rheolaidd gyda chyflenwyr. Mae amlder y cyfarfodydd hyn yn dibynnu ar nifer o ffactorau megis gwerth y contract a'r risg, ond yn gyffredinol maent yn amrywio o bob mis i bob chwarter. Gall unrhyw faterion mewn perthynas â pherfformiad y contract gael eu trafod yn y fforwm hwn a gall unrhyw faterion o ran darparu gwasanaethau drwy gyfrwng y Gymraeg gael eu hamlygu a'u trin yn briodol. 	
Gweithio gyda Bws Caerdydd a Bwrdd yr iaith Gymraeg i weithredu eu polisi o estyn y defnydd o'r iaith Gymraeg gyda gwasanaethau a	Unwaith y caiff y Cynllun ei gymeradwyo	Prif Swyddog Priffyrdd a Rheoli Gwastraff a Swyddog yr Iaith Gymraeg	Mae Bws Caerdydd yn parhau i fabwysiadu'r iaith Gymraeg yn unol â'i Bolisi Iaith Gymraeg ar ei wefan. Mae gwybodaeth y tu mewn a'r tu allan i'r bysus, gan gynnwys arwyddion gwybodaeth, y wefan a deunydd cyhoeddusrwydd hefyd yn ddwyieithog lle bynnag y bo'n bosibl. Mae gwaith yn cael ei wneud ar gyflwyno cyhoeddiadau dwyieithog clywedol a gweledol a bydd hyn yn	

ddarperir gan Bws Caerdydd.			cael ei estyn yn 2014 a 2015 yn unol â'r gwaith i adnewyddu'r fflyd.	
Sicrhau bod dogfennau sy'n ymwneud â cheisiadau am drwyddedau, hawliau a chaniatâd yn cynnwys datganiad am y Cynllun ac arferion dwyieithog (e.e. digwyddiadau)	Archwiliad blynyddol	Pob Prif Swyddog	Mae'r holl ffurflenni cais trwyddedu/cofrestru yn cael eu hadolygu ar hyn o bryd a byddant ar gael yn Gymraeg a Saesneg ar ôl i'r system cronfa ddata trwyddedu newydd gael ei rhoi ar waith (a ddisgwylir yn 2015). Rydym wedi dechrau lanlwytho fersiynau Cymraeg o ddogfennau ar y wefan a byddwn yn cwblhau'r gwaith yma erbyn mis Medi 2015. Mae cofrestrau ar-lein nawr ar gael yn Gymraeg ar y wefan.	
Page 294			 Yn y cyfamser, mae'r dogfennau ar gael yn Gymraeg os nodir dewis iaith ar y ffurflen monitro ethnigrwydd, sydd ynghlwm wrth bob cais, sy'n nodi: Os hoffech chi dderbyn eich dogfennau yn Gymraeg, ticiwch yma: 	
Trefniadau monitro. Cyflwyno adroddiadau perfformiad gan Wasanaethau ac adroddiadau monitro i Fwrdd yr Iaith Gymraeg.	Yn flynyddol yn unol â dyddiad cau Bwrdd yr laith	Uwch Swyddog Gweithredu a phob Prif Swyddog	Caiff adroddiadau perfformiad gan Gyfarwyddiaethau eu cyflwyno neu eu casglu gan dîm Caerdydd Ddwyieithog. Yna caiff yr Adroddiad Monitro Blynyddol i Gomisiynydd yr laith Gymraeg ei ddrafftio a'i gyflwyno i Weithgor Aelodau Caerdydd Ddwyieithog, Gyfarfod y Cabinet a'r Cyngor Llawn am gymeradwyaeth cyn cael ei gyflwyno i'r Comisiynydd laith erbyn y dyddiad cau o 30 Mehefin 2015. Mae hyn yn codi ymwybyddiaeth o'r Cynllun yn ogystal ag unrhyw ddiffygion o ran ei roi ar waith ar y lefel uchaf posibl.	
Adrodd ar gynnydd i Weithrediaeth y Cyngor a'r Pwyllgor Craffu priodol	Adroddiad nesaf cyn pen blwyddyn ar ôl i'r Cynllun gael ei gymeradwyo	Uwch Swyddog Gweithredu a phob Prif Swyddog	Caiff cynnydd ei adrodd i'r Cabinet a'r Cyngor, fel yr adroddir yn erbyn y mesur blaenorol uchod.	

Cyhoeddi'r Cynllun ym mhob ffordd bosibl, yn allanol ac yn fewnol fel y nodir yn y CynllunAr ôl cymeradwyo'r Cynllun diwygiedigSwyddog yr laith Gymraeg a Phob Prif Swyddog a Chyfathrebu Corfforaethol		Gymraeg a Phob Prif Swyddog a Chyfathrebu	Caiff cylchlythyr misol "Materion Cymraeg" ei anfon at bob aelod o staff trwy gydlynwyr yr iaith Gymraeg i'w cyfarwyddiaethau. Mae'r briff yn cynnwys gwybodaeth am y datblygiadau polisi diweddaraf (e.e. Safonau), cyrsiau'r iaith Gymraeg, deunydd laith Gwaith, crynodeb o gwynion a dderbyniwyd a negeseuon atgoffa i staff. Yn ogystal â hyn cyhoeddir erthyglau yn y cylchlythyr 'Your Inbox' a rhoddir cyhoeddusrwydd i'r cynllun ar fewnrwyd y Cyngor a chaiff staff eu hatgoffa o brif egwyddorion y cynllun. Mae fersiwn ddiweddar o'r cynllun nawr ar gael ar y fewnrwyd yn ogystal ag i'r cyhoedd trwy <u>www.caerdydd.gov.uk/caerdydd-</u> <u>ddwyieithog</u>	
Cynnal arolygon i fesur bago y cyhoedd ar			Hefyd mae'r iaith Gymraeg yn parhau i fod yn rhan o'r sesiynau Ymwybyddiaeth Cydraddoldeb a'r cyrsiau Sefydlu Corfforaethol a gyflwynir am ddim i bob aelod o staff. Cyflwynir sesiynau Ymwybyddiaeth Cydraddoldeb gydol y flwyddyn.	
Cynnal arolygon i fesur baon y cyhoedd ar wasanaeth iaith Gymraeg y Cyngor (e.e. Holi Caerdydd)	Bob blwyddyn	Swyddog yr laith Gymraeg pob Prif Swyddog a'r tîm Ymchwil	Gweler canlyniadau o Arolwg Boddhad Cwsmeriaid C2C yn Atodiad VI	

2. Gwasanaethau Rheng Flaen yr laith Gymraeg

i. Partneriaeth Caerdydd

Adrodd ar Ddarpariaeth Gwasanaeth Ieuenctid Cyfrwng Cymraeg (cwestiynau a ofynnir i bob Partneriaeth Plant a Phobl Ifanc)

1) Darpariaeth

Ydych chi wedi asesu i ba raddau y mae darpariaeth cyfrwng Cymraeg yn diwallu anghenion pobl ifanc? Pa fylchau neu anghenion pellach sydd wedi'u nodi? I ba raddau mae gwaith sefydliadau megis yr Urdd; Mentrau laith; a Chlybiau Ffermwyr Ifanc, lle bo'n berthnasol, yn diwallu'r anghenion yn eich Sir?

Roedd comisiynu ar gyfer y rhaglen Teuluoedd yn Gyntaf yn seiliedig ar asesu angen lleol ar gyfer cynllun integredig sengl Caerdydd, 'Beth sy'n Bwysig', sydd nawr yn ymgorffori'r hen Gynllun Plant a Phobl Ifanc. Roedd yr holl fanylebau yn cynnwys gofyniad 'y bydd disgwyl i ddarparwyr ddangos sut y byddant yn diwallu gofynion Mesur y Gymraeg 2011 a hyrwyddo'r iaith Gymraeg.' Mae hyn yn cynnwys amrywiaeth o wasanaethau i bobl ifanc yn y chwe phecyn gwasanaeth. Caiff darpariaeth yn erbyn hyn ei fonitro trwy'r cyfarfodydd a dogfennau monitro contractau.

Mae Teuluoedd yn Gyntaf hefyd wedi darparu cyllid i gynnal gwefan pobl ifanc The Sprout. Dros y flwyddyn ddiwethaf, rhoddwyd sylw arbennig i ddatblygiad y fersiwn Gymraeg ac i sicrhau bod pobl ifanc sy'n siarad Cymraeg yn gallu manteisio ar gyngor a gwybodaeth yn eu dewis iaith (gweler adran 6 isod). Mae'r cyllid Teuluoedd yn Gyntaf wedi galluogi i hyn barhau. Mae The Sprout wedi cynnal cyfeiriadur o wasanaethau, gan gynnwys y rheiny sydd ar gael yn benodol trwy gyfrwng y Gymraeg, sydd wedi'i ddiweddaru o fewn y flwyddyn ddiwethaf.

2) Cydweithredu â Phartneriaid

Eglurwch union natur unrhyw gydweithio rhwng y Sir a sefydliadau Cymraeg, e.e. Mentrau laith; yr Urdd; a Chlybiau Ffermwyr Ifanc lle y bo'n berthnasol. Gallwch gyfeirio at gytundebau lefel gwasanaeth; aelodaeth y Bartneriaeth Plant a Phobl Ifanc; aelodaeth y pwyllgorau gweithredol; fforymau'r sir ac unrhyw drefniant arall.

Datblygwyd gwaith partneriaeth ymhellach rhwng Cyngor Dinas Caerdydd, Menter Caerdydd a'r Urdd yn ystod y cyfnod hwn. Gwnaed cynnydd o ran cyd-gynllunio ar gyfer cynnig darpariaeth gwaith ieuenctid cymdeithasol ychwanegol trwy gyfrwng y Gymraeg yn 2014/15.

Mae strwythur y Bartneriaeth P&PhI wedi dod i ben fel endid ar wahân ac mae trefniadau llywodraethu newydd yn cael eu paratoi fel rhan o'r trefniadau darparu ar gyfer 'Beth sy'n Bwysig'. Mae Bwrdd Partneriaeth Caerdydd yn rheoli perfformiad 'Beth sy'n Bwysig', ac yn goruchwylio

wyth rhaglen o weithgareddau ffrwd waith ledled y Ddinas. Mae cysylltiad clir rhwng cynllun corfforaethol yr awdurdod lleol, cynlluniau busnes gwasanaethau a Beth sy'n Bwysig. O ran gwella darpariaeth cyfrwng Cymraeg yn y Ddinas yn y dyfodol bydd y cysylltiad hwn yn cynyddu'r posibilrwydd o weithio ar faterion ac agendâu nad ydynt yn eiddo i un asiantaeth neu wasanaeth.

3) Sgiliau Staff

Sut ydych chi'n cynllunio eich gweithlu gwasanaeth ieuenctid ar gyfer y dyfodol er mwyn diwallu anghenion pobl ifanc sy'n siarad Cymraeg?

Bydd disgwyl i chi grybwyll prosesau recriwtio; mapio nifer yr aelodau o staff a'u sgiliau ieithyddol; cynlluniau i ddatblygu sgiliau ieithyddol staff; ac unrhyw hyfforddiant.

Cynhaliwyd arolwg ieithyddol staff y Gwasanaeth leuenctid yn 2014-15 fel sail i ofynion gwasanaeth a gwaith cynllunio.

Mae Safon 9 y Safonau Cenedlaethol Drafft ar gyfer y Gwasanaeth leuenctid yng Nghymru yn nodi:

'Dy ai'r Gwasanaeth leuenctid roi cyfleoedd i bobl ifanc gymryd rhan mewn gweithgareddau sy'n dathlu iaith, diwylliant, hanes a threftadaeth Og mru. Dylai hyn ganolbwyntio ar ymglymiad ar dair lefel sy'n derbyn o leiaf 5% o gyllideb y Gwasanaeth leuenctid.

- 20
- i Defel 1 Darpariaeth drwy gyfrwng y Gymraeg
- ii Lefel 2 Darpariaeth i bobl ifanc sy'n dysgu Cymraeg
- iii Lefel 3 Rhaglen sy'n dathlu diwylliant, hanes a threftadaeth Cymru a chymunedau lleol.'

Mae'r safon hon yn cael ei chyflawni yng Nghaerdydd ar hyn o bryd.

- Ebrill 2014- Mawrth 2015 cynhaliwyd dau Swyddog Addysg Cymunedol llawn amser sy'n gweithio trwy gyfrwng y Gymraeg. Parhawyd i gyflogi chwech aelod o staff rhan amser sy'n gyfrifol am 60 awr yr wythnos o ddarpariaeth cyfrwng Cymraeg.
- Parhawyd i gynnig a datblygu'r ddarpariaeth gymdeithasol mynediad agored sy'n denu dros 40 o bobl ifanc yr wythnos, yn ardaloedd dwyreiniol a gorllewinol y ddinas.
- Cefnogi ysgolion cyfrwng Cymraeg i ddarparu Gwobr Dug Caeredin, gweithdai Addysg Bersonol a Chymdeithasol, diwrnodau pontio blwyddyn chwech a rhaglenni Cryfhau Teuluoedd.

- Cyflogwyd Gweithwyr Arweiniol sy'n siarad Cymraeg i weithio'n benodol gyda phobl ifanc sydd mewn perygl o beidio â bod mewn addysg, hyfforddiant neu gyflogaeth ar ôl troi'n 16 oed.
- Datblygwyd rhaglen cymorth mentora gadarn mewn tair ysgol uwchradd cyfrwng Cymraeg, gan dargedu'r bobl ifanc hynny sydd mewn perygl o beidio â bod mewn addysg, hyfforddiant neu gyflogaeth ar ôl iddynt droi'n 16 oed.
- Cefnogwyd pobl ifanc dros 16 oed oedd a gafodd addysg cyfrwng Cymraeg i fynd i addysg, hyfforddiant neu gyflogaeth trwy'r rhaglen Hyfforddwr Dysgu.
- Parhawyd i ddarparu rhaglenni sy'n dathlu diwylliant Cymru trwy ganolfannau ieuenctid Saesneg.

Disgwylir i ddarparwyr Teuluoedd yn Gyntaf ystyried goblygiadau o ran staffio i ddiwallu anghenion defnyddwyr gwasanaeth sydd eisiau gwasanaethau trwy gyfrwng y Gymraeg. Hyd yn hyn, mae'r niferoedd hyn wedi bod yn isel. Fodd bynnag, mae nifer o wasanaethau yn cofnodi bod ganddynt staff sy'n gallu darparu trwy gyfrwng y Gymraeg os oes angen.

4) Cyllid

Π

Pegynlluniau ariannol sydd i gefnogi datblygiad ac esblygiad gwasanaethau cyfrwng Cymraeg i bobl ifanc yn eich Sir? Φ

Altivan O O	Mudiad	Contract	Swm	Hyd y contract	Sylwadau
Arian Craidd y Gwasanaeth Ieuenctid Addysg	Gwasanaeth Ieuenctid Caerdydd	Arian Craidd ALI	£132,547 4.80% o staff y gwasanaeth	2014 - 15	Ymrwymiad i staff craidd gan gynnwys gweithwyr rhan amser a delir, ymrwymiad i staff craidd gan gynnwys gweithwyr cyfwerth ag amser llawn

5) Ymgynghoriad

Pa ddulliau ydych chi'n eu defnyddio i ymgynghori gyda phlant a phobl ifanc er mwyn nodi meysydd blaenoriaeth cyfrwng Cymraeg ar gyfer y gwasanaeth? Rhowch enghreifftiau penodol.

Mae Gwasanaeth leuenctid Caerdydd wedi ymgynghori ar ailddatblygu darpariaeth fel rhan o'r setliad cyllidebol ar gyfer 2015/16. Cynhaliwyd proses ymgynghori gynhwysfawr gyda phobl ifanc trwy gyfrwng y Gymraeg fel rhan o'r drafodaeth gyffredinol gyda phobl ifanc ar lunio gwasanaeth y dyfodol.

Mae gofyn i ddarparwyr Teuluoedd yn Gyntaf gynnwys defnyddwyr gwasanaeth yn y gwaith o ddatblygu eu gwasanaethau a chaiff hyn ei fonitro trwy gyfarfodydd a dogfennau monitro. Byddai ymglymiad fel defnyddwyr gwasanaeth yn dibynnu ar faint sy'n gofyn am wasanaethau trwy gyfrwng y Gymraeg.

6) Gwybodaeth Ychwanegol

Mae cyllid wedi'i ddyrannu yn y pecyn Blynyddoedd Cynnar i gefnogi rhieni ac annog darpariaeth cyfrwng Cymraeg. Menter Caerdydd a Mudiad Meithrin yw'r partneriaid darparu ar gyfer y darn o waith hwn. Nid yw pobl ifanc yn elwa'n uniongyrchol o hyn ond dylai helpu i gryfhau'r defnydd o Gymraeg ymysg teuluoedd â phlant ifanc (0-8).

ii. Dangosydd yr iaith Gymraeg 2 - Nifer a % y swyddi mewn prif dderbynfeydd, canolfannau galw neu siopauun-stop wedi'u dynodi'n 'Gymraeg hanfodol' ac wedi'u llenwi gan staff dwyieithog.

Cymeradwyodd y Cabinet Strategaeth Sgiliau laith Gymraeg Gorfforaethol ddiwygiedig y Cyngor ym mis Mawrth 2014. Mae'r Strategaeth yn galluogi'r Cyngor i gynnal trosolwg o'i anghenion ac adnoddau sgiliau iaith, a chydlynu gweithgareddau hyfforddiant a recriwtio i hwyluso argcanion y Cynllun laith.

N

Mge'r Strategaeth hon yn sicrhau bod gofynion ieithyddol yr holl swyddi rheng flaen yn cael eu hasesu a'u dynodi fel rhai lle mae'r Gymraeg yn hanfodol, yn ddymunol neu heb ofyniad ieithyddol.

Cyfarfu Cydlynwyr yr laith Gymraeg y Cyfarwyddiaethau a/neu Swyddog yr laith Gymraeg â gwasanaethau rheng flaen sy'n flaenoriaeth fel y nodwyd gan reolwyr ac maent wedi asesu dros **975 o swyddi** o ran gofynion ieithyddol hyd at Ebrill 2015, o'r rhain caiff **111** o swyddi (**11%**) eu dynodi'n Gymraeg Hanfodol yn unol â'r Strategaeth Sgiliau laith Gymraeg Corfforaethol. Mae canran o swyddi ym mhob tîm a/neu wasanaeth rheng flaen wedi'u dynodi'n Gymraeg hanfodol a/neu ddymunol er mwyn gwneud yn siŵr y gallwn sicrhau gwasanaeth dwyieithog i'r cyhoedd yn ystod y cyswllt cyntaf yn unol â'r Strategaeth. Mae rhestr o dimau a aseswyd yn 2014-15 i'w gweld yn **Atodiad II.**

Enghraifft o Arfer Da

Mae Cysylltu â Chaerdydd yn cynnal arolygon boddhad gwasanaeth cwsmeriaid drwy gyfrwng y Gymraeg. Bob chwarter, mae asiantau Cymraeg yn cysylltu ag 20 cwsmer sydd wedi defnyddio'r llinell Gymraeg i gynnal arolwg o'u barn ar y gwasanaeth. Mae'r cwestiynau a ofynnir wedi'u hanelu at gael adborth ar sut gall y llinell Gymraeg wella'r gwasanaeth. I gael rhagor o wybodaeth, gweler **Atodiad VI**.

Ymarfer Monitro Cydraddoldeb Cyflogeion

Trwy gyflwyno DigiGov a rhoi'r cyfle i staff ddilysu eu data personol eu hunain, gall Cyngor gofnodi gallu staff o ran yr iaith Gymraeg (ac ieithoedd eraill). Mae cyfanswm o **4,546** o staff wedi dilysu eu cofnodion ar y system DigiGov. O'r rhain mae **221** aelod o staff wedi nodi bod ganddynt sgiliau iaith Gymraeg. Mae hyn yn cynrychioli **4.86%** o'r rhai sydd wedi cofrestru ar y system. Bydd angen cyflwyno DigiGov i rannau eraill o'r Cyngor hefyd (cyflogeion mewn ysgolion yn benodol), a fydd yn ein galluogi i fonitro'n ehangach.

Mae erthyglau wedi'u cynnwys yn y briff Materion Cymraeg sy'n atgoffa staff o'r angen i ddiweddaru eu cofnodion ar DigiGov.

iii. Dangosydd yr iaith Gymraeg 6 – Safon gwasanaethau

Yn ystod 2014/15, derbyniwyd cyfanswm o 24 o gwynion gan yr adran Cwynion Corfforaethol mewn perthynas â gweithredu Cynllun yr laith Gymraeg. P'un a dderbyniwyd cwynion drwy gyfrwng y Gymraeg neu'r Saesneg, aethpwyd i'r afael â hwy yn unol â'r weithdrefn gwyno gorfforaethol.

P

Mae'r polisi Cwynion Corfforaethol wedi'i chyhoeddi ac mae gofyn i'r holl gyfarwyddiaethau gwblhau Ffurflen Monitro Cynllun laith Gymraeg bob chwarter er mwyn adrodd ar gwynion mewn perthynas â'r Cynllun i'r Gwasanaeth Cyfreithiol.

300

iv. Dangosydd yr iaith Gymraeg 1 – Mwy na geiriau

Fframwaith Strategol ar gyfer yr iaith Gymraeg yn y Gwasanaeth lechyd, Gwasanaethau Cymdeithasol a Gofal Cymdeithasol - Mwy na Geiriau.

Adroddiad Cynnydd 2014 - 15

Cyngor Dinas Caerdydd

Roedd cynnydd yn araf rhwng Ebrill a Medi, gan fod gofynion cystadleuol yr adran lechyd a Gofal Cymdeithasol wedi effeithio ar ddatblygiadau ac adnoddau cyfyngedig i weithio ar Mwy na Geiriau yn ystod y misoedd hynny. O ganlyniad, ym mis Hydref 2014, rhyddhaodd Hyrwyddwr yr iaith Gymraeg a'r Uwch Reolwr yn y gwasanaeth lechyd a Gofal Cymdeithasol rywfaint o oriau rheoli o fewn y Gyfarwyddiaeth i alluogi Cydlynydd yr Iaith Gymraeg i weithio ar weithredu'r Strategaeth Mwy na Geiriau.

Mae cynnydd sylweddol wedi'i wneud ers hynny.

- 1. Ar ôl dilyn Cwrs 3 diwrnod Hyfforddi'r Hyfforddwyr ar Ymwybyddiaeth laith ym mis Mehefin (a gaiff ei redeg gan IAITH), mae Cydlynydd yr iaith Gymraeg wedi dylunio a darparu sesiwn hyfforddi i 40 o reolwyr yn y gwasanaeth lechyd a Gofal Cymdeithasol ac yn parhau i ddatblygu'r rhaglen i grwpiau eraill. Mae'r sesiwn yn cynnwys ymwybyddiaeth o'r iaith Gymraeg a chyflwyniad ar y fframwaith Mwy na Geiriau gyda chynllun gweithredu i reolwyr i gynnwys asesiadau sgiliau i'r holl staff yn y Gyfarwyddiaeth.
- 2. Mae rheolwyr wrthi'n anfon asesiadau sgiliau wedi'u cwblhau ac rydym yn bwriadu cwblhau asesiadau ar gyfer pob un o'r 1000 aelod o staff erbyn Ebrill 2015.
- 3. Cydgysylltu â Chydlynydd yr iaith Gymraeg yn y Gwasanaethau Plant i sicrhau cysondeb
- 4. Llunio proffil cymunedol o siaradwyr a gwasanaethau Cymraeg yn ôl ward yng Nghaerdydd
- 5. Caiff iaith ddewis ac anghenion bellach eu nodi ar y gronfa ddata o gleientiaid a ddefnyddir yng Nghaerdydd (Care First). Gwneir hyn trwy gwestiwn uniongyrchol ar y ffurflen 'atgyfeirio' gychwynnol. Caiff y wybodaeth hon ei rhoi ar gynllun gofal defnyddiwr gwasanaeth.
- 6. Mae gofyn i ddefnyddwyr gwasanaeth a ydynt wedi cael y cyfle i gyfathrebu â staff gofal cymdeithasol yn Gymraeg bellach yn gwestiwn gorfodol yn yr ymarfer adborth boddhad cwsmeriaid ar gyfer yr holl ddefnyddwyr gwasanaeth.
- 7. Bydd yr ymarfer archwilio ffeiliau achos ar gyfer ansawdd rheoli data nawr yn cynnwys anghenion iaith ar y rhestr wirio.
- 8. Bydd angen iaith yn cael ei gynnwys o ran pwysoli darpariaeth gwasanaeth o fewn y prosesau a ddefnyddir yng Nghaerdydd ar gyfer comisiynu gofal cartref a gofal preswyl a nyrsio.
- 9⁹ Mae'r manylebau gwasanaeth ar gyfer contractau gofal cartref nawr yn cynnwys paragraff mewn perthynas â Mwy na Geiriau, yn ogystal â
- Strategaeth laith Gymraeg y Cyngor. Mae adran benodol o ran darparu gwasanaeth dwyieithog yn yr holiadur monitro chwarterol newydd Strategaeth laith Gymraeg y Cyngol. Inice Gelen i'r holl ddarparwyr, gan y tîm Contractau yn y gwasanaeth lechyd a Gofal Cymdeithasol. 10. Mae Cydlynydd yr laith Gymraeg wedi cwrdd â darparwyr yn y sector annibynnol i edrych ar ofynion Mwy na Geiriau a hefyd eu cydlynwyr 10. Mae Cydlynydd yr laith Gymraeg wedi cwrdd â darparwyr yn y sector annibynnol i edrych ar ofynion Mwy na Geiriau a hefyd eu cydlynwyr ffurdd o gymraeg yn eu digwyddiadau a gweithgareddau gyda defnyddwyr gwasanaeth.

- -11. Rydym wedi gosod yr app Gofalu trwy'r Gymraeg ar y dyfeisiau symudol a roddir i holl staff cartrefi gofal mewn menter gofal cartrefi newydd a fydd yn cael ei lansio ym mis Gorffennaf. Rydym yn bwriadu darparu hyfforddiant ymwybyddiaeth iaith i staff gofal i gefnogi hyn.

Mae llawer i'w wneud o hyd, felly rydym yn gobeithio y gallwn barhau â'r cynnydd yn 2015-16. Mae'r dyraniad adnoddau ar gyfer hyn wedi cynyddu'n helaeth a cheir cylch gwaith yn y Cyfarwyddiaethau Plant ac lechyd a Gofal Cymdeithasol i weithio ar y Cynllun Gweithredu ar gyfer Blwyddyn 3 o'r Strategaeth.

3. Rheoli a Gweinyddu'r Cynllun

Dangosydd yr iaith Gymraeg 1 – Caffael i.

Mae DIG1 yn ymwneud â monitro nifer a % y bobl trydydd parti a gafodd eu monitro sy'n cydymffurfio â gofynion y Cynllun laith yn y meysydd canlynol: -

i) gwasanaethau gofal

ii) gwasanaethau ieuenctid a hamdden

iii) darpariaeth cyn-ysgol

i) gwasanaethau gofal

Gyda Chytundeb Fframwaith Gofal Cartref lechyd a Gofal Cymdeithasol Cyngor Dinas Caerdydd yn dod i ben ddiwedd Tachwedd 2014, cynhaliodd y Gyfarwyddiaeth broses achredu a chofrestru, yn gwahodd darparwyr gwasanaeth yn y maes gofal cartref a phreswyl a chartrefi nyrsio i ymuno â rhestr o ddarparwyr cymeradwy dynamig. Yn ogystal â'r safonau perthnasol mewn perthynas â Chynllun yr laith Gymraeg, mae'r fanyleb gwasanaeth newydd ar gyfer gofal cartref nawr yn cynnwys cyfeiriad penodol at 'Mwy na Geiriau' – y Fframwaith Strategol ar gyfer Gwasanaethau Cymraeg yn y maes lechyd, Gwasanaethau Cymdeithasol a Gofal Cymdeithasol.

Mae'r gwaith o roi'r Cynnig Actif ar waith wedi bod yn mynd rhagddo ac yn parhau. Rydym wedi cynnwys cwestiynau perthnasol o fewn y broses asesu a data craidd, gyda'r angen am ddarpariaeth Gymraeg wedi'i gofnodi ar gynlluniau gofal unigol. Mae hyn wedi'i gynnwys ar system cofnodi data defnyddwyr gwasanaeth Care First.

Yna caiff ei roi ar y system dendro ar gyfer Pecynnau Gofal unigol (system Matrix) a chaiff ei bwysoli'n briodol o fewn y broses gynnig.

By d cydymffurfiaeth â'r safonau hyn yn cael ei monitro trwy holiaduron boddhad cwsmeriaid a holiaduron hunan-asesu chwarterol gan darparwyr lle mae gennym adran benodol ar gyfer yr ymarfer monitro hwn mewn perthynas â Mwy na Geiriau.

Gan mai dim ond yn ystod y deufis diwethaf y cafodd hyn ei sefydlu, rydym yn disgwyl gallu adrodd gyda data penodol o fis Ebrill 2015. Caiff y candyniadau eu hadrodd yn ystod 2015/16.

Mae gwaith yn parhau gyda chontractau anableddau dysgu, a chontractau gofal preswyl a nyrsio. Mae hyn wedi'i nodi'n un o brif amcanion Cydlynydd yr laith Gymraeg ar gyfer 2015/16.

Rydym yn adeiladu ar y gwaith hwn trwy ddatblygu Cynnig Actif drwy 'Mwy na Geiriau' drwy gynnal asesiadau sgiliau ieithyddol i'r holl staff gofal cymdeithasol. Gan ddechrau â'r gwasanaethau rheng flaen, rydym wedi cwblhau 450 o asesiadau staff. Rydym hefyd wedi cwblhau hyfforddiant Ymwybyddiaeth laith i 40 o reolwyr yn y Gyfarwyddiaeth, fel y bydd staff gwaith cymdeithasol yn parhau ag arfer gorau drwy ddefnyddio'r Cynnig Actif a chofnodi angen iaith ar gynlluniau gofal.

Mae Gwasanaethau Plant Caerdydd yn rhan o Gonsortiwm Comisiynu Plant Cymru. Mae staff y consortiwm yn rheoli fframwaith tendro ar gyfer pecynnau gofal unigol ar ran aelodau'r consortiwm. Fel rhan o Asesiad Perfformiad Ansawdd blynyddol y consortiwm, gofynnir i Ddarparwyr Fframwaith adrodd ar 'Nifer y gofalwyr sy'n siarad Cymraeg'. Mae'r niferoedd wedi'u casglu ar gyfer 2014. Mae'r gwaith o werthuso a chyfrifo canrannau'n mynd rhagddo ar hyn o bryd a chaiff y rhain eu hadrodd i bartneriaid y consortiwm gan dîm y consortiwm.

Nid oes gan y Gwasanaethau Plant system eto ar gyfer monitro'r trydydd partïon y mae'n eu comisiynu'n annibynnol. Fodd bynnag, mae'r Gwasanaethau Plant ac lechyd a Gofal Cymdeithasol wrthi'n edrych ar gyfleoedd i gydweithio i roi gofynion Mwy na Geiriau a'r Safonau laith

Gymraeg ar waith, gan gynnwys safonau'n ymwneud â chomisiynu. Mae gwaith ar y gweill i nodi adnoddau a fydd yn rhyddhau capasiti staff i godi ymwybyddiaeth ac arwain o ran rhoi cynllun gweithredu ar waith yn y ddwy gyfarwyddiaeth. Disgwylir i'r trefniadau newydd gael eu cadarnhau a'u rhoi ar waith ar ddechrau Chwarter 1 2015-16.

Gweler Atodiad I ar gyfer cynnydd o ran Cynllun Gweithredu 2014-15.

ii (a) Contractau'r gwasanaeth ieuenctid

Nid oes unrhyw drydydd parti yn gysylltiedig â'r gwaith hwn ar hyn o bryd

ii (b) Contractau'r gwasanaeth hamdden

Mae gan y Gwasanaethau Hamdden ddau gontractwr sy'n darparu gweithgareddau ar ran y Cyngor. Mae Menter Caerdydd a'r Urdd yn cydymffurfio'n llwyr â Chynllun yr laith Gymraeg.

Maent hefyd yn gweithio mewn partneriaeth â Bwrdd Iechyd Caerdydd a'r Fro sy'n darparu rhaglenni Beichiog a Bywiog yr uned bydwreigiaeth a rhaglenni eraill megis Atal Cwympiadau a Bwyta'n Iach.

3 trydydd parti gyda 2 yn cydymffurfio'n llawn. (66%)

Yow ynedd, nid oedd unrhyw drefniant cyllido ffurfiol ar gyfer hamdden. Fe weithion ni mewn partneriaeth â Menter Caerdydd gan roi gostyngiad o hyd at 50% ar le mewn cyfleusterau i ddarparu rhaglen o weithgareddau trwy gyfrwng y Gymraeg. Byddai hyn wedi cynnwys lle yn y pwll ar gyfer gwersi nofio, lle yn y neuadd ar gyfer gymnasteg ac ati. O fewn y trefniant cyllido ar gyfer eleni, mae Menter wedi derbyn £30k i ddarparu gweithgareddau trwy gyfrwng y Gymraeg yn ogystal â gostyngiad posibl ar logi lle. Mae gweithgareddau a ddarperir trwy gyfrwng y Gymraeg wedi cynnwys estyn y rhaglen nofio a gymnasteg ac estyn darpariaeth yn ystod y gwyliau.

iii. Darpariaeth cyn-ysgol

Mae dyletswyddau o fewn Deddf Gofal Plant 2006 yn mynnu bod Awdurdodau Lleol yn cynnal Asesiad Digonolrwydd Gofal Plant Blynyddol o'r cyflenwad a'r galw am ofal plant. Yn y ddogfen rydym yn cyfeirio at yr iaith sydd ar gael a'r galw am yr iaith Gymraeg ym mhob math o ofal plant, gan gynnwys darpariaeth cyn-ysgol. Caiff yr Asesiad Digonolrwydd Gofal Plant Diweddaraf a'r Cynllun Gweithredu eu cyflwyno i'r Llywodraeth ar 30 Ebrill 2015.

Yn ystod 2014/15, agorodd 2 leoliad Gofal Dydd Newydd sy'n cynnig 19 lle Cymraeg a 78 o leoedd dwyieithog. Collwyd 2 Gylch Meithrin (51 lle), ond rydym yn gweithio'n agos â Mudiad Meithrin sy'n ceisio sefydlu darpariaeth newydd i wneud yn iawn am hyn.

Yn ystod 2014/15 cafodd adnoddau laith Fyw eu prynu gyda Chyllid 'Tu Allan i'r Ysgol' Llywodraeth Cymru a'u rhoi i leoliadau sy'n cynnig gofal plant y tu allan i'r diwrnod ysgol (gall hyn gynnwys gofal cofleidiol i blant 3 a 4 oed).

Mae'r cais a'r canllawiau wedi'u hadnewyddu ar gyfer Cyllid 'Tu Allan i'r Ysgol' 2015/16. Y tair blaenoriaeth yw: Teuluoedd incwm isel, Teuluoedd â phlant anabl, Teuluoedd sy'n dymuno cael gofal plant trwy gyfrwng y Gymraeg.

Mae angen i ymgeiswyr llwyddiannus gydymffurfio â Chynllun Iaith Gymraeg yr Awdurdod; a Mesur y Gymraeg (Cymru) 2011 ("y Mesur") pan ddaw darpariaethau'r Mesur i rym ac i'r graddau y mae'n ymwneud â darparu'r Grant.

Mae Gwasanaeth Cymorth Busnes Gofal Plant ar gael i helpu darparwyr gofal plant newydd a phresennol i sefydlu darpariaeth newydd, cynnal darpariaeth bresennol a gwella ansawdd gwasanaethau presennol, mae 3 aelod o'r tîm yn siaradwyr Cymraeg ac yn gallu cefnogi lleoliadau sy'n dymuno cynnig lleoedd Cymraeg.

Y Strategaeth Gaffael

σ

Me Cyngor Dinas Caerdydd yn ymrwymedig i wella'r ffordd y mae'n prynu nwyddau, gwasanaethau a gwaith; rydym wedi nodi sut rydym yn bwriadu gwneud hyn yn ein Strategaeth Comisiynu a Chaffael (2011-2015). Dros y 3 blynedd nesaf bydd newidiadau mawr yn y ffordd rydym yn rheoli mwy na £300 miliwn sy'n cael ei wario'n flynyddol gyda chyflenwyr a chontractwyr allanol.

I sicrhau'r gwerth am arian a'r arbedion effeithlonrwydd sydd eu hangen mae'r Cyngor yn mabwysiadu dull Rheoli Categorïau i reoli a threfnu'r holl weithgareddau caffael o dan chwe chategori allweddol, a'r cyfan o fewn fframwaith strwythuredig. O ganlyniad bydd y Cyngor yn grwpio meysydd gwariant cysylltiedig ledled y Cyngor ac yn rheoli'r galw i osgoi costau a gwariant diangen. Byddwn hefyd yn parhau i weithio gyda'n partneriaid sector cyhoeddus pan fydd yn cyflwyno gwerth i'r Cyngor. Y chwe chategori allweddol yw:

- * Cymdeithasol
- * Gwasanaethau Pobl a Phroffesiynol
- * Adeiladu a Phrojectau Arbennig
- Yr Amgylchedd
- * Corfforaethol a TGCh

* Rheoli Trafnidiaeth a Chyfleusterau

Cynhelir holl brosesau caffael y Cyngor yn unol â Chyfarwyddebau a Rheoliadau Caffael yr UE, Cyfraith Cystadlu y DU a'i reolau contractau ei hun.

4. Sgiliau leithyddol: Cymharu Anghenion a Chapasiti Gwasanaethau

Dangosydd yr iaith Gymraeg 4 - Hyfforddiant iaith Gymraeg a Hyfforddiant Ymwybyddiaeth laith

 Adnoddau Dynol – sgiliau

 DIG 4

 (a) Nifer a % y staff sydd wedi derbyn hyfforddiant drwy gyfrwng y Gymraeg i lefel cymhwyster penodol.

 Mae 622 / 5,505 neu 11.30% o'r gweithlu (ac eithrio staff ysgolion, staff asiantaeth ac achlysurol) wedi cael hyfforddiant hyd at lefel benodol.

 OG

 (b) Nifer a % staff sydd wedi cael hyfforddiant ymwybyddiaeth iaith.

 Mae 870 / 5,505 neu 15.80% o'r gweithlu (ac eithrio staff ysgolion, staff asiantaeth ac achlysurol) wedi cael hyfforddiant ymwybyddiaeth iaith.

^{*} **Mae'r ffigurau hyn yn ffigurau cronnus.** Cytunwyd gyda'r Comisiynydd laith (Medi 2014) y byddem yn dechrau cofnodi'r data diweddaraf pan fyddai'r safonau newydd yn cael eu mabwysiadu. Drwy ddefnyddio system lywodraethu DigiGov a fabwysiadwyd ond ychydig flynyddoedd yn ôl, byddem yn cael cyfrif cywir, mwy cyfredol a diweddar o hyfforddiant staff. Byddwn yn hefyd yn sicrhau bod yr holl ddata'n cael ei gofnodi'n gywir oherwydd ymddengys y bu problem wrth drosglwyddo'r system SAP i'r system DigiGov newydd lle na chafodd rhywfaint o wybodaeth mewn perthynas â chyrsiau ei throsglwyddo'n gywir.

Hyfforddiant iaith Gymraeg

Diben yr Hyfforddiant iaith Gymraeg yn y lle cyntaf yw datblygu sgiliau dwyieithog staff rheng flaen. Yn y dyfodol, bydd anghenion hyfforddiant yn cael eu nodi o fewn cynlluniau'r gweithlu trwy'r broses Perfformiad a Datblygiad Personol.

O fis Medi 2007 gwnaed rhestr gynhwysfawr o gyrsiau iaith Gymraeg sydd ar gael i'r holl staff rheng flaen a oedd yn dymuno dysgu neu wella eu Cymraeg. Yn sgîl niferoedd uchel yn rhoi'r gorau iddi, penderfynwyd na fyddai'r Cyngor yn darparu cyrsiau Cymraeg yn fewnol mwyach ac yn lle hynny rhoddwyd y cyfle i staff ddilyn cyrsiau Cymraeg ar amser ac mewn lle mwy cyfleus iddynt, gan gynnwys Canolfannau Addysg Gymunedol ac mewn amryw safleoedd eraill o gwmpas y Ddinas wedi'u trefnu gan Brifysgol Caerdydd. Mae'r Cyngor yn cefnogi staff rheng flaen sy'n dewis dysgu neu wella eu Cymraeg drwy dalu am y cwrs o'u dewis yn ogystal â rhoi amser i ffwrdd o'r gwaith iddynt i fynychu hyfforddiant. Mynychodd cyfanswm o **58** aelod o staff gyrsiau Cymraeg rhwng Ebrill 2014 a Mawrth 2015. I gael y manylion llawn a rhagor o wybodaeth gweler **Atodiad VII.**

Hyfforddiant Ymwybyddiaeth laith

a

Mare 40 aelod o staff lechyd a Gofal Cymdeithasol wedi mynychu hyfforddiant ymwybyddiaeth iaith yn 2014-15. Ym mis Gorffennaf mynychodd 8 aelod o staff gwrs hyfforddi'r hyfforddwr a gynhelir gan Cwmni laith. Mae cwrs ymwybyddiaeth iaith gorfforaethol wrthi'n cael ei ddatblygu gan dia Caerdydd Ddwyieithog a bydd y sesiynau cyntaf yn cael eu cynnal yn ystod haf 2015. Y bwriad yw cynnal y cyrsiau hyn yn fisol a byddant yn cael eu cyflwyno i bob cyfarwyddiaeth i dimau nad ydynt eto wedi derbyn hyfforddiant.

