



DINAS A SIR CAERDYDD  
CITY AND COUNTY OF CARDIFF

**GWYS Y CYNGOR**

DYDD IAU, 23 GORFFENAF 2015

**COUNCIL SUMMONS**

THURSDAY, 23 JULY 2015,

Fe'ch gwysir I fynychu cyfarfod **CYNGOR SIR DINAS A SIR CAERDYDD**, a gynhelir yn Council Chamber - City Hall on Dydd Iau, 23 Gorffennaf 2015 at 4.30 pm I drafod y materion a nodir yn yr agenda atodedig.

**MARIE ROSENTHAL**

Cyfarwyddwr y Gwasanaethau Llywodraethu a  
Chyfreithiol

Neuadd y Sir  
Caerdydd  
CF10 4UW

Dydd Gwener, 17 Gorffennaf  
2015

<i>Eitem</i>		<i>Amser oddeutu</i>	<i>Amser Max Allotted</i>
<b>1</b>	<b>Ymddiheuriadau am absenoldeb</b> <i>Derbyn ymddiheuriadau am absenoldeb.</i>	4.30 pm	5 mins
<b>2</b>	<b>Gwe-ddarlledu a Recordio'r Cyfarfod</b> <i>Cymeradwyaeth ffurfiol i recordio'r cyfarfod.</i>		
<b>3</b>	<b>Datganiadau o fuddiant</b> <i>Derbyn datganiadau buddiannau (i'w gwneud yn unol â Chod Ymddygiad yr Aelodau)</i>		
<b>4</b>	<b>Cofnodion</b> <i>(Tudalennau 1 - 52)</i>  <i>Cymeradwyo cofnodion y cyfarfod a gynhaliwyd ar 25 Mehefin 2015 fel cofnod cywir</i>	4.35 pm	5 mins
<b>5</b>	<b>Is-etholiad Pentyrch</b>  <i>Cyflwyno adroddiad ar ganlyniad Is-etholiad Pentyrch a gynhaliwyd ar 30 Mehefin 2015</i>	4.40 pm	5 mins
<b>6</b>	<b>Deisebau</b>  <i>Cael deisebau gan Aelodau Etholedig i'r Cyngor</i>	4.45 pm	5 mins
<b>7</b>	<b>Cwestiynau gan y Cyhoedd</b> <i>(Tudalennau 53 - 54)</i>  <i>Cael cwestiynau gan Aelodau o'r Cyhoedd yn unol â Rheol 18 Gweithdrefn y Cyngor</i>	4.50 pm	15 mins
<b>8</b>	<b>Cyhoeddiadau'r Arglwydd Faer</b>  <i>Cael cyhoeddiadau'r Arglwydd Faer, gan gynnwys Cydnabyddiaethau a Gwobrau.</i>	5.05 pm	5 mins
<b>9</b>	<b>Adroddiad Blynyddol y Pwyllgor Safonau a Moeseg 2014/15</b> <i>(Tudalennau 55 - 74)</i>  <i>Cael yr Adroddiad Blynyddol a gyflwynir gan Gadeirydd y Pwyllgor Safonau a Moeseg, Mr Richard Tebboth</i>	5.10 pm	15 mins
<b>10</b>	<b>Pwyllgor Safonau a Moeseg – Ailbenodi Aelod Annibynnol</b> <i>(Tudalennau 75 - 76)</i>	5.25 pm	5 mins

	<i>Aoddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol</i>		
<b>11</b>	<p><b>Adroddiad Blynyddol y Pwyllgor Gwasanaethau Democrataidd</b> (Tudalennau 77 - 92)</p> <p><i>Cael yr Adroddiad Blynyddol ar gyfer 2014/15 gan Gadeirydd y Pwyllgor Gwasanaethau Democrataidd ar gyfer 2014/15, y Cynghorydd Jayne Cowan</i></p>	5.30 pm	15 mins
<b>12</b>	<p><b>Strategaeth Gyllidebol 2016/17 a'r Tymor Canolig</b> (Tudalennau 93 - 150)</p> <p><i>Adroddiad y Cyfarwyddwr Corfforaethol Adnoddau a'r Swyddog Adran 151</i></p>	5.45 pm	60 mins
<b>13</b>	<p><b>Argymhellion Pwyllgor y Cyfansoddiad – Gweddardarledu, Cwestiynau Craffu gan y Cyhoedd a Mân Ddiwygiadau i'r Cyfansoddiad</b> (Tudalennau 151 - 180)</p> <p><i>Adroddiad y Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol</i></p>	6.45 pm	10 mins
<b>14</b>	<p><b>Datganiadau'r Arweinydd a'r Cabinet</b></p> <p><i>Derbyn datganiadau gan yr Arweinydd ac Aelodau'r Cabinet</i></p>	6.55 pm	30 mins
<b>15</b>	<p><b>Rhybydd o Gynnig</b></p> <p><b><u>Cynnig</u></b></p> <p>Noda'r Cyngor y canlynol:</p> <ul style="list-style-type: none"> <li>• Oherwydd problemau gyda'r system wresogi, mae Llyfrgell y Rhath wedi bod ar gau dros dro ers Tachwedd 2014;</li> <li>• Ers hynny, oherwydd dŵr yn gollwng drwy'r to, mae cyflwr yr adeilad wedi dirywio ymhellach;</li> <li>• Mae Llyfrgell y Rhath yn gwasanaethu un o ardaloedd mwyaf difreintiedig Caerdydd, gyda'r pedair Ardal Cynnyrch Ehangach Haen Is agosaf yn y chwarterel isaf o ardaloedd mwyaf difreintiedig Caerdydd;</li> <li>• Mae dros 1,100 o bobl wedi llofnodi deisebau yn galw ar Gyngor Caerdydd i drwsio ac ailagor Llyfrgell y Rhath;</li> <li>• Mae'r Cabinet am gadw'r gwasanaethau llyfrgell yn</li> </ul>	7.25 pm	30 mins

	<p>Llyfrgell y Rhath drwy Drosglwyddiad Ased Cymunedol yn hytrach nag ariannu'r atgyweiriadau angenrheidiol ei hun;</p> <p>Noda'r Cyngor y canlynol hefyd:</p> <ul style="list-style-type: none"> <li>• Yn ôl adroddiad y Cabinet ar 16 Gorffennaf 2015, mae atgyweiriadau a difrod mewnol wedi'u cwmpasu gan yswiriant;</li> <li>• Mae swm sylweddol o gyllid A106 ar gael o ddatblygiadau yn ward Adamsdown;</li> <li>• Sicrhaodd penderfyniad y Cyngor ar 26 Chwefror 2015 gyllid parhaus ar gyfer llyfrgelloedd cangen oni bai y gellid dod o hyd i drefniadau darparu amgen;</li> </ul> <p>Gan hynny, mae'r Cyngor hwn:</p> <ul style="list-style-type: none"> <li>• Yn ailddatgan y bydd yn parhau i ariannu gwasanaethau llyfrgell cangen tan ddiwedd tymor y Cyngor, oni bai a/neu tan bod trefniadau amgen yn cael eu gweithredu.</li> <li>• Yn amodol ar gytundeb ag Aelodau Lleol, yn galw ar y Cabinet i ystyried defnyddio cyllid A106 fel sail i gyflawni'r atgyweiriadau angenrheidiol i sicrhau bod Llyfrgell y Rhath yn ailagor fel ased cymunedol hanfodol heb oedi pellach.</li> </ul> <p><b>Cynigiwyd gan:</b> Y Cynghorydd Nigel Howells</p> <p><b>Eiliwyd gan:</b> Y Cynghorydd Joseph Carter</p>		
<b>16</b>	<p><b>Cwestiynau Llafar</b></p> <p><i>Cwestiynau llafar i'r Arweinydd, Aelodau'r Cabinet, Cadeiryddion Pwyllgorau a/neu Aelodau enwebedig o'r Awdurdod Tân</i></p>	7.55 pm	90 mins
<b>17</b>	<p><b>Materion Brys</b></p>	9.25 pm	5 mins
<b>Materion y Cyngor nas Gwrthwynebir</b>			
<b>18</b>	<p><b>Penodi Llywodraethwyr Ysgol yr Awdurdod Lleol</b> (Tudalennau 181 - 186)</p> <p><i>Adroddiad Cyfarwyddwr y Gwasanaethau Llywodraethu a Chyfreithiol</i></p>	9.30 pm	5 mins
<b>19</b>	<p><b>Materion sy'n ymwneud â Chydbwysedd Gwleidyddol ac Aelodaeth y Pwyllgor</b></p>	9.35 pm	5 mins

	<p><i>(Tudalennau 187 - 196)</i></p> <p><i>Adroddiad Cyfarwyddwr y Gwasanaethau Llywodraethu a Chyfreithiol</i></p> <p><i>Mae'r Cyfansoddiad yn nodi y bydd y Cyngor yn penderfynu ar y seddi i'w dyrannu i grwpiau gwleidyddol yn unol ag Adran 17 rheolau Deddf Llywodraeth Leol a Thai 1989 mewn perthynas â Chydbwysedd Gwleidyddol.</i></p> <p><i>Gofynnir i'r Cyngor dan yr eitem hon gymeradwyo trefniadau amgen i sicrhau cymesuroldeb gwleidyddol llwyr o ran penodiadau i'r holl bwyllgorau, a rhaid sicrhau pleidlais unfrydol yn hyn o beth.</i></p>		
<b>20</b>	<p><b>Penderfyniad Brys mewn perthynas ag (i) Ysgol Uwchradd Cantonian a (ii) Ffeinal Cynghrair y Pencampwyr UEFA 2017</b> <i>(Tudalennau 197 - 200)</i></p> <p><i>Cyflwynwyd adroddiad i'r Cyngor er gwybodaeth dan Reol Gweithdrefn Graffu 13(a) Cyfansoddiad Caerdydd.</i></p> <p><i>Adroddiad Cyfarwyddwr y Gwasanaethau Llywodraethu a Chyfreithiol</i></p>	9.40 pm	5 mins
<b>21</b>	<p><b>Cwestiynau Ysgrifenedig</b></p> <p><i>Yn unol â Rheolau Gweithdrefn y Cyngor, caiff Cwestiynau Ysgrifenedig a ddaw i law i'w hystyried a'r ymateb iddynt eu cyhoeddi ar Wefan y Cyngor cyn y cyfarfod a chaiff ei gynnwys fel cofnod yng nghofnodion y cyfarfod</i></p>		

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## THE COUNTY COUNCIL OF THE CITY &amp; COUNTY OF CARDIFF

The County Council of the City & County of Cardiff met at County Hall, Cardiff on 25 June 2015 to transact the business set out in the Council summons dated 19 June 2015.

Present: County Councillor Walker (Lord Mayor)

County Councillors Ali Ahmed, Manzoor Ahmed, Dilwar Ali, Aubrey, Bale, Bowden, Boyle, Bradbury, Bridges, Burfoot, Carter, Chaundy, Clark, Ralph Cook, Richard Cook, Cowan, Kirsty Davies-Warner, Chris Davis, De'Ath, Derbyshire, Elsmore, Evans, Ford, Goddard, Goodway, Gordon, Graham, Groves, Hinchey, Holden, Howells, Hudson, Hunt, Hyde, Javed, Keith Jones, Joyce, Kelloway, Knight, Lloyd, Lomax, Marshall, McEvoy, McGarry, McKerlich, Merry, Michael, Mitchell, Morgan, Murphy, Parry, Patel, Phillips, David Rees, Dianne Rees, Robson, Sanders, Stubbs, Thomas, Ben Thomas, Graham Thomas, Lynda Thorne, Walsh, Weaver and Woodman

## 20 : APOLOGIES FOR ABSENCE

Apologies were received from Councillors Govier, Margaret Jones, Lent, Love, Magill, and Simmons

## 21 : RECORDING OF MEETING

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.

## 22 : 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.

The following declarations were made:

<u>Councillor</u>	<u>Item</u>	<u>Interest</u>
Councillor Woodman	Item 21	Personal Interest in National Adoption Service as Family member is a Manager in the Service
Councillor Woodman	Item 8	Personal Interest as Honorary President of Diverse Cymru who

		administer Direct Payments
Councillor Groves	Item 8	Personal Interest as Councillor Groves and his wife are Direct Payment recipients.

23 : MINUTES

The minutes of the meetings of the Extraordinary meeting and Annual meeting of Council held on 21 May 2015 were approved as a correct record and signed by the Chairperson.

24 : PETITIONS

The following petitions were submitted:

- (a) Councillor Hunt – 51 signatories calling on the Council to introduce traffic calming measures in Newborough Avenue and Blue House Road.
- (b) Councillor McEvoy – 130 signatories calling on the Council to take action to resolve dangerous road conditions on Beechley Avenue close to 3 Primary school before a serious accident occurs.
- (c) Councillor Clark – 75 signatories against the size of wheelie bins for households of 5 and below should not be restricted from 240 litres to 40 litres and the number of black bags for households of 5 and below to only 65 per year in Cathays – equivalent of 3 bags a fortnight. The petitioners believe that this proposal would worsen the mess in the streets and frontages. And that there should be improved education and enforcement to improve recycling rates.
- (d) Councillor Howells - 147 signatories calling on the Council to respect the decision it made in February 2015 and carry out the necessary repairs to ensure that Roath Library reopens as soon as possible.
- (e) Councillor Hinchey - 487 signatories opposing the proposed demolition of detached house and provision of 14 Flats at 149 Heathwood Road, Heath.

25 : PUBLIC QUESTIONS

Public Question: *from Mr Gavin Hill-John*

What is the timescale for resurfacing works on Heol Goch, in Gwaelod y Garth?

Reply: *from County Councillor Patel*

This topic relates to a Ward which is subject to a By-election next Tuesday, 30<sup>th</sup> June and, therefore, it would be inappropriate for me to make any announcements relating to the ward at this time.



I'm happy to provide you with the relevant information in writing or, indeed, to meet with you post-election.

Supplementary Question: *from Mr Gavin Hill-John*

As a resident of Pentyrch, I fail to see why the question is inappropriate. I'm only asking about the resurfacing schedule for the city – it is not a difficult question and has no relevance to the election. Do you agree?

Reply: *from County Councillor Patel*

I do not agree.

I wish to make clear that 4591m<sup>2</sup> of carriageway surface preventative treatment was completed on Heol Goch during the financial year 2013/14. Also I actually did a site visit only yesterday and I actually did an inspection for the road with our Highways Officers.

As I said if you wish, you can contact me after the By-election, I am more than happy to go through that with you.

## 26 : LORD MAYOR'S ANNOUNCEMENTS

The Lord Mayor was delighted to report on the following:

### Royal Visit 11 June 2015

Thousands of people turned out to watch Her Majesty the Queen present The Royal Welsh regiment with new colours on 11 June, and the Lord Mayor was honoured to welcome Her Majesty to the City and take part in such a special ceremony in his first month in office.

It was a fantastic day for the Regiment who marched from Cardiff Castle to the Millennium Stadium for the ceremony which was enjoyed by the Queen and Members of Council and over 10,000 spectators.

The Lord Mayor was delighted to also on behalf of the County Council of the City and County of Cardiff bestow the Freedom of the City to the Royal Welsh.

### Queen's Birthday Honours List

The Lord Mayor congratulate citizens of Cardiff who had been honoured in the Queen's birthday honours list, Council was particularly proud of Hazel Davies, a Council employee who was honoured with the Medal of the Order of the British Empire for her dedicate services to Road Safety and Children.

### Lord Mayor's Charity

The Lord Mayor was very much looking forward to working Velindre Cancer Care over the next 12 months, as every pound raise will help to ensure the best possible

support is offered to every patient, their families and carers in dealing with cancer. Fundraising efforts will contribute to Velindre's ground-breaking research and the acquisition of cutting edge technology ensuring that staff have access to the most up to date treatments available.

The Lord Mayor expressed the wish to involve Members; employees, citizens of Cardiff and their communities in fundraising for this extremely worthwhile cause.

The Lord Mayor advised that Deputy Lord Mayor, Councillor Dilwar Ali was undertaking a fasting fundraising challenge and Members were invited to sponsor him

#### Councillor Richard Cook

The Lord Mayor on behalf of all Members congratulated Councillor Richard Cook on completing the recent Velathon in the spectacular time of just over five and a half hours

#### Directors

The Lord Mayor and all Members wished the four Directors that were leaving the Council over the next couple of months all the very best for the future.

#### 27 : SCRUTINY COMMITTEE ANNUAL REPORTS 2014-15

The Council received the five Scrutiny Committee Annual Reports for the Municipal Year 2014/15 as required under Article 6.3d of the Council's Constitution

It was noted that the five scrutiny committees had developed a varied programme of scrutiny in its deliver of the "four cornerstones of public scrutiny, namely:

- Delivered by 'independent-minded governors' who own the scrutiny role;
- Providing a "critical friend" challenge to the Executive;
- Representing the views and concerns of the citizen;
- Leading to the improvement of public services.

The work of the overview and scrutiny in 2014/15 delivered 58 Committee meetings, generated 147 letters to the Cabinet and Senior Management Team containing recommendations, observations and suggestions; 13 Task & Finish inquiries, three of them undertaken jointly by two committees, on arrange of topics; and 2 call-ins.

The Lord Mayor invited each of the Chairs to introduce their Annual Reports for 2014/15.

#### (a) Children & Young People Scrutiny Committee

Councillor Richard Cook presented the Annual Report and thanked the Members of the Committee, especially the Co-opted Members, for their hard work and valued knowledge of the issues. The Chair also thanked the Scrutiny officers for their

support and all witnesses who had attended to the Committee, especially those who have given up their free time to share their expertise in Task and Finish inquiries.

During the year the Committee had worked with the Council officers and officers from the Central South Consortium Joint Education Service (CSC) seeking to address concerns raised by Estyn in their monitoring visit in February 2014.

In addition to the monthly meetings the Committee 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.

The work of this Committee continues to demonstrate that scrutiny in Cardiff continues to be relevant and contributes to the improvement of Council services.

(b) Community & Adult Services Scrutiny Committee

Councillor Groves, Chairperson of the Community & Adult Services Scrutiny Committee presented the Committee's Annual Report, and thanked all of the Councillors for their diligent during the municipal year 2014/ 15.

The Committee had an extremely busy year; meeting 14 times as a committee; written 28 letters to Cabinet members, officers and external partners, sharing its comments, recommendations and concerns. In the last year, the Committee invited contributions to its work from carers, advocates, service users, citizens, partners and the third sector, as well as hearing from Cabinet Members, officers and statutory organisations. The Committee also received 4 updates to previous inquiries; undertook 11 items of policy development / policy review work; 11 items of pre-decision scrutiny; examined 3 monitoring items relating to the Council's implementation of previously agreed actions and 9 items relating to the monitoring of the Council's performance; and considered 4 briefing papers.

The Committee also met jointly with Environmental Scrutiny to carry out pre-decision scrutiny of the Regional Regulatory Services collaboration proposals; and 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 focus on the range of work undertaken, and their impacts including the Cabinet accepting Committee's recommendation to record the reasons why carers decline an offer of a Carer's Assessment, so that means can be developed to address this issues; and the Cabinet 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.

Councillor Groves responded to a number of questions relating to performance improvements; evaluation and implementation; human trafficking and budget overspend in social care and demand pressures. All items which will be monitored and addressed as part of the Committee Work plan for 2015/16.

In closing the Chair expressly thanked Angela Holt, Community and Adult Services Principal Scrutiny Officer, for all of her outstanding work and much-valued support, and wished Councillor Mary McGarry the best as the new Chair of the Committee.

(c) Economy and Culture Scrutiny Committee

Councillor McKerlich as incoming Chair of the Economy and Culture Scrutiny Committee presented the Committee's Annual Report for 2014/5 on behalf of the previous Chair, Councillor Craig Williams, and indicated that Councillor Weaver as a Member of the Committee would on some of the important work undertaken by the Committee as part of its work programme.

Councillor McKerlich drew Members attention to the forthcoming work plan items on Page 29 of the report and looked forward to reporting on the scrutiny outcomes next year.

Councillor Weaver on behalf of the Committee thanked Councillor Williams for his diligence and fairness in chairing this Committee which had worked across political boundaries to consider a variety of important issues, and Councillor Bradbury echoed these thanks.

Councillor weaver drew Council's attention in particular to the scrutiny of the Cardiff and Vale ACL Partnership a matter raised in the Estyn February 2014 Monitoring Report and the outcomes and changes that had been made to the service providing a stronger based for adult learning in Cardiff.

(d) Environmental Scrutiny Committee

Councillor Mitchell, the Chairperson of the Environmental Scrutiny Committee introduced the report and highlight the work of the Committee over the last 12 months. The ongoing financial pressures are pushing relentless change through the organisation and the Committee is playing an important part in helping to address problems faced by Council services.

During the year the committee had 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.

The Chair highlight the wide range of work undertaken on the Infrastructure Business Model & Alternative Delivery Options by the Joint Environment and Policy Review & Performance Scrutiny Committees Task and Finish group which as part of a 7 month

scrutiny looked at number of front line services and how they could be delivered using a number of service delivery options.

The Committee focus will remain on 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 most importantly, doing what it can to ensure that the Council is able to continue delivering a full range of environmental services in financially difficult times.

The Chair thanked the Committee Members for their support and contributions, and all those witnesses for attending and giving up their time to give evidence, and finally the officers - in particular the Principal Scrutiny Officer, Richard Bowen.

Councillor Ralph Cook as the Chair of the Committee for 2015/16 expressed his views on the findings of the report on 'The Future of Horse Management in Cardiff' which he had disagreed with. In addition he expressed concern about the lack of scrutiny of the Local Transport Plan and the consultation process. For similar matters coming forward he would be keen to ensure full scrutiny involvement

The Chair responded to questions on the report and comments made in relation to topics considered by the Committee.

(e) Policy Review & Performance Scrutiny Committee

Councillor Howells presented the Annual Report of the Policy Review and Performance Scrutiny Committee 2014/15. The Chair highlighted that 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. He was indicated that 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. The Chair advised that there were many other examples captured in this Annual Report.

The committee had decided that the work programme for the year would focus on strategic change and improvement. The Wales Audit Office (WAO), in line with WG, had 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 therefore considered the Improving Scrutiny Project, a project within the Council's three year Organisational Development Programme (ODP), 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.

The Annual Report details the extensive scrutiny undertaken 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 Chair thanked 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.

The Chair responded to a number of comments and observations made in relation to the Annual Report; and topics considered by the Committee during the year.

The Lord Mayor thanked all the Chairs of Scrutiny for their contributions and detailed reports.

RESOLVED – That the work of the Scrutiny Committees during 2014/15 as set out in their Annual Reports 2014/15 be commended and noted.

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

The Council received the 2014-15 Welsh Language Scheme Annual Monitoring Report for consideration and approval 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.

The report was proposed by the Leader of the Council, Councillor Bale and seconded by Councillor Huw Thomas. In commending the report and the progress being made the Leader highlighted the Council's commitment and significant progress as outcomes from the February 2014 Conference in 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 development of the Welsh Language Cultural centre; the Welsh Language Standards the need to demonstrate compliance; the support being given to ensure bilingualism in the workplace and for service users.

RESOLVED – That the Welsh Language Monitoring Report be approved for submission to the Office of the Welsh Language Commissioner in accordance with the Welsh Language Act 1993 and Welsh Language (Wales) Measure 2011.

29 : RESIDENTIAL EXTENSIONS AND ALTERATIONS SUPPLEMENTARY PLANNING GUIDANCE (SPG)

Council was requested to consider and approve the Residential Extensions and Alterations Supplementary Planning Guidance.

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.

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.

Councillor Patel proposed the report and Councillor Michael seconded it. In presented the report the Chair of Planning welcomed the development of this guide which supported the planning process. The SPG was welcomed as an effective tool. Some concerns were raised about retrospective planning applications and impact of developments to the street scene.

RESOLVED – That the Residential Extensions and Alterations Supplementary Planning Guidance be approved.

30 : LLANDAFF COMMUNITY POLL

The Council received the result of the Llandaff Community Poll. The Cabinet Member for Skills, Safety, Engagement & Democracy, Councillor De’Ath moved the report which was seconded by Councillor Hunt. The Cabinet Member reported that at a Llandaff Community Meeting held on 16<sup>th</sup> March 2015, electors called for a Community Poll to be held on the following two questions:

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?”

In accordance with its legal obligations, the Council held the Llandaff Community Poll on 9<sup>th</sup> April 2015. The result of the Community Poll in response to both questions a was a majority vote was ‘Yes’, and accordingly the Monitoring Officer served notice on the Cabinet who considered the matter at its meeting 28 May 2015 within the context of the 2014/15 agreed budget and the Council’s Local Development and agreed to take no further action in respect of either of the questions.

The Lord Mayor invited the Local Members to speak in which they expressed

ongoing concerns that the voice of the community was not being heard; issues around recycling; fly-tipping increase in housing and the need for a local provision not one half way across the city. The Cabinet Member Environment Councillor Derbyshire re-affirmed the Cabinet decision; the administration's vision for recycling and how the Council aims to meet its targets. Some fears were raised about the future of the Wedal Road site as the only provision in the north of Cardiff.

RESOLVED – That

- (1) the result of the two questions put as part of the Llandaff Community Poll held on 9<sup>th</sup> April 2015 be noted;
- (2) note that the Cabinet have agreed no further action should be taken in this matter.

### 31 : PROPOSED MERGER OF CORONER AREAS

The Council received the Rhondda Cynon Taf Council proposal to merge the existing Cardiff and Vale Coroner Area with the Powys, Bridgend and Glamorgan Valleys Coroner Area.

The Cabinet Member Corporate Services and Performance, Councillor Hinchey proposed the report which was seconded by Councillor Hunt. Councillor Hinchey advised that Local Authorities have a statutory requirement appoint a Coroner and reimburse the cost of providing the Coroner Service under the provisions of the Coroners and Justice Act 2009.

The current position is that of a shared Coroners service between Cardiff and the Vale of Glamorgan who act as the host Authority at present. 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.

Councillor Hinchey advised that RCT proposal sought to provide an improved service at a slightly reduced cost and would involve a merge with Powys Bridgend and the Glamorgan Valleys; with RCT becoming the 'Relevant Authority' for both areas.

The Lord Mayor invited discussion and comments and a number of matters were highlighted including the need for assurances that community and specific religious needs are considered as part of the service level agreements; and ensure good communication with all health partners within the wider geographical area.

RESOLVED – That:

- (1) delegate authority be granted 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:



- (i) 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;
  - (ii) 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 be granted 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.

## 32 : CHIEF OFFICER SEVERANCE PACKAGES

The Council was required under its statutory obligations and Pay Policy 2015/16 to agree Senior Managers Severance Packages.

The Cabinet Member, Corporate Services and Performance proposed the report which was seconded by Councillor Hunt. Councillor Hinchey advised that as part of the Senior Management strategic efficiency of Tier 1 and to reflect on senior teams in other core cities, four of the current directors will be leaving the Council in the next few months. He thanked these officers for their sterling work and contributions over the last two years and wished them the very best for the future.

The Lord Mayor invited debate. Members who had opposed the revised structure in 2012 had concerns about the cost to the Council the propose of recruiting and dismissing Senior Managers and stressed the importance of lessons to be learnt, as this report in such austere times was difficult pill to swallow. It was recognised that the Council had to meet its statutory obligations. The Cabinet Member advised that further consideration of the pension process and severance scheme would be undertake.

The recommendation was put to the vote and the vote was as follows

For (36)

County Councillors Ali Ahmed, Manzoor Ahmed, Dilwar Ali, Bale, Bradbury, Ralph Cook, Richard Cook, Davis, De'Ath, Derbyshire, Elsmore, Evans, Goddard, Gordon, Groves, Hinchey, Hunt, Javed, Keith Jones, Joyce, Knight, Lomax, Marshall, McGarry, Michael, Mitchell, Morgan, Murphy, Parry, Patel, Phillips, Stubbs, Benjamin Thomas, Thorne, Walsh and White.

Against (0)

Abstain (23)

County Councillors Aubrey, Bowden, Bridges, Burfoot, Carter, Chaundy, Clark, Cowan, Kirsty Davies –Warner; Graham, Holden, Howells, Hudson, Hyde, Kelloway, Lloyd, McKerlich, Dianne Rees, David Rees, Robson, Sanders, Graham Thomas, Walker and Woodman.

The recommendation was agreed.

RESOLVED – That the severance packages as detailed in Appendix 1 were approved.

### 33 : NOTICE OF MOTION

The Lord Mayor advised that one notice of motion had been submitted and was included on the Summons for the meeting. Two amendments had been received to Motion 1.

The Notice of Motion was proposed by Councillor Clark and seconded by Councillor Lloyd as follows:

#### Motion

This Council notes that:

- The Tourist Information Centre in the Old Library, The Hayes closed on 1 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 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.

### Amendment 1

The following amendment was proposed by Councillor Dianne Rees and seconded by Councillor Cowan.

In the final paragraph/ proposition deletion of all words after heart of Cardiff by.....

Insert the following

*'closing the Cardiff Bay Centre and re-opening a visitor centre in one of the Council run venues in the City Centre, on a cost neutral basis and protecting existing staff.'*

The Motion would read:

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 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 by closing the Cardiff Bay Centre and re-opening a visitor centre in one of the Council run venues in the City Centre, on a cost neutral basis and protecting existing staff.

### Amendment 2

The following amendment was proposed by Councillor Bale and seconded by Councillor Ralph Cook

The deletion of the words 'notes that' after This Council and insert the word 'recognises':

Inclusion of a first bullet point

- The great importance of tourism to our city's economy and future growth.

Inclusion of a new third bullet point:

- In March of this year, however, the Labour Administration launched an ambitious 5 year "Cardiff Tourism Action Plan" to build on existing work in enhancing the appeal and experience of the city for all our national and international visitors.

Rewording of original second bullet point as fourth bullet point, to read

- The Tourist Information Centre in the Millennium Centre, Cardiff Bay remains operational and is just a short walk from the heart of the city and there are a number of Council-run venues in the city centre where staff already provide help and advice to visitors to the city.

Deletion of the rest of the motion from the original third bullet point and insert

This Council therefore welcomes and supports:

- (1) The plan in the medium term of providing tourist information points in existing council-run buildings and attractions, including Cardiff Castle, the Central library, the Cardiff Story Museum and at the new Welsh Language Culture Centre, both of which reside in the Old Library and a 7 day-a-week Tourism Information Centre in the iconic Wales Millennium Centre which attracts over one million visitors per year.
- (2) The long term ambition to open a new co-located tourism information facility in the City centre as part of our ambitious redevelopment plans for Central Square.

The Motion would read:

This Council recognises:

- The great importance of tourism to our city's economy and future success.
- The Tourist Information Centre in the Old Library, The Hayes closed on 31st March 2015 as part of the 15/16 budget proposals.
- In March of this year, however, the Labour Administration launched an ambitious 5 year "Cardiff Tourism Action Plan" to build on existing work in enhancing the appeal and experience of the city for all our national and international visitors.
- The Tourist Information Centre in the Millennium Centre, Cardiff Bay remains operational and is just a short walk from the heart of the city and there are a number of Council-run venues in the city centre where staff already provide help and advice to visitors to the city.

This Council therefore welcomes and supports:

- (3) The plan in the medium term of providing tourist information points in existing council-run buildings and attractions, including Cardiff Castle, the Central library, the Cardiff Story Museum and at the new Welsh Language Culture Centre, both of which reside in the Old Library and a 7 day-a-week Tourism Information Centre in the iconic Wales Millennium Centre which attracts over one million visitors per year.
- (4) The long term ambition to open a new co-located tourism information facility in the City centre as part of our ambitious redevelopment plans for Central Square.

The Lord Mayor invited debate.

Following the debate a vote was taken on the amendment 1as proposed by Councillor Dianne Rees.

Amendment was LOST

A vote was taken on Amendment 2 as proposed by Councillor Bale.

The vote was CARRIED

Councillor Bale was provided the right of reply and then a vote was taken on the Substantive Motion

The vote was CARRIED

#### 34 : LEADER & CABINET STATEMENTS

The following statements were received: -

- (a) Leader's Statement

##### UN Public Service Day

The United Nations has designated 23<sup>rd</sup> June as Public Service Day to celebrate the value of public service to the community and recognise the work of public servants. This week, the City of Cardiff Council promoted UN Public Service Day with a social media campaign that saw staff tweet photographs and publish stories on Facebook about the work the Council does in the community. Cabinet Members, Councillors and the workforce also took part tweeting selfies and stories using #publicserviceday from their place of work or when out and about meeting members of the public. The Council also used its Facebook and Twitter accounts to publish stories celebrating some of the work carried out by individuals.

Cardiff's campaign was co-ordinated with partner organisations – including the Police, Fire Service and Health Board. It was encouraging to see so many people

participate on the day and for the Council's contribution to be recognised in a message from UN General Secretary, Ban Ki-moon. With respect to raising the profile of Cardiff and our public servants, the day was a success with our number of followers on Twitter increasing, more people accessing our Facebook page, and a tweet from the Council's account retweeted to over 4 million people across the world by the UN twitter account.

UN Public Service Day was an opportunity to make people aware of the contribution public service makes across Cardiff and to showcase and celebrate our staff – our most important asset.

#### The Future of Local Government in Wales

The Welsh Government has announced its proposed map for local government re-organisation and is proposing a smaller number of larger councils. Under the proposals, the City of Cardiff Council would merge with Vale of Glamorgan Council. The Welsh Government will consult on these proposals and a draft 'Reform and Mergers' Bill in the autumn.

The Minister for Public Services, Leighton Andrews AM, provided further clarity on the benefits of re-organisation during his speech at the Welsh Local Government Association's annual conference. While we in Cardiff are open to change, and recognise that the current way of working is unsustainable, the business case for funding the cost of re-organisation, making savings and delivering better public services has to stack up.

We also have to bear in mind that the financial challenges that Councils like Cardiff face are immediate and our public services will be placed under huge pressure over the next few years. The forthcoming Chancellor's Budget is also likely to have significant and immediate consequences for councils across Britain. Local government re-organisation is not going to happen overnight, and neither will it be a quick fix for the big challenges facing local public services right now.

That aside, we are committed to progressing the opportunities afforded by re-organisation in partnership with the Welsh Government and other local authorities.

#### City Deal Update

Council Leaders and other stakeholders across the Cardiff Capital Region are working together, and with the Welsh Government and private sector, to develop a business case to take to Central Government by the end of the year.

Local Authorities in the Cardiff Capital Region are taking reports to their respective Cabinets requesting that a contribution is made on a pro-rata (per population) basis to a £500,000 fund. This fund is required to undertake the preparatory work necessary to develop a City Deal proposal on behalf of the region.

In addition, a number of Local Authority Leaders also met with the Secretary of State for Wales earlier this month to update on local progress for the development of a City

Deal. We have also agreed with the Minister for Finance that a Welsh Government representative would attend future meetings.

#### 60<sup>th</sup> Anniversary of Cardiff Stuttgart Twinning

This year marks the 60<sup>th</sup> anniversary of the twinning of the cities of Cardiff and Stuttgart. Stuttgart is Cardiff's oldest and closest sister city and the links between our cities are deep rooted.

These links go beyond the ceremonial and have helped to enrich the lives of people in Cardiff and Stuttgart. Our universities, schools and institutes of learning have a track record of successful collaboration. The Cardiff-Stuttgart Association, for example, has been promoting the use language in Cardiff. This includes running competitions with Cardiff schools to encourage uptake of German language lessons.

More recently our business start-up communities have been working with each other to explore new business opportunities—through the development of apps and virtual hack events. Stuttgart is also recognised by many commentators as a leading example of a functioning city-region, and has much to contribute to the development of the Cardiff Capital City Region.

A delegation from Cardiff will therefore be visiting Stuttgart to participate in a series of commemorative events that should lead to further successful collaborative opportunities between our cities.

A number of questions were raised in relation to Local Government re-organisation and the role of the Leader and the need for a full debate at Council; the City Deal; and the notification to Council of business to be considered at next Cabinet meeting. The Leader undertook to keep Members briefed on the City Deal and progress.

(b) Corporate Services and Performance

#### Wales Audit Office

The Wales Audit Office (WAO) had issued a Certificate of Compliance from the Auditor General for Wales to provide assurance that we have discharged our obligations to plan the future priorities of the Council under the Local Government (Wales) Measure 2009.

#### Performance Management

As part of the development of the performance management arrangements in the Council, and specifically in relation to improving the internal challenge regarding performance of services the quarterly 'Star Chamber' is now active, where the Chief Executive, Directors and Cabinet Members have an open and candid debate regarding performance levels, and challenges facing service delivery arising from the constructive challenge discussions, there will be key actions that the Director must take forward to mitigate the negative impact of underperformance issues and key risks. Updates on actions will feature in quarterly reports from Quarter 1 onward.

The Council's Benchmarking Strategy has been updated and approved by SMT 19<sup>th</sup> May. Delivery Plans for each directorate have been completed and considered by the relevant scrutiny committees.

### Records Centre

As a result of developing 'leaner' ways of working and aiming to digitise records, the Improvement & Information Team has invested in a technological solution to digitalise records held in the Records Centre, and as an initial pilot are working towards digitalising all of the Council's Personnel files.

### Employee Matters

Partnership for Change meetings are taking place on a fortnightly basis and good progress is being made. A Cabinet report will be coming forward in July.

Following widespread consultation with stakeholders, including Policy Review & Performance Scrutiny Committee, the review of the Attendance & Wellbeing Policy was concluded and subsequently agreed by Cabinet on 11 June 2015. The new arrangements will be commended to Schools and will apply from 1 July 2015.

Based on an independent review, major consultation exercise has commenced regarding proposed changes to the Discipline Policy - to be considered by Cabinet in the Autumn

Payroll Rationalisation from 3 payrolls to 2 was achieved from 1 June 2015.

A growing number of employees from across the Council have taken the opportunity to purchase additional annual leave under the new policy in place from 1 April 2015.

Appointments to Tier 1 of Senior Management Review have been concluded.

### C2C

50,718 calls and 6249 emails & web-chats were handled by the service centre in May.

C2C successfully went live SharePoint on June 15<sup>th</sup> – the first service area within the council to do so.

The C2C expansion project will be completed by August 1<sup>st</sup> and result in an additional 31 seats being created within the centre. As a result, the team handling initial enquiries as part of the Rent Smart initiative will be based within C2C with a start date target of October 1<sup>st</sup> currently proposed.

The centre will once again be the telephone point of contact for the next wave of Individual Electoral Registration programme which will see £150k letters being delivered to Cardiff residents in early July



C2C currently average an 88% First Point of Contact resolve rate for customers calling with benefit queries and we will be working closely with our partners to maintain this post the launch of Universal Credits in November

8 additional customer service reps (temporary) have been recruited and trained to C2C to handle expected increased contact regarding the waste restrictions programme. C2C continue to work closely with the waste team to provide assistance and advice to customers to ensure delivery of his project is as seamless as possible for the residents of Cardiff.

### Website

The Cardiff.gov.uk site continues to progress with 1.3 million visitors in the 12 months since launch, trends show that mobile use increased again (now at 45%) and the team are working on refining the home page based on customer feedback. The focus of the content at the moment is to ensure that the waste restriction changes are clearly communicated to residents. April showed a big step for our customers choosing to set up a direct debit for their new council tax bill online

### Statement of Accounts

The draft Statement of Accounts for 2014/15 was presented to Audit Committee on the 22<sup>nd</sup> June in advance of being signed by the Section 151 Officer. The accounts will now be audited by the Welsh Audit Office over the summer. The audited accounts will be presented to Audit Committee and then Council in September.

The Statement of Accounts show that the Council's final position in relation to 2014/15 was an under-spend of £1.741m. This increases the General Fund Reserve from £11.413m to £13.154m, of which £595,000 was already identified as required when the 2015/16 Budget was agreed in February.

The final revenue position of a surplus of £1.741 million after contributions to and from reserves as compared to the balanced position reported at month nine. The change includes a significant improvement to the directorate positions with over-spends against these budgets reducing by £1.147 million compared to previous projections. This reflects a number of factors including the impact of the measures implemented by the Chief Executive as set out in the Month 9 monitoring report. Further savings were also identified as a result of a higher surplus on Council Tax and an increase in non-domestic rate (NDR) refunds on Council properties.

During the year the Council's monitoring process identified financial pressures in a number of Directorates, notably Health & Social Care, Children's Services, Education & Lifelong Learning and Sport, Leisure & Culture. This reflected a range of factors including increased demographic pressures, shortfalls in income and the failure to fully achieve the savings targets set as part of the 2014/15 budget. This is reflected in the Outturn position forming part of an overall overspend of £7.650 million on directorate budgets. Apart from Children's Services all these areas reported a reduced over-spend compared to the projections at Month 9. Additional pressures were identified in Children's Services during the final quarter including additional placements and costs for looked after children, which resulted in a significant

increase in over-spend in this area. The overspend on directorate budgets was offset by the £4 million contingency sum, together with savings in other areas including Council Tax collection, NDR refunds on Council properties, capital financing and additional income arising from successful performance against the 2013/14 Outcome Agreement Grant.

Work has already started on the 2016-17 budget preparation and the Budget Strategy Report will follow in July.

Members whist welcoming that the end of year accounts had an underspend, raised concerns about use of reserves and increasing budgetary pressures on Adult Social Care and Children's Services.

(c) Environment Statement

Apprenticeships

Earlier in the year the creation of a new Apprenticeship Scheme within Cardiff Harbour Authority and for Mechanical Engineering was announced. The Cabinet Member was pleased to advise of the establishment of a further scheme also within the Harbour Authority that has been established and for Marine Engineering. This new scheme which will be based on a four year term and linked to a recognised qualification will provide a sound foundation in general engineering with specialisation in marine operations ensuring that skills are transferred enabling the Harbour Authority to maintain the marine environment and flotilla to a high standard. The establishment of this scheme demonstrates the Councils commitment to Apprenticeships.