Modiwl e-Ddysgu yr iaith Gymraeg

Er mwyn helpu i gyflawni'r targed o ddarparu cyrsiau ymwybyddiaeth iaith yn ogystal â chyrsiau Cymraeg Llafar, mae pedwar cyngor wedi bod yn gweithio gyda'r Diwydiannau Dysgu i addasu'r modiwl e-ddysgu Cymraeg (a ddatblygwyd ganddynt hwy a Bwrdd Iechyd Hywel Dda ar gyfer y Sector Iechyd) i awdurdodau lleol yng Nghymru.

Mae cynghorau Caerdydd, Caerffili, Rhondda Cynon Taf a Merthyr wedi cydweithio ar hyn, gan ddangos gwaith trawsffiniol a rhanbarthol yn ogystal ag arbedion ariannol o ran y gost o weithio fel consortiwm ad-hoc gyda Diwydiannau Dysgu.

Bydd y modiwl e-ddysgu yn cynorthwyo Cyngor Dinas Caerdydd i allu darparu cyrsiau ymwybyddiaeth i tua thraean o'i weithlu trwy'r fewnrwyd, ond hefyd, fel rhan o'r cytundeb, ac er mwyn i ni gadw costau mor isel â phosibl, mae tîm Caerdydd Ddwyieithog y Cyngor wedi cyfieithu'r modiwl, sy'n golygu bod yr hyfforddiant ar gael yn gwbl ddwyieithog. Mae'r gwaith hwn i ddatblygu modiwl e-ddysgu dwyieithog yn cyfateb yn berffaith i'r Academi Cymru Gyfan arfaethedig ar gyfer Llywodraeth Leol, a arweinir gan Gyngor Dinas Caerdydd a CLILC (a'r gobaith yw y bydd yn cael ei ariannu gan gynnig ESF trwy WEFO). Mae'r gwaith wedi parhau ym mlwyddyn ariannol 2015-16 ond mae'n cael ei nodi yma fel esiampl o arfer da a blaengynllunio gan bedwar cyngor yn Ne-ddwyrain Cymru.

5. Prif-ffrydio

Mae'r Offeryn Integreiddio Polisi wedi'i ddatblygu'n Offeryn Sgrinio Polisi Statudol i adlewyrchu'r cyd-destun polisi esblygol. Mae nifer o ofynion statudol yn gymwys os ydych yn datblygu strategaeth, polisi neu weithgaredd yn y Cyngor sy'n debygol o effeithio ar bobl, cymunedau neu ddefnydd tir mewn unrhyw ffordd. Gall methu â chydymffurfio â'r gofynion hyn, neu fethu â dangos sylw dyledus iddynt, olygu y gallai'r Cyngor wynebu her gyfreithiol neu geryddon o fathau eraill.

Bydd cwblhau'r Offeryn Sgrinio Polisi yn sicrhau bod holl strategaethau, polisïau a gweithgareddau Cyngor Caerdydd yn cydymffurfio â'r rhwymedigaethau a chyfrifoldebau statudol perthnasol. Pan fo angen rhoi ystyriaeth fanylach i fater, bydd yr Offeryn Sgrinio yn nodi p'un ai a oes angen cynnal asesiad llawn o'r effaith, fel y bo'n berthnasol.

Mae'r prif ofynion statudol y mae'n rhaid i strategaethau, polisïau neu weithgareddau eu hystyried yn cynnwys y canlynol:

- Pa.
- Deddf Cydraddoldeb 2010 Asesiad o'r Effaith ar Gydraddoldeb
- ge• Bill Datblygu Cynaliadwy Llywodraeth Cymru
- Canllawiau Statudol Llywodraeth Cymru Cydamcanu Cydymdrechu 307
- Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn
- Egwyddorion y Cenhedloedd Unedig ar gyfer Pobl Hŷn
- Mesur y Gymraeg 2011
- Asesiad o'r Effaith ar lechyd
- Asesiad Rheoliadau Cynefinoedd
- Asesiad Amgylcheddol Strategol

Bydd yr Offeryn Sgrinio Polisi hwn yn galluogi'r Cyngor i fodloni gofynion yr holl ddarnau hyn o ddeddfwriaeth fel rhan o ddull sgrinio integredig na fydd yn cymryd mwy nag awr i'w gwblhau fel arfer. Yn bwysicach fyth, bydd yn sicrhau bod dull y Cyngor yn un cydgysylltiedig a gwybodus.

Mae'r Offeryn yn rhan o'r broses gorfforaethol. Rhaid i'r holl adroddiadau y mae angen penderfyniad cabinet llawn arnynt gwblhau blaengynllun i ddechrau. Roedd y blaengynllun yn nodi p'un ai a oes angen i'r strategaeth/polisi neu weithgaredd fod yn destun offeryn sgrinio ai peidio. Os oes angen, caiff y broses ei chwblhau cyn i'r adroddiad fynd i'r cabinet ar gyfer penderfyniad terfynol. Cafodd y dogfennau eu diweddaru ar gyfer blwyddyn ariannol 2013/14 a'u cynnwys ym mhroses gwneud penderfyniadau'r Cyngor. Caiff yr offeryn ei ddiweddaru'n barhaus wrth i

swyddogion perthnasol â chyfrifoldeb dros feysydd penodol amlygu unrhyw newid i'r amgylchedd polisi. Er enghraifft, caiff yr offeryn ei ddiweddaru i adlewyrchu unrhyw ofynion penodol o bolisïau'r Cyngor sy'n tarddu o Fesur y Gymraeg. Cafodd yr offeryn hefyd ei ystyried gan grŵp annibynnol NICO fel rhan o adolygiad Comisiynydd y Gymraeg o arferion gwaith yng Nghymru. Er nad diben yr adolygiad oedd darparu adborth penodol, ystyriwyd bod y sail resymegol a'r fethodoleg yn gadarn.

Yn y ffordd hon gallwn annog proses gydgysylltiedig o wneud penderfyniadau a sicrhau bod unrhyw waith datblygu a wneir yn y Cyngor yn vmwybodol o ofynion ehangach a'r effaith bosibl ar faterion pwysig megis yr iaith Gymraeg.

I sicrhau bod yr iaith Gymraeg yn cael ei hystyried fel elfen ganolog o unrhyw waith datblygu polisi mae hefyd wedi cael ei chynnwys ochr yn ochr â'r 9 nodwedd a ddiogelir a amlygwyd gan y Ddeddf Cydraddoldebau Unigol ac mae'n rhan amlwg o Mae Pawb yn Bwysig (Cynllun Cydraddoldeb Strategol y Cyngor). Mae hyn yn galluogi'r iaith Gymraeg i gael ei phrif-ffrydio gyda'r 9 nodwedd a ddiogelir ym mhob rhan o'r sefydliad.

O fewn yr offeryn sgrinio ei hun, mae adran sy'n annog ystyriaeth o unrhyw effaith (cadarnhaol, negyddol, niwtral neu ansicr) ar yr iaith Gymraeg. Gweler isod:

م Adydd y Polisi/Strategaeth/Project yn cael effaith wahaniaethol ar unrhyw un o'r canlynol:

- Anabledd
- 308 Ailbennu Rhywedd
- Priodasau a Phartneriaethau Sifil
- Beichiogrwydd a Mamolaeth
- Hil
- Crefydd/Cred
- Rhyw
- Cyfeiriadedd Rhywiol
- Yr iaith Gymraeg

Gellir cwblhau'r Offeryn Sgrinio fel hunanasesiad neu fel rhan o sesiwn a hwyluswyd, pe bai angen cymorth pellach arnoch.

Fel dadansoddiad critigol, mae nifer o strategaethau, cynlluniau a gweithgareddau mawr (megis y Cynllun Corfforaethol) wedi'u hystyried trwy'r offeryn sgrinio statudol, sydd wedi helpu i ddatblygu polisïau; fodd bynnag mae'n bwysig bod ymwybyddiaeth ehangach o rywfaint o'r gofynion statudol yn cael ei hyrwyddo. Mae'n bwysig bod swyddogion ym mhob rhan o'r Cyngor yn deall naws a diben y ddeddfwriaeth, a gwneir llawer o'r gwaith hwn trwy academi Caerdydd, yn enwedig cyrsiau Ymwybyddiaeth Cydraddoldeb a chyrsiau'r iaith Gymraeg. Gwybodaeth ategol wedi'i hatodi.

Fel rhan o'r asesiad effaith, caiff goblygiadau o ran yr iaith Gymraeg eu hystyried. Ar hyn o bryd mae'r Offeryn Asesu Effaith yn ystyried yr iaith Gymraeg yng nghyd-destun y Cynllun laith ond mae hefyd yn cydnabod gofynion Deddf yr laith Gymraeg. Yn unol ag unrhyw ofynion penodol a nodir gan y Comisiynydd laith newydd, caiff yr Offeryn Sgrinio ei addasu i sicrhau bod ein strategaethau, polisïau a gweithgareddau yn cael eu herio i sicrhau eu bod yn ymateb yn gadarnhaol i unrhyw gyfarwyddebau neu achosion o arfer da.

Gellir sicrhau bod pob asesiad a gwblheir ar gael, ac mae prosesau wedi'u sefydlu i sicrhau bod yr holl strategaethau, polisïau a gweithgareddau newydd yn cael eu hasesu, os oes angen, drwy'r Offeryn Sgrinio. Ar ôl sicrhau bod yr iaith Gymraeg wedi'i chynnwys yn yr offeryn, mae'r Cyngor wedi gwneud yn siŵr ei bod yn ystyriaeth gorfforaethol, a bod yr holl gyfarwyddiaethau yn ei hystyried wrth ddatblygu polisïau, strategaethau a gweithgareddau newydd. Cyfrifoldeb y gwasanaethau perthnasol yw sicrhau bod y Tîm Corfforaethol yn ymwybodol o unrhyw ddiweddariadau priodol ar gyfer meysydd polisi penodol. Er enghraifft, bydd Caerdydd Ddwyieithog yn cynghori ar unrhyw ddiwygiadau sy'n ofynnol i'r offeryn sgrinio mewn ymateb i ofynion polisi newydd mewn perthynas â'r iaith Gymraeg.

Cynllunio busnes

Cillun Corfforaethol: Bodloni Ein Gofynion Statudol

Mæ'r Cynllun Corfforaethol a phroses cynllunio corfforaethol y Cyngor yn galluogi'r Cyngor i ddiwallu ei ddyletswyddau mewn meysydd alweddol. Mae cyfrifoldebau pwysig megis ymateb i Raglen Cymru ar gyfer Gwella, cyflawni yn erbyn y Cytundeb Canlyniadau gyda'r Llywodraeth a bod mewn sefyllfa dda i gyflawni yn erbyn gofynion deddfwriaeth newydd megis Bil Lles Cenedlaethau'r Dyfodol yn cael eu hystyried fel rhan o'n proses cynllunio corfforaethol. Mae'r Cyngor hefyd wedi ymrwymo i'w holl oblygiadau statudol, megis y dyletswyddau a fynegir yn y Ddeddf Cydraddoldeb Sengl a Mesur y Gymraeg a fynegir yn y Cynllun Corfforaethol. (t6).

Mae hyn yn llywio Cynlluniau Busnes Cyfarwyddiaethau, amcanion tîm ac amcanion perfformiad unigol. Caiff materion polisi trawsbleidiol felly eu hamlygu yng Nghynllun Corfforaethol y Cyngor fel sail i waith Cynllunio Busnes yn y sefydliad.

Cafodd Strategaeth Partneriaeth Caerdydd, 'Beth sy'n Bwysig: Strategaeth 10 Mlynedd Caerdydd' ei chyhoeddi yn 2011, ac mae'n nodi'r 7 'canlyniad' strategol sef y 7 prif gyflwr lles y mae'r holl bartneriaid yn y ddinas wedi ymrwymo i'w darparu. Mae'r 7 canlyniad fel a ganlyn:

Mae pobl yng Nghaerdydd yn iach Mae gan bobl yng Nghaerdydd amgylchedd glân, deniadol a chynaliadwy Mae pobl yng Nghaerdydd yn ddiogel ac yn teimlo'n ddiogel Mae gan Gaerdydd economi sy'n ffynnu ac yn llewyrchu Mae pobl Caerdydd yn cyflawni eu llawn botensial Mae Caerdydd yn lle da i fyw, gweithio a chwarae ynddo Mae Caerdydd yn gymdeithas deg, gyfiawn a chynhwysol

Mae 'Beth sy'n Bwysig' yn seiliedig ar asesiad anghenion cynhwysfawr yn ogystal â rhaglen ymgynghori ac ymgysylltu helaeth i helpu i nodi'r blaenoriaethau ar gyfer y ddinas.

Mae Cynllun Corfforaethol Cyngor Dinas Caerdydd wedi'i strwythuro o amgylch y canlyniadau hyn, gan nodi cyfraniad y Cyngor tuag at Beth sy'n Bwysig a darparu cysylltiad rhwng y dogfennau. Mae materion yr iaith Gymraeg yn thema amlwg, gyda gwasanaethau, diwylliant a chyfathrebu drwy'r Gymraeg yn cael eu nodi dan bob un o'r canlyniadau yn y cynlluniau hyn. Fodd bynnag, mae materion yr iaith Gymraeg i'w gweld yn amlwg dan ddau ganlyniad: 'Mae Caerdydd yn gymdeithas deg, gyfiawn a chynhwysol' ac 'Mae pobl yng Nghaerdydd yn cyflawni eu llawn botensial'. Er enghraifft, mae'r canlyniad 'teg, cyfiawn a chynhwysol' yn canolbwyntio ar ein hymrwymiad i Ddeddf yr iaith Gymraeg a'n hymrwymiad i barhau i ddarparu ar gyfer y galw cynyddol am wasanaethau cyfrwng Cymraeg. Yn yr un modd, mae'r canlyniad 'llawn botensial' yn canolbwyntio ar ddarpariaeth cyfrwng Cymraeg mewn addysg, chwaraeon, hamdden a chwarae. Mae'r ymrwymiad strategol hwn yn cyfnabod pwysigrwydd yr iaith Gymraeg yng Nghaerdydd. Mae hefyd yn sicrhau bod Camau Gweithredu'r iaith Gymraeg yn cael eu cynnwys yn y Groses cynllunio busnes, gyda chamau gweithredu gwasanaethau gan adlewyrchu'r dibenion strategol ehangach.

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Mae Pawb yn Bwysig - Cynllun Cydraddoldeb Strategol

Gosododd Deddf Cydraddoldeb 2010 ddyletswydd ar bob awdurdod lleol i greu Cynllun Cydraddoldeb Strategol. 'Mae Pawb yn Bwysig' yw Cynllun Cydraddoldeb Strategol Cyngor Dinas Caerdydd, ac mae'n dangos amcanion cydraddoldeb strategol y Cyngor. Datblygwyd y cynllun strategol yn ystod 2011 ac fe'i cyhoeddwyd ar 2 Ebrill 2012.

Daw'r amcanion dan 7 canlyniad y Strategaeth Beth sy'n Bwysig (fel y rhestrwyd uchod). Gan fod yr asesiad anghenion wedi datgelu bod anghydraddoldeb yn y ddinas yn golygu her fawr i'r holl bartneriaid, roedd angen i'n Cynllun Cydraddoldeb Strategol ymdrin â'r materion hyn. Gwnaed rhagor o waith i ystyried yr asesiad anghenion yng nghyd-destun y '9 nodwedd a ddiogelir', a'r iaith Gymraeg, i ddeall ymhellach lle gallai'r Cyngor gymryd camau.

Mae ein Cynllun Cydraddoldeb Strategol, 'Mae Pawb yn Bwysig', felly yn ceisio ymdrin â'r anghydraddoldebau a nodwyd dan 7 canlyniad Caerdydd, gyda ffocws penodol ar y 9 nodwedd a ddiogelir a'r iaith Gymraeg, fel y nodir yn Neddf Cydraddoldeb 2010 ac ym Mesur y Gymraeg (Cymru) 2011. Mae'r strategaeth yn cynnwys sylwadau o ganlyniad i ymgynghoriad gyda Fforwm yr laith Gymraeg.

Hyfforddiant Cydraddoldeb

Yn 2014/15 roedd amrywiaeth o hyfforddiant / briffiau cydraddoldeb ac amrywiaeth ar gael i gyflogeion ac aelodau. Mae'r rhain yn cynnwys:

Sesiynau Ymwybyddiaeth o Gydraddoldeb ac Amrywiaeth trwy'r Academi

Sesiynau hyfforddi Asesiad o'r Effaith ar Gydraddoldeb trwy'r Academi

Sesiwn friffio Asesiad o'r Effaith ar Gydraddoldeb y Gyllideb trwy'r Tîm Cydraddoldeb

Sesiynau hyfforddi ar yr Asesiad o'r Effaith ar Gydraddoldeb y Gyllideb i aelodau'r Pwyllgor Craffu (mae'r broses Asesiad o Effaith ar Gydraddoldeb yn dal i gynnwys yr iaith Gymraeg) trwy'r Tîm Cydraddoldeb.

Asesiad o'r Effaith ar Gydraddoldeb

Mae'r Cyngor yn parhau i asesu ei brif bolisïau a swyddogaethau o ran yr effaith ar gydraddoldeb. Mae'r holl asesiadau allweddol a gynhaliwyd yn ystod 2014/15 yn cynnwys:

Rhoi'r strategaethau llyfrgelloedd a hybiau cymunedol ar waith

Rhanbartholi'r Gwasanaethau Rheoliadol

Cyllideb 2015/16 y Cyngor

(Mae'r broses Asesiad o'r Effaith ar Gydraddoldeb yn dal i gynnwys yr iaith Gymraeg)

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Gto Aelodau Caerdydd Ddwyieithog

Ym2014-15 sefydlwyd Gweithgor Aelodau Caerdydd Ddwyieithog i symud agenda Caerdydd Ddwyieithog yn ei blaen, yn dilyn cynhadledd Caerdydd Ddwyieithog a gynhaliwyd ar 6 Mawrth 2014. Mae'r grŵp yn cynnal cyfarfodydd bob chwarter i fonitro perfformiad yn erbyn y Cynllun Iaith Gymraeg, gweithredu fel grŵp cyfeirio ar gyfer materion sy'n ymwneud â'r iaith Gymraeg a rhoi llais i ddefnyddwyr gwasanaeth a darparwyr. Nod y grŵp yw cymryd rôl arweiniol ar y cyd â'n sefydliadau partner wrth ddatblygu Caerdydd wirioneddol ddwyieithog lle gall dinasyddion a staff Cyngor Dinas Caerdydd ddefnyddio gwasanaethau a chymorth yn y ddwy iaith yn gydradd.

Cyfarfodydd 2014-15

<u>8 Ebrill 2014</u> - Trafododd aelodau arfer gorau ac ymchwiliad safonau Comisiynydd y Gymraeg a sut i sicrhau bod cyfarwyddiaethau'n barod ar gyfer y gofynion newydd.

<u>17 Medi 2014</u> – Trafododd aelodau ddatblygiad arfaethedig Canolfan Gymraeg yng Nghaerdydd gyda phartneriaid Cymraeg blaenllaw i symud agenda Caerdydd Ddwyieithog yn ei blaen.

<u>11th Chwefror 2015</u> – Trafododd aelodau yr adroddiad ar gynnydd yn erbyn Safonau'r Cymraeg y gofynnwyd i gyfarwyddiaethau ei gwblhau. Trafodwyd yr archwiliad arwyddion a gwblhawyd gan bob cyfarwyddiaeth yng nghyd-destun y Safonau Cymraeg arfaethedig, yn

ogystal â'r Strategaeth Sgiliau laith Gymraeg Gorfforaethol a'r angen i sicrhau bod gallu timau rheng flaen i ddarparu gwasanaethau dwyieithog yn cael ei asesu.

Canllaw Dylunio i Fyw Caerdydd

Mae'r Cyngor wrthi'n cwblhau Canllaw Cynllunio i Fyw Caerdydd a gaiff ei gyhoeddi ym mis Mai 2015 ac sy'n nodi sut y bydd datblygiadau newydd yn helpu Caerdydd i fod y brifddinas orau i fyw ynddi yn Ewrop.

Mae'n eqluro uchelgeisiau'r Cyngor ar gyfer creu lleoedd, dylunio trefol a phensaernïaeth a fydd yn cael eu trosi i safleoedd datblygu strategol ledled y ddinas.

Mae'r canllaw'n cynnwys 10 'egwyddor uwchgynllunio' sy'n cynnwys yr iaith Gymraeg. Y nod yw creu cymdogaethau da i fyw ynddyn nhw, drwy gynllunio a dylunio da.

Uchelgais y Cyngor yw bod datblygiadau newydd ymhlith y gorau yn y DU ac Ewrop o ran dangosyddion ffordd dda o fyw allweddol, megis:

- ansawdd bywyd, Pa
- hunaniaeth.
- ي و mannau gwyrdd a chyhoeddus,
- trafnidiaeth a chynaliadwyedd. w

Mae'r canllaw hwn ar gyfer datblygiadau mawr, pan fo cymunedau newydd yn cael eu creu ac a fydd yn effeithio ar Gaerdydd a'r Dinas-Ranbarth.

O ran yr iaith Gymraeg, mae'r canllaw yn bwriadu cyflawni:

Llefydd dwyieithog lle gall pobl gydnabod a dathlu'r dirwedd, bioamrywiaeth a gwerth treftadaeth. Nodweddion sydd wedi'u hintegreiddio'n gadarnhaol â'r ardal i ddatblygu cymeriad unigryw Caerdydd a Chymru a mynegi'r unigolrwydd hwn.

I sicrhau hyn mae'r canllaw yn nodi y disgwylir i ddatblygwyr wneud y canlynol:

03. Amlinellu pa elfennau o bensaernïaeth Gymreig (neu bensaernïaeth draddodiadol Caerdydd) a'r Gymraeg a ddefnyddir mewn ardaloedd cymeriad a phensaernïaeth a pham. Ceisio dehongliad gwreiddiol ac edrych y tu hwnt i driniaeth ffasâd â manylion pastiche.

04. Nodi sut y defnyddir y Gymraeg wrth enwi llefydd, strydoedd a chyfleusterau.

Mae'r canllaw llawn ar gael ar wefan y cyngor

6. Dadansoddi Perfformiad yn ôl Blaenoriaeth a Tharged

System Gwella Caerdydd (CIS), sydd ar safle mewnrwyd Cyngor Dinas Caerdydd, yw prif offeryn yr awdurdod ar gyfer monitro cydymffurfiaeth â Chynllun yr laith Gymraeg. Mae'r holl fesurau yn Amserlen y Cynllun ar gyfer Gwella wedi'u nodi ar y gronfa ddata ofynnol ar CIS. Mae pob cam yn ymddangos yn erbyn pob un o'r cyfarwyddiaethau er mwyn sicrhau bod y cyfarwyddiaethau yn ymwybodol o bob cam, cyfrifoldeb a dyddiad targed.

Bydd Cydlynwyr Iaith a Chydlynwyr Ansawdd Cyfarwyddiaethau sy'n edrych ar achosion o ddiffyg cydymffurfiaeth â'r Cynllun fel rhan o'u gwaith yn eu cofnodi fel Camau Gwella gofynnol (IACTs) ar CIS.

Caiff camau hwyr eu trafod yng nghyfarfodydd y Tîm Rheoli lle y bo'n briodol a chaiff camau eu diweddaru'n briodol. Mae hyn yn sicrhau bod Rheolwyr ac Uwch Swyddogion yn ymwybodol o achosion o ddiffyg cydymffurfiaeth yn ogystal â meysydd i'w gwella yn eu cyfarwyddiaeth.

-7. Cyhoeddi Gwybodaeth am Berfformiad

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Apôl i'r adroddiad hwn gael ei gymeradwyo a'i gyflwyno i Swyddfa'r Comisiynydd Iaith, caiff ei gyhoeddi ar wefan ddwyieithog y Cyngor dan www.caerdydd.gov.uk/caerdydd-ddwyieithog.

Bydd y Cyngor hefyd yn rhoi gwybod i ddinasyddion am yr adroddiad drwy gyhoeddi erthygl a'r ddolen uchod ym mhapur newydd dwyieithog yr awdurdod, Llais y Ddinas, a anfonir i 150,000 o gartrefi yng Nghaerdydd.

Yn ogystal, mae'r cyngor yn paratoi adroddiad perfformiad mewnol yn chwarterol ac yn flynyddol, yn ogystal â chyhoeddi'r Cynllun Corfforaethol a'r Cynllun Gwella perthnasol sy'n nodi'r camau penodol mewn perthynas â'r holl feysydd cydraddoldeb, gan gynnwys y Gymraeg.

8. Gwybodaeth Ychwanegol

Cynllun Strategol y Gymraeg mewn Addysg

Daeth Deddf Safonau a Threfniadaeth Ysgolion (Cymru) (2013) yn gyfraith yng Nghymru ar 4 Mawrth 2013. Mae'r Ddeddf yn rhoi gofyniad statudol ar awdurdodau lleol i baratoi a chyflwyno Cynllun Strategol y Gymraeg mewn Addysg. Cafodd y cynlluniau cyntaf dan y trefniadau statudol newydd eu rhoi ar waith o 1 Ebrill 2014 a byddant yn cael eu defnyddio tan fis Mawrth 2017. Mae'r Ddeddf yn galluogi Gweinidogion Cymru i gymeradwyo'r Cynllun a gyflwynwyd, cymeradwyo'r Cynllun gyda diwygiadau neu wrthod y Cynllun a chael yr awdurdod i baratoi un arall.

Mae'r Cynllun yn canolbwyntio ar y targedau yn y Strategaeth Addysg Gymraeg a disgwylir i awdurdodau lleol adrodd yn flynyddol ar berfformiad vn erbyn y targedau hyn, sef:

- mwy o blant 7 oed yn cael eu haddysgu drwy gyfrwng y Gymraeg fel canran o garfan Blwyddyn 2 ٠
- mwy o ddysgwyr yn parhau i wella eu sgiliau ieithyddol wrth symud o'r ysgol gynradd i'r ysgol uwchradd ΰ
- mwy o ddysgwyr yn astudio i ennill cymwysterau drwy gyfrwng y Gymraeg ϥ
- ģ. mwy o ddysgwyr 16-19 oed yn astudio pynciau drwy gyfrwng y Gymraeg
- mwy o ddysgwyr â sgiliau gwell yn y Gymraeg
- ယ့် safonau cyrhaeddiad mewn Cymraeg a Chymraeg Ail Iaith
- 4 darpariaeth cyfrwng Cymraeg i ddysgwyr ag anghenion dysgu ychwanegol
- cynllunio'r gweithlu a pharhau â datblygiad proffesiynol

Ymgynghorodd yr awdurdod lleol â rhestr o randdeiliaid rhagnodedig fel y nodir yn Neddf 2013 wrth i'r Cynllun gael ei baratoi, a chaiff y Cynllun ei gyhoeddi ar wefan y Cyngor a chopïau eu rhoi yn ei swyddfeydd.

Caiff y Cynllun ei gymeradwyo ar y lefel uchaf yn lleol, a chaiff y Cynllun ei roi ar waith gydag awdurdod a chefnogaeth lawn Cyngor Dinas Caerdydd.

Caerdydd Ddwyieithog

Cafodd 'Uned yr Iaith Gymraeg' Cyngor Dinas Caerdydd ei hailenwi'n Caerdydd Ddwyieithog - yn dilyn penderfyniad yn y Cyngor llawn - ym mis Mehefin 2014. Yn dilyn y Gynhadledd Caerdydd Ddwyieithog ym mis Mehefin 2014 a sefydlu Grŵp Aelodau Caerdydd Ddwyieithog, ac er mwyn sicrhau cysondeb, cytunwyd hefyd y byddai Uned yr Iaith Gymraeg yn cael ei hail-frandio fel 'Caerdydd Ddwyieithog' mewn ymateb rhagweithiol i ddeddfwriaeth ddiweddar yr iaith Gymraeg a'r hinsawdd economaidd heriol.

Fel y brifddinas, Caerdydd yw'r porth i Gymru ac mae'n cydnabod bod rhaid i'w gweithredoedd adlewyrchu diwylliant a dyheadau Cymru yn gyffredinol yn ogystal â'i dinasyddion ei hun, ac mae effaith iaith a diwylliant o ran hyrwyddo'r ddinas yn rhywbeth y mae'n rhaid i ni ei gydnabod. Hefyd, roedd Caerdydd yn un o'r ychydig siroedd yng Nghymru a welodd dwf yn nifer a chanran y siaradwyr Cymraeg yn y cyfrifiad diwethaf gyda dros chwarter o'n plant a phobl ifanc yn y grŵp oedran 5-15 oed nawr yn siaradwyr Cymraeg rhugl. Rydym yn prysur ddod yn ddinas ddwyieithog ac rydym eisiau sicrhau bod yr iaith yn parhau i ffynnu yn y ddinas. Ein dyletswydd ni fel Prifddinas Cymru yw diogelu a meithrin yr iaith ar gyfer cenedlaethau'r dyfodol, er mwyn iddyn nhw ystyried dwyieithrwydd fel rhywbeth cyffredin a chael y cyfle i ddefnyddio'r ddwy iaith yn naturiol yn eu bywydau bob dydd.

FeL rhan o'r dull 'cyngor cydweithredol', bydd Caerdydd Ddwyieithog yn cymryd rôl ymgynghorol ar gyfer sefydliadau eraill, tra'n parhau i hygwyddo a chodi ymwybyddiaeth bellach o'r iaith Gymraeg ledled y ddinas trwy drefniadau cydweithio gwell sydd, mewn tro, yn rhoi llai o bwysau a©gostau.

Mae'r dull newydd arloesol hwn yn ymwneud â chael gwared â'r rhwystrau rhwng y Gymraeg a'r Saesneg, hyrwyddo dwyieithrwydd fel rhywbeth cwBl naturiol a bod yr un mor falch o'r ddwy iaith swyddogol yma yng Nghaerdydd er mwyn sicrhau bod ein gweledigaeth ni o Gaerdydd fwy dwyieithog yn cael ei gwireddu.

Eisteddfod Genedlaethol 2014

Roedd Cyngor Dinas Caerdydd yn yr Eisteddfod Genedlaethol yn Llanelli i hyrwyddo ein gwasanaethau ac i ymgysylltu â'r cyhoedd yn un o ddigwyddiadau diwylliannol mwyaf Ewrop. Gan weithio mewn partneriaeth â phedwar awdurdod yn Ne-ddwyrain Cymru, sef Sir Fynwy, Torfaen, Caerffili a Rhondda Cynon Taf, roedd y Cyngor yno am yr wythnos.

Mynychodd gwirfoddolwyr o gyfarwyddiaethau'r Cyngor yr ŵyl i roi gwybodaeth i'r cyhoedd a hyrwyddo amryw ddigwyddiadau a gwasanaethau yn ogystal â hyrwyddo Caerdydd fel cyrchfan ymwelwyr. Yn dilyn cynhadledd Caerdydd Ddwyieithog a sefydlu Grŵp Aelodau Caerdydd Ddwyieithog, yn ogystal â'r cyhoeddiadau diweddar yn gysylltiedig â chefnogaeth y Cyngor ar gyfer agor canolfan Gymraeg newydd yn y ddinas, roedd yn bwysig i'r Cyngor fod yn yr Eisteddfod a dangos cefnogaeth i ddigwyddiad diwylliannol Cymraeg blynyddol.

Mae Caerdydd wedi gweld cynnydd yn nifer a chanran y siaradwyr Cymraeg dros y degawdau diwethaf ac mae'n hollbwysig bod yr iaith Gymraeg a diwylliant Cymru yn elfen allweddol wrth hyrwyddo'r ddinas. Roedd hefyd yn gyfle i swyddogion y Cyngor drafod y brand 'Caerdydd Ddwyieithog' newydd gydag ymwelwyr, gyda'r nod o godi ymwybyddiaeth o'r iaith trwy gydweithio'n well â thrydydd partïon a thrwy gael gwared ag unrhyw rwystrau rhwng yr iaith Gymraeg a'r iaith Saesneg. Mewn cyfnod o bwysau cyllidebol sylweddol, trwy weithio'n well gyda phartneriaid, ein nod yw gwireddu ein gweledigaeth o gynyddu dwyieithrwydd Caerdydd a dathlu'r ddwy iaith yn gyfartal.

Yn ogystal â thrafod datblygiadau o ran yr iaith Gymraeg, roedd hefyd yn gyfle i godi ymwybyddiaeth o Sgwrs Caerdydd, hyrwyddo gwasanaethau eraill y Cyngor megis yr hybiau cymunedol newydd er enghraifft, yn ogystal â rhoi'r cyfle i wasanaethau amlygu ymgyrchoedd a materion penodol megis Benthyca Arian Anghyfreithlon.

Ein thema ar gyfer yr wythnos oedd 'Y Pethau Bychain' a oedd yn ceisio hyrwyddo syniadau i gynyddu'r defnydd o'r iaith Gymraeg mewn bywyd bob dydd. Fel Cyngor rydym wedi ymrwymo i ddarparu gwasanaethau o'r un safon yn Gymraeg a Saesneg, ac yn ystod yr wythnos hon ein nod oedd codi ymwybyddiaeth o'r holl wasanaethau Cymraeg a ddarparwn, e.e. C2C. Roedd ein thema hefyd yn cyd-fynd â lansiad ymgyrch newydd y thywodraeth o'r un enw sy'n ceisio cynyddu ein defnydd o'r iaith Gymraeg drwy rannu syniadau ac ysbrydoli eraill i wneud yr un peth trwy Ter gan ddefnyddio'r hashnod #pethaubychain. Drwy annog newidiadau ymddygiadol a thrwy wneud defnydd ehangach o'r iaith ein nod yw sio hau ein bod ni'n adeiladu ar lwyddiannau degawdau blaenorol i sicrhau bod Caerdydd yn parhau i fod yn ddinas ddwyieithog ffyniannus.

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Technoleg Gwybodaeth a Chyfathrebu (TGCh)

Mae TGCh wedi rhoi pecynnau iaith Gymraeg ar waith ar gyfer yr holl ddefnyddwyr Citrix sy'n caniatáu i gwsmeriaid ddefnyddio'r Geiriadur Cymraeg a'r gwiriwr sillafu ar Microsoft Office. Mae TGCh hefyd yn parhau i ymchwilio i dechnolegau newydd a'r posibiliad o ddefnyddio'r rheiny'n ddwyieithog.

Bydd TGCh yn parhau i ddefnyddio dogfen cymorth cwsmeriaid i sicrhau y rhoddir ystyriaeth i'r iaith Gymraeg wrth gynllunio'r gwaith o ddatblygu / prynu systemau TG newydd yn yr awdurdod. Bydd TGCh yn parhau i roi pwyslais ar y gofyniad i ddefnyddio dull dwyieithog gydag unrhyw raglenni a phrojectau yn y dyfodol sydd ag elfennau sy'n ymdrin â'r cyhoedd.

Mae'r rhaglen Ymwybyddiaeth laith wedi'i chyflwyno i'r mwyafrif o staff yn TGCh yn unol â gofynion y Cynllun laith. Bydd TGCh yn parhau i gyflwyno'r rhaglen Ymwybyddiaeth laith i'r aelodau hynny o staff nad ydynt wedi mynychu sesiynau blaenorol.

Bydd TGCh yn parhau i ymchwilio i dechnolegau newydd a all gynorthwyo â phrofiadau cwsmeriaid iaith Gymraeg wrth ddelio â'r awdurdod.

Mae meddalwedd Cysgliad ar gael a gellir gofyn amdano trwy Ddesg Gymorth TGCh. Mae negeseuon atgoffa ynghylch argaeledd y feddalwedd hon wedi bod yn cael eu hanfon yn rheolaidd at staff trwy erthyglau 'Materion Cymraeg' ac 'Your Inbox'.

Rhagdudalen

Trwy ychwanegu rhagdudalen ddwyieithog at wefan gwbl ddwyieithog y Cyngor rydym yn gobeithio y bydd mwy o siaradwyr Cymraeg yn defnyddio'r wefan yn eu dewis iaith fel bod mwy o bobl yn defnyddio'r tudalennau Cymraeg. Byddwn yn parhau i fonitro effaith ac effeithiolrwydd y rhagdudalen i sicrhau ei bod yn cael effaith gadarnhaol ar gwsmeriaid sy'n defnyddio cyfleuster ar-lein y Cyngor.

Cyfeiriadau E-bost Personol / Cyffredinol

Mae'r Cyngor wedi rhoi ei system bost ddwyieithog ar waith fel bod modd cysylltu â phob aelod o staff sydd â chyfeiriad e-bost nid yn unig ar y cyfeiriad @cardiff.gov.uk ond hefyd ar @caerdydd.gov.uk e.e. byddai <u>person@cardiff.gov.uk</u> hefyd yn derbyn post i'r un blwch post ar <u>person@caerdydd.gov.uk</u>. Mae blychau post hefyd wedi'u cyfieithu i ganiatáu cyfeirio post i'r un blwch post e.e. bydd <u>libraries@cardiff.gov.uk</u> hefyd yn derbyn post ar <u>llyfrgelloedd@caerdydd.gov.uk</u> i sicrhau parhad busnes trwy gyfrwng y Gymraeg. Mae Caerdydd Ddwyieithog yn sicrhau bo<u>d</u> yr holl flychau post a hysbysebir yn cael eu cyfieithu a'u hactifadu gan TGCh.

Geithio gyda phartneriaid

Yndilyn ymlaen o gynhadledd Caerdydd Ddwyieithog a gynhaliwyd ar 6 Mawrth 2014 ac a fynychwyd gan dros 40 o'n partneriaid, rhanddeiliaid a sefydliadau trydydd parti. Mae'r GACDd yn cynnal cyfarfodydd chwarterol i fonitro perfformiad yn erbyn y cynllun iaith, i weithredu fel grŵp cyfeirio ar faterion Cymraeg, a chynnig llais i ddefnyddwyr a darparwyr gwasanaethau. Nod y grŵp yw cymryd rôl arweiniol, ar y cyd â'n sefydliadau partner, wrth ddatblygu Caerdydd gwbl ddwyieithog lle gall dinasyddion a staff Cyngor Dinas Caerdydd gael gafael ar wasanaethau a chymorth yn y ddwy iaith yn gydradd.

Un o'r prif syniadau a gyflwynwyd yn y gynhadledd oedd sefydlu canolfan Gymraeg yng Nghaerdydd. Yn unol â chymeradwyaeth y Cabinet, byddai'r ganolfan Gymraeg yn ganolbwynt ar gyfer ymgysylltu â phobl ag amrywiaeth o weithgareddau a phrofiadau yn ymwneud â'r iaith Gymraeg. Byddai'r ganolfan yn agored a chynhwysol, yn cynnig cyfleoedd i brofi'r iaith Gymraeg ac yn darparu pecyn o weithgareddau sy'n ychwanegu gwerth i gynnig Gaerdydd.

Byddai'n cynnig amrywiaeth o gyfleoedd, gan gynnwys caffi-bar, siop lyfrau, ystafelloedd addysgu, ardal arddangos hyblyg, ardal berfformio a chyfleusterau cynadledda. Byddai'n dathlu diwylliant Cymreig ac yn ganolfan hygyrch ar gyfer addysg lle gall pobl ddysgu neu ymarfer eu Cymraeg mewn awyrgylch cymdeithasol a chyfeillgar. Gallai hefyd gael ei defnyddio fel lab ymchwil ar iaith a dwyieithrwydd ar y cyd â phartneriaid eraill.

Byddai'r ganolfan yn hyrwyddo'r defnydd o'r iaith Gymraeg yng Nghaerdydd ac yn creu cyfleoedd newydd i bobl gymdeithasu, cyfranogi a mynegi eu hunain. Byddai'n gartref i nifer o sefydliadau Cymraeg, gan ychwanegu gwerth a chodi eu proffil, a byddai'n cynnal amrywiaeth o ddigwyddiadau a chyfleoedd i ymwelwyr, pobl ifanc a dysgwyr Cymraeg yn benodol. Fodd bynnag, y pwynt gwerthu unigryw fyddai'r man agored o safon uchel yng nghalon y ddinas y gall pobl a chymunedau ei ddefnyddio mewn unrhyw ffordd sy'n hyrwyddo iaith, diwylliant a threftadaeth y ddinas.

Archwiliad o Arwyddion ac Adroddiad ar Gynnydd o ran y Safonau

Yn dilyn cyfarfod Gweithgor Aelodau Caerdydd Ddwyieithog (GACDd) cytunwyd y dylai'r holl gyfarwyddiaethau gwblhau archwiliad o arwyddion ym mhob un o Ystadau'r Cyngor, i'w drafod yn eu cyfarfod ym mis Chwefror. Mae gan y mwyafrif o adeiladau'r Cyngor arwyddion dwyieithog ar y tu allan a'r tu mewn, gyda'r Saesneg yn ymddangos yn gyntaf yn y mwyafrif o achosion. Gyda'r safonau Cymraeg arfaethedig dan Fesur y Gymraeg (Cymru) 2011 yn nodi y dylai'r Gymraeg ymddangos yn gyntaf, cytunwyd y dylid oedi o ran rhoi cyfarwyddyd corfforaethol ynghylch caffael arwyddion tan fod y Cyngor yn cael hysbysiad i gydymffurfio gan y comisiynydd iaith. Roedd yr archwiliad o arwyddion hefyd yn gyfle i atgoffa rheolwyr sy'n gyfrifol am arwyddion o'r angen i sicrhau y dylai'r holl arwyddion newydd a'r rhai sy'n cael eu newid, gan gynnwys arwyddion mewnol i staff, fod yn ddwyieithog yn unol â'r cynllun laith.

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Godynnwyd hefyd i'r holl gyfarwyddiaethau adrodd ar gynnydd hyd yn hyn yn erbyn y safonau rheoleiddio drafft ac unrhyw fesurau gwella sydd gaddynt. Fel yr adroddir yn ymateb y Cyngor i'r rheoliadau safonau drafft ym mis Ebrill 2014, mae Cyngor Dinas Caerdydd eisoes yn cydymffurfio â thua 80% o'r safonau newydd arfaethedig. O'r safonau sy'n weddill nad ydynt yn cael eu harfer dan ein cynllun iaith ar hyn o bryd, ni wnaeth y mwyafrif o gyfarwyddiaethau amlygu unrhyw broblemau mawr a byddent yn aros am gyfarwyddyd corfforaethol mewn perthynas â safonau penodol. Cododd rhai cyfarwyddiaethau bryderon ynghylch yr effaith ar adnoddau a'u capasiti i ddiwallu'r safonau hyn. Trafodwyd yr ymatebion yng nghyfarfod y GACDd ym mis Chwefror.

Caiff cyfarwyddyd corfforaethol ei gyhoeddi ar ôl cael hysbysiad i gydymffurfio gan y comisiynydd iaith.

Llyfrgell Ganolog Caerdydd

Roedd cydymffurfio â Deddf yr Iaith Gymraeg yn ffactor yng nghynllun dylunio'r Llyfrgell Ganolog newydd ac mae'r holl ganllawiau yn trin y Gymraeg a'r Saesneg yn gyfartal. Mae'r prif arwyddbyst ac arwyddion stoc priodol hefyd mewn Braille sydd hefyd yn ddwyieithog. Dyma fydd yr achos hefyd pan gaiff y Llyfrgell ei hadnewyddu'n helaeth yn 2015.

Mae Llyfrgellydd Cymraeg yn y llyfrgell sy'n gyfrifol am stoc ac ymholiadau yn gysylltiedig â Chymru, boed yn Gymraeg neu'n Saesneg, yn ysgrifenedig neu ar lafar. Mae'r holl lyfrgelloedd, y llyfrgell ganolog a llyfrgelloedd cangen yn cadw casgliadau o ddeunydd Cymraeg cyfoes o

amryw feintiau, gyda'r llyfrgell ganolog yn cadw'r casgliad mwyaf. Mae'r llyfrgell yn cadw casgliad mawr o ddeunydd Cymraeg; llyfrau, papurau newydd a chofnodolion, gyda'r mwyafrif yn dyddio o'r 17eg ganrif ymlaen, ynghyd â chasgliad pwysig o lawysgrifau.

Mae'r holl staff yn cael eu hatgoffa'n rheolaidd o Gynllun laith Gymraeg y Cyngor a'r strategaethau i'w gweithredu os yw cwsmeriaid am ddefnyddio'r gwasanaeth drwy gyfrwng y Gymraeg yn ystod y rhaglen hyfforddiant ymwybyddiaeth iaith.

Roedd pabell y llyfrgell yn boblogaidd iawn eto yng ngŵyl Tafwyl 2014. Roedd yn gyfle gwych i hyrwyddo Her Ddarllen yr Haf i blant y ddinas sy'n siarad Cymraeg ac annog y rheiny a gofrestrodd i ddarllen llyfrau Cymraeg i gwblhau'r her.

Mae'r Llyfrgell Ganolog yn cynnal 'Clwb Llyfrau Cymraeg' a hefyd yn cefnogi tri grŵp darllen arall drwy gyfrwng y Gymraeg mewn gwahanol rannau o'r ddinas mewn partneriaeth â Merched y Wawr, sy'n darparu'r deunydd darllen.

Menter Caerdydd

Mewn partneriaeth â Chyngor Dinas Caerdydd, mae Menter Caerdydd wedi datblygu'r gwasanaethau canlynol:

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👰1. Mae Menter Caerdydd yn darparu 6 sesiwn Chwarae mynediad agored drwy gyfrwng y Gymraeg bob dydd yn ystod y gwyliau ysgol yn

Llanedern, Trowbridge, Trelái, Sblot a Gabalfa. Mae dros 850 o blant yn mynychu'r sesiynau chwarae am ddim bob wythnos yn ystod y

- gwyliau ysgol ac mae nifer ohonynt yn cael y cyfle i fwynhau gweithgareddau y tu allan i oriau ysgol drwy gyfrwng y Gymraeg am y tro cyntaf.
- 2. Mae Menter Caerdydd hefyd yn cynnig cyfleoedd chwarae am ddim drwy gyfrwng y Gymraeg i blant mewn nifer o barciau ledled y ddinas yn ystod y gwyliau haf. Trefnir y gweithgareddau hyn ym Mharc Hayley, Ystum Taf a Chaeau Llandaf, Pontcanna Ar gyfartaledd mae dros 525 o blant yn mynychu yn ystod yr wythnos.
- 3. Mae Darpariaeth Gofal Cymraeg Menter Caerdydd yn ystod y tymor hefyd yn mynd o nerth i nerth. Cafwyd cyllid ychwanegol hefyd gan Glybiau Plant Cymru trwy Gyngor Dinas Caerdydd eleni i sefydlu cynllun Gofal Chwaraeon yn ardal Gogledd Caerdydd. Mae'r cynlluniau gofal yn cynnig gofal dydd llawn drwy gydol y gwyliau ysgol trwy gyfrwng y Gymraeg i blant rhwng 4 a 11 oed. Mae ein cynlluniau wedi'u lleoli yn Nhreganna, yr Eglwys Newydd a Gabalfa. Ar gyfartaledd mae dros 650 o blant yn mynychu'r cynlluniau gofal bob wythnos.
- 4. Fe drefnon ni gyrsiau hyfforddi achrededig drwy gydol y flwyddyn i'n holl staff Chwarae a Gofal er mwyn sicrhau ein bod ni'n diwallu canllawiau AGGCC ac i sicrhau bod ein gwasanaethau yn cael eu rhedeg mewn modd proffesiynol, diogel a llwyddiannus. Rydym yn cyflogi tua 52 aelod o staff y flwyddyn yn ein gwasanaethau Gofal a Chwarae.
- 5. Derbyniodd Menter Caerdydd 2il Gytundeb Lefel Gwasanaeth gan Adran Dysgu yn y Gymdogaeth Cyngor Dinas Caerdydd i ddarparu Cyrsiau Hyfforddiant achrededig trwy gyfrwng y Gymraeg yn targedu pobl ifanc rhwng 16 a 25 oed. Mae'r cyrsiau hyn wedi bod yn Ilwyddiannus iawn gyda lefelau presenoldeb uchel iawn ac adborth cadarnhaol iawn. Eleni rydym yn disgwyl y bydd dros 150 o fyfyrwyr

newydd wedi derbyn hyfforddiant achrededig mewn amryw bynciau trwy gyfrwng y Gymraeg mewn partneriaeth â Menter Caerdydd a Chyngor Dinas Caerdydd.

- 6. Mae Menter Caerdydd yn parhau i ddarparu pecyn Addysg i Oedolion llwyddiannus trwy Gytundeb Lefel Gwasanaeth gyda Thîm Dysgu yn v Gymdogaeth Cyngor Caerdydd. Eleni, darparwyd 24 dosbarth nos wythnosol a 2 gwrs dydd trwy gyfrwng y Gymraeg; Coginio, Gitâr, loga, Hanes Lleol, Dylunio'r We, Ffotograffiaeth, Gwnïo, Ysgrifennu Barddoniaeth ac ati. Eleni, gwnaeth 311 o oedolion gymryd rhan mewn un neu ragor o gyrsiau. Cynhaliwyd arolwg Estyn yn ystod Ionawr 2012 lle cafodd Gwasanaeth yr Iaith Gymraeg adborth da ac roedd Estyn yn hapus gyda'r gwasanaeth a ddarparwn.
- 7. Mae Menter Caerdydd yn trefnu pecyn cynhwysfawr o weithdai trwy gyfrwng y Gymraeg yn ystod pob cyfnod gwyliau yn targedu plant a phobl ifanc rhwng 4 a 13 oed. Mae'r pecyn yn cynnwys y Celfyddydau, Cerddoriaeth, Coginio, Technoleg, Chwaraeon a Drama. Mae dros 1100 o blant a phobl ifanc yn cymryd rhan yn y gweithgareddau hyn gydol y flwyddyn ac mae dros 63 o weithdai wedi'u trefnu.
- 8. Cafodd Tafwyl Gŵyl Gymraeg Caerdydd ei chynnal ym mis Gorffennaf dros gyfnod o 7 diwrnod a daeth dros 16,534 o bobl i'r ŵyl yn 2014, sef cynnydd o 35.9% mewn presenoldeb o gymharu â 2013. Llwyddodd Menter Caerdydd i weithio'n effeithiol â dros 68 o bartneriaid eleni i sicrhau bod Gŵyl Tafwyl yn llwyddiant ac yn blatfform cryf i'r iaith Gymraeg yn rhaglen gwyliau haf Caerdydd.
- 9. Mae Menter Caerdydd, mewn partneriaeth â Chyngor Dinas Caerdydd, yn derbyn Cytundeb Lefel Gwasanaeth i drefnu gwasanaethau
- Hamdden wythnosol i deuluoedd a phlant yng Nghaerdydd drwy gyfrwng y Gymraeg. Yn ystod 2013, fe drefnon ni 20 o glybiau hamdden σ
- 'age wythnosol yn amrywio o Nofio, Pêl-droed, Rygbi, Gymnasteg, Tennis, Athletau, Criced, Dawns ac ati. Ar gyfartaledd mae dros 529 o blant
- yr wythnos yn mynychu'r clybiau hyn. Mae'r galw am wasanaethau hamdden drwy gyfrwng y Gymraeg yn uchel a'n nod yw gallu
- datblygu'r gwasanaeth mewn partneriaeth â Chyngor Dinas Caerdydd dros y flwyddyn nesaf. ω
- 210. Gweithio mewn partneriaeth â Chyngor Dinas Caerdydd a 6 phartner Cymraeg craidd i sefydlu Canolfan Ddiwylliannol Gymraeg yng Nghanol Dinas Caerdydd o 2015 ymlaen.

9. Manylion Cyswllt

Dylai unrhyw ymholiadau gael eu cyfeirio i:

Caerdydd Ddwyieithog Ystafell 400 Neuadd y Sir, Glanfa'r Iwerydd, Caerdydd, CF10 4UW

02920 872527 Caerdydd-ddwyieithog@caerdydd.gov.uk

Atodiad I

Fframwaith Strategol ar gyfer Gwasanaethau Cymraeg ym maes Iechyd, Gwasanaethau Cymdeithasol a Gofal Cymdeithasol - 'Mwy na Geiriau'

Cyngor Dinas Caerdydd - Iechyd a Gofal Cymdeithasol – Cynllun Gweithredu 2014/15

Amcan Strategol 1: Adrannau Gwasanaethau Cymdeithasol a darparwyr Gofal Cymdeithasol i weithredu dull systematig i wasanaethau Cymraeg fel elfen allweddol o gynllunio a darparu gwasanaethau

Camau o'r Strategaeth 1.1.2 Dan arweinyddiaeth Cyfarwyddwr y Gwasanaethau Cymdeithasol, adrannau i sefydlu proffil cymunedol yr iaith Gymraeg a defnyddio'r wybodaeth hon fel sylfaen ar gyfer cynllunio gwasanaethau lleol age 3321	 Camau i'r gyfarwyddiaeth Iechyd a Gofal Cymdeithasol Proffil cymunedol y boblogaeth sy'n siarad Cymraeg yn ôl ward Casglu proffil o wasanaethau cymorth a chyfleoedd cymdeithasol drwy gyfrwng y Gymraeg e.e. clybiau cinio drwy gyfrwng y Gymraeg. 	Cyfrifoldeb Arweiniol Cyfarwyddwr Iechyd a Gofal Cymdeithasol Sian Walker (SW)	Cwblhawyd erbyn diwedd y flwyddyn 1 Progress – Community profile of Welsh speakers by ward produced. Working with Age Connects Cardiff & Vale to produce resource directory of community based social
1.1.3 Systemau cynllunio a chomisiynu i gynnwys cyfeiriad at broffil ieithyddol eu cymunedau ac adlewyrchu hyn wrth gynllunio, comisiynu a darparu gwasanaethau	Fel yr uchod.	SW	activities, including those offering Welsh language 2 Cynnydd - Fel yr uchod
1.1.4 Darparwyr cofrestredig i ddarparu gwybodaeth i ddefnyddwyr gwasanaeth ar y lefel o ddarpariaeth ddwyieithog, gan sicrhau bod y gofrestr staff yn cynnwys gwybodaeth am sgiliau yn y Gymraeg.	Rhywbeth wedi'i ysgrifennu yn y fanyleb gwasanaeth neu safonau achrediad i adlewyrchu Cynllun Iaith Gymraeg y Cyngor.	Tîm Contractau a Datblygu AGGCC	3 Cynnydd - Mae datganiadau mewn perthynas â Chynllun yr Iaith Gymraeg a'r Strategaeth Mwy na Geiriau wedi'u rhoi yn y fanyleb gwasanaeth

			newydd i ddarparwyr gofal cartref.
1.1.5 Cynnig a chofnodi iaith ddewis y defnyddiwr a sicrhau y darperir gofal ieithyddol sensitif.	Mae angen cofnodi iaith yn yr Asesiad Integredig, cynlluniau gofal ac ar Care First fel mater o arfer.	SW	3 Cynnydd – mae adran benodol ar gyfer angen / dewis o ran yr iaith Gymraeg wedi'i rhoi yn y ddogfen Asesiad Integredig a'r system Care First, a fydd yn rhan o'r cynlluniau gofal unigol.
1.2.1 Cynyddu ymwybyddiaeth o effaith sensitifrwydd iaith ymysg staff TGCh sy'n cefnogi gwasanaethau cymdeithasol	Pob aelod o staff i ddilyn hyfforddiant ymwybyddiaeth gan gynnwys staff cymorth busnes a TGCh / comisiynu. Gwirfoddolwyr o'r grŵp staff i gyflawni cwrs 'Hyfforddi'r Hyfforddwr', a ddarperir gan Uned yr Iaith Gymraeg. Trafod gyda'r grŵp Care First	SW a'r rheolwr TG	1 Hyfforddiant ymwybyddiaeth iaith wedi'i gwblhau i reolwyr yn y tîm cymorth busnes. Heb ei gwblhau i'r tîm Care First eto.
1. 3 Manylebau TGCh i gynnwys manylion o ddmensiwn yr iaith Gymraeg yn y gwasanaeth sy'n cael ei gomisiynu	Trafod gyda'r grŵp Care First	SW	3 Heb ei gyflawni eto.
1.2.3 Systemau data yn galluogi'r gwasanaeth i weithredu'n ddwyieithog e.e. paru staff/defnyddwyr gwasanaeth mewn rotas gofal; Mae systemau data ar y gweithlu yn cofnodi sgiliau iaith staff; angen / dewis iaith wedi'i gofnodi ar systemau data cleientiaid	 Systemau rota gofal yn paru staff sy'n siarad Cymraeg gyda defnyddwyr gwasanaeth. DigiGov i gofnodi sgiliau Cymraeg staff Angen / dewis iaith wedi'i gofnodi ar Care First. 	SW	3 Mae staff wedi cael eu hatgoffa i gofnodi sgiliau iaith ar DigiGov. Angen / dewis iaith defnyddiwr gwasanaeth wedi'i gynnwys ar system data Care First
1.3.2 Tîm caffael yr Awdurdod Lleol i ddilyn cyfarwyddyd y Comisiynydd Iaith ar wasanaethau comisiynu.	Corfforaethol	DHSSC a SW	2 Dim cyfarwyddyd?

Amcan Strategol 2: Adeiladu ar yr arfer gorau cyfredol, a chynllunio, comisiynu a darparu gofal yn seiliedig ar y 'Cynnig Actif'

Camau o'r Strategaeth Camau ar gyfer Iechyd a Gofal Cymdeithasol Cyfrifoldeb Cwblhawyd erbyn
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		Arweiniol	diwedd y flwyddyn
2.1.2 Darparu hyfforddiant staff ar y gwasanaeth 'Cynnig Actif' a sicrhau ei fod yn cael ei brif-ffrydio i raglenni sefydlu a hyfforddiant eraill ac ati	 Rhaglen sefydlu'r Cyngor Rhaglenni sefydlu gwasanaethau Rhaglen Hyfforddiant Cenedlaethol 	Swyddog Hyfforddi AD	3 Trafod gyda'r hyfforddwr
2.1.3 Cymryd camau ymarferol i weithredu'r gwasanaeth Cynnig Actif mewn ffordd gynyddol, gan ddechrau gyda'r gwasanaeth cyswllt cyntaf a gwasanaethau gwybodaeth. Cofnodi lle y gellir er mwyn ymateb.	 Defnyddio Cynnig Actif i'r holl alwyr i Iechyd a Gofal Cymdeithasol trwy Cyswllt ac Asesu, ThG a phwyntiau mynediad ysbytai. Cofnodi ymateb ar Care First 	SW	1 C2C sydd nawr yn gyfrifol am yr ymateb cyntaf ac maen nhw'n cynnig gwasanaeth dwyieithog Set data craidd yn cynnwys cwestiwn cynnig actif. Angen gwneud cynnydd o ran asesu angen.
2.2.1 Mapio darpariaeth a chapasiti cyfredol i gynnig gwasanaeth Cynnig Actif yn y gwasanaethau dementia	 Byddai'n dod o'r proffil staff Trafod gyda MHSOP DHSSC Fersiwn Gymraeg o'r adnoddau asesu dementia craidd? 	SW	2 Angen trafod manylion gyda MHSOP
2. A Cymryd camau i sicrhau bod gan y timau staff y capasiti i gynnig gwasanaethau trwy gyfrwng y Gymraeg	 Cynnal asesiad sgiliau o'r holl dimau Galluoedd cofnodi Mynediad i hyfforddiant Cyhoeddi asesiadau cofnodi/cynlluniau gofal yn Gymraeg 	SW	3 75% o asesiadau sgiliau o'r holl staff Iechyd a Gofal Cymdeithasol wedi'u cwblhau.
2.3.1 Mapio darpariaeth a chapasiti cyfredol i ddarparu gwasanaeth Cynnig Actif mewn gwasanaethau blaenoriaeth eraill e.e. plant dan 5; therapi iaith a lleferydd	•	SW	3 Parhaus
2.3.2 Penaethiaid gwasanaethau i ystyried ffyrdd priodol o ddarparu gwasanaethau Cymraeg (model darpariaeth) yn ôl capasiti, sgiliau iaith, parodrwydd a hyder staff i ddefnyddio'r iaith.	Arweinwyr gwasanaeth.	SW / arweinwyr gwasanaeth	3 I'w wneud ar ôl i'r proffil sgiliau staff gael ei gwblhau a'r strwythur Iechyd a Gofal Cymdeithasol gael ei derfynu
2.4.1 Hyrwyddwyr y Gymraeg yn yr Adran	Esbonio rôl Hyrwyddwr y Gymraeg	SS a AD	1

Gwasanaethau Cymdeithasol ac adrannau AD yr awdurdod lleol i rannu arfer gorau, yn enwedig gyda phenaethiaid gwasanaethau	 Datblygu strwythur y 'cydlynwyr' iaith yn y gwasanaeth i helpu i rannu gwybodaeth a hyrwyddo'r strategaeth. Cynrychiolydd ym mhob gwasanaeth / tîm 		Mae rhai cynrychiolwyr o grwpiau gwasanaeth yn yr adran Iechyd a Gofal Cymdeithasol wedi cwblhau'r hyfforddiant 'hyfforddi'r hyfforddwyr' a bydd yn gweithredu fel cynrychiolwyr i'w timau.
2.4.3 Hyrwyddwyr y Gymraeg ac adrannau AD yr awdurdod lleol i arwain menter 'iaith gofal yn y gweithle' staff i fagu hyder staff i siarad Cymraeg yn y gwaith	Staff gofal cartref yn arbennig	SS a AD	2 Hyfforddiant pwrpasol i'w drefnu ar gyfer staff gofal cartref. Angen cytuno ar strategaeth hyfforddi i grŵp staff ehangach.
264 Annog gwasanaethau cymdeithasol a staff gofal cymdeithasol i wisgo logo "Iaith Gwaith" a'u rhoi ar yr iwnifformau y maen nhw 'n eu rhoi i rai gweithwyr	Staff a darparwyr gofal cartref	Comisiynwyr a darparwyr gwasanaethau gofal.	Parhaus o 1 Heb ei gyflawni. Heb ei ystyried eto.

Amcan Strategol 3: Cynyddu gallu'r gweithlu i ddarparu gwasanaethau Cymraeg mewn meysydd blaenoriaeth ac ymwybyddiaeth iaith ymysg staff

Camau o'r Strategaeth	Camau ar gyfer Iechyd a Gofal Cymdeithasol	Cyfrifoldeb Arwain	Cwblhawyd erbyn diwedd y flwyddyn
3.1.1 Cynllunio'r gweithlu i gynnwys asesu anghenion iaith Gymraeg cymunedau a sgiliau Iaith Gymraeg y gweithlu	 Ysgrifennu yn holl gynlluniau'r gweithlu Sicrhau bod sefydliad staff yn cydymffurfio â safonau'r iaith Gymraeg e.e. 10% o siaradwyr Cymraeg Rhannu siaradwyr Cymraeg ar draws pob tîm i'n galluogi i ddarparu gwasanaeth yn Gymraeg. Nodi swyddi 'Cymraeg hanfodol' trwy'r broses asesu sgiliau. 	SW	1 75% o asesiadau sgiliau o'r holl staff Iechyd a Gofal Cymdeithasol wedi'u cwblhau. Y cynllun gweithlu i'w gytuno ar ôl cwblhau strwythur y gyfarwyddiaeth.

3.1.7 Adrannau Gwasanaethau Cymdeithasol i adrodd ar sgiliau Cymraeg yn eu gweithlu fel rhan o broses casglu data yr awdurdod lleol o ran eu perfformiad yng nghyd-destun y	 Mae angen i staff ddilysu a mewnbynnu sgiliau iaith ar DigiGov. Mae angen amserlenni a strwythur ar gyfer monitro. Adroddiad 6 mis. Byddwn yn bwydo i mewn i'r adroddiad monitro blynyddol corfforaethol ac adroddiad Caerdydd Ddwyieithog. 	SW	1 Ffurfio rhan o'r cynllun corfforaethol ar gyfer 2015/16
Cynllun Iaith	Ffurfio rhan o'r cynllun darparu gwasanaeth		Adolygiad 6 mis:
3.2.3 Holl adrannau Gwasanaethau Cymdeithasol i weithredu yn unol â chanllawiau recriwtio'r comisiynydd iaith	Swyddi Cymraeg hanfodolHysbysebion yn Gymraeg	SW	2 Y cynllun gweithlu i'w gytuno ar ôl i strwythur y gyfarwyddiaeth gael ei gwblhau.

Amcan Strategol 4: Creu arweinwyr a fydd yn maethu ethos cefnogol yn y sefydliad, fel bod defnyddwyr a gofalwyr sy'n siarad Cymraeg yn derbyn gwasanaethau ieithyddol sensitif fel rhan naturiol o'u gofal.

Camau o'r Strategaeth	Camau ar gyfer Iechyd a Gofal Cymdeithasol	Cyfrifoldeb Arwain	Cwblhawyd erbyn diwedd y flwyddyn
4. Gofyn i arweinwyr gwleidyddol a Chyfarwyddwyr Gwasanaethau Cymdeithasol i gyfloeddi datganiad yn nodi: Eu dymuniad i sicrhau bod sensitifrwydd tuag at yr iaith Gymraeg yn cael ei adlewyrchu ym mhob rhan o'u sefydliad i sicrhau gofal o ansawdd a gwasanaethau effeithiol a phwysigrwydd ymateb i anghenion Cymraeg defnyddwyr o ran asesu a gofalu am ddefnyddwyr	Datganiad ar y cyd gan Sian Walker ac aelod Cabinet y Gyfarwyddiaeth trwy e-bost neu gylchlythyr at bob aelod o staff.	SW / Susan Ellsmore	1 Cyflawnwyd hyn ym mlwyddyn 1. Angen cyhoeddi datganiad arall gyda'r Cynghorydd Susan Elsmore, sydd wedi cymryd drosodd gan y Cynghorydd Thomas.
4.1.2 Cytuno ar y camau y byddant yn eu cymryd i sicrhau bod y gwasanaethau a ddarperir ganddynt yn sensitif ac yn briodol	Sian Walker a'r Cynghorydd Thomas i gytuno	SW/HT	1 Angen rhywbeth tebyg nawr i'r Cynghorydd Elsmore
4.1.3 Cyfarwyddwyr y Gwasanaethau		SW?	1

Cymdeithasol i roi trefniadau ar waith i fonitro sut mae'r Fframwaith Strategol Cenedlaethol a'r Cynllun Gweithredu yn cael eu rhoi ar waith.			
4.1.4 Cyfarwyddwyr y Gwasanaethau Cymdeithasol i gyhoeddi Fframwaith Strategol a Chynllun Gweithredu yr Iaith Gymraeg i'r gwasanaethau y maen nhw'n eu darparu, comisiynu a chontractio		SW	2
4.1.5 Cyfarwyddwr y Gwasanaethau Cymdeithasol i ddynodi uwch swyddog fel Hyrwyddwr yr Iaith Gymraeg yn yr adran	Susan Schelewa, Rheolwr Gweithredol	SW	1 Cyflawnwyd
4. So Rhaglen hyfforddiant arweinyddiaeth i gynwys rhan ar effaith sensitifrwydd iaith ar effeithiolrwydd gofal, fel rhan allweddol o undyw waith cynllunio ac fel cyfrifoldeb y Gwasanaethau Cymdeithasol i ddarparu gwasanaethau yn Gymraeg a Saesneg (5.1.3)	 Adran hyfforddiant Hyfforddiant PI 	SW	1 Parhaus. Angen cwblhau gwaith gyda'r rheolwr hyfforddi

Amcan strategol 5: Dylunio a darparu rhaglenni dysgu a datblygu addysg sy'n adlewyrchu cyfrifoldeb gwasanaethau i gynllunio a darparu gwasanaethau yn Gymraeg.

5.2.2 Y Gwasanaethau Cymdeithasol a	Yr holl ddarparwyr	Parhaus
sefydliadau Gofal Cymdeithasol i sicrhau bod	gofal gan gynnwys	
egwyddorion ymwybyddiaeth ieithyddol a'r	cartref gofal	
gwasanaeth 'Cynnig Actif' yn ffurfio rhan o'r holl		
raglenni sefydlu.		

5.2.3 Rhaglenni hyfforddi a datblygu staff i		SW	1
gynyddu capasiti staff i gynnig gwasanaethau	Cyrsiau hyfforddi gwella sgiliau iaith		Hyfforddiant
trwy gyfrwng y Gymraeg. Dechrau drwy fagu	Ymwybyddiaeth i bob aelod o staff ond gyda grwpiau		ymwybyddiaeth iaith
hyder siaradwyr Cymraeg i ddefnyddio Cymraeg	blaenoriaeth e.e. C&A, ysbytai a rheolwyr		wedi'i gwblhau i'r
yn y gwaith a chodi ymwybyddiaeth ymysg staff			mwyafrif o reolwyr.
h.y. rheolwyr rheng flaen a rheolwyr tîm			Cynllun i ehangu'r
			cwmpas ar gyfer
			2015/16

<u> ATODIAD II – Asesiadau Swyddi Rheng Flaen</u>

Asesiadau leithyddol Ebrill 2014 – Mawrth 2015		
Cyfarwyddiaethau	Timau	
Gwasanaethau Plant	Y Gwasanaeth Maethu	
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	Llyfrgell a Chanolfan Gymunedol Pen-y-lan	
	Dysgu yn y Gymuned i Oedolion	
	C2C	
	Y Gwasanaeth Larwm Cymunedol	
	Gwasanaethau Concierge	
	Gwasanaethau Llyfrgell (Pob Llyfrgell)	
-	Tŷ gwarchod	
Gmasanaethau Democrataidd	Caerdydd Ddwyieithog	
ge	Cyfathrebu a Chyfryngau	
	Gwasanaethau Etholiadol	
328	Tîm y We	
Addysg a Dysgu Gydol Oes	Gwasanaeth Gwybodaeth i Deuluoedd	
	Derbyn i Ysgolion	
Yr Amgylchedd	Goruchwylwyr Casglu Gwastraff	
	Strategaeth Gwastraff	
lechyd a Gofal Cymdeithasol	Tîm gwaith cymdeithasol Ysbyty Prifysgol Cymru	
	Tîm gwaith cymdeithasol Ysbyty Llandochau	
	Gwasanaeth Therapi Galwedigaethol	
	Gwasanaeth Gofal yn y Cartref	
	Gwasanaethau Dydd Anableddau Dysgu - Y Dwyrain	
	Gwasanaethau Dydd Anableddau Dysgu – Y Gorllewin	
	Gwasanaethau lechyd Meddwl i Bobl Hŷn	

	Gwasanaeth Cyfarpar ar y Cyd Gwasanaeth Allgymorth Iechyd Meddwl Tîm Alcohol a Chyffuriau Cymunedol / Tîm Digartrefedd Adran Hyfforddi (gwasanaethau oedolion a phlant) Tîm Asesu Oedolion. Tîm perfformiad Tîm Iechyd Meddwl Cymunedol Cymorth Busnes Tîm Dyletswydd Argyfwng
Adnoddau Dynol	Gweithwyr Caerdydd
Chwaraeon, Hamdden a Diwylliant Page 329	Aelodaeth Caerdydd Actif Tîm Cymorth Busnes Castell Caerdydd Addysg a Digwyddiadau Castell Caerdydd Croesawyr Ymwelwyr Castell Caerdydd Canolfan Hamdden y Tyllgoed Canolfan Hamdden Maendy Canolfan Hamdden Pentwyn Ysgol Farchogaeth Canolfan Hamdden Pen-y-lan Canolfan Hamdden y Gorllewin

Atodiad III - Hyfforddiant yr laith Gymraeg

Adroddiad Dysgwyr Cymraeg 2014/2015	
Mynediad	
Gwasanaethau Plant	1
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	6
Gwasanaethau Democrataidd	4
Addysg a Dysgu Gydol Oes	3
Yr Amgylchedd	4
Cyllid	1
lechyd a Gofal Cymdeithasol	2
Gaasanaethau Pobl AD	2 3 2 4
Gwasanaethau Cyfreithiol	2
Cowaraeon, Hamdden a Diwylliant	
Cyrillunio Strategol, Priffyrdd, Traffig a	3
Thrafnidiaeth	
Sylfaenol	
Gwasanaethau Plant	1
Cymunedau, Tai a Gwasanaethau Cwsmeriaid	3
Addysg a Dysgu Gydol Oes	1
Cyllid	
Gwasanaethau Pobl AD	2
Gwasanaethau Cyfreithiol	1
Partneriaethau a Chanolbwyntio ar Ddinasyddion	1
Chwaraeon, Hamdden a Diwylliant	4

Canolradd	
Gwasanaethau Plant	2
Cymunedau, Tai a Gwasanaethau	4
Cwsmeriaid	
Uwch	
Addysg a Dysgu Gydol Oes	1
Hyfedredd	
Gwasanaethau Plant	1
Gwasanaethau Democrataidd	1
Cwrs Blasu Cymraeg	27
Cyfanswm Dysgwyr	85
Cyfanswm Gwariant ar Ddysgwyr	£9,247.00
ge	
ယ္ Ymwybyddiaeth laith	40
3	

ATODIAD IV – Sgiliau laith Gymraeg

Gallu o ran yr iaith Gymraeg yn ôl Gwa	Isanaeth	
GWASANAETH		Cyfanswm
NEWID A GWELLA		6
GWASANAETHAU PLANT		17
CYMUNEDAU, TAI A GWASANAETHAU	CWSMERIAID	32
GWASANAETHAU DEMOCRATAIDD		17
DATBLYGU ECONOMAIDD		9
ADDYSG A DYSGU GYDOL OES		44
YR AMGYLCHEDD		13
CYLLID		14
IECHYD A GOFAL CYMDEITHASOL		24
GWASANAETHAU POBL AD		6
G ASANAETHAU CYFREITHIOL		2
ABNODDAU		4
CHWARAEON, HAMDDEN A DIWYLLIAI	NT	29
CNNLLUNIO STRATEGOL, PRIFFYRDD	, TRAFFIG A	
THRAFNIDIAETH		4
	Cyfansw	m 221
Gallu o ran yr laith Gymraeg yn ôl		
Lleoliad *	Cyfanswm	
NEUADD Y DDINAS	12	
NEUADD Y SIR	71	

NEUADD Y DDINAS	12
NEUADD Y SIR	71
ADEILAD GLOBAL	11
TŶ WILLCOX	13
Arall	114
Cyfanswm	221
	· · ·

*Oherwydd y niferoedd sydd wedi'u lleoli mewn rhai lleoliadau, nid ydym yn gallu cyhoeddi'r data oherwydd gallai unigolion gael eu henwi.

Gallu o ran yr laith Gymraeg		
yn ôl Gradd	Cyfanswm	
GRADD	Nifer	
CE2	6	
EAI	3	
EDPSY A	4	
GRADDFA 1	8	
GRADDFA 2	2	
GRADDFA 3	22	
GRADDFA 4	17	
GRADDFA 5	18	
GRADDFA 6	35	
GRADDFA 7	35	
GRADDFA 8	25	
GRADDFA 9	14	
GRADDFA 10	9	
JNC Prif Swyddog (RhG+)	7	
Arall	1	
leuenctid a Chymuned	2	
ATHRO	13	
Cyfanswm	221	

ATODIAD V – Cydlynwyr a Hyrwyddwyr yr laith Gymraeg

Cyfarwyddiaeth	Gwasanaeth	Cydlynydd	Hyrwyddwr
PRIF WEITHREDWR	Y SWYDDFA GABINET		
	GWASANAETHAU DEMOCRATAIDD	Dylan Hughes Rhian Phillips Rhian Temple	Ffion Gruffudd Susan Edwards Timothy Gordon
	DATBLYGU ECONOMAIDD	Rhian Jones	Heledd Williams
GWEITHREDIADAU (Y			
GYFARWYDDIAETH)	GWASANAETHAU PLANT	Karen Wilkinson	Ingrid Masmeyer
Page	CYMUNEDAU, TAI A GWASANAETHAU CWSMERIAID	Mair Newton / Carole Morgan	Elisabeth Morris
3 3 3		Huw Parry-Evans / Leanne Vaughan	Rachel Bishop
		Gareth Pierce	Jane Thomas
	ADDYSG A DYSGU GYDOL OES	Nicola Hayward	Avril Hooper
	YR AMGYLCHEDD	Bernadette Lewis / Aled Evans Steve Bumford Alison James	Tara King Dave Smith
	IECHYD A GOFAL CYMDEITHASOL	Jackie Burns	Susan Schelewa

	CHWARAEON, HAMDDEN A DIWYLLIANT	Alison James Daniel Allcock	Roger Hopwood
	CYNLLUNIO STRATEGOL, PRIFFYRDD, TRAFFIG A THRAFNIDIAETH	Kadie Irish	Shaun Reville
	CYLLID	lestyn Roberts	Ian Allwood
	GWASANAETHAU POBL AD	Olwen Medi	Lynne David
	GWASANAETHAU CYFREITHIOL	Lisa Michael	Ian Allwood
ADNODDAU (Y GYFARWYDDIAETH) ည ထွ	ADNODDAU	Jessica Pritchard Mike Reilly	Julie Jones

9 334

Atodiad VI

C2C Arolygon Cymraeg C1-C3 2014/15



connect to cardiff

Q1-Q3 2014/15

Boddhad Cwsmeriaid - Cymraeg

Arolygon a gwblhawyd yn Chwarter 1 - 20

Yn gyntaf, pa mor fodlon oeddech chi ar yr amser y gwnaethoch ei ddisgwyl cyn i ni ateb eich galwad?

Bodlon iawn	70.0%	Anfodlon	5.0%
Bodlon	25.0%	Anfodlon lawn	0%

A wnaeth y person a wnaeth ateb eich galwad eich cyfarch mewn ffordd briodol?

DO	100%	Naddo	0%
Ddim yn	0%		
gv vy bod			

BGR hoedd eich barn ar agwedd a gwybodaeth yr unigolyn a ddeliodd â'ch galwad?

Agwedd

Da iawn	80.0%	Gwael	0%
Da	20.0%	Gwael iawn	0%

Gwybodaeth

Da iawn	70.0%	Gwael	5.0%
Da	25.0%	Gwael iawn	0%

A ddywedwyd wrthych ba gamau a fyddai'n cael eu cymryd ar ôl eich galwad?

DO 95.0%	NADDO	0%
----------	-------	----

A wnaeth Cysylltu â Chaerdydd ddatrys eich ymholiad?

DO 92.0% NADDO 0%	1				
		DO	92.0%	NADDO	0%

Dywedodd 92.0% o gwsmeriaid sy'n siarad Cymraeg y cafodd eu hymholiadau eu datrys gan Cysylltu â Chaerdydd heb gael eu trosglwyddo i unrhyw le

Os 'Naddo', oedd staff yn gallu eich cysylltu â'r person cywir i ddelio â'ch ymholiad?

OEDD	85.0%	NAC OEDD	15.0%
------	-------	----------	-------

Yn gyffredinol, pa mor fodlon oeddech chi â'r gwasanaeth a gawsoch gan Cysylltu â Chaerdydd?

Roedd 100.0% o gwsmeriaid yn fodlon â llinell Gymraeg Cysylltu â Chaerdydd yn ystod Chwarter 1

Bodlon iawn	75.0%	Anfodlon	0%
Bodlon	25.0%	Anfodlon lawn	0%

Lle welsoch chi ein rhif wedi'i hysbysebu?

Gwefan /	55.0%	Poster	5.0%
Mewnrwyd y			
Cyngor			
Bil / Llythyr	25.0%	Arall	15.0%

Allwch chi feddwl am rywbeth allwn ni ei wneud i wella'n gwasanaeth?

Mae'r cwsmer yn meddwl y dylid hyrwyddo'r llinell Gymraeg yn well e.e. rhoi'r rhif mewn lliw gwahanol i'r rhif Saesneg ar ffurflenni ac ati.

Agor dros y penwythnos

Mae'r cwsmer yn dweud ei fod yn ffonio o dro i dro ac yn cael gwybod bod dim siaradwr Cymraeg ar gael - mae'n anhapus gyda hyn.

Dim o gwbl

Boddhad Cwsmeriaid - Cymraeg

Arelygon a gwblhawyd yn Chwarter 2 - 20

മ

Pigmor fodlon oeddech chi ar yr amser y gwnaethoch ei ddisgwyl cyň i ni ateb eich galwad?

Bosilon iawn	64%	Anfodlon	0%
Bodlon	36%	Anfodlon lawn	0%

A wnaeth y person a wnaeth ateb eich galwad eich cyfarch mewn ffordd briodol?

Do	100%	Naddo	0%
Ddim yn	0%		
gwybod			

Beth oedd eich barn ar agwedd a gwybodaeth yr unigolyn a ddeliodd â'ch galwad?

Agwedd

Da iawn	70%	Gwael	0%
Da	30%	Gwael iawn	0%

Welsh Compliments & Surveys

Gwybodaeth

Da iawn	70%	Gwael	5%
Da	25%	Gwael iawn	0%

A ddywedwyd wrthych ba gamau a fyddai'n cael eu cymryd ar ôl eich galwad?

Do	80%	Naddo	10%
Ddim yn	10%		
gwybod			

A wnaeth Cysylltu â Chaerdydd ddatrys eich ymholiad?

Do 90% Naddo 1	0%
----------------	----

Dywedodd 90% o gwsmeriaid sy'n siarad Cymraeg y cafodd eu hymholiadau eu datrys gan Cysylltu â Chaerdydd heb gael eu trosqlwyddo i unrhyw le

Os 'Naddo', oedd staff yn gallu eich cysylltu â'r person cywir i ddelio â'ch ymholiad?

	Oedd	100%	Nac oedd	0%
--	------	------	----------	----

Yn gyffredinol, pa mor fodlon oeddech chi â'r gwasanaeth a gawsoch gan Cysylltu â Chaerdydd?

Roedd 100% o gwsmeriaid yn fodlon â llinell Gymraeg Cysylltu â Chaerdydd yn ystod Chwarter 2

Bodlon iawn	75%	Anfodlon	0%
	4/15		

Connect to Cardiff

Connect to Cardiff

Bodlon	25%	Anfodlon lawn	0%
--------	-----	---------------	----

Lle welsoch chi ein rhif wedi'i hysbysebu?