Bute Park

An event was held on 23 June to celebrate the successful completion of the Bute Park Restoration Project. The event reinforced what can be achieved in being ambitious and through working with others and both of these factors have been central to the success of the project. The project is the largest public parks project ever in Wales with total investment in excess of 5 million pounds and in addition to the individual restoration schemes there are developments and improvements which include the establishment of a constituted friends group and their active involvement in the management and maintenance of the Park, the increase in the number of visitors to the Park which is now in excess of 2 million per year and the levels of customer satisfaction. Visit to Bute Park are now ranked second out of 184 of the Top Things to Do when in Cardiff, according to Trip Advisor. The transformation in and beauty of the Park is quite remarkable and if you haven't visited it recently it is strongly recommend.

Bereavement Services

During June, Bereavement Services facilitated 2 dramatised heritage trails around Cathays Cemetery. Bereavement Services have led heritage trails in Cathays for many years, but the addition of performances researched and scripted by drama

students from the University of South Wales, offering eye witness accounts and first person perspectives, truly brought the past to life in this historic cemetery.

Bereavement Services have carried out wildflower planting in Thornhill, Cathays and Western cemeteries as part of a wider Project to encourage bees to be more active in our open spaces.

Local School Children have planted Poppy's in Cathays Cemetery next to the Commonwealth War Grave section as part of our ongoing WWI commemoration. In November a special Memorial Stone will be laid on the section to recognise Frederick Barter who was awarded the Victoria Cross in 1915.

Thornhill Crematorium will host a Memorial Service for baby's and infants in partnership with the local Stillborn And Neo Death Society (SANDS) group on Sunday 28 June at 11:30 AM.

#### Recycling and Waste Strategy

The Cabinet Member was pleased to be able to confirm that because of the strong recycling and waste strategy; engagement with the minister on the Council's commitments to drive forwards recycling and also that fact the we exceeded the statutory recycling targets for 14/15 the fines threatened for 13/14 have been waived. These show the importance of not standing still and the need to constantly strive for more recycling.

#### Viridor Energy Recovery Facility

A number of Councillors including the Leader attended the opening of the Viridor energy recovery facility earlier in the week. The opening of this facility by the First Minister reflects the important asset that Project Gwrydd team have delivered for not only the City but the region in securing our treatment requirements for the future. In addition, this facility is providing sustainable energy to potential 50,000 homes.

#### Neighbourhood Services Pilot

We are also seeing excellent results from the new way of working in the neighbourhood services pilot. The teams are cross working to deliver real savings; improve response times and these results are being to show in improved street cleansing survey results.

Since January the cleanliness index for the pilot area has gone from 58% to 69% and the high or acceptable cleanliness index has gone from 68% to 85% in five months.

The expansion of the scheme is full steam ahead for next month and proves working without silos can reduce costs and increase our performance.

As part of the questions from Members the work of the Bereavement Service was commended by Members as being innovative in generating income and providing an all-round service. There were concerns raise about monitoring of the traffic flowing in and out of the Viridor sire.

Members were pleased to note the extension of the Apprentice Scheme. Members commented on the Biodiversity policy of the Council and concerns that some areas used for play were not being cut reducing opportunities for young people to enjoy the outdoors during holiday periods. There a number of concerns raised about the Waste strategy and roll out of smaller heeled bins; possible effect on fly-tipping and recycling. The Cabinet Member responded to the questions. and supportive of t  
[Insert

35 : ORAL QUESTIONS

Question from County Councillor Howells

What consultation is undertaken with ward Councillors regarding how S106 money from developments in their wards is allocated and spent?

Reply from County Councillor Patel

Whilst consultation with ward Councillors is not a statutory planning requirement, Officers consult members regularly on planning applications within their wards. Members also have the right to speak at Planning Committee on any planning application being considered within their ward.

Supplementary question from County Councillor Howells

In my ward, we have had three significant developments in recent years, generating a total of £243,000 Section 106 money. In respect of two of these – that's the Adams Street and Windsor Road – the agreement actually stated that the money should be spent in the vicinity or the locality of the sites. I've since learned that this money has been allocated to the Community Hub in Tremorfa.

In respect of the third development – that's the UWIC site at Howard Gardens – the planning report actually recommended the Section 106 money go towards improvement of existing community facilities in the locality. However, the actual signed 106 agreement, which I found this week, has been changed and, somehow, it now says the money should go to the improvement of the Star Community Hub or other existing facilities in the Splott or Adamsdown area.

Can I ask who made these decisions and why, as a Local Member, I wasn't consulted, as it's my view that all of this money should go to repairing and reopening Roath Library?

Reply from County Councillor Patel

I think it would be inappropriate for me to obviously comment on individual schemes but, with regard to Section 106 obligations, there are legally binding tests that must be met, which have been strengthened through the introduction of the Sill regulations.

Where Section 106 obligations are sought for off-site works, it is the responsibility of the relevant directorate to define those works, which often include direct engagement

with Ward Councillors. As part of the negotiations on major obligations, we are improving our approach to ensure that we engage fully with ward Councillors regarding the opportunity to use Section 106 contributions from major schemes to support their local aspirations.

From my experience, certainly, whenever there's Section 106 money that goes into a particular ward, the Ward Members have always been consulted. I'm not saying- I don't know, obviously, about the individual case but from my personal experience, certainly, that is what we've always found. We've always found that we've been asked- very recently, we've been asked whether we wanted a certain scheme put in or not with Section 106, but I think if it's anything to do with open space, or transport, or anything, parks, obviously you need to speak to, maybe, the Officers and the Cabinet Member to find out those individual cases, and if it is within my area, I'd be more than happy to look into it if they have not consulted with Local Members.

Supplementary question from County Councillor Robson

First of all, Councillor Howells, I'm very concerned by what I've heard from your question but, Councillor Patel, this is an issue that's been going on for quite a few years. You've suggested that within your ward you've been consulted.

Well, certainly, there's not much Section 106 in our ward, which is good because there's not much development that's unwanted but, when it has happened, we have not been consulted on Section 106 applications – other Councillors have given instances where that's the case.

I think we need to review this and review at what stage the Councillor is involved because, often, it's the case of when it gets to the Planning Committee. The Planning Committee will make whatever decision they make – and they make the right decision because they are the Planning Committee, I am sure the Chair appreciates that – but nevertheless, Local Members who appear before us don't want to be in the position of having to argue Section 106 points at that late stage. There has to be a proper process whereby they are engaged before it gets to Planning Committee or delegated decision making.

Reply from County Councillor Patel

I certainly understand the concerns you've expressed and that is certainly something which I know myself and Councillor Michael will, as the Chair, we are driving forward on – basically, letting the Ward Members know in advance wherever possible. For example there is one which has recently come in – we actually had the Ward Members in already in that particular development. So, certainly that is the direction we are going in. But, also, like I said to Councillor Howells, if there are any concerns within my area, let me know – obviously, if it's in any other area, let those Cabinet Members or the Officers know your concerns.

Question from County Councillor Graham Thomas

Given that Creigiau Quarry is likely to re-open in the future, what plans can the council make to improve access routes for lorries in order to avoid making congestion

a major issue for residents and lorry drivers alike? These routes, especially Heol Pant y Gored, are currently far too long and narrow to enable passing.

Reply from County Councillor Michael

Creigau Quarry was mothballed back in 2002 and currently benefits from existing planning permissions dating back to 1948, which permit access to the quarry by lorries. This access is governed by a condition which only permits lorry movements between 7am and 6pm Monday to Friday, and 7am to 1pm on Saturdays.

I'm advised the quarry operators, LaFarge Tarmac, are due to submit a planning application shortly to consolidate the existing permissions for the quarry. This will provide the Council with an opportunity to carefully consider the related transport decisions when determining this application. However, in doing so, it will also be necessary to take into account the present situation regarding the current planning status of the quarry.

Supplementary question from County Councillor Graham Thomas

Thank you I appreciate that is the way to approach any planning application – it's the sensible way. However, my question wasn't really a planning question because, as you've already said, Creigau Quarry has existing rights to quarry tomorrow morning if they so wish.

So, my question really was to Councillor Patel - we should be looking at a proactive approach to the quarry up in Creigau because, since it was last closed, the roads are much narrower because they've redone the pavements and if it was to reopen, it would be intolerable congestion for cars and for the quarry traffic alike.

So, I'm urging you to take a proactive approach and to meet with the quarry and see what can be done ahead of any potential reopening of the quarry.

Reply from County Councillor Michael

What we will do is exactly what planning does – we will judge this on planning law and planning guidance when it comes through, and we will have a look at the transport situation and take advice from Councillor Patel's area.

If you want to address those parts that are not planning, as you wish, I would suggest that you meet Councillor Patel and discuss with him.

Question from County Councillor Weaver

How many fixed-penalty notices relating to waste have been issued in the streets covered by the Section 46 notice in Cathays since the notice was issued?

Reply from County Councillor Derbyshire

I can confirm that the Council Waste Enforcement team has issued 108 fixed-penalty notices across the ten streets in Cathays that have received intensive 46 action since February this year – an action, of course, you local Councillors asked for.

The £100 fines were issued after people failed to put out their waste correctly or remove their bins from the public highway.

Supplementary question from County Councillor Weaver

Of course, fines are a last resort and education must be tried first, but there are in our ward a persistent minority of households that persistently put out waste incorrectly and these fines are one very important tool in tackling it, so I welcome the answer. I'd just like to ask: will you consider rolling this out to other areas of the ward where, as you know, we are reporting high volumes of the same problem?

Reply from County Councillor Derbyshire

As you know, the new waste strategy will be starting this summer and, as part of that work, what we're looking at is problem areas such as you've outlined and that will be linked in with the support required to implement the wheelie bin expansion and restriction programme in July and, obviously, education will be a strong part of that but, obviously we've got to back it up – it's the carrot and stick approach, so we will be looking very carefully and, obviously, linking with Local Councillors to see the areas that you feel are problematic and we can pick up on those.

Question from County Councillor Bridges

I have recently reviewed the "Changes to Recycling and Waste: Summer 2015" document published by Cardiff Council, and I note that the guidelines state residents will be required to pay for the replacement of lost, stolen or damaged wheelie bins. It is not the fault of residents if their bins are stolen, so why does this administration feel it necessary to punish victims of crime?

Reply from County Councillor Derbyshire

I do think that we need to put this issue into perspective: very few bins are lost or stolen across the city, actually. The majority of instances are damaged bins and they are replaced free of charge by the Council.

Charging for lost or stolen or damaged bins is commonplace across the UK, so we're quite a bit different from that, and it reflects of supplying and delivering the bins – the Council can no longer afford to do this free of charge as they might have been able to do some years ago.

Residents have a duty of care – that's why they have their own bin – to look after their bin and it should also encourage them to return their bins after the usual collection time and not leave them out for days on end.

Supplementary question from County Councillor Bridges

I can't quite believe what I'm hearing here. I don't care what other Councils do – we're in charge of Cardiff, you're in charge of our Waste Management, and seemingly you think that if someone has their wheelie bin stolen, it is their responsibility to pay for a replacement. Why are you punishing victims of crime?

I don't disagree with the notion that, if people leave their bins out for days on end then they need tackling, but that wasn't what I was asking about. My question is: if someone has their wheelie bin stolen, how can it be fair, how can it be just, how can it be right to expect them to pay for it when they are a victim of crime?

Reply from County Councillor Derbyshire

The fairness issue is a very moot point, isn't it? If you have your bicycle stolen from outside your house, I don't think you'd expect the Council to replace that. The bin is given to the household free of charge and they are expected to look after it just like they're expected to look after any other part of their property.

As I said, if you go to any other place – and you can say it's different – it isn't different – we are facing the same financial challenges. If we start to give out free bins to everybody who wants one, then I've got to find the savings somewhere else, and I don't think you'd like those savings.

Question from County Councillor Cowan

Will the Leader make a statement on the discussions he is having with neighbouring authorities regarding the City Deal, making reference to the financial commitments to date and any pitfalls he is facing?

Reply from County Councillor Bale

I refer you to my statement earlier, which covered the issue of the City Deal.

Supplementary question from County Councillor Cowan

Why you are carrying out a review of the very successful Business Council and what are the cost implications?

Reply from County Councillor Bale

You may recall the Cabinet paper we brought forward on the City Deal, which included the reasons that we gave at that time for the review of the Business Council, and that was because we wanted the business community to be engaged in that City Deal process and we felt that it was a timely opportunity for us to review the success or otherwise of the Business Council and that's exactly what we're doing now. So we expect to have the review conducted and completed by the end of this month and I'll make sure that you and other Members are aware of the outcome of that review when it's ready.

Supplementary question from County Councillor Carter

In light of the possible forced merger of Councils by the Welsh Government, do you have any concerns that the City Deal scheme may no longer be valid on that footprint? Clearly, the discussion you've had is based on the current local



government footprint, so do you have any anxieties at all about the prospect that a different model of government might hinder the deal?

Reply from County Councillor Bale

That's a good question, and I think what you'll see here is that the timescales are very different. In essence, we have to – we set a target, in fact, to reach an agreement with the City Deal with the neighbouring authorities by the end of this year, and that's certainly the message we've been getting from both Welsh Government and UK Government is that we need to move reasonably quickly in terms of coming to an agreed business case that we can submit to them for consideration.

We all know that the timescale for reorganisation is potentially much longer. So whatever the outcome of those City Deal negotiations, we have to ensure reorganisation is taken into account as a factor in the future.

Question from County Councillor Lomax

When local communities put on events around the city, why are they charged by the Council even though they are in public places, especially as the Council use them to contact the public and inform them of changes in their area?

Reply from County Councillor Bradbury

The Council actively supports event organisers to ensure the public are not put at risk and that events move smoothly. Hundreds of community events are held across the city, which places demand on the Council's resources and, to facilitate these demands, we do need to cover some of the cost of the management – and I say *some of* the cost – management, administration, advice, and support. In addition, I am advised that there are often grounds maintenance requirements for certain events – I am advised by Parks on this – which the Council provides, and we do need to secure a bond in which, in the event of any damage to park land that any reinstatement works that may be required are funded by that bond. But this isn't until after the event, when it's applicable.

Supplementary question from County Councillor Lomax

What I want to know is: why do people who try to organise voluntary events in the city have to pay – apart from the bond to make sure the property is looked after – but why the fact that you have a bandstand in the park and you haven't got a band to put on it? If a voluntary service puts a band on there and people come down to the park and sit down and listen to the music, why can't we have it free?

Reply from County Councillor Bradbury

Well, there are challenges in the Parks Department. However, I'm willing to look at the specific issues in Grangetown that you refer to. And I see my role to try and drive down costs, not to drive them up – it's important that community groups, and I've had complaints not just from yourself but from right across wards about community

festivals and the demands that are put on community festivals – I'm happy to look at each issue on a case-by-case basis and see what we can do to bring some common sense in this area whilst making sure that the Council hasn't got a massive liability.

Supplementary question from County Councillor Boyle

Can I just put in a word for 'Made In Roath', which is an annual art festival that self-generated within Penylan and Roath, which is growing an enormous reputation and they have found it quite difficult in the past to get access and use of the parks, despite the fact that they don't actually need them to be opened at any particular time or they don't require any staffing but find themselves having to pay a sort of surcharge that they find, as it's all voluntary led, is unfair. So, perhaps when they come next to running their programme of events, they can approach you and you may look favourably on their petitions?

Reply from County Councillor Bradbury

I can see a full diary coming up of community festivals.

I've been on a community festival organisation committee so I totally understand the concerns that your residents are bringing to you and the people who organise the event you're talking about. It wouldn't just be me – you'd have to meet my colleague Councillor Derbyshire and he's heard all the complaints here. I'm very much of the view that, as I've stated before, that we must try and make sure that these events are affordable for the people that are running them, whilst understanding Parks' position at the same time. My job is to drive costs down rather than drive costs up, and I'm sure my Cabinet colleague - looks at Councillor Derbyshire agrees – despite the increasingly difficult income targets that we have to face in the Parks Department.

Question from County Councillor Woodman

What is the Cabinet Member doing to deter/prevent fly tipping around the Mansion House? Over many weeks, large items have been dumped (e.g. settee, bed, sideboard, and a microwave this week).

Also, why is such a prestigious Council venue, which the Council is trying to market for weddings, conferences, etc. not having its surroundings regularly cleansed? Mansion House staff have to go out onto the pavement and/or road and regularly pick up litter strewn about to try and prevent dignitaries and visitors from having to see such an eyesore.

Reply from County Councillor Derbyshire

I'm surprised that you haven't come to me with this issue directly before. If the fly-tipping incidents had been reported to Waste Management then the items would have been removed and investigated by Officers. Unfortunately, they were not reported either by the public or by staff based at the Mansion House.

Where there are particular problems of fly tipping, Officers can engage with local residents to encourage reporting and evidence gathering. We also increase patrols

and take enforcement action whenever possible. Waste Management Officers will speak to staff at the Mansion House to understand more about the issues that have gone unreported so that appropriate action can be taken against fly tipping and littering in their location.

Supplementary question from County Councillor Woodman

I haven't taken it up with you directly before because I've only just become aware of it in the last week and a half having driven past Mansion House several times early morning to see staff out there with a sweeping brush and a black bag picking it up and stopping and asking "What are you doing? There's health and safety issues and union issues and I am informed that staff have reported certainly these big fly-tipped items and been very disillusioned by the response that they've had.

So, given that it is such a prestigious building that we're trying to market to bring income into this city, I think that maybe the cleansing team should visit there very early in the morning before they open.

Question from County Councillor Graham Thomas

Off-road motorcycle nuisance in some areas of Cardiff continues to blight residents' lives. The Council is working with the police and landowners on this difficult issue but so far I only get more complaints every week from increasingly frustrated local people.

Can the Cabinet Member urgently address this issue to avoid residents taking action of their own because no one else is helping?

Reply from County Councillor De'Ath

I am aware of the type of antisocial behaviour you refer to and I have every sympathy with the residents of our city that it impacts upon. As you acknowledge, the Council is already working with the Police and landowners to clamp down on this difficult issue, and there is regular dialogue and sharing of intelligence between all partners. You may also be aware that joint off-road motorcycle operations are being conducted in partnership with South Wales Police and Rhonda Cynon Taff Council, targeting hotspot areas across the city. The Council continues to work with others to eradicate this kind of antisocial behaviour.

I would strongly urge local communities not take matters into their own hands but to report incidents to enable agencies to build up a picture of activity on which enforcement activities can be targeted.

Supplementary question from County Councillor Graham Thomas

This is a serious issue. I'm sure many of the members of this chamber of the more rural areas in particular will appreciate how serious it is.

In my ward in particular, I have heard of incidents of residents taking vigilante action against the bikers and risking their own safety in the process. And this is only an

example of how exasperated people are with this constant strain on their lives and indicates a major problem. It is appreciated it's not easy to resolve – we must give more resources to this before something serious happens.

Would you commit to coming out and meeting with some of the St Fagans Community Council at a date convenient to you – although they are meeting on the sixth of July – to discuss this, as it is one area where it is reaching extreme proportions?

Reply from County Councillor De'Ath

I would be more than happy to come out and meet with the Community Council – I know you've done some great work with them on this issue. I'm able to say that there's a meeting arranged for next month between the Community Council, South Wales Police, and local landowners in your ward and surrounding areas to discuss this very issue, discuss the legalities and how to take things forward, and after that there will be a full briefing for the Community Council and local Members.

Yes, I'll certainly come out and meet with you about this.

Supplementary question from County Councillor Woodman

I have great sympathy with Councillor Thomas on this, as a ward that has constantly had this problem, but we have had enormous success. And would Councillor De'Ath agree to attend a local Pact meeting to explain the process to residents as to how the Council's off-road team work with the Police off-road team to deal with this issue, but more importantly to encourage local intelligence?

In my ward, residents have come forward anonymously and said where these vehicles are garaged and the rest is up to the Police and I can tell you it has a wonderful impact and nowhere in your answer did you mention that – I'm not criticising – what I'm saying is: will you be prepared to go out and promote this across the city?

Reply from County Councillor De'Ath

You're absolutely right – I would certainly encourage residents to report any information they have on this or any other antisocial type or environmental crime related issue. I'm happy to discuss how we can raise this issue in your ward with your residents.

Question from County Councillor Dilwar Ali

Following the recent Velothon event, are there any further major national or international sporting events envisaged in Cardiff?

Reply from County Councillor Bale

There are a number of major international sporting events to take place in Cardiff over the next year or so, including the British Grand Prix round of the 2015

Speedway World Championships in July; we've got the first Ashes test match in July, as I'm sure many members are well aware; two Welsh rugby international matches in August and September ahead of the 2015 Rugby World Cup; there are also the delights of the World Half-Marathon Championships next year, of course; and, if you're interested in a triathlon, Cardiff's first triathlon is this weekend.

Supplementary question from County Councillor Dilwar Ali

Is Cardiff going to bid for the Commonwealth Games in 2026?

Reply from County Councillor Bale

I think it's important to emphasise that any bid for the Commonwealth Games would be a Welsh Government led decision. I understand that they're still awaiting the outcome of the evaluation of the Commonwealth Games in Glasgow and when they've got that information, they're likely to make a further decision based on that, but certainly it's not something that the Council is driving forward at the moment – we're very much waiting to see back from the Welsh Government on their evaluation of that report.

Supplementary question from County Councillor Hudson

I just wondered if there's any way that the routes through Cardiff could be varied to allow the business and residents to not continually suffer the same road closures. And will there be a tourist information centre open for the big events?

Reply from County Councillor Bale

I'm acutely aware that we are an events capital – we have a huge number of sporting and cultural occasions taking place here and that's something we should celebrate and be rightly proud of because that attracts a huge amount of publicity for our city not just nationally but internationally as well. But we have to be mindful, obviously, of the disruption that is caused to residents and businesses and I think that's something that is regularly reviewed and taken into account not just by Council officials but also by event organisers for these different events but it's a point very well made.

In terms of your comment around a tourist information centre, I think I'd refer back to the motion when we talked about the need for all of us to be ambassadors for our city when we've got those big sporting events – I think that's something that we need to build on, particularly with the Rugby World Cup coming up because I think it's really important that all of us get behind welcoming these teams when they come to Cardiff for this fantastic occasion.

Question from County Councillor Howells

What consultation was undertaken with local residents about how the proposed changes to the waste collection service will affect them personally?

Reply from County Councillor Derbyshire

Did we speak to every household? No, that was not a practical solution.

Did we promote the consultation exercise widely in order to capture people's options? Yes, we certainly did.

The fundamental aspects of the current changes were included in the previous waste consultation exercises undertaken in 2013 and in 2014.

The consultation responses showed a strong preference for the provision of smaller wheel bins over the three-weekly and four-weekly waste collections, and these helped shape the current service changes.

Supplementary question from County Councillor Howells

Letters, as you said, to residents across the city will be hitting doormats any day now, telling them how their individual waste collection arrangements will be changing. But that's not consultation, in my book – that's just telling them what will happen. And they won't have had any chance to feed back their concerns or observations as to how these new arrangements might affect their individual circumstances.

I've already highlighted a string of observations in my ward, which I've passed on to officers – and they have answered them – but I suspect that's just the tip of the iceberg in regards to the rest of the city.

Can I ask you that, if there is sufficient demand from a particular area or street not to proceed with the new arrangements, will you listen to them and amend your proposals accordingly?

Reply from County Councillor Derbyshire

I'll just read out something for you in terms of you said about not consulting: we had a link to the wider public budget-consultation process, we did the Ask Cardiff online forum, promotion online and in hard copy, 3000 random postal surveys, details are sent to the Ask Cardiff survey group, emails were sent to all Members, links to the consultation were provided through the press releases, Capital Times covered it, details were sent to neighbourhood partnerships... So I think we did a pretty decent job of consultation.

We're not just talking about letters telling them what happened – these were consultations that took place in 2013 and 2014.

When it comes to your comment that "would we be prepared to change things?" I would listen to anybody that's got concerns but what I have to say is, very clearly and I won't make any bones about it: I will take a lot of convincing to change what I'm doing because what I'm doing is absolutely crucial. The reason we didn't get fined by Welsh Government this year was because we had a strong case by saying what we were going to do in a waste strategy, which included the smaller wheel bins, and as a result of that they support us fully and they're giving us lots of support. If I turn around and started wheeling back on that now then I assure not only would we not hit our recycling targets this year, but we would start to get fined as well.

Question from County Councillor Robson

Wheelie Bins are to be rolled out in the Rhiwbina Garden Village Conservation Area without any consultation being carried out with either local residents or Councillors. Are there any other parts of the city which have had such changes without local Member or local resident consultation?

Reply from County Councillor Derbyshire

The short answer is yes, but I'll expand on that answer.

Rhiwbina has not been treated any differently to any other part of the city. Extensive city-wide consultation rather than ward-specific consultation was undertaken, as I've just pointed out to Nigel, in 2013 and 2014 and I've outlined what that was. As a local Councillor you have been made aware of this consultation, so I would hope that all Members would encourage residents to engage in any consultation. The pending changes were influenced by the feedback from the previous consultation.

As I've said, the Council can no longer afford a piecemeal approach to waste services. We must deliver a cost-efficient service delivery – something that you yourself have told us before – we've got to have a properly cost-efficient, effective service – this is what we're trying to get to. And across the city we've seen areas not previously in favour of wheel bins change their minds and now request them. Therefore, we have to make cost-effective operational decisions and these areas will be receiving wheel bins.

Supplementary question from County Councillor Robson

I listened to your list of consultations that you've carried out in response to Councillor Howells' question and I bet if you knocked any of my residents' doors, they probably would never have heard of any of them.

In relation to your answer, I think that one shame here is that there wasn't a consultation carried out with Garden Village residents. I accept there are mixed views in the Garden Village about whether to have wheelie bins or whether not and some want them, some don't. But, where there are problems, these could have been ironed out. So where there are extra factors – people perhaps not appreciating some of the difficulties that wheelie bins are going to present to them – they could have been ironed out in a consultation. Whatever the Council decides those nuances which are so important to making people's lives that little bit easier could have been picked up. As it is, we're now having to sort of firefight to do it the backwards way. The wheelie bins are going in in a couple of months – the Officers won't tell us when, by the way – they're not that daft – but they're going to go in soon and we're having to deal with the queries, the complaints and having to feed them through to Officers. A lot of that time could have been saved had there been a proper consultation and the Council had made up its mind at that stage.

Reply from County Councillor Derbyshire

I can assure you that we are geared up as the previous administration were to expecting a lot of queries and comments about the introduction of a new regime as that's what you would expect to happen. So all I'm saying to you is happily direct them in our direction because that's what Officers are there for to answer those questions. But I think that you do have to be careful in terms of what yourself and Nigel have been saying here – when you look at the issue with bins, you can't expect the Council to be able to offer one service to one person and the next-door neighbour to get something different – it's just not feasible. And it's the same with streets – you can't offer something in one street and something different in another street because the vehicles themselves have to be geared up to one particular type of thing, whether it be a bag or a bin.

So, you know, I looked very carefully at the issues; I had long discussions with the officers; I also spoke to the Conservation Officer and actually reigned back on some of the bin introductions in those areas where he said he didn't think it was appropriate. So we have listened to people, we have listened to the Conservation Officer, and that's we we've come up with the decision that we have.

Supplementary question from County Councillor Boyle

Actually, you can deliver one service to one part of the street and another service to another part of the street because that's precisely what you're going to be doing in the Roath Mill Gardens conservation area, where one stretch of Westfield Road – about 300 yards – is going to have the red striped bags; and the next section is going to have the bins; and then immediately opposite the park on Sandringham Road – a stone's throw away from Westfield – having the bins as well. And there is complete confusion within the conservation area of Roath Mill Gardens as to what is happening. Are bins being imposed or not? Because some people are having the bins and some people are not.

So, clearly, whatever consultation has happened hasn't been effective because we are now butting up against problems that really should have been resolved.

So, perhaps, would you agree to look again at the Roath Mill conservation area section to ensure that we don't have these mixed messages and mixed methods of collection?

Reply from County Councillor Derbyshire

I did look at the Roath Mill area and, originally, I wanted it all to have bins. It was the fact that we had that discussion with the Conservation Officer, who persuaded us in a limited area not to put the bins in because he didn't think that it was appropriate. And that's why I pulled back.

If you want me to go back and have the bins for all of it.

Question from County Councillor Mitchell

What was the capital under-spend, if any, in the last financial year?



Reply from County Councillor Hinchey

The 2014/15 out turn position in respect of revenue and capital is due to be reported to Cabinet on the second of July – just next week. Any variance on capital would either be due to underspend or overspend or slippage on capital schemes. It should be noted that any underspends relate to externally granted funding schemes cannot be used for alternative purposes.

Question from County Councillor Woodman

Many wards, especially Pentwyn, have swathes of uncut grass on public open space due to the pollinator project. Why are there no pollinator project areas located around main council buildings such as County Hall or City Hall lawn?

Reply from County Councillor Derbyshire

You'll be aware earlier in the year I wrote to Members in the wards affected by the pollinator project where the new management regime was being implemented. In writing, I emphasised that the sites for inclusion had been selected having taken into consideration the use and purpose of the particular green space. Careful and thought through site selection is crucial to the project.

Given the purpose and use of City Hall lawns for events and general recreation, I would suggest that this is an area of civic green space that is inappropriate for a one-cut-per-year regime.

With regard to County Hall, there are limitations because a relatively large area of space is required to make impact. Notwithstanding this, you may be aware that the raised flower bed in the forecourt of the main entrance was sown with a wildflower mix last year, and this has been repeated again this year.

I'll just add – which isn't in the thing – I am keen to actually roll this programme out even further next year, but I want to see how things go this year and it may well be that County Hall comes into the equation next year

Supplementary question from County Councillor Woodman

As someone who's in support of the pollinator project, I wish you well with that and I hope you can.

In Llanedeyrn, Coed-y-Gors, which is one of the largest estates in my ward – over 500 properties – the pollinator project is causing problems. And I've had emails from young mums and grandmothers. The areas that have been pollinated towards the back of the leisure centre are on fairly flatish areas, not just banks, and now there is nowhere within that ward except way over the other side – ridiculously so – by Ael-y-Bryn that under fives and five year olds can't play safely. One particular area by Coed-y-Gores, which has been pollinated as you say, was fenced off and local community children played there quite regularly. Now they can't and I'm getting emails about this.

Can I give you the full details and will you please look at this again because it seems a bit ridiculous that a whole part of Llanedeyrn ward doesn't have a decent play area that's flatish and safe with a barrier between them and the road? The one at Ael-y-Bryn doesn't have a barrier.

Reply from County Councillor Derbyshire

As I pointed out initially, what we're doing is that we're doing it this year and we're looking out again before we roll it out again next year.

If you've got a particular concern about a particular area that you think is inappropriate, I'm more than happy to look at that if you contact me.

Question from County Councillor McKerlich

The Council responses to the many points raised by the LDP Inspectorate are lengthy and impenetrable. Why are you not arranging briefing meetings for Councillors so that we can be advised by officers of the main points of substance in these responses?

Reply from County Councillor Patel

It's important to note that, unlike the previous consultation stages where the Council were carrying out consultations and reporting Cabinet and Council, the current consultation is being facilitated by the Council under the direction of the LDP inspectors, who will consider the responses, not the Council.

Supplementary question from County Councillor McKerlich

The hearings with the inspector were lengthy and the north-west Cardiff group attended all of them. We made a lot of points which were encapsulated in action points, and these articulate the concerns of our residents. The Council response comes to something like 250 pages and it's jumbled all over the place and the jargon is almost impenetrable.

It would help the residents if the Officers who prepared these responses could tell us the ways in which they have addressed the concerns of our residents, articulated by the north-west Cardiff group. This would actually help and it would be the democratic thing to do. The information is available to them; they produced the responses; they can tell us how to sell them to our residents.

Reply from County Councillor Patel

As usual, as with all Elected Members, I'm more than happy to have a meeting with any of you if you wish to meet with any of the Officers to talk about any of those issues or to bring up any of the concerns you've got – absolutely fine with me and I'm happy to facilitate that if required. That is an open-door policy as far as I'm concerned. But I'm not willing to do a presentation because this week alone, like I've said, I've held three presentations for three groups and none of them have turned up. And I am absolutely fine for any Member – tomorrow is an all-Member presentation –

but I have held three presentations this week for the individual groups and I have not had a single Member. That's a lot of Officer time sitting there waiting for someone to come. So, therefore, on this basis what I am willing to do is, basically, if any Member wishes to discuss any of the points which is in the LDP, I am more than happy to facilitate that.

Question from County Councillor McGarry

Is the Council able to fine people who put food into black bags or bins?

Reply from County Councillor Derbyshire

Yes, Council can use Section 46 of the Environmental Protection Act 1990 to issue fixed-penalty notices to those households that can be identified as not having recycled their food waste correctly.

Our priority to date has been to tackle those households where waste has been presented on the wrong day and at the wrong locations.

If people do not recycle sufficiently or contribute to waste and littering problems within the community by presenting their waste incorrectly, then we will issue them with a formal notice.

We do encourage people to take full advantage of the weekly food and recycling service that is available to every household in Cardiff and there's no excuse not to recycle.

Supplementary question from County Councillor McGarry

I'm pleased to hear that. I'm just a little worried about the education – the leaflets that go round, they do show that you put your food in the brown bins, but we have a huge problem in our area with food being in the black bins and so the seagulls come and tear them apart and then rubbish gets strewn across all the streets and it is a big problem.

I think, maybe, on the internet – if you look on the internet – it should be made much clearer that there are financial penalties if you don't put the food in the brown bins and you put them in the wrong bin because it's not clear at the moment. It's also not clear at the moment that you should wash out your tins before you put them in the green bin so perhaps you'd look more at what the website says as far as education goes.

Reply from County Councillor Derbyshire

Yes, we certainly will look at that but just to add that, obviously, with the new strategy coming through in the summer there will be a huge education process going through during that and we'll be taking all sorts of different ways of getting in touch with people and I hope that – like when the previous bin regime came in, it increased recycling just by the fact that people became aware of it much more – I'm hoping that

this new campaign will raise awareness sufficiently and people will realise what they're supposed to do with their food waste.

Supplementary question from County Councillor Dianne Rees

What is the recycling rate in Councillor McGarry's ward? She's been very honest and said that people in her ward have a huge problem in putting food into the black bins. So what is the recycling rate in Councillor McGarry's ward compared to other parts of the city which do not meet the recommended levels of recycling?

Reply from County Councillor Derbyshire

You'll be surprised to learn, Councillor Rees, that I don't have all those sorts of information at my fingertips but what I will say is that every ward can do better because even where in the, shall we say, the leafy suburbs in the north of Cardiff people think that their recycling is good, there is still an awful lot of waste that goes on because one of the things you find with the more affluent areas is that they may produce more recycling but they also produce more waste because they can afford to.

I think that everybody needs to up their game. There's very few of us that recycle every single thing that we can. So, I think that lesson needs to be put across the city, which is the reason that the waste strategy is a city-wide one.

36 : URGENT BUSINESS

The Lord Mayor advised that he had not been advised of any Urgent Business in accordance with the Council Procedure Rules.

37 : APPOINTMENT OF LOCAL AUTHORITY SCHOOL GOVERNORS

The Council was recommended to approve the appointment of Local Authority School Governors as listed in the Appendix to the report, and as shown on the Amendment Sheet.

RESOLVED - That the following appointments of School Governors be approved: -

<u>School</u>	<u>Ward</u>	<u>Start of Vacancy</u>	<u>Applications received</u>
Cardiff High School	Cyncoed	16/04/2015	Dr Jill Davies
Bryn Deri Primary School	Radyr & Morganstown	15/06/2015	Community Councillor Julia Hallinan
Hawthorn Primary School	Llandaff North	18/10/2013	Mr David Granville
Hywel Dda Primary School	Ely	06/12/2013	Mr Peter Kerswell
Llandaff City C/W Primary School	Llandaff	16/05/2015	Mr David Oliver

<u>School</u>	<u>Ward</u>	<u>Start of Vacancy</u>	<u>Applications received</u>
Oakfield Primary School	Trowbridge	01/09/2013	Mrs Joanne Gordon-Smith
Thornhill Primary School	Llanishen	22/10/2014	Mrs Bethan Jones
Trelai Primary School	Caerau	11/05/2012	Mrs Claire Moggridge
Trowbridge Primary School	Trowbridge	19/06/2014	Mr Sam Houldsworth
Ysgol Glan Ceubal	Llandaff North	21/02/2015 17/03/2015	Mr David Saunders Mrs Nicola Stephens
Ty Gwyn Special School	Caerau	02/01/2015	Miss Linda Davies

### 38 : MEMBERS' SCHEDULE OF REMUNERATION 2015-2016

The Council was requested to approve the Members' Schedule of Remuneration 2015-16 in accordance with the Independent Remuneration Panel for Wales (IRPW) Regulations.

RESOLVED – That

- (1) 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 was approved;
- (2) 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 was approved; and
- (3) delegated 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.

### 39 : APPOINTMENTS TO VACANCIES ON COMMITTEES AND MEMBER CHAMPIONS

The Council 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 was informed of a change in the political balance following changes in the Conservative and Independent groups on the Council notified to the Proper Officer on 8 June 2015.

In addition, the Council was provided with an update following the Annual Council on appointments to Committees by party groups to meet the change in composition and fill outstanding vacancies, and the nomination received to the vacancy for the Council's Member Champion for Diversity and Equalities.

Further changes to the political balance following the Pentyrch By-Election and any other changes will be reported to Council in July.

RESOLVED – That

- 1) the details of the political balance of the Council as set out in Table 1 of the report be noted;
- 2) the 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 be approved;
- 3) the update to the Committee Membership be noted and approved;
- 4) the appointment of Councillor Ali Ahmed as Member Champion for Diversity and Equalities be approved.

40 : APPOINTMENTS TO OUTSIDE BODIES

The Council was recommended to approve nominations to those outside bodies as listed in Appendix A in the report. No further nominations have been received.

RESOLVED – That the following nominations be approved:-

<u>NAME OF ORGANISATION</u>	<u>COUNCIL REPRESENTATION</u>	<u>NOMINATIONS RECEIVED</u>
Artes Mundi	1 – Member (Relevant Cabinet Member)	Councillor Bradbury (Cabinet Member)
Cardiff & Vale College Corporation	1 – Member (Relevant Cabinet Member)	Councillor Merry (Cabinet Member)
Cardiff University Court	3 – Members (including Chair of Council)	Councillor Walker (Chair of Council) <i>Councillor De’Ath</i> <i>Councillor Bridges</i>
National Adoption Service Governance Board	1 Member (relevant Cabinet Member)	Councillor Lent
Standing Advisory Council for Religious Education (SACRE)	8 – Members (relevant Cabinet Member)	Councillor Merry (Cabinet Member) <i>** Other Members previously appointed</i> <i>** Councillor Ali Ahmed</i> <i>** Councillor McGarry</i> <i>** Councillor Parry</i> <i>** Councillor Elsmore</i>

		** Councillor Javed ** Councillor Gordon (1vacancy)
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41 : PROGRAMME OF MEETINGS 2015/16

The Council was requested to agree the programme of Council and Committees for June 2015 to August 2016 subject to the amendments that appear on the amendment sheet, and to delegate authority to the Monitoring Officer to make further amendments in consultation with Chairs of Committee if required

RESOLVED – That

- (1) the programme of all Council and Committees for June 2015 to August 2016 be approved;
- (2) delegated authority be granted to the Monitoring Officer to make further amendments in consultation with Chairs of Committee if required.

42 : URGENT DECISION TAKEN BY THE DIRECTOR OF EDUCATION IN  
RELATION TO THE MICHAELSTON / GLYN DERW FEDERATION

This report is for information under Scrutiny Procedure Rule 13 (a) of the Cardiff Constitution.

RESOLVED – That the report be noted.

*(The meeting formally closed at 21.05pm)*

43 : WRITTEN QUESTIONS

In accordance with Council Procedure Rules Written Questions received for consideration and response are included as a record in the minutes of this meeting.

COMMUNITY DEVELOPMENT, CO-OPERATIVES AND SOCIAL ENTERPRISE  
(COUNCILLOR PETER BRADBURY)

WRITTEN QUESTION FROM COUNTY COUNCILLOR BRIDGES

Given that Neighbourhood Partnership meetings are not well-attended by Members, and many of us also do not accept the legitimacy of so-called 'Lead Members', what plans do you have to review these arrangements?

Reply

The new Neighbourhood Partnership arrangements have now been in place for over 12 months and it is timely that the current approach is reviewed.

I agree that attendance at meetings by elected members does vary across the city and this is something which can be improved. I also know that Neighbourhood Partnership Teams have worked in all six areas to ask for views from all Members regarding how and when the meetings take place, and what they would like to discuss.

Ultimately, these meetings are there for us to discuss issues with partner organisations and to help influence service delivery going forward. I think this is a huge opportunity for all elected members to help tackle issues in our communities and both I and the Lead Members would certainly welcome input from all Members as to what level of engagement they would like with partners involved in the Neighbourhood Partnerships.

As part of the review, I will be happy to facilitate that conversation and issue a short feedback survey to get your comments.

WRITTEN QUESTION FROM COUNTY COUNCILLOR WOODMAN

How many times in the last 12 months have football teams, other than Pentwyn Dynamos, used the fenced off pitch alongside Pentwyn leisure centre?

Although this pitch has its condition maintained for the football league, it is available to all within the community of Pentwyn as the original lease document shows, but they are finding it impossible to book it through the leisure centre and I am advised it is being offered only to Pentwyn Dynamos to use.

Reply

Teams, other than Pentwyn Dynamos, have used the pitch on three occasions over the past 12 months. As indicated in your question, the pitch is available to other teams within the community.

In terms of bookings for league fixtures, the playing venues for clubs are allocated through the local football leagues and not by the Council; however, I can advise that bookings for casual use of the pitch can be made by contacting the Council's Parks Service (Tel: 029 2233 0275), rather than through Pentwyn Leisure Centre.