Gwefan /	35%	Bagiau / Bin	5%
Mewnrwyd y			
Cyngor			
Bil / Llythyr	30%	Llais y Ddinas	5%
Arall	5%	Ddim yn Cofio	15%

<u>Allwch chi feddwl am rywbeth allwn ni ei wneud i wella'n gwasanaeth?</u>

Na gallu siarad yn Gymraeg yn gwneud pethau'n haws.

Wedi gorfod aros am hir o'r blaen cyn cael ateb. Cyfnodau lle nad oedd siaradwr Cymraeg ar gael.

na, bodlon iawn

na, popeth yn broffesiynol iawn. .

mwy o bobl Gymraeg ym mhob adran, yn enwedig ar y ffôn. .

Boddhad Cwsmeriaid - Cymraeq

Arolygon a gwblhawyd yn Chwarter 3 - 20

Pa mor fodlon oeddech chi ar yr amser y gwnaethoch ei ddisgwyl cyn i ni ateb eich galwad?

Bodlon iawn	60%	Anfodlon	0%
Bodlon	40%	Anfodlon lawn	0%

A wnaeth y person a wnaeth ateb eich galwad eich cyfarch mewn ffordd briodol?

Do	95%	Naddo	0%
Ddim yn	5%		
gwybod			

Beth oedd eich barn ar agwedd a gwybodaeth yr unigolyn a ddeliodd â'ch galwad?

Agwedd

Da iawn	70%	Gwael	0%
Da	30%	Gwael iawn	0%

Gwybodaeth

Da iawn	55%	Gwael	0%
Da	45%	Gwael iawn	0%

A ddywedwyd wrthych pa gamau a fyddai'n cael eu cymryd ar ôl eich galwad?

DO	80%	NADDO	5%
Ddim yn gwybod	15%		

A wnaeth Cysylltu â Chaerdydd ddatrys eich ymholiad?

Q1-Q3 2014/15

Welsh Compliments & Surveys

Do	100%	NADDO	0%	

Yn gyffredinol, pa mor fodlon oeddech ar y gwasanaeth a gawsoch gan Cysylltu â Chaerdydd?

Roedd 100% o gwsmeriaid yn fodlon â gwasanaeth ffôn Cysylltu â Chaerdydd yn ystod Chwarter 3

Bodlon iawn	80%	Anfodlon	0%
Bodlon	20%	Anfodlon lawn	0%

Lle welsoch chi ein rhif wedi'i hysbysebu?

35%	Ffrindiau /	5%
	Teulu	
30%	Taflen	5%
10%	Arall	15%
	30%	Teulu 30% Taflen

<u>Allwch chi feddwl am rywbeth allwn ni ei wneud i wella'n gwasanaeth?</u>

Dim - ond angen aros yn hir i berson ateb yn Gymraeg

Wedi gorfod cael galwad yn ôl yn Gymraeg gan fod neb ar gael pan ffoniodd y Cwsmer.

Na - hapus iawn bod yr alwad wedi cael ei ateb yn gyflym a bod rhif y lein Gymraeg ar y wefan ar bwys yr un Saesneg. Page 340

CITY & COUNTY OF CARDIFF DINAS A SIR CAERDYDD



COUNCIL: 25 JUNE 2015

CABINET PROPOSAL

RESIDENTIAL EXTENSIONS AND ALTERATIONS SUPPLEMENTARY PLANNING GUIDANCE (SPG)

Reason for this Report

1. This report seeks approval of the Residential Extensions and Alterations document as Supplementary Planning Guidance (SPG)

Background

- 2. Welsh Government guidance encourages local planning authorities to prepare SPG to provide advice on how development plan policies will be implemented. Such guidance should help those involved in the development and planning process understand the purpose and objectives of policies and assist the submission of permissible planning applications.
- 3. SPG must be consistent with planning legislation, guidance and relevant development plan policies. It should be prepared in consultation with the public and appropriate interests, and their views should be taken into account before formal Council approval. SPG may be given weight as a material consideration when making decisions on planning applications.
- 4. The design guidance for Residential Extensions and Alterations will update and replace the Householder Design Guide SPG (Approved March 2007) which formed one of a series of design guidance documents prepared by the Authority to guide the design quality of development in Cardiff.

lssues

- 5. Residential Extensions & Alterations are one of the most common forms of development and the majority of planning applications made to the Council are householder applications.
- 6. Both individually and cumulatively, extensions and alterations can have a significant impact on the quality of the built environment. Changes to Permitted Development came into force in 2013 which allows homeowners to build larger home extensions and garden buildings

without planning permission. Guidance is required to give advice as to what is acceptable in planning terms.

- 7. The SPG sets out what applicants should consider when planning to extend or alter their home, even if it does not require planning permission.
- 8. The Residential Extensions and Alterations SPG will update and replace the Householder Design Guide SPG (Approved March 2007) and will form Supplementary Planning Guidance to Policy 11: Design and Aesthetic Quality, of the City of Cardiff Local Plan (Jan 1996)
- 9. It will offer robust design guidance in line with national planning policy and will assist Development Management when assessing planning applications.

Public Consultation

- 10. Public consultation was undertaken between 17th November and 15th December 2014. A press notice was placed in a local newspaper on Monday 17th November 2014 and notices and copies of the draft guidance were placed in all Cardiff library facilities and at County Hall Reception. The draft guidance was also published on the Council website.
- 11. Letters notifying that a public consultation was being undertaken on the draft guidance were sent to all Cardiff Councillors, the Welsh Assembly Government, Community Councils in Cardiff and other organisations and individuals known to have general interest in planning in Cardiff or a potential interest in this guidance.
- 12. A total of 30 representations were received from 10 respondents. These have been considered and where necessary amendments have been made to the document. A summary of the consultation responses/representations received have been included in Appendix D of the document.

Local Member consultation

- 13. Member consultation was undertaken as part of the Public Consultation identified in paragraphs 10 12 above.
- 14. Three responses to the consultation were received from local Members, which are included in appendix D of the document.

Reason for Recommendations

15. To update the design guidance for Residential Extensions and Alterations within Cardiff.

Financial Implications

16. There are no direct financial implications arising from the attached report.

Legal Implications

- 17. The adopted development plan the City of Cardiff Local Plan (adopted January 1996) contains policies and proposals which provide the basis for deciding planning applications. The policies in the adopted development plan have special status under Section 54A of the Town and Country Planning Act 1990 (re-enacted in section 38(6) Planning and Compulsory Purchase Act 2004) which means that planning decisions must be taken by the Council's planning authority in accordance with it unless material considerations indicate otherwise.
- 18. Whilst the development plan contains policies and proposals which provide the basis for deciding planning applications supplementary planning guidance ('SPG') can be used as a means of setting out more detailed guidance on the way in which those policies will be applied in particular circumstances or areas. An SPG may be taken into account by the LPA as a material consideration when determining the planning application.
- 19. In order for a SPG to be given as much weight as possible as a material consideration it must be formulated, prepared and adopted in the proper manner. A SPG must therefore conform to the requirements mentioned above.

CABINET PROPOSAL

Council is recommended to approve the Residential Extensions and Alterations Supplementary Planning Guidance

THE CABINET

11 June 2015

The following appendix is attached:

Appendix 1: Design Guidance Residential Extensions and Alterations Supplementary Planning Guidance (Final Draft for Approval) This page is intentionally left blank

Supplementary Planning Guidance Residential Extensions and Alterations

Final Draft for Approval



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••• Before You Start

1.1 Find out whether a planning or a Building Regulation application is required (see Section 3.0).

•••• Get Advice If You Need It

1.2 If necessary, get skilled technical advice from an experienced architect or surveyor. They can design, prepare drawings and make an application on your behalf.

Follow The Design Guidance

1.3 This guidance will help towards a good design solution and a successful planning and Building Regulation application.

Look At Your Surroundings

1.4 Ensure your proposal respects the context of your neighbourhood.

Detailing & Use of Materials

1.5 Ensure that your proposal fits in with the detailed design and materials of your existing house.

••• Be a Good Neighbour

1.6 Consult your neighbour if your proposal may affect their home or privacy, or if you will need to gain access for building work or maintenance. Be aware of the Party Wall etc. Act 1996 which places obligations on you in such circumstances.

Introduction

2.1 The City of Cardiff Council is committed to raising standards of design in Cardiff. This guidance sets out what you should consider when planning to extend or alter your property, whether it is in use as a single household, a house in multiple occupation (HMO), or subdivided into flats. It is based upon the principles of good design and intended to be applied to all forms of extensions and alterations including those that do not require planning permission.

2.2 Poorly-designed alterations which detract from the appearance of your property can often reduce its value. All applications are judged on their individual merits. In situations where unsympathetic alterations are evident in a locality, this will not provide justification for further poor design.

2.3 An alteration to a house or garden may have an impact, not only on its own setting, but also on the widerneighbourhood. It is therefore essential that these types of proposals achieve the highest design quality. Good design can be achieved at comparative cost and can avoid future expenditure associated with problems and maintenance due to poor design.

2.4 This design guidance does not detail whether planning permission or Building Regulations approval are required or not, but instead sets out broad principles that will be used to guide and assess the most common forms of development. It is not intended to be an exhaustive document therefore if a particular development type is not covered specifically by this guidance then applicants are advised to contact the council for further advice.

2.5 This SPG is written in the broader context of sustainable development outlined in the Welsh Assembly Government's Planning Policy Wales and Technical Advice Note 12: Design (Tan 12: Design).

2.6 This guidance is primarily supplementary to Policy 11 (Design and Aesthetic Quality) of the Adopted City of Cardiff Local Plan, although other development plan policies may also be relevant.

2.7 The Welsh Assembly Government supports the use of Supplementary Planning Guidance (SPG) to set out detailed guidance on the way in which the development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance and may be taken into account as a material planning consideration in planning decisions.

2.8 It is your responsibility to check whether any proposed works require planning permission and/or Building Regulations consent.

2.9 This guidance is intended for use by prospective applicants, agents, architects, members of the public with an interest in an application, elected Members of the council, and other decision-making bodies. For applicants, agents and architects it should be read prior to the submission of a planning application, or prior to seeking more formal pre-application advice from the Council. For members of the public with an interest in a planning application, this document provides design guidance on the criteria planning applications will be determined against.

2.10 If you are unclear about how the guidance contained in this guidance applies to your home or want more detailed advice, please contact *Development Management* or *Building Control*. There may be a fee for this service.

Do I need Planning Permission?

3.0 Planning permission, Building Regulation approval or other consents may be required for even minor alterations to a dwelling.

3.1 The majority of planning applications that the council receives are for permission to extend a residential property. Improvements to the city's housing stock are welcomed in principle. House extensions and alterations can however have significant impact on the appearance of individual properties as well as the form and character of the surrounding environment.

3.2 Even in cases where planning permission is not required you are advised to consider the guidance contained in this SPG in order to ensure a high standard of design.

3.3 General advice is set out below relating to the main consents you may require.

3.4 Starting building works without the necessary consents can render the owner of the property liable to enforcement action and prosecution.

Permitted Development

3.5 Starting building works without the necessary consents can render the owner of the property liable to enforcement action and prosecution.

3.6 Permitted Development is granted under the *Town* and *Country Planning General Permitted* (*Amendment*) (*Wales*) Order 2013.

3.7 Not all development requires planning permission. For more information as to what development a householder can carry out without planning permission please use the *Planning Portal* interactive house. (Ensure the Welsh flag is at the top of the page as the regulations differ to those in England).

3.8 The Welsh Government's *Planning: A Guide For Householders (July 2013)* also provides information on what improvements, alterations and extensions to your home you can make without needing planning permission.

3.9 For a formal determination as to whether your proposal requires planning permission you are required to submit an application for a *Lawful Development Certificate*. A fee is charged for this.

3.10 In certain circumstances, Permitted Development rights may have been removed. This applies for example to: all flats, development in some Conservation Areas with an Article 4 Direction, alterations to Listed Building or as a result of conditions placed on a property or development by a previous planning consent.

Flats and Houses in Multiple Occupation (HMOs)

3.11 The design considerations within this document will also be applied to alterations and extensions involving an existing or proposed HMO or property divided into flats.

3.12 To subdivide a house into multiple units, to extend a ground floor flat or to extend or alter the roof space of a top floor flat you must obtain planning permission.

3.13 Flats have different permitted development rights to single dwellings. You should check if permission is required for the alteration you are considering using the resources above.

3.14 Licensing requirements and the need for planning permission relating to Houses in Multiple Occupation can be found at the Planning Portal and by searching for 'HMOs' on the Council's Website.

3.15 In general, development rights for a general alterations DO NOT apply to flats.

••• Pre-Application Advice

3.16 Pre-application advice can be provided by Development Management prior to the submission of a planning application.

3.17 The benefits to you of obtaining this advice are that it:

- Explains which policies/standards are likely to apply to your development
- Identifies at an early stage any need for specialist input (trees, landscape, noise, transport, contaminated land, ecology, fire safety, conservation areas, listed buildings & archaeology)
- Helps ensure that your application is complete and ready for validation, which avoids rejection at the registration stage or early refusal because of inadequate information
- Indicates where a proposal is unacceptable, saving you the cost of an application

3.18 Note: if you want a formal determination as to whether your proposal requires planning permission please submit a *Certificate of Lawful Development application* as outlined previously.

Conservation Areas

3.19 Alterations to buildings within conservation areas must preserve or enhance the character or appearance of the area.

3.20 If you are not sure whether your home is within a conservation area you can view and download maps of the conservation area boundaries, and advisory leaflets, at *www.cardiff.gov.uk/conservation*.

3.21 If you live in a conservation area, some alterations and extensions may be permissible under Permitted Development rights. However other forms of development normally permitted may require a planning application due to Article 4 Directions. An Article 4 Direction does not prevent occupiers from altering or repairing their homes, rather it requires planning permission to be sought before specific works are carried out. Such works can include the changing or replacing of doors or windows, construction of porches, roof alterations and exterior painting. You should check the specific restrictions of your conservation area first.

3.22 Remember: The council can take enforcement action against any unauthorised work to buildings in a conservation area.

Listed Buildings

3.23 Alterations to listed buildings will only be acceptable where they relate sensitively to the original building and preserve the character of the listed building.

3.24 Government advice is that there should be a general presumption in favour of the preservation of listed buildings. The council will therefore endeavour to preserve listed buildings, their settings and those features of special architectural and historic interest that they possess.

3.25 Works to listed buildings may require Listed Building Consent and/or planning permission, depending on the nature of the proposal. This applies to all parts of the building including objects and structures, interior or exterior, regardless of its grade and whether or not the feature concerned is specifically mentioned in the list description. It may also apply to associated buildings that are within the curtilage of the principal building and can include boundary walls.

3.26 It is a criminal offence to carry out works to a statutory listed building without first acquiring the necessary Listed Building Consent. Specialist conservation advice should be obtained for proposals affecting listed buildings (See section **5.0**)

••• Archaeology

3.27 Alterations or extensions to buildings (whether 'listed' or not) in certain parts of the city may have archaeological implications which could be affected by even minor works. The *Archaeologically Sensitive Areas SPG* provides further advice.

••• Trees

3.28 Consideration should be given at the design stage for adequate distancing between an extension and trees or hedging to avoid structural design problems with the building, problems with drainage systems, subsequent vegetation loss due to concerns over loss of light and to allow sufficient spacing for future growth to maturity. In circumstances where trees (including canopies and root structures) are likely to be affected by a proposed extension or hardstanding, a tree assessment may be required in accordance with **BS 5837:2012 Trees in Relation to Design, Demolition and Construction - Recommendations**, with the assessment being used to inform design.

3.29 Trees In Cardiff: A Householder's Guide offers further advice on trees and legal issues.

3.30 If you live in a conservation area, most works to trees require 6 weeks prior written notification to the council.

••• Tree Preservation Orders

3.31 Some trees which are important to a local area are protected by Tree Preservation Orders (TPO). If your proposed works affect a tree you should take advice from the Council's Tree Officer.

3.32 TPO's are made by the Council to protect trees thought to be of significant public amenity value. Trees of any size or species may be protected and they are usually on private land. Special controls apply with regard to work to protected trees and you should consult the *Tree Officer* for advice, or refer to the *City of Cardiff Council web site* for further information.

••• Protected Species

3.33 The Council's Biodiversity SPG (*Part 1 & Part 2*) explains the action which should be undertaken if protected species such as bats and nesting birds are present on a site. It is important that no works are undertaken until the necessary investigations have taken place.

3.34 Bats and birds such as House Martins, Swifts, Swallows and Barn Owls are all species which regularly use buildings to nest or 'roost' in. Great crested newts are often found in garden ponds. Homeowners can undertake simple compensatory measures such as:

- Providing bird boxes
- · Landscaping your garden to include native hedgerows, trees and wildflower areas
- Erecting bat boxes or a barn owl box
- Creating a pond or bog garden

•••• Building Regulations

4.1 This is not the same as planning permission. Building Regulations deal with technical matters such as structural stability, fire resistance, energy conservation, thermal insulation, accessibility and electrical safety. You are strongly advised to seek advice before carrying out any works. Contact *Building Control* for further advice.

4.2 Important: Obtaining planning permission does NOT mean that you have obtained Building Regulations Approval and any changes sought by building regulations may mean you have to revise your planning application and vice versa.

•••• Works Exempted from Building Regulations

4.3 Certain types of work are considered exempt from the requirements of the Building Regulations (e.g. small detached buildings, garden sheds, greenhouses and some conservatories). These are listed under **Schedule 2 of the Building Regulations 2010** (as amended).

••• Sewers and Services

4.4 The effect of any development on sewers, water mains, gas pipes and electricity mains should be considered. An extension must not compromise any rights of access required by service providers.

4.5 The position of a sewer can affect the size of the extension that is allowed. Your plans might have to be altered to suit the existing conditions or the sewer has to be diverted. In Cardiff, Dwr Cymru Welsh Water are responsible for the Public Sewer network and Building Control is obliged to consult with them where your proposals have an impact on a public sewer. The advice of *Building Control* should be sought at an early pre-development stage. Failure to do so may jeopardise the viability and implementation of a proposed extension.

••• The Party Wall Act

4.6 If you intend to carry out work on or near to a boundary (including boundary walls and lofts), the Party Wall etc. Act 1996 requires that you notify your neighbours and give them the opportunity to comment, whether or not the work needs planning permission or Building Regulation approval. It is always advisable to check before you start work. For guidance, you should read *The Party Wall etc. Act* 1996: *Explanatory Booklet.*

4.7 If further guidance is required, the advice of a competent professional Party Wall Surveyor should be sought as the council does not control this matter. The Faculty of Party Wall Surveyors (FPWS) and the Royal Institute of Chartered Surveyors (RICS) hold details of competent surveyors.

Flood Risk

4.8 Careful design principles need to be adopted for development within a flood risk area. To establish whether your property is in a flood zone and which appropriate design measures should be employed please go the *Natural Resources Wales website*. Further information on improving the flood performance of buildings can be found in the guidance, *Improving The Flood Performance of New Buildings*.

••• Inclusive Design

4.9 The potential for improving accessibility to a property should be considered when alterations and extensions are proposed. Incorporating level access and providing a ground floor bathroom can be helpful to a wide range of households, including families with push chairs and wheelchair users, and can assist everyone in daily life whilst recognising that needs may change in the future.

•••• Legal Restrictions

4.10 In addition to planning controls, there may be legal covenants which restrict the use and development of your property.

4.11 Details of covenants will be set out in your title deeds. If you require advice or guidance in this matter you should consult a solicitor. It is important to note that covenants are separate and distinct from planning control and from the remit of the council.

Skips, Scaffolding & Hoardings

4.12 Building materials should not be placed on the pavement or highway – please ensure you have enough space on your own property to accommodate any deliveries (pallets of bricks, bags of sand etc.).

4.13 *Permits and licences* are issued by the council for skips, scaffolding and hoardings to be placed upon footways, verges and carriageways. Inspections are made by Cardiff Council Highway Inspectors to ensure that the skips, scaffolding and hoardings comply with these conditions.

Deep Excavations

4.14 Deep excavations for foundations and drainage works should be considered carefully, especially near existing buildings or boundaries. Deep excavations can undermine and destabilise existing buildings or structures and pose a significant risk to personal safety. They should always be guarded. The *Health and Safety Excecutive (HSE) website* contains some helpful guidance.

Get Advice

5.1 You are advised to use a competent architect or designer to prepare your planning application. They will be familiar with these guidelines and should help you to achieve a well-designed extension/ alteration. The Royal Society of Architects Wales (RSAW) provide guidance on selecting and appointing an architect. In addition the Royal Town Planning Institute, (RTPI), The Royal Institute of Chartered Surveyors (RICS) and the Chartered Institute of Architectural Technologists (CIAT) can provide advice. For proposals within a conservation area or affecting a listed building, you should consider using a heritage specialist on a register such as IHBC, AABC or RIBA's Conservation Architect members list. Contact details are provided in Appendix B.

5.2 Alternatively you may know someone who has carried out similar work and may be able to recommend someone to assist you. It is a good idea to obtain references from previous clients if possible.

5.3 Further guidance is available from the POSW (Planning Officer's Society of Wales) Model Design Guide for Wales: A Guide for Householder Development.

•••• Speak to your Neighbours

5.4 When you have a firm idea of what you want to do it is always good practice to go and see your neighbours. When your planning application is received, we will write to your neighbours to inform them of your proposal and to give them 21 days to formally object to, or support your application in writing. To maintain goodwill, it is therefore a good idea to speak to your neighbours about your plans before submitting your application. Ensuring they are well informed of your proposals may result in a more efficient transition through the planning process.

5.5 If your proposal affects a shared wall or boundary, you must comply with the requirements of the *Party Wall etc. Act 1996*, (See page 9).

5.6 Please note that issues that relate to boundary disputes and land ownership are not a planning matter.

••• Design Commission for Wales

5.7 *The Design Commission for Wales* promotes good design and communicates its benefits, across sectors. The Commission prioritises the design quality of the built environment in Wales and of places, buildings and public space. Among a range of services the Commission provides a national Design Review Service facilitating early strategic consultation for plans and projects throughout Wales. The service is available to all Local Authorities, National Parks, clients, developers, other promoters and/ or members of the public. The Commission works with all the design professions including the fields of architecture, urban and landscape design, transport infrastructure, civil engineering and significant energy infrastructure. The Commission's advisory services are usually free of charge, and each project is assessed on its significance, which may belie their scale, location or method of construction.

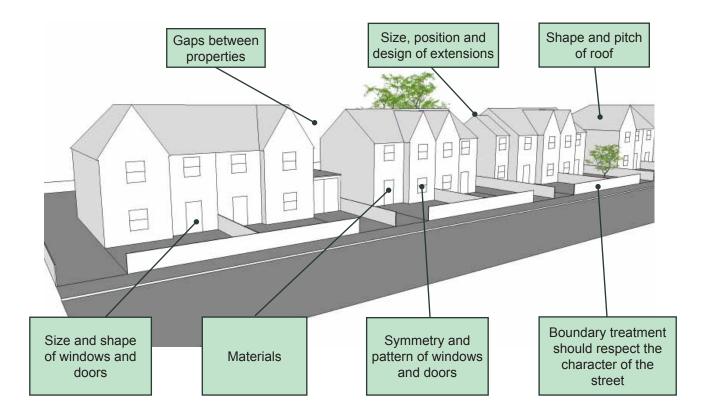
•••• Understanding the Character of your Area

6.1 All alterations and additions to a property should relate well to the character and context of the surrounding area.

6.2 For smaller schemes, 'context' may relate to the character of the street or estate, while for larger schemes, or those on prominent sites, consideration should be given to the scheme's impact on the wider area.

6.3 House alterations and extensions should be sympathetic to their context in terms of scale, positioning, detailing and materials to ensure that the development results in a balanced appearance and fits comfortably into the wider street scene, particularly if the neighbourhood has a very strong style or character.

6.4 Innovative contemporary design solutions may be appropriate where they demonstrate a sound understanding of context, effective use of resources and satisfactorily address issues of layout, density, scale, massing, height and detailing.



Frontage of a typical street with semi-detached houses

••• Rear Extensions

7.1 A rear extension may have less visual impact on the existing house and the surrounding area than a side or front extension. Rear extensions do however have the potential to impact on the daylight and outlook of your neighbours.

7.2 **Design principles:**

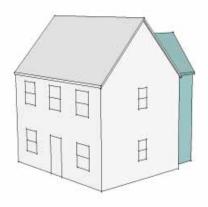
- Be subordinate to the original dwelling
- Avoid blocking natural light and outlook to habitable rooms in neighbouring properties
- Avoid reducing garden space to an unreasonable small size
- Consider the impact on trees within or adjacent to the site

7.3 The extension should preferably be set in from the end gable of the building in order to ensure it is subservient to the existing dwelling.



Rear extensions should not adversely impact on the daylight and outlook of your neighbours.





Position, scale and design of extension is subordinate to the main house.

••• Side Extensions

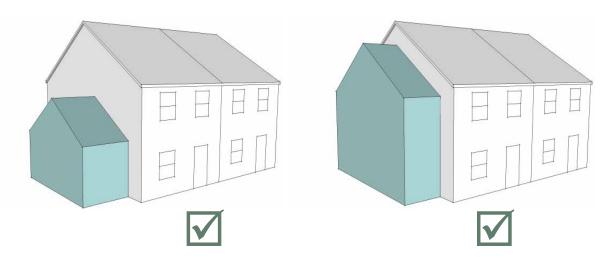
7.4 Side extensions, particularly to semi-detached dwellings, are likely to have a significant impact on the symmetry of the pair of dwellings.

7.5 With a semi-detached property it is crucial to make sure that the extension does not detract from the character and appearance of not just your property but also the pair of semis. It is important that they appear as a balanced pair. A two storey side extension to a semi detached property should be set back from the front of the original property and set down from the existing ridge line. This will make the extension appear more subservient.

7.6 **Design principles:**

- Materials and window detailing should match or compliment the existing house
- Proposals should be appropriate to the existing house and context
- Avoid blank elevations where they front the highway

7.7 Side extensions should be set in from the neighbouring boundary. This can help to ensure that the street scene does not appear cramped. It will also help to prevent a terracing effect should your neighbours also extend their property. On a practical level it will ensure that sufficient space remains to allow for future maintenance.



Extensions are subordinate to main property and the roof style compliments the host building.

••• Front Extensions

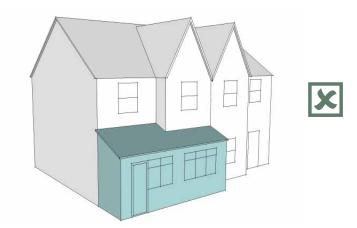
7.8 Extensions to the front of a property can have a significant impact on the character of the neighbourhood.

7.9 For most properties, (in particular semi-detached and terraced) any form of front extension other than a porch will appear an overly prominent feature within the street scene. Large detached properties set well back from the road usually have more scope for front extensions.

7.10 An excessive projection can impact negitively on the rhythm of a row of properties and become the dominant feature in the street scene. It can also be overbearing and result in the loss of light or privacy to neighbouring properties.

7.11 Front extensions can also change the overall architectural character and emphasis of a property. They can impact on features such as bay windows or decorative entrances. The loss of these features is detrimental not only to the property, but can also undermine the character of a whole street.

7.12 Front extensions should normally be sited behind the building line The building line is considered a line formed by the fronts or sides of houses along a street. Each case is a matter of judgment. Some areas have a clear building line whereas others are more variable. Any development forward of the building line can have a significant effect on the appearance of the street.



Front extension breaks forward of front building line and does not respect the character of the house.



Front extensions that are larger than a porch are usually unacceptable as they are over dominant and significantly change the appearance of the house and street.

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•••• Side Return Extensions

7.13 In Cardiff there are a number of terraced houses that have an original 2 or 3 storey rear annexe. These are usually set in from the boundary on one side, which creates a narrow gap to the boundary wall or passage to the rear of the property, often known as the 'side-return'.

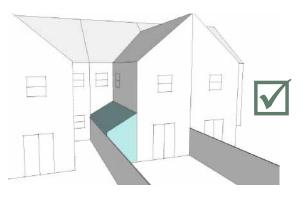
7.14 A successful extension which infills this space is dependant upon:

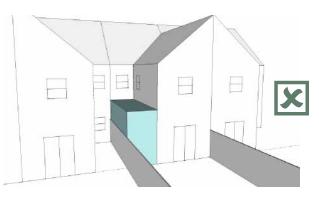
- The design proposed
- The land levels between properties
- Whether the adjacent property has an existing infill extension

7.15 Side Return extensions can have an overbearing impact on the adjacent property. It is important that careful consideration be given to the height and design of the roof of the extension in order to minimise the impact of extension on your neighbour.

7.16 Side Return extensions with flat roofs are often overbearing and you should consider a pitched, 'lean-to' design with the eaves set at a level that respects the fact that Permitted Development would allow for the construction of a 2m high wall or fence along the boundary with your neighbour.

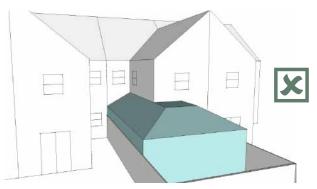
7.17 Materials that are soft or light weight in appearance, such as glazing, may help to reduce the visual impact of any infill extension.





Roof set low relative to retained boundary.

Height of the extension and position on on boundary is overbearing.



Depth and height of extension is overbearing.

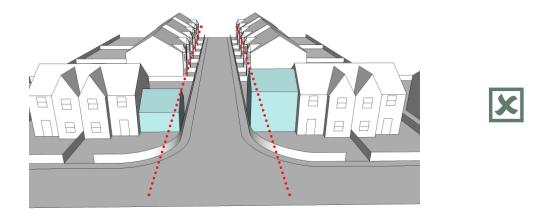
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••• Corner Plots

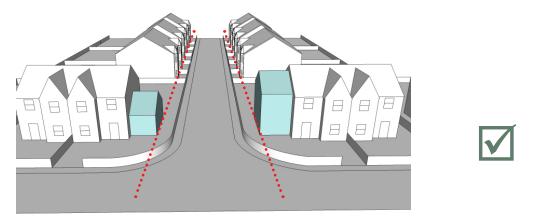
7.18 To avoid creating a 'tunnel' effect, any extension should adhere to the building line along both of the streets to which it relates.

7.19 Corner plots and plots located at junctions are likely to have more than one established building line, each of which should be respected. In most cases there will be two building lines, one to the road facing the property, and one to the side.

7.20 There may be circumstances where developments on corner plots contribute to the creation of a 'gateway feature' at the entrance to a housing area. In such instances, extensions which do not conform to the above criteria may be acceptable subject to the site context and character.



Extensions fail to conform to building line and are of an inappropriate scale to the main dwelling.



Extensions are subordinate to host dwelling and set off side boundary. Roof matches that of host building. Extension respects building line to street.

••• Conservatories

7.21 Conservatories are treated as an extension to your property and are subject to same considerations as a brick extension.

7.22 Care should be taken to ensure that conservatories do not compromise neighbours' privacy. This can be achieved by careful siting, or if necessary, incorporating a solid wall or obscured glazing to the side nearest to the boundary of an adjoining dwelling.

7.23 Ensure that the conservatory can be fully accommodated within your own property boundary. If you build right up to the boundary it is likely that the guttering will overhang. You will need your neighbour's permission to do this, and you will also need to serve notice on them when you apply for planning permission. You should also note the requirements of the Party Wall etc. Act 1996 and the possible implications from building regulations requirements.

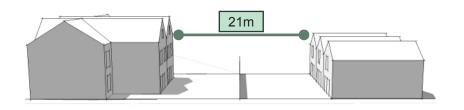


•••• Siting, Scale & Impact on Street Scene

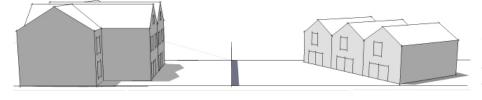
7.24 The scale and form of an extension must be in keeping with, and subservient to, the existing building and its setting. Siting is likely to be influenced by a number of factors, including the space available around your home and the prominence and appearance of the extension to the street scene.

Overlooking

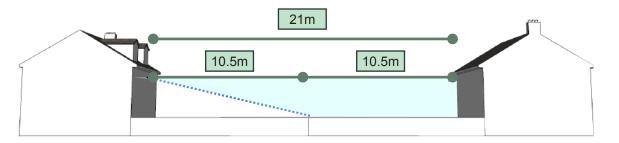
7.25 Extensions should not result in adverse loss of privacy to your neighbours. Windows in an extension must therefore be positioned carefully. First floor side windows, which look directly across to your neighbour's property or garden, should generally be avoided or be obscurely glazed and non-opening. If this is the only window in the room it should only sensibly serve a landing or bathroom.



Allowing 21m where there is direct overlooking of a neighbour's principal room window (lounge, dining, bedroom and kitchen) will avoid loss of privacy.



If the angle of rotation is more than 30 degrees, dwellings could be brought slightly closer together. Account needs to be taken of building height.

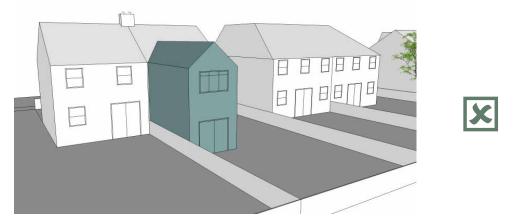


In the case of extensions above single storey, a distance of 10.5m between the rear wall of a property and its rear boundary, and 21m between the rear habitable room windows of dwellings which directly back on to each other, is normally required to avoid overlooking and to protect neighbouring amenity.

••• Avoid Overbearing

7.26 Extensions should not be overbearing to your neighbours or result in an unacceptable loss of daylight or sunlight to neighbouring properties.

7.27 As a general rule, two-storey extensions should not be positioned very close to the boundary adjacent to the garden of a neighbour's property. Two storey extensions if appropriate should be subservient to the main dweling and be limited in depth, width and height so as to avoid an overbearing appearance, significant overshadowing and loss of privacy.



The location and scale of the extension would create an overbearing and oppressive impact upon a neighbouring property.



The location and scale of the extension is appropriate to the existing dwelling and minimises any impact upon the neighbouring property.

•••• Roof Extensions

7.28 Roof extensions can have a significant effect on the appearance of a house and their design needs careful consideration.

7.29 Some roof extensions do not require planning permission, they will however require Building Regulation approval. The *Planning Portal* (Welsh site) provides a comprehensive guide. **Roof extensions in Conservation Areas will always require planning permission for which a fee is applicable.**

7.30 A loft conversion or roof extension is an effective way of achieving extra accommodation within the roof space (play room, guest room, or study), subject to the suitability of the existing roof structure. Different roof types mean there cannot be a standard design solution, but often the work will result in the installation of dormer windows. The same care and attention to detail should be taken over size, position, materials and window details as for any other alteration, addition or extension.

7.31 Roof extensions should be sympathetic to their context in terms of scale, positioning, detailing and materials to ensure that the development results in a balanced appearance which fits comfortably into the wider street scene, particularly if the neighbourhood has a very strong style or character.

••• Roof Alterations and Increased Roof Height

7.32 Roof alterations to bungalows, can lead to a significant change in the character and appearance of an area, and can lead to loss of privacy and amenity to neighbours

7.33 As with other types of extensions, the size, location, materials and design should complement those of the existing dwelling. Overlooking should be avoided where possible and the extension should not adversely affect the living conditions of surrounding neighbours.

7.34 Proposals for roof extensions to create extra living space should be designed to minimise the effect on neighbouring properties of overshadowing and overlooking. It may be more appropriate to create a dormer bungalow, by increasing the roof pitch and adding dormer windows. You should follow the advice set out in the Dormer Windows section (see page 28), as in some cases the addition of new loft dormers can overlook previously private areas which could compromise the privacy of neighbours.

7.35 Before submitting for roof alterations to a bungalow it is advised to ensure that the existing bungalow can support the extra weight. Any demolition of a bungalow will require planning permission and the appropriate fee.

7.36 Where a roof ridge needs to be raised to allow increased headroom in the roof space, careful consideration should be given to its impact on the street scene.

7.37 Some roof spaces may not be suitable for conversion as the roof pitch is too shallow. In such circumstances getting enough headroom may result in an overly large addition to the roof, which may have a detrimental effect on the character and appearance of the house.

7.38 Where a roof is raised, its pitch should reflect the original, or the roofs of other nearby buildings, as appropriate. Any such proposal will be considered within the context of the site and associated levels.



In an area where most roofs are the same height, the significant raising of the roof of a house could look over-dominant and out of character with the surrounding area.

••• Roof Form

7.39 The roof of an extension should match the main roof in terms of style, form, pitch and materials to ensure that the extension appears to be part of the original house.

7.40 The ridge height of any extension should usually be lower than the original roof to emphasise the distinction between the original dwelling and its addition, and to ensure the subservience of the addition. Depending on the architectural style of the original building, a pitched, hipped or gabled roof will almost always be more appropriate than a flat roof.

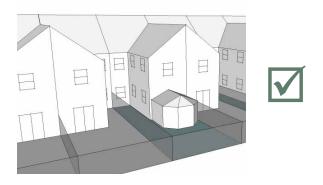


Flat roofs, particularly in prominent positions are best avoided as they can present long-term maintenance problems and rarely appear as though they blend harmoniously with the existing property.

••• Impact on Amenity Space, Privacy and Visual Amenity

7.41 Any extensions to the side or rear of your house should maintain a 'reasonable' extension to back garden ratio. This will vary according to the size and location of your house.

7.42 Any dwelling can accommodate only a finite amount of extension. In addition to the visual impact, the over-development of a property will result in an inadequate amount of amenity space within the plot and could have a detrimental impact on neighbouring amenity through overshadowing and loss of light and privacy. Any extension should not result in the overdevelopment of the original garden area.



Extension is modest in scale and retains a sufficient and useable rear garden area.



7.43 Sufficient garden space should be retained to accommodate bin and cycle storage, a washing line and a useable form of private amenity space. A minimum of 25 sqm of an appropriate shape and siting should be retained, although this figure is dependent upon the individual context and size of the house and garden.

7.44 For larger houses, or those in areas where the established character includes good sized private gardens, any extensions or groups of extensions / outbuildings beyond the Permitted Development limit, should ensure the retention of a significant area of garden space. Proposals in this instance will be considered in relation to the character and context of the original house.



Extension is an over-development of the garden plot.

7.45 Trees and established hedges and vegetation provide amenity value and, wherever possible, should be retained. You should site your extension to avoid the removal of significant and healthy trees. Where trees and hedges are retained then the foundations for the development must be designed to accommodate existing root structures and future growth. Also ensure that if a young tree is to remain close to the extension that it has room for future growth. If the loss of a tree is unavoidable, a replacement should be planted in another location within the site.

Rear Access

7.46 Many dwellings have a direct access from the front of the property to the rear, other than by passing through the building. If a side extension is set away from the boundary then it can allow for bins to be stored at the rear, easier access to the rear garden without needing to go through the house, and, for easier access to undertake future property maintenance.

••• Bin Storage

7.47 Adequate provision should be made for waste, recycling and composting facilities in accordance with the guidelines of the Councils *Waste Collection and Storage Facilities SPG*.

7.48 If planning an extension you should consider where refuse bins are to be located so that they are stored in a visually discrete manner. It is preferable to provide for bin storage to the rear.

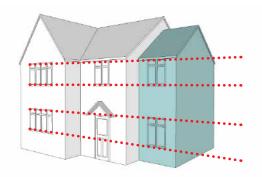
••• Highway Safety & Parking

7.49 An extension should not have an adverse impact on highway safety. The loss of parking provision as a result of an extension, or the conversion of a garage, will be assessed against the guidance contained in the *Council's adopted Access, Circulation and Parking Standards SPG (2010)*.

••• Detailing and Materials

7.50 All materials and detailing should reflect or complement the existing house.

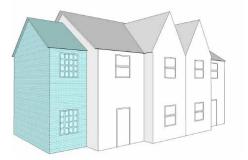
7.51 Matching brickwork and pointing is important. Unless your property is very modern, it is likely that the original bricks have weathered and changed in appearance. When you construct your extension, even if it is from the same type of bricks that were originally used, there will be a distinctive difference in the appearance of the extension compared to the original house. It is therefore appropriate to set the extension back slightly so that there is a neater join in the materials and a more acceptable visual appearance. If necessary, roof tiles from the rear of the original building should be used to ensure a colour match at the front of the property.



The size, positioning, style and materials of new windows and doors should generally match those on the existing dwelling in order to achieve a consistent appearance.



7.52 The architectural detailing on the existing property should be repeated, where appropriate, on any extension. This includes the continuation of plinths, stringcourses, decorative brickwork, bargeboards, sills and fascias as they are important elements in the overall design. The repeat of details such as decorative bargeboards, quoins or brick courses can also help to integrate the extension with the original property.



The materials and detailing of the extension fails to complement those used in the existing property. Conflicting materials can lead to an unattractive appearance.New windows should also reflect those in the original dwelling in terms of design, positioning and size.



••• Hip to Gable Roof Extensions

7.53 An extension that results in the conversion of a hipped to a gabled roof can unbalance the appearance of a house, pair of semi-detached houses or terrace. This is especially so when the roofscape and spaces between buildings are important features of the character of a street.

7.54 All hip to gable extensions should have roof tiles or slates to exactly match those of the original roof. The extended gable wall should also match the materials of the existing dwelling.