CORPORATE SERVICES AND PERFORMANCE (COUNCILLOR GRAHAM HINCHEY)

WRITTEN QUESTION FROM COUNTY COUNCILLOR BRIDGES

How many council staff at Corporate Director level or above live within the city and county of Cardiff? How many do not?

How many live in Wales? How many do not?

Reply



Of the two council staff at Corporate Director level and above, one lives within the City and County of Cardiff and one lives in the Vale of Glamorgan, well within easy daily driving distance.

Please note that there is no requirement for any council employee to live within the city's administrative boundaries.

WRITTEN QUESTION FROM COUNTY COUNCILLOR CARTER

Could you tell me how many staff have left the council in 2014/15 broken down by directorate?

Could these figures indicator whether staff have left due to voluntary severance, resignation or retirement?

Reply

Please see following information for 2014/15:

<u>Directorate</u>	<u>Redundancy (Compulsory*)</u>	<u>Redundancy (Voluntary)</u>	<u>Resignation</u>	<u>Retirement</u>	<u>Total</u>
Cabinet Office	0	2	0	0	<b>2</b>
Children Services	2	14	43	7	<b>66</b>
Communities Housing & Customer Services	29	39	70	12	<b>150</b>
Economic Development	0	15	9	0	<b>24</b>
Education & Lifelong Learning (Schools)	31	128	657	76	<b>892</b>
Education & Lifelong Learning	3	134	185	22	<b>344</b>
Environment	1	50	20	4	<b>75</b>
Health & Social Care	6	57	20	8	<b>91</b>
Resources	6	52	65	6	<b>129</b>
Sport, Leisure & Culture	1	61	59	9	<b>130</b>
Strategic Planning, Highways & Traffic & Transportation	0	57	20	4	<b>81</b>
<b>Total</b>	<b>79</b>	<b>609</b>	<b>1148</b>	<b>148</b>	<b>1984</b>

\*This category would include, for example, employees who leave the Council after 12 weeks on the redeployment register. It also relates to some school redundancies due to school closures.

EDUCATION (COUNCILLOR SARAH MERRY)

WRITTEN QUESTION FROM COUNTY COUNCILLOR BRIDGES

How many schools in Cardiff are used as polling stations?

Given the number of school days lost as a result of elections, will the council consider stopping using schools as polling stations?

Reply

In the UK Parliamentary Election that was held on 7 May 2015, the Council used 31 schools/colleges in Cardiff. Two of these schools had portacabins located outside of their premises.

All schools are given 11 months notice that the Electoral Services team will require use of their premise as a polling station. A number of schools do remain open during polling day and others will use an INSET day so no children are on-site on polling day.

The Electoral Services team tries to avoid using schools as much as possible and seeks to use alternative venues, but on many occasions there is no other suitable venue within the polling district. For example, more recently, the closure of community buildings such as Splott Pool has necessitated a return to using school premises in some polling districts.

WRITTEN QUESTION FROM COUNTY COUNCILLOR BRIDGES

Do you find it alarming that only 8.8% of applicants for Welsh-language nursery provision starting in April 2015 were successful in securing a place at their first-choice nursery?

What steps will you take to improve the situation in April 2016?

Reply

Children in Cardiff are entitled to a part-time nursery place from the start of the term following their third birthday and must attend for a minimum of five half days. Nursery places are not allocated on a catchment area basis.

Wherever possible, places are offered in a local community nursery school or nursery class within two miles of a child's place of residence. If places are unavailable in local community nursery schools or nursery classes, parents may apply for nursery education place funding for places in approved non-maintained settings including private day care and cylch methrin.

We are committed to ensuring the availability of quality early years provision in Cardiff and consultation on proposals related to additional nursery and primary places in the Butetown, Canton, Grangetown and Riverside areas and the Adamsdown and Splott wards will be undertaken in the Autumn term.

ENVIRONMENT (COUNCILLOR BOB DERBYSHIRE)

WRITTEN QUESTION FROM COUNTY COUNCILLOR WOODMAN

Some time ago, Cllr Derbyshire advised council he would ensure the Cardiff Dogs Home was actively promoted to try and find the dogs new homes, and agreed when it was suggested, some with their pictures should be put into local press and Capital Times. Could Cllr Derbyshire advise how many times this has actually been done?

Reply

Following discussion with officers, it was agreed that Capital Times would not be the most appropriate channel for advertising those dogs seeking new homes due to the lead time to publication and the potential for some to have already been re-homed by the time Capital Times was distributed across the city.

We are utilising a number of other channels to promote the Dogs Home and those dogs seeking a new home, including the Friends of the Dogs Wales, which has a Facebook page and online forum. Representatives visit the Dogs Home at least twice a week to take photographs and write up details of all of the dogs that are seeking new homes for posting on Facebook and the online forum. The Facebook page has over 14,000 followers, which means that details of the dogs can be seen by a large number of people nationally and not just in Cardiff. Many enquiries and visits to the Dogs Home are made on the back of these posts.

The Council's Communications team also tweets frequently about the dogs that are seeking new homes and includes regular updates on the Intranet. In addition, interesting articles that are published in the local press about dogs which have been successfully rehomed or about a particular dog seeking a new home also provide an opportunity to further promote the work and profile of the Dogs Home. This work will continue.

HEALTH, HOUSING AND WELLBEING (COUNCILLOR SUSAN ELSMORE)

WRITTEN QUESTION FROM COUNTY COUNCILLOR WOODMAN

How many requests for housing repairs (all) have not been completed upon the first visit of a contractor for the past 12 months for Pentwyn ward?

Reply

During the past 12 months, Ian Williams have completed 1803 jobs in the Pentwyn ward. On average, each repair requires two visits as more than one trade is usually required to complete the job or a foreman needs to visit and assess fully the requirements of the job before it can be issued to tradespeople.

The Council is now undertaking more responsive repairs through the in-house workforce and the first fix rate for these operatives is approximately 70%. However, it should be noted that while less work is being issued to contractors, the work that is issued does tend to involve the more complex multi-trade jobs, which are more likely to require multiple visits.

LEADER – ECONOMIC DEVELOPMENT & PARTNERSHIPS (COUNCILLOR PHIL BALE)

WRITTEN QUESTION FROM COUNTY COUNCILLOR WOODMAN

At the end of the Media Brief (for councillors) of council press releases, it states that they are for internal use only and cannot be distributed outside the City of Cardiff Council. Could the Leader please clarify are they just for internal use only and cannot be sent to anyone outside of Cardiff Council, or are they for internal use and can be sent to anyone within the boundary of our city only?

Reply

I can confirm that the media briefing is intended only for internal use within the Council.

TRANSPORT, PLANNING AND SUSTAINABILITY (COUNCILLOR RAMESH PATEL)

WRITTEN QUESTION FROM COUNTY COUNCILLOR BRIDGES

Will the ongoing repairs to (and closure of) Windsor Bridge affect the World Half Marathon next year?

Reply

Discussions are ongoing between the Council and Network Rail with regard to the programme of delivery for Windsor Road Bridge and contingencies will be developed to support the World Half Marathon, which is due to be held on 26 March 2016. I understand that the Chief Executive and the Director of Network Rail are also due to meet to specifically discuss the position relating to these works.

WRITTEN QUESTION FROM COUNTY COUNCILLOR CARTER

Could you list which roads, streets and estates are programmed to be resurfaced in 2015/16 per ward?

Could you list the roads, streets and estates resurfaced in 2014/15 and 2013/14?

Reply

The Asset Management & Assessment Team is currently undertaking the final site assessments which will determine the 2015/16 scheme lists for carriageway and footway reconstruction, resurfacing and preventative treatments.

The schemes will be split into various contracts due to the different treatment types; therefore, the lists will be presented to Members as soon as assessments have been completed and approval achieved.

Please see below lists of carriageways and footways that were resurfaced or received preventative treatments during 2013/14 and 2014/15:

2013/14			
	<u>Carriageway Resurfacing</u>	<u>Carriageway Preventative Works</u>	<u>Footway Resurfacing/ Preventative Works</u>
<u>Ward</u>	<u>Street Name</u>	<u>Street Name</u>	<u>Street Name</u>
Adamsdown		Longcross Street Moira Place Pearl Street Tin Street	Beresford Road
Butetown	Penarth Road Loudoun Square James Street		
Caerau	A4232 (Multiple Sections x6)		
Canton		Greenwich Road Forrest Road Daisy Street	
Cathays	North Edward Street	May Street Alexander Street Minnie Street	Monthermer Road Park Place Senghennydd Road
Creigiau & St. Fagans	St Brides Road	Cardiff Road Llantrisant Road St Brides Road Pentrebane Road Heol Creigiau	
Cyncoed	Rhyd Y Penau Road Nant-Fawr Close		Black Oak Road Celyn Avenue Westminster Crescent
Ely	Grand Avenue		
Fairwater		Waterhall Lane Glan Ely Close (Multiple Sections x3) Fairwood Road	
Gabalfa		New Zealand Road (Multiple Sections x2)	
Grangetown			Sevenoaks Street
Heath	Eastern Avenue (A48)		
Lisvane	Graig Road		
Llandaff	Llantrisant Road	Radyr Court Close	
Llandaff North		Watson Road	
Llanishen	Kimberley Terrace		Ty Glas Road

	Ty Glas Road Roundabout Heol Hir		
Llanrumney			Ball Road
Pentwyn	Pant Glas (Multiple Sections x2) Coed-Y-Gores Eastern Avenue (A48) Pentwyn Road	Waun Fach (Multiple Sections x2) Bryn-Y-Nant (Multiple Sections x2) Wern Goch East	
Pentyrch	Heol Isaf Roundabout	Heol-Y-Pentre Heol Goch Main Road (Multiple Sections x4)	
Penylan	East Moors Viaduct (Multiple Sections x3) Eastern Avenue (A48) (Multiple Sections x2)	Newminster Road Egremont Road Wasdale Close Grisedale Close Ennerdale Close Patterdale Close Arnside Road Borrowdale Close Deepdale Close Dovedale Close Mitre dale Close	Carisbrooke Way
Plasnewydd	Clive Place Mackintosh Place		Clive Place
Pontprennau & Old St. Mellons	Eastern Avenue (A48)	Tyr Winch Road	
Radyr & Morganstown	Llantrisant Road (Multiple Sections x2)	Windsor Crescent Coed-Y-Llyn Graig Hir	Heol Isaf
Rhiwbina	Heol Derlwyn Caerphilly Road	Cwm Nofydd Clos Ton Mawr Bryntirion Mur Gwyn Rhos Llan Llwyn Rhosyn Heol-Y-Felin	
Riverside	William Street	Conway Road Llanfair Road Beacon Street	William Street
Rumney	Cae Glas Road (Multiple Sections x3) Newport Road		Greenway Road Ty-Mawr Avenue
Splott	Rover Way (Multiple Sections x6)		
Whitchurch &	Caegwyn Road	College Road	Greenmeadow Drive

Tongwynlais	(major settlement) Forest Farm Road Old Church Road Ynys Bridge Roundabout	Heol Gwrgan Heol Pant-Y-Rhyn The Parade Forest Farm Road (Part)	Heol Penlan Lon-Y-Celyn Old Church Road
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2014/15			
	Carriageway Resurfacing	Carriageway Preventative Works	Footway Resurfacing/ Preventative Works
Ward	Street Name	Street Name	Street Name
Adamsdown		Galston Street Prince Leopold Street Clyde Street Howard Terrace	<u>Preventative:</u> Clifton Street Constellation Street Diamond Street Pearl Place Pearl Street Tin Street
Butetown	Penarth Road	Hamadryad Road	<u>Preventative:</u> James Street
Caerau	Heol Poyston (Multiple Sections x2)	Heol Pant Y Deri Heol-Y-Castell	
Canton	West Orchard Crescent Lansdowne Road Windway Road	Halsbury Road Kingsland Road	<u>Preventative:</u> Beda Road Northumberland Street York Street
Cathays	Duke Street North Road Whitchurch Road Park Lane David Street		<u>Resurfacing:</u> St Andrews Place  <u>Preventative:</u> Bruce Street Clun Terrace Dogfield Street Hazeldene Avenue Malefant Street Robert Street Tewkesbury Place Tewkesbury Street
Creigiau & St. Fagans	Michaelston Road	Crofft-Y-Genau Road Llantrisant Road	
Cyncoed	Llandennis Avenue Cyncoed Road	Llyswen Road Woodvale Avenue Henllys Road The Fairway	
Ely	Grand Avenue Cowbridge Road West		
Fairwater	Llantrisant Road	Llanbedr Road	<u>Resurfacing:</u>

		Pwllmelin Road	Ashcroft Crescent Firs Avenue
Gabalfa	Allensbank Road	Heathfield Road Heathfield Place	
Grangetown	Clare Road Compton Street Hereford Street Jubilee Street Hadfield Road		
Heath	Allensbank Road Caerphilly Road Maes-Y-Coed Road Rhydhelig Avenue	St Edwen Gardens Keynsham Road St Tanwg Road Grove Place	<u>Resurfacing:</u> Crystal Avenue
Lisvane		Old Mill Road	<u>Resurfacing:</u> Llwyn-y-Pia Road
Llandaff	Cardiff Road Ely Road	Howells Crescent	
Llandaff North	Andrews Road	College Road Gabalfa Avenue Evansfield Road	<u>Resurfacing:</u> River View  <u>Preventative:</u> Andrew's Road
Llanishen	Ty Glas Avenue (Multiple Sections x2)	Trenchard Drive Gibson Close	<u>Resurfacing:</u> Mayflower Avenue
Llanrumney	Ball Road Durlough Close		<u>Resurfacing:</u> Cheddar Crescent
Pentwyn	Circle Way East Glyn Coed Road Pentwyn Road (Multiple Sections x2)	Pennsylvania Bryn Celyn Brynheulog Glenwood	
Pentyrch	Ty-Nant Road	Cefn Bychan Heol Pant-Y-Gored Main Road	
Penylan	Ty-Gwyn Road (Multiple Sections x2) Newport Road	Carisbrooke Way Queensberry Road Linden Avenue	<u>Resurfacing:</u> Egremont Road
Plasnewydd	The Parade West Grove Wordsworth Avenue	Cyfarthfa Street Pen-Y-Wain Road Hendy Street	<u>Resurfacing:</u> Bedford Street  <u>Preventative:</u> Inverness Place Mackintosh Place Pen-y-Wain Road
Pontprennau & Old St. Mellons	Maes-Y-Bryn Road		
Radyr & Morganstown	Drysgol Road Llantrisant Road		<u>Preventative:</u> Drysgol Road Heol Isaf



			Windsor Road
Rhiwbina	Heol Derlwyn Wenallt Road	Heol Hendre	<u>Resurfacing:</u> Lon-y-Dail
Riverside	Cathedral Road Sophia Walk	Severn Grove	
Rumney	Letterston Road Mardy Road (Multiple Sections x2) New Road Ty-Mawr Avenue Cae Glas Road		
Splott	Rover Way	Courtenay Road	
Trowbridge	Vaendre Close	Aberdaron Road Morfa Crescent Hendre Road	<u>Resurfacing:</u> Menai Way
Whitchurch & Tongwynlais	Northern Avenue Caegwyn Road Ynys Bridge RBT	Cradoc Road Violet Place	
Various (Principal Routes)	A4232 Southern Way A48		

Chair: \_\_\_\_\_

Date: \_\_\_\_\_

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**CITY & COUNTY OF CARDIFF    COUNCIL : 23 JULY 2015****PUBLIC QUESTION**

- (1)    **QUESTION TO COUNTY COUNCILLOR DERBYSHIRE**  
**(ENVIRONMENT PORTFOLIO)**

**PUBLIC QUESTION FROM SARAH JONES**

The Council's Waste Management Strategy suggests that the consultation relied upon ("CONSULTATION REPORT: OUTLINE WASTE MANAGEMENT STRATEGY: 2015–2018) broadly supported a wider roll out of bins as opposed to bags. There is no supporting evidence in the survey or responses for this statement. If the Council already intended to roll out more bins, and specifically sent the survey to 500 existing bag users, why did it not ask the simple question whether those people wanted Bins or Bags?

- (2)    **QUESTION TO COUNTY COUNCILLOR DERBYSHIRE**  
**(ENVIRONMENT PORTFOLIO)**

**PUBLIC QUESTION FROM IAN LAYZELL**

With regard to waste collection changes in south Penylan; why are there different collection methods proposed for Ilton Road and Amesbury Road?

- (3)    **QUESTION TO COUNTY COUNCILLOR DERBYSHIRE**  
**(ENVIRONMENT PORTFOLIO)**

**PUBLIC QUESTION FROM DAVID DAVIES**

With regard to waste collection changes in south Penylan; if the red/white striped bags are collected by the same type of vehicle that collects the black wheeled bins, why can you not extend the collection of general waste using red/white striped bags?

- (4)    **QUESTION TO COUNTY COUNCILLOR DERBYSHIRE**  
**(ENVIRONMENT PORTFOLIO)**

**PUBLIC QUESTION FROM TOM KEENOY**

With regard to waste collection changes in south Penylan; I understand that the red/white striped bags are to be collected by the same vehicle that collects the black wheeled bins, so why can you not extend the collection of general waste using red/white striped bags?

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# City & County of Cardiff

# Standards and Ethics

# Committee

## 11<sup>th</sup> Annual Report

## 2014/15



# The Ten General Principles of Public Life

<p><b>Selflessness</b> – members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.</p>	<p><b>Personal judgement</b> – members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.</p>
<p><b>Honesty and integrity</b> – members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.</p>	<p><b>Respect for others</b> – members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority’s statutory officers and its other employees.</p>
<p><b>Objectivity</b> – members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefit.</p>	<p><b>Duty to uphold the law</b> – members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.</p>
<p><b>Accountability</b> – members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.</p>	<p><b>Stewardship</b> – members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.</p>
<p><b>Openness</b> – members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.</p>	<p><b>Leadership</b> – members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.</p>
<p><i>“Nolan Committee on Standards in Public Life”</i></p>	

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# Chair's Foreword

As Chair of the Standards and Ethics Committee, I am pleased to present the Committee's eleventh Annual Report, which outlines the work undertaken by the Committee in 2014/15. I wish first to acknowledge the contribution of my immediate predecessor, Paul Stockton, and two former independent members, Maureen Headley-Clarke and Deidre Jones, whose terms of office ended in July 2014. I welcome their successors as independent members, Hollie Edwards-Davies, Lizz Roe, and Hugh Thomas, and congratulate James Downe on his appointment as Vice-Chair. The Committee continues to benefit from the experience of our three County Councillors - Kate Lloyd, Georgina Phillips and Diane Rees - and our Community Councillor representative, John Hughes. We owe much to the support of Council officers, in particular the County Clerk and Monitoring Officer, Marie Rosenthal, and her Democratic Services team.

We wish our role to be a positive and pro-active one, working in partnership with Council members and officers to promote high standards, as well as fulfilling fairly and scrupulously our necessarily re-active role in dealing with complaints referred to us for determination. To this end we extend an annual invitation to political group leaders and whips to meet us to exchange views. We have also begun a more systematic programme of observing Council and Committee meetings, to familiarise ourselves better with the workings of the Council. We have maintained our links with the Democratic Services Committee, to ensure our work can be dovetailed as appropriate.

The report sets out the Committee's major areas of work during the past year. The table of complaints shows that many are dealt with without formal hearings; when these are required the Local Resolution Protocol for member-on-member complaints allows us to deal with these more directly and swiftly than when they had to be referred to the Public Services Ombudsman for Wales. We have revised Council policies that fall within our oversight and reviewed the Charter between Cardiff Council and the Community Councils. We have continued our routine monitoring of hospitality, gifts and other benefits received by members.

After an interval of several years, Cardiff will in October once again host the All-Wales Standards Conference, and the planning for this is already well advanced. It will provide a timely opportunity to reflect on experience and prepare for the future, in a context of likely change for local government as a whole.

I wish to thank all those concerned with the Committee for their contributions throughout the past year. I wish also to thank all County and Community Councillors for the part they play in promoting and maintaining the principles of public life.

**Richard Tebboth**  
**Chair**  
**Standards and Ethics Committee**  
**The City of Cardiff Council**



# The Role of the Standards and Ethics Committee

## The Committee operates within a statutory framework and the following terms of reference:

- (a) To monitor and scrutinise the ethical standards of the Authority, its members, employees and any associated providers of the Authority's services, and to report to the Council on any matters of concern.
- (b) To advise the Council on the content of its Ethical Code and to update the Code as appropriate.
- (c) To advise the Council on the effective implementation of the Code including such matters as the training of members and employees on the Code's application.
- (d) To consider and determine the outcome of complaints that Councillors and co-opted members have acted in breach of the Code in accordance with procedures agreed by the Standards Committee, including the imposition of any penalties available to the Committee.
- (e) To oversee and monitor the Council's whistleblowing procedures and to consider ethical issues arising from complaints under the procedure and other complaints.
- (f) To grant or refuse requests for dispensations in respect of members' interests under the Members Code of Conduct in accordance with the relevant statutory provisions.
- (g) To undertake those functions in relation to community councils situated in the area of the Council and members of those community councils which are required by law.
- (h) To recommend to Council and the Cabinet any additional guidance on issues of probity.
- (i) To hear and determine any complaints of misconduct by members or a report of the Monitoring Officer, whether on reference from the Ombudsman or otherwise.
- (j) To recommend the provision to the Monitoring Officer of such resources as he/she may require for the performance of his/her duties.

## The Committee has identified its major role as being to:

- Promote and maintain high standards of conduct by County Councillors, Community Councillors and Co-opted Members.
- Provide support advice and training for County Councillors and Community Councillors on conduct and personal interests.
- Monitor the operation of the Code of Conduct and the governance of the Council.
- Hear and determine any complaints referred by the Public Services Ombudsman for Wales.
- Provide advice and guidance on the whistleblowing procedure, constitutional, protocols and ethical issues.

The Committee operates on the clear understanding that elected members that sit on the

Committee are independent of political allegiance and that all discussions and decisions are taken with ethical principles at the forefront. The Committee is mindful that not all political groups are represented on the Committee, but welcomes attendance by all members at its meetings and is happy to receive contributions from those groups not so represented. The Committee wishes to do all it can to support elected members in their role.

# The Committee's Work in 2014/15

## **Social Media Guidance Handbook for Councillors**

At its meeting on 18 March 2014, the Committee considered a draft handbook on social media that had been produced for the guidance of elected members. A revised draft of the handbook was considered at the next Committee meeting on 20 May 2014, and political group leaders and whips were invited to this meeting to take part in the discussion and give their views on the handbook.

Following further amendments made in light of comments from group leaders and whips, at its meeting on 23 July 2014 the Committee approved the final version of the Social Media Guidance Handbook.

The Handbook is intended to do the following:

- Introduce various forms of social media
- Set down rules governing the basic use of social media by councillors
- Highlight sections of the Members' Code of Conduct that related to the use of social media; and
- Provide guidance on the use of social media by councillors and to highlight some of the pitfalls to be aware of.

The development of guidance for councillors was timely, as during 2014/15 the Council rolled out new technology solutions, such as tablet computers, to elected members. The guidance has been used in training and as part of the IT Pack for Members.

## **Standards Conference 2015**

On 20 October 2015 the All-Wales Standards Conference 2015 is to be held in Cardiff and hosted by the City of Cardiff Council. It is hoped that the conference may attract around one hundred delegates, including monitoring officers and independent Chairs from the Standards Committees of the other twenty-one local authorities in Wales. Cardiff Council previously hosted the conference in 2010.

On 27 January 2015, the Standards and Ethics Committee held a task and finish meeting to begin preparations for the Conference. The meeting discussed the conference theme, guest speakers, possible workshops, a pre-conference reception event, and the desired outcomes from the conference; and reported back to the Committee. The task and finish group then met again on 21st April 2015 and again reported back to the Committee. Officers have progressed preparations for the conference in line with the Committee's instructions.

The proposed Conference theme is 'Ethics and Standards in a Changing World', reflecting on the relevance of the Nolan principles, enunciated 20 years ago, in context of the huge changes and pressures facing public authorities at the current time.

Speakers will include the Public Services Ombudsman for Wales, the Wales Auditor General, the Chair of the Independent Police Complaints Commission for Wales, the CEO of One Voice Wales and the President of the Adjudication Panel (Wales). A number of

workshops will be offered to explore topical issues, such as social media, local complaints resolution, probity in planning matters, whistleblowing under new public services operating models and community councils' governance and standards.

### **Personal Interests and Secondary Employment Policy**

The statutory Employees Code of Conduct requires Council employees to ensure that their private interests do not conflict with their public duties and to comply with the Council's rules on the declaration of interests.

On 21st October 2014 the Committee considered a report on the Council's arrangements in this regard and a draft revised policy on officers' personal interests and secondary employment.

The Committee acknowledged the importance of the Council having clear rules on this issue so that conflicts of interest can be avoided and to ensure that any private work does not adversely affect performance of Council duties. It noted that under the draft policy, all staff were required to notify their manager of any secondary employment or potentially conflicting personal interests, and that senior officers are subject to additional disclosure requirements.

The Committee welcomed the draft policy and made various amendments to it. Subject to those amendments and due consultation with staff and trade unions, the Committee endorsed the draft Policy and recommended it to Cabinet for adoption. The Policy was approved by Cabinet in February 2015

The Committee emphasised the importance of implementing a communications and training plan, to ensure that all staff fully understand their obligations under the new policy, and the Committee requested an update on this in due course. A communications plan is underway.

### **Politically Restricted Posts**

Under the Employees Code of Conduct, all Council employees are required to be politically neutral, and must not allow their own personal or political opinions to interfere with their work. Certain (mostly senior) employees are also subject to additional statutory restrictions on their political activities, and are referred to as 'politically restricted' post holders.

In January 2015, the Committee reviewed the Council's arrangements in this regard to ensure that all was in order in advance of the 2015 UK Parliamentary General Election.

The Committee noted that certain Council posts are 'politically restricted' by law, essentially senior officers (at Operational Manager grade and above) and any other officer who exercises delegated authority on behalf of the Council or advises or speaks on behalf of the Council; and that relevant guidance is contained in the Employees' Handbook.

The Committee instructed the Monitoring Officer to contact all Directors to confirm the political restrictions imposed by law; obtain updated lists of politically restricted posts; ensure that such lists are regularly reviewed and kept up to date; and issue appropriate advice and guidance to all politically restricted post-holders in advance of the 2015 UK Parliamentary General Election. The Committee will keep this issue under review.

## **Inquiry into Powers of the Public Services Ombudsman for Wales**

In January 2015 the National Assembly's Finance Committee initiated an inquiry into the powers of the Ombudsman, specifically considering certain possible additional powers, such as powers to undertake investigations under his own initiative, to accept complaints orally, and to investigate complaints involving a combination of public and private healthcare treatments.

The Standards and Ethics Committee was invited to give evidence as part of the public consultation for this inquiry. As the Committee had no scheduled meeting before the deadline for consultation responses, the Committee's response was drafted by the Committee Chair in consultation with the other Committee members and the Monitoring Officer. The Committee was broadly supportive of the potential extension of the Ombudsman's powers, but highlighted various issues needing further consideration.

The Inquiry report was published in May 2015 and recommends that a bill is introduced into the Assembly to extend the role of the Ombudsman, as set out in the report. The report is published on the Assembly's website and is accessible using the following link:

<http://senedd.assembly.wales/mgIssueHistoryHome.aspx?IId=11936>

## **Community Councils Charter**

The Standards and Ethics Committee has statutory responsibility for the promotion and maintenance of high standards of conduct within the Community Councils in its area; to consider ethical issues arising from complaints; and to recommend to Council and the Cabinet any additional guidance on issues of probity.

On 8 March 2012, the Executive adopted a Community Councils Charter following consultation with relevant stakeholders, including the six Community Councils within the Council's area and with the Standards and Ethics Committee. The aim of the Charter is to support structured, regular engagement and communication between the County Council and the six Community Councils in Cardiff. The Charter provides that the Standards and Ethics Committee will review progress made in achieving the measures and actions set out in the Charter and Charter Action Plan.

In response to concerns expressed by the Community Council representative on the Standards and Ethics Committee, the Committee agreed to review the Charter. At its meeting on 20 October 2014 the Committee held the first of a number of discussions about how the situation regarding the Charter could be improved. At that meeting the Committee resolved to establish a task and finish group, including the Community Councillor representative on the Committee, to consider this matter further and report back to the Committee.

The task and finish group met on 16 December 2014 and reported back to the Standards and Ethics Committee meeting on 27 January 2015. The findings of the task and finish group and subsequent discussions with the Community Council Clerks, the Cabinet Member (Democracy) and relevant officers suggested that most of the Charter is still relevant and an important recognition of the role of Community Councils in representing local areas. However, it was also found that a few sections of the Charter do need to be updated in light of the reduced resources available to provide regular liaison meetings and to develop an annual action plan. The Committee recommended that Cabinet should review and update the Charter accordingly.

The Cabinet considered the Committee's recommendations in June 2015, reaffirmed the Council's commitment to the aims of the Charter and delegated authority to the Monitoring Officer to update the Charter, in consultation with the relevant Cabinet Member, the Standards and Ethics Committee and the six Community Councils.

### **Monitoring and Scrutinising**

In addition to the specific topics listed above, the Committee has continued to monitor and scrutinise other matters relating to good governance and ethical standards on a regular basis during the course of the year as part of its annual work programme. These included:

- Registration of hospitality, gifts and other benefits received by members – Under the Members' Code of Conduct, Members are required to register any gifts and hospitality received which exceed the threshold value set by the Council of £25, and the Standards and Ethics Committee regularly reviews the Council's statutory register to monitor compliance and discuss any issues of concern;
- Annual meeting with political group leaders and whips – The Committee invites leaders and whips to meet with it each year to discuss issues relating to Members' conduct and ethics. The Committee was grateful for the input from leaders and whips into the new guidance for councillors on social media. Discussions in May 2014 also clarified the Committee's procedures for dealing with misconduct referrals from the Monitoring Officer.
- Noting new legislation and guidance on relevant matters, such as the revised Guidance on the Members' Code of Conduct issued by the Ombudsman in March 2015; and the new laws brought into force from 1<sup>st</sup> May 2015 regarding Community Council websites, Registers of Interests and Joint Standards Committees (under the Local Government (Democracy)(Wales) Act 2013).
- Independent members of the Committee have also attended meetings of Full Council and various other Committees of the Council as observers, and discussed feedback at Standards and Ethics Committee meetings. Members agreed that such observation was helpful to inform the Committee's work and understand the work of the Council.

# Taking Action on Complaints

During the period from 1st April 2014 to 31st March 2015, the Monitoring Officer was notified of a total of 96 complaints made against Members alleging breach of the Code of Conduct. The Standards and Ethics Committee receives quarterly reports from the Monitoring Officer on such complaints. The table below shows an analysis of the complaints on a quarterly basis and their current status (as of 21st April 2015).

	<b>1 April – 30 June 2014</b> (Quarter 1)	<b>1 July – 31 September</b> (Quarter 2)	<b>1 October – 31 December</b> (Quarter 3)	<b>1 January -31 March 2015</b> (Quarter 4)	<b>Total</b>
Total Number of Complaints	14	55	7	20	96
<b>Type / Source of Complaints</b>					
Member on Member	3	15	6	12	36
Public on Member	11	37	1	8	57
Officer on Member	0	3	0	0	3
<b>Status / Resolution of Complaints</b>					
Informally resolved	5	50	5	6	66
Referred to PSOW 1	7	2	0	4	13
Referred to PSOW 2	0	0	0	1	1
Referred to S&E	1	3	1	0	5
Active	1	5	1	9	16

## Key

*Referred to PSOW 1* = Referred to Public Services Ombudsman for Wales as their office is the appropriate body to investigate and report on the subject matter of the complaint due to the complainant being a member of the public. Informal resolution may be attempted prior to such reference being made.

*Referred to PSOW 2* = Referred to the Public Services Ombudsman for Wales as the matter is not considered to be a "minor" Member on Member complaint and therefore not suitable for informal or local resolution.

*Active* = not yet resolved, complaint is under investigation or informal resolution is being attempted.

In relation to Quarter 1, the Committee noted that there were a relatively high number of complaints from members of the public. As some of these complaints related to citizens being dissatisfied with the timeliness of responses from local members, it was noted that a review was being undertaken of the support provided to members in relation to local service queries.

In relation to Quarter 2, the Committee noted that most of the complaints had been informally resolved, but there had been a high number of complaints from members of the public, the vast majority of which concerned a political speech made by the Deputy Lord Mayor at an event. The complainants had been concerned about the need to protect the apolitical civic nature of the Lord Mayoralty. There had also been an increasing number of member on member complaints, most of which had been resolved satisfactorily by agreement under the terms of the Local Resolution Protocol.

In relation to Quarter 3, the Committee noted that there had been a noticeable decrease in the number of complaints, especially in relation to member on member complaints. It was noted that a Member Seminar had been held in December, updating Members on the Code of Conduct, which was well- attended. The Committee agreed that this session should be repeated every year.

In relation to Quarter 4, the Committee noted that despite the noticeable decrease in the number of complaints during the last quarter of 2014, there was a sharp rise in the first quarter of the year, particularly in relation to member on member complaints and also with members of the public complaining about members. The main reasons for complaints during this quarter were noted to be delays in members dealing with correspondence; alleged disrespect and unfairness; and inappropriate use of council resources. With regard to delays in members dealing with correspondence, it was noted that there could be legitimate reasons in some cases, but this could become a concern for the Committee if a Member's repeated failure to respond brought in the matter of the Code of Conduct, and in the first instance the problem would be reported to the group whip. The Committee noted that the Local Resolution procedure continues to provide a useful means to resolve most member on member complaints.

The Committee were also generally concerned about the timeliness of the Ombudsman's handling of complaints referred to his office, and a meeting was held with the Ombudsman to discuss this and the service standards which could be expected.

### **Standards & Ethics Committee Hearings Panels 2014/15**

The Standards and Ethics Committee has responsibility to hear and determine any complaints of misconduct by Members (under paragraphs (d) and (i) of the Committee's terms of reference). The Committee appoints a Hearings Panel (sub-committee) to discharge these functions on its behalf.

Complaints can be referred to the Hearings Panel either by the Ombudsman (under Part 3 of the Local Government Act 2000), or by the Monitoring Officer under the Local Resolution Protocol adopted by the Council (on 23/05/13) to deal with relatively minor 'member on member' complaints.

In 2014, over the course of two hearings, the Hearings Panel considered a Member on Member complaint referred to the Committee by the Monitoring Officer under the Local Resolution Protocol. The complaint concerned comments made on social media, and was received in the first instance by the Monitoring Officer who held discussions with both councillors. When it became clear that the matter could not be resolved informally it was referred to the Standards & Ethics Committee. A Hearings Panel was established under the Protocol and the Committee delegated to that Panel the authority to impose the sanctions available to the Committee in the event that a breach was found. The Hearing Panel was composed of three independent members and one of those was the Chairperson of the Committee.



The hearings took place in accordance with the Local Resolution Protocol Panel Hearing Procedure which has been agreed by the Standards & Ethics Committee, which included hearing representations from both Members. After careful analysis of the evidence, the Hearings Panel found that, on balance, there had not been a breach of the Code of Conduct. However, the Panel exercised its power under the Procedure to make a number of recommendations. A copy of the Panel's written decision was provided to the two councillors involved, as well as published on the Council's website and sent to the Public Services Ombudsman for Wales.




# Future Priorities

The Committee regularly reviews its work programme and has identified the following priority areas for consideration in 2015/16.

- **Code of Conduct, Member Training and Development** – the Committee will oversee the delivery of further training and development sessions for Members on the Code of Conduct (following on from the sessions offered in December 2014), reflecting on the revised Guidance issued by the Ombudsman, and aiming to reinforce the importance of the Code and promote good understanding of the principles and rules governing Members' conduct. It is intended that these sessions should be repeated every year.
- **Standards Conference Wales 2015** – preparations for Cardiff's hosting of the conference in October 2015 will be a key priority for the Committee in 2015/16.
- **Community Councils Charter** – the Committee will seek to ensure that the Charter is updated and implemented, and fulfils its objectives in respect of improving partnership between the City Council and the Community Councils in its area.
- **Planning processes and procedures** – the Committee has indicated that it wishes to review planning processes and procedures to consider whether it is possible to improve public perceptions relating to openness and transparency.

# Committee Membership 2014/15

## INDEPENDENT MEMBERS (CO-OPTED MEMBERS)

 <p><b>Richard Tebboth (Chair)</b></p>	<p>Richard Tebboth was born and brought up on the Essex edge of London – with a Welsh grandmother living nearby. He was educated at Sir George Monoux Grammar School, Walthamstow, and Christ’s College, Cambridge. After professional social work training he entered the Probation Service, working as practitioner and manager in South Yorkshire, Buckinghamshire and the West Midlands. In 1997, he joined the Social Services Inspectorate for Wales, becoming Deputy Chief Inspector and Acting Chief Inspector. He transferred into the senior civil service, in the Welsh Government’s Department for Public Service Improvement, until retirement in 2010. Richard lives in Llandaff, where he is Secretary of his local Residents’ Association. He was appointed as an Independent Member of the Standards and Ethics Committee in September 2011 and was appointed Chair on 21 October 2014.</p>
 <p><b>Dr James Downe (Vice-Chair)</b></p>	<p>James is a Reader in Public Management and Director of the Centre for Local &amp; Regional Government Research at Cardiff Business School. He has more than fifteen years’ experience of managing large-scale evaluations of public policy. His current research interests are in local government performance regimes, political accountability, public trust and the ethical behaviour of local politicians. He was a member of the UK Government’s Expert Panel on local governance and currently sits on the Welsh Government’s Public Service Scrutiny Reference Group. James is a trustee of CaST Cymru – a charity aiming to make a difference to children and their families through tackling inequality and building social inclusion. He became an Independent Member of the Standards and Ethics Committee in November 2013 and was appointed Vice-Chair on 21 October 2014</p>
 <p><b>Hollie Edwards-Davies</b></p>	<p>Hollie Edwards-Davies was brought up in Rhyl, North Wales and has lived in Riverside, Cardiff for ten years. She studied for a LLB honours degree in Law with Legal Studies in Europe at the University of Reading, including a year in Germany at <i>Universität Trier</i>. She subsequently completed a degree in Applied Accounting by distance learning with Oxford Brookes University and continued her studies to become a member of the Association of Chartered Certified Accountants (ACCA) in 2010. Hollie has served as Chair on the ACCA South Wales Members Network Panel for two years. Following a variety of roles in the private sector and some voluntary work, Hollie worked at the Welsh Government for ten years and has recently departed to pursue a career change. She joined the Standards and Ethics Committee in July 2014.</p>



**Lizz Roe**

Lizz Roe has worked in the third sector/education sector for the last 20 years. She has lived and worked all over the UK and moved to Cardiff in 2012 to marry her partner and stop commuting to Birmingham. She was previously a commissioner for the Women's National Commission and a trustee for the YWCA of GB and NI. She is a Quaker and has been very active in issues to do with environmental sustainability and equality, as well as having held various roles within the Quaker community nationally and locally. She is an independent member of the Standards and Ethics Committee and began her first term of office on 28 July 2014. She brings a commitment to the Nolan principles of public life in her work on the committee as well as in her personal and professional life.



**Hugh Thomas**

Hugh Thomas, a retired Solicitor, pursued a Local Government career for forty years culminating in his being Chief Executive of Mid Glamorgan County Council (the largest local authority in Wales) for fifteen years. During this time he served as Clerk to the South Wales Police Authority and Honorary Secretary of the Assembly of Welsh Counties. He retired in 1995. He has since chaired a number of public bodies and national voluntary organisations including those in the health and higher education sectors. He was Vice Chairman and Chair of the Audit Committee of the Wales Centre for Health. He was also a non-Executive Director of Welsh Water. Currently, he is Chair of the Regulatory Board for Wales and one of fifteen trustees of The National Library of Wales.



**Paul Stockton MBE  
(former Chair)**

S. Paul Stockton works with cultural organisations and charities in Wales. He is a lecturer in Organisation, Planning and personal/professional development at the Royal Welsh College of Music and Drama, and at Bath Spa University. He is an Executive Committee Member of the Wales Association for the Performing Arts, a National Advisor for the Arts Council of Wales and until recently was a Member of the Board for the Chartered Institute of Marketing in Wales. Paul became an Independent Member of the Standards and Ethics Committee in July 2006, was appointed Vice-Chair of the Committee in June 2011 and as Chair in November 2013. Paul was awarded the MBE in 2011 for his service to the Samaritans.

*\*Paul Stockton's (second) term of office on the Committee ended on 27 July 2014*



**Maureen Hedley-Clarke MBE**

Maureen Hedley-Clarke, before her retirement, was a Neurological and Paediatric Physiotherapist at Stoke Mandeville and Rookwood Hospitals, Craig-y-Parc School (Cerebral Palsy) and the Rhondda Health Trust. Maureen served on the Executive Committee and as Treasurer for the Chartered Society of Physiotherapy (SE Wales) and Executive Member of the All Wales CSP. She has been involved with the Samaritans; Riding for the Disabled; Victim Support; the Youth Offending Team, is a Governor of two schools – the Hollies school for Special Needs and also Moorland Road School. Maureen has served as Chairman of Ladies Circle, Inner Wheel and Tangent. She was a Member of the Medical Ethics Committee (SE Wales) and was awarded the MBE for her physiotherapy work in Wales. She became an Independent Member of the Standards & Ethics Committee in July 2006.

*\*Maureen Hedley-Clarke's (second) term of office on the Committee ended on 27 July 2014*



**Deirdre Jones**

Dr Deirdre Jones has spent over 30 years as an academic in Cardiff teaching and researching in the areas of health and social services; during which time she held consultancies nationally and locally. She has held positions with local and national branches of her relevant professional bodies. Deirdre has for many years been involved in charitable organisations, nationally and locally; mostly those involved in the well-being of older people and their carers. She is a member of a Local Research Ethics Committee and became an Independent Member of the Standards and Ethics Committee in July 2006. She has also served on the Standards Committee of the South Wales Police Authority since 2007.

*\*Deidre Jones' (second) term of office on the Committee ended on 27 July 2014*

**COMMUNITY COUNCILLOR REPRESENTATIVE (CO-OPTED MEMBER)**



**Community  
Councillor  
John Hughes**

John Hughes – a North Walian educated at Mold Alun Grammar School and, after developing his Insurance career in Chester and West Yorkshire, moved to Cardiff in 1972. John has practised in the Insurance industry for over 50 years, running his own Brokerage for 22 years. He has served St Fagans Community Council for over 23 years and was a former Chair of St Fagans Church in Wales Junior School. He was a Parochial Church Councillor and Organist of St Fagans Church for many years. He also represents Community Councils in Cardiff on the National Executive Council of One Voice Wales. John was appointed as the Community Councillor representative to the Standards & Ethics Committee in 2008. He is currently involved in charitable organisations, a keen golfer and gardener.

## COUNTY COUNCILLOR REPRESENTATIVES

 <p><b>County Councillor Kathryn Lloyd</b></p>	<p>Councillor Kathryn (Kate) Lloyd MBE, JP was born in Llangadog, Carmarthenshire and has lived in Cyncoed, Cardiff since 1972. A Welsh speaker, she was a secretary by training, but devoted 18 years to caring responsibilities for family members before returning to employment in 1994. She is now retired and able to spend more time on her ward work and hobbies. Cllr Lloyd was elected as a County Councillor in 1999 to represent Cyncoed for the Liberal Democrat Party and she served as Lord Mayor of Cardiff in 2008-09. She was appointed as a County Councillor representative to the Standards and Ethics Committee in May 2012 and also serves currently on the Policy Review and Performance Scrutiny Committee. She is a governor of Lakeside and Rhydypenau Primary Schools. She is also an active member of Ararat Baptist Church in Whitchurch and a member of the Friends of Roath Park and Friends of Cathays Cemetery.</p>
 <p><b>County Councillor Georgina Phillips</b></p>	<p>Councillor Georgina Phillips was born and bred in Cardiff and has lived in the Old St Mellons area of the city for over 20 years. She was re-elected as a Labour County Councillor for Pontprennau and Old St Mellons in May 2012, having previously represented the ward for nine years from 1999 to 2008. Cllr Phillips was appointed as a County Councillor representative to the Standards and Ethics Committee in May 2012 and also serves currently on both the Council's Planning Committee and Economy &amp; Culture Scrutiny Committee. Prior to 2012/13, she also served previously on the Council's Environmental and former Economic Scrutiny Committees. She is an appointed Council representative to the Willie Seager Memorial Homes Trust and, in turn, represents that body in a personal capacity on the South Wales Merchant Navy Welfare Board.</p>
 <p><b>County Councillor Dianne Rees</b></p>	<p>Dianne Rees, born and brought up in Cardiff, was first elected as County Councillor for Pontprennau and Old St Mellons in 2004. A trained secondary school teacher, she has served as a Justice of the Peace for 25 years, a Community Councillor for 19 years and is currently Chairman of Old St Mellons Community Council. As County Councillor, she has served on the Environmental Scrutiny Committee, SACRE (Standing Advisory Council for Religious Education) and chaired the Policy Review and Performance Scrutiny Committee between 2008 and 2012. She was appointed as a County Councillor representative to the Standards and Ethics Committee in 2012 and, since May 2012, also serves on the Children and Young People Scrutiny Committee. She has been Deputy Chairman of St Mellons Church In Wales Primary School for over 15 years.</p>

# Attendance Record

The Committee has an agreed schedule of meetings with additional ad hoc meetings held as required. During 2014/15, the Standards and Ethics Committee met on the following dates:

- 23 July 2014
- 21 October 2014
- 27 January 2015
- 21 April 2015

COMMITTEE MEMBER	ATTENDANCE	
	POSSIBLE	ACTUAL
Paul Stockton (former Chair)*	1	1
Richard Tebboth (current Chair)	4	4
Dr James Downe (Vice-Chair)	4	4
Maureen Hedley-Clarke*	1	0
Deirdre Jones*	1	1
Hollie Edwards-Davies	3	3
Lizz Roe	3	2
Hugh Thomas	3	2
Community Councillor John Hughes	4	3
County Councillor Kathryn Lloyd	4	4
County Councillor Georgina Phillips	4	4
County Councillor Dianne Rees	4	4
* a Committee Member until 27 July 2014		

## Helpful Contacts

### Chair of Standards & Ethics Committee – Mr Richard Tebboth

**Contact:** Paul Burke  
**Tel:** (029) 2087 2412  
**Email:** PaBurke@cardiff.gov.uk

### County Clerk and Monitoring Officer – Marie Rosenthal

**Tel:** (029) 2087 3860  
**Email:** marie.rosenthal@cardiff.gov.uk

### Public Services Ombudsman for Wales – Mr Nick Bennett

**Tel:** 0300 790 0203  
**Email:** ask@ombudsman-wales.org.uk



**CITY & COUNTY OF CARDIFF  
DINAS A SIR CAERDYDD**



**COUNCIL:**

**23 JULY 2015**

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**REPORT OF THE DIRECTOR GOVERNANCE AND LEGAL  
SERVICES**

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**STANDARDS AND ETHICS COMMITTEE – INDEPENDENT MEMBER RE-  
APPOINTMENT**

**Reason for this Report**

1. To inform the Council that the term of office of one of the current independent members of the Standards and Ethics Committee (the Chair) is due to expire on 23<sup>rd</sup> September 2015; and to recommend his reappointment.

**Background**

2. The Council's Constitution (Article 9.2(a)(i)) provides that the Standards & Ethics Committee's membership shall include 5 independent members (along with three county councillors and one community councillor).
3. The appointment of independent members to the Standards and Ethics Committee is governed by the Standards Committees (Wales) Regulations 2001 (as amended) ("the Regulations"). Under the Regulations, an independent member cannot be either a councillor or an employee or the spouse of a councillor or an employee of the authority or any other 'relevant authority' (as defined by the Local Government Act 2000); and must be appointed in accordance with the procedure set out in the Regulations.

**Issues**

4. The appointment of the current Chair as an independent member of the Standards and Ethics Committee was approved by Council on 22<sup>nd</sup> September 2011 for a term of four years commencing on 23<sup>rd</sup> September 2011. Mr Tebboth's term of office is therefore due to expire on 23<sup>rd</sup> September 2015.
5. The Regulations provide that an independent member of a standards committee may be reappointed by the authority for one further consecutive term of up to 4 years. If however, any vacancy arises on the standards committee for an independent member, the Council is obliged to carry out a publicly advertised appointment process to fill the vacancy. The obligation

to carry out a publicly advertised appointment process does not apply to reappointments made in accordance with the Regulations.

6. The independent member concerned, Richard Tebboth, has indicated that he is willing to stand for re-appointment.
7. The Standards and Ethics Committee is considering a report on this matter at its meeting on 21<sup>st</sup> July 2015, with a recommendation that Richard Tebboth be re-appointed to the Committee with effect from 23<sup>rd</sup> September 2015 for a further four year term (the maximum term allowed by law).
8. The decision on appointment, however, rests with full Council. The Council is recommended to approve Richard Tebboth's re-appointment accordingly.

### **Legal Implications**

9. The relevant legal provisions are set out in the body of the report.

### **Financial Implications**

10. There are no direct financial implications arising from the recommendations of this report.

## **RECOMMENDATIONS**

That Council approves the reappointment of Richard Tebboth as an independent member of the Standards and Ethics Committee with effect from 23<sup>rd</sup> September 2015 for a further four year term.

**Marie Rosenthal**  
**Director Governance and Legal Services and Monitoring Officer**  
15 July 2015

### **Background Papers**

Council report, 'Appointment of New Independent Members of the Standards and Ethics Committee', 22 September 2011 and minutes thereof  
Standards & Ethics Committee report, 'Independent Member – Expiry of Term of Office', 21 July 2015

# City & County of Cardiff Democratic Services Committee Annual Report 2014/15

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## **Chairman's Foreword**

I would like to take this opportunity of thanking my outstanding clerk Graham Porter and officers in Democratic Services for their unstinting work over the past twelve months. With diminishing resources and additional pressures, the support has continued and much has been achieved.

I have been proud to be the Chairman of this committee and feel that much valuable progress has been achieved. I would also like to thank my fellow Committee members who worked tirelessly on the Committee, in Task and Finish Groups and attending training and development sessions.

Much has been achieved, and I would like to thank everyone involved in helping us to achieve progress.

**Members of the Democratic Services Committee 2014/15**



**Councillor Dilwar Ali**



**Councillor Bridges**



**Councillor Chaundy**



**Councillor Cowan**



**Councillor Goddard**



**Councillor Hinchey**



**Councillor Hyde**



**Councillor Lomax**



**Councillor McKerlich**



**Councillor Murphy**



**Councillor Ben Thomas**



**Councillor Weaver**

## **Terms of Reference**

- To carry out the local authority's function of designating the Head of Democratic Services.
  - To keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services in order to ensure that it is adequate for the responsibilities of the post.
  - To make reports, at least annually, to the full Council in relation to these matters.
-

## Committee Membership and Formal Attendance Figures

The Committee have worked together to progress the work of the Democratic Services Committee. The membership of the Committee has changed during the past year, although many existing members have remained from the inception in 2012.

<b>Councillor</b>	<b>Possible</b>	<b>Actual</b>
Councillor Dilwar Ali	4	4
Councillor Ed Bridges	4	1
Councillor Paul Chaundy	4	2
Councillor Jayne Cowan	4	4
Councillor Susan Goddard	4	4
Councillor Graham Hinchey	4	3
Councillor Keith Hyde	4	3
Councillor Chris Lomax	4	4
Councillor Rod McKerlich	4	4
Councillor Jim Murphy	4	4
Councillor Ben Thomas	4	0
Councillor Chris Weaver	4	3



## **Local Government (Wales) Measure 2011 - Chapter 2**

### **Local Authority Democratic Services**

The Local Government Wales Measure (2011) states that:-

- (1) *A local authority must appoint a committee (“a democratic services committee”) to— .*
  - (a) *exercise the function of the local authority under section 8(1)(a) (designation of head of democratic services),*
  - (b) *review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and*
  - (c) *make reports and recommendations to the authority in relation to such provision.*
  
- (2) *It is for a democratic services committee to determine how to exercise those functions.*

Welsh Government guidance regarding the formation of a Democratic Services Committee was provided to Local Authorities in Wales in June 2012. A membership of 12 was deemed appropriate for Cardiff Council, with each member needing to be a member of the Local Authority. The seats are allocated on a proportional basis, by each group on the Council. The Measure states that *“no more than one of the members of its democratic services committee is a member of the authority’s executive.”*

The Chairman of the Committee was selected from the opposition groups as the Measure states that the Chairman cannot be from the ruling group, unless there are no opposition Councillors on a particular authority. This is not the case for Cardiff Council.

## **Reforming Local Government White Paper**

The Committee considered Chapter 3 of the Welsh Government's 'Reforming Local Government' White Paper. The White Paper followed the findings of the Williams Commission report published in January 2014 and included proposals for local government reorganisation in Wales through the merger of local authorities.

Chapter 3 of the White Paper – 'Renewing Democracy' – was of particular interest to the Democratic Services Committee. Chapter 3 set out proposals for the following:

- Local Government Elections
- The roles and responsibilities of Leaders, Cabinet Members and Elected Members
- Diversity of Elected Members
- Remuneration of Elected Members
- Number of Elected Members
- Restrictions on Elected Members and Electoral qualification
- Recall of Elected Members

Chapter 8 of the White Paper report 'Strengthening the Role of Review' indicated that the Welsh Government intended to remove the requirement that an authority's Monitoring Officer may not also be its Head of Democratic Services.

The Committee discussed the White Paper proposals. Members indicated whether they were broadly supportive or not. The Chairman wrote to the Cabinet on behalf of the Committee recommending that the views of the Democratic Services Committee be considered at part of the Council's formal response to Chapter 3 and Chapter 8 of the 'Reforming Local Government' White Paper. The Committee also responded to the Welsh Government consultation in its own right.

## **Annual Reports by Members of a Local Authority**

In accordance with the requirements of the Local Government (Wales) Measure 2011, the Committee reviewed the Authority's position in relation to enabling and supporting Members wishing to produce and publish annual reports. Members received an overview of the Statutory Guidance issued by the Welsh Government in May 2013, which had previously been considered by the Committee on 19 June 2013. The Committee noted that it was not mandatory for Elected Members to produce an annual report of their activities. Comments were received from the Party Group Whips. The approved method and template for producing annual reports was agreed.

On 6 November 2015 the Minister for Public Services, Leighton Andrews AM, wrote to the Leaders of all Welsh Local Authorities highlighting the wide variation in the numbers of annual reports produced by Elected Members across all Welsh Local Authorities in 2013/14. In the letter the Minister expressed his belief that Members should be encouraged to provide annual reports in order to assist good public engagement. In Cardiff 5 Members (7%) produced annual reports during the year.

The Committee provided their views on the Minister's letter and the arrangements in place to support any Member who wish to produce an annual report. The Committee considered that the public were generally aware of the role of Councillors and questioned whether the information provided in an annual report was of any value. Members also considered that it was difficult to balance the contents of the annual report and remain apolitical.

## **Modern.gov**

A new Committee management and decisions system 'Modern.gov' was launch in May 2015. The system is used by over 280 Local Authorities in the UK and dovetailed into the Cardiff Council internet and intranet webpages. Staff in the Democratic Service Team undertook the launch of the new system in addition to their existing duties. Members are provided with enhanced profile pages which including contact details; Register of Interests; Attendance Records; Election results; Twitter feeds, etc.

Modern.gov is also used to create Committee agenda and report document packs and provides secure electronic access to confidential documents via Intranet. The system supports the management of Forward Plans and publication of decisions, which assists with the authority's stated aim to increase transparency. Elected Members, citizens and service users are able to subscribe to email notification of significant events occurring and issues being discussed.

Member Development Sessions and Training on Modern.gov was offered to all Members during May 2015. The training demonstrated Modern.gov platform and the improved webpage content. Members are encouraged to download the Modern.gov app to their table devices. The app improves accessibility to agenda and reports for Members of Committees.

Further enhancements to the Modern.gov platform are anticipated in the future. For example, Modern.gov provides a facility to enable bilingual Welsh translation of its webpage content. It is anticipated that all content will be offered bilingually in the future.

## **Chief Executive Q & A**

The Chief Executive accepted the Chairperson's invitation to address the Democratic Services Committee. The Chief Executive attended and participated in an informative question and answer session. He also indicated that he would welcome similar invites periodically in the future.

The Chief Executive and the Committee considered that Members were receiving insufficient Member Briefings on key issues for the Council, such as school performance and transportation. Members considered that an improved reference library and electronic access to briefing materials would lead to improvements, as it was not always possible for Members to attend the Member Briefing sessions.

The Committee considered that it was essential that Members gain an understanding of the key issues in order for service improvements to be enacted. The Chief Executive agreed and suggested that Members should enter into dialogue with Directors in terms of an improvement agenda in order to target scrutiny to issues where problems exist.

## **Member Development Strategy**

The Committee on 11 June 2014 approved the Member Development Strategy and proposed schedule of Member Development sessions for 2014/15. The key aim of the Member Development Strategy is to ensure that there is support in place for every Elected Members to enable them to acquire and develop knowledge and a full range of skills to support their many roles as Community Leaders and representatives of the Council.

The Member Development Strategy identified the following key themes:

- Frontline Councillor including Community Leadership and engagement
- Corporate Governance and legislation including business essentials sessions on Safeguarding; Data Protection
- The Networked Councillor making effective use of ICT and Social Media
- Scrutiny and Challenge
- Personal Skill Development e.g. Chairing Skills
- Induction Programme and Mentoring.

The WLGA Continuing Professional Development for Councillors Competency Framework set out the range of skills and knowledge required by Members and provided a 'curriculum' of areas that authorities can consider when developing local strategies on Member Development including generic and specific competencies. Many of these competencies formed part of the key themes identified in the Member Development Strategy.

On 25 March 2015 the Committee agreed to establish a Member Development Steering Group consisting of 3 Members of the Democratic Services Committee (including the Chair) and 1 Independent Member of the Standards and Ethics Committee. The Steering Group will review and evaluate feedback from sessions held in 2014/15; review the delivery and learning approaches to ensure that these meet Members expectations and requirements; consider the scheduling and frequency of training. The Member Development Programme would be complimented by Member briefings on emerging issues.

A total of 20 Member Development events were held during the year, supplemented by additional Cabinet Member briefings.

## **Members ICT**

The Members ICT Project was closed on 30 November 2014. The Project aimed to deliver a new agile way of working for Members by utilising mobile technology and generate savings on paper and printing costs. A total of 46 Members were participating in the project resulting in 30 Council provided broadband accounts being terminated. The project outperformed the original target to equip up to 35 Councillors. A total of 55 tablets were purchased. 46 Councillors have taken up the option and are now users; 28 Councillors retained their existing equipment.

It was projected that the project would save £60k over 3 years. At year end 2014/15 the project had generated over £30k savings in printing and postage costs alone. The budget line relating to printing is being monitored on a monthly basis to quantify savings in printing costs. It is anticipated that a continued reduction in printing costs will contribute to further savings during the remaining two years.

The Committee continued to be broadly supportive of the principals of the project. Some technical issues with the tablet devices were acknowledged and these were being monitored. It was accepted that some Members will require additional individualised support.

## **Member Enquiry System Task and Finish Inquiry**

In December 2014 the Democratic Services Committee convened a Task and Finish Group Inquiry on the Member Enquiry System (MES). The aim of the enquiry was to review the use of the Member Enquiry System (MES) by Councillors and Service Area Co-ordinators. The Task and Finish Group was asked to evaluate:

- The use of the MES by Members
- Understanding of enquiries and requests for service and the most effective channels for the reporting of each
- Responses to MES enquiries from service areas
- Service improvement for the MES

The Committee received the report of the Task and Finish Inquiry in March 2015. The report contained 9 recommendations, supported by 10 Key Findings. The Committee discussed the recommendations. The Committee noted that a number of the recommendations had already been implemented.

### **Members Online Library Service (MOLIS)**

In March 2015 officers from the Scrutiny Services Team were invited to deliver a presentation providing an update to the Committee on the development of a Members Online Library and Information Service (MOLIS). MOLIS is being developed to replace the existing Members Library in County Hall. Officers provided feedback from a survey of members, from interviews and from focus groups which was used to shape the content of the library and set priorities. The results of the survey were detailed in a presentation received by the Committee.

MOLIS would employ the Modern.gov platform to provide a document search facility and index file system which would allow Members to access both internal documents and external sources of information. A list of priority documents and external sources was to be provided along with an overview of the search facility and index file system. As a result of the large volume of documents within the scope of the MOLIS project, it was necessary to prioritise corporate, governance, scrutiny, performance management and decisions. It would also be necessary to allocate resources to the administration and maintenance of MOLIS on an ongoing basis.



The Committee was asked to note that Welsh Language and Disabled Access issues were also likely to need addressing in the future. The Committee requested that further progress of the MOLIS project be reported to future meetings.

## **Public Attendance at Democratic Services Committee Meetings**

We are keen to see members of the public attend Democratic Services Committee Meetings. With the exception of confidential items, all business is held in public. All of the public papers are published online on [www.cardiff.gov.uk](http://www.cardiff.gov.uk). People who cannot access the internet can request a copy at their local library.

Paperwork will also be available 3 days in advance, and further information can be provided by Democratic Services – [democraticservices@cardiff.gov.uk](mailto:democraticservices@cardiff.gov.uk) on 029 2087 2020.

**CITY & COUNTY OF CARDIFF  
DINAS A SIR CAERDYDD**



**COUNCIL:**

**23 JULY 2015**

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**CABINET PROPOSAL**

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**BUDGET STRATEGY 2016/17 AND THE MEDIUM TERM**

**Reason for this Report**

1. To establish the financial strategy of the Council in readiness for the preparation of the 2016/17 revenue and capital budgets and to update the financial strategy required to meet the continued significant financial challenges facing the Council in the medium term. This will include outlining the timetable for the budget process in order to present the Budget Report to Council on 25 February 2016.
2. Given the risks attached to delivering savings of the expected quantum on a year on year basis the Report will continue the practice established in 2015/16 of identifying savings targets for the Council not just for 2016/17 but also across the life of the Medium Term Financial Plan. The Report will also consider the future outlook for the Council beyond the life of the Medium Term Financial Plan during this period of sustained financial austerity coupled with increasing financial pressures, albeit these projections are highly caveated given the number of unknown variables.
3. The Budget Strategy Report will highlight the seriousness of the financial challenges ahead and the briefings that have and are being undertaken to ensure that stakeholders understand how these challenges impact on the financial resilience of the Council over the medium term. Members should take note of the statements of the Section 151 Officer within both the body of this report and the financial implications. These statements further develop those set out when the 2015/16 Budget was approved in February.
4. The policies, budget assumptions and tools that underpin the Budget Strategy are critical in moving the Council forward on a financially sustainable basis and ongoing monitoring of the Council's financial resilience will be key. Therefore the recommendations attached to this Budget Strategy Report are key in managing the ongoing risks.

**Structure of the Report**

5. The Budget Strategy for the Council needs to provide sufficient assurance that a coherent strategy has been developed. The Report sets out the Budget Reduction Requirement for 2015/16 and the medium term at the

date of the 2015/16 Budget Report as well as contextual information in respect of the Budget Strategy. It then updates the Budget Reduction Requirement for 2016/17 and sets out the Budget Strategy to address this before doing the same over the medium term. In addition updates are included in respect of the Housing Revenue Account, the Capital Programme and future developments. Given the materiality of the financial challenges ahead it is important that this level of detail is included.

6. The following table provides an explanation of where key sections of the Report can be found. It should also be noted that a Budget Strategy Frequently Asked Questions briefing has been prepared and is included at Appendix 1.

<b>Budget Strategy Report Section</b>	<b>From Para No.</b>	<b>Detail included within this Section</b>
General Background	8	Economic position and Welsh Government context
Council Background	18	Corporate Plan and Organisational Development
Approach to Budget Strategy	24	Approach to setting the Budget Strategy including the Reshaping Base Budget approach and development of savings drivers
Risks and Financial resilience	35	Risks and financial resilience
2016/17 and MTFP Budget Reduction Requirement as at February 2015	49	2016/17 and MTFP Budget Reduction Requirement as at February 2015 and schools budgets
Updating the 2016/17 Budget Reduction Requirement and Budget Strategy to meet the Requirement	67	Options to reduce the 2016/17 Budget Gap including consideration of directorate clusters and other addressable spend targets
Updating the medium term Budget Reduction Requirement and Budget Strategy to meet the Requirement	89	Options to reduce the MTFP Budget Reduction Requirement including consideration of directorate clusters and other addressable spend targets, scenario analysis and future years outlook
Consultation and Engagement	108	Consultation, the Cardiff Debate and Employee Engagement
Capital Programme	119	Capital expenditure, funding and affordability
Other Budget Strategy Issues	139	Housing Revenue Account and future developments

7. In addition the implications to the Report and in particular the statement made by the Section 151 Officer within the financial implications should be noted.

## **General Background**

### **Economic Position**

8. This Budget Strategy Report is written in the context of continued and sustained financial restraint. The implications of the Government's spending policy assumptions as set out in its March 2015 Budget is a sharp acceleration in the pace of implied real cuts to day-to-day spending on public services and administration in 2016/17 and 2017/18. The Report therefore is based on a continued reduction in funding for local government within Wales, with funding for the Council projected to decrease by an average reduction in local funding of 3% for 2016/17. The following paragraphs set out the economic context against which savings are required although it should be noted that the funding decisions in respect of 2016/17 will be driven by decisions Welsh Government (WG) make in respect of funding allocations across the public sector which are not yet known.
9. At the beginning of June the UK Government announced reductions to the 2015/16 Welsh budget of £50 million (£43 million revenue and £7 million capital). The impact of this on WG Budget setting is unclear and therefore so are any associated reductions in local government funding. The key variable in this respect will be the position taken by WG in respect of funding for Health.
10. The Chancellor has stated that he intends to make a further budget announcement on the 8 July 2015. At the time of writing this report the content and implications of this further announcement are unknown. It is likely that the implications for local government in Wales and the Council specifically will not be known for some time to come. The Cabinet Member for Corporate Services and Performance Management will, if necessary, table a statement for Members at the Cabinet meeting on 16 July 2015.
11. The Chancellor's budget announcement in March 2015 set out the economic context based on figures produced by the Office for Budget Responsibility (OBR) against which the budget strategy will be set. Some of the main indicators from this statement were:
  - Growth forecast to be 2.5% this year and 2.3% in 2016
  - Inflation forecast to stay at target rate of 2% over the period from 2015 to 2018 with CPI projected to be 1.2% in 2016
  - National debt forecast to peak at 80.4% in 2014/15 falling to 79.8% of national income in 2016/17
12. The OBR Report sets out that global economic recovery remains uneven and the UK is not immune to the severe problems being experienced in Europe and other parts of the world economy. In addition it stated that domestically there continue to be signs of normalisation in the housing market with indicators suggesting continued increases in house building

and moderating house price growth. The Report advises that against this backdrop it is expected that the bank rate will move upwards slowly during 2016/17.

## **Welsh Government Context**

13. The 2015/16 Budget Report set out that the percentage decrease in Aggregate External Funding from WG to the Council for 2015/16 was 2.9% which equated to a cash decrease of £12.516 million. However the actual decrease in spending power for Cardiff was £12.968 million as a result of the funding mechanism for the 21<sup>st</sup> Century Schools Local Government Borrowing Initiative (LGBI) because of the treatment used by WG within the settlement.
14. The 2015/16 WG Settlement included no indication of the amounts that local government could expect as a funding settlement in future years. Whilst the Welsh Local Government Association (WLGA) continues to lobby WG for more certainty for councils in respect of financial planning no indication has been given to date that this information will be provided.
15. The usual timetable for the release of the provisional and final budget settlements is October and December respectively. At present uncertainty in respect of potential formula and data changes in the funding formula still exists although as in 2015/16 it is anticipated that limited changes will be made to formulas. Members will be aware that a number of specific grants were consolidated in 2015/16, namely within education and waste management and consolidation rather than transferring specific grants into the settlement appears to be WG's preferred approach.
16. The Minister for Public Services wrote to the leader of the WLGA on the 21 May 2015 requesting that the Finance Sub Group be used as an opportunity for local government to set out how it is approaching its financial planning to respond to future financial challenges and to highlight priorities and pressures. The WLGA prepared a Funding Outlook paper for the 9 July Finance Sub Group. The summary to this paper stated that:
17. "Council's have played their part in delivering savings so far and are now bearing the brunt of austerity. Continued austerity is putting local services and the government's own objectives at serious risk, both now and in the future. Unprecedented unavoidable pressures facing councils next year and longer-term demographic demands are likely to "crowd out" the smaller discretionary services until they hardly exist. The well-being of current and future generations is at serious risk."

## **Council Background**

### **Corporate Plan**

18. The Council approved its refreshed more strategic and focused Corporate Plan in March 2015 for the period 2015 - 2017 setting out the strategic direction and providing a framework for more detailed service plans and performance management objectives. The Corporate Plan provides a road

map for meeting the twin challenges of facing increasing demand for services from a growing population, whilst funding is reducing, to enable the Council to continue to deliver great public services. This should ensure that the Council builds on its successes to become Europe's most liveable capital city. The four Corporate Plan priorities were identified as below to be delivered as part of our strong public service values of "open", "fair" and "together":

- Better education and skills for all
- Supporting vulnerable people
- Creating more jobs and better paid jobs
- Working together to transform services

19. The Corporate Plan together with significant issues identified through the Council's Statement of Internal Control, the Corporate Risk Register and performance management reports will form the basis of the financial strategy for 2016/17 and beyond.

### **Organisational Development Update**

20. As Members are aware the Organisational Development Programme remains the driver for reviewing the shape and scope of the organisation and the way that services are delivered. This includes widening opportunities for people and communities to shape services around their needs. Within the programme there is an emphasis on identifying delivery models that may be established to meet demand pressures and reflect budgetary realities alongside identifying opportunities for further efficiency savings through better internal and external collaboration, integration of service delivery, and reducing duplication of effort and resources. These opportunities are underpinned by the requirement to significantly strengthen performance management, workforce development and engagement arrangements whilst promoting openness through increased citizen engagement and information sharing, enabling transparent decision making and providing clearer opportunities for people to participate in decision-making processes.

21. This three year Programme provides a model to implement the fundamental changes required to ensure sustainable services are developed for the future. The governance structure is the Organisational Development Board with an Investment Review Board supporting resource allocation decisions. Within this structure there are nine Organisational Development Programmes which are as follows:

#### **Enabling Technology and Strategic Commissioning Programme**

- Assets and property
- Commercialisation and new income streams
- Improvement
- Governance and engagement
- Strategic commissioning

#### **Reshaping Services Programme**

- Reshaping customer focus and enabling technology
  - Reshaping infrastructure and neighbourhood delivery
  - Reshaping services for vulnerable adults
  - Reshaping services for vulnerable children
22. The Reshaping Services Programme will continually review how services are reshaped against the target operating model. This model focuses on delivering sustainable services that are either classed as targeted delivery through gateways, universal provision of services using the One Council approach or enabling services within the organisation. Examples of key areas of work to date include developing a Multi-Agency Safeguarding Hub (MASH) model as part of the gateway assessment approach and commercialisation proposals in respect of an Alarm Receiving Centre as part of the universal service model. Lastly enabling services are developing the enterprise architecture infrastructure necessary to transform our service delivery for example Customer Relationship Management and mobile working.
23. In September 2014, the Wales Audit Office published its Corporate Assessment of the Council which drew together a number of conclusions to which the development of the Organisational Development Programme was a key response of the Council. The Wales Audit Office will conduct a further Corporate Assessment in October 2015, when progress made by the Council in relation to the September 2014 report will be reviewed. It is anticipated that the progress achieved in delivering the Organisational Development Programme will be an important pointer to the overall progress of the organisation in addressing the conclusions of the WAO's Corporate Assessment.

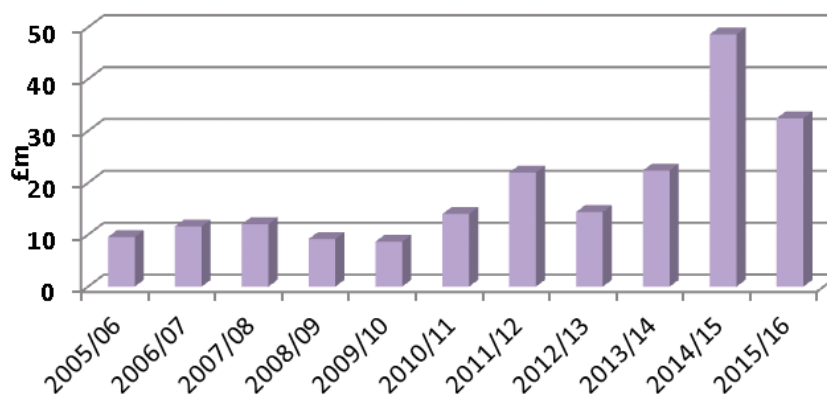
## **Approach to Budget Strategy**

### **Setting the Budget Strategy**

24. In 2015/16 the Council's Aggregate External Finance (AEF) was decreased by £12.516 million or 2.9% in cash terms over 2014/15, and when measured on a per capita basis was £1,170 which was well below the Welsh average of £1,323 and resulted in Cardiff being ranked as 21 out of the 22 councils in relation to the per capita funding it received from WG. In addition increasing financial pressures of £28.814 million were identified resulting in a Budget Reduction Requirement of £41.330 million.
25. The approved budget for 2015/16 included making significant savings amounting to £32.473 million, a one off capitalisation direction of £3.487 million and an increase in Council Tax rates of 5%. Over the past ten years the level of savings identified as part of the budget setting process has amounted to circa £205 million and these have become more challenging to achieve year on year. Up until 2013/14 funding increased annually but did not keep pace with demand, growth and inflation. Cuts were required to redirect funding into pressure areas but overall Council budgets continued to increase during this period. From 2014/15 funding started to reduce. The Council's budget is now contracting annually with protection / serious demand pressure on circa 60% of its budget.



**Budget Savings - 2005/06 - 2015/16**



26. Setting a balanced budget for 2015/16 was extremely challenging due to the scale of the Budget Reduction Requirement. However a balanced budget was achieved and there were a number of positives in respect of the development of the budget process which will be continued and developed further in 2016/17. In summary these were:

- Specific directorate savings targets were developed following consideration of opportunities to deliver savings across both one and three years using savings driver categories in respect of policy led, business process corporate efficiency and directorate discrete savings.
- The Budget Strategy Report included the setting of a number of budget strategy planning assumptions for both one and three years in relation to council tax, employment costs, schools pressures and balance sheet assumptions which led to earlier engagement on these choices.
- As part of Budget Strategy development, high level consideration of savings proposals against the Council's proposed target operating model were considered
- Market place sessions for members to review the budget proposals for 2015/16 took place and budgetary analysis sheets were provided for context. These sessions facilitated wider engagement on the proposals.
- Cardiff Debate undertook an extensive engagement exercise with citizens, business, partners and staff.
- An eleven week consultation process on the proposed savings for 2015/16 took place which included the preparation and consideration of an extensive feedback report was prepared for Cabinet to consider.
- A due diligence process was undertaken on the proposed savings and a number of savings removed or reduced due to concerns in respect of their achievability.
- The Medium Term Financial Plan (MTFP) section of the Budget Report considered a future years outlook section up until 2029/30.
- The Budget Report included opportunities for further savings in respect of 2016/17 and 2017/18 as directorate clusters with some proposals set out as specific line items.

## Approach to Reshaping the Base Budget

27. The 2015/16 Budget Report identified savings opportunities for later years of the MTFP of £52.188 million of which £30.662 million was in respect of 2016/17. The total sum was split into directorate clusters with a subset shown separately, particularly where they were reflective of an ongoing savings or policy decisions. A number of these were the subject of adjustments when the Budget was set by Council on the 26 February 2015. When compared to the MTFP at February 2015 of £120.1 million as identified in the Budget Report this resulted in a potential gap over the life of the MTFP of £67.926 million. It was acknowledged that an updated approach to identifying budget targets was required and this led to the development of the Reshaping the Base Budget approach.
28. The development of the Budget Strategy process has sought to establish linkages between the Reshaping Service Programme and the target operating model. A Reshaping the Base Budget approach was established to develop the targets for 2016/17 and the medium term. This approach looked to initially identify the shape of services and then understand the link to strategic priorities. Savings were then identified against four drivers as set out in paragraph 33.
29. In essence the approach to Reshaping the Base Budget identified services at their minimum statutory level and where the budgets are for discretionary services considered whether these can be covered by income. These opportunities were then mapped against the achievability for implementation, residual risk and policy acceptability to provide the shape of savings targets over both one and three years. In some instances this was driven by ongoing work in respect of alternative service delivery models, for example leisure centres, arts venues and infrastructure services.
30. The advantage of this approach is that it facilitated further discussion within the Council as to the future shape of the organisation given its desired outcomes, the contribution of these services to the Council's corporate priorities as set out in the Corporate Plan and where appropriate the further consideration of options available to reshape future service delivery. These discussions acknowledged the difficult policy choices ahead but also identified that given the scale of the financial challenge that choices are severely constrained. It should be emphasised that the targets do not constitute savings proposals as these will be collated over the summer for consideration and consultation this Autumn.
31. The Council will continue to develop this approach and build on existing budget tools with a focus on:
  - Gaining a fuller understanding of significant areas of spend and associated cost and demand pressures.

- Understanding how services contribute to the organisation's strategic priority outcomes and identifying where meeting a balanced budget prompts a change to these priorities.
- Developing options for reducing expenditure and increasing income using the savings drivers.
- Linking the Reshaping of Base Budget to either Business As Usual activities or to the Organisational Development Programme. The Enabling and Commissioning and Reshaping Services boards will seek to ensure that there is sufficient focus to link this work to the Target Operating Model.
- Following the setting of targets as part of the Reshaping Base Budgets Approach directorates will prepare the submission of savings proposals which will lead to a service package of savings to take forward which are considered in respect of risk and equality impact assessment and consulted upon.

32. Undertaking the above approach alongside consideration of the figures within the MTFP and emerging pressures should together with a review of the Council's budget strategy planning assumptions ensure that budget proposals are developed to enable the Council, post consultation, to set a balanced budget.

### **Savings Drivers**

33. As detailed above the budget strategy process has continued with the approach established in 2014/15 to identify savings targets against savings drivers. In addition to the previous savings drivers of policy led savings, business process led corporate efficiency savings and discrete directorate area led savings a further driver of income/commercialisation savings has been added. This is in recognition of the value of income as a way to reduce reliance on WG funding. Challenges to income generation remain including ensuring that managers have the necessary skill sets. The Cardiff Manager Training Programme seeks to develop these commercial skills across the organisation. An explanation of each of these drivers is set out as follows:

- Policy Led Savings – these savings are driven by policy led decisions and may require specific consultation. Examples include significant reductions in the service delivered or removal of that service and alternative delivery models including collaboration.
- Business Process Efficiency Led Savings – these savings are delivered by streamlining and improving services across the Council by ensuring that processes are citizen centric and that common processes are undertaken in a standardised way. The savings identified are often driven by technology for example mobile working and scheduling, electronic document records management and customer relationship management projects.
- Discrete Directorate Led Savings – these are more traditional savings that are developed within directorates and could include reducing supplies and services budgets, employee establishment reductions and opportunities to maximise grant funding opportunities. As the setting of budgets becomes more challenging

the ability to identify significant levels of savings from this driver reduces.

- Income/commercialisation savings – these savings are those specifically driven by an ability to increase discretionary income and exploit new opportunities to sell or trade services. A commercial ethos is required that will enable the authority to respond speedily to market shifts and financial opportunities, whilst maintaining a hold on risk. The Council will have to be realistic with its ambitions for commercialism. The top authorities in this area in the UK have spent many years developing their commercial services and they still only generate a small proportion of the funds required by those authorities to deliver services.

34. It is acknowledged that there is a certain amount of cross over between these drivers in which case the most relevant savings driver is chosen to inform the target.

## **Risks and Financial Resilience**

### **Risk**

35. The risk assessment process carried out as part of the 2015/16 budget preparation identified significant operational and financial challenges in the medium term. In addition to considering each savings and pressure item in respect of both achievability, a number of additional specific or general Council risks were identified. These included:

- The challenging financial position in respect of reducing WG resources, increasing financial pressures against a reducing controllable base budget and increasing volatility and uncertainty in respect of hypothecated grants.
- Continuing demographic demand for social care services if trendlines vary significantly from the anticipated position.
- The impact of welfare reforms, in particular the phased implementation of Universal Credit during 2015/16, on the ability of individuals to contribute to the cost of services provided where relevant.
- Reducing demand for services where the Council has historically charged for the activity and so creating an income shortfall.
- The necessity to deliver budgeted savings from reshaping services and other change proposals that are not currently fully defined.
- The potential impact on insurance costs for the Council as a result of savings proposed.
- The need to build capacity within the community to support the empowerment of communities to take greater responsibility for the delivery of services.
- The need to make tangible progress on the Partnership for Change.
- The need to deliver significant levels of savings during a period of prolonged financial austerity particularly given the impact that delays to delivery of the proposal has on the budget monitoring position.

- The cumulative impact of achieving the savings, within this budget in addition to the unachieved 2014/15 savings which remain to be realised in 2015/16.
- The service impact of a significant reduction in headcount expected to take place over the medium term.
- The Council's ability to meet the costs of voluntary severance, albeit the discretionary element of the scheme will be reduced from April 2015, as the Council reshapes itself in line with available resources in these times of continuing financial austerity.
- The ability to react to new demands resulting from welfare reforms as they are progressively implemented together with financial risks in respect of the CTRS.
- The level of additional borrowing undertaken in previous years and proposed will require more revenue resources to be used for capital financing in future years.
- Capital schemes that are approved on the basis of generating savings, increasing income or capital receipts but which fail to do so will also increase pressure on the revenue budget.
- The potential for additional capital receipts to not reach the amount modelled in the budget in respect of the in-principle capitalisation direction.
- The impact of the potential adoption of alternative models of service delivery and the requirement to test consequential costs and benefits of the change, for example working through any potential TUPE implications.
- The impact of continuing to increase the support of revenue budgets from the Civil Parking Enforcement (CPE) reserve.
- The impact on Cardiff Bus, which is wholly owned by the Council should the WG make significant reductions to the reimbursement rate in respect of concessionary fares in 2016/17.
- The ongoing uncertainty in respect of the establishment of a permanent CTRS scheme for 2016/17.
- The financial impact of WG allocating education grants directly to the Central South Education Consortium rather than local authorities.
- The deteriorating position in respect of delegated schools' balances.
- The increasing financial exposure to the Council of the SOP consolidated financial model as the size of the programme and associated risks increase.
- The risk of WG levying fines if the Council fails to realise recycling or land fill diversion rates.
- The potential for the Council to receive less than the budgeted sum in respect of Outcome Agreement Grant either due to performance shortfalls or statutory interventions.
- The impact of functions delivered as part of a collaborative arrangement should the planned benefits not be realised.
- Financial exposure should the Council breach its partial exemption calculation in respect of VAT.