7.55 Often, enough old slates or tiles from the rear of the original property can be salvaged to re-cover the front roof slope to ensure a colour match at the front.



Hip to gable roof extension on a semi-detached property.

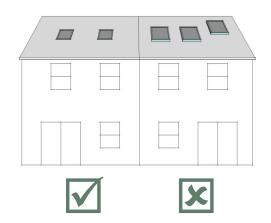


The extended gable wall should match the existing dwelling.



7.56 Where a roof light is required to the front, or other prominent elevation, care should be taken to ensure that its proportions and positioning reflect the style and character of a dwelling, and that it does not look unduly prominent. Flush-fitting roof lights may help to reduce prominence.

7.57 In conservation areas the installation of roof lights requires planning permission. Roof lights should be few in number, discreetly positioned so that they are not readily visible from prominent views within the conservation area and should be of a 'conservation type' which do not protrude above the plane of the roof. Consideration should also be given to the general arrangement of any roof lights in order to reduce their impact, even if this is limited to private views alone.



Roof lights should be evenly spaced, matching and relate to features of the house (diagram above details the rear of a typical pair of semi-detatched properties).

•••Chimneys

7.58 Chimneys are an important feature of many properties and contribute to the overall character of the skyline. The rebuilding of stacks and reinstatement of chimney pots where possible will be supported. The Building Regulations Part J places specific requirements on the design of chimneys and flues to ensure that they can discharge the products of combustion safely.

7.59 Within conservation areas the installation, alteration, replacement or removal of a chimney will require planning permission.

7.60 Where a chimney, or group of chimneys, make a positive contribution to the character and appearance of a conservation area, its removal or unsympathetic alteration will be resisted.

••• Dormer Windows

7.61 Where there is inadequate headroom within an existing roof space, it may be possible to create additional space through the insertion of dormer windows.

<u>Design</u>

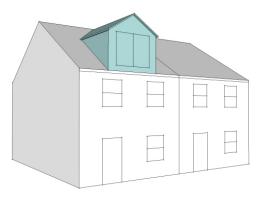
7.62 The design of dormer windows should be considered carefully as they can have a significant impact on the character and appearance of a house and its surrounding area.

Dormer windows should:

- Relate well to the dwelling on which they are positioned/located
- · Relate well to the context of the street or immediate surroundings
- Be avoided on the front elevation of a dwelling, unless they are a local feature
- Be appropriately scaled in order that they appear subservient to the existing roof
- Be set up from the external wall, down from the ridge and in from either side by an appropriate distance
- Be finished in materials which reflect or complement the main dwelling
- Respect any symmetry evident within the existing dwelling
- Positioned to minimise impact upon neighboring amenity.

Position

7.63 Dormers should normally be positioned on the least prominent elevation – usually the rear. Frontfacing dormers have a big impact on the appearance of the house and the street. Dormers positioned to the side of rear annexes, where planning permission is required, can be inappropriate in terms of privacy and visual impact. Where there is a requirement to provide adequate headroom for stairs, the dormer should be set down from the ridge and clear of the hips.



Front dormers can have a big impact on the appearance of the house and street.

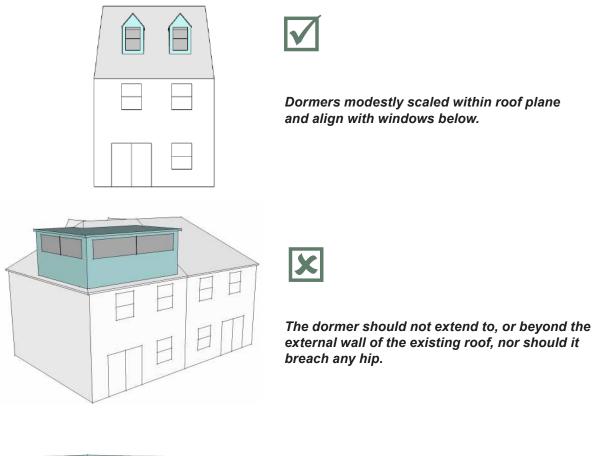


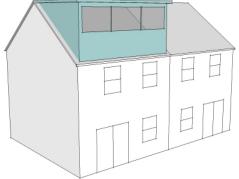
<u>Scale</u>

7.64 Dormer windows should not dominate the original house and should look as though they were designed as part of the original roof of a dwelling.

7.65 The scale of a dormer window should be appropriate to the roof upon which it is located. To achieve this, dormers should be set in from either side of the roof, set down from the ridge and set up from the external wall. It is important that dormers appear well proportioned and therefore subservient to a roof.

7.66 The roof of the dormer should not extend to, or beyond the external wall of the existing roof, nor should it breach any hip. Large, flat roofed dormers are over-dominant and can cause the property to appear 'top-heavy'.







Box dormer excessively scaled within roof, poor window alignment with building below.

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Materials

7.67 Dormer extensions should appear subservient to the original dwelling/roof and relate well to the existing roof through the use of materials. The window(s) should fill the majority of the front of the dormer in order to limit the use of surrounding cladding materials.

Window Style

Avoid mixing window types.

7.68 The windows of the dormer should match those in the rest of the house in terms of proportions, materials and opening and also reflect any evident symmetry.

••• Porches

8.1 A porch can take many forms from a simple canopy to an enclosed structure. The front entrance of a property is the main focal point and small alterations can have a large impact on the streetscene, with poorly designed porches significantly detracting from the appearance of a property.

8.2 Porches should be designed to complement the character of and be subservient to the original house. The roof should reflect the design and pitch of the main property. A porch situated close to a neighbouring property should be designed to have minimal impact on the amenity of the adjacent dwelling.



Scale and design of the porch is out of character within the street scene

••• Recessed Entrances

8.3 The insertion of a second external door, to bring the entrance flush with the front of the property can detract from the appearance of the dwelling.

8.4 Many Victorian and Edwardian terraced houses in Cardiff have recessed front doors, often with ornate tiled or feature doorways. In conservation areas planning permission may be required for the enclosure of this type of entrance and in general such applications will not be supported.

••• Garages

8.5 A new garage, whether an extension or a detached structure should:

- Reflect the style, character and proportions of the house and its surroundings
- Be built of the same materials and have consistent detailing to the main house
- Be subservient to the house, in size, scale and location
- Not project forward of the house
- Be capable of being overlooked from the house.

8.6 Consideration should be given to how difficult or easy it will be to manoeuvre a car in and out of the proposed garage. You should design a layout which retains some of the landscaping and planting in the front garden, together with safe pedestrian access to the house.

8.7 Separate consent for the construction of a new crossover across the pavement should be obtained from *council's highways section*. They will provide further information about construction standards and current charges.

8.8 Although car ports do not have enclosing walls, the same design issues apply.

••• Conversion of a Garage to Living Space

8.9 The conversion of an existing garage into additional living space can result in changes to the external appearance of the building as well as reducing parking availability. New windows and doors should match the main property in terms of proportions, materials and openings.

8.10 Advice should be sought from *Development Management* as to whether planning permission is required for converting your garage. See also the *Planning Portal*.

8.11 Building Regulation approval will be required.

8.12 The loss of parking provision as a result of the conversion of a garage will be assessed against the guidance contained in the Council's adopted Access, Circulation and Parking Standards SPG (2010).

••• Sheds / Garden Rooms / Home Offices

8.13 Any structures within the curtilage of your property should respect the privacy and amenity of neighbours, and should respond positively to local character and context, as well as the main house.

8.14 Large garden buildings if used for purposes other than storage may intensify the use of garden spaces and they may detract from the generally green nature of gardens, contributing to the loss of amenity for existing and future residents of the property.

- Siting, scale and design should be visually subordinate to the garden
- The development should NOT detract from the amenity of neighbouring gardens
- Suitable landscaping should be used to reduce the impact of development
- Use materials which complement the main property

8.15 The materials should be similar to the ones used in the rear of the existing house. The proposed roof style should also match that of the roof of the original house.

•••• Family Annexes

8.16 If the purpose of an extension is to provide accommodation for a relative, and not a separate dwelling, you should follow the general guidance for extensions outlined in this document.

8.17 Annexes will only be acceptable where:

- The scale and appearance of the building is modest in proportion to the site
- The plot is of sufficient size to comfortably accommodate the building
- Clear dependency is retained at all times with the main property

8.18 Dependency can be demonstrated through the sharing of facilities with the main building, such as garden space, kitchen/bathroom facilities, site access and the retention of internal links.

••• Driveways and Hardstandings

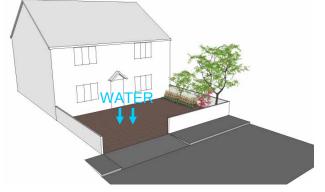
8.19 When considering driveways and hardstandings you should use permeable surfacing or only cover a small part of the front garden, allowing water to drain into remaining soft landscaped areas such as flower beds. For further advice please see **Guidance on the permeable surfacing of front** gardens. *Department for Communities and Local Government 2008*.

8.20 A standard car parking space is 2.4m (width) x 4.8m (length) and no vehicle must project out from the driveway and over the pavement. If the hardstanding is to be enclosed with gates they should open inwards to prevent obstruction of the pavement/ highway.

8.21 The hardstanding must be connected to the highway via a crossover across the pavement. Separate consent for the construction of a new crossover may be required from the *council's highways section*.

Non permeable surfacing may cover part of the front garden, providing that surface water is directed onto a porous or permeable surface, such as a grassed area.





Driveway / hardstanding constructed from porous or permeable material.



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•••• Garden Decking and Platforms

8.22 Any structures within the curtilage of your property should respect the privacy and amenity of neighbours.

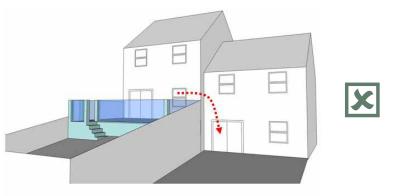
8.23 Proposals will be assessed in terms of:

- Loss of privacy (in neighbouring houses and gardens)
- Dominance
- Loss of character or amenity of the area

8.24 Decking should not be prominently located or easily viewed from public vantage points. It should ideally set in from the boundary and where there is sufficient permanent screening, such as a high boundary wall or an outbuilding in an adjacent garden.

8.25 In some circumstances, to reduce overlooking, it may be possible to install screening such as fencing/trellising but any screening should not result in significant overshadowing or loss of outlook from neighbouring dwellings or have a detrimental impact on visual amenity.

8.26 Raised areas of decking and platforms should be provided with suitable edge protection or guarding to prevent the risk of falls. The *Building Regulations Part K* provides suitable guidance.



The positioning of decking should respect the rights of neighbouring residents to enjoy their gardens without being the subject of intrusive overlooking.

••• Balconies and Roof Terraces

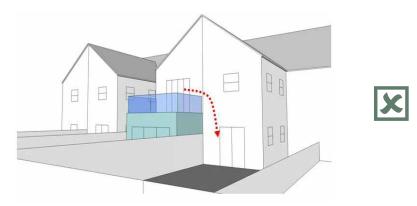
8.27 When considering a balcony or roof terrace you should take into account the impact on neighbours.

8.28 Potential problems include overlooking and privacy, structural stability, daylight, noise, light spillage and security. Consideration should therefore be given to the following:

- Use of setbacks to minimise overlooking (a balcony need not necessarily cover the entire available wall space)
- Use of screens or planting to prevent overlooking of habitable rooms or gardens, without reducing daylight and sunlight or outlook
- The need to avoid creating climbing opportunities for burglars
- Ensuring that the existing flat roof area is designed to accept additional loading as a floor
- Balustrades and guarding are designed to prevent the risk of falling

8.29 A roof terrace should be set back behind the slope of a pitched roof or a parapet. The dimensions of the roof should be sufficient to accommodate a terrace without adversely affecting the appearance of the roof or the elevation of the property. A Building Regulation application will be required to change an existing flat roof in to a balcony or roof terrace.

- Any balustrades should be well set back behind the line of the roof slope, and be invisible from the ground
- The terrace should not result in overlooking of habitable rooms of adjacent properties



Roof terraces should not allow for the private ammenity of the neighbouring properties to be unacceptably compromised.

•••• Walls, Fences, Hedges and Railings

8.30 Boundary treatments, particularly front boundaries, have a significant impact on the character of an area and the street.

8.31 Original gates, railings and walls should be retained, restored and repaired. Where walls, hedges or railings have been previously removed, consideration should be given to their reinstatement.

8.32 Alterations to walls, fences, hedges or railings should be carefully considered in terms of both appearance, siting and security.

8.33 Front enclosures will be resisted in areas which have established open plan gardens as they could disrupt the open character of the street and harm the visual amenity of the area.

8.34 The Party Wall etc. Act 1996 may impose specific requirements.



High fences or walls to the front or side of a property can be very stark additions which harm the character of an area.

•••• Satellite Dishes, TV and Radio Aerials

8.35 In order to minimise the visual impact, such equipment should respect the views from the street and neighbours' properties.

8.36 Keep dishes and aerials out of sight as much as possible. Consider placing them:

- Within roof slopes
- Behind roof parapets
- On side walls
- On a rear extension roof
- On lower roofs or garages
- In the rear garden

8.37 More information is outlined in *A* Householders Planning Guide For The Installation Of Antennas, Including Satellite Dishes, Welsh Government 2008.

8.38 Within conservation areas, satelite dishes require planning permission where they face on to and are visible from a road.

•••• Cladding, Pebble Dash, External Wall Insulation

8.39 If you are thinking of carrying out any external wall treatment please consider whether it will have an adverse effect on the structural integrity of the house.

8.40 External treatments can bridge damp courses and block air bricks. Rainwater / ice can be trapped behind them. This may result in condensation and timber rot.

8.41 Work on the 'thermal envelope' either inside or outside the property is likely to require Building Regulations approval; you should contact Building Control for further advice.

8.42 Cladding of properties in a Conservation Area in any external wall insulation or with stone, artificial stone, pebble dash, render, timber, plastic or tiles will require planning permission.

•••• Replacement Windows and Doors

8.43 Altering door or window openings, or replacing windows and doors, can radically change the character and appearance of your home and affect the appearance of the area. This is particularly the case where the property forms part of a terrace or is one of a pair of semi-detached houses.

8.44 Alterations to windows and door in conservation areas often requires planning permission.

8.45 For further advice on window replacement in conservation areas please see the *Window Repair* & *Replacement in Conservation Areas* advice note.

•••• Energy Efficiency

9.1 All proposals for alterations or extensions should take account of opportunities for reducing energy-use.

9.2 Building Regulations impose minimum standards for energy efficiency. Should you wish to introduce further sustainable design measures, you may wish to consider the following points:

- Orientation and siting to take account sunlight /other micro-climatic effects
- Internal layout which maximises the conservation of heat and natural ventilation
- Suitability of renewable energy systems (e.g. solar power)
- Grey water recycling and rain water collection systems
- impact of planting, such as green roofs or use of natural screening
- sustainable choice of materials, such as natural or locally sourced, recycled and recyclable materials.

9.3 For further guidance see;

Planning Policy Wales, Tan 12: Design and Planning for Sustainable Buildings Practice Guidance (July 2014)

•••• Solar Panels, Photovoltaics and Wind Turbines

9.4 Consideration needs to be given to the visibility of the panels and turbines and their likely impact. They should be positioned in an unobtrusive location and integrated with existing features such as on a rear or inner roof-slope.

9.5 Solar and PV panels should not be installed above the ridgeline and should be positioned to balance with existing features such as roof lights, chimneys and gable details. Sensitive design and appearance is required. Flat plate solar collectors can be integrated more closely with the roof.

9.6 With domestic wind turbines you will need to consider:

- Where the turbine is to be installed on the property
- How high it will extend above the highest part of the roof
- Its physical size
- Its colour

9.7 If you wish to install a solar panel or turbine on your roof Building Regulations will normally apply. The ability of the existing roof to carry the load will need to be checked and some strengthening work may be needed.

9.8 Installation should be carried out by a trained and experienced contractor who is accredited with the *Microgeneration Certification Scheme*. Further guidance is available from the *Welsh Assembly Government*.

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••• Green Roofs and Living Walls

9.9 Green roofs or living walls can create habitats and store / slow down the rate of rain water run-off, helping to reduce the risk of flooding.

9.10 Green roofs are specially designed and constructed to be waterproof and covered with material to encourage wildlife and to help plants grow. Green walls are structures attached to walls, where plants have been planted either directly into material within the wall or in the ground or a pot and encouraged to climb up a structure so that the wall is covered with vegetation. They both provide useful habitats and a food source for birds and bats. Dense foliage provides nesting sites for birds, evergreen climbing plants provide insulation and can reduce wind chill during winter months. Climbing plants provide shade which can help to cool a building in summer.

9.11 Careful consideration needs to be given to the design of the roof and any blank walls to enable the incorporation of these features and the need to access these areas for maintenance.

9.12 Where green roofs are to be accessible for amenity / sitting out purposes, potential overlooking and loss of privacy to adjoining properties will need to be assessed; additionally the requirements of the Building Regulations will also be relevant.

••• Design for Security

10.1 Under S17 of the Crime & Disorder Act, the Council is obliged to encourage design that reduces crime.

10.2 All developments must demonstrate how they positively contribute towards safe and secure environments (such as providing natural surveillance together with a sense of ownership), and these measures should be effective, and proportionate to the local crime risk factors.

10.3 Alterations should maximise opportunities to provide overlooking of access routes and parking areas and limit the creation of hidden recesses and poor sightlines.

- Front enclosures should be low enough to see over (no higher than 1 metre)
- High walls and fences of 1.8m provide good security at the rear
- Side entrances should be lockable
- Boundary walls, bin and fuel stores, low flat roofs and balconies should be designed so that they do not provide climbing aids to gain access into the property
- Windows in a new extension should be positioned to maximise views over parking and private areas
- Consider fitting low energy dusk to dawn lighting to front/rear/side access points
- Movement sensitive lighting should be located with suitable timing devices to avoid unnecessary light pollution
- Ensure that all locks are securely fitted and meet British Security Standards
- Fit laminated glass to side lights of doors and accessible windows which are not overlooked

10.4 Particular care is needed when installing security devices on listed buildings. Listed Building Consent may be required.

10.5 Further advice is available from www.securedbydesign.com

Householder Design Checklist

Householder Design Checklist	
Have you discussed the proposal with neighbours?	
Is a Design and Access Statement required?	
Is your property a Listed Building or in a conservation area requiring specialist advice?	
Are there any implications for Tree Preservation Orders or protected species, requiring specialist advice?	
Does the design address the character of the property and surrounding street?	
Does the design avoid harmful impact on your neighbours in terms of loss of light, overshadowing and privacy?	
Does the proposal result in an adequate provision of amenity space?	
Does the design take account of opportunities for resource efficiency?	
Have measures been taken to reduce crime?	
Have any changes to access and/or parking been agreed with the council?	
Do your proposals also require a separate Building Regulation application to be made to the council?	
Are your proposals affected by the requirements of the Party Wall etc. Act 1996?	

•••• Appendix A: Policy Context

The Welsh Assembly Government supports the use of supplementary planning guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance and may be taken into account as a material planning consideration in planning decisions.

High quality building design is encouraged throughout the planning policy framework:

Planning Policy Wales

Planning Policy Wales and Technical Advice Note (TAN) 12: Design acknowledge the role that good design in new development can play in enhancing the environment, delivering sustainable development, attracting inward investment and promoting social inclusion and well-being. Good design is not just about the physical appearance of development, but achieving sustainable forms of development that successfully respond to their local context and character.

Town and Country (General Permitted Development) (Amendment) (Wales) Order 2013

The order introduces a number of changes to permitted development rights including: greater flexibility to enable householders to make a wider range of improvements and alterations to their homes without the need to apply for planning permission. A Householder Guide is available from the website wales.gov.uk (see *Appendix B*)

City of Cardiff Local Plan

This draft guidance supplements Policy 11 (Design and Aesthetic Quality) of the City of Cardiff Local Plan (Adopted January 1996), which states:

'All new development should be of good design which has proper regard to the scale and character of the surrounding environment and does not adversely affect the aesthetic quality of the area.'

The Cardiff Unitary Development Plan

The Cardiff Unitary Development Plan was placed on deposit in October 2003. Following introduction of the European SEA (Strategic Environmental Assessment) Directive in 2004 and subsequent up-dated guidance from the Welsh Assembly Government on development planning, the Council has sought the agreement of the Assembly to cease preparation of the Cardiff UDP and commence preparation of a Local Development Plan (LDP).

Guidance issued by the Welsh Assembly Government in respect of LDPs indicates that where a UDP has been put on deposit it may remain a consideration in development control decisions until such time as an LDP has been placed on deposit. Generally, the weight to be attached to policies in emerging UDPs depends on the stage of plan preparation, the degree of any conflict with adopted plans, and the number and nature of any objections and/or representations in support of the policy.

Policy 1B (Achieving Good Design) of the deposited Cardiff UDP states:

Good design will be sought in all development

Policy 2.20 (Good Design) of the deposited Cardiff UDP states:

All development will be required to demonstrate good design by:

- a) Satisfactorily responding to local character and context;
- b) Achieving a legible development which relates well to adjoining spaces and the public realm;
- c) Providing a safe and accessible environment for everyone who might use or visit it;
- d) Providing for the efficient use of resources and adaptability to changing requirements; and
- e) Satisfactorily addressing issues of layout, density, scale, massing, height, detailing and landscaping

Representations were made at deposit, objecting to the above proposed policies.

••• Appendix B: Contacts

<u>Connect to Cardiff</u> Tel.: 029 2087 2087 Tel.: 029 2087 2088 (Cymraeg) <u>Contact form</u>

<u>www.cardiff.gov.uk</u> Planning advice, Building Control advice, maps to download of conservation area boundaries, advice on statutory considerations listed above.

<u>Development Management</u> Planning Permission, Pre-Application discussions developmentcontrol@cardiff.gov.uk

Building Control Building Regulations buildingcontrol@cardiff.gov.uk

Biodiversity@cardiff.gov.uk

Conservation and Historic Buildings conservation@cardiff.gov.uk

LDP (Local Development Plan) developmentplan@cardiff.gov.uk

<u>Trees and Hedgerows</u> treeprotection@cardiff.gov.uk

<u>Sewers & Drains</u> highways@cardiff.gov.uk

<u>Skips, Scaffolding and Hoardings</u> highwaypermits@cardiff.gov.uk

Sustainable Development sustainabledevelopment@cardiff.gov.uk

Vehicle Crossovers highways@cardiff.gov.uk <u>Cadw</u> The Welsh Assembly Government's historic environment service <u>www.cadw.wales.gov.uk</u> cadw@wales.gsi.gov.uk

<u>CIAT</u> Chartered Institute of Architectural Technologists www.ciat.org.uk

Design Commission for Wales www.dcfw.org

Health & Safety Executive www.HSE.gov.uk

Natural Resources Wales Floodrisk, protected species etc. www.naturalresourceswales.gov.uk

Party Walls Faculty of Party Wall Surveyors provides party wall surveyors by area www.fpws.org.uk

<u>RICS Wales</u> Royal Institute of Chartered Surveyors www.rics.org/wales

RSAW Royal Society of Architects in Wales

Royal Town Planning Institute www.rtpi.org.uk

<u>Secured by Design</u> www.securedbydesign.com

<u>Planning Portal</u> The Government's online planning and building regulations resource. (Please ensure you view the Welsh site – check for the flag in the top right hand corner.) www.planningportal.gov.uk

IHBC The Institute of Historic Building Conservation www.ihbc.org.uk

AABC Register of Architects Accredited in Building Conservation www.aabc-register.co.uk

<u>RIBA</u> Royal Institute of British Architects www.architecture.com

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•••• Appendix C: Glossary

Arboricultural Relating to trees. The quality of life enjoyed by occupants. Factors which make a Amenity positive contribution to the overall character of the area - trees, landscaping, architecture etc. **Amenity Space** Areas of open space such as gardens, balconies and roof terraces. **Article 4 Direction** A direction under Article 4 of the Town and Country Planning (General Permitted Development) Order 1995, which removes specified permitted development rights to a property within an identified area, usually within a conservation area. **Bargeboard** A timber piece fitted to the outer edge of a gable, sometimes carved for decorative effect. stop end aros board qutter slate or plain fascia tiles (top) surface flat A protruding element of the main elevation, set forward of the building Bay line. **Building Line** The line formed by the frontages of buildings along a street. The horizontal ledge at the base of a window or door frame. <u>Cill (Sill)</u> Requirements or restrictions placed on a property or development, **Conditions** specified in its planning consent. **Conservation Area** An area of special architectural or historic interest designated under the Planning (Listed Buildings & Conservation Areas) Act 1990, whose character and appearance is desirable to preserve and enhance. The setting or surroundings of a building, usually the area from which Context a building can be seen (front, rear or side). Curtilage The land around, and belonging to, a house. Includes hard standing and garden areas. A small window, projecting beyond the plane of the existing roof slope. **Dormer Window**

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Elevation	The front, side or back walls of the building and features inserted in them.
Features	In relation to buildings; the aspects of it such as windows, materials used, corner and edge treatments that are distinctive and give the building unique character.
- enestration	The style and arrangement of the windows on a property.
Gable Roof	The generally triangular section of wall at the end of a ridged roof.
Habitable Room	Any room used for sleeping, cooking, living or eating purpose. Bath or toilet facilities, corridors, hallways, utility rooms or kitchens with no dining facilities are excluded from this definition.
<u>Highway</u>	Any road open to vehicles (adopted or not) as well as any footpath (which can be used by the public) and bridleways.
Hipped Roof	A roof that slopes down to each of the eaves of the House.

The point at which the top of the wall meets the roofline.



Elevation

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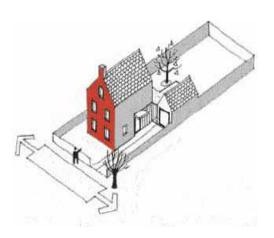
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Listed Building	A building of special architectural or historic interest. Listed buildings are grade 1, 2* or 2 with grade 1 being the highest. Cadw is responsible for designating buildings for listing in Wales.
<u>Main Windows</u>	The primary source of light into main living rooms of a dwelling, including dining and living rooms.
Off-street Parking	Car parking provided on private land which reduces the use of the highway for car parking.
Party Wall	A wall or fence that straddles the boundary between two or more properties or stands entirely on land in one ownership but used to separate two buildings in separate ownership/occupation.
Permitted Development	You can make certain types of minor changes to your property without needing to apply for planning permission. These are called 'Permitted Development' rights. They derive from a general planning permission granted not by the local authority but by the Welsh Assembly Government.
<u>Plan</u>	The plan should show property boundaries and means of access to the site, and nearby structures if they are relevant to the design. Within the site boundary, the plan should show the buildings already existing and those that are proposed.
<u>Plinth</u>	A visible support or base to a wall, pedestal or column.
Pointing	The visible mortar finish to the jointing between bricks or stone blocks in a wall.
<u>'Principal' Elevation</u>	Usually the front of the house which faces (directly or at an angle) the main highway serving the house. It will contain the main architectural features such as main bay windows or a porch serving the main entrance to the house.



<u>Quoins</u>	The junction formed between the front and side wall of a building; also at a window or door opening. In traditional buildings the quoin is often emphasised by larger blocks of stone or different colours of brickwork.
<u>Render</u>	External wall finish of cement/lime/sand, sometimes textured and often painted.
Ridge Line	Generally the highest point of the roof except for the chimneys, where the slopes meet.
Ridge Tile	Half-round tile fitted to apex of roof.
Roof Light	A window inserted into, and laying flush with, the roof slope.
Roof Pitch	The angle at which the roof slopes from the top of the wall to the ridgeline.
Roughcast	A rough textured render.
<u>Sightlines</u>	Direct lines of vision for a driver of a motor vehicle. Can be taken along a highway or at a road junction or access point.
<u>Skylight</u>	A horizontal glazed opening set in a flat roof. set in a sloping roof.
Street Scene / Streetscape	Everything that can be seen along a street from any given point.
String course	A continuous layer of building material, such as brick or tile, on a wall or roof of a building.
Subordinate / Subservient	Of lesser importance or status
<u>Surveillance</u>	An area which can be easily observed by overlooking windows, doors or other activity such as passing traffic/pedestrians.
<u>Thermal Element</u>	Wall, floor or roof which separates a thermally conditioned part of the building from the external environment or an unconditioned or lesser conditioned space.
Valley	The intersection of two sloping surfaces of a roof towards which water flows.
<u>Visibility Splay</u>	An area of land on which the height of any object is restricted in order that a sightline can be taken across the land.

••• Appendix D: Consultation Representations and Responses

Public consultation was undertaken between 17th November and 15th December 2014. A press notice was placed in a local newspaper on Monday 17th November 2014 and notices and copies of the draft guidance were placed in all Cardiff library facilities and at County Hall Reception. The draft guidance was also published on the Council website

Letters notifying that consultation was being undertaken on the draft guidance were sent to all Cardiff Councillors, the Welsh Assembly Government, Community Councils in Cardiff and the following that are known to have general interest in planning in Cardiff or a potential interest in this guidance:

Alder King Artisreal Ltd Arup Asbri Plannning Atkins Atriarc Group Austin-Smith: Lord Barton Willmore Planning Partnership Boyer Planning C2J Architects & Town Planners **CFW Architects** Cadw Cardiff Access Group Cardiff University CDN Planning Civic Societies of Cardiff and Penarth Civic Trust Wales **Davies Sutton Architects** David Preece Architect Derek Prosser Associates Design Circle RSWA South **Design Group 3 Architects Design Commission DLP Consultants Cardiff** DPP **DTB** Design DTZ Gerald Eve LLP GL Hearn **G** Powys Jones Geraint John Planning Ltd **GVA Grimley** Harmers Holder Mathias Honesty Planning Hyder Consulting John Wootton Architects Loyn & Co Architects Malcolm Scott Consultants Ltd Mason Richards Planning Mango Planning Nathaniel Lichfield & Partners Ltd Neame Sutton Peacock & Smith Planning

Peter Brett Associates Peter Wiliams Architects Phillippa Cole PMG Planning Aid **Planning Issues** Paul Dickinson & Associates Pagasus Planning Group Powell Dobson Robertson Francis Partnership **Rio Architects RICS Wales RPS** Cardiff **RTPI Wales** RSAW Savills SK Design SLR Consulting Stedman Architectural Shawn Cullen Stephen Hoday MBE Sullivan Land & Planning Stridetrglown Tanner & Tilley Terry Nunns Architects The Planning Bureau **Turley Associates** White Young Green Wigley Fox Partnership WAG Vale of Glamorgan Council Rhondda Cynon Taff County Borough Council Caerphilly Borough Council Newport City Council

Lisvane Community Council Old St Mellons Community Council Pentrych Community Council Radyr and Morganstown Community Council

St Fagans Community Council Tongwynlais Community Council

Llandaff Conservation Group, East Cardiff Conservation Group, North West Cardiff Conservation Group, Cathedral Page Road Conservation, Central Area Conservation Group

Page	Comment	Response / Action
First Con	sultation	-
Page 10	We welcome reference to 'permits and licences' needed for skips in Other Considerations. Could reference be made here the considerations necessary for materials stored directly on the road or pavement and for proper disposal of waste during development?	This issue falls outside of planning control. No Change.
Page 13	On the issue of developments above a single storey leaving 10.5m to rear garden wall, which we support, can it be specified that evidence of this is expected to be provided in planning applications?	Scale drawings submitted as part of any planning application should demonstrate that appropriate separation distances are achieved. Planning officers will ensure that appropriate levels of privacy are maintained on a case by case basis. No Change.
Page 17	Rear Extensions - there is reference to natural light and outlook to 'habitable rooms' in neighbouring properties. In York's document (House Extensions and Alterations SPG) there is reference on Page 7 & 8 to the impact of light on the neighbouring property and Page 9 of outlook and dominance, some of which potentially could be incorporated to strengthen this guidance.	Issues surrounding light and outlook from rear extensions will be considered by planning officers on a case by case basis. No Change.
Page 20	Side Return Extensions - this should also take into account any previous rear extensions to the original. This side 'infill', whilst possibly relatively small by itself, could create a very domineering effect out-of-keeping with the original property if there is already a rear extension, to the detriment of garden space and neighbouring properties.	Planning officers will consider an application on its merits and on a case by case basis. No change.
Page 26	Why is the sentence that in conservation areas roof lights may only be acceptable to the rear being removed? Whilst sensitive development with front roof lights may be possible, surely keeping that in would retain control in conservation areas. Is this to do with changes in Welsh planning Law?	Changes to permitted development rights mean that the addition of a rooflight in a Conservation area now requires planning permission wherever it is located on a building. As a consequence, the Council has powers to restrict inappropriate placement. No change.
Page 28	With regard to dormer windows - the guidance could say 'The scale of a dormer window should be appropriate to the roof upon which it is located. To achieve this, dormers should be set significantly in from either side of the roof, set down from the ridge and set up a significant distance from the external wall. It is important that dormers appear well proportioned and therefore subservient to a roof. The Householder Design Guide referred to significant distance from the edge of the roof and we feel this should be retained in some form.	The word significant was removed to better reflect recent changes to permitted development rights. These require a minimum 200mm set in distance from the edge of a building. No Change.
Page 31	The section on recessed entrances seems completely unenforceable and unrealistic. I would suggest this element of the SPG for areas not in Conservation Areas is dropped.	Document and illustrations amended to be less prescriptive.
Page 32	Where applications are made to convert garages into living accommodation, consideration should be taken of the impact this will have on parking and what alternative arrangements for parking will be made.	Text amended to reflect representation. Reference made to the Council's adopted Access, Circulation and Parking Standards SPG (2010).

Page	Comment	Response / Action
Page 40 / Section 10	The inclusion of security in section 10 of the document is welcomed.	No Change.
Page 40 / Section 10	An additional bullet point should be added, saying that all ground floor windows, any vulnerable windows and any external double doors should meet the following standards:PAS24:2012 or STS201 issue 3 2012 or LPS 1175 issue 7: 2010 Security Rating 1 or LPS 2081 issue 1:2014 Security Rating 4.	This information is considered to be to prescriptive for the document. No Change.
Page 40 / Section 10	Any new or replacement main entrance door sets should comply with; PAS24:2012 or STS201 issue4:2012 or LPS1175 issue 7:2010 Security Rating 2 or STS 202 issue 3:2011 Burglary Rating 2 or LPS 2081issue1:2014 Security Rating B.	This information is considered to be to prescriptive for the document. No change.
Page 40 / Section 10	French windows should meet PAS2012 with classification DK or DKT.	This information is considered to be to prescriptive for the document. No change.
Page 40 / Section 10	Where reference is made to the councils best practice guide this should be replaced with; Further advice is also available from www.securedbydesign.com	Document amended to include a reference to Secured by Design.
General	The fines currently in place for the removal of a tree with a TPO are not sufficiently high as to discourage developers from protecting them.	The fines with regard to TPO trees are under the control of central government, not the Council. No change.
General	R&MCC welcomes this new guidance and found it useful, easy to read and follow.	Support Noted. No Change.
General	A section should be added to the SPG which addresses the issue of retrospective applications for over-bearing extensions and sets out the penalties which will be enforced on those developers or home-owners who build large extensions without first obtaining planning permission.	With the exception of Listed Buildings, it is not an offence to undertake works to a building, or begin development prior to permission being obtained. All applications are considered on their merits, including those submitted retrospectively. No Change.
General	We have concerns about the consultation process for such an important set of planning guidelines namely the length of the consultation period which made it impossible to get proper input from local residents on the guidelines.	A second public consultation was undertaken on a revised document. This was be advertised in the local press and on the Council's website. The draft document was also available to view online or at any of the libraries in the city and at County Hall. The second consultation provided an additional four weeks to allow any further comments to be made.
General	The document has something to say about porches that I feel is limiting. I love a porch and think that they should be useful. This means that they have to be of a useable size, not just a petty inconvenience (which is what small porches are). So I would like to see some encouragement for larger porches that can act as a proper transition space between outside and in.	Text and illustrations amended to provide greater clarity.

Page	Comment	Response / Action
Second Co	onsultation	
Page 8	In the first sentence under the section on trees, the word 'mature' should be removed as a tree need not be mature to be a potential constraint to design.	Wording amended.
Page 25	 Highway Safety and Parking The current draft says: "Where an extension would be built over an existing car parking space, this may have to be replaced within the boundary of your property to a standard acceptable to the council". I would like to suggest that this wording be amended in two ways. Firstly, that the word "may" is replaced with the word "must" so that developed have to ensure that parking spaces are not lost when extensions are built. Secondly, I would want the SPG to ensure that where extensions are built in such a way that ANY parking is lost (off-street or on-street), it should be replaces elsewhere. In several instances, I have seen extensions built in such a way that they have caused on-street spaces to be lost to allow access, yet these spaces have not been replaced elsewhere. It would be a sensible proposition to ensure that if a development causes any parking to be lost, it has to be replaced elsewhere, so I would hope that these amendments would be taken on board. 	The paragraph has been amended to provide greater clarity and place more focus on the requirements set out in the Access, Circulation and Parking Standards SPG.
Page 32	The section on recessed entrances seems completely unenforceable and unrealistic. I would suggest this element of the SPG for areas not in Conservation Areas is dropped.	Document revised to be less prescriptive. Illustrations deleted.
Page 39/40, Section 9	Section 9 Sustainable Design and Renewable Energy should make clear reference to Planning Policy Wales, TAN 12: Design and to current practice guidance Planning for Sustainable Buildings Practice Guidance (July 2014).	Reference to specified documents added.
General	I did think that it might be time to improve some of the very naive graphic images that communicate to people the key messages. I think that Sketch up software can allow much more convincing representations of a domestic/residential environment without distracting from the key messages.	The images used in the document are intentionally simplified and easy to understand as it was felt that more detailed graphics could be more open to misinterpretation. No Change.
General	I would suggest that the SPG sets out the process for retrospective applications but makes it clear to prospective applicants that Cardiff Council takes a dim view of such applications.	With the exception of Listed Buildings, it is not an offence to undertake works to a building, or begin development prior to permission being obtained. All applications are considered on their merits, including those submitted retrospectively. No Change.
General	All references should appear in full e.g. TAN should at first be Technical Advice Note. These and other references to planning policy should be included in the glossary.	Document to be amended accordingly.

Page	Comment	Response / Action
General	Reference is made to the Design Commission for Wales remit which is NOT accurate. It should be replaced with the below. The Design Commission for Wales promotes good design and communicates its benefits, across sectors. The Commission prioritises the design quality of the built environment in Wales and of places, buildings and public space. Among a range of services the Commission provides a national Design Review Service facilitating early strategic consultation for plans and projects throughout Wales. The service is available to all Local Authorities, National Parks, clients, developers, other promoters and/or members of the public. The Commission works with all the design professions including the fields of architecture, urban and landscape design, transport infrastructure, civil engineering and significant energy infrastructure. The Commission's advisory services are usually free of charge, and each project is assessed on its significance, which may belie their scale, location or method of construction.	Document to be amended accordingly.
General	The document would benefit from simplification of language and terminology throughout. This will help ensure that it is both clear and accessible to a range of users. Phrasing would benefit from further checks throughout to avoid confusion, for example, 'obscurely glazed glass' p18 could simply say 'obscure glazing'.	The language used in the SPG document will be simplified where possible, however a number of technical terms will inevitably need to remain. Text to be amended to reflect representation.
General	An initial explanation of what is meant by 'subordinate' and 'subservient' may help users to understand the overall aim of many of the individual aspects that are covered in Section 7 of the document.	Description added to Appendix C: Glossary.
General	The Design Commission for Wales is keen to ensure that the issue of precedent is considered from a planning perspective and integrated into the document. An existing extension that is unacceptable in design terms should not provide justification for future unacceptable extensions. Currently this is not clear in the document. The principles provided within the SPG, when adopted, should provide the basis for consideration of the application and override historic decisions.	Section added to address the issue of Precedent.
General	There may be some value in examining principles that may apply from the POSW (Planning Officer's Society of Wales) Model Design Guide for Wales: A Guide for Householder Development, that may provide a context for smaller extensions and alterations.	Reference to the document added.



CITY & COUNTY OF CARDIFF DINAS A SIR CAERDYDD

COUNCIL: 25 JUNE 2015



CABINET PROPOSAL

LLANDAFF COMMUNITY POLL

Reason for this Report

1. To allow the Cabinet to consider what action the Council should take in response to the Llandaff Community Poll held on 9th April 2015.

Background

- 2. A Community Poll is a ballot of local government electors in a Community on a question or questions affecting that Community. The provision for Community Polls is made by law and is intended to allow local communities to express their views on a local issue. A Community Poll may be requested by electors at a Community Meeting (or by Community Councillors in an area with a Community Council), and if it is supported by 150 or 10% of the electors for the Community, the Council is legally obliged to comply with the request and hold a Community Poll.
- 3. At a Llandaff Community Meeting held on 16th March 2015, electors called for a Community Poll to be held on the following two questions ("Poll Question 1" and "Poll Question 2" respectively"):

Poll Question 1: "Should Cardiff Council re-open the Waungron Recycling Centre?" and

Poll Question 2:

"Should Cardiff Council reconsider the proposed housing developments in North West Cardiff in light of their potential impact on traffic volume, community facilities and the environment in Llandaff?"