- The impact of the outcome of the joint review between the Council and the WG in respect of the next three year funding provision for the Harbour Authority.
  - The risk associated with the final settlement sum in respect of all remaining landlord councils exiting the existing HRA subsidy system from April 2015.
  - The impact of the ongoing uncertainty in respect of the outcome of local government reorganisation.
36. Given the risks identified above, particularly in relation to reductions in head count, care will continue to be required to ensure that the significant changes to business processes or personnel do not impact on the financial control environment in a negative manner.
37. The impact of these challenges are reviewed as part of the financial monitoring process and through the Corporate Risk Register both of which are reported regularly to the Cabinet and the Senior Management Team. The Council's Audit Committee also regularly review the Corporate Risk Register.

### **Financial Resilience**

38. The 2015/16 Budget Report set out the responsibilities of both Cabinet and the Section 151 Officer to set a balanced budget. It also flagged increasing concerns in respect of the financial resilience of the Council over the medium term. Key messages in respect of financial resilience included in the 2015/16 Budget Report were as follows:
- The projected level of savings that would not be achieved in 2014/15 and the need to deliver these delayed savings in 2015/16.
  - The risks to achievability of the savings approved as part of the 2015/16 budget.
  - The significant Budget Reduction Requirement in respect of 2016/17 of £51.1 million, of which £3.5 million is due to impact of the capitalisation direction in 2015/16.
  - The level of general and earmarked reserves in relation to the financial issues and risks ahead, particularly if in year over spends materialise.
  - The increasing ratio of capital financing charges to controllable revenue budgets as Council budgets reduce and the associated relative affordability of the indicative Capital Programme worsens.
  - The need to expeditiously reduce the size of the asset base of the Council to generate capital receipts to repay debt and to remove associated revenue costs. This is particularly the case in 2015/16 to ensure that the benefit from the one-off capitalisation direction can be maximised.
  - Given the challenges ahead in respect of the Medium Term Financial Plan and beyond the need to make significant further decisions in addition to those made to date in respect of aligning the organisation to a lower sustainable resource base.

39. In addition, the development of the 2016/17 budget over the next six months will be informed by the current year's budget monitoring position. It should be noted that whilst the Council outturn for 2014/15 was favourable and allowed additional monies to be set aside in the general reserves the position at a directorate level was an overspend of £7.650 million partially offset by the budgeted contingency of £4 million. The delivery of these delayed savings, in addition to those set in the 2015/16 Budget, remains a key area of risk to be monitored as the year unfolds.
40. In the financial implications of the 2015/16 Budget Report I referred to the materiality of the service choices ahead of the Council. These difficult choices are facing all councils. The development of a deliverable Budget Strategy is a key document in reaching a balanced budget. The Reshaping the Base Budget approach has helped to inform this strategy as has the ongoing work in respect of service delivery choices particularly in respect of leisure, cultural venues and infrastructure services. Key risks remain that until robust savings proposals are submitted against targets and until work on alternative delivery models is completed that the Council may not be able to achieve financial savings of sufficient magnitude to meet the target savings.
41. The Corporate Director Resources has undertaken all Member briefing sessions to discuss financial resilience and has developed a Finance Snapshot to use at these sessions to provide a contextual backdrop for these discussions. Briefing sessions have also taken place with other key stakeholder groups including Audit Committee, the Policy Resources and Performance Scrutiny Committee and the Welsh Audit Office. Other key groups who receive regular briefings include the Schools Budget Forum and Trade Unions. It is the intention of the Director in fulfilling the Section 151 role to update key stakeholders at regular intervals during the year as further information in respect of the financial resilience of the Council becomes available.
42. Appendix 3 includes this Finance Snapshot which has been updated from those used in previous briefings to reflect the draft Statement of Accounts for 2014/15, the Outturn Report and the Budget Strategy as set out in this Report. In summary this shows that the position on General Fund reserves improved slightly from that identified when the 2015/16 Budget was set. In relation to General Fund Earmarked Reserves the updated position is a projected balance as at 31 March 2016 of £30.008 million, although it is recognised that the in-year monitoring position is likely to impact on the position. It also shows a positive Council variance against Outturn in respect of Revenue, although within this there was a significant directorate overspend of £7.650 million and an underachievement against savings of £6.903 million. The Capital Outturn showed a significant variance against the capital budget of £62.842 million. In addition the Snapshot shows the risk position when the 2015/16 Budget was set in respect of savings for that year. Lastly the figures in respect of this Report show a shortfall not matched against savings targets of £5.547 million over the life of the MTFP as set out later in this report.

43. The Council's Statement of Accounts provides a key component in assessing financial resilience and the draft Statement of Accounts for 2014/15 were reviewed by Audit Committee on the 22 June prior to the Corporate Director of Resources signing them as the responsible officer. The Accounts are currently on deposit and will be audited at the end of this period. The audited accounts will be presented to Council in September. The unaudited accounts show that the level of the Council's General Fund Reserve is £13.154 million. This is an increase of £1.741 million on the previous year's balance. Of this £595,000 was identified in February as being required to balance the 2015/16 budget, therefore the unallocated additional amount is £1.146 million. After adjusting for this the Council's general reserves are at 2.2% (1.92% in 2013/14) of its net expenditure budget which is an improvement on the previous year. Whilst 2014/15 comparators are not available as yet it is below both the Welsh and English averages as at 31 March 2014.
44. The unaudited accounts show that the Council's General Fund Earmarked Reserves have increased by £2.758 million from £30.559 million as at 31 March 14 to £33.317 million as at 31 March 2015. Earmarked reserves are amounts set aside to provide financing for future expenditure plans. Within this figure there was a net reduction of £1.182 million in respect of schools balances and a net deficit of £472,000 as at 31 March 2015. This includes an amount in respect of severance and exit costs of £1.9 million paid out in 2014/15 to be repaid back by schools over the next 5 years.
45. Within Council Fund Earmarked Reserves there was a net increase in respect of Other Earmarked Reserves of £4.323 million. Within this increase the material increases are a £1.404 million increase in the Central Enterprise Zone earmarked reserve, £1.034 million in relation to the Insurance reserve and £2.020 million in relation to Waste Management/Prosiect Gwyrdd. In respect of the Waste Management/Prosiect Gwyrdd earmarked reserve this figure is £808,000 higher than initially envisaged following the late notification by WG on the 2 June 2015 that no further financial action would be taken in respect of the 2013/14 missed targets on recycling and landfill allowances.
46. The Council's strategy for holding and utilising reserves is set out in its Financial Procedure Rules and members, following advice provided by the Section 151 Officer, will consider both the level of reserves held and whether any amounts should be used to support the budget setting process. As part of this consideration members are made aware that the use of reserves is finite in nature and therefore care is required to ensure that their use does not create a significant budget gap which would need to be filled in the following year.
47. In setting the Council's budget strategy for 2016/17 it is acknowledged that the budget setting process must be flexible enough to react to both unknown and anticipated but not fully quantified financial risks and challenges. As already identified the risks attached to the 2016/17 budget setting process will be greater than in previous years due to the quantum of savings to be found, the cumulative impact of savings to date and the ongoing uncertainty in respect of funding. The consideration of the



appropriate level of general and earmarked reserves will be part of the consideration of these financial risks.

48. The Budget Strategy Planning Assumptions section of this report sets out the suggested use of both general and earmarked reserves in both 2016/17 and the Medium Term. It concludes that there may be some limited scope to utilise reserves. This position will be reviewed and a final position taken when the Budget is set in February. At this stage a fuller position in respect of in year monitoring, emerging pressures and risks and WG funding levels will have emerged to inform the requirement to maintain balances and if necessary build financial resilience against the immediate financial challenges of setting a balanced budget.

## The 2016/17 and MTFP Budget Reduction Requirement

### 2016/17 Budget Reduction Requirement

49. The Budget Reduction Requirement identified for 2016/17 in the February 2015 Budget Report was £51.1 million. This gap was particularly high due to a number of factors including the impact in commitments of the one off capitalisation direction in 2015/16 (£3.487 million) and the impact to employee costs as a result of national insurance increases linked to changes to the single tier pension (£7.465 million). The table below summarises the budget gap for 2016/17 and the main components of increasing financial pressures alongside the anticipated reduction in WG funding:

<b>Budget Reduction Requirement (as per February Budget Report)</b>	<b>2016/17 £000</b>	<b>Non Schools £000</b>	<b>Delegated Schools £000</b>
Employee Costs	15,453	6,020	9,433
Specific Inflationary Pressures	1,045	920	125
Capital Financing	515	515	0
Commitments	7,180	7,180	0
Demographic Growth	8,183	4,150	4,033
Financial Pressures (provisional sum)	6,000	6,000	0
<b>Total Pressures</b>	<b>38,376</b>	<b>24,785</b>	<b>13,591</b>
<b>Anticipated Funding Reduction (3%)</b>	<b>12,723</b>		
<b>Budget Reduction Requirement</b>	<b>51,099</b>		

50. The following table illustrates the projected distribution of these sums both within and outside of directorates. This table highlights that 63.4% (£32.38 million) of the budget gap is redistributed to areas outside of directorate spend and is a particularly high figure due to financial pressures in schools and the fall out of the capitalisation direction.

<b>Distribution of 2016/17 Budget Gap (as per February Budget Report)</b>	<b>2016/17 £m</b>
WG Funding Reduction	12.70
Fall out of capitalisation	3.48
Financial Pressures - schools (before any cap)	13.60
Financial pressure to non-directorate areas	2.60
<b>Sub-Total outside directorates</b>	<b>32.38</b>
Financial Pressures recycled to Social Care	5.42
Financial Pressures recycled to other directorates	7.29
Emerging Financial Pressures	6.00
<b>Sub-Total Recycled within directorates</b>	<b>18.71</b>
<b>MTFP Total</b>	<b>51.09</b>

51. In addressing the Budget Gap the Council considers and makes decisions when its budget is set which are a combination of the options set out below:
52. **Reduce the Budget Gap** – The Budget Gap figure is dynamic and will change during the year. Work is ongoing to review the make up of the £51.1 million and whether there is any scope to reduce this figure. This exercise will include technical work and policy discussions. Whilst the £6 million identified for directorate pressures is a provisional sum it should be noted that there may be legislative or regulatory pressures as well as any impact in respect of the in year monitoring position. The work undertaken to date has identified some scope to reduce this Gap as set out in paragraph 67.
53. **Identify savings from Reshaping Base Budget** – The Reshaping the Base Budget exercise has informed the targets for directorates using the four savings drivers as detailed in this report. In addition further work on addressable spend has and will continue to feed through into this exercise. As stated previously it should be noted that this exercise has been informing the setting of targets rather than individual savings proposals which will be collated over the summer months for consideration and consultation at a later date.
54. **Identifying Budget Strategy Planning Assumptions** – These assumptions are set out in further detail in the report and include council tax increases, schools pressures and a review of the Balance Sheet. The section above sets out the matters in respect of financial resilience which inform this position. It should be noted that use of reserves is a one off source of funding and therefore increases financial pressures in later years.
55. In addressing this Budget Gap the Council needs to exercise choices which balance its requirements in respect of statutory versus discretionary services and financial resilience.

## **Schools Budgets**

56. The WG has yet to formally indicate whether the requirement for councils to protect the delegated schools budgets will be maintained in 2016/17 however this report assumes that this is the case. Based on an estimated reduction in the WG's budget for 2016/17 of 1.25% the strategy assumes that protection restrict councils from reducing the budget to delegated schools by more than 0.25%. The impact of reductions to the overall WG budget could result in a change to this percentage. It should be noted that this requirement is outside of monies passported to delegated schools budgets in respect of increases in pupil numbers which at present is projected to be £4.033 million or decisions that the Council will need to take in respect of the level of additional funding to support schools pressures. These matters are considered in further detail in the Budget Strategy Assumptions section of this report.

## **Partnership for Change**

57. The Partnership for Change Agreement which was signed by all parties on the 15 January 2015 and appended to the Cabinet Report on 26 January 2015 was reflected in the Council's 2015/16 Budget. The agreement set out details of the joint partnership approach between the Council and the Trade Unions in relation to budget savings for 2015/16 on the basis that the Trade Unions did not wish any impact on employees terms and conditions. The agreement included the reinstatement of working hours when the existing Workforce Package ceased on 31 March 2015. The £5.75 million planning assumption for budget savings in 2015/16 includes the capitalisation saving of £2.5 million which was for one year only and has been reinstated as part of the 2016/17 budget requirement. The balance of savings are on-going and are reflected in the base budget. The focus of the Agreement in relation to future years is about supporting the reform agenda and new ways of working and a Joint Partnership Board was established to take this forward. A progress report on the Partnership for Change Agreement is included as a separate item on this agenda.

## **The Medium Term Financial Plan Budget Reduction Requirement**

58. The February 2015 Budget Report identified a base and worse case position in respect of the budgetary gap from 2016/17 to 2018/19. The scenario was calculated by flexing key variables over the medium-term with the most significant being the likely level of WG funding. The base case position as at February 2015 is set out in the table below and totals £120.1 million for the three years.

<b>Budget Reduction Requirement ( as per February Report)</b>	<b>2016/17 £000</b>	<b>2017/18 £000</b>	<b>2018/19 £000</b>	<b>TOTAL £000</b>
Employee Costs	15,453	7,406	7,306	30,165
Specific Inflationary Pressures	1,045	1,040	880	2,965
Capital Financing	515	1,447	(1,183)	779
Commitments	7,180	443	260	7,883
Demographic Growth	8,183	8,089	7,572	23,844
Financial Pressures (provisional sum)	6,000	6,000	6,000	18,000
<b>Total Pressures</b>	<b>38,376</b>	<b>24,425</b>	<b>20,835</b>	<b>83,636</b>
<b>Anticipated Funding Reduction (3%)</b>	<b>12,723</b>	<b>12,151</b>	<b>11,604</b>	<b>36,478</b>
<b>Budget Reduction Requirement</b>	<b>51,099</b>	<b>36,577</b>	<b>32,439</b>	<b>120,114</b>

59. In relation to demographic growth and financial pressures, figures between 2002 and 2013 show that Cardiff's population grew by 13%, more than London or any of the other core cities. This trend is set to continue with projected growth of 26% between 2013 and 2034 which equates to an additional 91,500 people. Of the £83.6 million of financial pressures over the plan, 30% is attributable to demographic growth. Anticipated growth is in areas where demand for services can be more costly for example increases in the school age and older population.
60. Population growth is widely regarded as an indicator of success. However, this growth will translate into significant demand pressures for some of the Council's key service areas. This is at a time when the level of budget shortfall facing the Council, as outlined in this report, places significant pressure on the financial resilience of the authority. This is particularly the case in respect of increasing financial pressures associated with increases in school places.
61. The plan also includes £6 million per annum to address emerging financial pressures which equates to approximately 1% of net budget. It should be noted that this sum has been included in recognition that it is impossible to foresee all issues and that in reality additional burdens may emerge for example additional legislation, wider policy implications and grant fall out.
62. The MTFP currently contains no additional specific provision in respect of the Council Tax Reduction Scheme. An interim Scheme was implemented from 2013/14 and WG have indicated that it will remain in place in 2016/17.
63. Such is the scale of the pressures associated with the projected growth in demand that the Council must understand how they will affect specific service areas. The Council will therefore undertake work which seeks to provide a more informed view of how population growth and anticipated

demand pressure will affect specific aspects of service delivery to assist with budget strategy.

64. As shown earlier in this report in respect of 2016/17, the table below shows the projected distribution of sums both within and outside of directorates over the life of the MTFP. This highlights that 59.5% (£71.5 million) of the budget gap is redistributed to areas outside of directorate spend and is again a particularly high figure due to financial pressures in delegated schools (£29.47 million) and the fall out of the capitalisation direction.

<b>Distribution of MTFP Budget Gap (as per February Report)</b>	<b>2016/17 – 2018/19 £m</b>
WG Funding Reduction	36.47
Fall out of capitalisation	3.48
Financial Pressures to schools (before any cap)	29.47
Financial Pressures to non-directorate areas	2.08
<b>Sub-Total outside directorates</b>	<b>71.50</b>
Financial Pressure recycled to Social Care	15.33
Financial Pressures recycled to other directorates	15.27
Emerging Financial Pressures	18.0
<b>Sub-Total Recycled within directorates</b>	<b>48.6</b>
<b>MTFP Total</b>	<b>120.1</b>

65. Directorates have identified policy pressures in relation to the medium term which are identified below. There is a risk that the financial pressures associated with these policy changes will increase the shortfall between Council expenditure and funding streams still further. Policy pressures identified by directorates include:
- The Social Services and Well Being Act 2014 may have an impact on the Council. The Act will potentially bring about new demand pressures which are not costed into the MTFP.
  - Ongoing legal requirements in relation to Deprivation of Liberty Safeguards and the Mental Health Act in excess of previous funding allocations may impact on costs within Health and Social Care.
  - The Housing Wales Bill may potentially lead to new pressures on the provision of homelessness prevention services.
  - Reductions in grants, for example the WG has announced its intention to review the Social Care Workforce grant.
  - The outcome on recycling percentages and waste collection costs as a result of the Council's Waste Strategy.
66. The variable that is likely to have the most significant impact on budgetary gap is future levels of WG Funding. The Budget Gap covers the cost to the Council of:-

- Areas of significant inflationary and demographic pressure
- Central Government policy - i.e. the increases to Employer's National Insurance Contributions that will result from Single Tier Pension changes from 2016/17
- The cost of reinstating the 37 hour week from 1/4/15
- The impact of the increase in Employer's pension contributions to the Teachers' Pension Scheme
- Capital Financing Costs
- Welsh Government funding decreases of potential 3% per annum

## Updated 2016/17 Budget Reduction Requirement and Budget Strategy to meet the Requirement

### Options to Reduce the 2016/17 Budget Gap

67. As previously stated the Budget Gap figure is dynamic and will change during the year. This will include the impact of both technical reviews and policy decisions, the outcomes of which could amend the figure. For example the Budget Gap of £51.1 million included £6 million for directorate pressures which is a provisional sum and will be updated as a result of emerging legislative or regulatory pressures as well as any impact in respect of the in year monitoring position.
68. The following table sets out the outcome of the work that has been undertaken to date in respect of reducing the Budget Gap for 2016/17. The adjustments may result in a reduction to the Budget Gap of £3.721 million. It should be noted that the remaining amounts in the reduced Budget Gap of £47.378 million will continue to be monitored. There are some areas, such as provisional financial pressures, which may change as the year progresses. The challenge will be to balance financial prudence with budget setting pressures.

2016/17 Budget Reduction Requirement	Gap as at February 15 £000	Adjustments to Date £000	Updated Gap £000	Modelling Update Undertaken
Employee Costs	15,453	(500)	14,953	Updated pay modelling identified amount for release
Specific Inflationary Pressures	1,045	(180)	865	Updated price inflation modelling identified amount available in respect of energy inflation
Capital Financing	515	(515)	0	Reduced to take account of the impact of the level of capital slippage identified in the 2014/15 Outturn Report. This sum has then been added onto the Budget Gap for 2017/18.
Commitments	7,180	(1,526)	5,654	Review of voluntary severance projections against earmarked reserve

				borrowing. Also updated figures in respect of carbon reduction commitments
Demographic Growth	8,183	0	8,183	Planned review date October.
Financial Pressures (provisional sum)	6,000	(1,000)	5,000	Provisional sum reduced by £1 million. This will be subject to further review aligned with in year budget monitoring
<b>Total Pressures</b>	<b>38,376</b>	<b>(3,721)</b>	<b>34,655</b>	
<b>Anticipated Funding Reduction (3%)</b>	<b>12,723</b>	<b>0</b>	<b>12,723</b>	<b>Planned review date when provisional settlement available</b>
<b>Budget Reduction Requirement</b>	<b>51,099</b>	<b>(3,721)</b>	<b>47,378</b>	

69. Given the lack of clarity currently in respect of indicative funding levels from WG it is recommended that Cabinet delegate to the Corporate Director Resources in consultation with the Cabinet Member for Corporate Services and Performance Management the authority to identify an alternative budget gap requirement subject to further clarification being provided by the WG.
70. Identify target savings from Directorate Budgets and Addressable Spend Base Budgets.
71. The Reshaping the Base Budget exercise has informed the targets for directorates using the four savings drivers as detailed in this report. In addition further work on addressable spend has and will continue to feed through into this exercise. The Council's net base budget for 2015/16 is £570.219 million. The Council has considered these budgets to identify a 2016/17 savings base. This analysis has identified a directorate controllable base of £222.963 million, other areas of addressable spend of £311.101 million and non controllable budgets of £36.155 million.
72. It is this distinction between cash and controllable budgets that underlines the seriousness of the financial position facing the Council and this Report recommends that the Leader writes to WG and the WLGA to express his dismay at the scale of WG funding reductions when compared to our ability to make these savings alongside meeting financial pressures from our controllable budgets. This position whilst shared across Wales is exacerbated in Cardiff due to the key impact that the Council plays in economic regeneration and tourism which acts as a catalyst over wider investment and growth across the region.
73. The directorate controllable base of £222.963 million, which equates to 39.1% of the overall budget, has been the traditional focus from which savings have been taken from over a number of years. It should be noted that within this the controllable budget for social care totals £135.2 million or 60.6%. Given the scale of the financial challenge ahead this

controllable budget is not large enough to meet the budget gap over this period. In addition these budgets, for example social care, may themselves be the subject of statutory duties and increasing demand. The Reshaping the Base Budget approach as set out earlier has been used where possible to inform budget strategy targets going forward in relation to these budget areas.

74. The other areas of addressable spend budget totals £311.101 million, which equates to 54.56% of the overall budget. Of this £205.609 million is in relation to delegated schools is considered separately in this report. The balance of £105.492 million is set out in the table below. It should be noted that the opportunities to identify savings against these target areas of addressable spend will continue over the coming months. With this in mind the lead Cabinet member and director in each of these areas have been identified as champions to take this work forward. Information in relation to opportunities, milestones and the methodology to extract benefits will continue.

Other Addressable Spend Theme	Value	Potential opportunities for addressable spend savings from base budgets
	£m	
Capital Financing etc including contribution to SOP and Central Enterprise Zone	<b>44.357</b>	No savings from addressable spend in this area have been identified at present. However there may be opportunities in respect of capital financing budgets which will be considered prior to finalising other addressable spend savings.
Externally set – Precepts and levies	<b>17.569</b>	The Report will recommend that relevant bodies who raise precepts and levies be contacted to request that they feed similar funding reductions into their budget strategies.
Office accommodation and land and buildings	<b>12.187</b>	Office accommodation and savings on building costs may be deliverable as part of the proposals in respect of leisure and venues alternative delivery models
Corporate / Financial Resilience including contingency, insurance and audit	<b>13.674</b>	Potential scope has been identified in respect of issue specific contingency budgets and insurance.
Other including severance budget, schools transport, street lighting, pool subsidy and the election budgets	<b>17.705</b>	Sums have been identified as being available for release, particularly in relation to the base budget for voluntary severance. In addition a further change to the voluntary severance scheme as applied from April 2016 may be considered.
<b>Total Other Addressable Spend (excluding delegated schools)</b>	<b>105.492</b>	



75. In conclusion following initial consideration of Other Addressable Spend budgets excluding schools a savings target of £7 million has been identified. The deliverability of this target will be dependent upon proposals being considered and due diligence being undertaken. For example Cabinet's report in respect of voluntary severance on the 27 January agreed that the voluntary severance scheme be the subject of an annual review.
76. There are some areas such as Capital Financing budgets which may present opportunities for further savings as the year progresses and these options will be weighed-up against the risk of unforeseen movements in interest rates.
77. The other element is the non controllable base budget of £36.155 million, which equates to 6.34% of the overall budget. This includes items of spend from which savings cannot presently be identified. The main elements include the Council Tax Support budget of £29.9 million, £2.1 million in relation to retirement costs in schools, £1.9 million in relation to extant commitments to the Local Government Borrowing Initiative (LGBI), £1 million in respect of past service costs, £1.3 million in relation to members' expenses and other miscellaneous budgets.

### Savings Targets for 2016/17

78. The Reshaping the Base Budget approach has considered afresh the opportunities for savings in later years. The savings targets identified in the table below in respect of 2016/17 are categorised against the savings drivers set out in this Report. Therefore the scope to achieve savings across the drivers has been informed by the high level exercise which directorates have engaged with based on the principles established as part of the Reshaping the Base Budget approach. However it will be for directorates to come forward with detailed proposals for initial review, challenge and consideration in the Autumn and the shape of these proposals may not match the breakdown of savings drivers identified below.

<b>One Year Budget Strategy – Savings Targets Savings Drivers</b>	<b>2016/17 £000</b>
Policy Led savings	16,355
Business Process Efficiency Led Savings	2,235
Discrete Directorate Led Savings	8,056
Income/Commercialisation Led Savings	3,015
<b>Directorate Savings</b>	<b>29,661</b>
Plus Addressable Spend Base Budget Savings	7,048
<b>Total Savings Identified</b>	<b>36,709</b>
Budget Reduction Requirement	47,378
<b>Shortfall in Budget Reduction Requirement</b>	<b>10,669</b>

79. The next table shows the savings target of £36.709 million against clusters of directorates identified as Place, Communities and Wellbeing and Corporate. The directorates in each of these clusters are set out below. It

should be noted that the clusters can generally be aligned with the Council's Target Operating Model as Place activities tend to be delivered as a result of universal provision, Communities and Wellbeing as generally the delivery of targeted savings and generally the Corporate category aligns closely with enabling services:

- Place (Universal) – City Operations and Economic Development
- Communities and Wellbeing (Targeted) – Social Services, Education and, Communities, Housing and Customer Services
- Corporate (Enabling)– Resources, Corporate Management and Governance and Legal Services

<b>Directorate Targets One Year Budget Strategy Savings Drivers</b>	<b>2016/17 Place (Universal) £000</b>	<b>2016/17 Communities and Wellbeing (Gateway) £000</b>	<b>2016/17 Corporate (Enabling) £000</b>	<b>TOTAL £000</b>
Policy Led savings	4,232	11,224	899	<b>16,355</b>
Business Process Efficiency Led Savings	447	1,261	527	<b>2,235</b>
Discrete Directorate Led Savings	3,256	3,790	1,010	<b>8,056</b>
Income/Commercialisation Led Savings	1,715	935	365	<b>3,015</b>
<b>Total Directorate Savings</b>	<b>9,650</b>	<b>17,210</b>	<b>2,801</b>	<b>29,661</b>
Addressable Spend Savings from Base Budgets				7,048
<b>Total Savings</b>				<b>36,709</b>
<b>Budget Reduction Requirement</b>				<b>47,378</b>
<b>Shortfall in Budget Reduction Requirement</b>				<b>10,669</b>

80. Given the unprecedented level of savings required both in 2016/17 and beyond it will be important that the savings proposals identified are robust and deliverable. In particular the risk in respect of the savings target in relation to policy savings drivers for the Communities and Well Being cluster of £11.224 million should be highlighted. Work will be ongoing over the summer months by the relevant directorates to provide savings proposals that can be reviewed against these targets. This work will take place throughout the budget preparation process and will be informed by the emerging in year budget monitoring position in order that:

- There is a shared understanding and ownership of savings at an early stage.
- The risk of duplication of savings is minimised.
- Transparency of all savings to ensure clarity at scrutiny and other consultation forums.

## Budget Strategy Planning Assumptions

81. This section sets out the Budget Strategy Planning assumptions in respect of Council Tax increases, schools pressures and a review of the Balance Sheet. Again it should be noted that the use of reserves is a one off source of funding and therefore increases financial pressures in later years.
82. The final table then identifies a scenario against how the shortfall of £10.669 million might be met. The positions taken in respect of these Budget Strategy assumptions are detailed below with further detail provided in the following sections. It should be noted that these are planning assumptions and that the final decisions in respect of balancing the budget will be taken at Council in February 2016 having had due regard to all consultation and engagement activities

### Budget Strategy Planning Assumptions:

- Net council tax increase of 4.5%
- Restriction of 40% (£4.030 million) in respect of delegated schools budget increases – note this is over and above the schools protection and demographics figure.
- The potential to achieve £1.5 million from a review of the balance sheet

<b>One Year Budget Strategy Source of shortfall in Budget Reductions Requirement</b>	<b>2016/17 £000</b>
Council Tax Savings based on a 4.5% increase net of Council Tax Reduction Scheme	5,139
<b>Medium Term Financial Plan Adjustments</b>	
Restriction of 40% of schools budget increases – excludes protection and demographics	4,030
Balance Sheet Review	1,500
<b>Potential Scenario to meet the Budget Reduction Requirement</b>	<b>10,669</b>

## Council Tax Budget Strategy Planning Assumptions

83. The level of Council Tax for 2016/17 will be addressed as part of the February 2016 Budget Report. However given the need to plan effectively for both 2016/17 and within the MTFP a planning assumption in respect of Council Tax levels has been included when identifying a response to the Budget Reduction Requirement. The planning assumption is that there will be a 4.5% increase in the level of Council Tax in each of the next 3 financial years. This assumption generates additional income for the Council, net of the impact of the Council Tax Reduction Scheme of £5.139 million in 2016/17 and £15.417 million over the life of the MTFP.

84. It should be noted that this planning assumption should be seen as an indication rather than the final proposal of Council Tax levels that the administration will propose as part of the 2016/17 Budget Report. The following table shows the amounts that would be raised in respect of net council tax increases from 2% to 5%. A Council Tax increase of 4.5% has been carried across each year of the MTFP as part of the Budget Strategy Planning assumptions. Council Tax increases in Cardiff over the last five years show an average increase of 2.47% per annum. This compares to the Welsh average of 3.36% over the same period.

<b>Impact of Percentage Council Tax Increase per financial year net of the impact on the Council Tax Reduction Scheme</b>	<b>Reduction in 2016/17 Budget Gap £M</b>	<b>Reduction in 2016/17 to 2018/19 MTFP Budgetary Shortfall £M</b>
Impact of 2% net Council Tax Increase	2.284	6.989
Impact of 3% net Council Tax Increase	3.425	10.588
Impact of 4% net Council Tax Increase	4.567	14.258
Impact of 4.5% net Council Tax Increase	5.139	16.120
Impact of 5% net Council Tax Increase	5.709	17.999

### **Schools Budget Strategy Planning Assumption**

85. The Budget Reduction Requirement for 2016/17 includes £13.591 million in relation to delegated schools. Of this £10.074 million is in relation to budget increases to cover financial pressures. The WG protection is assumed to be a reduction of no greater than £513,000 thus the difference between protection and the amount of inflationary pressures of £9.561 million is £10.074 million. The inflationary pressures of £9.561 million include teachers' superannuation, SERPS, pay awards and redundancies. In addition an amount has been set aside for demographic pressures that schools require in relation to increasing pupil numbers of £4.033 million.

86. The Budget Strategy Planning Assumption for 2016/17 reduces the funding for financial pressures by £4.030 million and results in a restriction of increases in schools delegated budgets of 40% - this excludes protection and demographic growth. It should be noted that this assumption should be seen as an indication rather than a final proposal as this will be taken as part of the 2016/17 Budget Report. The impact of the reduction will not fall proportionately thus the budgetary challenges facing each school within their respective phases will vary. In addition, the interaction with future grant funding is unclear given the uncertainty over grants such as the Education Improvement Grant both in terms of amount and mechanism as well as the amount of Pupil Deprivation Grant allocated to each school which varies as a result of the free schools meal population of each school.

87. Whilst recognising the challenges of this cap, it is the case that other councils have held school budgets to increases at a similar rate to that of protection. It is also the case that there are inherent difficulties in comparing delegated schools budgets between authorities as the

responsibilities delegated to individual school budgets varies from one authority to another. Cardiff does have pressures such as free school meals, redundancy and complex needs within delegated school budgets that other authorities do not. The delegated schools' budgets accounts for £205.609 million of the Council's £570.219 million net budget and therefore the reality is that additional sums allocated within the budget gap in respect of schools increases for financial pressures for both next year and across the life of the MTFP will need to be reduced.

### **Balance Sheet Review Budget Strategy Planning Assumption**

88. The Balance Sheet is regularly reviewed and financial resilience issues considered as set out earlier in this report. The conclusion of this review is that there is some limited scope to release sums and therefore a figure of £1.5 million has been identified as a Budget Strategy Planning Assumption. It should be noted that the MTFP assumes that this figure is continued across the three years and therefore £4.5 million will need to be identified in total.

### **Updated MTFP Budget Reduction Requirement and Budget Strategy to meet the Requirement**

#### **MTFP Budget Reduction Requirement**

89. The following table updates the MTFP for the changes made to the 2016/17 Budget Gap and the impact on the 2017/18 Gap as a result of this. It demonstrates that alongside the funding reductions from WG the Council services face significant inflationary and demand pressures.

<b>MTFP Scenario</b>	<b>2016/17 MTFP Shortfall £000</b>	<b>2017/18 MTFP Shortfall £000</b>	<b>2018/19 MTFP Shortfall £000</b>	<b>Total MTFP Shortfall £000</b>
Financial Pressures	34,655	24,940	20,835	<b>80,430</b>
Funding Reductions at 3%	12,723	12,151	11,604	<b>36,478</b>
<b>Total Budget Gap</b>	<b>47,378</b>	<b>37,091</b>	<b>32,439</b>	<b>116,908</b>

### **Savings Targets over the Medium Term Financial Plan**

90. Given the level of savings that have been delivered to date and the requirement to deliver significant further savings in the future the challenge to achievability is often the timescale for delivery. It is also the case that directorates need to be given a clear indication of the level of savings not only in the next financial year but also in the medium term.

91. In response to this financial challenge the Council has sought to apply the same savings drivers to the Budget Reduction Requirement over the time horizon within the MTFP. This 3 year planning horizon should also provide the Council with a greater ability to plan albeit the challenges of both

identifying and delivering these savings given the limited information available from WG and the uncertainty of future demand pressures within the Council should not be underestimated. It should be noted that when the budget for 2016/17 is set the MTFP will roll forward and therefore the budget reduction requirement in relation to 2019/20 will also need to be calculated.

92. The following table identifies across the current MTFP the total targets for the Council that could feed into the savings drivers. As previously identified the Reshaping the Base Budget approach has been used to take forward this consideration. The table shows that the Budget Reduction Requirement over the life of the current MTFP totals £116.908 million. Against this total savings of £85.564 million have been identified from both directorates and other addressable spend base budgets. This results in a shortfall of £9.246 million in 2017/18 and £11.429 million in 2018/19 prior to consideration of the Budget Strategy Planning Assumptions.
93. Other Addressable Spend budgets have also been considered for the later years of the current MTFP and a savings target of £4 million has been identified for both 2017/18 and 2018/19. Further details on the delivery of these savings in later years is required and will inform the final position in the February Budget Report.

<b>Budget Strategy Savings Drivers</b>	<b>2016/17 £000</b>	<b>2017/18 £000</b>	<b>2018/19 £000</b>	<b>2016/17 – 2018/19 £000</b>
Policy Led savings	16,355	16,169	11,363	43,887
Business Process Efficiency Led savings	2,235	2,085	3,733	8,053
Discrete Directorate Savings	8,056	4,391	714	13,161
Income/commercialisation led savings	3,015	1,200	1,200	5,415
<b>Directorate Savings</b>	<b>29,661</b>	<b>23,845</b>	<b>17,010</b>	<b>70,516</b>
Plus Other Addressable Spend Savings from Base Budgets	7,048	4,000	4,000	15,048
<b>Total Savings to be Identified</b>	<b>36,709</b>	<b>27,845</b>	<b>21,010</b>	<b>85,564</b>
Budget Reduction Requirement	47,378	37,091	32,439	116,908
<b>Shortfall in Budget Reduction Requirement</b>	<b>10,669</b>	<b>9,246</b>	<b>11,429</b>	<b>31,344</b>

94. The next table shows the 2017/18 savings target of £27.845 million against the same clusters of directorates identified for 2016/17 as Place, Communities and Wellbeing and Corporate.

<b>Directorate Targets 2017/18 Budget Strategy Savings Drivers</b>	<b>2017/18 Place (Universal) £000</b>	<b>2017/18 Communities and Wellbeing (Enabling) £000</b>	<b>2017/18 Corporate (Gateway) £000</b>	<b>TOTAL £000</b>
Policy Led savings	2,651	12,883	635	<b>16,169</b>

Business Process Efficiency Led Savings	505	960	620	<b>2,085</b>
Discrete Directorate Savings	720	3,057	614	<b>4,391</b>
Income/commercialisation savings	411	633	156	1,200
<b>Total Directorate Savings</b>	<b>4,287</b>	<b>17,533</b>	<b>2,025</b>	<b>23,845</b>
Addressable spend savings from Base Budgets				4,000
<b>Total Savings</b>				<b>27,845</b>
<b>Budget Reduction Requirement</b>				<b>37,091</b>
<b>Shortfall in Budget Reduction Requirement</b>				<b>9,246</b>

95. The next table shows the 2018/19 savings target of £21.010 million against the same clusters of directorates identified for 2016/17 as Place, Communities and Wellbeing and Corporate.

<b>Directorate Targets 2018/19 Budget Strategy Savings Drivers</b>	<b>2018/19 Place (Universal)  £000</b>	<b>2018/19 Communities and Wellbeing (Enabling)  £000</b>	<b>2018/19 Corporate (Gateway)  £000</b>	<b>TOTAL  £000</b>
Policy Led savings	429	10,055	879	<b>11,363</b>
Business Process Efficiency Led Savings	1,118	1,777	838	<b>3,733</b>
Discrete Directorate Savings	89	491	134	<b>714</b>
Income/commercialisation savings	423	466	311	1,200
<b>Total Directorate Savings</b>	<b>2,059</b>	<b>12,789</b>	<b>2,162</b>	<b>17,010</b>
Addressable spend savings from Base Budgets				4,000
<b>Total Savings</b>				<b>21,010</b>
<b>Budget Reduction Requirement</b>				<b>32,439</b>
<b>Shortfall in Budget Reduction Requirement</b>				<b>11,429</b>

96. The final table then identifies a scenario across the current MTFP against how this shortfall of £31.344 million might be met from Budget Strategy Planning Assumptions. These assumptions are detailed below:

- Net council tax increases of 4.5% each year for 3 years
- A restriction of 40% in respect of delegated schools budget increases over a 3 year period – note this is over and above the schools protection and demographics figure
- The potential to achieve £1.5 million a year for 3 years from a review of the balance sheet – (subject to updating the Balance Sheet Review).

97. It is undoubtedly the case that the savings targets across the 3 years are challenging and that the scale of this challenge increases materially in the later years. Given this challenge and the remaining shortfall as set out

in the table below it may be the case that these Budget Strategy Planning Assumptions will need to be revisited and/or alternative policy choices which deliver savings identified.

<b>Budget Strategy Source of shortfall in Budget Reductions Requirement</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2016/17 to 2018/19</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Council Tax Savings based on a 4.5% increase net of Council Tax Reduction Scheme	5,139	5,370	5,611	16,120
<b>Medium Term Financial Plan Adjustments</b>				
Restriction of 40% of schools budget increases – excludes protection and demographics	4,030	2,093	2,053	8,176
Balance Sheet Review	1,500	*	*	1,500
Total Budget Strategy Planning Assumptions	10,669	7,463	7,664	25,796
<b>Initial Shortfall in Budget Requirement</b>	<b>10,669</b>	<b>9,246</b>	<b>11,429</b>	<b>31,344</b>
<b>Remaining Shortfall</b>	<b>0</b>	<b>1,783</b>	<b>3,764</b>	<b>5,547</b>

\* The 2016/17 Budget includes £1.5 million as a result of the Balance Sheet Review. This sum also needs to be identified in both 2017/18 and 2018/19 giving a total of £4.5 million otherwise the Budget Reduction Gap in these later years would need to increase.

98. The extent of the financial challenge in a continued period of restraint will result in savings targets for controllable budgets which will be hugely challenging particularly given their cumulative impact. The severity of the financial task ahead is such that it will result in significant changes to how local government services are delivered. A commercial ethos is required that will enable the authority to respond speedily to market shifts and financial opportunities, whilst maintaining a hold on risk, however the Council will have to be realistic with its ambitions for commercialism. Given these increasing concerns it is important that the Council retains sufficient central support capacity to manage these risks and manage the transition to a lower financially sustainable cost base.

99. The shortfall identified in the later years of £5.547 million of the current MTFP serve to demonstrate the significant financial challenge ahead. This is particularly the case in respect of the policy savings targets for Communities and Wellbeing of £34.162 million over the MTFP given the difficulty of delivering savings against a backdrop of complex and increasing demand in respect of the delivery of social care services. In addition the savings targets for all years but in particular 2017/18 and 2018/19 include an element of stretched targets in respect of business process efficiencies and income/commercialisation targets against which



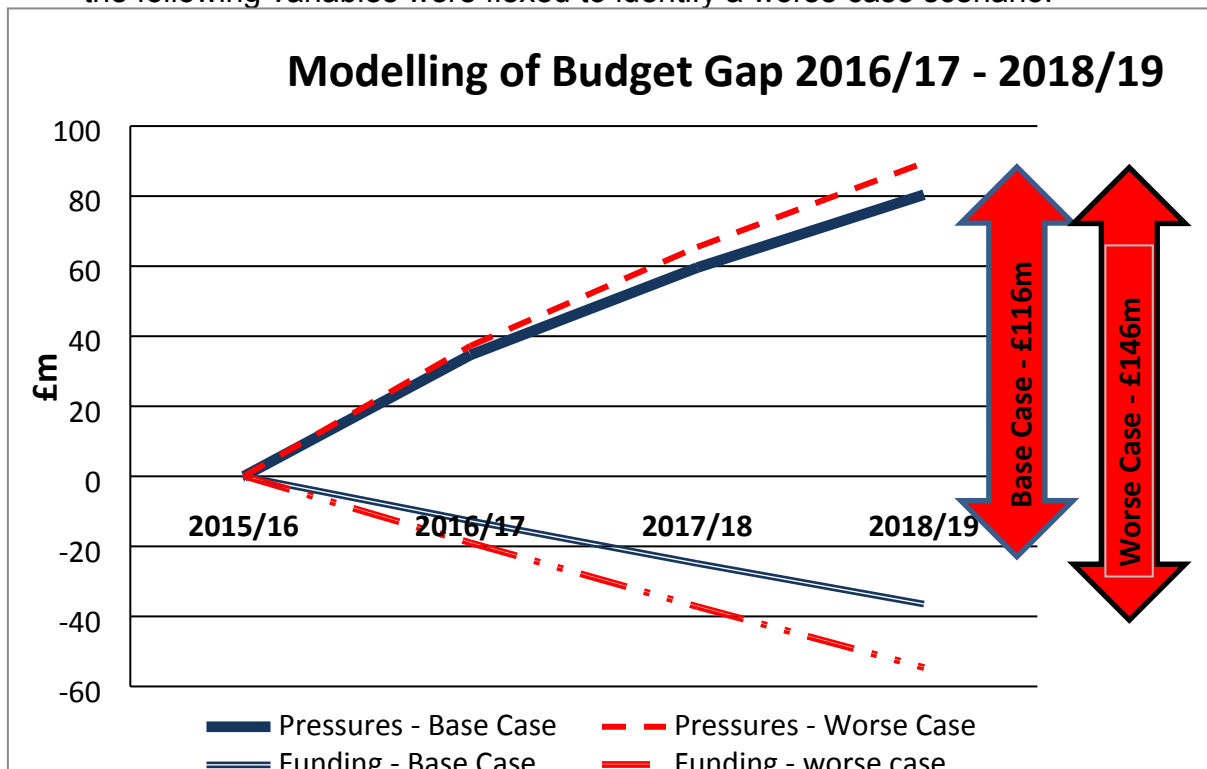
further detail must now be provided by directors. The same request for further detail also applies in respect of champions responsible for delivering the Other Addressable Spend targets. The ability of the Organisational Development Programme to support the Council through this period of radical and sustained change will be key.

100. The work that is underway in respect of service delivery will help to support the savings targets however as identified elsewhere the pace and scale of change must be sufficient to meet the financial challenges ahead.

101. The financial implications to this Report provide further commentary in respect of the shortfall in the current MTFP and the difficulty of achieving a balanced budget in later years. Whilst a coherent approach has been adopted achieving a balanced budget beyond 2016/17 will require radical policies and strategies being adopted by the Council in relation to the delivery of services. Decisions will need to be taken in advance of the budget dates due to associated lead in times to deliver these savings.

### Medium Term Financial Plan Scenario Analysis

102. The base case scenario was underpinned by a year on year Aggregate External Finance (AEF) reduction of 3% over the next three years. A sensitivity analysis has been undertaken around some of the key variables of the plan to consider a more pessimistic scenario. Under this scenario the following variables were flexed to identify a worse case scenario:-



- The difference between a 1% and 2% pay award
- The difference between 3% WG funding reduction and a 4.5% funding reduction

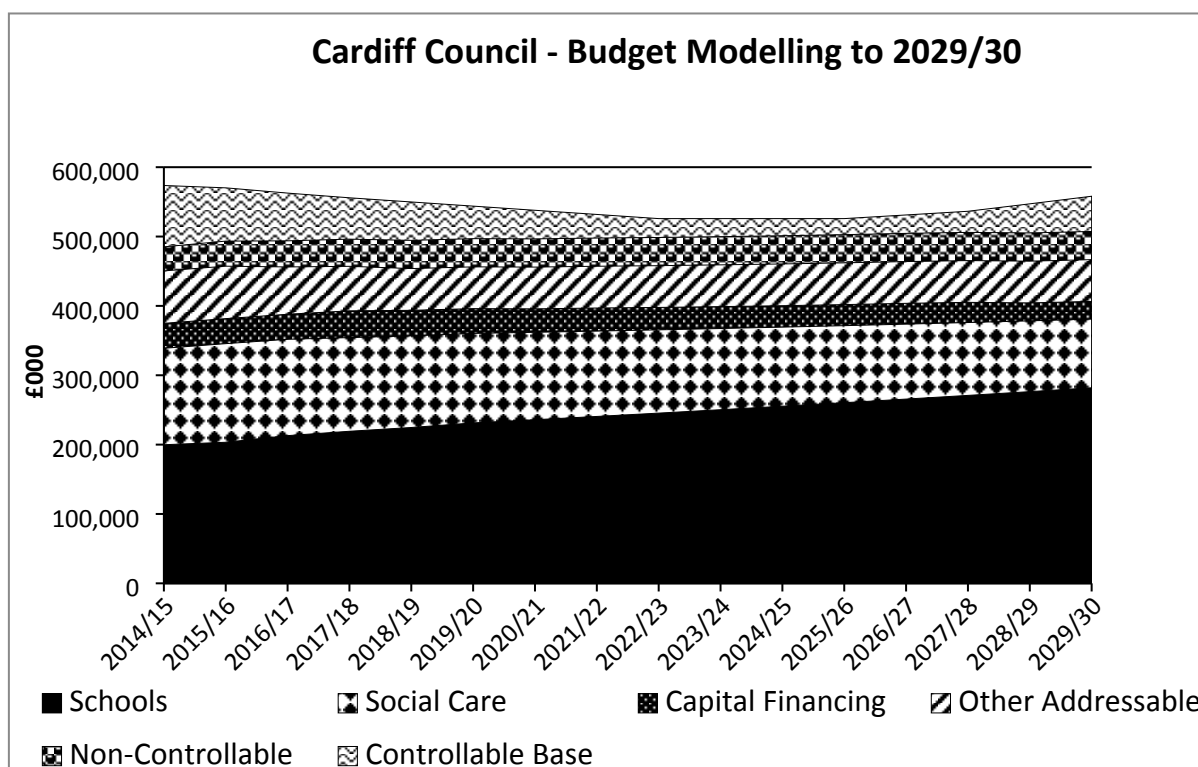
The table below summarises these base and worse case scenario.

MTFP Scenario	2016/17 MTFP Shortfall £000	2017/18 MTFP Shortfall £000	2018/19 MTFP Shortfall £000	Total MTFP Shortfall £000
Base Case	47,378	37,091,	32,439	116,908
Worse Case	56,396	47,140	42,166	145,702

103. A 1% fluctuation in AEF for Cardiff equates to £4.2 million. Clearly therefore, each additional decrease of 1% over a multi-year period has significant implications for the budgetary gap facing the Council. However, whilst funding is the most significant unknown variable, it is not the only one, the overall savings requirement is the result of escalating cost pressure on one hand compounded by funding reductions on the other.

### Future Years Outlook

104. The chart below illustrates the likely impact on the different components of the Council's budget moving beyond the life of the current MTFP. Clearly it is very difficult to predict this far into the future given the inherent uncertainty in key areas. The graph therefore projects the overall likely envelope of funding and analyses the resultant budget if recent trends and current policies are continued over the life of the plan.



105. Notwithstanding the difficulty and uncertainty of predicting this far forward, the severity of the financial climate in Welsh Local Government has now reached a position where it will no longer be feasible to focus on a three year forward period without considering the likely impacts beyond that timeframe. This is because the cumulative impact of decisions taken now can have a significant impact on the shape of the Council's budget in later years and it may be that current policies are considered unaffordable when viewed over an extended time-frame.
106. The WLGA Funding Outlook paper to the 9 July echoed similar concerns highlighting a "yawning gap that results in a cumulative budget shortfall of £941 million by 2019/20. This assumed that current policies remain unchanged."
107. Moving forward, the Council will need to extend the period over which it considers financial planning scenarios. This work will take place alongside the development of the 2016/17 Budget and key areas for consideration will continue to include, future council tax increases, the level of growth afforded to schools, the affordability of the Capital Programme and strategy for social care budgets.

## **Consultation and Engagement**

### **Consultation**

108. The proposed Budget Timetable Framework for 2016/17 is included at Appendix 1 and refers to the involvement and consultation that will take place through the period in respect of Council Tax Payers, the third sector, the Budget Forum, Scrutiny Committees, Trade Unions, and statutory consultation with schools. As part of building on the Council's successes to become Europe's most livable capital city it is the intention of Cabinet to create a great place to work, to visit, to study and do business; a place where people love to live; and a City of opportunity for everyone, regardless of background. The following paragraphs in relation to the Cardiff Debate identify how the Council has and continues to consult to ensure that public services are delivered and the City developed in ways that put the needs of the people of Cardiff first.

### **The Cardiff Debate**

109. The 2015/16 Budget was based on a programme of extensive engagement with stakeholders and citizens as part of the Cardiff Debate. The activity undertaken was part of a 3 year commitment to work with residents, communities and partners in developing an effective dialogue across the city about priorities and the delivery of public services in the future.
110. The approaches to this engagement included a series of 37 'on street' public events in the Summer of 2014 including attendance at community festivals, community venues and locations such as supermarkets. Members of the public were invited to join the Cardiff Debate by voting for

three services provided either by the Council or its partners and to leave their views on:

- What services matter most to you and your family and why?
- Cardiff is a growing city but has less money to spend on services.
- How can we do things differently to save money in the future?
- How can you/the community get more involved in making this happen?

111. Overall 3000 'postcards' were completed by the public along with 6,600 votes for services which mattered most. Work was also undertaken in relation to social media through the development of a new website and community vox-pops.

112. During November 2014 - January 2015, a specific consultation was undertaken on the Council's budget proposals and which was the largest consultation carried out on the budget to date. The consultation included:

- 4,191 completed questionnaires
- 28,925 separate comments
- 766 items of correspondence
- 17 petitions with over 20,000 signatories
- Over 500 attendees at events
- 91,418 page views of the budget proposals on the Council's website
- 2,605 plays of the budget challenges video

113. A full copy of the findings of the consultation can be found at [www.cardiff.gov.uk/budget](http://www.cardiff.gov.uk/budget)

114. Dialogue with the public has continued following the agreement of the budget in February 2015 and views on services changes such as waste management, new community hubs and Adult Community Learning have been collated. A further annual Ask Cardiff Survey will be published in July 2015 which will ask for feedback in relation to services such as transport, leisure, community safety and future public service delivery.

115. Further consultation on the detailed budget proposals will commence in November and will continue to encourage community participation in the ongoing budget decisions.

## **Employee Engagement**

116. Building on last year's successful Summer Roadshows, a further 8 Employee Roadshows were held throughout November and December 2014 with the primary focus of engaging with frontline employees. The Ambassador network continues to grow with over 130 employees at all levels from across the Council helping to take forward the Employee Engagement agenda. Ambassador workshops were held each quarter to take forward key areas of work under the Roadshow Action Plan. Ambassadors engaged with colleagues across the Council to identify improvements in how we communicate and engage with employees. Task

and Finish groups were established looking at Procurement, Communication & Engagement and the development of SharePoint as a way to share information.

117. Employee feedback on Communication and Engagement has been used to inform the development of the Council's Internal Communication & Engagement Strategy and the Programme of Engagement for 2015/2016. In addition 'Have Your Say' sessions have been introduced as a response to employees preference for face to face communication. Employee feedback has helped to shape key pieces of work including e.g. Council Values and the Employee Charter . These are two fundamental pieces of work required to build a strong foundation for cultural change.
118. To support the embedding of the Cardiff Standard for senior managers, managers and employees the Employee Charter has been incorporated into the Council's Performance Management through a cascaded behavioural objective for all employees. The Employee Survey was launched in May and this will afford us a further opportunity to understand where effort needs to be focused going forward. The Council's Workforce Strategy (which included the Employee Charter) was approved by Cabinet in April (to enable the organisation to create a culture that supports and enables a flexible, skilled, engaged and diverse workforce.) The Cardiff Manager Programme forms a key part of the change programme and a Cardiff Manager Forum has been established by the Chief Executive. This means that the Council now has three established forums to engage directly and work with – Employees (Ambassadors), Managers (Cardiff Manager Forum) and Senior Managers (Senior Manager Forum) to support the delivery of the Organisational Development Plan and the Corporate Plan.

### **Capital Programme**

119. As WG capital funding to local authorities has reduced, the Council, in common with other local authorities, has had to find a greater share of its capital funding requirement. This has led to increasing levels of unsupported borrowing being undertaken with local authorities having to ensure that any borrowing is affordable, prudent and sustainable, not only now, but in the long term.
120. In 2015/16 the Council will receive £13.5 million in grant and supported borrowing approval from the WG in order to determine its own spending priorities for capital items. This is a 35% decrease compared with 2010/11 and the lowest in Wales per capita. This level of support provided by the WG is barely sufficient to meet current annual capital expenditure commitments such as disabled adaptations, highways, transport, property assets renewal etc. These have generally remained at previous levels and any additional expenditure can only come from borrowing.
121. Capital Expenditure pressures include:

- Ensuring a sustainable property asset base and that property is fit to deliver service improvements, by addressing the maintenance backlog, disabled access and health and safety requirements.
- Meeting the aspirations of directorates to invest in existing assets or create new capital assets in order to improve service delivery and meet pressures of increasing demand.
- The need to maintain the highway and associated infrastructure such as roads, traffic signals, bridges, street lighting and address the backlog of repairs to avoid higher costs in future.
- Meeting the economic development, employment and capital city aspirations of Cardiff and the region.
- Requirements for capital investment to meet savings targets, to displace expenditure previously funded from revenue budgets, to reshape the way services are delivered and to meet the costs of organisational development.

122. It needs to be recognised that we cannot do everything and may need to focus limited resources on key statutory and longer term strategic priorities.

123. At 31 May 2015, the Council as a whole has £658 million of external borrowing. The Capital Programme has remained expansionary whilst revenue budgets have reduced. Based on the Capital Programme set for 2015/16 onwards in February 2015, the programme continues this trend.

124. Between 2015/16 and 2019/20, £34.2 million of additional borrowing was approved to balance the General Fund Capital Programme for existing commitments and for new schemes approved in 2015/16 over the five year period. This is in addition to £82.7 million borrowing proposed for Invest to Save Schemes, such as 21<sup>st</sup> Century Schools Investment, deemed to pay for themselves over a period of time.

125. By continuing to increase the amount it needs to borrow, this will have a consequential increase on the capital financing budget within the revenue account. In general terms, each £1 million of capital expenditure funded by borrowing, costs £80,000 in the initial years of the revenue budget and that is assuming an excessive asset life of 25 years.

126. It is accepted that the Council needs to borrow to both meet the objectives of the Corporate Plan and invest in schemes that generate a return for the Council and citizens. However in the medium term the Council must decide, following the consideration of advice from the Section 151 Officer:-

- the threshold of affordability for additional Council borrowing
- the key strategic city priorities only for which investment to be funded by additional borrowing is to be approved.

127. The impact of capital financing costs are recognised in the Council's MTFP. The budget report for 2015/16 included a local capital financing prudential indicator highlighting the proportion of the Council's controllable revenue budget that it spends on capital financing over the medium term.

<b>Ratio of Capital Financing Costs expressed as percentage of Controllable Budget</b>								
	<b>2011/12 Actual %</b>	<b>2014/15 Estimate %</b>	<b>2015/16 Estimate %</b>	<b>2016/17 Estimate %</b>	<b>2017/18 Estimate %</b>	<b>2018/19 Estimate %</b>	<b>2019/20 Estimate %</b>	<b>Difference 11/12-19/20 %</b>
Net	13.47	15.67	16.65	18.41	20.63	21.95	22.61	67.85
Gross	15.17	18.76	20.77	22.94	26.56	28.83	29.54	94.73

128. In accordance with the principles of invest to save, the net ratio assumes that any costs of undertaking additional investment are recovered over time from directorate budgets, capital receipts or other budgets. The gross ratio indicates the gross capital financing cost as a percentage of the total base budget i.e. it represents a worse case scenario.

129. As the Council's revenue budget falls and expenditure funded by borrowing rises, capital financing costs as a percentage of controllable budget which are committed in the long term are increasing. This clearly limits the scope for additional borrowing in future years and reduces the Council's overall flexibility when making decisions on the allocation of its revenue resources.

130. As the Council realigns itself strategically to lower funding levels it will need to consider the level of debt and potential financial resilience issues that may be a consequence of increasing borrowing.

131. In formulating the Capital Programme and investment strategy for 2016/17 and the medium term, proposals for new investment and indicative commitments in latter years will need to be considered carefully to determine whether they should proceed. Such a process will need to consider whether the investment:-

- delivers statutory and core strategic long term outcomes included in the Corporate plan (Strategic Economic Development, Education)
- needs to be made by the Council or whether it can be best made by others
- is in accordance with property or other asset management plans
- proposed by scheme sponsors has a robust and deliverable profile of expenditure for schemes in order to avoid the need for slippage when setting the programme. This also needs to take into account their ability to deliver schemes, particularly where staffing, external partners or other resources are essential in supporting scheme delivery.

132. There are also capital expenditure implications of major projects either being or planned to be undertaken by the Council that need to be developed as part of the longer term budget strategy process rather than on an ad hoc basis. This is so a longer term investment strategy can be developed to determine whether everything that we would like to do is affordable by the Council doing it itself and whether alternative means need to be considered. Examples include securing the City Deal, continuing development of Cardiff International Sports Village, Cardiff Enterprise Zone development and New County Hall.

133. Whilst the Council can and has used the benefits of the prudential code to invest and increase the level of borrowing to meet objectives, it has to be mindful that there is not yet a cap in place by Central Government. We have encouraged invest to save schemes such as energy generation as well as invest to save schemes in respect of the ADM in leisure and there are other opportunities currently being considered. Whilst such schemes are important to revenue income opportunities, they do carry a significant level of risk in terms of over exposure to borrowing to future uncertain events. The budget strategy accordingly may wish to consider a maximum limit to exposure of borrowing for 'Discretionary' type services/ activities on such invest to save type schemes.
134. As set out by the Section151 Officer in the budget proposals for 2015/16:
- “further action is required to accelerate a reduction in the Council’s asset base within a limited timeframe. Unless assurance of progress in this regard can be demonstrated in 2015/16 the affordability of the existing Capital Programme will need to be reviewed. Decisions made on asset divestment will need to consider the yield generated by Council held assets and the impact on the revenue budget of realising these disposals. Within this financial climate of reducing revenue resources all action necessary must be taken to reduce both initial capital expenditure and the subsequent need to borrow.”*
135. It is clear that increasing exposure to additional levels of borrowing in the General Fund are not consistent with the significant levels of savings required to be found and the increasingly bleak MTFP revenue position highlighted in this strategy report. Whilst this inconsistency remains the case, any prudent provision for debt repayment currently made in line with policy approved by Council also cannot be released as there are likely to be adverse comments from WAO and this approach in itself would be inconsistent with increasing levels of borrowing.
136. The ongoing difficulty of affording the current level of borrowing is such that the programme itself will need to be reduced and only self funding schemes brought forward. As highlighted previously the Council must consider as a matter of urgency how it can reduce its asset base to achieve both capital receipts to reduce borrowing and revenue savings in relation to facilities management costs including repairs and maintenance.
137. Capital receipts are important to increase the affordability of the Capital Programme. In 2015/16 the first call on capital receipts up to £1 million will be to pay for Capital programme commitments, with the balance to be used towards meeting the costs of a capitalisation direction, hence these are not available to support capital expenditure. In many cases, capital receipts are earmarked for re-investment e.g. 21<sup>st</sup> Century Schools Model, Cardiff Enterprise Zone etc. However where this is not the case it is essential to remember that Capital receipts are a Corporate Resource and help to pay for capital investment across Council Directorates.



138. Whilst it is recognised as important to provide new opportunities for investment, it is recommended that any additional proposals for investment are submitted only if they meet the criteria above and are matched by a capital receipt from the disposal of Council assets. Directors will over the summer submit any new schemes meeting this criteria for review as part of project appraisal process.

### **Housing Revenue Account**

139. In February 2016 the Budget Report will also set rent levels for Housing Revenue Account properties, service charges and management leaseholders for 2016/17. These levels will be set in accordance with the Council's rent policy which will be consulted upon.

140. In 2015/16 the Council made a settlement payment of £187 million to the Treasury to exit the Housing Finance Subsidy System. The exit has brought with it a number of benefits in relation to self financing but also increased risk. The settlement payment significantly increased the level of Council's debt. Whilst the agreement is a benefit of circa £3 million to the HRA, it is essential that this benefit is maintained on an ongoing basis to re-invest in stock.

141. The self financing introduced a cap to HRA debt which will need to be adhered to. WG have indicated that a breach of the cap could lead to penalties being incurred by the Council.

142. It is important to note that despite the change, the HRA remains a ringfenced account. Expenditure incurred must be deemed to be to the benefit of the rent payer in accordance with WG Guidelines

143. Expenditure areas such as maintenance has experienced additional costs during 2014/15, so assurance is need to ensure that income and expenditure is benchmarked and reviewed regularly to ensure that services provided to rent payers remain efficient and effective as it is envisaged this will continue to be reviewed by WG.

144. Cabinet will receive an HRA business plan later in the year. At present the Capital Programme should be in accordance with amounts and schemes included and approved in the HRA business plan approved in December 2014.

### **Future Developments**

145. In June the Minister for Local Government announced his plan for the future of local councils, reducing them from 22 to 8 or 9. Under these proposals the Council would merge with the Vale of Glamorgan Council. Views were invited on these proposals with a draft "Mergers and Reform" Bill to be published in the Autumn. The Minister's view is that the case for local government reform is compelling and that the opportunity to reform and reshape councils will drive funding into improving frontline services.

146. Whilst recognising that there are economies of scale in reducing the number of councils the case for the Council is less clear given current size.

The recently completed WG Administration Review which recommended an optimum sizing and rationalisation of core functions contained a number of inherent weaknesses in its methodology. However the correlation between size and efficiency was demonstrated across a number of the Council's corporate and enabling functions. The Council will continue to drive forward improvements to its central services with the action plans associated with the recommendations of the service reviews acting as the driver for this work.

147. The reality for Local Government as set out by the WLGA is that given the current scale of funding reductions and financial pressures these future developments will be overtaken by the impact on local service delivery. The WLGA Leader Councillor Wellington recently stated that "I fear that by 2020 the potential gains associated with restructuring will have gone. We will be merging empty shells."
148. Across the City Region work to progress the development of a City Deal continues. The Leaders have agreed to bring together a team of officers drawn from across all participating authorities to drive forward the development of a City Deal proposal and to begin the process to appoint specialist support so that a strong and robust proposal can be presented to the UK Government. The Local Authorities are committed to working to develop, in partnership with the WG, a deal which will deliver real change to South East Wales. A City Deal will provide additional funds for Wales to use to invest in its growing economy, creating jobs and opportunities and increasing productivity across the city-region. The challenge, given the financial position all councils face, will be the ability to deliver a City Deal which provides demonstrable progress against its planned outcomes whilst minimising to an acceptable level the financial exposure for councils

### **Reasons for Recommendations**

149. To seek Cabinet approval for the budget strategy in respect of 2016/17 and the MTFP. This includes consideration of the worsening financial position and savings targets for each directorate rather than a standard percentage of savings across all.
150. To note the Budget Timetable Framework and forward this to Council for approval.

### **Legal implications**

151. It is the responsibility of the Cabinet to receive financial forecasts and develop a medium term financial strategy with a view to proposing a Budget for the Council to approve. The report highlights the seriousness of the financial challenges ahead. As stated in the body of the report, it is important that members take note of the statements made by the Section 151 Officer in this regard.
152. There are no general legal issues arising from this report. Specific legal issues will be addressed as part of the proposed budget preparation.

153. The report provides that the proposed Budget Timetable framework for 2016/17 will make provision for consultation. It is important to note consultation raises the legitimate expectation that any feedback received from the consultation will be taken into account in developing the proposals consulted upon.
154. In considering this matter and developing the budget proposals regard must be had to the Council's duties under the Equality Act 2010 and appropriate steps taken to ensure that, (i) the Council meets the requirements of the Public Sector Equality Duties; and (ii) due regard has been/is taken of the likely impact of the decision in terms of equality and discrimination.

### **Financial Implications**

155. In the financial implications of the 2015/16 Budget Report I referred to the materiality of the service choices ahead of the Council and in particular, that anything other than a radical reduction and reset of the Council's services will over the life of the MTFP term lead to financial resilience issues for the Council. Members were tasked with considering whether the choices made to date and planned for the future were commensurate with the scale of the financial challenge over the medium term. These difficult choices are facing all councils as summarised in the WLGA Funding Outlook paper to the Finance Sub Group which is identified as background paper.
156. The development of a deliverable Budget Strategy is a key document in reaching a balanced budget. As part the development of the Budget Strategy and in response to this challenge the Council's Reshaping the Base Budget approach has allowed for a more open discussion on the need to reset the Council's budgets and the impact of doing so. This work has allowed a Budget Strategy to be considered and developed which if deliverable will allow the setting of a balanced budget. However it is not without significant risks, in particular the target savings in respect of Communities and Well Being against a backdrop of increasing demands for the delivery of social services is of concern.
157. In addition significant work is underway in respect of service delivery choices particularly in respect of leisure, cultural venues and infrastructure services. As these proposals impact on the potential to achieve savings proposals across the life of the medium term I will monitor the positions reached and report accordingly on the financial scope and timescale attached in the financial implications to these reports. A key risk remains until this work is completed that our alternative delivery models may not achieve financial savings quickly enough or be of sufficient magnitude to meet the target savings identified in these areas across the life of the MTFP.
158. As members are aware, as Section 151 Officer I am responsible for advising members if the Council risks setting an unbalanced budget. At present I am content that a coherent Budget Strategy has been prepared in relation to 2016/17 but my concern is in respect of bringing forward

robust savings proposals against these targets against which due diligence can be undertaken.

159. Directors will now work with Cabinet members over the summer to develop detailed proposals for consideration for both 2016/17 and the medium term. Across the life of the MTFP this work will need to continue to identify how soon minimum levels of statutory service or nil subsidy levels for discretionary services could be reached. My review of the information provided will be key in considering the emerging risk position in relation to setting a balanced budget for 2016/17 and across the medium term.
160. In addition in relation to the Capital Programme the ongoing difficulty of affording the current level of borrowing is such that the programme itself will need to be reduced and only self funding schemes brought forward. As highlighted previously the Council must consider as a matter of urgency how it can reduce its asset base to achieve both capital receipts to reduce borrowing and revenue savings in relation to facilities management costs including repairs and maintenance.
161. The updated Budget Strategy for 2017/18 and 2018/19 identifies shortfalls of £1.783 million and £3.764 million respectively. It should be noted that this is after assuming savings targets in respect of Communities and Wellbeing of £17.533 million in 2017/18 and £12.789 million in 2018/19 which will prove extremely challenging against a backdrop of increasing demand and associated financial pressures in these areas. Therefore whilst I am content that across the MTFP a coherent approach has been adopted further consideration of this approach which may require further consideration of budget strategy planning assumptions and policy choices may be required.
162. In summary achieving a balanced budget in 2016/17 will be extremely challenging. Beyond that date and particularly in relation to 2018/19 there is real potential for the Council to be unable to achieve a balanced budget unless radical policies and strategies are adopted by the Council in relation to the delivery of services. Decisions will need to be taken in advance of the budget dates due to associated lead in times to deliver these savings.
163. As stated in the report a 3% funding reduction in relation to 2016/17 would result in a budget gap of £47.378 million. It should be noted that at a 4.5% funding reduction would increase the gap to £53.740 million. In response to this uncertainty it is recommended that the Council's Corporate Director Resources in consultation with the Cabinet Member for Corporate Services and Performance be delegated authority to identify an alternative figure when further clarity is obtained.
164. Variable savings targets against controllable budgets across directorates have been identified, as well as other addressable spend targets, for both 2016/17 and across the medium term. These targets serve to illustrate that the task to balance these budgets is unprecedented and radical changes will be required to ensure that a balanced budget can be achieved. This is

in addition to the significant budget reductions the Council has made over a number of years as shown in the following table:

### Budget Savings

Year	£M
<b>2015/16</b>	<b>32.47</b>
2014/15	48.7
2013/14	22.4
2012/13	14.4
2011/12	22.0
2010/11	14.0
2009/10	8.7

165. In proposing savings or pressures for 2016/17, directors will undertake a formal risk assessment exercise in order that members are aware of any likely consequences when considering options. In accordance with the Equality Impact Assessment duty, they will also consider their proposals in this context through working with the Council's Equalities Officer. Directors will also need to consult with Trade Unions particularly where proposals impact on employees. In addition the Report identifies that further discussions will be required with Trade Unions in respect of the budget strategy and voluntary severance scheme and the Council will again seek expressions of interest from staff in relation to the voluntary severance scheme.
166. In this challenging financial environment it is vital that savings proposals are robust and that significant changes to business processes do not impact on the financial control environment in a negative manner. In addition to the formal risk assessment process the Budget Report will need to consider the increasing level of risk attached to budget savings proposals and what mitigations it is able to put in place in respect of this.
167. The report also sets out the continuing bleak picture of the quantum capital resources in the medium term and confirms that there is little opportunity for new schemes unless they can be seen to be self financing. The scarcity of resources adds to the pressure to ensure that the activity profile behind any funding approved is accurate and slippage minimised.
168. Following the increasing level of planned unsupported borrowing as part of the Capital Programme the Corporate Director Resources developed local affordability indicators. The indicators within the Budget Report showed the capital financing costs of the Council as a percentage of its controllable budget and excluded investment income. The figures included in the 2015/16 Budget Report were as follows:-

<b>Capital Financing Costs as percentage of Controllable Budget</b>								
	<b>2011/12 Actual %</b>	<b>2014/15 Estimate %</b>	<b>2015/16 Estimate %</b>	<b>2016/17 Estimate %</b>	<b>2017/18 Estimate %</b>	<b>2018/19 Estimate %</b>	<b>2019/20 Estimate %</b>	<b>Difference 11/12-19/20 %</b>
Net	13.47	15.67	16.65	18.41	20.63	21.95	22.61	67.85
Gross	15.17	18.76	22.77	22.94	26.56	28.83	29.54	94.73

169. An increasing ratio indicates that a greater percentage of the budget that is controllable is required for capital financing costs which are committed in the long term. The requirement to meet these additional costs can only come from future savings or from increases in Council Tax. This clearly limits the scope for additional borrowing in future years and reduces the Council's overall flexibility when making decisions on the allocation of its revenue resources. The Budget Strategy report has identified that these local affordability indicators will increase as the Council's controllable base budget against which to make savings reduces. Given this increasing pressure a review of all schemes included within the Capital Programme will be required as part of the Budget Setting process.
170. In setting the Council's budget strategy for 2016/17 it is acknowledged that the budget setting process must be flexible enough to react to both unknown and anticipated but not fully quantified financial risks and challenges. When setting the budget for 2016/17 the Council will consider the level and sufficiency of both general and earmarked reserves. The Council will risk assess its need to hold reserves, which may be needed for sudden, unexpected spending pressures. These risks become greater in the current financial climate.

## **HR Implications**

171. The report outlines the continuing and sustained financial restraints that the Council is under including the Government's spending policy assumptions which suggest a sharp acceleration in pace of implied real cuts to day to day spending on public services. The Council's OD Programme remains the driver for reviewing the shape and scope of the organisation and the way in which services are delivered and efficiencies achieved. Any new service delivery models to be established will need to meet demand pressures and reflect budgetary realities alongside securing further efficiency savings through better collaboration, integration of service delivery and reducing duplication of effort and resources.
172. In addition to previous savings drivers of policy led savings, business process led corporate efficiency savings and discrete directorate led savings, a further driver of income/commercialisation savings has been introduced (i.e. increase discretionary income and exploit new opportunities to sell or trade services).
173. A number of budgetary risks have been identified in the report including the need to deliver budgeted savings from reshaping services and other proposals that are not currently fully defined and the need to make tangible progress on the Partnership for Change agenda, agreed as part of the 2015/16 Budget. The £5.75m planning assumptions included a range of ways in which this would be achieved without any impact on employee terms & conditions.
174. Given the unprecedented level of savings required in 2016/17 and beyond, it will be key that the savings proposals identified are robust and deliverable. The extent of financial challenge in a continued period of restraint will result in savings targets for controllable budgets which will be

considerably challenging and will result in significant changes to how local government services are delivered. The ability of the OD Programme to support the Council through this period of radical and sustained change will be key.

175. Whilst it is not possible to provide specific HR implications on alternative service delivery models at this stage (as this will depend on the operating model that is ultimately adopted by the Council) , the ongoing budget difficulties will continue to have significant people implications associated with actions necessary to manage the financial pressures facing the Council . As service delivery proposals are developed, there will need to be consultation with employees (those directly and indirectly impacted) and the Trade Unions so that they are fully aware of the proposals, have the opportunity to respond to them and understand the impact that the new model of service will have on them. Further and specific HR implications will be provided when the relevant models are confirmed. Any reductions in resource levels will be managed in accordance with the Council's recognised policies for restructuring which include, where appropriate, redeployment and voluntary redundancy.
176. The Council's Voluntary Redundancy Scheme, last reviewed in January 2015, has been available from 3 April 2015 and widely publicised to staff. Whilst those interested in leaving on this basis (with a post subsequently deleted), should express an interest to do so, a business case to support the exit will still need to be made and signed off. Flexible retirement continues to be another option available and a Sabbatical policy is in place as well as ability to request voluntary reductions in working hours. Redeployment, access to Cardiff Academy courses and access to the Trade Union Learning Representatives to support Members and non members with training and development to support new skill requirements will remain available. Additionally as part of the budget process for 2015/16, from 1 April 2015 a new Purchase of Additional Annual Leave became available which has provided the opportunity for staff (excluding those based in schools) to buy up to an additional 10 days annual leave.
177. Formed as part of the Partnership for Change Agreement, the Joint Partnership Board will continue to meet fortnightly to facilitate early discussion with Trade Unions on key organisational proposals, with more detailed discussion continuing with staff and trade unions at local service area level. It will be essential that there continues to be appropriate consultation on proposals which are taken forward by the Cabinet. Many of these will have people implications which will need to be considered at an early stage in consultation with the Trade Unions and staff impacted.

## **CABINET CONSIDERATION**

The Cabinet considered this report on 16 July 2015 and agreed

- (1) the Framework for the savings targets on which this Budget Strategy report is based including the use of a targeted approach to meeting the Budget Reduction Requirement both in 2016/17 and across the period of the Medium Term Financial Plan.

- (2) that directorates work with the relevant Portfolio Cabinet Member, in consultation with the Corporate Resources Director and Cabinet Member for Corporate Services and Performance Management to identify potential savings to meet the indicative budget gap of £47.378 million for 2016/17 and £116.908 million across the period of the Medium Term Financial Plan.
- (3) that relevant bodies who raise precepts and levies on the Council be formally contacted to request that funding reductions are also fed into these settlements which should be in line with those it is expected that Welsh Government will impose in respect of local authority funding.
- (4) Authority be delegated to the Corporate Resources Director in consultation with the Cabinet Member for Corporate Services and Performance Management to identify an alternative budget gap requirement upon further clarification being provided by the Welsh Government in respect of funding.
- (5) the Corporate Resources Director in consultation with the Cabinet Member for Corporate Services and Performance Management be delegated authority to amend the Budget Strategy, once the budget savings proposals have been reviewed, if this amendment does not significantly depart from the underlying principles. Any requirement to significantly depart from the underlying principles would require a further Budget Strategy Report to Cabinet.
- (6) that the Council seeks expressions of interest from officers in respect of the voluntary severance scheme based on the current scheme.
- (7) To note that the Leader will write to the Welsh Government, the Secretary of State for Wales and the Welsh Local Government Association to express his concern of the continued impact on the Council and the delivery of its services as a result of continued Welsh Government funding scenarios which are real terms cuts and fail to keep pace with the significant financial pressures that the Council is facing

## **CABINET PROPOSAL**

Council is recommended to agree that the Budget Timetable Framework set out in Appendix 2 be adopted and that the work outlined is progressed with a view to informing budget preparation.

## **THE CABINET**

16 July 2015

*The following Appendices are attached:*

Appendix 1 – Budget Strategy Frequently Asked Questions

Appendix 2 - Proposed Budget Timetable Framework 2016/17

Appendix 3 – Finance Snapshot



*The following Background Documents have been taken into account:*

2015/16 Budget Report – February 2015

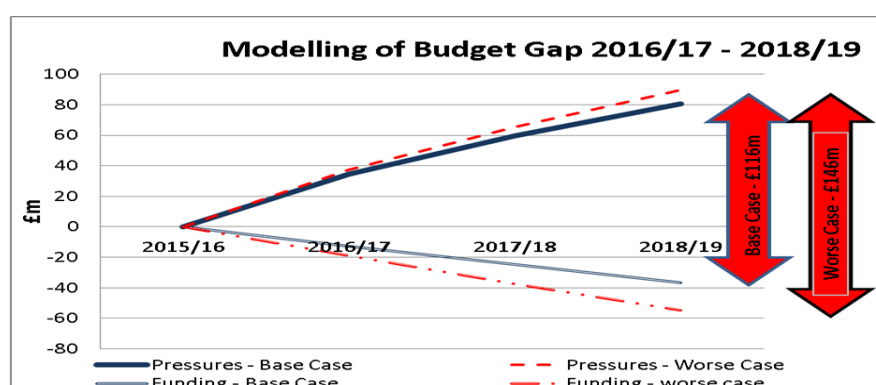
WLGA – Future Funding Outlook paper – 9 July Finance Sub Group

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## Budget Strategy Report 2016/17 – Quick Questions and Answers

### Background

- Each year the Council sets its Budget Strategy for the following year and medium term. This briefing summarises the information contained in the July 2015 Budget Strategy Report for 2016/17 and the medium term. As shown below the situation is extremely challenging with the updated Budget Gap showing the Council needing to make savings of £47.378m in 2016/17 and £116.908m from 2016/17 to 2018/19.



### How can the Council address the Budget Gap?

- The Council can address the budget gap using a combination of three main options noted here and subsequently explained in more detail.
  - Reduce the Budget Gap set out in the Medium Term Financial Plan (MTFP)**
  - Reduce existing Council budgets based on Reshaping Base Budgets**
  - Set Budget Strategy Assumptions in respect of council tax, schools and reserves**
- When deciding the combination of options, the Council considers both its statutory duties and its financial resilience (coping with unexpected and adverse events)
- It should be noted that one option in isolation would not be enough to address the scale of the budget gap, so Budget Strategy involves setting a suitable combination of options.

### What does the Budget Strategy assume about the Budget Gap of £47.378m?

- Reviews are undertaken to consider scope to reduce the budget gap. This review is dynamic and changes are made due to technical updates and policy discussions.
- One of the reasons the Budget Gap is so high in 2016/17 is the inclusion of financial pressures of over £7m in respect of increases in national insurance costs.
- Review to date has identified a budget gap of £47.378m for 2016/17 which is £3.721m less than the £51.099m identified in February when the 2015/16 budget was set.**
- This reduction is a combination of updated modelling for voluntary severance costs, pay and price inflation. It also reflects updated projections for debt financing and a £1m reduction to a provisional sum of £6m that was included within the gap to address emerging financial pressures and potential in-year monitoring issues.

### What does the Budget Strategy assume about reducing existing Budgets? How will targets be set?

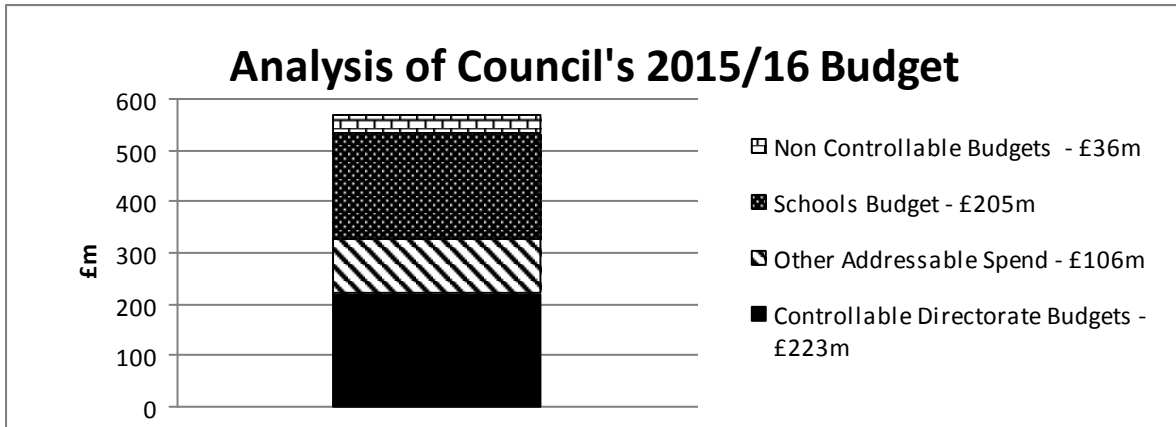
- The 2015/16 Budget Report acknowledged that an updated approach to identifying savings targets was required which considers the future shape of the Council.
- This has been taken forward as a **Reshaping the Base Budget** exercise
- This exercise identified services at the minimum statutory level and considered whether discretionary services could be covered by income. The difference between this picture and the current shape of services highlighted the opportunities for budget reductions over both one and three years against four savings drivers.
- In some instances this was driven by ongoing work in respect of alternative service delivery models, for example, leisure centres, arts venues and infrastructure services

Savings Driver	For Example
<b>Policy led savings</b>	Service reductions and Alternative Delivery Models that may require specific consultation.
<b>Business Process Efficiency Savings</b>	Savings from streamlining services in a citizen centric way. Their savings will often be technology driven, like mobile working and scheduling of electronic document management.
<b>Discrete Directorate Led Savings</b>	The more traditional savings found within directorates like reducing supplies budgets, maximising grant funding, reducing posts etc.
<b>Income / commercialisation</b>	Increasing existing income streams and looking for new opportunities to sell or trade services.