4. In accordance with its legal obligations, the Council held the Llandaff Community Poll on 9th April 2015.

lssues

- 5. The result of the Community Poll is appended as **Appendix A**. Members will note that, in response to both questions (Poll Question 1 and Poll Question 2), the majority vote was 'Yes'.
- 6. The legislation provides that, where a majority of those voting at the Community Poll were 'in favour' of the Poll Question, and the Monitoring Officer has served notice to confirm that the Poll Question relates to the

functions of the Council, the Council must respond in one of a specified number of ways.

- 7. On 27th April 2015, the Monitoring Officer served a notice to confirm that both questions, Poll Question 1 and Poll Question 2, relate to functions of the City of Cardiff Council. A copy of the Monitoring Officer's Notice is attached as **Appendix B** to this report.
- 8. The response now required from the Council is to perform one of the following actions in response to each Poll Question:
 - (a) Exercise the Council's functions so as to comply with the Poll;
 - (b) Consider, at a meeting of full Council, what action (if any) to take in response to the Poll;
 - (c) Initiate a public consultation exercise about what action (if any) the Council should take in response to the Poll;
 - (d) Hold a public meeting to seek views about what action (if any) the Council should take in response to the Poll;
 - (e) Initiate research to assist the Council to decide what action (if any) it should take in response to the Poll; or
 - (f) Refer the question of what action (if any) the Council should take in response to the Poll to a Scrutiny Committee with a request that the Scrutiny Committee reports back its conclusions to the Council.
- 9. The action must be taken within 2 months from receiving notice from the Monitoring Officer, that is, by no later than 27th June 2015.
- 10. After the 2 month period for action has expired, the Council is required to give notice to the Chair of the Community Meeting, describing the action it has taken and any further action proposed and to publish this notice on the Council's website for a period of at least 6 months.

Poll Question 1 (Waungron Road Recycling Centre)

- 11. In relation to Poll Question 1, Members will recall that this same question was raised in the recent Fairwater Community Poll (held on 5th March 2015), considered by Cabinet on 16th March 2015 and by full Council on 26th March 2015. The recommendation of Cabinet in response to this previous Poll, and subsequently approved by full Council, was to take no further action on the basis that the closure of Waungron Road Recycling Centre was part of the approved budget savings for 2014/2015, and there was no provision to allow for its re-opening in the 2015/16 budget. Further, it was noted that the budget proposals for 2014/15 and 2015/16 had been subject to full public consultation, rigorous scrutiny and debate.
- 12. As the call to re-open Waungron Road Recycling Centre cannot be achieved within the approved budgetary framework, this report recommends that the Llandaff Community Poll, Poll Question 1 should be referred to full Council. Provided Members are satisfied that the decision to close Waungron Road remains reasonable and appropriate in all the

circumstances, it is submitted that Cabinet should recommend to Council that no further action should be taken in response to Poll Question 1.

Poll Question 2 (Housing Developments)

- 13. In relation to Poll Question 2, it is noted that the housing developments in question form part of the deposit Local Development Plan (LDP), which the City of Cardiff Council, as local planning authority has a statutory duty to produce, pursuant to Part 6 of the Planning and Compulsory Purchase Act 2004. The LDP constitutes part of the Council's Policy Framework, which requires approval by full Council.
- 14. The deposit Local Development Plan was considered by full Council on 26th June 2014 (at the same Council meeting which also considered the Fairwater Community Poll held on 30th April 2014 calling for the Council not to adopt the LDP).
- 15. The Council on 26 June 2014 noted that, as local planning authority, it has a statutory duty to produce a local development plan and that the requirements and procedure for the preparation of the Plan (including public consultation arrangements), as statutorily prescribed, had been followed. On this basis, the Council on 26 June 2014 approved the submission of the deposit LDP to the independent examination process (and resolved that no further action should be taken in response to the Fairwater Community Poll held on 30th April 2014).
- 16. As part of the statutory LDP Examination process, Hearing Sessions have now been held and the Planning Inspectors are currently assessing the soundness of the submitted Plan. The Inspectors Report, with binding recommendations on the Council, is anticipated in Autumn 2015.
- 17. On the above basis, Cabinet is recommended to refer Poll Question 2 of the Llandaff Community Poll to full Council, with a recommendation that no further action should be taken in response to that Question.

Reason for Recommendations

18. To respond to the Llandaff Community Poll held on 9th April 2015 as appropriate, having regard to all relevant factors and the Council's statutory obligations.

Legal Implications

 The law governing Community Polls is set out in the Local Government Act 1972, Schedule 12, Part V (as amended by the Local Government (Wales) Measure 2011) and the Parish and Community Meetings (Polls) Rules 1987). The relevant legal provisions are set out in the body of the report.

Financial Implications

In relation to Poll Question 1:

20. The setting of the budget is a Council decision. The decision to close Waungron Road formed part of the 2014/15 and 2015/16 Council budget decision. All costs associated with the reopening of Waungron Road need to be identified in order to inform the decision. In the event of a decision to reopen Waungron Road, then alternative savings or funding mechanism to the level of the costs required would need to be determined and established in order to ensure that the Council budget for 2015/16 remains balanced.

In relation to Poll Question 2:

21. There are no direct financial implications arising from this decision but consideration needs to be given as to the associated costs that may be incurred as a result of any alterations to the Plan.

CABINET PROPOSAL

Council is recommended to

- 1. Note the results of the Llandaff Community Poll held on 9th April 2015 (Appendix A to this report) and agree that in response to the Llandaff Community Poll:
 - (i) Poll Question 1; and
 - (ii) Poll Question 2

No further action should be taken.

THE CABINET

28 May 2015

The following Appendices are attached

- Appendix A Declaration of Result of Poll, Llandaff Community Poll, 9th April 2015
- Appendix B Monitoring Officer's Notice of Determination in relation to Llandaff Community Poll, dated 27th April 2014

The following Background Papers have been taken into account:

- Monitoring Officer's Notice of Determination (Llandaff Community Poll), dated 27th April 2015
- Cabinet and Council reports on the Budget 2014/15 (February 2014), and Budget 2015/16 (February 2015)
- Cabinet and Council reports on the Fairwater Community Poll (5th March 2015), dated March 2015, 19th and 26th respectively
- Cabinet and Council reports on the Fairwater Community Poll (30th April 2014), dated June 2014, 12th and 26th respectively

Cabinet and Council reports on the Local Development Plan, dated June 2014

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Declaration of Result of Poll Datganiad Canlyniad y Bleidlais

Llandaff Community Poll Pleidlais Cymuned Llandaf

Appendix A

A Poll of the Local Government Electors of the Community of Llandaff was taken on 9 April 2015 on the following question:

Cynhaliwyd Pleidlais ymhlith Etholwyr Llywodraeth Leol Cymuned Llandaf ar 9 Ebril 2015 ar y cwestiwn canlynol:

Should Cardiff Council reconsider the proposed housing developments in North West Cardiff in light of their potential impact on traffic volume, community facilities and the environment in Llandaff?

A ddylai Cyngor Caerdydd ailystyried y datblygiadau tai arfaethedig yng Ngogleddorllewin Caerdydd yn wyneb eu heffaith bosibl ar faint y traffig, cyfleusterau cymunedol a'r amgylchedd yn Llandaf?

I give notice that the number of votes recorded was as follows: Hysbysaf bod nifer y pleidleisiau a gofnodwyd fel a ganlyn:

Question/Cwestiwn	Yes Dylai	No Na Ddylai
Should Cardiff Council reconsider the proposed housing developments in North West Cardiff in light of their potential impact on traffic volume, community facilities and the environment in Llandaff?	824	48
A ddylai Cyngor Caerdydd ailystyried y datblygiadau tai arfaethedig yng Ngogledd- orllewin Caerdydd yn wyneb eu heffaith bosibl ar faint y traffig, cyfleusterau cymunedol a'r amgylchedd yn Llandaf?		

The number of ballot papers rejected by me was as follows: Roedd y nifer o bapurau pleidleisio a wrthodwyd gennyf fel a ganlyn:

Reason/ <i>Rheswm</i>	Number/ <i>Nifer</i>
(a) Want of an official mark/Angen marc swyddogol	
(b) Voting both Yes and No/Pleidleisio am le a Na	
(c) Writing or mark by which the voter could be identified/Ysgrifen neu farc lle gellir	
adnabod y pleidleisiwr	
(d) Unmarked or void for uncertainty/Heb farc neu'n ddi-rym ar gyfer ansicrwydd	2
(e) Rejected in part/Gwrthodwyd yn rhannol	
Total/Cyfanswm	2

I therefore declare that the question is *carried/net-carried* Rwyf felly yn datgan fod y cwestiwn wedi'i (*gario / heb ei gario*

Eligible Electorate	Ballot Papers Issued	Turnout	
Etholwyr Cymwys	Nifer y Papurau Pleidleisio	Canran a Bleidleisiodd	
7078	874	7678 12.36	

Dated 9 April 2015 Dyddiedig 9 Ebril 2015

Christine Salter Returning Officer/Swyddog Canlyniadau

Printed and published by the Returning Officer, Rosage, ADAY Hall, Atlantic Wharf, Cardiff CF10 4UW Argraffwyd a chydoeddwyd gan y Swyddog Canlyniadau, Ystafell 206, Neuadd Y Sir, Glanfa lwerydd, Caerdydd CF10 4UW

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Declaration of Result of Poll Datganiad Canlyniad y Bleidlais

Llandaff Community Poll Pleidlais Cymuned Llandaf

A Poll of the Local Government Electors of the Community of Llandaff was taken on 9 April 2015 on the following question:

Cynhaliwyd Pleidlais ymhlith Etholwyr Llywodraeth Leol Cymuned Llandaf ar 9 Ebril 2015 ar y cwestiwn canlynol:

Should Cardiff Council reopen the Waungron Recycling Centre? A ddylai Cyngor Caerdydd ailagor Canolfan Ailgylchu Waungron?

I give notice that the number of votes recorded was as follows: Hysbysaf bod nifer y pleidleisiau a gofnodwyd fel a ganlyn:

Question/Cwestiwn	Yes Dylai	No Na Ddylai
Should Cardiff Council reopen the Waungron Recycling Centre?	853	20
A ddylai Cyngor Caerdydd ailagor Canolfan Ailgylchu Waungron?	•	

The number of ballot papers rejected by me was as follows: Roedd y nifer o bapurau pleidleisio a wrthodwyd gennyf fel a ganlyn:

Reason/ <i>Rheswm</i>	Number/ Nifer
(a) Want of an official mark/Angen marc swyddogol	
(b) Voting both Yes and No/Pleidleisio am le a Na	
(c) Writing or mark by which the voter could be identified/Ysgrifen neu farc lle gellir adnabod y pleidleisiwr	
(d) Unmarked or void for uncertainty/Heb farc neu'n ddi-rym ar gyfer ansicrwydd	2
(e) Rejected in part/Gwrthodwyd yn rhannol	
Total/Cyfanswm	2

I therefore declare that the question is *carried/net carried* Rwyf felly yn datgan fod y cwestiwn wedi'i (*gario / heb ei gario*)

Eligible Electorate	Ballot Papers Issued	Turnout
Etholwyr Cymwys	Nifer y Papurau Pleidleisio	Canran a Bleidleisiodd
7078	875	7878 12:36%

Dated 9 April 2015 Dyddiedig 9 Ebril 2015

Christine Salter Returning Officer/Swyddog Canlyniadau

Printed and published by the Returning Officer, soom 206, County Hall, Atlantic Wharf, Cardiff CF10 4UW Argraffwyd a chydoeddwyd gan y Swyddog Canlyniadau, Ystafell 206, Neuadd Y Sir, Glanfa Iwerydd, Caerdydd CF10 4UW

Appendix B

LLANDAFF COMMUNITY POLL, 9TH APRIL 2015

MONITORING OFFICER'S NOTICE OF DETERMINATIONS

[Pursuant to paragraph 38B(3) of Schedule 12 to the Local Government Act 1972]

TO: THE CHIEF EXECUTIVE OF THE CITY OF CARDIFF COUNCIL

I hereby give notice of my determinations, made on 22nd April 2015, that the two questions in relation to which the Poll was taken, namely:

Question 1: "Should Cardiff Council re-open the Waungron Recycling Centre?" and

Question 2:

"Should Cardiff Council reconsider the proposed housing developments in North West Cardiff in light of their potential impact on traffic volume, community facilities and the environment in Llandaff?"

Both relate to the functions of the principal council, the City of Cardiff Council.

The reasons for these determinations are as follows:

In relation to Question 1, the provision of household waste recycling facilities is a function of the City of Cardiff Council, as the waste disposal authority for Cardiff, pursuant to Part II of the Environmental Protection Act 1990.

In relation to Question 2, the housing developments in question form part of the Local Development Plan which the City of Cardiff Council, as local planning authority, has a statutory duty to produce pursuant to Part 6 of the Planning and Compulsory Purchase Act 2004.

Dated: 27th April 2015

M.t. Kiet

Signed:

Marie Rosenthal County Clerk and Monitoring Officer Cardiff Council Room 286, County Hall, Atlantic Wharf, CARDIFF CF10 4UW This page is intentionally left blank

CITY & COUNTY OF CARDIFF DINAS A SIR CAERDYDD



COUNCIL: 25 JUNE 2015

CABINET PROPOSAL

PROPOSED MERGER OF CORONER AREAS

Reason for this Report

1. To consider the Rhondda Cynon Taf Council proposal to merge the existing Cardiff and Vale Coroner Area with the Powys, Bridgend and Glamorgan Valleys Coroner Area.

Background

- 2. It is a statutory requirement that Local Authorities appoint a Coroner and reimburses the cost of providing the Coroner Service under the provisions of the Coroners and Justice Act 2009. A coroner is an independent judicial office holder, appointed and paid by the relevant local authority. A coroner must be a lawyer or a doctor, and in some cases is both. Each coroner has a deputy and usually one or more assistant deputies, and either personally or through a deputy he or she must be available at all times. The costs of the coroners' service are generally met by local authorities, not by central Government. In some districts the local police force may also contribute towards a coroner's resources, usually by providing and paying the costs of coroner's officers.
- 3. The Coroners role is to inquire into violent or unnatural deaths, sudden deaths of unknown cause, and deaths which have occurred in prison. A coroner's authority to inquire flows from the report of a body being within the coroner's district and not from where the death occurred. The coroner's inquiries may take one of several forms and may result in the holding of an inquest.
- 4. The current position affecting Cardiff is that of a shared Coroners service with the Vale of Glamorgan who act as the host Authority at present.
- 5. As host Authority the Vale of Glamorgan is currently responsible for the appointment of the Coroner and their officers. They are also responsible for negotiating all associated cost and fees with the Coroner and management of the budget and premises. Due primarily to available funding from both Authorities the combined area currently only provides a Part Time Coroner.

- 6. Cardiff's only role is that of an annual financial contribution based on population census figures (2001), currently this cost is £555,250 but due to the population increase recorded in the 2011 census is set to rise to around £565,000. The proposals in this report however seek to provide both an improved service and at a slightly reduced cost of the current service.
- 7. Upon Local Government re-organisation in 1996, the Bridgend and The Glamorgan Valleys jurisdiction was created (excluding the Rhymney Valleys) with Rhondda Cynon Taf (RCT) assuming the Lead role. Similarly, the Cardiff and Vale of Glamorgan (VGC) area was created with The Vale of Glamorgan as the Lead Authority.
- 8. In July 2014, Judge Peter Thornton QC in his first annual report to Lord Chancellor Chris Grayling quoted that the '99 coroner areas should be reduced further, to around 75 or fewer. At present, 60% of coroner areas have fewer than 2,000 reported deaths a year and Judge Peter Thornton said most senior coroners should deal with between 3,000 and 3,500 deaths to make the service viable. The Lord Chancellor has the power to combine, or merge, coroner areas after consultation.
- 9. At the beginning of 2012, the Coroner for both Powys and Bridgend and The Glamorgan Valleys resigned and a Coroner was appointed as his successor. The post was subject to a joint appointment between Powys, Bridgend and The Glamorgan Valleys (PB&GV), albeit these remained as separate areas prior to their amalgamation in July 2013. The Coroner resigned from this post in November 2013 and a further appointment assumed the role of Acting Senior Coroner.
- 10. Similarly, following the resignation of the Coroner for Cardiff and the Vale (C&V) in July 2013 the post has until recently been covered by two Parttime Assistant Coroners. One of the Part-time Coroners has subsequently stepped down and consequently further interim arrangements have been put in place. This has meant that PB&GV's acting Senior Coroner, supported by RCT, has assumed, in addition to his current role, the Acting Senior Coroner for C&V. An Assistant Coroner for PB&GV is also assisting in this arrangement. The Acting Senior Coroner is confident that whilst he has only been assisting C&V for a short period of time, he will be able to introduce some savings with further savings if a formal merger were to be agreed.
- 11. Appendices A1 and A2 show the current structures of both the PB&GV area and the C&V area and Appendix C the current financial position for C&VG.

lssues

12. A review process has been undertaken involving officers which have resulted in a merger proposal from Rhondda Cynon Taf (RCT) whereby they would act as the relevant authority for a merged Coroner Area of C&V and PB&GV. Details of the merger proposal and other Options considered are contained in this Report.

- 13. The merger proposal for the RCT option relies on achieving £70k efficiency savings and will ensure
 - Continuity of service delivery across the merged area;
 - be cost neutral to existing authorities;
 - potential future savings resulting from inter alia economies of scale, rationalisation of back office support and SLA's with Local Health Boards.
- 14. The scope of the merger proposal relates to the two coroner jurisdictions PB&GV and C&V and sets out the rationale and benefits for a single area to cover the six local authorities. Also included is the proposal to recruit a whole time Senior Coroner and part time Area Coroner ensuring a resilient service whilst maintaining current service provision.
- 15. Drivers for change include direct correspondence from the Ministry of Justice (MOJ) and the Chief Coroner who are very keen to explore the potential for amalgamating the two Coroner Areas particularly as both are covered by part time provision and also advocates the post of a Whole Time Coroner as set down in the Coroners and Justice Act. This is supported by the Coroner's Society for England and Wales who appear to also prefer this arrangement. This has been the case in a recent review with the appointment of a Whole Time Coroner for North East Wales and North Central Wales which have recently merged into one jurisdiction; this took effect from 1st January 2013.
- 16. RCT has previously attempted to recruit a whole time Coroner for the PB&GV Coroner Area but the Chief Coroner's Office has advised that a merger should be considered prior to initiating any recruitment processes. Whilst a merger is unlikely to be forced, participating Local Authorities must demonstrate valid reasons against such an amalgamation. In the short term mergers of Coroner areas are only likely to take place with the agreement of all local authorities, amongst others. There is, however, no reason in principle, why the Lord Chancellor should not in due course combine areas after consultation but without agreement if there is a clear case for merger.
- 17. The MOJ and Chief Coroner are aware that the Acting Senior Coroner and Assistant Coroner for PB&GV are providing cover in the absence of a Coroner presence in C&V and will question how effective this assistance is proving to be. They may well determine that the next natural step would be to merge the two Coroner Areas.
- 18. The introduction of medical examiners, expected to be introduced following the UK General Election in May 2015 will also impact on the number of cases investigated and the number of inquests held in the future. This will have a positive impact as it will decrease the number of cases going to Inquest and thus result in a reduction in expenditure.
- 19. As the proposed option RCT have agreed the terms on which it is prepared to act as relevant authority for the merged Coroner Areas. As constituent authorities for the C&V Area, both Cardiff and the Vale of

Glamorgan Councils must also agree in order for the proposed merger business plan to be submitted to the Chief Coroner and Lord Chancellor for approval.

- 20. RCT have agreed to take on the Relevant Authority role on the following basis. To merge the two Coroner Areas with one whole-time Senior Coroner, one part time Area Coroner, shared administration and potentially achieve £70k efficiency savings in year 1. This proposes that the PB&GV and C&V Areas merge to form a single entity. One whole-time Senior Coroner would be employed to manage the new Area which will be supported by a shared administration. This proposal is supported by both the Ministry of Justice and the Coroner's Society. Whilst it would mean a slight increase in the Coroner's salary costs, these would be negated in part by the cessation of Long Inquest payments.
- 21. The reconfiguration of the administration structure could result in redundancies, the costs of which would fall to those Councils of the existing coroner areas, should the redundancy occur prior to any merger and 12 months thereafter, note that as the VoG currently hosts the service covering Cardiff then these costs will be shared. The current proportion fo the contribution to the C&V area is 72% Cardiff 28% VoG.
- 22. Appendix B sets out the structure for the proposed merger and Appendix D the financial case (assuming £70k efficiency savings).
- 23. As discussed this would see the two Coroner Areas merge, with one permanent Senior Coroner, a permanent part-time Area Coroner, introducing a new restructured administration service headed by a Service Manager. This would relieve some of the existing cost pressures as it also factors in potential service savings of £70,000.

Examples of how these savings could be made include;

- Development of beneficial service level agreements.
- Increased options to undertake competitive tenders from Area Health Boards
- A reduction in Long Inquests realised through employing a full time Senior Coroner.
- 24. In addition the work of the Service Manager should realise additional savings through more efficient procurement of services and reducing unnecessary expenses where possible. There would also be a part -time Area Coroner which would result in all current service provision being maintained and added resilience in event of leave and sickness. This would significantly reduce the risk of future service cost increases and would result in the following small savings against current contributions for Cardiff & the Vale of Glamorgan Local Authorities A detailed breakdown is included as Appendix D to this report:

Cardiff \pounds 6.2k saving Vale of Glamorgan \pounds 2.3k saving

- 25. It should emphasize that this is the preferred proposed option with RCT as the Relevant Authority.
- 26. The current Acting Senior Coroner for the PB&GV has worked with Rhondda Cynon Taf on the following initiatives which could be replicated for C&V and the proposed wider area;
 - Introduction of a Service Level Agreement with Cwm Taf Local Health Board for the provision of an autopsy service – this will allow more efficient payment of invoices and effective budget monitoring. It will also enable the Coroner to closely monitor the number of Post Mortems performed with a view to reducing the numbers actually required and thus decrease future costs.
 - Introduction of a Service Level Agreement with Abertawe Bro Morgannwg University Health Board for the provision of an autopsy service – again this will see the same benefits as above.
 - Initiated a pilot scheme with a Consultant Pathologist with a view to reducing the number of invasive Post Mortems required, which will see considerable savings in the future.
 - The Coroner is also working closely with GPs to establish Causes of Death, in order to avoid the requirement for unnecessary Post Mortems. In April 2014, a total of ten Post Mortems were avoided which resulted in a saving of £4,000, thus potential savings of £48,000 per annum.
 - A pilot is also underway in PB&GV with an Assistant Coroner who as well as being legally qualified, has a medical background. The purpose of this pilot scheme is to utilise the Assistant Coroner's skills and experience to further reduce the number of required Post Mortems by determining the Cause of Death through the medical records. This initiative will further complement the point above in making future savings.
- 27. Under this proposal regular budget reports will be circulated to all partner authorities for consideration and Client Officers will have the ability to meet when necessary. A number of performance management reports and procedures will be put in place to ensure that all partner authorities are being informed of service performance and achievements. A Service Level Agreement will be negotiated between the authorities to ensure that all relevant information is communicated in agreed time frames. Quarterly financial updates and invoices are examples of information that could be shared with all partner authorities. This group will operate at Officer Level and report back to the relative Local Authorities as required.
- 28. A Relevant Authority is the local authority that is responsible for the delivery of a Coroners service on behalf of its partnering authorities. It is proposed in this case that that RCT will be the Relevant Authority as the Council has the specialist knowledge, experience and expertise to effectively deliver the service and the anticipated savings.

- 29. It would however be a requirement that RCT as the Relevant Authority produce a Service level Agreement in consultation with all of the partner Authorities to ensure a robust system of Governance and financial management is put in place. This SLA should be reviewed in 3 years' time to include a review of the future of the agreement being based on a population basis.
- 30. Other options considered for the future of the Coroner Service include;
 - Do Nothing with Merger and retain current Cardiff & Vale of Glamorgan structures and increase apportioned costs to Cardiff in line with latest Census figures. This would realise a short term saving for the Vale of Glamorgan of £9k and additional cost to Cardiff of £9k. This would not put the service in a position to find possible long term savings and could actually cost more as we would only be able to appoint a Part Time Area Coroner who would be entitled to long term Inquest payments as has been the issue previously. Also this option may not be acceptable to the Chief Coroner and Ministry of Justice who may intervene to enforce a merger at their terms.
 - Merge with Powys Bridgend and the Glamorgan Valleys in relation to Rhondda Cynon Taf becoming the 'Relevant Authority' for both areas. In this option both services would be run separately which would be £10k increase in cost for the Vale of Glamorgan and £27k increase for Cardiff as the pool of costs is higher without management & admin changes. Again this would miss opportunities to save on other back office costs and lose the benefit of economies of scale in tendering for services. RCT have identified that this option is not acceptable to them and that they would not be prepared to be involved if this was put forward.
- 31. It is therefore proposed that the option put forward by RCT to undertake a full merger between PB&GV and C&V Coroner areas is implemented at the earliest opportunity to adopt and drive forward the efficiency initiatives. Whilst this Option is dependent on achieving £70k efficiency savings it should be achievable through a restructured administration and management arrangement plus the added benefit of bargaining power within a much larger area and enable the new merged area to drive through further economies of scale.
- 32. If there is a decision not to proceed with the proposed merger, the current interim support will be at risk in the medium and long term. RCT would look to ensure a Senior Coroner is fully employed in their area and would fill their vacancy for a Coroner in the PB&GV Area which has been on hold for some considerable time whilst merger options have been investigated and proposals drawn up. RCT would give notice for the withdrawal of the interim arrangements to support the C&V Area.
- 33. The Vale of Glamorgan as relevant authority for their C&V Area would also need to take appropriate steps to fill the vacancy for C&V in light of

the instruction from RCT above and overspends from previous years are likely to continue due to long inquests payments. This service is also out of scope of the Regulatory Services Collaboration.

- 34. There is of course the added fact to consider that the Ministry of Justice and Chief Coroner could force a restructured area in the future. It is currently unknown how large an area would be considered and whether a Coroner for the whole of Wales could eventually be appointed however given the geographic size of the area this is unlikely. Further mergers could occur in Wales which would result in larger areas and this current proposal may well be seen as a future operating model for other areas.
- 35. The proposed merger will ensure that there is a full time Coroner presence in Cardiff which is an improvement on the current part time arrangements. Assurances have been given that the merger will not require families to travel out of the area to attend inquest hearings as local facilities will continue to be used and an administrative base will be retained in Cardiff.

Reason for Recommendations

- 36. The Vale of Glamorgan is the relevant authority for the Cardiff and Vale of Glamorgan Coroner Area (C&V). RCT is the relevant authority for the Powys, Bridgend and Glamorgan Valleys Coroner Area (PB&GV) (comprising the unitary authorities of Powys, Merthyr, RCT and Bridgend). At present there are Coroner vacancies in the two adjacent Coroner Areas of C&V and PB&GV.
- 37. RCT as relevant authority for PB&GV had prepared an advertisement to fill their vacancy but were requested by the Chief Coroner's Office to defer placing the advert until merger with the adjoining vacant Area of C&V was explored.
- 38. There is currently an Acting Coroner for PB&GV until a successor can be appointed. In addition to this role he is also supporting the C&V Coroner Area until a decision is taken on the proposed merger of the two Coroner Areas. Clearly these temporary measures cannot continue indefinitely.
- 39. The merger proposal offers an improved service to the City of Cardiff through a full time presence and adequate cover arrangements for the whole area.
- 40. There is also a small financial saving with the opportunity for this to improve in the future through more streamlined processes and greater bargaining power of the larger area to reduce necessary costs such as post mortem charges with the local health boards.
- 41. Cardiff will retain a position on the service board at officer level overseeing the new arrangements as a stakeholder and ensure that the City still receives value for money, a high standard of service and that annual costs are effectively managed.

Financial Implications

- 42. The total annual budget for Coroners in the Coroner Area of PB&GV is £1,005,190 and in the Coroner Area of C&V is £771,180 giving a combined total budget of £1,776,370. Within both Coroner Areas, a budget is allocated for Local Authority administration. Consideration has been given to a restructure of the staff that are currently based in Rock Grounds, Aberdare (PB&GV) and Cathays Police Station (C&V) with a view to consolidating the support provided for the Coroner's Service, albeit there would still be a requirement to run the service across the aforementioned sites. Appendix C details the current financial position for the Cardiff & Vale of Glamorgan Coroner Area.
- 43. Table1 below states the budgets set by Cardiff &Vale for the last three financial years against the actual spend. Cardiff & Vale have exceeded their budget in all three financial years. The main reason for this is the substantial costs of Long Inquest payments. Table 2 shows the same period for Bridgend & Glamorgan Valleys

Financial	Budget	Actual	(Under)/Overspend	(Under)/Overspend
year		Spend		%
2011/2012	£626,000	£656,693	£30,693	5%
2012/2013	£664,000	£743,714	£79,714	12%
2013/2014	£722,000	£765,646	£43,646	6%

•	Table 1 – Cardiff & Vale of Glamorgan
---	---------------------------------------

Financial	Budget	Actual	(Under)/Overspend	(Under)/Overspend
year	_	Spend		%
2011/2012	£824,630	£812,900	£(11,730)	(1)%
2012/2013	£824,630	£795,510	£(29,120)	(3.5)%
2013/2014	£826,572	£746,000	£(80,572)	(9.75)%

Table 2 – Bridgend & Glamorgan Valleys

- 44. Cost Apportionment As per the recommendations of the Ministry of Justice, the cost of the service for both Coroner Areas is apportioned amongst the participating Local Authorities on a population basis (as per the current Census). Recent discussions have resulted in a review of the contributions that Cardiff and The Vale of Glamorgan local authorities make towards the service provision for their Coroner Area. Previous contributions have been based on the 2001 Census figures. As a result of this review, future contributions will be made according to the most recent Census. A budget position for the existing Coroners service for C&VG is attached as Appendix C.
- 45. For the proposed merger it is proposed that the most appropriate commonly used cost apportionment method is on the basis of population as supported by the Ministry of Justice. The reasoning for this is that it is readily available, is updated regularly and is a fair and stable basis which enables accurate financial planning for the service and the authorities. Implementation and operational costs will be apportioned on this basis.

Redundancy costs are the exception to this, which will be met by the local authorities that contributed to the coroner area from where the member of staff originated from. The financial case for the proposed new structure is in Appendix D.

Jurisdiction	Population*	%
Glamorgan Valleys,	565,366	54
Bridgend & Powys		
Cardiff & Vale of	472,426	46
Glamorgan		
Total	1,037,792	100

*Source: Census 2011

Legal Implications

- 46. Legal Services are instructed that Rhondda Cynon Taff County Borough Council ("RCT"), on behalf of six local authorities, including Cardiff Council, is proposing to submit an application to the Lord Chancellor to consider a request to merge the existing coroner areas into one new merged coroner area covering the whole of the six local authority areas. If, following consultation, the Lord Chancellor is agreeable to the same, he will make a legal order to merge the existing coroner areas to one coroner area. Legal Services are instructed that the consent of all six councils is required prior to RCT submitting the application to the Lord Chancellor, hence the purpose of this report.
- 47. Statutory Powers in relation to the Coroners Service
- 48. The provision of a Coroner's Service is a legal and statutory function of the Council. Put simply, the Council has a duty to appoint a Coroner and to provide appropriate resources, funding and support to enable the Coroner to carry out his/her statutory role and responsibilities. The Coroner is an independent judicial officer holder and is not employed by the local authority.
- 49. The relevant legislation is set out in the Coroners and Justice Act 2009 ("the 2009 Act"). Schedule 2 of the 2009 Act makes provision for England and Wales to be divided into areas known as coroner areas and gives the Lord Chancellor the power to set and alter the boundaries of these areas by order after consultation with the relevant local authorities, the Welsh Ministers, and any other persons the Lord Chancellor thinks appropriate. A coroner area may cover either the whole of one local authority area or the whole of two or more local authority areas. Where the area includes two or more local authorities one of them will be the lead authority for the area, known as the "relevant authority".
- 50. Pursuant to Part 1 of Schedule 3 of the Coroners and Justice Act 2009 ("the 2009 Act") appointments of coroners are to be made by the relevant authority for each coroner area. The relevant authority for a coroner area must provide appropriate staffing levels and accommodation to enable the Coroner to carry out its functions (Section 24 of the 2009 Act).

- 51. It is noted from the body of the report that it if the Lord Chancellor consents to the proposal and makes an order to create a newly merged coroner area, RCT will take the role of the "relevant authority". That is, in relation to the merged coroner area, RCT will undertake the statutory functions of appointing the Coroner and providing the appropriate resources to enable the Coroner to carry out his/her statutory duties.
- 52. At this stage Legal Services do not know the content of the proposed order but it is assumed that it will be based on the business case which is to be developed and submitted in support of the proposal.
- 53. The Council will need to be satisfied that:
 - the proposals for merger of the budgets and apportionment between the Authorities is appropriate and represents value for money;
 - roles and responsibilities are agreed with clear accountability; and
 - the Council has appropriate controls/oversight concerning the continued improvement of the services and delivery of future financial savings.
- 54. Accordingly a service level/funding/collaboration agreement should be negotiated with the Authorities as part of any consent to a submission being made to the Lord Chancellor relating to a merger of the two Coroner's jurisdictions. Negotiation of such an agreement should finalise the arrangements to ensure the above issues are satisfactorily addressed.
- 55. The agreement should include a provision to enable each of the Authorities to call for a review of the arrangements to determine whether the contributions each Authority is required to make are appropriate to reflect the costs of the Coroner's Service which are properly attributable to each local authority administrative area at that time. The review should be capable of ensuring that the arrangements are not prejudicial to any Authority.

Equalities Duties

- 56. In considering this matter the decision maker must have regard to the Council's duties under the Equality Act 2010. Pursuant to these legal duties Councils must, in making decisions, have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a). Age,(b) Gender reassignment(c) Sex (d) Race including ethnic or national origin, colour or nationality, (e) Disability, (f) Pregnancy and maternity, (g) Marriage and civil partnership, (h)Sexual orientation (i)Religion or belief including lack of belief.
- 57. The report identifies that an Equality Impact Assessment has been carried out and is appended at Appendix E. The purpose of the Equality Impact Assessment is to ensure that the Council has understood the

potential impacts of the proposal in terms of equality so that it can ensure that it is making proportionate and rational decisions having due regard to its public sector equality duty. The decision maker must have due regard to the Equality Impact Assessment in making its decision.

HR Implications

58. As the Vale of Glamorgan acts as the current Relevant Authority there are no staffing issues within the proposal that affect any Cardiff Council staff.

CABINET PROPOSAL

Council is recommended to:

- 1. delegate authority to the Director with responsibility for this matter in consultation with the Portfolio Cabinet Member, the County Solicitor and the Section 151 Officer, to deal with all matters required in order to facilitate the proposed merger of the Coroner's areas referred to in the body of the report including:
 - finalisation of the proposals to ensure they are appropriate and represent value for money, provide clarity on roles and responsibilities and facilitate appropriate controls/oversight concerning the continued improvement of the services and delivery of future financial savings;
 - entry into a service level/funding/collaboration agreement with all of the partner Authorities to reflect the finalised proposals including setting out controls for management and governance of the new arrangements subject to a provision that the agreement (and the roles and responsibilities of each of the Authorities) will be reviewed every 3 years (to include a review of the basis of apportionment of the costs to ensure that the arrangements are equally advantageous to each of the Authorities and equitable)
- 2. subject to finalisation of the details of the business case to be submitted in support of the application to reflect the finalisation of the proposals referred to in the above recommendation, consent to an application being submitted by Rhondda Cynon Taff County Borough Council to the Lord Chancellor in respect of the proposed merger of the Coroners areas referred to in the body of the report

THE CABINET

11 June 2015

The following appendices are attached:

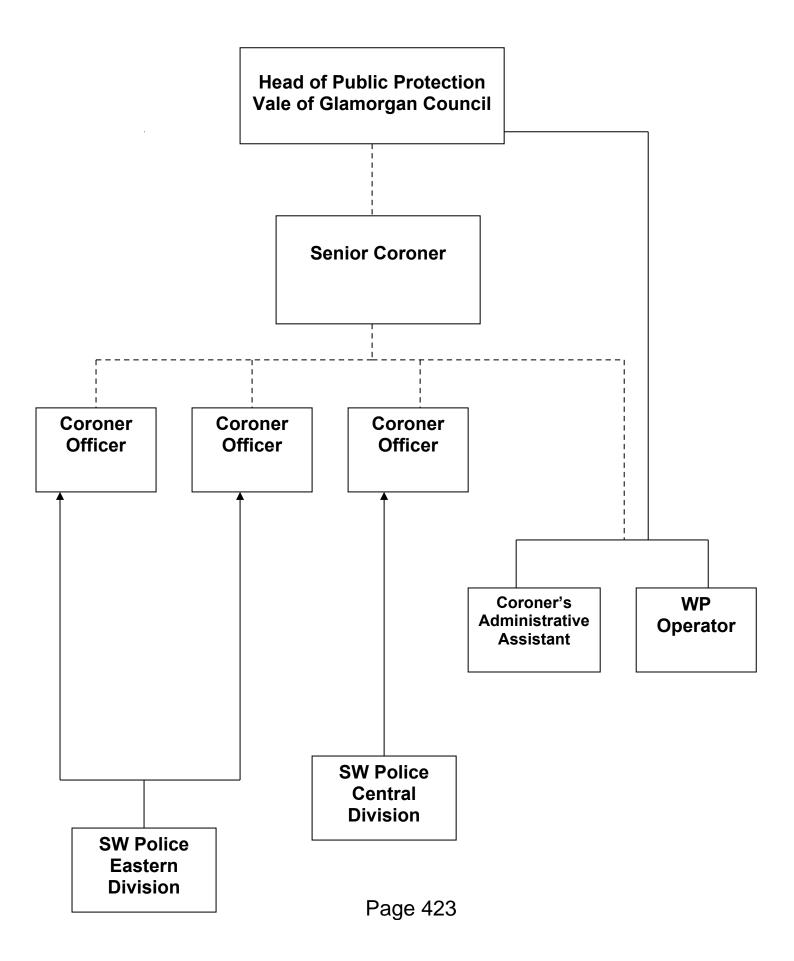
- Appendix A1 Current Cardiff and Vale Coroners Service Structure
- Appendix A2 Current Powys, Bridgend and Glamorgan Valleys Coroners Service Structure
- Appendix B Proposed Merged Cardiff & the Vale and Powys, Bridgend and the Glamorgan Valleys Coroner Structure

Appendix C - Cardiff & Vale of Glamorgan Current Coroner and Administration Costs

Appendix D - RCT Proposed Coroner and Administration Costs (after merger) Appendix E – Equality Impact Assessment

Cardiff and the Vale of Glamorgan Coroner Service

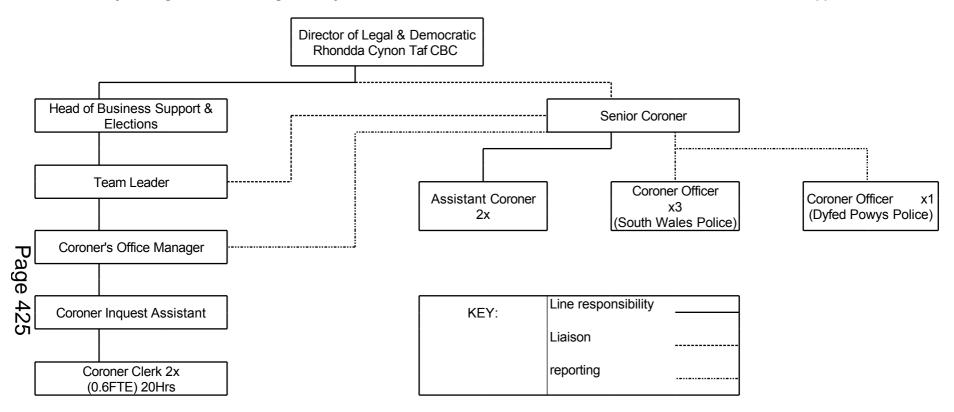
Existing 2014 Structure



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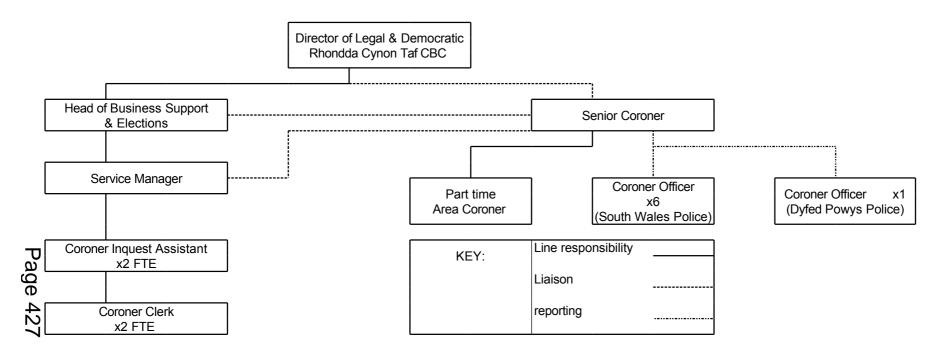
Current Powys, Bridgend and Glamorgan Valleys

Appendix A. 2



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Cardiff & Vale of Glamorgan Current Coroner and Administration Costs

Vale of Glamorgan and Cardiff only (existing)	2014/15 Budget
	£
Employees	144,282
Premises	10,500
Transport	200
Supplies & Services	581,198
Support	39,000
Income Charges	-4,000
Efficiency Target	0
New Jurisdiction Budget	771,180

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Current Cost

Allocation

	Based Upon 2001 census	Apportioned cost
Authority	%	£
The Vale of Glamorgan	28.00%	215930
Cardiff	72.00%	555250
	100%	771180

Based Upon 2011 census	Apportioned cost	Impact of upgrading to 2011 census cost / (Saving)
%	£	£
26.74%	206214	(9,717)
73.26%	564966	9,717
100%	771180	0

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RCT Proposed Coroner and Administration Costs

Merged Coroner Juris	diction	2014/15 Budget
		£
Employees	339,194	
Premises		71,900
Transport		5,300
Supplies & Services		1,283,658
Support		49,300
Income Charges		-4,000
Efficiency Target	-70,000	
	New Merged Jurisdiction Budget	1,675,352

Population	%	Authority	Existing Contributions - Without Merger (using 2011 census)	Estimated Future Contributions Post Merger (based on 2011 Census)	Effect of Merger - cost/(Saving)
				£	£
132,976	12.81%	Powys	236,424	214,613	(21,811)
139,178	13.41%	Bridgend	247,451	224,665	(22,786)
234,410	22.59%	Rhondda Cynon Taf	416,768	378,462	(38,306)
58,802	5.67%	Merthyr Tydfil	104,547	94,992	(9,555)
126,336	12.17%	The Vale of Glamorgan	206,214	203,890	(2,324)
346,090	33.35%	Cardiff	564,966	558,730	(6,236)
1,037,792	100%		1,776,370	1,675,352	0

14	14/15 Powys & Glam Valleys - pre-merger allocation basis				
Population % Authority					
132,976	23.52%		Powys		
139,178	24.62%		Bridgend		
234,410	41.46%		Rhondda Cynon Taf		
58,802	10.40%		Merthyr Tydfil		
565,366	100%				

The Vale of Glamorgan & Cardiff - pre-merger allocation basis				
	2011 census	2001 census		
Population	%	%	Authority	
126,336	26.74%	28.00%	The Vale of Glamorgan	
346,090	73.26%	72.00%	Cardiff	
472,426 100% 100%				

Equality Impact Assessment Corporate Assessment Template



Policy/Strategy/Project/Procedure/Service/Function Title: Proposed Merger of Coroners Areas

New/Existing/Updating/Amending: New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?				
Name: Martin Birch Job Title: OM Bereavement & Registration				
Service Team: Bereavement & Service Area: Sport, leisure & Culture				
Registration				
Assessment Date: 16 th March 2015				

1. What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?

The merger proposal offers an improved service to the City of Cardiff through a full time Coroner presence and adequate cover arrangements for the whole area. There is also a small financial saving with the opportunity for this to improve in the future through more streamlined processes and greater bargaining power of the larger area to reduce necessary costs such as post mortem charges with the local health boards.

Cardiff will retain a position on the service board at officer level overseeing the new arrangements as a stakeholder and ensure that the City still receives value for money, a high standard of service and that annual costs are effectively managed.

2. Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

It is a statutory requirement that Local Authorities appoint a Coroner and reimburses the cost of providing the Coroner Service under the provisions of the Coroners and Justice Act 2009. A coroner is an independent judicial office holder, appointed and paid by the relevant local authority. A coroner must be a lawyer or a doctor, and in some cases is both. Each coroner has a deputy and usually one or more assistant deputies, and either personally or through a deputy he or she must be available at all times. The costs of the coroners' service are generally met by local authorities, not by central Government. In some districts the local police force may also contribute towards a coroner's resources, usually by providing and paying the costs of coroner's officers.

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Equality Impact Assessment Corporate Assessment Template

The Coroners role is to inquire into violent or unnatural deaths, sudden deaths of unknown cause, and deaths which have occurred in prison. A coroner's authority to inquire flows from the report of a body being within the coroner's district and not from where the death occurred. The coroner's inquiries may take one of several forms and may result in the holding of an inquest.

The current position affecting Cardiff is that of a shared Coroners service with the Vale of Glamorgan who act as the host Authority at present.

As host Authority the Vale of Glamorgan is currently responsible for the appointment of the Coroner and their officers. They are also responsible for negotiating all associated cost and fees with the Coroner and management of the budget and premises. Due primarily to available funding from both Authorities the combined area currently only provides a Part Time Coroner. This obviously causes some issues affecting bereaved families as the Coroner must be satisfied of a cause of death before a body is released for a funeral.

The scope of the merger proposal relates to the two coroner jurisdictions of Powys, Bridgend & Glamorgan Valleys and Cardiff & the Vale and sets out the rationale and benefits for a single area to cover the six local authorities

The proposal is to consent to an application being submitted by Rhondda Cynon Taff County Borough Council to the Lord Chancellor in respect of the proposed merger of the Coroners areas as detailed in the body of the Coroners Merger report.

3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact** [positive/negative/] on younger/older people?

	Yes	No	N/A
Up to 18 years		Ν	
18 - 65 years		Ν	
Over 65 years		Ν	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

No differential Impact – Improved service expected through the full time availability of a Coroner.

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Equality Impact Assessment Corporate Assessment Template

What action(s) can you take to address the differential impact?

3.2 Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment		N	
Physical Impairment		Ν	
Visual Impairment		Ν	
Learning Disability		Ν	
Long-Standing Illness or Health Condition		Ν	
Mental Health		Ν	
Substance Misuse		Ν	
Other		Ν	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

What action(s) can you take to address the differential impact?

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A
Transgender People		Ν	
(People who are proposing to undergo, are undergoing, or have			
undergone a process [or part of a process] to reassign their sex			
by changing physiological or other attributes of sex)			

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Equality Impact Assessment Corporate Assessment Template

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

What action(s) can you take to address the differential impact?

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage		N	
Civil Partnership		N	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

What action(s) can you take to address the differential impact?

3.5 Pregnancy and Maternity

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

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	Yes	No	N/A
Pregnancy		Ν	
Maternity		N	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

What action(s) can you take to address the differential impact?

3.6 Race

Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White		N	
Mixed / Multiple Ethnic Groups		N	
Asian / Asian British		N	
Black / African / Caribbean / Black British		N	
Other Ethnic Groups		N	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

What action(s) can you take to address the differential impact?

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Equality Impact Assessment Corporate Assessment Template

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist		N	
Christian		N	
Hindu	Y		
Humanist		N	
Jewish	Y		
Muslim	Y		
Sikh	Y		
Other		N	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Some Religious Groups require a funeral to be undertaken as soon as possible after death due to cultural and religious requirements. If a death is required to be reported to the Coroner this can cause delays to the body being released for a funeral.

What action(s) can you take to address the differential impact?

The proposed merger will allow for a Full Time Coroner presence in Cardiff rather than the current Part Time arrangement. This should therefore have a positive impact on those requiring an immediate decision by the Coroner to release a body for a funeral.

3.8 Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men		N	
Women		N	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

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What action(s) can you take to address the differential impact?

3.9 Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual		N	
Gay Men		Ν	
Gay Women/Lesbians		N	
Heterosexual/Straight		N	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

What action(s) can you take to address the differential impact?

3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language			Х

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

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Equality Impact Assessment Corporate Assessment Template

What action(s) can you take to address the differential impact?

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

Engagement has been ongoing with the Authorities considering the Merger.

Cardiff has a higher ethnic population than the other Authorities and has discussed the role of the Coroner with affected cultural groups in the City previously through our regular stakeholder meetings.

Once the SLA is being negotiated the Cardiff representative will look to try and establish an improved response for those with a cultural need for a short notice funeral, the decision however will ultimately rest with the Coroner themselves.

Groups	Actions
Age	
Disability	
Gender Reassignment	
Marriage & Civil	
Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	Consultation with Coroner as part of SLA development to
	recognise the needs of certain religious groups.

5. Summary of Actions [Listed in the Sections above]

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Equality Impact Assessment Corporate Assessment Template

	Consult with identified local religious groups as part of the SLA negotiations.
Sex	
Sexual Orientation	
Welsh Language	
Generic Over-Arching	
[applicable to all the	
above groups]	

6. Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Martin Birch	Date: 16 th March 2015
Designation: Operational Manager Bereave	ement &
Registration Services	
Approved By: Chris Hespe	
Designation: Director	
Service Area: Sport, Leisure & Culture	

7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email <u>citizenfocus@cardiff.gov.uk</u>

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CITY & COUNTY OF CARDIFF DINAS A SIR CAERDYDD



COUNCIL: 25 JUNE 2015

REPORT OF CHIEF EXECUTIVE

CHIEF OFFICER SEVERANCE PACKAGES

Reason for this Report

1. To ask Council to agree to two Severance Packages (as detailed in the report) in accordance with the Council's approved 2015/16 Pay Policy.

Background

- In statutory guidance issued under Section 40 of the Localism Act 2011(amended February 2014) the Welsh Government recommends that full Council approve large severance packages (over £100,000).
- 3. This Guidance was brought to Cabinet's attention in the Cabinet Reports on 26th January 2015 and 19th February 2015 which detailed the proposals for the Senior Management structure.
- 4. As a consequence of the Guidance the Council's Pay Policy 2015/16, which was approved by Council on 26th March 2015, states:

"Any Chief Officer severance package above £100,000 must be agreed by full Council. The severance /redundancy package includes any redundancy payment (from 3rd April 2015, statutory redundancy payment of 30 weeks plus an additional 15 weeks), contractual notice period and full cost of early release of pension (as required under Regulation 68 (2) of the Local Government Pension Scheme.)

- 5. The Guidance aims to provide openness and transparency in relation to Chief Officer severance packages above £100,000.
- 6. Within the Guidance the definition of the elements which make up the £100,000 and above Severance Package includes:
 - Salary paid in lieu
 - Lump sum redundancy payment
 - Cost to the authority of any pension enhancement or strain on the pension fund.

- 7. Salary in lieu of notice is a legal obligation of the Council when it gives the employee less than the contractual period of notice to terminate their employment. Under the Council's voluntary redundancy process an early termination date is usually mutually agreed rather than giving the employee the contractual length of notice that they are entitled to receive and therefore no salary in lieu of notice is paid.
- 8. In the situation of compulsory redundancy the Council in all but very exceptional circumstances requires the employee to work their notice period. Therefore it is unlikely that salary in lieu of notice would form part of the package but if it did the Council would be legally obliged to pay it under the contract of employment.
- 9. The lump sum redundancy payment is calculated based on the Council's discretionary scheme which Council agrees to through the annual Pay Policy each year. The lump sum redundancy payment is calculated using the Council agreed formula which is capped at £21,375.
- 10. It should be noted that an element of this lump sum is the statutory redundancy payment (capped at £14,250) which the Council is legally obliged to pay under the Employment Rights Act and the statutory redundancy scheme thereunder.
- 11. Therefore the maximum discretionary part of the lump sum redundancy payment is £7,125. It has been advised that for as long as a particular pay policy is in force, the Council would have little scope not to honour this discretionary payment for an employee facing a redundancy situation.
- 12. This means that even when a severance package amounts to £100,000 or more, the amount of the actual redundancy payment received by the employee, is a relatively small part of the whole package. It is the cost of the strain on the pension fund that would usually form the largest part of the package (see below).
- 13. The Council has no agreement in place with regard to pension enhancements and therefore there are no elements of the overall payment which would fall into this category.
- 14. The strain on the pension fund is a payment which is included in the definition of Severance Package for employees aged 55 or over at their leaving date. It is not paid to the employee but from the Council into the overall pension fund itself.

Issues

15. Any failure by the Council to make payments in accordance with the statutory and / or contractual obligations set out above would give rise to potential liability to claims for bad faith / breach of contract and / or constructive unfair dismissal.

- 16. Even when the Severance Package exceeds £100,000 the amount of the discretionary redundancy payment included within that package is a relatively small part of the whole. Further the amount and limit on the discretionary elements of the severance payments will have been set annually by full Council having regard to affordability and value for money considerations applicable at that time. It is the strain on the pension fund that would usually form the largest part of the package.
- 17. Strain on the pension fund is a payment which is included in the definition of Severance Package but it is not paid to the employee. On the contrary it is a payment that the Council is required to make pursuant to the Local Government Pension Scheme Regulations (30(7) and 68(2)) into the pension fund itself. However the Council has absolutely no discretion over this cost. The amount paid under this element is entirely dependent on, and determined by, the application of the Local Government Pension Scheme Regulation 30(7) which prescribe that any employee aged 55 and over who leaves employment by reason of redundancy shall be entitled to immediate access to the Local Government Pension Scheme without actuarial reduction for early payment.
- 18. Clarification has been provided by officials at Welsh Government that the Guidance relates to severance packages above £100,000 for Chief Officers and above only.
- 19. As part of the 2015/16 budget savings it was agreed by Council that the revised senior management structure was necessary in order to make savings. The costs of the severance packages will be funded over a 5 year period, as with all severance packages across the Council, therefore the overall savings supports the release of these posts.
- 20. There are two employees to whom this application of the process for Severance Packages needs to be applied and details of the packages are at Appendix 1.

Reasons for Recommendations

21. To respond to the Council's Pay Policy and Welsh Government Guidance in relation to Chief Officer Severance packages of £100,000 and over.

Legal Implications

- 22. The Welsh Government has issued Guidance to local authorities under Section 40 of the Localism Act 2011 as to the way in which severance packages should be treated.
- 23. The Guidance states:

"The Welsh Government recommends authorities should offer full

Council..... the opportunity to vote before large severance packages beyond a particular threshold are approved for staff leaving the organisation..... the Welsh Ministers consider £100,000 is the right level for that threshold to be set. Members must be made aware of any statutory or contractual entitlements due to the employee and the consequences of a non-approval by Council, in which failure to fulfil statutory or contractual obligations may enable the employee to claim damages for breach of contract."

24. The Guidance also states: "In presenting information to full Council authorities should set out clearly all the components of relevant severance packages including any statutory or non-statutory components. These components may include salary paid in lieu, redundancy compensation, pension entitlements, holiday pay and any bonuses, fees or allowances paid."

By way of clarification, *"pension entitlements"* includes the cost to the Council of any pension strain. This is the cost that usually forms the largest element of a severance package of over £100,000. It is not money paid to the employee since it is paid to the Pension Fund. The Council has no discretion in relation to it and is obliged to pay under the relevant Regulations.

- 25. There is a difference of legal opinion between the WLGA and the Welsh Government concerning the status of the Guidance.
- 26. Paragraphs 7 14 of this Report make it clear that legally the Council has very little discretion over the various elements of large severance packages and failure to agree them could give rise to legal action by affected employees.

Financial Implications

- 27. The severance packages set out in Appendix 1 include both redundancy costs and the cost of pension strain. The redundancy payments will be made directly to the individuals concerned however the pension strain represents a payment to the Pension Fund in order to meet the requirements of the Local Government Pension Scheme Regulations and is a statutory liability under those regulations.
- 28. In line with the Voluntary Severance Scheme, pension strain costs are normally funded by the Pension Fund and charged to the Council over a five year period. The first payment to the Pension Fund for the costs set out in this report would be in 2016/17. All costs, both redundancy and the annual payments to the Pension Fund will be funded corporately as part of the Council's funding model in relation to voluntary severance / redundancy as set out in the 2015/16 Budget Report.
- 29. The costs set out in this report arise directly as a result of the senior management review which was approved by Council on the 26th February 2015. This report identified savings of £647,000 in a full year directly linked to the proposals in relation to the Tier 1 Senior

Management Team. It was anticipated that there would only be a part year saving in 2015/16 reflecting the timescales for the appointment process and the implementation of new service structures.

- 30. It was also noted that there would be costs associated with the advertising and appointment process and in relation to any severance costs that may be incurred. The 2015/16 Budget includes a saving of £650,000 which will be achieved through a combination of savings on the Tier 1 Senior Management Team, a realignment of support and secretarial costs and from the re-modelled structure including Tier 2 and Tier 3 managers.
- 31. The reduction in the number of Tier 1 managers and the associated redundancy and pension strain costs are an integral part in achieving these significant revenue savings in the Council's base budget.
- 32. The report notes that should there be any failure by the Council to make payments in accordance with the statutory and or contractual obligations then this would give rise to a potential liability based on a claim for breach of contract.

Human Resources Implications

33. Details of the Council's statutory and contractual obligations are detailed within the body of the report, and the discretion of the Council not to approve the packages as outlined in Appendix 1 has been set out.

Recommendations

The Council is recommended to agree the severance packages as detailed in Appendix 1.

Paul Orders Chief Executive

The following Appendix is attached:

Appendix 1 – Details of Severance Packages

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APPENDIX 1

Details of Severance Packages

Employee	Salary in lieu of notice (see note 1)	Statutory Redundancy payment (see note 2) Capped at £14,250	Discretionary redundancy payment in line with Pay Policy (see note 3) Max £7,125	Statutory Strain on pension fund (see note 4)	Total redundancy (Sum of 1, 2, 3 & 4)	Total redundancy received by individual
A	Nil	£7,125.00	£3,562.50	£96,126.30	£106,813.80	£10,687.50
В	Nil	£13,062.50	£6,531.25	£196,697.55	£216,291.30	£19,593.75

Notes

- 1. Salary in lieu of notice is a legal obligation of the Council's when it gives the employee less than the contractual period of notice to terminate their employment.
- 2. This element is the statutory redundancy payment (capped at £14,250) which the Council is legally obliged to pay under the Employment Rights Act and the statutory redundancy scheme thereunder.
- 3. This element is the discretionary part of the lump sum redundancy payment. The maximum is £7,125. It has been advised that for as long as a particular pay policy is in force, the Council would have little scope not to honour this discretionary payment for an employee facing a redundancy situation.
- 4. Strain on the pension fund is a payment which is included in the definition of Severance Package for employees aged 55 or over at their leaving date. It is not paid to the employee but from the Council into the overall pension fund itself.

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CITY AND COUNTY OF CARDIFF CYNGOR A SYR CAERDYDD



COUNCIL: 25 June 2015

REPORT OF COUNTY CLERK AND MONITORING OFFICER

APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO SCHOOL GOVERNING BODIES

Reason for this Report

1. To appoint Local Authority School Governors.

Background

2. Section 19 of the Education Act 2002 creates the general ability for the Local Authority to appoint governors to the Governing Bodies of maintained schools, with further detail contained in the Government of Maintained Schools (Wales) Regulations 2005. When Local Authority school governor vacancies arise, either by appointees reaching the end of their term of office or resigning, it is the statutory duty of the Council to fill the vacancies as soon as possible.

The Local Authority Governors Appointment Panel to oversee this process has been constituted and will commence meeting in August. In the interim, appointments need to proceed and all applications will include a DBS check.

Issues

3. Appendix 1 to this report contains a list of current vacancies and nominations up to 23 July 2015.

Reasons for Recommendations

4. To ensure that the Council fulfils its statutory functions in respect of the appointment of local authority governors for maintained schools.

Legal Implications

5. As noted in paragraph 2 of the report, the Council is required, pursuant to the Education Act 2002, section 19 and regulations made there under, to

appoint local authority governors to the Governing Bodies of maintained schools, in accordance with those statutory provisions.

6. Appointments to outside bodies are a local choice function, which is reserved under the Council's Constitution to full Council. According, the appointment of local authority governors to Governing Bodies, as recommended in this report, requires the approval of full Council.

Financial Implications

7. There are no financial implications arising from this report.

Recommendation

That Council consider the nominations and make appointments of Local Authority Governors to the School Governing Bodies as set out in Appendix 1.

MARIE ROSENTHAL County Clerk and Monitoring Officer 18 June 2015

The following Appendix is attached:

Appendix 1 List of current Local Authority School Governor Vacancies and Council Nominations for the period 26 June to 23 July 2015.

The following Background Documents have been taken into account: N/A

Appendix 1

LA Governor Vacancies and Council Nomination – 26 June – 23 July 2015

- i. Nominations included in the list will have satisfied the required application process.
- ii. All terms of office unless otherwise stated are for 4 years.

Existing LA Governor Vacancies

School	Ward	Start of Vacancy	Renomination requested	Applications received	Nominated by	Approved (Yes/No)
Cardiff High School	Cyncoed	16/04/2015		Dr Jill Davies	Cllr G Hunt/ School	
St Illtyd's Catholic High School	Rumney	26/07/2014		DI SIII Davies	Ochool	
The Glyn Derw Michaelston Federation	Ely/Caerau	15/04/2015				
Bryn Deri Primary School	Radyr & Morganstown	15/06/2015		Community Councillor Julia Hallinan	Cllr R McKerlich	
Bryn Hafod Primary School	Llanrumney	21/04/2015				
Creigiau Primary School	Creigiau	02/09/2014				
Hawthorn Primary School	Llandaff North	18/10/2013		Mr David Granville	School	
Herbert Thompson Primary School	Ely	13/05/2015				
Holy Family RC Primary School	Fairwater	25/03/2015				
Hywel Dda Primary School	Ely	06/12/2013		Mr Peter Kerswell	School	
Kitchener Primary School	Riverside	08/09/2014				
Lansdowne Primary School – 2 x vacancies	Canton	16/09/2014 20/05/2015				
Llandaff City C/W Primary School	Llandaff	16/05/2015		Mr David Oliver	School	
Millbank Primary School	Caerau	10/12/2013				
Mountstuart Primary School	Butetown	17/07/2014				
Oakfield Primary School – 2 x vacancies	Trowbridge	01/09/2013 04/03/2015		Mrs Joanne Gordon- Smith	School	

Appendix 1

School	Ward	Start of Vacancy	Renomination requested	Applications received	Nominated by	Approved (Yes/No)	
Pencaerau Primary School	Caerau	23/09/2014					
Pentyrch Primary School	Pentyrch	08/12/2014					
Radnor Primary School	Canton	05/02/2015					
St John Lloyd RC Primary School	Trowbridge	30/01/2013					
Thornhill Primary School - 2 x vacancies	Llanishen	22/10/2014 21/06/2015		Mrs Bethan Jones	School		
Trelai Primary School – 2 x Vacancies	Caerau	11/05/2012 02/10/2012		Mrs Claire Moggridge	School		
Tremorfa Nursery	Splott	19/09/2014					
Trowbridge Primary School	Trowbridge	19/06/2014		Mr Sam Houldsworth	School		
Windsor Clive Primary School – 2	Ely	03/06/2014 18/06/2014					
Segol Glan Ceubal – 2 x vacancies	Llandaff North	21/02/2015 17/03/2015					
🙀 gol Glan Morfa	Splott	29/01/2014					
Ysgol Gymraeg Bro Eirwg	Llanrumney	23/04/2014					
Ysgol Gymraeg Coed-Y-Gof	Fairwater	10/02/2014					
Ysgol Pen Y Pil	Trowbridge	11/09/2013					
Ysgol Y Berllan Deg	Pentwyn	17/12/2014					
Ysgol Y Wern	Llanishen	27/01/2015					
Ty Gwyn Special School	Caerau	02/01/2015					

New LA Governor Vacancies to be considered

School	Ward	Start of Vacancy	Renomination Requested	Applications Received	Nominated By	Approved (Yes/No)
Woodlands High School	Caerau	19/07/2015				

Temporary Governing Bodies

School	Ward	Start of Vacancy	Renomination Requested	Applications Received	Nominated By	Approved (Yes/No)
New Pontprennau Primary School – 1 x staff governor position	Pontprennau	11/9//2014				

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CITY & COUNTY OF CARDIFF DINAS A SIR CAERDYDD



COUNCIL:

25 JUNE 2015

REPORT OF THE CHIEF EXECUTIVE

MEMBERS' SCHEDULE OF REMUNERATION 2015-16

Reason for this Report

1. To approve the Members' Schedule of Remuneration 2015-16 in accordance with the Independent Remuneration Panel for Wales (IRPW) Regulations.

Background

- 2. The Independent Remuneration Panel for Wales (IRPW) is a statutory body established by the Welsh Government in January 2008 to determine the scope and salaries, allowances and expenses payable to elected members and co-opted members.
- 3. The Local Government (Wales) Measure 2011 gave the IRPW additional powers to prescribe members' remuneration. Part 8 (sections 141-160) and Schedules 2 and 3 of the Local Government (Wales) Measure 2011 set out the arrangements for the payments and pensions for elected members of relevant authorities and the functions and responsibilities of the IRPW. Sections 62-67 of the Local Government (Democracy) (Wales) Act 2013 also amended sections of the Local Government (Wales) Measure 2011 and conferred additional powers on the IRPW.
- 4. The IRPW's Annual Report for 2015/16 (7th Annual Report) was published in February 2015, which set out its determinations on the payment of remuneration and allowances to elected members and co-opted members in the 2015/16 municipal year. The Council must implement the IRPW's determinations, as set out in its Annual Report, from the date of the Council's Annual Meeting.
- 5. In accordance with the IRPW Regulations and guidance set out in the IRPW Annual Report for 2015/16, the Council must produce and maintain an annual Schedule of Remuneration ('the Schedule'), which sets out details of the specific payments that it intends to make to elected members and co-opted members in accordance with the levels of remuneration and allowances determined by the IRPW in its Annual or Supplementary Reports.

Senior Salaries

6. In Cardiff (Population Group A), the maximum number of Senior Salary positions is 19, excluding Civic Salary positions, and the Council agreed the following allocation of 18 Senior Salaries for 2015/16 at the Annual Meeting of the Council on 21 May 2015:

Bands of Responsibility	Role(s)	No. of Senior Salary Positions
Band 1	Leader	1
	Deputy Leader	1
Band 2	Other Cabinet Members	7
Band 3	Scrutiny Committee Chairs	5
	Planning Committee Chair	1
	Licensing / Public Protection Committees Chair	1
	Democratic Services Committee Chair	1
Band 4	Leader of largest opposition group	1
Total =		18

- 7. As a result, there is currently one Senior Salary position available within the maximum number of Senior Salaries (19) that can be paid by the Council.
- 8. In addition to the Senior Salary payable to the Leader of the largest opposition group (Band 4), which the IRPW has determined must be paid by the Council, the Leaders of other political groups which comprise at least 10% of the elected membership of the Authority are also eligible to be paid a Band 5 Senior Salary of £17,000 (inclusive of Basic Salary), subject to the availability of Senior Salary positions and the agreement of the Council.
- 9. Following the announcement of the resignation of former Councillor Craig Williams (Pentyrch) at the Annual Meeting of the Council on 21 May 2015, the membership of the Council's Conservative Group decreased to 6 councillors on 22 May 2015, but has since increased to 8 councillors with effect from 8 June 2015 due to the addition of two new members of the Conservative Group – Councillors Cowan and Robson (Rhiwbina). This means that the Conservative Group currently exceeds the eligibility threshold of 10% of the Council's membership that applies to the payment of a Band 5 Senior Salary to Leaders of other political groups.

10. The Council may therefore wish to consider the payment of an additional Senior Salary in 2015/16 for the Leader of the Conservative Group on a pro rata basis with effect from 26 June 2015. This would mean that the Council will be paying the maximum number of Senior Salaries (i.e. 19) in 2015/16.

Members' Schedule of Remuneration 2015-16

- 11. The IRPW has developed and issued a proforma Schedule of Remuneration for recommended use by local authorities in order to promote best practice and assist with consistency in the production of such schedules within Wales. Specific sections within the document are to be amended in order to suit each Authority's own particular circumstances; however, it should be noted that use of the proforma is not mandatory. The Council is recommended to adopt this proforma for use as the basis for the Members' Schedule of Remuneration 2015-16, as set out in **Appendix A** to this report.
- 12. Any amendments to the Schedule made during the municipal year must be conveyed to the IRPW as soon as practicable after the amendments are made. It is proposed that authority should be delegated to the Monitoring Officer to make any necessary amendments to the Schedule in order to reflect any changes in membership of the Council, Cabinet or Committees or as a result of any Supplementary Reports issued by the IRPW.
- 13. In accordance with the IRPW Regulations, the Council must make arrangements for the publication of the Schedule within the authority area and the Schedule must be sent to the IRPW as soon as practicable after determination and not later than 31 July in the year to which it applies.

Legal Implications

14. The relevant legal provisions are set out in the body of the report.

Financial Implications

15. The costs of member remuneration as set out in the attached schedule can be met from within existing budgets in 2015/16.

RECOMMENDATIONS

Council is recommended to:

- 1. approve the payment of an additional Senior Salary (Band 5) in 2015/16 for the Leader of the Conservative Group on a pro rata basis with effect from 26 June 2015;
- approve the Members' Schedule of Remuneration 2015-16 based on the proforma schedule provided by the Independent Remuneration Panel for Wales, as set out in Appendix A to this report; and

3. delegate authority to the Monitoring Officer to update the Members' Schedule of Remuneration and to make any necessary amendments to the 2015-16 Schedule from time to time during the municipal year in order to reflect any changes in membership of the Council, Cabinet or Committees or as a result of any Supplementary Reports issued by the Independent Remuneration Panel for Wales.

PAUL ORDERS Chief Executive 19 June 2015

The following Appendix is attached to this report:

APPENDIX A: Members' Schedule of Remuneration 2015-16

Background Papers

Council Report, 21 May 2015 – Members' Schedule of Remuneration 2015/16

Independent Remuneration Panel for Wales Annual Report 2015: <u>http://gov.wales/docs/dsjlg/publications/localgov/150223-irp-report-february2015-v1-en.pdf</u>

COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF

MEMBERS' SCHEDULE OF REMUNERATION

This Scheme is made under the Local Government (Wales) Measure 2011 ("the Measure") with regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

1. Basic Salary

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

2. Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.6 A Senior Salary may not be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report and cannot exceed fifty percent of the total membership of the authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.7 A Member of the Authority in receipt of a Band 1 or 2 Senior Salary (i.e. Leader, Deputy Leader and Cabinet Members) **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which he/she has been nominated.
- 2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Salary will be pro-rata.

3. Election to Forgo Entitlement to salaries, allowances or fees

3.1 A Member may, by notice in writing delivered to the Monitoring Officer, personally elect to forgo any part of his/her entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

4. Suspension of a Member

- 4.1 Where a Member of the Authority is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic Salary payable to him/her in respect of that period for which he or she is suspended will be withheld by the Authority (Section 155 (1) of the Measure).
- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the Basic Salary.

5. Repayment of salaries, allowances or fees

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:
 - (a) is suspended or partially suspended from that Member's/Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
 - (b) ceases to be a Member of the Authority or Co-opted Member; or
 - (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period,

the Authority will require that such part of the salary, allowance or fee as relates to any such period be repaid.

6. Payments

- 6.1 Payments of all salaries, allowances or fees will be made by the Council's Payroll team by BACS transfer in instalments of one-twelfth of the Member's annual entitlement usually on the 15th of each month.
- 6.2 Where payment has resulted in a Member receiving more than his/her entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

7. Care Allowance

- 7.1 Care Allowance shall be paid to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
- 7.2 Care Allowance applies in respect of children who are aged 15 or under and other persons for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependent the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.3 Eligible Members may claim Care Allowance for actual and receipted costs up to a maximum amount not exceeding that determined by the Independent Remuneration Panel

as set out in **Schedule 1**. All claims for Care Allowance should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

8. Family Absence

- 8.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 8.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 8.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 8.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.
- 8.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

9. Co-optees' payments

- 9.1 A Co-optees' daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.
- 9.2 Co-optees' payments will be capped at a maximum of the equivalent of 10 full days a year for each committee to which an individual may be co-opted.
- 9.3 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 9.4 The Monitoring Officer is designated as the "appropriate officer" and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 9.5 The Monitoring Officer can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 9.6 A half day meeting is defined as up to 4 hours.
- 9.7 A full day meeting is defined as over 4 hours.
- 9.8 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel, is set out in Schedule 1.
- 9.9 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.

10. Travel and Subsistence Allowances

10.1 General Principles

- 10.2 Members and Co-opted Members may claim travelling expenses when travelling on the Authority's business for 'approved duties' as set out in **Schedule 2**. Where Members travel on the Authority's business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have his/her claim abated by an appropriate amount.
- 10.3 Where possible Members should share transport.
- 10.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
- 10.5 The rates of Members' travel and subsistence allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.
- 10.6 Where a Member is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to him/her in respect of that period for which he or she is suspended or partially suspended must be withheld by the Authority.

11. Travel by Private Vehicle

- 11.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.
- 11.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.
- 11.3 Where a Member makes use of his/her private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

12. Travel by Public Transport

12.1 Rail/Coach Travel

Unless otherwise authorised rail tickets will be second-class.

Democratic Services or Cabinet Support Office, as applicable, will usually purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and/or a receipt.

12.2 Taxi Fares

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imbursement will be upon receipt only.

12.3 Air Fares

Unless otherwise authorised flight tickets will be budget or economy class. Discounted flight tickets will be purchased well in advance wherever possible in order to reduce costs.

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Monitoring Officer is required and tickets will usually be purchased by Democratic Services or Cabinet Support Office, as applicable.

12.4 Travel Abroad

Travel abroad on the Authority's business will only be permitted where authorised by the Monitoring Officer. Democratic Services or Cabinet Support Office, as applicable, will usually arrange travel and accommodation.

12.5 **Other Travel Expenses**

Members will be entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imbursement will be upon receipt only.

13. Overnight Accommodation

- 13.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Monitoring Officer.
- 13.2 Overnight accommodation will usually be booked by Democratic Services or Cabinet Support Office, as applicable. Wherever possible the overnight accommodation will be prepaid or invoiced.
- 13.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 3**.

14. Subsistence Allowance

- 14.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s).
- 14.2 No provision is made for subsistence claims within the Council's administrative boundaries.

15. Claims and Payments

- 15.1 A claim for travel and subsistence allowances must be made in writing within three months of the end of the calendar month in which entitlement to allowances arises and must be accompanied by the relevant receipts.
- 15.2 Allowances will be paid by the Council's Payroll team by BACS transfer.

16. Pensions

16.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

17. Compliance

17.1 In accordance with the Regulations, the Authority must comply with the requirements of the Panel in respect of the monitoring and publication of payments made to members and coopted members as set out in **Schedule 4**.

Members are reminded that expense claims are subject to both internal and external audit.

<u>SCHEDULE 1</u>

SCHEDULE OF REMUNERATION 2015-16

	MEMBERS ENTITLED TO BASIC SALARY	ANNUAL AMOUNT OF BASIC SALARY
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 23. 24. 25. 26. 27. 28. 29. 30. 31.	Cllr Ali Ahmed Cllr Manzoor Ahmed Cllr Gareth Aubrey Cllr Fenella Bowden Cllr Joe Boyle Cllr Ed Bridges Cllr Tricia Burfoot Cllr Joseph Carter Cllr Joseph Carter Cllr Paul Chaundy Cllr Jayne Cowan Cllr Kirsty Davies Cllr Chris Davis Cllr Chris Davis Cllr Jonathan Evans Cllr Lisa Ford Cllr Susan Goddard	BASIC
32. 33. 34. 35. 36.	Cllr Chris Lomax Cllr Cecilia Love Cllr Julia Magill Cllr Gretta Marshall Cllr Neil McEvoy	
37. 38. 39. 40. 41. 42. 43. 44.	Cllr Paul Mitchell Cllr Derrick Morgan Cllr Jim Murphy Cllr Georgina Phillips Cllr David Rees Cllr Adrian Robson Cllr Eleanor Sanders Cllr Elaine Simmons	
45.	Cllr Ed Stubbs	

46. Cllr Ben Thomas

- 47. Cllr Graham Thomas
- 48. Cllr Huw Thomas
- 49. Cllr Lynda Thorne
- 50. Cllr Monica Walsh
- 51. Cllr Chris Weaver
- 52. Cllr Susan White
- 53. Cllr Darren Williams
- + 1 vacant seat

	SENIOR SALARY ENTITLEN (includes Basic Salary	ANNUAL AMOUNT OF SENIOR SALARY	
	ROLE	MEMBER	
1.	Leader	Cllr Phil Bale	£53,000
2.	Deputy Leader	Cllr Sue Lent	£37,000
3.	Cabinet Member – Community Development, Co-operatives and Social Enterprise	Cllr Peter Bradbury	£32,000
4.	Cabinet Member – Corporate Services and Performance	Cllr Graham Hinchey	£32,000
5.	Cabinet Member – Education	Cllr Sarah Merry	£32,000
6.	Cabinet Member – Environment	Cllr Bob Derbyshire	£32,000
7.	Cabinet Member – Health, Housing and Wellbeing	Cllr Susan Elsmore	£32,000
8.	Cabinet Member – Skills, Safety and Engagement	Cllr Daniel De'Ath	£32,000
9.	Cabinet Member – Transport, Planning and Sustainability	Cllr Ramesh Patel	£32,000
10.	Chairperson of Children and Young People Scrutiny Committee	Cllr Richard Cook	£22,000
11.	Chairperson of Community and Adult Services Scrutiny Committee	Cllr Mary McGarry	£22,000
12.	Chairperson of Economy and Culture Scrutiny Committee	Cllr Rod McKerlich	£22,000
13.	Chairperson of Environmental Scrutiny Committee	Cllr Ralph Cook	£22,000
14.	Chairperson of Policy Review and Performance Scrutiny Committee	Cllr Nigel Howells	£22,000
15.	Chairperson of Planning Committee	Cllr Michael Michael	£22,000
16.	Chairperson of Licensing & Public Protection Committees	Cllr Jacqueline Parry	£22,000
17.	Chairperson of Democratic Services Committee	Cllr Elizabeth Clark	£22,000
18.	Leader of the Largest Opposition Group	Cllr Judith Woodman	£22,000
19.	Leader of the Conservative Group* (*subject to decision of Council on 25/06/15)	Cllr Dianne Rees	£17,000
	mum of 19 senior salaries for the City of Cardifi exceeded.	f Council may be paid a	nd this has not

ENTITLEMENT TO CIVIC SALARIE	ANNUAL AMOUNT OF	
ROLE	MEMBER	CIVIC SALARY
Civic Head (Mayor / Chair)	Cllr David Walker	£24,000
Deputy Civic Head (Deputy Mayor / Chair)	Cllr Dilwar Ali	£18,000

ENTITLEMENT AS STATUTORY	AMOUNT OF CO-OPTEES		
ROLE	MEMBER	ALLOWANCES	
Chairperson of Standards & Ethics Committee	Mr Richard Tebboth	£256 Daily Fee £128 ½ Day Fee	
Chairperson of Audit Committee	Sir Jon Shortridge	£256 Daily Fee £128 ½ Day Fee	
Statutory Co-optees – ordinary members:			
Audit Committee	Audit Committee • Ian Arundale • Prof. Maurice Pendlebury • David Hugh Thomas		
Children & Young People Scrutiny Committee	<u>Children & Young People</u> <u>Scrutiny Committee</u> • Patricia Arlotte • Carol Cobert • Catrin Lewis • Hayley Smith	£198 Daily Fee £99 ½ Day Fee	
Standards & Ethics Committee	<u>Standards & Ethics</u> <u>Committee</u> • Dr James Downe • Hollie Edwards-Davies • Lizz Roe • David Hugh Thomas • Community Councillor John Hughes		
Statutory Co-optees – ordinary members of Standards Committees who also chair Standards Committees for Community Councils	 Dr James Downe Hollie Edwards-Davies Lizz Roe David Hugh Thomas 	£226 Daily Fee £113 ½ Day Fee	

MEMBERS ELIGIBLE TO RECEIVE CARE ALLOWANCE	
All Members	Up to a maximum of £403 per month

SCHEDULE 2

Approved duties:

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority or its Cabinet.

SCHEDULE 3

Mileage Rates

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motor Cycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	5 pence per mile

Subsistence Allowance

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts.

Re-imbursement of alcoholic drinks is not permitted.

Overnight Stay

The maximum allowances for an overnight stay are £150 for London and £95 for elsewhere. A maximum of £25 is available for an overnight stay with friends or relatives whilst on approved duty.

SCHEDULE 4

Compliance

- The authority will arrange for the publication on the council's website the total sum paid by it to each member and co-opted member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected members.
- The authority will publish on the council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The authority will publish on the council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The authority will send a copy of the schedule to the Independent Remuneration Panel not later than 31 July of the year to which the schedule refers.
- The authority will maintain records of member/co-opted members' attendance at meetings of council, cabinet and committees for which a member/co-opted member may submit a claim for travel allowance and/or co-optees' fee.
- The authority will arrange for the publication on the council's website of annual reports prepared by members.
- When the authority agrees a paid substitution for family absence it will notify the Independent Remuneration Panel within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

CITY & COUNTY OF CARDIFF DINAS A SIR CAERDYDD

COUNCIL



REPORT OF COUNTY CLERK & MONITORING OFFICER

POLITICAL BALANCE, APPOINTMENTS TO VACANCIES ON COMMITTEES AND MEMBER CHAMPION

Reason for this Report.

- 1. To inform Council of a change in the Political balance in accordance with Section 15 of the Local Government and Housing Act 1989, and the Local Government (Committees and Political Groups) Regulations 1990 as amended in 1991.
- 2. To provide an update following Annual Council 21 May 2015 on the appointment to Committees by Party Groups to meet the change in composition and fill outstanding vacancies.
- 3. To appoint to the vacancy for the Council's Member Champion for Diversity and Equalities.