- The Reshaping exercise acknowledged that there are difficult policy choices ahead but also identified that because of the financial challenge, choices are severely constrained.
- The Reshaping exercise was the basis of setting savings targets for directorates for the period 2016/17 – 2018/19.
- **This exercise culminated in a target savings figures for directorates of £29.661m for 2016/17, £23.845m for 2017/18 and £17.010m for 2018/19.**
- These figures include challenging targets for the Communities and Wellbeing cluster given the complex and increasing demand in social care services.
- Figures also include stretching targets for business process efficiency and income/commercialisation savings
- **It should be emphasised that these targets do not represent specific proposals at this stage.**

**Was the Reshaping the Base Exercise applied to all Budgets? Have we looked at everything?**

- The Council's budget can be broken down as follows:-



- The £223m controllable directorate budgets were the subject of the Reshaping the Base exercise.
- The £205m Schools Budget is addressed below as part of assumption setting.
- The £36m non-controllable budget relates to areas that would be very difficult to reduce - the largest being the budget to pay Council Tax Support to eligible recipients
- The £106m **Other Addressable Spend budget** refers to areas that are not within the control of individual directorates to reduce, but are areas in which the Council could seek to make corporate reductions. It includes things like debt financing budgets, budgets to pay levies to other organisations, budgets for building costs and budgets to pay voluntary severance.
- **The budget strategy assumes a £7.05m reduction on addressable spend for 2016/17 with £4m per annum in each of the subsequent years.**

#### What about solutions other than savings? What other assumptions have been set as part of the Budget Strategy?

- There are 3 main budget strategy assumptions and these involve:-
  1. **Policy decisions around council tax increases.**
    - It should be noted that the council tax for 2016/17 will not be set until the February 2016 Budget Report. However, the need to plan effectively means that some assumptions need to be included within the budget strategy.
    - **The budget strategy assumption is based on council tax increases of 4.5% per annum for 2016/17 – 2018/19. This equates to £5.14m for 2016/17, £5.37m for 2017/18 and £5.61m for 2018/19.**
  2. **Review of the Council's Balance sheet**
    - This may identify areas that could be released to help reduce the budget gap. However, these sums tend to be "one offs" and therefore create an immediate, additional problem in the following year. Taking sums from the Council's balance sheet also has a negative impact on the Council's financial resilience and ability to manage risks as we have less to fall back on in the case of unforeseen financial events. For these reasons, it is not advisable to include excessive sums in this area.
    - **The budget strategy assumes an annual £1.5m use of reserves for 2016/17 – 2018/19.**
  3. **Consideration of whether to reduce the additional funding identified for Schools.**

- Schools budgets, which account for 36% of the Council’s overall budget, have been afforded protection by Welsh Government in recent years.
- To date, there is no confirmation of whether this protection will continue. The Budget Strategy assumes that it will, and that it may mean we cannot reduce Schools budgets by any more than approximately £500k in 2016/17.
- Based on this assumption, the 2016/17 Budget Gap includes £10.074m for financial pressures above the amount identified to be provided to schools to meet protection requirements. This is in addition to £4.03m required to meet rising pupil numbers.
- ***The budget strategy assumes that, setting aside increases for pupil numbers, sums included in the budget gap for schools pressures will be capped by 40%, releasing £4.03m in 2016/17 and £2.1m in each of the following two years.***
- Schools would still receive funding of 60% in respect of identified financial pressures as well as growth to meet rising pupil numbers.

**How does this all fit together?**

- The updated budget gap across the life of the MTFP is as follows:-

<b>Budget Reduction Requirement</b>	<b>2016/17 £000</b>	<b>2017/18 £000</b>	<b>2018/19 £000</b>	<b>TOTAL £000</b>
Increasing Pressures	34,655	24,940	20,835	<b>80,430</b>
Anticipated Funding Reduction (at 3%)	12,723	12,151	11,604	<b>36,478</b>
<b>Budget Gap</b>	<b>47,378</b>	<b>37,091</b>	<b>32,439</b>	<b>116,908</b>

- This scenario is a base case with the potential to increase to £146m if future funding decreases are 4.5% not 3% and future pay awards are 2% not 1%.
- The table below sets out the strategy for bridging the gap over the medium term.

	<b>2016/17 £m</b>	<b>2017/18 £m</b>	<b>2018/19 £m</b>	<b>Total £m</b>
Directorate Savings	29.66	23.85	17.01	<b>70.52</b>
Addressable Spend Savings	7.05	4.00	4.00	<b>15.05</b>
<b>Total Savings</b>	<b>36.71</b>	<b>27.85</b>	<b>21.01</b>	<b>85.56</b>
Reduction of 40% on Schools pressures	4.03	2.09	2.05	8.18
Council Tax (at 4.5%)	5.14	5.37	5.61	16.12
Balance Sheet Review	1.50			1.50
<b>Total Assumptions</b>	<b>10.67</b>	<b>7.46</b>	<b>7.66</b>	<b>25.80</b>
<b>Updated Budget Gap</b>	<b>47.38</b>	<b>37.09</b>	<b>32.44</b>	<b>116.91</b>
<b>Shortfall to target</b>	<b>0.00</b>	<b>1.78</b>	<b>3.77</b>	<b>5.55</b>

- Clearly £86m is a huge savings requirement which already includes stretching targets for income and business process efficiency savings
- Targets will be extremely challenging for all directorates and notably for the Communities and Wellbeing given the complex and increasing demand in Social Care
- **Even after setting these challenging targets and assumptions, a shortfall of £5.6m still remains in relation to 2017/18 and 2018/19. This shortfall may require further consideration of planning assumptions and policy choices moving forward**

***What about our Capital Programme?***

- The affordability of our existing Capital Programme is challenging given our reducing budgets. The Council needs to lower its borrowing levels and reduce its asset base.

***What is the outlook?***

- Achieving a balanced budget in 2016/17 will be extremely challenging
- **Beyond that, as for many councils, there is real potential that the Council will be unable to balance the budget unless radical policy choices and strategies are adopted.**
- Decisions will need to be taken in advance of budget dates to ensure full delivery.

***Next Steps?***

- **Savings proposals will be developed over the summer for consideration and consultation in the Autumn.**

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**PROPOSED BUDGET TIMETABLE FRAMEWORK 2016/17**

July 2015:	Budget Strategy report considered.
July – September 2015:	Directorates developing financial planning scenario options.
October 2015:	Initial meetings re preparatory budget work.
October 2015:	Provisional Budget Settlement received.
November 2015	Consultation on draft budget savings proposals
December 2015:	Cabinet approval of Council Tax Base.
December 2015:	Final Budget Settlement received.
January 2016:	Fine-tuning of budget proposals and consideration of medium term plans.
February 2016:	Approval of Corporate Plan and Budget.

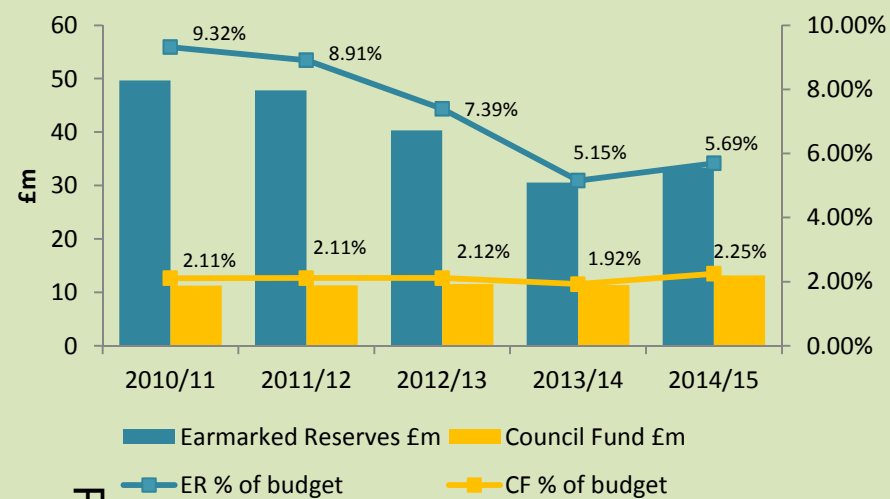
In addition, throughout this period there will, as part of the Cardiff Debate, be continued involvement and consultation with Council Tax Payers, the grants sector, the Budget Forum, Scrutiny Committees, Trade Unions, and statutory consultation with schools.

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# FINANCIAL SNAPSHOT REPORT - BUDGET STRATEGY VERSION

The following tables, charts and figures give an indication of the financial resilience of the Council as per the Statement of Accounts.

## Level of Council Fund (CF) and Earmarked Reserves (ER)



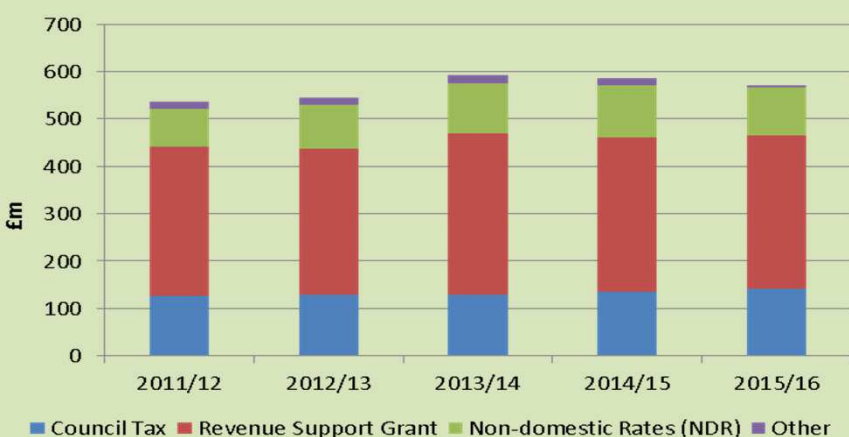
## Levels of Reserves

	2014/15 £m	2015/16 £m
Earmarked Reserves	33.317	30.008
Council Fund	13.154	12.559

## Budgeted Sources of Revenue Funding

	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000	2015/16 £000
Total Revenue funding	536,867	545,631	593,007	585,288	570,219
Revenue Support Grant	315,271	307,237	339,678	326,291	322,851
Non-domestic Rates (NDR)	80,067	93,743	107,229	109,695	101,253
Other	15,681	15,451	16,874	14,182	3,482

## Budgeted Revenue Funding Split



## Financial Performance and Ratios

Ratio	Calculation	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000
Net Worth	(Assets - Liabilities)	912,881	884,876	877,709	881,632
Net Worth exc Pension Liability	(Assets - Liabilities)	1,546,881	1,592,190	1,350,736	1,421,418
Working Capital Ratio	(Current Assets/Current Liabilities)	1.93%	1.65%	1.39%	1.33%
Gearing Ratio	(Borrowing/Total Reserves)	48.9%	52.3%	54.7%	54.2%

The figures below show a snapshot of the Council finance for the previous financial year for both revenue monitoring and capital.

## Revenue Outturn Position

Directorate	Net Expenditure Budget £000	Final Outturn £000	Variance £000	Variance %
Childrens Services	46,081	48,393	2,312	5.0%
Communities, Housing & CS	43,104	42,247	(857)	-2.0%
Corporate Management	26,596	26,454	(142)	-0.5%
County Clerk & MO	3,872	3,854	(18)	-0.5%
Economic Development	614	609	(5)	-0.8%
Education & LL	229,784	230,792	1,008	0.4%
Environment	26,587	26,480	(107)	-0.4%
Health & Social Care	95,132	100,500	5,368	5.6%
Resources	18,540	17,948	(592)	-3.2%
Sports, Leisure & Culture	15,321	16,008	687	4.5%
SP,H&T	26,892	26,888	(4)	0.0%
<b>Total Directorates</b>	<b>532,523</b>	<b>540,173</b>	<b>7,650</b>	<b>1.44%</b>
Capital Financing	35,960	35,722	(238)	-0.7%
General Contingency	4,000	(4,000)	-100.0%	
Summary Revenue Account etc.	12,805	7,652	(5,153)	-40.2%
<b>Total</b>	<b>585,288</b>	<b>583,547</b>	<b>(1,741)</b>	<b>-0.30%</b>

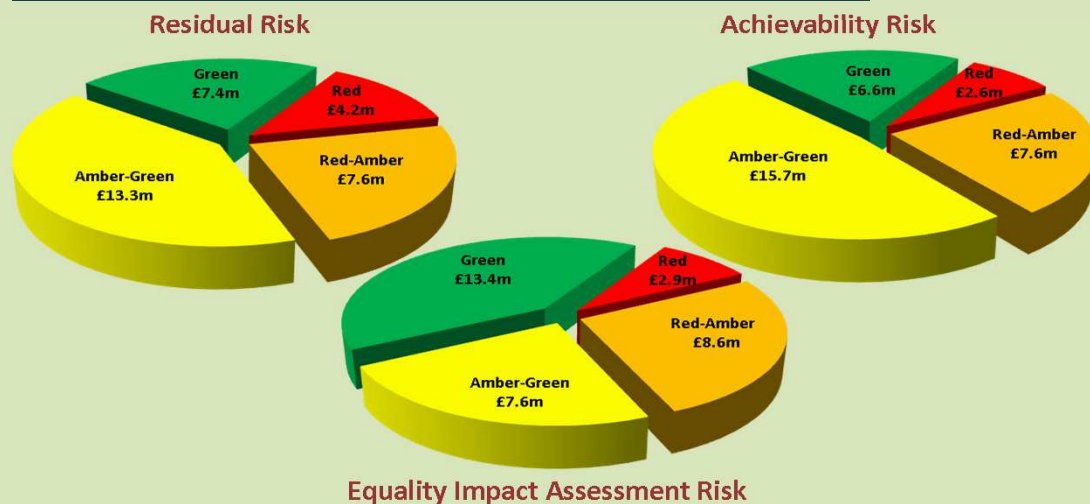
## Revenue Savings Achieved and Unachieved



## Capital Outturn Position

Directorate	Budget £000	Final Outturn £000	Variance £000	Variance %
Communities, Housing & CS	9,403	7,583	(1,820)	-19.4%
Economic Development	17,527	5,981	(11,546)	-65.9%
Education & LL	50,617	24,765	(25,852)	-51.1%
Environment	7,642	1,493	(6,149)	-80.5%
Health & Social Care	1,498	1,498	0	0.0%
Resources	5,468	1,805	(3,663)	-67.0%
Sport, Leisure & Culture	9,299	3,778	(5,521)	-59.4%
SP, H&T	24,237	15,946	(8,291)	-34.2%
<b>Total</b>	<b>125,691</b>	<b>62,849</b>	<b>(62,842)</b>	<b>-50.00%</b>

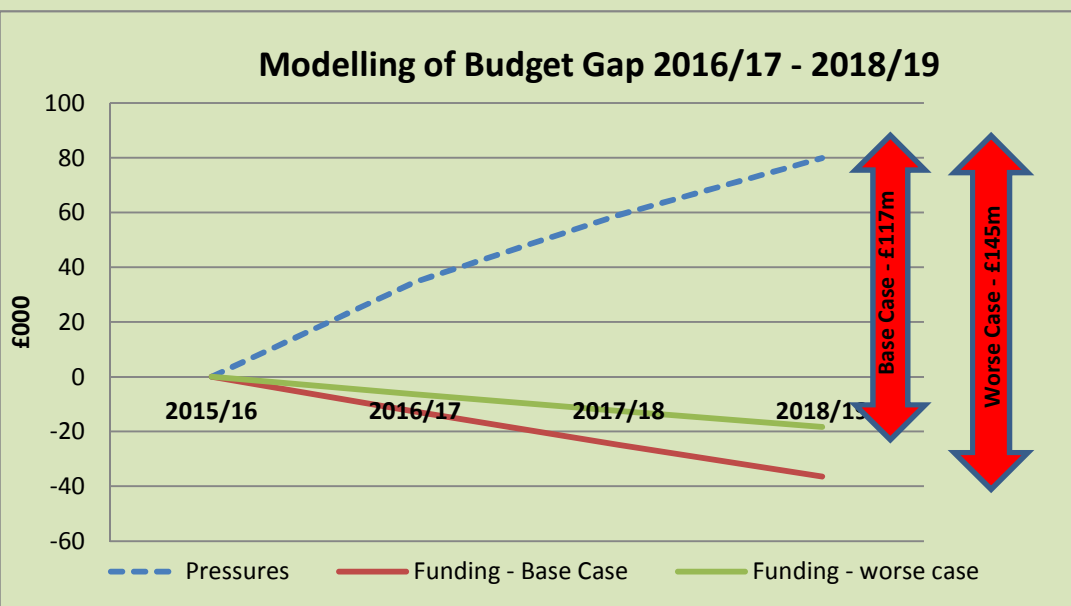
## Final budget proposals 2015/16 risk analysis - TOTAL SAVINGS £32.5m



The tables below show the Medium Term Financial Plan (MTFP), the risks and affordability indicators facing the Council.

## MTFP Scenario

	2016/17 £000	2017/18 £000	2018/19 £000	TOTAL £000
Financial Pressures	34,655	24,940	20,835	80,430
Funding Reductions	12,723	12,151	11,604	36,478
<b>Budget Requirement Reduction</b>	<b>47,378</b>	<b>37,091</b>	<b>32,439</b>	<b>116,908</b>
<b>Savings Targets &amp; BS Assumptions</b>	<b>47,378</b>	<b>35,308</b>	<b>28,675</b>	<b>111,361</b>
<b>Shortfall to Requirement</b>	<b>-</b>	<b>1,783</b>	<b>3,764</b>	<b>5,547</b>



## Capital Expenditure & Capital Financing Requirement (CFR)

	31 Mar 2015 £m	31 Mar 2016 £m	31 Mar 2017 £m	31 Mar 2018 £m
<b>Capital Expenditure</b>				
General Fund	63	89	102	70
HRA	20	208	26	23
<b>Total Capital Expenditure</b>	<b>83</b>	<b>297</b>	<b>128</b>	<b>93</b>
<b>Capital Financing Requirement</b>				
General Fund CFR inc Landfill	427	457	476	476
HRA CFR	95	282	289	302
<b>Total CFR</b>	<b>522</b>	<b>739</b>	<b>765</b>	<b>778</b>

## Affordability Indicator - Capital Financing costs as a % of Controllable Budget

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	Difference 11/12- 19/20
	Actual	Estimate	Estimate	Estimate	Estimate	Estimate	
	%	%	%	%	%	%	%
<b>Net</b>	<b>15.82</b>	<b>16.65</b>	<b>18.41</b>	<b>20.63</b>	<b>21.95</b>	<b>22.61</b>	<b>67.85</b>
<b>Gross</b>	<b>19.13</b>	<b>20.77</b>	<b>22.94</b>	<b>26.56</b>	<b>28.83</b>	<b>29.54</b>	<b>94.73</b>

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**CITY & COUNTY OF CARDIFF  
DINAS A SIR CAERDYDD**



**COUNCIL**

**23 JULY 2015**

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**REPORT OF THE DIRECTOR GOVERNANCE & LEGAL SERVICES**

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**CONSTITUTION COMMITTEE RECOMMENDATIONS – WEBCASTING, PUBLIC QUESTIONS AT SCRUTINY AND MINOR CONSTITUTION AMENDMENTS**

**Reason for this Report**

1. To enable Council to consider the recommendations of the Constitution Committee in respect of:
  - (i) Webcasting of Council and Committee meetings;
  - (ii) Public Questions at Scrutiny Committee meetings; and
  - (iii) Officer delegations for Discretionary Business Rates Relief,

And consequential Constitution amendments.

**Background**

2. The Constitution Committee is responsible for reviewing the Council's Constitution and making recommendations to Council in respect of amendments required.
3. At its meeting on 15<sup>th</sup> July 2015, the Constitution Committee considered various proposed constitutional changes; and this report sets out the recommendations made by the Constitution Committee on those matters.

**Issues**

Webcasting of Council and Committee meetings

4. The Council has been webcasting full Council meetings at City Hall and County Hall since 2008. A webcast is a transmission of audio and video over the Internet, rather like a television programme, enabling the public to watch meetings from any location with internet access in real time. Council webcasting has proved successful with significant numbers of viewers especially in relation to Council budget meetings and key debates of public significance.
5. The maximum live audience to date was for the Council meeting on 26<sup>th</sup> March 2015 (Notice of Motion re Somaliland) with 3,098 hits. The previous highest was for the Budget Council meeting on 26<sup>th</sup> February 2015 with 2,106

hits. In 2014/15 the total annual live webcast views was 10, 267 and the total number of archived webcast views was 23,360.

6. Under the Council's Constitution, the official webcasting (recording) of Council meetings is permitted by Rule 32 of the Council Meeting Procedure Rules. No consent is required for the official webcast, although it has been customary for the Chair of Council to seek Members' consent at the start of the Council meeting as a courtesy. The rules do not permit any other person to record full council meetings without the express consent of the meeting. For Committee meetings, the Constitution currently makes no provision for an official webcast, but does allow a committee to expressly authorise the recording of committee meetings (Rule 18 of the Committee Procedure Rules; and Rule 18 of the Planning Committee Procedure Rules).
7. The statutory Code of Practice on Local Authority Publicity issued by the Welsh Government (revised August 2014) contains the following provision:

*Filming and broadcasting of council meetings*

*53. Society now expects to have far greater access to information than in the past, in particular in relation to the decision-making procedures of its elected bodies. This should be embraced by political representatives as providing an opportunity to communicate directly with their electorate. Local authorities are encouraged to make arrangements for their proceedings to be made more accessible to the public by allowing them to be broadcast. This might be achieved through the authority itself carrying a live stream or recordings on the council's website or through some other internet-based medium. The Welsh Government encourages local authorities to use social media to communicate with the public.*

*54. There have been well-publicised cases of members of the public recording and broadcasting the proceedings of council meetings and the Welsh Government would urge local authorities to look favourably on this, provided those attending the meeting are aware this is taking place and other members of the public are not distracted or disturbed unduly by the process.*

*55. Clearly, these facilities should not be available at such time as an authority or one of its committees is discussing confidential or exempt business as defined by Schedule 12A to the Local Government Act 1972.*

(Members may also wish to note that in England, recent legislation requires third-party filming and recording of council meetings to be permitted.)

8. The Welsh Local Government Association (WLGA) has produced useful guidance for local authorities on webcasting, which is set out at **Appendix 1**. The guidance notes the identifiable benefits that can be achieved from broadcasting public meetings, such as:

- More open and transparent governance and accountability;
  - Improved public engagement in and understanding of decision making;
  - Easier public access to meetings minimising travel and allowing more flexible viewing times;
  - Facilitates compliance with the Local Government (Wales) Measure 2011 requirement for engaging the public in Scrutiny;
  - Incentive for high standards of Member attendance, engagement and conduct at meetings;
  - Effective means of communicating information and decisions to the public, Officers and other Members;
  - Archived meetings provide important records alongside approved minutes;
  - Can be used with social media to further promote public engagement. This is possible through a social media conversation which can run alongside the meeting when it is in progress;
  - The public can access the papers and presentations made at the meeting as well as see the meeting footage;
  - Provides a true record of the meeting. This helps to supplement minutes and to counteract any misleading use of “edited highlights” by anyone filming the meeting.
9. The initial cost of installation and the early provision of webcasting were met from a Welsh Government grant in 2012/13. Since then the Council has agreed an annual contract for webcasting at City Hall and County Hall for up to 60 hours. This provides:
- Near real-time or live streaming of all formal meetings of Council;
  - Archiving facilities for webcast material for up to 12 months online;
  - Detailed statistics in respect of the viewing of webcast material;
  - Minimal officer time to set up and publish broadcasts;
  - Minimal use of additional hardware/software to facilitate broadcasts;
  - Integration of meeting information documents (agenda and reports etc.) with the webcast, optimising the available viewing experience for the public.

#### Webcasting Committee meetings

10. It has recently been agreed that by moving from the annual to a three year contract, the supplier will at a nominal extra cost provide an additional 60 hours webcasting each year and install suitable cameras in a third meeting room. This will provide additional opportunities to webcast other committee meetings of public interest. Planning Committee meetings are noted as attracting significant public attendance and public interest in its decisions.
11. In discussion with officers, the Scrutiny and Democratic Services Committee Chairs and Cabinet Members, Committee Room 4 has been identified as the best venue especially given the recent relocation of the Planning Committee to meet there earlier this year.
12. The proposal considered by Constitution Committee at its meeting on 15<sup>th</sup> July 2015 was that webcasting be introduced initially for Planning Committee

on a six-month trial basis, commencing in September, with a report back to Constitution Committee at the end of the trial period. The Committee heard representations from the Chair of Planning Committee, who was fully supportive of the proposal. It was noted that training for the Planning Committee and Officers in line with the WLGA Guidance has been provisionally arranged for 5<sup>th</sup> August 2015 in preparation for the trial, with a view to testing the arrangements at the August meeting of the Planning Committee and going live from September 2015.

13. The Constitution Committee was supportive of the proposal, but agreed that an equalities assessment should be undertaken alongside the pilot to ensure that webcasting did not inadvertently discriminate against members of the public from minority groups who may not want to be filmed.

#### Webcasting Protocol

14. A draft Webcasting Protocol (attached at **Appendix 2**) has been prepared to facilitate the conduct of webcast meetings and ensure the Council is compliant with its legal obligations (under the Data Protection Act 1998 and the Human Rights Act 1998). The Constitution Committee suggested amendment to the draft Protocol to clarify that anyone seated in the Council chamber or meeting room may be captured on film (and would be deemed to have consented to that), but anyone addressing the meeting could request in advance that they should not be filmed. It was also suggested that, in view of the availability of the official webcast, the Protocol should make clear that private filming is not allowed without the express consent of the meeting.
15. On the above basis, the Constitution Committee resolved to recommend the trial of webcasting for Planning Committee meetings (together with any consequential constitutional changes) and the draft Webcasting Protocol, for approval by Council.

#### Public Questions at Scrutiny Committee meetings

16. The Council is legally obliged to make arrangements to facilitate public engagement in the work of its Scrutiny Committees (pursuant to section 62 of the Local Government (Wales) Measure 2011 ('the 2011 Measure') and the accompanying statutory guidance).
17. Under the current Scrutiny Procedure Rules, 'Scrutiny Committees may receive written submissions or call witnesses to assist them in their examination of topics' (Rule 11(a)); and 'may invite anyone whom it believes can make a useful contribution to address it, discuss issues of local concern and / or answer questions. It may, for example, wish to hear from residents, stakeholders and Members and Officers in other parts of the public sector and can invite such people to attend.' (Rule 11(e)). This means that whilst there is no specific provision for 'public question time' as such, the current Rules do allow a Scrutiny Committee to receive questions from members of the public.
18. In response to the legal requirements imposed by the 2011 Measure, the Council's Policy Review and Performance Scrutiny Committee (PRAP) conducted an Inquiry on Public Engagement with Scrutiny. The Inquiry report,



published in April 2013, made 2 recommendations for consideration by the Constitution Committee in this regard:

- (i) to allow the public to speak, ask questions and make statements at Scrutiny Committee meetings, in line with an agreed Protocol; and
- (ii) to provide further opportunities for co-option of non-elected Members to Scrutiny Committees.

19. The PRAP recommendations were considered by the Constitution Committee at its meeting in January 2014, which supported the recommendations in principle and instructed Officers to carry out further research and due diligence. Updates on options and proposals were subsequently received by the Constitution Committee in September 2014 and July 2015.

#### Proposed Pilot of Public Questions at Scrutiny Meetings

20. At its meeting on 15<sup>th</sup> July 2015, the Constitution Committee was informed about the Improving Scrutiny Project, as part of which the Scrutiny Committee Chairs have been considering opportunities to introduce questions to Scrutiny Committees and also to develop relationships between Scrutiny and external stakeholders. It was noted that discussions have taken place initially at the Scrutiny Chairs' Liaison Forum and subsequently with the Cardiff Third Sector Council, to plan a two month pilot of questions to Scrutiny Committees in October and November 2015.

21. Cardiff Third Sector Council (C3SC) is the County Voluntary Council for Cardiff – the umbrella infrastructure organisation for the third sector in the City. C3SC's key role is to provide specialist advice, support, and information to local third sector organisations on issues that affect them, including funding and governance. It acts as the voice of the third sector in Cardiff, and facilitates third sector representation on strategic partnerships, including the Cardiff Partnership Board and its Programme Boards and work streams. It is a conduit for policy information, supporting networks around key themes and areas of interest, with the aim of ensuring that policy and decision makers understand the needs of third sector organisations in Cardiff.

22. The pilot proposals involve channelling public questions through C3SC as a key stakeholder, Key points of the proposals include:

- Each Scrutiny Committee would receive at least one public question at each of their public meetings in October and November 2015, totalling ten questions overall;
- Each question session would last for 15 minutes with discretion to the Chair to extend if necessary;
- The questions should relate to an item being considered at that meeting;
- Members of the Scrutiny Committee would respond to the question, and the questioner would be allowed to ask one supplementary question;
- The Committee would then deliberate the issue and decide what steps, if any it would like to take as a result of the question being considered; and
- The Committee would at the very least respond in writing to the questioner with its feedback, but it is possible that the question could also lead to the Committee agreeing to programme a more detailed scrutiny of

the topic with Officers/relevant Cabinet Member, or might agree to write to the Cabinet Member or Officers with recommendations or observations based on the discussion held following the question.

23. A draft Public Speaking at Scrutiny Committee Meetings Protocol has been prepared to provide guidance to members of the public who wish to speak at Scrutiny Committee meetings, and to assist Members and Officers to manage the process. The draft Protocol is attached as **Appendix 3**.
24. It should be noted that, whilst the pilot proposals involve channelling public questions through C3SC to ensure a representative and consistent response across all five Scrutiny Committees for the purposes of the pilot exercise, it is anticipated that questions from individual citizens (or Ward Councillors on behalf of their constituents) could also be accepted after the pilot exercise, subject to positive evaluation of the pilot.
25. In order to evaluate the pilot exercise, it is proposed that at the end of the two month pilot period, soundings will be taken from Scrutiny Committee and Cabinet Members, Officers, Cardiff Third Sector Council and other interested local organisations. Particular consideration to be given to:
  - Whether the question time enabled productive consideration of citizen views;
  - The positive impact on scrutiny work programming;
  - The positive impact on executive outcomes for citizens;
  - The insight provided to Committee Members;
  - The impact on committee capacity and agenda space;
  - The value of positive relationships made; and
  - Anything that should be done differently, or appropriate developments to a future programme of scrutiny question time.
26. If successful, it is proposed that the pilot exercise would be extended in order to 'mainstream' citizen questions at scrutiny meetings.
27. The Constitution Committee welcomed and supported the proposals in general, and made specific comments including:
  - Whilst noting the reasons for third sector involvement for the initial trial period, it was important that the trial should be extended to the general public.
  - There is a need to address accessibility issues, to overcome any barriers to participation, such as translation, people with impaired hearing or vision and people with learning disabilities.
  - It is important to engage with the whole community without age limits (although it was noted that permissions would need to be sought from parents/carers of young people if meetings are webcast).
28. The Constitution Committee also received information on the issue of co-option onto Scrutiny Committees (in response to the recommendation of the PRAP Inquiry, referred to in paragraph 19(ii) above). It was noted that the Improving Scrutiny Project is currently reviewing co-option arrangements and

will report any proposed changes to the Constitution Committee in due course. Members noted the value that co-optees bring to committees; the broad base of expertise available in the capital city (e.g. the universities and business sectors); but emphasised the need to carefully consider the complex governance issues arising from partnership and multi-agency arrangements.

29. On the above basis, the Constitution Committee resolved to recommend the proposed pilot of public questions at scrutiny committees, and any consequential constitutional changes, to full Council for approval.

#### Officer Delegations for Discretionary Business Rates Relief

30. The Council awards discretionary business rates relief to charities and other not-for-profit organisations pursuant to its powers under Part III, Section 47 of the Local Government Finance Act 1988. The Cabinet has approved a Scheme for Discretionary Rate Relief (in July 2003) providing guidelines on when relief should be granted and the level of relief; and Officers have delegated authority to determine applications and appeals in accordance with this approved Scheme.
31. Under Cardiff's Officer delegations, the statutory Chief Finance Officer ('the Section 151 Officer') has historically had responsibility for discretionary business rates relief (and other Business Rates) functions, and has sub-delegated authority for determining applications to a senior manager, but retained responsibility for determining any appeals.
32. Following changes in the Council's senior management structure, the Scheme of Delegations requires amendment to reflect this established procedure, specifically, to amend delegation reference FS9 to confirm the Section 151 Officer's responsibility for discretionary business rates relief (and any other Part III Business Rates functions), subject always to compliance with the Cabinet's approved Scheme.
33. At its meeting on 15<sup>th</sup> July, the Constitution Committee recommended Council to approve the amendment of delegation FS9 accordingly.

#### **Legal Implications**

34. The Local Government Act 2000 and the Local Authority Constitution (Wales) Direction 2002 requires the authority to keep its constitution up to date. The recommended changes to the Constitution require the approval of full Council, pursuant to Article 14.2(a).
35. In respect of recommendations 1, 2, 3 and 4 (relating to Webcasting), Members will note that the WLGA guidance note (**Appendix 1**) provides a helpful overview of the 'law and protocols relating to webcasting', including issues such as data protection, freedom of information, copyright and consent. To avoid duplication, reference is made to the same. It is, however, important to emphasise that no exempt or confidential agenda items should be broadcast. In the case of exempt items, where the public and press are excluded, the broadcast should be switched off and replaced with a message

explaining why the broadcast has been temporarily suspended. It is noted that the draft Webcasting Protocol (at **Appendix 2**) addresses such matters.

36. Other relevant legal provisions are set out in the body of the report.

### **Financial Implications**

37. There are no direct financial implications arising from this report as the budget currently allocated is sufficient to discharge this duty.

### **RECOMMENDATIONS**

Council is recommended to:

- (1) Agree to continue the official webcasting of full Council meetings, without seeking express consent at the start of each meeting;
- (2) Agree the webcasting of Planning Committee meetings on a 6 month trial basis commencing in September 2015;
- (3) Approve the draft Webcasting Protocol attached as **Appendix 2**, subject to the amendments recommended by the Constitution Committee and set out in paragraph 14 of this report and any other amendments agreed by Council, to govern the webcasting trial (if approved under recommendation (2) above);
- (4) Subject to approval of recommendations (2) and (3), to delegate authority to the Monitoring Officer to make any amendments to the Planning Committee Procedure Rules and any amendments to the draft Webcasting Protocol which are necessary to facilitate the trial;
- (5) Approve the proposed 2 month pilot of public questions at scrutiny committees, as set out in this report and **Appendix 3**, subject to any amendments agreed by Council; and
- (6) Approve the amendment of delegation FS9 in respect of Discretionary Business Rates Relief, as set out in paragraph 33 of the report.

**Marie Rosenthal**

**Director Governance and Legal Services (Monitoring Officer)**

17 July 2015

### **Appendices**

- Appendix 1 - WLGA Guidance for Members: Webcasting, August 2014
- Appendix 2 - Webcasting Protocol
- Appendix 3 - Protocol on Public Speaking at Scrutiny Committee Meetings (Draft Guidance Note, July 2015)

### Background papers

Constitution Committee report, Webcasting of Council Committee Meetings, 15 July 2015;  
Welsh Government, Code of Practice on Local Authority Publicity (August 2014);  
Constitution Committee report, Scrutiny Question Time – Pilot Proposals, 15 July 2015;  
PRAP Inquiry Report, Public Engagement with Scrutiny, April 2013;  
Constitution Committee report, Constitution Updates, 15 July 2015

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WLGA • CLILC

# Guidance for Members: Webcasting

August 2014

# Contact

## Welsh Local Government Association

The WLGA's primary purposes are to promote a better local government, its reputation and to support authorities in the development of policies and priorities which will improve public service and democracy.

It represents the 22 local authorities in Wales with the 3 fire and rescue authorities and 3 national park authorities as associate members.

### Welsh Local Government Association

Local Government House  
Drake Walk  
Cardiff  
CF10 4LG

Tel: 029 2046 8600

Fax: 029 2046 8601

[www.wlga.gov.uk](http://www.wlga.gov.uk)

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## Preface



I am extremely pleased to present this guidance from the WLGA on the webcasting of council meetings. It provides members with a useful overview of the subject, and offers some important tips

on how to make the most of an exciting technological development that offers huge potential for improving how councils engage with their communities.

The webcasting of key council meetings and decisions represents a significant step forward in ensuring that the process of local government is both transparent and accessible to the public, and it is already helping people to engage with the decisions that affect their lives and community on a daily basis. We know that people trust their local council, more than any other level of government, to deliver on the issues that matter the most to them. As we enter one of the most challenging periods for local government in Wales, the active broadcasting of how

key decisions are made will play a vitally important role in helping to ensure that this level of public trust continues into the future.

Alongside a rising use of social media, the webcasting of council meetings is quickly becoming a well-established part of local government processes. This means that communities can view the business of their council as it happens, while also taking an active role within decision making through the use of social media tools like Facebook and Twitter. I hope that councils will continue to build on these initiatives to foster further transparency and encourage more people to actively participate in the local democratic process.

A handwritten signature in black ink, appearing to read 'Peter Fox', written in a cursive style.

**Councillor Peter Fox**

Leader Monmouthshire County Council  
WLGA spokesperson for ICT and Digital  
Inclusion

## What is a Webcast?

A webcast is a live or recorded transmission of a video on the internet. It is not edited prior to broadcast and can be viewed by anyone with access to the Internet, both during the live broadcast and for as long as an authority makes it available on their website.

Webcasting is now being introduced in councils across Wales to broadcast a range of council meetings to the public. This is clearly of significance to councillors as there is a potential for the public to be more widely involved in the democratic process, and for the business of local government to be made more transparent. It also means that the actions, opinions and positions taken by local councillors may potentially be more closely scrutinised by the public.

## Why Wales is Webcasting

Councils in Wales are committed to promoting local democracy and facilitating public participation. The Welsh Government has assisted councils to promote democracy and engagement in local government by providing £1,125,000 funding in 2013/14 to broadcast council meetings, introduce remote attendance and assist community councils to establish websites. Although there is currently no requirement on local authorities to webcast their meetings, the Minister for Local Government and Government Business has encouraged councils to webcast some or all of their meetings in the interests of public engagement and transparency. The White Paper - *Reforming Local Government*,<sup>1</sup> currently out for consultation, states that the Welsh Government intends to introduce

a mandatory requirement on all authorities to broadcast their meetings.

The draft *Revised Code of Recommended Practice in Local Authority Publicity*,<sup>2</sup> says that "Society now expects to have far greater access to information than in the past, in particular in relation to the decision-making procedures of its elected bodies. This should be embraced by political representatives as providing an opportunity to communicate directly with their electorate. Local authorities are encouraged to make arrangements for their proceedings to be made more accessible to the public by allowing them to be broadcast."

## Progress

Webcasting is now underway in most authorities for those meetings which are judged to be of most interest to the public, particularly full Council, Cabinet and Planning Committee meetings. Some authorities are also broadcasting proceedings from their scrutiny committees.

Most authorities have commissioned commercial providers for this service, however, some have developed their own distinct approaches. For example Monmouthshire uses Google Plus and YouTube, Ceredigion uses Livestream to broadcast bilingually and Bridgend has developed a solution with Auditel and Vimeo.

Viewing figures for council webcasts vary according to the type of meeting and authority, but generally the number of website hits suggest that there is real and growing public interest in these broadcasts. Typically, there are more viewings of archived webcasts than live meetings.

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<sup>1</sup> <http://wales.gov.uk/consultations/localgovernment/white-paper-reforming-local-government/?lang=en>

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<sup>2</sup> <http://wales.gov.uk/docs/dsilq/consultation/130322revised-codelapublicityen.pdf>

## The Benefits of Webcasting

Webcasting has produced a wide range of benefits which have been summarised below. Some were intended and anticipated, while others were unforeseen and identified by authorities from their webcasting experiences.

### Engagement and Transparency

- More open and transparent governance and accountability.
- Improved public engagement in and understanding of decision making.
- Easier public access to meetings minimising travel and allowing more flexible viewing times.
- Will facilitate the understanding of the overview and scrutiny function by the public in line with the Local Government (Wales) Measure 2011.
- Can be used with social media to further promote public engagement. This is possible through a social media conversation which can run alongside the meeting when it is in progress.
- The public can access the papers and presentations made at the meeting as well as see the meeting footage.
- Provides good "PR" for the council as council meetings can be seen as more constructive than, for example, Prime Ministers question time.

### Benefits for the Council

- A step towards remote attendance at meetings - a requirement of the Local Government (Wales) Measure 2011 which will allow members to attend meetings from a location which is convenient to them.

- Provides an incentive for high standards of member attendance, engagement and conduct at meetings.
- An effective means of communicating to officers and other members key information and decisions.
- A useful part of member and officer induction and training.
- Opportunities for members to learn good practice from peer observation and inform potential candidates about their role to encourage democratic renewal.
- Fewer press enquiries as journalists can now watch broadcasts rather than ask for quotes.
- A reduced need for space for the public at popular or controversial meetings.
- Equipment and venues can be used for purposes other than committees, such as staff training and inter authority meetings.
- Provides a true record of the meeting. This helps to supplement minutes and to counteract any misleading use of "edited highlights" by anyone filming the meeting.

## Challenges Associated with Webcasting

Some concerns have been expressed about the costs of webcasting, particularly as it is being introduced at a time when severe reductions are being made to council budgets. The main costs are that of equipment, whether purchased or hired, and also for the staff time required to operate the equipment.

The major challenge for authorities now, is to undertake cost benefit analyses to see if outcomes from webcasting are worth the expense. The Welsh Government is hoping

to work with the WLGA and local authorities to secure savings through a joint procurement of webcasting providers. In the future, webcasting may provide opportunities for saving money and generating income for example: minutes can be shortened and used to record actions rather than the full debate; equipment may be hired out, and there is some evidence to suggest that there are fewer time-consuming Freedom of Information (FOI) requests to councils when council meeting records can be so easily viewed.

## **Blogging, Tweeting and Filming During Meetings**

About half of the Local Authorities in Wales allow or encourage the use of social media by members in meetings. Filming by the public or journalists is less common, and where it is allowed, usually requires permission.

The Welsh Government is of the view that the use of Social Media is useful as long as members use it appropriately. Authorities who restrict it do so on the grounds that members might be accused of not concentrating on the matter under discussion. Members may wish to consider how the public might perceive their using social media in a meeting and their ability to concentrate on the matter at hand if they are blogging or tweeting during a debate, a vote, or a planning decision.

See also the WLGA guidance for members on using social media available at: <http://www.wlga.gov.uk/member-support-and-development-publications1/social-media-a-guide-for-councillors/>

## **The Law and Protocols Relating to Webcasting**

### **Data Protection**

It is not likely that the Data Protection Act will affect the broadcasting of council meetings as sensitive information relating to individuals should not be discussed at any public meeting, broadcast or otherwise. In the case of exempt items, where the public and press are excluded, the broadcast is switched off and replaced with a message saying why the broadcast has been temporarily suspended.

### **Freedom of Information**

The Freedom of Information Act should also not apply to broadcasts as it only applies to information which is not already in the public domain. If people request information under the FOI act which has been broadcast or is available on the website through the meeting archive the council is under no obligation to respond.

### **Copyright**

The Council is the `author` of the webcast whether live or archived. As such, they own copyright. If anyone, including individual members or the public, wishes to use it they should ask permission of the council. However, it is unlikely that a council would invoke the law if the broadcast is used for legitimate and positive purposes such as information or training. If a broadcast is used inappropriately, for example for political or satirical purposes the council could take legal action. Video sharing websites such as YouTube and Google Video already actively state in their terms and conditions that you must be the copyright owner and have the permission of all those involved in order to upload videos to their sites.

## Consent

In the early stages of webcasting it is advisable to consult with any potential meeting participants to ensure that they are comfortable with being filmed. Some people might wish to have opportunities for development or coaching before appearing.

Participants at every meeting should be informed that the meeting will be webcast and should be given notice of this when the meeting agenda is distributed. Meeting participants will be deemed to have agreed to consent to be filmed and to the future use of the film if they are present.

At the start of each meeting to be filmed, an announcement should also be made to the effect that the meeting is being webcast live and will also be available for future viewings. No exempt or confidential agenda items should be broadcast.

## Voting

The process of voting is the same in a broadcast as in any other public meeting. Webcasting should simply be seen as an extension of the 'openness' of meetings which are already, by definition, in the public domain. Voting will be undertaken either by a show of hands or by using the council's electronic system. Depending on the webcasting system used, the public may be able to see how each councillor votes.

## Terminating a Webcast

The Chair of the meeting has the discretion to terminate or suspend the webcast if, in his/her opinion, continuing to broadcast would prejudice the proceedings of the meeting. For example:

- (i) If the meeting is suspended due to a public disturbance.
- (ii) When it has been agreed that the public and press are to be excluded.

- (iii) When the Chair and committee agree that webcasting would prejudice the proceedings of the meeting.

## Editing a Webcast

Clearly it is not possible to edit a live broadcast. Evidence suggests that if a member accidentally says something inappropriate, offensive or illegal the chair should ask them to immediately apologise. Editing an archived broadcast is possible, because, once archived, the material is a publicly accessible digital file and making offensive material available such as inadvertent racist comments may amount to an offence. Making defamatory material available carries a civil law risk. In the circumstances, it is permissible to allow a 'bleep' to be inserted. In the undoubtedly rare instance where editing is required - an unedited copy of the recording should be retained as evidence should it be required for any future proceedings.

## Personal Skills

### Appearance

There are certain skills and behaviours that are helpful to be aware of when you are appearing in a webcast. You might find the following useful:

- Don't move too much! This can reduce the picture quality and may be hard for the camera to follow. Bending over to speak into a microphone looks awkward on screen, so some councils are considering changing their meeting procedure so that members may remain seated.
- When considering what to wear, bear in mind all the possible camera angles and watch out for clothing or jewellery which might rub against the microphone and stop what you are saying being heard. Mayoral chains are particular culprits!

- Don't watch the broadcast live on your own equipment as this may create sound interference.
- Be aware of the range of the camera view as talking with colleagues, eating, adjusting clothing can also be distracting if it is behind the member who is speaking.
- Watch your body language, slumping can be misinterpreted as disengagement and eye resting as sleeping.

## Speaking

Although the general rules about public speaking apply at all public meetings, there are some behaviours that will help you come over well in a broadcast and make the meeting more interesting and useful to the viewers. Above all be natural and be yourself!

- Be direct, to the point and as brief as possible.
- Don't speak too quickly, if you are stumbling over words you may be rushing too much.
- Prepare your contributions in advance (bullet points which enable you to speak naturally rather than a prepared speech which looks and sounds unnatural).
- Be aware of how your messages could be interpreted by the public, both what you say and how you say it.
- You may have to be more clear about some of the information that you give so that it is clear to a lay person what you are doing and why you are doing it. A good example of this is declaring interests. It will be helpful to say not only that you have an interest but what the interest is whether it is personal or prejudicial and also how you intend to act as a result.

- Avoid jargon and "council speak" - this applies to officers too!
- Heckling doesn't work well on a webcast as usually it is only the chair and the member who has the floor who can be seen and heard. Other comments are often unintelligible as they are off microphone.
- Make sure that you are in range of the microphone and keep your head turned towards it. Don't speak until your light comes on, or the first part of your contribution will be lost! Make sure that you turn your microphone off when you have finished speaking.
- Be aware of how what you say could be used by the media.

## Chairing Skills

The chair of the meeting is vital to the viewing experience of the public, just as if there was a full public gallery. Here are some tips for chairs to consider.

- Introduce the key players at the meeting so that viewers know who they are looking at. This might include the chair themselves, officers, and witnesses. It is important to say what their role is at the meeting too.
- Be prepared to explain some meeting procedures if these are not obvious to viewers. For example, if the meeting is going into recess, explain why this is and when the meeting will reconvene.
- Be prepared to enforce time restraints on speakers, either formal ones if they apply or if someone's contribution is long and unproductive.
- Don't forget to remind everyone that the meeting is being broadcast and will be available in future on the internet.

- Make clear the different elements of the agenda, such as what is for information or a decision, or a vote. Also if the Webcast is going to be suspended for exempt or confidential items you'll need to say when and why this will happen.
- As a chair you may be required to handle the equipment, for example operating a speaker queuing and permission system. Make sure that you have guidance in advance on how to do this.

## Future Opportunities

As webcasting use and technology develops, there is a potential to use webcasting facilities to improve and broaden a number of council activities.

These include:

- Live communication to officers and members over the internet, this might include briefings by the Leader or Chief Executive.
- Live and recorded training sessions for the home council and also potentially for all councils in Wales.
- Greater interactivity with broadcasts through social media which works alongside it.
- Live links in meetings to community groups and schools for debate and reaction to plans and policies.
- Opportunities to 'advertise' council services and provide public information broadcasts.

The technology required for webcasting also provides a foundation for councils introducing remote attendance by councillors at council meetings. By law, councils are obliged to state in their constitutions the circumstances under which they will make remote attendance at council

meetings available. More information is available on the following link.

<http://wales.gov.uk/topics/localgovernment/publications/statutory-guidance-section-4-remote-attendance/?lang=en>

## Watch other Authorities' Broadcasts

Blaenau Gwent

<http://www.blaenau-gwent.public-i.tv/core/>

Brecon Beacons

<http://www.breconbeacons.public-i.tv/core/>

Cardiff

<http://www.cardiff.public-i.tv/core/>

Carmarthenshire

<http://www.carmarthenshire.public-i.tv/core/>

Ceredigion

<http://new.livestream.com/ceredigion/events/2493787>

Conwy

<http://www.conwy.public-i.tv/core/>

Denbighshire

<http://www.denbighshire.public-i.tv/core/>

Flintshire

<http://www.flintshire.public-i.tv/core/>

Newport

<http://www.newport.public-i.tv/core/portal/home>

Pembrokeshire

<http://www.pembrokeshire.public-i.tv/core/>

Powys

<http://www.Powys.public-i.tv/core/portal/home>

Torfaen

<http://www.torfaen.public-i.tv/core/>

## Examples of Use in Local Authorities

### Torfaen County Borough Council

Torfaen County Borough Council took a decision to webcast meetings (starting with Council and Cabinet) in the spring of 2013. Following the usual contractual processes, the equipment needed (supplied by public-i) was installed in the Council Chamber during August 2013. We saw the training of all members and relevant officers (Democratic Services staff and officers who regularly present reports) as very important, and sought the expertise of Melanie Doel (of Brecon Beacons NPA) to provide training. The training was provided over several weeks and sessions, to small groups of members and officers, who were able freely and confidentially to share and discuss any concerns or issues they had with Melanie Doel (who, as a career journalist and member of the NPA, which had been webcasting for some time, was able to pass on many useful tips and a large degree of confidence).

We started webcasting Council and Cabinet meetings in October 2013, as well as webcasting a budget update from the Cabinet Member for Resources and 3 members' seminars which were deemed to be of particular "public interest". Our Democratic and Members Services staff operate the equipment, very successfully, with remote support from public-i as needed. To date there has been no failure of the webcast system. Before a webcast takes place, we promote it via our social media channels, along with a link to the agenda for that meeting, so that people are alerted to it in advance of the meeting.

As at 10 June 2014, our 8 Cabinet meetings which have been webcast attracted 6373 viewings (1641 live and 4732 via the archive). This is an average of 797 per meeting. Council (8 meetings) has attracted 9154 viewings (2987 live and 6167 archive);

an average of 1144 per meeting. The 3 seminars were viewed 1849 times (385 live and 1464 via archive); an average of 616 per meeting (albeit the budget seminar alone attracted 1097 viewings) and the budget update attracted 519 (1 live and 518 via archive). In January 2014, we decided also to webcast overview and scrutiny committees of particular public interest, with 4 meetings webcast so far and 987 viewings (156 live and 831 via archive); an average per meeting of 247.

We know many Council staff watch the meetings, to find out more about how Council, Cabinet and other meetings work, or because they are associated with or impacted upon by decisions being made. We also know that meetings are watched by the public and other people in local government across Wales and further afield. These people could of course be anywhere. We are unable to tell where or who our viewers are, but the system records that we have had 8992 unique visitor addresses (i.e. IP addresses) access the webcasts. Of those, 5358 people have watched once and 3634 people have watched several times/meetings. An IP address could represent an individual person, or a group of people (e.g. a local business).

With a very small public gallery in the Council Chamber (holding about 20 people) it is very clear that the business of the Council has reached thousands of people which it would not otherwise have reached. The Council believes webcasting to be a significant improvement in promoting openness, transparency and, as a result, the working of local democracy. The Council on 24 June 2014 is consequently expected to extend webcasting to all meetings of Scrutiny Committees, as well as the Planning and Licensing Committees. Meetings and the decisions made/events which occurred in them have been the result of significant public debate in Torfaen, as evidenced through our social media and other communication channels – and the initial concerns of many members and



officers have been all but forgotten by most people, as everyone concerned has got used to webcasting and begun to accept it as the norm. There is some perception that meetings are more business-like since webcasting was introduced (e.g. they are a bit shorter in most cases, repetition has reduced and they are more focussed), but no evidence that anyone has been put off speaking in any way. Otherwise, meetings take place exactly as they did before (albeit all meetings now have to take place in the same room), but they have been viewed nearly 19,000 more times than they would otherwise have been viewed.

In conclusion, webcasting meetings in Torfaen has been a huge success and has very clearly reached the parts which otherwise we didn't reach. The engagement of the public and staff has increased substantially as a result of webcasting. Leadership from the front, buy-in from all members and officers (via Council), the training and reassurance provided by others who've gone through it already and our determination to promote and open up democracy were all essential elements.

Torfaen would thoroughly commend webcasting and encourage others to take the plunge.

### **Powys County Council**

Webcasting in Powys developed following a successful "broadcast" of a Council meeting to approximately 2000 people outside the Welshpool Livestock Market in 2011 where a special meeting was held by the Council to discuss wind farm developments in Powys.

Based on the significant probability that future meetings considering wind farm proposals, which would be held at County Hall, would attract attendance by large numbers of the public, the Council investigated the possibility of webcasting as a means of both of controlling the numbers attending the venue and also of ensuring that interested members of the public could

have easy access to the Council's proceedings. This has also assisted the Council in planning these events which can be undertaken far quicker now due to the experience of the team of individuals involved in the process.

Subsequently Welsh Government provided the Council with £40,000 which was used for webcasting, to stimulate an increased use of webcasting by Councils in Wales and to provide greater transparency and accountability of the Council's work.

Overall Powys has had 23395 views based on 17 events. Some examples of total viewing figures for events are listed below:

Major wind farm developments	2705 2877
Planning Committee	1509 1301 1096 782
County Council	1878
County Council – budget meetings	1804 3175
Cabinet	1731 1037
Have Your Say Day (Budget Consultation)	1951
Scrutiny Committee	254

There have been 4 other meetings where viewing figures range from 150 to 490.

### **Brecon Beacons National Park Authority**

The National Park Authority has been webcasting the full Authority meetings, Planning Committee and Audit and Scrutiny Committee for just over two years now and total views stand at 31,500. On average, the National Park Authority meetings receive 671 views, Planning receives 556 and Audit and Scrutiny 436. Both the total and average views per meeting have continued to rise steadily over the two years and the cost per view has reduced from £2.40 to 81p.

We have found the following benefits from webcasting meetings.

- Webcasting encourages good governance and preparation for meetings (by both members and officers!)
- An opportunity to get some messages out into the public domain in the face of criticism on any specific issue
- An opportunity for members to give reports on meetings they have attended or events at which they have represented the Authority demonstrating the wider role of a member
- The public can see the Wales Audit Office presenting their Annual Improvement Reports and the members' responses (sometimes refuting the conclusions of the WAO!)
- We can now hire our meeting facilities complete with webcasting opportunities (we can host this or direct to customer sites)
- We can respond to claims that issues have not been considered or debated properly by sending links to points in meetings where items were debated. We can also prove the accuracy of minutes.

- We have used webcasting to broadcast presentations to meetings – recent examples include: a presentation by the Department of Culture Media and Sport, Welsh Water and Costain.

Future plans include

- Using webcasting to deliver our education programme
- Recording interviews with female members for the Welsh Government or the WLGA to use to encourage more women in public life
- Recording interviews/discussion with members on member development for the Advanced level of the Wales Charter for member support and development
- Exploring options for the use of social media to encourage interest in specific items
- Sharing our *State of the Park Report* with a wider audience
- Engaging more people in the strategic planning for the Park through involving the public in the review of the National Park Management Plan
- Webcasting seminars on topics such as mobile phone coverage and masts.

**CITY OF CARDIFF COUNCIL  
CYNGOR DINAS CAERDYDD**

**PROTOCOL FOR WEBCASTING OF COUNCIL AND OTHER  
COMMITTEE MEETINGS**

**Introduction**

The Council has agreed that certain meetings should be the subject of live web transmission 'webcasting'. Fixed cameras are located within the Council Chambers at City and County Hall and Committee Room 4 at county Hall for this purpose.

This protocol has been produced to assist the conduct of webcast meetings and to ensure that in doing so the Council is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998. Accordingly the following will apply to all meetings to be webcast by the Council:

**Main Provisions**

1. The Chair of the meeting has the discretion to request the termination or suspension of the webcast if continuing to webcast would prejudice the proceedings of the meeting.

This would include:

- (i) Public disturbance or other suspension of the meeting;
- (ii) Exclusion of public and press being moved and supported;
- (iii) Any other reason moved and seconded and supported by the Council/Committee.

2. No exempt or confidential agenda items shall be webcast.
3. All archived webcasts will be available to view on the Council's website for a period of six months. Meetings are recorded onto DVD, which will be stored in accordance with records management procedures.
4. Archived webcasts or parts of webcasts shall only be removed from the Council's website if the Monitoring Officer considers that it is necessary because all or part of the content of the webcast is or is likely to be in breach of any statutory provision or common law doctrine, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information. It is anticipated, however, that meetings will be conducted lawfully and that the need to exercise this power will occur only on an exceptional basis.
5. Any elected Member who is concerned about any webcast should raise their concerns with the Monitoring Officer.

## **Agenda Front Sheets and Signage at Meetings**

On the front of each relevant agenda and on signs inside and outside the Council Chamber or Committee Room there will be the following notice:

### **WEBCASTING NOTICE**

**This meeting will be filmed for live and/or subsequent broadcast on the Council's website. The whole of the meeting will be filmed, except where there are confidential or exempt items, and the footage will be on the website for 6 months. A copy of it will also be retained in accordance with the Council's data retention policy.**

**If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the body of the Chamber you are also consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you do not wish to have your image captured you should sit in the public gallery area.**

**If you have any queries regarding webcasting of meetings, please contact Member Services on 02920 872020**

## **Meetings of the Planning Committee and other 'Quasi Judicial' Hearings**

In correspondence notifying applicants, supporters or objectors of the meeting date on which an application will be heard, the following advice will be included if the particular meeting is to be webcast:

'Please note that the meetings of the Committee are filmed for live and/or subsequent broadcast on the Council's website. The Authority is a Data Controller under the Data Protection Act and data collected during this webcast will be retained in accordance with the Authority's published policy. If you wish to attend the meeting, but do not wish to be filmed, please contact Member Services on 02920 872020 to discuss your concerns.

To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people.

## **Conduct of Meetings**

At the start of each meeting to be filmed, an announcement will be made to the effect that the meeting is being webcast, as follows:-

"I would like to remind everyone present that this meeting will be broadcast live to the Internet, and will be capable of repeated viewing and copies of the recording could be made available to those that request them.

If you are seated in the chamber it is likely that the cameras will capture your image and you are deemed to be consenting to being filmed, and to the use of those images and sound recordings for webcasting and/or training purposes. If you are addressing the Committee your contribution will be recorded and broadcast unless you have already indicated that you do not wish this to happen.

If you wish to avoid appearing on the webcast, you should move to one of the designated seats set aside for this purpose”.

**ENDS**

9 July 2015  
CC/MR/V1.0

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scrutiny

# City and County of Cardiff

## Public Speaking at Scrutiny Committee Meetings

### Draft Guidance Note July 2015

#### Introduction

Scrutiny is one of the most challenging and interesting aspects of the democratic process in Cardiff. Scrutiny plays a vital role in service improvement, promoting the well being of local communities and championing public concerns.

Scrutiny is conducted in an open and transparent way, focusing on the needs and concerns of the public.

In the past, members of the public have not generally been invited to take part in discussions or debates during Cardiff's Scrutiny committees. However, to reflect the Committee's work in seeking information on issues relating to the people who live and work in Cardiff, the Council wants to introduce public participation during Scrutiny Committee meetings.

The following information provides guidance to members of the public who wish to speak at Scrutiny Committee meetings.

## Guidance on Asking Questions

The question must be relevant to the business of the Scrutiny Committee to which it is put. If it is not possible to answer the question at the meeting, a response will be provided within 10 working days of the meeting.

The chairman of the Committee will decide whether the question is appropriate and whether the question will be taken at the meeting.

Members of the public will be invited to raise questions at the beginning of each meeting. A maximum of 30 minutes will be allocated for this purpose.

To allow each member of the public wishing to participate at the meeting to speak, an allocated time limit of 5 minutes per speaker will be given.

Assistance on how to present questions is available upon request from Scrutiny Services. Please phone 02920 872953 or email [scrutinyviewpoints@cardiff.gov.uk](mailto:scrutinyviewpoints@cardiff.gov.uk).

## How to Suggest Topics for Scrutiny

Members of the public may suggest items for consideration by submitting their question **at least two working days before** the meeting to Democratic Services, City & County of Cardiff Council, County Hall, Cardiff. Tel 02920 872953 or email [scrutinyviewpoints@cardiff.gov.uk](mailto:scrutinyviewpoints@cardiff.gov.uk)

Alternatively, they can use the form provided on the Council's website, or ask their Ward Councillor to forward the request to Scrutiny Services.

## Providing Evidence to a Scrutiny Committee

### Before the Meeting

The Scrutiny Committee may invite members of the public to provide evidence or to discuss issues of local concern as part of their investigation. It may, for example, wish to hear from residents, stakeholders or members and officers in other parts of the public sector.

Where a person is invited to attend a Scrutiny Committee meeting, an initial telephone call will be made to enquire whether the person is able to attend the meeting, followed by a letter or e-mail, giving the maximum possible notice in writing.

The letter will state the nature of the item on which the person is invited to give evidence and whether any papers are required to be produced for the Committee.



The letter will inform the person of the subject being scrutinised, and where appropriate, a list of questions to be answered.

Where the Committee requires the person to provide a written report, sufficient time will be given to allow for the preparation of the document.

## **At the Meeting**

At the meeting, the Chairman of the Committee will provide a brief introduction to the members of the Committee and the persons invited to give evidence. The Chairman will also provide an overview of the item under investigation, including the aims, objectives and timescale.

The Chairman will remind those people invited to give evidence why the Committee has invited them to attend the meeting and request that they give a brief statement regarding the item under scrutiny.

Once the statement has been made, the Committee will be given an opportunity to ask questions in a concise, jargon free manner. The person providing the evidence will be allowed to summarise the information.

The Committee will then be given an opportunity to discuss and review the evidence that has been presented before providing feedback on how they viewed the information and any actions they feel might be appropriate.

The person providing evidence will be formally thanked for their contribution.

## **After the Meeting**

The person providing evidence will receive a letter or e-mail advising them of the outcome of the investigation. They will also be given the opportunity to provide written feedback on the scrutiny process they have been involved in.

## **Conduct at a Scrutiny Committee**

Members of the public must not abuse the privilege of participation by personal attacks on Elected Members, other participants or members of the public.

Speakers will be required to respond politely to any question from the Chairman and Elected Members of the Committee.

Any speaker who makes a statement, which, in the opinion of the Chairman, is defamatory, abusive, racially motivated or discriminatory, will be required to stop speaking and leave the meeting. The Committee will be advised to disregard such comments.

Where a number of speakers share the same viewpoint, a spokesperson may be required.

The Chairman will have complete discretion on how public participation is conducted. If the above principles are not adhered to, the Chairman may close that part of the meeting.

## Media Access to Public Meetings

The media will be invited to attend all public meetings and offered interview, filming and reporting opportunities, whenever possible.

The Council supports the Ofcom Code and Guidelines on broadcasting standards. All arrangements for filming will be expected to adhere to these provisions, in particular those relating to the 'obligations of fairness and respect for truth' and 'fairness and impartiality' in the editing and transmission of interviews.

## Agenda, Reports and Minutes

Copies of Committee agendas, reports and minutes will be available upon request from Democratic Services or by visiting the City & County of Cardiff Council website at [www.cardiff.gov.uk](http://www.cardiff.gov.uk).

## Where to Send Scrutiny Questions

Please submit to Scrutiny Services, City & County of Cardiff Council, County Hall, Cardiff CF10 4UW (or [scrutinyviewpoints@cardiff.gov.uk](mailto:scrutinyviewpoints@cardiff.gov.uk)) **at least two working days before** the meeting. In exceptional circumstances, the Committee Chairman, at his or her discretion, may accept questions submitted up to one hour before the meeting.

Please write the question out in full, stating the name, time and date of the Committee you wish to speak at. Please ensure that your full name and address, including a contact telephone number, are entered on the letter of submission.

## 9. Enquiries and Assistance

For any further guidance on procedures at meetings, please contact Scrutiny Services on telephone: 029 2087 2953 or email [scrutinyviewpoints@cardiff.gov.uk](mailto:scrutinyviewpoints@cardiff.gov.uk).

**CITY & COUNTY OF CARDIFF  
DINAS A SIR CAERDYDD**



**COUNCIL:**

**23 JULY 2015**

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**REPORT OF DIRECTOR GOVERNANCE AND LEGAL SERVICES**

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**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.
3. 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**

4. Appendix 1 to this report contains a list of current vacancies and nominations up to 24<sup>th</sup> September 2015.

**Reasons for Recommendations**

5. To ensure that the Council fulfils its statutory functions in respect of the appointment of local authority governors for maintained schools.

**Legal Implications**

6. 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.

7. 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**

8. 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 and any further nominations set out on the Council amendment sheet.

**MARIE ROSENTHAL**  
**Director Governance and Legal Services**  
17 July 2015

*The following Appendix is attached:*

Appendix 1            List of current Local Authority School Governor Vacancies and Council Nominations for the period 23<sup>th</sup> July to 24<sup>th</sup> September 2015.

*The following Background Documents have been taken into account: N/A*

## LA Governor Vacancies and Council Nomination – 23 July – 24<sup>th</sup> September

- 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)
St Illtyd's Catholic High School	Rumney	26/07/2014				
The Glyn Derw Michaelston Federation	Ely/Caerau	15/04/2015		Ms Zenny Saunders	School	
<del>Albany Primary School</del>	Plasnewydd	02/07/2015				
<del>Glyn Hafod Primary School</del>	Llanrumney	21/04/2015				
<del>Creigiau Primary School x 2 vacancies</del>	Creigiau	02/09/2014 08/07/2015				
Ely and Caerau Children's Centre	Ely	23/06/2015				
Fairwater Primary School	Fairwater	18/06/2015		Mr Rob Larkins	School	
Glyncoed Primary School	Pentwyn	18/07/2015		Mrs Ceri Veysey	School	
Herbert Thompson Primary School	Ely	13/05/2015				
Holy Family RC Primary School	Fairwater	25/03/2015				
Kitchener Primary School – 2 x vacancies	Riverside	08/09/2014 04/07/2015		Mr Gareth Thomas	School	
Lansdowne Primary School – 2 x vacancies	Canton	16/09/2014 20/05/2015		Mrs Sacha Davies	School	
Millbank Primary School	Caerau	10/12/2013				
Mountstuart Primary School	Butetown	17/07/2014		Miss Ruth Williams	School	
Oakfield Primary School	Trowbridge	04/03/2015				
Pencaerau Primary School	Caerau	23/09/2014				

## Appendix 1

School	Ward	Start of Vacancy	Renomination requested	Applications received	Nominated by	Approved (Yes/No)
Pentyrch Primary School – 2 x vacancies	Pentyrch	08/12/2014 07/07/2014				
Radnor Primary School	Canton	05/02/2015		Mrs Sheila Ansell	School	
St John Lloyd RC Primary School	Trowbridge	30/01/2013				
Thornhill Primary School - 1 x vacancy	Llanishen	21/06/2015				
Trelai Primary School – 1 x vacancy	Caerau	02/10/2012		Miss Andrea May	School	
Tredegarville CW Primary School	Adamsdown	09/07/2015		Ms Natalie Atherton-Doyle	School	
Tremorfa Nursery School	Splott	19/09/2014				
Windsor Clive Primary School – 2 x vacancies	Ely	03/06/2014 18/06/2014		Mrs Sarah Rose	School	
Ysgol Glan Morfa	Splott	29/01/2014				
Ysgol Gymraeg Bro Eirwg	Llanrumney	23/04/2014				
Ysgol Gymraeg Coed-Y-Gof	Fairwater	10/02/2014				
Ysgol Gymraeg Melin Gruffydd – 2 x vacancies	Whitchurch	13/05/2015 18/06/2015				
Ysgol Pencae	Llandaff	03/07/2015				
Ysgol Pen Y Pil	Trowbridge	11/09/2013				
Ysgol Pwll Coch	Canton	08/07/2015		Mr Gareth Rees-Thomas	School	
Ysgol Y Berllan Deg	Pentwyn	17/12/2014		Mr Jeremy North	School	
Ysgol Y Wern	Llanishen	27/01/2015		Mr Nicholas Brown	School	
Woodlands High School	Caerau	19/7/2015		Mrs Sarah Selleck	School	

## Appendix 1

### New LA Governor Vacancies to be considered

School	Ward	Start of Vacancy	Renomination Requested	Applications Received	Nominated By	Approved (Yes/No)
Cantonian High School – 1 vacancy	Fairwater	24/07/2015	Cllr Lisa Ford	Dr Angela Jones-Evans	Cllr Gareth Holden Cllr Rod McKerlich	
Cathays High School	Gabalfa	16/09/2015	Mr Ken Daniels		School	
Allensbank Primary School	Gabalfa	20/07/2015				
Albany Primary School	Plasnewydd	02/09/2015	Ms Geraldine Nichols		School	
Plyn Hafod Primary School	Llanrumney	16/09/2015	Cllr Derrick Morgan		School	
Syncoed Primary School	Pentwyn	22/09/2015	Mr Gary Mitchell		School	
Llanedeyrn Primary School	Pentwyn	16/09/2015		Cllr Joseph Carter	School	
Marlborough Primary School x 4 positions	Penylan	22/09/2015 22/09/2015 22/09/2015 22/09/2015	Cllr Bill Kelloway Mrs Freda Salway Cllr Trish Burfoot		School School School	
Peter Lea Primary School	Fairwater	22/09/2015				
Stacey Primary School x 2 positions	Adamsdown	16/09/2015 22/09/2015	Cllr Nigel Howells Ms Belver Adamson		School School	

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**CITY & COUNTY OF CARDIFF  
DINAS A SIR CAERDYDD**



**COUNCIL**

**23 JULY 2015**

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**REPORT OF COUNTY CLERK & MONITORING OFFICER**

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**POLITICAL BALANCE AND COMMITTEE MEMBERSHIP MATTERS**

**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. Where a local authority has determined the allocation of political groups on a Committee, the Council in accordance with Section 16 of the Local Government and Housing Act 1989 must give effect to the wishes of the party groups with regard to the identities of the persons who are nominated by that Group to take up existing vacancies on Committees.
3. In accordance with Local Government (Wales) Measure 2011 ('the Measure'), Part 6, Sections 66 to 75 Scrutiny Chairs are allocated on a proportional basis, and appointments are made in accordance with the political group's nominations.

**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.

**Issues**

6. Notification was received from the Plaid Cymru Group on 25 June 2015 that Councillor Holden had joined the Group with effect from 25 June 2015. This effected a change in the composition of the Plaid Cymru Group.

7. On 30 June 2015 a by Election was held in the Pentyrch Ward and Councillor Gavin Hill-John was elected as a Conservative Group member.
8. 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

9. The total number of seats on Committees which are subject to the political balance is 139. Based on the revised composition of the Council on 1 July 2015 the proportional allocation of seats on Ordinary Committees and Scrutiny Committees is as set out in Table A below:

**TABLE A - Composition of the Council as at 1 July 2015:**

Groups	Number of Councillors	Proportionality	Number of seats
Labour	46	61 33%	86
Liberal Democrat	15	20%	28
Conservative	9	12%	17
Plaid Cymru	3	4%	6
Ungrouped *	2	2.66%	(2)

\*Two Independent Members not part of any Group

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 13 July 2015. The Plaid Cymru Group has indicated that it does not wish to take up its allocation of Committee seats, and therefore, these have been distributed 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 and Chairs of Committees

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.
14. The following vacancies on Committee are to be filled by Council on 23 July 2015. Nominations from Political groups to these vacancies will be reported to Council on the amendment sheet.

<u>Committee</u>	<u>No of Vacancies</u>
Planning Committee	1 vacancy
Audit Committee	2 vacancies
Corporate Parenting Advisory Committee	1 vacancy
Democratic Services Committee	1 vacancy
Children & Young People Scrutiny	1 vacancy
Community & Adult Scrutiny	2 vacancies
Environmental Scrutiny	2 vacancies
Policy Review & Performance Scrutiny	2 vacancies
Bilingual Cardiff Working Group	2 vacancies
Works Council	1 vacancy
Health & Safety advisory Group	2 vacancies
Glamorgan Archives Joint Committee	1 vacancy

15. The Local Government (Wales) Measure 2011 ('the Measure'), Part 6, Sections 66 to 75, makes provision regarding the appointment of scrutiny chairs, requiring a proportional allocation of scrutiny chairs for Councils comprised of several political groups. Scrutiny Committee Chairs are allocated proportionally with the agreement of the Political Groups and the allocation is shown in **Appendix A** of the report.

### **Legal Implications**

16. The legal Implications are set out in the body of this report.

### **Financial Implications**

17. There are there are no additional financial implications arising from this report that have not been included within the Council's budget for 2015/16.

### **RECOMMENDATIONS**

That the Council

- (1) 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 13 July 2015;
- (3) notes 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) notes the nomination detailed on the amendment sheet received from the Labour Group to the vacancy for Chair of Environmental Scrutiny Committee.

**MARIE ROSENTHAL**  
**County Clerk & Monitoring Officer**  
17 July 2015

Appendix A – Political Balance and Allocation of seats 2015/16 – 1 July 2015

Appendix B – Committee Membership 2015/16

Distribution of Seats Based on Political Balance 1 July 2015

APPENDIX A

Committee	Number of Seats	Labour	Lib Dem	Cons	Plaid	Heath Ind	Ind Group	Total
<b>Committees subject to Political Balance</b>								
No of Seats	75/75	46/75	15/75	9/75	3/75	1/75	1/75	75
Percentage		61.33%	20%	12%	4%	1.33%	1.33%	100
Total No Seats	139	86	28	17	6	(1)	(1)	139
<b>Ordinary Committees</b>								
Planning	12	8*	2*	2				12
Licensing	12	8	3	1				12
Public Protection	12	8	3	1				12
Audit Committee	8	5	2	1				8
Constitution Committee	12	7	3	2				12
Corporate Parenting Advisory Committee	9	7**	1**	0***			1***	9
Council Appeals	9	6	2	1				9
Democratic Services Committee	12	7	3	2				12
Employment Conditions	8	5	2	1				8
No of Seats	94	61	21	11			1	94
Percentage		64.9%	22.34%	11.7%			1.06%	100%
<b>Scrutiny Committees – Chairs</b>								
Children & Young People	9	6	2	1				9
Community & Adult	9	5	2	1	0****		1****	9
Economic & Culture	9	6	2	1				9
Environment	9	6	2	1				9
Policy Review & Performance	9	6	2	1				9
No of Seats	45	29	10	5			1	45
Percentage		64.45%	22.22%	11.11%			2.22%	100%
<b>TOTAL NO OF SEATS</b>								
Percentage	139	90	31	16			2	139
Percentage		64.75%	22.302%	11.51%			1.44%	100%

NOTE: \* Seat given up by Lib Dem; \*\* Seat given up by Lib Dem \*\*\* Seat given up by Conservatives; \*\*\*\* Seat given up by Plaid Cymru

Committee	Number of Seats	Labour	Lib Dem	Cons	Plaid	Heath Ind	Rhiw Ind	Total
<b><u>Political Balance not applicable</u></b>								
Standards & Ethics Committee	3	1	1	1				
Bilingual Cardiff Working Group	10	7	1	1	1			
Local Authority Governor Panel	7	3	1	1	1			
Works Council	5	3	1	1				
Health & Safety Advisory Group	5	3	1	1				

**Committee Membership 2015/16**

**Cabinet**

(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 Lib Dem)**

**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, Simmons and Walsh.

**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, Simmons and Walsh.

**Audit Committee**

(8 Council Members 5 Labour, 2 Liberal Democrat, 1 Conservative and 4 Independent Members Panel)

Councillors Howells, McGarry, Mitchell, Murphy, Dianne Rees and Weaver.  
**(2 vacancies 1 Labour & 1 Lib Dem)**

Mr Ian Arundale, Mr David Hugh Thomas, Prof Maurice Pendlebury and Sir Jon Shortridge

**Constitution Committee**

(12 Members: 7 Labour, 3 Liberal Democrats, 2 Conservative)

Councillors Aubrey, Cowan, **De'Ath (Chr)** Goodway, Gordon, Hinchey, 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, 2 Conservative)

Councillors Dilwar Ali, Chaundy, **Clark (Chr)** Goddard, Graham, Hinchey, Hyde, Lomax, Murphy, Dianne Rees and Benjamin Thomas. **(1 vacancy Labour)**

### **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, Morgan, Murphy, Dianne Rees and Thorne (**1 vacancy Labour**)

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 Ali Ahmed, Carter, Chris Davis, **McGarry (Chr)**, Lomax, Sanders and Graham Thomas. (**2 vacancies - 1 Labour and 1 Lib Dem**)

### **Economy and Culture**

(9 Members: 6 Labour, 2 Liberal Democrats and 1 Conservative)

County Councillors Dilwar Ali, Ralph Cook, Govier, Howells, Hyde, Javed, **McKerlich (Chr)**, Stubbs and Weaver.

### **Environmental**

(9 Members: 6 Labour, 2 Liberal Democrats, and 1 Conservative)

Councillors Aubrey, Clark, Davis, Lomax, Marshall, Mitchell and Darren Williams. (**2 vacancies Labour**)

### **Policy Review and Performance**

(9 Members: 6 Labour, 2 Liberal Democrats, 1 Conservative)

Councillors Cowan, Goodway, **Howells (Chr)**, Hunt, Love, Murphy and Huw Thomas (**2 vacancies 1 Labour and 1 Lib Dem**)

## **Other Committees**

### **Bilingual Cardiff Working Group**

(10 Members at least 1 Member each Party Group)

Councillors Dilwar Ali, Bale, Evans, Goodway, Holden, Howells, Lent and Huw Thomas (**2 vacancies - 1 Labour and 1 Conservative**)

### **Works Council**

Councillors Bale, Hinchey, Dianne Rees and Walsh (**1 vacancy Lib Dem**)

### **Health & Safety Advisory Group**

Councillors Groves, Hinchey (Cabinet Member) and Walsh  
***(2 vacancies Opposition Groups)***

### **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, Robson & Huw Thomas ***(1 vacancy)***

#### **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 & COUNTY OF CARDIFF  
DINAS A SIR CAERDYDD**



**COUNCIL:**

**23 JULY 2015**

**REPORT OF THE DIRECTOR GOVERNANCE & LEGAL SERVICES**

**URGENT DECISIONS TAKEN IN RESPECT OF:**

- (1) CANTONIAN HIGH SCHOOL; AND
- (2) UEFA CHAMPIONS LEAGUE FINALS 2017

**Reason for this Report**

1. In accordance with the Council's Scrutiny Procedure Rule 13(a), urgent officer decisions taken in respect of (i) Cantonian High School; and (ii) UEFA Champions League Finals 2017, are being reported to Council for information.

**Issues**

Cantonian High School

2. An Officer Decision – 'Intervention in Cantonian High School' was taken on 23<sup>rd</sup> June 2015 by the Director of Education as an urgent decision. The decision was to:
  - (i) Intervene in Cantonian High School pursuant to the School Standards and Organisation (Wales) Act 2013 ('the SSOW Act 2013');
  - (ii) Suspend the right of the Governing Body to a delegated budget pursuant to Section 8 of the SSOW Act 2013; and
  - (iii) Appoint 3 Additional Governors (Derek Mutlow, Gary Brace and Mary Campbell) and nominate one of those governors, Derek Mutlow, to be the Chair of the governing body pursuant to Section 6 of the SSOW Act 2013.
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, and the exercise of one or more of the Council's powers of intervention was necessary in order to address the concerns and secure improvement.
4. The Decision was taken in consultation with the Cabinet Member with portfolio responsibility for Education and local ward Members.

5. It was noted that any delay in implementation of the decision would impede the achievement of the necessary improvements and was not therefore in the public interest. For these reasons, the Monitoring Officer and the Chair of the Children and Young People's Scrutiny Committee agreed the decision should be taken on an urgent basis.

#### UEFA Champions League Finals 2017

6. An Officer Decision – 'Bid to host the UEFA Champions League Finals 2017' was taken on 23rd June 2015 by the Chief Executive as an urgent decision. The decision was to:

- (i) Support the Football Association of Wales (FAW) bid to host the UEFA Champions League Final and UEFA Women's Champions League Final ('the UCL Finals') in Cardiff in 2017;
- (ii) Subject to the execution of a Heads of Terms agreement with the FAW setting out the scope of the Council's support and associated financial obligations and in consultation with the City and County Solicitor and the Section 151 Officer, to sign the formal 'Declaration of the Host City Authority', as required by UEFA in support of the FAW bid; and
- (iii) If the bid is successful, to take all necessary actions to arrange for the discharge of the Host City Authority's obligations in order to ensure the successful organisation of the UCL Finals 2017 in Cardiff.

7. The reason for the decision was to facilitate the successful staging in Cardiff of the UEFA Champions League Final and UEFA Women's Champions League Final in 2017 in order to:

- Attract significant economic benefits for Cardiff, estimated at £40m
- Compliment Cardiff's sporting event portfolio
- Provide an international media platform that promotes the reputation of Cardiff and Wales.
- Support the development and sustainability of Cardiff's cultural, creative, event and tourism sectors.
- Showcase Cardiff's heritage, venues, parkland and waterfront.
- Support and promote health and wellbeing by expanding the opportunity to participate in sport and physical activity and seeking to significantly increase the number of people wanting to play, coach or volunteer within Welsh Football

8. The decision was taken in consultation with the Leader, and the Cabinet Members with portfolio responsibility for Finance and Sport, who were all fully supportive of the decision.
9. The decision was certified as urgent, in recognition of the significant opportunities and benefits which a successful bid would bring to Cardiff, and the fact that the Council had been asked to confirm its support for the bid by 23rd June 2015, in advance of consideration by the UEFA Executive Committee in Prague on 29th / 30th June. On this basis, it was noted that any delay in implementation of the decision was not in the public interest. For these reasons, the Monitoring Officer and the Chair of the Economy and Culture Scrutiny Committee agreed the decision should be taken on an urgent basis.

### **Financial Implications**

10. There are no direct financial implications arising from this report.

### **Legal Implications**

11. 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**  
**DIRECTOR GOVERNANCE & LEGAL SERVICES**  
**17 July 2015**

### Background Papers

Officer Decision, 23 June 2015 – ‘Intervention in Cantonian High School’  
Officer Decision, 23 June 2015 - ‘Bid to host the UEFA Champions League Finals 2017’

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