Background

- 4. The legislation requires the Council to allocate committee seats to political groups in proportion, as far as is reasonably practicable, to the size of those groups on the Council.
- 5. The requirement is for representation to be proportional on each committee and across the relevant committees taken as a whole, subject to Section 15 (5) (b) of the 1989 Act which provides that where the majority of seats on the Council are held by one political group, that group shall have a majority on all bodies to which appointments are made.
- 6. Notification was received from the Conservative Group on 8 June 2015 that Councillors Cowan and Robson had joined the Group with effect from 8 June 2015. This effected a change in the composition of the Conservative Group and the Independent Group on the Council. There is one vacancy currently for the ward of Pentyrch.
- 7. The Council at its Annual Council on 21 May 2015 established its committees and allocated seats proportionally in line with the relevant provisions of the Local Government and Housing Act 1989 (Section 15)

and Local Government (Committees and Political Groups) Regulations 1990.

Allocation of Seats

8. The total number of seats on Committees which are subject to the political balance is 139. Based on the revised the change in composition of the Council on 8 June 2015 the proportional allocation of seats on Ordinary Committees and Scrutiny Committees is as set out in Table A below:

Groups	Number of Councillors	Proportionality	Number of seats
Labour	46	61 33%	86
Liberal Democrat	15	20%	28
Conservative	8	10.67%	15
Independent	2	2.67%	4
Plaid Cymru	2	2.67%	4
Ungrouped *	1	1.33%	1
Vacant **	1	1.33%	1

*One Independent Member not a Member of a Group

** Vacancy Pentyrch Ward

- 9. The proportional allocation of seats, as set out in Table A above, has been discussed with all Party Group Whips at a meetings on 11 May and 17 June 2015. The Plaid Group has indicated that it does not wish to take up its allocation of Committee seats, and therefore, these have been distributed amongst the other Groups, as shown in Appendix a.
- 10. Under the rules on political balance, the Council may adopt an alternative arrangement to strict political proportionality for the allocation of seats on Committees and distribute seats on a different basis provided that notice of such proposal is given in the Council Summons, and the alternative arrangement is approved by Council, without any Member voting against the arrangement (referred to as a 'nem con' vote).
- 11. Notice has been given on the Council Summons to effect the alternative arrangement for the distribution of seats on Committees as detailed in Appendix A.

Committee Membership

- 12. Annual Council 21 May 2015 made appointments to Committees in accordance with the agreed political balance arrangements and the wishes of Political groups.
- 13. Attached as Appendix B to the report is the updated Committee Membership list for 2015/16. Further nominations from Political groups to vacancies will be reported to Council on the amendment sheet.

Member Champion

14. The Council on 24 July 2014 in accordance with the Cabinet proposal 15 May 2014 appointed a Council Member Champion for Diversity and Equalities. The Council is requested to appoint to this role which is currently vacant.

Legal Implications

15. The legal Implications are set out in the body of this report.

Financial Implications

16 There are no financial implications arising from this report.

RECOMMENDATIONS

That the Council

- notes the details of the political balance of the Council as set out in Table 1 of the report; and
- (2) approves alternative arrangements' for the allocation of seats on each Committee as set out in Appendix A and agreed by Party Group Whips on 11 May and 17 June 2015;
- (3) notes and approves the update to the Committee Membership as detailed in Appendix B to the report;
- (4) approves any further nominations to vacancies on Committees as contained on the amendment sheet;
- (5) to approve the appointment of Councillor Ali Ahmed as Member Champion for Diversity and Equalities.

MARIE ROSENTHAL County Clerk & Monitoring Officer

19 June 2015

Appendix A – Political Balance and Allocation of seats 2015/16 Appendix B – Committee Membership 2015/16

Distribution of Seats Based on Political Balance 8 June 2015

APPENDIX A

Committee	Number of	Labour	Lib Dem	Cons	Ind	Plaid	Heath	Vacant	Total
	Seats				Group		Ind		
Committees subject to Political									
Balance									
No of Seats	75/75	46/75	15/75	8/75	2/75	2/75	1/75	1/75	75
Percentage	400	61.33%	20%	10.67%	2.67%	2.67%	1 33%	1.33%	100
Total No Seats	139	86	28	15	4	4	(1)	(1)	139
Ordinary Committees									
Planning	12	8	2	2					12
Licensing	12	8	3	1					12
Public Protection	12	8	3	1					12
Audit Committee	8	5	1	1	1				8
Constitution Committee	12	7	3	1	1				12
Corporate Parenting Advisory	9	6	2	1					9
Committee									
Council Appeals	9	6	2	1					9
Democratic Services Committee	12	7	3	1	1				12
Employment Conditions	8	5	2	1					8
No of Seats	94	60	21	10	3	0	0	0	94
Percentage		62.77%	23.4%	10.63%	3.2%				100%
GROUP ENTITLEMENT	94	58	19	10	3	3	1		94
Scrutiny Committees									
Children & Young People	9	6	2	1					9
Community & Adult	9	5	2	1	1				9
Economic & Culture	9	6	2	1					9
Environment	9	6	2	1					9
Policy Review & Performance	9	6	2	1 F					9
No of Seats	45	29 C4 45%	10	5	1	0	0	0	45
	45	64.45%	22.22%	11.11%	2.22%	 			100%
GROUP ENTITLEMENT	45	28	9	5		1			45
TOTAL NO OF SEATS	139	89	31	15	4	0	0	0	139
Percentage		64.03%	22.3%	10.79%	2.88%	-	-		100%
GROUP ENTITLEMENT	139	86	28	15	4	4	(1)		139

Committee	Number of Seats	Labour	Lib Dem	Cons	Ind Group	Plaid	Heath Ind	Total
Political Balance not applicable								
Standards & Ethics Committee	3	1	1	1				
Bilingual Cardiff Working Group	10	6	1	1	1	1		
Local Authority Governor Panel	7	3	1	1	1	1		
Works Council	5	3	1	1				
Health & Safety Advisory Group	5	3	1	1				

APPENDIX B

CITY & COUNTY OF CARDIFF CYNGOR DINAS A SIR CAERDYDD

COMMITTEE MEMBERSHIP 2015/16

<u>Cabinet</u>

(9 Members)

Councillors **Bale (Ldr),** Bradbury, De'Ath, Derbyshire, Elsmore, Hinchey, Lent (Dpty Ldr) Merry and Patel

Ordinary Committees

Planning Committee

(12 Members: 8 Labour, 2 Liberal Democrats, 2 Conservative)

Councillors Ali Ahmed, Manzoor Ahmed, Burfoot, Gordon, Hudson, Hunt, Lomax (Dep Chr), **Michael (Chr),** Phillips, Robson and Thorne **(1 vacancy)**

Licensing Committee

(12 Members: 12 Members: 8 Labour, 3 Liberal Democrats and 1 Conservative)

Councillors Manzoor Ahmed, Boyle, Bridges, Goddard (Dep Chr), Hudson, Kelloway, Derrick Morgan, Murphy, **Parry (Chr),** Phillips and Simmons. **(1 vacancy)**

Public Protection Committee

(12 Members: 12 Members: 8 Labour, 3 Liberal Democrats and 1 Conservative)

Councillors Manzoor Ahmed, Boyle, Bridges, Goddard (Dep Chr), Hudson, Kelloway, Derrick Morgan, Murphy, **Parry (Chr),** Phillips and Simmons. **(1 vacancy)**

Audit Committee

(8 Council Members 5 Labour, 1 Liberal Democrat, 1 Conservative & 1 Independent; and 4 Independent Members Panel

Councillors Howells, McGarry, Mitchell, Murphy, Dianne Rees, Robson and Weaver. **(1 vacancy)**

Mr Ian Arundale, Mr David Hugh Thomas, Prof Maurice Pendlebury and Sir Jon Shortridge

Constitution Committee

(12 Members: 7 Labour, 3 Liberal Democrats, 1 Conservative and 1 Independent)

Councillors Aubrey,, **De'Ath (Chr)** Goodway, Gordon, Hinchey, Holden, Margaret Jones, Knight, Magill, Dianne Rees, White, and Woodman

Corporate Parenting Advisory Committee

(9 Members: 6 Labour, 2 Liberal Democrats and 1 Conservative) (Actual 7 x Labour & 1 x Independent (1 vacancy))

Councillors De'Ath, Evans, Goddard, Joyce, Lent (Chr), Merry, Sanders and White (1 vacancy)

Council Appeals Committee

(9 Members: 6 Labour, 2 Liberal Democrats, 1 Conservative)

Councillors Manzoor Ahmed, Bridges, Hinchey, Javed, Lent, Murphy, Dianne Rees, Benjamin Thomas and Woodman

Democratic Services Committee

(12 Members: 12 Members: 7 Labour, 3 Liberal Democrats, 1 Conservative and 1 Independent)

Councillors Dilwar Ali, Chaundy, **Clark (Chr)** Goddard, Graham, Hinchey, Hyde, Lomax, Murphy, Sanders, Benjamin Thomas and Weaver.

Employment Conditions Committee

(8 Members: 5 Labour, 2 Liberal Democrats, and 1 Conservative)

Councillors Aubrey, Bale, Davis, **Hinchey (Chr),** Margaret Jones, Joyce, Dianne Rees and Walsh.

Standards & Ethics Committee

(9 Members: 1 Labour, 1 Liberal Democrat, 1 Conservative, 5 Non-Council Members and 1 Community Councillor)

Councillors Cowan, Margaret Jones & Phillips

Holly Edward-Davies, Dr James Downe, David Hugh Thomas, Mary Roe, and **Richard Tebboth (Chr)**

Community Councillor John Hughes

Local Authority Governor Panel

(7 Members at least 1 Member each party)

Councillors Chaundy, Ford, Holden, Hunt, **Merry (Chr),** Phillips and Dianne Rees

Scrutiny Committees

Children and Young People

(13 Members: 6 Labour, 2 Liberal Democrats, 1 Conservative and 4 Co-opted – 1CW, 1RC and 2 PG)

Councillors Boyle, Chaundy, **Richard Cook (Chr),** Gordon, Govier, Morgan, Murphy, Dianne Rees and Thorne

Carol Cobert (Church in Wales Representative); Mrs P Arlotte (Roman Catholic Representative); Catrin Lewis, Hayley Smith (Parent Governor representative)

Community and Adult Services

(9 Members: 5 Labour, 2 Liberal Democrats, 1 Conservative and 1 Independent)

County Councillors Carter, Goddard, **McGarry (Chr)**, Lomax, Sanders and Graham Thomas. **(3 vacancies)**

Economy and Culture

(9 Members: 6 Labour, 2 Liberal Democrats and 1 Conservative)

County Councillors Dilwar Ali, Ralph Cook, Howells, Hyde, Javed, **McKerlich** (Chr) Stubbs, Weaver and Darren Williams.

Environmental

(9 Members: 6 Labour, 2 Liberal Democrats, and 1 Conservative)

Councillors Aubrey, Clark, **Ralph Cook (Chr),** Davis, Lomax and Mitchell (3 vacancies)

Policy Review and Performance

(9 Members: 5 Labour, 2 Liberal Democrats, 1 Conservative and 1 Independent)

Councillors Cowan, Goodway, **Howells (Chr)**, Hunt, Love and Murphy. **(2 vacancies)**

Other Committees

Bilingual Cardiff Working Group

(10 Members at least 1 Member each Party Group)

Councillors Dilwar Ali, Bale, Evans, Goodway, Holden, Howells, Lent, McEvoy and Huw Thomas **(1 vacancy)**

Works Council

Councillors Bale, Hinchey, Dianne Rees and Walsh (1 vacancy)

Health & Safety Advisory Group

Councillors Groves, Hinchey (Cabinet Member) and Walsh (2 vacancies)

Appointments Committee

To comprise of 5 Members in accordance with the rule on political balance.

Disciplinary & Grievance Appeals Committee

To comprise not less than 3 and not more than 5 members in accordance with the rule on political balance.

Joint Committees

Glamorgan Archives Joint Committee

(Joint Committee - 5 Cardiff Representatives 3 Labour, 1 Liberal Democrat, 1 Conservative) (Actual 3 x Labour & 2 x Independent)

County Councillors Cowan, Lomax, Parry, Robson, & Huw Thomas

Prosiect Gwyrdd Joint Committee

(Joint Committee - 2 Cardiff Representatives 2 x Labour)

County Councillor Derbyshire & Hinchey

Regulatory Services Joint Committee

Councillors De'Ath and Parry

Central South Joint Education Service

Councillor Merry

Welsh Purchasing Consortium Management Board

Councillor Hinchey

CITY AND COUNTY OF CARDIFF DINAS A SIR CAERDYDD



COUNCIL:

25 JUNE 2015

REPORT OF COUNTY CLERK & MONITORING OFFICER

APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES

Reasons for the Report

1. To agree the appointment of Council representatives to Outside Bodies under the Local Choice functions.

Background

2. The Constitution provides that the Council will, from time to time, receive nominations and make Member appointments as necessary to serve as representatives of the Council on outside bodies.

lssues

3. The Council is asked to consider nominations to serve on Outside Bodies relating to vacancies and changes as set out in Appendix A of the report and listed on the amendment sheet.

Legal Implications

4. The appointment of individuals to serve on outside bodies is a Local Choice function under the Local Authorities (Executive Arrangements) (Functions and Responsibilities) (Wales) Regulations 2007. The Council has determined that responsibility for this function shall rest with Full Council unless delegated by the Council.

Financial Implications

5. There are no financial implications arising as a direct consequence of this report.

RECOMMENDATION

Council is recommended to receive and approve nominations for, and make appointments to those outside bodies as listed in Appendix A and any nominations included on the Council Amendment Sheet on 25 June 2015.

MARIE ROSENTHAL

County Clerk and Monitoring Officer 19 June 2015

APPOINTMENTS TO VACANCIES COUNCIL REPRESENTATION ON OUTSIDE BODIES JUNE 2015

APPENDIX A

NAME OF ORGANISATION	COUNCIL REPRESENTATION	MAIN AIMS & FUNCTIONS OF ORGANISATIONS	NOMINATIONS RECEIVED
Artes Mundi	1 – Member (Relevant Cabinet Member)	Artes Mundi is an internationally focused arts organisation that identifies, recognises and supports contemporary visual artists who engage with the human condition, social reality and lived experience. Main aims are: to present a landmark programme of international, contemporary visual art that will enrich the cultural and educational life of Wales and its people, develop and inspire new audiences and build cultural bridges between Wales and the wider world.	Councillor Bradbury (Cabinet Member)
Cardiff & Vale College Corporation ບຸ	1 – Member (Relevant Cabinet Member)	Formerly Coleg Glan Hafren Corporation. Merged with Barry College in August 2011 to form new Cardiff & Vale College. See Welsh SI No.657 (2011) – Cardiff & Vale Further Education Corporation (Government) Regulations 2011.	Councillor Merry (Cabinet Member)
Cardiff & Vale of Glamorgan Community Health Council	3 – Members	 The CHC represents the interests of the patients and public of Cardiff & the Vale of Glamorgan in relation to local health services. The 4 statutory duties/functions of the CHC are to: 1 Scrutinise the operation of health services in Cardiff & Vale of Glamorgan, to make recommendations for the improvement of that service, and to advise the UHB upon such matters relating to the operation of the health service. 2 To be consulted by the UHB in respect of health services for which it is responsible. 3 To enter and inspect NHS premises. 4 To provide an independent advocacy service on behalf of the Welsh Ministers for those aged 18 and over. 	Councillor Murphy Councillor Hudson One vacancy

APPOINTMENTS TO VACANCIES COUNCIL REPRESENTATION ON OUTSIDE BODIES JUNE 2015 APPENDIX A

NAME OF ORGANISATION	COUNCIL REPRESENTATION	MAIN AIMS & FUNCTIONS OF ORGANISATIONS	NOMINATIONS RECEIVED
Cardiff Bus	7 – Members (If proportional + 4 Labour; 2 Lib Dem & 1 Conservative)	Cardiff City Transport Services Itd (otherwise known as Cardiff Bus) is a private limited company which is wholly owned by Cardiff Council. It was constituted as a Public Transport company within the mean of Section 72 of the Transport Act 1985 and the main purpose of the company is the provision of road passenger transport services.	Councillors Goddard, Lomax, Simmons, Benjamin Thomas, White (Labour) Councillor Hudson (Conservative) Councillor Aubrey, One vacancy (Lib Dem)
Cardiff University Court	3 – Members (including Chair of Council)	This is the Governing body of the University	Councillor Walker (Chair of Council) Councillor De'Ath Councillor Bridges
National Adoption Service Governance Board	1 Member (relevant Cabinet Member)	 The National Adoption Service will be responsible for: Establishment of a National Board. Monitoring the delivery of services in accordance with the national performance framework. Producing an Annual Report and action plan. Developing a national marketing and awareness raising strategy. Providing a single point of contact for anyone seeking information about adoption. Providing a database of information. Developing and maintaining a National Adoption Register. Co-ordination of Adoption Panels, Panel Members, Pre-Approval Training, Post Adoption Support Services and provision of the Independent Review Determination Service. Acting as a Centre of Excellence for Adoption in Wales. 	Councillor Lent

APPOINTMENTS TO VACANCIES COUNCIL REPRESENTATION ON OUTSIDE BODIES JUNE 2015 AF

APPENDIX A

NAME OF ORGANISATION	COUNCIL REPRESENTATION	MAIN AIMS & FUNCTIONS OF ORGANISATIONS	NOMINATIONS RECEIVED
Standing Advisory Council for Religious Education (SACRE)	8 – Members (relevant Cabinet Member)	SACRE is a statutory body which meets once a school term to advise the Council on matters concerned with collective worship and the provision of religious education	Councillor Merryl (Cabinet Member) Councillor Ali Ahmed Councillor McGarry Councillor Parry Councillor Elsmore Councillor Javed Councillor Gordon (1vacancy)
Local Government Association General Assembly 0 4 8 7	4 – Members (including Leader of the Council)	The LGA is the membership organisation of local authorities in England and Wales and its mission is to support, promote and improve local government. The LGA General Assembly is the only LGA decision making forum which all local authorities in membership are eligible to attend and vote. The role of the General Assembly is to consider strategic policy of national significance to local government.	Councillor Bale (Leader) Councillor Elsmore (Labour) Councillor Howells (Lib Dem) Councillor (Cons) tbc

** Those Members in italics have been appointed previously

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CITY & COUNTY OF CARDIFF DINAS A SIR CAERDYDD

COUNCIL:



REPORT OF COUNTY CLERK & MONITORING OFFICER

PROGRAMME OF MEETINGS 2015/16

Reason for this report

1. The purpose of this report is to update Council on the programme of all Council and Committee meetings for the period June 2015 to August 2016.

Background

2. The Constitution Council Procedure Rules provide that the Council approves a programme of ordinary meetings of the Council and its Committees annually.

lssues

- 3. The Council on 29 January 2015 agreed a programme of Full Council meetings for 2015/16 and 2016/17 municipal years based on the number and frequency of meetings as agreed by the Constitution Committee, 19 March 2014.
- 4. Annual Council on 21 May 2015 agreed a programme of Cabinet & ordinary Committee meetings to August 2015.
- 5. A programme of all meetings to August 2016 is attached as Appendix A.

Legal Implications

- 6. Welsh Government issued guidance under section 6 of the Local Government (Wales) Measure 2011 that by virtue of section 6(2) of the Measure, Local Authorities must have regard to this guidance when considering the times and intervals at which meetings of a local authority are held.
- 7. In summary, the guidance states that:
 - Work and other commitments make setting a programme of meetings that suits all Members difficult;
 - Welsh Government does not wish to proscribe the number/timings of meetings; and
 - it is important that Authorities proactively review their meeting arrangements, by way of example the guidance states that "What may have been tradition or an arrangement which suited the previous generation of councillors will not necessarily serve the interests of the new intake."

8. The guidance requires the Council to survey its Members in respect of times and interval in which meetings of the local authority are held at least once a term and preferably shortly after the new council is elected. This was done in May 2012 and as part of the Constitution Committee Review in 2013/14

Financial Implications

9. There are no direct financial implications arising from this report apart from the potential for administrative savings, if as recommended by the Constitution Committee the number of full Council meetings is reduced to nine per year.

RECOMMENDATIONS

The Council approves

- (1) the programme of all Council and Committees for June 2015 to August 2016;
- (2) delegates authority to the Monitoring Officer to make further amendments in consultation with Chairs of Committee if required.

MARIE ROSENTHAL County Clerk & Monitoring Officer

17 June 2015

The following Appendix attached:

Appendix A Programme of Meetings, June 2015 to August 2016

CALENDAR OF COUNCIL, CABINET & COMMITTEE MEETINGS JUNE 2015 TO AUGUST 2016

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<u>June</u>	201	5		
Mon	22	Prosiect Gwyrdd Joint Committee	12.45pm	Committee Room 3
Mon	22	Audit Committee	2.00pm	Committee Room 4
Tue	23			
Wed	24			
Thu	25	Council	4.30pm	City Hall
Fri	26	Glamorgan Archives Joint Committee	2.00pm	Records Office, Ffordd Morgannwg
Mon	29			
Tue	30			
July 2	2015		<u> </u>	I
Wed	01			
Thu	02	Cabinet	3.30pm	City Hall
Fri	03			
Mon	06			
Tue	07	Licensing Committee	10.00am	Committee Room 1
Tue	07	Public Protection Committee	10.30am	Committee Room 1
Tue	07	Policy Review and Performance Scrutiny	4.30pm	Committee Room 4
Wed	08	Community and Adult Services Scrutiny	5.00pm	Committee Room 4
Thu	09	Economy and Culture Scrutiny	4.30pm	Committee Room 4
Thu	09	Joint Environment & Policy Review & Performance Scrutiny Committees	2.00pm	Committee Room 4
Fri	10			
Mon	13			
Tue	14	Children and Young People Scrutiny	4.30pm	Committee Room 4
Tue	14	Environmental Scrutiny	4.30pm	Committee Room 1
Wed	15	Constitution Committee	5.00pm	Committee Room 4
Thu	16	Cabinet	3.30pm	City Hall
Fri	17			
Mon	20			
Tue	21	Standards & Ethics Committee	4.30pm	Committee Room 4
Wed	22	Planning Committee (DC)	2.30pm	Committee Room 4

Thu	23	Council	4.30pm	City Hall
Fri	24			
Mon	27			
Tue	28			
Wed	29	Joint Children and Young People&	5.00pm	Committee Room 4
		Community and Adult Services		
	0.0	Scrutiny Committees		
Thu	30			
Fri	31			
Augu	ist 20	<u>015</u>		
Mon	03			
Tue	00	Licensing Committee	10.00am	Committee Room 1
Tue	04	Public Protection Committee	10.30am	Committee Room 1
Wed	05		10.000111	
Thu	00			
Fri	07			
	01			
Mon	10			
Tue	11			
Wed	12	Planning Committee (DC)	2.30pm	Committee Room 4
Thu	13			
Fri	14			
	· · ·			
Mon	17			
Tue	18			
Wed	19			
Thu	20			
Fri	21			
Mon	24			
Tue	25			
Wed	26			
Thu	27			
Fri	28			
	1			
Mon	31	Bank Holiday		
<u>Septe</u>	embe	er 2015		
Tue	01			
Wed	02			

Thu	03			
Fri	04			
Mon	07			
Tue	08	Licensing Committee	10.00am	Committee Room 1
Tue	08	Public Protection Committee	10.30am	Committee Room 1
Tue	08	Policy Review & Performance	4.30pm	Committee Room 4
		Scrutiny	•	
Wed	09	Planning Committee (DC)	2.30pm	Committee Room 4
Thu	10	Economy & Culture Scrutiny	4.30pm	Committee Room 4
Fri	11			
Mon	14	-		-
Tue	15	Children and Young People Scrutiny	2.30pm	Committee Room 4
Tue	15	Environmental Scrutiny	4.30pm	Committee Room
Wed	16	Audit Committee	2.00pm	Committee Room
Wed	16	Community and Adult Services	5.00pm	Committee Room 4
Thu	17	Scrutiny Cabinet	3.30pm	City Hall
Fri	18		0.000	
Mon	21			
Tue	22	Corporate Parenting Committee	2.00pm	Committee Room 4
Tue	22	Standards & Ethics Committee	4.30pm	Committee Room
Wed	23			
Thu	24	Council	4.30pm	City Hall
Fri	25		•	
Mon	28			
Tue	29			
Wed	30	Democratic Services Committee	ТВС	Committee Room
Octol	ber 2	2015	•	
T 1.	04			
Thu	01			
Fri	02			
Man	05			
Mon Tue		Liconcing Committee	10.00am	Committee Room 1
Tue	06 06	Licensing Committee Public Protection Committee	10.00am 10.30am	Committee Room 1
Tue	06		4.30pm	Committee Room 4
Tue	00	Policy Review & Performance Scrutiny	4.30pm	
			2.20	Committee Room 4
Wed	07	Planning Committee (DC)	2.30pm	Committee Room 4
Wed Thu	07 08	Planning Committee (DC) Cabinet	2.30pm 3.30pm	
			2.30pm 3.30pm 5.00pm	City Hall City Hall

Fri	09			
Mon	12			
Tue	13	Children and Young People Scrutiny	4.30pm	Committee Room 4
Tue	13	Environmental Scrutiny Committee	4.30pm	Committee Room
Wed	14	Community and Adult Services Scrutiny	5.00pm	Committee Room 4
Thu	15	Economy & Culture Scrutiny	4.30pm	Committee Room 4
Fri	16			
Mon	19			
Tue	20			
Wed	21			
Thu	22	Council	4.30pm	City Hall
Fri	23			
Mon	26			
Tue	27			
Wed	28			
Thu	29			
Fri	30			
Nove Mon	mbe 02	<u>r 2015</u>		
Tue	03	Licensing Committee	10.00am	Committee Room 1
Tue	03	Public Protection Committee	10.30am	Committee Room 1
Tue	03	Policy Review & Performance Scrutiny	4.30pm	Committee Room 4
Wed	04	Community and Adult Services Scrutiny	5.00pm	Committee Room 4
Thu	05	Economy & Culture Scrutiny	4.30pm	Committee Room 4
Fri	06			
Mon	09			
Tue	10	Children and Young People Scrutiny Committee	2.30pm	Committee Room 4
Tue	10	Environmental Scrutiny Committee	4.30pm	Committee Room
Wed	11	Planning Committee (DC)	2.30pm	Committee Room 4
Thu	12	Cabinet	3.30pm	City Hall
Fri	13			
Mar	10			
Mon	16	Corporate Paranting Committee	2 0000	Committee Beer 4
Tue	17	Corporate Parenting Committee	2.00pm	Committee Room 4
Wed				

19			
-			
20			
23			
-			
	Council	4.30pm	City Hall
27			
30	Audit Committee	2.00pm	Committee Room 4
mbe	r 2015	1	
01	Licensing Committee	10.000m	Committee Room 1
			Committee Room 1
			Committee Room 4
01		4.30pm	Committee Room 4
02		5.00pm	Committee Room 4
	Scrutiny		
	Economy & Culture Scrutiny	4.30pm	Committee Room 4
04			
-			
08	Committee	4.30pm	Committee Room 4
08		4.30pm	Committee Room
09		2.30pm	Committee Room 4
	Cabinet	3.30pm	City Hall
11			
	Standards & Ethics Committee	4.30pm	Committee Room 4
-			
18			
21			
	Bank Holiday		
28	Bank Holiday		
29			
30			
	30 mbe 01 01 01 02 03 03 04 03 04 03 04 03 03 04 03 03 04 0 03 04 0 03 0 0 0 0	20 23 24 25 26 Council 27 28 29 20 20 21 22 23 24 25 26 Council 27 30 Audit Committee 01 Public Protection Committee 01 Policy Review & Performance Scrutiny 02 Commuity and Adult Services Scrutiny 03 Economy & Culture Scrutiny 04 05 Children and Young People Scrutiny 08 Environmental Scrutiny Committee 09 Planning Committee (DC) 10 Cabinet 11 15 Standards & Ethics Committee 16 17 18 19 21 22	20

Thu	31			
Janua	ary 2	<u>2016</u>		
Fri	01	Bank holiday		
Mon	04			
Tue	05			
Wed	06	Community and Adult Services Scrutiny	5.00pm	Committee Room 4
Thu	07	School Governor Panel	ТВС	Committee Room
Fri	08			
Mon	11			
Tue	12	Licensing Committee	10.00am	Committee Room 1
Tue	12	Public Protection Committee	10.30am	Committee Room 1
Tue	12	Children and Young People Scrutiny Committee	2.30pm	Committee Room 4
Tue	12	Policy Review & Performance Scrutiny	4.30pm	Committee Room TBC
Wed	13	Planning Committee (DC)	2.30pm	Committee Room 4
Thu	14	Economy & Culture Scrutiny	4.30pm	Committee Room 4
Fri	15			
Mon	18		4.00	
Tue	19	Environmental Scrutiny Committee	4.30pm	Committee Room 4
Wed Wed	20 20	Audit Committee Democratic Services Committee	2.00pm TBC	Committee Room 4 Committee Room 4
Thu	20	Cabinet	3.30pm	City Hall
Fri	22	Cabillet	3.30µm	
1 11	22			
Mon	25			
Tue	26	Corporate Parenting Committee	2.00pm	Committee Room 4
Wed	27			
Thu	28	Council	4.30pm	City Hall
Fri	29			
Febru	lary	2016		
Mon	01			
Tue	02			
Wed	03	Policy Review & Performance Scrutiny	1.30pm	Committee Room 4
Wed	03	Community and Adult Services Scrutiny	5.00pm	Committee Room 4

				I.
Thu	04	Children and Young People Scrutiny	10.30am	Committee Room 4
Thu	04	Economy & Culture Scrutiny	4.30pm	Committee Room 4
Fri	05			
Mon	08			
Tue	09	Licensing Committee	10.00am	Committee Room 1
Tue	09	Public Protection Committee	10.30am	Committee Room 1
Tue	09	Environment Scrutiny	4.00pm	Committee Room 4
Wed	10	Planning Committee (DC)	2.30pm	Committee Room 4
Thu	11			
Fri	12			
Mon	15			
Tue	16			
Wed	17			
Thu	18	Cabinet	3.30pm	City Hall
Fri	19			
Mon	22			
Tue	23			
Wed	24			
Thu	25	Council (Budget)	4.30pm	County Hall
Fri	26			
Mon	29			
Marc	h 20 [.]	16	1	
.	0.4		0.00	
Tue	01	Corporate Parenting Committee	2.00pm	Committee Room 4
Wed	02	Community and Adult Services Scrutiny	5.00pm	Committee Room 4
Thu	03	ocramy		
Fri	04			
Mon	07			
Tue	07	Licensing Committee	10.00am	Committee Room 1
Tue	08	Public Protection Committee	10.30am	Committee Room 1
Tue	08	Policy Review & Performance	4.30pm	Committee Room 4
i ue		Scrutiny	4.50pm	
Wed	09	Planning Committee (DC)	2.30pm	Committee Room 4
Thu	10	Cabinet	3.30pm	City Hall
Fri	11			
	· ·			

Mon

14

Tue	15	Children and Young People Scrutiny Committee	4.30pm	Committee Room 4
Tue	15	Environmental Scrutiny Committee	4.30pm	Committee Room
Wed	16	Constitution Committee	5.00pm	Committee Room 4
Thu	17	Economy & Culture Scrutiny	4.30pm	Committee Room 4
Fri	18			
Mon	21			
Tue	22	Audit Committee	2.00pm	Committee Room 4
Wed	23	Democratic Services Committee	ТВС	Committee Room
Thu	24			
Fri	25	Bank Holiday		
Mon	28	Bank Holiday		
Tue	29			
Wed	30			
Thu	31	Cabinet	3.30pm	City Hall
April 2		5		
Fri	01			
Mon	04			
Tue	05			
Wed	06			
Thu	07	Council	4.30pm	City Hall
Fri	08			
	11			
Tue	12	Licensing Committee	10.00am	Venue tbc
Tue	12	Public Protection Committee	10.30am	Venue tbc
Tue	12	Policy Review & Performance Scrutiny	4.30pm	Venue tbc
Wed	13	Planning Committee (DC)	2.30pm	Committee Room 4
Thu	14	Economy & Culture Scrutiny	4.30pm	Venue tbc
Fri	15			Venue tbc
				Venue tbc
Mon	18			Venue tbc
Tue	19	Children and Young People Scrutiny	2.30pm	Venue tbc
Tue	19	Environmental Scrutiny Committee	4.30pm	Venue tbc
Wed	20	Community and Adult Services Scrutiny	5.00pm	Venue tbc
Thu	21	School Governor Panel	ТВС	
Fri	22			
1.11	22			

Mon	25			
Tue	26			
Wed	27			
Thu	28			
Fri	29			
1 11	23			
May 2	2016			
Mon	02	Bank Holiday		
Tue	02	Balik Holiday		
Wed	03			
Thu	04	Assembly and PCC Elections		
Fri	05	Assembly and FCC Elections		
	00			
Mon	09			
Tue	10	Licensing Committee	10.00am	Committee Room 1
Tue	10	Public Protection Committee	10.00am 10.30am	Committee Room 1
Tue	10	Policy Review & Performance	4.30pm	Committee Room 4
Tue	10	Scrutiny	4.30pm	Committee Room 4
Wed	11	Planning Committee (DC)	2.30pm	Committee Room 4
Thu	12	Economy & Culture Scrutiny	4.30pm	Committee Room 4
Fri	13		-	
Mon	16			
Tue	17	Children and Young People Scrutiny	4.30pm	Committee Room 4
		Committee		
Tue	17	Environmental Scrutiny Committee	4.30pm	Committee Room
Wed	18	Standards & Ethics Committee	4.30pm	Committee Room
Wed	18	Community and Adult Services Scrutiny	5.00pm	Committee Room 4
Thu	19	Cabinet	3.30pm	City Hall
Fri	20			
Mon	23			
Tue	24	Corporate Parenting Committee	2.00pm	Committee Room 4
Wed	25			
Thu	26	Council (Annual)	4.30pm	City Hall
Fri	27			
Mon	30	Bank Holiday		
Tue	31			
June	2016	<u> </u>		
Wed	01			
Thu	02			

Fri	03			
Mon	06			
Tue	07	Licensing Committee	10.00am	Committee Room 1
Tue	07	Public Protection Committee	10.30am	Committee Room 1
Tue	07	Policy Review & Performance Scrutiny	4.30pm	Committee Room 4
Wed	08	Planning Committee (DC)	2.30pm	Committee Room 4
Thu	09	Economy & Culture Scrutiny	4.30pm	Committee Room 4
Fri	10			
Mon	13			
Tue	14	Children and Young People Scrutiny Committee	2.30pm	Committee Room 4
Tue	14	Environmental Scrutiny Committee	4.30pm	Committee Room
Wed	15	Community and Adult Services Scrutiny	5.00pm	Committee Room 4
Thu	16	Cabinet	3.30pm	City Hall
Fri	17			
Mon	20			
Tue	21			
Wed	22	Audit Committee	2.00pm	Committee Room 4
Thu	23	Democratic Services Committee	TBC	Committee Room
Fri	24			
Mon	27			
Tue	28			
Wed	29	-		
Thu	30	Council	4.30pm	City Hall
4	0040			
July 2				
Fri	01			
Mon	04			
	04	Licensing Committee	10.00am	Committee Room 1
Tue	05	Public Protection Committee	10.00am 10.30am	Committee Room 1
Tue	05	Policy Review & Performance	4.30pm	Committee Room 4
1 de	00	Scrutiny	4.30pm	
Wed	06	Community and Adult Services Scrutiny	5.00pm	Committee Room 4
Thu	07	Economy & Culture Scrutiny	4.30pm	Committee Room 4
Fri	08			
Mon	11			

Tue	12	Children and Young People Scrutiny Committee	2.30pm	Committee Room 4
Tue	12	Environmental Scrutiny Committee	4.30pm	
Wed	13	Planning Committee (DC)	2.30pm	Committee Room 4
Thu	14	Cabinet	3.30pm	City Hall
Thu	14	Constitution Committee	5.00pm	City Hall
Fri	15			
Mon	18			
Tue	19	Corporate Parenting Committee	2.00pm	Committee Room 4
Wed	20	Standards & Ethics Committee	4.30pm	Committee Room 4
Thu	21			
Fri	22			
Mon	25			
Tue	26			
Wed	27			
Thu	28	Council	4.30pm	City Hall
Fri	29			
<u>Augu</u>		<u>016</u>		
Mon	01			
-	-			
Tue	02	Licensing Committee	10.00am	
Tue	02	Licensing Committee Public Protection Committee	10.00am 10.30am	
Tue Wed	02 03			
Tue Wed Thu	02 03 04			
Tue Wed	02 03			
Tue Wed Thu Fri	02 03 04 05			
Tue Wed Thu Fri Mon	02 03 04 05 08			
Tue Wed Thu Fri Mon Tue	02 03 04 05 08 08	Public Protection Committee	10.30am	Committee Room 1
Tue Wed Thu Fri Mon Tue Wed	02 03 04 05 08 08 09 10			
Tue Wed Thu Fri Mon Tue Wed Thu	02 03 04 05 08 09 10 11	Public Protection Committee	10.30am	Committee Room 1
Tue Wed Thu Fri Mon Tue Wed	02 03 04 05 08 08 09 10	Public Protection Committee	10.30am	Committee Room 1
Tue Wed Thu Fri Mon Tue Wed Thu Fri	02 03 04 05 08 09 10 11 12	Public Protection Committee	10.30am	Committee Room 1
Tue Wed Thu Fri Mon Tue Wed Thu Fri Mon	02 03 04 05 08 09 10 11 12 15	Public Protection Committee	10.30am	Committee Room 1
Tue Wed Thu Fri Mon Tue Wed Thu Fri Mon Tue	02 03 04 05 08 09 10 11 12 15 16	Public Protection Committee	10.30am	Committee Room 1
Tue Wed Thu Fri Mon Tue Wed Thu Fri Mon Tue Wed	02 03 04 05 08 09 10 11 12 15 16 17	Public Protection Committee	10.30am	Committee Room 1
Tue Wed Thu Fri Mon Tue Wed Thu Fri Won Tue Wed Thu	02 03 04 05 08 09 10 11 12 15 16 17 18	Public Protection Committee	10.30am	Committee Room 1
Tue Wed Thu Fri Mon Tue Wed Thu Fri Mon Tue Wed	02 03 04 05 08 09 10 11 12 15 16 17	Public Protection Committee	10.30am	Committee Room 1
Tue Wed Thu Fri Mon Tue Wed Thu Fri Wed Thu Fri	02 03 04 05 08 09 10 11 12 15 16 17 18 19	Public Protection Committee	10.30am	Committee Room 1
Tue Wed Thu Fri Mon Tue Wed Thu Fri Wed Thu Fri Wed Thu Fri	02 03 04 05 08 09 10 11 12 15 16 17 18 19 22	Public Protection Committee	10.30am	Committee Room 1
Tue Wed Thu Fri Mon Tue Wed Thu Fri Wed Thu Fri Mon Tue Mon Tue	02 03 04 05 08 09 10 11 12 15 16 17 18 19 22 23	Public Protection Committee	10.30am	Committee Room 1
Tue Wed Thu Fri Mon Tue Wed Thu Fri Wed Thu Fri Wed Thu Fri	02 03 04 05 08 09 10 11 12 15 16 17 18 19 22	Public Protection Committee	10.30am	Committee Room 1

Fri	26		
Mon	29	Bank Holiday	
Tue	30		
Wed	31		

CITY & COUNTY OF CARDIFF DINAS A SIR CAERDYDD



COUNCIL:

REPORT OF THE COUNTY CLERK & MONITORING OFFICER

URGENT DECISION TAKEN BY THE DIRECTOR OF EDUCATION IN RELATION TO THE MICHAELSTON / GLYN DERW FEDERATION

Reason for this Report

1. In accordance with the Council's Scrutiny Procedure Rule 13(a), an urgent decision taken by the Director of Education under the Scheme of Delegations in relation to the Michaelston / Glyn Derw Federation is being reported to Council for information.

Issues

- An Officer Decision Intervention in Michaelston / Glyn Derw Federation ("the Decision") was taken on 17th April 2015 as an urgent decision. The Decision was to:
 - Intervene in the Michaelston/Glyn Derw Federation pursuant to the School Standards and Organisation (Wales) Act 2013 ('the SSOW Act 2013');
 - b. Suspend the right of the Governing Body to a delegated budget pursuant to Section 8 of the SSOW Act 2013; and
 - c. Appoint 3 Additional Governors, Dewi Jones, Carolyn Asante and Anne Carhart and nominate Dewi Jones to be the Chair of the governing body in place of the current Chair pursuant to Section 6 of the SSOW Act 2013.

Reasons for Decision and Urgency

3. The reason for the Decision was that pursuant to the SSOW Act 2013, one or more of the statutory grounds for intervention by the Council existed in that a Warning Notice has been issued to the Governing Body which has not been complied with to the Council's satisfaction, and the exercise of the Council's powers of intervention was considered urgently necessary in order to address these concerns and secure improvement.

4. The Decision was taken in consultation with the Cabinet Member with portfolio responsibility for Education and local ward Members. The Monitoring Officer in consultation with the Chair of the Children & Young People's Scrutiny Committee certified that the decision should be taken on an urgent basis for the reasons summarised above.

Financial Implications

5. There are no direct financial implications arising from this report.

Legal Implications

6. There are no direct legal implications arising from this report. Legal implications were considered and included as part of the Officer Decision process.

RECOMMENDATION

That Council receives the report for information.

Marie Rosenthal COUNTY CLERK & MONITORING OFFICER 17 June 2015

Background Papers

Officer Decision 17 April 2015– Intervention in Michaelston / Glyn Derw Federation